

General Ledger Closing Schedule

Month	Journal Entry & Payroll Adjustment Due Date	Departmental Chargebacks Due Date	G/L Close
December-15	01/04/16	01/05/16	01/08/16
January-16	01/29/16	02/02/16	02/05/16
February-16	02/29/16	03/02/16	03/07/16
March-16	03/31/16	04/04/16	04/07/16
April-16	04/29/16	05/03/16	05/12/16
May-16	05/31/16	06/02/16	06/09/16
	Pay Adjs 6/30/2016		
June-16	Journals 7/5/2016	07/05/16	07/08/16
July-16	07/29/16	08/02/16	08/05/16
August-16	08/31/16	09/02/16	09/08/16
September-16	09/30/16	10/04/16	10/07/16
October-16	10/31/16	11/02/16	11/10/16
November-16	11/30/16	12/02/16	12/08/16
December-16	01/03/17	01/05/17	01/09/17