

**FINANCE Fiscal Year-End 2021 Close Schedule**

**All daily deadlines are by 5:00 pm unless otherwise noted. Please adhere to the deadlines indicated to ensure that your transactions are processed before the year closes.**

**Dates are subject to change.** Financial Services will email updates to all Finance users as appropriate. **Dates in green are completed.**

Please contact the appropriate office listed on the Financial Services Resources website @ <http://fssc.unm.edu> if you need assistance.

CATEGORY	TASKS	Scheduled Day	DEPARTMENT DEADLINE	FS & BUDGET DEADLINE
LOBOMART & PURCHASING	LoboMart requisitions and SPQ's for FY21 for greater than \$60,000 must be completed and approved by departments.	FRI.	4/30/21	5/7/21
	LoboMart requisitions and SPQ's for FY21 between \$5,001 and \$60,000 must be completed and approved by departments.	FRI.	5/28/21	6/4/21
	Departments can enter requisitions & Purchasing can begin keying POs in FY22. A link to a job aid will be published when available.	TUES.	6/1/21	6/1/21
	LoboMart Requisitions for FY21 for \$5,000 or less must be completed and approved by departments. PCard purchases in LoboMart can continue through 6/30.	FRI.	6/4/21	6/11/21
	Change Orders to close purchase orders must be submitted to the Purchasing Department OR the encumbered balance will be rolled to <b>FY22</b> .	WED.	12:00 PM 6/30/21	12:00 PM 6/30/21
RECEIVABLES	Banner Finance Non-Student AR information must be entered and completed by departments.	WED.	12:00 PM 6/30/21	12:00 PM 6/30/21
	FY21 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.			
	UH Accounts Receivable transaction information must be received by HSC Financial Services for processing.			
CHROME RIVER	Expense Reports and Invoices for FY21 must be submitted by 6/30. <b>Everything submitted after 6/30 will post to FY22.</b>	WED.	10:00 PM 6/30/21	3:30 PM 7/9/21
	Expense Reports and Invoices submitted by 6/30 must be fully approved by departments.	TUES.	12:00 PM 7/6/21	
	Final PCard transactions with a transaction date through 6/30/21 (FY21) must be submitted and approved by Departments by 7/7. Please refrain from combining FY21 and FY22 transactions in the same expense report.	DAYS	7/1 - 7/7	7/9/21
JOURNAL ENTRIES	All Main and Branch Campus actual transfer entries using the JET rule class code, must be completed, and approved by departments.	MON.	6/7/21	6/18/21
	1. Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due. 2. Suspense for internal sales batches must be cleared to zero.	DAYS	(1) 7/6/21 (2) 7/7/21	(1) 7/6/21 (2) 7/7/21
	All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/21, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/7/21 5:01 PM - 7/16/21. <b>NOTE: Access to Journal Voucher Forms FGJVCQ, FGJVCQ and FGJVCQ will be disabled during this period.</b>	WED.	5:00 PM 7/7/21	7/9/21
	1. Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP). 2. Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office.	WED.	7/7/21	7/9/21
	Final HSC Allocation entry due to Unrestricted Accounting - HSC	TUES.	7:00 PM 7/13/21	7:00 PM 7/14/21
BURSAR	1. June Credit Card sales receipt activity should be submitted daily to the Bursar's Office. <b>THIS DEADLINE IS NOT RELATED TO YOUR PCARD.</b> 2. June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily.	THUR.	7/1/21	7/7/21
PURCHASING & A/P	1. Purchased goods must be received on or before 6/30/21, and receiving document must be entered and completed in LoboMart/Banner. 2. <b>Last day for departments to submit vendor invoices to A/P for FY21 payment.</b>	FRI.	7/2/21	(1) 7/8/21 (2) 7/9/21
PAYROLL	Catastrophic Leave Donation posted to May in Banner	FRI.	FYI	<del>6/1/2021</del> 5/27/21
	Payroll Postings 2R12, 2R13, 5R6, 2R14	DAYS	FYI	6/11, 6/25, 6/30, 7/9
	1. Final Payroll Encumbrance Liquidation for 2R & 5R 2. FY22 Original Labor Encumbrances posted, Annual Leave Accrual FY20 (reversal) and FY21 posted	DAYS	FYI	(1) 6/24 (2) 6/30
	Final FY21 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/7/21 5:01 PM - 7/16/21. <b>NOTE: Access to PHAREDS Form will be disabled during this period.</b>	WED.	5:00 PM 7/7/21	7/9/21
FINANCIAL SERVICES & BUDGET OFFICES	Access to request the termination of Unrestricted Indexes is temporarily disabled in the Workflow component of the Chart Of Accounts Application. <b>Pending termination requests will be removed from In Process folders.</b>	DAYS	(1) 4/19 - 5/01 (2) 6/8 - 7/20	(1) 4/19 - 5/4 (2) 6/8 - 7/20
	FY22 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger.	FRI.	FYI	<del>4/30/2021</del> 5/4/21
	Post pooled allocation entries to FY22 (I&G).	TUES.	FYI	<del>6/4/2021</del> 6/8/21
	Last day for Budget offices to complete FY21 Original Budget corrections.	THUR.	FYI	6/3/21
	Postings and Approvals disabled for reconciliations.	DAYS	FYI	6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/12 - 7/16
	HSC Financial Services load of UH/UNMMG Expenses and Liabilities.	FRI.	FYI	7/9/21
	1. Accounts Payable last day to cut checks for FY21. 2. Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2021.	MON.	FYI	7/12/21
	June Depreciation posted and unapproved documents rolled to 7/1/21.	MON.	FYI	7/12/21
	Final Deferred Grant and Bills processed. Final review of accounting data and journal entries posted by FS.	WED.	FYI	6:00 PM 7/14/21
	GL, PO/General Encumbrance, Budget year-end roll processes.	THUR.	FYI	7/15/21
	First day for A/P to cut checks on an old-year PO to be expensed to FY22.	FRI.	FYI	7/16/21
	Final post-roll journal entries posted by FS.	FRI.	FYI	3:00 PM 7/16/21
	Post FY21 Unrestricted Ending Reserves to FY22.	MON.	FYI	7/19/21
	Year-end endowment entries posted.	WED.	FYI	7/28/21
Final FY21 MyReports Finance are available after reconciliations are completed and communicated.	MON.	FYI	7/19/21	