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| **Financials Month Close October 2024 / Financials Month Open November 2024** |
| MONDAY, OCTOBER 14TH  | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger  |
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| MONDAY, OCTOBER 28TH  | \*Final OCTOBER Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, OCTOBER 30TH  | \*Final OCTOBER Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **THURSDAY, OCTOBER 31ST**  | \*Final Banner transactions for OCTOBER will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for OCTOBER |
| \*Final OCTOBER 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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| FRIDAY, NOVEMBER 1ST  | \*All Workday Areas open for **NOVEMBER** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for OCTOBER-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews OCTOBER Operational Journals in Error |
| \*Financial Accounting Team Finalizes OCTOBER Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes OCTOBER Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for OCTOBER. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.** |
| \*Financial Accounting closed for OCTOBER (4 pm) |
| \*GTRI Month-End Extracts for OCTOBER - after all OCTOBER Operational Journals in Error are fixed & posted to ledger |
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| MONDAY, NOVEMBER 4TH  | \*GTRI Month-End Close for OCTOBER begins |
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| TUESDAY, NOVEMBER 5TH  | \*GTRI Month-End Close for OCTOBER continues |
| \*Grants & Contracts begins Month-End Close for OCTOBER  |
| \*Restricted Gifts Month-End Close for OCTOBER begins - GTF/GTRC/GTARC |
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| WEDNESDAY, NOVEMBER 6TH  | \*GTRI Month-End Close for OCTOBER continues  |
| \*Grants & Contracts Month-End close for OCTOBER continues |
| \*Restricted Gifts Month-End Close for OCTOBER - GTF/GTRC/GTARC continues |
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| THURSDAY, NOVEMBER 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 OCTOBER Month-End Close Activities |
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| FRIDAY, NOVEMBER 8TH  | \*Month-End Close for OCTOBER continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of OCTOBER Month-End Close Activities |
| \*Financial Accounting Ledger Closed for OCTOBER |