

University of Houston-Clear Lake
Administration and Finance
FY 2016
End of Year Calendar

Item	FY 2016 Due Day (MM/DD/YYYY)	Task	Description	Responsible Unit	Due To
1	Thu, Jun 16, 2016	Encumbrance review and correction	Deadline for correction and/or release of all incorrect encumbrances for prior years and FY16 to date.	Departments	Accounts Payable
2	Fri, Jun 24, 2016	Purchase requisitions and contracts	All purchase requisitions and contracts for \$25,000.00 and above, on any ledger, must be on the Procurement Department work list by 5:00 PM.	Departments	Procurement
3	Wed, Jul 6, 2016	Journal Entries for June	All journal entries to be posted in June should be on General Accounting work list by noon.	Departments	General Accounting
4	Fri, Jul 8, 2016	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
5	Wed, Jul 13, 2016	Payroll reallocations and corrections - June	All FY16 reallocations and corrections for June transactions must be received by General Accounting by 5PM.	Departments	General Accounting
6	Thu, Jul 14, 2016	Load FY17 Budget	Load FY17 Salary & Wages and non-Salary & Wages budgets. Reconcile load.	Budget Office	Budget Office
7	Fri, Jul 15, 2016	Incomplete inventory notice	Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
8	Wed, Jul 20, 2016	A/R write-off / General Property Deposit Lapse	Accounts Receivable reconciliation and write-off information must be received, with supporting documents, by General Accounting by 5PM.	General Accounting & Student Business Services	General Accounting
9	Fri, Jul 22, 2016	Load FY17 position funding	Load FY17 positions funding info from BDM for all campuses to HRMS department budget staging table for Budget office to review and approve.	Budget Office	Budget Office
10	Fri, Jul 29, 2016	Purchase requisitions and contracts	All purchase requisitions and contracts for \$5,000.00 to \$24,999.00, on any ledger, must be on the Procurement Department work list by 5PM.	Departments	Procurement
11	Mon, Aug 1, 2016	Incomplete inventory follow-up	Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
12	Mon, Aug 1, 2016	FY17 ePARs	First day to enter FY17 ePARs.	Departments	Human Resources
13	Mon, Aug 1, 2016	Tuition Calculation for Fall 2016	Fall 2016 tuition calculation	Student Business Services	Student Business Services/General Accounting
14	Mon, Aug 1, 2016	Purchase requisitions	First day to submit FY17 purchase requisitions (orders will not be received until after September 1, 2016). Note: Rental and maintenance are not automatically renewed at the end of FY16.	Departments	Procurement
15	Mon, Aug 1, 2016	FY17 Budget Journals	First day to enter FY17 Budget Journals	Departments	Budget Office
16	Wed, Aug 3, 2016	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting
17	Thu, Aug 4, 2016	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 9/3/16. Please note the early deadline for reallocations - 9/9/16 5PM.	Departments	Accounts Payable
18	Fri, Aug 5, 2016	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments

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19	Mon, Aug 8, 2016	FY17 ePRFs	First day to initiate ePRFs for FY17 positions.	Departments	Human Resources
20	Wed, Aug 10, 2016	Copy Center - state fund orders	Last day to receive Copy Center orders on <u>state</u> funds. Closed for inventory on August 30-31	Departments	Copy Center
21	Wed, Aug 10, 2016	Mail Room - Bulk Mail	All bulk mail items must be received by the Mail Room by 5PM.	Departments	Mail Room
22	Wed, Aug 10, 2016	Mail Room - State Funds	All mailings on state funds must be received by the Mail Room by 5PM.	Departments	Mail Room
23	Wed, Aug 10, 2016	UCT IDT'S - State Funds	All UCT IDT's on state funds must be received by UCT by 5PM.	Departments	University Computing Department
24	Wed, Aug 10, 2016	Payroll reallocations and corrections - July	All FY16 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	General Accounting
25	Thu, Aug 11, 2016	Purchase Encumbrance and Pre-encumbrance correction/releases	All unnecessary pre-encumbrances, soft commitments/unprocessed vouchers or requisitions, etc. must be released, deleted and/or cleared by 5PM. Procurement Encumbrance Adjustment Form with appropriate approval/s to correct/release purchase order encumbrances for prior years and FY16 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
26	Thu, Aug 11, 2016	Travel Encumbrances & releases	Email Travel Encumbrance Release forms with appropriate approval/s to correct and/or release any travel encumbrances for prior years and FY16 to date to TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
27	Fri, Aug 12, 2016	Purchase requisitions and standard contracts	FY16 purchase requisitions and standard contracts for \$500 - \$4,999.99 on any ledger must be on the Procurement Department work list by 5 PM.	Departments	Procurement
28	Fri, Aug 12, 2016	Bookstore purchases to be charged to FY16	Purchases at UHCL bookstore with FY16 funds must be completed by 5 PM.	Departments	Accounts Payable
29	Wed, Aug 17, 2016	State and local vouchers	All state and local vouchers to be processed in FY16 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
30	Wed, Aug 17, 2016	State and local receiving reports	All state and local receiving reports to be processed in FY16 must be emailed to UHCLProcurement@uhcl.edu and AccountsPayable@UHCL.edu by 5PM.	Departments	Accounts Payable
31	Wed, Aug 17, 2016	Travel expense reports	Last day to submit FY16 travel expense reports for a guaranteed reimbursement in FY16.	Departments	Accounts Payable / Travel
32	Wed, Aug 17, 2016	SCR batches - state funds	All SCR batches on state funds must be received by Accounts Payable by noon.	Service Centers & Service Center BCs	Accounts Payable
33	Wed, Aug 17, 2016	UCT IDT'S - Local Funds	All UCT IDT's on local funds must be received by UCT by 5PM.	Departments	University Computing Department
34	Fri, Aug 19, 2016	FY16 ePRFs	Last day for Initiators to submit ePRFs for FY16 positions.	Departments	Human Resources
35	Fri, Aug 19, 2016	Copy Services	Last day to receive Copy Services orders on local funds.	Departments	Copy Center

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36	Fri, Aug 19, 2016	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
37	Fri, Aug 19, 2016	Tuition & Fee Payment Deadline Fall 2016	Tuition & Fee payment deadline by 5PM for early and open Fall 2016 registration.	Student Business Services	Student Business Services
38	Mon, Aug 22, 2016	SCR batches - local funds	SCR batches for local funds (with the exception of Mail Room) must be received by Accounts Payable by 5PM.	Service Centers & Service Center BCs	Accounts Payable
39	Thu, Aug 25, 2016	Mail Room - local funds	All mailings on local funds must be received by the Mail Room by 5PM.	Departments	Mail Room
40	Fri, Aug 26, 2016	FY17 purchase vouchers	First day to enter FY17 purchase vouchers.	Departments	Accounts Payable
41	Fri, Aug 26, 2016	SCR batches - local (Mail Room)	Mail Room SCR batches on local funds must be received by Accounts Payable by noon.	Service Centers & Service Center BCs	Accounts Payable
42	Fri, Aug 26, 2016	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting
43	Fri, Aug 26, 2016	Receiving FY16 orders	Last day to receive items ordered with FY16 funds.	Departments & Receiving Dock	Receiving Dock
44	Mon, Aug 29, 2016	Budget Journals - August	All August 2016 budget journals must be on Budget Office work list by 5PM.	Departments	Budget Office
45	Tue, Aug 30, 2016	Annual Finance Security Access	Annual finance security access review.	Budget Office	Budget Office
46	Tue, Aug 30, 2016	Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2016	Tuition & Fee payment deadline Fall 2016 late registration and any balances due is 6PM.	Student Business Services	Student Business Services
47	Wed, Aug 31, 2016	Off-Campus authorizations	Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	Asset Management
48	Wed, Aug 31, 2016	PS Finance not available	No processing in PS Finance except for deposits \$100 or greater.	Departments	Student Business Services
49	Thu, Sep 1, 2016	Designation of Property Custodian	Designation of departmental property custodians for FY17 must be received by General Accounting by 5PM.	Departments	Asset Management
50	Thu, Sep 1, 2016	Telephone Encumbrances	UCT to submit telephone encumbrances and changes to General Accounting by 5PM.	UCT	General Accounting
51	Thur, Sep 1-Sat, Sep 3, 2016	No new P-Card charges, if possible	Departments refrain from using their P-cards during this timeframe, if possible.	Departments	Accounts Payable
52	Fri, Sep 2, 2016	Journal Entries for August	All general ledger journal entries to be posted in August should be on General Accounting work list by noon.	Departments	General Accounting
53	Fri, Sep 2, 2016	Payroll reallocations and corrections - August	All FY16/**998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
54	Fri, Sep 2, 2016	A/R write-off	Submit draft proposal for write-off of accounts receivable to Director of General Accounting for review and comment.	Departments	General Accounting

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55	Tue, Sep 6, 2016	P-Card Expense Report Available	Departments may run their p-card expense reports in GCMS.	Departments	Accounts Payable
56	Wed, Sep 7, 2016	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
57	Thu, Sep 8, 2016	P-Card Processing for September statement	Departments and business coordinators must complete reallocation/review and upload of backup documents to PeopleSoft by 5PM for statement period ending 9/3/16.	Departments	Accounts Payable
58	Fri, Sep 9, 2016	P-Card Flat File Run	Accounts Payable to run flat file at 7 AM to prevent any additional activity in GCMS.	Accounts Payable	Accounts Payable
59	Thu, Sep 15, 2016	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	General Accounting
60	Fri, Sep 16, 2016	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2016 with a payment date of 9/15/2016 or earlier.	General Accounting	General Accounting
61	Fri, Sep 16, 2016	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2016 based on P-Card statement period ending 9/3/16.	General Accounting	General Accounting
62	Fri, Sep 16, 2016	Communicate Accounts Payable Accrual completion	General Accounting to communicate A/P accruals and P-Card accruals to all departments. Departments to start reviewing cost centers for clean up.	General Accounting	Departments
63	Fri, Sep 16, 2016	Cost Center Clean Up	Departments final review of cost centers for clean up after accruals have posted.	Departments	General Accounting
64	Mon, Sep 19, 2016	Budget Journals to clear deficits	On the Budget Office work list by 5 PM	Departments	Budget Office
65	Wed, Sep 21, 2016	Telephone Encumbrances	Telephone Initial Encumbrances for FY17.	General Accounting	General Accounting
66	Thu, Sep 22, 2016	PS Finance 998 soft close	PS Finance 998 soft close. (No entries accepted from Departments)	General Accounting	Departments
67	Fri, Sep 23, 2016	2064 Sweep of Funds	Fund 2064 excess fund equity remaining above 25% of expenditures will be swept	Finance Office	Departments
68	Fri, Sep 30, 2016	Fixed asset write-off	Begin preparation of the proposal for write-off of fixed assets (i.e. write-down of fixed assets due to sale, loss or disposal).	Asset Management	General Accounting
69	Fri, Sep 30, 2016	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
70	Fri, Oct 7, 2016	Endowment allocations	FY16 endowment earnings allocations posted.	General Accounting	General Accounting
71	Thu, Oct 27, 2016	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
72	Fri, Dec 2, 2016	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
73	Thu, Dec 22, 2016	Academic Center Annual Report	Academic Center Annual Report due to the President and a copy to the AVP Finance	Departments	Finance