

Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2021

Fiscal Year	Accounting Period ¹	Month	Upload Journal Spreadsheet / Recharge submission deadline ² by 10:00 AM		Deadline for Portal journals & NUPortal locked at 5:00 PM ^{3,4}		Reporting Available ⁵	
			Date	Weekday	Date	Weekday	Date	Weekday
2021	1	September	October 2	Friday	October 5	Monday	October 7	Wednesday
2021	2	October	November 3	Tuesday	November 4	Wednesday	November 6	Friday
2021	3	November	December 2	Wednesday	December 3	Thursday	December 7	Monday
2021	4	December	January 6	Wednesday	January 7	Thursday	January 11	Monday
2021	5	January	February 2	Tuesday	February 3	Wednesday	February 5	Friday
2021	6	February	March 2	Tuesday	March 3	Wednesday	March 5	Friday
2021	7	March	April 2	Friday	April 5	Monday	April 7	Wednesday
2021	8	April	May 4	Tuesday	May 5	Wednesday	May 7	Friday
2021	9	May	June 2	Wednesday	June 3	Thursday	June 7	Monday
2021	10	June	July 7	Wednesday	July 8	Thursday	July 12	Monday
2021	11	July	August 3	Tuesday	August 4	Wednesday	August 6	Friday
2021	12	August	Sept 15 (5:00pm)	Wednesday	September 17	Friday	September 27	Monday
2022	1	September	October 4	Monday	October 5	Tuesday	October 7	Thursday

Notes on Closing:

1. The accounting period begins on the first of each month; processing of transactions for that month may occur up to 10 business days prior to the first of the month. However, the appropriate accounting period to match the month of activity should be used in journal and transaction processing.
2. Includes Recharge/Interface deadline, which must be processed before the end of the business day. Accounting Services will contact recharge and journal spreadsheet owners that have journals with errors and discuss options (deleting lines, deleting journal and resubmission in subsequent period) for clearing if correction is not possible within the closing timeframe.
3. After 5:00 PM portal users will be unable to create or modify journals for the accounting period to be closed. Accounting Services will delete all "actuals" journal entries for the accounting period to be closed that have not been approved through workflow & posted prior to 5:00 PM.
4. The accounting period closing process for NUFinancials is a progressive series of cutoffs due to system requirements. A series of specialized programs are run to consolidate data from subsystems into the ledger; no new data can be introduced into the subsystems and ledger during this period and all data must be valid (journal status), valid (budget status) or deleted.
5. Final COGNOS reporting of the closed period data is available after the successful closing of all subsystems and overnight interface to COGNOS.