**Office of the Comptroller**  
**Fiscal Year 2020 Closing Calendar by Functional Group**

### Payroll

**Weekly Payroll for the Period Ending June 21, 2020**

- **Mon** Jun 22nd, 4:00 p.m.  
  Final FY20 Weekly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
- **Wed** Jun 24th, 12:00 p.m.  
  Final FY20 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY21.

**Monthly Payroll for the Period Ending June 30, 2020**

- **Wed** Jun 17th, 4:00 p.m.  
  Final FY20 Monthly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
- **Thurs** Jun 25th, 3:00 p.m.  
  Final FY20 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY21.

**Merit Increase Program via Workday@Penn**
https://www.hr.upenn.edu/PennHR/benefits-pay/compensation/merit-increase-program
- **Mon** May 4th, 10:00 a.m.  
  Merit Increase Program via Workday opens.
- **Fri** May 29th, 11:59 p.m.  
  Merit Increase Program via Workday closes.

### General

- **Fri** Jul 10th, 8:00 p.m.  
  Last day to process all ADJ-20 manual JEs directly to ADJ-20.
- **Fri** Jul 10th, 8:00 p.m.  
  Record all final Health System interfund transactions.
- **Tues** Jul 21st, 5:00 p.m.  
  Final School/Center closing entries recorded by SCAs, cleared w/Budget Office, given to Comptroller’s to post.
- **Tues** Jul 21st, 5:00 p.m.  
  Signed School/Center internal representation letter emailed to Comptroller’s no earlier than Tuesday, July 14th, but no later than Tuesday, July 21st. (Hard copy not required.)

### BEN Financials Closings

- **Tues** Jun 30th, 5:00 p.m.  
  BEN closed for JUN-20.
- **Fri** Jul 10th, 8:00 p.m.  
  BEN closed for ADJ-20.

### PENNTEM – Travel and Expense Management

- **Mon** Jun 29th, 5:00 p.m.  
  Last day for ‘approved’ Concur expense reports posted in FY20.

### BEN Assets

- **Fri** Jun 12th  
  Last day to enter FY20 asset retirements and reversals in BEN Assets.
- **Fri** Jun 12th  
  Report any in-process equipment placed in service to Acctg Ops.
- **Tues** Jun 23rd  
  Last day for manual journal entries to Object Codes 18xx.
- **Mon** Jun 29th  
  Last day to submit FY20 funding certifications to the Treasurer’s Office. No capital funding entries will be recorded in ADJ period.

### Investment Services/GAA

- **Fri** May 29th  
  Last day to submit manual buys or liquidations of Investments to be processed in FY20.
- **Wed** Jul 1st  
  Posting of final TIF income distribution.
- **Wed** Jul 8th  
  Last date to deliver FY20 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-20.
- **Fri** Jul 10th  
  Last day to clear operating gift funds with overdrafts.
- **Mon** Jul 13th  
  Posting of final gift feeders, gift overhead and gift cash prorate.
- **Tues** Jul 14th  
  63xxxx funds transferred to designated special purpose fund. No gift/endowment entries recorded after July 14th.
- **Tues** Jul 14th  
  Final FY20 gift and pledge accruals posted to GL by GAA. Final FY20 AIF income distribution backposted to JUN-20 Endowment income overhead and endowment income prorate posts back to JUN-20.

### Student Financial Services

- **Wed** Jun 10th  
  Pennant closes.
- **Thurs** Jun 11th  
  Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

**Closing Calendar by Functional Group**

- **Fri** Jun 12th  
  Final day to request Final Closing of POs in FY 2020.
- **Fri** Jun 19th, 5:00 p.m.  
  Purchase Order invoices to be processed in FY 2020.
- **Fri** Jun 19th, 5:00 p.m.  
  Requests to correct and reverse receipts for FY 2020.
- **Tues** Jun 30th, 3:00 p.m.  
  Non-PO payment requests to be recorded in FY 2020.

**Accounts Payable**

- **Fri** Jun 12th, 5:00 p.m.  
  Final day to request Final Closing of POs in FY 2020.
- **Fri** Jun 19th, 5:00 p.m.  
  Purchase Order invoices to be processed in FY 2020.
- **Fri** Jun 19th, 5:00 p.m.  
  Requests to correct and reverse receipts for FY 2020.
- **Tues** Jun 30th, 3:00 p.m.  
  Non-PO payment requests to be recorded in FY 2020.

**Purchasing Card**

- **Fri** Jun 19th  
  Batches that were available for reallocation from June 13 – June 19 will be posted to JUN-20.
- **Fri** Jun 26th  
  Batches that were available for reallocation from June 20 – June 26 will be posted to JUN-20.
- **Fri** Jul 3rd  
  Batches that were available for reallocation from June 27 – July 3 will be posted to ADJ-20.
- **Fri** Jul 10th  
  Batches that were available for reallocation from July 4 – July 10 will be posted to JUL-20.
- **Tues** Jul 7th  
  Last day to transmit ADJ-20 feeders for FY20 activity.

**Cash and Check Deposits**

- **Tues** Jun 30th, 3:00 p.m.  
  Deadline to deliver deposits to Cash Management drop box for processing in JUN-20. No deposits posted in ADJ-20.

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*This document does not include all FY20 closing dates. For the comprehensive FY20 closing calendar, go to https://www.finance.upenn.edu/financial-reporting/fiscal-year-end-closing-instructions*