

## FINANCE JULY 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	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.	Friday	7/29/22	7/29/22
<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.	Friday	7/29/22	7/29/22
Final Sales batches from Telecommunications are due to Finance Systems Management.	Monday 3:30 pm	8/1/22	8/1/22
<b><i>JV - automated job submissions for July 2022. 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>	Monday	8/1/22	8/1/22
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	<del>Tuesday</del> Monday	<del>8/2/2022</del> 8/8/2022	8/8/22
Banner Tax and Foundation surcharge posted in Banner	<del>Wednesday</del> Tuesday	<del>8/3/2022</del> 8/9/2022	8/9/22
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	7/8, 7/15, 7/22, 7/29, <del>8/3, 8/4</del> , 8/5, 8/9, 8/10	7/8, 7/15, 7/22, 7/29, 8/5, 8/9, 8/10
Preliminary Close Processes. 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.	<del>Tuesday</del> Monday	<del>8/2/2022</del> 8/8/2022	8/8/22
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	<del>Wednesday</del> Tuesday	<del>8/3/2022</del> 8/9/2022	8/9/22
Final Reconciled Month-End Reports available in MyReports.	<del>Thursday</del> Wednesday	<del>8/4/2022</del> 8/10/2022	8/10/22