Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.

LoboMart purchase requisitions and SPQ’s for FY17 for amounts greater than $60,000 must be entered, completed, and approved by the appropriate department.

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

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.)

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.

Change Orders to close purchase orders must be submitted to the Purchasing Department. Otherwise, the encumbered balance will be rolled to FY18.

Banner Finance Non-Student AR information must be entered and completed by departments.

June Credit Card sales receipt activity should be submitted daily to the Bursar’s Office. All activity for June is due by Monday, 7/17. THIS DEADLINE IS NOT RELATED TO YOUR PCARD.

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 - 7/19/17. ACCESS RESTORED AT 1:00 PM 7/19

Final FY17 PHAREDS (Labor redistributions) must be completed in Banner by department initiators.

Final Payroll Encumbrance Liquidation for 2R & 5R

Payroll Encumbrances & Loads 2R12

Payroll Loads 2R13

Payroll Loads 2R14

Last day for Budget offices to complete FY18 Original Budget corrections.

Post pooled allocation entries to FY18 (b&g).

HSC Financial Services load of UH/UNMMG Expenses and Liabilities.

Accounts Payable last day to cut checks for FY17.

Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2017.

First day for API to cut checks on an old-year PO to be expedited to FY18.

Final review of accounting data by Financial Services Offices.

Final Deferred Grant and Bills processed.

Post FY17 Ending Reserves to FY18 (Unrestricted only).

Year-end endowment entries loaded

Post FY17 Ending Reserves to FY18 (Endowed and Non-Endowed)

Final FY17 MyReps reports are available after reconciliations are completed and communicated.

June Depreciation posted and unapproved documents rolled to 7/1/17.

GL, PO/General Encumbrance, Budget year-end roll processes.

June Depreciation posted and unapproved documents rolled to 7/1/17.

FY18 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger.

Post FY17 Ending Reserves to FY18 (Endowed only).