

evidence  
action

2024 Monthly Close Tracker

Task	Region	Owner	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Current Month's Entries Booked	US	Loveslyn	02-14-24	02-14-24	03-12-24	03-12-24	04-15-24	04-15-24	05-13-24	05-13-24	06-11-24	06-11-24	07-15-24	07-15-24	08-12-24	08-12-24	09-11-24		10-15-24		11-11-24		12-10-24		01-15-25	
Current Month's Entries Booked	Africa	Carol	02-14-24	02-14-24	03-12-24	03-12-24	04-15-24	04-15-24	05-13-24	05-13-24	06-11-24	06-11-24	07-15-24	07-15-24	08-12-24	08-12-24	09-11-24		10-15-24		11-11-24		12-10-24		01-15-25	
Quarterly Allocations Booked	Africa	Carol	N/A	N/A	N/A	N/A	04-15-24	04-15-24	N/A	N/A	N/A	N/A	07-15-24	07-23-24	N/A	N/A	N/A		10-15-24		N/A		N/A		01-15-25	
Consolidation	Global	Alexis	02-14-24	02-14-24	03-12-24	03-12-24	04-15-24	04-15-24	05-13-24	05-13-24	06-11-24	06-11-24	07-15-24	07-15-24	08-12-24	08-12-24	09-11-24		10-15-24		11-11-24		12-10-24		01-15-25	
Soft Close: Direct Revenue & Expense Reports Issued to Programs	Global	Alexis	02-14-24	02-14-24	03-12-24	03-12-24	04-15-24	04-15-24	05-13-24	05-13-24	06-11-24	06-11-24	07-15-24	07-15-24	08-12-24	08-12-24	09-11-24		10-15-24		11-11-24		12-10-24		01-15-25	
Direct Revenue & Expenses Reviewed by Programs and Adjustments Submitted to Finance	Global	Program Teams	02-20-24	2/20/24	03-15-24	3/15/24	04-18-24	04-18-24	05-16-24	05-20-24	06-14-24	06-14-24	07-19-24	07-19-24	08-15-24	08-15-24	09-16-24		10-19-24		11-14-24		12-13-24		01-21-25	
Direct Expenses Reviewed by Departments and Adjustments Submitted to Finance	Global	Department Teams	02-20-24	2/20/24	03-15-24	3/15/24	04-18-24	04-18-24	05-16-24	05-20-24	06-14-24	06-14-24	07-19-24	07-19-24	08-15-24	08-15-24	09-16-24		10-19-24		11-14-24		12-13-24		01-21-25	
Program/Department Requested Adjustments Booked	US	Loveslyn	02-21-24	02-21-24	03-18-24	3/18/24	04-22-24	04-22-24	05-17-24	05-20-24	06-17-24	06-17-24	07-19-24	07-19-24	08-16-24	08-16-24	09-17-24		10-21-24		11-15-24		12-16-24		01-22-25	
Program/Department Requested Adjustments Booked	Africa	Scopeter, Friday, Carol	02-21-24	02-21-24	03-18-24	3/18/24	04-22-24	04-22-24	05-17-24	05-17-24	06-17-24	06-17-24	07-19-24	07-19-24	08-16-24	08-16-24	09-17-24		10-21-24		11-15-24		12-16-24		01-22-25	
Reconciliation	Global	Alexis	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-20-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	
US Fringe Allocation Booked	US	Laura	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-20-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	
Reconciliation	Global	Alexis	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-20-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	
IDC Allocation Booked	Global	Laura	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-20-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	
Reconciliation	Global	Alexis	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-20-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	
Hard Close: Final Reports Issued to Programs	Global	Alexis	02-22-24	02-22-24	03-19-24	03-19-24	04-23-24	04-23-24	05-20-24	05-21-24	06-19-24	06-19-24	07-23-24	07-23-24	08-20-24	08-20-24	09-18-24		10-22-24		11-18-24		12-17-24		01-23-25	