FINANCE OCTOBER 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.

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.	Friday	10/30/26	10/30/26
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.	Friday	10/30/26	10/30/26
Final Telecommunications Sales batches JV job submission for October.	Monday 3:30 pm	11/2/26	11/2/26
JV - automated job submissions for October. *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.*	Monday	11/2/26	11/2/26
PAYROLL ENTRIES			
Payroll Encumbrances, Actuals & Adjustments 2R20	Friday	10/9/26	10/9/26
Payroll Encumbrances, Actuals & Adjustments 2R21	Friday	10/23/26	10/23/26
Payroll Encumbrances, Actuals & Adjustments 5R10	Friday	10/30/26	10/30/26
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	11/3/26	11/3/26
Banner Tax and Foundation surcharge posted in Banner	Wednesday	11/4/26	11/4/26
SYSTEM PROCESSES			
Postings and Approvals disabled for reconciliations.	Multiple	10/2, 10/9, 10/16, 10/23, 10/30, 11/4, 11/5	10/2, 10/9, 10/16, 10/23, 10/30, 11/4, 11/5
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.	Tuesday	11/3/26	11/3/26
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday	11/4/26	11/4/26
Final Reconciled Month-End Reports available in MyReports.	Thursday	11/5/26	11/5/26