

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 May 26-26 Month-End Closing Begins April Redistribution forms (AR, AP, LD, [PDA] & SPA) due by 9am Transfers received after this date may be processed in FY27	2	3	4	5 SPA AP Redistributions through May due by 9am
8	9	10	11	12 Card transactions verified through 6/12 Employee ERs submitted through 6/12 Non-employee ERs submitted through 6/12
15 Card transactions approved through 6/12 Employee ERs approved through 6/12 Non-employee ERs approved through 6/12 Redistributions for Sponsored Funds not yet submitted for FY26 due by 9am All Redistributions (AR, AP) and LD Adjs through May due by 9am; May transfers received after this date may be processed in FY27 AP refund and reimbursement deposits due by 5pm	16	17	18	19 UNIVERSITY HOLIDAY
22	23	24	25	26

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Color Key:

Financials Data Warehouse/Oracle Data Available

Salary and PTO Review Dates

Due Dates for Forms, Feeders, Entries, and Deposits

University Card Deadlines

Property Accounting Processing/Deadlines

System (AP, AR, GL) Closing Dates

GBL Consolidation Dates

Expense Report (ER) Deadlines

System Closing Begins

Payroll Processing/Deadlines

Miscellaneous

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		JULY		
29	JUNE FIRST CLOSE 30	JUNE FIRST CLOSE 1	2	3
	LD Adjustments (PDA) due by 5pm	June 26-26 Month-End Closing Begins	COMMUNITY DAY	UNIVERSITY HOLIDAY
	CMU Distribution Adjustments (PDA) menu access unavailable starting at 5pm	CMU Distribution Adjustments (PDA) menu access available by 12pm		
	LD Labor Schedules due by 10pm	Payroll process monthly sublines by 12pm		
		Payroll Suspense Clearing Pregen by 12pm		
		June Feeder Files and CS Feeder Files due by 5pm		
		GM batches due by 5pm		
		GL JEs due by 5pm		
		AP Close U.S. by 5pm		
		Last inload for Card Transactions		
JUNE FIRST CLOSE 6	JUNE FIRST CLOSE 7	JUNE FIRST CLOSE 8	START JUNE SECOND CLOSE 9	FORMS DUE BY 9:00 AM 10
AP Close QAR by 5pm	U.S. and QAR GM data available in Oracle and FDW/ Power BI	GL Close begins at 8am U.S. and QAR	First Close results available in FDW/ Power BI	Card transactions approved through 6/30
U.S. Rev and Inv Processing in GM	AR Transfer in U.S. and QAR	GL Closing GBL consolidations by 5pm	Card transactions verified through 6/30	Employee ERs approved through 6/30
QAR Rev and Inv Processing in GM	Non-employee ERs approved through 6/30 by 5pm	GL data available in Oracle end of day	Employee ERs submitted through 6/30	June AR Redistributions due by 9 am
Benefits Processing	All FY26 AP invoices, including payment forms, due by 5pm	Preliminary BMS and AMS posted	LD Adjustments (PDA) due to SPA by 9am	International Inter-Company forms due to International Finance by 9 am
June LD data available in FDW/Power BI	Only June AP Redistributions due by 5pm		Internal Awards forms due to Financial Reporting by 12pm	FY26 Revenue Invoice forms due by 9 am
Detailed GL data available in FDW/ Power BI for CM and Qatar ledgers				June Feeder Cost Transfers due
All deposits due to Cash Ops by 3pm				June LD (PDA) Adjustments due by 5pm
				CMU Distribution Adjustments (PDA) menu access unavailable starting at 5:00 p.m.

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Miscellaneous

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
ALL FORMS, FILES, AND ENTRIES PROCESSED BY 12:00 PM 13		JUNE SECOND CLOSE 14		END JUNE SECOND CLOSE 15		DIVISION CLOSEOUT (3 RD CLOSE) 16		END DIVISION CLOSEOUT 17	
Advancement File, Investment Feed, and Enrollment Entries	Payroll JEs due by 12pm	GL Close begins at 8am U.S. and QAR	Detailed and consolidated GL data available in FDW/ Power BI	Division closeout entries due by 5pm					
GL JEs, GM batches, and final feeder files processed by 12pm	U.S. GM data available in Oracle and FDW/ Power BI	BMS (Final) posted (12pm)	July data available in FDW/ Power BI	All Ledgers closed for Budget Review					
Temporarily Restricted (TR) funding source deficit clearing due	Final Benefits Processing	AMS (Final) posted (12pm)							
Payroll Suspense Clearing Pregen by 12pm	AP Close QAR by 5pm	QAR GM data available in Oracle and FDW/Power BI							
AP close U.S. by 5pm	QAR Rev and Inv Processing in GM	Final Second Close entries (Central Finance only) due by 3pm							
U.S. Rev and Inv Processing in GM	AR Close U.S. and QAR	GL Closing GBL consolidations by 5pm							
CMU Distribution Adjustments (PDA) menu access available starting at 12:00 p.m.	Fixed Assets Close by 5pm	GL data available in Oracle end of day							
	Run GM Web Reports	GM Web Reports posted							
		Change period in FDW/ Power BI							
		Reopen June for closeouts (post-close)							
FR POST CLOSE/ FINAL CONTROLLER DEPARTMENT ENTRIES 20		FR POST CLOSE/ FINAL CONTROLLER DEPARTMENT ENTRIES 21		FR POST CLOSE/ FINAL CONTROLLER DEPARTMENT ENTRIES 22		23		24	
Final Budget Division closeout entries by 10am	Division closeout FINAL entries due (only if notified of AP accruals)	Global Close begins at 12pm	New Fiscal Year Preparation Activities (Financial Reporting, Budget, BADS) See detailed closing scheduled published on BADS Closing Website						
June Close by 10am	FR Post Close Entries	Final Controller’s Office post-close entries due by 12pm							
GBL Un-/Consolidation									
Financial Reporting post-close begins									
27		28		29		30		31	
GL Beginning Balances rolled forward to Jul26-27	New Fiscal Year Preparation Activities/Budget Net Asset and Encumbrance Rollforward								
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