# FINANCE APRIL 2021 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:** | | | |
| Real-time journal entries must be keyed and approved by departments. Please contact your Financial Services office for urgent matters that require approval. | Friday | 4/30/21 | 4/30/21 |
| **BDT and BD4 budget entries - not allowed from April through June.** **JET and JE2 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 | 4/30/21 | 4/30/21 |
| Final Sales batches from Telecommunications are due to Finance Systems Management. | Monday 3:30 pm | 5/3/21 | 5/3/21 |
| **JV - automated job submissions for April 2021.** **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.** | Monday | 5/3/21 | 5/3/21 |
| **PAYROLL ENTRIES** | | | |
| Payroll Encumbrances, Actuals & Adjustments 2R7 | Friday | 4/2/21 | 4/2/21 |
| Payroll Encumbrances, Actuals & Adjustments 2R8 | Friday | 4/16/21 | 4/16/21 |
| Payroll Encumbrances, Actuals & Adjustments 2R9 | Friday | 4/30/21 | 4/30/21 |
| Payroll Encumbrances, Actuals & Adjustments 5R4 | Friday | 4/30/21 | 4/30/21 |
| **FINANCIAL SERVICES TASKS** | | | |
| Journal Entries and JV automated job submissions must be approved by Financial Services Offices. | Tuesday | 5/4/21 | 5/4/21 |
| Banner Tax and Foundation surcharge posted in Banner | Wednesday | 5/5/21 | 5/5/21 |
| **SYSTEM PROCESSES** | | | |
| Postings and Approvals disabled for reconciliations. | Multiple | 4/2, 4/9, 4/16, 4/23, 4/30, 5/5, 5/6 | 4/2, 4/9, 4/16, 4/23, 4/30, 5/5, 5/6 |
| 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. | Tuesday | 5/4/21 | 5/4/21 |
| F & A calculated and posted. Revenue Recognition calculated and posted. Restricted Accounting Bills run. Final Close Processes. | Wednesday | 5/5/21 | 5/5/21 |
| Final Reconciled Month-End Reports available in MyReports. | Thursday | 5/6/21 | 5/6/21 |