

**Northwestern University**  
**NUFinancials General Ledger Closing Schedule**  
**Fiscal Year 2025**

			<b>Deadline for Portal Journals: NUPortal locked at 5 p.m. <sup>2, 3, 4</sup></b>		<b>Reporting Available <sup>5</sup></b>	
<b>Fiscal Year</b>	<b>Accounting Period <sup>1</sup></b>	<b>Month</b>	<b>Date</b>	<b>Weekday</b>	<b>Date</b>	<b>Weekday</b>
2025	1	September	October 3	Thursday	October 7	Monday
2025	2	October	November 5	Tuesday	November 7	Thursday
2025	3	November	December 4	Wednesday	December 6	Friday
2025	4	December	January 6	Monday	January 8	Wednesday
2025	5	January	February 5	Wednesday	February 7	Friday
2025	6	February	March 5	Wednesday	March 7	Friday
2025	7	March	April 3	Thursday	April 7	Monday
2025	8	April	May 5	Monday	May 7	Wednesday
2025	9	May	June 4	Wednesday	June 6	Friday
2025	10	June	July 3	Thursday	July 8	Tuesday
2025	11	July	August 5	Tuesday	August 7	Thursday
2025	12	August	September 15	Monday	September 29	Monday
2026	1	September	October 3	Friday	October 7	Tuesday

**Notes on Closing:**

1. The accounting period begins on the first of each month; processing transactions for that month may occur up to 10 business days prior to the first of the month. However, the appropriate accounting period to match the month of activity should be used in journal and transaction processing.
2. Includes Recharge/Interface journal deadline (previously noted separately.) These journals must be processed and approved by 5 p.m.
3. After 5 p.m., portal users will be unable to create or modify journals for the accounting period to be closed. Accounting Services will delete all "actuals" journal entries for the accounting period to be closed that have not been approved through workflow & posted prior to 5 p.m.
4. The accounting period closing process for NUFinancials is a progressive series of cutoffs due to system requirements.  
A series of specialized programs are run to consolidate data from subsystems into the ledger; no new data can be introduced into the subsystems and ledger during this period and all data must be valid (journal status), valid (budget status) or deleted.
5. Final COGNOS reporting of the closed period data is available after the successful closing of all subsystems and overnight interface to COGNOS.

Effective 05/31/2025