

**University of Houston-Clear Lake
Administration and Finance
FY 2021 End of Year Calendar
Draft**

Item	FY 2021 Due Day (MM/DD/YYYY)	Task	Description	Responsible Unit	Due To
1	Tue, Jun 15, 2021	Encumbrance review and correction	Review for correction and/or release of all incorrect encumbrances for prior years and FY21 to date.	Departments	Accounts Payable/Travel
2	Tue, Jun 15, 2021	Subject Matter Experts for Mandatory Online Training	Deadline for subject matter experts to submit any changes or updates to the FY21 Online Training Modules in order to have changes completed for FY21 mandatory	Finance, General Accounting, Procurement & Payable	Finance
3	Fri, Jul 2, 2021	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
4	Fri, Jul 2, 2021	Journal Entries for June	All journal entries to be posted in June should be on General Accounting work list by noon.	Departments	General Accounting
5	Fri, Jul 2, 2021	Payroll reallocations and corrections - June	All FY21 reallocations and corrections for June transactions must be received by General Accounting by 5PM.	Departments	General Accounting
6	Thu, Jul 8, 2021	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
7	Fri, Jul 16, 2021	SBS A/R write-off / General Property Deposit Lapse	SBS 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
8	Tue, Jul 20, 2021	FY22 Listing of employees who need to complete mandatory role-based training	Division-College Administrators to coordinate and provide list of employees who need to complete FY22 mandatory role-based training, such as cash handling and/or credit card merchant training, P-Card etc., Contact HR for questions.	Departments	HR - UHCL/UHS
9	Fri, Jul 23, 2021	Tuition Calculation for Fall 2021	Fall 2021 tuition calculation	Student Business Services	Student Business Services/General Accounting
10	Mon, Jul 26, 2021	Load FY22 Budget	Load FY22 Salary & Wages and non-Salary & Wages budgets. Reconcile load.	Budget Office	Budget Office
11	Fri, Jul 30, 2021	Travel expense reports	Last day to submit FY21 travel expense reports for a guaranteed reimbursement in FY21.	Departments	Accounts Payable / Travel
12	Fri, Jul 30, 2021	Incomplete inventory notice	Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
13	Fri, Jul 30, 2021	Purchase requisitions and contracts	All purchase requisitions and contracts for \$15,000.00 to \$24,999.00, on any ledger, must be on the Procurement Department work list by 5PM.	Departments	Procurement
14	Mon, Aug 2, 2021	FY22 ePARs	First day to enter FY22 ePARs.	Departments	Human Resources
15	Tue, Aug 3, 2021	Purchase and contract requisitions	First day to submit FY22 purchase and contract requisitions (orders will not be received until after September 1, 2021). Note: Rental and maintenance are not automatically renewed at the end of FY21.	Departments	Procurement
16	Tue, Aug 3, 2021	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting

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17	Wed, Aug 4, 2021	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 09/03/2021. Please note the early deadline for reallocations - 09/10/2021 5PM.	Departments	Accounts Payable
18	Thu, Aug 5, 2021	FY22 Budget Journals	First day to enter FY22 Budget Journals	Departments	Budget Office
19	Fri, Aug 6, 2021	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments
20	Fri, Aug 6, 2021	Payroll reallocations and corrections - July	All FY21 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	General Accounting
21	Tue, Aug 10, 2021	Incomplete inventory follow-up	Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
22	Tue, Aug 10, 2021	Mail Room - Bulk Mail	All bulk mail items must be received by the Mail Room by 5PM.	Departments	Mail Room
23	Tue, Aug 10, 2021	UCT IDT'S - State Funds	All UCT IDT's on state funds must be received by UCT by 5PM.	Departments	University Computing Department
24	Tue, Aug 10, 2021	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 FY21 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
25	Tue, Aug 10, 2021	Accounts Payable/Travel Encumbrances & releases	Deadline to email Encumbrance Adjustment forms with appropriate approval/s to correct and/or release any encumbrances for prior years and FY21 to date to Accountspayable@uhcl.edu or TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
27	Fri, Aug 13, 2021	FY21 ePRFs	Last day for Initiators to submit ePRFs for FY21 positions.	Departments	Human Resources
26	Mon, Aug 16, 2021	Purchase requisitions and standard contracts	FY21 purchase requisitions and standard contracts for \$500 - \$14,999.99 on any ledger must be on the Procurement Department work list by 5 PM.	Departments	Procurement
28	Tue, Aug 17, 2021	FY22 ePRFs	First day to initiate ePRFs for FY22 positions.	Departments	Human Resources
29	Tue, Aug 17, 2021	State and local vouchers	All state and local vouchers to be processed in FY21 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
30	Tue, Aug 17, 2021	State and local receiving reports	All state and local receiving reports to be processed in FY21 must be emailed to UHCLProcurement@uhcl.edu and AccountsPayable@UHCL.edu by 5PM.	Departments	Accounts Payable
31	Tue, Aug 17, 2021	UCT IDT'S - Local Funds	All UCT IDT's on local funds must be received by UCT by 5PM.	Departments	University Computing Department
32	Thu, Aug 19, 2021	Print Services	Last day to receive Print Services orders on local funds.	Departments	Copy Center
33	Fri, Aug 20, 2021	Tuition & Fee Payment Deadline Fall 2021	Tuition & Fee payment deadline by 5PM for early and open Fall 2021 registration.	Student Business Services	Student Business Services

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34	Mon, Aug 23, 2021	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
35	Tue, Aug 24, 2021	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
36	Tue, Aug 24, 2021	Mail Room - local funds	All mailings on local funds must be received by the Mail Room by 5PM.	Departments	Mail Room
37	Thu, Aug 26, 2021	FY22 purchase vouchers	First day to enter FY22 purchase vouchers.	Departments	Accounts Payable
38	Thu, Aug 26, 2021	Budget Journals - August	All August 2021 budget journals must be on Budget Office work list by 5PM.	Departments	Budget Office
39	Fri, Aug 27, 2021	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
40	Fri, Aug 27, 2021	Annual Finance Security Access	Annual finance security access review.	General Accounting	General Accounting
41	Mon, Aug 30, 2021	Annual Inventory of consumables	Copy Center closed for annual inventory.	Print Services	Copy Center
42	Tue, Aug 31, 2021	Receiving FY21 orders	Last day to receive items ordered with FY21 funds.	Departments & Receiving Dock	Receiving Dock
43	Tue, Aug 31, 2021	Annual Inventory Audit	Copy Center closed for annual inventory audit.	Print Services	Copy Center
44	Tue, Aug 31, 2021	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting
45	Tue, Aug 31, 2021	Off-Campus authorizations	FY 2022 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	Asset Management
46	Tue, Aug 31, 2021	PS Finance not available	No processing in PS Finance except for deposits \$100 or greater.	Departments	Student Business Services
47	Tue, Aug 31, 2021	Designation of Property Custodian	Designation of departmental property custodians for FY22 must be received by General Accounting by 5PM.	Departments	Asset Management
48	Tue, Aug 31, 2021	Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2021	Tuition & Fee payment deadline Fall 2021 late registration and any balances due is 5PM.	Student Business Services	Student Business Services
49	Tue, Sep 1-Thur, Sep 3, 2021	No new P-Card charges, if possible	Departments refrain from using their P-cards during this timeframe, if possible.	Departments	Accounts Payable
50	Fri, Sep 3, 2021	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
51	Fri, Sep 3, 2021	Telephone Encumbrances	UCT to submit telephone encumbrances and changes for FY22 to General Accounting by 5PM.	UCT	General Accounting

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52	Fri, Sep 3, 2021	Payroll reallocations and corrections - August	All FY21/*998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
53	Tue, Sep 7, 2021	Final 998 Payroll Reallocations	FY2021 Final 998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
54	Tue, Sep 7, 2021	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
55	Tue, Sep 7, 2021	P-Card Expense Report Available	Departments may run their p-card expense reports in GCMS.	Departments	Accounts Payable
56	Thu, Sep 9, 2021	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	Fri, Sep 10, 2021	P-Card Processing for September statement	Departments and business administrators must complete reallocation/review and upload of backup documents to PeopleSoft by 5PM for statement period ending 09/03/2021.	Departments	Accounts Payable
58	Fri, Sep 10, 2021	P-Card Flat File Run	Accounts Payable to run flat file at 5 PM to prevent any additional activity in GCMS.	Accounts Payable	Accounts Payable
59	Wed, Sep 15, 2021	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	General Accounting
60	Thu, Sep 16, 2021	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2021 with a payment date of 09/15/2021 or earlier.	General Accounting	General Accounting
61	Thu, Sep 16, 2021	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2021 based on P-Card statement period ending 09/03/2021.	General Accounting	General Accounting
62	Thu, Sep 16, 2021	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	Thu, Sep 16, 2021	PS Finance 998 soft close	PS Finance 998 soft close. (No entries accepted from Departments)	General Accounting	Departments
64	Thu, Sep 16, 2021	Budget Journals to clear deficits	On the Budget Office work list by NOON	Departments	Budget Office
65	Fri, Sep 17, 2021	Cost Center Clean Up	Departments final review of cost centers for clean up after accruals have posted.	Departments	General Accounting
66	Fri, Sep 17, 2021	Telephone Encumbrances	Telephone Initial Encumbrances for FY22.	General Accounting	General Accounting
67	Fri, Sep 24, 2021	2064 Sweep of Funds	Fund 2064 excess fund equity remaining.	Finance Office	Departments

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68	Fri, Sep 24, 2021	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
69	Mon, Oct 4, 2021	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
70	Tue, Oct 5, 2021	Journal Entries for Sept	All general ledger journal entries to be posted in September should be on General Accounting work list by noon.	Departments	General Accounting
71	Mon, Oct 11, 2021	PS Finance September month end close	Communicate monthly closing of PS for September	General Accounting	Departments
72	Fri, Oct 15, 2021	Endowment allocations	FY21 endowment earnings allocations posted.	General Accounting	General Accounting
73	Fri, Oct 29, 2021	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
74	Wed, Dec 1, 2021	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
75	Fri, Dec 17, 2021	Academic Centers Annual Report	Academic Centers Annual Report due to the President and a copy to the AVP Finance	Departments	Finance