

Fiscal Year 2025 Monthly Financial Close Schedule

Updated 3/13/2024

Description	Business Day of Month	July 2024 (FY25) Close	August 2024 (FY25) Close	September 2024 (FY25) Close
All Journal Entry Forms and 312 Internal Requisitions (non-purchasing) must be received in General Accounting (GA) no later than 5pm . Email approved forms and backup to GeneralAccounting@UR.Rochester.edu .	1	Thursday, August 1, 2024	Tuesday, September 3, 2024	Tuesday, October 1, 2024
All integrations completed in Workday - End of Day.	2	Friday, August 2, 2024	Wednesday, September 4, 2024	Wednesday, October 2, 2024
Common Book Operational Journals close at 5pm (AR/AP, workday expense, banking, procurement, lease contracts, student finance, etc.).	3	Monday, August 5, 2024	Thursday, September 5, 2024	Thursday, October 3, 2024
Journal entries: no new Common Book journals entered after 5pm .	3	Monday, August 5, 2024	Thursday, September 5, 2024	Thursday, October 3, 2024
All Common Book journal entries need to be approved by Noon . All unapproved Common Book entries will be moved forward 1 month or cancelled if outstanding >35days.	4	Tuesday, August 6, 2024	Friday, September 6, 2024	Friday, October 4, 2024
Common Book Closed: Run allocations at Noon (after all In Process journals moved or cancelled). Availability of month-end UR Financials reporting notification email sent once Common Book is closed.	4	Tuesday, August 6, 2024	Friday, September 6, 2024	Friday, October 4, 2024
Post Close Book Closed 5pm .		Friday, August 30, 2024	Monday, September 30, 2024	Thursday, October 31, 2024

Description	Business Day of Month	October 2024 (FY25) Close	November 2024 (FY25) Close	December 2024 (FY25) Close
All Journal Entry Forms and 312 Internal Requisitions (non-purchasing) must be received in General Accounting (GA) no later than 5pm . Email approved forms and backup to GeneralAccounting@UR.Rochester.edu .	1	Friday, November 1, 2024	Monday, December 2, 2024	Thursday, January 2, 2025
All integrations completed in Workday - End of Day.	2	Monday, November 4, 2024	Tuesday, December 3, 2024	Friday, January 3, 2025
Common Book Operational Journals close at 5pm (AR/AP, workday expense, banking, procurement, lease contracts, student finance, etc.).	3	Tuesday, November 5, 2024	Wednesday, December 4, 2024	Monday, January 6, 2025
Journal entries: no new Common Book journals entered after 5pm .	3	Tuesday, November 5, 2024	Wednesday, December 4, 2024	Monday, January 6, 2025
All Common Book journal entries need to be approved by Noon . All unapproved Common Book entries will be moved forward 1 month or cancelled if outstanding >35days.	4	Wednesday, November 6, 2024	Thursday, December 5, 2024	Tuesday, January 7, 2025
Common Book Closed: Run allocations at Noon (after all In Process journals moved or cancelled). Availability of month-end UR Financials reporting notification email sent once Common Book is closed.	4	Wednesday, November 6, 2024	Thursday, December 5, 2024	Tuesday, January 7, 2025
Post Close Book Closed 5pm .		Wednesday, November 27, 2024	Tuesday, December 31, 2024	Friday, January 31, 2025

Description	Business Day of Month	January 2025 (FY25) Close	February 2025 (FY25) Close	March 2025 (FY25) Close
All Journal Entry Forms and 312 Internal Requisitions (non-purchasing) must be received in General Accounting (GA) no later than 5pm . Email approved forms and backup to GeneralAccounting@UR.Rochester.edu .	1	Monday, February 3, 2025	Monday, March 3, 2025	Tuesday, April 1, 2025
All integrations completed in Workday - End of Day.	2	Tuesday, February 4, 2025	Tuesday, March 4, 2025	Wednesday, April 2, 2025
Common Book Operational Journals close at 5pm (AR/AP, workday expense, banking, procurement, lease contracts, student finance, etc.).	3	Wednesday, February 5, 2025	Wednesday, March 5, 2025	Thursday, April 3, 2025
Journal entries: no new Common Book journals entered after 5pm .	3	Wednesday, February 5, 2025	Wednesday, March 5, 2025	Thursday, April 3, 2025
All Common Book journal entries need to be approved by Noon . All unapproved Common Book entries will be moved forward 1 month or cancelled if outstanding >35days.	4	Thursday, February 6, 2025	Thursday, March 6, 2025	Friday, April 4, 2025
Common Book Closed: Run allocations at Noon (after all In Process journals moved or cancelled). Availability of month-end UR Financials reporting notification email sent once Common Book is closed.	4	Thursday, February 6, 2025	Thursday, March 6, 2025	Friday, April 4, 2025
Post Close Book Closed 5pm .		Friday, February 28, 2025	Monday, March 31, 2025	Wednesday, April 30, 2025

Description	Business Day of Month	April 2025 (FY25) Close	May 2025 (FY25) Close	June 2025 (FY25) Close *
All Journal Entry Forms and 312 Internal Requisitions (non-purchasing) must be received in General Accounting (GA) no later than 5pm . Email approved forms and backup to GeneralAccounting@UR.Rochester.edu .	1	Thursday, May 1, 2025	Monday, June 2, 2025	Tuesday, July 1, 2025
All integrations completed in Workday - End of Day.	2	Friday, May 2, 2025	Tuesday, June 3, 2025	Wednesday, July 2, 2025
Common Book Operational Journals close at 5pm (AR/AP, workday expense, banking, procurement, lease contracts, student finance, etc.).	3	Monday, May 5, 2025	Wednesday, June 4, 2025	Thursday, July 3, 2025
Journal entries: no new Common Book journals entered after 5pm .	3	Monday, May 5, 2025	Wednesday, June 4, 2025	Thursday, July 3, 2025
All Common Book journal entries need to be approved by Noon . All unapproved Common Book entries will be moved forward 1 month or cancelled if outstanding >35days.	4	Tuesday, May 6, 2025	Thursday, June 5, 2025	Monday, July 7, 2025
Common Book Closed: Run allocations at Noon (after all In Process journals moved or cancelled). Availability of month-end UR Financials reporting notification email sent once Common Book is closed.	4	Tuesday, May 6, 2025	Thursday, June 5, 2025	Monday, July 7, 2025
Post Close Book Closed 5pm .		Friday, May 30, 2025	Monday, June 30, 2025	Friday, August 29, 2025

* Please refer to the Fiscal Year End Close Schedule for additional close date activities to be published in May 2025