September 2017 Oracle General Ledger (GL) Month End Close Schedule:

**Last "Open" Business Day of Old Month September 29, 2017**

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

**First Business Day of New Month October 2, 2017**

* First business day of the new month, October, 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 (September) and New Month (October) periods will be open in the GL.

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

* Last posting of SPUD Journal Entries for September 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 October 3, 2017**

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

**Third Business Day of New Month October 4, 2017**

* Cut off for September 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 September Month End Close.

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

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

* Close Oracle GL September period.

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

**Fourth Business Day of New Month October 5, 2017**

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