University of Idaho
A LEGACY OF LEADING

FY2012 Annual Year-End Calendar
Prepared by General Accounting

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Task	Date	Who
FY12 Purchases >$50,000 to Purchasing	5/25/2012	Purchasing, Departments
Banner 1st message of the day - Run OER	6/1/2012	ITS MIS Application Administrators
Run Fixed Assets reports for May	6/1/2012	Asset Accounting
Run Fixed assets rept for Period 12 month-to-date, 1st run	6/11/2012	Asset Accounting
Banner 2nd message of the day - Run OER	6/11/2012	ITS MIS Application Administrators
FY13 Budgets loaded	6/11/2012	Budget Office
First day to enter FY13 Req's, PO's	6/11/2012	Departments,Stores
Last day to have Payroll Cost Transfers to OSP	6/15/2012	OSP, Departments
Last day for PO's < $5,000 IF items to be received by 6-30-12	6/15/2012	Departments,Stores,Purchasing
Banner 3rd message of the day - Run OER	6/18/2012	ITS MIS Application Administrators
Single Audit - On campus	6/18/2012	OSP, Student Financial Aid
External Auditors on campus for financial audit planning/interim field work	6/18/2011	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
NSF drawdown	6/20/2012	OSP
Letter of Credit drawdowns	6/21/2012	OSP
Last day for Payroll Cost Transfers	6/22/2012	General Accounting
Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/22/2012	General Accounting
Last day to post to State Funds	6/22/2012	Accounts Payable,General Accounting
Bookstore Inventory	6/30/2012	Bookstore,General Accounting
Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/25/2012	Asset Accounting
Last Day to submit FY12 travel/p-card claims to Accts. Payable/Travel	6/27/2012	Departments, Accounts Payable
Last State transmission	6/27/2012	General Accounting
All FY12 Petty Cash due to cashiers by 12:00 pm	6/29/2012	Accounts Receivable,Departments,Stores
All FY12 cash items to cashiers by 12:00 pm	6/29/2012	Accounts Receivable,Departments,Stores
All A/R transactions due by 10:00 am	6/29/2012	Accounts Receivable,Departments,Stores,General Accounting
All FY12 cash sessions completed	6/29/2012	Accounts Receivable,OSP
Inventory checks on hand at cashiers windows	6/29/2012	Accounts Receivable
Confirmation letters to External Auditors for banks and investments	6/29/2012	General Accounting
Copy A/R files with outstanding balances	6/29/2012	ITS MIS Application Administrators
All FY12 travel and purchasing card travel completed	6/29/2012	Travel,Accounts Payable,Department
All FY12 in-kind gifts reported to Gift Administration by 1:00 pm	6/29/2012	UI Foundation
All FY12 cash or check gifts to be received by Gift Administration by 1:00 pm	6/29/2012	UI Foundation
Banner 4th message of the day - Run OER	6/29/2012	ITS MIS Application Administrators
All FY12 credit card gifts on "Give to UI" site, Gift Administration Office	6/30/2012	UI Foundation
Last day to submit invoices to A/P	7/5/2012	Accounts Payable,Departments
Site Drafts due from Branch Stations	7/5/2012	Departments

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All A/R 6-30 transactions posted and fed to Banner	7/5/2012	Accounts Receivable
Ag Encumbrances checked	7/5/2012	General Accounting,Budget Office
All depts CT and JV requests due	7/5/2012	Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel
Last day for JV's, period 12	7/5/2012	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable,Trust & Investment
Complete or delete all incomplete JV's for prior months that are still outstanding	7/5/2012	General Accounting
Exp checked for program, U1 funds	7/5/2012	General Accounting,Budget Office
Stmt of changes for State/Fed funds- JFAC Appropriated	7/5/2012	General Accounting,Budget Office
Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/5/2012	Stores,General Accounting,Internal Audit
Departmental charges/feeds	7/5/2012	Departments,General Accounting,ITS MIS Application Administrators
Post Campus Partners reports to Banner	7/5/2012	Accounts Receivable,ITS MIS Application Administrators
Perkins and STL accruals and reserves for losses posted	7/5/2012	Accounts Receivable
Accounts Receivable write offs complete	7/5/2012	Accounts Receivable
Title 4 funds accruals	7/5/2012	Accounts Receivable
Federal AR Accruals	7/5/2012	General Accounting
Last day for P-Card Journals	7/5/2012	Accounts Payable, Departments
Student Loan closing JV's done	7/6/2012	Accounts Receivable
Last day to disencumber FY12 funds	7/6/2012	Departments,Accounts Payable
A/P error correction completed	7/6/2012	Accounts Payable
All queues cleared	7/6/2012	General Accounting,ITS MIS Application Administrators, Accounts Payable
Payroll accrual entry	7/6/2012	General Accounting
Close A/P	7/7/2012	Accounts Payable
Roll G/L Balances	7/7/2012	ITS MIS Application Administrators
Encumbrance Roll	7/7/2012	ITS MIS Application Administrators
Close Period 12	7/7/2012	ITS MIS Application Administrators
Open Period 14	7/7/2012	ITS MIS Application Administrators
Preliminary DOAR reports can be run	7/8/2012	Departments
Begin Accrual JV entries	7/9/2012	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
Run Fixed Assets final rept - Period 12	7/9/2012	Asset Acctg
A/P begins checking invoices > $25,000.00 for correct year	7/9/2012	Accounts Payable
Exp checked for program/U1 funds	7/10/2012	Budget Office,General Accounting
Final day to receive library/law library inventory counts for Fixed Assets	7/12/2012	Departments
Look at all balances	7/18/2012	Budget Office,General Accounting
All FY12 activity posted	7/20/2012	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
Budget Roll - Carryforward	7/25/2012	ITS MIS Application Administrators

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Close Period 14	7/25/2012	ITS MIS Application Administrators
A/P begins checking all invoices > $50,000.00 for correct year	7/25/2012	Accounts Payable
Run Fixed Assets final rept - Period 14	7/25/2012	Asset Acctg
Final DOAR reports can be run	7/26/2012	Departments
Prepare file of July checks	7/27/2012	Accounts Payable
NCAA Report due	7/27/2012	Departments,General Accounting
A/P begins checking all invoices > $500,000.00 for correct year	8/1/2012	Accounts Payable
Financial statements and footnotes to Director	8/3/2012	All
Schedules for Fin Stmts to Controller	8/6/2012	Accounts Receivable,General Accounting,OSP,Payroll
Notes to Fin Stmts due to Controller	8/6/2012	Accounts Receivable,General Accounting,OSP,Payroll
Financial Statements prepared	8/10/2012	Controller's Office
Financial Statements to VP Finance and Administration	8/10/2012	General Accounting
Audit field work	8/13/2012	Moss Adams, All
Financial Report Excl MDA due to Auditors/SBOE	8/13/2012	General Accounting
Full Report including MDA due to Auditors	8/24/2012	Controller's Office
Report Due to SCO	9/30/2012	Controller's Office