Example: the December 2026 close, as of Wed Jan 6, 2027 (BD3)

Day 0	Thu Dec 31, 2026	*Period end. Type 1/31/2027 to replay January 2027.*
As of	Wed Jan 6, 2027	*Statuses as of BD3. Jan 1 is a holiday: BD1 = Mon Jan 4.*
FYE month	12	*December year end: Q and annual rows are on.*
Weekend	1	*1 = Saturday and Sunday off.*
Sign-off BD	5	*Sign-off and lock on BD5.*

Tasks in this close	Done	% done	Blocked	Overdue	Due today	Waiting
21	9	43%	1	1	2	8

Planned sign-off	Reviewer = owner rows
Fri Jan 8, 2027	0

Read it bottom up: C-08 missed its BD1 date, so C-11 is Blocked; C-14 waits on C-11 and C-12, which aren't late yet, so it shows Waiting. U shows planned vs actual: C-04 was done 1 business day late.

Same columns and formulas as the Calendar tab, pointed at the cells above instead of Setup. Your edits here don't touch your own calendar.

ID	Phase	Task	Frequency	In this close?	Owner	Reviewer	Close day	Day label	Due date	Cutoff time	Depends on 1	Depends on 2	Depends on 3	Status	Done on	Reviewed on	Evidence / link	Notes	Flag	Business days late
C-01	Pre-close	Publish the dated close calendar and department deadlines	Monthly	Yes	Controller	CFO	-7	BD-7	Tue Dec 22	12:00 PM				Done	Tue Dec 22	Tue Dec 22	Calendar email, Dec 22		Done	0
C-02	Pre-close	Reconcile bank and card accounts through Dec 28	Monthly	Yes	Staff accountant	Accounting manager	-3	BD-3	Tue Dec 29	12:00 PM				Done	Tue Dec 29	Tue Dec 29	Bank rec folder / Dec 28		Done	0
C-03	Pre-close	Draft recurring entries; roll forward reconciliation files	Monthly	Yes	Senior accountant	Accounting manager	-3	BD-3	Tue Dec 29	5:00 PM				Done	Tue Dec 29	Wed Dec 30	Recurring JE batch		Done	0
C-04	Pre-close	Collect expense reports and department accrual confirmations	Monthly	Yes	AP accountant	Controller	-2	BD-2	Wed Dec 30	5:00 PM	C-01			Done	Thu Dec 31	Thu Dec 31	Accrual confirmations log	Two confirmations a day late	Done	1
C-05	Cutoff	Run the final December billing	Monthly	Yes	Accounting manager	Controller	-1	BD-1	Thu Dec 31	5:00 PM				Done	Thu Dec 31	Thu Dec 31	Billing run report		Done	0
C-06	Subledgers	Enter December vendor invoices; build received-not-invoiced list	Monthly	Yes	AP accountant	Accounting manager	1	BD1	Mon Jan 4	5:00 PM	C-04			Done	Mon Jan 4	Tue Jan 5	RNI list v1		Done	0
C-07	Cash	Import and match final bank and card activity	Monthly	Yes	Staff accountant	Senior accountant	1	BD1	Mon Jan 4	5:00 PM	C-02			Done	Mon Jan 4	Mon Jan 4	Bank match report		Done	0
C-08	Subledgers	Get the payroll register and bonus file from HR	Monthly	Yes	Accounting manager	Controller	1	BD1	Mon Jan 4	12:00 PM				In progress				Bonus file still missing from HR	Overdue	
C-09	Cash	Finish bank, card, and cash reconciliations	Monthly	Yes	Staff accountant	Accounting manager	2	BD2	Tue Jan 5	12:00 PM	C-07			Done	Tue Jan 5	Tue Jan 5	Bank rec workpapers		Done	0
C-10	Subledgers	Tie AP, AR, and deferred revenue subledgers to the GL	Monthly	Yes	Senior accountant	Controller	2	BD2	Tue Jan 5	5:00 PM	C-06	C-09		Done	Tue Jan 5	Wed Jan 6	Subledger tie-out file		Done	0
C-11	Accruals and adjustments	Post payroll, bonus, and unbilled-cost accruals	Monthly	Yes	AP accountant	Controller	3	BD3	**Wed Jan 6**	12:00 PM	C-06	C-08		Not started				Needs the bonus file (C-08)	Blocked	
C-12	Accruals and adjustments	Post depreciation, prepaid, revenue, and intercompany entries	Monthly	Yes	Senior accountant	Controller	3	BD3	**Wed Jan 6**	5:00 PM	C-10			In progress					Due today	
C-13	Review	Prepare remaining balance sheet reconciliations	Monthly	Yes	Staff accountant	Accounting manager	4	BD4	Thu Jan 7	10:00 AM	C-12			Not started					Waiting	
C-14	Review	Run the preliminary trial balance; explain flux over threshold	Monthly	Yes	Accounting manager	Controller	4	BD4	Thu Jan 7	12:00 PM	C-11	C-12		Not started					Waiting	
C-15	Review	Review reconciliations and flux; return notes	Monthly	Yes	Controller	CFO	4	BD4	Thu Jan 7	5:00 PM	C-13	C-14		Not started					Waiting	
C-16	Reporting	Clear review notes, post final entries, and draft statements	Monthly	Yes	Accounting manager	Controller	5	BD5	Fri Jan 8	12:00 PM	C-15			Not started					Waiting	
C-17	Reporting	Approve the financial statements	Monthly	Yes	Controller	CFO	5	BD5	Fri Jan 8	3:00 PM	C-16			Not started					Waiting	
C-18	Lock	Lock the period and send the reporting pack	Monthly	Yes	Controller	CFO	5	BD5	Fri Jan 8	5:00 PM	C-17			Not started					Waiting	
C-19	Quarter-end	Quarterly flux vs prior quarter and prior year	Quarterly	Yes	Accounting manager	Controller	4	BD4	Thu Jan 7	5:00 PM	C-14			Not started					Waiting	
C-20	Year-end	Fixed asset roll-forward and physical verification review	Annual	Yes	Senior accountant	Controller	3	BD3	**Wed Jan 6**	5:00 PM				In progress				Count sheets back from 2 sites	Due today	
C-21	Year-end	Assemble auditor schedules (PBC list)	Annual	Yes	Accounting manager	Controller	10	BD10	Fri Jan 15	5:00 PM	C-18			Not started					Waiting	

Close dates, November 2026 to December 2028

Every close in one table. Uses the Holidays tab, weekend code 1 and sign-off on BD5 from Setup. Day 0 = last calendar day of the month; BD-1 = last working day of the month.

Holidays: OPM observed US federal holidays, checked Nov 8, 2026. Add the rest of the 2029 list before planning closes in 2029.

Month closed	Day 0	Send calendar (BD-7)	Pre-close start (BD-3)	BD-1	BD1	BD3	Sign-off	BD10	Calendar days, Day 0 to sign-off	Holidays, Day 0 to sign-off	Quarter-end?	Year-end?
Nov 2026	Mon Nov 30	Thu Nov 19	Wed Nov 25	Mon Nov 30	Tue Dec 1	Thu Dec 3	**Mon Dec 7**	Mon Dec 14	7	0	No	No
Dec 2026	**Thu Dec 31**	**Tue Dec 22**	**Tue Dec 29**	**Thu Dec 31**	**Mon Jan 4**	**Wed Jan 6**	**Fri Jan 8**	**Fri Jan 15**	**8**	**1**	**Yes**	**Yes**
Jan 2027	Sun Jan 31	Thu Jan 21	Wed Jan 27	Fri Jan 29	Mon Feb 1	Wed Feb 3	**Fri Feb 5**	Fri Feb 12	5	0	No	No
Feb 2027	Sun Feb 28	Thu Feb 18	Wed Feb 24	Fri Feb 26	Mon Mar 1	Wed Mar 3	**Fri Mar 5**	Fri Mar 12	5	0	No	No
Mar 2027	Wed Mar 31	Tue Mar 23	Mon Mar 29	Wed Mar 31	Thu Apr 1	Mon Apr 5	**Wed Apr 7**	Wed Apr 14	7	0	**Yes**	No
Apr 2027	Fri Apr 30	Thu Apr 22	Wed Apr 28	Fri Apr 30	Mon May 3	Wed May 5	**Fri May 7**	Fri May 14	7	0	No	No
May 2027	Mon May 31	Thu May 20	Wed May 26	Fri May 28	Tue Jun 1	Thu Jun 3	**Mon Jun 7**	Mon Jun 14	7	0	No	No
Jun 2027	Wed Jun 30	Tue Jun 22	Mon Jun 28	Wed Jun 30	Thu Jul 1	Tue Jul 6	**Thu Jul 8**	Thu Jul 15	8	1	**Yes**	No
Jul 2027	Sat Jul 31	Thu Jul 22	Wed Jul 28	Fri Jul 30	Mon Aug 2	Wed Aug 4	**Fri Aug 6**	Fri Aug 13	6	0	No	No
Aug 2027	Tue Aug 31	Mon Aug 23	Fri Aug 27	Tue Aug 31	Wed Sep 1	Fri Sep 3	**Wed Sep 8**	Wed Sep 15	8	1	No	No
Sep 2027	Thu Sep 30	Wed Sep 22	Tue Sep 28	Thu Sep 30	Fri Oct 1	Tue Oct 5	**Thu Oct 7**	Fri Oct 15	7	0	**Yes**	No
Oct 2027	Sun Oct 31	Thu Oct 21	Wed Oct 27	Fri Oct 29	Mon Nov 1	Wed Nov 3	**Fri Nov 5**	Mon Nov 15	5	0	No	No
Nov 2027	Tue Nov 30	Fri Nov 19	Fri Nov 26	Tue Nov 30	Wed Dec 1	Fri Dec 3	**Tue Dec 7**	Tue Dec 14	7	0	No	No
Dec 2027	Fri Dec 31	Tue Dec 21	Tue Dec 28	Thu Dec 30	Mon Jan 3	Wed Jan 5	**Fri Jan 7**	Fri Jan 14	7	0	**Yes**	**Yes**
Jan 2028	Mon Jan 31	Fri Jan 21	Thu Jan 27	Mon Jan 31	Tue Feb 1	Thu Feb 3	**Mon Feb 7**	Mon Feb 14	7	0	No	No
Feb 2028	Tue Feb 29	Fri Feb 18	Fri Feb 25	Tue Feb 29	Wed Mar 1	Fri Mar 3	**Tue Mar 7**	Tue Mar 14	7	0	No	No
Mar 2028	Fri Mar 31	Thu Mar 23	Wed Mar 29	Fri Mar 31	Mon Apr 3	Wed Apr 5	**Fri Apr 7**	Fri Apr 14	7	0	**Yes**	No
Apr 2028	Sun Apr 30	Thu Apr 20	Wed Apr 26	Fri Apr 28	Mon May 1	Wed May 3	**Fri May 5**	Fri May 12	5	0	No	No
May 2028	Wed May 31	Mon May 22	Fri May 26	Wed May 31	Thu Jun 1	Mon Jun 5	**Wed Jun 7**	Wed Jun 14	7	0	No	No
Jun 2028	Fri Jun 30	Thu Jun 22	Wed Jun 28	Fri Jun 30	Mon Jul 3	Thu Jul 6	**Mon Jul 10**	Mon Jul 17	10	1	**Yes**	No
Jul 2028	Mon Jul 31	Fri Jul 21	Thu Jul 27	Mon Jul 31	Tue Aug 1	Thu Aug 3	**Mon Aug 7**	Mon Aug 14	7	0	No	No
Aug 2028	Thu Aug 31	Wed Aug 23	Tue Aug 29	Thu Aug 31	Fri Sep 1	Wed Sep 6	**Fri Sep 8**	Fri Sep 15	8	1	No	No
Sep 2028	Sat Sep 30	Thu Sep 21	Wed Sep 27	Fri Sep 29	Mon Oct 2	Wed Oct 4	**Fri Oct 6**	Mon Oct 16	6	0	**Yes**	No
Oct 2028	Tue Oct 31	Mon Oct 23	Fri Oct 27	Tue Oct 31	Wed Nov 1	Fri Nov 3	**Tue Nov 7**	Wed Nov 15	7	0	No	No
Nov 2028	Thu Nov 30	Tue Nov 21	Tue Nov 28	Thu Nov 30	Fri Dec 1	Tue Dec 5	**Thu Dec 7**	Thu Dec 14	7	0	No	No
Dec 2028	Sun Dec 31	Wed Dec 20	Wed Dec 27	Fri Dec 29	Tue Jan 2	Thu Jan 4	**Mon Jan 8**	Tue Jan 16	8	1	**Yes**	**Yes**