Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2026

			Deadline for Portal Journals: NUPortal locked at 5 p.m. [2, 3, 4]		Reporting Available [5]	
Fiscal Year	**Accounting Period [1]**	**Month**	**Date**	**Weekday**	**Date**	**Weekday**
2026	1	September	October 3	Friday	October 7	Tuesday
2026	2	October	November 5	Wednesday	November 7	Friday
2026	3	November	December 3	Wednesday	December 5	Friday
2026	4	December	January 6	Tuesday	January 8	Thursday
2026	5	January	February 4	Wednesday	February 6	Friday
2026	6	February	March 4	Wednesday	March 6	Friday
2026	7	March	April 3	Friday	April 7	Tuesday
2026	8	April	May 5	Tuesday	May 7	Thursday
2026	9	May	June 3	Wednesday	June 5	Friday
2026	10	June	July 6	Monday	July 8	Wednesday
2026	11	July	August 5	Wednesday	August 7	Friday
2026	12	August	TBD	TBD	TBD	TBD
2027	1	September	TBD	TBD	TBD	TBD

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.

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

Effective 09/01/2025