

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
 FY2018

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	BW1715	Aug 1	Aug 2&3	Aug 4	Aug 7	Sep 29	Sep 30	Aug 1
August	Aug 1 - Aug 31	BW1718	Sep 1	Sep 5&6	Sep 7	Sep 8	Oct 6	Oct 7	Sep 1
September	Sep 1 - Sep 30	BW1720	Oct 2	Oct 3&4	Oct 5	Oct 6	Oct 26	Oct 27	Oct 2
October	Oct 1 - Oct 31	BW1722	Nov 1	Nov 2&3	Nov 4	Nov 6	Nov 29	Nov 30	Nov 1
November	Nov 1 - Nov 30	BW1724	Dec 1	Dec 4&5	Dec 6	Dec 7	Dec 28	Dec 29	Dec 1
December	Dec 1 - Dec 31	BW1726	Jan 2	Jan 3&4	Jan 5	Jan 8	Jan 30	Jan 31	Jan 2
January	Jan 1 - Jan 31	BW1803	Feb 1	Feb 2&5	Feb 6	Feb 7	Feb 27	Feb 28	Feb 1
February	Feb 1 - Feb 28	BW1805	Mar 1	Mar 2&5	Mar 6	Mar 7	Mar 29	Mar 30	Mar 1
March	Mar 1 - Mar 31	BW1807	Apr 2	Apr 3&4	Apr 5	Apr 6	Apr 26	Apr 27	Apr 2
April	Apr 1 - Apr 30	BW1809	May 1	May 2&3	May 4	May 7	May 29	May 30	May 1
May	May 1 - May 31	BW1811	Jun 1	Jun 4&5	Jun 6	Jun 7	Jun 28	Jun 29	Jun 1
June +	Jun 1 - Jun 30	BW1814	Jul 3	Jul 5&6	Jul 7	Jul 9	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.