Access to the request to terminate the Unrestricted Indexes is temporarily disabled in the Chart Of Accounts Application.

LoboMart purchase requisitions and SPQ’s for FY16 for amounts greater than $60,000 must be entered, completed, and approved by the appropriate department.

Departments can begin entering requisitions & Purchasing can begin keying POs in FY17. Please see Completing a LoboMart Requisition for FY 17 at: http://purchase.unm.edu/ fy17-requisitions.pdf

LoboMart Purchase Requisitions and SPQ’s for FY16 between $5,001 and $60,000 must be entered, completed, and approved by departments.

All Main and Branch Campus actual transfer entries using the JET role class code, must be entered, completed, and approved by departments. OPBA is committed to reviewing or approving or disapproving documents by June 24.

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.)

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.

Banner Finance Non-Student AR information must be entered and completed by departments

FY16 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.

DPEXs and DOPS for FY16 must be entered, completed, and approved in Banner.

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. THIS DEADLINE IS NOT RELATED TO YOUR PCARD.

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.

Final Sales batches from Bookstore, Telecommunications, University Services, and other departments are due to FSM.

Purchased goods must be received on or before 6/30/16, and receiving document must be entered and completed in Banner/SciQuest.

Last Day for departments to submit vendor invoices to A/P for FY16 payment.

Dependent Suspense for internal sales batches must be cleared to zero.

All journal vouchers and inventory adjustments must be entered and completed with a transaction date of 6/30/16, and approved by departments.

Final FY16 PHARES (Labor redistributions) must be completed by department initiators. Departments CANNOT key any labor redistributions during the period 7/1/16 - 7/21/16.

Inventory adjustments not entered, completed, and approved by June 30 must be sent to the Controller’s Office.

Final Material year-end entries to Financial Services Offices (contact office for instructions and approval ASAP).

Final PCard transactions thru 6/30/16 will be loaded for department realization. PCard transactions with a transaction date through 6/30/16 must be reallocated in Banner form FWANVT. This is the ‘Invoice Date’ field in FWANVT.

Final HSC Allocation entry due to Unrestricted Accounting - HSC

PAYROLL ENTRIES

Catastrophic Leave Donation posted to May in Banner

Payroll Encumbrances & Loads 2R1

Payroll Encumbrances & Loads 2R12

Final Payroll Encumbrance Liquidation for 2R & 5R

FY17 Original Labor Encumbrances posted

Payroll Loads 5R6

Annual Leave Accrual FY15 (reversal) and FY16 posted

Payroll Loads 2R13

Payroll Loads 2R14

FINANCIAL SERVICES & BUDGET OFFICE TASKS

FY17 BRR and Debt Service Budgets posted.

Last day for Budget offices to complete FY17 Original Budget corrections.

Post pooled allocation entries to FY17 (SBG).

HSC Financial Services load of UHUMMIG Expenses and Liabilities.

Accounts Payable last day to cut checks for FY16.

Final & Only Banner Tax and UNM Foundation Bursuchage posted for June 2016.

All Final Financial Services entries posted.

Final first day for AP to cut checks on an old-year PO to be expensed to FY17.

Final review of accounting data by Financial Services Offices.

Final Deferred Grant and Bills processed.

Post FY16 Ending Reserves to FY17 (Unrestricted only).

Year-end endowment entries loaded

Post FY16 Ending Reserves to FY17 (Endowed and Non-Endowed)

SYSTEM PROCESSES

FY17 Original Budgets posted to Banner Finance Operating Ledger.

Postings and Approvals disabled for reconciliations.

All PRs completed but unapproved with a June date will be updated with a transaction date of 7/1/16 for posting to FY17.

Final P-Card transactions thru 6/30/16 loaded for department realization.

June Depreciation posted and unapproved documents rolled to 7/1/17.

GL, PO/General Encumbrance, Budget year-end roll processes.

Final FY16 MyReports Finance are available after reconciliations are completed and communicated.