

Enterprises Financial Services Month End Close Schedule FY24-25

Year 2024	JUL	AUG	SEP	OCT	NOV	DEC
Paperwork for Cash Receipt/Credit Card due at Foundation	Tue, Sep 3	Tue, Sep 3	Tue, Oct 1	Tue, Nov 5	Tue, Dec 3	Thu, Jan 2
Payment Requests, ICTs, IDT's, Requests for Invoice, Journal Entries, spreadsheets, adjustments, & EOM Reports DUE	Wed, Sep 4	Wed, Sep 4	Wed, Oct 2	Wed, Nov 6	Wed, Dec 4	Fri, Jan 3
P-Card Posting DUE	Wed, Sep 4	Wed, Sep 4	Wed, Oct 2	Wed, Nov 6	Wed, Dec 4	Fri, Jan 3
PR upload & accruals, PR/HR WEB IDTs DUE	Wed, Sep 4	Wed, Sep 4	Wed, Oct 2	Wed, Nov 6	Wed, Dec 4	Fri, Jan 3
Last Day for AP Posting for Month End DUE	Fri, Sep 6	Fri, Sep 6	Fri, Oct 4	Fri, Nov 8	Fri, Dec 6	Mon, Jan 6
Financial Services will have all entries posted by 12:00pm	Fri, Sep 13	Fri, Sep 13	Fri, Oct 11	Fri, Nov 15	Fri, Dec 13	Fri, Jan 10
Preliminary P&L distribution to Managers & Directors by EOB for review.	Mon, Sep 16	Mon, Sep 16	Mon, Oct 14	Mon, Nov 18	Mon, Dec 16	Tue, Jan 14
Preliminary P&L review period. Adjustment(s) due by EOB	Thu, Sep 19	Thu, Sep 19	Thu, Oct 17	Thu, Nov 21	Thu, Dec 19	Thu, Jan 16
Final P&L reports available by EOB	Fri, Sep 20	Fri, Sep 20	Fri, Oct 18	Fri, Nov 22	Fri, Dec 20	Fri, Jan 17
Directors P&L Meeting	Wed, Sep 25	Wed, Sep 25	Wed, Oct 23	Wed, Nov 27	Wed, Jan 8	Wed, Jan 22
Year 2025	JAN	FEB	MAR	APR	MAY	JUN
Paperwork for Cash Receipt/Credit Card due at Foundation	Tue, Feb 4	Tue, Mar 4	Tue, Apr 1	Tue, May 6	Tue, Jun 3	Wed, Jul 9
Payment Requests, ICTs, IDT's, Requests for Invoice, Journal Entries, spreadsheets, adjustments, & EOM Reports DUE	Wed, Feb 5	Wed, Mar 5	Wed, Apr 2	Wed, May 7	Wed, Jun 4	Fri, Jul 11
P-Card Posting DUE	Wed, Feb 5	Wed, Mar 5	Wed, Apr 2	Wed, May 7	Wed, Jun 4	Fri, Jul 11
PR upload & accruals, PR/HR WEB IDTs DUE	Wed, Feb 5	Wed, Mar 5	Wed, Apr 2	Wed, May 7	Wed, Jun 4	Fri, Jul 11
Last Day for AP Posting for Month End DUE	Fri, Feb 7	Fri, Mar 7	Fri, Apr 4	Fri, May 9	Fri, Jun 6	Fri, Jul 11
Financial Services will have all entries posted by 12:00pm	Fri, Feb 14	Fri, Mar 14	Fri, Apr 11	Fri, May 16	Fri, Jun 13	Fri, Jul 18
Preliminary P&L distribution to Managers & Directors by EOB for review.	Mon, Feb 17	Mon, Mar 17	Mon, Apr 14	Mon, May 19	Mon, Jun 16	Mon, Jul 21
Preliminary P&L review period. Adjustment(s) due by EOB	Thu, Feb 20	Thu, Mar 20	Thu, Apr 17	Thu, May 22	Thu, Jun 19	Thu, Jul 24
Final P&L reports available by EOB	Fri, Feb 21	Fri, Mar 21	Fri, Apr 18	Fri, May 23	Fri, Jun 20	Fri, Jul 25
Directors P&L Meeting	Wed, Feb 26	Wed, Mar 26	Wed, Apr 23	Wed, May 28	Wed, Jun 25	Wed, Aug 6

**** June/Year End Close Schedule subject to change due to Audit deadlines. To be released in July ****