

2022 FISCAL YEAR END CLOSING SCHEDULE

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

Legend:

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

2022 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>
				Sch 122/123 Lease audit schedules due		
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
					Sch 23i Capital Asset Inventory Due	
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
					Noncompetitive Processes (Sole sources, special procurement) Due	
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u>				

Legend:

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

2022 FISCAL YEAR END CLOSING SCHEDULE

JUNE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			Begin monitoring GR/IR account 211000 PTE conversion of Standard PR to Standard PO Last day for all BTS store purchase orders		AR Write-off Requests Due	
5	6	7	8	9	10	11
					Advance Recovery Due	
12	13	14	15	16	17	18
	Grant Billings Complete				Last day for P-card purchases for processing	
19	20	21	22	23	24	25
26	27	28	29	30		
		Sign off and close P-card transactions from 5/23 to 6/22 Last day for bureaus to approve lease workflow	Sign off and close P-card transactions from 6/23 to 6/29 Last day to cancel or adopt unordered requisitions Last day to create and approve new DPRs Procurement closing all remaining Requisitions (at 4:00 PM) Lease valuator approval by noon	Apply all Cash Receipts to Customer Accounts Post outstanding AR invoices by 4 pm	Last Day for GR/IR Adjustments 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	

2022 FISCAL YEAR END CLOSING SCHEDULE

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					PO Listing Report available on Accounting Website	
3	4	5	6	7	8	9
	HOLIDAY			All Accrual JEs Due	Final Bureau Journal Entries Due @ 5:00 PM IA Billings and Internal Service Billings as needed after payroll	Settlement Round #1 Completed by noon
				Adjustment to Allowance for Uncollectibles (AFU)	P-card Transaction receipts for 5/23 to 6/22 due to Procurement	
				Audit Sch 146-AR accruals due	Run Resource related billing / Execute Trustee Report	
				Audit Sch 148-AP accruals due	Last Day for Cash Transfers	
10	11	12	13	14	15	16
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	Capital Assets, WBS, Bureau Grants JE Post-Settlement Clean-up	Grant Accruals Completed (Grants Office only)	Settlement Round #3 Start and Complete	AP13 Open
	ROU disposal program is run			Resource related billing accruals due	Treasury Interest Allocation	Financial Reporting team Only in the prior fiscal year
			5:00 Settlement Round #2 Start & Complete		Close AP12	
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend:

Accounts Receivable	
Accounts Payable	
Audit Schedules	
Procurement	
Year-end Closing	