

**AUDITOR-CONTROLLER**  
**2019-20 ONESOLUTION YEAR END CLOSING DEADLINES - SPECIAL DISTRICTS**  
**5/21/2020**  
**June 30, 2020 is on a Tuesday**

Date	Depts	Activity
<b>Now through EOY</b>		Review EZ-One for all GL Keys and Objects for any incorrectly posted transactions, Fix all prior to July 22, 2020
<b>6/30/2019</b>	Tue FYI to ALL	Last actual pay period of the year. Pay Period #14 routine Interface to ONESolution this week for 7/2/2020 Payday. Final pay period is June 13 through June 26. Will process night of June 30 and entry will be entered on July 1 for June 30.
<b>6/30/2020</b>	Tue FYI to ALL	Payroll Accrual for June 29 and June 30 based on 20% of PP 13 . This approximates two days of PP #15 accrual We will adjust for any known large changes.
<b>6/30/2020</b>	Tue ALL	DEPOSITS: LAST DEPOSIT OF 2019-20 MONIES ARE DUE by 2:00 p.m. (OR TBD) (NOTE: Treasurer will not stay open late.) Depts. should complete their Credit Card revenue BANK TRANSFERS to TREASURY, by 2:00 pm also.
<b>7/1/2020</b>	Wed ALL	County Depts CHANGE PREFIXES, as applicable on new JE's, etc. RTC and COE (RT20xxxx and RT21xxxx) (ED20xxxx and ED21xxxx) Date on inside of journal will be the post date on the journal.
<b>7/3/2020</b>	Fri ALL	HOLIDAY
<b>7/22/2020</b>	Wed ALL	Except for revenue and expense accrual, which are due July 17, all other journal entries should be entered by July 22. This includes any new and correcting journal entries for the fiscal year 2019-20