
IMPORTANT CHANGES TO ACCOUNTING PROCEDURES FOR DSO REIMBURSEMENTS:

New Procedures for Accounting for Reimbursements from Direct Support Organizations (DSOs) are now available. Please take the time to review them carefully as there are important changes being implemented this new fiscal year. If any additions, revisions or updates are made to these procedures, these will be announced in the Panther Post.

Quick Reference FY 2021-2022 Month End Processing Deadlines
July 2021
August 2021
September 2021
October 2021
November 2021
December 2021
January 2022
February 2022
March 2022
April 2022
May 2022

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of July Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
07/23/21	Last Day to submit requests for AP Journal Vouchers
07/30/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
08/02/21	All SF Journals Completed
08/03/21	Last Day to Enter Journals in General Ledger
08/04/21	E-Payable Journal Upload
08/05/21	All Journals are Posted
08/06/21	Post all month end Controller's Office journals
08/09/21	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of August Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
08/24/21	Last Day to submit requests for AP Journal Vouchers
08/31/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
09/01/21	All SF Journals Completed
09/02/21	Last Day to Enter Journals in General Ledger
09/03/21	E-Payable Journal Upload
09/07/21	All Journals are Posted
09/08/21	Post all month end Controller's Office journals
09/09/21	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of September Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
09/23/21	Last Day to submit requests for AP Journal Vouchers
09/30/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
10/01/21	All SF Journals Completed
10/04/21	Last Day to Enter Journals in General Ledger
10/05/21	E-Payable Journal Upload
10/06/21	All Journals are Posted
10/07/21	Post all month end Controller's Office journals
10/11/21	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of October Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
10/22/21	Last Day to submit requests for AP Journal Vouchers
10/29/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
11/01/21	All SF Journals Completed
11/02/21	Last Day to Enter Journals in General Ledger
11/03/21	E-Payable Journal Upload
11/04/21	All Journals are Posted
11/05/21	Post all month end Controller's Office journals
11/08/21	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of November Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
11/23/21	Last Day to submit requests for AP Journal Vouchers
11/30/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
12/01/21	All SF Journals Completed
12/02/21	Last Day to Enter Journals in General Ledger
12/03/21	E-Payable Journal Upload
12/06/21	All Journals are Posted
12/07/21	Post all month end Controller's Office journals
12/08/21	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of December Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
12/22/21	Last Day to submit requests for AP Journal Vouchers
12/29/21	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
01/03/22	All SF Journals Completed
01/04/22	Last Day to Enter Journals in General Ledger
01/05/22	E-Payable Journal Upload
01/06/22	All Journals are Posted
01/07/22	Post all month end Controller's Office journals
01/10/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of January Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
01/24/22	Last Day to submit requests for AP Journal Vouchers
01/31/22	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
02/01/22	All SF Journals Completed
02/02/22	Last Day to Enter Journals in General Ledger
02/03/22	E-Payable Journal Upload
02/04/22	All Journals are Posted
02/07/22	Post all month end Controller's Office journals
02/08/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of February Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
02/21/22	Last Day to submit requests for AP Journal Vouchers
02/28/22	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
03/01/22	All SF Journals Completed
03/02/22	Last Day to Enter Journals in General Ledger
03/03/22	E-Payable Journal Upload
03/04/22	All Journals are Posted
03/07/22	Post all month end Controller's Office journals
03/08/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of March Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
03/24/22	Last Day to submit requests for AP Journal Vouchers
03/31/22	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
04/01/22	All SF Journals Completed
04/04/22	Last Day to Enter Journals in General Ledger
04/05/22	E-Payable Journal Upload
04/06/22	All Journals are Posted
04/07/22	Post all month end Controller's Office journals
04/08/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of April Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
04/22/22	Last Day to submit requests for AP Journal Vouchers
04/29/22	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
05/02/22	All SF Journals Completed
05/03/22	Last Day to Enter Journals in General Ledger
05/04/22	E-Payable Journal Upload
05/05/22	All Journals are Posted
05/06/22	Post all month end Controller's Office journals
05/09/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger

TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of May Closing

FY 2021-2022 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
05/24/22	Last Day to submit requests for AP Journal Vouchers
05/31/22	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
06/01/22	All SF Journals Completed
06/02/22	Last Day to Enter Journals in General Ledger
06/03/22	E-Payable Journal Upload
06/06/22	All Journals are Posted
06/07/22	Post all month end Controller's Office journals
06/08/22	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger