

Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2020

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
2020	1	September	October 2	Wednesday	October 3	Thursday	October 7	Monday
2020	2	October	November 4	Monday	November 5	Tuesday	November 7	Thursday
2020	3	November	December 3	Tuesday	December 4	Wednesday	December 6	Friday
2020	4	December	January 6	Monday	January 7	Tuesday	January 9	Thursday
2020	5	January	February 4	Tuesday	February 5	Wednesday	February 7	Friday
2020	6	February	March 3	Tuesday	March 4	Wednesday	March 6	Friday
2020	7	March	April 2	Thursday	April 3	Friday	April 7	Tuesday
2020	8	April	May 4	Monday	May 5	Tuesday	May 7	Thursday
2020	9	May	June 2	Tuesday	June 3	Wednesday	June 5	Friday
2020	10	June	July 2	Thursday	July 6	Monday	July 8	Wednesday
2020	11	July	August 4	Tuesday	August 5	Wednesday	August 7	Friday
2020	12	August	September 2 = Recharge Interface, September 10 = Upload Journal	Wednesday = Recharge Interface, Thursday = Upload Journal	September 15	Tuesday	September 23	Wednesday
2021	1	September	October 2	Friday	October 5	Monday	October 7	Wednesday

Notes on Closing:

- 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.
- 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.
- 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.
- 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.
- Final COGNOS reporting of the closed period data is available after the successful closing of all subsystems and overnight interface to COGNOS.