

Workday Finance Month-End Close Schedule

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

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