

Schedule of Finance Banner Month-End Closings for Fiscal Year 2009-2010

MEMORANDUM July 22, 2009

TO: ABCD Distribution, Banner Finance Users

FROM: Accounting and Financial Reporting

SUBJECT: Schedule of Finance Month-End Closings for Fiscal Year 2009-2010

The following is a tentative schedule of Banner Finance closing dates for fiscal year 2009-2010. Month-end reports will be available via e~Print the following day after 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 Business and Finance web site at http://www.nmsu.edu/~boffice/Admin/Current_Events.html

The following “Due to Fiscal Monitor” deadlines apply to interdepartmental vouchers, check requests, journal entries, miscellaneous journal entries, budget entries and flag entries. These documents should be given directly to your fiscal monitor, not to Financial Information Processing or Financial Operations.

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

<u>Month Closing</u>	<u>All Transactions Due To Fiscal Monitor</u>	<u>All Transactions Due To Financial Information Processing (FIP)</u>	<u>Last Day To Process Journal Entries / Vouchers For The Month Closing</u>	<u>Date Of Close</u>
July 2009	July 28,2009	July 30,2009	July 31, 2009	August 3, 2009
August 2009	August 26,2009	August 28, 2009	August 31, 2009	September 1, 2009
September 2009	September 25, 2009	September 29,2009	September 30, 2009	October 1, 2009
October 2009	October 27,2009	October 29, 2009	October 31, 2009	November 2, 2009
November 2009	November 23,2009	November 25,2009	November 30, 2009	December 1, 2009
December 2009	December 18,2009	December 22,2009	December 23, 2009	January 4, 2010
January 2010	January 26.2010	January 28,2010	January 31, 2010	February 1, 2010
February 2010	February 23,2010	February 25,2010	February 28, 2010	March 1, 2010
March 2010	March 26, 2010	March 30,2010	March 31, 2010	April 1, 2010
April 2010	April 27,2010	April 29,2010	April 30, 2010	May 3, 2010
May 2010	May 25,2010	May 27,2010	May 31, 2010	June 1, 2010
June 2010	To be announced	To be announced	To be announced	To be announced