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| **Financials Month Close July 2024 / Financials Month Open August 2024** | |
| MONDAY, JULY 15TH | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger |
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| MONDAY, JULY 29TH | \*Final JULY Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, JULY 24TH | \*Final JULY Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **WEDNESDAY, JULY 31ST** | \*Final Banner transactions for JULY will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for JULY |
| \*Final JULY 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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| THURSDAY, AUGUST 1ST | \*All Workday Areas open for **AUGUST** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for JULY-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews JULY Operational Journals in Error |
| \*Financial Accounting Team Finalizes JULY Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes JULY Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for JULY. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.** |
| \*Financial Accounting closed for JULY (4 pm) |
| \*GTRI Month-End Extracts for JULY - after all JULY Operational Journals in Error are fixed & posted to ledger |
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| FRIDAY, AUGUST 2ND | \*GTRI Month-End Close for JULY begins |
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| MONDAY, AUGUST 5TH | \*GTRI Month-End Close for JULY continues |
| \*Grants & Contracts begins Month-End Close for JULY |
| \*Restricted Gifts Month-End Close for JULY begins - GTF/GTRC/GTARC |
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| TUESDAY, AUGUST 6TH | \*GTRI Month-End Close for JULY continues |
| \*Grants & Contracts Month-End close for JULY continues |
| \*Restricted Gifts Month-End Close for JULY - GTF/GTRC/GTARC continues |
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| WEDNESDAY, AUGUST 7TH | \*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 JULY Month-End Close Activities |
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| FRIDAY, AUGUST 9TH | \*Month-End Close for JULY continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of JULY Month-End Close Activities |
| \*Financial Accounting Ledger Closed for JULY |