

FINANCE Fiscal Year-End 2019 Close Schedule

| Scheduled Task | | | | Scheduled Day | DEPARTMENT DEADLINE | FINANCIAL SERVICES & BUDGET OFFICES' DEADLINE |
|--|-----------------------|----------------------------------|----------------------------------|----------------------|----------------------------|--|
| DEPARTMENT TASKS | | | | | | |
| Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application. | MULTIPLE | 4/15 - 4/26/19 6/10 - 7/19/19 | 4/15 - 4/26/19 6/10 - 7/19/19 | | | |
| LoboMart purchase requisitions and SPQ's for FY19 for amounts greater than \$60,000 must be entered, completed, and approved by the appropriate department. | FRIDAY | 4/26/19 | 5/3/19 | | | |
| LoboMart Purchase Requisitions and SPQ's for FY19 between \$5,001 and \$60,000 must be entered, completed, and approved by departments. | SATURDAY | 6/1/19 | 6/7/19 | | | |
| Departments can begin entering requisitions & Purchasing can begin keying POs in FY20. Please see Completing a LoboMart Requisition for FY20 at: http://purchase.unm.edu/fy19-requisitions.pdf | MONDAY | 6/3/19 | 6/3/19 | | | |
| LoboMart Purchase Requisitions for FY19 for \$5,000 or less must be entered, completed, and approved by departments. (Note: P-Card purchases through LoboMart can continue through 6/30 for FY19.) | FRIDAY | 6/7/19 | 6/14/19 | | | |
| All Main and Branch Campus actual transfer entries using the JET rule class code, must be entered, completed, and approved by departments. OPBA is committed to reviewing and approving or disapproving documents by June 21. | MONDAY | 6/10/19 | 6/21/19 | | | |
| Change Orders to close purchase orders must be submitted to the Purchasing Department. Otherwise, the encumbered balance will be rolled to FY20. | FRIDAY | 6/28/19 BY 12:00 PM | 6/28/19 BY 12:00 PM | | | |
| Banner Finance Non-Student AR information must be entered and completed by departments | FRIDAY | 6/28/19 BY 12:00 PM | 6/28/19 BY 12:00 PM | | | |
| UH Accounts Receivable transaction information must be received by HSC Financial Services for processing | FRIDAY | 6/28/19 BY 12:00 PM | 6/28/19 BY 12:00 PM | | | |
| FY19 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center. | FRIDAY | 6/28/19 BY 3:00 PM | 6/28/19 BY 3:00 PM | | | |
| CHROME RIVER Expense Reports and Invoices for FY19 must be submitted by 6/30. Everything submitted after 6/30 will post to FY20. | SUNDAY | 6/30/2019 BY 11:59 PM | Fri. 7/12/19 by 7:00 pm | | | |
| June Credit Card sales receipt activity should be submitted daily to the Bursar's Office. All activity for June is due by Monday, 7/1/19. THIS DEADLINE IS NOT RELATED TO YOUR PCARD. | MONDAY | 7/1/19 | 7/8/19 | | | |
| June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily. All activity for June is due by Monday, 7/1/19. | MONDAY | 7/1/19 | 7/8/19 | | | |
| Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due | TUESDAY | 7/2/19 | 7/9/19 | | | |
| Purchased goods must be received on or before 6/28/19, and receiving document must be entered and completed in LoboMart/Banner. | TUESDAY | 7/2/19 | 7/9/19 | | | |
| Last Day for departments to submit vendor invoices to A/P for FY19 payment. | TUESDAY | 7/2/19 | 7/11/19 | | | |
| Department Suspense for internal sales batches must be cleared to zero. | MONDAY | 7/8/19 | 7/9/19 | | | |
| Final FY19 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/8/19 5:01 PM - 7/18/19. | MONDAY | 7/8/19 | 7/12/19 | | | |
| All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/19, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/8/19 5:01 PM - 7/18/19. | MONDAY | 7/8/19 | 7/12/19 | | | |
| CHROME RIVER Final PCard transactions with a transaction date through 6/30/19 (FY19) must be submitted and approved by Departments by 7/10/19. Please refrain from combining FY19 and FY20 transactions in the same expense report. FY20 transactions are on or after July 1st. | MONDAY - WEDNESDAY | 7/8 - 7/10/19 | 7/13/19 by 5:00 PM | | | |
| CHROME RIVER Expense Reports and Invoices submitted by 6/30 must be fully approved by departments. | MONDAY | 7/8/19 BY 7:00 PM | 7/12/19 by 7:00 PM | | | |
| Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP). | WEDNESDAY | 7/10/19 | 7/12/19 | | | |
| Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office. | WEDNESDAY | 7/10/19 | 7/12/19 | | | |
| Final HSC Allocation entry due to Unrestricted Accounting - HSC | MONDAY | 7/15/19 BY 2:00 PM | 7/16/19 BY 7:00 PM | | | |
| PAYROLL ENTRIES | | | | | | |
| Payroll Encumbrances & Loads 2R11 & Catastrophic Leave Donation posted to May in Banner | FRIDAY | FYI | 5/31/19 | | | |
| Payroll Encumbrances & Loads 2R12 | FRIDAY | FYI | 6/14/19 | | | |
| Final Payroll Encumbrance Liquidation for 2R & 5R | MONDAY | FYI | 6/24/19 | | | |
| FY20 Original Labor Encumbrances posted, Annual Leave Accrual FY18 (reversal) and FY19 posted, Payroll Loads 5R6, Payroll Loads 2R13 | FRIDAY | FYI | 6/28/19 | | | |
| Payroll Loads 2R14 | FRIDAY | FYI | 7/12/19 | | | |
| FINANCIAL SERVICES & BUDGET OFFICES' TASKS | | | | | | |
| Post pooled allocation entries to FY20 (I&G). | TUESDAY | FYI | 6/3/2019 6/11/19 | | | |
| Last day for Budget offices to complete FY19 Original Budget corrections. | THURSDAY | FYI | 6/6/19 | | | |
| HSC Financial Services load of UHUNMMG Expenses and Liabilities. | THURSDAY | FYI | 7/11/19 | | | |
| Accounts Payable last day to cut checks for FY19. | FRIDAY | FYI | 7/12/19 | | | |
| Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2019. | FRIDAY | FYI | 7/12/19 | | | |
| Final Deferred Grant and Bills processed. Final review of accounting data and journal entries posted by Financial Services Offices. | TUESDAY | FYI | 7/16/19 by 4:00 PM | | | |
| Post FY19 Ending Reserves to FY20 (Unrestricted only). | FRIDAY | FYI | 7/19/19 | | | |
| Year-end endowment entries loaded | TBD | FYI | 7/24/19 | | | |
| Post FY19 Ending Reserves to FY20 (Endowed and Non-Endowed) | TBD | FYI | 7/24/19 | | | |
| SYSTEM PROCESSES | | | | | | |
| FY20 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger. | FRIDAY | FYI | 4/26/19 | | | |
| Postings and Approvals disabled for reconciliations. | MULTIPLE | FYI | 6/28, 7/5, 7/12 - 7/19 | | | |
| June Depreciation posted and unapproved documents rolled to 7/1/19. | SUNDAY | FYI | 7/14/19 | | | |
| GL, PO/General Encumbrance, Budget year-end roll processes. | WEDNESDAY | FYI | 7/17/19 | | | |
| First day for A/P to cut checks on an old-year PO to be expensed to FY20. | THURSDAY | FYI | 7/18/19 | | | |
| Final FY19 MyReports Finance are available after reconciliations are completed and communicated. | FRIDAY | FYI | 7/19/2019 7/22/19 | | | |