

Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2017

			Upload Journal Spreadsheet / Recharge submission deadline ² by 10:00 AM		Deadline for Portal journals & NUPortal locked at 5:00 PM ^{3, 4}		Reporting Available ⁵	
Fiscal Year	Accounting Period ¹	Month	Date	Weekday	Date	Weekday	Date	Weekday
2017	1	September	October 4	Tuesday	October 5	Wednesday	October 7	Friday
2017	2	October	November 2	Wednesday	November 3	Thursday	November 7	Monday
2017	3	November	December 2	Friday	December 5	Monday	December 7	Wednesday
2017	4	December	January 4	Wednesday	January 5	Thursday	January 9	Monday
2017	5	January	February 2	Thursday	February 3	Friday	February 7	Tuesday
2017	6	February	March 2	Thursday	March 3	Friday	March 7	Tuesday
2017	7	March	April 4	Tuesday	April 5	Wednesday	April 7	Friday
2017	8	April	May 2	Tuesday	May 3	Wednesday	May 5	Friday
2017	9	May	June 2	Friday	June 5	Monday	June 7	Wednesday
2017	10	June	July 5	Wednesday	July 6	Thursday	July 10	Monday
2017	11	July	August 2	Wednesday	August 3	Thursday	August 7	Monday
2017	12	August	September 12 = Recharge Interface September 18 = Upload Journal	Tuesday = Recharge Interface Monday = Upload Journal	September 21	Thursday	October 2*	Monday
2018	1	September	October 3	Tuesday	October 4	Wednesday	October 6	Friday

Notes on Closing:

1. The accounting period begins on the first of each month; processing of transactions for that month may occur up to 10 business days prior to the first of the month. However, the appropriate accounting period to match the month of activity should be used in journal and transaction processing.
2. Includes Recharge/Interface deadline, which must be processed before the end of the business day. Accounting Services will contact recharge and journal spreadsheet owners that have journals with errors and discuss options (deleting lines, deleting journal and resubmission in subsequent period) for clearing if correction is not possible within the closing timeframe.
3. After 5:00 P.M. portal users will be unable to create or modify journals for the accounting period to be closed. Accounting Services will delete all "actuals" journal entries for the accounting period to be closed that have not been approved through workflow & posted prior to 5:00 PM.
4. The accounting period closing process for NUFinancials is a progressive series of cutoffs due to system requirements. A series of specialized programs are run to consolidate data from subsystems into the ledger; no new data can be introduced into the subsystems and ledger during this period and all data must be valid (journal status), valid (budget status) or deleted.
5. Final COGNOS reporting of the closed period data is available after the successful closing of all subsystems and overnight interface to COGNOS.
 *August/fiscal year end 2017 will occur on September 29, 2017.