



FISCAL YEAR-END CLOSING DATES—FY23

To: University Financial and Administrative Managers
From: Financial Services
Subject: Fiscal Year-End Closing Dates—Fiscal Year 2023
Date: May 8, 2023

The University of Chicago’s current fiscal year (FY23) will end on Friday, June 30, 2023. Finance and 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.

PAYROLL

For Monthly Payroll:

Monthly Salary Transfers for Pay Period Ending:	Submitted on Form UPP103 must be received in Payroll by:	Submitted and approved in PETS by:
July 1, 2022, through April 30, 2023	Noon on Friday, May 12, 2023	9 a.m. on Wednesday, May 17, 2023
May 31, 2023	Noon on Friday, June 16, 2023	9 a.m. on Wednesday, June 21, 2023
June 30, 2023	Noon on Friday, June 30, 2023	9 a.m. on Monday, July 3, 2023

For Biweekly Payroll:

Biweekly Salary Transfers for Pay Period Ending:	Submitted on Form UPP103 must be received in Payroll by:	Submitted and approved in PETS by:
June 25, 2022, through April 29, 2023	Noon on Friday, May 12, 2023	9 a.m. on Monday, May 15, 2023
May 13, 2023	Noon on Friday, May 26, 2023	9 a.m. on Friday, May 26, 2023
May 27, 2023	Noon on Friday, June 9, 2023	9 a.m. on Monday, June 12, 2023
June 10, 2023	Noon on Friday, June 23, 2023	9 a.m. on Monday, June 26, 2023
June 24, 2023	Noon on Wednesday, July 5, 2023	9 a.m. on Tuesday, July 11, 2023

Note: Payroll salary transfers not meeting the deadlines stated above may be processed in fiscal year 2024.

PROCUREMENT AND PAYMENTS

To ensure procurement transactions and the associated invoice payments are appropriately recorded, please refer to the time frames 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 FY23.

- **GEMS Expense Reports** submitted and approved prior to 5 p.m. on **Wednesday, June 21, 2023**, will be accounted for in FY23.
- **Purchase order invoices** approved by units in BuySite before 5 p.m. on **Friday, June 9, 2023**, will post to FY23 ledgers.

- **ePayment Requests** received by Shared Services earlier than 5 p.m. on **Friday, June 9, 2023**, with all required information and approvals, will post in FY23.

Please note that July business transactions should not be submitted prior to Saturday, July 1, 2023.

ACCOUNTING AND FINANCIAL REPORTING

Departmental and Divisional Closes:

Prelim One Close: Friday, July 7, 2023
 Department Close: Friday, July 14, 2023
 Division Close: Friday, July 21, 2023

ACCTS Deadlines

Close	ACCTS Submission Deadline (JE/EE/DD Only)	ACCTS Entry Time Deadline	Notes
Prelim One	Friday, July 7, 2023	3 p.m.	Interdepartmental orders (DD) must be submitted to Financial Services/URA no later than 3 p.m. (If routed for internal approval, departmental approval must occur before 3 p.m. on Friday, July 7, 2023.) If DD transactions are not in Financial Services/URA review queue by 3 p.m. on Friday, July 7, 2023, they will be rejected and will have to be resubmitted as fiscal year 2024 business.
Departmental Close	Final day to submit: Thursday, July 13, 2023 Corrections: Friday, July 14, 2023	3 p.m.	June entries submitted after 3 p.m. on Friday, July 14, 2023, will only be approved by Financial Services/URA if submitted by Divisional Representative. (No Hospital–Ledger 3–entries accepted after Friday, July 14, 2023.)
Divisional Close	Final day to submit: Thursday, July 20, 2023 Corrections: Friday, July 21, 2023	3 p.m.	All adjustments and changes made after Thursday, July 20, 2023, must be submitted by Financial Services /URA.

Ledger Availability

eLedger:

June Preliminary Ledgers Saturday, July 8, 2023
 June 'Final' Ledgers Friday, July 28, 2023

Business Objects (IRF) Load Schedule

Below is the summer 2023 schedule for loading financial accounting system (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 2023

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 (Friday)	Last business day update	7/1	Prelim 1 Hobo
7/3 (Monday)	Update	7/4	Prelim 1 Hobo
7/5 (Wednesday)	Update	7/6	Prelim 1 Hobo
7/6 (Thursday)	Update	7/7	Prelim 1 Hobo
7/7 (Friday)	Prelim 1 Final	7/8	Prelim 1 Hobo (for Delphi)
7/10 (Monday)	Update	7/11	Prelim 2 Hobo
7/11 (Tuesday)	Update	7/12	Prelim 2 Hobo
7/12 (Wednesday)	Update	7/13	Prelim 2 Hobo
7/13 (Thursday)	Update	7/14	Prelim 2 Hobo
7/14 (Friday)	Prelim 2 Final	7/15	Prelim 2 Hobo (for Delphi)
7/17 (Monday)	Update	7/18	Prelim 3 Hobo
7/18 (Tuesday)	Update	7/19	Prelim 3 Hobo
7/19 (Wednesday)	Update	7/20	Prelim 3 Hobo
7/20 (Thursday)	Update	7/21	Prelim 3 Hobo
7/21 (Friday)	Prelim 3 Final	7/22	Prelim 3 Hobo (for Delphi)
7/24 (Monday)	Update	7/25	Prelim 4 Hobo
7/25 (Tuesday)	Update	7/26	Prelim 4 Hobo
7/26 (Wednesday)	Update	7/27	Prelim 4 Hobo
7/27 (Thursday)	Final/Prelim 4*	7/28	Prelim 4 Hobo (for Delphi)

Data for July 2023

FAS update date	FAS update process	Data available in IRF / BO	Hobo / Matrix Run /G4 (removals are for previous MX/OBS/G4 slices)
8/1 (Tuesday)	Update	8/2	July MTD Hobo (for Delphi)
8/2 (Wednesday)	Update	8/3	July MTD Hobo (for Delphi)
8/3 (Thursday)	Update	8/4	July MTD Hobo (for Delphi)
8/4 (Friday)	Update	8/5	No Hobo**
8/7 (Monday)	July month-end close	8/8	July Month End Hobo

Data for August 2023

FAS update date	FAS update process	Data available in IRF / BO	Hobo / Matrix Run /G4 (removals are for previous MX/OBS/G4 slices)
8/8 (Tuesday)	First update for August	8/9	Aug MTD Hobo (for Delphi)
8/11 (Friday)	Regular Friday update	8/12	Aug MTD Hobo (for Delphi)
8/18 (Friday)	Regular Friday update	8/19	Aug MTD Hobo (for Delphi)
8/25 (Friday)	Regular Friday update	8/26	Aug MTD Hobo (for Delphi)
8/31 (Thursday)	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.