FINANCE DIVISION

Journal Deadlines and General Ledger Close Dates for Fiscal Year 2022

To ensure the timely processing of transactions in the PeopleSoft Financial System, journal entries for FY 2021 should complete workflow approvals by the dates below to allow finalizing the posting process prior to month-end close. Originators should routinely monitor the workflow approval process for their entries, and if needed, contact the listed approvers and request review in order to meet the monthly deadlines.

DEADLINES FOR FISCAL YEAR 2022

Month-Ending	Journal due date for final Department/Unit Workflow Approval *	*Preliminary* GL Close Date (system processes complete)	Final Review and University GL Close Date	Expired Entries Deletion Date
9/30/2021	10/5/2021 5pm	10/7/2021	10/8/2021	
10/31/2021	11/3/2021 5pm	11/5/2021	11/8/2021	
11/30/2021	12/3/2021 5pm	12/7/2021	12/8/2021	
12/31/2021	1/6/2022 5pm	1/10/2022	1/11/2022	
1/31/2022	2/3/2022 5pm	2/7/2022	2/8/2022	**Expired journals will start to be deleted as soon as the 7th business day of the month**.
2/28/2022	3/3/2022 5pm	3/7/2022	3/8/2022	
3/31/2022	4/5/2022 5pm	4/7/2022	4/8/2022	
4/30/2022	5/4/2022 5pm	5/6/2022	5/9/2022	
5/31/2022	6/3/2022 5pm	6/7/2022	6/8/2022	
6/30/2022	7/6/2022 5pm	7/8/2022	7/11/2022	
7/31/2022	8/3/2022 5pm	8/5/2022	8/8/2022	
8/31/2022	TBD	TBD	TBD	TBD

*All departmental/inter-business unit journals entries, including those between Healthcare and University, must reach Central level workflow approval by 5pm on the dates listed above.

You are encouraged to submit journals entries before the due dates whenever possible. Early submissions aid in keeping the financial system accurate and current. Please note that all Journal Entries on Grants are subject to Emory's Cost Transfer Policy.

Journals should be reviewed after month-end close for entries that did not post.

If a journal does not post during the month specified in the batch header, it will expire. You will need to submit the journal the next month by copying the expired journal, thus creating a new journal in the current period. Supporting documents should be reattached and the current month journal submitted again for workflow approval. Please delete the original expired journal. If the journal is not deleted, all entries from the prior period will be deleted by Finance as soon as the 7th business day of the month.

Thank you for promptly submitting your entries. If you have any questions, please contact compass@emory.edu.