

FINANCE JULY 2014 CLOSE SCHEDULE

To ensure that your transactions are processed before the month closes, please adhere to the deadlines indicated.

SCHEDULED TASK	Original Scheduled Day/Time	Original Scheduled Date	Completed Date
Banner Loads from Departments:			
Bookstore - (BS)		Varies	8/1/14
Cancer Research & Treatment Center - (CR)		Varies	
CIRT - (CA)		Varies	
Credit, Coll & Merch Svcs - (MS)		Varies	7/29/14
Parking & Transportation - (PT)		Varies	8/5/14
Physical Plant Dept - (PP)		Varies	7/31/14
Telecommunications - (IT)		Varies	8/4/14
UH Invoices - (HC)		Varies	7/29/14
University Services - (CH) (CP) (DS) (IC) (IK) (MS) (MV) (RM) (SH) (SP) (XX)		Varies	8/4/14
UNM Foundation - (UFD) (EN)		Varies	7/29/14
Unrestricted Accounting, HSC - (HS)		Varies	8/5/14
Unrestricted Accounting, Main - (UA)		Varies	
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	7/18/2014 (2R15)	7/18/14
Payroll Encumbrances, Actuals & Adjustments	Thursday	7/31/2014 (5R7)	7/31/14
Postings and Approvals:			
Postings and Approvals disabled for reconciliations.	Thursday AM	7/3/14	7/3/14
Postings and Approvals disabled for reconciliations.	Friday AM	7/11/14	7/11/14
Postings and Approvals disabled for reconciliations.	Friday AM	7/18/14	7/18/14
Postings and Approvals disabled for reconciliations.	Friday AM	7/25/14	7/25/14
MONTHLY DEPARTMENT DEADLINES:			
Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval.	Thursday 5:00 PM	7/31/14	7/31/14
BDT and BD4 budget entries must be keyed and approved by departments. Please contact OPBA for urgent Main and Branch Campus budget approvals. Please contact HSC Budget Office for urgent HSC budget approvals.	Thursday 5:00 PM	7/31/14	7/31/14
All Upload files are due to Finance Systems Management	Friday 3:30 PM	8/1/14	8/1/14
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Monday 5:00 PM	8/4/14	8/4/14
Preliminary Close Processes. No real-time journal entries or new batch submissions will be processed after 5:00 PM. Depreciation Expense posted in Banner. Prelim F&A posted in Banner. Unapproved completed documents rolled into next month.	Monday after 5:00 PM	8/4/14	8/4/14
Postings and Approvals disabled for reconciliations.	Tuesday AM	8/5/14	8/5/14
Banner Tax and Foundation Surcharge posted in Banner	Tuesday	8/5/14	8/5/14
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Tuesday after 5:00 PM	8/5/14	8/5/14
Postings and Approvals disabled for reconciliations.	Wednesday AM	8/6/14	8/6/14
Final Reconciled Month-End Reports available in MyReports.	Wednesday	8/6/14	8/6/14