

UNM IT Billing Schedule May 2020 - July 2021

Billing Period	Billing Period Dates	Banner Post Date**	Last Date to Submit Index Changes for This Billing Period**	Earliest Effective Date of Index Change Submitted by Deadline
May, 2020	05/01/20 - 05/31/20	05/31/20	04/10/20	05/01/20
June, 2020	06/01/20 - 06/30/20	06/30/20	05/01/20*	06/01/20
July, 2020	07/01/20 - 07/31/20	07/31/20	05/15/20*	07/01/20
August, 2020	08/01/20 - 08/31/20	08/31/20	07/10/20	08/01/20
September, 2020	09/01/20 - 09/30/20	09/30/20	08/01/20*	09/01/20
October, 2020	10/01/20 - 10/31/20	10/31/20	08/15/20*	10/01/20
November, 2020	11/01/20 - 11/30/20	11/30/20	10/10/20	11/01/20
December, 2020	12/01/20 - 12/31/20	12/31/20	11/10/20	12/01/20
January, 2021	01/01/21 - 01/31/21	01/31/21	12/01/20*	01/01/21
February, 2021	02/01/21 - 02/28/21	02/28/21	01/10/21	02/01/21
March, 2021	03/01/21 - 03/31/21	03/31/21	02/10/21	03/01/21
April, 2021	04/01/21 - 04/30/21	04/30/21	03/10/21	04/01/21
May, 2021	05/01/21 - 05/31/21	05/31/21	04/10/21	05/01/21
June, 2021	06/01/21 - 06/30/21	06/30/21	05/01/21*	06/01/21
July, 2021	07/01/21 - 07/31/21	07/31/21	05/15/21*	07/01/21

Notes:

Billing Period Dates: If your charges are dated within this range of dates, they are part of this business cycle.

IT Bill Run Date: This is generally the first business day of the month.

Last Date to Submit Index Changes for This Billing Period: Generally the 10th day of the month **prior to** the month you would like the changes to take effect, but may be earlier due to business cycles related to fiscal year processing. When we process an index change, we must schedule it to take effect on the 1st business day of the **following** month.

Please follow these deadlines to prevent delays in processing index changes. Submissions after these deadlines will result in departments being required to process journal vouchers to move IT charges to the new index.

* These dates are earlier than usual due to business cycles related to UNM and grant fiscal year processing.

** Dates are subject to change. Please view FastInfo 7701 and ITAlerts for the most current information.

Request Example:

Help.UNM ticket is submitted to change the billing index from index A to index B, with a requested effective date of 05/01/19.

- If the Index Change Request is received on or before 04/10/19, the change will be effective on 05/01/19, have a Banner Post Date of 05/31/19, and should show on the new index on the 06/03/19 invoice for services provided during the May 2019 Billing Period (05/01/19 - 05/31/19).

- If the Index Change request is received on 04/11/19, the change will be effective 06/01/19, have a Banner Post Date of 06/30/19, and the charges should show on the new index on the 07/01/19 invoice for services provided during the June 2019 Billing Period (06/01/19 - 06/30/19).