

University of Houston Clear Lake
Administration and Finance
FY 2012
End of Year Task List

FY 2012 Due Date	Task	Description	Responsible Unit	Due To
6/15	Encumbrance review and correction	Deadline for correction and/or release of all incorrect encumbrances for prior years and FY 2012 to date.	Departments	Accounts Payable, General Accounting
6/15	Reallocations and corrections	Departmental deadline for submission of all FY 2012 reallocations and corrections for May transactions. Note previous deadline for earlier period corrections.	Departments	Accounts Payable, General Accounting, Payroll
6/29	Purchase requisitions and contracts	Last day to submit purchase requisitions and contracts for \$25,000.00 and above all ledgers, must be on the Purchasing Department work list	Departments	Purchasing
7/5	PS closing	Monthly closing of PS for June	Financial Systems	
7/18	Purchase requisitions	TENTATIVE: First day to submit FY 2013 purchase requisitions (orders will not be received until after September 1, 2012. Note: Rental and maintenance are not automatically renewed at the end of FY 2012.	Departments	Purchasing
7/20	Reallocations and corrections	Departmental deadline for submission of all FY 2012 reallocations and corrections for May transactions. Note previous deadline for earlier period corrections.	Departments	Accounts Payable, General Accounting, Payroll
7/20	Reallocations and corrections	Departmental deadline for submission of all FY 2012 reallocations and corrections for June transactions. Note previous deadline for earlier period corrections.	Departments	Accounts Payable, General Accounting, Payroll
7/20	A/R write-off	Begin preparation of the proposal for write-off of accounts receivable and General Property deposits.	General Accounting and Cashier Office	General Accounting
7/31	Purchase requisitions and contracts	Last day to submit purchase requisitions and contracts for \$5,000.00 to \$25,000.00, all ledgers, must be on the Purchasing Department work list	Departments	Purchasing
8/3	A/R write-off	Accounts Receivable reconciliation and write-off information due to General Accounting.	General Accounting and Cashier Office	General Accounting
8/3	PS closing	Monthly closing of PS for July	Financial Systems	
8/3	A/R write-off	Accounts Receivable reconciliation and write-off information due to General Accounting.	General Accounting and Cashier Office	General Accounting
8/13	Update fringe benefits table	Enter FY 2013 fringe benefits rates for all components.	General Accounting	Payroll
8/15	Purchase requisitions and standard contracts	Last day to submit purchase requisitions and standard contracts up to \$4,999.99, for FY 2012 all ledgers. Last day to submit state contract purchase requests, must be on the Purchasing Department work list by 5 P.M.	Departments	Purchasing
8/15	Print Shop	Last day to receive Print shop orders on State funds. Closed for inventory on August 30-31	Departments	Print shop
8/15	Mail Room	Last day to receive bulk mail items. Last day to use state funds for mailroom expenditures	Departments	Mail Room

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8/15	Central Stores	Last day to receive Central stores orders on state funds. Closed for inventory August 30-31	Departments	Central Stores
8/15	Copy Services	Last day to receive Copy Services orders on state funds. Closed for inventory on August 30-31	Departments	Copy Services
8/17	Purchase change orders	Last day to submit change orders for outstanding purchase orders and travel authorizations	Departments	Purchasing and Travel
8/20	State and local purchase and travel vouchers and local receiving reports due	5:00 P.M. Final deadline for receipt of state and local purchase vouchers and locally funded purchase order receiving reports for processing in FY 2012, must be on the Accounts Payable work list	Departments	Accounts Payable
8/20	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).	Property Management	General Accounting
8/20	Incomplete inventory follow-up	Distribution of incomplete inventory reports to departments, deans and directors.	Property Management	Departments, deans and directors
8/20	Reallocations and corrections	Departmental deadline for submission of all FY 2012 reallocations and corrections for July transactions. Note previous deadline for earlier period corrections.	Departments	Accounts Payable, General Accounting, Payroll
8/20	Close Purchasing system	Deadline for all pending purchase request to be made into purchase orders or deleted from system including all TA's	Purchasing and Accounts Payable	
8/20	Clear prior year deferred income.	Reconcile all deferred income balances. Submit reconciliation's and requests for corrections to General Accounting.	Departments	General Accounting
8/20	Clear prior year prepaid expenses	Reconcile all prepaid expense balances. Submit reconciliation's and requests for corrections to General Accounting.	Departments	General Accounting
8/20	Encumbrance correction	Deadline for release of all unnecessary encumbrances for FY 2012. (Noon deadline.)	Departments	Accounts Payable, Financial Accounting
8/20	Accounting documents due	Deadline for receipt of GCRs, SCRs, for state funds, ERCs, JVs as August business (Noon)	Departments	General Accounting
8/20	Designation of Property Custodian	Designation of departmental property custodians for FY 2012 due to Property Management	Departments	Property Management
8/20	Off-Campus authorizations	Deadline for renewal of off-campus authorizations for fixed assets	Departments	Property Management
8/20	Receiving reports due	Deadline for receipt of purchase order receiving reports for accrual purposes.	Departments	Accounts Payable
8/24	Enter FY 2013 purchase vouchers	Tentative first day to enter FY 2013 purchase vouchers into FY 2013 database	Departments	Accounts Payable

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8/24	Print Shop	Last day to receive Print shop orders on local funds. Closed for inventory on August 30-31	Departments	Print shop
8/24	Mail Room	Last day to receive mail on local funds.	Departments	Mail Room
8/24	Central Stores	Last day to receive Central stores orders on local funds. Closed for inventory August 30-31	Departments	Central Stores
8/24	Copy Services	Last day to receive Copy Services orders on local funds. Closed for inventory on August 30-31	Departments	Copy Services
8/27	SCR batches local funds	Deadline for receipt of SCRs for local funds	Departments	General Accounting
8/31	Resale inventory	Deadline for submission of annual inventory of consumable supplies.	Departments	General Accounting
8/31	Receiving	Last day to receive items ordered on FY 2012 purchase orders	Departments	Receiving
8/31	Mail Room	Last day to receive mail charge to local funds	Departments	Mail Room
8/31	PS Down	PeopleSoft Purchasing, Accounts Payable, and General Ledger closed down for end of year carry forward procedures to process. No posting allowed	Financial Systems	
9/10	PS closing	Monthly closing of PS for August	Financial Systems	
9/10	Incomplete inventory follow-up	Distribution of incomplete inventory reports to vice presidents.	Property Management	Vice Presidents
9/10	Deferred income	Verify all current year deferred income items for carry forward to new year. Submit reconciliation and requests for corrections.	Departments	General Accounting
9/10	Federal loans	Deadline for accumulating federal loan funds information.	General Accounting and Cashier Office	General Accounting
9/10	Library book write-down due	Library book write-down due to Financial Accounting	Library	General Accounting
9/10	Nonmonetary federal assistance	Deadline for accumulating nonmonetary federal assistance information.	OGC	General Accounting
9/10	Prepaid expenses	Verify all current year prepaid items for carry forward to new year. Submit reconciliation and requests for corrections.	Departments	General Accounting
9/10	Reallocations and corrections	Deadline for submission of all non-payroll reallocations and corrections for FY 2012.	Departments	Accounts Payable, General Accounting
9/10	Review and posting of reallocations and corrections	Accounting office review and posting of departmental reallocations and corrections for FY 2012	Accounts Payable, General Accounting	General Accounting
9/10	Bad debt reserve entries	Student accounting bad debt reserve adjustments and allocations due to Financial Accounting	General Accounting and Cashier Office	General Accounting

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9/10	Budget Journals	On the work list by noon college/division budget journals for FY 2012 in Budget Office. (Note: After 9/1 and until cut-off for department accounting entries all account balance transactions will be processed by journal entries.)	Departments	Budget Office
9/10	Deferred income entries due	Student accounting deferred income entries due to Financial Accounting	General Accounting and Cashier Office	General Accounting
9/10	Endowment allocations	FY 2012 endowment earnings allocations posted.	General Accounting	General Accounting
9/10	Review and posting of reallocations and corrections	Accounting office review and posting of departmental reallocations and corrections for FY 2012	Accounts Payable, General Accounting, Payroll	General Accounting
9/10	A/R write-off	Submit draft proposal for write-off of accounts receivable to Director of Financial Accounting for review and comment.	General Accounting	Director of Financial Accounting
9/10	Fixed asset write-off	Submit draft proposal for write-off of fixed assets to Director of Financial Accounting for review and comment.	Property Management	Director of Financial Accounting
9/10	Accounting cut-off	12:00 Noon deadline for receipt of all departmental initiated accounting entries for FY 2012.	Departments	General Accounting
9/10	Asset write-down report due	Asset write-down report for BOR due.	Financial Accounting	UHS AVC/AVP for Administration & Finance
9/10	Due to/due from	Month 998 due to/due from reconciliation's due to UHS components	UHS Financial Accounting	UHS components
9/10	Interest allocations	FY 2012 interest allocations posted.	Financial Reporting	General Accounting
9/10	Journal Entries - Budget	On General Accounting worklist by 12:00 Noon.	Budget Office	General Accounting
9/10	Physical inventory	Completed physical inventory of fixed assets transmitted to State Property Accounting (Comptroller's Office).	Property Management	State Comptroller's Office
9/10	Review and posting of reallocations and corrections	Accounting office review and posting of departmental reallocations and corrections for FY 2012	Accounts Payable, General Accounting, Payroll	General Accounting
9/10	Federal surplus property	Deadline for accumulating data on surplus property acquisitions.	Property Management	General Accounting
9/16	Fixed asset write-off	Submit draft proposal for write-off of fixed assets to AVC/AVP for Administration & Finance for review and comment.	Financial Accounting	UHS AVC/AVP for Administration & Finance
9/17	Accrual cutoff	Deadline for General Accounting to enter accruals for FY 2012.	General Accounting	General Accounting
9/17	PS Unavailable	Automatic processes being run	General Accounting	
9/17	Accounting cut-off	FY 2012 Closing	Accounting offices	
9/17	A/R write-off	Submit draft proposal for write-off of accounts receivable to AVC/AVP for Administration & Finance for review and comment.	Financial Accounting	UHS AVC/AVP for Administration & Finance

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10/19	Component AFR completed	UHS components complete AFR and forward to UHS for combining.	UHS component accounting offices	UHS Financial Reporting
10/26	AFR completed	Combined AFR completed.	UHS Financial Reporting	UHS Financial Reporting
11/16	A/R write-off	Submit proposed write-off of accounts receivable for Administration and Finance Committee approval.	AVC/AVP for Administration & Finance	Administration and Finance Committee
11/16	Fixed asset write-off	Submit proposed write-off of fixed assets for Administration and Finance Committee approval.	AVC/AVP for Administration & Finance	Administration and Finance Committee
11/16	HUB report	Summary HUB data due from UHS purchasing offices to UHS Financial Reporting.	UHS purchasing offices	UHS Financial Reporting
11/16	A/R write-off	Submit proposed write-off of accounts receivable for Board of Regents approval.	AVC/AVP for Administration & Finance	BOR
11/16	Fixed asset write-off	Submit proposed write-off of fixed assets for Board of Regents approval.	AVC/AVP for Administration & Finance	BOR
11/16	A/R write-off	Prepare entries for write-off of accounts receivable following BOR approval.	Financial Accounting	General Accounting
11/16	Fixed asset write-off	Prepare entries for write-off of fixed assets following BOR approval.	Financial Accounting	General Accounting

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