

## **FINANCE MAY 2026 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.**

| <b>SCHEDULED TASK</b>                                                                                                                                                                                                                                                                                   | <b>Scheduled Day</b> | <b>Scheduled Date</b>                   | <b>Completed Date</b>                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------|-----------------------------------------|
| <b>MONTHLY DEPARTMENT DEADLINES:</b>                                                                                                                                                                                                                                                                    |                      |                                         |                                         |
| Real-time journal entries must be keyed and approved by departments.<br>Please contact your Financial Services office for urgent matters that require approval.                                                                                                                                         | Friday               | 5/29/26                                 | 5/29/26                                 |
| <b>BDT and BD4 budget entries - not allowed from April through June.</b><br><b>JET and JE2 budget entries</b> must be keyed and approved by departments.<br>Please contact OPBA for urgent Main and Branch Campus budget approvals.<br>Please contact HSC Budget Office for urgent HSC budget approval: | Friday               | 5/29/26                                 | 5/29/26                                 |
| <b>JV - automated job submissions for May 2026.</b><br><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>                                          | Monday               | 6/1/26                                  | 6/1/26                                  |
| <b>PAYROLL ENTRIES</b>                                                                                                                                                                                                                                                                                  |                      |                                         |                                         |
| Payroll Encumbrances, Actuals & Adjustments 2R9                                                                                                                                                                                                                                                         | Friday               | 5/8/26                                  | 5/8/26                                  |
| Payroll Encumbrances, Actuals & Adjustments 2R10                                                                                                                                                                                                                                                        | Friday               | 5/22/26                                 | 5/22/26                                 |
| Payroll Encumbrances, Actuals & Adjustments 5R5                                                                                                                                                                                                                                                         | Friday               | 5/29/26                                 | 5/29/26                                 |
| <b>FINANCIAL SERVICES TASKS</b>                                                                                                                                                                                                                                                                         |                      |                                         |                                         |
| Journal Entries and JV automated job submissions must be approved by Financial Services Offices.                                                                                                                                                                                                        | Tuesday              | 6/2/26                                  | 6/2/26                                  |
| Banner Tax and Foundation surcharge posted in Banner                                                                                                                                                                                                                                                    | Wednesday            | 6/3/26                                  | 6/3/26                                  |
| <b>SYSTEM PROCESSES</b>                                                                                                                                                                                                                                                                                 |                      |                                         |                                         |
| Postings and Approvals disabled for reconciliations.                                                                                                                                                                                                                                                    | Multiple             | 5/1, 5/8, 5/15, 5/22,<br>5/29, 6/3, 6/4 | 5/1, 5/8, 5/15, 5/22,<br>5/29, 6/3, 6/4 |
| Preliminary Close Processes.<br>No real-time journal entries s will be processed after 5:00 PM.<br>Depreciation Expense posted in Banner.<br>Prelim F&A posted in Banner.<br>Unapproved completed documents rolled into next month.                                                                     | Tuesday              | 6/2/26                                  | 6/2/26                                  |
| F & A calculated and posted.<br>Revenue Recognition calculated and posted.<br>Restricted Accounting Bills run.<br>Final Close Processes.                                                                                                                                                                | Wednesday            | 6/3/26                                  | 6/3/26                                  |
| Final Reconciled Month-End Reports available in MyReports.                                                                                                                                                                                                                                              | Thursday             | 6/4/26                                  | 6/4/26                                  |