

FINANCE NOVEMBER 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	11/26/14
Cancer Research & Treatment Center - (CR)		Varies	12/2/14
CIRT - (CA)		Varies	
Credit, Coll & Merch Svcs - (MS)		Varies	12/1/14
Parking & Transportation - (PT)		Varies	11/26/14
Physical Plant Dept - (PP)		Varies	12/3/14
Telecommunications - (IT)		Varies	12/2/14
UH Invoices - (HC)		Varies	12/2/14
University Services - (CH) (CP) (DS) (IC) (IK) (MS) (MV) (RM) (SH) (SP) (XX)		Varies	12/2/14
UNM Foundation - (UFD) (EN)		Varies	12/2/14
Unrestricted Accounting, HSC - (HS)		Varies	12/2/14
Unrestricted Accounting, Main - (UA)		Varies	11/25/14
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	11/7/2014 (2R23)	11/7/14
Payroll Encumbrances, Actuals & Adjustments	Friday	11/21/2014 (2R24)	11/21/14
Payroll Encumbrances, Actuals & Adjustments	Wednesday	11/26/2014 (5R11)	11/26/14
Postings and Approvals:			
Postings and Approvals disabled for reconciliations.	Friday AM	11/7/14	11/7/14
Postings and Approvals disabled for reconciliations.	Friday AM	11/14/14	11/14/14
Postings and Approvals disabled for reconciliations.	Friday AM	11/21/14	11/21/14
Postings and Approvals disabled for reconciliations.	Wednesday AM	11/26/14	11/26/14
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.	Wednesday 5:00 PM	11/26/14	11/26/14
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.	Wednesday 5:00 PM	11/26/14	11/26/14
All Upload files are due to Finance Systems Management	Monday 3:30 PM	12/1/14	12/1/14
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Tuesday 5:00 PM	12/2/14	12/2/14
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.	Tuesday after 5:00 PM	12/2/14	12/2/2014
Postings and Approvals disabled for reconciliations.	Wednesday AM	12/3/14	12/3/14
Banner Tax and Foundation Surcharge posted in Banner	Wednesday	12/3/14	12/3/14
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run.	Wednesday after 5:00 PM	12/3/14	12/3/14
Final Close Processes. Postings and Approvals disabled for reconciliations.	Thursday AM	12/4/14	12/4/14
Final Reconciled Month-End Reports available in MyReports.	Thursday	12/4/14	12/4/14