

	<b>Task</b>	<b>FY20 Date</b>	<b>Responsible Office(S)</b>
1	FY20 Purchases >\$50,000 to Purchasing	5/15/2020	Purchasing, Departments
2	Banner 1st message of the day - Run	5/22/2020	Business Systems
	External Auditors start remote work for financial audit planning/interim field work	6/1/2020	General Accounting,Accounts Receivable,Accounts Payable,Pay roll,OSP,Purchasing,Budget Controller's Office/General Accounting
3	Request SOC report TouchNet and	6/1/2020	
4	Heartland/Global Payments		
5	Run Fixed Assets reports for May	6/1/2020	Asset Accounting
	Run Fixed assets rept for Period 12	6/1/2020	Asset Accounting
6	month-to-date, 1st run		
7	Banner 2nd message of the day - Run	6/1/2020	Business Systems
8	FY21 Gen Ed and Central Budgets	6/1/2020	Budget Office
9	First day to enter FY21 Req's, PO's	6/1/2020	Departments,Stores
10	Single Audit - On campus	6/1/2020	OSP, Student Financial Aid
	Last day to have Payroll Cost Transfers to OSP	6/5/2020	OSP, Departments
11	Last day for PO's > \$5,000 IF items to be received by 6-30-20	6/5/2020	Departments,Stores,Purchasing
12	External Auditors on campus for financial audit planning/interim field work	6/1/2020	General Accounting,Accounts Receivable,Accounts Payable,Pay roll,OSP,Purchasing,Budget Controller's Office/General Accounting
13			
14	Banner 3rd message of the day - Run	6/8/2020	Business Systems
15	Exp checked for program, Gen Ed funds	6/10/2020	General Accounting,Budget Office
16	Last day for Payroll Cost Transfers	6/10/2020	General Accounting
	Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/10/2020	General Accounting
17			
18	Bookstore Inventory	6/14/2020	Bookstore,General Accounting
19	Last day to post to State Funds	6/15/2020	Accounts Payable,General Accounting
	Run Fixed Assets rept for Period 12	6/15/2020	Asset Accounting
20	month-to-date, 2nd run		
21	FY21 All Other Budgets Loaded	6/15/2020	Budget Office
22	Last State transmission	6/17/2020	General Accounting
23	Letter of Credit drawdowns	6/24/2020	OSP
	All Chrome River Expense documents to be completed	6/30/2020	Departments, Accounts Payable
24	All FY20 Petty Cash due to cashiers by 12:00 pm	6/30/2020	Accounts Receivable,Departments,Stores
25			
26	All FY20 cash items to cashiers by 10:00 am	6/30/2020	Accounts Receivable,Departments,Stores
	All A/R transactions due by 10:00 am	6/30/2020	Accounts Receivable,Departments,Stores,General Accounting
27			
28	All FY20 cash sessions completed	6/30/2020	Accounts Receivable,OSP
	Inventory checks on hand at cashiers windows	6/30/2020	Accounts Receivable
29	Confirmation letters to External Auditors for banks and investments	6/30/2020	General Accounting
30	All FY20 in-kind gifts reported to Gift Administration by 1:00 pm	6/30/2020	UI Foundation
31	All FY20 cash or check gifts to be received by Gift Administration by 1:00 pm	6/30/2020	UI Foundation
32	Banner 4th message of the day - Run	6/30/2020	Business Systems
33	All FY20 credit card gifts on "Give to UI" site, Gift Administration Office	6/30/2020	UI Foundation
34			

Task	FY20 Date	Responsible Office(S)
35 All IDG journals entered for June '20	7/6/2020	Departments
36 All IDG journals through approval queues	7/6/2020	Departments, General Accounting
37 Last day to submit invoices to A/P	7/6/2020	Accounts Payable, Departments
38 Site Drafts due from Branch Stations	7/6/2020	Departments
All A/R 6-30 transactions posted and fed	7/6/2020	Accounts Receivable
39 to Banner		
40 Ag Encumbrances checked	7/6/2020	General Accounting, Budget Office
All depts CT and JV requests due	7/6/2020	Accounts Payable, Budget Office, Departments, General
41 Last day for JV's, period 12	7/6/2020	Accounting, OSP, Internal Audit, Payroll, Travel OSP, General Accounting, Internal Audit, Budget Office, Asset
42 Complete or delete all incomplete JV's	7/6/2020	Acctg, Purchasing, Travel, Accounts General Accounting
43 for prior months that are still outstanding		
Departmental charges/fees	7/6/2020	Departments, General Accounting, Business
44 Perkins and STL accruals and reserves	7/6/2020	Stores, General Accounting, Internal Audit
45 for losses posted		
46 Accounts Receivable write offs complete	7/6/2020	General Accounting, Budget Office
Title 4 funds accruals	7/6/2020	Accounts Receivable, Business Systems
47		
48 Federal AR Accruals	7/6/2020	Accounts Receivable
49 Student Loan closing JV's done	7/6/2020	Accounts Receivable
Other inventory counts complete (i.e.	7/6/2020	Accounts Receivable
50 Stores, Golf Course, Postage, Gasoline)		
Stmnt of changes for State/Fed funds-	7/7/2020	General Accounting
51 JFAC Appropriated		
52 Post Heartland/ECSI reports to Banner	7/7/2020	Accounts Receivable
53 Last day to disencumber FY20 funds	7/7/2020	Accounts Payable
All queues cleared	7/7/2020	General Accounting, Business Systems,
54		Accounts Payable
55 Payroll accrual entry	7/7/2020	General Accounting
56 Close A/P	7/7/2020	Accounts Payable
57 Roll G/L Balances	7/7/2020	Business Systems
58 Encumbrance Roll	7/7/2020	Business Systems
59 Close Period 12	7/7/2020	Business Systems
60 Open Period 14	7/7/2020	Business Systems
61 Run Fixed Assets final rept - Period 12	7/8/2020	Asset Acctg
62 OSP Draw	7/9/2020	OSP
63 Preliminary month-end reports can be	7/9/2020	Departments
Begin Accrual JV entries	7/9/2020	Accounts Receivable, Accounts Payable, Budget Office, General
64		Accounting, OSP, Internal Audit, Payroll
A/P begins checking invoices > \$25,000	7/10/2020	Accounts Payable
65 for correct year		
66 Exp checked for program/Gen Ed funds	7/10/2020	Budget Office, General Accounting
Final day to receive library/law library	7/10/2020	Departments
67 inventory counts for Fixed Assets		
68 Look at all balances	7/10/2020	Budget Office, General Accounting

<b>Task</b>	<b>FY20 Date</b>	<b>Responsible Office(S)</b>
All FY20 activity posted	7/20/2020	OSP, General Accounting, Internal Audit, Budget Office, Asset
69		Acctg, Purchasing, Travel, Accounts
70 Budget Roll - Carry forward	7/21/2020	Budget Office/Business Systems
71 Close Period 14	7/21/2020	Business Systems
A/P begins checking all invoices >	7/21/2020	Accounts Payable
72 \$50,000 for correct year		
73 Run Fixed Assets final rept - Period 14	7/21/2020	Asset Acctg
74 Final month-end reports can be run	7/22/2020	Departments
75 Prepare file of July checks	7/22/2020	Accounts Payable
76 NCAA Report due	7/22/2020	Departments, General Accounting
A/P begins checking all invoices >	7/22/2020	Accounts Payable
77 \$500,000 for correct year		
Financial statements and footnotes to	8/5/2020	All
78 Assoc Controller		
Schedules for Fin Stmts to Assoc	8/5/2020	Accounts Receivable, General
79 Controller		Accounting, OSP, Pay roll
80 Financial Statements prepared	8/7/2020	General Accounting
81 Financial Statements to Controller	8/7/2020	General Accounting
82 Audit field work	8/10/2020	Moss Adams, All
Notes to Fin Stmts due to Assoc	8/11/2020	Accounts Receivable, General
83 Controller		Accounting, OSP, Pay roll
Financial Report Excl MDA due to	8/14/2020	General Accounting
84 Auditors/SBOE		
85 MDA to Controller	8/17/2020	General Accounting
86 Full Report including MDA due to Auditors	8/21/2020	Controller's Office
87 Report Due to SCO	9/25/2020	Controller's Office