

## FINANCE JULY 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.	Wednesday	7/31/19	7/31/19
<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.	Wednesday	7/31/19	7/31/19
Final Sales batches from Telecommunications are due to Finance Systems Management.	Thursday 3:30 pm	8/1/19	8/1/19
<b><i>JV - automated job submissions for July 2019.</i></b> <b><i>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>	Thursday	8/1/19	8/1/19
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R14	Friday	7/12/19	7/12/19
Payroll Encumbrances, Actuals & Adjustments 2R15	Friday	7/26/19	7/26/19
Payroll Encumbrances, Actuals & Adjustments 5R7	Wednesday	7/31/19	7/31/19
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Friday	8/2/19	8/2/19
Banner Tax and Foundation surcharge posted in Banner	Monday	8/5/19	8/5/19
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	7/12, 7/19, 7/26, 8/2, 8/5, 8/6	7/12, 7/19, 7/26, 8/2, 8/5, 8/6
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.	Friday	8/2/19	8/2/19
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run.	Monday	8/5/19	8/5/19
<b>Final Close Processes.</b> Final Reconciled Month-End Reports available in MyReports.	Tuesday	8/6/19	8/6/19