

2021-22 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 9:00 A.M.
			Applicable only to Accounts Payable and Accounts Receivable		Applicable only to Financial Services	
01-2022	April	May 3, 2021	May 5, 2021	May 5, 2021	May 6, 2021	May 10, 2021
02-2022	May	June 1, 2021	June 3, 2021	June 3, 2021	June 4, 2021	June 8, 2021
03-2022	June	July 5, 2021	July 7, 2021	July 7, 2021	July 8, 2021	July 12, 2021
04-2022	July	August 3, 2021	August 5, 2021	August 5, 2021	August 6, 2021	August 10, 2021
05-2022	August	Sept. 1, 2021	Sept. 3, 2021	Sept. 3, 2021	Sept. 7, 2021	Sept. 9, 2021
06-2022	September	Oct.1, 2021	Oct. 5, 2021	Oct. 5, 2021	Oct. 6, 2021	Oct. 8, 2021
07-2022	October	Nov. 1, 2021	Nov. 3, 2021	Nov. 3, 2021	Nov. 4, 2021	Nov. 8, 2021
08-2022	November	Dec. 1, 2021	Dec. 3, 2021	Dec. 3, 2021	Dec. 6, 2021	Dec. 8, 2021
09-2022	December	Jan. 3, 2022	Jan. 5, 2022	Jan. 5, 2022	Jan. 6, 2022	Jan. 10, 2022
10-2022	January	Feb. 1, 2022	Feb. 3, 2022	Feb. 3, 2022	Feb. 4, 2022	Feb. 8, 2022
11-2022	February	March 1, 2022	March 3, 2022	March 3, 2022	March 4, 2022	March 8, 2022
12-2022	March	<i>*Year-end Processing Deadlines document will be provided and posted separately in February.</i>				