

**Edison Closing Schedule**

After the end of each month, agencies will have the noted number of working / calendar days into the following month to process the items indicated below.

iNovah Month End Reconciliation – 8th calendar day

* iNovah – Closing all batches
* PeopleSoft – Completing all Deposits
* Monthly Reconciliation between iNovah & PeopleSoft

AR / Billing – 10th calendar day

* Clear all outstanding issues remaining through the use of the monthly closing queries

AP Payment Vouchers – 5 working days

* 5th working day – Close of business, AP module will be closed for the prior month. This means that no more transactions can be entered in AP for the prior month and any transactions in error status will have to be changed to the current month.
* Close of business 8th to 10th working day – Any AP vouchers not approved at the agency and/or Accounts must have the Accounting and Budget dates changed from the prior to the current month.

GL – 6 working days

Journal entries (journal vouchers) – 6 working days

Interunit journals – 6 working days (Whoever initiates the transaction needs to do so by the 3rd working day. That will give the other agency 3 working days.)

**Note:** *A separate and special closing schedule is issued annually for year-end (June). This schedule will supplement, and in some cases supersede, the regular monthly closing schedule for June only.*