


Schedule of Banner Finance Month-End Closings for Fiscal Year 2016-2017

MEMORANDUM
July 27, 2016

TO: Banner Finance Users

FROM: Financial Information Processing (FIP) 

SUBJECT: Finance Month-End Closings for Fiscal Year 2016-2017

The following is a schedule of Banner Finance closing dates for fiscal year 2016-2017. Month-end reports will be available via ePrint the day following each month-end close. Please circulate this memo to all departmental personnel who process accounting entries. An updated copy of this schedule is on the Administration and Finance web site at <http://af.nmsu.edu> in the Quick Links section.

The following “Due to Fiscal Monitor” deadlines apply to interdepartmental vouchers, check requests, journal entries, miscellaneous journal entries and budget entries. These documents should be given directly to your fiscal monitor, rather than to Financial Information Processing.

Month End closing dates are the first business day of the following month, therefore, the last day to process journal entries/vouchers is the last business day of the month being closed. **See Schedule Below.**

<u>Month Closing</u>	<u>All Transactions Due To Fiscal Monitor</u>	<u>Date Of Close</u>
July 2016	July 27, 2016	August 1, 2016
August 2016	August 29, 2016	September 1, 2016
September 2016	September 28, 2016	October 3, 2016
October 2016	October 28, 2016	November 1, 2016
November 2016	November 28, 2016	December 1, 2016
December 2016	December 20, 2016	January 3, 2017
January 2017	January 27, 2017	February 1, 2017
February 2017	February 24, 2017	March 1, 2017
March 2017	March 29, 2017	April 3, 2017
April 2017	April 26, 2017	May 1, 2017
May 2017	May 26, 2017	June 1, 2017
June 2017		
First Close		July 3, 2017
Second Close		July 12, 2017
Controllers Close		July 19, 2017
Final Close		July 24, 2017