

## FINANCE SEPTEMBER 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.**

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.	Monday	9/30/19	9/30/19
<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.	Monday	9/30/19	9/30/19
Final Sales batches from Telecommunications are due to Finance Systems Management.	Tuesday 3:30 pm	10/1/19	10/1/19
<i>JV - automated job submissions for September 2019. 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.</i>	Tuesday	10/1/19	10/1/19
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R18	Friday	9/6/19	9/6/19
Payroll Encumbrances, Actuals & Adjustments 2R19	Friday	9/20/19	9/20/19
Payroll Encumbrances, Actuals & Adjustments 5R9	Friday	9/30/19	9/30/19
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Wednesday	10/2/19	10/2/19
Banner Tax and Foundation surcharge posted in Banner	Thursday	10/3/19	10/3/19
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	9/6, 9/13, 9/20, 9/27, 10/3, 10/4	9/6, 9/13, 9/20, 9/27, 10/3, 10/4
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.	Wednesday	10/2/19	10/2/19
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Thursday	10/3/19	10/3/19
Final Reconciled Month-End Reports available in MyReports.	Friday	10/4/19	10/4/19