

ACCOUNTING ACTIVITY CLOSING SCHEDULE
FOR THE MONTH OF:
January 2025

Wednesday, January 29, 2025 (-3 business days)

- Final SUB and IDB journals processed and complete.
- Last AP check writing for **January** activity

Thursday, January 30, 2025 (-2 business days)

- Deposit cut off to University Controller by 9:00 a.m.
- Cut off IDS/IDT entries requiring central office approval by 5:00 p.m.

Friday, January 31, 2025 (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, February 3, 2025

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

CONTACTS:

AR, SUB, JV and IDT information

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AP and Travel information

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****Please remember to check the suspense spreadsheet for missing payments****

https://docs.google.com/spreadsheets/d/1CCoNMODAB7pL3h4If7ESrjLu4q3l3-cl8VYfil_80Ls/edit?usp=sharing