

Financials Month Close March 2021 / Financials Month Open April 2021

Thursday, March 25	*Monthly Auxiliary Services Allocation journal entry posts to the ledger
	* <u>March</u> Bi-Weekly Payroll transactions will post to the ledger
Monday, March 29	*Final <u>March</u> Monthly Payroll transactions posted to the ledger
Wednesday, March 31	*Final Workday Integration Loads & EIB Journal Loads for <u>March</u>
	*Final Banner transactions for <u>March</u> will post to the ledger
	*Final <u>March</u> 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
Thursday, April 1	*All Workday Areas open for <u>April</u> - Business Assets, Expenses, Financial Accounting, Procurement and Supplier Accounts (6:30 am)
	*All Workday Areas closed for <u>March</u> - Business Assets, Expenses, Procurement and Supplier Accounts (6:30 am)
	*Financial Accounting Team reviews <u>March</u> Operational Journals in Error
	*Financial Accounting Team Finalizes <u>March</u> Flat Rate Fringe (FRF) Allocations
	*Financial Accounting Team Finalizes <u>March</u> Payroll (Salary Overpayment) Allocation
	*Final Workday Accounting and Operational Journal Entries posted to the ledger for <u>March</u> . Any Accounting Journals, Accounting Adjustments or Operational Journals that have not posted to the ledger by 4pm are canceled.
	*Financial Accounting closed for <u>March</u> (4 pm)
	*GTRI Month-End Extracts for <u>March</u> - after all <u>March</u> Operational Journals in Error are fixed & posted to ledger

Friday, April 2	*GTRI Month-End Close for <u>March</u> begins
Monday, April 5	*GTRI Month-End Close for <u>March</u> continues
	*Grants & Contracts begins Month-End Close for <u>March</u>
	*Restricted Gifts Month-End Close for <u>March</u> begins - GTF/GTRC/GTARC
Tuesday, April 6	*GTRI Month-End Close for <u>March</u> continues
	*Grants & Contracts Month-End close for <u>March</u> continues
	*Restricted Gifts Month-End Close for <u>March</u> - GTF/GTRC/GTARC continues
Wednesday, April 7	*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 <u>March</u> Month-End Close Activities
Thursday, April 8	*Month-End Close for <u>March</u> continues
Thursday, April 8	*Final Benefits Reconciliation (BFR) Transactions will post to the ledger
	*Final Review of <u>March</u> Month-End Close Activities
	*Financial Accounting Ledger Closed for <u>March</u>