

**FINANCE Fiscal Year-End 2016 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.

Scheduled Task	Scheduled Day	DEPARTMENT DEADLINE	FINANCIAL SERVICES & BUDGET OFFICES' DEADLINE
<b>DEPARTMENT TASKS</b>			
Access to request the termination of Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.	MULTIPLE	4/15/16 - 4/28/16 6/08/16 - 7/19/16	4/15/16 - 4/28/16 6/08/16 - 7/19/16
LoboMart purchase requisitions and SPQ's for FY16 for amounts greater than \$60,000 must be entered, completed, and approved by the appropriate department.	FRIDAY	4/29/16	5/6/16
Departments can begin entering requisitions & Purchasing can begin keying POs in FY17. Please see Completing a LoboMart Requisition for FY 17 at: <a href="http://purchase.unm.edu/fy17-requisitions.pdf">http://purchase.unm.edu/fy17-requisitions.pdf</a>	WEDNESDAY	6/1/16	6/1/16
LoboMart Purchase Requisitions and SPQ's for FY16 between \$5,001 and \$60,000 must be entered, completed, and approved by departments.	FRIDAY	6/3/16	6/10/16
All Main and Branch Campus actual transfer entries using the JET rule class code, must be entered, completed, and approved by departments. OPBA is committed to reviewing and approving or disapproving documents by June 24.	FRIDAY	6/3/16	6/24/16
LoboMart Purchase Requisitions for FY16 for \$5,000 or less must be entered, completed, and approved by departments. (Note: P-Card purchases through LoboMart can continue through 6/30 for FY16.)	FRIDAY	6/10/16	6/17/16
Change Orders to close the purchase orders, on which the department does not want the encumbered balance to be rolled to FY17, must be submitted to the Purchasing Department.	THURSDAY	6/30/16 BY 12:00 PM	6/30/16 BY 12:00 PM
Banner Finance Non-Student AR information must be entered and completed by departments	THURSDAY	6/30/16 BY 12:00 PM	6/30/16 BY 12:00 PM
Main Campus/UH Accounts Receivable transaction information must be received by HSC Financial Services for processing	THURSDAY	6/30/16 BY 12:00 PM	6/30/16 BY 12:00 PM
FY16 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.	THURSDAY	6/30/16 BY 3:00 PM	6/30/16 BY 3:00 PM
DPEZs and DPIs for FY16 must be entered, completed, AND approved in Banner.	THURSDAY	6/30/16	6/30/16
June Credit Card sales receipt activity should be submitted daily to the Bursar's Office. All activity for June is due by Friday, 7/1/16. <b>THIS DEADLINE IS NOT RELATED TO YOUR PCARD.</b>	FRIDAY	7/1/16	7/5/16
June Bank Deposit Cash reports should be delivered or faxed to Bursar's Office daily. All activity for June is due by Friday, 7/1/16.	FRIDAY	7/1/16	7/5/16
Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.	FRIDAY	7/1/16	7/5/16
Purchased goods must be received on or before 6/30/16, and receiving document must be entered and completed in Banner/SciQuest.	FRIDAY	7/1/16	7/8/16
Last Day for departments to submit vendor invoices to A/P for FY16 payment.	FRIDAY	7/1/16	7/8/16
Department Suspense for internal sales batches must be cleared to zero.	TUESDAY	7/5/16	7/5/16
DPEZs and DPIs supporting documentation for FY16 must be received by Financial Services Offices.	TUESDAY	7/5/16	7/8/16
All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/16, and approved by departments. Departments CANNOT key any journal vouchers during the period 7/5/16 5:01 PM - 7/18/16.	TUESDAY	7/5/16	7/8/16
Final FY16 PHAREDS (Labor redistributions) must be completed in Banner by department initiators. Departments CANNOT key any labor redistributions during the period 7/5/16 5:01 PM - 7/19/16.	TUESDAY	7/5/16	7/8/16
Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller's Office.	TUESDAY	7/5/16	7/13/16
Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).	THURSDAY	7/7/16	7/11/16
Final PCard transactions thru 6/30/16 will be loaded for department reallocation. PCard transactions with a transaction date through 6/30/16 must be reallocated in Banner form FWAINVT. This is the 'Invoice Date' field in FWAINVT.	MONDAY	7/11/16 7/14/16	7/11/16 7/14/16
Final HSC Allocation entry due to Unrestricted Accounting - HSC	THURSDAY	7/14/16 BY 2:00 PM	7/14/16 BY 5:00 PM
<b>PAYROLL ENTRIES</b>			
Catastrophic Leave Donation posted to May in Banner	WEDNESDAY	FYI	6/1/16
Payroll Encumbrances & Loads 2R11	FRIDAY	FYI	6/3/16
Payroll Encumbrances & Loads 2R12	FRIDAY	FYI	6/17/16
Final Payroll Encumbrance Liquidation for 2R & 5R	FRIDAY	FYI	6/24/16
FY17 Original Labor Encumbrances posted	THURSDAY	FYI	6/30/16
Payroll Loads 5R6	THURSDAY	FYI	6/30/16
Annual Leave Accrual FY15 (reversal) and FY16 posted	THURSDAY	FYI	6/30/16
Payroll Loads 2R13	FRIDAY	FYI	7/1/16
Payroll Loads 2R14	FRIDAY	FYI	7/15/16
<b>FINANCIAL SERVICES &amp; BUDGET OFFICES' TASKS</b>			
FY17 BRR and Debt Service Budgets posted.	WEDNESDAY	FYI	6/1/16 6/7/16, 6/17/16
Last day for Budget offices to complete FY17 Original Budget corrections.	TUESDAY	FYI	6/7/16
Post pooled allocation entries to FY17 (I&G).	TUESDAY	FYI	6/7/16
HSC Financial Services load of UH/UNMMG Expenses and Liabilities.	MONDAY	FYI	7/11/16
Accounts Payable last day to cut checks for FY16.	MONDAY	FYI	7/11/16
Final & Only Banner Tax and UNM Foundation Surcharge posted for June 2016.	TUESDAY	FYI	7/12/16
All Final Financial Services entries posted.	FRIDAY	FYI	7/15/16
First day for A/P to cut checks on an old-year PO to be expensed to FY17.	MONDAY	FYI	7/18/16
Final review of accounting data by Financial Services Offices.	MONDAY	FYI	7/18/16
Final Deferred Grant and Bills processed.	MONDAY	FYI	7/18/16
Post FY16 Ending Reserves to FY17 (Unrestricted only).	TUESDAY	FYI	7/19/16
Year-end endowment entries loaded	TBD	FYI	
Post FY16 Ending Reserves to FY17 (Endowed and Non-Endowed)	TBD	FYI	
<b>SYSTEM PROCESSES</b>			
FY17 Original Budgets posted to Banner Finance Operating Ledger.	Friday	FYI	4/29/16
Postings and Approvals disabled for reconciliations.	MULTIPLE	FYI	6/3, 6/10, 6/17, 6/24, 7/1, 7/8, 7/15 - 7/19
All PRs completed but unapproved with a June date will be updated with a transaction date of 7/1/16 for posting to FY17.	FRIDAY	FYI	7/1/16
Final P-Card transactions thru 6/30/16 loaded for department reallocation.	TUESDAY	FYI	7/5/16
June Depreciation posted and unapproved documents rolled to 7/1/17.	THURSDAY	FYI	7/14/16
GL, PO/General Encumbrance, Budget year-end roll processes.	SATURDAY	FYI	7/16/16
Final FY16 MyReports Finance are available after reconciliations are completed and communicated.	TUESDAY	FYI	7/19/16