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# **FISCAL YEAR-END CLOSING DATES – FY21**

The University of Chicago’s current fiscal year (FY21) will end on Wednesday, June 30, 2021. Finance & Administration is providing the following guidance to encourage accurate accounting and transaction processing during the year-end close. For any questions, please contact the Shared Services Office at 773.702.5800 or online at [services.uchicago.edu.](https://pm1.uchicago.edu/PoliteMail/default.aspx?page=Qb5-ReiheEKWGZbOJqPZhw&ref_id=2yGRuCRazUeLSNyaeVkjkw)

**PAYROLL**

**For Monthly Payroll:**

|  |  |  |
| --- | --- | --- |
| **Monthly Salary Transfers for PPE:** | **Submitted on Form UPP103**  **must be received in Payroll by:** | **Submitted and approved in PETS by:** |
| July 1, 2020 through April  30, 2021 | 12:00 noon on Friday, May 14,  2021 | 9:00 a.m. on Wednesday, May 19, 2021 |
| May 31, 2021 | 12:00 noon on Friday, June 18,  2021 | 9:00 a.m. on Wednesday, June 23, 2021 |
| June 30, 2021 | 12:00 noon on Friday, July 2,  2021 | 9:00 a.m. on Wednesday, July 7, 2021 |

**For Biweekly Payroll:**

|  |  |  |
| --- | --- | --- |
| **Biweekly Salary Transfers for PPE:** | **Submitted on Form UPP103**  **must be received in Payroll by:** | **Submitted and approved in PETS by:** |
| June 30, 2020 through May 1,  2021 | 12:00 noon on Wednesday, May  12, 2021 | 9:00 a.m. on Friday, May 14, 2021 |
| May 15, 2021 | 12:00 noon on Wednesday, May  26, 2021 | 9:00 a.m. on Friday, May 28, 2021 |
| May 29, 2021 | 12:00 noon on Wednesday, June  9, 2021 | 9:00 a.m. on Friday, June 11, 2021 |
| June 12, 2021 | 12:00 noon on Wednesday, June 23, 2021 | 9:00 a.m. on Friday, June 25, 2021 |

*NOTE: Any payroll salary transfers not meeting the deadlines as stated above may be processed in the next Fiscal Year 2021-2022.*

**PROCUREMENT& PAYMENTS**  
To ensure procurement transactions and the associated invoice payments are appropriately recorded, please refer to the timeframes below. Shared Services will make every attempt to process payment transactions throughout the end of year but cannot guarantee requests received after these dates in FY21.

* **GEMS Expense Reports** submitted and approved prior to 5:00 p.m. on **Wednesday, June 9, 2021,** will be accounted for in FY21.
* **Purchase order invoices** approved by units in Buysite before 5:00 p.m. on **Friday, June 11, 2021,** will post to FY21 ledgers.
* **ePayment Requests** received by Shared Services earlier than 5:00 p.m. on **Friday, June 11, 2021**, with all required information and approvals, will post in FY21**.**

# *Please note that July business transactions should not be submitted prior to Thursday, July 1, 2021.*

**ACCOUNTING & FINANCIAL REPORTING**

**Departmental and Divisional Closes:**

Prelim One Close:                     Wednesday, July 7, 2021

Department Close:                    Wednesday, July 14, 2021

Division Close:                          Wednesday, July 21, 2021

# **ACCTS Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| **Close** | **ACCTS Submission Deadline (JE/EE/DD Only)** | **ACCTS**  **Entry Time Deadline** | **Notes** |
| Prelim One | Wednesday, July 7, 2021 | 3:00 p.m. | Interdepartmental orders (DD) must be submitted to Financial Services/URA no later than 3:00 p.m. (If routed for internal approval, departmental approval must occur before 3:00  p.m. on Wednesday, July 7, 2021.) If DD transactions are not in Financial Services/URA review queue by 3:00 p.m. on Wednesday, July 7, 2021, they will be rejected and will have to be resubmitted as FY22 business. |
| Departmental Close | Final day to submit: Tuesday, July 13, 2021  Corrections: Wednesday, July 14, 2021 | 3:00 p.m. | June entries submitted after 3:00 p.m. on Wednesday, July 14, 2021, will only be approved by Financial Services/URA if submitted by Divisional Representative. (No Hospital – Ledger 3 –entries accepted after Wednesday, July 14, 2021.) |
| Divisional Close | Final day to submit: Tuesday, July 20, 2021  Corrections: Wednesday, July  21, 2021 | 3:00 p.m. | All adjustments and changes made after Wednesday, July 21, 2021, must be submitted by Financial Services /URA. |

**Ledger Availability eLedger:**

June Preliminary Ledgers             Thursday, July 8, 2021

June ‘Final’ Ledgers                     Thursday, July 29, 2021

# **Business Objects (IRF) Load Schedule**

Below is the summer 2021 schedule for loading FAS data into IRF. Please note, the schedule is not sorted chronologically, but according to the month for which data is to be loaded.

**Data for June 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **FAS update date** | **FAS update process** | **Data available in IRF / BO** | **Hobo / Matrix Run /G4 (removals are for previous**  **MX/OBS/G4 slices)** |
| 6/30 (Wednesday) | Last business day update | 7/1 | Prelim 1 Hobo |
| 7/1 (Thursday) | Update | 7/2 | Prelim 1 Hobo |
| 7/2 (Friday) | Update | 7/3 | Prelim 1 Hobo |
| 7/6 (Tuesday) | Update | 7/7 | Prelim 1 Hobo |
| 7/7 (Wednesday) | Prelim 1 Final | 7/8 | Prelim 1 Hobo (for Delphi) |
| 7/8 (Thursday) | Update | 7/9 | Prelim 2 Hobo |
| 7/9 (Friday) | Update | 7/10 | Prelim 2 Hobo |
| 7/12 (Monday) | Update | 7/13 | Prelim 2 Hobo |
| 7/13 (Tuesday) | Update | 7/14 | Prelim 2 Hobo |
| 7/14 (Wednesday) | Prelim 2 Final | 7/15 | Prelim 2 Hobo (for Delphi) |
| 7/15 (Thursday) | Update | 7/16 | Prelim 3 Hobo |
| 7/16 (Friday) | Update | 7/17 | Prelim 3 Hobo |
| 7/19 (Monday) | Update | 7/20 | Prelim 3 Hobo |
| 7/20 (Tuesday) | Update | 7/21 | Prelim 3 Hobo |
| 7/21 (Wednesday) | Prelim 3 Final | 7/22 | Prelim 3 Hobo (for Delphi) |
| 7/22 (Thursday) | Update | 7/23 | Prelim 4 Hobo |
| 7/23 (Friday) | Update | 7/24 | Prelim 4 Hobo |
| 7/26 (Monday) | Update | 7/27 | Prelim 4 Hobo |
| 7/27 (Tuesday) | Update | 7/28 | Prelim 4 Hobo |
| 7/28 (Wednesday) | Final/Prelim 4  \* | 7/29 | Prelim 4 Hobo (for Delphi) |



**Data for July 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **FAS update date** | **FAS update process** | **Data available in IRF / BO** | **Hobo / Matrix Run /G4**  **(removals are for previous MX/OBS/G4 slices)** |
| 8/2 (Monday) | Update | 8/3 | July MTD Hobo (for Delphi) |
| 8/3 (Tuesday) | Update | 8/4 | July MTD Hobo (for Delphi) |
| 8/4 (Wednesday) | Update | 8/5 | July MTD Hobo (for Delphi) |
| 8/5 (Thursday) | Update | 8/6 | No HOBO\*\* |
| 8/6 (Friday) | July month-end close | 8/7 | July Month End Hobo |

# **Data for August 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **FAS update date** | **FAS update process** | **Data available in IRF / BO** | **Hobo / Matrix Run /G4**  **(removals are for previous MX/OBS/G4 slices)** |
| 8/9 (Monday) | 1st update for August | 8/10 | Aug MTD Hobo (for Delphi) |
| 8/13 (Friday) | regular Friday update | 8/14 | Aug MTD Hobo (for Delphi) |
| 8/20 (Friday) | regular Friday update | 8/21 | Aug MTD Hobo (for Delphi) |
| 8/27 (Friday) | regular Friday update | 8/28 | Aug MTD Hobo (for Delphi) |
| 8/31 (Tuesday) | last business day update | 9/1 | Aug MTD Hobo (for Delphi) |

*\*   These Matrix and OBS loads (hobo) will be kept*

*\*\* There is no Hobo run for the July Data on August 5.*