|  |
| --- |
| **Financials Month Close May 2025 / Financials Month Open June 2025** |
| WEDNESDAY, MAY 14TH  | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger  |
|  |  |
| FRIDAY, MAY 23RD  | \*Final MAY Monthly Payroll transactions will post to the ledger. |
|  |  |
| WEDNESDAY, MAY 28TH  | \*Final MAY Bi-Weekly Monthly Payroll transactions posted to the ledger |
|  |  |
| **FRIDAY, MAY 30TH**  | \*Final Banner transactions for MAY will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for MAY |
| \*Final MAY 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 |
|  |
| MONDAY, JUNE 2ND  | \*All Workday Areas open for **JUNE** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for MAY-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews MAY Operational Journals in Error |
| \*Financial Accounting Team Finalizes MAY Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes MAY Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for MAY. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are Canceled.** |
| \*Financial Accounting closed for MAY (4 pm) |
| \*GTRI Month-End Extracts for MAY - after all MAY Operational Journals in Error are fixed & posted to ledger |
|  |  |
| TUESDAY, JUNE 3RD  | \*GTRI Month-End Close for MAY begins |
|  |  |
| WEDNESDAY, JUNE 4TH  | \*GTRI Month-End Close for MAY continues |
| \*Grants & Contracts begins Month-End Close for MAY  |
| \*Restricted Gifts Month-End Close for MAY begins - GTF/GTRC/GTARC |
|  |  |
| THURSDAY, JUNE 5TH  | \*GTRI Month-End Close for MAY continues  |
| \*Grants & Contracts Month-End close for MAY continues |
| \*Restricted Gifts Month-End Close for MAY - GTF/GTRC/GTARC continues |
|  |  |
| FRIDAY, JUNE 6TH  | \*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 MAY Month-End Close Activities |
|  |  |
| MONDAY, JUNE 9TH  | \*Month-End Close for MAY continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of MAY Month-End Close Activities |
| \*Financial Accounting Ledger Closed for MAY |