



Finance Monthly Closing Dates – FY2022

Month	Fiscal Period	ACTUALS Ledger Closing Date	ADJUST Ledger Closing Date
July, 2021	1	08/06/2021	08/13/2021
August	2	09/10/2021	09/17/2021
September	3	10/08/2021	10/22/2021
October	4	11/05/2021	11/12/2021
November	5	12/10/2021	12/17/2021
December	6	01/07/2022	01/21/2022
January, 2022	7	02/11/2022	02/18/2022
February	8	03/11/2022	03/18/2022
March	9	04/08/2022	04/22/2022
April	10	05/06/2022	05/13/2022
May	11	06/10/2022	06/17/2022
June	12	07/08/2022	07/29/2022

Rules for Determination of Close Dates:

- There must be at least 5 business days after the month end to close the actual ledger. If there are less than 5 business days the ledger close will go out to the next Friday.
- The Friday for year-end close is the Friday of the split payroll week.
- Ledger closes are scheduled for Friday's due to the length of time it takes for monthly reports to run after closing.

Logic for ADJUST Ledger:

- The ADJUST ledger will be used for the monthly/quarterly adjustments after the ACTUALS ledger has closed.
- The ADJUST ledger will close 1 week after the ACTUALS ledger closes. For the quarter close, the ADJUST ledger will close 2 weeks after the ACTUALS ledger closes.
- For Fiscal Year End, it will close on the last work day of July.

Logic for Period 998:

- Period 998 is for annual adjustments.
- This period will open on April 1st and will close on September 2, 2022
- After the period is closed, any additional adjustments will need to be requested thru the Associate Controller in the President's Office.



Additional Notes on Business Units:

Worcester Business Units:

- UMWOR, WUMMF, WCCCP, WCPSP, WCS00, WCS01, WCS03 thru WCS11, EL600, EL610 and EL650.
- WCS02 will be located in Amherst, but belongs to WCCCP.

Building Authority & Foundation Business Units:

- UMBLD and UMFND business units will follow the same closing schedule outlined above. Activities will be booked at the President's Office on a quarterly/annual basis. These business units are shared across campuses and are identified by campus using the department number. Below is the list of departments:
 - AMH1000000 - Amherst
 - BOS1000000 - Boston
 - CEN1000000 – President's Office
 - DAR1000000 – Dartmouth
 - LOW1000000 – Lowell
 - WOR1000000 - Worcester