

Monthly Close Processing Steps for FY2022			
Area Responsible	Accounting Period	Closing Task	Tentative Due Date
Departments	February (6)	Prepare JE's: Create and push into workflow JE's for February related to Financial activity	02/01/2022 - 03/01/2022
Departments	February (6)	Deadline to Submit JE's for February to General Accounting	03/02/2022 by 12pm
General Accounting	February (6)	Prepare to close: requires all February JE's to be approved and necessary reports to be completed and reviewed	3/2/2022
UHS	February (6)	Run Admin and IDC Automated Entries for February	3/2/2022
General Accounting	February (6)	Notifies OSP to run Revenue Recognition & LOC Processes for February	3/3/2022
OSP	February (6)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	3/3/2022 - 3/4/2022
General Accounting	February (6)	Runs reports for verification of close, notifies UHS to close February	3/7/2022
UHS	February (6)	Closes the month of February	3/7/2022
General Accounting	February (6)	Emails UHCL departments that February is closed	3/7/2022
Departments	March (7)	Prepare JE's: Create and push into workflow JE's for March related to Financial activity	03/01/2022 - 04/01/2022
Departments	March (7)	Deadline to Submit JE's for March to General Accounting	04/04/2022 by 12pm
General Accounting	March (7)	Prepare to close: requires all March JE's to be approved and necessary reports to be completed and reviewed	4/5/2022
UHS	March (7)	Run Admin and IDC Automated Entries for March	4/6/2022
General Accounting	March (7)	Notifies OSP to run Revenue Recognition & LOC Processes for March	4/6/2022
OSP	March (7)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	4/6/2022 - 04/07/2022
General Accounting	March (7)	Runs reports for verification of close, notifies UHS to close March	4/11/2022
UHS	March (7)	Closes the month of March	4/11/2022
General Accounting	March (7)	Emails UHCL departments that March is closed	4/11/2022

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Area Responsible	Accounting Period	Closing Task	Tentative Due Date
Departments	April (8)	Prepare JE's: Create and push into workflow JE's for April related to Financial activity	04/01/2022 - 05/01/2022
Departments	April (8)	Deadline to Submit JE's for April to General Accounting	05/02/2022 by 12pm
General Accounting	April (8)	Prepare to close: requires all April JE's to be approved and necessary reports to be completed and reviewed	5/3/2022
UHS	April (8)	Run Admin and IDC Automated Entries for April	5/3/2022
General Accounting	April (8)	Notifies OSP to run Revenue Recognition & LOC Processes for April	5/4/2022
OSP	April (8)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	5/4/2022 - 5/5/2022
General Accounting	April (8)	Runs reports for verification of close, notifies UHS to close April	5/9/2022
UHS	April (8)	Closes the month of April	5/9/2022
General Accounting	April (8)	Emails UHCL departments that April is closed	5/9/2022
Departments	May (9)	Prepare JE's: Create and push into workflow JE's for May related to Financial activity	05/01/2022 - 06/01/2022
Departments	May (9)	Deadline to Submit JE's for May to General Accounting	06/02/2022 by 12pm
General Accounting	May (9)	Prepare to close: requires all May JE's to be approved and necessary reports to be completed and reviewed	6/2/2022
UHS	May (9)	Run Admin and IDC Automated Entries for May	6/2/2022
General Accounting	May (9)	Notifies OSP to run Revenue Recognition & LOC Processes for May	6/3/2022
OSP	May (9)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	6/3/2022
General Accounting	May (9)	Runs reports for verification of close, notifies UHS to close May and sends out email to UHCL departments once UHS closes the month	6/7/2022
UHS	May (9)	Closes the month of May	6/7/2022
General Accounting	May (9)	Emails UHCL departments that May is closed	6/7/2022

Monthly Close Processing Steps for FY2022			
Area Responsible	Accounting Period	Closing Task	Tentative Due Date
Departments	June (10)	Prepare JE's: Create and push into workflow JE's for June related to Financial activity	06/01/2022 - 07/01/2022
Departments	June (10)	Deadline to Submit JE's for June to General Accounting	07/01/2022 by 5pm
General Accounting	June (10)	Prepare to close: requires all June JE's to be approved and necessary reports to be completed and reviewed	7/1/2022
UHS	June (10)	Run Admin and IDC Automated Entries for June	7/5/2022
General Accounting	June (10)	Notifies OSP to run Revenue Recognition & LOC Processes for June	7/5/2022
OSP	June (10)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	7/6/2022
General Accounting	June (10)	Runs reports for verification of close, notifies UHS to close June and sends out email to UHCL departments once UHS closes the month	7/8/2022
UHS	June (10)	Closes the month of June	7/8/2022
General Accounting	June (10)	Emails UHCL departments that June is closed	7/8/2022
Departments	July (11)	Prepare JE's: Create and push into workflow JE's for July related to Financial activity	07/01/2022 - 08/01/2022
Departments	July (11)	Deadline to Submit JE's for July to General Accounting	08/02/2022 by 12pm
General Accounting	July (11)	Prepare to close: requires all July JE's to be approved and necessary reports to be completed and reviewed	8/2/2022
UHS	July (11)	Run Admin and IDC Automated Entries for July	8/2/2022
General Accounting	July (11)	Notifies OSP to run Revenue Recognition & LOC Processes for July	8/3/2022
OSP	July (11)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	8/3/2022
General Accounting	July (11)	Runs reports for verification of close, notifies UHS to close July and sends out email to UHCL departments once the month is closed	8/5/2022
UHS	July (11)	Closes the month of July	8/5/2022
General Accounting	July (11)	Emails UHCL departments that July is closed	8/5/2022

Monthly Close Processing Steps for FY2022			
Area Responsible	Accounting Period	Closing Task	Tentative Due Date
Departments	August (12)	Prepare JE's: Create and push into workflow JE's for August related to Financial activity	08/01/2022 - 09/01/2022
Departments	August (12)	Deadline to Submit JE's for August to General Accounting	09/02/2022 by 12pm
General Accounting	August (12)	Prepare to close: requires all August JE's to be approved and necessary reports to be completed and reviewed	9/6/2022
UHS	August (12)	Run Admin and IDC Automated Entries for August	9/6/2022
General Accounting	August (12)	Notifies OSP to run Revenue Recognition & LOC Processes for August	9/6/2022
OSP	August (12)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	9/7/2022
General Accounting	August (12)	Runs reports for verification of close, notifies UHS to close August and sends out email to UHCL departments once the month is closed	TBD
UHS	August (12)	Closes the month of August	TBD
General Accounting	August (12)	Emails UHCL departments that August is closed	TBD