



Finance Monthly Closing Dates – FY2025

Month	Fiscal Period	ACTUALS Ledger Closing Date	ADJUST Ledger Closing Date
July, 2024	1	08/09/2024	08/16/2024
August	2	09/13/2024	09/20/2024
September	3	10/11/2024	10/25/2024
October	4	11/08/2024	11/15/2024
November	5	12/06/2024	12/13/2024
December	6	01/10/2025	01/24/2025
January, 2025	7	02/07/2025	02/14/2025
February	8	03/07/2025	03/14/2025
March	9	04/11/2025	04/25/2025
April	10	05/09/2025	05/16/2025
May	11	06/06/2025	06/13/2025
June	12	07/18/2025	07/31/2025

Rules for Determination of Close Dates:

- There must be at least 5 business days after the month end to close the actual ledger. If there are less than 5 business days the ledger close will go out to the next Friday.
- The Friday for year-end close is the Friday of the split payroll week.
- Ledger closes are scheduled for Friday's due to the length of time it takes for monthly reports to run after closing.

Logic for ADJUST Ledger:

- The ADJUST ledger will be used for the monthly/quarterly adjustments after the ACTUALS ledger has closed.
- 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 on the last workday of July.

Logic for Period 998:

- Period 998 is for annual adjustments.
- This period will open on April 1st and will close on August 30, 2025.
- After the period is closed, any additional adjustments will need to be requested thru the Associate Controller in the President's Office.



Additional Notes on Business Units:

Worcester Business Units:

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

Building Authority & Foundation Business Units:

- UMBLD, EL900, UMFND business units will follow the same closing schedule outlined above. Activities will be booked at the President's Office on a quarterly/annual basis. These business units are shared across campuses and are identified by campus using the department number. Below is the list of departments:
 - o AMH1000000 - Amherst
 - o BOS1000000 - Boston
 - o CEN1000000 – President's Office
 - o DAR1000000 – Dartmouth
 - o LOW1000000 – Lowell
 - o WOR1000000 – Worcester

UMass Global Business Units:

- UMGLB, UMCBE and EL800 business units will follow the same closing schedule outlined above. Activities will be booked at the President's Office on a quarterly/annual basis.

ULARC – Umass Lowell Applied Research:

- ULARC business unit will follow the same closing schedule outlined above. Activities will be booked by the Lowell campus on quarterly/annual basis.