

FY2022 Period Close Calendar

* All Scheduled Close Times will be 5PM EST

Period Close Activity Group	Period Close Activity Group Description	Journal Source	Scheduled Close Day	July	August	September	October	November	December	January	February	March	April	May	June	
Payroll **please reference Department Fiscal Processing Calendar for recommended deadlines** https://admin.resources.osu.edu/workday/workday-for-core-users-payroll/department-fiscal-payroll-processing-calendar-through	Closes all Payroll related journals for actuals, pre-encumbrances and encumbrances	Fringe Benefit Actual	Varies													
		Fringe Benefit Commitment														
		Fringe Benefit Commitment Adjustment														
		Fringe Benefit Commitment Liquidation														
		Fringe Benefit Forward Accrual														
		Fringe Benefit Obligation														
		Fringe Benefit Obligation Adjustment														
		Fringe Benefit Obligation Liquidation														
		Payroll Commitment														
		Payroll Commitment Adjustment														
Payroll Commitment				7/23/2021	8/25/2021	9/24/2021	10/29/2021	11/30/2021								
Expenses	Closes all Expense Related activity including Cash Advance, Spend Authorization, Expense Reports, etc	Cash Advance Payment	Day -1													
		Expense Credit Card Payment														
		Expense Payment														
		Expense Report														
		Spend Authorization														
		Spend Authorization Commitment Liquidation														
				7/30/2021	8/31/2021	9/30/2021	10/29/2021	11/30/2021	12/30/2021	1/31/2022	2/28/2022	3/31/2022	4/29/2022	5/31/2022	6/30/2022	

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Procurement	Closes all Procurement activity including Miscellaneous Payment, ISD, etc	Ad Hoc Payment	Day -1														
		Electronic Payment Return															
		Initial Recognition Adjustment of Lease															
		Initial Recognition Of Lease															
		Internal Service Delivery															
		Inventory Put-Away															
		Inventory Return Disposal															
		Inventory Shipment															
		Manual Payment Return															
		Miscellaneous Payment															
		Miscellaneous Payment Request															
		Prenote Payment															
		Procurement Card Payment					7/30/2021	8/31/2021	9/30/2021	10/29/2021	11/30/2021	12/30/2021	1/31/2022	2/28/2022	3/31/2022	4/29/2022	5/31/2022
Accounting Adjustment	Closes Accounting Adjustments	Accounting Adjustment	Day 2	8/3/2021	9/2/2021	10/4/2021	11/2/2021	12/2/2021	1/4/2022	2/2/2022	3/2/2022	4/4/2022	5/3/2022	6/2/2022	7/5/2022		
Assets	Closes all Asset activity including Asset Transfers, Adjustments, etc	Asset Adjustment	Day 3														
		Asset Creation															
		Asset Disposal															
		Asset Impairment															
		Asset Intercompany Transfer Out															
		Asset Reclassification															
		Asset Reinstatement															
		Asset Removal															
		Asset Transfer															
		Expense Recognition				8/4/2021	9/3/2021	10/5/2021	11/3/2021	12/3/2021	1/5/2022	2/3/2022	3/3/2022	4/5/2022	5/4/2022	6/3/2022	7/6/2022

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Customer Accounts	Closes all Customer Account activities including Customer Invoices, Customer Transaction, etc	Carve In/Carve Out Adjustment	Day 3														
		Customer Contract Asset and Liability Reclassification															
		Customer Contract Fx Adjustment															
		Customer Electronic Payment															
		Customer Invoice															
		Customer Invoice Adjustment															
		Customer Payment Return															
		Customer Refund															
		Customer Transaction															
	Offsetting Customer Transactions with Unapplied Payments			8/4/2021	9/3/2021	10/5/2021	11/3/2021	12/3/2021	1/5/2022	2/3/2022	3/3/2022	4/5/2022	5/4/2022	6/3/2022	7/6/2022		
Payables Accounting	Closes all Payables Accounting activity including Receipt Accrual for Supplier, etc	Capital Project Cost Reclassification	Day 3														
		Capital Project Labor Cost Reclassification															
		Multiple Funding Source															
		Prepaid Spend Amortization															
		Receipt Accrual for Supplier															
		Revaluation Result															
				8/4/2021	9/3/2021	10/5/2021	11/3/2021	12/3/2021	1/5/2022	2/3/2022	3/3/2022	4/5/2022	5/4/2022	6/3/2022	7/6/2022		
Depreciation	Closes Depreciation Transaction	Depreciation Transaction	Day 4														
					8/5/2021	9/7/2021	10/6/2021	11/4/2021	12/6/2021	1/6/2022	2/4/2022	3/4/2022	4/6/2022	5/5/2022	6/6/2022	7/7/2022	

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Banking	Closes all Banking activity including Ad Hoc Bank Transaction, Investment Pool, etc	Ad Hoc Bank Transaction Bank Account Transfer Escheatment Item Investment Pool Activity Investment Pool Payout Investment Pool Purchase Investment Pool Sale Investment Pool Transfer	Day 5												
				8/6/2021	9/8/2021	10/7/2021	11/5/2021	12/7/2021	1/7/2022	2/7/2022	3/7/2022	4/7/2022	5/6/2022	6/7/2022	7/8/2022
Journals (Blank Book Code only)	Closes activity for Decentral Journals (blank book code)	Accounting Journals Recurring Journals	Day 5												
				8/6/2021	9/8/2021	10/7/2021	11/5/2021	12/7/2021	1/7/2022	2/7/2022	3/7/2022	4/7/2022	5/6/2022	6/7/2022	7/20/2022
Intercompany Settlement * can vary amongst Company, please work with Company representative if there are questions	Closes intercompany activity	Intercompany Payment Intercompany Receipt	Day 5												
				8/6/2021	9/8/2021	10/7/2021	11/5/2021	12/7/2021	1/7/2022	2/7/2022	3/7/2022	4/7/2022	5/6/2022	6/7/2022	7/20/2022
Allocation	Closes Allocation Results	Allocation Result	Day 6												
				8/9/2021	9/9/2021	10/8/2021	11/8/2021	12/8/2021	1/10/2022	2/8/2022	3/8/2022	4/8/2022	5/9/2022	6/8/2022	7/21/2022
Journals (All Book Codes) MCPA, OSUHP, OSUHS, OSUP	Closes all Central Journals activity for MCPA, OSUHP, OSUHS and OSUP		Day 12												
				8/17/2021	9/17/2021	10/18/2021	11/17/2021	12/16/2021	1/19/2022	2/16/2022	3/16/2022	4/18/2022	5/17/2022	6/16/2022	10/31/2022
Journals (All Book Codes) UNIV	Closes all Central Journals activity for UNIV		Day 13												
				8/18/2021	9/20/2021	10/19/2021	11/18/2021	12/17/2021	1/20/2022	2/17/2022	3/17/2022	4/19/2022	5/18/2022	6/17/2022	10/31/2022