

## FINANCE JANUARY 2025 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	1/31/25	1/31/25
<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	1/31/25	1/31/25
<i>JV - automated job submissions for January 2025.</i> <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>	Monday	2/3/25	2/3/25
Payroll Encumbrances, Actuals & Adjustments 2R1	Friday	1/3/25	1/3/25
Payroll Encumbrances, Actuals & Adjustments 2R2	Friday	1/17/25	1/17/25
Payroll Encumbrances, Actuals & Adjustments 2R3	Friday	1/31/25	1/31/25
Payroll Encumbrances, Actuals & Adjustments 5R1	Friday	1/31/25	1/31/25
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	2/4/25	2/4/25
Banner Tax and Foundation surcharge posted in Banner	Wednesday	2/5/25	2/5/25
Postings and Approvals disabled for reconciliations.	Multiple	1/3, 1/10, 1/17, 1/24, 1/31, 2/5, 2/6	1/3, 1/10, 1/17, 1/24, 1/31, 2/5, 2/6
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.	Tuesday	2/4/25	2/4/25
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run.	Wednesday	2/5/25	2/5/25
Final Close Processes. Final Reconciled Month-End Reports available in MyReports.	Thursday	2/6/25	2/6/25