

UW Academy Month-end Close Calendar Fiscal Year 2024

The month-end close calendar is a 10 business day process closing the Workday financial accounting books each month.

Calendar for **June 2024** 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 -11 are business days.

Last updated November 14, 2023

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
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	Day 1	midnight	Close Banking
November	December	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
November	December	1	Day 1	5:00 PM	Close Customer Accounts
November	December	1	Day 1	5:00 PM	Run Receipt Accrual
November	December	2 - 3	-	-	Weekend
November	December	4	Day 2	5:00 PM	Run Depreciation
November	December	4	Day 2	5:00 PM	Post reversing journal
November	December	5	Day 3	-	
November	December	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.
November	December	7	Day 5	-	
November	December	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
November	December	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
November	December	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
November	December	8	Day 6	5:00 PM	Close Operational Accounting
November	December	9 - 10	-	-	Weekend
November	December	11	Day 7	-	Controller's Office Only
November	December	12	Day 8	-	Controller's Office Only
November	December	13	Day 9	-	Controller's Office Only
November	December	14	Day 10	-	Controller's Office Only
November	December	14	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
November	December	15	Day 11	-	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	midnight	Close Banking
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	Day 3	-	
December	January	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.
December	January	6 - 7	-	-	Weekend
December	January	8	Day 5	-	
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	Day 8	-	Controller's Office Only
December	January	12	Day 9	-	Controller's Office Only
December	January	13 - 14	-	-	Weekend
December	January	15	-	-	Holiday
December	January	16	Day 10	-	Controller's Office Only
December	January	16	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
December	January	17	Day 11	-	Submit trial balance to State Agency Financial Reporting System (AFRS)

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WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
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	Day 1	midnight	Close Banking
January	February	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
January	February	1	Day 1	5:00 PM	Close Customer Accounts
January	February	1	Day 1	5:00 PM	Run Receipt Accrual
January	February	2	Day 2	5:00 PM	Run Depreciation
January	February	2	Day 2	5:00 PM	Post reversing journal
January	February	3 - 4	-	-	Weekend
January	February	5	Day 3	-	
January	February	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.
January	February	7	Day 5	-	
January	February	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
January	February	8	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
January	February	8	Day 6	5:00 PM	Close Journals (except for Controller's Office)
January	February	8	Day 6	5:00 PM	Close Operational Accounting
January	February	9	Day 7		Controller's Office Only
January	February	10 - 11	-	-	Weekend
January	February	12	Day 8	-	Controller's Office Only
January	February	13	Day 9	-	Controller's Office Only
January	February	14	Day 10	-	Controller's Office Only
January	February	14	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
January	February	15	Day 11	-	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	29	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
February	February	29	Day minus 1	midnight	Complete receiving of goods and services for period
February	February	29	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
February	February	29	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
February	March	1	Day 1	midnight	Close Banking
February	March	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
February	March	1	Day 1	5:00 PM	Close Customer Accounts
February	March	1	Day 1	5:00 PM	Run Receipt Accrual
February	March	2 - 3	-	-	Weekend
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	-	
February	March	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.
February	March	7	Day 5	-	
February	March	8	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
February	March	8	Day 6	2:00 PM	Close Journals (except for Controller's Office). Journals must be approved by 2pm
February	March	8	Day 6	5:00 PM	Cancel In-process journals if not approved and posted by end of day at 5pm
February	March	8	Day 6	5:00 PM	Close Operational Accounting
February	March	9 - 10	-	-	Weekend
February	March	11	Day 7	-	Controller's Office Only
February	March	12	Day 8	-	Controller's Office Only
February	March	13	Day 9	-	Controller's Office Only
February	March	14	Day 10	-	Controller's Office Only
February	March	14	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
February	March	15	Day 11	-	Submit trial balance to State Agency Financial Reporting System (AFRS)
March	February	29	Day minus 1	midnight	Open next ledger period in Workday

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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	midnight	Close Banking
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	-	
March	April	5	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.
March	April	6 - 7	-	-	Weekend
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	11	Day 9	-	Controller's Office Only
March	April	12	Day 10	-	Controller's Office Only
March	April	12	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
March	April	13 - 14	-	-	Weekend
March	April	15	Day 11	-	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
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	midnight	Close Banking
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	Day 3	-	
April	May	4 - 5	-	-	Weekend
April	May	6	Day 4	-	
April	May	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.
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	Day 8	-	Controller's Office Only
April	May	11 - 12	-	-	Weekend
April	May	13	Day 9	-	Controller's Office Only
April	May	14	Day 10	-	Controller's Office Only
April	May	14	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
April	May	15	Day 11	-	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

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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 - 2	-	-	Weekend
May	June	3	Day 1	midnight	Close Banking
May	June	3	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
May	June	3	Day 1	5:00 PM	Close Customer Accounts
May	June	3	Day 1	5:00 PM	Run Receipt Accrual
May	June	4	Day 2	5:00 PM	Run Depreciation
May	June	4	Day 2	5:00 PM	Post reversing journal
May	June	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.
May	June	6	Day 4	-	
May	June	7	Day 5	-	
May	June	8 - 9	-	-	Weekend
May	June	10	Day 6	2:00 PM	Last day to run financial allocations - 2pm cut-off
May	June	10	Day 6	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
May	June	10	Day 6	5:00 PM	Close Journals (except for Controller's Office)
May	June	10	Day 6	5:00 PM	Close Operational Accounting
May	June	11	Day 7	-	Controller's Office Only
May	June	12	Day 8	-	Controller's Office Only
May	June	13	Day 9	-	Controller's Office Only
May	June	14	Day 10	-	Controller's Office Only
May	June	14	Day 10	5:00 PM	University Final Close and Consolidated Financial Reporting
May	June	15 - 16	-	-	Weekend
May	June	17	Day 11	-	Submit trial balance to State Agency Financial Reporting System (AFRS)