# Finance September 2023 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

### 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.
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/29/23
  - **Completed Date:** 9/29/23

- **BDT and BD4 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.
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/29/23
  - **Completed Date:** 9/29/23

- **Final Sales batches from Telecommunications** are due to Finance Systems Management.
  - **Scheduled Day:** Monday 3:30 pm
  - **Scheduled Date:** 10/2/23
  - **Completed Date:** 10/2/23

- **Journal Entries and JV automated job submissions for September 2023.**
  - **Scheduled Day:** Monday
  - **Scheduled Date:** 10/2/23
  - **Completed Date:** 10/2/23

## Payroll Entries

- Payroll Encumbrances, Actuals & Adjustments 2R18
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/1/23
  - **Completed Date:** 9/1/23

- Payroll Encumbrances, Actuals & Adjustments 2R19
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/15/23
  - **Completed Date:** 9/15/23

- Payroll Encumbrances, Actuals & Adjustments 2R20
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/29/23
  - **Completed Date:** 9/29/23

- Payroll Encumbrances, Actuals & Adjustments 5R9
  - **Scheduled Day:** Friday
  - **Scheduled Date:** 9/29/23
  - **Completed Date:** 9/29/23

## Financial Services Tasks

- **Journal Entries and JV automated job submissions** must be approved by Financial Services Offices.
  - **Scheduled Day:** Tuesday
  - **Scheduled Date:** 10/3/23
  - **Completed Date:** 10/3/23

- **Banner Tax and Foundation surcharge posted in Banner.**
  - **Scheduled Day:** Wednesday
  - **Scheduled Date:** 10/4/23
  - **Completed Date:** 10/4/23

## System Processes

- **Preliminary Close Processes.**
  - **Scheduled Day:** Tuesday
  - **Scheduled Dates:** 9/8, 9/15, 9/22, 9/29, 10/4, 10/5
  - **Completed Dates:** 9/8, 9/15, 9/22, 9/29, 10/4, 10/5

- **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.**

- **Revenue Recognition calculated and posted.**

- **Restricted Accounting Bills run.**

- **Final Close Processes.**

- **Final Reconciled Month-End Reports** available in MyReports.