

## UW Academy Month-end Close Calendar Fiscal Year 2025

The month-end close calendar is a 8 business day process closing the Workday financial accounting books each month.

Calendar for **June 2025** will be published once the fiscal year-end close timeline has been determined.

Note: Last day of the calendar month is called "Day minus 1". Day 1 -9 are business days.

**Last updated July 16, 2024**

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
July	June	30	Day minus 1	midnight	Open next ledger period in Workday
July	July	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
July	July	31	Day minus 1	midnight	Complete receiving of goods and services for period
July	July	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
July	July	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
July	August	1	Day 1	midnight	Close Banking
July	August	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
July	August	1	Day 1	5:00 PM	Close Customer Accounts
July	August	1	Day 1	5:00 PM	Run Receipt Accrual
July	August	2	Day 2	5:00 PM	Run Depreciation
July	August	2	Day 2	5:00 PM	Post reversing journal
July	August	3-4	-	-	Weekend
July	August	5	Day 3	-	
July	August	6	Day 4	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
July	August	7	Day 5	-	
July	August	8	Day 6	12:00 PM	Funding Source - final task run for period
July	August	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
July	August	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
July	August	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
July	August	8	Day 6	5:00 PM	Close Operational Accounting
July	August	9	Day 7	-	Controller's Office Only
July	August	10 - 11	-	-	Weekend
July	August	12	Day 8	-	Controller's Office Only
July	August	12	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
July	August	13	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
August	July	31	Day minus 1	midnight	Open next ledger period in Workday
August	August	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
August	August	31	Day minus 1	midnight	Complete receiving of goods and services for period
August	August	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
August	August	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
August	September	1	-	-	Weekend
August	September	2	-	-	Holiday - Labor Day
August	September	3	Day 1	midnight	Close Banking
August	September	3	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
August	September	3	Day 1	5:00 PM	Close Customer Accounts
August	September	3	Day 1	5:00 PM	Run Receipt Accrual
August	September	4	Day 2	5:00 PM	Run Depreciation
August	September	4	Day 2	5:00 PM	Post reversing journal
August	September	5	Day 3	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
August	September	6	Day 4	-	
August	September	7-8	-	-	Weekend
August	September	9	Day 5	-	
August	September	10	Day 6	12:00 PM	Funding Source - final task run for period
August	September	10	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
August	September	10	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
August	September	10	Day 6	5:00 PM	Close Journals (except for Controller's Office)
August	September	10	Day 6	5:00 PM	Close Operational Accounting
August	September	11	Day 7	-	Controller's Office Only
August	September	12	Day 8	-	Controller's Office Only
August	September	12	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
August	September	13	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
September	August	31	Day minus 1	midnight	Open next ledger period in Workday
September	September	30	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
September	September	30	Day minus 1	midnight	Complete receiving of goods and services for period
September	September	30	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
September	September	30	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)

## UW Academy Month-end Close Calendar Fiscal Year 2025

The month-end close calendar is a 8 business day process closing the Workday financial accounting books each month.

Calendar for **June 2025** will be published once the fiscal year-end close timeline has been determined.

Note: Last day of the calendar month is called "Day minus 1". Day 1-9 are business days.

**Last updated July 16, 2024**

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
September	October	1	Day 1	midnight	Close Banking
September	October	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
September	October	1	Day 1	5:00 PM	Close Customer Accounts
September	October	1	Day 1	5:00 PM	Run Receipt Accrual
September	October	2	Day 2	5:00 PM	Run Depreciation
September	October	2	Day 2	5:00 PM	Post reversing journal
September	October	3	Day 3	-	
September	October	4	Day 4	-	
September	October	5-6	-	-	Weekend
September	October	7	Day 5	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
September	October	8	Day 6	12:00 PM	Funding Source - final task run for period
September	October	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
September	October	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
September	October	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
September	October	8	Day 6	5:00 PM	Close Operational Accounting
September	October	9	Day 7	-	Controller's Office Only
September	October	10	Day 8	-	Controller's Office Only
September	October	10	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
September	October	11	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
October	September	30	Day minus 1	midnight	Open next ledger period in Workday
October	October	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
October	October	31	Day minus 1	midnight	Complete receiving of goods and services for period
October	October	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
October	October	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
October	November	1	Day 1	midnight	Close Banking
October	November	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
October	November	1	Day 1	5:00 PM	Close Customer Accounts
October	November	1	Day 1	5:00 PM	Run Receipt Accrual
October	November	2-3	-	-	Weekend
October	November	4	Day 2	5:00 PM	Run Depreciation
October	November	4	Day 2	5:00 PM	Post reversing journal
October	November	5	Day 3	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
October	November	6	Day 4	-	
October	November	7	Day 5	-	
October	November	8	Day 6	12:00 PM	Funding Source - final task run for period
October	November	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
October	November	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
October	November	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
October	November	8	Day 6	5:00 PM	Close Operational Accounting
October	November	9-10	-	-	Weekend
October	November	11	-	-	Holiday
October	November	12	Day 7	-	Controller's Office Only
October	November	13	Day 8	-	Controller's Office Only
October	November	13	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
October	November	14	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
November	October	31	Day minus 1	midnight	Open next ledger period in Workday
November	November	30	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
November	November	30	Day minus 1	midnight	Complete receiving of goods and services for period
November	November	30	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
November	November	30	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
November	December	1	-	-	Weekend
November	December	2	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
November	December	2	Day 1	5:00 PM	Close Customer Accounts
November	December	2	Day 1	5:00 PM	Run Receipt Accrual
November	December	3	Day 2	5:00 PM	Run Depreciation
November	December	3	Day 2	5:00 PM	Post reversing journal
November	December	4	Day 3	-	

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The month-end close calendar is a 8 business day process closing the Workday financial accounting books each month.

Calendar for **June 2025** will be published once the fiscal year-end close timeline has been determined.

Note: Last day of the calendar month is called "Day minus 1". Day 1 -9 are business days.

**Last updated July 16, 2024**

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
November	December	5	Day 4	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
November	December	6	Day 5	-	
November	December	7-8	-	-	Weekend
November	December	9	Day 6	12:00 PM	Funding Source - final task run for period
November	December	9	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
November	December	9	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
November	December	9	Day 6	5:00 PM	Close Journals (except for Controller's Office)
November	December	9	Day 6	5:00 PM	Close Operational Accounting
November	December	10	Day 7	-	Controller's Office Only
November	December	11	Day 8	-	Controller's Office Only
November	December	11	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
November	December	12	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
December	November	30	Day minus 1	midnight	Open next ledger period in Workday
December	December	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
December	December	31	Day minus 1	midnight	Complete receiving of goods and services for period
December	December	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
December	December	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
December	January	1	-	-	Holiday
December	January	2	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
December	January	2	Day 1	5:00 PM	Close Customer Accounts
December	January	2	Day 1	5:00 PM	Run Receipt Accrual
December	January	3	Day 2	5:00 PM	Run Depreciation
December	January	3	Day 2	5:00 PM	Post reversing journal
December	January	4 - 5	-	-	Weekend
December	January	6	Day 3	-	
December	January	7	Day 4	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
December	January	8	Day 5	-	
December	January	9	Day 6	12:00 PM	Funding Source - final task run for period
December	January	9	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
December	January	9	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
December	January	9	Day 6	5:00 PM	Close Journals (except for Controller's Office)
December	January	9	Day 6	5:00 PM	Close Operational Accounting
December	January	10	Day 7	-	Controller's Office Only
December	January	11 -12	-	-	Weekend
December	January	13	Day 8	-	Controller's Office Only
December	January	13	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
December	January	14	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
January	December	31	Day minus 1	midnight	Open next ledger period in Workday
January	January	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
January	January	31	Day minus 1	midnight	Complete receiving of goods and services for period
January	January	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
January	January	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
January	February	1 - 2	-	-	Weekend
January	February	3	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
January	February	3	Day 1	5:00 PM	Close Customer Accounts
January	February	3	Day 1	5:00 PM	Run Receipt Accrual
January	February	4	Day 2	5:00 PM	Run Depreciation
January	February	4	Day 2	5:00 PM	Post reversing journal
January	February	5	Day 3	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
January	February	6	Day 4	-	
January	February	7	Day 5	-	
January	February	8 - 9	-	-	Weekend
January	February	10	Day 6	12:00 PM	Funding Source - final task run for period
January	February	10	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
January	February	10	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
January	February	10	Day 6	5:00 PM	Close Journals (except for Controller's Office)

## UW Academy Month-end Close Calendar Fiscal Year 2025

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Note: Last day of the calendar month is called "Day minus 1". Day 1 -9 are business days.

**Last updated July 16, 2024**

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
January	February	10	Day 6	5:00 PM	Close Operational Accounting
January	February	11	Day 7	-	Controller's Office Only
January	February	12	Day 8	-	Controller's Office Only
January	February	12	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
January	February	13	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
February	January	31	Day minus 1	midnight	Open next ledger period in Workday
February	February	28	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
February	February	28	Day minus 1	midnight	Complete receiving of goods and services for period
February	February	28	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
February	February	28	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
February	March	1 - 2	-	-	Weekend
February	March	3	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
February	March	3	Day 1	5:00 PM	Close Customer Accounts
February	March	3	Day 1	5:00 PM	Run Receipt Accrual
February	March	4	Day 2	5:00 PM	Run Depreciation
February	March	4	Day 2	5:00 PM	Post reversing journal
February	March	5	Day 3	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
February	March	6	Day 4	-	
February	March	7	Day 5	-	
February	March	8 - 9	-	-	Weekend
February	March	10	Day 6	12:00 PM	Funding Source - final task run for period
February	March	10	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
February	March	10	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
February	March	10	Day 6	5:00 PM	Close Journals (except for Controller's Office)
February	March	10	Day 6	5:00 PM	Close Operational Accounting
February	March	11	Day 7	-	Controller's Office Only
February	March	12	Day 8	-	Controller's Office Only
February	March	12	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
February	March	13	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
March	February	28	Day minus 1	midnight	Open next ledger period in Workday
March	March	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
March	March	31	Day minus 1	midnight	Complete receiving of goods and services for period
March	March	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
March	March	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
March	April	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
March	April	1	Day 1	5:00 PM	Close Customer Accounts
March	April	1	Day 1	5:00 PM	Run Receipt Accrual
March	April	2	Day 2	5:00 PM	Run Depreciation
March	April	2	Day 2	5:00 PM	Post reversing journal
March	April	3	Day 3	-	
March	April	4	Day 4	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
March	April	5 - 6	-	-	Weekend
March	April	7	Day 5	-	
March	April	8	Day 6	12:00 PM	Funding Source - final task run for period
March	April	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
March	April	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
March	April	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
March	April	8	Day 6	5:00 PM	Close Operational Accounting
March	April	9	Day 7	-	Controller's Office Only
March	April	10	Day 8	-	Controller's Office Only
March	April	10	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
March	April	11	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
April	March	31	Day minus 1	midnight	Open next ledger period in Workday
April	April	30	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
April	April	30	Day minus 1	midnight	Complete receiving of goods and services for period

## UW Academy Month-end Close Calendar Fiscal Year 2025

The month-end close calendar is a 8 business day process closing the Workday financial accounting books each month.

Calendar for **June 2025** will be published once the fiscal year-end close timeline has been determined.

Note: Last day of the calendar month is called "Day minus 1". Day 1 -9 are business days.

**Last updated July 16, 2024**

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
April	April	30	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
April	April	30	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
April	May	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
April	May	1	Day 1	5:00 PM	Close Customer Accounts
April	May	1	Day 1	5:00 PM	Run Receipt Accrual
April	May	2	Day 2	5:00 PM	Run Depreciation
April	May	2	Day 2	5:00 PM	Post reversing journal
April	May	3 - 4	-	-	Weekend
April	May	5	Day 3	-	
April	May	6	Day 4	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
April	May	7	Day 5	-	
April	May	8	Day 6	12:00 PM	Funding Source - final task run for period
April	May	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
April	May	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
April	May	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
April	May	8	Day 6	5:00 PM	Close Operational Accounting
April	May	9	Day 7	-	Controller's Office Only
April	May	10 -11	-	-	Weekend
April	May	12	Day 8	-	Controller's Office Only
April	May	12	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
April	May	13	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
May	April	30	Day minus 1	midnight	Open next ledger period in Workday
May	May	31	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
May	May	31	Day minus 1	midnight	Complete receiving of goods and services for period
May	May	31	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
May	May	31	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
May	June	1	-	-	Weekend
May	June	2	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
May	June	2	Day 1	5:00 PM	Close Customer Accounts
May	June	2	Day 1	5:00 PM	Run Receipt Accrual
May	June	3	Day 2	5:00 PM	Run Depreciation
May	June	3	Day 2	5:00 PM	Post reversing journal
May	June	4	Day 3	midnight	Close Payroll; Fringe expenses post. Day # depends on payroll calendar. Time of day is dependent upon Payroll processes completing and may be earlier/later than midnight.
May	June	5	Day 4	-	
May	June	6	Day 5	-	
May	June	7 - 8	-	-	Weekend
May	June	9	Day 6	12:00 PM	Funding Source - final task run for period
May	June	9	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
May	June	9	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
May	June	9	Day 6	5:00 PM	Close Journals (except for Controller's Office)
May	June	9	Day 6	5:00 PM	Close Operational Accounting
May	June	10	Day 7	-	Controller's Office Only
May	June	11	Day 8	-	Controller's Office Only
May	June	11	Day 8	5:00 PM	University Final Close and Consolidated Financial Reporting
May	June	12	Day 9	-	Submit trial balance to State Agency Financial Reporting System (AFRS)