



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2021 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 20th, 2021		
Mon	Jun 21 st , 4:00 p.m.	Final FY21 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Wed	Jun 23 rd , 12:00 p.m.	Final FY21 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, 2021		
Tues	Jun 1 st , 4:00 p.m.	Final FY21 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Fri	Jun 25 th , 3:00 p.m.	Final FY21 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22 .
Merit Increase Program via Workday@Penn https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2		
Mon	May 10 th , 10:00 a.m.	Merit Increase Program via Workday opens.
Fri	May 28 th , 11:59 p.m.	Merit Increase Program via Workday closes.
ACCOUNTS PAYABLE		
Fri	Jun 11 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2021.
Fri	Jun 18 th , 5:00 p.m.	Purchase Order invoices to be processed in FY 2021.
Fri	Jun 18 th , 5:00 p.m.	Requests to correct and reverse receipts for FY 2021.
Wed	Jun 30 th , 3:00 p.m.	Non-PO payment requests to be recorded in FY 2021.
PURCHASING CARD		
Fri	Jun 18 th	Batches that were available for reallocation from June 12 – June 18 will be posted to JUN-21.
Fri	Jun 25 th	Batches that were available for reallocation from June 19 – June 25 will be posted to JUN-21.
Fri	Jul 2 nd	Batches that were available for reallocation from June 26 – July 2 will be posted to ADJ-21.
Fri	Jul 9 th	Batches that were available for reallocation from July 3 – July 9 will be posted to JUL-21.
FEEDERS		
Wed	Jul 7 th	Last day to transmit ADJ-21 feeders for FY21 activity.
CASH AND CHECK DEPOSITS		
Wed	Jun 30 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-21.

GENERAL		
Mon	Jul 12 th , 8:00 p.m.	Last day to process all ADJ-21 manual JEs directly to ADJ-21.
Mon	Jul 12 th , 8:00 p.m.	Record all final Health System interfund transactions.
Wed	Jul 21 st , 5:00 p.m.	Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller's to post.
Wed	Jul 21 st , 5:00 p.m.	Signed School/Center internal representation letter emailed to Comptroller's no earlier than July 14 th , but no later than July 21 st . (Hard copy not required.)
BEN FINANCIALS AVAILABILITY		
Wed	Jun 30 th , 8:00 p.m.	BEN closed for Jun-21
Mon	Jul 12 th , 8:00 p.m.	BEN closed for ADJ-21.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT		
Tues	Jun 29 th , 5:00 p.m.	Last day for 'approved' Concur expense reports posted in FY21.
BEN ASSETS		
Fri	Jun 18 th	Last day to enter FY21 asset retirements/reversals.
Fri	Jun 18 th	Report any in-process equipment placed in service to Acct Ops.
Wed	Jun 23 rd	Last day for manual journal entries to Object Codes 18xx
Tues	Jun 29 th	Last day to submit FY21 funding certs to Treasurer's Office.
Wed	Jun 30 th	Last day for FY21 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
INVESTMENT SERVICES/GAA		
Fri	May 28 th	Last day to submit manual buys or liquidations of Investments to be processed in FY21.
Thurs	Jul 1 st	Posting of final TIF income distribution.
Wed	Jul 7 th	Last date to deliver FY21 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-21.
Fri	Jul 9 th	Last day to clear operating gift funds with overdrafts.
Mon	Jul 12 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Tues	Jul 13 th	Final FY21 gift and pledge accruals posted to GL by GAA.
Wed	Jul 14 th	Endowment income overhead and endowment income prorate posts back to JUN-21. 63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 14th.
STUDENT FINANCIAL SERVICES		
Wed	Jun 16 th	Pennant closes.
Thurs	Jun 17 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY21 closing dates. For the comprehensive FY21 closing calendar, go to <https://www.finance.upenn.edu/accounting-reporting/closing-schedule-and-procedures/>.