

## FINANCE MAY 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.	Friday	5/29/20	5/29/20
<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.	Friday	5/29/20	5/29/20
Final Sales batches from Telecommunications are due to Finance Systems Management.	Monday 3:30 pm	6/1/20	6/1/20
<b><i>JV - automated job submissions for May 2020.</i></b> <b><i>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></b>	Monday	6/1/20	6/1/20
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R9	Friday	5/1/20	5/1/20
Payroll Encumbrances, Actuals & Adjustments 2R10	Friday	5/15/20	5/15/20
Payroll Encumbrances, Actuals & Adjustments 2R11	Friday	5/29/20	5/29/20
Payroll Encumbrances, Actuals & Adjustments 5R5	Friday	5/29/20	5/29/20
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Tuesday	6/2/20	6/2/20
Banner Tax and Foundation surcharge posted in Banner	Wednesday	6/3/20	6/3/20
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	5/8, 5/15, 5/22, 5/29, 6/3, 6/4	5/8, 5/15, 5/22, 5/29, 6/3, 6/4
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	6/2/20	6/2/20
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday	6/3/20	6/3/20
Final Reconciled Month-End Reports available in MyReports.	Thursday	6/4/20	6/4/20