

## 2021 FISCAL YEAR END CLOSING SCHEDULE

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

**Legend:**

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

## 2021 FISCAL YEAR END CLOSING SCHEDULE

MAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
				Sch 122/123 Lease audit schedules due		
9	10	11	12	13	14	15
					Noncompetitive Processes (Sole sources, special procurement) Due	
					Sch 23i Capital Asset Inventory Due	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Last day for all BTS store purchase orders					
30	31					

**Legend:**

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

## 2021 FISCAL YEAR END CLOSING SCHEDULE

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		Begin monitoring GR/IR account 211000			AR Write-off Requests Due	
		PTE conversion of Standard PR to Standard PO			Last day requisitions (PRs) will be accepted for Standard POs. Does not include DPOs	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
					Advance Recovery Due	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	Grant Billings Complete				Last day for P-card purchases for processing	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
	Sign off and close P-card transactions from 5/23 to 6/22	Grant Billings Complete	Apply all Cash Receipts to Customer Accounts			
		Sign off and close P-card transactions from 6/23 to 6/29	Post outstanding AR invoices by 4 pm			
		Last day to cancel or adopt unordered requisitions	Post all AP invoices for the month			
		Last day to create and approve new DPRs	Last Day for GR/IR Adjustments			
		Procurement closing all remaining Requisitions (at 4:00 PM)	Advance Clearing to be completed			
			Operational Accounting Rolls Over Purchase Orders			
			Last Day for Goods Receipt (4 PM)			
			SAP Locked @ 4 PM			

**Legend:**

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

## 2021 FISCAL YEAR END CLOSING SCHEDULE

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

**Legend:**

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Year-end Closing	