

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
 FY2022

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	BW2115	Aug 3	Aug 4	Aug 5	Aug 6	Aug 28	Aug 30	Aug 3
August	Aug 1 - Aug 31	BW2117	Sep 1	Sep 2	Sep 3	Sep 7	Sep 28	Sep 30	Sep 1
September	Sep 1 - Sep 30	BW2119	Oct 1	Oct 4	Oct 5	Oct 6	Oct 28	Oct 30	Oct 1
October	Oct 1 - Oct 31	BW2121	Nov 1	Nov 2	Nov 3	Nov 4	Nov 28	Nov 30	Nov 1
November	Nov 1 - Nov 30	BW2123	Dec 1	Dec 2	Dec 3	Dec 6	Dec 28	Dec 30	Dec 1
December	Dec 1 - Dec 31	BW2126	Jan 3	Jan 4	Jan 5	Jan 6	Jan 28	Jan 30	Jan 3
January	Jan 1 - Jan 31	BW2202	Feb 1	Feb 2	Feb 3	Feb 4	Feb 28	Mar 2	Feb 1
February	Feb 1 - Feb 28	BW2204	Mar 1	Mar 2	Mar 3	Mar 4	Mar 28	Mar 30	Mar 1
March	Mar 1 - Mar 31	BW2206	Apr 1	Apr 4	Apr 5	Apr 6	Apr 28	Apr 30	Apr 1
April	Apr 1 - Apr 30	BW2208	May 2	May 3	May 4	May 5	May 28	May 30	May 2
May	May 1 - May 31	BW2210	Jun 1	Jun 2	Jun 3	Jun 6	Jun 28	Jun 30	Jun 1
June +	Jun 1 - Jun 30	BW2213	Jul 1	Jul 5	Jul 6	Jul 7	Aug 28	Aug 30	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.