FY2016 UAF Key Dates Pertaining to the Year-End Closing Process
From UAF Office of Finance & Accounting

Please note: If any of these duties are your responsibility and you plan to be out of the office, please be sure that someone will accomplish these tasks by their due date. These are firm dates in order for us to meet our deadlines. We want to thank each of you for all your hard work at year-end!

May 19
- FY16 Recharge Center rate proposals due to Finance & Accounting.

June 10
- Last date to submit FY16 Budget Revisions for all funds (except Fund 14s) to Finance & Accounting.
- Submit all FY16 petty cash receipts for reimbursement (petty cash activity that occurs after this date may process as FY16 until June 30).

June 13
- FY16 Continuation Budget due to Finance & Accounting.

June 17
- Dates of physical inventory and inventory instructions due to Finance & Accounting.

June 23
- **FINAL Calendar Year 2015 Labor Reallocation Run (R15-26)** – runs at 1pm

June 24
- Last day for FY16 committed (commit type “C”) encumbrance transactions, including deletes, to Accounts Payable (including travel encumbrances) by 3 PM.

June 29
- **FINAL Calendar Year 2016 Labor Reallocation Run for R1-R10**

June 30
- Deposit all cash receipts including credit card deposits by 4 PM with Business Office. **All cashier sessions closed by 6 PM.**
- Last date for issuing and delivering FY16 checks (non-payroll).
- Date goods or services must be received or invoiced to be FY16 accounts payable.
- List undelivered checks.
- Physical inventory cutoff date.
- Record last check number used (AP, hand pay, & PR).
- **FY16 fiscal year ends.**

July 1
- Balance Sheet reports for cycle 12 must be run.

July 4/5
- Holiday.

July 5
- Cycle 12 closes (reports can be run - Note: Balance Sheet reports must be run July 1).

July 6
- **FINAL FY16 Labor Reallocation (R11-R14) at FY16 Staff Benefit Rates.**

July 7
- Units with inventories: must submit inventory lists (with copies of count sheets), associated inventory reconciliation and JV’s to Finance & Accounting.
July 8  • FY16 Journal Vouchers submitted to Finance & Accounting by this date guaranteed to post to FY16; after this date, until July 15, Journal Vouchers posted to FY16 only if time permits.

July 11  • MUST submit all FY16 travel expense reports submitted to Accounts Payable at Finance & Accounting by 5 PM in order to pay prior to FY16 encumbrance roll. OFA will process FY16 TERs after this date only as time permits.
  • Last day for electronic file feeds from Geophysical Institute and Facilities Services subsystems by NOON.

July 13  • Last day for FY16 encumbrance transactions, including deletes, by 3 PM.
  • Last day A/P canceled checks to be reissued.

July 15  • Send post-extended cycle Journal Vouchers to Finance & Accounting for review before transmittal to SW. Only Journal Vouchers that have a material effect on the FY16 financial statements will be entered (generally $10,000 or more).
  • Office of Finance & Accounting closes at NOON.

July 16  • General Ledger Roll.
  • Encumbrance Roll.
  • Budget Roll.

July 19  • All Cycle 12 Balance Sheet Reconciliations due to Finance & Accounting.
  • Recons for loan fund accounts due to Finance & Accounting.
  • Analysis of doubtful loans due to Finance & Accounting.
  • Listing of loan receivables due to Finance & Accounting.
  • Year-end Encumbrance Report due to Finance & Accounting
  • Extended cycle balance sheet reconciliations due to Finance & Accounting.
  • Plant fund capitalization schedule due to Finance & Accounting.
  • Capital improvement expenditure schedules (fund 1 & 5) due to Finance & Accounting.
  • Recon of allowance for doubtful accounts due to Finance & Accounting.
  • Detail of debit fund balances in restricted fund and JV to record.

July 20  • Deadline for entering/tagging FY16 fixed asset equipment.

Please refer to University of Alaska’s FY16 Year-End Closing Instructions for full details of process requirements.

NOTE: All dates listed on the above calendar are hard deadlines for the purpose of UAF processing.