

Journal Deadlines and General Ledger Close Dates for Fiscal Year 2025

To ensure the timely processing of transactions in the PeopleSoft Financial System, journal entries for FY 2025 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 2025

Month-end Ending	Journal Due Date for Final Department/ Unit Workflow Approved	Preliminary GL Close Date (System Process Complete)	Final Review and University GL Close Date	Expired Entries Deletion Date
9/30/2024	10/03/2024 5pm	10/7/2024	10/8/2024	<i>Expired Journals will be deleted as of 7th business day of the month</i>
10/31/2024	11/05/2024 5pm	11/7/2024	11/9/2024	
11/30/2024	12/04/2024 5pm	12/6/2024	12/9/2024	
12/31/2024	01/06/2025 5pm	1/7/2025	1/9/2025	
1/31/2025	02/05/2025 5pm	2/7/2025	2/10/2025	
2/28/2025	03/05/2025 5pm	3/7/2025	3/10/2025	
3/31/2025	04/03/2025 5pm	4/7/2025	4/8/2025	
4/30/2025	05/05/2025 5pm	5/7/2025	5/8/2025	
5/31/2025	06/04/2024 5pm	6/6/2025	6/9/2025	
6/30/2025	07/07/2025 5pm	7/9/2025	7/10/2025	
7/31/2025	08/05/2025 5pm	8/7/2025	8/8/2025	
8/31/2025	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.