



Accounting Services Monthly Close Schedule Fiscal Year 2025-2026

Please note that dates are estimated and are subject to change.
The message in GLOW will be updated when the month is officially closed.

		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
University Processes	Responsible Individual	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
Journal Entries (JES) by 5:00pm	Various	8/1-8/4	9/2-9/3	10/1-10/2	11/3-11/4	12/1-12/2	1/2-1/5
Endowment Entries	Griffith	8/4	9/3	10/2	11/4	12/2	1/5
Dining Services Inventory	Kalmbach	8/4	9/3	10/2	11/4	12/2	1/5
Procurement Card	Bettis-Cooper	8/4	9/3	10/2	11/4	12/2	1/5
Travel	Bettis-Cooper	8/4	9/3	10/2	11/4	12/2	1/5
Telephone Billing	Penskar	8/4	9/3	10/2	11/4	12/2	1/5
TMA/Physical Plant	Dantes	8/4	9/3	10/2	11/4	12/2	1/5
TSA Report Cashiering	Fox	8/4	9/3	10/2	11/4	12/2	1/5
JEGS marked to post	Grants & Contracts	8/5	9/4	10/3	11/5	12/3	1/6
Sales/Use Tax Allocations	Kirklin	8/6	9/5	10/6	11/6	12/4	1/7
Financial Statement Review	Rogers	N/A	N/A	10/6-10/11	11/7-11/11	12/8-12/11	1/7-1/9
Close the Month	Rogers	9/30	9/30	10/11	11/11	12/11	1/9



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		Period 7	Period 8	Period 9	Period 10	Period 11
University Processes	Responsible Individual	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026
Journal Entries (JES) by 5:00pm	Various	2/2-2/3	3/2-3/3	4/1-4/2	5/1-5/4	6/1-6/2
Endowment Entries	Griffith	2/3	3/3	4/2	5/4	6/2
Dining Services Inventory	Kalmbach	2/3	3/3	4/2	5/4	6/2
Procurement Card	Bettis-Cooper	2/3	3/3	4/2	5/4	6/2
Travel	Bettis-Cooper	2/3	3/3	4/2	5/4	6/2
Telephone Billing	Penskar	2/3	3/3	4/2	5/4	6/2
TMA/Physical Plant	Dantes	2/3	3/3	4/2	5/4	6/2
TSA Report Cashiering	Fox	2/3	3/3	4/2	5/4	6/2
JEGS marked to post	Grants & Contracts	2/5	3/4	4/3	5/5	6/3
Sales/Use Tax Allocations	Kirklin	2/6	3/5	4/6	5/6	6/4
Financial Statement Review	Rogers	2/9-2/12	3/9-3/12	4/7-4/10	5/7-5/11	6/5-6/10
Close the Month	Rogers	2/12	3/12	4/10	5/12	6/11