

FINANCE SEPTEMBER 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

MONTHLY DEPARTMENT DEADLINES:

Real-time journal entries must be keyed and approved by departments.
Please contact your Financial Services office for urgent matters that require approval.

Tuesday

9/30/25

9/30/25

BDT and BD4 budget entries 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.

Tuesday

9/30/25

9/30/25

Final Telecommunications Sales batches JV job submission for September 2025.

Wednesday 3:30 pm

10/1/25

10/1/25

JV - automated job submissions for September 2025.

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.

Wednesday

10/1/25

10/1/25

PAYROLL ENTRIES

Payroll Encumbrances, Actuals & Adjustments 2R19

Friday

9/12/25

9/12/25

Payroll Encumbrances, Actuals & Adjustments 2R20

Friday

9/26/25

9/26/25

Payroll Encumbrances, Actuals & Adjustments 5R9

Tuesday

9/30/25

9/30/25

FINANCIAL SERVICES TASKS

Journal Entries and JV automated job submissions must be approved by Financial Services Offices.

Thursday

10/2/25

10/2/25

Banner Tax and Foundation surcharge posted in Banner

Friday

10/3/25

10/3/25

SYSTEM PROCESSES

Postings and Approvals disabled for reconciliations.

Multiple

9/5, 9/12, 9/19, 9/26,
10/3, 10/6

9/5, 9/12, 9/19, 9/26,
10/3, 10/6

Preliminary Close Processes.
No real-time journal entries 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.

Thursday

10/2/25

10/2/25

F & A calculated and posted.
Revenue Recognition calculated and posted.
Restricted Accounting Bills run.
Final Close Processes.

Friday

10/3/25

10/3/25

Final Reconciled Month-End Reports available in MyReports.

Monday

10/6/25

10/6/25