



OFFICE OF THE COMPTROLLER
FISCAL YEAR 2024 CLOSING CALENDAR BY FUNCTIONAL GROUP*

PAYROLL			GENERAL		
Weekly Payroll for the Period Ending June 23rd, 2024			Wed	Jul 10 th , 8 p.m.	Last day to process all ADJ-24 manual JEs directly to ADJ-24.
Mon	Jun 24 th , 4 p.m.	Final FY24 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.	Wed	Jul 10 th , 8 p.m.	Record all final Health System interfund transactions.
Wed	Jun 26 th , 12 p.m.	Final FY24 Weekly Payroll Cycle is complete. Any payments completed after will be processed in FY25.	Thurs	Jul 18 th , 5 p.m.	Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller's to post.
Monthly Payroll for the Period Ending June 30, 2024			Thurs	Jul 18 th , 5 p.m.	Signed School/Center internal representation letter emailed to Comptroller's no earlier than July 11 th , but no later than July 18 th . (Hard copy <i>not</i> required.)
Sat	Jun 1 st , 4 p.m.	Final FY24 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.	BEN FINANCIALS CLOSINGS		
Fri	Jun 14 th , 4 p.m.	All payroll adjustments for current/prior periods must be submitted.	Sat	Jun 8 th	Data Center Maintenance
Tues	Jun 25 th , 3 p.m.	Final FY24 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY25.	Sat	Jun 15 th	Load of FY25 Original Budget to BEN Financials/Warehouse
Merit Increase Program via Workday@Penn			Fri	Jun 28 th , 8 p.m.	BEN closed for JUN-24
Mon	May 13 th	Merit Increase Program via Workday opens.	Sat	Jun 29 th	FY24 Year End Processing
Fri	Jun 7 th	Merit Increase Program via Workday closes.	Sat	Jul 13 th	Jaggaer Updates
ACCOUNTS PAYABLE			Fri	Jul 19 th , 8 p.m.	BEN closed for all ADJ-24 activity
Fri	Jun 14 th , 5 p.m.	Final day to request Final Closing of POs in FY24.	BEN ASSETS		
Fri	Jun 14 th , 5 p.m.	Purchase Order invoices to be processed in FY24.	Mon	Jun 17 th	Last day to enter FY24 asset retirements/reversals.
Fri	Jun 14 th , 5 p.m.	Requests to correct and reverse receipts for FY24.	Mon	Jun 17 th	Report any in-process equipment placed in service to Acct Ops.
Fri	Jun 14 th , 5 p.m.	Foreign Currency Non-PO Payment Requests submission deadline to be processed in FY24.	Thurs	Jun 27 th	Last day to submit FY24 funding certs to Treasurer's Office.
Fri	Jun 28 th , 3:00 p.m.	Fully Approved Non-PO payment requests to be recorded in FY24.	Fri	Jun 28 th	Last day for FY24 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
PURCHASING CARD			INVESTMENT SERVICES/GAA		
Fri	Jun 14 th	Batches that were available for reallocation from June 8 th - June 14 th will be posted to JUN-24	Fri	May 31 st	Last day to submit manual buys or liquidations of Investments to be processed in FY24.
Fri	Jun 21 st	Batches that were available for reallocation from June 15 th - June 21 st will be posted to JUN-24.	Mon	Jul 1 st	Posting of final TIF income distribution.
Fri	Jun 28 th	Batches that were available for reallocation from June 22 nd - June 28 th will be posted to JUN-24.	Fri	Jul 5 th	Last date to deliver FY24 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-24.
Fri	Jul 5 th	Batches that were available for reallocation from June 29 th - July 5 th will be posted to ADJ-24.	Mon	Jul 8 th	Last day to clear operating gift funds with overdrafts.
Fri	Jul 12 th	Batches that were available for reallocation from July 6 th - July 12 th will be posted to JUL-24.	Wed	Jul 10 th	Posting of final gift feeders, gift overhead and gift cash prorate.
FEEDERS			Thurs	Jul 11 th	Final FY24 gift and pledge accruals posted to GL by GAA.
Fri	Jul 5 th	Last day to transmit ADJ-24 feeders for FY24 activity.	Fri	Jul 12 th	Endowment income overhead and endowment income prorate posts back to JUN-24. No gift/endowment entries will be recorded after Jul 12th.
CASH AND CHECK DEPOSITS			STUDENT FINANCIAL SERVICES		
Fri	Jun 28 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-24.	Wed	Jun 12 th	Pennant closes.
PENNTSEM – TRAVEL AND EXPENSE MANAGEMENT			Thurs	Jun 13 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.
Fri	Jun 28 th , 5 p.m.	Last day for 'approved' Concur expense reports posted in FY24.	Fri	Jun 28 th	Last day for Grad Funding through BEN Financials for FY24 terms (credit to clearing account)

*This document does not include all FY24 closing dates. For the comprehensive FY24 closing calendar, go to the [Closing Schedule and Procedures](#) on the DOF Website.