

	Task	FY25 Date	Responsible Office(S)
2	FY25 Purchases >\$50,000 to Purchasing	Friday, May 9, 2025	Purchasing, Departments
3	Bookstore Inventory	Wednesday, May 21, 2025	Bookstore,General Accounting
4	Request SOC report TouchNet and Heartland/Global Payments	Monday, June 2, 2025	Controller's Office/General Accounting
5	First day to enter FY26 Req's, PO's	Monday, June 2, 2025	Departments,Stores
6	External Auditors start remote work for financial audit planning/interim field work	Monday, June 2, 2025	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing
7	Run Fixed assets rept for Period 12 month-to-date, 1st run	Friday, June 6, 2025	Asset Accounting
8	Last day for PO's > \$5,000 IF items to be received by 6-30-25	Friday, June 6, 2025	Departments,Stores,Purchasing
9	Start of On Campus Fieldwork for Single Audit	Monday, June 9, 2025	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing
10	FY25 Prepaid Expenses moved to FY26	Monday, June 9, 2025	Accounts Payable
11	Expenses checked for program, Gen Ed funds	Monday, June 9, 2025	General Accounting,Budget Office
12	Last day for Letter of Credit Drawdown (Hatch Regional Programs)	Friday, June 13, 2025	General Accounting
13	Run Fixed Assets rept for Period 12 month-to-date, 2nd run	Friday, June 13, 2025	Asset Accounting
14	Single Audit - On campus	Monday, June 16, 2025	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing
15	Letter of Credit drawdowns	Wednesday, June 18, 2025	OSP
16	All FY25 in-kind gifts reported to Gift Administration by 1:00 pm	Friday, June 27, 2025	UI Foundation
17	All FY25 cash or check gifts to be received by Gift Administration by 1:00 pm	Friday, June 27, 2025	UI Foundation
18	All FY25 credit card gifts on "Give to UI" site, Gift Administration Office	Friday, June 27, 2025	UI Foundation
19	Final Labor Redistributions completed	Friday, June 27, 2025	Departments
20	Last day to post to State Funds	Friday, June 27, 2025	Accounts Payable,General Accounting
21	Last State transmission	Monday, June 30, 2025	General Accounting
22	FY26 All Budgets Loaded	Monday, June 30, 2025	Budget Office
23	All Chrome River Expense documents to be completed	Monday, June 30, 2025	Departments, Accounts Payable
24	All FY25 Petty Cash due to cashiers by 12:00 pm	Monday, June 30, 2025	Accounts Receivable,Departments,Stores
25	All FY25 cash items to cashiers by 12:00 pm	Monday, June 30, 2025	Accounts Receivable,Departments,Stores
26	All A/R transactions due by 12:00 pm	Monday, June 30, 2025	Accounts Receivable,Departments,Stores,General Accounting
27	All FY25 cash sessions completed	Monday, June 30, 2025	Accounts Receivable,OSP
28	Inventory checks on hand at cashiers windows	Monday, June 30, 2025	Accounts Receivable
29	Confirmation letters to External Auditors for banks and investments	Monday, June 30, 2025	General Accounting
30	All IDG journals entered for June '25	Monday, July 7, 2025	Departments
31	All IDG journals through approval queues	Thursday, July 10, 2025	Departments, General Accounting
32	Last day to submit prior year invoices to A/P	Thursday, July 10, 2025	Accounts Payable,Departments
33	Site Drafts due from Branch Stations	Thursday, July 10, 2025	Departments
34	All A/R 6-30 transactions posted and fed to Banner	Thursday, July 10, 2025	Accounts Receivable
35	Last day for JV's, period 12	Thursday, July 10, 2025	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Payable,Accounts Receivable, Foundation
36	Complete or delete all incomplete JV's for prior months that are still outstanding	Thursday, July 10, 2025	General Accounting
37	Departmental charges/feeds	Thursday, July 10, 2025	Departments,General Accounting,Business Systems
38	Perkins and STL accruals and reserves for losses posted	Thursday, July 10, 2025	Accounts Receivable
39	Accounts Receivable write offs complete	Thursday, July 10, 2025	Accounts Receivable
40	Title 4 funds accruals	Thursday, July 10, 2025	Accounts Receivable,Business Systems
41	Federal AR Accruals	Thursday, July 10, 2025	Accounts Receivable

Task	FY25 Date	Responsible Office(S)
42 Student Loan closing JV's done	Thursday, July 10, 2025	Accounts Receivable
43 Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	Thursday, July 10, 2025	Stores,General Accounting,Internal Audit
44 Stmt of changes for State/Fed funds- JFAC Appropriated	Thursday, July 10, 2025	General Accounting
45 Post Heartland/ECSI reports to Banner	Thursday, July 10, 2025	Accounts Receivable
46 Last day to disencumber FY25 funds	Thursday, July 10, 2025	Accounts Payable
47 All queues cleared	Friday, July 11, 2025	General Accounting,Business Systems, Accounts Payable
48 Payroll accrual entry	Friday, July 11, 2025	General Accounting
49 Close A/P	Friday, July 11, 2025	Accounts Payable
50 Run Fixed Assets final rept - Period 12	Friday, July 11, 2025	General Accounting
51 Preliminary month-end reports can be run	Friday, July 11, 2025	Departments
52 All deferred revenue reports provided to General Accounting	Friday, July 11, 2025	Departments
53 Begin Accrual JV entries	Friday, July 11, 2025	Accounts Receivable,Accounts Payable,Budget Office,General Accounting,OSP,Internal Audit,Payroll
54 A/P begins checking invoices > \$25,000 for correct year	Friday, July 11, 2025	Accounts Payable
55 Close Period 12	Monday, July 14, 2025	Business Systems
56 Open Period 14	Monday, July 14, 2025	Business Systems
57 Roll G/L Balances	Monday, July 14, 2025	Business Systems
58 Encumbrance Roll	Monday, July 14, 2025	Business Systems
59 OSP Draw	Wednesday, July 16, 2025	OSP
60 Expenses checked for program/Gen Ed funds	Friday, July 18, 2025	Budget Office,General Accounting
61 Final day to receive library/law library inventory counts for Fixed Assets	Friday, July 18, 2025	Departments
62 Look at all balances	Friday, July 18, 2025	Budget Office,General Accounting
63 Last day to post Chrome River current liabilities to prior year as a journal.	Friday, July 18, 2025	Accounts Payable
64 All FY25 activity posted	Tuesday, July 22, 2025	OSP,General Accounting,Internal Audit,Budget Office,Asset Acctg,Purchasing,Travel,Accounts Receivable,Payroll,Accounts Payable
65 A/P begins checking all invoices > \$50,000 for correct year	Friday, July 25, 2025	Accounts Payable
66 Run Fixed Assets final rept - Period 14	Friday, July 25, 2025	General Accounting
67 Final month-end reports can be run	Friday, July 25, 2025	Departments
68 Prepare file of July checks	Friday, July 25, 2025	Accounts Payable
69 A/P begins checking all invoices > \$500,000 for correct year	Friday, July 25, 2025	Accounts Payable
70 Budget Roll - Carryforward	Monday, July 28, 2025	Budget Office/Business Systems
71 Close Period 14	Monday, July 28, 2025	Business Systems
72 Supporting Schedules for Financial Statements to Controller	Wednesday, July 30, 2025	Accounts Receivable,General Accounting,OSP,Payroll, Accounts Payable, Asset Accounting
73 Financial statements to Controller	Thursday, July 31, 2025	General Accounting
74 Financial Statements to AVP	Monday, August 4, 2025	Controller
75 Audit field work	August 4 - 15, 2025	CLA, All
76 Footnotes to Controller	Thursday, August 7, 2025	General Accounting
77 Footnotes to AVP	Friday, August 8, 2025	Controller's Office
78 Financial Report with footnotes but excluding MDA due to Auditors	Monday, August 11, 2025	General Accounting
79 MDA to Controller	Monday, August 18, 2025	General Accounting
80 MDA to AVP	Friday, August 22, 2025	General Accounting
81 Full Report including MDA due to Auditors	Monday, August 25, 2025	Controller's Office
82 Draft of the Financials Statements from Foundation	Friday, September 5, 2025	UI Foundation
83 Final Audited Financial Statements received from Foundation	Friday, September 19, 2025	UI Foundation
84 Report Due to SCO	Friday, September 26, 2025	Controller's Office