

University of Maine System
MONTHLY CLOSING SCHEDULE - GENERAL LEDGER
 FY2011

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	BW1015	Aug 2	Aug 3&4	Aug 5	Aug 6	Sept 1	Sept 2	Aug 2
August	Aug 1 - Aug 31	ST1018	Sept 1	Sept 2&3	Sept 7	Sept 8	Sept 29	Sept 30	Sept 1
September	Sept 1 - Sept 30	ST1020	Oct 1	Oct 4&5	Oct 6	Oct 7	Oct 28	Oct 29	Oct 1
October	Oct 1 - Oct 31	ST1022	Nov 1	Nov 2&3	Nov 4	Nov 5	Nov 29	Nov 30	Nov 1
November	Nov 1 - Nov 30	BW1024	Dec 1	Dec 2&3	Dec 6	Dec 7	Dec 29	Dec 30	Dec 1
December	Dec 1 - Dec 31	BW1026	Jan 4	Jan 5&6	Jan 7	Jan 10	Jan 28	Jan 31	Jan 4
January	Jan 1 - Jan 31	BW1102	Feb 1	Feb 2&3	Feb 4	Feb 7	Feb 25	Feb 28	Feb 1
February	Feb 1 - Feb 28	BW1104	Mar 1	Mar 2&3	Mar 4	Mar 7	Mar 30	Mar 31	Mar 1
March	Mar 1 - Mar 31	ST1107	Apr 1	Apr 4&5	Apr 6	Apr 7	Apr 28	Apr 29	Apr 1
April	Apr 1 - Apr 30	ST1109	May 2	May 3&4	May 5	May 6	May 27	May 31	May 2
May	May 1 - May 31	ST1111	Jun 1	Jun 2&3	Jun 6	Jun 7	Jun 29	Jun 30	Jun 1
June +	Jun 1 - Jun 30	BW1113	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.