

## ***FINANCE FEBRUARY 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	2/28/25	2/28/25
<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 approval:	Friday	2/28/25	2/28/25
<b><i>JV - automated job submissions for February 2025.</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>	Monday	3/3/25	3/3/25
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R4	Friday	2/14/25	2/14/25
Payroll Encumbrances, Actuals & Adjustments 2R5	Friday	2/28/25	2/28/25
Payroll Encumbrances, Actuals & Adjustments 5R2	Friday	2/28/25	2/28/25
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	3/4/25	3/4/25
Banner Tax and Foundation surcharge posted in Banner	Wednesday	3/5/25	3/5/25
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	2/7, 2/14, 2/21, 2/28, 3/5, 3/6	2/7, 2/14, 2/21, 2/28, 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.	Tuesday	3/4/25	3/4/25
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday	3/5/25	3/5/25
Final Reconciled Month-End Reports available in MyReports.	Thursday	3/6/25	3/6/25