	POLICY: CMP 106
![NAU Northern Arizona University logo]	Section: 100 General
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Month-End Closing	Effective date: 01/01/2000
	Revision date: 07/30/2025

PURPOSE

To publish the month-end closing date for the PeopleSoft Financials system

SOURCE

University Policy

CMP 106: Month-End Closing Procedures

The PS Financials system month-end closing dates are established by the Comptroller's Office. The close dates are 6 business days after calendar month end. If a split payroll for the month occurs after the close date, the month's split payroll transactions will be posted by the split payroll dates shown below.

Month	Period	Close Date	Split Payroll **
		Fiscal Year 2025	
June	12	TBD	
June	998*	TBD	
		Fiscal Year 2026	
July	1	8/11/25	
August	2	9/9/25	
September	3	10/8/25	10/15/25
October	4	11/10/25	11/12/25
November	5	12/8/25	12/10/25
December	6	1/9/26	
January	7	2/9/26	
February	8	3/9/26	
March	9	4/8/26	4/15/26
April	10	5/8/26	5/13/26
May	11	6/8/26	6/10/26
Fiscal Year End	12	7/13/26 (tentative)	

* Period 998 in PS Financials is an adjustment period used for audit adjustments and typically closes after the Auditor General's Office has finished their year-end financial statement audit. As part of the adjustment period close, the actual fiscal year is closed and balances are rolled forward, including fund "balance forward" amounts shown on Enterprise Reporting status of funds reports.

** Month end close payroll interface date for split payroll transactions per payroll calendar. See earlier close date for all other transactions.
See the PeopleSoft Financials SharePoint site for month-end and other important announcements.

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Reporting:

Month end reports for PS Financials are available in Enterprise Reporting and can be run on demand throughout the month. Enterprise Reporting reports will have an "as of" date to identify the last update for a particular accounting period. Once an accounting period is closed, the last "as of" date for the accounting period should reflect the close date for the period. Please note that on Friday's after the Month End Close, reports will still show the month as being open. This is a timing issue that only effects reporting on the day after the Month End Close.

Reminders:

See important reminders for processing transactions during month end close period below:

- Please make sure **receipts** for goods/services received in closing month are entered before the close date.
- Please approve any **unapproved travel authorizations** and expense reports that were entered and budget checked in closing month before the close.
- Please approve any **unapproved Departmental Journals (IDT, IPT, and IST)** that were entered and budget checked in closing month before the close date. A re-edit process will be run the day after the close to un-budget check closing month journals not approved. Those journals will have to be copied to a new journal as you cannot change the accounting date on journals. See reviewing journal status procedures at: PeopleSoft Financial Training Documentation
- All procurement card transactions for the month must be verified, approved and budget checked as of the date that is transmitted in the reminder e-mail from Purchasing.