

Fiscal Year 2022 YEAR-END CLOSE SCHEDULE

Data Cleanup & Reconciliation

Audience

April/May			Department review of financial reports, and make adjustments as needed	Campus
April/May			Review labor charges and remaining encumbrances for appropriateness, make needed adjustments	Campus
April/May			Review and confirm that all graduate student support is correct for both dollars and earnings codes in Labor	Campus
April/May			Enter Prime Journals and monitor/follow up on workflow to ensure they are fully approved by month end	Campus
April/May			Review, substantiate, and submit any travel and expense credit card transactions that are more than 30 days old	Campus
April/May			Review, substantiate, and submit any purchasing card transactions from all closed statement periods	Campus
April/May			Onboard suppliers for goods or services that are planned to purchase in FY22	Campus
April/May			Enter Requisitions and submit for approval, for FY22 purchase of goods and services	Campus
April/May			Submit pending reimbursements requests	Campus
April/May			Notify Financial Service Center to close fully executed or unneeded PO's	Campus
April/May			Clear out Match Exceptions	Campus
April/May			Clear approvals for vouchers and requisitions	Campus
April/May			Substantiate or return unspent Cash Advances	Campus
April/May			Perform receipt of goods and services in Prime when physically received	Campus
5/12/2022	Thu	1:00 PM	Year End Information Session - ZOOM Session	Campus
5/18/2022	Wed	3:00 PM	Year End Information Session - ZOOM Session	Campus
1st CLOSE				
6/10/2022	Fri	12:00 PM	Changes for the last bi-weekly payroll of the year (HR or the Student Employment Office)	Campus
6/10/2022	Fri	4:30 PM	Cut-off for Labor Accounting Cost Transfer Request Form submittals for FY21 Labor transfers	Campus
6/14/2022	Tue	12:00 PM	Cut-off for last Time and Absence Management (TAM) pay rep approval	Campus
6/17/2022	Fri	12:00 PM	Changes for the last monthly payroll of the year (HR)	Campus
6/22/2022	Wed	4:30 PM	Last day to submit Special Year End Close (Clean Up) Excel Spreadsheet Journal to journals@princeton.edu	Campus
6/22/2022	Wed	4:30 PM	Report and/or review any FY22 absences in Time and Absence Management (TAM) (using HR Self-Service)	Campus
6/22/2022	Wed	4:30 PM	Substantiate and approve Purchasing Card Statement Reports for the statement close dated 6/15/22 in Concur	Campus
6/22/2022	Wed	4:30 PM	Cut-off for entry and approval of all non-PO payment requests for FY22	Campus
6/22/2022	Wed	4:30 PM	All invoices must be received in Accounts Payable for FY22	Campus
6/22/2022	Wed	4:30 PM	Substantiate and approve Expense Reports	Campus
6/28/2022	Tue	4:30 PM	Cut-off for all first close spreadsheet Journals	Campus
6/28/2022	Tue	4:30 PM	All deposits must be received at 701 Carnegie (cash and checks)	Campus
6/30/2022	Thu	4:30 PM	Cut-off for Labor Accounting Cost Transfer Request Form submittals for FY22 Labor transfers	Campus

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6/30/2022	Thu	4:30 PM	Cut-off for entering and loading receipts for goods and services in Prime, to be accrued in FY22	Campus
6/30/2022	Thu	4:30 PM	Last date to enter June dated Prime Journals	Campus
6/30/2022	Thu	4:30 PM	Final cut-off for system generated Departmental Charges (DC) for FY22 June activity	Campus
6/30/2022	Thur	4:30 PM	Prime Financials - Unavailable due to Year End Processing - beginning at 4:30 PM	Campus
END OF FY2022/START OF FY2023				
7/1/2022	Fri	All Day	Prime Financials - Unavailable due to Year End Processing	Campus
7/2/2022	Sat	12:00 PM	Prime Financials is available. FY23 open for activity	Campus
7/4/2022	Mon		HOLIDAY - INDEPENDENCE DAY	Campus
7/5/2022	Tue		HOLIDAY - EXTRA DAY OFF	Campus
7/6/2022	Wed	4:30 PM	Cut-off for system generated PPPL Journals	Campus
7/7/2022	Thu	12:00 PM	Last day for non-receipt, departmental accruals (contact budget analyst)	Campus
7/7/2022	Thu	12:00 PM	Last day to submit late June corrections via Special Year End Close Excel Spreadsheet Journal to your budget analyst for posting to FY22	Campus
7/7/2022	Thu	2:00 PM	Cut-off for Sponsored Research, Budget, Gift Accounting, Bursar, Capital Budget Accounting, Student Loans (ECSI), and Payroll Section Journals	Internal
7/7/2022	Thu	4:30 PM	Final Labor Accounting Distribution changes must be complete & fully approved by 4:30 pm	Campus
7/8/2022	Fri	7:00 AM	Financial Reports in the Information Warehouse show data through first close (reports will say "Open")	Campus
2nd CLOSE				
7/8/2022	Fri	6:00 AM	2ND CLOSE BEGINS	Campus
7/11/2022	Mon	6:00AM	Labor Accounting - Unavailable due to Year End Processing	Campus
7/12/2022	Tue	6:00AM	Labor Accounting - Unavailable due to Year End Processing	Campus
7/12/2022	Tue	12:00 PM	Cut-off for all second close Journals (except Gift Accounting, Capital Budget Accounting, and Budget Section)	Campus
7/13/2022	Wed	8:00 AM	Labor Accounting is available: FY23 Open for Activity	Campus
7/15/2022	Fri	7:00 AM	Financial Reports in the Information Warehouse show data through second close (reports will say "Open")	Campus
3rd CLOSE				
7/15/2022	Fri	7:00 AM	3RD CLOSE BEGINS	Campus
7/21/2022	Thu	4:00 PM	Distribute Q4 endowment payout by the Budget Section	Campus
7/26/2022	Tue	All day	Financial reports unavailable in the Information Warehouse - Final Close	Campus
7/27/2022	Wed	8:00 AM	Financial reports available in the Information Warehouse (FY22 Ending Balance/FY23 Beginning Balance available on reports, June reports will say "Closed")	Campus