



## Accounting Services Monthly Close Schedule Fiscal Year 2026-2027

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 2026 | Aug 2026 | Sep 2026  | Oct 2026   | Nov 2026   | Dec 2026 |
| Journal Entries (JES) by 5:00pm | Various                | 8/3-8/4  | 9/2-9/3  | 10/1-10/2 | 11/2-11/4  | 12/1-12/2  | 1/2-1/4  |
| Endowment Entries               | Griffith               | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| Dining Services Inventory       | Kalmbach               | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| Procurement Card                | Kirklin                | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| Travel                          | Kirklin                | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| Telephone Billing               | Penskar                | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| TMA/Physical Plant              | Dantes                 | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| TSA Report Cashiering           | Fox                    | 8/4      | 9/3      | 10/2      | 11/4       | 12/2       | 1/4      |
| JEGS marked to post             | Grants & Contracts     | 8/5      | 9/4      | 10/2      | 11/5       | 12/3       | 1/5      |
| Sales/Use Tax Allocations       | Kirklin                | 8/6      | 9/7      | 10/6      | 11/6       | 12/4       | 1/6      |
| Financial Statement Review      | Rogers                 | N/A      | N/A      | 10/6-10/9 | 11/9-11/11 | 12/7-12/11 | 1/7-1/11 |
| Close the Month                 | Rogers                 | 9/30     | 9/30     | 10/8      | 11/11      | 12/11      | 1/11     |



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|                                 |                        | Period 7 | Period 8 | Period 9 | Period 10 | Period 11 |
|---------------------------------|------------------------|----------|----------|----------|-----------|-----------|
| University Processes            | Responsible Individual | Jan 2027 | Feb 2027 | Mar 2027 | Apr 2027  | May 2027  |
| Journal Entries (JES) by 5:00pm | Various                | 2/1-2/2  | 3/1-3/2  | 4/1-4/2  | 5/3-5/4   | 6/1-6/2   |
| Endowment Entries               | Griffith               | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| Dining Services Inventory       | Kalmbach               | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| Procurement Card                | Kirklin                | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| Travel                          | Kirklin                | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| Telephone Billing               | Penskar                | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| TMA/Physical Plant              | Dantes                 | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| TSA Report Cashiering           | Fox                    | 2/2      | 3/2      | 4/5      | 5/4       | 6/2       |
| JEGS marked to post             | Grants & Contracts     | 2/3      | 3/3      | 4/6      | 5/5       | 6/3       |
| Sales/Use Tax Allocations       | Kirklin                | 2/4      | 3/4      | 4/7      | 5/6       | 6/4       |
| Financial Statement Review      | Rogers                 | 2/8-2/11 | 3/8-3/11 | 4/7-4/9  | 5/7-5/11  | 6/7-6/9   |
| Close the Month                 | Rogers                 | 2/11     | 3/11     | 4/9      | 5/11      | 6/9       |