

## FY 2024-2025 Month End Processing Deadlines

All Deadlines are by End of Day unless otherwise specified

All Budget Exceptions need to be cleared per Commitment Control Policy requirement

Description	Monthly Deadlines										
	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025
Last day to submit requests for AP Journal Vouchers	7/24/2024	8/23/2024	9/23/2024	10/24/2024	11/20/2024	12/23/2024	1/24/2025	2/21/2025	3/24/2025	4/23/2025	5/23/2025
Last day to approve all pending Smart Bill transactions	7/31/2024	8/30/2024	9/30/2024	10/31/2024	11/27/2024	12/30/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/30/2025
Last day to run Procard voucher build	7/31/2024	8/30/2024	9/30/2024	10/31/2024	11/27/2024	12/30/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/30/2025
All SF Journals completed	8/1/2024	9/3/2024	10/1/2024	11/1/2024	12/2/2024	1/2/2025	2/3/2025	3/3/2025	4/1/2025	5/1/2025	6/2/2025
Last day to enter Journals in General Ledger	8/2/2024	9/4/2024	10/2/2024	11/4/2024	12/3/2024	1/3/2025	2/4/2025	3/4/2025	4/2/2025	5/2/2025	6/3/2025
ePayable Journal Upload	8/5/2024	9/5/2024	10/3/2024	11/5/2024	12/4/2024	1/6/2025	2/5/2025	3/5/2025	4/3/2025	5/5/2025	6/4/2025
All Journals are posted	8/6/2024	9/6/2024	10/4/2024	11/6/2024	12/5/2024	1/7/2025	2/6/2025	3/6/2025	4/4/2025	5/6/2025	6/5/2025
Post all month end Controller's Office Journals	8/7/2024	9/9/2024	10/7/2024	11/7/2024	12/6/2024	1/8/2025	2/7/2025	3/7/2025	4/7/2025	5/7/2025	6/6/2025
Final Cash Entries completed by 2:00 pm	8/8/2024	9/10/2024	10/8/2024	11/8/2024	12/9/2024	1/9/2025	2/10/2025	3/10/2025	4/8/2025	5/8/2025	6/9/2025
Auxiliary Allocations completed	8/8/2024	9/10/2024	10/8/2024	11/8/2024	12/9/2024	1/9/2025	2/10/2025	3/10/2025	4/8/2025	5/8/2025	6/9/2025
Close General Ledger	<b>8/8/2024</b>	<b>9/10/2024</b>	<b>10/8/2024</b>	<b>11/8/2024</b>	<b>12/9/2024</b>	<b>1/9/2025</b>	<b>2/10/2025</b>	<b>3/10/2025</b>	<b>4/8/2025</b>	<b>5/8/2025</b>	<b>6/9/2025</b>