

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
 FY2010

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	BW0916	Aug 3	Aug 4&5	Aug 6	Aug 7	Aug 27	Aug 28	Aug 3
August	Aug 1 - Aug 31	BW0918	Sept 1	Sept 2&3	Sept 4	Sept 8	Sept 29	Sept 30	Sept 1
September	Sept 1 - Sept 30	BW0920	Oct 1	Oct 2&5	Oct 6	Oct 7	Oct 29	Oct 30	Oct 1
October	Oct 1 - Oct 31	ST0922	Nov 2	Nov 3&4	Nov 5	Nov 6	Nov 25	Nov 26	Nov 2
November	Nov 1 - Nov 30	ST0924	Dec 1	Dec 2&3	Dec 4	Dec 7	Dec 30	Dec 31	Dec 1
December	Dec 1 - Dec 31	BW0927	Jan 5	Jan 6&7	Jan 8	Jan 11	Jan 28	Jan 29	Jan 4
January	Jan 1 - Jan 31	BW1002	Feb 1	Feb 2&3	Feb 4	Feb 5	Feb 25	Feb 26	Feb 1
February	Feb 1 - Feb 28	BW1004	Mar 1	Mar 2&3	Mar 4	Mar 5	Mar 30	Mar 31	Mar 1
March	Mar 1 - Mar 31	ST1007	Apr 1	Apr 2&5	Apr 6	Apr 7	Apr 29	Apr 30	Apr 1
April	Apr 1 - Apr 30	ST1009	May 3	May 4&5	May 6	May 7	May 28	May 29	May 3
May	May 1 - May 31	ST1011	Jun 1	Jun 2&3	Jun 4	Jun 7	Jun 29	Jun 30	Jun 1
June +	Jun 1 - Jun 30	BW1013	Jul 1	Jul 5&6	Jul 7	Jul 8	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.