

2023-24 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 | |
| 01-2024 | April | May 1, 2023 | May 3, 2023 | May 3, 2023 | May 4, 2023 | May 5, 2023 |
| 02-2024 | May | June 1, 2023 | June 5, 2023 | June 5, 2023 | June 6, 2023 | June 7, 2023 |
| 03-2024 | June | July 4, 2023 | July 6, 2023 | July 6, 2023 | July 7, 2023 | July 10, 2023 |
| 04-2024 | July | August 1, 2023 | August 3, 2023 | August 3, 2023 | August 4, 2023 | August 8, 2023 |
| 05-2024 | August | Sept. 1, 2023 | Sept. 6, 2023 | Sept. 6, 2023 | Sept. 7, 2023 | Sept. 08, 2023 |
| 06-2024 | September | Oct. 2, 2023 | Oct. 4, 2023 | Oct. 4, 2023 | Oct. 5, 2023 | Oct. 6, 2023 |
| 07-2024 | October | Nov. 1, 2023 | Nov. 3, 2023 | Nov. 3, 2023 | Nov. 6, 2023 | Nov. 7, 2023 |
| 08-2024 | November | Dec. 1, 2023 | Dec. 5, 2023 | Dec. 5, 2023 | Dec. 6, 2023 | Dec. 7, 2023 |
| 09-2024 | December | Jan. 2, 2024 | Jan. 4, 2024 | Jan. 4, 2024 | Jan. 5, 2024 | Jan. 8, 2024 |
| 10-2024 | January | Feb. 1, 2024 | Feb. 5, 2024 | Feb. 5, 2024 | Feb. 6, 2024 | Feb. 7, 2024 |
| 11-2024 | February | March 1, 2024 | March 5, 2024 | March 5, 2024 | March 6, 2024 | March 7, 2024 |
| 12-2024 | March | <i>*Year-end Processing Deadlines document will be provided and posted separately in February.</i> | | | | |