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| **Financials Month Close August 2025 / Financials Month Open September 2025** | |
| THURSDAY, AUGUST 14TH | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger |
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| WEDNESDAY, AUGUST 27TH | \*Final AUGUST Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, AUGUST 20TH | \*Final AUGUST Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **FRIDAY, AUGUST 29TH** | \*Final Banner transactions for AUGUST will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for AUGUST |
| \*Final AUGUST 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, SEPTEMBER 1ST | \*All Workday Areas open for **SEPTEMBER** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for AUGUST-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews AUGUST Operational Journals in Error |
| \*Financial Accounting Team Finalizes AUGUST Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes AUGUST Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for AUGUST. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are Canceled.** |
| \*Financial Accounting closed for AUGUST (4 pm) |
| \*GTRI Month-End Extracts for AUGUST - after all AUGUST Operational Journals in Error are fixed & posted to ledger |
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| TUESDAY, SEPTEMBER 2ND | \*GTRI Month-End Close for AUGUST begins |
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| WEDNESDAY, SEPTEMBER 3RD | \*GTRI Month-End Close for AUGUST continues |
| \*Grants & Contracts begins Month-End Close for AUGUST |
| \*Restricted Gifts Month-End Close for AUGUST begins - GTF/GTRC/GTARC |
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| THURSDAY, SEPTEMBER 4TH | \*GTRI Month-End Close for AUGUST continues |
| \*Grants & Contracts Month-End close for AUGUST continues |
| \*Restricted Gifts Month-End Close for AUGUST - GTF/GTRC/GTARC continues |
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| FRIDAY, SEPTEMBER 5TH | \*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 AUGUST Month-End Close Activities |
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| TUESDAY, SEPTEMBER 9TH | \*Month-End Close for AUGUST continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of AUGUST Month-End Close Activities |
| \*Financial Accounting Ledger Closed for AUGUST |