

Task	FY18 Date	Who
1 FY19 Purchases > \$50,000 to Purchasing	5/17/2019	Purchasing, Departments
2 Banner 1st message of the day - Run OER in Argos	5/24/2019	Business Systems
3 External Auditors on campus for financial audit planning/interim field work	5/28/2019	General Accounting,Accounts Receivable,Accounts Payable,Payroll,OSP,Purchasing,Budget Office; i.e.,Everyone
4 Bookstore Inventory	6/1/2019	Bookstore,General Accounting
5 Request SOC report TouchNet and Heartland/Global Payments	6/3/2019	Controller's Office/General Accounting
6 Run Fixed Assets reports for May	6/3/2019	Asset Accounting
7 Run Fixed assets rept for Period 12 month-to-date, 1st run	6/3/2019	Asset Accounting
8 Banner 2nd message of the day - Run OER in Argos	6/3/2019	Business Systems
9 FY20 Gen Ed and Central Budgets loaded	6/3/2019	Budget Office
10 First day to enter FY20 Req's, PO's	6/3/2019	Departments,Stores
11 Single Audit - On campus	6/3/2019	OSP, Student Financial Aid
12 Last day to have Payroll Cost Transfers to OSP	6/7/2019	OSP, Departments
13 Last day for PO's < \$5,000 IF items to be received by 6-30-19	6/7/2019	Departments,Stores,Purchasing
14 Banner 3rd message of the day - Run OER in Argos	6/10/2019	Business Systems
15 Exp checked for program, Gen Ed funds	6/12/2019	General Accounting,Budget Office
16 Last day for Payroll Cost Transfers	6/12/2019	General Accounting
17 Last day for Letter of Credit Drawdown (Hatch Regional Programs)	6/12/2019	General Accounting
18 Last day to post to State Funds	6/14/2019	Accounts Payable,General Accounting
19 Run Fixed Assets rept for Period 12 month-to-date, 2nd run	6/17/2019	Asset Accounting
20 FY20 All Other Budgets Loaded	6/17/2019	Budget Office
21 Last State transmission	6/17/2019	General Accounting
22 Letter of Credit drawdowns	6/26/2019	OSP
23 All FY19 Petty Cash due to cashiers by 12:00 pm	6/28/2019	Accounts Receivable,Departments,Stores
24 All FY19 cash items to cashiers by 12:00 pm	6/28/2019	Accounts Receivable,Departments,Stores
25 All A/R transactions due by 10:00 am	6/28/2019	Accounts Receivable,Departments,Stores,General Accounting
26 All FY19 cash sessions completed	6/28/2019	Accounts Receivable,OSP
27 Inventory checks on hand at cashiers windows	6/28/2019	Accounts Receivable
28 Confirmation letters to External Auditors for banks and investments	6/28/2019	General Accounting
29 All Chrome River Expense documents to be completed	6/28/2019	Travel,Accounts Payable,Department
30 All FY19 in-kind gifts reported to Gift Administration by 1:00 pm	6/28/2019	UI Foundation
31 All FY19 cash or check gifts to be received by Gift Administration by 1:00 pm	6/28/2019	UI Foundation
32 Banner 4th message of the day - Run OER	6/28/2019	Business Systems

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33 All FY19 credit card gifts on "Give to UI" site, Gift Administration Office	6/28/2019	UI Foundation
34 All IDG journals entered for June '19	7/9/2019	Departments
35 All IDG journals through approval queues	7/9/2019	Departments, General Accounting
36 Last day to submit vendor invoices to A/P	7/9/2019	Accounts Payable,Departments
37 Site Drafts due from Branch Stations	7/9/2019	Departments
38 All A/R 6-30 transactions posted and fed to Banner	7/9/2019	Accounts Receivable
39 Ag Encumbrances checked	7/9/2019	General Accounting, Budget Office
40 All depts CT and JV requests due	7/9/2019	Accounts Payable, Budget Office, Departments, General Accounting, OSP, Internal Audit, Payroll, Travel
41 Last day for JV's, period 12	7/9/2019	OSP, General Accounting, Internal Audit, Budget Office, Asset Acctg, Purchasing, Travel, Accounts Payable, Accounts Receivable, Trust & Investment
42 Complete or delete all incomplete JV's for prior months that are still outstanding	7/9/2019	General Accounting
43 Stmt of changes for State/Fed funds- JFAC Appropriated	7/9/2019	General Accounting, Budget Office
44 Other inventory counts complete (i.e. Stores, Golf Course, Postage, Gasoline)	7/9/2019	Stores, General Accounting, Internal Audit
45 Departmental charges/feeds	7/9/2019	Departments, General Accounting, Business Systems
46 Post Heartland/ECSI reports to Banner	7/9/2019	Accounts Receivable, Business Systems
47 Perkins and STL accruals and reserves for losses posted	7/9/2019	Accounts Receivable
48 Accounts Receivable write offs complete	7/9/2019	Accounts Receivable
49 Title 4 funds accruals	7/9/2019	Accounts Receivable
50 Federal AR Accruals	7/9/2019	General Accounting
51 Student Loan closing JV's done	7/9/2019	Accounts Receivable
52 Last day to disencumber FY19 funds	7/9/2019	Accounts Payable
53 All queues cleared	7/9/2019	General Accounting, Business Systems, Accounts Payable
54 Payroll accrual entry	7/9/2019	General Accounting
55 Close A/P	7/9/2019	Accounts Payable
56 Roll G/L Balances	7/9/2019	Business Systems
57 Encumbrance Roll	7/9/2019	Business Systems
58 Close Period 12	7/10/2019	Business Systems
59 Open Period 14	7/10/2019	Business Systems
60 Run Fixed Assets final rept - Period 12	7/10/2019	Asset Acctg
61 OSP Draw	7/11/2019	OSP
62 Preliminary reconciliation reports can be run (FWRBUDS, Transaction Detail from Argos)	7/11/2019	Departments
63 Begin Accrual JV entries	7/11/2019	Accounts Receivable, Accounts Payable, Budget Office, General Accounting, OSP, Internal Audit, Payroll
64 A/P begins checking invoices > \$25,000 for correct year	7/12/2019	Accounts Payable
65 Exp checked for program/Gen Ed funds	7/12/2019	Budget Office, General Accounting

Task	FY18 Date	Who
66 Final day to receive library/law library inventory counts for Fixed Assets	7/12/2019	Departments
67 Look at all balances	7/12/2019	Budget Office, General Accounting
68 All FY19 activity posted	7/19/2019	OSP, General Accounting, Internal Audit, Budget Office, Asset Acctg, Purchasing, Travel, Accounts Receivable, Payroll, Accounts Payable
69 Budget Roll - Carryforward	7/22/2019	Budget Office/Business Systems
70 Close Period 14	7/22/2019	Business Systems
71 A/P begins checking all invoices > \$50,000 for correct year	7/22/2019	Accounts Payable
72 Run Fixed Assets final rept - Period 14	7/22/2019	Asset Acctg
73 Final reconciliation reports can be run	7/23/2019	Departments
74 Prepare file of July checks	7/24/2019	Accounts Payable
75 NCAA Report due	7/24/2019	Departments, General Accounting
76 A/P begins checking all invoices > \$500,000 for correct year	7/25/2019	Accounts Payable
77 Financial statements and footnotes to Assoc Controller	8/7/2019	All
78 Schedules for Fin Stmt to Assoc Controller	8/7/2019	Accounts Receivable, General Accounting, OSP, Payroll
79 Notes to Fin Stmt due to Assoc Controller	8/7/2019	Accounts Receivable, General Accounting, OSP, Payroll
80 Financial Statements prepared	8/9/2019	General Accounting
81 Financial Statements to Controller	8/9/2019	General Accounting
82 Audit field work	8/19/2019	Moss Adams, All
83 Financial Report Excl MDA due to Auditors/SBOE	8/19/2019	General Accounting
84 MDA to Controller	8/19/2019	General Accounting
85 Financial Report and MDA to VP Finance	8/23/2019	Controller's Office
86 Full Report including MDA due to Auditors	8/27/2019	Controller's Office
87 Report Due to SCO	9/27/2019	Controller's Office