

**University of Houston-Clear Lake
Administration and Finance
FY 2017 End of Year Calendar
(updated on 8/8/2017)**

Item	FY 2017 Due Day (MM/DD/YYYY)	Task	Description	Responsible Unit	Due To
1	Fri, Jun 16, 2017	Encumbrance review and correction	Deadline for correction and/or release of all incorrect encumbrances for prior years and FY17 to date.	Departments	Accounts Payable
2	Fri, Jun 23, 2017	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	Thu, Jul 6, 2017	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 7, 2017	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
5	Thu, Jul 13, 2017	Payroll reallocations and corrections - June	All FY17 reallocations and corrections for June transactions must be received by General Accounting by 5PM.	Departments	General Accounting
6	Fri, Jul 14, 2017	Load FY18 Budget	Load FY18 Salary & Wages and non-Salary & Wages budgets. Reconcile load.	Budget Office	Budget Office
7	Fri, Jul 14, 2017	Incomplete inventory notice	Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
8	Fri, Jul 14, 2017	Subject Matter Experts for Mandatory Online Training	Deadline for subject matter experts to submit any changes or updates to the FY18 Online Training Modules in order to have changes completed for FY18 mandatory	Finance, General Accounting, Procurement & Payable	Finance
9	Thu, Jul 20, 2017	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
10	Wed, Jul 19, 2017	Load FY18 position funding	Load FY18 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
11	Fri, Jul 21, 2017	FY18 Listing of employees who need to complete mandatory role-based training	Business Coordinators to coordinate and provide list of employees who need to complete FY18 mandatory role-based training, such as cash handling and/or credit card merchant training, P-Card etc., Contact Holly Sobota for questions.	Departments	HR - Holly Sobota/UHS
12	Mon, Jul 31, 2017	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
13	Tue, Aug 1, 2017	Incomplete inventory follow-up	Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
14	Tue, Aug 1, 2017	FY18 ePARs	First day to enter FY18 ePARs.	Departments	Human Resources
15	Tue, Aug 1, 2017	Tuition Calculation for Fall 2017	Fall 2017 tuition calculation	Student Business Services	Student Business Services/General Accounting
16	Tue, Aug 1, 2017	Purchase and contract requisitions	First day to submit FY18 purchase and contract requisitions (orders will not be received until after September 1, 2017). Note: Rental and maintenance are not automatically renewed at the end of FY17.	Departments	Procurement
17	Tue, Aug 1, 2017	FY18 Budget Journals	First day to enter FY18 Budget Journals	Departments	Budget Office

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18	Wed, Aug 2, 2017	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting
19	Fri, Aug 4, 2017	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 9/3/17. Please note the early deadline for reallocations - 9/8/17 5PM.	Departments	Accounts Payable
20	Fri, Aug 4, 2017	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments
21	Mon, Aug 7, 2017	FY18 ePRFs	First day to initiate ePRFs for FY18 positions.	Departments	Human Resources
22	Thu, Aug 10, 2017	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
23	Thu, Aug 10, 2017	Mail Room - Bulk Mail	All bulk mail items must be received by the Mail Room by 5PM.	Departments	Mail Room
24	Thu, Aug 10, 2017	Mail Room - State Funds	All mailings on state funds must be received by the Mail Room by 5PM.	Departments	Mail Room
25	Thu, Aug 10, 2017	UCT IDT'S - State Funds	All UCT IDT's on state funds must be received by UCT by 5PM.	Departments	University Computing Department
26	Thu, Aug 10, 2017	Payroll reallocations and corrections - July	All FY17 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	General Accounting
27	Fri, Aug 11, 2017	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 FY17 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
28	Fri, Aug 11, 2017	Travel Encumbrances & releases	Email Travel Encumbrance Adjustment forms with appropriate approval/s to correct and/or release any travel encumbrances for prior years and FY17 to date to TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
29	Mon, Aug 14, 2017	Purchase requisitions and standard contracts	FY17 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
30	Mon, Aug 14, 2017	Bookstore purchases to be charged to FY17	Purchases at UHCL bookstore with FY17 funds must be completed by 5 PM.	Departments	Accounts Payable
31	Thu, Aug 17, 2017	State and local vouchers	All state and local vouchers to be processed in FY17 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
32	Thu, Aug 17, 2017	State and local receiving reports	All state and local receiving reports to be processed in FY17 must be emailed to UHCLProcurement@uhcl.edu and AccountsPayable@UHCL.edu by 5PM.	Departments	Accounts Payable
33	Thu, Aug 17, 2017	Travel expense reports	Last day to submit FY17 travel expense reports for a guaranteed reimbursement in FY17.	Departments	Accounts Payable / Travel
34	Thu, Aug 17, 2017	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

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35	Thu, Aug 17, 2017	UCT IDT'S - Local Funds	All UCT IDT's on local funds must be received by UCT by 5PM.	Departments	University Computing Department
36	Fri, Aug 18, 2017	FY17 ePRFs	Last day for Initiators to submit ePRFs for FY17 positions.	Departments	Human Resources
37	Fri, Aug 18, 2017	Copy Services	Last day to receive Copy Services orders on local funds.	Departments	Copy Center
38	Mon, Aug 21, 2017	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
39	Tue, Aug 22, 2017	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
40	Fri, Aug 25, 2017	Tuition & Fee Payment Deadline Fall 2017	Tuition & Fee payment deadline by 5PM for early and open Fall 2017 registration.	Student Business Services	Student Business Services
41	Thu, Aug 24, 2017	Mail Room - local funds	All mailings on local funds must be received by the Mail Room by 5PM.	Departments	Mail Room
42	Fri, Aug 25, 2017	FY18 purchase vouchers	First day to enter FY18 purchase vouchers.	Departments	Accounts Payable
43	Fri, Aug 25, 2017	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
44	Wed, Sep 6, 2017	Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2017	Tuition & Fee payment deadline Fall 2017 late registration and any balances due is 6PM.	Student Business Services	Student Business Services
45	Mon, Aug 28, 2017	Receiving FY17 orders	Last day to receive items ordered with FY17 funds.	Departments & Receiving Dock	Receiving Dock
46	Tue, Aug 29, 2017	Budget Journals - August	All August 2017 budget journals must be on Budget Office work list by 5PM.	Departments	Budget Office
47	Wed, Aug 30, 2017	Annual Finance Security Access	Annual finance security access review.	General Accounting	General Accounting
48	Thu, Aug 31, 2017	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting
49	Thu, Aug 31, 2017	Off-Campus authorizations	FY 2018 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	Asset Management
50	Thu, Aug 31, 2017	PS Finance not available	No processing in PS Finance except for deposits \$100 or greater.	Departments	Student Business Services
51	Fri, Sep 1, 2017	Designation of Property Custodian	Designation of departmental property custodians for FY18 must be received by General Accounting by 5PM.	Departments	Asset Management
52	Fri, Sep 1, 2017	Telephone Encumbrances	UCT to submit telephone encumbrances and changes for FY18 to General Accounting by 5PM.	UCT	General Accounting
53	Fri, Sep 1-Sun, Sep 3, 2017	No new P-Card charges, if possible	Departments refrain from using their P-cards during this timeframe, if possible.	Departments	Accounts Payable

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54	Tue, Sep 5, 2017	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
55	Tue, Sep 5, 2017	Payroll reallocations and corrections - August	All FY17/**998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
56	Tue, Sep 5, 2017	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
57	Tue, Sep 5, 2017	P-Card Expense Report Available	Departments may run their p-card expense reports in GCMS.	Departments	Accounts Payable
58	Thu, Sep 7, 2017	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
59	Fri, Sep 8, 2017	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 9/3/17.	Departments	Accounts Payable
60	Fri, Sep 8, 2017	Telephone Encumbrances	Telephone Initial Encumbrances for FY18.	General Accounting	General Accounting
61	Mon, Sep 11, 2017	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
62	Thu, Sep 14, 2017	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	General Accounting
63	Fri, Sep 15, 2017	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2017 with a payment date of 9/15/2017 or earlier.	General Accounting	General Accounting
64	Fri, Sep 15, 2017	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2017 based on P-Card statement period ending 9/3/17.	General Accounting	General Accounting
65	Mon, Sep 18, 2017	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
66	Tue, Sep 19, 2017	Cost Center Clean Up	Departments final review of cost centers for clean up after accruals have posted.	Departments	General Accounting
67	Wed, Sep 20, 2017	Budget Journals to clear deficits	On the Budget Office work list by 5 PM	Departments	Budget Office
68	Fri, Sep 22, 2017	PS Finance 998 soft close	PS Finance 998 soft close. (No entries accepted from Departments)	General Accounting	Departments
69	Mon, Sep 25, 2017	2064 Sweep of Funds	Fund 2064 excess fund equity remaining. above 25% of expenditures will be swept TBD	Finance Office	Departments
70	Mon, Sep 25, 2017	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
71	Fri, Sep 29, 2017	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

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72	Fri, Oct 13, 2017	Endowment allocations	FY17 endowment earnings allocations posted.	General Accounting	General Accounting
73	Fri, Oct 27, 2017	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
74	Fri, Dec 1, 2017	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
75	Fri, Dec 22, 2017	Academic Center Annual Report	Academic Center Annual Report due to the President and a copy to the AVP Finance	Departments	Finance