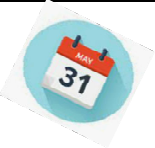
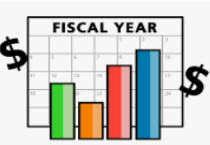





UM - FY25 Financial Closing Calendar - May 2025 through September 2025			FINAL Version Issued: 05/20/2025	
			Prepared by: Elizabeth Delgado - Financial Reporting and Accounting	
<div>May FY25 Year-end Close Calendar</div>			<div><div></div><div><div>L</div><div>e</div><div>g</div><div>e</div><div>n</div><div>d</div><div>ALL: Various University Depts.</div><div>FRA: Financial Reporting &amp; Accounting</div><div>FP&amp;A</div><div>UHealth Accounting</div><div>PA: Property Accounting</div><div>PR: Payroll</div><div>SC: Supply Chain</div></div></div>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apr 28 "Refer to April 2025 Calendar"	29 Refer to April 2025 Calendar"	30 Refer to April 2025 Calendar"	May 1	2
5 (Per Supply Chain's Dept. WD Banner) Requisitions must be pending Supply Chain's Workday approval by Monday, May 5. See May 31 for invoicing details.	6	7	8	9 (Per Supply Chain's Dept. WD Banner) To be processed for Fiscal Year 2025, change orders must be pending Supply Chain's Workday approval by Friday, May 9. Tip: Workday change orders will not be available in the early days of June.
12	13	14	15	16
19	20	21	22 ALL University Depts. Deadline for Non-Worker reimbursements to be in the Disbursements queue in WD by 5pm	23 All Non-Worker reimbursements must be submitted by 05/22/25. Effective 05/23/25, the Non-Worker Reimbursement submission web page will be inactivated until 06/01/25
26 Memorial Day Holiday 	27	28	29 FRS - Prelim. AON Pension per CY 2-28 statement  ALL University Depts. deadline to submit FY25:  - Check Requests and AP Supplier Invoices to Accounts Payable by 5pm  - Petty Cash Check Requests to Disbursements by 5pm  - Submit Expense Reports to be in Disbursements queue by 5pm  - Pcard verifications in Disbursements queue by 5pm	30 FRA - Customer Accounts closed by 5pm & Schedule Close May modules by 6/1 @ 12am for: Student Accounts  FRA- Schedule OPEN June period @ 12:15am  FACILITIES and PR MANAGERS Deadline to submit all substantially completed projects to PPE  (Per Supply Chain's Dept. WD Banner) Capital equipment must be received, installed, accepted, and invoiced to be recorded in FY25.

# May FY25 Year-end Close Calendar

## JUNE 2025



Legend	ALL: Various University Depts.
	FRA: Financial Reporting & Accounting
	FP&A
	UHealth Accounting
	PA: Property Accounting
	PR: Payroll
	SC: Supply Chain

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Jun 2</b>	<b>3</b>	<b>4</b> <b>ALL - Deadline to submit FY25 Journal Entries and PAAs affecting any grant to ORA by 5 p.m.</b>	<b>5</b> PR - Payroll deadline to submit FY25 Journal Entries and non-grant PAA's by 5 PM  <b>ALL - May JEs and AHBTs due from Depts. / Field</b> <b>IT - All May Integrations are in WD - EOD (except LC)</b>	<b>6</b> FRA - Close May "Payroll" incl PAAs  PA - PP&E to submit Projects Placed in Service report to FRA
<b>9</b> FR-Real Estate / Treasury / Controller's / UHealth - Complete updating & approving leases in LC by 5PM  FRA - Closes AP "Supplier Invoices" module for May  SC - FRA run Proc R/F task, then close Procurement module  FRA - Initiate LC Freeze in WD for May -End of Day  FRA - Close May "Banking" module by 5PM	<b>10</b> FRA - WD Invoices in process to Accrue for May (Search for Unrecorded Liabilities runs through end of Audit)  FRA - LC integration into WD for May	<b>11</b> FRA - Close LC for May in WD, and unfreeze for June activity - 9AM  FRA - Close May "Journals" module after Mass Cancel at 5PM  FRA - Sched. and run May Allocations (excl. Intercompany)	<b>12</b> FRA - Review and Finalize May allocations by 12pm  PA - Depreciation & Finalize PPE  FRA - Close PP&E activity, after Allocations' run	<b>13</b> FRA- Prelim. Towers Watson Pension per CY 2-28 statement
<b>16</b> FRA - Sched. and run May Intercompany Allocations	<b>17</b> UHealth - to record in WD all Bonus accrual entries	<b>18</b> FACILITIES-Retainage Info due to Property Accounting  <b>Academy &amp; UHealth - Record ALL Unrecorded Liabilities by EOD. Continue to monitor Search for Unrecorded Liabs. (SURL) for materiality.</b>	<b>19 Holiday</b> 	<b>20</b>  PA - Retainage JE posted  PA- PS WIP Reclass JE entries
<b>23</b>	<b>24</b> <b>Tentative</b> UHealth - to submit prelim med mal liability entries to be recorded in WD  FP&A - ALL Severance accruals due to be recorded in WD  FRA - Prelim. AON Pension per CY 5-31 statement	<b>25</b> PR - Benefits liabilities completed	<b>26</b> <b>Various - Vacation and fringe entries due from ALL areas to FP&amp;A</b>  FRA- Capitalized Interest calc.	<b>27</b> FRA - Gift NARR's
<b>30</b> IN - Investment finalizes all entries in WD  FRA - Close activity group "Investments"  FRA - Net Asset Reconciliation  <b>PENCILS DOWN (no more entries)</b> <b>Preliminary numbers are reviewed (subsequent entries must be approved by senior leadership)</b>	Jul 1 <i>Refer to July 2025</i>	2 <i>Refer to July 2025</i>	3 <i>Refer to July 2025</i>	4 <i>Refer to July 2025</i>

May FY25 Year-end Close Calendar  
JULY 2025



L	ALL: Various University Depts.
e	FRA: Financial Reporting & Accounting
g	FP&A
e	UHealth Accounting
n	PA: Property Accounting
d	PR: Payroll
	SC: Supply Chain

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jun 30 <i>Refer to June 2025</i>	Jul 1  Preliminary <u>numbers due</u> to Management (subsequent entries must be approved by senior leadership)	2	3	4 Independence Day Holiday 
UHealth/FRA/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19				
7	8	9	10 FP&A - No more JE's at unit level	11
UHealth/FRA/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19				
14	15	16	17	18 FRA - TB & FS PBCs provided to auditors for May 31st, 2025
21	22	23	24	25 
UHealth/FRA/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19				
28	29	30	31	Aug 1 <i>Refer to August 2025</i>
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b> →				
FRA - UM to provide to Towers Watson the estimated year-end asset value, including benefit payment estimate				Through Sep 19 
UHealth/FRA/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19				

## May FY25 Year-end Close Calendar

### AUGUST 2025



**ALL or Various University Depts.**

L FRA: Financial Reporting &amp; Accounting

**FP&A**

## UHealth Accounting

**PA: Property Accounting**

PR: Payroll

IT: Information Technology





**SC: Supply Chain**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Jul 28 <i>Refer to July 2025</i>		29 <i>Refer to July 2025</i>		30 <i>Refer to July 2025</i>		31 <i>Refer to July 2025</i>		Aug 1	
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b>								Through Sep 19	
									
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
4		5		6		7		8	
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b>								Through Sep 19	
FRA - Towers Watson to provide back to UM the estimated obligation, funded status, and unrestricted net asset		FRA - Book true-ups to pension expense & liability based on TW May Estimate							
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
11		12		13		14		15	
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b>								Through Sep 19	
								FRA - UM to provide to Towers Watson the year-end asset value with reconciliation to the prior year, including contribution and benefit payment information	
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
18		19		20		21		22	
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b>								Through Sep 19	
Academy & UHealth Accounting Teams - Cutoff for ALL Post-closing entries (except pension)								FRA - Towers Watson to provide to UM the pension disclosure report with balance sheet, CY FYE cost detail and reconciliation to prior year	
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
25		26		27		28		29	
UM (including hospitals) - KPMG Audit Fieldwork-Final - <b>From Jul 28 through Sep 19</b>								Through Sep 19	
FRA- Book true-ups to pension expense & liability based on TW May Final									
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									

May FY25 Year-end Close Calendar  
SEPTEMBER 2025



- ALL or Various University Depts.
- FRA: Financial Reporting & Accounting
- FP&A
- UHealth Accounting
- PA: Property Accounting
- PR: Payroll
- IT: Information Technology
- SC: Supply Chain

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Sep 1 Labor Day Holiday		2		3		4		5	
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 28 through Sep 19								Through Sep 19	
									
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
8		9		10		11		12	
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 28 through Sep 19								Through Sep 19	
									
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
15		16		17		18		19	
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 28 through Sep 19								UM - KPMG Audit Signoff / Issuance	
									
UHealth/FRA/PA/Athletics/ORA: Continue SURL for Passed-Adjustments Log until end of Audit Sept 19									
22		23		24		25		26	
29		30		Oct 1		2		3	



Thank you ALL for your continuous support and hard work during this past Fiscal Year 2025!

