

**TeamWorks Financials  
FY 2024 CLOSE SCHEDULE**

TeamWorks Accounting Period	Month	Close Date
1	July	Friday 08/11/2023 (Periods 1 & 2 will be opened from 08/01 to 08/11)
2	August	Thursday 08/31/2023
3	September (Federal Year End close) (1st Quarter End)	Friday 10/13/2023 (Periods 3 & 4 will be opened from 10/01 to 10/13)
4	October	Tuesday 10/31/2023
5	November	Thursday 11/30/2023
6	December (2nd Quarter End)	Friday 01/12/2024 <b>(Periods 6 &amp; 7 will be opened from 01/01 to 01/12)</b>
7	January	Wednesday 01/31/2024
8	February	Tuesday 02/29/2024
9	March (3rd Quarter End)	Friday 04/12/2024 <b>(Periods 9 &amp; 10 will be opened from 04/01 to 04/12)</b>
10	April	Tuesday 04/30/2024
11	May	Friday 05/31/2024
12	June (State Year End close) (4th Quarter End)	Saturday 07/13/2024 <b>(Periods 12 &amp; 01 will be opened from 07/01 to 07/12)</b> <b>System will be unavailable beginning Friday 7/12/24 (at 7:00 pm) Thru Monday 7/15/2024 (at 7:00 am)</b>
998*	<b>Adjustment Period</b>	<b>Close I</b> - Monday 07/15/2024 (at 7:00 am) thru Friday 07/19/2024 (at 6:59 pm) <b>Close II</b> - Monday 07/15/2024 (at 7:00 am) thru Friday 08/02/2024 (at 6:59 pm) For the following selected agencies <b>DCH, DHS, DBHDD, DPH, GVRA, DOL, DOE, GFPE, SHBP, and SRTA.</b>
999**	<b>Year-End Close Processing</b>	<b>Close I</b> - Friday 07/19/2024 (at 7:00 pm) thru Monday 07/22/2024 (at 6:59 am) <b>Close II</b> - Friday 08/02/2024 (at 7:00pm) thru Monday 08/05/2024 (at 6:59 am) For the following selected agencies <b>DCH, DHS, DBHDD, DPH, GVRA, DOL, DOE, GFPE, SHBP, and SRTA.</b>

\* TeamWorks has a period "998" which is used for adjusting entries. After the adjusting entries are made in 998, the year-end close period "999" is processed to create beginning balances for the new fiscal year.

\*\* TeamWorks Financials will be unavailable at 7:00 pm on the date specified within the table.