Monthly Close Processing Steps for FY2024			
Area Responsible	**Accounting Period**	**Closing Task**	**Tentative Due Date**
Departments	September (1)	Prepare JE's: Create and push into workflow JE's for September related to Financial activity	9/1/2023 - 10/1/2023
Departments	September (1)	Deadline to Submit JE's for September to General Accounting	10/3/2023 by 12pm
General Accounting	September (1)	Prepare to close: requires all September JE's to be approved and necessary reports to be completed and reviewed	10/4/2023
UHS	September (1)	Run Admin and IDC Automated Entries for September	10/4/2023
General Accounting	September (1)	Notifies OSP to run Revenue Recognition & LOC Processes for September	10/4/2023
OSP	September (1)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	10/4/2023 - 10/5/2023
General Accounting	September (1)	Runs reports for verification of close, notifies UHS to close September	10/5/2023
UHS	September (1)	Closes the month of September	10/6/2023
General Accounting	September (1)	Emails UHCL departments that September is closed	10/6/2023
Departments	October (2)	Prepare JE's: Create and push into workflow JE's for October related to Financial activity	10/1/2023 - 11/1/2023
Departments	October (2)	Deadline to Submit JE's for October to General Accounting	11/2/2023 by 12pm
General Accounting	October (2)	Prepare to close: requires all October JE's to be approved and necessary reports to be completed and reviewed	11/3/2023
UHS	October (2)	Run Admin and IDC Automated Entries for October	11/3/2023
General Accounting	October (2)	Notifies OSP to run Revenue Recognition & LOC Processes for October	11/3/2023
OSP	October (2)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	11/3/2023 - 11/6/2023
General Accounting	October (2)	Runs reports for verification of close, notifies UHS to close Octorber	11/7/2023
UHS	October (2)	Closes the month of October	11/7/2023
General Accounting	October (2)	Emails UHCL departments that October is closed	11/7/2023
Departments	November (3)	Prepare JE's: Create and push into workflow JE's for November related to Financial activity	11/1/2023 - 12/1/2023
Departments	November (3)	Deadline to Submit JE's for November to General Accounting	12/4/2023 by 12pm
General Accounting	November (3)	Prepare to close: requires all November JE's to be approved and necessary reports to be completed and reviewed	12/5/2023
UHS	November (3)	Run Admin and IDC Automated Entries for November	12/5/2023
General Accounting	November (3)	Notifies OSP to run Revenue Recognition & LOC Processes for November	12/5/2023
OSP	November (3)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	12/5/2023 - 12/6/2023

Dates are subject to change per UHS schedule.

		Monthly Close Processing Steps for FY2024	
Area Responsible	**Accounting Period**	**Closing Task**	**Tentative Due Date**
General Accounting	November (3)	Runs reports for verification of close, notifies UHS to close November	12/7/2023
UHS	November (3)	Closes the month of November	12/7/2023
General Accounting	November (3)	Emails UHCL departments that November is closed	12/7/2023
Departments	December (4)	Prepare JE's: Create and push into workflow JE's for December related to Financial activity	12/1/2023 - 1/2/2024
Departments	December (4)	Deadline to Submit JE's for December to General Accounting	1/3/2023 by 12pm
General Accounting	December (4)	Prepare to close: requires all December JE's to be approved and necessary reports to be completed and reviewed	1/4/2024
UHS	December (4)	Run Admin and IDC Automated Entries for December	1/4/2024
General Accounting	December (4)	Notifies OSP to run Revenue Recognition & LOC Processes for December	1/4/2024
OSP	December (4)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	1/4/2024 - 1/5/2024
General Accounting	December (4)	Runs reports for verification of close, notifies UHS to close December and sends out email to UHCL departments once UHS closes the month	1/8/2024
UHS	December (4)	Closes the month of December	1/8/2024
General Accounting	December (4)	Emails UHCL departments that December is closed	1/8/2024
Departments	January (5)	Prepare JE's: Create and push into workflow JE's for January related to Financial activity	1/2/2024 - 2/1/2024
Departments	January (5)	Deadline to Submit JE's for January to General Accounting	2/2/2024 by 5pm
General Accounting	January (5)	Prepare to close: requires all January JE's to be approved and necessary reports to be completed and reviewed	2/5/2024
UHS	January (5)	Run Admin and IDC Automated Entries for January	2/5/2024
General Accounting	January (5)	Notifies OSP to run Revenue Recognition & LOC Processes for January	2/5/2024
OSP	January (5)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	2/5/2024 - 2/6/2024
General Accounting	January (5)	Runs reports for verification of close, notifies UHS to close January and sends out email to UHCL departments once UHS closes the month	2/7/2024
UHS	January (5)	Closes the month of January	2/7/2024
General Accounting	January (5)	Emails UHCL departments that January is closed	2/7/2024
Departments	February (6)	Prepare JE's: Create and push into workflow JE's for February related to Financial activity	2/1/2024 - 3/1/2024
Departments	February (6)	Deadline to Submit JE's for February to General Accounting	3/4/2024 by 12pm
General Accounting	February (6)	Prepare to close: requires all February JE's to be approved and necessary reports to be completed and reviewed	3/5/2024

Monthly Close Processing Steps for FY2024			
Area Responsible	**Accounting Period**	**Closing Task**	**Tentative Due Date**
UHS	February (6)	Run Admin and IDC Automated Entries for February	3/5/2024
General Accounting	February (6)	Notifies OSP to run Revenue Recognition & LOC Processes for February	3/5/2024
OSP	February (6)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	3/5/2024 - 3/6/2024
General Accounting	February (6)	Runs reports for verification of close, notifies UHS to close February and sends out email to UHCL departments once the month is closed	3/7/2024
UHS	February (6)	Closes the month of February	3/7/2024
General Accounting	February (6)	Emails UHCL departments that February is closed	3/7/2024
Departments	March (7)	Prepare JE's: Create and push into workflow JE's for March related to Financial activity	3/1/2024 - 4/1/2024
Departments	March (7)	Deadline to Submit JE's for March to General Accounting	4/2/2024 by 12pm
General Accounting	March (7)	Prepare to close: requires all March JE's to be approved and necessary reports to be completed and reviewed	4/3/2024
UHS	March (7)	Run Admin and IDC Automated Entries for March	4/3/2024
General Accounting	March (7)	Notifies OSP to run Revenue Recognition & LOC Processes for March	4/3/2024
OSP	March (7)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	4/3/2024 - 4/4/2024
General Accounting	March (7)	Runs reports for verification of close, notifies UHS to close March and sends out email to UHCL departments once the month is closed	4/5/2024
UHS	March (7)	Closes the month of March	4/5/2024
General Accounting	March (7)	Emails UHCL departments that March is closed	4/5/2024
Departments	April (8)	Prepare JE's: Create and push into workflow JE's for April related to Financial activity	4/1/2024 - 5/1/2024
Departments	April (8)	Deadline to Submit JE's for April to General Accounting	5/2/2024 by 12pm
General Accounting	April (8)	Prepare to close: requires all March JE's to be approved and necessary reports to be completed and reviewed	5/3/2024
UHS	April (8)	Run Admin and IDC Automated Entries for April	5/3/2024
General Accounting	April (8)	Notifies OSP to run Revenue Recognition & LOC Processes for April	5/3/2024
OSP	April (8)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	5/3/2024 - 5/6/2024
General Accounting	April (8)	Runs reports for verification of close, notifies UHS to close April and sends out email to UHCL departments once the month is closed	5/7/2024
UHS	April (8)	Closes the month of April	5/7/2024
General Accounting	April (8)	Emails UHCL departments that April is closed	5/7/2024

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		Monthly Close Processing Steps for FY2024	
Area Responsible	**Accounting Period**	**Closing Task**	**Tentative Due Date**
Departments	May (9)	Prepare JE's: Create and push into workflow JE's for May related to Financial activity	5/1/2024 - 6/3/2024
Departments	May (9)	Deadline to Submit JE's for May to General Accounting	6/4/2024 by 12pm
General Accounting	May (9)	Prepare to close: requires all May JE's to be approved and necessary reports to be completed and reviewed	6/5/2024
UHS	May (9)	Run Admin and IDC Automated Entries for May	6/5/2024
General Accounting	May (9)	Notifies OSP to run Revenue Recognition & LOC Processes for May	6/5/2024
OSP	May (9)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	6/5/2024 - 6/6/2024
General Accounting	May (9)	Runs reports for verification of close, notifies UHS to close May and sends out email to UHCL departments once the month is closed	6/7/2024
UHS	May (9)	Closes the month of May	6/7/2024
General Accounting	May (9)	Emails UHCL departments that May is closed	6/7/2024
Departments	June (10)	Prepare JE's: Create and push into workflow JE's for June related to Financial activity	6/3/2024 - 7/1/2024
Departments	June (10)	Deadline to Submit JE's for June to General Accounting	7/2/2024 by 12pm
General Accounting	June (10)	Prepare to close: requires all June JE's to be approved and necessary reports to be completed and reviewed	7/3/2024
UHS	June (10)	Run Admin and IDC Automated Entries for June	7/3/2024
General Accounting	June (10)	Notifies OSP to run Revenue Recognition & LOC Processes for June	7/3/2024
OSP	June (10)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	7/3/2024 - 7/5/2024
General Accounting	June (10)	Runs reports for verification of close, notifies UHS to close June and sends out email to UHCL departments once the month is closed	7/8/2024
UHS	June (10)	Closes the month of June	7/8/2024
General Accounting	June (10)	Emails UHCL departments that June is closed	7/8/2024
Departments	July (11)	Prepare JE's: Create and push into workflow JE's for July related to Financial activity	7/1/2024 - 8/1/2024
Departments	July (11)	Deadline to Submit JE's for July to General Accounting	8/2/2024 by 12pm
General Accounting	July (11)	Prepare to close: requires all July JE's to be approved and necessary reports to be completed and reviewed	8/5/2024
UHS	July (11)	Run Admin and IDC Automated Entries for July	8/5/2024
General Accounting	July (11)	Notifies OSP to run Revenue Recognition & LOC Processes for July	8/5/2024
OSP	July (11)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	8/5/2024 - 8/6/2024

Dates are subject to change per UHS schedule.

Monthly Close Processing Steps for FY2024

Area Responsible	Accounting Period	Closing Task	Tentative Due Date
General Accounting	July (11)	Runs reports for verification of close, notifies UHS to close July and sends out email to UHCL departments once the month is closed	8/7/2024
UHS	July (11)	Closes the month of July	8/7/2024
General Accounting	July (11)	Emails UHCL departments that July is closed	8/7/2024
Departments	August (8)	Prepare JE's: Create and push into workflow JE's for August related to Financial activity	8/1/2024 - 9/3/2024
Departments	August (8)	Deadline to Submit JE's for August to General Accounting	9/4/2024 by 12pm
General Accounting	August (8)	Prepare to close: requires all August JE's to be approved and necessary reports to be completed and reviewed	9/5/2024
UHS	August (8)	Run Admin and IDC Automated Entries for August	9/5/2024
General Accounting	August (8)	Notifies OSP to run Revenue Recognition & LOC Processes for August	9/5/2024
OSP	August (8)	Reviews necessary IDC reports, runs revenue recognition and notifies General Accounting that Revenue Recognition and LOC processes have ran	9/5/2024 - 9/6/2024
General Accounting	August (8)	Runs reports for verification of close, notifies UHS to close August and sends out email to UHCL departments once the month is closed	TBD
UHS	August (8)	Closes the month of August	TBD
General Accounting	August (8)	Emails UHCL departments that August is closed	TBD

Dates are subject to change per UHS schedule.