

## FINANCE NOVEMBER 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.**

| SCHEDULED TASK   | Scheduled Day     | Scheduled Date                           | Completed Date  |
|--|-------------------|--|---|
| <b>MONTHLY DEPARTMENT DEADLINES:</b>   |                   |  |   |
| Real-time journal entries must be keyed and approved by departments.<br>Please contact your Financial Services office for urgent matters that require approval.  | Tuesday           | 11/30/21                                 | 11/30/21  |
| <b>BDT and BD4 budget entries</b> must be keyed and approved by departments.<br>Please contact OPBA for urgent Main and Branch Campus budget approvals.<br>Please contact HSC Budget Office for urgent HSC budget approvals.   | Tuesday           | 11/30/21                                 | 11/30/21  |
| Final Sales batches from Telecommunications are due to Finance Systems Management.   | Wednesday 3:30 pm | 12/1/21                                  | 12/1/21   |
| <b><i>JV - automated job submissions for November 2021.<br/>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></b> | Wednesday         | 12/1/21                                  | 12/1/21   |
| <b>PAYROLL ENTRIES</b>   |                   |  |   |
| Payroll Encumbrances, Actuals & Adjustments 2R23   | Friday            | 11/12/21                                 | 11/12/21  |
| Payroll Encumbrances, Actuals & Adjustments 2R24   | Friday            | 11/26/21                                 | 11/26/21  |
| Payroll Encumbrances, Actuals & Adjustments 5R11   | Tuesday           | 11/30/21                                 | 11/30/21  |
| <b>SYSTEM PROCESSES</b>  |                   |  |   |
| Journal Entries and JV automated job submissions must be approved by Financial Services Offices.   | Thursday          | 12/2/21                                  | 12/2/21   |
| Banner Tax and Foundation surcharge posted in Banner   | Friday            | <del>12/3/2021</del><br>12/6/21          | 12/6/21   |
| Postings and Approvals disabled for reconciliations.   | Multiple          | 11/5, 11/12, 11/19,<br>11/24, 12/3, 12/4 | 11/5, 11/12, 11/19,<br>11/24, 12/3, 12/4, 12/6,<br>12/7 |
| Preliminary Close Processes.<br>No real-time journal entries s will be processed after 5:00 PM.<br>Depreciation Expense posted in Banner.<br>Prelim F&A posted in Banner.<br>Unapproved completed documents rolled into next month.                                  | Thursday          | 12/2/21                                  | 12/2/21   |
| F & A calculated and posted.<br>Revenue Recognition calculated and posted.<br>Restricted Accounting Bills run.<br>Final Close Processes.   | Friday            | <del>12/3/2021</del><br>12/6/21          | 12/6/21   |
| Final Reconciled Month-End Reports available in MyReports.   | Monday            | <del>12/6/2021</del><br>12/7/21          | 12/7/21   |