# Office of the Comptroller

**Fiscal Year 2024 Closing Calendar by Functional Group**

## Merit Increase Program via Workday@Penn
- **Mon**: May 13th
  - Merit Increase Program via Workday opens.
- **Fri**: June 7th
  - Merit Increase Program via Workday closes.

## Accounts Payable
- **Fri**: June 14th, 5 p.m.
  - Final day to request Final Closing of POs in FY24.
- **Fri**: June 14th, 5 p.m.
  - Purchase Order invoices to be processed in FY24.
- **Fri**: June 14th, 5 p.m.
  - Requests to correct and reverse receipts for FY24.
- **Fri**: June 14th, 5 p.m.
  - Foreign Currency Non-PO Payment Requests submission deadline to be processed in FY24.
- **Fri**: June 28th, 3:00 p.m.
  - Fully Approved Non-PO payment requests to be recorded in FY24.

## Purchasing Card
- **Fri**: June 14th
  - Batches that were available for reallocation from June 8th - June 14th will be posted to JUN-24.
- **Fri**: June 21st
  - Batches that were available for reallocation from June 15th - June 21st will be posted to JUN-24.
- **Fri**: June 28th
  - Batches that were available for reallocation from June 22nd - June 28th will be posted to JUN-24.
- **Fri**: July 5th
  - Batches that were available for reallocation from June 29th - July 5th will be posted to ADJ-24.
- **Fri**: July 12th
  - Batches that were available for reallocation from July 6th - July 12th will be posted to JUL-24.

## Feeders
- **Fri**: July 5th
  - Last day to transmit ADJ-24 feeders for FY24 activity.

## Cash and Check Deposits
- **Fri**: June 28th, 3:00 p.m.
  - Deadline to deliver deposits to Cash Management drop box for processing in JUN-24.

## PENNTEM — Travel and Expense Management
- **Fri**: June 28th, 5 p.m.
  - Last day for ‘approved’ Concur expense reports posted in FY24.

## General
- **Wed**: July 10th, 8 p.m.
  - Last day to process all ADJ-24 manual JEs directly to ADJ-24.
- **Wed**: July 10th, 8 p.m.
  - Record all final Health System interfund transactions.
- **Thurs**: July 18th, 5 p.m.
  - Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller’s to post.
- **Thurs**: July 18th, 5 p.m.
  - Signed School/Center internal representation letter emailed to Comptroller’s no earlier than July 11th, but no later than July 18th. (Hard copy not required.)

## BEN Financials Closings
- **Sat**: June 8th
  - Data Center Maintenance
- **Sat**: June 15th
  - Load of FY24 Original Budget to BEN Financials/Warehouse
- **Fri**: June 28th, 8 p.m.
  - BEN closed for JUN-24
- **Sat**: June 29th
  - FY24 Year End Processing
- **Sat**: July 13th
  - Jagger Updates
- **Fri**: July 19th, 8 p.m.
  - BEN closed for all ADJ-24 activity

## BEN Assets
- **Mon**: June 17th
  - Last day to enter FY24 asset retirements/reversals.
- **Mon**: June 17th
  - Report any in-process equipment placed in service to Acct Ops.
- **Thurs**: June 27th
  - Last day to submit FY24 funding certs to Treasurer’s Office.
- **Fri**: June 28th
  - Last day for FY24 Capital Project funding entries. No capital funding entries recorded in the ADJ period.

## Investment Services/GAA
- **Fri**: May 31st
  - Last day to submit manual buys or liquidations of Investments to be processed in FY24.
- **Mon**: July 1st
  - Posting of final TIF income distribution.
- **Fri**: July 5th
  - Last date to deliver FY24 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-24.
- **Mon**: July 8th
  - Last day to clear operating gift funds with overdrafts.
- **Wed**: July 10th
  - Posting of final gift feeders, gift overhead and gift cash prorates.
- **Thurs**: July 11th
  - Final FY24 gift and pledge accruals posted to GL by GAA.
- **Fri**: July 12th
  - Endowment income overhead and endowment income prorate posts back to JUN-24. No gift/endowment entries will be recorded after Jul 12th.

## Student Financial Services
- **Wed**: June 12th
  - Pennant closes.
- **Thurs**: June 13th
  - Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.
- **Fri**: June 28th
  - Last day for Grad Funding through BEN Financials for FY24 terms [credit to clearing account]

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*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.*