



## Finance Monthly Closing Dates – FY2019

Month	Fiscal Period	ACTUALS Ledger Closing Date	ADJUST Ledger Closing Date
July, 2018	1	08/10/2018	08/17/2018
August	2	09/07/2018	09/14/2018
September	3	10/05/2018	<b>10/19/2018</b>
October	4	11/09/2018	11/16/2018
November	5	12/07/2018	12/14/2018
December	6	<b>* 01/11/2019</b>	<b>* 01/18/2019</b>
January, 2019	7	02/08/2019	02/15/2019
February	8	03/08/2019	03/15/2019
March	9	04/05/2019	<b>04/19/2019</b>
April	10	05/10/2019	05/17/2019
May	11	06/07/2019	06/14/2019
June	12	<b>** 07/12/2019</b>	<b>** 07/31/2019</b>

### Rules for Determination of Close Dates:

- If the first day of a calendar month falls on a Sunday, Monday, or Tuesday, then the month end close will be the Friday of that week; otherwise, it will fall on the following Friday.
- The Friday for year-end close is the Friday of split payroll week.

### Logic for ADJUST Ledger Close:

- The ADJUST ledger will close 1 week after the ACTUALS ledger closes. For the quarter close, the ADJUST ledger will close 2 weeks after the ACTUALS ledger closes.
- For Fiscal Year End, it will close at the last day of July.

### Additional Notes:

- \* For the December month end close, due to the short week in January, the ACTUALS ledger will close one week later to allow for more time to process transactions. The ADJUST ledger will close one week later.
- \*\* The FY2019 ACTUALS Ledger will close on Friday, 07/12/2019 while the ADJUST Ledger, for all campuses, will be 07/31/2019.

### Worcester Business Units:

- UMWOR, WUMMF, WCCCP, WCPSP, WCS00, WCS01, WCS03 thru WCS11, EL600, EL610 and EL650.
- WCS02 will be located in Amherst, but belongs to WCCCP.