



# FY21 Closing Calendar - May 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 ALL University Depts.' Deadline to submit Ad Hoc pmts. to disbursement queue by 5PM
24	25	26 MED - FIN to provide splits for FYE21 pension / post-retirement between UMMG/MSOM/UHealth Corp	27	28 ALL University Depts. Deadline to submit Expense Reports to AP by 5pm  ALL University Depts. Deadline for FY21 Pcard verifications in Disbursements queue by 5pm  GA - Close Customer Accounts Module
31 GA - Schedule Close May modules, except: -Journals - Oper. Journals - Assets - Banking - Supplier Invs. - Procurement - Payroll - by 12am GA- Schedule OPEN June period 12:15am	Jun 1	2	3	4

# FY21 Closing Calendar - June 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>May 31</p> <p><i>"Refer to May 2021 Calendar"</i></p>	<p><b>1</b></p>	<p><b>2</b></p> <p><b>ALL University Depts. deadline to submit FY21 check requests and AP Supplier Invoices to Accounts Payable by 5pm</b></p>	<p><b>3</b></p>	<p><b>4</b></p> <p><b>Deadline to submit FY21 Journal Entries and PAAs affecting any grant to ORA by 5 p.m.</b></p>
<p><b>7</b></p> <p>PR - Payroll deadline to submit non-grant PAA's by 5 PM</p> <p><b>ALL - May JEs due from Depts. / Field</b></p>	<p><b>8</b></p> <p>GA- Close May "Payroll" incl PAAs</p> <p>IT - All May Integrations are in WD</p> <p>GA- Cutoff of all May integrations</p> <p><b>ALL - AHBT due from Depts./Field</b></p>	<p><b>9</b></p> <p>GA - Closes <b>AP "Supplier Invoices" module</b> for May</p> <p>PUR - GA run Proc R/F task, then close Procurement module</p>	<p><b>10</b></p> <p>GA- Central Office C/O at 3:00PM - ALL JEs for May</p> <p>GA- WD Invoices in process to Accrue May</p> <p>GA- Close May "Banking" module by 5PM</p>	<p><b>11</b></p> <p>FR - Prelim. Towers Watson Pension per 2-28-21 statement</p>
<p><b>14</b></p> <p>GA- Close May "Journals" module after Mass Cancel at 5PM</p> <p>GA- Sched. and run May Allocations</p>	<p><b>15</b></p> <p>GA- Review and Finalize May allocations by 12pm</p> <p>PA - Depreciation &amp; Finalize PPE</p> <p>GA- Upon finalizing May Allocations and PP&amp;E change period to "Adjustments Only"</p> <p>MED FIN - to submit Severance accrual to FP&amp;A for review and prelim med mal liability and bonus accrual entries to be recorded in WD</p>	<p><b>16</b></p>	<p><b>17</b></p> <p>FACILITIES-Retainage Info due to Property Accounting</p>	<p><b>18</b></p>
<p><b>21</b></p>	<p><b>22</b></p>	<p><b>23</b></p>	<p><b>24</b></p> <p>PA - Retainage JE posted</p>	<p><b>25</b></p>
<p><b>28</b></p> <p>FR - ALL Severance accruals due to be recorded in WD</p>	<p><b>29</b></p> <p>PR - Benefits liabilities completed</p>	<p><b>30</b></p> <p>Preliminary numbers due to Management</p> <p><b>Various - Vacation and fringe entries due from ALL areas</b></p>	<p>1-Jul</p>	<p>2</p>

# FY21 Closing Calendar - July 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jun 28 <i>"Refer to June 2021 Calendar"</i>	29 <i>"Refer to June 2021 Calendar"</i>	30 <i>"Refer to June 2021 Calendar"</i>	Jul 1	2
5 <b>HOLIDAY - INDEPENDENCE DAY</b>	6 FR - Retirement Reports from AON are received and recorded into WD	7	8	9
12	13	14 FP&A - No more JE's at unit level FR - Prelim. Towers Watson Pension per 5/31/21 statement	15	16 FR - TB & FS PBCs provided to auditors for May 31st, 2021
19 UM (including hospitals) - KPMG Fieldwork-Final - Begins Jul 19	20	21	22	23 To Sep 10
26 ← Since Jul 19	27	28	29	30 To Sep 10

# FY21 Closing Calendar - August 2021

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
<b>Aug 2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>	
← From Jul 19 →				UM (including hospitals) - KPMG Fieldwork-Final →				To Sep 10 →	
<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>		<b>13</b>	
← From Jul 19 →				UM (including hospitals) - KPMG Fieldwork-Final →				To Sep 10 →	
						FR - Final Towers Watson Pension Report is received and recorded in WD			
<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>		<b>20</b>	
← From Jul 19 →				UM (including hospitals) - KPMG Fieldwork-Final →				To Sep 10 →	
<b>23</b>		<b>24</b>		<b>25</b>		<b>26</b>		<b>27</b>	
← From Jul 19 →				UM (including hospitals) - KPMG Fieldwork-Final →				To Sep 10 →	
<b>30</b>		<b>31</b>		Sep 1		2		3	
← From Jul 19 →				UM (including hospitals) - KPMG Fieldwork-Final →				To Sep 10 →	

# FY21 Closing Calendar - September 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Aug 30	31	Sep 1	2	3
<div style="display: flex; justify-content: space-between;"> <span>←</span> <span>→</span> </div> <p>From Jul 19 <span style="margin-left: 150px;"><b>UM (including hospitals) - KPMG Fieldwork-Final - Due Sept. 3</b></span> <span style="float: right;">From Jul 19 <b>UM - KPMG Audit SIGN-OFF by Sept. 10</b></span></p>				
			<b>HOLIDAY - LABOR DAY</b>	
6	7	8	9	10
<div style="display: flex; justify-content: space-between;"> <span>←</span> <span>→</span> </div> <p>From Jul 19 <span style="margin-left: 150px;"><b>UMHC, ABLEH &amp; UMH - KPMG Fieldwork-Final</b></span> <span style="float: right;">From Jul 19 <b>UMHC, ABLEH &amp; UMH - KPMG Audit SIGN-OFF by Sept. 10</b></span></p>				
				FR - Provide MD&A analysis to FP&A
13	14	15	16	17
20	21	22	23	24
27	28	29	30	Oct 1



**Thank you ALL for your continuous support and hard work during this past Fiscal Year 2021!**