

## FINANCE DECEMBER 2021 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	12/22/21	12/22/21
<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	12/22/21	12/22/21
Final Sales batches from Telecommunications are due to Finance Systems Management.	Tuesday 3:30 pm	1/4/22	1/4/22
<b><i>JV - automated job submissions for December 2021.</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	1/4/22	1/4/22
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R25	Friday	12/10/21	12/10/21
Payroll Encumbrances, Actuals & Adjustments 2R26	Friday	12/24/21	12/24/21
Payroll Encumbrances, Actuals & Adjustments 5R12	Wednesday	12/22/21	12/22/21
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Thursday	1/6/22	1/6/22
Banner Tax and Foundation surcharge posted in Banner	Friday	1/7/22	1/7/22
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	12/3, 12/10, 12/17, 12/22, 12/23 - 1/3/22, 1/7, 1/10	12/3, 12/10, 12/17, 12/22, 12/23 - 1/3/22, 1/7, 1/10
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.	Thursday	1/6/22	1/6/22
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Friday	1/7/22	1/7/22
Final Reconciled Month-End Reports available in MyReports.	Monday	1/10/22	1/10/22