

## **FINANCE MARCH 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.	Monday	3/31/25	
<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 approval:	Thursday	3/21/25	
<b>JV - automated job submissions for March 2025.</b> <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>	Tuesday	4/1/25	
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R6	Friday	3/14/25	
Payroll Encumbrances, Actuals & Adjustments 2R7	Friday	3/28/25	
Payroll Encumbrances, Actuals & Adjustments 5R3	Monday	3/31/25	
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Wednesday	4/2/25	
Banner Tax and Foundation surcharge posted in Banner	Thursday	4/3/25	
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	3/7, 3/14, 3/21, 3/28, 4/3, 4/4	
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.	Wednesday	4/2/25	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Thursday	4/3/25	
Final Reconciled Month-End Reports available in MyReports.	Friday	4/4/25	