

**July 5, 2024**

**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 2025.

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	-	08/07/2024	08/08/2024
August	07/29/2024	09/05/2024	09/06/2024
September	08/28/2024	10/07/2024	10/08/2024
October	09/26/2024	11/06/2024	11/07/2024
November	10/29/2024	12/05/2024	12/06/2024
December	11/25/2024	01/07/2025	01/08/2025
January	12/27/2024	02/06/2025	02/07/2025
February	01/29/2025	03/06/2025	03/07/2025
March	02/26/2025	04/07/2025	04/08/2025
April	03/27/2025	05/07/2025	05/08/2025
May	04/28/2025	06/05/2025	06/06/2025
June	05/28/2025	07/03/2025	07/04/2025**

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

\*\* Estimated date for Preliminary Close