

## ***FINANCE DECEMBER 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.	Tuesday	12/23/25	12/23/25
<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.	Tuesday	12/23/25	12/23/25
Final Telecommunications Sales batches JV job submission for December.	Monday 3:30 pm	1/5/26	1/5/26
<i><b>JV - automated job submissions for December.</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>	Monday	1/5/26	1/5/26
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R25	Friday	12/5/25	12/5/25
Payroll Encumbrances, Actuals & Adjustments 2R26	Friday	12/19/25	12/19/25
Payroll Encumbrances, Actuals & Adjustments 2R27	Friday	12/31/25	12/31/25
Payroll Encumbrances, Actuals & Adjustments 5R12	Tuesday	12/23/25	12/23/25
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Wednesday	1/7/26	1/7/26
Banner Tax and Foundation surcharge posted in Banner	Thursday	1/8/26	1/8/26
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations. *During 12/24/25 - 1/5/26 JV's will route for approval during the nightly posting process. Postings will be enabled the morning of 1/5/6.*	Multiple	12/5, 12/12, 12/19, 12/23, *12/24 - 1/5/26*, 1/8, 1/9	12/5, 12/12, 12/19, 12/23, *12/24 - 1/5/26*, 1/8, 1/9
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	1/7/26	1/7/26
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run.	Thursday	1/8/26	1/8/26
Final Close Processes. Final Reconciled Month-End Reports available in MyReports.	Friday	1/9/26	1/9/26