



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2022 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 19th, 2022		
Tues	Jun 21 st , 4:00 p.m.	Final FY22 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Wed	Jun 22 nd , 12:00 p.m.	Final FY22 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY23.
Monthly Payroll for the Period Ending June 30, 2022		
Wed	Jun 1 st , 4:00 p.m.	Final FY22 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Mon	Jun 27 th , 3:00 p.m.	Final FY22 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY23.
Merit Increase Program via Workday@Penn https://www.hr.upenn.edu/docs/default-source/default-document-library/fy-23-guidelines--final2.pdf?sfvrsn=ecce19656_5		
Mon	May 9 th	Merit Increase Program via Workday opens.
Fri	May 27 th	Merit Increase Program via Workday closes.
ACCOUNTS PAYABLE		
Fri	Jun 10 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2022.
Fri	Jun 17 th , 5:00 p.m.	Purchase Order invoices to be processed in FY 2022.
Fri	Jun 17 th , 5:00 p.m.	Requests to correct and reverse receipts for FY 2022.
Thurs	Jun 30 th , 3:00 p.m.	Non-PO payment requests to be recorded in FY 2022.
PURCHASING CARD		
Fri	Jun 17 th	Batches that were available for reallocation from June 11 – June 17 will be posted to JUN-22.
Fri	Jun 24 th	Batches that were available for reallocation from June 18 – June 24 will be posted to JUN-22.
Fri	Jul 1 st	Batches that were available for reallocation from June 25 – July 1 will be posted to ADJ-22.
Fri	Jul 8 th	Batches that were available for reallocation from July 2 – July 8 will be posted to JUL-22.
FEEDERS		
Thurs	Jul 7 th	Last day to transmit ADJ-22 feeders for FY22 activity.
CASH AND CHECK DEPOSITS		
Thurs	Jun 30 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-22.

GENERAL		
Tues	Jul 12 th , 8:00 p.m.	Last day to process all ADJ-22 manual JEs directly to ADJ-22.
Tues	Jul 12 th , 8:00 p.m.	Record all final Health System interfund transactions.
Thurs	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.
Thurs	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 <i>not</i> required.)
BEN FINANCIALS AVAILABILITY		
Thurs	Jun 30 th , 8:00 p.m.	BEN closed for Jun-22
Tues	Jul 12 th , 8:00 p.m.	BEN closed for ADJ-22.
PENNTSEM – TRAVEL AND EXPENSE MANAGEMENT		
Wed	Jun 29 th , 5:00 p.m.	Last day for 'approved' Concur expense reports posted in FY22.
BEN ASSETS		
Fri	Jun 17 th	Last day to enter FY22 asset retirements/reversals.
Fri	Jun 17 th	Report any in-process equipment placed in service to Acct Ops.
Wed	Jun 29 th	Last day to submit FY22 funding certs to Treasurer's Office.
Thurs	Jun 30 th	Last day for FY22 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
INVESTMENT SERVICES/GAA		
Tues	May 31 st	Last day to submit manual buys or liquidations of Investments to be processed in FY22.
Fri	Jul 1 st	Posting of final TIF income distribution.
Thurs	Jul 7 th	Last date to deliver FY22 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-22.
Fri	Jul 8 th	Last day to clear operating gift funds with overdrafts.
Tues	Jul 12 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Wed	Jul 13 th	Final FY22 gift and pledge accruals posted to GL by GAA.
Thurs	Jul 14 th	Endowment income overhead and endowment income prorate posts back to JUN-22. 63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 14th.
STUDENT FINANCIAL SERVICES		
Wed	Jun 15 th	Pennant closes.
Thurs	Jun 16 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY22 closing dates. For the comprehensive FY22 closing calendar, go to <https://www.finance.upenn.edu/accounting-reporting/closing-schedule-and-procedures/>.