

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/> if you need assistance.

Scheduled Task	Scheduled Day	DEPARTMENT DEADLINE	FINANCIAL SERVICES & BUDGET OFFICES' DEADLINE
DEPARTMENT TASKS			
Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.	MULTIPLE	4/16 - 4/24/18 6/8 - 7/18/18	4/16 - 4/24/18 6/8 - 7/20/18
LoboMart purchase requisitions and SPQ's for FY18 for amounts greater than \$60,000 must be entered, completed, and approved by the appropriate department.	FRIDAY	4/27/18	5/4/18
Department Help.unm tickets for IT index billing change requests effective June 1, 2018.	FRIDAY	5/4/18	N/A
Department Help.unm tickets for IT index billing change requests effective July 1, 2018.	TUESDAY	5/15/18	N/A
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	FRIDAY	6/1/18	6/1/18
LoboMart Purchase Requisitions and SPQ's for FY18 between \$5,001 and \$60,000 must be entered, completed, and approved by departments.	FRIDAY	6/1/18	6/8/18
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 6/30 for FY18.)	FRIDAY	6/8/18	6/15/18
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.	MONDAY	6/11/18	6/22/18
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 BY 12:00 PM	6/29/18 BY 12:00 PM
Banner Finance Non-Student AR information must be entered and completed by departments	FRIDAY	6/29/18 BY 12:00 PM	6/29/18 BY 12:00 PM
UH Accounts Receivable transaction information must be received by HSC Financial Services for processing	FRIDAY	6/29/18 BY 12:00 PM	6/29/18 BY 12:00 PM
FY18 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.	FRIDAY	6/29/18 BY 3:00 PM	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	6/30/2018 BY 7:00 PM	Fri. 7/13/18 by 7:00 pm
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	7/6/18
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	7/6/18
Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.	TUESDAY	7/3/18	7/6/18
Purchased goods must be received on or before 6/29/18, and receiving document must be entered and completed in LoboMart/Banner.	TUESDAY	7/3/18	7/9/18
Last Day for departments to submit vendor invoices to A/P for FY18 payment.	TUESDAY	7/3/18	7/12/18
Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).	THURSDAY	7/5/18	7/9/18
Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office.	THURSDAY	7/5/18	7/11/18
Department Suspense for internal sales batches must be cleared to zero.	FRIDAY	7/6/18	7/6/18
Final FY18 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/6/18 5:01 PM - 7/18/18.	FRIDAY	7/5/18 7/6/18	7/12/18
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 7/6/18 5:01 PM - 7/18/18.	FRIDAY	7/5/18 7/6/18	7/12/18
CHROME RIVER Final PCard transactions with a transaction date through 6/30/18 (FY18) must be submitted and approved by Departments by 7/10/18. Please refrain from combining FY18 and FY19 transactions in the same expense report. FY19 transactions are on or after July 1st.	THURSDAY - TUESDAY	7/5 - 7/10/2018	7/14/18 by 5:00 PM
CHROME RIVER Expense Reports and Invoices submitted by 6/30 must be fully approved by departments.	FRIDAY	7/6/2018 BY 7:00 PM	7/13/18 by 7:00 PM
Final HSC Allocation entry due to Unrestricted Accounting - HSC	MONDAY	7/16/18 BY 2:00 PM	7/17/2018 BY 7:00 PM
PAYROLL ENTRIES			
Payroll Encumbrances & Loads 2R11	FRIDAY	FYI	6/1/18
Catastrophic Leave Donation posted to May in Banner	MONDAY	FYI	6/4/18
Payroll Encumbrances & Loads 2R12	FRIDAY	FYI	6/15/18
Final Payroll Encumbrance Liquidation for 2R & 5R	MONDAY	FYI	6/25/18
FY19 Original Labor Encumbrances posted, Annual Leave Accrual FY17 (reversal) and FY18 posted, Payroll Loads 5R6, Payroll Loads 2R13	FRIDAY	FYI	6/29/18
Payroll Loads 2R14	FRIDAY	FYI	7/13/18
FINANCIAL SERVICES & BUDGET OFFICES' TASKS			
Last day for Budget offices to complete FY19 Original Budget corrections.	THURSDAY	FYI	6/7/18
Post pooled allocation entries to FY19 (I&G).	TUESDAY	FYI	6/7 ; 6/26/18
HSC Financial Services load of UH/UNMMG Expenses and Liabilities.	THURSDAY	FYI	7/10 7/12/18
Accounts Payable last day to cut checks for FY18.	FRIDAY	FYI	7/13/18
Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2018.	FRIDAY	FYI	7/13/18
Final review of accounting data and journal entries posted by Financial Services Offices.	WEDNESDAY	FYI	7/17 7/18/18
Final Deferred Grant and Bills processed.	WEDNESDAY	FYI	7/17 7/18/18
Post FY18 Ending Reserves to FY19 (Unrestricted only).	FRIDAY	FYI	7/19 7/20/18
Year-end endowment entries loaded	FRIDAY	FYI	7/20/18
Post FY18 Ending Reserves to FY19 (Endowed and Non-Endowed)	MONDAY	FYI	7/23/18
SYSTEM PROCESSES			
FY19 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger.	TUESDAY	FYI	4/24/18-4/25/18
Postings and Approvals disabled for reconciliations.	MULTIPLE	FYI	6/1, 6/8, 6/15, 6/22, 6/29, 7/6, 7/13 - 7/20
June Depreciation posted and unapproved documents rolled to 7/1/18.	SUNDAY	FYI	7/15/18
GL, PO/General Encumbrance, Budget year-end roll processes.	THURSDAY	FYI	7/18 7/19/18
First day for A/P to cut checks on an old-year PO to be expensed to FY19.	FRIDAY	FYI	7/19 7/20/18
Final FY18 MyReports Finance are available after reconciliations are completed and communicated.	MONDAY	FYI	7/20 7/23/18