

## FINANCE OCTOBER 2018 CLOSE SCHEDULE

**All deadlines are by 5:00 pm unless otherwise noted. Please adhere to the deadlines indicated to ensure that your transactions are processed before the month closes.**

SCHEDULED TASK	Scheduled Day	Scheduled Date	Completed Date
<b>MONTHLY DEPARTMENT DEADLINES:</b>			
Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval.	Wednesday	10/31/18	10/31/18
<b>BDT and BD4 budget entries</b> 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	10/31/18	10/31/18
Final Sales batches from Telecommunications and University Services are due to Finance Systems Management.	Thursday 3:30 pm	11/1/18	11/1/18
<i><b>JV - automated job submissions for OCTOBER 2018.</b></i> <i><b>Documents that are backdated for posting will route to the core office approval queues for review. As a consideration, please notify the appropriate parties that immediate review is requested.</b></i>	Thursday	11/1/18	11/1/18
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R20	Friday	10/5/18	10/5/18
Payroll Encumbrances, Actuals & Adjustments 2R21	Friday	10/19/18	10/19/18
Payroll Encumbrances, Actuals & Adjustments 5R10	Wednesday	10/31/18	10/31/18
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Friday	11/2/18	11/2/18
Banner Tax and Foundation surcharge posted in Banner	Monday	11/5/18	11/5/18
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	10/5, 10/12, 10/19, 10/26, 11/5, 11/6	10/5, 10/12, 10/19, 10/26, 11/5, 11/6
Preliminary Close Processes. No real-time journal entries s 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.	Friday	11/2/18	11/2/18
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Monday	11/5/18	11/5/18
Final Reconciled Month-End Reports available in MyReports.	Tuesday	11/6/18	11/6/18