Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2019

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
2019	1	September	October 2	Tuesday	October 3	Wednesday	October 5	Friday
2019	2	October	November 2	Friday	November 5	Monday	November 7	Wednesday
2019	3	November	December 4	Tuesday	December 5	Wednesday	December 7	Friday
2019	4	December	January 3	Thursday	January 4	Friday	January 8	Tuesday
2019	5	January	February 4	Monday	February 5	Tuesday	February 7	Thursday
2019	6	February	March 4	Monday	March 5	Tuesday	March 7	Thursday
2019	7	March	April 2	Tuesday	April 3	Wednesday	April 5	Friday
2019	8	April	May 2	Thursday	May 3	Friday	May 7	Tuesday
2019	9	May	June 4	Tuesday	June 5	Wednesday	June 7	Friday
2019	10	June	July 2	Tuesday	July 3	Wednesday	July 8	Monday
2019	11	July	August 2	Friday	August 5	Monday	August 7	Wednesday
2019	12	August	September 4 = Recharge Interface, September 11 = Upload Journal	Wednesday = Recharge Interface, Wednesday = Upload Journal	September 16	Monday	September 23	Monday
2020	1	September	October 2	Wednesday	October 3	Thursday	October 7	Monday

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 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 5:00 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.

Effective 09/01/2018