

## FINANCE NOVEMBER 2019 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.	Wednesday	11/27/19	11/27/19
<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.	Wednesday	11/27/19	11/27/19
Final Sales batches from Telecommunications are due to Finance Systems Management.	Monday 3:30 pm	12/2/19	12/2/19
<i>JV - automated job submissions for November 2019. 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.</i>	Monday	12/2/19	12/2/19
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R22	Friday	11/1/19	11/1/19
Payroll Encumbrances, Actuals & Adjustments 2R23	Friday	11/15/19	11/15/19
Payroll Encumbrances, Actuals & Adjustments 2R24	Friday	11/29/19	11/29/19
Payroll Encumbrances, Actuals & Adjustments 5R11	Wednesday	11/27/19	11/27/19
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	12/3/19	12/3/19
Banner Tax and Foundation surcharge posted in Banner	Wednesday	12/4/19	12/4/19
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	11/8, 11/15, 11/22, 11/27, 12/4, 12/5	11/8, 11/15, 11/22, 11/27, 12/4, 12/5
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	12/3/19	12/3/19
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday	12/4/19	12/4/19
Final Reconciled Month-End Reports available in MyReports.	Thursday	12/5/19	12/5/19