

**University of Houston-Clear Lake  
Administration and Finance  
DRAFT-FY 2018 End of Year Calendar  
(updated on 6/4/18)**

| Item | FY 2018 Due Day<br>(MM/DD/YYYY) | Task   | Description   | Responsible Unit                                   | Due To                                       |
|------|---------------------------------|--|---|--|--|
| 1    | Fri, Jun 15, 2018               | Encumbrance review and correction  | Deadline for correction and/or release of all incorrect encumbrances for prior years and FY18 to date.  | Departments  | Accounts Payable                             |
| 2    | Fri, Jun 22, 2018               | 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    | Tue, Jul 3, 2018                | 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 6, 2018                | PS Finance June month end close  | Communicate monthly closing of PS for June.   | General Accounting                                 | Departments                                  |
| 5    | Mon, Jul 9, 2018                | Payroll reallocations and corrections - June                                 | All FY18 reallocations and corrections for June transactions must be received by General Accounting by 5PM.   | Departments  | General Accounting                           |
| 6    | Fri, Jul 13, 2018               | Load FY19 Budget   | Load FY19 Salary & Wages and non-Salary & Wages budgets. Reconcile load.  | Budget Office                                      | Budget Office                                |
| 7    | Fri, Jul 13, 2018               | Incomplete inventory notice  | Distribution of incomplete inventory reports to departments, deans and directors.   | Asset Management                                   | Departments, deans and directors             |
| 8    | Fri, Jul 13, 2018               | Subject Matter Experts for Mandatory Online Training                         | Deadline for subject matter experts to submit any changes or updates to the FY19 Online Training Modules in order to have changes completed for FY19 mandatory  | Finance, General Accounting, Procurement & Payable | Finance                                      |
| 9    | Wed, Jul 18, 2018               | Load FY19 position funding   | Load FY19 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 20, 2018               | 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                           |
| 11   | Fri, Jul 20, 2018               | FY19 Listing of employees who need to complete mandatory role-based training | Business Coordinators to coordinate and provide list of employees who need to complete FY19 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 30, 2018               | Travel expense reports   | Last day to submit FY18 travel expense reports for a guaranteed reimbursement in FY18.  | Departments  | Accounts Payable / Travel                    |
| 13   | Tue, Jul 31, 2018               | 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                                  |
| 14   | Wed, Aug 1, 2018                | Incomplete inventory follow-up   | Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.   | Asset Management                                   | Departments, deans and directors             |
| 15   | Wed, Aug 1, 2018                | FY19 ePARs   | First day to enter FY19 ePARs.  | Departments  | Human Resources                              |
| 16   | Wed, Aug 1, 2018                | Tuition Calculation for Fall 2018  | Fall 2018 tuition calculation   | Student Business Services                          | Student Business Services/General Accounting |

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| 17   | Wed, Aug 1, 2018                | Purchase and contract requisitions                           | First day to submit FY19 purchase and contract requisitions (orders will not be received until after September 1, 2018). Note: Rental and maintenance are not automatically renewed at the end of FY18.  | Departments        | Procurement                      |
| 18   | Wed, Aug 1, 2018                | P-Card Transaction Reallocations for September Statement     | Departments may begin reallocating p-card transactions in GCMS for statement period ending 9/3/18. Please note the early deadline for reallocations - 9/8/18 5PM.  | Departments        | Accounts Payable                 |
| 19   | Thu, Aug 2, 2018                | Journal Entries for July                                     | All journal entries to be posted in July should be on General Accounting work list by noon.  | Departments        | General Accounting               |
| 20   | Fri, Aug 3, 2018                | PS Finance July month end close                              | Communicate monthly closing of PS for July.  | General Accounting | Departments                      |
| 21   | Mon, Aug 6, 2018                | FY19 Budget Journals   | First day to enter FY19 Budget Journals  | Departments        | Budget Office                    |
| 22   | Tue, Aug 7, 2018                | FY19 ePRFs   | First day to initiate ePRFs for FY19 positions.  | Departments        | Human Resources                  |
| 23   | Fri, Aug 10, 2018               | 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                      |
| 24   | Fri, Aug 10, 2018               | Mail Room - Bulk Mail  | All bulk mail items must be received by the Mail Room by 5PM.  | Departments        | Mail Room                        |
| 25   | Fri, Aug 10, 2018               | Mail Room - State Funds                                      | All mailings on state funds must be received by the Mail Room by 5PM.  | Departments        | Mail Room                        |
| 26   | Fri, Aug 10, 2018               | UCT IDT'S - State Funds                                      | All UCT IDT's on state funds must be received by UCT by 5PM.   | Departments        | University Computing Department  |
| 27   | Fri, Aug 10, 2018               | 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 FY18 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM. | Departments        | Accounts Payable and Procurement |
| 28   | Fri, Aug 10, 2018               | Travel Encumbrances & releases                               | Email Travel Encumbrance Adjustment forms with appropriate approval/s to correct and/or release any travel encumbrances for prior years and FY18 to date to TravelOffice@uhcl.edu by 5PM.  | Departments        | Accounts Payable / Travel        |
| 29   | Mon, Aug 13, 2018               | Payroll reallocations and corrections - July                 | All FY18 reallocations and corrections for July transactions must be received by General Accounting by noon.   | Departments        | General Accounting               |
| 30   | Tue, Aug 14, 2018               | Purchase requisitions and standard contracts                 | FY18 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                      |
| 31   | Tue, Aug 14, 2018               | Bookstore purchases to be charged to FY18                    | Purchases at UHCL bookstore with FY18 funds must be completed by 5 PM.   | Departments        | Accounts Payable                 |
| 32   | Fri, Aug 17, 2018               | State and local vouchers                                     | All state and local vouchers to be processed in FY18 must be on the Accounts Payable work list by 5PM.   | Departments        | Accounts Payable                 |

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| 33   | Fri, Aug 17, 2018               | State and local receiving reports        | All state and local receiving reports to be processed in FY18 must be emailed to UHCLProcurement@uhcl.edu and AccountsPayable@UHCL.edu by 5PM. | Departments                          | Accounts Payable                |
| 34   | Fri, Aug 17, 2018               | 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                |
| 35   | Sat, Aug 18, 2018               | UCT IDT'S - Local Funds                  | All UCT IDT's on local funds must be received by UCT by 5PM.   | Departments                          | University Computing Department |
| 36   | Sun, Aug 19, 2018               | FY18 ePRFs                               | Last day for Initiators to submit ePRFs for FY18 positions.  | Departments                          | Human Resources                 |
| 37   | Sun, Aug 19, 2018               | Copy Services                            | Last day to receive Copy Services orders on local funds.   | Departments                          | Copy Center                     |
| 38   | Tue, Aug 21, 2018               | Purchase change orders                   | Last day to submit change orders for outstanding purchase orders.  | Departments                          | Procurement                     |
| 39   | Wed, Aug 22, 2018               | 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 24, 2018               | Mail Room - local funds                  | All mailings on local funds must be received by the Mail Room by 5PM.  | Departments                          | Mail Room                       |
| 41   | Fri, Aug 24, 2018               | Tuition & Fee Payment Deadline Fall 2018 | Tuition & Fee payment deadline by 5PM for early and open Fall 2018 registration.   | Student Business Services            | Student Business Services       |
| 42   | Fri, Aug 24, 2018               | FY19 purchase vouchers                   | First day to enter FY19 purchase vouchers.   | Departments                          | Accounts Payable                |
| 43   | Fri, Aug 24, 2018               | 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   | Tue, Aug 28, 2018               | Receiving FY18 orders                    | Last day to receive items ordered with FY18 funds.   | Departments & Receiving Dock         | Receiving Dock                  |
| 45   | Tue, Aug 28, 2018               | Budget Journals - August                 | All August 2018 budget journals must be on Budget Office work list by 5PM.   | Departments                          | Budget Office                   |
| 46   | Thu, Aug 30, 2018               | Annual Finance Security Access           | Annual finance security access review.   | General Accounting                   | General Accounting              |
| 47   | Fri, Aug 31, 2018               | Resale inventory                         | Annual inventory of consumable supplies must be received by General Accounting by 5PM.   | Departments                          | General Accounting              |
| 48   | Fri, Aug 31, 2018               | Off-Campus authorizations                | FY 2019 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.                | Departments                          | Asset Management                |
| 49   | Fri, Aug 31, 2018               | PS Finance not available                 | No processing in PS Finance except for deposits \$100 or greater.  | Departments                          | Student Business Services       |
| 50   | Fri, Aug 31, 2018               | Designation of Property Custodian        | Designation of departmental property custodians for FY19 must be received by General Accounting by 5PM.  | Departments                          | Asset Management                |

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| 51   | Fri, Sep 1-Sun, Sep 3, 2018     | No new P-Card charges, if possible   | Departments refrain from using their P-cards during this timeframe, if possible.  | Departments               | Accounts Payable          |
| 52   | Tue, Sep 4, 2018                | Telephone Encumbrances   | UCT to submit telephone encumbrances and changes for FY19 to General Accounting by 5PM.   | UCT                       | General Accounting        |
| 53   | Wed, Sep 5, 2018                | 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        |
| 54   | Wed, Sep 5, 2018                | P-Card Expense Report Available  | Departments may run their p-card expense reports in GCMS.   | Departments               | Accounts Payable          |
| 55   | Wed, Sept 5, 2018               | Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2018 | Tuition & Fee payment deadline Fall 2018 late registration and any balances due is 6PM.   | Student Business Services | Student Business Services |
| 56   | Thu, Sep 6, 2018                | Telephone Encumbrances   | Telephone Initial Encumbrances for FY19.  | General Accounting        | General Accounting        |
| 57   | Fri, Sep 7, 2018                | 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        |
| 58   | Fri, Sep 7, 2018                | PS Finance August month end close  | Communicate monthly closing of PS for August.   | General Accounting        | Departments               |
| 59   | Fri, Sep 7, 2018                | 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 9/3/18. | Departments               | Accounts Payable          |
| 60   | Mon, Sep 10, 2018               | Payroll reallocations and corrections - August                             | All FY18/*998 reallocations and corrections for August transactions must be received by General Accounting by noon.   | Departments               | General Accounting        |
| 61   | Thu, Sep 13, 2018               | 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   | Fri, Sep 14, 2018               | P-Card Citibank Vouchers   | Approve all Citibank vouchers by 5PM.   | Accounts Payable          | General Accounting        |
| 63   | Sat, Sep 15, 2018               | Accounts Payable Accrual   | Accounts Payable accrual for goods received or services rendered on or before 08/31/2018 with a payment date of 9/15/2018 or earlier.                           | General Accounting        | General Accounting        |
| 64   | Sat, Sep 15, 2018               | P-Card Expense Accrual   | By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2018 based on P-Card statement period ending 9/3/18.                  | General Accounting        | General Accounting        |
| 65   | Tue, Sep 18, 2018               | 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   | Wed, Sep 19, 2018               | Cost Center Clean Up   | Departments final review of cost centers for clean up after accruals have posted.   | Departments               | General Accounting        |

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| 67   | Thu, Sep 20, 2018               | Budget Journals to clear deficits                | On the Budget Office work list by 5 PM   | Departments        | Budget Office      |
| 68   | Fri, Sep 21, 2018               | PS Finance 998 soft close                        | PS Finance 998 soft close. (No entries accepted from Departments)  | General Accounting | Departments        |
| 69   | Tue, Sep 25, 2018               | 2064 Sweep of Funds                              | Fund 2064 excess fund equity remaining. <del>above 25% of expenditures will be swept</del> TBD                                   | Finance Office     | Departments        |
| 70   | Tue, Sep 25, 2018               | Library book write-down due                      | Library book write-down due to General Accounting.   | Library            | General Accounting |
| 71   | Fri, Sep 28, 2018               | 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 |
| 72   | Mon, Oct 15, 2018               | Endowment allocations                            | FY18 endowment earnings allocations posted.  | General Accounting | General Accounting |
| 73   | Mon, Oct 29, 2018               | Endowment Risk Assessment Budget Analysis Report | Endowment Risk Assessment Budget Analysis Report submit to Departments   | General Accounting | Departments        |
| 74   | Mon, Dec 3, 2018                | Endowment Risk Assessment Budget Analysis Report | Responses on the Endowment Risk Assessment Budget Analysis Report  | Departments        | General Accounting |
| 75   | Fri, Dec 21, 2018               | Academic Center Annual Report                    | Academic Center Annual Report due to the President and a copy to the AVP Finance   | Departments        | Finance            |