### Payroll

**Weekly Payroll for the Period Ending June 25th, 2023**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues</td>
<td>Jun 27th</td>
<td>4:00 p.m.</td>
<td>Final FY23 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.</td>
</tr>
<tr>
<td>Wed</td>
<td>Jun 28th</td>
<td>12:00 p.m.</td>
<td>Final FY23 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY24.</td>
</tr>
</tbody>
</table>

**Monthly Payroll for the Period Ending June 30, 2023**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs</td>
<td>Jun 1st</td>
<td>4:00 p.m.</td>
<td>Final FY23 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.</td>
</tr>
<tr>
<td>Tues</td>
<td>Jun 27th</td>
<td>3:00 p.m.</td>
<td>Final FY23 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY24.</td>
</tr>
</tbody>
</table>

### BEN Financials Closings

- **Thurs:** Jun 29th, 5:00 p.m. Last day for ‘approved’ Concur expense reports posted in FY23.

### Accounts Payable

- **Fri:** Jun 9th, 5:00 p.m. Final day to request Final Closing of POs in FY23.
- **Fri:** Jun 16th, 5:00 p.m. Purchase Order invoices to be processed in FY23.
- **Fri:** Jun 16th, 5:00 p.m. Requests to correct and reverse receipts for FY23.
- **Fri:** Jun 30th, 3:00 p.m. Non-PO payment requests to be recorded in FY23.

### Purchasing Card

- **Fri:** Jun 16th Batches that were available for reallocation from June 10 – June 16 will be posted to JUN-23.
- **Fri:** Jun 23rd Batches that were available for reallocation from June 17 – June 23 will be posted to JUN-23.
- **Fri:** Jun 30th Batches that were available for reallocation from June 24 – June 30 will be posted to JUN-23.
- **Fri:** Jul 7th Batches that were available for reallocation from July 1 – July 7 will be posted to ADJ-23.
- **Fri:** Jul 14th Batches that were available for reallocation from July 8 – July 14 will be posted to JUL-23.

### FEEDERS

- **Fri:** Jul 7th Last day to transmit ADJ-23 feeders for FY23 activity.

### Cash and Check Deposits

- **Fri:** Jun 30th, 3:00 p.m. Deadline to deliver deposits to Cash Management drop box for processing in JUN-23.

### General

- **Wed:** Jul 12th, 8:00 p.m. Last day to process all ADJ-23 manual JEs directly to ADJ-23.
- **Wed:** Jul 12th, 8:00 p.m. Record all final Health System interfund transactions.
- **Thurs:** Jul 20th, 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 20th, 5:00 p.m. Signed School/Center internal representation letter emailed to Comptroller’s no earlier than July 14th, but no later than July 20th. (Hard copy not required.)

### BEN Assets

- **Fri:** Jun 16th Last day to enter FY23 asset retirements/reversals.
- **Fri:** Jun 16th Report any in-process equipment placed in service to Acct Ops.
- **Thurs:** Jun 29th Last day to submit FY23 funding certs to Treasurer’s Office.
- **Fri:** Jun 30th Last day for FY23 Capital Project funding entries. No capital funding entries recorded in the ADJ period.

### Investment Services/GAA

- **Wed:** May 31st Last day to submit manual buys or liquidations of investments to be processed in FY23.
- **Mon:** Jul 3rd Posting of final TIF income distribution.
- **Fri:** Jul 7th Last day to deliver FY23 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-23.
- **Mon:** Jul 10th Last day to clear operating gift funds with overdrafts.
- **Wed:** Jul 12th Posting of final gift feeders, gift overhead and gift cash prorate.
- **Thurs:** Jul 13th Final FY23 gift and pledge accruals posted to GL by GAA. 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.
- **Fri:** Jul 14th

### Student Financial Services

- **Wed:** Jun 14th Pennant closes.
- **Thurs:** Jun 15th Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

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*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/](https://www.finance.upenn.edu/accounting-reporting/closing-schedule-and-procedures/).*

April 11, 2023