

**TeamWorks Financials
FY 2021 CLOSE SCHEDULE**

TeamWorks Accounting Period	Month	Close Date
1	July	Friday 08/14/2020 (Periods 1 & 2 will be opened from 08/01 to 08/14)
2	August	Monday 08/31/2020
3	September (Federal Year End close) (1st Quarter End)	Friday 10/16/2019 (Periods 3 & 4 will be opened from 10/01 to 10/16)
4	October	Friday 10/30/2020
5	November	Monday 11/30/2020
6	December (2nd Quarter End)	Friday 01/15/2021 (Periods 6 & 7 will be opened from 01/01 to 01/15)
7	January	Friday 01/29/2021
8	February	Friday 02/26/2021
9	March (3rd Quarter End)	Friday 04/16/2021 (Periods 9 & 10 will be opened from 04/01 to 04/16)
10	April	Friday 04/30/2021
11	May	Friday 05/28/2021
12	June (State Year End close) (4th Quarter End)	Friday 07/16/2021 (Periods 12 & 01 will be opened from 07/01 to 07/16) System will be unavailable beginning Friday 7/16/2021 (at 7:00 pm) Thru Monday 7/19/2021 (at 7:00 am)
998*	Adjustment Period	Close I - Monday 07/19/2021 (at 7:00 am) thru Friday 07/23/2021 (at 6:59 pm) Close II - Monday 07/19/2021 (at 7:00 am) thru Friday 08/06/2021 (at 6:59 pm) For the following selected agencies DCH, DHS, DBHDD, DPH, SHBP, DOL, DOE, and SRTA.
999**	Year-End Close Processing	Close I - Friday 07/23/2021 (at 7:00 pm) thru Monday 07/26/2021 (at 6:59 am) Close II - Friday 08/06/2021 (at 7:00pm) thru Monday 08/09/2021 (at 6:59 am) For the following selected agencies DCH, DHS, DBHDD, DPH, SHBP, DOL, DOE, and SRTA.

* TeamWorks has a period "998" which is used for adjusting entries. After the adjusting entries are made in 998, the year-end close period "999" is processed to create beginning balances for the new fiscal year.

** TeamWorks Financials will be unavailable at 7:00 pm on the date specified within the table.