

FINANCE SEPTEMBER 2014 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	10/1/14
Cancer Research & Treatment Center - (CR)		Varies	
CIRT - (CA)		Varies	9/11/14
Credit, Coll & Merch Svcs - (MS)		Varies	9/30/14
Parking & Transportation - (PT)		Varies	10/1/14
Physical Plant Dept - (PP)		Varies	10/1/14
Telecommunications - (IT)		Varies	10/3/14
UH Invoices - (HC)		Varies	9/16/14
University Services - (CH) (CP) (DS) (IC) (IK) (MS) (MV) (RM) (SH) (SP) (XX)		Varies	10/2/14
UNM Foundation - (UFD) (EN)		Varies	10/2/14
Unrestricted Accounting, HSC - (HS)		Varies	10/2/14
Unrestricted Accounting, Main - (UA)		Varies	9/19/14
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	9/12/2014 (2R19)	9/12/14
Payroll Encumbrances, Actuals & Adjustments	Friday	9/26/2014 (2R20)	9/26/14
Payroll Encumbrances, Actuals & Adjustments	Tuesday	9/30/2014 (5R9)	9/30/14
Postings and Approvals:			
Postings and Approvals disabled for reconciliations.	Friday AM	9/5/14	9/5/14
Postings and Approvals disabled for reconciliations.	Friday AM	9/12/14	9/12/14
Postings and Approvals disabled for reconciliations.	Friday AM	9/19/14	9/19/14
Postings and Approvals disabled for reconciliations.	Friday AM	9/26/14	9/26/14
MONTHLY DEPARTMENT DEADLINES:			
Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval.	Tuesday 5:00 P.M.	9/30/14	9/30/14
BDT and BD4 budget entries must be keyed and approved by departments. Please contact OPBA for urgent Main and Branch Campus budget approvals. Please contact HSC Budget Office for urgent HSC budget approvals.	Tuesday 5:00 P.M.	9/30/14	9/30/14
All Upload files are due to Finance Systems Management	Wednesday 3:30 PM	10/1/14	10/1/14
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Thursday by 5:00 PM	10/2/14	10/2/14
Preliminary Close Processes. No real-time journal entries or new batch submissions will be processed after 5:00 PM. Depreciation Expense posted in Banner. Prelim F&A posted in Banner. Unapproved completed documents rolled into next month.	Thursday after 5:00 PM	10/2/14	10/2/14
Postings and Approvals disabled for reconciliations.	Friday AM	10/3/14	10/3/14
Banner Tax and Foundation Surcharge posted in Banner	Friday	10/3/14	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Friday after 5:00 PM	10/3/14	10/3/14
Postings and Approvals disabled for reconciliations.	Monday AM	10/6/14	10/6/14
Final Reconciled Month-End Reports available in MyReports.	Monday	10/6/14	10/6/14