![CU Campus Controller's Office — University of Colorado BOULDER]

Monthly Financial Close Process

This generic close calendar displays the key events that occur every month during the University's monthly financial close process. Each month's closing schedule follows a recurring pattern that involves the first few working days of the month. Everything else follows from that. **The biggest problem with the close occurs when a journal dated in the closing month is created, validated, approved, or posted after the 6 p.m. campus close deadline.** These journals must be deleted before the month-end close can run, which is time consuming for all involved.

Campus close for any given month is on the 2nd working day of the following month. Journals for the closing month can be processed up to 6 p.m. After that, do not create, validate, approve, or post journals for the closing month. They will be deleted even if "approved to post."

The **fund 3x cutoff** is the deadline for fund 3x journals and fund 30/31 PETs and BJEs from departments for month-end close. All fund 3x JEs must have departmental approval and all documentation to CCO by this deadline.

Actual dates and days of the week will vary depending on the month. It is the number of "working days" that determine the month-end close process dates.

Generic Close Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
24	25	26 **Fund 3x cutoff 6 p.m.** 5 working days **before** campus close	27	28	29	30
1 The **campus close** is the key date. It sets the deadline for campus journals.	2 1st working day of the month	3 **Campus Close 6 p.m.** 2nd working day of the month	4 **System Close** 3rd working day of the month	5 **Reports Ready** Day after system close	6	7
8	9	10	11	12	13	14

Note: The month of June is governed by the year-end close calendar may not follow these guidelines exactly.

If **campus close** is on a Friday, the system close will occur the following Monday (unless that is a holiday).

System close is the next working day after campus close. **Do not create, validate, approve, or post journals** for the closing month. They will be deleted even if approved to post. CIW refreshes this night per the usual schedule.