

FY 2023-2024 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 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Last day to submit requests for AP Journal Vouchers	7/24/2023	8/24/2023	9/22/2023	10/24/2023	11/22/2023	12/21/2023	1/24/2024	2/22/2024	3/22/2024	4/23/2024	5/24/2024
Last day to approve all pending Smart Bill transactions	7/31/2023	8/31/2023	9/29/2023	10/31/2023	11/30/2023	12/28/2023	1/31/2024	2/29/2024	3/29/2024	4/30/2024	5/31/2024
Last day to run Procard voucher build	7/31/2023	8/31/2023	9/29/2023	10/31/2023	11/30/2023	12/28/2023	1/31/2024	2/29/2024	3/29/2024	4/30/2024	5/31/2024
All SF Journals completed	8/1/2023	9/1/2023	10/2/2023	11/1/2023	12/1/2023	1/2/2024	2/1/2024	3/1/2024	4/1/2024	5/1/2024	6/3/2024
Last day to enter Journals in General Ledger	8/2/2023	9/5/2023	10/3/2023	11/2/2023	12/4/2023	1/3/2024	2/2/2024	3/4/2024	4/2/2024	5/2/2024	6/4/2024
ePayable Journal Upload	8/3/2023	9/6/2023	10/4/2023	11/3/2023	12/5/2023	1/4/2024	2/5/2024	3/5/2024	4/3/2024	5/3/2024	6/5/2024
All Journals are posted	8/4/2023	9/7/2023	10/5/2023	11/6/2023	12/6/2023	1/5/2024	2/6/2024	3/6/2024	4/4/2024	5/6/2024	6/6/2024
Post all month end Controller's Office Journals	8/7/2023	9/8/2023	10/6/2023	11/7/2023	12/7/2023	1/8/2024	2/7/2024	3/7/2024	4/5/2024	5/7/2024	6/7/2024
Final Cash Entries completed by 2:00 pm	8/8/2023	9/11/2023	10/9/2023	11/8/2023	12/8/2023	1/9/2024	2/8/2024	3/8/2024	4/8/2024	5/8/2024	6/10/2024
Auxiliary Allocations completed	8/8/2023	9/11/2023	10/9/2023	11/8/2023	12/8/2023	1/9/2024	2/8/2024	3/8/2024	4/8/2024	5/8/2024	6/10/2024
Close General Ledger	8/8/2023	9/11/2023	10/10/2023	11/8/2023	12/8/2023	1/9/2024	2/8/2024	3/8/2024	4/8/2024	5/8/2024	6/10/2024