

## FINANCE AUGUST 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.	Thursday	8/31/23	8/31/23
<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.	Thursday	8/31/23	8/31/23
Final Sales batches from Telecommunications are due to Finance Systems Management.	Friday 3:30 pm	9/1/23	9/1/23
<b><i>JV - automated job submissions for August 2023.</i></b> <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></b>	Thursday	9/1/23	9/1/23
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R16	Friday	8/4/23	8/4/23
Payroll Encumbrances, Actuals & Adjustments 2R17	Friday	8/18/23	8/18/23
Payroll Encumbrances, Actuals & Adjustments 5R8	Thursday	8/31/23	8/31/23
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	9/5/23	9/5/23
Banner Tax and Foundation surcharge posted in Banner	Wednesday	9/6/23	9/6/23
Postings and Approvals disabled for reconciliations.	Multiple	8/4, 8/11, 8/18, 8/25, 9/6, 9/7	8/4, 8/11, 8/18, 8/25, 9/6, 9/7
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.	Tuesday	9/5/23	9/5/23
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday	9/6/23	9/6/23
Final Reconciled Month-End Reports available in MyReports.	Thursday	9/7/23	9/7/23