

## 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	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.	Thursday	2/29/24	2/29/24
<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.	Thursday	2/29/24	2/29/24
Final Sales batches from Telecommunications are due to Finance Systems Management.	Friday 3:30 pm	3/1/24	3/1/24
<b>JV - automated job submissions for February 2024.</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>	Friday	3/1/24	3/1/24
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R3	Friday	2/2/24	2/2/24
Payroll Encumbrances, Actuals & Adjustments 2R4	Friday	2/16/24	2/16/24
Payroll Encumbrances, Actuals & Adjustments 5R2	Thursday	2/29/24	2/29/24
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Monday	3/4/24	3/4/24
Banner Tax and Foundation surcharge posted in Banner	Tuesday	3/5/24	3/5/24
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	2/2, 2/9, 2/16, 2/23, 3/5, 3/6	2/2, 2/9, 2/16, 2/23, 3/5, 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.	Monday	3/4/24	3/4/24
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Tuesday	3/5/24	3/5/24
Final Reconciled Month-End Reports available in MyReports.	<del>Wednesday</del> Thursday	<del>3/6/2024</del> 3/7/2024	3/7/24