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| **Financials Month Close September 2025 / Financials Month Open October 2025** | |
| MONDAY, SEPTEMBER 15TH | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger |
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| FRIDAY, SEPTEMBER 26TH | \*Final SEPTEMBER Monthly Payroll transactions will post to the ledger. |
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| WEDNESDAY, SEPTEMBER 17TH | \*Final SEPTEMBER Bi-Weekly Monthly Payroll transactions posted to the ledger |
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| **TUESDAY, SEPTEMBER 30TH** | \*Final Banner transactions for SEPTEMBER will post to the ledger |
| \*Final Workday Integration Loads & EIB Journal Loads for SEPTEMBER |
| \*Final SEPTEMBER 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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| WEDNESDAY, OCTOBER 1ST | \*All Workday Areas open for **OCTOBER** - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (7:00 am) |
| \*All Workday Areas closed for SEPTEMBER-Business Assets, Expenses, Procurement and Supplier Accounts (7:00 am) |
| \*Financial Accounting Team reviews SEPTEMBER Operational Journals in Error |
| \*Financial Accounting Team Finalizes SEPTEMBER Flat Rate Fringe (FRF) Allocations |
| \*Financial Accounting Team Finalizes SEPTEMBER Payroll (Salary Overpayment) Allocation |
| \*Final Workday Accounting and Operational Journal Entries posted to the ledger for SEPTEMBER. **Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are Canceled.** |
| \*Financial Accounting closed for SEPTEMBER (4 pm) |
| \*GTRI Month-End Extracts for SEPTEMBER - after all SEPTEMBER Operational Journals in Error are fixed & posted to ledger |
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| THURSDAY, OCTOBER 2ND | \*GTRI Month-End Close for SEPTEMBER begins |
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| FRIDAY, OCTOBER 3RD | \*GTRI Month-End Close for SEPTEMBER continues |
| \*Grants & Contracts begins Month-End Close for SEPTEMBER |
| \*Restricted Gifts Month-End Close for SEPTEMBER begins - GTF/GTRC/GTARC |
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| MONDAY, OCTOBER 6TH | \*GTRI Month-End Close for SEPTEMBER continues |
| \*Grants & Contracts Month-End close for SEPTEMBER continues |
| \*Restricted Gifts Month-End Close for SEPTEMBER - GTF/GTRC/GTARC continues |
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| TUESDAY, OCTOBER 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 SEPTEMBER Month-End Close Activities |
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| THURSDAY, OCTOBER 9TH | \*Month-End Close for SEPTEMBER continues |
| \*Final Benefits Reconciliation (BFR) Transactions will post to the ledger |
| \*Final Review of SEPTEMBER Month-End Close Activities |
| \*Financial Accounting Ledger Closed for SEPTEMBER |