

## FINANCE NOVEMBER 2023 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.	Thursday	11/30/23	
<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.	Thursday	11/30/23	
Final Sales batches from Telecommunications are due to Finance Systems Management.	Friday 3:30 pm	12/1/23	
<b><i>JV - automated job submissions for November 2023. 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>	Friday	12/1/23	
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R23	Friday	11/10/23	
Payroll Encumbrances, Actuals & Adjustments 2R24	Friday	11/24/23	
Payroll Encumbrances, Actuals & Adjustments 5R11	Thursday	11/30/23	
<b>Journal Entries and JV automated job submissions must be approved by Financial Services Offices.</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Monday	12/4/23	
Banner Tax and Foundation surcharge posted in Banner	Tuesday	12/5/23	
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	11/3, 11/10, 11/17, 11/22, 12/5, 12/6	
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.	Monday	12/4/23	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run.	Tuesday	12/5/23	
Final Close Processes. Final Reconciled Month-End Reports available in MyReports.	Wednesday	12/6/23	