

## FINANCE APRIL 2020 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.	Thursday	4/30/20	4/30/20
<b>BDT and BD4 budget entries - not allowed from April through June.</b> <b>JET and JE2 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.	Thursday	4/30/20	4/30/20
Final Sales batches from Telecommunications are due to Finance Systems Management.	Friday 3:30 pm	5/1/20	5/1/20
<b>JV - automated job submissions for April 2020.</b> <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>	Friday	5/1/20	5/1/20
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R7	Friday	4/3/20	4/3/20
Payroll Encumbrances, Actuals & Adjustments 2R8	Friday	4/17/20	4/17/20
Payroll Encumbrances, Actuals & Adjustments 5R4	Thursday	4/30/20	4/30/20
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Monday	5/4/20	5/4/20
Banner Tax and Foundation surcharge posted in Banner	Tuesday	5/5/20	5/5/20
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	4/10, 4/17, 4/24, 5/1, 5/5, 5/6	4/10, 4/17, 4/24, 5/1, 5/5, 5/6
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.	Monday	5/4/20	5/4/20
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Tuesday	5/5/20	5/5/20
Final Reconciled Month-End Reports available in MyReports.	Wednesday	5/6/20	5/6/20