

Deadline to Create Journals

The deadline to create journals in UFLOR each month is by the end of the day, three days **before** the last business day of the month. This allows for two full business days of review and processing time by the core offices before the month ends.

Fiscal Year 2025

Period	Month	Deadline to Create Journals*	Closing Date
1	July	7/29/2024	8/5/2024
2	August	8/28/2024	9/5/2024
3	September	9/26/2024	10/3/2024
4	October	10/29/2024	11/5/2024
5	November	11/25/2024	12/4/2024
6	December	12/20/2024	1/6/2025
7	January	1/29/2025	2/5/2025
8	February	2/26/2025	3/5/2025
9	March	3/27/2025	4/3/2025
10	April	4/28/2025	5/5/2025
11	May	5/28/2025	6/4/2025
12	June**	6/20/2025 7/2/2025	7/9/2025***

*Users will have until the close of business to complete journals and process them to a V-V status for posting.

**June is an exception due to closing the fiscal year. Journals that involve appropriation funds (101-109, 192, and 196) will have until 6/20/2025 to be entered for the closing fiscal year. All other journals not involving appropriation will have until 7/2/2025.

***Tentative date for closing the month/year