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| **Financials Month Close March 2024 / Financials Month Open April 2024** |
| FRIDAY, MARCH 15TH  | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger  |
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| TUESDAY, MARCH 26TH  | \*Final MARCH Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, MARCH 20TH  | \*Final MARCH Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **FRIDAY, MARCH 29TH**  | \*Final Banner transactions for MARCH will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for MARCH |
| \*Final MARCH Month-End transactions in Workday – Business Assets, Expenses, Procurement and Supplier Accounts |
| \*Final Payroll Encumbrances (ENC) posts to the ledger |
| \*Final Express Direct Retro (EDR) posts to the ledger |
| \*Final Flat Rate Fringe (FRF) transactions will post to the ledger |
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| MONDAY, APRIL 1ST  | \*All Workday Areas open for **APRIL** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for MARCH-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews MARCH Operational Journals in Error |
| \*Financial Accounting Team Finalizes MARCH Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes MARCH Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for MARCH. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.** |
| \*Financial Accounting closed for MARCH (4 pm) |
| \*GTRI Month-End Extracts for MARCH - after all MARCH Operational Journals in Error are fixed & posted to ledger |
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| TUESDAY, APRIL 2ND  | \*GTRI Month-End Close for MARCH begins |
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| WEDNESDAY, APRIL 3RD  | \*GTRI Month-End Close for MARCH continues |
| \*Grants & Contracts begins Month-End Close for MARCH  |
| \*Restricted Gifts Month-End Close for MARCH begins - GTF/GTRC/GTARC |
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| THURSDAY, APRIL 4TH  | \*GTRI Month-End Close for MARCH continues  |
| \*Grants & Contracts Month-End close for MARCH continues |
| \*Restricted Gifts Month-End Close for MARCH - GTF/GTRC/GTARC continues |
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| FRIDAY, APRIL 5TH  | \*GTRI Month-End Close complete |
| \*Grants & Contracts Month-End Close complete |
| \*Restricted Gifts Month-End Close complete - GTF/GTRC/GTARC |
| \*All Ad-Hoc Bank transactions complete |
| \*Preliminary Review of MARCH Month-End Close Activities |
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| MONDAY, APRIL 8TH  | \*Month-End Close for MARCH continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of MARCH Month-End Close Activities |
| \*Financial Accounting Ledger Closed for MARCH |