

2020 Fiscal Year End Close Calendar
May 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apr 27	28	29	30	May 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 ALL Fields to submit Ad Hoc pmts. to disbursement queue by 5PM
25 HOLIDAY - MEMORIAL DAY	26	27	28	29 GA- Schedule OPEN June period ALL University Field to submit Expense Reports to A/P by 5PM GA-Schedule Close May modules, except: Supplier invoices - Payroll - Assets - Banking - Procurement - Oper. Acctg.

2020 Fiscal Year End Close Calendar**June 2020**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jun 1	2 AP - Fields Deadline to submit AP Supplier Invoices for May	3 IT - EPIC/McKesson module into WD - May - EOD	4 GA- Cutoff of all May integrations IT - All May Integrations are in WD	5 GA- May JEs due from depts. PR - Payroll deadline to submit PAA's by 5pm
8 GA- Close May "Supplier Invoices" module GA- Close May Payroll incl PAAs GA- May AHBT due from depts PUR - GA run Proc R/F task and close module AP - AP Supplier Invoices closed for May FR - Prelim. Towers Watson Pension	9 GA- WD Invoices in process to Accrue May PUR - FY21 change orders may be initiated	10 GA- Central Office C/O at 3:00PM - May JEs GA- Close May "Banking" module by EOD	11 GA- Schedule and run May allocations GA- Close May "Journals" module after Mass Cancel at 5PM	12 GA- Review and Finalize allocations and change to adjustments only IT - WD 1st feed to Hospitals at 4pm PA - Run depreciation & finalize PPE
15 FACILITIES-Retainage Info due to Property Accounting	16	17	18	19
22 PA - Retainage journal entry posted	23 MED FIN - to submit Severance accrual to FP&A for review	24	25	26 FR - ALL Severance accruals due to be recorded in WD
29	30	Jul 1	2	3

2020 Fiscal Year End Close Calendar July 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jun 29	Jun 30	Jul 1	2	3
			IT - Final WD feed to Hospitals @ 4:00PM - May	HOLIDAY - INDEPENDENCE DAY
6	7	8	9	10
PA - Provide ABLEH / UMHC ROLLFORWARD	FR - Retirement Reports from AON are received and recorded into WD MED FIN - MED MAL Labilities entries due to be recorded in WD			
13	14	15	16	
		FR - Lawson to WD reconciliation & I/C		FR - Prelim. internal Financials (excl. Audit adj.) MED FIN - Bonus accruals to be posted in WD PR - Benefits liabilities completed
20	21	22	23	24
UM - RSM Fieldwork-Final		To Sep 4 →		
FP&A - No more JE's at unit level FR - TB & FS PBCs provided to auditors-May				
27	28	29	30	31
UM - RSM Fieldwork-Final		To Sep 4 →		
UMHC, ABLEH & UMH - RSM Fieldwork-Final				To Aug 14 →
	Various - Vacation and fringe entries due from ALL areas		FR - Provide prelim. draft to FP&A	

2020 Fiscal Year End Close Calendar August 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Aug 3	4	5	6	7
← From Jul 20		UM - RSM Fieldwork-Final		To Sep 4 →
← From Jul 27		UMHC, ABLEH & UMH - RSM Fieldwork-Final		To Aug 14 →
		FP&A - Provide prelim. FS draft to Jackie		
10	11	12	13	14
← From Jul 20		UM - RSM Fieldwork-Final		To Sep 4 →
← From Jul 27		UMHC, ABLEH & UMH - RSM Fieldwork-Final		
		FR - Final Towers Watson Pension Report is received and recorded in WD		<<<<<<<UMHC, ABLEH &
17	18	19	20	21
← From Jul 20		UM - RSM Fieldwork-Final		To Sep 4 →
24	25	26	27	28
← From Jul 20		UM - RSM Fieldwork-Final		To Sep 4 →
31	Sep 1	2	3	4
← UM - RSM Fieldwork-Final				

2020 Fiscal Year End Close Calendar

September 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Aug 31	Sep 1	2	3	4
	UM - RSM Fieldwork-Final			
				<<<<<<<UM F/S -
				FR - Provide MD&A analysis
7	8	9	10	11
HOLIDAY - LABOR DAY				
14	15	16	17	18
21	22	23	24	25
28	29	30	Oct 1	2