

**Office of the University Controller**  
**Month End Close Calendar (2025-2026)**  
**Updated 05/09/2025**

**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	Tuesday, August 5, 2025
	Projects and General Ledger to Close	12	Monday, August 18, 2025 *
August	Accounts Payable Ledger Close	3	Thursday, September 4, 2025
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Thursday, September 11, 2025
	Field Close	10	Monday, September 15, 2025 **
	Chancellor & Controller Office Close	12	Wednesday, September 17, 2025
September	Accounts Payable Ledger Close	3	Friday, October 3, 2025
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Friday, October 10, 2025
	Field Close	10	Tuesday, October 14, 2025 **
	Chancellor & Controller Office Close	12	Thursday, October 16, 2025
October	Accounts Payable Ledger Close	3	Wednesday, November 5, 2025
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, November 12, 2025
	Field Close	10	Thursday, November 14, 2024 **
	Chancellor & Controller Office Close	12	Tuesday, November 18, 2025
November	Accounts Payable Ledger Close	3	Wednesday, December 3, 2025
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, December 10, 2025
	Field Close	10	Friday, December 12, 2025 **
	Chancellor & Controller Office Close	12	Tuesday, December 16, 2025
December	Accounts Payable Ledger Close	3	Tuesday, January 6, 2026
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Tuesday, January 13, 2026
	Field Close	10	Thursday, January 15, 2026 **
	Chancellor & Controller Office Close	12	Tuesday, January 20, 2026
	Quarterly Reporting	20	Friday, January 30, 2026
January	Accounts Payable Ledger Close	3	Wednesday, February 4, 2026
	Account Reconciliations Complete & Recurring Central Adjustments	8	Wednesday, February 11, 2026
	Field Close	10	Friday, February 13, 2026 **
	Chancellor & Controller Office Close	12	Tuesday, February 17, 2026
February	Accounts Payable Ledger Close	3	Wednesday, March 4, 2026
	Account Reconciliations Complete & Recurring Central Adjustments Complete	8	Wednesday, March 11, 2026
	Field Close	10	Friday, March 13, 2026 **
	Chancellor & Controller Office Close	12	Tuesday, March 17, 2026
March	Accounts Payable Ledger Close	3	Friday, April 3, 2026

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Close Month	Description	Business Day	Date
	Account Reconciliations Complete &		
	Recurring Central Adjustments Complete	8	Friday, April 10, 2026
	Field Close	10	Tuesday, April 14, 2026 **
	Chancellor & Controller Office Close	12	Thursday, April 16, 2026
	Quarterly Reporting	21	Wednesday, April 29, 2026
April	Accounts Payable Ledger Close	3	Tuesday, May 5, 2026
	Account Reconciliations Complete &		
	Recurring Central Adjustments Complete	8	Tuesday, May 12, 2026
	Field Close	10	Thursday, May 14, 2026 **
	Chancellor & Controller Office Close	12	Monday, May 18, 2026
May	Accounts Payable Ledger Close	3	Wednesday, June 3, 2026
	Account Reconciliations Complete &		
	Recurring Central Adjustments Complete	8	Wednesday, June 10, 2026
	Field Close	10	Friday, June 12, 2026 **
	Chancellor & Controller Office Close	12	Tuesday, June 16, 2026
June	Accounts Payable Ledger Close	13	Monday, July 20, 2026 *
	Account Reconciliations Complete &		
	Recurring Central Adjustments Complete	18	Monday, July 27, 2026 *
	Field Close	21	Thursday, July 30, 2026 *
	Chancellor & Controller Office Close	29	Tuesday, August 11, 2026 *
	Year End Reporting	40	Wednesday, August 26, 2026 *

\* - 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.