

NMSU

Financial Transaction Deadlines - Year End

FY2025

Financial Transaction	CLOSE							
	First - 7/1/2025		Second - 7/9/2025		Third - 7/16/2025		Final 7/18/2025	
	DEPT/COLLEGE	CENTRAL	DEPT/COLLEGE	CENTRAL	DEPT/COLLEGE	CENTRAL	DEPT/COLLEGE	CENTRAL
Budget Entries (B4D, B4C)	x	x	x (Bus Mgrs)	x		x		
Cash Entry Voucher (CEV) (CR05)	x	x						
Direct Pay Requests (DPR)	x							
Electronic Labor Redistribution (ELR)	x							
Interdepartmental Vouchers (IDV)	x							
IDV - Electronic Spreadsheet	x							
Journal Entry - Central (JEC) - Electronic Spreadsheet		x		x		x		x
Journal Entry - Departmental (JED) - Electronic Spreadsheet	x	x	x (Bus Mgrs)	x				
Journal Entry - JE16 Spreadsheet	x	x	x	x		x		x
Pcard	x	x		x				
Requisitions <\$60,000	x							
Travel Forms	x							