

**Office of the University Controller**  
**FY22 Month End Close Calendar**  
**Updated 05/27/21**

These are Controller Office due dates. Chancellors and VPs may have different internal deadlines.

Close Month	Description	Business Day	Date
July	Accounts Payable Ledger Close	3	Wednesday, August 4, 2021
	Projects and General Ledger to Close	12	Tuesday, August 17, 2021 *
August	Accounts Payable Ledger Close	3	Friday, September 3, 2021
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Monday, September 13, 2021
	Field Close	10	Wednesday, September 15, 2021 **
	Chancellor & Controller Office Close	12	Friday, September 17, 2021
September	Accounts Payable Ledger Close	3	Tuesday, October 5, 2021
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Tuesday, October 12, 2021
	Field Close	10	Thursday, October 14, 2021 **
	Chancellor & Controller Office Close	12	Monday, October 18, 2021
October	Accounts Payable Ledger Close	3	Wednesday, November 3, 2021
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, November 10, 2021
	Field Close	10	Friday, November 12, 2021 **
	Chancellor & Controller Office Close	12	Tuesday, November 16, 2021
November	Accounts Payable Ledger Close	3	Friday, December 3, 2021
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Friday, December 10, 2021
	Field Close	10	Tuesday, December 14, 2021 **
	Chancellor & Controller Office Close	12	Thursday, December 16, 2021
December	Accounts Payable Ledger Close	3	Wednesday, January 5, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, January 12, 2022
	Field Close	10	Friday, January 14, 2022 **
	Chancellor & Controller Office Close	12	Wednesday, January 19, 2022
	Quarterly Reporting	20	Monday, January 31, 2022
January	Accounts Payable Ledger Close	3	Thursday, February 3, 2022
	Account Reconciliations Complete & Recurring Central Adjustments	8	Thursday, February 10, 2022
	Field Close	10	Monday, February 14, 2022 **
	Chancellor & Controller Office Close	12	Wednesday, February 16, 2022
February	Accounts Payable Ledger Close	3	Thursday, March 3, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Thursday, March 10, 2022
	Field Close	10	Monday, March 14, 2022 **
	Chancellor & Controller Office Close	12	Wednesday, March 16, 2022
March	Accounts Payable Ledger Close	3	Tuesday, April 5, 2022

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Close Month	Description	Business Day	Date
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Tuesday, April 12, 2022
	Field Close	10	Thursday, April 14, 2022 **
	Chancellor & Controller Office Close	12	Monday, April 18, 2022
	Quarterly Reporting	21	Friday, April 29, 2022
April	Accounts Payable Ledger Close	3	Wednesday, May 4, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, May 11, 2022
	Field Close	10	Friday, May 13, 2022 **
	Chancellor & Controller Office Close	12	Tuesday, May 17, 2022
May	Accounts Payable Ledger Close	3	Friday, June 3, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Friday, June 10, 2022
	Field Close	10	Tuesday, June 14, 2022 **
	Chancellor & Controller Office Close	12	Thursday, June 16, 2022
June	Accounts Payable Ledger Close	13	Wednesday, July 20, 2022 *
	Account Reconciliations Complete & Recurring Central Adjustments Complete	18	Wednesday, July 27, 2022 *
	Field Close	21	Monday, August 1, 2022 *
	Chancellor & Controller Office Close	29	Thursday, August 11, 2022 *
	Year End Reporting	40	Friday, August 26, 2022 *

\* - Tentative

\*\* - Please have your project entries completed and approved by 12noon. General Ledger entries should be completed and approved by 5pm. This will help to ensure a timely closing.