Key Dates for Fiscal 2022 Mid-Year Close
First Departmental Close

- **December 21st**: All deposits to cashier by 12PM
- **December 23rd**: Final 2021 Bi-Weekly Payroll posted by 5PM
  * Final 2021 Exempt payroll posted by 5PM
- **January 4th**: All December receiving (backdated) completed by 5PM
- **January 5th**: All December gifts in Advancement by 3PM
  * All invoices, expense reports (including Pcard transactions) in Workday by 5pm
- **January 6th**: Journal entries submitted in Workday by 5PM
- **January 7th**: Payroll reallocations and redistributions in Payroll by 5PM
  * A/P accruals begin posting
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 10th</td>
<td>* All December gifts posted by Advancement by Noon</td>
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<tr>
<td></td>
<td>* FIRST Departmental Close – Draft reports available after 5PM</td>
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<tr>
<td>January 12th</td>
<td>* Accruals, deferrals and adjustments posted by Financial Services</td>
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<tr>
<td>January 13th</td>
<td>* FINAL Departmental Close – Reports available after 5PM</td>
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</tbody>
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Close comparison

1st Departmental Close
1/10/22

- Deposits made by 12/21/21
- MO12 and BW26 payrolls
- ST01 payroll accrued
- December gifts
- Receiving completed in Workday

Final Close
1/13/22

- Deferral of Spring Tuition Revenue billed in December
- Deferral of Tuition Prepayments
- Invoice accruals by Accounts Payable
- BW01 payroll accrued
- Payroll reallocations and redistributions