FINANCE MARCH 2015 CLOSE SCHEDULE

All deadlines are by 5:00 pm unless otherwise noted. Please adhere to the deadlines indicated to ensure that your transactions are processed before the month closes.

SCHEDULED TASK	Scheduled Day	Scheduled Date	Completed Date
MONTHLY DEPARTMENT DEADLINES:			
Branch Campuses - BDT and BD4 budget entries refer to the FY2015-16 Budget Deadline memo for BDT and DB4 entries emailed to you on 2/20/15.			
Main Campus - BDT and BD4 budget entries must be keyed and approved by departments. Please contact OPBA for urgent Main and Branch Campus budget approvals.	Thursday	3/26/15	03/26/15
HSC - BDT and BD4 budget entries must be keyed and approved by departments. Please contact HSC Budget Office for urgent HSC budget approvals.	Tuesday	3/31/15	3/31/15
Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval.	Tuesday	3/31/15	3/31/15
Final Sales batches from Telecommunications and University Services are due to Finance Systems Management.	Wednesday 3:30 pm	4/1/15	
JV - automated job submissions for March 2015. Documents that are backed dated for posting will route to the core office approval queues for review. As a consideration, please notify the appropriate parties that immediate review is requested.	Wednesday	4/1/15	4/1/15
PAYROLL ENTRIES			
Payroll Encumbrances, Actuals & Adjustments 2R6	Friday	3/13/15	3/13/15
Payroll Encumbrances, Actuals & Adjustments 2R7	Friday	3/27/15	3/27/15
Payroll Encumbrances, Actuals & Adjustments 5R3	Tuesday	3/31/15	3/31/15
FINANCIAL SERVICES TASKS			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Thursday	4/2/15	4/2/15
Banner Tax and Foundation surcharge posted in Banner	Friday	4/3/15	4/3/15
SYSTEM PROCESSES			
Postings and Approvals disabled for reconciliations.	Multiple	3/6, 3/13, 3/20, 3/27, 4/3, 4/6	3/6, 3/13, 3/20, 3/27, 4/3, 4/6
Preliminary Close Processes. No real-time journal entries s 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	4/2/15	4/2/15
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Friday	4/3/15	4/3/15
Final Reconciled Month-End Reports available in MyReports.	Monday	4/6/15	4/6/15