2014 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!

April 18
- FY15 Recharge Center rate proposals due to Finance & Accounting.

May 29
- Dates of physical inventory and inventory instructions due to Finance & Accounting.

June 6
- FY15 Continuation Budget due to Finance & Accounting.

June 13
- Last date to submit FY14 Budget Revisions for all funds (except Fund 14s) to Finance & Accounting.
- Submit all FY14 petty cash receipts for reimbursement.
- Last day for FY14 committed (commit type “C”) encumbrance transactions, including deletes, to Accounts Payable (including travel encumbrances) by 3 PM.

June 20
- Final labor redistributions for CY13 – R15 - R26 due to Finance & Accounting.

June 25
- Last FY14 labor redistributions for CY14 – R01-R10 due to Finance & Accounting with OGCA approval.

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 FY14 checks (non-payroll).
- Date goods or services must be received or invoiced to be FY14 accounts payable.
- List undelivered checks.
- Physical inventory cutoff date.
- Record last check number used (AP, hand pay, & PR).
- FY14 fiscal year ends.

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

July 2
- Units with inventories: must submit inventory lists (with copies of count sheets), associated inventory reconciliation and JV’s to Finance & Accounting.
- Cycle 12 reports can be run (Note: Balance Sheet reports must be run July 1).

July 3 and 4
- Holiday.

July 7
- Electronic file feeds from Utilities, Telephone, Federal Work Study, Mail Services and Copy Pool subsystems due to Finance & Accounting by 5 PM.
- Final labor redistributions for CY14 – R11-R14 @ FY14 staff benefits rates due to Finance & Accounting.
July 11
- FY14 Journal Vouchers submitted to Finance & Accounting by this date guaranteed to post to FY14; after this date, until July 18, Journal Vouchers posted to FY14 only if time permits.
- All FY14 travel expense reports submitted to Accounts Payable at Finance & Accounting by 5 PM in order to pay prior to FY14 encumbrance roll.
- Last day for electronic file feeds from Geophysical Institute and Facilities Services subsystems by NOON.

July 14
- Last day for FY14 encumbrance transactions, including deletes, by 3 PM.
- Last day A/P canceled checks to be reissued.

July 18
- Send post-extended cycle Journal Vouchers to Finance & Accounting for review before transmittal to SW. Only Journal Vouchers which will have a material effect on the FY14 financial statements will be entered (generally $10,000 or more).
- **Office of Finance & Accounting closes at NOON.**

July 19
- General Ledger Roll.
- Encumbrance Roll.
- Budget Roll.

July 21
- 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.