

FY2018 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. Any exception to the listed deadlines requires approval by OFA. We want to thank each of you for all your hard work at year-end!

May 18	<ul style="list-style-type: none"> • FY19 Recharge Center rate proposals due to Finance & Accounting.
June 1	<ul style="list-style-type: none"> • Last day for FY18 committed (commit type “C”) encumbrance transactions, including deletes, to Accounts Payable (including travel encumbrances) by 3 PM.
June 8	<ul style="list-style-type: none"> • Last date to submit FY18 Budget Revisions for all funds to Finance & Accounting. • FY19 Continuation Budget due to Finance & Accounting.
June 15	<ul style="list-style-type: none"> • Dates of physical inventory and inventory instructions due to Finance & Accounting. • Submit all FY18 petty cash receipts for reimbursement (petty cash activity that occurs after this date may process as FY18 until June 30).
June 21	<ul style="list-style-type: none"> • FINAL Calendar Year 2017 Labor Reallocation Run (R15-26) – runs at 1pm
June 27	<ul style="list-style-type: none"> • FINAL Calendar Year 2018 Labor Reallocation Run for R1-R10 • Last day for authorized position attribute adjustments.
June 30	<ul style="list-style-type: none"> • Last day for match revenue transfers for FY18. Reminder: All match funds must have, at minimum, a zero balance (actual expenditures to revenue). Submit match budget requests (original or revision) to OGCA in advance; OFA will not approve any revenue transfer in excess of the approved budget. • Deposit all cash receipts <u>including credit card deposits</u> by 4 PM with Business Office. Close all cashier sessions by 6 PM. • Last date for issuing and delivering FY18 checks (non-payroll). • Date goods or services must be received or invoiced to be FY18 accounts payable. • List undelivered checks. • Physical inventory cutoff date. • Record last check number used (AP, hand pay, & PR). • FY18 fiscal year ends.
July 2	<ul style="list-style-type: none"> • Cycle 12 closes (reports can be run).
July 4	<ul style="list-style-type: none"> • FINAL FY18 Labor Reallocation (R11-R14) at FY18 Staff Benefit Rates
July 4/5	<ul style="list-style-type: none"> • Holiday
July 6	<ul style="list-style-type: none"> • Units with inventories must submit inventory lists (with copies of count sheets), associated inventory reconciliation, and JV’s to Finance & Accounting. • FY18 Journal Vouchers submitted to Finance & Accounting by this date guaranteed to post to FY18; after this date, until July 14, Journal Vouchers posted to FY18

	<p><u>only if time permits.</u></p> <ul style="list-style-type: none"> • Authorized position attribute adjustments resume.
July 9	<ul style="list-style-type: none"> • MUST submit all FY18 travel expense reports submitted to Accounts Payable at Finance & Accounting by 5 PM in order to pay prior to FY18 encumbrance roll. OFA will process FY18 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	<ul style="list-style-type: none"> • Last day for FY18 encumbrance transactions, including deletes, by 3 PM. • Last day A/P canceled checks to be reissued. • Office of Finance & Accounting closes at NOON.
July 14	<ul style="list-style-type: none"> • R15 payroll period posts to Banner (no FY18 LR, June 24-30, for this period).
July 16	<ul style="list-style-type: none"> • 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 FY18 financial statements will be entered (generally \$10,000 or more).
July 17	<ul style="list-style-type: none"> • ONLY Labor Reallocation run for FY18 portion of R15 at FY18 staff benefit rates. – runs at 1 pm
July 18	<ul style="list-style-type: none"> • 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 19	<ul style="list-style-type: none"> • Deadline for entering/tagging FY18 fixed asset equipment.
July 20	<ul style="list-style-type: none"> • General Ledger Roll. • Encumbrance Roll. • Budget Roll.
July 26	<ul style="list-style-type: none"> • EasyBiz reconciliations due to OFA.

Please refer to University of Alaska's [Year End Instructions](#) for full details of process requirements.

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