

2025 Year-End Closing Schedule

June 30, 2025

Pre-Closing

Friday, May 23	Turn on Org Reversion process
Monday, June 2	Campuses/Central Administration generate Closing Reports
Monday, June 30	Last day for billing and encumbrance transactions

First Closing

Friday, July 4	Indiana University recognizes Independence Day
Tuesday, July 8	First closing at 5:00 p.m. Entries submitted to UCO for posting due in by noon. CAMS Processing of GAA's for Fiscal 2025 AP invoices UCO will reverse July Buy.IU invoice transactions posted to the GL if the invoice was dated June 30 or prior and marked payable. Those entries, which include actual expenses and liabilities, and the associated dis-encumbrances, will then be posted back to June (period 12) and appear on the First Closing Reports.
Wednesday, July 9	Publish the First Closing Standard Reports Campuses/Central Administration generate Closing Reports
Thursday, July 10	Run June Depreciation (batch process sets create date for assets created from July 1 through July 10 to June 30, 2025) – Runs at the beginning of the batch cycle

Second Closing/Final Closing

Friday, July 11	Second closing at 5:00 p.m. UCO will reverse July Buy.IU invoice transactions posted to the GL if the invoice was dated June 30 or prior and marked payable. Those entries, which include actual expenses and liabilities, and the associated dis-encumbrances, will then be posted back to June (period 13) and appear on the Final Closing Reports. Last day for 68 Clearing Account Entries All auxiliary vouchers must be entered and approved
Monday, July 14	Campuses/Central Administration generate Closing Reports
Wednesday, July 16	UCO will reverse July Buy.IU invoice transactions posted to the GL if the invoice was dated June 30 or prior and marked payable. Those entries, which include actual expenses and liabilities, and the associated dis-encumbrances, will then be posted back to June (period 13) and appear on the Final Closing Reports.

Thursday, July 17

Final closing at 5:00 p.m.

Friday, July 18

Publish the Final Closing Standard Reports

Campuses/Central Administration generate Closing Reports

Run June Depreciation again (if needed)

Monday, July 21

CAMS Final Snapshots – Run at the end of the previous night’s batch cycle (early Monday morning)

Thursday, July 31

Required year-end closing submission for CRUs due to Campus Controllers

Sub-Certification Checklists due to Campus Controllers

For all IU units, non-system generated transactions \$5M and over must have substantiation attached to the originating document