January 2016 Oracle General Ledger (GL) Month End Close Schedule:

**Last “Open” Business Day of Old Month January 29, 2016**

* Last "Open" business day for the month of January for cashiering, inventory, payroll, and procurement transactions to be posted to the GL.

**First Business Day of New Month February 1, 2016**

* First business day of the new month, February, will be open for processing of GL transactions. In order to post to the correct period, care must be taken when processing transactions since both Old Month (January) and New Month (February) periods will be open in the GL.

* Last auto feed from satellite and Oracle Financial Module systems for January transactions to the GL at the end of the day.

* Last posting of SPUD Journal Entries for January to GL and OGA (i.e. Reclasses, Cost Transfers, and Service Center charges) at the end of the day.

**Second Business Day of New Month February 2, 2016**

* Manual WebADI Journal Entries can be uploaded with January Accounting (Period) Date.

**Third Business Day of New Month February 3, 2016**

* Cut off for January WebADI Journal Entries - Entries must be submitted and uploaded to the GL no later than 10:00 AM.

* Review questions regarding any WebADI Journal Entry must be resolved by 1:00 PM to be included in the January Month End Close.

* Posting of January WebADI Journal Entries to the GL no later than 1:55 PM.

* Recurring Journal Entries and Mass Allocation Journal Entries for January are posted to GL after 3:00 PM.

* Close Oracle GL January period.

* Updating of IRA Data Warehouse for January GL close transactions begins at 11:00 PM.

**Fourth Business Day of New Month February 4, 2016**

* IRA Financial Reports for January month end will be available at the start of business at 8:00 AM