

FINANCE NOVEMBER 2009 Close Schedule

Please contact the Financial Services Support Center at 277-FHLP (3457) for assistance.

STAY UPDATED - Subscribe to FastInfo!!!

[FastInfo answer ID 897 at fastinfo.unm.edu](mailto:FastInfo@unm.edu)

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	11/12/09
Cancer Research & Treatment Center - (CR)		Varies	11/2/09
CIRT - (CA)		Varies	
COE Student Publication - (CO)		Varies	
Credit, Coll & Merch Svcs - (MS)		Varies	11/18/09
Parking & Transportation - (PT)		Varies	
Physical Plant Dept - (PP)		Varies	11/16/09
Student Publications - (ST)		Varies	11/16/09
SUB Catering - (SC)		Varies	
Telecommunications - (TE)		Varies	11/6/09
UH Invoices - (HC)		Varies	
University Services - (CH) (DF) (DS) (IC) (IK) (KM) (LN) (PO) (RM) (RS) (SP) (XX)		Varies	11/18/09
UNM Foundation - (EN)		Varies	
Unrestricted Accounting, HSC - (HS)		Varies	11/2/09
Unrestricted Accounting, Main - (GA)		Varies	11/12/09
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	11/13/2009 (2R23)	11/13/09
Payroll Encumbrances, Actuals & Adjustments	Wednesday	11/25/2009 (2R24)	
Payroll Encumbrances, Actuals & Adjustments	Monday	11/30/2009 (5R11)	
Postings and Approvals: Refer to fsscalerts.unm.edu for updates.			
Postings and Approvals disabled for reconciliations.	Friday AM	11/6/09	11/6/09
Postings and Approvals disabled for reconciliations.	Friday AM	11/13/09	11/13/09
Postings and Approvals disabled for reconciliations.	Friday AM	11/20/09	11/20/09
Postings and Approvals disabled for reconciliations.	Wednesday AM	11/25/09	
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	11/30/09	
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	11/30/09	
All Upload files are due to FSM by 3:30 PM	Tuesday 3:30 PM	12/1/09	
Final Banking Transactions - Credit, Coll & Merch Svcs (MS)	Tuesday	12/1/09	
Short Term Interest Entries - Unrestricted Acctg, Main (ST)	Tuesday	12/1/09	
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Wednesday 5:00 PM	12/2/09	
Preliminary Close Processes. No real-time journal entries or new batch submissions will be processed after 5:00 PM.	Wednesday 5:00 PM	12/2/09	
Depreciation Expense posted in Banner. Prelim F&A posted in Banner.	Wednesday 5:00 PM	12/2/09	
Postings and Approvals disabled for reconciliations.	Thursday AM	12/3/09	
Banner Tax Posted in Banner	Thursday	12/3/09	
F & A calculated and posted Revenue Recognition calculated and posted Restricted Accounting Bills run	Thursday after 5:00 PM	12/3/09	
Final Close Processes	Thursday after 5:00 PM	12/3/09	
Postings and Approvals disabled for reconciliations.	Friday	12/4/09	
Notify Campus that Month is Closed	Friday	12/4/09	
Final Reconciled Month-End Reports available in Hyperion	Friday	12/4/09	