University of Idaho
A LEGACY OF LEADING

FY2013 Annual Year-End Calendar - FINAL
Prepared by General Accounting

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	Task	FY13 Date	Who
1	FY13 Purchases >$50,000 to Purchasing	5/24/2013	Purchasing, Departments
2	Banner 1st message of the day - Run OER	5/31/2013	ITS MIS Application Administrators
3	Run Fixed Assets reports for May	6/3/2013	Asset Accounting
4	Run Fixed assets rept for Period 12 month-to-date, 1st run	6/10/2013	Asset Accounting
5	Banner 2nd message of the day - Run OER	6/10/2013	ITS MIS Application Administrators
6	FY14 Budgets loaded	6/10/2013	Budget Office
7	First day to enter FY14 Req's, PO's	6/10/2013	Departments,Stores
8	Last day to have Payroll Cost Transfers to OSP	6/14/2013	OSP, Departments
9	Last day for PO's < $5,000 IF items to be received by 6-30-13	6/14/2013	Departments,Stores,Purchasing
10	Banner 3rd message of the day - Run OER	6/17/2013	ITS MIS Application Administrators
11	Single Audit - On campus	6/17/2013	OSP, Student Financial Aid
12	External Auditors on campus for financial audit planning/interim field work	6/17/2013	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
13	Last Purchasing Card Download	6/17/2013	Departments, Accounts Payable
14	NSF drawdown	6/19/2013	OSP
15	Exp checked for program, U1 funds	6/19/2013	General Accounting,Budget Office
16	Letter of Credit drawdowns	6/20/2013	OSP
17	Last day for Payroll Cost Transfers	6/21/2013	General Accounting
18	Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/21/2013	General Accounting
19	Last day to post to State Funds	6/21/2013	Accounts Payable,General Accounting
20	Bookstore Inventory	6/29/2013	Bookstore,General Accounting
21	Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/24/2013	Asset Accounting
22	Last Day for PCARD Journals	6/25/2013	Departments, Accounts Payable
23	All FY 13 Accts Payable/pcard/ claim voucher and Travel due by 12:00 pm	6/28/2013	Departments, Accounts Payable
24	Last State transmission	6/26/2013	General Accounting
25	All FY13 Petty Cash due to cashiers by 12:00 pm	6/28/2013	Accounts Receivable,Departments,Stores
26	All FY13 cash items to cashiers by 12:00 pm	6/28/2013	Accounts Receivable,Departments,Stores
27	All A/R transactions due by 10:00 am	6/28/2013	Accounts Receivable,Departments,Stores,General Accounting
28	All FY13 cash sessions completed	6/28/2013	Accounts Receivable,OSP
29	Inventory checks on hand at cashiers windows	6/28/2013	Accounts Receivable
30	Confirmation letters to External Auditors for banks and investments	6/28/2013	General Accounting
31	All FY13 travel and purchasing card travel completed	6/28/2013	Travel,Accounts Payable,Department
32	All FY13 in-kind gifts reported to Gift Administration by 1:00 pm	6/28/2013	UI Foundation
33	All FY13 cash or check gifts to be received by Gift Administration by 1:00 pm	6/28/2013	UI Foundation
34	Banner 4th message of the day - Run OER	6/28/2013	ITS MIS Application Administrators
35	All FY13 credit card gifts on "Give to UI" site, Gift Administration Office	6/28/2013	UI Foundation
36	OSP Draw	7/3/2013	OSP
37	Last day to submit invoices to A/P	7/8/2013	Accounts Payable,Departments
38	Site Drafts due from Branch Stations	7/8/2013	Departments

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39	All A/R 6-30 transactions posted and fed to Banner	7/8/2013	Accounts Receivable
40	Ag Encumbrances checked	7/8/2013	General Accounting,Budget Office
41	All depts CT and JV requests due	7/8/2013	Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel
42	Last day for JV's, period 12	7/8/2013	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable,Trust & Investment
43	Complete or delete all incomplete JV's for prior months that are still outstanding	7/8/2013	General Accounting
44	Stmt of changes for State/Fed funds- JFAC Appropriated	7/8/2013	General Accounting,Budget Office
45	Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/8/2013	Stores,General Accounting,Internal Audit
46	Departmental charges/feeds	7/8/2013	Departments,General Accounting,ITS MIS Application Administrators
47	Post Campus Partners reports to Banner	7/8/2013	Accounts Receivable,ITS MIS Application Administrators
48	Perkins and STL accruals and reserves for losses posted	7/8/2013	Accounts Receivable
49	Accounts Receivable write offs complete	7/8/2013	Accounts Receivable
50	Title 4 funds accruals	7/8/2013	Accounts Receivable
51	Federal AR Accruals	7/8/2013	General Accounting
52	Student Loan closing JV's done	7/8/2013	Accounts Receivable
53	Last day to disencumber FY13 funds	7/8/2013	Departments,Accounts Payable
54	All queues cleared	7/9/2013	General Accounting,ITS MIS Application Administrators, Accounts Payable
55	Payroll accrual entry	7/9/2013	General Accounting
56	Close A/P	7/9/2013	Accounts Payable
57	Roll G/L Balances	7/9/2013	ITS Business Process
58	Encumbrance Roll	7/9/2013	ITS Business Process
59	Close Period 12	7/9/2013	ITS Business Process
60	Open Period 14	7/9/2013	ITS Business Process
61	Preliminary DOAR reports can be run	7/10/2013	Departments
62	Begin Accrual JV entries	7/10/2013	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
63	Run Fixed Assets final rept - Period 12	7/8/2013	Asset Acctg
64	A/P begins checking invoices > $25,000.00 for correct year	7/10/2013	Accounts Payable
65	Exp checked for program/U1 funds	7/10/2013	Budget Office,General Accounting
66	Final day to receive library/law library inventory counts for Fixed Assets	7/11/2013	Departments
67	Look at all balances	7/17/2013	Budget Office,General Accounting
68	All FY13 activity posted	7/19/2013	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
69	Budget Roll - Carryforward	7/24/2013	Budget Office/ITS Business Process
70	Close Period 14	7/24/2013	ITS Business Process
71	A/P begins checking all invoices > $50,000.00 for correct year	7/24/2013	Accounts Payable
72	Run Fixed Assets final rept - Period 14	7/24/2013	Asset Acctg
73	Final DOAR reports can be run	7/25/2013	Departments
74	Prepare file of July checks	7/26/2013	Accounts Payable

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75	NCAA Report due	7/26/2013	Departments,General Accounting
76	A/P begins checking all invoices > $500,000.00 for correct year	7/31/2013	Accounts Payable
77	Financial statements and footnotes to Director	8/2/2013	All
78	Schedules for Fin Stmts to Controller	8/5/2013	Accounts Receivable,General Accounting,OSP,Payroll
79	Notes to Fin Stmts due to Controller	8/5/2013	Accounts Receivable,General Accounting,OSP,Payroll
80	Financial Statements prepared	8/9/2013	Controller's Office
81	Financial Statements to VP Finance and Administration	8/9/2013	General Accounting
82	Audit field work	8/12/2013	Moss Adams, All
83	Financial Report Excl MDA due to Auditors/SBOE	8/12/2013	General Accounting
84	Full Report including MDA due to Auditors	8/23/2013	Controller's Office
85	Report Due to SCO	9/27/2013	Controller's Office