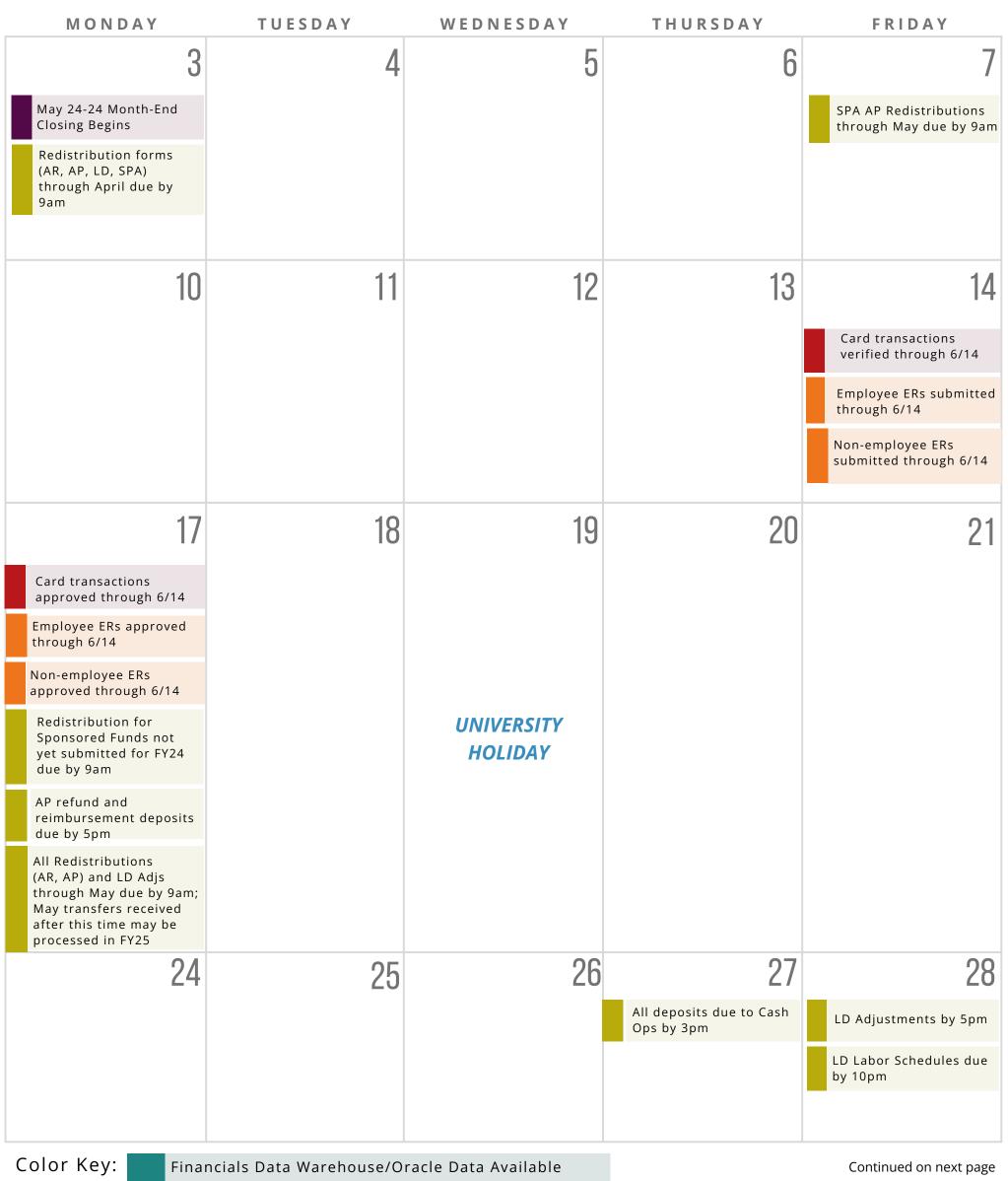
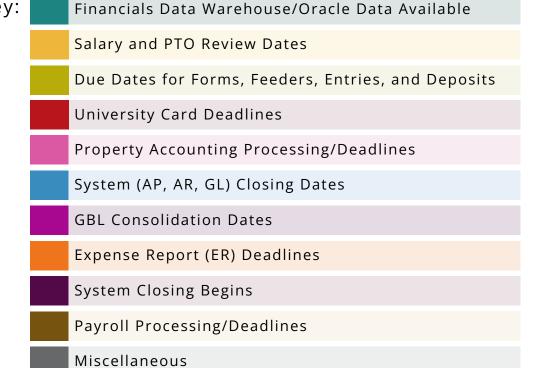
Carnegie Mellon University

Finance Division

FY24 CLOSING CALENDAR | JUNE 2024





Carnegie Mellon UniversityFinance Division

FY24 CLOSING CALENDAR | JULY 2024

Idrice Division				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	
June 24-24 Month-End Closing Begins	AP Close QAR by 5pm	AR Transfer in U.S. and QAR		GL Close begins at 8am U.S. and QAR
Payroll process monthly sublines by 12pm	U.S. Rev and Inv Processing in GM	Only June AP Redistributions due by 5pm	UNIVERSITY	GL Closing GBL consolidations by 5pm
Payroll Suspense Clearing Pregen by 12pm	QAR Rev and Inv Processing in GM	All FY24 AP invoices including payment forms	HOLIDAY	Preliminary BMS and AMS posted
GL JEs due by 5pm	Benefits Processing	due by 5pm Non-employee ERs approved through 6/30		GL data available in Oracle end of day
GM batches due by 5pm	June LD data available in FDW	by 5pm U.S. GM data available in		UNIVERSITY COMMUNITY DA
June Feeder Files due by 5pm	Detailed GL data available in FDW for all	Oracle and FDW QAR GM data available in		
CS Feeder File due by 5pm	ledgers	Oracle and FDW		
Payroll process bi-weekly pay EOD				
AP Close U.S. by 5pm				
Last inload for Card Transactions				
8	9	10	11	1
START JUNE SECOND CLOSE	FORMS DUE BY 9:00 AM	ALL FORMS, FILES, AND ENTRIES PROCESSED BY 12:00 PM	AP Close QAR by 5pm	
Card transactions verified through 6/30	Card transactions approved through 6/30	Advancement File	AR Close U.S. and QAR	GL Closing GBL consolidations by 5pm
Employee ERs submitted through 6/30	Employee ERs approved through 6/30	Investment Feed	Payroll JEs due by 12pm	GL data available in Oracle end of day
LD Adjustments due to SPA by 9am	FY24 Revenue Invoice forms due	Enrollment Entries	QAR Rev and Inv Processing in GM	QAR GM data available Oracle and FDW
Internal Awards forms due to Financial Reporting by 12pm	June Feeder Cost Transfers due	Feeder and LD Adjustments	Fixed Assets Close by 5pm	BMS (Final) posted (12pm)
First Close results available in FDW/ Power BI	June AR Redistributions due	GL, JEs, and GM batches	Final Benefits Processing	AMS (2nd Close) poste (12pm)
	International Inter- Company forms due to	Temporarily Restricted (TR) funding source deficit clearing due	Run GM Web Reports	Reopen June for closeouts (post-close)
	International Finance			
	June LD Adjustments due by 5pm	Payroll Suspense	U.S. GM data available in Oracle and FDW	GM Web Reports post
	June LD Adjustments due			Change period in FDW

Color Key:	Financials Data Warehouse/Oracle Data Available
	Salary and PTO Review Dates
	Due Dates for Forms, Feeders, Entries, and Deposits
	University Card Deadlines
	Property Accounting Processing/Deadlines
	System (AP, AR, GL) Closing Dates
	GBL Consolidation Dates
	Expense Report (ER) Deadlines
	System Closing Begins
	Payroll Processing/Deadlines
	Miscellaneous

Continued on next page

Carnegie Mellon University FY24 CLOSING CALENDAR | JULY 2024 Finance Division TUESDAY WEDNESDAY THURSDAY MONDAY FRIDAY 16 15 18 Detail and consolidated Global Close begins at Division closeout entries Division closeout FINAL June Close by 10am GL data available in FDW due by 5pm Adj entries due (only if 12pm notified of AP accruals) All Ledgers closed for Final Financial Reporting Final Budget Division July data available in post-close entries due by **Budget Review** closeout entries by 10am Financial Reporting post-FDW 12pm close entries Financial Reporting post-Prep for NA rollforward/ close begins year-end Oracle activities GBL Un-/Consolidation 22 23 24 25 GL Beginning Balances rolled forward to Jul24-25 and FY25 Budget Encumbrance rollforward (done over the weekend) New Fiscal Year Preparation Activities (Financial Reporting, Budget, BADS) See detailed closing scheduled published on BADS Closing Website AUG 1 29 30 July 24-25 Month-End Closing Begins Financials Data Warehouse/Oracle Data Available Salary and PTO Review Dates Due Dates for Forms, Feeders, Entries, and Deposits

