### FINANCE Fiscal Year-End 2018 Close Schedule

All daily deadlines are by 5:00 pm unless otherwise noted. Please adhere to the deadlines indicated to ensure that your transactions are processed before the year closes.

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

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

<table>
<thead>
<tr>
<th>Scheduled Task</th>
<th>Department Tasks</th>
<th>Scheduled Day</th>
<th>Finance Services &amp; Budget Officer Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.</strong></td>
<td><strong>MULTIPLE</strong></td>
<td><strong>6/18 - 6/24/18</strong></td>
<td><strong>6/15 - 6/24/18</strong></td>
</tr>
<tr>
<td>LoboMart purchase requisitions and SPQ's for FY18 for amounts greater than $60,000 must be entered, completed, and approved by the appropriate department.</td>
<td><strong>FRIDAY</strong></td>
<td>5/4/18</td>
<td><strong>6/29/18</strong></td>
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<tr>
<td>Department Help.unm tickets for IT index billing change requests effective July 1, 2018.</td>
<td><strong>FRIDAY</strong></td>
<td>6/29/18</td>
<td>N/A</td>
</tr>
<tr>
<td>Department Help.unm tickets for IT index billing change requests effective July 1, 2018.</td>
<td><strong>TUESDAY</strong></td>
<td>6/29/18</td>
<td>N/A</td>
</tr>
<tr>
<td>Departments can begin entering requisitions &amp; Purchasing can begin keying POs in FY19. Please see Completing a LoboMart Requisition for FY19 at: <a href="http://purchase.unm.edu/fy19-requisitions.pdf">http://purchase.unm.edu/fy19-requisitions.pdf</a></td>
<td><strong>FRIDAY</strong></td>
<td>6/1/18</td>
<td><strong>6/1/18</strong></td>
</tr>
<tr>
<td>LoboMart Purchase Requisitions and SPQs for FY18 between $5,001 and $60,000 must be entered, completed, and approved by departments. <strong>(Note: P-Card purchases through LoboMart can continue through 6/30 for FY18.)</strong></td>
<td><strong>FRIDAY</strong></td>
<td>6/6/18</td>
<td><strong>6/6/18</strong></td>
</tr>
<tr>
<td>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.</td>
<td><strong>MONDAY</strong></td>
<td>6/11/18</td>
<td><strong>6/22/18</strong></td>
</tr>
</tbody>
</table>
| Change Orders to close purchase orders must be submitted to the Purchasing Department. Otherwise, the encumbered balance will be rolled to FY19. | **FRIDAY** | 6/29/18 | 6/29/18
*By 12:00 PM* |
| Banner Finance Non-Student AR information must be entered and completed by departments | **FRIDAY** | 6/29/18 | 6/29/18
*By 1:00 PM* |
| FY18 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & Jane Perovich Business Center. | **FRIDAY** | 6/29/18 | 6/29/18
*By 3:00 PM* |
| **CHROME RIVER Expense Reports and invoices for FY18 must be submitted by 6/30. Everything submitted after 6/30 will post to FY19.** | **SATURDAY** | 6/30/18 | 6/30/18
*By 7:00 AM* |
| 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.** | **MONDAY** | 7/2/18 | 7/2/18
*By 7:00 AM* |
| 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. | **MONDAY** | 7/2/18 | 7/2/18
*By 7:00 AM* |
| Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM. | **TUESDAY** | 7/3/18 | 7/3/18
*By 7:00 AM* |
| Purchased goods must be received on or before 6/28/18, and receiving document must be entered and completed in LoboMart/Banner. | **TUESDAY** | 7/3/18 | 7/3/18
*By 7:00 AM* |
| Last Day for departments to submit vendor invoices to AP for FY18 payment. | **TUESDAY** | 7/3/18 | 7/3/18
*By 7:00 AM* |
| Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP). | **THURSDAY** | 7/5/18 | 7/5/18
*By 7:00 AM* |
| **DEPARTMENT TASKS** | **6/22, 6/29, 7/6, 7/13, 7/20, 7/27** | **Development Office, and the respective Finance Office** | **7/13/18** |
| **PAYROLL ENTRIES** | **FRIDAY - TUESDAY** | 7/5/18 - 7/12/18 | 7/14/18
*By 5:00 PM* |
| Payroll Encumbrances & Loads 2R11 | **FYI** | 6/1/18 | 6/1/18 |
| Catastrophic Leave Donation posted to May in Banner | **MONDAY** | 6/1/18 | 6/1/18 |
| Payroll Encumbrances & Loads 2R12 | **FRIDAY** | 6/2/18 | 6/2/18 |
| Final Payroll Encumbrance Liquidation for 3R & 5R | **MONDAY** | 6/4/18 | 6/4/18 |
| FY19 Original Labor Encumbrances posted, Annual Leave Accrual FY17 (reversal) and FY18 posted, Payroll Loads SRE, Payroll Loads 2R13 | **FRIDAY** | 6/6/18 | 6/6/18 |
| Payroll Loads 2R14 | **FRIDAY** | 6/6/18 | 6/6/18 |
| **FINANCIAL SERVICES & BUDGET OFFICES’ TASKS** | **WEDNESDAY** | 7/11/18 - 7/18/18 | 7/18/18
*By 7:00 PM* |
| **SYSTEM PROCESSES** | **FRIDAY** | 7/13/18 | 7/13/18 |
| FY19 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger. | **TUESDAY** | 7/17/18 - 7/20/18 | 7/20/18
*By 12:00 PM* |
| Post pooled allocation entries to FY19 (S&G), HSC Financial Services load of UH/UNMMG Expenses and Liabilities. | **TUESDAY** | 6/26/18 | 6/26/18
*By 7:00 AM* |
| Accrual Payable last day to cut checks for FY18. | **THURSDAY** | 7/11/18 - 7/12/18 | 7/12/18
*By 12:00 PM* |
| Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2018. | **FRIDAY** | 7/13/18 | 7/13/18
*By 7:00 PM* |
| Final review of accounting data and journal entries posted by Financial Services Offices. | **WEDNESDAY** | 7/21/18 - 7/22/18 | 7/22/18
*By 7:00 PM* |
| Final Deferred Grant and Bills processed. | **WEDNESDAY** | 7/21/18 - 7/22/18 | 7/22/18
*By 7:00 PM* |
| Post FY18 Ending Reserves to FY19 (Unrestricted only). | **FRIDAY** | 7/22/18 - 7/24/18 | 7/24/18
*By 12:00 PM* |
| Year-end endowment entries loaded | **FRIDAY** | 7/20/18 | 7/20/18
*By 12:00 PM* |
| Post FY18 Ending Reserves to FY19 (Endowed and Non-Endowed) | **MONDAY** | 7/23/18 | 7/23/18
*By 12:00 PM* |

Dates in green are completed.