## Finance February 2024 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>2/29/24</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>BDT and BD4 budget entries must be keyed and approved by departments.</td>
<td>Thursday</td>
<td>2/29/24</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 3:30 pm</td>
<td>3/1/24</td>
<td></td>
</tr>
<tr>
<td><strong>JV - automated job submissions for February 2024.</strong></td>
<td>Friday</td>
<td>3/1/24</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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<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 2R3</td>
<td>Friday</td>
<td>2/2/24</td>
<td></td>
</tr>
<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 2R4</td>
<td>Friday</td>
<td>2/16/24</td>
<td></td>
</tr>
<tr>
<td>Payroll Encumbrances, Actuals &amp; Adjustments 5R2</td>
<td>Thursday</td>
<td>2/29/24</td>
<td></td>
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<tr>
<td><strong>FINANCIAL SERVICES TASKS</strong></td>
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<tr>
<td>Journal Entries and JV automated job submissions must be approved by Financial Services Offices.</td>
<td>Monday</td>
<td>3/4/24</td>
<td></td>
</tr>
<tr>
<td>Banner Tax and Foundation surcharge posted in Banner</td>
<td>Tuesday</td>
<td>3/5/24</td>
<td></td>
</tr>
<tr>
<td><strong>SYSTEM PROCESSES</strong></td>
<td></td>
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<tr>
<td>Postings and Approvals disabled for reconciliations.</td>
<td>Multiple</td>
<td>2/2, 2/9, 2/16, 2/23, 3/5, 3/6</td>
<td></td>
</tr>
<tr>
<td>Preliminary Close Processes.</td>
<td></td>
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<tr>
<td>No real-time journal entries s will be processed after 5:00 PM.</td>
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<tr>
<td>Depreciation Expense posted in Banner.</td>
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<tr>
<td>Prelim F&amp;A posted in Banner.</td>
<td>Monday</td>
<td>3/4/24</td>
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<tr>
<td>Unapproved completed documents rolled into next month.</td>
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<tr>
<td>F &amp; A calculated and posted.</td>
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<tr>
<td>Revenue Recognition calculated and posted.</td>
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<tr>
<td>Restricted Accounting Bills run.</td>
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<tr>
<td>Final Close Processes.</td>
<td>Tuesday</td>
<td>3/5/24</td>
<td></td>
</tr>
<tr>
<td>Final Reconciled Month-End Reports available in MyReports.</td>
<td>Wednesday</td>
<td>3/6/24</td>
<td></td>
</tr>
</tbody>
</table>