

**ACCOUNTING ACTIVITY CLOSING SCHEDULE
FOR THE MONTH OF:**

April 2024

Friday, April 26, 2024 (-3 business days)

- Final service unit billing submission and posting by 10:00 a.m.

Monday, April 29, 2024 (-2 business days)

- Deposit cut off to University Controller by 5:00 p.m.
- Cut off on-line IDT entries. IDTs must be routed for final Accounting approval and ready to post by 5:00 p.m.
- Last AP check writing for **April** activity

Tuesday, April 30, 2024 (last business day)

- Deposit cut off to University Cashier's Office by 11:00 a.m.
- Journal entries must be fully approved and ready to post by 5:00 p.m. on the last business day of the month. Journals that are not approved will not post and will need to be copied into the next accounting period to be posted. In order to insure that your journals post as expected, please make sure to check all your journals for appropriate approvals.

Wednesday, May 1, 2024

- First check writing for **May** activity.

CONTACTS:

AR, SUB, JV and IDT information

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