

**Berea College
Financial Affairs
General Ledger Closing Schedule
FY 16-17**

Below is the 2016-17 General Ledger Schedule of Closing and Report Dates. **All data to be posted for the month MUST be in the Office of Financial Affairs by 5:00 p.m. on the CLOSING DATE in order to be included in the monthly report.** To ensure last minute items are received promptly, please HAND DELIVER such items to the Office of Financial Affairs from the last day of the month to the closing date.

If you are a department that relies on someone else to prepare a journal entry, please allow that person enough work time to meet the **CLOSING DATE**.

Please Note: **Departments are responsible for printing or viewing their financial reports.** Generally, reports are available on the Report Date listed below. Banner users will receive monthly email notifications when the ledger closes.

<u>MONTH</u>	<u>PERIOD</u>	<u>CLOSE DATE</u>	<u>PRINT DATE</u>
July	01	Aug. 5	Aug. 10
August	02	Sept. 7	Sept. 12
September	03	Oct. 7	Oct. 12
October	04	Nov. 7	Nov. 10
November	05	Dec. 7	Dec. 12
December	06	Jan. 6	Jan. 11
January	07	Feb. 7	Feb. 10
February	08	Mar. 7	Mar. 10
March	09	Apr. 7	Apr. 12
April	10	May 5	May 10
May	11	Jun. 7	Jun. 12

The close date is typically the 5th work day of the month and the report date will normally fall on the 8th work day of the month.

A supplemental FY 16-17 Year-End Schedule will be distributed at a later date.