# Month-End Close Timeline

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
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| -1 Business Day | • Complete and approve all transactions as usual  
                     • Review dashboard and fix errored transactions  
                     • Load bank statements and reconcile in Cash Management  
                     • PPM Project and Award performance data |
| Last Business Day of Period | • Open next period for all ledgers |
| 1st Business Day | • Allocate depreciation  
                     • Close period |
| 2nd Business Day | • Transfer balances  
                     • Release from restrictions (NAC 45)  
                     • Close current/open next period |
| 3rd Business Day | • Generate and review reports  
                     • Write off bad debt  
                     • Close current/open next period |
| 4th Business Day | • Submit all external transaction uploads  
                     • Manually reconcile transactions  
                     • No cash management activity allowed while g/l is being closed |
| 5th Business Day | • Approve all intercompany transactions  
                     • Close intercompany period |
| GL           | • Close current/open next period  
                     • Generate and review reports  
                     • Calculate accruals |
| Payables     | • Open next period for all ledgers |
| PPM          | • Close current/open next period  
                     • Run allocations  
                     • Submit financial reports  
                     • Close GL period for all ledgers  
                     • Add fiscal year to accounting calendar  
                     • Open next encumbrance year and carry forward balances |
| Receivables  | • Post top-side journals, correct errors  
                     • Close GAEL |
| Cash Mgmt.   | • Release from restrictions (NAC 45)  
                     • Close current/open next period |
| Intercompany | • No cash management activity allowed while g/l is being closed  
                     • Close intercompany period |

Yearly or quarterly cadence in teal

**Core Team/System Actor**

- All Modules
- Central Finance
- Payables
- PPM