

**Berea College
Finance Office
General Ledger Closing Schedule
FY 19-20**

Below is the 2019-20 General Ledger Schedule of Closing and Report Dates. **All data to be posted for the month MUST be in the Finance Office 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 Finance Office 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. 7 | Aug. 12 |
| August | 02 | Sept. 6 | Sept. 11 |
| September | 03 | Oct. 7 | Oct. 10 |
| October | 04 | Nov. 7 | Nov. 12 |
| November | 05 | Dec. 6 | Dec. 11 |
| December | 06 | Jan. 8 | Jan. 13 |
| January | 07 | Feb. 7 | Feb. 12 |
| February | 08 | Mar. 6 | Mar. 11 |
| March | 09 | Apr. 7 | Apr. 10 |
| April | 10 | May 7 | May 12 |
| May | 11 | Jun. 5 | Jun. 10 |

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 19-20 Year-End Schedule will be distributed at a later date.