## FINANCE APRIL 2021 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>
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</thead>
</table>

### MONTHLY DEPARTMENT DEADLINES:

- **Real-time journal entries must be keyed and approved by departments.**
  Please contact your Financial Services office for urgent matters that require approval.
  - **Friday** 4/30/21

- **BDT and BD4 budget entries - not allowed from April through June.**
  - **BDT and BD4 budget entries** must be keyed and approved by departments.
  - **Friday** 4/30/21

- **JET and JE2 budget entries** 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.
  - **Friday** 4/30/21

- **Final Sales batches from Telecommunications are due to Finance Systems Management.**
  - **Monday 3:30 pm** 5/3/21

- **JV - automated job submissions for April 2021.**
  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.
  - **Monday** 5/3/21

### PAYROLL ENTRIES

- **Payroll Encumbrances, Actuals & Adjustments 2R7**
  - **Friday** 4/2/21

- **Payroll Encumbrances, Actuals & Adjustments 2R8**
  - **Friday** 4/16/21

- **Payroll Encumbrances, Actuals & Adjustments 2R9**
  - **Friday** 4/30/21

- **Payroll Encumbrances, Actuals & Adjustments 5R4**
  - **Friday** 4/30/21

### FINANCIAL SERVICES TASKS

- **Journal Entries and JV automated job submissions must be approved by Financial Services Offices.**
  - **Tuesday** 5/4/21

- **Banner Tax and Foundation surcharge posted in Banner**
  - **Wednesday** 5/5/21

### SYSTEM PROCESSES

- **Postings and Approvals disabled for reconciliations.**
  - **Multiple** 4/2, 4/9, 4/16, 4/23, 4/30, 5/5, 5/6

- **Preliminary Close Processes.**
  - No real-time journal entries 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.
  - **Tuesday** 5/4/21

- **F & A calculated and posted.**
  - **Tuesday** 5/4/21

- **Revenue Recognition calculated and posted.**

- **Restricted Accounting Bills run.**

- **Final Close Processes.**
  - **Wednesday** 5/5/21

- **Final Reconciled Month-End Reports available in MyReports.**
  - **Thursday** 5/6/21