

# Important Month-End Deadlines

## Month-end Close Deadlines:



Description	Deadline
Submit Revenue & Expense Journals	Last day of the month
Submit Invoices	Last day of the month
Submit Payment Requisitions	Last day of the month
Submit Budget Transfers	Last day of the month
Submit Revenue Deposits	Daily
Postage-General University Report	3rd business day of next month
Reprographics-General University Report	3rd business day of next month
Telephone-General University Report	3rd business day of next month
Patient Care Services Revenue Reports/Journals	10th business day of next month
Credit Card Reconciliations	

**Benefit:** Adhering to the deadlines will prevent backposting of transactions by closing off earlier periods so preciously reported financial information is not affected.