

**The University of New Mexico**  
**Banner Finance System**  
**April 2007 Monthly Processing Schedule**  
Maintained by Finance Systems Management

**Distribution:** [FastInfo answer ID 897](#), and [FSM's website at www.unm.edu/~fsm](#)

**To ensure that your transactions are processed in the month of April please follow the deadlines indicated.**  
Thank you for your assistance!

**Labor information from current day Payroll and Payroll reallocations is updated nightly in HRS and reflected the next morning in ODS HR Views (Detailed Labor Distribution Data). HRS information is fed to Banner Finance on a weekly basis and is updated in the Finance ledgers and Finance transaction detail, Banner, and ODS, per this schedule.**

SCHEDULED TASK	SCHEDULED DATE	COMPLETED DATE
Final, reconciled March month-end reports available in Hyperion	Thursday 04/05/07	04/05/07
Posting and Approval Processes disabled for reconciliation	Friday 04/06/07 11:00 AM	<i>Cancelled</i>
Cancel prior salary encumbrances	Monday 04/09/07	
Payroll Loads (9R10, 2R19, Reallocations, Office Checks)	Monday 04/09/07	
Create new salary encumbrances	Monday 04/09/07	
Final, reconciled March month-end reports available in ePrint	Thursday 04/12/07	
Posting and Approval Processes disabled for reconciliation	Friday 04/13/07 11:00 AM	
Cancel prior salary encumbrances	Monday 04/16/07	
Payroll Loads (4R19, Reallocations, Office Checks)	Monday 04/16/07	
Create new salary encumbrances	Monday 04/16/07	
Banking & Taxation - FUPLOAD (GR)	Varies	04/05/07
Biology (BI) Upload	Varies	
Bookstore Upload (BS) Upload	Varies	
Chemistry Stores (CH) Upload	Varies	
CIRT (CA) Upload	Varies	
CRTC (CR) Fupload	Varies	
Duplication Facilities (UNM Copy Center) Upload (DF)	Varies	
General Accounting - FUPLOAD	Varies	04/04/07
Health Sciences Center UH Invoices Uploads (HC)	Varies	
Health Sciences Center Payroll Accrual/Reversal Fuploads (HS)	Varies	
HR Employee and Organizational Development (EOD) (HR)	Varies	
Ikon Copier Management (IK) Upload	Varies	
Imaging Copier Management (IC) Upload	Varies	
Lanier Copier Management (LN) Upload	Varies	
Office of Graduate Studies (GS)	Varies	
Physical Plant (PP) Upload	Varies	
PPD - Miscellaneous FUPLOADS	Varies	04/05/07
Property Accounting Fupload (PF)	Varies	
Records Management (RM) Upload	Varies	
Student Publications (ST) Upload	Varies	04/04/07
SUB Catering - FUPLOADS	Varies	
Surplus Property (SP) Upload	Varies	
Telecommunications (TE) Upload	Varies	
University Hospital (UH) Upload	Varies	
UNM Mail Services (PO) Upload	Varies	
UNM Temp Services (UT) Upload	Varies	04/04/07
Xerox Copier (XX) Upload	Varies	

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SCHEDULED TASK	SCHEDULED DATE	COMPLETED DATE
Posting and Approval Processes disabled for reconciliation	Friday 04/20/07 11:00 AM	
<b>Final April labor reallocations due to Accounting by 5:00 pm</b>	<b>Friday 04/20/07 5:00 PM</b>	
Cancel prior salary encumbrances	Monday 04/23/07	
Payroll Loads (2R20, Reallocations, Office Checks)	Monday 04/23/07	
Create new salary encumbrances	Monday 04/23/07	
Posting and Approval Processes disabled for reconciliation	Friday 04/27/07 11:00 AM	
Cancel prior salary encumbrances	Monday 04/30/07	
Payroll Loads (4R20, 5R10, Reallocations, Office Checks)	Monday 04/30/07	
<b>Real time journal entries for April MUST BE KEYED AND APPROVED BY DEPARTMENTS BY 5:00 pm, Monday 04/30/07. NOTE: Departments are keying their own journal entries. Departments should contact their accounting offices for urgent matters that require approval.</b>	<b>Monday 04/30/07 5:00 PM</b>	
FINAL April Payroll: Payroll Loads (Reallocations, Office Checks)	Tuesday 05/01/07	
Create new salary encumbrances	Tuesday 05/01/07	
Final April Banking Transactions - Banking & Taxation	Tuesday 05/01/07	
Payroll Entries -- <i>Payroll</i>	Tuesday 05/01/07	
<b>Final Upload files for April activity are due to FSM by 3:30PM</b>	<b>Tuesday 05/01/07 3:30 PM</b>	
Short Term Interest Entries -- <i>General Accounting</i>	Wednesday 05/02/07	
<b>Real-time journal entries for April must be approved by Accounting Offices by 5:00 pm, Wednesday 05/02/07.</b>	<b>Wednesday 05/02/07 5:00 PM</b>	
Preliminary Close for Final Analysis of April. No real-time journal entries or new batch submissions will be processed after 5:00 PM.	Wednesday 05/02/07 Processes automatically (after 5:00 PM)	
Depreciation Expense calculated and posted to April. Prelim F&A calculated and posted to Banner for April.	Wednesday 05/02/07 Processes automatically (after 5:00 PM)	
April reports FSE0001 (Payroll and Payroll Benefits Distribution) and FSE0004 (Salary Projections) available in ePrint	Thursday 05/03/07	
Posting and Approval Processes disabled for reconciliation	Thursday 05/03/07 11:00 AM	
Banner Tax calculated and posted to Banner for April	Thursday 05/03/07	
F&A calculated and posted to Banner for April	Thursday 05/03/07 Processes automatically (after 5:00 PM)	
Revenue Recognition calculated and posted for April	Thursday 05/03/07 Processes automatically (after 5:00 PM)	
Close month of April -- No more activity	Thursday 05/03/07 Processes automatically (after 5:00 PM)	
Posting and Approval Processes disabled for reconciliation	Friday 05/04/07 11:00 AM	
Notify Campus that April 2007 is Closed	Friday 05/04/07	
Final Reconciled April Month End Reports available in Hyperion	Friday 05/04/07	

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SCHEDULED TASK	SCHEDULED DATE	COMPLETED DATE
Posting and Approval Processes disabled for reconciliation	Friday 05/11/07 11:00 AM	
Final Reconciled April Month End Reports available in ePrint	Friday 05/11/07	

**This schedule is contingent on all April payroll activity being posted to Banner by 05/01/07. If this is not the case, appropriate schedule changes for April will be communicated in FastInfo Answer ID #897, as they occur.**

[Please contact FSM at fsm@salud.unm.edu for questions or comments.](mailto:fsm@salud.unm.edu)