Access to request the termination of Unrestricted indexes is temporarily disabled in the Chart of Accounts Application.

LoboMart purchase requisitions and SPQ's for FY18 for amounts greater than $60,000 must be entered, completed, and approved by the appropriate department.

Departments can begin entering requisitions & Purchasing can begin keying POs in FY19. Please see Completing a LoboMart Requisition for FY19 at: http://purchase.unm.edu/fy19-requisitions.pdf

LoboMart Purchase Requisitions and SPQ's for FY18 between $5,001 and $60,000 must be entered, completed, and approved by departments.

LoboMart Purchase Requisitions for FY18 for $5,000 or less must be entered, completed, and approved by departments. (Note: P-Card purchases through LoboMart can continue through 6/29 for FY18.)

Main All and Branch Campus actual transfer entries using the JET rule class code, must be entered, completed, and approved by departments. OPBA is committed to reviewing and approving or disapproving documents by June 22.

Change Orders to close purchase orders must be submitted to the Purchasing Department. Otherwise, the encumbered balance will be rolled to FY19.

Banner Finance Non-Student AR information must be entered and completed by departments.

FY18 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.

CHROME RIVER Expense Reports and Invoices for FY18 must be submitted by 6/30. Everything submitted after 6/30 will post to FY19.

June Credit Card sales receipt activity should be submitted daily to the Bursar’s Office. All activity for June is due by Monday, 7/2/18. THIS DEADLINE IS NOT RELATED TO YOUR PCARD.

June Bank Deposit Cash reports should be delivered or faxed to Bursar’s Office daily. All activity for June is due by Monday, 7/2/18.

Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.

Purchased goods must be received on or before 6/29, and receiving document must be entered and completed in LoboMart/Banner.

Last day for departments to submit vendor invoices to AP for FY18 payment.

All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/18, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/5/18 5:01 PM - 7/18/18.

Final FY18 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/5/18 5:01 PM - 7/18/18.

Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller’s Office.

Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).

Department Suspense for internal sales batches must be cleared to zero.

Final HSC Allocation entry due to Unrestricted Accounting - HSC

**PAYROLL ENTRIES**

Catastrophic Leave Donation posted to May in Banner, Payroll Encumbrances & Loads 2R11

Payroll Encumbrances & Loads 2R12

Final Payroll Encumbrance Liquidation for 2R & 5R

Final Payroll Encumbrances posted, Annual Leave Accrual FY17 (reversal) and FY18 posted, Payroll Loads 5R6, Payroll Loads 2R13

Payroll Loads 2R14

**FINANCIAL SERVICES & BUDGET OFFICES’ TASKS**

Last day for Budget offices to complete FY19 Original Budget corrections.

HSC Financial Services load of UNH/UNMMG Expenses and Liabilities.

Accounts Payable last day to cut checks for FY18.

Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2018.

Final review of accounting data and journal entries posted by Financial Services Offices.

Final Deferred Grant and Bills processed.

Post FY18 Ending Reserves to FY19 (Unrestricted only).

Year-end endowment entries loaded, Post FY18 Ending Reserves to FY19 (Endowed and Non-Endowed)