

FINANCE FEBRUARY 2015 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	
Cancer Research & Treatment Center - (CR)		Varies	
CIRT - (CA)		Varies	
Credit, Coll & Merch Svcs - (MS)		Varies	
Parking & Transportation - (PT)		Varies	
Physical Plant Dept - (PP)		Varies	
Telecommunications - (IT)		Varies	
UH Invoices - (HC)		Varies	
University Services - (CH) (CP) (DS) (IC) (IK) (MS) (MV) (RM) (SH) (SP) (XX)		Varies	
UNM Foundation - (UFD) (EN)		Varies	
Unrestricted Accounting, HSC - (HS)		Varies	
Unrestricted Accounting, Main - (UA)		Varies	
Payrolls:			
Payroll Encumbrances, Actuals & Adjustments	Friday	2/13/2015 (2R4)	2/13/15
Payroll Encumbrances, Actuals & Adjustments	Friday	2/27/2015 (2R5)	
Payroll Encumbrances, Actuals & Adjustments	Friday	2/27/2015 (5R2)	
Postings and Approvals:			
Postings and Approvals disabled for reconciliations.	Friday AM	2/6/15	2/6/15
Postings and Approvals disabled for reconciliations.	Friday AM	2/13/15	2/13/15
Postings and Approvals disabled for reconciliations.	Friday AM	2/20/15	2/20/15
Postings and Approvals disabled for reconciliations.	Friday AM	2/27/15	
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.	Friday 5:00 PM	2/27/15	
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.	Friday 5:00 PM	2/27/15	
All Upload files are due to Finance Systems Management	Monday 3:30 PM	3/2/15	
System Close Processes:			
Real-time journal entries must be approved by Financial Services Offices.	Tuesday 5:00 PM	3/3/15	
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.	Tuesday after 5:00 PM	3/3/15	
Postings and Approvals disabled for reconciliations.	Wednesday AM	3/4/15	
Banner Tax and Foundation Surcharge posted in Banner	Wednesday	3/4/15	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Wednesday after 5:00 PM	3/4/15	
Postings and Approvals disabled for reconciliations.	Thursday AM	3/5/15	
Final Reconciled Month-End Reports available in MyReports.	Thursday	3/5/15	