

July 5, 2023

**MEMORANDUM**

**TO:** Agency Fiscal Officers

**FROM:** Melinda L. Pearson, Director  
General Accounting

**SUBJECT:** Cardinal Period Open/Close Schedule

Following is the Cardinal Period Open/Close Schedule the Department of Accounts will observe for Fiscal Year 2024.

The Period Open Date is the date the General Ledger in Cardinal will be opened to accept data for that particular period. The Pre-Period Close Date is the date files from interface agencies must be received to post in the period being closed. On the Period Close Date only on-line entries and spreadsheet journal entries can be posted in Cardinal for the period being closed. Agencies must establish their own internal cut-off to allow sufficient time for transactions to post in Cardinal by the dates established below. Please pay particular attention to the journal date being entered when two periods are open in the General Ledger module. Deposit Certificate data must be submitted by 5:00 p.m. on the first working day of the next month. Agencies are not required to submit Deposit Certificate documentation to DOA.

**Important Cut-off Times:**

- 6:00 p.m. File transfers must be complete to be included in that night's edit.
- 6:30 p.m. On-line data entry must be complete.

**Changes to this schedule will be communicated on the Cardinal Message Board.**

<b>Period</b>	<b>Period Open Date</b>	<b>Pre-Period Close Date</b>	<b>Period Close Date*</b>
July	-	08/07/2023	08/08/2023
August	07/27/2023	09/07/2023	09/08/2023
September	08/29/2023	10/05/2023	10/06/2023
October	09/27/2023	11/06/2023	11/08/2023
November	10/27/2023	12/07/2023	12/08/2023
December	11/28/2023	01/05/2024	01/08/2024
January	12/27/2023	02/07/2024	02/08/2024
February	01/29/2024	03/07/2024	03/08/2024
March	02/27/2024	04/05/2024	04/08/2024
April	03/27/2024	05/07/2024	05/08/2024
May	04/26/2024	06/06/2024	06/07/2024
June	05/29/2024	07/03/2024	07/04/2024**

\*All entries must be edited, budget checked and posted by 4:00 pm.

\*\* Estimated date for Preliminary Close