



OFFICE OF THE COMPTROLLER
FISCAL YEAR 2023 CLOSING CALENDAR BY FUNCTIONAL GROUP*

PAYROLL		
Weekly Payroll for the Period Ending June 25th, 2023		
Tues	Jun 27 th , 4:00 p.m.	Final FY23 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Wed	Jun 28 th , 12:00 p.m.	Final FY23 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY24.
Monthly Payroll for the Period Ending June 30, 2023		
Thurs	Jun 1 st , 4:00 p.m.	Final FY23 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Tues	Jun 27 th , 3:00 p.m.	Final FY23 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY24.
Merit Increase Program via Workday@Penn https://www.hr.upenn.edu/PennHR/benefits-pay/compensation/merit-increase-program		
Mon	May 15 th , 10:00 a.m.	Merit Increase Program via Workday opens.
Fri	Jun 9 th , 11:59 p.m.	Merit Increase Program via Workday closes.
ACCOUNTS PAYABLE		
Fri	Jun 9 th , 5:00 p.m.	Final day to request Final Closing of POs in FY23.
Fri	Jun 16 th , 5:00 p.m.	Purchase Order invoices to be processed in FY23.
Fri	Jun 16 th , 5:00 p.m.	Requests to correct and reverse receipts for FY23.
Fri	Jun 30 th , 3:00 p.m.	Non-PO payment requests to be recorded in FY23.
PURCHASING CARD		
Fri	Jun 16 th	Batches that were available for reallocation from June 10 – June 16 will be posted to JUN-23.
Fri	Jun 23 rd	Batches that were available for reallocation from June 17 – June 23 will be posted to JUN-23.
Fri	Jun 30 th	Batches that were available for reallocation from June 24 – June 30 will be posted to JUN-23.
Fri	Jul 7 th	Batches that were available for reallocation from July 1 – July 7 will be posted to ADJ-23.
Fri	Jul 14 th	Batches that were available for reallocation from July 8 – July 14 will be posted to JUL-23.
FEEDERS		
Fri	Jul 7 th	Last day to transmit ADJ-23 feeders for FY23 activity.
CASH AND CHECK DEPOSITS		
Fri	Jun 30 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-23.

GENERAL		
Wed	Jul 12 th , 8:00 p.m.	Last day to process all ADJ-23 manual JEs directly to ADJ-23.
Wed	Jul 12 th , 8:00 p.m.	Record all final Health System interfund transactions.
Thurs	Jul 20 th , 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 20 th , 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 20 th . (Hard copy <i>not</i> required.)
BEN FINANCIALS CLOSINGS		
Fri	Jun 30 th , 8:00 p.m.	BEN closed for JUN-23
Wed	Jul 12 th , 8:00 p.m.	BEN closed for ADJ-23.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT		
Thurs	Jun 29 th , 5:00 p.m.	Last day for 'approved' Concur expense reports posted in FY23.
BEN ASSETS		
Fri	Jun 16 th	Last day to enter FY23 asset retirements/reversals.
Fri	Jun 16 th	Report any in-process equipment placed in service to Acct Ops.
Thurs	Jun 29 th	Last day to submit FY23 funding certs to Treasurer's Office.
Fri	Jun 30 th	Last day for FY23 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
INVESTMENT SERVICES/GAA		
Wed	May 31 st	Last day to submit manual buys or liquidations of Investments to be processed in FY23.
Mon	Jul 3 rd	Posting of final TIF income distribution.
Fri	Jul 7 th	Last date to deliver FY23 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-23.
Mon	Jul 10 th	Last day to clear operating gift funds with overdrafts.
Wed	Jul 12 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Thurs	Jul 13 th	Final FY23 gift and pledge accruals posted to GL by GAA.
Fri	Jul 14 th	Endowment income overhead and endowment income prorate posts back to JUN-23. 63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 14th.
STUDENT FINANCIAL SERVICES		
Wed	Jun 14 th	Pennant closes.
Thurs	Jun 15 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY23 closing dates. For the comprehensive FY23 closing calendar, go to <https://www.finance.upenn.edu/accounting-reporting/closing-schedule-and-procedures/>.