## FINANCE MARCH 2022 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

<table>
<thead>
<tr>
<th>Scheduled Task</th>
<th>Scheduled Day</th>
<th>Scheduled Date</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real-time journal entries must be keyed and approved by departments.</td>
<td>Thursday</td>
<td>3/31/22</td>
<td></td>
</tr>
<tr>
<td>Please contact your Financial Services office for urgent matters that require approval.</td>
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<tr>
<td><strong>BDT and BD4 budget entries</strong> must be keyed and approved by departments.</td>
<td>Wednesday</td>
<td>3/23/22</td>
<td></td>
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<tr>
<td>Please contact OPBA for urgent Main and Branch Campus budget approvals.</td>
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<tr>
<td>Please contact HSC Budget Office for urgent HSC budget approvals.</td>
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<tr>
<td>Final Sales batches from Telecommunications are due to Finance Systems Management.</td>
<td>Friday</td>
<td>4/1/22</td>
<td></td>
</tr>
<tr>
<td><strong>JV - automated job submissions for March 2022.</strong></td>
<td>Friday</td>
<td>4/1/22</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

### PAYROLL ENTRIES

| Payroll Encumbrances, Actuals & Adjustments 2R5                             | Friday        | 3/4/22            |                |
| Payroll Encumbrances, Actuals & Adjustments 2R6                             | Friday        | 3/18/22           |                |
| Payroll Encumbrances, Actuals & Adjustments 5R3                             | Thursday      | 3/31/22           |                |

### FINANCIAL SERVICES TASKS

| Journal Entries and JV automated job submissions must be approved by Financial Services Offices. | Monday        | 4/4/22            |                |
| Banner Tax and Foundation surcharge posted in Banner                         | Tuesday       | 4/5/22            |                |

### SYSTEM PROCESSES

| Preliminary Close Processes. No real-time journal entries s will be processed after 5:00 PM. | Monday        | 4/4/22            |                |
| Depreciation Expense posted in Banner.                                     |               |                   |                |
| Prelim F&A posted in Banner.                                               |               |                   |                |
| Unapproved completed documents rolled into next month.                     |               |                   |                |
| F & A calculated and posted.                                               |               |                   |                |
| Revenue Recognition calculated and posted.                                 |               |                   |                |
| Restricted Accounting Bills run.                                           |               |                   |                |
| Final Close Processes.                                                     | Tuesday       | 4/5/22            |                |
| Final Reconciled Month-End Reports available in MyReports.                 | Wednesday     | 4/6/22            |                |