

FINANCE Fiscal Year-End 2017 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	4/17 - 5/12/17 6/7 - 7/18/17	4/17 - 5/12/17 6/7 - 7/18/17
LoboMart purchase requisitions and SPQ's for FY17 for amounts greater than \$60,000 must be entered, completed, and approved by the appropriate department.	FRIDAY	4/28/17	5/5/17
Departments can begin entering requisitions & Purchasing can begin keying POs in FY18. Please see Completing a LoboMart Requisition for FY18 at: http://purchase.unm.edu/fy18-requisitions.pdf	THURSDAY	6/1/17	6/1/17
LoboMart Purchase Requisitions and SPQ's for FY17 between \$5,001 and \$60,000 must be entered, completed, and approved by departments.	FRIDAY	6/2/17	6/9/17
LoboMart Purchase Requisitions for FY17 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 FY17.)	FRIDAY	6/9/17	6/16/17
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 23.	MONDAY	6/12/17	6/23/17
Change Orders to close purchase orders must be submitted to the Purchasing Department. Otherwise, the encumbered balance will be rolled to FY18.	FRIDAY	6/30/17 BY 12:00 PM	6/30/17 BY 12:00 PM
Banner Finance Non-Student AR information must be entered and completed by departments	FRIDAY	6/30/17 BY 12:00 PM	6/30/17 BY 12:00 PM
UH Accounts Receivable transaction information must be received by HSC Financial Services for processing	FRIDAY	6/30/17 BY 12:00 PM	6/30/17 BY 12:00 PM
FY17 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.	FRIDAY	6/30/17 BY 3:00 PM	6/30/17 BY 12:00 PM
CHROME RIVER Expense Reports and Invoices for FY17 must be submitted by 6/30. Everything submitted after 6/30 will post to FY18.	FRIDAY	6/30/2017 BY 7:00 PM	Wed. 7/12/17 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, 7/3/17. THIS DEADLINE IS NOT RELATED TO YOUR PCARD.	WEDNESDAY	7/5/17	7/7/17
June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily. All activity for June is due by Monday, 7/3/17.	WEDNESDAY	7/5/17	7/7/17
Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.	WEDNESDAY	7/5/17	7/7/17
Purchased goods must be received on or before 6/30/17, and receiving document must be entered and completed in Banner/SciQuest.	WEDNESDAY	7/5/17	7/10/17
Last Day for departments to submit vendor invoices to A/P for FY17 payment.	WEDNESDAY	7/5/17	7/10/17
All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/17, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/6/17 5:01 PM - 7/18/17.	THURSDAY	7/6/17	7/10/17
Final FY17 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/6/17 5:01 PM - 7/19/17.	THURSDAY	7/6/17	7/10/17
Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office.	THURSDAY	7/6/17	7/12/17
Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).	THURSDAY	7/6/17	7/10/17
Department Suspense for internal sales batches must be cleared to zero.	FRIDAY	7/7/17	7/7/17
CHROME RIVER Expense Reports and Invoices submitted by 6/30 must be fully approved by departments.	FRIDAY	7/7/2017 BY 7:00 PM	Wed. 7/12/17 by 7:00 PM
CHROME RIVER Final PCard transactions thru 6/30/17 will be loaded for department reconciliation. PCard transactions with a transaction date through 6/30/17 must be reconciled and approved by Departments.	WEDNESDAY - MONDAY	7/5 - 7/10/2017	Wed. 7/12/17 by 7:00 PM
Final HSC Allocation entry due to Unrestricted Accounting - HSC	THURSDAY	7/13/17 BY 2:00 PM	7/13/17 BY 5:00 PM
PAYROLL ENTRIES			
Catastrophic Leave Donation posted to May in Banner	THURSDAY	FYI	6/1/17
Payroll Encumbrances & Loads 2R11	FRIDAY	FYI	6/2/17
Payroll Encumbrances & Loads 2R12	FRIDAY	FYI	6/16/17
Final Payroll Encumbrance Liquidation for 2R & 5R	MONDAY	FYI	6/26/17
FY18 Original Labor Encumbrances posted	FRIDAY	FYI	6/30/17
Annual Leave Accrual FY16 (reversal) and FY17 posted	FRIDAY	FYI	6/30/17
Payroll Loads 5R6	FRIDAY	FYI	6/30/17
Payroll Loads 2R13	FRIDAY	FYI	6/30/17
Payroll Loads 2R14	FRIDAY	FYI	7/14/17
FINANCIAL SERVICES & BUDGET OFFICES' TASKS			
Last day for Budget offices to complete FY18 Original Budget corrections.	THURSDAY	FYI	6/8/17
Post pooled allocation entries to FY18 (I&G).	THURSDAY	FYI	6/8/17
HSC Financial Services load of UH/UNMMG Expenses and Liabilities.	TUESDAY	FYI	7/11/17
Accounts Payable last day to cut checks for FY17.	WEDNESDAY	FYI	7/12/17
Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2017.	THURSDAY	FYI	7/12/17
All Final Financial Services entries posted.	FRIDAY	FYI	7/14/17
First day for A/P to cut checks on an old-year PO to be expensed to FY18.	MONDAY	FYI	7/17/17
Final review of accounting data by Financial Services Offices.	MONDAY	FYI	7/17/17
Final Deferred Grant and Bills processed.	MONDAY	FYI	7/17/17
Post FY17 Ending Reserves to FY18 (Unrestricted only).	TUESDAY	FYI	7/18/17
Year-end endowment entries loaded	THURSDAY	FYI	7/20/17
Post FY17 Ending Reserves to FY18 (Endowed and Non-Endowed)	FRIDAY	FYI	7/21/17
SYSTEM PROCESSES			
FY18 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger.	MONDAY	FYI	5/8/17
Postings and Approvals disabled for reconciliations.	MULTIPLE	FYI	6/2, 6/9, 6/16, 6/23, 6/30, 7/7, 7/14 - 7/18
June Depreciation posted and unapproved documents rolled to 7/1/17.	THURSDAY	FYI	7/13/17
GL, PO/General Encumbrance, Budget year-end roll processes.	SATURDAY	FYI	7/15/17
Final FY17 MyReports Finance are available after reconciliations are completed and communicated.	TUESDAY	FYI	7/18/17