



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2017 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 27, 2017		
Mon	Jun 19 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Fri	Jun 23 rd , 5:00 p.m.	Additional Pay forms to Payroll.
Mon	Jun 26 th , 3:00 p.m.	Time reporting data entry of positive/exception employees.
Mon	Jun 26 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY17 Employee Benefit (EB) rates. Any reallocations after this date will be at FY 2018 EB rates.
Mon	Jun 26 th , 5:00 p.m.	On-line changes to database for existing employees.
Monthly Payroll for the Period Ending June 30, 2017		
Fri	Jun 16 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Thurs	Jun 22 nd , 5:00 p.m.	Additional Pay forms to Payroll.
Fri	Jun 23 rd , 3:00 p.m.	Time reporting data entry for late pay, reduction in pay, and late pay approval.
Fri	Jun 23 rd , 5:00 p.m.	On-line changes to database for existing employees.
Mon	Jun 26 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY17 EB rates. Any reallocations after this date will be at the FY18 EB rates.
Merit Increase via Penn Works https://www.hr.upenn.edu/myhr/payandperform/appraisal/merit		
Mon	Apr 17 th , 12:00 a.m.	Merit Increase via Penn Works opens.
Wed	Jun 7 th , 11:59 p.m.	Merit Increase via Penn Works closes.
ACCOUNTS PAYABLE		
Wed	Jun 14 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2017.
Wed	Jun 14 th , 5:00 p.m.	PDA-Forms to be processed in FY17.
Wed	Jun 21 nd , 5:00 p.m.	Purchase Order invoices to be processed in FY 2017.
Wed	Jun 21 nd , 5:00 p.m.	Requests to correct and reverse receipts for FY 2017.
Fri	Jun 23 th , 5:00 p.m.	Will Call requests to be processed in FY2017.
PURCHASING CARD		
Fri	Jun 23 rd	Batches that were available for reallocation from June 17 – June 23 will be posted to JUN-17
Fri	Jun 30 th	Batches that were available for reallocation from June 24 – June 30 will be posted to JUN-17
Fri	Jul 7 th	Batches that were available for reallocation from July 1 – July 7 will be posted to ADJ-17
FEEDERS		
Fri	Jul 7 th	Last day to transmit ADJ-17 feeders for FY17 activity.
CASHIERS OFFICE		
Fri	Jun 30 th , 3:00 p.m.	On-line deposit summary sheets and bank activity to Cashier's Office for processing in JUN-17. None in ADJ-17.

GENERAL		
Fri	Jul 7 th	Record all final Health System interfund transactions.
Mon	Jul 10 th , 8:00 p.m.	Last day to process all ADJ-17 manual JEs directly to the ADJ-17.
Mon	Jul 17 th , 5:00 p.m.	Final School/Center closing entries recorded by Senior Business Officer and provided to Comptroller's office to post.
Tues	Jul 18 th	Signed School/Center internal representation letter to Comptroller's no earlier than Tuesday, July 11 th , but no later than Tuesday, July 18 th . (Hard copy does not have t/b submitted.)
BEN FINANCIALS AVAILABILITY		
Fri	Jun 30 th , 4:00 p.m.	BEN closed for JUN-17.
Mon	Jul 10 th , 8:00 p.m.	BEN closed for ADJ-17.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT		
Thurs	Jun 29 th , 7:00 p.m.	Last day for 'approved' Concur expense reports posted in FY17.
BEN ASSETS		
Thurs	Jun 15 th	Last day to enter FY17 asset retirements and reversals in BEN Assets.
Fri	Jun 16 th	Report any in-process equipment placed in service to the PMG.
Thurs	Jun 29 th	Last day to submit FY17 funding certifications to the Treasurer's Office. No capital funding entries will be recorded in ADJ period.
INVESTMENT SERVICES/GAA		
Wed	May 31 st	Last day to submit manual buys or liquidations of Investments to be processed in FY17.
Thurs	Jul 6 th	Last date to deliver FY17 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-17. Last day to clear operating gift funds with overdrafts. Last date to record journal adjustments to gift funds.
Fri	Jul 7 th	Posting of final TIF income distribution.
Wed	Jul 12 th	Posting of final gift feeders. Gift overhead posts.
Thurs	Jul 13 th	63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 13th.
Fri	Jul 14 th	FY17 transactions posted to GL by GAA. Posting and reconciliation of final FY17 AIF income distribution will be backposted to JUN-17. Endowment overhead posts.
STUDENT FINANCIAL SERVICES		
Wed	Jun 14 th	BRS closes.
Thurs	Jun 15 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY17 closing dates. For the comprehensive FY17 closing calendar, go to http://www.finance.upenn.edu/comptroller/accounting/closing_instruct.pdf.