

## FINANCE SEPTEMBER 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.	Wednesday	9/30/20	9/30/20
<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	9/30/20	9/30/20
Final Sales batches from Telecommunications are due to Finance Systems Management.	Thursday 3:30 pm	10/1/20	10/1/20
<i>JV - automated job submissions for September 2020. 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>	Thursday	10/1/20	10/1/20
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R18	Friday	9/4/20	9/4/20
Payroll Encumbrances, Actuals & Adjustments 2R19	Friday	9/18/20	9/18/20
Payroll Encumbrances, Actuals & Adjustments 5R9	Wednesday	9/30/20	9/30/20
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Friday	10/2/20	10/2/20
Banner Tax and Foundation surcharge posted in Banner	Monday	10/5/20	10/5/20
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	9/4, 9/11, 9/18, 9/25, 10/5, 10/6	9/4, 9/11, 9/18, 9/25, 10/5, 10/6
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.	Friday	10/2/20	10/2/20
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Monday	10/5/20	10/5/20
Final Reconciled Month-End Reports available in MyReports.	Tuesday	10/6/20	10/6/20