

FY2021 Annual Year-End Calendar
Prepared by General Accounting

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

Task	FY21 Date	Responsible Office(S)
1 FY21 Purchases >\$50,000 to Purchasing	5/14/2021	Purchasing, Departments
2 Banner 1st message of the day - Run OER	5/21/2021	Business Systems, AP
3 External Auditors start remote work for financial audit planning/interim field work	6/1/2021	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
4 Request SOC report TouchNet and Heartland/Global Payments	6/1/2021	Controller's Office/General Accounting
5 Run Fixed Assets reports for May	6/1/2021	Asset Accounting
6 Run Fixed assets rept for Period 12 month-to-date, 1st run	6/1/2021	Asset Accounting
7 Banner 2nd message of the day - Run OER	6/1/2021	Business Systems
8 First day to enter FY22 Req's, PO's	6/1/2021	Departments,Stores
9 Single Audit - On campus	6/1/2021	OSP, Student Financial Aid
10 Last day for PO's > \$5,000 IF items to be received by 6-30-21	6/4/2021	Departments,Stores,Purchasing
11 External Auditors on campus for financial audit planning/interim field work	6/1/2021	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
12 Banner 3rd message of the day - Run OER	6/7/2021	Business Systems
13 Exp checked for program, Gen Ed funds	6/9/2021	General Accounting,Budget Office
14 Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/9/2021	General Accounting
15 Bookstore Inventory	6/14/2021	Bookstore,General Accounting
16 Last day to post to State Funds	6/14/2021	Accounts Payable,General Accounting
17 Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/14/2021	Asset Accounting
18 Last State transmission	6/16/2021	General Accounting
19 FY22 All Budgets Loaded	6/18/2021	Budget Office
20 Labor redistributions entered into system	6/18/2021	Departments
21 Letter of Credit drawdowns	6/23/2021	OSP
22 All Chrome River Expense documents to be completed	6/30/2021	Departments, Accounts Payable
23 All FY21 Petty Cash due to cashiers by 12:00 pm	6/30/2021	Accounts Receivable,Departments,Stores
24 All FY21 cash items to cashiers by 12:00 pm	6/30/2021	Accounts Receivable,Departments,Stores
25 All A/R transactions due by 10:00 am	6/30/2021	Accounts Receivable,Departments,Stores,General Accounting
26 All FY21 cash sessions completed	6/30/2021	Accounts Receivable,OSP
27 Inventory checks on hand at cashiers windows	6/30/2021	Accounts Receivable
28 Confirmation letters to External Auditors for banks and investments	6/30/2021	General Accounting
29 All FY21 in-kind gifts reported to Gift Administration by 1:00 pm	6/30/2021	UI Foundation
30 All FY21 cash or check gifts to be received by Gift Administration by 1:00 pm	6/30/2021	UI Foundation
31 Banner 4th message of the day - Run OER	6/30/2021	Business Systems
32 All FY21 credit card gifts on "Give to UI" site, Gift Administration Office	6/30/2021	UI Foundation
33 All IDG journals entered for June '21	7/7/2021	Departments
34 All IDG journals through approval queues	7/7/2021	Departments, General Accounting
35 Last day to submit invoices to A/P	7/7/2021	Accounts Payable,Departments
36 Site Drafts due from Branch Stations	7/7/2021	Departments

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37 All A/R 6-30 transactions posted and fed to Banner	7/7/2021	Accounts Receivable
38 All depts CT and JV requests due	7/7/2021	Accounts Payable,Budget Office,Departments,General Accounting,OSP,Internal Audit,Payroll,Travel
39 Last day for JV's, period 12	7/7/2021	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable, Foundation
40 Complete or delete all incomplete JV's for prior months that are still outstanding	7/7/2021	General Accounting
41 Departmental charges/feeds	7/7/2021	Departments,General Accounting,Business Systems
42 Perkins and STL accruals and reserves for losses posted	7/7/2021	Accounts Receivable
43 Accounts Receivable write offs complete	7/7/2021	Accounts Receivable
44 Title 4 funds accruals	7/7/2021	Accounts Receivable,Business Systems
45 Federal AR Accruals	7/7/2021	Accounts Receivable
46 Student Loan closing JV's done	7/7/2021	Accounts Receivable
47 Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/7/2021	Stores,General Accounting,Internal Audit
48 Stmt of changes for State/Fed funds- JFAC Appropriated	7/8/2021	General Accounting
49 Post Heartland/ECSI reports to Banner	7/8/2021	Accounts Receivable
50 Last day to disencumber FY20 funds	7/8/2021	Accounts Payable
51 All queues cleared	7/8/2021	General Accounting,Business Systems, Accounts Payable
52 Payroll accrual entry	7/9/2021	General Accounting
53 Close A/P	7/9/2021	Accounts Payable
54 Roll G/L Balances	7/9/2021	Business Systems
55 Encumbrance Roll	7/9/2021	Business Systems
56 Close Period 12	7/9/2021	Business Systems
57 Open Period 14	7/9/2021	Business Systems
58 Run Fixed Assets final rept - Period 12	7/12/2021	Asset Acctg
59 OSP Draw	7/12/2021	OSP
60 Preliminary month-end reports can be run	7/12/2021	Departments
61 Begin Accrual JV entries	7/12/2021	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
62 A/P begins checking invoices > \$25,000 for correct year	7/12/2021	Accounts Payable
63 Exp checked for program/Gen Ed funds	7/18/2021	Budget Office,General Accounting
64 Final day to receive library/law library inventory counts for Fixed Assets	7/18/2021	Departments
65 Look at all balances	7/18/2021	Budget Office,General Accounting
66 All FY21 activity posted	7/20/2021	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
67 Budget Roll - Carryforward	7/21/2021	Budget Office/Business Systems
68 Close Period 14	7/21/2021	Business Systems
69 A/P begins checking all invoices > \$50,000 for correct year	7/21/2021	Accounts Payable
70 Run Fixed Assets final rept - Period 14	7/21/2021	Asset Acctg
71 Final month-end reports can be run	7/22/2021	Departments
72 Prepare file of July checks	7/22/2021	Accounts Payable

	Task	FY21 Date	Responsible Office(S)
73	A/P begins checking all invoices > \$500,000 for correct year	7/22/2021	Accounts Payable
74	Financial statements and footnotes to Controller	8/4/2021	All
75	Schedules for Fin Stmt to Controller	8/4/2021	Accounts Receivable, General Accounting, OSP, Payroll
76	Financial Statements prepared	8/6/2021	General Accounting
77	Financial Statements to AVP	8/6/2021	General Accounting
78	Audit field work	8/9/2021	CLA, All
79	Notes to Fin Stmt due to Controller	8/10/2021	Accounts Receivable, General Accounting, OSP, Payroll
80	Financial Report Excl MDA due to Auditors/SBOE	8/13/2021	General Accounting
81	MDA to AVP	8/16/2021	General Accounting
82	Full Report including MDA due to Auditors	8/20/2021	Controller's Office
83	Report Due to SCO	9/24/2021	Controller's Office