	FINANCE Fiscal Year-End 2023 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 FY23 for greater than $60,000 must be completed and approved by departments.	FRI.	4/28/23	5/5/23
	LoboMart requisitions and SPQ's for FY23 between $5,001 and $60,000 must be completed and approved by departments.	FRI.	5/26/23	6/2/23
	Departments can enter requisitions & Purchasing can begin keying POs in FY24. Please refer to http://purchase.unm.edu/department-information/fy-end-requisition.pdf for assistance.	THU.	6/1/23	6/1/23
	LoboMart Requisitions for FY23 for $5,000 or less must be completed and approved by departments. PCard purchases in LoboMart can continue through 6/30.	FRI.	6/2/23	6/9/23
	Change Orders to close purchase orders must be submitted to the Purchasing Department OR the encumbered balance will be rolled to FY24.	FRI.	12:00 PM 6/30/23	12:00 PM 6/30/23
RECEIVABLES	Banner Finance Non-Student AR information must be entered and completed by departments.	FRI.	12:00 PM 6/30/23	12:00 PM 6/30/23
	FY23 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 FY23 must be submitted by 6/30. Everything submitted after 6/30 will post to FY24.	FRI.	10:00 PM 6/30/23	3:30 PM 7/7/23
	Expense Reports and Invoices submitted by 6/30 must be fully approved by departments.	THU.	7/6/23	
	Final PCard transactions with a transaction date through 6/30/23 (FY23) must be submitted and approved by Departments by 7/7. Please refrain from combining FY23 and FY24 transactions in the same expense report.	DAYS	7/1 - 7/7	7/10/23
JOURNAL ENTRIES	All Main and Branch Campus actual transfer entries using the JET rule class code, must be completed, and approved by departments.	MON.	6/5/23	6/16/23
	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) 7/5/23 (2) 7/6/23	(1) 7/5/23 (2) 7/6/23
	All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/23, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/6/23 5:01 PM - 7/19/23 8:00 AM. NOTE: Access to Journal Voucher Forms FGAJVCD, FGAJVCQ and FGAJVCM will be disabled during this period.	THU.	7/6/23	7/10/23
	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.	FRI.	7/7/23	7/10/23
	Final HSC Allocation entry due to Unrestricted Accounting - HSC	WED.	7:00 PM 7/12/23	7/14/23
BURSAR	1. June Credit Card sales receipt activity should be submitted daily to the Bursar's Office. *THIS DEADLINE IS NOT RELATED TO YOUR PCARD.* 2. June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily.	MON.	7/3/23	7/7/23
PURCHASING & A/P	1. Purchased goods must be received on or before 6/30/23, and receiving document must be entered and completed in LoboMart/Banner. 2. Last day for departments to submit vendor invoices to A/P for FY23 payment.	MON.	7/3/23	(1) 7/10/23 (2) 7/10/23
PAYROLL	Catastrophic Leave Donation posted to May in Banner	WED.	FYI	5/31/23
	Payroll Postings 2R12, 2R13, 5R6, 2R14	DAYS	FYI	6/9, 6/23, 6/30, 7/7
	1. Final Payroll Encumbrance Liquidation for 2R & 5R 2. FY24 Original Labor Encumbrances posted, Annual Leave Accrual FY22 (reversal) and FY23 posted	DAYS	FYI	(1) 6/26 (2) 6/30
	Final FY23 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/6/23 5:01 PM - 7/19/23 8:00 AM. NOTE: Access to Banner Form PHAREDS and Labor Redistributions in the Employee Dashboard will be disabled during this period.	THU.	7/6/23	7/10/23
FINANCIAL SERVICES & BUDGET OFFICES	Access to request the termination of Unrestricted Indexes is temporarily disabled in the Workflow. In Process termination requests will be removed.	DAYS	(1) 4/19 - 5/1 (2) 6/8 - 7/20	(1) 4/19 - 5/1 (2) 6/8 - 7/20
	FY24 Original Budgets (includes BRR & Debt Service) posted to Banner Finance Operating Ledger.	FRI.	FYI	4/28/23
	Post pooled allocation entries to FY24 (I&G).	THU.	FYI	6/1/23
	Last day for Budget offices to complete FY23 Original Budget corrections.	THU.	FYI	6/1/23
	Postings and Approvals disabled for reconciliations.	DAYS	FYI	6/2, 6/9, 6/16, 6/23, 6/30, 7/7, 7/11 - 7/21
	HSC Financial Services load of UH/UNMMG Expenses and Liabilities.	MON.	FYI	7/10/23
	1. Accounts Payable last day to cut checks for FY23. 2. June Depreciation posted and unapproved documents rolled to 7/1/23.	MON.	FYI	7/10/23
	Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2023.	TUE.	FYI	7/11/23
	Final Deferred Grant and Bills processed. Final review of accounting data and journal entries posted by FS.	MON.	FYI	6:00 PM 7/17/23
	GL, PO/General Encumbrance, Budget year-end roll processes.	TUE.	FYI	7/18/23
	First day for A/P to cut checks on an old-year PO to be expensed to FY24.	WED.	FYI	7/19/23
	Final post-roll journal entries posted by FS.	WED.	FYI	3:00 PM 7/19/23
	Post FY23 Unrestricted Ending Reserves to FY24.	THU.	FYI	7/20/23
	Final FY23 Finance MyReports are available after reconciliations are completed and communicated.	FRI.	FYI	7/21/23
	Year-end endowment entries posted. These will not be in Finance MyReports on 7/21/23.	TBD	FYI	8/16/23