

ACCOUNTING ACTIVITY CLOSING SCHEDULE
FOR THE MONTH OF:
July 2024

Monday, July 29, 2024 (-3 business days)

- Final SUB and IDB journals processed and complete.

Tuesday, July 30, 2024 (-2 business days)

- Deposit cut off to University Controller by 5:00 p.m.
- Cut off on-line IDS/IDT entries requiring central office approval by 5:00 p.m.
- Last AP check writing for **July** activity

Wednesday, July 31, 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. Journals not fully approved will not post and need to be copied into the subsequent month by the journal initiator. Journal initiators are responsible for confirming that journals are properly approved and ready to post.

Monday, August 5, 2024

- First AP check writing for **August** activity.

CONTACTS:

AR, SUB, JV and IDT information

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