

Month	Deadline for Invoices & Accounts Payable Transactions*	Deadline for all Types of Deposits	Deadline for Journal Entry Emails	Deadline for Journal Entry Imports	Month End Close Date
	5 pm, 3 business days prior to month end	5 pm, 3rd business day	5 pm, 4th business day	5 pm, 6th business day	5 pm, 7th business day
September	Thursday, September 26, 2024	Thursday, October 3, 2024	Friday, October 4, 2024	Tuesday, October 8, 2024	Wednesday, October 9, 2024
October	Tuesday, October 29, 2024	Tuesday, November 5, 2024	Wednesday, November 6, 2024	Friday, November 8, 2024	Monday, November 11, 2024
November	Friday, November 22, 2024	Tuesday, December 3, 2024	Wednesday, December 4, 2024	Friday, December 6, 2024	Monday, December 9, 2024
December	Wednesday, December 18, 2024	Tuesday, January 7, 2025	Wednesday, January 8, 2025	Friday, January 10, 2025	Monday, January 13, 2025
January	Wednesday, January 29, 2025	Tuesday, February 4, 2025	Wednesday, February 5, 2025	Friday, February 7, 2025	Monday, February 10, 2025
February	Wednesday, February 26, 2025	Tuesday, March 4, 2025	Wednesday, March 5, 2025	Friday, March 7, 2025	Monday, March 10, 2025
March	Thursday, March 27, 2025	Thursday, April 3, 2025	Friday, April 4, 2025	Tuesday, April 8, 2025	Wednesday, April 9, 2025
April	Monday, April 28, 2025	Monday, May 5, 2025	Tuesday, May 6, 2025	Thursday, May 8, 2025	Friday, May 9, 2025
May	Wednesday, May 28, 2025	Tuesday, June 3, 2025	Wednesday, June 4, 2025	Friday, June 6, 2025	Monday, June 9, 2025
June	TBD	TBD	TBD	TBD	TBD

* Supplier Invoice Request must be approved by Worktag Manager and then possibly a Controller's Office gift or grant approver before making its way to Accounts Payable to be turned into an invoice. We have estimated 3 business days prior month end for your invoice to make it through all approvals and be posted in the proper month. This is an estimate.

June close has extended deadlines and will be communicated at a later date.