

FY2018 Annual Year-End Calendar
Prepared by General Accounting

****Dates may be changed. If changes are made, everyeff
timely notice.****

Task	FY18 Date	Who
1 FY18 Purchases >\$50,000 to Purchasing	5/18/2018	Purchasing, Departments
2 Single Audit - On campus	5/21/2018	OSP, Student Financial Aid
3 Banner 1st message of the day - Run OER	5/25/2018	Business Systems
4 External Auditors on campus for financial audit planning/interim field work	5/29/2018	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
5 Run Fixed Assets reports for May	6/1/2018	Asset Accounting
6 Run Fixed assets rept for Period 12 month-to-date, 1st run	6/1/2018	Asset Accounting
7 Banner 2nd message of the day - Run OER	6/1/2018	Business Systems
8 FY19 U1 and U2 Budgets loaded	6/1/2018	Budget Office
9 First day to enter FY19 Req's, PO's	6/1/2018	Departments,Stores
10 Last day to have Payroll Cost Transfers to OSP	6/8/2018	OSP, Departments
11 Last day for PO's < \$5,000 IF items to be received by 6-30-18	6/8/2018	Departments,Stores,Purchasing
12 Banner 3rd message of the day - Run OER	6/11/2018	Business Systems
13 Exp checked for program, U1 funds	6/13/2018	General Accounting,Budget Office
14 Last day for Payroll Cost Transfers	6/13/2018	General Accounting
15 Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/13/2018	General Accounting
16 Last day to post to State Funds	6/15/2018	Accounts Payable,General Accounting
17 Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/18/2018	Asset Accounting
18 FY19 All Other Budgets Loaded	6/18/2018	Budget Office
19 Last State transmission	6/19/2018	General Accounting
20 EPAF submission deadline to have EPAF's systematically converted to Chart V	6/21/2018	Departments
21 Chart V conversion for NBAPOSN, NBAPUD, and NBAJOBS	6/22/2018	Business Systems, Budget Office
22 Convert remaining HR forms to Chart V and process FY19 reappointment EPAF's with CEC increases	6/25--29/2018	Business Systems, Budget Office
23 Departments can submit labor distribution change EPAF's for records that did not have Chart V crosswalk indexes	6/28-29/2018	Departments
24 Bookstore Inventory	6/23/2018	Bookstore,General Accounting
25 Last Purchasing Card Download	6/25/2018	Departments, Accounts Payable
26 All IDG journals entered for June '18	7/9/2018	Departments
27 All IDG journals through approval queues	7/9/2018	Departments, General Accounting
28 Letter of Credit drawdowns	6/27/2018	OSP
29 Last Day for PCARD Journals	6/29/2018	Departments, Accounts Payable
30 All FY18 Petty Cash due to cashiers by 12:00 pm	6/29/2018	Accounts Receivable,Departments,Stores
31 All FY18 cash items to cashiers by 12:00 pm	6/29/2018	Accounts Receivable,Departments,Stores
32 All A/R transactions due by 10:00 am	6/29/2018	Accounts Receivable,Departments,Stores,General Accounting
33 All FY18 cash sessions completed	6/29/2018	Accounts Receivable,OSP
34 Inventory checks on hand at cashiers windows	6/29/2018	Accounts Receivable

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35 Confirmation letters to External Auditors for banks and investments	6/29/2018	General Accounting
36 All FY18 travel and purchasing card travel completed	6/29/2018	Travel,Accounts Payable,Department
37 All FY18 in-kind gifts reported to Gift Administration by 1:00 pm	6/29/2018	UI Foundation
38 All FY18 cash or check gifts to be received by Gift Administration by 1:00 pm	6/29/2018	UI Foundation
39 Banner 4th message of the day - Run OER	6/29/2018	Business Systems
40 All FY18 credit card gifts on "Give to UI" site, Gift Administration Office	6/29/2018	UI Foundation
41 Finance conversion Chart 9 to Chart V	6/30/2018	Business Systems
42 All FY 18 Accts Payable/claim voucher due by 12:00 pm	7/5/2018	Departments, Accounts Payable
43 Last day to submit invoices to A/P	7/9/2018	Accounts Payable,Departments
44 Site Drafts due from Branch Stations	7/9/2018	Departments
45 All A/R 6-30 transactions posted and fed to Banner	7/9/2018	Accounts Receivable
46 Ag Encumbrances checked	7/9/2018	General Accounting ,Budget Office
47 All depts CT and JV requests due	7/9/2018	Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel
48 Last day for JV's, period 12	7/9/2018	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable,Trust & Investment
49 Complete or delete all incomplete JV's for prior months that are still outstanding	7/9/2018	General Accounting
50 Stmt of changes for State/Fed funds- JFAC Appropriated	7/9/2018	General Accounting ,Budget Office
51 Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/9/2018	Stores,General Accounting,Internal Audit
52 Departmental charges/feeds	7/9/2018	Departments,General Accounting,Business Systems
53 Post Heartland/ECSI reports to Banner	7/9/2018	Accounts Receivable,Business Systems
54 Perkins and STL accruals and reserves for losses posted	7/9/2018	Accounts Receivable
55 Accounts Receivable write offs complete	7/9/2018	Accounts Receivable
56 Title 4 funds accruals	7/9/2018	Accounts Receivable
57 Federal AR Accruals	7/9/2018	General Accounting
58 Student Loan closing JV's done	7/9/2018	Accounts Receivable
59 Last day to disencumber FY18 funds	7/9/2018	Accounts Payable
60 All queues cleared	7/9/2018	General Accounting,Business Systems, Accounts Payable
61 Payroll accrual entry	7/9/2018	General Accounting
62 Close A/P	7/9/2018	Accounts Payable
63 Roll G/L Balances	7/9/2018	Business Systems
64 Encumbrance Roll	7/9/2018	Business Systems
65 Close Period 12	7/10/2018	Business Systems
66 Open Period 14	7/10/2018	Business Systems
67 Run Fixed Assets final rept - Period 12	7/10/2018	Asset Acctg
68 OSP Draw	7/11/2018	OSP

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69 Preliminary DOAR reports can be run	7/11/2018	Departments
70 Begin Accrual JV entries	7/11/2018	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
71 A/P begins checking invoices > \$25,000 for correct year	7/12/2018	Accounts Payable
72 Exp checked for program/U1 funds	7/12/2018	Budget Office,General Accounting
73 Final day to receive library/law library inventory counts for Fixed Assets	7/12/2018	Departments
74 Look at all balances	7/18/2018	Budget Office,General Accounting
75 All FY18 activity posted	7/20/2018	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
76 Budget Roll - Carryforward	7/23/2018	Budget Office/Business Systems
77 Close Period 14	7/23/2018	Business Systems
78 A/P begins checking all invoices > \$50,000 for correct year	7/23/2018	Accounts Payable
79 Run Fixed Assets final rept - Period 14	7/23/2018	Asset Acctg
80 Final DOAR reports can be run	7/24/2018	Departments
81 Prepare file of July checks	7/25/2018	Accounts Payable
82 NCAA Report due	7/25/2018	Departments,General Accounting
83 A/P begins checking all invoices > \$500,000 for correct year	7/26/2018	Accounts Payable
84 Financial statements and footnotes to Assoc Controller	8/8/2018	All
85 Schedules for Fin Stmt to Assoc Controller	8/8/2018	Accounts Receivable,General Accounting,OSP,Payroll
86 Notes to Fin Stmt due to Assoc Controller	8/8/2018	Accounts Receivable,General Accounting,OSP,Payroll
87 Financial Statements prepared	8/10/2018	General Accounting
88 Financial Statements to Controller	8/10/2018	General Accounting
89 Audit field work	8/13/2018	Moss Adams, All
90 Financial Report Excl MDA due to Auditors/SBOE	8/13/2018	General Accounting
91 MDA to Controller	8/13/2018	General Accounting
92 Financial Report and MDA to VP Finance	8/17/2018	Controller's Office
93 Full Report including MDA due to Auditors	8/21/2018	Controller's Office
94 Report Due to SCO	9/28/2018	Controller's Office