

## FINANCE FEBRUARY 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	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.	Tuesday	2/28/23	2/28/23
<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.	Tuesday	2/28/23	2/28/23
Final Sales batches from Telecommunications are due to Finance Systems Management.	Wednesday 3:30 pm	3/1/23	3/1/23
<b>JV - automated job submissions for February 2023.</b> <b>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.</b>	Wednesday	3/1/23	3/1/23
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R3	Friday	2/3/23	2/3/23
Payroll Encumbrances, Actuals & Adjustments 2R4	Friday	2/17/23	2/17/23
Payroll Encumbrances, Actuals & Adjustments 5R2	Tuesday	2/28/23	2/28/23
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Thursday	3/2/23	3/2/23
Banner Tax and Foundation surcharge posted in Banner	Friday	3/3/23	3/3/23
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	2/3, 2/10, 2/17, 2/24, 3/3, 3/6	2/3, 2/10, 2/17, 2/24, 3/3, 3/6
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.	Thursday	3/2/23	3/2/23
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Friday	3/3/23	3/3/23
Final Reconciled Month-End Reports available in MyReports.	Monday	3/6/23	3/6/23