

Monthly Close Schedule

Fiscal Year 2020:

The cut-off dates for the accounting periods are listed below. Please contact Kathy Redman at (321) 674-8168 with any questions relating to the upload process.

Accounting Period	Uploads Submitted (third business day)	JV's Submitted (fourth business day)	Banner Close Date (Fifth business day)	Report Run Date
May 2019	Noon Wednesday, June 5 th	Noon Thursday, June 6 th	COB Friday, June 7 th	Monday, June 10 th
June 2019	Noon Wednesday, July 3 rd	Noon Friday, July 5 th (Holiday-Thurs July 4 th)	COB Monday, July 8 th	Tuesday, July 9 th
July 2019	Noon Monday, August 5 th	Noon Tuesday, August 6 th	COB Wednesday, August 7 th	Thursday, August 8 th
August 2019	Noon Thursday, Sept 5 th (Holiday-Mon Sept 2 nd)	Noon Friday, September 6 th	COB Monday, September 9 th	Tuesday, September 10 th
September 2019	Noon Thursday, Oct 3 rd	Noon Friday, October 4 th	COB Monday, October 7 th	Tuesday, October 8 th
October 2019	Noon Tuesday, Nov 5 th	Noon Wednesday, Nov 6 th	COB Thursday, November 7 th	Friday, November 8 th
November 2019	Noon Wednesday, Dec 4 th	Noon Thursday, December 5 th	COB Friday, December 6 th	Monday, December 9 th
December 2019	Noon Monday, January 6 th (Holiday-Wed Jan 1 st)	Noon Tuesday, January 7 th	COB Wednesday, January 8 th	Thursday, January 9 th
January 2020	Noon Wednesday, Feb 5 th	Noon Thursday, February 6 th	COB Friday, February 7 th	Monday, February 10 th
February 2020	Noon Wednesday, March 4 th	Noon Thursday, March 5 th	COB Friday, March 6 th	Monday, March 9 th
March 2020	Noon Friday, April 3 rd	Noon Monday, April 6 th	COB Tuesday, April 7 th	Wednesday, April 8 th
April 2020	Year End closing schedule will follow in April 2020			

Note: All dates are subject to change. COB defined as Close of Business

Monthly Reports:

Monthly Financial Reports

- FGRBDSC-Budget Status Report - summary of the budget report
- FGRODTA-Organizational Detail Activity Report – detail report

Monthly Payroll Report

- PZKLBDS – Labor Distribution

The monthly financial and payroll reports can be run directly through Banner, and they can also be run through Banner Finance Self Service.

Monthly Contracts and Grants Report

- FZKGMPR – Grants Monthly Performance Report
 - This report will be run by the Office of Research. The report will be automatically emailed to the PI's. The report is password protected and the email contains the instructions for access. Questions can be forwarded to the Office of Sponsored Programs, Kelly Carnes, at x7418.