

**University of Houston-Clear Lake  
Administration and Finance  
FY 2023 End of Year Calendar**

Item	FY 2023 Due Date	Task	Description	Responsible Unit	Due To
1	Thu, June 1 to Thu, June15, 2023	USAS Profile Review	USAS Profile review, cleanup and rollover to FY24	General Accounting	TX Comptroller of Public Accounts
2	Friday, June 23, 2023	Encumbrance review and correction	Review for correction and/or release of all incorrect encumbrances for prior years and FY23 to date.	Departments	Accounts Payable/Travel
3	Friday, June 23, 2023	Subject Matter Experts for Mandatory Online Training	Deadline for subject matter experts to submit any changes or updates to the FY23 Online Training Modules in order to have changes completed for FY23 mandatory	Finance, General Accounting, Procurement & Payable	AVP Bus Op
4	Friday, June 30, 2023	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
5	Wednesday, July 5, 2023	Journal Entries for June	All journal entries to be posted in June should be on General Accounting work list by noon.	Departments	General Accounting
6	Wednesday, July 5, 2023	Payroll reallocations and corrections - June	All FY23 reallocations and corrections for June transactions must be received by General Accounting by 5PM.	Departments	General Accounting
7	Friday, July 7, 2023	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
8	Wednesday, July 12, 2023	Load FY24 Budget	Load FY24 Salary & Wages and non-Salary & Wages budgets. Reconcile load.	Planning & Budget	Planning & Budget
9	Friday, July 14, 2023	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
10	Friday, July 14, 2023	FY23 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 FY23 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
11	Friday, July 21, 2023	Travel expense reports	Last day to submit FY23 travel expense reports for a guaranteed reimbursement in FY23.	Departments	Accounts Payable / Travel
12	Monday, July 24, 2023	Tuition Calculation for Fall 2023	Fall 2023 tuition calculation	Student Business Services	Student Business Services/General Accounting
13	Tue, Jul 25, 2023	FY24 Appropriation-USAS	Load FY24 Appropriation into USAS.	General Accounting	TX Comptroller of Public Accounts
14	Friday, July 28, 2023	Incomplete inventory notice	Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
15	Friday, July 28, 2023	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
16	Friday, July 28, 2023	Promotional items through Print Services	Last day to submit signed IDT/quotes to Print Services for promotional items	Departments	Print Services/Copy Center
17	Wednesday, August 2, 2023	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting
18	Wednesday, August 2, 2023	Payroll reallocations and corrections - July	All FY23 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	General Accounting
19	Friday, August 4, 2023	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments
20	Friday, August 4, 2023	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 09/03/2023. Please note the early deadline for reallocations - 09/9/2023 5PM.	Departments	Accounts Payable
21	Friday, August 4, 2023	FY24 ePRFs	First day to enter FY24 ePRFs.	Departments	Human Resources
22	Friday, August 4, 2023	FY24 Budget Journals	First day to enter FY24 Budget Journals	Departments	Planning & Budget
23	Tuesday, August 8, 2023	Incomplete inventory follow-up	Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors

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24	Tuesday, August 8, 2023	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 FY23 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
25	Tuesday, August 8, 2023	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 FY23 to date to Accountspayable@uhcl.edu or TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
26	Wednesday, August 9, 2023	Mail Room - Bulk Mail	All bulk mail items must be received by the Mail Room by 5PM.	Departments	Mail Room
27	Monday, August 14, 2023	Get Visitor and Passport passes from Parking	Get Visitor and Passport passes from Parking	AVP Bus Op	AVP Bus Op
28	Monday, August 14, 2023	FY23 ePRFs	Last day for Initiators to submit ePRFs for FY23 positions.	Departments	Human Resources
29	Monday, August 14, 2023	Purchase and contract requisitions	First day to submit FY24 purchase and contract requisitions (orders will not be received until after September 1, 2023). Note: Rental and maintenance are not automatically renewed at the end of FY23.	Departments	Procurement
30	Tuesday, August 15, 2023	OIT IDT'S - State Funds	All OIT IDT's on state funds must be received by OIT by 5PM.	Departments	Office of Information Technology
31	Tuesday, August 15, 2023	Purchase requisitions and standard contracts	FY23 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
32	Tuesday, August 15, 2023	Tuition & Fee Payment Deadline Fall 2023	Tuition & Fee payment deadline by 5PM for early and open Fall 2023 registration.	Student Business Services	Student Business Services
33	Wednesday, August 16, 2023	State and local vouchers	All state and local vouchers to be processed in FY23 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
34	Wednesday, August 16, 2023	State and local receiving reports	All state and local receiving reports to be processed in FY23 must be emailed to UHCLProcurement@uhcl.edu and Accountspayable@UHCL.edu by 5PM.	Departments	Accounts Payable
35	Wednesday, August 16, 2023 *	FY24 ePARs	First day to initiate ePARs for FY24 positions.	Departments	Human Resources
36	Thursday, August 17, 2023	Print Services	Last day to submit Print Services orders using local funds.	Departments	Copy Center
37	Monday, August 21, 2023	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
38	Monday, August 21, 2023	Payroll reallocations and corrections - August	All FY23/*998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
39	Tuesday, August 22, 2023	Mail Room - local funds	All mailings on local funds must be received by the Mail Room by 5PM.	Departments	Mail Room
40	Tuesday, August 22, 2023	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
41	Wednesday, August 23, 2023	OIT IDT'S - Local Funds	All OIT IDT's on local funds must be received by OIT by 5PM.	Departments	Office of Information Technology
42	Wednesday, August 23, 2023	Budget Journals - August	All August 2023 budget journals must be on Planning & Budget Office work list by 5PM.	Departments	Planning & Budget
43	Friday, August 25, 2023	FY24 department vouchers	First day to enter FY24 department vouchers.	Departments	Accounts Payable
44	Friday, August 25, 2023	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
45	Friday, August 25, 2023	Annual Finance Security Access	Annual finance security access review. (Business Analyst)	General Accounting	General Accounting
46	Friday, August 25, 2023	Verifying Cell Phone Allowance	Verifying Cell Phone Allowance	AVP Bus Op	AVP Bus Op
47	Friday, August 25, 2023	Credit Vouchers	Run batch process to close or delete credit vouchers	Accounts Payable/Departments	Accounts Payable
48	Wednesday, August 30, 2023	Annual Inventory of consumables	Copy Center closed for annual inventory.	Print Services	Copy Center
49	Wednesday, August 30, 2023	Annual Inventory Audit	Copy Center closed for annual inventory audit.	Print Services	Copy Center
50	Wednesday, August 30, 2023	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting

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51	Wednesday, August 30, 2023	Off-Campus authorizations	FY 2024 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	Asset Management
52	Wednesday, August 30, 2023	Designation of Property Custodian	Designation of departmental property custodians for FY24 must be received by General Accounting by 5PM.	Departments	Asset Management
53	Tuesday, August 29, 2023	Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2023	Tuition & Fee payment deadline Fall 2023 late registration and any balances due is 5PM.	Student Business Services	Student Business Services
54	Wednesday, August 30, 2023	FY23 Bad Fund Equity	Last day to clear FY23 bad equity balance	Departments	General Accounting
55	Thursday, August 31, 2023	Receiving FY23 orders	Last day to receive items ordered with FY23 funds.	Departments & Receiving Dock	Receiving Dock
56	Thursday, August 31, 2023	PS Finance not available	No processing in PS Finance except for deposits \$100 or greater.	Departments	Student Business Services
57	Fri, Sep 1 to Sun. Sep 3, 2023	No new P-Card charges	Departments refrain from using their P-cards during this timeframe.	Departments	Accounts Payable
58	Tuesday, September 5, 2023	P-Card Expense Report Available	Departments may run their p-card expense reports in Citibank GCMS.	Departments	Accounts Payable
59	Thursday, September 7, 2023	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
60	Friday, September 8, 2023	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 09/03/2023.	Departments	Accounts Payable
61	Friday, September 8, 2023	Telephone Encumbrances - Discontinued	OIT to submit telephone encumbrances and changes for FY24 to General Accounting by 5PM.	OIT	General Accounting
62	Monday, September 11, 2023	Final 998 Payroll Reallocations	FY2023 Final 998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
63	Monday, September 11, 2023	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
64	Friday, September 15, 2023	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
65	Friday, September 15, 2023	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	General Accounting
66	Monday, September 18, 2023	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2023 with a payment date of 09/15/2023 or earlier.	General Accounting	General Accounting
67	Monday, September 18, 2023	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2023 based on P-Card statement period ending 09/03/2023.	General Accounting	General Accounting
68	Monday, September 18, 2023	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
69	Wednesday, September 20, 2023	Cost Center Clean Up	Departments final review of cost centers for clean up after accruals have posted.	Departments	General Accounting
70	Friday, September 22, 2023	PS Finance 998 soft close	PS Finance 998 soft close. (No entries accepted from Departments)	General Accounting	Departments
71	Friday, September 22, 2023	FY24 Budget Journals to clear deficits	On the Planning & Budget Office work list by NOON.	Departments	Planning & Budget
72	Friday, September 29, 2023 *	2064 Sweep of Funds	Fund 2064 excess fund equity remaining.	Planning & Budget	Departments
73	Friday, September 29, 2023	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
74	Tuesday, October 3, 2023	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
75	Friday, October 6, 2023	PS Finance September month end close	Communicate monthly closing of PS for September	General Accounting	Departments
76	Friday, October 13, 2023	Endowment allocations	FY23 endowment earnings allocations posted.	General Accounting	General Accounting
77	Mon, Oct 16, 2023	FY23 Journals	NO MORE Journals TO FY23. FY23 PS GL close for all campuses	General Accounting	UHS
78	Friday, October 27, 2023	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
79	Wednesday, December 6, 2023	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
80	Friday, December 15, 2023	Academic Centers Annual Report	Academic Centers Annual Report due to the President and a copy to the AVP Bus Ops	Departments	AVP Bus Op

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