

FINANCE APRIL 2012 CLOSE SCHEDULE

To ensure that your transactions are processed before the month closes, please adhere to the deadlines indicated.

SCHEDULED TASK	Original Scheduled Day/Time	Original Scheduled Date	Completed Date
Banner Loads from Departments:			
Bookstore - (BS)		Varies	
Cancer Research & Treatment Center - (CR)		Varies	
CIRT - (CA)		Varies	4/12/12
Credit, Coll & Merch Svcs - (MS)		Varies	
Parking & Transportation - (PT)		Varies	4/20/12
Physical Plant Dept - (PP)		Varies	
Telecommunications - (TE)		Varies	
UH Invoices - (HC)		Varies	4/17/12
University Services - (CH) (CP) (DS) (IC) (IK) (MS) (MV) (RM) (SH) (SP) (XX)		Varies	
UNM Foundation - (UFD) (EN)		Varies	4/20/12
Unrestricted Accounting, HSC - (HS)		Varies	
Unrestricted Accounting, Main - (UA)		Varies	4/23/12
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	4/13/2012 (2R8)	4/13/12
Payroll Encumbrances, Actuals & Adjustments	Friday	4/27/2012 (2R9)	4/27/12
Payroll Encumbrances, Actuals & Adjustments	Monday	4/30/2012 (5R4)	4/30/12
Postings and Approvals:			
Postings and Approvals disabled for reconciliations.	Friday AM	4/6/12	4/6/12
Postings and Approvals disabled for reconciliations.	Friday AM	4/13/12	4/13/12
Postings and Approvals disabled for reconciliations.	Friday AM	4/20/12	4/20/12
Postings and Approvals disabled for reconciliations.	Friday AM	4/27/12	4/27/12
MONTHLY DEPARTMENT DEADLINES:			
Real-time journal entries must be keyed and approved by departments by 5:00 PM. Contact your Financial Services office for urgent matters that require approval.	Monday 5:00 PM	4/30/12	4/30/12
BDT and BD4 budget entries must be keyed and approved by departments by 5:00 PM. Please Note: Contact OPBA for urgent Main and Branch Campus budget approvals. Contact HSC Budget Office for urgent HSC budget approvals.	Monday 5:00 PM	4/30/12	4/30/12
All Upload files are due to Finance Systems Management by 3:30 PM	Tuesday 3:30 PM	5/1/12	5/1/12
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Wednesday 5:00 PM	5/2/12	5/2/12
Preliminary Close Processes. No real-time journal entries or new batch submissions will be processed after 5:00 PM.	Wednesday 5:00 PM	5/2/12	5/2/12
Depreciation Expense posted in Banner. Prelim F&A posted in Banner.	Wednesday 5:00 PM	5/2/12	5/2/12
Postings and Approvals disabled for reconciliations. See fsscalerts.unm.edu for updates.	Thursday AM	5/3/12	5/3/12
Banner Tax Posted in Banner	Thursday	5/3/12	5/3/12
F & A calculated and posted Revenue Recognition calculated and posted Restricted Accounting Bills run	Thursday after 5:00 PM	5/3/12	5/3/12
Final Close Processes	Thursday after 5:00 PM	5/3/12	5/3/12
Postings and Approvals disabled for reconciliations. See fsscalerts.unm.edu for updates.	Friday	5/4/12	5/4/12
Final Reconciled Month-End Reports available in Hyperion	Friday	5/4/12	5/4/12
Notify Campus that Month is Closed	Friday	5/4/12	5/4/12