**FINANCE Fiscal Year-End 2015 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.

### DEPARTMENT TASKS

#### Access to request the termination of Unrestricted Indexes

Temporary disabled in the Chart Of Accounts Application.

- **Scheduled Task**: Access to request the termination of Unrestricted Indexes
- **Scheduled Day**: 5/1/15
- **Deadlines**: 6/1/15

#### Lobomart purchase requisitions and SPQ’s for FY15

- **For amounts greater than $40,000 must be entered, completed, and approved by the appropriate department.**
- **Scheduled Task**: Lobomart purchase requisitions and SPQ’s for FY15
- **Scheduled Day**: 5/1/15
- **Deadlines**: 6/1/15

#### Departmental processes

- **Can begin entering requisitions & Purchasing can begin keying POs in FY16.**
- **Scheduled Task**: Departmental processes
- **Scheduled Day**: 5/1/15
- **Deadlines**: 6/1/15

#### Lobomart Purchase Requisitions and SPQ’s for FY15 between $5,001 and $60,000 must be entered, completed, and approved by departments.

- **Scheduled Task**: Lobomart Purchase Requisitions and SPQ’s for FY15
- **Scheduled Day**: 5/1/15
- **Deadlines**: 6/1/15

#### Main and Branch Campus actual transfer entries using the JET rule class code, must be entered, completed, and approved by departments.

- **Scheduled Task**: Main and Branch Campus actual transfer entries using the JET rule class code
- **Scheduled Day**: 5/1/15
- **Deadlines**: 6/1/15

#### OPBA is committed to reviewing and approving or disapproving documents by June 26.

- **Scheduled Task**: OPBA
- **Scheduled Day**: 6/1/15
- **Deadlines**: 6/26/15

#### Postings and Approvals disabled for reconciliations.

- **Scheduled Task**: Postings and Approvals disabled for reconciliations
- **Scheduled Day**: 6/1/15
- **Deadlines**: 6/30/15

#### FY16 Original Budgets posted to Banner Finance Operating Ledger.

- **Scheduled Task**: FY16 Original Budgets posted to Banner Finance Operating Ledger
- **Scheduled Day**: 6/1/15
- **Deadlines**: 6/30/15

#### Post FY15 Ending Reserves to FY16 (Endowed and Non-Endowed)

- **Scheduled Task**: Post FY15 Ending Reserves to FY16 (Endowed and Non-Endowed)
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15

#### Year-end endowment entries loaded.

- **Scheduled Task**: Year-end endowment entries loaded
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15

#### Payroll Loads 2R14

- **Scheduled Task**: Payroll Loads 2R14
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15

#### Payroll Loads 2R15

- **Scheduled Task**: Payroll Loads 2R15
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15

#### FINANCIAL SERVICES & BUDGET OFFICES’ TASKS

- **Scheduled Task**: FINANCIAL SERVICES & BUDGET OFFICES’ TASKS
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15

#### POSTED PAYROLL ENTRIES

- **Payroll Encumbrances & Loads 2R13**
- **Payroll Encumbrances & Loads 2R14**
- **Payroll Loads 2R15**
- **Payroll Loads 2R16**
- **Payroll Loads 3R0**

#### SYSTEM PROCESSES

- **Scheduled Task**: SYSTEM PROCESSES
- **Scheduled Day**: 6/1/15
- **Deadlines**: 6/30/15

#### FY15 MyReports Finance

- **Scheduled Task**: FY15 MyReports Finance
- **Scheduled Day**: 6/1/15
- **Deadlines**: 7/1/15