

## FINANCE NOVEMBER 2016 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
<b>MONTHLY DEPARTMENT DEADLINES:</b>			
Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval.	Wednesday	11/30/16	
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.	Wednesday	11/30/16	
Final Sales batches from Telecommunications and University Services are due to Finance Systems Management.	Thursday 3:30 pm	12/1/16	
<i>JV - automated job submissions for November 2016. Documents that are backdated 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.</i>	Thursday	12/1/16	
<b>PAYROLL ENTRIES</b>			
Payroll Encumbrances, Actuals & Adjustments 2R22	Friday	11/4/16	
Payroll Encumbrances, Actuals & Adjustments 2R23	Friday	11/18/16	
Payroll Encumbrances, Actuals & Adjustments 5R11	Wednesday	11/30/16	
<b>FINANCIAL SERVICES TASKS</b>			
Journal Entries and JV automated job submissions must be approved by Financial Services Offices.	Friday	12/2/16	
Banner Tax and Foundation surcharge posted in Banner	Monday	12/5/16	
<b>SYSTEM PROCESSES</b>			
Postings and Approvals disabled for reconciliations.	Multiple	11/4,11/11, 11/18, 11/23, 12/5, 12/6	11/4/16
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.	Friday	12/2/16	
F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes.	Monday	12/5/16	
Final Reconciled Month-End Reports available in MyReports.	Tuesday	12/6/16	