# Finance March 2019 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.

<table>
<thead>
<tr>
<th>SCHEDULED TASK</th>
<th>Scheduled Day</th>
<th>Scheduled Date</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONTHLY DEPARTMENT DEADLINES:</strong></td>
<td></td>
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<tr>
<td>BDT and BD4 budget entries must be keyed and approved by departments.</td>
<td>Friday</td>
<td>3/22/19</td>
<td></td>
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<tr>
<td>Please contact OPBA for urgent Main and Branch Campus budget approvals.</td>
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<tr>
<td>Please contact HSC Budget Office for urgent HSC budget approvals.</td>
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<tr>
<td>Real-time journal entries must be keyed and approved by departments.</td>
<td>Friday</td>
<td>3/29/19</td>
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<tr>
<td>Please contact your Financial Services office for urgent matters that require approval.</td>
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<tr>
<td>Final Sales batches from Telecommunications and University Services are due to Finance Systems Management.</td>
<td>Monday 3:30 pm</td>
<td>4/1/19</td>
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<tr>
<td><strong>J V - automated job submissions for March 2019.</strong></td>
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<tr>
<td>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.</td>
<td>Monday</td>
<td>4/1/19</td>
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<tr>
<td><strong>PAYROLL ENTRIES</strong></td>
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<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 2R5</td>
<td>Friday</td>
<td>3/8/19</td>
<td>3/8/19</td>
</tr>
<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 2R6</td>
<td>Friday</td>
<td>3/22/19</td>
<td></td>
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<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 5R3</td>
<td>Friday</td>
<td>3/29/19</td>
<td></td>
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<tr>
<td><strong>FINANCIAL SERVICES TASKS</strong></td>
<td></td>
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<tr>
<td>Journal Entries and JV automated job submissions must be approved by Financial Services Offices.</td>
<td>Tuesday</td>
<td>4/2/19</td>
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<tr>
<td>Banner Tax and Foundation surcharge posted in Banner</td>
<td>Wednesday</td>
<td>4/3/19</td>
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<tr>
<td><strong>SYSTEM PROCESSES</strong></td>
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<tr>
<td>Preliminary Close Processes.</td>
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<tr>
<td>No real-time journal entries will be processed after 5:00 PM.</td>
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<tr>
<td>Depreciation Expense posted in Banner.</td>
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<tr>
<td>Prelim F&amp;A posted in Banner.</td>
<td>Tuesday</td>
<td>4/2/19</td>
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<tr>
<td>Unapproved completed documents rolled into next month.</td>
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<tr>
<td>F &amp; A calculated and posted.</td>
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<tr>
<td>Revenue Recognition calculated and posted.</td>
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<tr>
<td>Restricted Accounting Bills run.</td>
<td>Wednesday</td>
<td>4/3/19</td>
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<tr>
<td>Final Close Processes.</td>
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<tr>
<td>Final Reconciled Month-End Reports available in MyReports.</td>
<td>Thursday</td>
<td>4/4/19</td>
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</tbody>
</table>