

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
FY2021

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	BW2016	Aug 3	Aug 4	Aug 5	Aug 6	Aug 28	Aug 29	Aug 3
August	Aug 1 - Aug 31	BW2018	Sep 1	Sep 2	Sep 3	Sep 4	Sep 28	Sep 29	Sep 1
September	Sep 1 - Sep 30	BW2020	Oct 1	Oct 2	Oct 3	Oct 5	Oct 28	Oct 29	Oct 1
October	Oct 1 - Oct 31	BW2022	Nov 2	Nov 3	Nov 4	Nov 5	Nov 28	Nov 29	Nov 2
November	Nov 1 - Nov 30	BW2024	Dec 1	Dec 2	Dec 3	Dec 4	Dec 28	Dec 29	Dec 1
December	Dec 1 - Dec 31	BW2101	Jan 4	Jan 5	Jan 6	Jan 7	Jan 28	Jan 29	Jan 4
January	Jan 1 - Jan 31	BW2103	Feb 1	Feb 2	Feb 3	Feb 4	Feb 28	Mar 1	Feb 1
February	Feb 1 - Feb 28	BW2105	Mar 1	Mar 2	Mar 3	Mar 4	Mar 28	Mar 29	Mar 1
March	Mar 1 - Mar 31	BW2107	Apr 1	Apr 2	Apr 3	Apr 5	Apr 28	Apr 29	Apr 1
April	Apr 1 - Apr 30	BW2109	May 3	May 4	May 5	May 6	May 28	May 29	May 3
May	May 1 - May 31	BW2111	Jun 1	Jun 2	Jun 3	Jun 4	Jun 28	Jun 29	Jun 1
June +	Jun 1 - Jun 30	BW2114	Jul 1	Jul 2	Jul 3	Jul 6	Aug 28	Aug 29	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.

**** = Endowment allocations will be completed as soon as we receive the information necessary to finalize the calculations.

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