



### FISCAL YEAR-END CLOSING DATES – FY22

The University of Chicago’s current fiscal year (FY22) will end on Thursday, June 30, 2022. 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 Service Desk at 773.702.5800 or online at [services.uchicago.edu](http://services.uchicago.edu).

#### 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, 2021 through April 30, 2022	12:00 noon on Friday, May 13, 2022	9:00 a.m. on Wednesday, May 18, 2022
May 31, 2022	12:00 noon on Friday, June 17, 2022	9:00 a.m. on Wednesday, June 22, 2022
June 30, 2022	12:00 noon on Friday, July 1, 2022	9:00 a.m. on Tuesday, July 5, 2022

##### 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, 2021 through April 30, 2022	12:00 noon on Wednesday, May 11, 2022	9:00 a.m. on Friday, May 13, 2022
May 14, 2022	12:00 noon on Wednesday, May 25, 2022	9:00 a.m. on Friday, May 27, 2022
May 28, 2022	12:00 noon on Wednesday, June 8, 2022	9:00 a.m. on Friday, June 10, 2022
June 11, 2022	12:00 noon on Friday, June 22, 2022	9:00 a.m. on Friday, June 24, 2022

*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. While every attempt will be made to process payment transactions received, requests submitted after the following dates are not guaranteed to be included as part of FY22.

- **GEMS Expense Reports** submitted and approved prior to 5:00 p.m. on **Wednesday, June 8, 2022**, will be accounted for in FY22.
- **Purchase order invoices** approved by units in BuySite before 5:00 p.m. on **Friday, June 10, 2022**, will post to FY22 ledgers.
- **ePayment Requests** received by Shared Services earlier than 5:00 p.m. on **Friday, June 10, 2022**, with all required information and approvals, will post in FY22.

**Please note that July business transactions should not be submitted prior to Thursday, July 1, 2022.**

## ACCOUNTING & FINANCIAL REPORTING

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### Departmental and Divisional Closes:

Prelim One Close: Thursday, July 7, 2022  
Department Close: Thursday, July 14, 2022  
Division Close: Thursday, July 21, 2022

### ACCTS Deadlines

Close	ACCTS Submission Deadline (JE/EE/DD Only)	ACCTS Entry Time Deadline	Notes
Prelim One	Thursday, July 7, 2022	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 Thursday, July 7, 2022.) If DD transactions are not in Financial Services/URA review queue by 3:00 p.m. on Thursday, July 7, 2022, they will be rejected and will have to be resubmitted as FY23 business.
Departmental Close	Final day to submit: Wednesday, July 13, 2022 Corrections: Thursday, July 14, 2022	3:00 p.m.	June entries submitted after 3:00 p.m. on Thursday, July 14, 2022 will only be approved by Financial Services/URA if submitted by Divisional Representative. (No Hospital – Ledger 3 –entries accepted after Thursday, July 14, 2022.)
Divisional Close	Final day to submit: Wednesday, July 20, 2022 Corrections: Thursday, July 21, 2022	3:00 p.m.	All adjustments and changes made after Wednesday, July 21, 2022 must be submitted by Financial Services /URA

### Ledger Availability

#### eLedger:

June Preliminary Ledgers Friday, July 8, 2022  
June 'Final' Ledgers Thursday, July 28, 2022

### Business Objects (IRF) Load Schedule

Below is the summer 2022 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 2022**

<b>FAS update date</b>	<b>FAS update process</b>	<b>Data available in IRF / BO</b>	<b>Hobo / Matrix Run /G4 (removals are for previous MX/OBS/G4 slices)</b>
6/30 (Thursday)	last business day update	7/1	Prelim 1 Hobo
7/1 (Friday)	Update	7/2	Prelim 1 Hobo
7/5 (Tuesday)	Update	7/6	Prelim 1 Hobo
7/6 (Wednesday)	Update	7/7	Prelim 1 Hobo
7/7 (Thursday)	Prelim 1 Final	7/8	Prelim 1 Hobo (for Delphi)
7/8 (Friday)	Update	7/9	Prelim 2 Hobo
7/11 (Monday)	Update	7/12	Prelim 2 Hobo
7/12 (Tuesday)	Update	7/13	Prelim 2 Hobo
7/13 (Wednesday)	Update	7/14	Prelim 2 Hobo
7/14 (Thursday)	Prelim 2 Final	7/15	Prelim 2 Hobo (for Delphi)
7/15 (Friday)	Update	7/16	Prelim 3 Hobo
7/18 (Monday)	Update	7/17	Prelim 3 Hobo
7/19 (Tuesday)	Update	7/20	Prelim 3 Hobo
7/20 (Wednesday)	Update	7/21	Prelim 3 Hobo
7/21 (Thursday)	Prelim 3 Final	7/22	Prelim 3 Hobo (for Delphi)
7/22 (Friday)	Update	7/23	Prelim 4 Hobo
7/25 (Monday)	Update	7/26	Prelim 4 Hobo
7/26 (Tuesday)	Update	7/27	Prelim 4 Hobo
7/27 (Wednesday)	Final/Prelim 4 *	7/28	Prelim 4 Hobo (for Delphi)

### Data for July 2022

<b>FAS update date</b>	<b>FAS update process</b>	<b>Data available in IRF / BO</b>	<b>Hobo / Matrix Run /G4 (removals are for previous MX/OBS/G4 slices)</b>
8/1 (Monday)	Update	8/2	July MTD Hobo (for Delphi)
8/2 (Tuesday)	Update	8/3	July MTD Hobo (for Delphi)
8/3 (Wednesday)	Update	8/4	July MTD Hobo (for Delphi)
8/4 (Thursday)	Update	8/5	No HOBO**
8/5 (Friday)	July month-end close	8/6	July Month End Hobo

### Data for August 2022

<b>FAS update date</b>	<b>FAS update process</b>	<b>Data available in IRF / BO</b>	<b>Hobo / Matrix Run /G4 (removals are for previous MX/OBS/G4 slices)</b>
8/8 (Monday)	1 <sup>st</sup> update for August	8/9	Aug MTD Hobo (for Delphi)
8/12 (Friday)	regular Friday update	8/13	Aug MTD Hobo (for Delphi)
8/19 (Friday)	regular Friday update	8/20	Aug MTD Hobo (for Delphi)
8/26 (Friday)	regular Friday update	8/27	Aug MTD Hobo (for Delphi)
8/31 (Wednesday)	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 4.