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| **Financials Month Close April 2025 / Financials Month Open May 2025** |
| MONDAY, APRIL 14TH  | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger  |
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| MONDAY, APRIL 28TH  | \*Final APRIL Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, APRIL 30TH  | \*Final APRIL Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **WEDNESDAY, APRIL 30TH**  | \*Final Banner transactions for APRIL will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for APRIL |
| \*Final APRIL 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, MAY 1ST  | \*All Workday Areas open for **MAY** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for APRIL-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews APRIL Operational Journals in Error |
| \*Financial Accounting Team Finalizes APRIL Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes APRIL Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for APRIL. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are Canceled.** |
| \*Financial Accounting closed for APRIL (4 pm) |
| \*GTRI Month-End Extracts for APRIL - after all APRIL Operational Journals in Error are fixed & posted to ledger |
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| FRIDAY, MAY 2ND  | \*GTRI Month-End Close for APRIL begins |
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| MONDAY, MAY 5TH  | \*GTRI Month-End Close for APRIL continues |
| \*Grants & Contracts begins Month-End Close for APRIL  |
| \*Restricted Gifts Month-End Close for APRIL begins - GTF/GTRC/GTARC |
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| TUESDAY, MAY 6TH  | \*GTRI Month-End Close for APRIL continues  |
| \*Grants & Contracts Month-End close for APRIL continues |
| \*Restricted Gifts Month-End Close for APRIL - GTF/GTRC/GTARC continues |
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| WEDESDAY, MAY 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 APRIL Month-End Close Activities |
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| FRIDAY, MAY 9TH  | \*Month-End Close for APRIL continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of APRIL Month-End Close Activities |
| \*Financial Accounting Ledger Closed for APRIL |