**Fiscal Year 2023 Monthly Closing Calendar**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accounting Period** | **Latest Payroll Period End Date** | **Latest Payroll End PP #** | **Estimated Payroll Posting Date** | **Finance Mart Final Reports Available** |
| July 2022 | 7/21/22 | 2302 | 08/01/22 | End of August |
| August 2022 | 8/18/22 | 2304 | 08/29/22 | 09/12/22 |
| September 2022 | 9/29/22 | 2307 | 10/10/22 | 10/14/22 |
| October 2022 | 10/27/22 | 2309 | 11/07/22 | 11/14/22 |
| November 2022 | 11/24/22 | 2311 | 12/05/22 | 12/09/22 |
| December 2022 | 12/22/22 | 2313 | 01/03/23 | 01/11/23 |
| January 2023 | 01/19/23 | 2315 | 01/30/23 | 02/10/23 |
| February 2023 | 02/16/23 | 2317 | 02/27/23 | 03/10/23 |
| March 2023 | 03/30/23 | 2320 | 04/10/23 | 04/13/23 |
| April 2023 | 04/27/23 | 2322 | 05/08/23 | 05/12/23 |
| May 2023 | 05/25/23 | 2324 | 06/05/23 | 06/09/23 |
| June 2023 | **\*\*** |  | **\*\*** | **\*\*** |

**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**

|  |  |
| --- | --- |
| **Business Activity** | **Details** |
| Interdepartmental Transfers and  Expenditure 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. |
| Accounts Payable | * 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. |
| 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. |
| 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. |
| 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. |