**Fiscal Year 2025 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 2024 | 7/18/24 | 2502 | 7/29/24 | End of August |
| August 2024 | 8/29/24 | 2505 | 9/9/24 | 9/12/24 |
| September 2024 | 9/26/24 | 2507 | 10/7/24 | 10/10/24 |
| October 2024 | 10/24/24 | 2509 | 11/4/24 | 11/12/24 |
| November 2024 | 11/21/24 | 2511 | 12/2/24 | 12/11/24 |
| December 2024 | 12/19/24 | 2513 | 1/3/25 | 1/13/25 |
| January 2025 | 1/30/25 | 2516 | 2/10/25 | 2/13/25 |
| February 2025 | 2/27/25 | 2518 | 3/10/25 | 3/13/25 |
| March 2025 | 3/27/25 | 2520 | 4/7/25 | 4/10/25 |
| April 2025 | 4/24/25 | 2522 | 5/5/25 | 5/9/25 |
| May 2025 | 5/22/25 | 2524 | 6/2/25 | 6/11/25 |
| June 2025 | **\*\*** |  | **\*\*** | **\*\*** |

NOTE: The availability of Finance Mart reporting is based on the final payroll period posting date in the respective accounting period. The posting date is estimated at seven business days after the final payroll end date.

\*\* 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 Jira **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 Jira 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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