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| **Financials Month Close JANUARY 2021 / Financials Month Open FEBRURY 2022** | |
| Tuesday, January 25th | \*Monthly Auxiliary Services Allocation journal entry posts to the ledger |
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| Wednesday, January 26th | \*January Bi-Weekly Payroll transactions will post to the ledger |
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| Monday, January 31st | \*Final Workday Integration Loads & EIB Journal Loads for January |
| \* Final January Monthly Payroll transactions posted to the ledger |
| \*Final Banner transactions for January will post to the ledger |
| \*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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| Tuesday, February 1st | \*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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| Wednesday, February 2nd | \*GTRI Month-End Close for January begins |
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| Thursday, February 3rd | \*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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| Friday, February 4th | \*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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| Monday, 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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| Tuesday, February 8th | \*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 |