

Fiscal Year 2020 Financial Close Schedule

Description	Day of Month	July 2019 (FY2020) Close	August 2019 (FY2020) Close	September 2019 (FY2020) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Wednesday, July 31, 2019	Friday, August 30, 2019	Monday, September 30, 2019
Next Month calendar open at 12:15am	First Calendar Day of Month	Thursday, August 1, 2019	Sunday, September 1, 2019	Tuesday, October 1, 2019
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Thursday, August 1, 2019	Tuesday, September 3, 2019	Tuesday, October 1, 2019
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Friday, August 2, 2019	Wednesday, September 4, 2019	Wednesday, October 2, 2019
Calendar closed for procurement, banking and accounts receivable at 5pm	Third Business Day of Month	Monday, August 5, 2019	Thursday, September 5, 2019	Thursday, October 3, 2019
Journal entries - no more entered after 5pm	Third Business Day of Month	Monday, August 5, 2019	Thursday, September 5, 2019	Thursday, October 3, 2019
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Tuesday, August 6, 2019	Friday, September 6, 2019	Friday, October 4, 2019
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Tuesday, August 6, 2019	Friday, September 6, 2019	Friday, October 4, 2019
Reports available in the morning	Fifth Business Day of Month	Wednesday, August 7, 2019	Monday, September 9, 2019	Monday, October 7, 2019
Current Month Post Close calendar open	Fifth Business Day of Month	Wednesday, August 7, 2019	Monday, September 9, 2019	Monday, October 7, 2019

Description	Day of Month	October 2019 (FY2020) Close	November 2019 (FY2020) Close	December 2019 (FY2020) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Thursday, October 31, 2019	Friday, November 29, 2019	Tuesday, December 31, 2019
Next Month calendar open at 12:15am	First Calendar Day of Month	Friday, November 1, 2019	Monday, December 2, 2019	Thursday, January 2, 2020
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Friday, November 1, 2019	Monday, December 2, 2019	Thursday, January 2, 2020
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Monday, November 4, 2019	Tuesday, December 3, 2019	Friday, January 3, 2020
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Tuesday, November 5, 2019	Wednesday, December 4, 2019	Monday, January 6, 2020
Journal entries - no more entered after 5pm	Third Business Day of Month	Tuesday, November 5, 2019	Wednesday, December 4, 2019	Monday, January 6, 2020
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Wednesday, November 6, 2019	Thursday, December 5, 2019	Tuesday, January 7, 2020
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Wednesday, November 6, 2019	Thursday, December 5, 2019	Tuesday, January 7, 2020
Reports available in the morning	Fifth Business Day of Month	Thursday, November 7, 2019	Friday, December 6, 2019	Wednesday, January 8, 2020
Current Month Post Close calendar open	Fifth Business Day of Month	Thursday, November 7, 2019	Friday, December 6, 2019	Wednesday, January 8, 2020

Description	Day of Month	January 2020 (FY2020) Close	February 2020 (FY2020) Close	March 2020 (FY2020) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Friday, January 31, 2020	Friday, February 28, 2020	Tuesday, March 31, 2020
Next Month calendar open at 12:15am	First Calendar Day of Month	Monday, February 3, 2020	Monday, March 2, 2020	Wednesday, April 1, 2020
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Monday, February 3, 2020	Monday, March 2, 2020	Wednesday, April 1, 2020
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Tuesday, February 4, 2020	Tuesday, March 3, 2020	Thursday, April 2, 2020
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Wednesday, February 5, 2020	Wednesday, March 4, 2020	Friday, April 3, 2020
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, February 5, 2020	Wednesday, March 4, 2020	Friday, April 3, 2020
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, February 6, 2020	Thursday, March 5, 2020	Monday, April 6, 2020
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, February 6, 2020	Thursday, March 5, 2020	Monday, April 6, 2020
Reports available in the morning	Fifth Business Day of Month	Friday, February 7, 2020	Friday, March 6, 2020	Tuesday, April 7, 2020
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, February 7, 2020	Friday, March 6, 2020	Tuesday, April 7, 2020

Description	Day of Month	April 2020 (FY2020) Close	May 2020 (FY2020) Close	June 2020 (FY2020) Close Fiscal Year End (PRELIM)
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Thursday, April 30, 2020	Friday, May 29, 2020	Tuesday, June 30, 2020
Next Month calendar open at 12:15am	First Calendar Day of Month	Friday, May 1, 2020	Monday, June 1, 2020	Wednesday, July 1, 2020
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Friday, May 1, 2020	Monday, June 1, 2020	Wednesday, July 1, 2020
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Monday, May 4, 2020	Tuesday, June 2, 2020	Thursday, July 2, 2020
Calendar closed for procurement , banking and accounts receivable (evening)	Third Business Day of Month	Tuesday, May 5, 2020	Wednesday, June 3, 2020	Monday, July 6, 2020
Journal entries - no more entered after 5pm	Third Business Day of Month	Tuesday, May 5, 2020	Wednesday, June 3, 2020	Monday, July 6, 2020
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Wednesday, May 6, 2020	Thursday, June 4, 2020	Tuesday, July 7, 2020
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Wednesday, May 6, 2020	Thursday, June 4, 2020	Tuesday, July 7, 2020
Reports available in the morning	Fifth Business Day of Month	Thursday, May 7, 2020	Friday, June 5, 2020	Wednesday, July 8, 2020
Current Month Post Close calendar open	Fifth Business Day of Month	Thursday, May 7, 2020	Friday, June 5, 2020	Wednesday, July 8, 2020
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon				Friday, July 10, 2020
Re run common book allocations in the evening				Friday, July 10, 2020
Final Reports Available				Monday, July 13, 2020
Run FAO balance allocation and YE G/L Roll				Monday, July 13, 2020
Post Close Adjustments				Friday 7/10/20 until Tuesday 10/2/20