

2025-26 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	
01-2026	April	May 1, 2025	May 5, 2025	May 5, 2025	May 6, 2025	May 7, 2025
02-2026	May	June 2, 2025	June 4, 2025	June 4, 2025	June 5, 2025	June 6, 2025
03-2026	June	July 2, 2025	July 4, 2025	July 4, 2025	July 7, 2025	July 8, 2025
04-2026	July	August 1, 2025	August 6, 2025	August 6, 2025	August 7, 2025	August 8, 2025
05-2026	August	September 2, 2025	September 4, 2025	September 4, 2025	September 5, 2025	September 8, 2025
06-2026	September	October 1, 2025	October 3, 2025	October 3, 2025	October 6, 2025	October 7, 2025
07-2026	October	November 3, 2025	November 5, 2025	November 5, 2025	November 6, 2025	November 7, 2025
08-2026	November	December 1, 2025	December 3, 2025	December 3, 2025	December 4, 2025	December 5, 2025
09-2026	December	January 5, 2026	January 7, 2026	January 7, 2026	January 8, 2026	January 9, 2026
10-2026	January	February 2, 2026	February 4, 2026	February 4, 2026	February 5, 2026	February 6, 2026
11-2026	February	March 2, 2026	March 4, 2026	March 4, 2026	March 5, 2026	March 6, 2026
12-2026	March	*Year-end Processing Deadlines document will be provided and posted separately in February.				