

Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2023

Fiscal Year	Accounting Period ¹	Month	Deadline for Portal journals: NUPortal locked at 5 p.m. ^{2, 3, 4}		Reporting Available ⁵	
			Date	Weekday	Date	Weekday
2023	1	September	October 5	Wednesday	October 7	Friday
2023	2	October	November 3	Thursday	November 7	Monday
2023	3	November	December 5	Monday	December 7	Wednesday
2023	4	December	January 6	Friday	January 10	Tuesday
2023	5	January	February 3	Friday	February 7	Tuesday
2023	6	February	March 3	Friday	March 7	Tuesday
2023	7	March	April 5	Wednesday	April 7	Friday
2023	8	April	May 3	Wednesday	May 5	Friday
2023	9	May	June 5	Monday	June 7	Wednesday
2023	10	June	July 6	Thursday	July 10	Monday
2023	11	July	August 3	Thursday	August 7	Monday
2023	12	August	TBD	TBD	TBD	TBD
2024	1	September	TBD	TBD	TBD	TBD

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 journal deadline (previously noted separately.) These journals must be processed and approved by 5 p.m.
3. After 5 p.m., 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 p.m.
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.