**Fiscal Year 2024 Monthly Closing Calendar**

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| --- | --- | --- | --- | --- |
| **Accounting Period** | **Latest Payroll Period End Date** | **Latest Payroll End PP #** | **Estimated Payroll Posting Date**  | **Finance Mart Final Reports Available** |
| July 2023 | 7/20/23 | 2402 | 7/31/23 | End of August |
| August 2023 | 8/31/23 | 2405 | 9/11/23 | 9/14/23 |
| September 2023 | 9/28/23 | 2407 | 10/09/23 | 10/12/23 |
| October 2023 | 10/26/23 | 2409 | 11/6/23 | 11/9/23 |
| November 2023 | 11/23/23 | 2411 | 12/4/23 | 12/8/23 |
| December 2023 | 12/21/23 | 2413 | 1/1/24 | 1/10/24 |
| January 2024 | 1/18/24 | 2415 | 1/29/24 | 2/8/24 |
| February 2024 | 2/29/24 | 2418 | 3/11/24 | 3/14/24 |
| March 2024 | 3/28/24 | 2420 | 4/8/24 | 4/11/24 |
| April 2024 | 4/25/24 | 2422 | 5/6/24 | 5/9/24 |
| May 2024 | 5/23/24 | 2424 | 6/3/24 | 6/10/24 |
| June 2024 | **\*\*** |  | **\*\*** | **\*\*** |

**NOTE:** The availability of Finance Mart reporting is based on seven days after the **Estimated** final payroll period posting date in the respective Accounting Period.

**\*\*** A separate communication regarding the year end closing timeline will be distributed at a later date.

**Month End Transaction Cutoffs for Non-Payroll Activity**

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| **Business Activity** | **Details** |
| Interdepartmental Transfers andExpenditure Transfers  | * Transfers submitted to General Accounting (GA) through Service Now (SN) **by noon of the** **5th day of the month** may use a prior month accounting date.
* GA will post valid error free journal entries before the month closes. Un-posted entries will be returned to the originator through Service Now (SN) for error correction and date change, if necessary.
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| Accounts Payable | * Vouchers that remain Un-posted on the **5th day of the month** may automatically have the accounting date changed to the 1st day of the next open month.
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| Accounts Receivable | * Deposits and requests for adjustment received by the cashier’s office by the **5th day of the month** may be included in the prior month’s business.
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| Travel | * Travel Authorizations and Expense Reports are supposed to be fully approved by the **5th day of the month**. Travel Authorizations and Expense Reports fully approved with an accounting date in a closed period will post in the open period.
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| Pcard Compliance | * Pcard budget errors must be resolved prior to the **5th day of the month** following reconciliation. Unresolved errors will be charged to the default chartfield string of record.
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