

## ***FINANCE DECEMBER 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.	Friday	12/20/24	12/20/24
<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.	Friday	12/20/24	12/20/24
Final Sales batches from Telecommunications are due to Finance Systems Management.	Thursday 3:30 pm	1/2/25	1/2/25
<i><b>JV - automated job submissions for December 2024.</b></i> <i><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></i>	Thursday	1/2/25	1/2/25
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R25	Friday	12/6/24	12/6/24
Payroll Encumbrances, Actuals & Adjustments 2R26	Friday	12/20/24	12/20/24
Payroll Encumbrances, Actuals & Adjustments 5R12	Friday	12/20/24	12/20/24
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Monday	1/6/25	1/6/25
Banner Tax and Foundation surcharge posted in Banner	Tuesday	1/7/25	1/8/25
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	12/6, 12/13, 12/20, 12/21 - 1/1/25, 1/6, 1/7, 1/8	12/6, 12/13, 12/20, 12/21 - 1/1/25, 1/6, 1/7, 1/8, 1/9
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	1/6/25	1/6/25
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Tuesday	1/7/25	1/8/25
Final Reconciled Month-End Reports available in MyReports.	Wednesday	1/8/25	1/9/25