

## 2026-27 FINANCIAL MONTH-END CLOSE SCHEDULE

		ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE BILLING		GENERAL LEDGER		
		Transactions		Transactions		
		Customer Invoice Requests Supplier Invoices		Approved Online Journal Entries Campus Services & Misc Cash Receipts Internal Invoicing		
ACCOUNTING PERIOD/YEAR	MONTH	APPROVAL IN WORKDAY BY COST CENTER MANAGER BY 4:45 P.M.	WORKDAY AR/AP CLOSING	APPROVAL IN WORKDAY BY COST CENTER MANAGER BY 4:45 P.M.	WORKDAY GL CLOSING	ACTUALS AVAILABLE IN ADAPTIVE PLANNING 4:45 P.M.
			Applicable only to Accounts Payable and Accounts Receivable		Applicable only to Financial Services	
01-2027	April	<b>May 1, 2026</b>	May 5, 2026	<b>May 5, 2026</b>	May 6, 2026	May 7, 2026
02-2027	May	<b>June 1, 2026</b>	June 3, 2026	<b>June 3, 2026</b>	June 4, 2026	June 5, 2026
03-2027	June	<b>July 2, 2026</b>	July 6, 2026	<b>July 6, 2026</b>	July 7, 2026	July 8, 2026
04-2027	July	<b>August 4, 2026</b>	August 6, 2026	<b>August 6, 2026</b>	August 7, 2026	August 10, 2026
05-2027	August	<b>September 1, 2026</b>	September 3, 2026	<b>September 3, 2026</b>	September 4, 2026	September 8, 2026
06-2027	September	<b>October 1, 2026</b>	October 5, 2026	<b>October 5, 2026</b>	October 6, 2026	October 7, 2026
07-2027	October	<b>November 2, 2026</b>	November 4, 2026	<b>November 4, 2026</b>	November 5, 2026	November 6, 2026
08-2027	November	<b>December 1, 2026</b>	December 3, 2026	<b>December 3, 2026</b>	December 4, 2026	December 7, 2026
09-2027	December	<b>January 4, 2027</b>	January 6, 2027	<b>January 6, 2027</b>	January 7, 2027	January 8, 2027
10-2027	January	<b>February 1, 2027</b>	February 3, 2027	<b>February 3, 2027</b>	February 4, 2027	February 5, 2027
11-2027	February	<b>March 1, 2027</b>	March 3, 2027	<b>March 3, 2027</b>	March 4, 2027	March 5, 2027
12-2027	March	<i>*Year-end Processing Deadlines document will be provided and posted separately in February.</i>				