

October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 Begin Escheats activities in accordance with DST guidelines	2	3	4	5
6	7	8	9	10 NCFS 1 Year Anniversary	11	12
13	14 September Certification Due	15 Certification Notifications Send out	16	17	18	19
20	21	22	23	24	25	26
27	28	29 Final Day for September IC Transactions- deadline 10:25am	30 IC Module Closed for September	31 Sep GL Journals due by 10:25 PPRs Oct deadline- 10:25am Open GL & Subledgers* for November Close GL for September	1	2
3	4	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				

November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
					Close Subledgers* for October	
3	4	5	6	7	8	9
	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines					
10	11	12	13	14	15	16
	State Holiday			October Certification Due	Certification Notifications Sent out	
17	18	19	20	21	22	23
	Resolve invoices on hold					
24	25	26	27	28	29	30
	Final Day for October IC Transactions- deadline 10:25am	IC Module Closed for October	Oct GL Journals due by 10:25 PPRs Nov deadline- 10:25am Open GL & Subledgers* for December Close GL for October	State Holiday	State Holiday	
1	2	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				

December 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Close Subledgers* for November	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines				
8	9	10	11	12	13	14
					November Certification Due	
15	16	17	18	19	20	21
	Certification Notifications Sent out		Resolve invoices on hold			
22	23	24	25	26	27	28
		State Holiday	State Holiday	State Holiday	Final Day for November IC Transactions- deadline 10:25am	
29	30	31	1	2	3	4
	IC Module Closed for November	Nov GL Journals due by 10:25 PPRs Dec deadline- 10:25am Deadline to pay 1099 Invoices for CY 2024 Open GL & Subledgers* for December Close GL for October				
5	6	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
			State Holiday	Close Subledgers* for December		
5	6	7	8	9	10	11
	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines					
12	13	14	15	16	17	18
			December Certification Due	Certification Notifications Sent out	Resolve invoices on hold	
19	20	21	22	23	24	25
	State Holiday					
26	27	28	29	30	31	1
			Final Day for December IC Transactions- deadline 10:25am Deadline for 1099 flagging in AP	IC Module Closed for December 2024 IRS 1099 File Generated and filed with IRS	Dec GL Journals due by 10:25 PPRs Jan deadline- 10:25am Open GL & Subledgers* for February Close GL for December	

2	3	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable
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February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Close Subledgers* for January	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines				
9	10	11	12	13	14	15
					January Certification Due	
16	17	18	19	20	21	22
	Certification Notifications Sent out	Resolve invoices on hold				
23	24	25	26	27	28	1
			Final Day for January IC Transactions- deadline 10:25am	IC Module for January Closed	Dec GL Journals due by 10:25 PPRs Feb deadline- 10:25am Open GL & Subledgers* for March Close GL for January	

2	3	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				
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March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
	Close Subledgers* for February	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines				
9	10	11	12	13	14	15
					February Certification Due	
16	17	18	19	20	21	22
	Late Certification Notifications Sent out	Resolve invoices on hold				
23	24	25	26	27	28	29
				Final Day for February IC Transactions- deadline 10:25am	IC Module Closed for February	
30	31	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				
	Jan GL Journals due by 10:25 PPRs Mar deadline- 10:25am 1099 Correction deadline Open GL & Subledgers* for April Close GL for February					

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
		<p>Close Subledgers* for March</p> <p>File 1099 Correction file with IRS</p>		<p>Finally Close POs that won't be invoiced</p> <p>Correct invoices incorrectly keyed to future year PO lines</p>		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	<p>March Certification Due</p>	<p>Late Certification Notifications Sent out</p>		<p>Resolve invoices on hold</p>	<p>State Holiday</p>	
20	21	22	23	24	25	26
27	28	29	30	1	2	3
	<p>Final Day for March IC Transactions- deadline 10:25am</p>	<p>IC Module Closed for March</p>	<p>Feb GL Journals due by 10:25</p> <p>PPRs April deadline- 10:25am</p> <p>Open GL & Subledgers* for May</p> <p>Close GL for March</p>			
4	5	<p>*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable</p>				

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
				Close Subledgers* for April		
4	5	6	7	8	9	10
	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines					
11	12	13	14	15	16	17
			April Certification Due		Late Certification Notifications Sent out	
18	19	20	21	22	23	24
	Resolve invoices on hold					
25	26	27	28	29	30	31
	State Holiday		Final Day for April IC Transactions- deadline 10:25am		IC Module Closed for April Mar GL Journals due by 10:25 PPRs May deadline- 10:25am Open GL & Subledgers* for June Close GL for April	

1	2	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable				
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June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4	5	6	7	
	Close Subledgers* for May	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines	Resolve invoices on hold				
8	9	10	11	12	13	14	
		Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines	Resolve invoices on hold		May Certification Due		
15	16	17	18	19	20	21	
	Late Certification Notifications Sent out	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines	Resolve invoices on hold				
22	23	24	25	26	27	28	
	Finally Close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines		Final Day to Finally Close any POs with uncorrected invoices keyed to future year PO lines. These POs will fail Carry Foward. Resolve invoices on hold	Final Day for May IC Transactions- deadline 10:25am	IC Module Closed for May Final Day to Finally Close POs that should not be carried forward		
29	30	1	2	3	4	5	
	Mar GL Journals due by 10:25 Resolve invoices on hold - Validate or Cancel Open GL & Subledgers* for July Close GL for May						
6	7	*Subledgers - Accounts Payable Fixed Assets, Inventory and Accounts Receivable					