

Emory University

Journal Deadlines and General Ledger Close Dates for Fiscal Year 2018

To ensure the timely processing of transactions in the PeopleSoft Financial System, journal entries for FY 2018 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 2018

Month-Ending	Journal due date for final Department/Unit Workflow Approval *	University GL Close Date	Expired Entries Deletion Date
9/30/2017	10/04/2017 5pm	10/9/2017	10/17/2017
10/31/2017	11/03/2017 5pm	11/8/2017	11/15/2017
11/30/2017	12/05/2017 5pm	12/8/2017	12/15/2017
12/29/2017	1/04/2018 5pm	1/9/2018	1/15/2018
1/31/2018	2/5/2018 5pm	2/8/2018	2/15/2018
2/28/2018	3/5/2018 5pm	3/8/2018	3/15/2018
3/31/2018	4/4/2018 5pm	4/9/2018	Expired journals will start to be deleted as soon as the 7 th business day of the month.
4/28/2018	5/3/2018 5pm	5/8/2018	Expired journals will start to be deleted as soon as the 7 th business day of the month.
5/31/2018	6/5/2018 5pm	6/8/2018	Expired journals will start to be deleted as soon as the 7 th business day of the month.
6/30/2018	7/5/2018 5pm	7/10/2018	Expired journals will start to be deleted as soon as the 7 th business day of the month.
7/31/2018	8/3/2018 5pm	8/8/2018	Expired journals will start to be deleted as soon as the 7 th business day of the month.
8/31/2018	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 start to 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.