

	FY 2022 GA Year End Task Listing	Person Responsible	Backup	To be Trained	UHCL Due Dates
1	Annual Physical Inventory instructions - campus wide	Dharmik	Marietta	Krista	Tuesday, February 8, 2022
2	PCI Compliant Survey	Thin	NA	Dharmik	Tuesday, May 24, 2022
3	Deadline for Annual Physical Inventory campus wide	Dharmik	Marietta	Krista	Friday, May 27, 2022
4	Incomplete Inventory Notice	Dharmik	Marietta	Krista	Tuesday, June 14, 2022
5	Submit mandatory Training updates	Laura	NA	NA	Wednesday, June 15, 2022
6	Unclaimed Property Reporting	Chris	NA	Kathy/Krista	Friday, July 1, 2022
7	Incomplete Inventory Follow-Up - Second Notice	Dharmik	Marietta	Krista	Wednesday, July 6, 2022
8	AR Write-Off / General Property Department Lapse	Cindy	NA	Marietta	Friday, July 8, 2022
9	Allocate Write-Offs to correct cost centers- AVP reviews for BOR Approval in February	Cindy	NA	Marietta	Friday, July 15, 2022
10	Check Benefit appropriations in USAS for increase to current year - by benefit expenditure analysis (do before july close we had budget avail)	Kathy	Krista	Mila	Friday, July 15, 2022
11	Review and determine State encumbrances status for either release or inclusion in the APS 018 FYE binding encumbrance	Kathy	Krista	Mila	Friday, July 22, 2022
12	FY22/23 FYE Daily Student Feed to switch all BP2023 revenue SF transactions to Deferred Income (22100) & BP2023 expense SF transactions to Prepaid Expense (15100) & create adjustment journals with a 9/1/2022 date.	Cindy	NA	Marietta	Friday, July 22, 2022
13	Tuition Calculation for Fall 2022	Cindy	NA	Marietta	Friday, July 22, 2022
14	Adjust/ Correct budget for USAS 10759 fd 0229 USAS & PS	Kathy	Krista	Mila	Friday, July 22, 2022
15	Load FY22 Appropriations into USAS - need to enter PS 00B7592201 after ACO approves	Kathy	Krista	Mila	Tuesday, July 26, 2022
16	July Payroll Reallocations due to GA (email sent 7/16 w. due date 7/26)	Thin	NA	Dharmik	Tuesday, July 26, 2022
17	Request for Designation of Property Custodians (Due: August 30)	Dharmik	Marietta	Krista	Friday, July 29, 2022
18	Request for Off-Campus Authorization Forms (Due: August 30)	Dharmik	Marietta	Krista	Friday, July 29, 2022
19	Review the list of endowment and associate income cost centers	Thin	NA	Dharmik	Friday, July 29, 2022
20	PS Finance July month end close	Kathy	Krista	Mila	Friday, August 5, 2022
21	Reimburse License Plate Scholarship - didn't receive enough to make up a scholarship amount this year. DON'T REMOVE	Kathy	Krista	Mila	Friday, August 5, 2022
22	GASB Questionnaires	Director	NA	Mila	Wednesday, August 10, 2022

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23	Review and determine State encum status for either release or inclusion in the APS 018 FYE binding encumbrance (Refer to YE State Fund Enc Folder)	Kathy	Krista	Mila	Wednesday, August 10, 2022
24	Email Financial Aid and OSP on 5% Admin Fee entry	Kathy	Krista	Mila	Monday, August 15, 2022
25	State Fund 0229 Tuition & Fees (Funds 1059 & 1040) - July true-up	Kathy	Krista	Mila	Wednesday, August 17, 2022
26	Send Deferred Tuition to Comptroller, move out of default, & prepare PS journal	Kathy	Krista	Mila	Wednesday, August 17, 2022
27	Check USAS 62 Screen for FY20 Appn Load	Kathy	Krista	Mila	Wednesday, August 17, 2022
28	4th Quarter - Check 16E preliminary bad fund equity (new item)	Kathy	Krista	Mila	Wednesday, August 17, 2022
29	Notify BCs & OSP regarding payroll reallocation deadlines	Thinh	NA	Dharmik	Wednesday, August 17, 2022
30	Last Payroll reallocation for FY21 Period 12 (email sent 8/17 w. due date 8/23)	Thinh	NA	Dharmik	Wednesday, August 17, 2022
31	Complete Benefit Appn Spreadsheet and send to ACO (new)	Kathy	Krista	Mila	Thursday, August 18, 2022
32	Preliminary SEFA monitoring (new item)	Kathy	Krista	Mila	Friday, August 19, 2022
33	Review and determine State encumbrances status for either release or inclusion in the APS 018 FYE binding encumbrance	Kathy	Krista	Mila	Friday, August 19, 2022
34	Review USAS 62 screen for warrant offsets	Kathy	Krista	Mila	Wednesday, August 24, 2022
35	Review USAS default screens after deferred tuition is sent - 69 screen (fund 9000) and 62 screens for appn 00903, funds 1 and 2 and appn 07738 fund 0980)	Kathy	Krista	Mila	Wednesday, August 24, 2022
36	Pass Through Confirmations Initial Certification SEFA & SPTR	Kathy	Krista	Mila	Friday, August 26, 2022
37	Cash entries into USAS by Aug 31. 7pm (if needed)	Kathy	Krista	Mila	Friday, August 26, 2022
38	Update/Verify fringe benefits, state rules table - Email Sandra Armstrong or Bruce Levy if not received	Kathy	Krista	Mila	Friday, August 26, 2022
39	Review 53 Screen, Balance and Release all Batches	Kathy	Krista	Mila	Friday, August 26, 2022
40	Perform Service Department Inventories	Marietta	Thinh	Mila	Tuesday, August 30, 2022
41	Certified Physical Inventory report to Departments	Dharmik	Marietta	Krista	Wednesday, August 31, 2022
42	Disposal Method -19 Missing property - 3 years missing then delete	Dharmik	Marietta	Krista	Wednesday, August 31, 2022
43	Change Fund Cash Audit	Marietta	Thinh, Chris	Kathy	Wednesday, August 31, 2022
44	Deadline for Off-Campus Authorization Forms	Dharmik	Marietta	Krista	Wednesday, August 31, 2022
45	Deadline for Designation of Property Custodian Forms	Dharmik	Marietta	Krista	Wednesday, August 31, 2022

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46	Certification of Physical Inventory conducted by agency to State	Dharmik	Marietta	Krista	Wednesday, August 31, 2022
47	Deadline for 998 payroll reallocations to GA (email sent 8/23 w. due date 8/31)	Thin	Krista	Kathy	Wednesday, August 31, 2022
48	Cost of Good Sold - Service Center Inventory Adjustment	Marietta	Thin	Mila	Wednesday, August 31, 2022
49	10734 - UHS Master Concentration - BOA - Month 12 (UHS made entry)	Thin	NA	Dharmik	Wednesday, August 31, 2022
50	Bank Interest Income - UHS	Thin	NA	Dharmik	Wednesday, August 31, 2022
51	10734 - UHS Master Concentration entries	Thin	NA	Dharmik	Wednesday, August 31, 2022
52	Review 35117/F0869 and clear the same - Zero	Cindy	NA	Marietta	Wednesday, August 31, 2022
53	Enter Appropriation Load GL entry into PeopleSoft	Kathy	Krista	Mila	Thursday, September 1, 2022
54	SORM Payment - USAS is down on 09/06/21 for YE	Kathy	Krista	Mila	Thursday, September 1, 2022
55	Fund 0229 Deferred Tuition Forward to new year (00000-0229)	Kathy	Krista	Mila	Thursday, September 1, 2022
56	Benefit Load PS Journal - A Doc need to be entered by ACO	Kathy	Krista	Mila	Thursday, September 1, 2022
57	Check USAS 62 screen for FY20 Appn Load for Benefits	Kathy	Krista	Mila	Thursday, September 1, 2022
58	Prepare Journal Entries for Deferred Parking Revenues (FMC make JE & inform Thin to check)	Thin	NA	Dharmik	Thursday, September 1, 2022
59	Credit Card Charges(Amex, Discover, Visa/Mastercard)	Thin	NA	Dharmik	Friday, September 2, 2022
60	Check Texas Grant for new FY. Notify OSP to set-up expenditures as pre-paid for SEFA reporting purposes. Dr. 15100. Reverse JE on 09/01. Waiting for all SF journals to post in PS Finance	Kathy	Krista	Mila	Friday, September 2, 2022
61	HEAF Allocation - G/L Journal (waiting for funds to hit the appropriation)	Kathy	Krista	Mila	Friday, September 2, 2022
62	Obtain Telephone charges from UCT John Rodriguez	Mila	Krista	Mila	Friday, September 2, 2022
63	Assure all UH Confirms input	Thin	Krista	Mila	Friday, September 2, 2022
64	Telephone Encumbrances to UHS A Hoang & N. Palomo	Mila	Krista	Mila	Tuesday, September 6, 2022
65	Email and followup with OSP and Financial Aid on 5% Admin Fee entry	Kathy	Krista	Mila	Tuesday, September 6, 2022
66	Reconcile GL - PSAM August EOM	Dharmik	Marietta	Krista	Wednesday, September 7, 2022
67	Fraud Risk Assessment Survey: Return Due 09/20/21	Director	NA	Mila	Thursday, September 8, 2022
68	State Fund Balance Transfer - before accruals, etc. - before close of August	Kathy	Krista	Mila	Thursday, September 8, 2022

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69	Confirm Shared Cash- Due from Other Agency - TX DOT sends email for License Plate Scholarships - PS Fund 1020 - USAS Fund 0802	Kathy	Krista	Mila	Thursday, September 8, 2022
70	Record in-kind gifts from UH Foundation - report from President's Office - Pat Phillips	Chris	Kathy	Mila	Thursday, September 8, 2022
71	PS Finance August month end close	Thinh	Kathy/Mila	Kathy/Mila	Friday, September 9, 2022
72	A/R Write-Off (Dept AR Recons)	Director	NA	Mila	Friday, September 9, 2022
73	Check for deficit Fund Balance - 16E each cost center .csv file after August Close	Kathy	Krista	Mila	Friday, September 9, 2022
74	Check Deferred Income is zero in new fiscal year (Led Inq - 22100). Cindy L works on this with DBA's, CBA's and Budget Dept	Cindy	NA	Marietta	Friday, September 9, 2022
75	Prepare bad debt entry	Mila	Krista	Mila	Friday, September 9, 2022
76	Check for deficit Fund Balance - 16E each cost center .csv file after bad debt	Kathy	Krista	Mila	Friday, September 9, 2022
77	Final FY21 PR Reallocation (Run Suspense Report after each payroll)	Thinh	Director	Kathy	Friday, September 9, 2022
78	Check loan funds- only H0647/H0648/H0649. no H0519,20,21) =0	Cindy	NA	Marietta	Friday, September 9, 2022
79	Check 16105 reconciliation, Check 16105 Bank= zero	Cindy	NA	Marietta	Friday, September 9, 2022
80	True Up Fund 2064 and 2164 - Desig, DDT Set aside to Scholarships	Mila	Krista	Mila	Wednesday, September 14, 2022
81	Check sna and srecna in balance(Aug month end)	Mila	Krista	Mila	Wednesday, September 14, 2022
82	Inform DBA that Texas CWS is available for expenditures	Kathy	Krista	Mila	Wednesday, September 14, 2022
83	Texas CWS - Record USAS budget & PS entry for AY2021 when funds are received. ACO can do an A doc if there is a time constraint.	Kathy	Krista	Mila	Wednesday, September 14, 2022
84	Monitor pass thru activity for federal and state funds (Quarterly)	Kathy	Krista	Mila	Wednesday, September 14, 2022
85	Direct Loan accrual journal to 23100/23130 - SEFA item	Cindy	NA	Marietta	Wednesday, September 14, 2022
86	Check for A/R - Grants & Contracts - Ledger 5 - 12100 =Zero	Cindy	NA	Marietta	Wednesday, September 14, 2022
87	Correct account codes for capital vs. controlled assets	Dharmik	Marietta	Krista	Thursday, September 15, 2022
88	11107 - Money Market Funds Reconciliation - Month 12	Thinh	Mila	Mila	Thursday, September 15, 2022
89	12403 - Intermediate Pool Reconciliation - Month 12	Thinh	Mila	Mila	Thursday, September 15, 2022
90	Record Interest Income - Short Term/Intermediate	Thinh	Mila	Mila	Thursday, September 15, 2022
91	Record elimination entry to remove duplicate revenue related to Financial Aid Admin costs	Kathy	Krista	Mila	Thursday, September 15, 2022

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92	Submit AP, P-Card accruals to UHS for upload/ post journals	Mila	Krista	Mila	Friday, September 16, 2022
93	PS Finance 998 Soft Close Completion - notify campus	Kathy	Krista	Mila	Friday, September 16, 2022
94	Communicate AP, P-Card Accrual completion to campus	Mila	Krista	Mila	Friday, September 16, 2022
95	Check 20104 balance is zero - September after accrual reversal	Kathy	Krista	Mila	Friday, September 16, 2022
96	SF Waivers Reconciled to GL AFR	Cindy	NA	Marietta	Friday, September 16, 2022
97	Fraud Risk Assessment Survey Draft Report: Return Due 09/20/21	Director	NA	Mila	Tuesday, September 20, 2022
98	Bank Reconciliation - Operating; Disbursement; Month 12	Thin	NA	Dharmik	Tuesday, September 20, 2022
99	Endowment Reconciliation - Month 12	Thin	NA	Dharmik	Tuesday, September 20, 2022
100	Reconcile GL - PSAM August Period 998	Dharmik	Marietta	Krista	Wednesday, September 21, 2022
101	ERS Final FY payment - accrue in PS and USAS	Kathy	Krista	Mila	Wednesday, September 21, 2022
102	True-up State Fund 229 Tuition & Fees (Funds 1059 & 1040) - done after bad debt entry	Kathy	Krista	Mila	Wednesday, September 21, 2022
103	AP accrual into USAS for state funds	Kathy	Krista	Mila	Wednesday, September 21, 2022
104	State Fund Balance Transfer - after accruals and bad debts	Kathy	Krista	Mila	Wednesday, September 21, 2022
105	USAS RTI entries for SEFA and SPTR - delayed waiting on 1 agency	Kathy	Krista	Mila	Wednesday, September 21, 2022
106	Interagency Pass Through Reconciliations with other agencies - Fed & State - delayed due to 998 PR reallocations	Kathy	Krista	Mila	Wednesday, September 21, 2022
107	Prepare Note 5 LT Liabilities for UHS Financial Reporting and related JE to reclassify current, non-current liability for Pearland Capital Lease	Mila	Krista	Mila	Wednesday, September 21, 2022
108	Capital Project Review with Business Coordinator (FMC)	Dharmik	Marietta	Krista	Thursday, September 22, 2022
109	Forward prior year appropriations in USAS & PS - not related to APS 018 after 998 payroll	Kathy	Krista	Mila	Thursday, September 22, 2022
110	Reclass CIP for projects JE	Dharmik	Marietta	Krista	Friday, September 23, 2022
111	Library book write-down due	Dharmik	Marietta	Krista	Friday, September 23, 2022
112	Sweep Fund 2064 excess fund equity (BUDGET OFFICE DID THIS)	Director	NA	Mila	Friday, September 23, 2022
113	Record TPEG final amount, inform Budget Dept that journal posted - after bad debts and matches the 76 Report	Kathy	Krista	Mila	Wednesday, September 28, 2022
114	IDC Elimination Entry for SEFA - after OSP finishes 998 entries	Kathy	Krista	Mila	Wednesday, September 28, 2022
115	Pass Through Confirmations Final Certification SEFA & SPTR	Kathy	Krista	Mila	Wednesday, September 28, 2022

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116	Asset Acquisitions/Disposals JE	Dharmik	Marietta	Krista	Wednesday, September 28, 2022
117	U-Docs Regular - Deferred Tuition, ERS Final Pymt, AP Accruals	Kathy	Krista	Mila	Friday, September 30, 2022
118	UCI and WCI Accruals (other name Claims and Judgements)	Mila	Krista	Mila	Friday, September 30, 2022
119	Depreciation JE	Dharmik	Marietta	Krista	Friday, September 30, 2022
120	Reclass Matrix capital expenditures JE	Dharmik	Marietta	Krista	Friday, September 30, 2022
121	External/Internal Property Transfers	Dharmik	Marietta	Krista	Friday, September 30, 2022
122	License Plate Scholarship - YE entry to match DMV	Kathy	Krista	Mila	Friday, September 30, 2022
123	Reduction in Fixed Assets (write-off) for BOR - (UH Main)	Dharmik	Marietta	Krista	Tuesday, October 4, 2022
124	License Plate Scholarships - forward in USAS - B Doc and J Doc	Kathy	Krista	Mila	Wednesday, October 5, 2022
125	Fraud Risk Assessment Report Issue - Check with AI Black if no email	Director	NA	Mila	Wednesday, October 5, 2022
126	Prepare USAS JE, reconcile to PS Capital Asset Report 231	Dharmik	Marietta	Krista	Thursday, October 6, 2022
127	Accrued compensable absences (Another name: Claims & Judgements) - pending 4B Matrix report in Data warehouse	Kathy	Krista	Mila	Friday, October 7, 2022
128	USAS Interfund transactions due, PS entry, Run USAS report & tie to AFR	Kathy	Krista	Mila	Friday, October 7, 2022
129	PS Record Due to Due From for SEFA & SPTR - PS Journal	Kathy	Krista	Mila	Friday, October 7, 2022
130	Year End State Appropriation Recon - period 12	Kathy	Krista	Mila	Friday, October 7, 2022
131	Discounts & Allowances - end of 998	Mila	Krista	Mila	Friday, October 7, 2022
132	Pledge Receivable entry	Mila	Krista	Mila	Friday, October 7, 2022
133	Bonds - interest accrual 8/15 - 8/31/ - UHS entry	Director	NA	Mila	Wednesday, October 12, 2022
134	Bonds - current vs. non-current - UHS entry	Director	NA	Mila	Wednesday, October 12, 2022
135	Bonds - premium, amortization - UHS entry	Director	NA	Mila	Wednesday, October 12, 2022
136	Note 2 capital assets to USAS and CANSS Application - including certification (no hard copy effective FY14)	Dharmik	Marietta	Krista	Wednesday, October 12, 2022
137	Note 2 capital assets - Director to email Note 2 to UH Financial Reporting (Dharmik Prepares)	Director	NA	Dharmik	Thursday, October 13, 2022
138	APS 11 Benefits proportional - K and T Docs for benefits: OASI, ORP, TRS final payment and ERS (if money due to them)	Kathy	Krista	Mila	Friday, October 14, 2022
139	Utility Transfer after binding encumbrance	Kathy	Krista	Mila	Friday, October 14, 2022
140	Binding Encumbrance Certification - Workup only (need to close Sept)	Kathy	Krista	Mila	Friday, October 14, 2022

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141	Record Federal oper and non oper revenue in USAS - no entry recorded in PS	Kathy	Krista	Mila	Friday, October 14, 2022
142	APS 018 Binding Encumbrance, HEAF, Autism Forwards and Lapses	Kathy	Krista	Mila	Friday, October 14, 2022
143	APS 018 Binding Encumbrance Certification - Send copy to AVP for CEO Approval. Email form to ACO.	Kathy	Krista	Mila	Friday, October 14, 2022
144	Record Realized gains/losses & unrealized gains/losses - pooled investments - UHS	Director	NA	Mila	Friday, October 14, 2022
145	Endowment End of Year Entries - UHS	Director	NA	Mila	Friday, October 14, 2022
146	Cash Flow entries - from Kevin Draper	Director	NA	Mila	Friday, October 14, 2022
147	11107 - Money Market Funds Reconciliation - Month 998	Thin	NA	Dharmik	Friday, October 14, 2022
148	12403 - Intermediate Pool Reconciliation - Month 998	Thin	NA	Dharmik	Friday, October 14, 2022
149	Bank Recon- Operating; Month 998	Thin	NA	Dharmik	Friday, October 14, 2022
150	Endowment Reconciliation - Month 998	Thin	NA	Dharmik	Friday, October 14, 2022
151	Review Admin Charge Rate (Budget Office)	Director	NA	Mila	Friday, October 14, 2022
152	U Docs needed for Utility Transfer, TRS final payment and ERS (if money due to them)	Kathy	Krista	Mila	Wednesday, October 19, 2022
153	APS 019 - Return Unused Benefits - waiting on APS 011	Kathy	Krista	Mila	Wednesday, October 19, 2022
154	Schedule 1-A (Page 1 & 2)	Kathy	Krista	Mila	Wednesday, October 19, 2022
155	Final GA entries for FY20 P998	Director	NA	Mila	Wednesday, October 19, 2022
156	State Fund Balance Transfer after APS 011	Kathy	Krista	Mila	Thursday, October 20, 2022
157	Final AFR templet worksheet & recon - send to Linda Klemm	Mila	Krista	Mila	Thursday, October 20, 2022
158	Notify budget to move remaining FE from State CC 1059-C0069-F1009 to 1059-C0078-F1092 so that it remains in reserves (New Item)	Kathy	Krista	Mila	Friday, October 21, 2022
159	U-Docs for CAFR in USAS. Complete after year-end close (AFR) and after reg U Docs such as AP accruals, deferred tuition, ers, trs, ect.	Kathy	Krista	Mila	Friday, October 21, 2022
160	General Revenue Reconciliation Certification (GR Recon) - Workup only	Kathy	Krista	Mila	Friday, October 21, 2022
161	Final Certification SEFA	Kathy	Krista	Mila	Friday, October 21, 2022
162	YE State Appropriation Recon - period 998 (after all benefit entries)	Kathy	Krista	Mila	Friday, October 21, 2022
163	LBB Performance Measures - Finance	Director	NA	Mila	Friday, October 21, 2022
164	Verify APS 018 (Binding Encumbrances) was completed by VP of Finance	Kathy	Krista	Mila	Wednesday, October 26, 2022

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165	GR Recon Certification	Kathy	Krista	Mila	Wednesday, October 26, 2022
166	AFR Reconciliation to USAS Worksheet including U Docs (CAUF)	Mila	Krista	Mila	Wednesday, October 26, 2022
167	Fluctuation Analysis (SNP, SRECNP and Cash Flow)	Director	NA	Mila	Friday, October 28, 2022
168	Submit Endowment Risk Assessment Budget Analysis Report	Thinh	NA	Dharmik	Friday, October 28, 2022
169	Sources & Uses Report	Mila	Krista	Mila	Tuesday, November 1, 2022
170	Certification Letter - K. Draper will email campuses	Director	NA	Mila	Thursday, November 3, 2022
171	USAS and Interagency Activity Certification Form - Component Universities - Not needed since FY2018 - usually sent to L.Klemm	Kathy	Krista	Mila	Wednesday, November 9, 2022
172	CURO Certification	Kathy	Krista	Mila	Wednesday, November 9, 2022
173	APS 011 Deadline - Send to Comptroller	Mila	Krista	Mila	Thursday, November 10, 2022
174	State Campus-Based Programs Report - contact Financial aid in mid october	Director	NA	Mila	Thursday, November 10, 2022
175	IFRS	Kathy/Mila	Kathy	Mila	Tuesday, November 15, 2022
176	Review WCI & UCI Rates and set-up for future as needed	Director	NA	Mila	Friday, November 18, 2022
177	Obtain new Cash Handling Forms	Laura	NA	Kathy	Wednesday, November 30, 2022
178	Endowment Risk Assessment Budget Analysis Report Responses	Thinh	NA	Dharmik	Thursday, December 1, 2022
179	Number of students with waivers/exemptions to OIE for the Continuing Disclosure Report to the State of Texas	Cindy	NA	Marietta	Wednesday, December 7, 2022
180	4th Quarter ABEST USAS recon	Mila	Krista	Mila	Wednesday, December 14, 2022
181	File Sales tax return	Mila	Krista	Mila	Wednesday, January 11, 2023
182	THECB Expenditure Study	Mila	Krista	Mila	Wednesday, January 25, 2023
183	IPEDS Report	Mila	Krista	Mila	Wednesday, March 15, 2023
184	OIE Fact Book - contact OIE about Fact Book	Mila	Krista	Mila	Friday, March 31, 2023
185	UBIT Activity Spreadsheet - to UHS	Mila	Krista	Mila	Wednesday, April 5, 2023
186	Run Annual Financial Reports - ongoing	Mila	Krista	Mila	ongoing