**Fiscal Year 2021 Monthly Closing Calendar**

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| --- | --- | --- | --- | --- |
| **Accounting Period** | **Latest Payroll Period End Date** | **Latest Payroll End PP #** | **Estimated Payroll Posting Date**  | **Finance Mart Final Reports Available** |
| July 2020 | 7/23/20 | 2102 | 08/03/20 | End of August |
| August 2020 | 8/20/20 | 2104 | 08/31/20 | 09/11/20 |
| September 2020 | 9/17/20 | 2106 | 9/28/20 | 10/09/20 |
| October 2020 | 10/29/20 | 2109 | 11/09/20 | 11/13/20 |
| November 2020 | 11/26/20 | 2111 | 12/07/20 | 12/11/20 |
| December 2020 | 12/24/20 | 2113 | 01/04/21 | 01/12/21 |
| January 2021 | 01/21/21 | 2115 | 02/01/21 | 02/11/21 |
| February 2021 | 02/18/21 | 2117 | 03/01/21 | 03/11/21 |
| March 2021 | 03/18/21 | 2119 | 03/29/21 | 04/09/21 |
| April 2021 | 04/29/21 | 2122 | 05/10/21 | 05/14/21 |
| May 2021 | 05/21/21 | 2124 | 06/07/21 | 06/11/21 |
| June 2021 | **\*\*** |  | **\*\*** | **\*\*** |

**NOTE:** The availability of Finance Mart reporting is based on seven days after the **Estimated** final payroll period posting date in the respective Accounting Period.

**\*\*** A separate communication regarding the year end closing timeline will be distributed at a later date.

**Month End Transaction Cutoffs for Non-Payroll Activity**

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| **Business Activity** | **Details** |
| Interdepartmental Transfers andExpenditure Transfers  | * Transfers submitted to General Accounting (GA) through Service Now (SN) **by noon of the** **5th day of the month** may use a prior month accounting date.
* GA will post valid error free journal entries before the month closes. Un-posted entries will be returned to the originator through Service Now (SN) for error correction and date change, if necessary.
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| Accounts Payable | * Invoices submitted to Accounts Payable (AP) with valid budget and a FAST receipt by the **5th day of the month** will be posted by month end.
* Vouchers that remain Un-posted on the **5th day of the month** may automatically have the accounting date changed to the 1st day of the next open month.
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| Accounts Receivable | * Deposits and requests for adjustment received by the cashier’s office by the **5th day of the month** may be included in the prior month’s business.
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| Travel | * Travel Authorizations not fully approved by the **5th day of the month** will require assistance from the travel department in the subsequent month.
* Travel Expense Reports not fully approved by the **5th of the month following submission** may require the travel approver to change the accounting date (upper left area of the page) to the current date and save before the system will allow approval. The travel department will provide guidance as necessary.
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| Pcard Compliance | * Pcard budget errors must be resolved prior to the **5th day of the month** following reconciliation. Unresolved errors will be charged to the default chartfield string of record.
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