

UW Academy Month-end Close Calendar Fiscal Year End 2024

Calendar for **June 2024** will be a 16 business day process.

Note: Last day of the calendar month is called "Day minus 1". Day 1 -16 are business days.

Last updated April 25, 2024

WD Period	Month	Date	Day of Close	Deadline	Key Functions and types of transactions that occur each day
	June	30	Day minus 1	midnight	Open July ledger period in Workday
June	June	30	Day minus 1	2:00 PM	Last day to approve Accounting Adjustments for period (follows Procurement close)
June	June	30	Day minus 1	midnight	Complete receiving of goods and services for period
June	June	30	Day minus 1	midnight	Close Procurement, Expenses, Capital Assets, Student Accounts
June	June	30	Day minus 1	midnight	Last day to post ISDs (follows Procurement close)
June	July	1	Day 1	midnight	Close Banking
June	July	1	Day 1	2:00 PM	In-progress customer invoices must be approved or cancelled (if not approved) by 2pm
June	July	1	Day 1	5:00 PM	Close Customer Accounts
June	July	1	Day 1	5:00 PM	Run Receipt Accrual
June	July	2	Day 2	5:00 PM	Run Depreciation
June	July	2	Day 2	5:00 PM	Post reversing journal
June	July	3	Day 3		
June	July	4	Holiday		
June	July	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.
June	July	6 - 7	-	-	Weekend
June	July	8	Day 5	-	
June	July	9	Day 6	-	
June	July	10	Day 7	-	
June	July	11	Day 8	-	
June	July	12	Day 9	12:00 PM	Funding Source - final task run for period
June	July	12	Day 9	2:00 PM	Last day to run financial allocations - 2pm cut-off
June	July	12	Day 9	2:00 PM	In-progress journals must be approved or cancelled (if not approved) by 2pm
June	July	12	Day 9	5:00 PM	Close Journals (except for Controller's Office)
June	July	12	Day 9	5:00 PM	Close Operational Accounting
June	July	13-14	-	-	Weekend
June	July	15	Day 10	-	Controller's Office Only
June	July	16	Day 11	-	Controller's Office Only
June	July	17	Day 12	-	Controller's Office Only
June	July	18	Day 13	-	Controller's Office Only
June	July	19	Day 14	-	Controller's Office Only
June	July	20-21	-	-	Weekend
June	July	22	Day 15	-	Controller's Office Only
June	July	23	Day 16	5:00 PM	University closes Workday for fiscal year
June	July	24-31			Submit & post trial balance to State Agency Financial Reporting System (AFRS)
~ University in Post Close Period until audited financial statements issued ~					