

**The University of Montana – Business Services/Information Systems Support**  
**Month-end Deadlines for Fiscal Period Closings**  
 (July 1, 2024 - June 30, 2025)

| FISCAL YEAR 2025                                                                                                                                        | Fiscal Periods |           |           |           |           |           |           |           |           |           |           |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                                                                                                                                         | JUL<br>01      | AUG<br>02 | SEP<br>03 | OCT<br>04 | NOV<br>05 | DEC<br>06 | JAN<br>07 | FEB<br>08 | MAR<br>09 | APR<br>10 | MAY<br>11 | JUN<br>12 |
| <b>SABHRS MONTH-END CUT-OFFS</b>                                                                                                                        |                |           |           |           |           |           |           |           |           |           |           |           |
| Absolute LAST day to submit documents to Systems to ensure transactions will be entered into SABHRS by the fiscal period closing date.                  | 7/30           | 8/29      | 9/27      | 10/30     | 11/28     | 12/30     | 1/30      | 2/27      | 3/28      | 4/29      | 5/29      | TBA       |
| Last day to post transactions. SABHRS Fiscal Period closes.                                                                                             | 7/31           | 8/30      | 9/30      | 10/31     | 11/29     | 12/31     | 1/31      | 2/28      | 3/31      | 4/30      | 5/30      | TBA       |
| <b>BANNER FINANCE MONTH-END CUT-OFFS **</b>                                                                                                             |                |           |           |           |           |           |           |           |           |           |           |           |
| External feeds <u>MUST</u> BE received by 3pm. (Accounts Receivable, Payroll, IT, Facilities Services, JV uploads, A&F system feeds, etc.)              | 8/6            | 9/6       | 10/4      | 11/6      | 12/10     | 1/7       | 2/6       | 3/6       | 4/4       | 5/6       | 6/10      | TBA       |
| Fiscal period will close at 7 pm. Transaction Dates will change to first day of next period on incomplete documents and documents waiting for approval. | 8/7            | 9/9       | 10/7      | 11/7      | 12/11     | 1/8       | 2/7       | 3/7       | 4/7       | 5/7       | 6/11      | TBA       |

\*\* Dates subject to change – All external feeds must be received before month can be closed. If monthly close is delayed, an announcement will be posted to Business Services announcement listserv.

For any questions, please contact Frank Grady in Missoula Business Services at UM