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

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Departments February (6) related to Financial activity 3/1/2024 Departments February (6) Deadline to Submit JE's for February to General Accounting 12pm Prepare to close: requires all February JE's to be approved and	General Accounting	January (5)	Emails UHCL departments that January is closed	2/7/2024
Departments February (6) Deadline to Submit JE's for February to General Accounting 12pm Prepare to close: requires all February JE's to be approved and			Prepare JE's: Create and push into workflow JE's for February	2/1/2024 -
Departments February (6) Deadline to Submit JE's for February to General Accounting 12pm Prepare to close: requires all February JE's to be approved and	Departments	February (6)	related to Financial activity	3/1/2024
Departments February (6) Deadline to Submit JE's for February to General Accounting 12pm Prepare to close: requires all February JE's to be approved and				3/4/2024 by
Prepare to close: requires all February JE's to be approved and	Departments	February (6)	Deadline to Submit JE's for February to General Accounting	
			Prepare to close: requires all February JE's to be approved and	
	General Accounting	February (6)	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
0113	i co. aa. y (o)	Notifies OSP to run Revenue Recognition & LOC Processes for	3/3/2021
General Accounting	February (6)	February	3/5/2024
- Contract to Counting		Reviews necessary IDC reports, runs revenue recognition and	0,0,00
		notifies General Accounting that Revenue Recognition and	3/5/2024 -
OSP	February (6)	LOC processes have ran	3/6/2024
	, , , , ,	Runs reports for verification of close, notifies UHS to close	, ,
		February and sends out email to UHCL departments once the	
General Accounting	February (6)	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
		Prepare JE's: Create and push into workflow JE's for March	3/1/2024 -
Departments	March (7)	related to Financial activity	4/1/2024
'		· ·	4/2/2024 by
Departments	March (7)	Deadline to Submit JE's for March to General Accounting	12pm
	,	Prepare to close: requires all March JE's to be approved and	·
General Accounting	March (7)	necessary reports to be completed and reviewed	4/3/2024
UHS	March (7)	Run Admin and IDC Automated Entries for March	4/3/2024
	,	Notifies OSP to run Revenue Recognition & LOC Processes for	
General Accounting	March (7)	March	4/3/2024
		Reviews necessary IDC reports, runs revenue recognition and	, ,
		notifies General Accounting that Revenue Recognition and	4/3/2024 -
OSP	March (7)	LOC processes have ran	4/4/2024
	, ,	Runs reports for verification of close, notifies UHS to close	
		March and sends out email to UHCL departments once the	
General Accounting	March (7)	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
		Prepare JE's: Create and push into workflow JE's for April	4/1/2024 -
Departments	April (8)	related to Financial activity	5/1/2024
			5/2/2024 by
Departments	April (8)	Deadline to Submit JE's for April to General Accounting	12pm
		Prepare to close: requires all March JE's to be approved and	
General Accounting	April (8)	necessary reports to be completed and reviewed	5/3/2024
UHS	April (8)	Run Admin and IDC Automated Entries for April	5/3/2024
		Notifies OSP to run Revenue Recognition & LOC Processes for	
General Accounting	April (8)	April	5/3/2024
		Reviews necessary IDC reports, runs revenue recognition and	
		notifies General Accounting that Revenue Recognition and	5/3/2024 -
OSP	April (8)	LOC processes have ran	5/6/2024
		Runs reports for verification of close, notifies UHS to close	
		April and sends out email to UHCL departments once the	
General Accounting	April (8)	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

Monthly Close Processing Steps for FY2024			
A B	Accounting		Tentative Due
Area Responsible	Period	Closing Task	Date
		Prepare JE's: Create and push into workflow JE's for May	5/1/2024 -
Departments	May (9)	related to Financial activity	6/3/2024
_			6/4/2024 by
Departments	May (9)	Deadline to Submit JE's for May to General Accounting	12pm
		Prepare to close: requires all May JE's to be approved and	
General Accounting	May (9)	necessary reports to be completed and reviewed	6/5/2024
UHS	May (9)	Run Admin and IDC Automated Entries for May	6/5/2024
		Notifies OSP to run Revenue Recognition & LOC Processes for	
General Accounting	May (9)	May	6/5/2024
		Reviews necessary IDC reports, runs revenue recognition and	
		notifies General Accounting that Revenue Recognition and	6/5/2024 -
OSP	May (9)	LOC processes have ran	6/6/2024
		Runs reports for verification of close, notifies UHS to close	
		May and sends out email to UHCL departments once the	
General Accounting	May (9)	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
0	- / (- /	Prepare JE's: Create and push into workflow JE's for June	6/3/2024 -
Departments	June (10)	related to Financial activity	7/1/2024
Берагентенез	34112 (20)	Telated to Financial delivity	7/2/2024 by
Departments	June (10)	Deadline to Submit JE's for June to General Accounting	12pm
Берагинена	Julic (10)	Prepare to close: requires all June JE's to be approved and	IZPIII
General Accounting	June (10)	necessary reports to be completed and reviewed	7/3/2024
UHS	June (10)	Run Admin and IDC Automated Entries for June	7/3/2024
опз	Julie (10)	Notifies OSP to run Revenue Recognition & LOC Processes for	7/3/2024
Conoral Accounting	luno (10)		7/2/2024
General Accounting	June (10)	June	7/3/2024
		Reviews necessary IDC reports, runs revenue recognition and	7/2/2024
ocn	(4.0)	notifies General Accounting that Revenue Recognition and	7/3/2024 -
OSP	June (10)	LOC processes have ran	7/5/2024
		Runs reports for verification of close, notifies UHS to close	
		June and sends out email to UHCL departments once the	
General Accounting	June (10)	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
		Prepare JE's: Create and push into workflow JE's for July	7/1/2024 -
Departments	July (11)	related to Financial activity	8/1/2024
			8/2/2024 by
Departments	July (11)	Deadline to Submit JE's for July to General Accounting	12pm
		Prepare to close: requires all July JE's to be approved and	
General Accounting	July (11)	necessary reports to be completed and reviewed	8/5/2024
UHS	July (11)	Run Admin and IDC Automated Entries for July	8/5/2024
		Notifies OSP to run Revenue Recognition & LOC Processes for	
General Accounting	July (11)	July	8/5/2024
<u> </u>	, , ,	Reviews necessary IDC reports, runs revenue recognition and	
		notifies General Accounting that Revenue Recognition and	8/5/2024 -
OSP	July (11)	LOC processes have ran	8/6/2024

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