

**Controller's Office  
Monthly Closing Deadlines  
Fiscal Year 2020-2021**

Calendar 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
	<b>5:00 PM on:</b>	<b>5:00 PM on:</b>	<b>12:00 Noon on:</b>	<b>5:00 PM on:</b>	<b>5:00 PM on:</b>
<b>July-20</b>	Wednesday, July 29	Monday, August 3	Thursday, August 6	Thursday, August 6	Monday, August 10
<b>August-20</b>	Thursday, August 27	Tuesday, September 1	Friday, September 4	Friday, September 4	Tuesday, September 8
<b>September-20</b>	Monday, September 28	Thursday, October 1	Wednesday, October 7	Wednesday, October 7	Friday, October 9
<b>October-20</b>	Wednesday, October 28	Monday, November 2	Thursday, November 5	Thursday, November 5	Monday, November 9
<b>November-20</b>	Friday, November 30	Tuesday, December 1	Friday, December 4	Friday, December 4	Tuesday, December 8
<b>December-20</b>	Friday, December 18*	Tuesday, December 22	Wednesday, January 13	Wednesday, January 13	<b>Friday, January 15</b>
<b>January-21</b>	Thursday, January 28	Monday, February 1	Thursday, February 4	Thursday, February 4	Monday, February 8
<b>February-21</b>	Friday, February 26	Monday, March 1	Thursday, March 4	Thursday, March 4	Monday, March 8
<b>March-21</b>	Monday, March 29	Thursday, April 1	Thursday, April 8	Thursday, April 8	Monday, April 12
<b>April-21</b>	Wednesday, April 28	Monday, May 3	Thursday, May 6	Thursday, May 6	Monday, May 10
<b>May-21</b>	Wednesday, May 26	Tuesday, June 1	Friday, June 4	Friday, June 4	Tuesday, June 8
<b>June-21</b>	***** TO BE ANNOUNCED *****				

\* Early deadline to insure invoices are processed for check run on Tuesday December 22nd, the last check run until Thursday, January 14th. Invoices processed in January up to the December GL Close on Friday January 15th will be posted to December if applicable.