

FY2024 Annual Year-End Calendar
Prepared by General Accounting

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Updated 3/13/2024

	Task	FY24 Date	Responsible Office(S)
1	FY24 Purchases >\$50,000 to Purchasing	5/10/2024	Purchasing, Departments
2	Bookstore Inventory	5/24/2024	Bookstore,General Accounting
3	Request SOC report TouchNet and Heartland/Global Payments	6/3/2024	Controller's Office/General Accounting
4	First day to enter FY25 Req's, PO's	6/3/2024	Departments,Stores
5	External Auditors start remote work for financial audit planning/interim field work	6/3/2024	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing
6	Run Fixed assets rept for Period 12 month-to-date, 1st run	6/7/2024	Asset Accounting
7	Last day for PO's > \$5,000 IF items to be received by 6-30-24	6/7/2024	Departments,Stores,Purchasing
8	FY24 Prepaid Expenses moved to FY25	6/10/2024	Accounts Payable
9	Exp checked for program, Gen Ed funds	6/10/2024	General Accounting,Budget Office
10	Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/12/2024	General Accounting
11	Single Audit - On campus	6/12/2024	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing
12	Last day to post to State Funds	6/14/2024	Accounts Payable,General Accounting
13	Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/14/2024	Asset Accounting
14	Last State transmission	6/17/2024	General Accounting
15	Letter of Credit drawdowns	6/21/2024	OSP
16	All FY24 in-kind gifts reported to Gift Administration by 1:00 pm	6/26/2024	UI Foundation
17	All FY24 cash or check gifts to be received by Gift Administration by 1:00 pm	6/26/2024	UI Foundation
18	All FY24 credit card gifts on "Give to UI" site, Gift Administration Office	6/26/2024	UI Foundation
19	Labor redistributions entered into system	6/28/2024	Departments
20	FY25 All Budgets Loaded	6/28/2024	Budget Office
21	All Chrome River Expense documents to be completed	6/28/2024	Departments, Accounts Payable
22	All FY24 Petty Cash due to cashiers by 12:00 pm	6/28/2024	Accounts Receivable,Departments,Stores
23	All FY24 cash items to cashiers by 12:00 pm	6/28/2024	Accounts Receivable,Departments,Stores
24	All A/R transactions due by 10:00 am	6/28/2024	Accounts Receivable,Departments,Stores,General Accounting
25	All FY24 cash sessions completed	6/28/2024	Accounts Receivable,OSP
26	Inventory checks on hand at cashiers windows	6/28/2024	Accounts Receivable
27	Confirmation letters to External Auditors for banks and investments	6/28/2024	General Accounting
28	All IDG journals entered for June '24	7/8/2024	Departments
29	All IDG journals through approval queues	7/10/2024	Departments, General Accounting
30	Last day to submit invoices to A/P	7/10/2024	Accounts Payable,Departments
31	Site Drafts due from Branch Stations	7/10/2024	Departments
32	All A/R 6-30 transactions posted and fed to Banner	7/10/2024	Accounts Receivable
33	All depts CT and JV requests due	7/10/2024	Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel
34	Last day for JV's, period 12	7/10/2024	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable, Foundation
35	Complete or delete all incomplete JV's for prior months that are still outstanding	7/10/2024	General Accounting
36	Departmental charges/feeds	7/10/2024	Departments,General Accounting,Business Systems

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37	Perkins and STL accruals and reserves for losses posted	7/10/2024	Accounts Receivable
38	Accounts Receivable write offs complete	7/10/2024	Accounts Receivable
39	Title 4 funds accruals	7/10/2024	Accounts Receivable,Business Systems
40	Federal AR Accruals	7/10/2024	Accounts Receivable
41	Student Loan closing JV's done	7/10/2024	Accounts Receivable
42	Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/10/2024	Stores,General Accounting,Internal Audit
43	Stmnt of changes for State/Fed funds- JFAC Appropriated	7/11/2024	General Accounting
44	Post Heartland/ECSI reports to Banner	7/11/2024	Accounts Receivable
45	Last day to disencumber FY24 funds	7/11/2024	Accounts Payable
46	All queues cleared	7/11/2024	General Accounting,Business Systems, Accounts Payable
47	Payroll accrual entry	7/15/2024	General Accounting
48	Close A/P	7/15/2024	Accounts Payable
49	Roll G/L Balances	7/15/2024	Business Systems
50	Encumbrance Roll	7/15/2024	Business Systems
51	Close Period 12	7/15/2024	Business Systems
52	Open Period 14	7/15/2024	Business Systems
53	Run Fixed Assets final rept - Period 12	7/15/2024	Asset Accounting
54	OSP Draw	7/15/2024	OSP
55	Preliminary month-end reports can be run	7/15/2024	Departments
56	All deferred revenue reports provided to General Accounting	7/15/2024	Departments
57	Begin Accrual JV entries	7/15/2024	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
58	A/P begins checking invoices > \$25,000 for correct year	7/15/2024	Accounts Payable
59	Exp checked for program/Gen Ed funds	7/18/2024	Budget Office,General Accounting
60	Final day to receive library/law library inventory counts for Fixed Assets	7/18/2024	Departments
61	Look at all balances	7/18/2024	Budget Office,General Accounting
62	All FY24 activity posted	7/22/2024	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
63	Budget Roll - Carryforward	7/29/2024	Budget Office/Business Systems
64	Close Period 14	7/29/2024	Business Systems
65	A/P begins checking all invoices > \$50,000 for correct year	7/29/2024	Accounts Payable
66	Run Fixed Assets final rept - Period 14	7/29/2024	Asset Accounting
67	Final month-end reports can be run	7/29/2024	Departments
68	Prepare file of July checks	7/29/2024	Accounts Payable
69	A/P begins checking all invoices > \$500,000 for correct year	7/29/2024	Accounts Payable
70	Supporting Schedules for Financial Statements to Controller	7/29/2024	Accounts Receivable,General Accounting,OSP,Payroll, Accounts Payable, Asset Accounting
71	Financial statements to Controller	7/31/2024	General Accounting
72	Financial Statements to AVP	8/2/2024	Controller
73	Audit field work	8/5/2024	CLA, All
74	Footnotes to Controller	8/7/2024	General Accounting
75	Footnotes to AVP	8/9/2024	Controller's Office
76	Financial Report with footnotes but excluding MDA due to Auditors	8/12/2024	General Accounting
77	MDA to AVP	8/22/2024	General Accounting
78	Full Report including MDA due to Auditors	8/26/2024	Controller's Office

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79	Draft of the Financials Statements from Foundation	9/6/2024	UI Foundation
80	Final Audited Financial Statements received from Foundation	9/16/2024	UI Foundation
81	Report Due to SCO	9/27/2024	Controller's Office