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| **Financials Month Close December 2024 / Financials Month Open January 2025** |
| THURSDAY, DECEMBER 18TH  | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger  |
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| FRIDAY, DECEMBER 20TH  | \*Final DECEMBER Monthly Payroll transactions will post to the ledger. |
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| TUESDAY, DECEMBER 24TH  | \*Final DECEMBER Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **TUESDAY, DECEMBER 31ST**  | \*Final Banner transactions for DECEMBER will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for DECEMBER |
| \*Final DECEMBER 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, JANUARY 2ND  | \*All Workday Areas open for **JANUARY** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for DECEMBER-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews DECEMBER Operational Journals in Error |
| \*Financial Accounting Team Finalizes DECEMBER Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes DECEMBER Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for DECEMBER. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.** |
| \*Financial Accounting closed for DECEMBER (4 pm) |
| \*GTRI Month-End Extracts for DECEMBER - after all DECEMBER Operational Journals in Error are fixed & posted to ledger |
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| FRIDAY, JANUARY 3RD  | \*GTRI Month-End Close for DECEMBER begins |
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| MONDAY, JANUARY 6TH  | \*GTRI Month-End Close for DECEMBER continues |
| \*Grants & Contracts begins Month-End Close for DECEMBER  |
| \*Restricted Gifts Month-End Close for DECEMBER begins - GTF/GTRC/GTARC |
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| TUESDAY, JANUARY 7TH  | \*GTRI Month-End Close for DECEMBER continues  |
| \*Grants & Contracts Month-End close for DECEMBER continues |
| \*Restricted Gifts Month-End Close for DECEMBER - GTF/GTRC/GTARC continues |
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| WEDNESDAY, JANUARY 8TH  | \*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 DECEMBER Month-End Close Activities |
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| THURSDAY, JANUARY 9TH  | \*Month-End Close for DECEMBER continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of DECEMBER Month-End Close Activities |
| \*Financial Accounting Ledger Closed for DECEMBER |