



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2018 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 24, 2018		
Mon	Jun 18 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Fri	Jun 22 nd , 5:00 p.m.	Additional Pay forms to Payroll.
Mon	Jun 25 th , 3:00 p.m.	Time reporting data entry of positive/exception employees.
Mon	Jun 25 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY18 Employee Benefit (EB) rates. Any reallocations after this date will be at FY 2019 EB rates.
Mon	Jun 25 th , 5:00 p.m.	On-line changes to database for existing employees.
Monthly Payroll for the Period Ending June 30, 2018		
Fri	Jun 15 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Thurs	Jun 21 st , 5:00 p.m.	Additional Pay forms to Payroll.
Fri	Jun 22 nd , 3:00 p.m.	Time reporting data entry for late pay, reduction in pay, and late pay approval.
Fri	Jun 22 nd , 5:00 p.m.	On-line changes to database for existing employees.
Mon	Jun 25 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY18 EB rates. Any reallocations after this date will be at the FY19 EB rates.
Merit Increase via Penn Works https://www.hr.upenn.edu/PennHR/benefits-pay/compensation/merit-increase-program		
Mon	Apr 16 th , 12:00 a.m.	Merit Increase via Penn Works opens.
Fri	Jun 8 th , 11:59 p.m.	Merit Increase via Penn Works closes.
ACCOUNTS PAYABLE		
Wed	Jun 13 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2018.
Wed	Jun 20 th , 5:00 p.m.	Purchase Order invoices to be processed in FY 2018.
Wed	Jun 20 th , 5:00 p.m.	Requests to correct and reverse receipts for FY 2018.
Thurs	Jun 28 th , before 4:00 p.m.	Non-PO Pymt Requests for Will Call to be picked up by 6/29; Invoice Status = Payable
Fri	Jun 29 th , before 4:00 p.m.	All other Non-PO Payment Requests: Invoice Status = Payable
PURCHASING CARD		
Fri	Jun 22 nd	Batches that were available for reallocation from June 16 – June 22 will be posted to JUN-18
Fri	Jun 29 th	Batches that were available for reallocation from June 23 – June 29 will be posted to JUN-18
Fri	Jul 6 th	Batches that were available for reallocation from June 30 – July 6 will be posted to ADJ-18
FEEDERS		
Fri	Jul 6 th	Last day to transmit ADJ-18 feeders for FY18 activity.
CASHIERS OFFICE		
Fri	Jun 29 th , 3:00 p.m.	On-line deposit summary sheets and bank activity to Cashier's Office for processing in JUN-18. None in ADJ-18.

GENERAL		
Fri	Jul 6 th	Record all final Health System interfund transactions.
Mon	Jul 9 th , 8:00 p.m.	Last day to process all ADJ-18 manual JEs directly to ADJ-18.
Mon	Jul 16 th , 5:00 p.m.	Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller's to post.
Tues	Jul 17 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		
Sat	Jun 30 th , 5:00 p.m.	BEN closed for JUN-18.
Mon	Jul 9 th , 8:00 p.m.	BEN closed for ADJ-18.
PENNTTEM – TRAVEL AND EXPENSE MANAGEMENT		
Thurs	Jun 28 th , 7:00 p.m.	Last day for 'approved' Concur expense reports posted in FY18.
BEN ASSETS		
Thurs	Jun 14 th	Last day to enter FY18 asset retirements and reversals in BEN Assets.
Fri	Jun 15 th	Report any in-process equipment placed in service to Acctg Ops
Fri	Jun 22 nd	Last day for manual journal entries to Object Codes 18xx
Thurs	Jun 28 th	Last day to submit FY18 funding certifications to the Treasurer's Office. No capital funding entries will be recorded in ADJ period.
INVESTMENT SERVICES/GAA		
Thurs	May 31 st	Last day to submit manual buys or liquidations of Investments to be processed in FY18.
Thurs	Jul 5 th	Last date to deliver FY18 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-18. Last day to clear operating gift funds with overdrafts. Last date to record journal adjustments to gift funds.
Fri	Jul 6 th	Posting of final TIF income distribution.
Wed	Jul 11 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Thurs	Jul 12 th	63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 12th.
Fri	Jul 13 th	Final FY18 transactions posted to GL by GAA. Posting and reconciliation of final FY18 AIF income distribution will be backposted to JUN-18. Endowment income overhead and prorate posts.
STUDENT FINANCIAL SERVICES		
Wed	Jun 13 th	Pennant closes.
Thurs	Jun 14 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY18 closing dates. For the comprehensive FY18 closing calendar, go to http://www.finance.upenn.edu/comptroller/accounting/closing_instruct.pdf.
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