Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2024

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
2024	1	September	October 4	Wednesday	October 6	Friday
2024	2	October	November 3	Friday	November 7	Tuesday
2024	3	November	December 5	Tuesday	December 7	Thursday
2024	4	December	January 5	Friday	January 9	Tuesday
2024	5	January	February 5	Monday	February 7	Wednesday
2024	6	February	March 5	Tuesday	March 7	Thursday
2024	7	March	April 3	Wednesday	April 5	Friday
2024	8	April	May 3	Friday	May 7	Tuesday
2024	9	May	June 5	Wednesday	June 7	Friday
2024	10	June	July 3	Wednesday	July 8	Monday
2024	11	July	August 5	Monday	August 7	Wednesday
2024	12	August	September 17	Tuesday	September 23	Monday
2025	1	September	October 3	Thursday	October 7	Monday

Notes on Closing:

1. The accounting period begins on the first of each month; processing 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.

Effective 09/01/2023