



**FISCAL YEAR-END CLOSING DATES – FY20**

The University of Chicago's current fiscal year (FY20) will end on Tuesday, June 30, 2020. 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://services.uchicago.edu).

**PAYROLL**

**For Monthly Payroll:**

Monthly Salary Transfers for PPE:	Submitted on Form <u>UPP103</u> must be received in Payroll by:	Submitted and approved in <u>PETS</u> by:
July 1, 2019 through April 30, 2020	12:00 noon on Friday, May 15, 2020	9:00 a.m. on Wednesday, May 20, 2020
May 31, 2020	12:00 noon on Friday, June 12, 2020	9:00 a.m. on Wednesday, June 11, 2010
June 30, 2020	12:00 noon on Friday, June 27, 2020	9:00 a.m. on Tuesday, June 30, 2020

**For Biweekly Payroll:**

Biweekly Salary Transfers for PPE:	Submitted on Form <u>UPP103</u> must be received in Payroll by:	Submitted and approved in <u>PETS</u> by:
June 30, 2019 through May 2, 2020	12:00 noon on Wednesday, May 13, 2020	9:00 a.m. on Friday, May 15, 2020
May 16, 2020	12:00 noon on Wednesday, May 27, 2020	9:00 a.m. on Friday, May 29, 2020
May 30, 2020	12:00 noon on Wednesday, June 10, 2020	9:00 a.m. on Friday, June 19, 2020
June 13, 2020	12:00 noon on Friday, June 26, 2020	9:00 a.m. on Tuesday, June 30, 2020

*NOTE: Any payroll salary transfers not meeting the deadlines as stated above may be processed in the next Fiscal Year 2020-2021.*

**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 FY20.

- **GEMS Expense Reports** submitted and approved prior to 5:00 p.m. on **Wednesday, June 10, 2020** will be accounted for in FY20.
- **Purchase order invoices** approved by units in Buysite before 5:00 p.m. on **Friday, June 12, 2020** will post to FY20 ledgers.
- **ePayment Requests** received by Shared Services earlier than 5:00 p.m. on **Friday, June 12, 2020**, with all required information and approvals, will post in FY20.

**Please note that July business transactions should not be submitted prior to Monday, July 1, 2020.**

## ACCOUNTING & FINANCIAL REPORTING

### Departmental and Divisional Closes:

Prelim One Close: Tuesday, July 7, 2020  
Department Close: Tuesday, July 14, 2020  
Division Close: Tuesday, July 21, 2020

### ACCTS Deadlines

Close	ACCTS Submission Deadline (JE/EE/DD Only)	ACCTS Entry Time Deadline	Notes
Prelim One	Tuesday, July 7, 2020	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 Tuesday, July 7, 2020.) If DD transactions are not in Financial Services/URA review queue by 3:00 p.m. on Tuesday, July 7, 2020, they will be rejected and will have to be resubmitted as FY21 business.
Departmental Close	Final day to submit: Monday, July 13, 2020 Corrections: Tuesday, July 14, 2020	3:00 p.m.	June entries submitted after 3:00 p.m. on Tuesday, July 14, 2020 will only be approved by Financial Services/URA if submitted by Divisional Representative. (No Hospital – Ledger 3 – entries accepted after Tuesday, July 14, 2020.)
Divisional Close	Final day to submit: Monday, July 20, 2020 Corrections: Tuesday, July 21, 2020	3:00 p.m.	All adjustments and changes made after Tuesday, July 21, 2020 must be submitted by Financial Services /URA

### Ledger Availability

#### eLedger:

June Preliminary Ledgers Wednesday, July 8, 2020  
June 'Final' Ledgers Thursday, July 30, 2020

### Business Objects (IRF) Load Schedule

Below is the summer 2020 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 2020

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 (Tuesday)	last business day update	7/1	Prelim 1 Hobo
7/1 (Wednesday)	Update	7/2	Prelim 1 Hobo
7/2 (Thursday)	Update	7/3	Prelim 1 Hobo
7/3 (Friday)*	Update	7/4	Prelim 1 Hobo
7/6 (Monday)	Update	7/7	Prelim 1 Hobo
7/7 (Tuesday)	Prelim 1 Final	7/8	Prelim 1 Hobo (for Delphi)
7/8 (Wednesday)	Update	7/9	Prelim 2 Hobo
7/9 (Thursday)	Update	7/10	Prelim 2 Hobo
7/10 (Friday)	Update	7/11	Prelim 2 Hobo
7/13 (Monday)	Update	7/14	Prelim 2 Hobo
7/14 (Tuesday)	Prelim 2 Final	7/15	Prelim 2 Hobo (for Delphi)
7/15 (Wednesday)	Update	7/16	Prelim 3 Hobo
7/16 (Thursday)	Update	7/17	Prelim 3 Hobo
7/17 (Friday)	Update	7/18	Prelim 3 Hobo
7/20 (Monday)	Update	7/21	Prelim 3 Hobo
7/21 (Tuesday)	Prelim 3 Final	7/22	Prelim 3 Hobo (for Delphi)
7/22 (Wednesday)	Update	7/23	Prelim 4 Hobo
7/23 (Thursday)	Update	7/24	Prelim 4 Hobo
7/24 (Friday)	Update	7/25	Prelim 4 Hobo
7/27 (Monday)	Update	7/28	Prelim 4 Hobo
7/28 (Tuesday)	Update	7/29	Prelim 4 Hobo
7/29 (Wednesday)	Final/Prelim 4 **	7/30	Prelim 4 Hobo (for Delphi)

**Data for July 2020**

<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>
8/3 (Monday)	Update	8/4	July MTD Hobo (for Delphi)
8/5 (Wednesday)	Update	8/6	July MTD Hobo (for Delphi)
8/6 (Thursday)	Update	8/7	No HOBO
8/7 (Friday)	July month-end close **	8/8	July Month End Hobo

**Data for August 2020**

<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>
8/10 (Monday)	1 <sup>st</sup> update for August	8/11	Aug MTD Hobo (for Delphi)
8/14 (Friday)	regular Friday update	8/15	Aug MTD Hobo (for Delphi)
8/21 (Friday)	regular Friday update	8/22	Aug MTD Hobo (for Delphi)
8/28 (Friday)	regular Friday update	8/29	Aug MTD Hobo (for Delphi)
8/31 (Monday)	last business day update	9/1	Aug MTD Hobo (for Delphi)

\* University holiday but as it is a Friday, FAS is scheduled to update

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

\*\*\* There is no Hobo run for the July Data on August 6.