

Office of the University Controller
Month End Close Calendar
Updated 05/12/2022

These are Controller Office due dates. Chancellors and VPs may have different internal deadlines.

Close Month	Description	Business Day	Date
July	Accounts Payable Ledger Close	3	Wednesday, August 3, 2022
	Projects and General Ledger to Close	12	Tuesday, August 16, 2022 *
August	Accounts Payable Ledger Close	3	Tuesday, September 6, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Tuesday, September 13, 2022
	Field Close	10	Thursday, September 15, 2022 **
	Chancellor & Controller Office Close	12	Monday, September 19, 2022
September	Accounts Payable Ledger Close	3	Wednesday, October 5, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, October 12, 2022
	Field Close	10	Friday, October 14, 2022 **
	Chancellor & Controller Office Close	12	Tuesday, October 18, 2022
October	Accounts Payable Ledger Close	3	Thursday, November 3, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Thursday, November 10, 2022
	Field Close	10	Monday, November 14, 2021 **
	Chancellor & Controller Office Close	12	Wednesday, November 16, 2022
November	Accounts Payable Ledger Close	3	Monday, December 5, 2022
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Monday, December 12, 2022
	Field Close	10	Wednesday, December 14, 2022 **
	Chancellor & Controller Office Close	12	Friday, December 16, 2022
December	Accounts Payable Ledger Close	3	Thursday, January 5, 2023
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Thursday, January 12, 2023
	Field Close	10	Tuesday, January 17, 2023 **
	Chancellor & Controller Office Close	12	Thursday, January 19, 2023
	Quarterly Reporting	20	Tuesday, January 31, 2023
January	Accounts Payable Ledger Close	3	Friday, February 3, 2023
	Account Reconciliations Complete & Recurring Central Adjustments	8	Friday, February 10, 2023
	Field Close	10	Tuesday, February 14, 2023 **
	Chancellor & Controller Office Close	12	Thursday, February 16, 2023
February	Accounts Payable Ledger Close	3	Friday, March 3, 2023
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Friday, March 10, 2023
	Field Close	10	Tuesday, March 14, 2023 **
	Chancellor & Controller Office Close	12	Thursday, March 16, 2023
March	Accounts Payable Ledger Close	3	Wednesday, April 5, 2023

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Close Month	Description	Business Day	Date
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, April 12, 2023
	Field Close	10	Friday, April 14, 2023 **
	Chancellor & Controller Office Close	12	Tuesday, April 18, 2023
	Quarterly Reporting	21	Monday, May 1, 2023
April	Accounts Payable Ledger Close	3	Wednesday, May 3, 2023
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, May 10, 2023
	Field Close	10	Friday, May 12, 2023 **
	Chancellor & Controller Office Close	12	Tuesday, May 16, 2023
May	Accounts Payable Ledger Close	3	Monday, June 5, 2023
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Monday, June 12, 2023
	Field Close	10	Wednesday, June 14, 2023 **
	Chancellor & Controller Office Close	12	Monday, June 19, 2023
June	Accounts Payable Ledger Close	13	Thursday, July 20, 2023 *
	Account Reconciliations Complete & Recurring Central Adjustments Complete	18	Thursday, July 27, 2023 *
	Field Close	21	Tuesday, August 1, 2023 *
	Chancellor & Controller Office Close	29	Friday, August 11, 2023 *
	Year End Reporting	40	Monday, August 28, 2023 *

* - Tentative

** - Please have your project entries completed and approved by 12noon. General Ledger entries should be completed and approved by 5pm. This will help to ensure a timely closing.