

Fiscal Year 2023-2024 Monthly Close Schedule

<u>Month</u>	<u>Last Day for Journal Entries*</u>	<u>Month-End Close Date</u>
July	August 4	August 7
August	September 7	September 8
September	October 5	October 6
October	November 6	November 7
November	December 6	December 7
December	January 5	January 8
January	February 6	February 7
February	March 6	March 7
March	April 4	April 5
April	May 6	May 7
May	June 6	June 7
June	July 11	July 12

*All journal entries must be completed and **fully approved** by this day to post in the month that just ended.

The transaction date determines posting month. i.e. if you make entries in July that you want to post in June, you must enter a transaction date of June.