

## Workday Finance Month-End Close Schedule

TIMELINE	CUT-OFF TIMES	TASKS AND RESPONSIBILITIES
<b>Last day of current month</b>	Prior to 5:00 p.m	Deadline for creating journals for the current month.
	5:00 p.m.	<ul style="list-style-type: none"> <li>• Workday status moves to “Close in Process”; Next accounting period opened.</li> <li>• All Journals, including INT006 (Internal Billings) <b>MUST</b> have the next month’s Accounting Date.</li> </ul>
<b>2<sup>nd</sup> work day of following month</b>	Before Noon	<ul style="list-style-type: none"> <li>• Journal Initiators – Use “Find Journal” report for follow-up on journals initiated in previously month.</li> <li>• Reviewers and Approvers – Take action on Accounting Journals and Accounting Adjustments with previous month’s Accounting Date.</li> </ul>
	Starting at Noon	<ul style="list-style-type: none"> <li>• Previous month Accounting Journals and Accounting Adjustments without a status of “Posted” will be canceled in order to continue period close.</li> <li>• Any Journals created after 5:00 pm on the last day of the previous month with the previous month’s Accounting Date will be canceled in order to continue period close.</li> </ul>
<b>4<sup>th</sup> work day of following month</b>	8:00 a.m.	<ul style="list-style-type: none"> <li>• Prior month close complete.</li> </ul>

Staff in Cost Center Manager and Business Unit Manager Roles will be notified of any deviations from this schedule.