

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
FY2020

Report Month	Accounting Dates	Includes Payroll Number	Last Day for Campus Entries *	Process Monthly Allocations **	GL Inquiry & Discoverer Available for Reporting	Monthly Reports Posted	Process Endowment Book & Market Value Allocations	Endowment Book & Market Values Available	Close GL ***
July	Jul 1 - July 31	BW1916	Aug 1	Aug 2	Aug 3	Aug 5	Sep 12	Sep 13	Aug 1
August	Aug 1 - Aug 31	BW1918	Sep 3	Sep 4	Sep 5	Sep 6	Sep 26	Sep 27	Sep 3
September	Sep 1 - Sep 30	BW1920	Oct 1	Oct 2	Oct 3	Oct 4	Oct 28	Oct 29	Oct 1
October	Oct 1 - Oct 31	BW1922	Nov 1	Nov 4	Nov 5	Nov 6	Nov 28	Nov 29	Nov 1
November	Nov 1 - Nov 30	BW1924	Dec 2	Dec 3	Dec 4	Dec 6	Dec 26	Dec 27	Dec 2
December	Dec 1 - Dec 31	BW2001	Jan 2	Jan 3	Jan 4	Jan 6	Jan 30	Jan 31	Jan 2
January	Jan 1 - Jan 31	BW2003	Feb 3	Feb 4	Feb 5	Feb 6	Feb 27	Feb 28	Feb 3
February	Feb 1 - Feb 29	BW2005	Mar 2	Mar 3	Mar 4	Mar 5	Mar 26	Mar 27	Mar 2
March	Mar 1 - Mar 31	BW2007	Apr 1	Apr 2	Apr 3	Apr 6	Apr 30	May 1	Apr 1
April	Apr 1 - Apr 30	BW2009	May 1	May 4	May 5	May 6	May 28	May 29	May 1
May	May 1 - May 31	BW2011	Jun 1	Jun 2	Jun 3	Jun 4	Jun 25	Jun 26	Jun 1
June +	Jun 1 - Jun 30	BW2014	Jul 1	Jul 2	Jul 3	Jul 6	Aug 30	Aug 31	TBD

* = All entries (including those from accounts payable, payroll, etc.) must be approved and ready for posting by the end of the business day.

** = Excludes allocations to distribute the book value and market value of endowments.

*** = System Accounting needs to ensure that the GL for the report month is closed every night starting on this date so that regular and off-cycle payrolls will post to the current month.

+ = Represents the initial closing of June. A separate schedule will be developed for the year-end closing process.