Access to the request of 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.

Department Help.umn tickets for IT index billing change requests effective June 1, 2018.

Department Help.umn tickets for IT index billing change requests effective July 1, 2018.

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 6/20 for FY18.)

All Main 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 & Jane Perovich Business Center.

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 must 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.

Final Payroll Encumbrance Liquidation for 2R & 5R

Final HSC Allocation entry due to Unrestricted Accounting - HSC

Payroll Encumbrances & Loads 2R11

Catastrophic Leave Donation posted to May in Banner

Payroll Encumbrances & Loads 2R12

Final Payroll Encumbrance Liquidation for 2R & 5R

FY19 Original Labor Encumbrances posted, Annual Leave Accrual FY17 (reversal) and FY18 posted, Payroll Loads 5R6, Payroll Loads 2R13

Payroll Loads 2R14

Purchased goods must be received on or before 6/29/18, and receiving document must be entered and completed in LoboMart/Banner.

Final FY18 PHAREDS (Labor redistributions) must be completed in Banner by department initiators.

CANNOT key any journal vouchers during the period 7/5/18 5:01 PM - 7/18/18.

July 15th - 7/20

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 FY18 MyReports Finance are available after reconciliations are completed and communicated.

Please see Completing a LoboMart Requisition for FY19 at: http://purchase.unm.edu/fy19-requisitions.pdf

February 15th - 2/28

Please contact the appropriate office listed on the Financial Services Resources website @ http://fssc.unm.edu/ if you need assistance.

Dates are subject to change. Financial Services will email updates to all Finance users as appropriate. Dates in green are completed.

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