

| | Task | FY23 Date | Responsible Office(S) |
|----|-------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1 | FY23 Purchases >\$50,000 to Purchasing | 5/12/2023 | Purchasing, Departments |
| 2 | Bookstore Inventory | 5/25/2023 | Bookstore,General Accounting |
| 3 | Request SOC report TouchNet and Heartland/Global Payments | 6/1/2023 | Controller's Office/General Accounting |
| 4 | Run Fixed Assets reports for May | 6/1/2023 | Asset Accounting |
| 5 | Run Fixed assets rept for Period 12 month-to-date, 1st run | 6/1/2023 | Asset Accounting |
| 6 | First day to enter FY24 Req's, PO's | 6/1/2023 | Departments,Stores |
| 7 | Last day for PO's > \$5,000 IF items to be received by 6-30-23 | 6/2/2023 | Departments,Stores,Purchasing |
| 8 | FY23 Prepaid Expenses moved to FY24 | 6/5/2023 | Accounts Payable |
| 9 | External Auditors start remote work for financial audit planning/interim field work | 6/5/2023 | General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing |
| 10 | Exp checked for program, Gen Ed funds | 6/7/2023 | General Accounting,Budget Office |
| 11 | Last day for Letter of Credit Drawdown (Hatch Regional Programs) | 6/7/2023 | General Accounting |
| 12 | Single Audit - On campus | 6/12/2023 | General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing |
| 13 | Last day to post to State Funds | 6/14/2023 | Accounts Payable,General Accounting |
| 14 | Run Fixed Assets rept for Period 12 month-to-date, 2nd run | 6/14/2023 | Asset Accounting |
| 15 | Last State transmission | 6/16/2023 | General Accounting |
| 16 | Letter of Credit drawdowns | 6/21/2023 | OSP |
| 17 | Labor redistributions entered into system | 6/26/2023 | Departments |
| 18 | All FY23 in-kind gifts reported to Gift Administration by 1:00 pm | 6/26/2023 | UI Foundation |
| 19 | All FY23 cash or check gifts to be received by Gift Administration by 1:00 pm | 6/26/2023 | UI Foundation |
| 20 | All FY23 credit card gifts on "Give to UI" site, Gift Administration Office | 6/26/2023 | UI Foundation |
| 21 | FY24 All Budgets Loaded | 6/30/2023 | Budget Office |
| 22 | All Chrome River Expense documents to be completed | 6/30/2023 | Departments, Accounts Payable |
| 23 | All FY23 Petty Cash due to cashiers by 12:00 pm | 6/30/2023 | Accounts Receivable,Departments,Stores |
| 24 | All FY23 cash items to cashiers by 12:00 pm | 6/30/2023 | Accounts Receivable,Departments,Stores |
| 25 | All A/R transactions due by 10:00 am | 6/30/2023 | Accounts Receivable,Departments,Stores,General Accounting |
| 26 | All FY23 cash sessions completed | 6/30/2023 | Accounts Receivable,OSP |
| 27 | Inventory checks on hand at cashiers windows | 6/30/2023 | Accounts Receivable |
| 28 | Confirmation letters to External Auditors for banks and investments | 6/30/2023 | General Accounting |
| 29 | All IDG journals entered for June '23 | 7/9/2023 | Departments |
| 30 | All IDG journals through approval queues | 7/10/2023 | Departments, General Accounting |
| 31 | Last day to submit invoices to A/P | 7/10/2023 | Accounts Payable,Departments |
| 32 | Site Drafts due from Branch Stations | 7/10/2023 | Departments |
| 33 | All A/R 6-30 transactions posted and fed to Banner | 7/10/2023 | Accounts Receivable |
| 34 | All depts CT and JV requests due | 7/10/2023 | Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel |
| 35 | Last day for JV's, period 12 | 7/10/2023 | OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable, Foundation |

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| 36 Complete or delete all incomplete JV's for prior months that are still outstanding | 7/10/2023 | General Accounting |
| 37 Departmental charges/feeds | 7/10/2023 | Departments,General Accounting,Business Systems |
| 38 Perkins and STL accruals and reserves for losses posted | 7/10/2023 | Accounts Receivable |
| 39 Accounts Receivable write offs complete | 7/10/2023 | Accounts Receivable |
| 40 Title 4 funds accruals | 7/10/2023 | Accounts Receivable,Business Systems |
| 41 Federal AR Accruals | 7/10/2023 | Accounts Receivable |
| 42 Student Loan closing JV's done | 7/10/2023 | Accounts Receivable |
| 43 Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline) | 7/10/2023 | Stores,General Accounting,Internal Audit |
| 44 Stmt of changes for State/Fed funds- JFAC Appropriated | 7/11/2023 | General Accounting |
| 45 Post Heartland/ECSI reports to Banner | 7/11/2023 | Accounts Receivable |
| 46 Last day to disencumber FY23 funds | 7/11/2023 | Accounts Payable |
| 47 All queues cleared | 7/11/2023 | General Accounting,Business Systems, Accounts Payable |
| 48 Payroll accrual entry | 7/13/2023 | General Accounting |
| 49 Close A/P | 7/13/2023 | Accounts Payable |
| 50 Roll G/L Balances | 7/13/2023 | Business Systems |
| 51 Encumbrance Roll | 7/13/2023 | Business Systems |
| 52 Close Period 12 | 7/13/2023 | Business Systems |
| 53 Open Period 14 | 7/13/2023 | Business Systems |
| 54 Run Fixed Assets final rept - Period 12 | 7/13/2023 | Asset Acctg |
| 55 OSP Draw | 7/13/2023 | OSP |
| 56 Preliminary month-end reports can be run | 7/13/2023 | Departments |
| 57 Begin Accrual JV entries | 7/13/2023 | Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll |
| 58 A/P begins checking invoices > \$25,000 for correct year | 7/13/2023 | Accounts Payable |
| 59 Exp checked for program/Gen Ed funds | 7/18/2023 | Budget Office,General Accounting |
| 60 Final day to receive library/law library inventory counts for Fixed Assets | 7/18/2023 | Departments |
| 61 Look at all balances | 7/18/2023 | Budget Office,General Accounting |
| 62 All FY23 activity posted | 7/21/2023 | OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable |
| 63 Budget Roll - Carryforward | 7/24/2023 | Budget Office/Business Systems |
| 64 Close Period 14 | 7/24/2023 | Business Systems |
| 65 A/P begins checking all invoices > \$50,000 for correct year | 7/24/2023 | Accounts Payable |
| 66 Run Fixed Assets final rept - Period 14 | 7/24/2023 | Asset Accounting |
| 67 Final month-end reports can be run | 7/25/2023 | Departments |
| 68 Prepare file of July checks | 7/25/2023 | Accounts Payable |
| 69 A/P begins checking all invoices > \$500,000 for correct year | 7/25/2023 | Accounts Payable |
| 70 Supporting Schedules for Financial Statements to Controller | 7/28/2023 | Accounts Receivable,General Accounting,OSP,Payroll, Accounts Payable, Asset Accounting |
| Financial statements to Controller | 8/1/2023 | General Accounting |
| Financial Statements to AVP | 8/4/2023 | Controller |
| 71 Footnotes to Controller | 8/7/2023 | General Accounting |
| 72 Audit field work | 8/7/2023 | CLA, All |
| 73 Footnotes to AVP | 8/10/2023 | Controller's Office |
| 74 Financial Report with footnotes but excluding MDA due to Auditors | 8/14/2023 | General Accounting |

****Dates may be changed. If changes are made, every effort will be made to provide timely notice.****

Updated 4/13/23

| | Task | FY23 Date | Responsible Office(S) |
|----|-------------------------------------------------------------|------------------|------------------------------|
| 75 | MDA to AVP | 8/29/2023 | General Accounting |
| 76 | Full Report including MDA due to Auditors | 9/5/2023 | Controller's Office |
| 77 | Draft of the Financials Statements from Foundation | 9/8/2023 | UI Foundation |
| 78 | Final Audited Financial Statements received from Foundation | 9/18/2023 | UI Foundation |
| 79 | Report Due to SCO | 9/29/2023 | Controller's Office |