

**ACCOUNTING ACTIVITY CLOSING SCHEDULE**  
**FOR THE MONTH OF:**  
**September 2024**

**Thursday, September 26, 2024 (-3 business days)**

- Final SUB and IDB journals processed and complete.

**Friday, September 27, 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 **September** activity

**Monday, September 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. 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.

**Wednesday, October 2, 2024**

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

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**CONTACTS:**

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