FINANCE Fiscal Year-End 2014 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.

Scheduled Task	Scheduled Day	DEPARTMENT DEADLINE	FINANCIAL SERVICES & BUDGET OFFICES' DEADLINE
DEPARTMENT TASKS			
Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.	MULTIPLE	4/11/14 - 4/28/14 6/6/14 - 7/22/14	4/15/14 - 4/28/14 6/10/14 - 7/22/14
LoboMart purchase requisitions and SPQ's for FY14 for amounts greater than $60,000 must be entered, completed, and approved by the appropriate department.	FRIDAY	5/2/14	5/9/14
Departments can begin entering requisitions & Purchasing can begin keying POs in FY15. Please see http://fssc.unm.edu/docs/FSJA-010.pdf "FSJA-010 Completing a LoboMart Requisition for FY 15".	SUNDAY	6/1/14	6/1/14
LoboMart Purchase Requisitions and SPQ's for FY14 between $5,001 and $60,000 must be entered, completed, and approved by departments.	FRIDAY	6/6/14	6/13/14
All Main and Branch Campus actual transfer entries using the JET rule class code, must be entered, completed, and approved by departments. OPBA is committed to reviewing and approving or disapproving documents by June 27.	FRIDAY	6/6/14	6/27/14
All PHAREDS (labor redistributions) dated 5/1/14 or earlier must be in disposition 48 with a status of "P".	MONDAY	6/9/14	6/10/14
LoboMart Purchase Requisitions for FY14 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 FY14.)	FRIDAY	6/13/14	6/20/14
Change Orders to close the purchase orders, on which the department does not want the encumbered balance to be rolled to FY14, must be submitted to the Purchasing Department.	MONDAY	6/30/14 BY 12:00 PM	6/30/14 BY 5:00 PM
Banner Finance Non-Student AR information must be entered and completed by departments	MONDAY	6/30/14 BY 12:00 PM	6/30/14 BY 5:00 PM
Main Campus/UH Accounts Receivable transaction information must be received by HSC Financial Services for processing	MONDAY	6/30/14 BY 12:00 PM	6/30/14 BY 5:00 PM
FY14 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.	MONDAY	6/30/14 BY 3:00 PM	6/30/14 BY 5:00 PM
DPEZs and DPIs for FY14 must be entered, completed, AND approved in Banner.	MONDAY	6/30/14	6/30/14
June Credit Card sales receipt activity should be submitted daily to the Bursar's Office. All activity for June is due by Tuesday, 7/1/14. THIS DEADLINE IS NOT RELATED TO YOUR PCARD.	TUESDAY	7/1/14	7/2/14
June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily. All activity for June is due by Tuesday,	TUESDAY	7/1/14	7/2/14
Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.	TUESDAY	7/1/14	7/2/14
DPEZs and DPIs supporting documentation for FY14 must be received by Financial Services Offices.	WEDNESDAY	7/2/14	7/8/14
Purchased goods must be received on or before 6/30/14, and receiving document must be entered and completed in Banner.	WEDNESDAY	7/2/14	7/8/14
Last Day for departments to submit vendor invoices for services to A/P for FY14 payment.	WEDNESDAY	7/2/14	7/8/14
Department Suspense for internal sales batches must be cleared to zero.	THURSDAY	7/3/14	7/3/14
Final FY14 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/3/14 5:01 PM - 7/22/14.	THURSDAY	7/3/14	7/11/14
All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/14, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/3/14 5:01 PM - 7/20/14.	THURSDAY	7/3/14	7/17/14
Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).	MONDAY	7/7/14	7/14/14
Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office.	MONDAY	7/7/14	7/14/14
Final P-Card transactions thru 6/30/14 will be loaded for department reallocation. P-Card transactions with a transaction date through 6/30/14 must be reallocated in Banner form FWAINVT. This is the 'Invoice Date' field in FWAINVT.	MONDAY	7/14/14	7/14/14
Final HSC Allocation FUPLOAD entry due to Unrestricted Accounting - HSC.	THURSDAY	7/17/14 BY 2:00 PM	7/17/2014 BY 3:30 PM
PAYROLL ENTRIES			
Catastrophic Leave Donation posted into May in Banner .	FRIDAY	FYI	5/30/14
Payroll Encumbrances & Loads 2R12	FRIDAY	FYI	6/6/14
Payroll Encumbrances & Loads 2R13	FRIDAY	FYI	6/20/14
Final Payroll Encumbrance Liquidation for 2R & 5R.	WEDNESDAY	FYI	6/25/14
Payroll Loads 5R6	MONDAY	FYI	6/30/14
FY15 Original Labor Encumbrances posted.	MONDAY	FYI	6/30/14
Annual Leave Accrual FY13 (reversal) and FY14 posted.	MONDAY	FYI	6/30; 7/1/14
Payroll Loads 2R14	THURSDAY	FYI	7/3/14
Payroll Loads 2R15	FRIDAY	FYI	7/18/14
FINANCIAL SERVICES & BUDGET OFFICES' TASKS			
FY15 BRR and Debt Service Budgets posted.	FRIDAY	FYI	5/30; 6/2/14
Last day for Budget offices to complete FY15 Original Budget corrections.	FRIDAY	FYI	6/6/14
Post pooled allocation entries to FY15 (I&G).	FRIDAY	FYI	6/6/14
Banner Tax posted for June 2014.	MONDAY	FYI	7/7/14
HSC Financial Services load of UH/UNM MG Expenses and Liabilities.	FRIDAY	FYI	7/11/14
Accounts Payable last day to cut checks for FY14.	MONDAY	FYI	7/14/14
Final Banner Tax and UNM Foundation Surcharge posted for June 2014.	TUESDAY	FYI	7/15; 7/16/14
Inventory adjustments entered, completed, and approved by Financial Services Offices.	WEDNESDAY	FYI	7/16/14
ALL FINAL FINANCIAL SERVICES' ENTRIES POSTED.	FRIDAY	FYI	7/18/14
First day for A/P to cut checks on an old-year PO to be expensed to FY15.	MONDAY	FYI	7/21/14
Final review of accounting data by Financial Services Offices.	MONDAY	FYI	7/21/14
Final Deferred Grant and Bills processed.	MONDAY	FYI	7/21/14
Post FY14 Ending Reserves to FY15 (Unrestricted only).	TUESDAY	FYI	7/22; 7/23/14
Year-end endowment entries loaded	TBD	FYI	7/22/14
Post FY14 Ending Reserves to FY15 (Endowed and Non-Endowed)	TBD	FYI	7/23/14
SYSTEM PROCESSES			
FY15 Original Budgets posted to Banner Finance Operating Ledger.	MONDAY	FYI	4/28/14
Postings and Approvals disabled for reconciliations.	MULTIPLE	FYI	5/30, 6/6, 6/13, 6/20, 6/26, 6/27, 7/3, 7/11, 7/18 - 7/22
All PRs completed but unapproved with a June date will be updated with a transaction date of 7/1/14 for posting to FY15.	TUESDAY	FYI	7/1/14
Final P-Card transactions thru 6/30/14 loaded for department reallocation.	MONDAY	FYI	7/7/14
June Depreciation posted.	THURSDAY	FYI	7/17/14
GL, PO/General Encumbrance, Budget year-end roll processes.	SATURDAY	FYI	7/19/14
Final FY14 MyReports Finance are available after reconciliations are completed and communicated.	TUESDAY	FYI	7/22; 7/23/14