



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2020 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 21, 2020		
Mon	Jun 22 nd , 4:00 p.m.	Final FY20 Weekly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
Wed	Jun 24 th , 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 17 th , 4:00 p.m.	Final FY20 Monthly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
Thurs	Jun 25 th , 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 4 th , 10:00 a.m.	Merit Increase Program via Workday opens.
Fri	May 29 th , 11:59 p.m.	Merit Increase Program via Workday closes.
ACCOUNTS PAYABLE		
Fri	Jun 12 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2020.
Fri	Jun 19 th , 5:00 p.m.	Purchase Order invoices to be processed in FY 2020.
Fri	Jun 19 th , 5:00 p.m.	Requests to correct and reverse receipts for FY 2020.
Tues	Jun 30 th , 3:00 p.m.	Non-PO payment requests to be recorded in FY 2020.
PURCHASING CARD		
Fri	Jun 19 th	Batches that were available for reallocation from June 13 – June 19 will be posted to JUN-20.
Fri	Jun 26 th	Batches that were available for reallocation from June 20 – June 26 will be posted to JUN-20.
Fri	Jul 3 rd	Batches that were available for reallocation from June 27 – July 3 will be posted to ADJ-20.
Fri	Jul 10 th	Batches that were available for reallocation from July 4 – July 10 will be posted to JUL-20.
FEEDERS		
Tues	Jul 7 th	Last day to transmit ADJ-20 feeders for FY20 activity.
CASH AND CHECK DEPOSITS		
Tues	Jun 30 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-20. No deposits posted in ADJ-20.

GENERAL		
Fri	Jul 10 th , 8:00 p.m.	Last day to process all ADJ-20 manual JEs directly to ADJ-20.
Fri	Jul 10 th , 8:00 p.m.	Record all final Health System interfund transactions.
Tues	Jul 21 st , 5:00 p.m.	Final School/Center closing entries recorded by SCAs, cleared w/Budget Office, given to Comptroller's to post.
Tues	Jul 21 st , 5:00 p.m.	Signed School/Center internal representation letter emailed to Comptroller's no earlier than Tuesday, July 14 th , but no later than Tuesday, July 21 st . (Hard copy not required.)
BEN FINANCIALS CLOSINGS		
Tues	Jun 30 th , 5:00 p.m.	BEN closed for JUN-20.
Fri	Jul 10 th , 8:00 p.m.	BEN closed for ADJ-20.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT		
Mon	Jun 29 th , 5:00 p.m.	Last day for 'approved' Concur expense reports posted in FY20.
BEN ASSETS		
Fri	Jun 12 th	Last day to enter FY20 asset retirements and reversals in BEN Assets.
Fri	Jun 12 th	Report any in-process equipment placed in service to Acctg Ops.
Tues	Jun 23 rd	Last day for manual journal entries to Object Codes 18xx.
Mon	Jun 29 th	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 29 th	Last day to submit manual buys or liquidations of Investments to be processed in FY20.
Wed	Jul 1 st	Posting of final TIF income distribution.
Wed	Jul 8 th	Last date to deliver FY20 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-20.
Fri	Jul 10 th	Last day to clear operating gift funds with overdrafts.
Mon	Jul 13 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Tues	Jul 14 th	63xxxx funds transferred to designated special purpose fund. No gift/endowment entries recorded after July 14th.
Tues	Jul 14 th	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 10 th	Pennant closes.
Thurs	Jun 11 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*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>