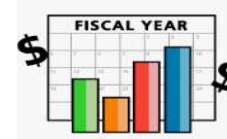





May FY24 Year-end Close Calendar



L	ALL: Various University Depts.
e	GA: General Accounting
g	FR: Financial Reporting
e	UHealth Accounting
n	PA: Property Accounting
d	PR: Payroll
	PU: Purchasing

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
April 29 <i>"Refer to April 2024 Calendar"</i>	April 30 <i>"Refer to April 2024 Calendar"</i>	May 1	2	3
6 (Per Purchasing Dept. WD Banner) Requisitions without contracts and requisitions for capital equipment must be pending Purchasing's Workday approval. See May 31 for invoicing details.	7	8	9	10 (Per Purchasing Dept. WD Banner) Change orders must be pending Purchasing's Workday approval. For more guidance, refer to the Change Order Instructions tutorial. Important: Change orders will not be available in the early days of June.
13	14	15	16	17
20 ALL University Depts. Deadline for Non-Employee and Student Expense reimbursement to be in the Disbursements queue in WD by 5pm ALL University Depts.' Deadline to submit Ad Hoc pmnts. to Disbursements queue by 5PM	21	22	23	24
27 HOLIDAY - MEMORIAL DAY 	28	29	30 FR - Prelim. AON Pension per CY 2-29 statement ALL University Depts. deadline to submit FY24 Check Requests and AP Supplier Invoices to Accounts Payable by 5pm ALL University Depts. Deadline for FY24 Petty Cash Check Requests to Disbursements by 5pm ALL University Depts. Deadline to submit Expense Reports to be in Disbursements queue by 5pm ALL University Depts. Deadline for FY24 Pcard verifications in Disbursements queue by 5pm	31 GA - Customer Accounts closed by 5pm & Schedule Close May modules by 6/1 12am for: Student Accounts GA- Schedule OPEN June period 12:15am (Per Purchasing Dept. WD Banner) Capital equipment must be received, installed, accepted, and invoiced to be recorded in FY24.

May FY24 Year-end Close Calendar

JUNE 2024



L	ALL: Various University Depts.
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 FR-Real Estate / Treasury / Controller's / UHealth - Complete updating & approving leases in LC	5 PR - Payroll deadline to submit non-grant PAA's by 5 PM FR - Initiate LC Freeze in WD for May	6 ALL - May JEs and AHBTs due from Depts. / Field ALL - Deadline to submit FY24 Journal Entries and PAAs affecting any grant to ORA by 5 p.m. IT - All May Integrations are in WD - EOD (except LC)	7 GA- Close May "Payroll" incl PAAs FR - LC integration into WD for May
10 GA - Closes AP "Supplier Invoices" module for May PU - GA run Proc R/F task, then close Procurement module GA- Close May "Banking" module by 5PM FR - Close LC for May in WD, and unfreeze for June activity	11 GA - WD Invoices in process to Accrue May	12 GA- Close May "Journals" module after Mass Cancel at 5PM GA- Sched. and run May Allocations, incl. Intercompany last alloc. (1of1) FR - Prelim. Towers Watson Pension per CY 2-29 statement	13 GA- Review and Finalize May allocations by 12pm PA - Depreciation & Finalize PPE GA- Close PP&E activity, after Allocations' run	14 GA- close May all activities, except "Investments" and "Allocations"
17	18 UHealth - to record in WD all Bonus accrual entries	19 HOLIDAY 	20 FACILITIES-Retainage Info due to Property Accounting GA-UHealth - Record ALL Unrecorded Liabilities by EOD. Continue to monitor Search for Unrecorded Liabs. (SURL) for materiality.	21 PA - Retainage JE posted PA- PS WIP Reclass JE entries GA- Close activity group "Allocations" - (2of3 runs)
24 UHealth - to submit prelim med mal liability FP&A - ALL Severance accruals due to be recorded in WD FR - Prelim. AON Pension per CY 5-31 statement PR - Benefits liabilities completed	25 GA- Close activity group "Allocations" - (3of3 runs)	26 Various - Vacation and fringe entries due from ALL areas to FP&A FR - Capitalized Interest calc.	27 FR - Gift NARR's	28 IN - Investment finalizes all entries in WD GA- Close activity group "Investments" FR - Net Asset Reconciliation PENCILS DOWN (no more entries) Preliminary numbers are reviewed (subsequent entries must be approved by senior leadership)
GA/UHealth/FR/PA: Continue to monitor SURL findings for materiality. (If JE is necessary please coordinate with Madeleine Mulet)				

May FY24 Year-end Close Calendar

JULY 2024



L	ALL or Various University Depts.
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
July 1 Preliminary numbers due to Management (subsequent entries must be approved by senior leadership)	2	3	4 HOLIDAY 	5
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
8	9	10 FP&A - No more JE's at unit level	11	12
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
15	16	17	18	19 FR - TB & FS PBCs provided to auditors for May 31st, 2024
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
22 UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16	23	24	25	26 Through Sep 16
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
29 UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16	30	31 FR- UM to provide to Towers Watson the estimated year-end asset value, including benefit payment estimate	Aug 1 "Refer to August Calendar"	Aug 2 "Refer to August Calendar"
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				

May FY24 Year-end Close Calendar

AUGUST 2024



	ALL or Various University Depts.
L	GA: General Accounting
e	FR: Financial Reporting
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jul 29 "Refer to July Calendar"	Jul 30 "Refer to July Calendar"	Jul 31 "Refer to July Calendar"	Aug 1	2
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16 →				Through Sep 16 →
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
5	6	7	8	9
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16 →				Through Sep 16 →
		FR - Towers Watson to provide back to UM the estimated obligation, funded status, and unrestricted net asset	FR - Book true-ups to pension expense & liability based on TW May Estimate	
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
12	13	14	15	16
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16 →				Through Sep 16 →
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				
19	20	21	22	23
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16 →				Through Sep 16 →
GA / UHealth - ALL Passed Adjustments Cutoff, all JEs must be recorded in WD				
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 20				
26	27	28	29	30
UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16 →				Through Sep 16 →
		FR - UM to provide to Towers Watson the year-end asset value with reconciliation to the prior year, including contribution and benefit payment information		
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log				

May FY24 Year-end Close Calendar

SEPTEMBER 2024



	ALL or Various University Depts.
L	GA: General Accounting
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sept 2 UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16	3 FR - Towers Watson to provide to UM the pension disclosure report with balance sheet, CY FYE cost detail and reconciliation to prior year	4 FR - Book true-ups to pension expense & liability based on TW May Final	5	6 Through Sep 16
HOLIDAY 				
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 20				
9 UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16	10 TENTATIVE - FY24 May FS Roll-forward in WD (due to August close and after passed-adj. posted)	11	12	13 Through Sep 16
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 20				
16 UM (including hospitals) - KPMG Audit Fieldwork-Final - From Jul 22 through Sep 16	17	18	19	20 UM - KPMG Audit Signoff / Issuance FR - Provide MD&A analysis to FP&A
GA/UHealth/FR/PA/Athletics/ORAs: Continue SURL for Passed-Adjustments Log until end of Audit Sept 20				
23	24	25	26	27
30	Oct 1 "Refer to October Calendar"	2 "Refer to October Calendar"	3 "Refer to October Calendar"	4 "Refer to October Calendar"



Thank you ALL for your continuous support and hard work during this past Fiscal Year 2024!

