

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 1st business day of next month	5 pm, 1st business day	5 pm, 4th business day	5 pm, 6th business day	5 pm, 7th business day
September	Friday, September 26, 2025	Wednesday, October 1, 2025	Monday, October 6, 2025	Wednesday, October 8, 2025	Thursday, October 9, 2025
October	Wednesday, October 29, 2025	Monday, November 3, 2025	Thursday, November 6, 2025	Monday, November 10, 2025	Tuesday, November 11, 2025
November	Wednesday, November 26, 2025	Monday, December 1, 2025	Thursday, December 4, 2025	Monday, December 8, 2025	Tuesday, December 9, 2025
December	Monday, December 29, 2025	Monday, January 5, 2026	Thursday, January 8, 2026	Monday, January 12, 2026	Tuesday, January 13, 2026
January	Wednesday, January 28, 2026	Monday, February 2, 2026	Thursday, February 5, 2026	Monday, February 9, 2026	Tuesday, February 10, 2026
February	Wednesday, February 25, 2026	Monday, March 2, 2026	Thursday, March 5, 2026	Monday, March 9, 2026	Tuesday, March 10, 2026
March	Friday, March 27, 2026	Wednesday, April 1, 2026	Monday, April 6, 2026	Wednesday, April 8, 2026	Thursday, April 9, 2026
April	Tuesday, April 28, 2026	Friday, May 1, 2026	Wednesday, May 6, 2026	Friday, May 8, 2026	Monday, May 11, 2026
May	Wednesday, May 27, 2026	Monday, June 1, 2026	Thursday, June 4, 2026	Monday, June 8, 2026	Tuesday, June 9, 2026
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.