



# May FY23 Year-end Close Calendar

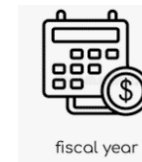


L	ALL: Various University Depts.
e	GA: General Accounting
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	PU: Purchasing

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 1	2	3	4	5
<b>8 (Per Purchasing Dept. WD Banner)</b> Requisitions without contracts and requisitions for capital equipment must be pending Purchasing's Workday approval. See May 31 for invoicing details.	9	10	11	<b>12 (Per Purchasing Dept. WD Banner)</b> 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.
15	16	17	18	19
<b>22</b> 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 pmts. to Disbursements queue by 5PM	23	24	25	<b>26</b> ALL University Depts. Deadline to submit Expense Reports to be in Disbursements queue by 5pm ALL University Depts. Deadline for FY23 Petty Cash Check Requests to Disbursements by 5pm ALL University Depts. Deadline for FY23 Pcard verifications in Disbursements queue by 5pm
<b>29</b> HOLIDAY - MEMORIAL DAY 	<b>30</b> FR - Prelim. AON Pension per 2-28-23 statement	<b>31</b> ALL University Depts. deadline to submit FY23 Check Requests and AP Supplier Invoices to Accounts Payable by 5pm GA - Schedule Close May modules, Except: - 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 FY23.	Jun 1 "Refer to June 2023 Calendar"	2 "Refer to June 2023 Calendar"

# May FY23 Year-end Close Calendar

## JUNE 2023



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29 <i>"Refer to May 2023 Calendar"</i>	May 30 <i>"Refer to May 2023 Calendar"</i>	May 31 <i>"Refer to May 2023 Calendar"</i>	Jun 1	2
<b>5</b> PR - Payroll deadline to submit non-grant PAA's by 5 PM <b>FR-Facilities-Treasury: Complete entering &amp; approving new leases, amendments, etc. in LC</b>	<b>6</b> <b>ALL - May JEs and AHTs due from Depts. / Field</b> <b>ALL - Deadline to submit FY23 Journal Entries and PAAs affecting any grant to ORA by 5 p.m.</b> IT - All May Integrations are in WD - EOD (except LC) FR - Initiate LC Freeze in WD & run checks / address attribute issues	<b>7</b> GA- Close May "Payroll" incl PAAs <b>FR-Facilities-Treasury: Upload LC May entries into WD / address integration issues</b> IT - LC integration into WD	<b>8</b> GA- Central Office C/O at 3:00PM - ALL JEs for May GA - Closes <b>AP "Supplier Invoices" module</b> for May PU - GA run Proc R/F task, then close Procurement module GA- Close May "Banking" module by 5PM	<b>9</b> GA - WD Invoices in process to Accrue May FR - Close LC for May and unfreeze for June activity <b>TENTATIVE/Working with 3rd Parties</b> FR - Prelim. Towers Watson Pension per 2-28-23 statement
<b>12</b> GA- Close May "Journals" module after Mass Cancel at 5PM GA- Sched. and run May Allocations	<b>13</b> GA- Review and Finalize May allocations by 12pm PA - Depreciation & Finalize PPE GA- Upon finalizing May Allocations and PP&E change May period to "Adjustments Only"	<b>14</b> MED FIN - to submit to FP&A the Severance accrual for review and entries to be recorded in WD MED FIN - to record in WD all Bonus accrual entries	<b>15</b> GA- Close new FY23 activity group "Allocations" - (1of3 runs)	<b>16</b> FACILITIES-Retainage Info due to Property Accounting
<b>20 HOLIDAY</b> 	<b>20</b> PA- PS WIP Reclass JE	<b>21</b>	<b>22</b> PA - Retainage JE posted GA- Close new FY23 activity group "Allocations" - (2of3 runs)	<b>23</b> MED FIN - to submit prelim med mal liability entries to be recorded in WD
<b>26</b> FR - ALL Severance accruals due to be recorded in WD FR - Prelim. AON Pension per 5-31-23 statement	<b>27</b> PR - Benefits liabilities completed	<b>28</b> <b>Various - Vacation and fringe entries due from ALL areas</b>	<b>29</b> GA- Close new FY23 activity group "Allocations" (3of3 runs)	<b>30</b> <b>Preliminary numbers due to Management (subsequent entries must be approved by senior leadership)</b>

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## JULY 2023



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jul 3	4 HOLIDAY 	5	6	7
10	11 	12 FP&A - No more JE's at unit level	13	14 FR - TB & FS PBCs provided to auditors for May 31st, 2023
17 UM (including hospitals) - KPMG Audit Fieldwork-Final - Begins Jul 17 through Sep 22	18	19	20	21 To Sep 22
24 ← From Jul 17	25	26	27	28 To Sep 22
FR - Final AON Pension per 5-31-23 (Disclosure Exhibit), Cover Letter, & Eligibility Company Splits				
31 ← Since Jul 17	Aug. 1	2	3	4 To Sep 22

# May FY23 Year-end Close Calendar

## AUGUST 2023



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MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Jul. 31	Aug 1	2	3	4					
← From Jul 17		UM (including hospitals) - KPMG Audit Fieldwork-Final				→		To Sep 22 →	
<i>"Refer to July 2023 Calendar"</i>		<div style="background-color: #e0e0e0; padding: 5px;"> <b>TENTATIVE/Working with 3rd Parties</b>                      FR - Prelim. Towers Watson Pension per 5/31/23 statement                 </div>							
7	8	9	10	11					
← From Jul 17		UM (including hospitals) - KPMG Audit Fieldwork-Final				→		To Sep 22 →	
									
14	15	16	17	18					
← From Jul 17		UM (including hospitals) - KPMG Audit Fieldwork-Final				→		To Sep 22 →	
									
21	22	23	24	25					
← From Jul 17		UM (including hospitals) - KPMG Audit Fieldwork-Final				→		To Sep 22 →	
									
28	29	30	31	Sep 1					
← From Jul 17		UM (including hospitals) - KPMG Audit Fieldwork-Final				→		To Sep 22 →	
								<i>"Refer to Sept 2023 Calendar"</i> 	

# May FY23 Year-end Close Calendar

## SEPTEMBER 2023



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Aug. 28 < From Jul 17 "Refer to Aug 2023 Calendar"	Aug. 29 > "Refer to Aug 2023 Calendar"	Aug. 30 > "Refer to Aug 2023 Calendar"	Aug. 31 > "Refer to Aug 2023 Calendar"	Sep 1 > To Sep 22 > TENTATIVE/Working with 3rd Parties FR - Final Towers Watson Pension Report 5-31-23 is <b>received</b> .
4 < From Jul 17 HOLIDAY 	5 > TENTATIVE/Working with 3rd Parties FR - Final Towers Watson Pension Report 5-31-23 is <b>recorded</b> in WD	6 > UM (including hospitals) - KPMG Audit Fieldwork-Final	7 > UM (including hospitals) - KPMG Audit Fieldwork-Final	8 > To Sep 22 > 
11 < From Jul 17	12 > UM (including hospitals) - KPMG Audit Fieldwork-Final	13 > UM (including hospitals) - KPMG Audit Fieldwork-Final	14 > UM (including hospitals) - KPMG Audit Fieldwork-Final	15 > To Sep 22 > 
18 < From Jul 17	19 > UM (including hospitals) - KPMG Audit Fieldwork-Final	20 > UM (including hospitals) - KPMG Audit Fieldwork-Final	21 > 	22 < UM (incl. Hospitals) KPMG Audit SIGN-OFF FR - Provide MD&A analysis to FP&A
25	26	27	28	29



Thank you ALL for your continuous support and hard work during this past Fiscal Year 2023!

