

2020 FISCAL YEAR END CLOSING SCHEDULE

APRIL						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			Intermediate Solicitation (\$150,000 & under) Due			
19	20	21	22	23	24	25
	Year End Kick Off Meeting				Schedule 25 - Business Cycles due	
26	27	28	29	30		

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Other Y/E Dates	

2020 FISCAL YEAR END CLOSING SCHEDULE

MAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
				Sch 122/123 Lease audit schedules due Sch 23i Capital Asset Inventory Due		
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
					Noncompetitive Processes (\$150,000 & under) Due	
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
					Last day for all BTS store purchase orders	
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Other Y/E Dates	

2020 FISCAL YEAR END CLOSING SCHEDULE

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Begin monitoring GR/IR account 211000				AR Write-off Requests Due	
	PTE conversion of Standard PR to Standard PO				Last day requisitions will be accepted. Does not include DPOs	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Grant Billings Complete		Last day for P-card purchases for processing		Advance Recovery Due	
21	22	23	24	25	26	27
					Sign off and close P-card transactions from 5/23 to 6/22	
29		30				
Last day to create and approve new DPRs	Grant Billings Complete	Apply all Cash Receipts to Customer Accounts	Post outstanding AR invoices			
Procurement closing all remaining Requisitions (at 5:00 PM)	Sign off and close P-card transactions from 6/23 to 6/26	Operational Accounting Rolls Over Purchase Orders	Last Day for GR/IR Adjustments			
	Last day to cancel unordered requisitions	Last Day for Goods Receipt (4 PM)	Advance Clearing to be completed			
		SAP Locked @ 4 PM				

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Other Y/E Dates	

2020 FISCAL YEAR END CLOSING SCHEDULE

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			PO Listing Report available on Accounting Website		HOLIDAY	
5	6	7	8	9	10	11
			All Accrual JEs Due	Final Bureau Journal Entries Due	Settlement Round #1 Start	Settlement Round #1 Complete
			Adjustment to Allowance for Uncollectibles (AFU)	IA Billings and Internal Service Billings as needed after payroll		
			Audit Sch 146-AR accruals due	P-card Transaction receipts for 5/23 to 6/22 due to Procurement		
			Audit Sch 148-AP accruals due	Run Resource related billing / Execute Trustee Report		
				Last Day for Cash Transfers		
12	13	14	15	16	17	18
	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Settlement Round #2 Start and Complete	Grant Accruals Completed (Grants Office only)	
					Resource related billing accruals due	
19	20	21	22	23	24	25
	Settlement Round #3 Start and Complete	AP13 Open				
	Treasury Interest Allocation	Financial Reporting team Only in the prior fiscal year				
	Close AP12					
26	27	28	29	30	31	

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Year-end Closing	