

Schedule of Banner Finance Month-End Closings for Fiscal Year 2015-2016

MEMORANDUM August 4, 2015

TO: Banner Finance Users

FROM: Financial Information Processing (FIP) *(Handwritten signature)*

SUBJECT: Finance Month-End Closings for Fiscal Year 2015-2016

The following is a schedule of Banner Finance closing dates for fiscal year 2015-2016. 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/updates-announcements>.

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 2015	July 28, 2015	August 3, 2015
August 2015	August 26, 2015	September 1, 2015
September 2015	September 25, 2015	October 1, 2015
October 2015	October 27, 2015	November 2, 2015
November 2015	November 27, 2015	December 1, 2015
December 2015	December 17, 2015	January 4, 2016
January 2016	January 26, 2016	February 1, 2016
February 2016	February 24, 2016	March 1, 2016
March 2016	March 28, 2016	April 1, 2016
April 2016	April 26, 2016	May 2, 2016
May 2016	May 26, 2016	June 1, 2016
June 2016		
First Close		July 1, 2016
Second Close		July 12, 2016
Controllers Close		July 19, 2016
Final Close		July 22, 2016