

## FINANCE AUGUST 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	8/29/25	
<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	8/29/25	
Final Telecommunications Sales batches JV job submission for August 2025.	Tuesday 3:30 pm	9/2/25	
<i><b>JV - automated job submissions for August 2025.</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>	Tuesday	9/2/25	
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R16	Friday	8/1/25	
Payroll Encumbrances, Actuals & Adjustments 2R17	Friday	8/15/25	
Payroll Encumbrances, Actuals & Adjustments 2R18	Friday	8/29/25	
Payroll Encumbrances, Actuals & Adjustments 5R8	Friday	8/29/25	
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Wednesday	9/3/25	
Banner Tax and Foundation surcharge posted in Banner	Thursday	9/4/25	
Postings and Approvals disabled for reconciliations.	Multiple	8/1, 8/8, 8/15, 8/22, 8/29, 9/4, 9/5	8/1
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	9/3/25	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Thursday	9/4/25	
Final Reconciled Month-End Reports available in MyReports.	Friday	9/5/25	