

FINANCE Fiscal Year-End 2009 Close Schedule

NEED HELP? Please contact the Financial Services Support Center at 277-FHLP (3457) for

TIPS

Dates are subject to change. Stay updated by subscribing to:

[Fast Info answer ID 2448 at fastinfo.unm.edu](mailto:FastInfo@unm.edu)

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Please note that tasks highlighted in yellow are pertinent for departmental end users.

	Responsible Office	Scheduled Task	Original Scheduled Date	REVISED Scheduled Date	Completed Date
1	DEPARTMENT	CHART OF ACCOUNTS MORATORIUM ON TERMINATION REQUESTS OF UNRESTRICTED INDEXES	4/27/09 - 5/21/09		05/21/09
	FIN SVCS	PAR's from Financial Services Offices due to Lynn Craner (see separate memo for more details) (Pending Auditor Selection)	TBD	4/27/09 - 5/8/09	05/08/09
	HR	Mass Salary Update load file for Reg Staff to Banner HR from Salary Planner updating job and labor distribution record.	04/27/09	05/07/09	5/7/2009
	HR	Mass Salary Update load file for Reg Staff, CWA & USUNM Bargaining Units to Banner HR from Salary Planner updating Job record.	06/30/09	05/07/09	5/7/2009
2	DEPARTMENT	Summer Research forms to Contract & Grants for Paydate 5/29/09	05/06/09	05/07/09	5/7/2009
3	DEPARTMENT	LoboMart purchase requisitions and SPQ's for FY09 for amounts greater than \$20,000 must be entered, completed, and approved by the appropriate department	05/08/09		05/08/09
	FIN SVCS	LoboMart purchase requisitions and SPQ's for FY09 for amounts greater than \$20,000 must be approved by the Financial Services Offices	05/15/09		5/15/2009
	OPBA	New Year FY10 Original Budgets loaded to Banner Finance Operating Ledger	05/21/09	05/19/09	5/20/2009
	OPBA	FUPLoad BRR and Debt Service Budget batches for FY10 due to FSM	05/22/09 by 5:00 PM		DS 5/27/09; BRR 5/28/09
	ALL	Memorial Day Holiday	05/25/09		05/25/09
	PAYROLL	Catastrophic Leave Donation Report available and distributed to core offices	05/28/09		06/02/09
	FIN SVCS	FUPLoad/Post FY10 BRR and Debt Service Budgets	05/29/09		DS 5/27/09; BRR 5/28/09
	FIN SVCS	FY09 June Period 12 open and FY10 July Period 01 open	06/01/09		06/01/09
4	DEPARTMENT	Departments can begin entering requisitions, and Purchasing can begin keying POs in FY10	06/01/09		06/01/09
	PAYROLL	Catastrophic Leave Donation calculated and posted to Banner	06/03/09		06/03/09
5	DEPARTMENT	Labor Redistribution Forms for Legacy Payroll transactions due to Financial Services Offices	06/03/09		06/03/09
6	DEPARTMENT	Any FY09 employment transactions, including labor distribution changes, new hires, separations, org changes, FTE changes due to Employment Data Centers	06/03/09 by 5:00 PM	06/15/09	06/15/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	06/05/09 11:00 AM		6/05/09 10:00 AM
7	DEPARTMENT	Summer Research forms to Contract & Grants for Paydate 6/30/09	06/05/09		06/05/09
	HR	Mass Salary Update load file for 12 Month Faculty to Banner HR from Salary Planner updating Job record.	06/24/09	06/05/09	06/08/09

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	HR	Mass Salary Update load file for 9 Month Faculty to Banner HR from Salary Planner updating Job record.	06/26/09	06/05/09	06/08/09
	OPBA	New Year FY10 Position Budgets 12 Month Faculty loaded to HR/Pay Position records	06/05/09		05/20/09
	OPBA	New Year FY10 Position Budgets 9 Month Faculty loaded to HR/Pay Position records	06/05/09		05/20/09
	OPBA, HSC BUDGET	Last day for Budget offices to complete FY10 Original Budget corrections	06/10/09		06/10/09
	PAYROLL	Payroll Encumbrances & Loads 2R12 and Adjustments	06/12/09		06/12/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	06/12/09 11:00 AM		6/12/09 9:45 AM
8	DEPARTMENT	LoboMart Purchase Requisitions and SPQ's for FY09 between \$5,001 and \$20,000 must be entered, completed, and approved by departments.	6/12/2009 by 5:00 PM		06/12/09
9	DEPARTMENT	Index termination requests are due to FSM	6/12/2009 by 5:00 PM		06/12/09
10	DEPARTMENT	All Main Campus Budget transactions (BD4 and BDT) must be entered, completed, and approved by departments. OPBA is committed to reviewing and approving or disapproving these documents before FINAL CLOSE.	06/12/09		06/12/09
10.1	DEPARTMENT	All INCOMPLETE PZAREDS transactions (labor redistributions) preceeding 5/1/09 must be completed by Departments or they will be deleted from Banner		06/15/09	06/15/09
	FIN SVCS	CHART OF ACCOUNTS MORATORIUM ON TERMINATION REQUESTS OF UNRESTRICTED INDEXES	6/15/09 - 7/26/09		07/26/09
	FIN SVCS	All INCOMPLETE PZAREDS transactions (labor redistributions) preceeding 5/1/09 will be deleted from Banner		06/16/09	06/18/09
	FIN SVCS	Financial Services Offices upload final Legacy Redistributions for inclusion in Preliminary Reports	06/17/09		06/17/09
11	DEPARTMENT	LoboMart Purchase Requisitions for FY09 for \$5,000 or less must be entered, completed, and approved by departments (Note: P-Card purchases through LoboMart can continue through 6/30 for FY09)	06/19/09		06/19/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	06/19/09 11:00 AM		06/19/09 11:00 AM
12	DEPARTMENT	To ensure inclusion in Preliminary Reports, Payroll redistributions are due to Financial Services Offices	6/19/09 by 5:00 PM		06/19/09
	FIN SVCS	FUPLOAD and post pooled allocation entries to FY10 (I&G and F&A return)	06/19/09		I&G 6/24/09; F&A cancelled
	FIN SVCS	LoboMart Purchase Requisitions and SPQ's for FY09 between \$5,001 and \$20,000 must be approved by Financial Services Offices	6/19/2009 by 5:00 PM		06/19/09
	FIN SVCS	Final Encumbrance Liquidation for 2R	07/01/09	06/25/09	06/25/09
	FIN SVCS	Final Encumbrance Liquidation for 5R	06/24/09	06/25/09	06/25/09

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	Responsible Office	Scheduled Task	Original Scheduled Date	REVISED Scheduled Date	Completed Date
	PAYROLL	Annual Leave Accrual Report available and distributed to Financial Services Offices	06/25/09	DELAYED	06/26/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	06/26/09 11:00 AM		06/26/09 9:30 AM
	FIN SVCS	LoboMart Purchase Requisitions for FY09 for \$5,000 or less must be approved by Financial Services	06/26/09		06/26/09
	PAYROLL	Payroll Encumbrances & Loads 2R13 and adjustments	06/26/09		06/26/09
	FIN SVCS	Preliminary Deferred Grant will run in overnight processing	06/28/09		06/28/09
13	DEPARTMENT	Main Campus/UH Accounts Receivable transaction information must be received by HSC Fin Svcs for processing	06/29/09 by 12:00 PM		06/29/09 by 12:00 PM
14	DEPARTMENT	Banner Finance Non-Student AR information must be entered and completed by departments	06/29/09 by 12:00 PM		06/29/09 by 12:00 PM
15	DEPARTMENT	Change Orders to close the purchase orders, on which the department does not want the encumbered balance to be rolled to FY10, must be submitted to the Purchasing Department.	06/29/09 by 12:00 PM		06/29/09 by 12:00 PM
16	DEPARTMENT	FY09 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Student Services Admin and HSC Cashiers by 12:00 PM (3:00 PM for Business Center Cashier)	06/30/09 by 12:00 PM		06/30/09
17	DEPARTMENT	Inventory adjustment journal entries must be entered, completed, and approved by departments carrying inventories	06/30/09 by 5:00 PM		06/30/09
18	DEPARTMENT	DPEZs and DPIs for FY09 must be entered, completed, AND approved in Banner.	06/30/09 by 5:00 PM		06/30/09
	FIN SVCS	Complete all payroll encumbrance liquidations		06/30/09	06/26/09
	PAYROLL	Payroll Encumbrances & Loads 5R6 and adjustments	06/30/09		06/30/09
	PAYROLL	Annual Leave Accrual JE FUPLOAD due to FSM	06/30/09		06/29/09
	FIN SVCS	Annual Leave Accrual FY09 (reversal) and FY10 posted	06/30/09		06/30/09
	OPBA	Main Campus Departmental Budget entries that made the 6/12/09 deadline must be approved or disapproved by OPBA	06/30/09		06/30/09
	OPBA	OPBA rolls working "10" position budgets to approved "10" position budgets - NBPBROL	06/30/09		06/30/09
	FIN SVCS	All PRs completed but unapproved with a June date will be updated with a transaction date of 7/1/2009 for posting to FY10	07/01/09		07/01/09
19	DEPARTMENT	Final Sales batches (Telecommunications, Bookstore, and any other feeds) to FSM for upload	07/01/09 by 12:00 PM		07/01/09
	FIN SVCS	FUPLOAD Final Sales batches (Telecommunications, Bookstore, any other feeds)	07/01/09		07/01/09
	FIN SVCS	Postings and Approvals disabled for Hyperion reconciliations – Hyperion will be available after reconciliations are completed. Go to fsscalerts.unm.edu for updates.	7/2/2009 11:00 AM		07/2/09 9:45 AM
	FIN SVCS	FUPLOAD Short Term Interest	07/02/09		07/02/09
20	DEPARTMENT	June Credit Card activity should be submitted daily to the Bursar's Office. All activity for June is due by Thursday, 7/2/09, by 5:00 PM.	07/02/09 by 5:00 PM		07/02/09

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	Responsible Office	Scheduled Task	Original Scheduled Date	REVISED Scheduled Date	Completed Date
21	DEPARTMENT	June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily. All activity for June is due by Thursday, 7/2/09, by 5:00 PM.	07/02/09 by 5:00 PM		07/02/09
22	DEPARTMENT	DPEZs and DPls supporting documentation for FY09 must be received by Financial Services Offices	07/02/09 by 5:00 PM		07/02/09
23	DEPARTMENT	Purchased goods must be received on or before Monday, June 30, 2009, and receiving document must be entered and completed in Banner	07/02/09 by 5:00 PM		07/02/09
24	DEPARTMENT	Last Day for departments to submit vendor invoices for services to A/P for FY09 payment	07/02/09 by 5:00 PM		07/02/09
	ALL	Happy 4th of July!!!	07/03/09		07/03/09
25	DEPARTMENT	Final FY09 PZAREDS (Labor redistributions) must be completed in Banner by department initiators	07/05/09		07/05/09
26	DEPARTMENT	Moratorium on entering PZAREDS (labor redistributions) in Banner by departments	7/6/09 - 7/21/09		07/21/09
27	DEPARTMENT	All journal vouchers must be entered, completed, and approved by departments. Financial Services Offices are committed to reviewing and approving or disapproving these documents by 7/13/09.	7/6/2009 BY 5:00 PM		07/06/09
	FIN SVCS	FUPLOAD Banner Tax for June 09 – Preliminary	07/06/09		07/06/09
	FIN SVCS	Final P-Card transactions thru 6/30/2009 loaded for department reallocation	07/06/09		07/06/09
28	DEPARTMENT	Summer Research forms to Contract & Grants for Paydate 7/31/09	07/07/09 by 5:00 PM		07/07/09
29	DEPARTMENT	Inventory adjustments not entered, completed, and approved by June 30 due to Paul Jones	07/07/09		07/07/09
	FIN SVCS	HSC Financial Services load of UH Expenses and Liabilities	07/08/09	07/09/09	07/09/09
30	DEPARTMENT	Department Suspense cleared to zero	07/08/09		07/10/09
	FIN SVCS	DPEZ's must be approved by Financial Services Offices	7/9/2009 by 5:00 PM		07/09/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	7/10/2009 11:00 AM		7/10/09 11:15 AM
31	DEPARTMENT	Final Material year-end entries to Financial Services Offices (contact office for instructions and approval as early as possible)	7/10/2009 by 5:00 PM		07/10/09
	PAYROLL	Payroll cash journal entries must be entered, completed, and approved	07/10/09		07/10/09
	FIN SVCS	Final June fuploads for Taxation due to FSM and processed by FSM	07/10/09		07/13/09
	FIN SVCS	FUPLOAD Foundation FY09 4th Qtr Gifts	07/10/09		07/13/09
	FIN SVCS	Payroll Encumbrances & Loads 2R14 and adjustments (Prorated for June & July)	07/10/09		07/10/09
	FIN SVCS	Final Banking transactions posted	07/10/09		07/10/09
	FIN SVCS	Financial Services Offices approve final FY09 Payroll redistributions (PHAREDS)	07/10/09 by 5:00 PM		07/10/09

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	FIN SVCS	Accounts Payable last day to cut checks for FY09	07/10/09 by 5:00 PM		07/10/09
	FIN SVCS	All year-end accruals entered, completed, and approved: * P-Card * Invoices * Receiving Documents	07/10/09 by 5:00 PM		07/10/09
32	DEPARTMENT	P-Card transactions with a transaction date (Banner Invoice date) through June 30, 2009, must be reallocated by 12:00 PM	7/13/09 by 12:00 PM		07/13/09
	FIN SVCS	Inventory adjustments entered, completed, and approved by Financial Services Offices	7/13/2009 by 5:00 PM		07/13/09
	FIN SVCS	Departmental entries that made the 7/6/09 deadline must be approved or disapproved by Financial Services Offices, and Accounting Office Final Material journal entries must be entered, completed, and approved.	07/13/09 by 5:00 PM		07/13/09
	FIN SVCS	P-Card final posting for FY09 at 5:00 PM (TRANSDATE must be adjusted by Purchasing!)	07/13/09		07/13/09
	FIN SVCS	All documents completed but unapproved with a June date will be updated with a transaction date of 7/1/2009 for posting to FY10	07/14/09	07/16/09	07/16/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	7/13/2009 11:00 AM	7/14/09 11:00 AM	7/14/09 9:00 AM
	FIN SVCS	Banner Tax calculation	07/14/09		07/14/09
	FIN SVCS	Final Bank reconciliation items posted	07/15/09		07/16/09
33	DEPARTMENT	All Final Allocation Fuploads due to Unrestricted Accounting offices	7/16/2009 by 12:00 PM		07/16/09
	FIN SVCS	All Final Allocation Fuploads due to FSM	7/16/2009 by 3:00 PM		07/16/09
	FIN SVCS	All Final Fuploads posted by FSM	7/16/2009 by 5:00 PM		07/16/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	7/17/2009 11:00 AM		7/17/2009 11:00 AM
	FIN SVCS	Final Banner Tax calculation (if material)	07/17/09		07/17/09
	FIN SVCS	Year-end, non-endowed spending allocation loaded (expense payment)	07/17/09		07/17/09
	FIN SVCS	Year-end endowment allocation loaded (FY09 Spending Allocation)	07/17/09		07/17/09
	FIN SVCS	Depreciation runs	07/17/09	07/16/09	07/16/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	07/18/09		07/18/09
	FIN SVCS	GL year-end roll	07/18/09		07/18/09
	FIN SVCS	PO and General Encumbrance year-end roll	07/18/09		07/18/09
	FIN SVCS	Budget year-end roll	07/18/09		07/18/09

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	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	07/19/09		7/19/09 10:40 AM
	FIN SVCS	First day for A/P to cut checks on an old-year PO to be expensed to FY10	07/20/09		07/20/09
	FIN SVCS	Postings and Approvals disabled for reconciliations. Go to fsscalerts.unm.edu for updates.	7/20/2009 11:00 AM		7/20/09 9:15 AM
	FIN SVCS	Final review of accounting data – Financial Services Offices	07/20/09		07/20/09
	FIN SVCS	Final material year-end adjustments due to FSM – Approval by Ava Lovell required	07/20/09 by 3:00 PM		07/20/09
	FIN SVCS	Final Banner Tax calculation (if material)		07/20/09	07/20/09
	FIN SVCS	Final Deferred Grant runs and Bills run in update mode	07/20/09		07/20/09
	FIN SVCS	Final Year End Close	07/20/09 after 5:00 PM		07/20/09
	FIN SVCS	Postings and approvals disabled for final Hyperion reconciliations – final FY09 Hyperion reports will be available after reconciliations are completed. Go to fsscalerts.unm.edu for updates.	7/21/2009 11:00 AM		7/21/09 9:30 AM
	FIN SVCS	Notify Campus that Fiscal Year 2009 is Closed	07/21/09		07/21/09
34	DEPARTMENT	Moratorium ends on keying in PZAREDS (labor redistributions) by departments. Access to PZAREDS is restored.	07/22/09		07/22/09
	FIN SVCS	Finance Freeze tables created	07/22/09		07/22/09
	FIN SVCS	Post balance forward entries to FY10	07/24/09		07/24/09
35	DEPARTMENT	CHART OF ACCOUNTS MORATORIUM ENDS ON TERMINATION REQUESTS OF UNRESTRICTED INDEXES	07/27/09		07/27/09
36	DEPARTMENT	Summer Research forms to Contract & Grants for Paydate 8/31/09	08/05/09		08/05/09
	FIN SVCS	Endowment workpapers due to Paul Jones, Main Campus Financial Services	08/07/09		08/07/09
	FIN SVCS	FAR's due to Lynn Craner, Main Campus Financial Services	08/07/09		08/07/09