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| **Financials Month Close January 2025 / Financials Month Open February 2025** | |
| FRIDAY, JANUARY 17TH | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger |
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| WEDNESDAY, JANUARY 29TH | \*Final JANUARY Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, JANUARY 22ND | \*Final JANUARY Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **FRIDAY, JANUARY 31ST** | \*Final Banner transactions for JANUARY will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for JANUARY |
| \*Final JANUARY 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, FEBRUARY 3RD | \*All Workday Areas open for **FEBRUARY** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for JANUARY-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews JANUARY Operational Journals in Error |
| \*Financial Accounting Team Finalizes JANUARY Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes JANUARY Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for JANUARY. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.** |
| \*Financial Accounting closed for JANUARY (4 pm) |
| \*GTRI Month-End Extracts for JANUARY - after all JANUARY Operational Journals in Error are fixed & posted to ledger |
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| TUESDAY, FEBRUARY 4TH | \*GTRI Month-End Close for JANUARY begins |
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| WEDNESDAY, FEBRUARY 5TH | \*GTRI Month-End Close for JANUARY continues |
| \*Grants & Contracts begins Month-End Close for JANUARY |
| \*Restricted Gifts Month-End Close for JANUARY begins - GTF/GTRC/GTARC |
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| THURSDAY, FEBRUARY 6TH | \*GTRI Month-End Close for JANUARY continues |
| \*Grants & Contracts Month-End close for JANUARY continues |
| \*Restricted Gifts Month-End Close for JANUARY - GTF/GTRC/GTARC continues |
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| FRIDAY, FEBRUARY 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 JANUARY Month-End Close Activities |
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| MONDAY, FEBRUARY 10TH | \*Month-End Close for JANUARY continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of JANUARY Month-End Close Activities |
| \*Financial Accounting Ledger Closed for JANUARY |