

FY 2008-09 CLOSING AND RELATED YEAR END FUNCTIONS

Revised:

Activity Number	ACTIVITY DESCRIPTION	DAY	DATE	Prior Year Activity Number	WHO**	Completed
1	Requisitions for capital equipment and major supplies which must be received AND PAID FOR by 6/30 must be in to Purchasing.	FRI	3-Apr-09	4	BM	<input checked="" type="checkbox"/>
2	Accounting prepares a detailed schedule for completion of the Financial Report.	THU	7-May-09	86	mdw	<input checked="" type="checkbox"/>
3	Runs SPRING PARS after payroll update	MON	11-May-09	9	kkh	<input checked="" type="checkbox"/>
4	Year-end calendar finalized & available on web.	FRI	15-May-09	8	klp	<input checked="" type="checkbox"/>
5	Run form POC reminders report	FRI	15-May-09		Property Acct	<input checked="" type="checkbox"/>
6	Send email to Bursar at all campuses requesting any new aid status codes implemented during the current fiscal year Update the GASB Aid Status Report with changes	WED	20-May-09	7	klp	<input checked="" type="checkbox"/>
7	Mail form POC reminders to departments	WED	20-May-09		Property Acct	<input checked="" type="checkbox"/>
8	Notice of outstanding payroll items in 9101XXXX accounts as of April 30 will be distributed to departments.	THU	21-May-09	10	slu	<input checked="" type="checkbox"/>
9	Accounting systems/chart of accounts manager creates new year income hold accounts for 691X type funds and SSACI, 13XXXXXX type funds. Communicate new numbers to bursar areas at WL and regional campuses	MON	25-May-09	6	slu	<input checked="" type="checkbox"/>
10	Accounting will verify with SMAS and BFP any changes to department names/numbers. Changes, if any, will be communicated through the DEPTHDR list serve	TUE	26-May-09	3	slu	<input checked="" type="checkbox"/>
11	Send departments listings of loans and leases for verification of existence	TUE	26-May-09		Property Acct	<input checked="" type="checkbox"/>
12	Departments should review outstanding commitments. Process a F26 for any commitments that should be relieved.	WED	27-May-09	11	BM	<input checked="" type="checkbox"/>
13	Prepare year-end JV's for Telecom. This includes: (1) any approved transfers from reserves to fund current-year purchases, (2) transfer of depreciation expense to reserve Fund 81010053 for current-year depreciation on assets with Location Code = TELS, and (3) transfer of depreciation expense to the applicable Telecom reserve Fund for any subsequent capital asset purchases not at Location Code = TELS and for which the Telecom operating Fund did not already pay. Note that Location Code = TELS is used only for those capital assets included in the telecommunications system placed in service on 03-01-97 and funded by issuance of bonds Series K and Series L	FRI	29-May-09	13	lmw	<input checked="" type="checkbox"/>
14	Remind Planned Giving to keep endowment agreements flowing quickly during the month of June so that all possible endowment revenues can be recognized in current fiscal year.	FRI	29-May-09	14	klv	<input checked="" type="checkbox"/>
15	Request land values from AG for properties held as endowments in perpetuity	MON	1-Jun-09		klv	<input checked="" type="checkbox"/>
16	HR Budget Retraction - N/A this year 08-09	THU	4-Jun-09	16	HRS	<input checked="" type="checkbox"/>
17	Request data for Outstanding Parking Tickets and Write-Offs.	FRI	5-Jun-09	20	lmw	<input checked="" type="checkbox"/>
18	Check to make sure business office and Advancement recharge do not have income or expense.	FRI	5-Jun-09	21	kjr	<input checked="" type="checkbox"/>

19	New Year Salary statements generated - N/A this year 08-09	THU	11-Jun-09	23	HRS blb	<input checked="" type="checkbox"/>
20	PARS to correct ALL SEMESTERS including SPRING that require processing in JUNE to meet year end closing deadlines must be to Costing.	FRI	12-Jun-09	22	BM	<input checked="" type="checkbox"/>
21	Check with Regional campuses regarding year end accruals related to Campus Housing	FRI	12-Jun-09	24	klp	<input checked="" type="checkbox"/>
22	Restricted/Unrestricted Funds Accountant will distribute requests for inventory balances as of 6/30 to appropriate departments. Responses due back to Accounting 7/12.	FRI	12-Jun-09	25	kjr	<input checked="" type="checkbox"/>
23	Validate no cash balances on FR funds	FRI	12-Jun-09		KJR	<input checked="" type="checkbox"/>
24	Suspense adjustments requiring SPS approval are due to the SPS mail desk. After 6/30 there will be: No commitment activity. No SPS fund activity. No appropriated fund activity. Adjustments to Work Study must be done in the new year NOTE: Departments are responsible for suspense lists dated prior to 6/12. Exceptions to use general or Ag appropriated funds must be approved by Budget & Fiscal Planning/Unrestricted Funds Accountant since Budget carry forwards are based on 6/30 balances.	MON	15-Jun-09	27	BM	<input checked="" type="checkbox"/>
25	CMIP interest distribution due in Accounting.	MON	15-Jun-09	29	kiv tkm	<input checked="" type="checkbox"/>
26	Validate SPS outstanding accounts receivables	TUE	16-Jun-09	34	SPS kjr	<input checked="" type="checkbox"/>
27	All physical inventories completed Data to property accounting	FRI	19-Jun-09		Property Acct	<input checked="" type="checkbox"/>
28	All suspense lists for 7/1 - 5/31 need to be cleared. Funds 91010000 and 9201XXXX	FRI	19-Jun-09	12	BM	<input checked="" type="checkbox"/>
29	Service Enterprise recharge fund balance transfer amounts for current fiscal year University Contributions (GL account 330050) due to Plant Funds Accountant	FRI	19-Jun-09	35	jpw	<input checked="" type="checkbox"/>
30	Departments must key all prior year CD01 documents to be included in 08-09 fiscal year	FRI	19-Jun-09	37	BM	<input checked="" type="checkbox"/>
31	Upload of final corrected CMIP distribution, upload Current Yield Pool CMIP distribution document, upload SPS Federal Interest - CMIP document and ERP document.	FRI	19-Jun-09	38	lb kiv	<input checked="" type="checkbox"/>
32	Correct miss postings to fringe benefits	FRI	19-Jun-09	76	slu	<input checked="" type="checkbox"/>
33	Record CMIP and interest dividend accrual	FRI	19-Jun-09		kiv slb	<input checked="" type="checkbox"/>
34	Invoice Vouchers for personal services due to central disbursement desk	MON	22-Jun-09		BM	<input checked="" type="checkbox"/>
35	All direct vouchers for vendors and travel reimbursements need to be into the central disbursement desk. Please hold new year direct vouchers until 7/01/09	WED	24-Jun-09	31	BM	<input checked="" type="checkbox"/>
36	All form 26s (changes to orders) due to Purchasing.	WED	24-Jun-09	30	BM	<input checked="" type="checkbox"/>
37	Reconciling PSCD uploads to UCO	WED	24-Jun-09		BM	<input checked="" type="checkbox"/>
38	All back up for parked documents must be to Accounting Services to be posted in current fiscal year.	THU	25-Jun-09	32	BM	<input checked="" type="checkbox"/>
39	Intramurals for June charges due to ACCT for June processing.	THU	25-Jun-09	33	BM	<input checked="" type="checkbox"/>

40	Record interest included in payment received for North Farm Sale (through 2009)	THU	25-Jun-09	42	jpw	<input checked="" type="checkbox"/>
41	Request CES Education Fund Report from Extension Field Staff B.O. (Post at 6/33)	THU	25-Jun-09	43	slu	<input checked="" type="checkbox"/>
42	CRVs requiring input into old year due to Bursar from departments.	THU	25-Jun-09	44	BM	<input checked="" type="checkbox"/>
43	Last demurrage upload completed (Cylinder Tracking).	THU	25-Jun-09	45	MMAD	<input checked="" type="checkbox"/>
44	Transfer of University Contributions (GL 330050) for Service Enterprise accounts to be completed	THU	25-Jun-09	48	jpw COST	<input checked="" type="checkbox"/>
45	Record Amortization of bond premiums.	THU	25-Jun-09	49	jpw	<input checked="" type="checkbox"/>
46	Transportation Services final upload.	THU	25-Jun-09	51	TRAN	<input checked="" type="checkbox"/>
47	Mail Services cutoff for departments to submit Mail Services Form 23s and packages (Fed Ex, UPS, motor freight, air freight) to be charged against old year funds.	FRI	26-Jun-09	40	BM	<input checked="" type="checkbox"/>
48	All parked documents must be posted or deleted prior to the close of the fiscal year.	FRI	26-Jun-09	39	ALL	<input checked="" type="checkbox"/>
49	All remaining documents (Journal Vouchers, Change in Budget, etc.) due to ACCT. THOSE NOT IN ACCT BY 9 AM WILL BE PROCESSED AS NEW YEAR'S DATA.	FRI	26-Jun-09	50	BM	<input checked="" type="checkbox"/>
50	Last day for uploads. Last day for Intramural, and JV uploads.	FRI	26-Jun-09	53	BM REG	<input checked="" type="checkbox"/>
51	Salary Statements express mailed to Regional Campuses - N/A not this year 08-09	FRI	26-Jun-09	54	B&FP	<input checked="" type="checkbox"/>
52	Record Debt Liability activity in Fund 8301XXXX. Reclassify treasury office debt payment from principle expense to current bond payable liability	FRI	26-Jun-09	56	jpw	<input checked="" type="checkbox"/>
53	Reclassify current debt to 8301XXXX fund Move dollars from non current to current liability for principle payments to be made in next FY	FRI	26-Jun-09	57	jpw	<input checked="" type="checkbox"/>
54	Salary Statements & Work Budgets released to all WL Business Offices (Pick up in B&FP) N/A not this year	FRI	26-Jun-09	58	blb	<input checked="" type="checkbox"/>
55	SRM orders greater than or equal to \$50K that charge a grant should be sent to Ruthann Sims in SPS for distribution and review by the appropriate Post award area.	MON	29-Jun-09	18	BM	<input checked="" type="checkbox"/>
56	FM Retraction	MON	29-Jun-09		B&FP	<input checked="" type="checkbox"/>
57	NOTE: 6/30 IS THE LAST WORKING DAY OF FY 2008-09	TUE	30-Jun-09	59	ALL	<input checked="" type="checkbox"/>
58	Regional's should calculate deferred expenses (primarily SS payroll and related fringe benefits) through 6/30. Rates to come from Res/Unres Accountant. Only for pay periods unique to Regional Campuses.	TUE	30-Jun-09	36	kjr REG	<input checked="" type="checkbox"/>
59	Last day to cancel invoices/checks in old year.	TUE	30-Jun-09	52	DISB	<input checked="" type="checkbox"/>
60	Regional's should calculate and record deferred income	TUE	30-Jun-09		kjr REG	<input checked="" type="checkbox"/>
61	Deadline for SRM ordering to be charged on current year funds. The PO must be in order status. If the PO needs to be sourced by Purchasing allow extra processing time. Contact the appropriate Purchasing Agent/Buying Assistant for larger dollar items to determine timing	TUE	30-Jun-09	41	BM	<input checked="" type="checkbox"/>

62	Last day for Development Services to upload (Express Lane). All gifts for deposit must be in by noon of the next to last working day of the year.	TUE	30-Jun-09	55	DS	<input checked="" type="checkbox"/>
63	After the 6/30 cutoff there will be: No commitment activity No WIP processing No SPS funds activity No appropriated fund activity No endowment activity. Note any CD01 changes made post 6/19 will affect new fiscal year, all CD01 documents needed for corrections in this fiscal year should be entered prior to June 19 No transactions affecting capital equipment GL accounts (537xxx or 540xxx except for objects 537005, 537010, 537015, and 537020).	TUE	30-Jun-09	60	ALL	<input checked="" type="checkbox"/>
64	Invoices processed during June will be aged according to normal monthly activities. Departments should note that expenses will be posted according to vendor terms on the invoice and commitment relief posted correspondingly. There will be a normal priority on discounted payments.	TUE	30-Jun-09	61	ALL	<input checked="" type="checkbox"/>
65	Copies of CD01 Documents that cleared payroll entries from HR suspense accounts due to costing.	TUE	30-Jun-09	63	Costing	<input checked="" type="checkbox"/>
66	June 30 CRVs due to ACCT from Bursar. Bursar to notify Dir. of Investments of any checks of significant amounts received after 6/30 CRV cutoff. (This should be done on last working day of the FY.)	TUE	30-Jun-09	64	BURS	<input checked="" type="checkbox"/>
67	Send reminder that no cancels or deletes on system issued checks in new year. After 6/30 notify accounting of any cancel/voids on checks issues prior to 6/30	TUE	30-Jun-09	66	klv DISB	<input checked="" type="checkbox"/>
68	Transfer CMIP distribution to Reserves. For June distribution and verify December was completed	TUE	30-Jun-09	68	lmw	<input checked="" type="checkbox"/>
69	SPS should ensure all deposits are made by 2pm	TUE	30-Jun-09	69	SPS	<input checked="" type="checkbox"/>
70	June 30 OBCs due to ACCT	TUE	30-Jun-09	70	ALL	<input checked="" type="checkbox"/>
71	June Student Loan Payments must be completed.	TUE	30-Jun-09	71	wjt	<input checked="" type="checkbox"/>
72	Contact Treasury to inquire on refunding plan in place for ST debt to assist in classification	TUE	30-Jun-09		jpw	<input checked="" type="checkbox"/>
73	Run blocked invoice report and two GR/IR reports, one for good receipts and the other for invoice receipts. Work with accounting to look at items greater than \$50K to make sure A/P posted correctly	TUE	30-Jun-09		gbs kjr	<input checked="" type="checkbox"/>
74	Delete all parked invoices	TUE	30-Jun-09		slu klp	<input checked="" type="checkbox"/>
75	Costing to validate that the income and expense subsidy (recharge) GL accounts are zero.	TUE	30-Jun-09	72	COST	<input checked="" type="checkbox"/>
76	Accounting to request the running of the Sick accrual for fiscal year end query	TUE	30-Jun-09		jmb slu	<input checked="" type="checkbox"/>
77	Open and Close Mass Period Processing in FM Ledger	TUE	30-Jun-09	73	slu	<input checked="" type="checkbox"/>
78	Close earmarked funds-funds reservations	TUE	30-Jun-09	74	slu	<input checked="" type="checkbox"/>
79	Generate the Compensated Absences reports	TUE	30-Jun-09	75	slu	<input checked="" type="checkbox"/>
80	Kick off June Month End Close	TUE	30-Jun-09	77	klp slu	<input checked="" type="checkbox"/>

81	Form 9's received after this date will be processed as new year, unless they are for disposal of equipment or equipment to be taken to the warehouse; in which case if the form was signed by the department before 6/30, we process as old year. Purchases on SPS accounts that need a journal voucher need to be in by the June 26 deadline or made into a 4XXXXX and a journal voucher prepared in the new year	TUE	30-Jun-09		Property Acct	<input checked="" type="checkbox"/>
82	Execute AJRW and AJAB in the asset module to close FY To close prior FY and open new FY	TUE	30-Jun-09		lmw	<input checked="" type="checkbox"/>
83	First working day of new year.	WED	1-Jul-09	78	ALL	<input checked="" type="checkbox"/>
84	Request frozen file of gift/pledges system from Development IT.	WED	1-Jul-09	65	jaw	<input checked="" type="checkbox"/>
85	Update Term Based Accounting in Banner for bursar transactions	WED	1-Jul-09		mlh BURSAR	<input checked="" type="checkbox"/>
86	June 2009 WIP billing to post in June business	WED	1-Jul-09		ssm pfbo	<input checked="" type="checkbox"/>
87	Send pollution remediation inquires	WED	1-Jul-09		jpw	<input checked="" type="checkbox"/>
88	Property accounting to reconcile GIK	WED	1-Jul-09		lmw jaw	<input checked="" type="checkbox"/>
89	Carry forward open documents FMJ2 - purchase order commitments	WED	1-Jul-09	79	slu	<input checked="" type="checkbox"/>
90	Carry forward GL balances and close to fund balance	WED	1-Jul-09		klp	<input checked="" type="checkbox"/>
91	Departments need to process property management form 12s and outside activity form 32s for new year.	THU	2-Jul-09	80	BM	<input checked="" type="checkbox"/>
92	Prepare Land Grant Claim.	THU	2-Jul-09	81	jpw	<input checked="" type="checkbox"/>
93	Prepare Veterinary Research Claim.	THU	2-Jul-09	82	jpw	<input checked="" type="checkbox"/>
94	Request Claim accrual information from Staff Benefits Specialist, HR	THU	2-Jul-09	83	lmw	<input checked="" type="checkbox"/>
95	Athletics send Premium Seating entry to Plant Funds Accountant for review	THU	2-Jul-09	85	jpw ATHL	<input checked="" type="checkbox"/>
96	Contact Space Management inquiring any buildings that have been demolished/added during the year	THU	2-Jul-09	88	jpw	<input checked="" type="checkbox"/>
97	Request Student Management Investment Fund (SMIF) 6/30 Market Value from PRF.	THU	2-Jul-09	89	klv	<input checked="" type="checkbox"/>
98	Complete reconciliation of the CMIP distribution.	THU	2-Jul-09	151	klv lb	<input checked="" type="checkbox"/>
99	Holiday.	FRI	3-Jul-09	90	ALL	<input checked="" type="checkbox"/>
100	Adjust inventory balance for Golf Course (Athletics prepares JV.)	MON	6-Jul-09	91	kjr	<input checked="" type="checkbox"/>
101	Review Continuing Education closing objects and make necessary corrections.	MON	6-Jul-09	94	kjr	<input checked="" type="checkbox"/>
102	Review overhead general ledger accounts and make necessary corrections.	MON	6-Jul-09	95	slu	<input checked="" type="checkbox"/>
103	Transfer excess funds from Airport operations to Airport Development Reserve (requests Accounting prepare JV).	MON	6-Jul-09	96	lmw	<input checked="" type="checkbox"/>
104	Transfer funds from Parking Reserve to operating account to cover overdraft.	MON	6-Jul-09	97	lmw	<input checked="" type="checkbox"/>
105	June Month Close	MON	6-Jul-09		ACCT	<input checked="" type="checkbox"/>
106	Prepare FHIT Reconciliation's as of 6/30. Process JV for balance on GL 110010 on 8302 funds	TUE	7-Jul-09	92	jpw	<input checked="" type="checkbox"/>

107	Prepare Capitalized Interest Reports. Needed for capitalizing assets.	TUE	7-Jul-09	93	jpw	
108	All remaining essential documents must be in ACCT for the 6/31 update. (Upload docs are due by noon on 7/09.) No commitment activity, no WIP processing, no SPS funds activity.	TUE	7-Jul-09	98	BM kjr	<input checked="" type="checkbox"/>
109	Back up chart of accounts: Funds, Funds center/cost centers, RIO/funded programs, SIO and GL accounts	TUE	7-Jul-09	99	CMDT slu	<input checked="" type="checkbox"/>
110	Request 6/30 market value of any securities not liquidated before 6/30, if any, from PRF (Bruce Pershing).	TUE	7-Jul-09	101	jaw	<input checked="" type="checkbox"/>
111	June 30 Inventory Statements are due in ACCT.	TUE	7-Jul-09	102	BM	<input checked="" type="checkbox"/>
112	Prepare FMBB and JV's to move funds from the GF to the WIP accounts to cover non billable hours	TUE	7-Jul-09		ssm pfbo	<input checked="" type="checkbox"/>
113	Close appropriate 2202xxxx fund accounts to 21010000 fund. Horseman class - no FMBB	THU	9-Jul-09	103	kjr	<input checked="" type="checkbox"/>
114	Eliminate 3, 4 and 5 type GL accounts in agency funds.	THU	9-Jul-09	104	klv	<input checked="" type="checkbox"/>
115	Prepare 6/30 Internal Loan Report. (Verify that Due To/Due From nets to zero.)	THU	9-Jul-09	105	jpw	<input checked="" type="checkbox"/>
116	Complete reconciliation of General, Payroll, Medical, Short Term Disability, and school as lender Bank Accounts	THU	9-Jul-09	106	klv lb slb	<input checked="" type="checkbox"/>
117	Record PMU AR	THU	9-Jul-09	g	PMU ggk	<input checked="" type="checkbox"/>
118	Accounting will notify IT to copy 6/30 check reconciliation file to FI.RCN630XX(bank info must be here). Notify Internal Audit. Notify ECCO when it's okay to cancel and delete checks(Legacy Checks only)	THU	9-Jul-09	107	klv lb slb	<input checked="" type="checkbox"/>
119	Federal Student Loans (Perkins & Health Professional) must have a positive cash balance	THU	9-Jul-09	109	cch REG	<input checked="" type="checkbox"/>
120	HFS Second Close	THU	9-Jul-09		HFS slu	<input checked="" type="checkbox"/>
121	All equipment must be tagged or have valid reason for not being tagged	FRI	10-Jul-09		Property Acct	<input checked="" type="checkbox"/>
122	All form 9's for FY 2008-09 must be complete	FRI	10-Jul-09		Property Acct	<input checked="" type="checkbox"/>
123	Delete all parked documents that have not posted for the fiscal year.	FRI	10-Jul-09	67	slu	<input checked="" type="checkbox"/>
124	Prepare Budget/Actual analysis and make corrections as needed.	FRI	10-Jul-09	110	mdw cjm blb	<input checked="" type="checkbox"/>
125	Prepare Pending and Clearing Report - for gift accounting	FRI	10-Jul-09	111	jaw	<input checked="" type="checkbox"/>
126	Verify cash and A/R balances on WIP funds are zero.	FRI	10-Jul-09	112	klp	
127	Allocate parking garage cost to units (HFS prepares 6/31 JV).	FRI	10-Jul-09	113	lmw llj	<input checked="" type="checkbox"/>
128	Reconcile PSCD outstanding balances to general ledger. University Collection Office to provide reconciliation report to KJR.	FRI	10-Jul-09	114	UCO emd	<input checked="" type="checkbox"/>
129	Record current year summer session revenue deferral. WL Campus	FRI	10-Jul-09	115	slu	<input checked="" type="checkbox"/>
130	FMBB/JV to be prepared for the JLD Program reimbursing the 21010000 fund for S&E, S&W and fringes. (work study)	FRI	10-Jul-09	116	kjr wjt	<input checked="" type="checkbox"/>
131	Reconcile Cash to Available Balances.	FRI	10-Jul-09	117	kjr mdw	<input checked="" type="checkbox"/>

132	Record accrued revenue receivable for Intercollegiate Athletics. (Athletics prepares JV).	FRI	10-Jul-09	118	ATH lmw	<input checked="" type="checkbox"/>
133	Accrue interest expense payable for bonds and notes payable.	FRI	10-Jul-09	120	jpw	<input checked="" type="checkbox"/>
134	Accrue interest receivable on assets held in bond trustee accounts. (Applicable to bond issue in proximity 6/30 with interest due from issue date)	FRI	10-Jul-09	121	jpw	<input checked="" type="checkbox"/>
135	Record receivable and corresponding bad debt expense for outstanding parking fines.	FRI	10-Jul-09	123	lmw	<input checked="" type="checkbox"/>
136	Prepare Transfer Analysis to verify that transfer objects net to zero.	FRI	10-Jul-09	125	jpw	<input checked="" type="checkbox"/>
137	Post deferred revenue from Premium Seating	FRI	10-Jul-09	127	jpw	<input checked="" type="checkbox"/>
138	Reconcile 699999 and 8XXXXX GL accounts	FRI	10-Jul-09	128	slu	<input checked="" type="checkbox"/>
139	Check with the College of Agriculture and Physical Facilities regarding derivative activity	FRI	10-Jul-09	130	mdw	<input checked="" type="checkbox"/>
140	Reconcile and post external Investment Manager Monthly Activity for June - Debt, UEP, SEP and CMIP.	FRI	10-Jul-09	133	klv lb	<input checked="" type="checkbox"/>
141	Ensure that all cash documents have processed. Also check with regional's to ensure that all cash documents post to reflect bank balances	FRI	10-Jul-09	134	klv lb REG	<input checked="" type="checkbox"/>
142	Request data (or estimate) for Purdue Alumni Payable.	FRI	10-Jul-09	135	kjr	<input checked="" type="checkbox"/>
143	Prepare 6/31 Internal Loan Report and Annual Summary. (Verify that Due To/Due From net to zero.)	FRI	10-Jul-09	136	jpw	<input checked="" type="checkbox"/>
144	Post Securities Lending Fee gross up in accordance with GASB 28.	FRI	10-Jul-09	139	klv lb	<input checked="" type="checkbox"/>
145	HFS pcard accrual entries to be sent to HFS for review	MON	13-Jul-09	150	ECCO	<input checked="" type="checkbox"/>
146	Fall Housing assessed	MON	13-Jul-09		wjt	<input checked="" type="checkbox"/>
147	ZBA (Revolving Fund) Reimbursement JV processed	MON	13-Jul-09		mlh BURSAR	<input checked="" type="checkbox"/>
148	Mellon reconciliation of University accounts with Investment activity to 6/31 general ledger.	MON	13-Jul-09	132	klv slb	<input checked="" type="checkbox"/>
149	Open Period 12 to post the 6/31 uploads.	MON	13-Jul-09	131	ACCT	<input checked="" type="checkbox"/>
150	HFS pcard accrual entries review completed and returned	TUE	14-Jul-09		HFS	<input checked="" type="checkbox"/>
151	JV to be prepared for Risk Management. Entry moves all cash balances in appropriate 2406XXXX funds.	TUE	14-Jul-09	140	lmw	<input checked="" type="checkbox"/>
152	Verify that account balances older than two months have cleared	TUE	14-Jul-09	141	kjr	<input checked="" type="checkbox"/>
153	Tuition Discounting information is due from Bursar areas to ACCT.	TUE	14-Jul-09	143	BURS REG klp	<input checked="" type="checkbox"/>
154	Review overhead general ledger accounts and make any necessary corrections.	TUE	14-Jul-09	144	slu	<input checked="" type="checkbox"/>
155	Request Loan Receivable Information from Regional's.	TUE	14-Jul-09	145	klv	<input checked="" type="checkbox"/>
156	Reconciliation of FM to FI after 6/31	TUE	14-Jul-09	147	cjm mdw	<input checked="" type="checkbox"/>
157	Fall tuition and fee assessments	WED	15-Jul-09	108	wjt	<input checked="" type="checkbox"/>
158	Ensure all completed capital construction projects have received asset processing including any componentization	WED	15-Jul-09	126	jpw	<input checked="" type="checkbox"/>

159	Prepare budget/actual analysis and make any necessary corrections.	WED	15-Jul-09	137	mdw cjc blb	<input checked="" type="checkbox"/>
160	Reconcile cash to available balance and make necessary corrections.	WED	15-Jul-09	138	kjr mdw	
161	HFS 6/31A adjusting entries must be completed.	WED	15-Jul-09	148	HFS	<input checked="" type="checkbox"/>
162	All pcard charges are to be allocated by reconcilers	WED	15-Jul-09	149	ECCO	<input checked="" type="checkbox"/>
163	HFS pcard accrual entry to post at 6/32	WED	15-Jul-09	160	ECCO slu	<input checked="" type="checkbox"/>
164	Ensure all state claims were received and posted for the FY - agree to B&FP allocation and issue final monthly claim report. Also, if applicable, prepare appropriation receivable entry	THU	16-Jul-09	119	jpw	<input checked="" type="checkbox"/>
165	Record Summer session deferral WL	THU	16-Jul-09		kjr	<input checked="" type="checkbox"/>
166	6/32 essential documents are due in ACCT. (Central offices' emergency correcting documents accepted for 6/32 update.)	THU	16-Jul-09	142	ALL	<input checked="" type="checkbox"/>
167	Transfer cash balances from dorm operating accounts to CR&R (HFS prepares JV) HFS 6/32 documents to ACCT in upload format.	FRI	17-Jul-09	152	jpw HFS	<input checked="" type="checkbox"/>
168	Adjust inventories to actual at 6/30.	MON	20-Jul-09	201	kjr	<input checked="" type="checkbox"/>
169	Record Athletics rec and payable accrual	MON	20-Jul-09		jpw ATHL	<input checked="" type="checkbox"/>
170	Defer Undistributed Fees	MON	20-Jul-09		kjr	<input checked="" type="checkbox"/>
171	HFS 6/32 adjusting entries must be completed	MON	20-Jul-09		HFS	<input checked="" type="checkbox"/>
172	Post unclaimed bank cash entries	MON	20-Jul-09		klv	<input checked="" type="checkbox"/>
173	Grad fee remit subsidy data due for upload.	TUE	21-Jul-09	155	COST	
174	Property accounting run listing of property additions for FY after 6/32 to support IPEDS (static listing required to foot IPEDS to note 7)	TUE	21-Jul-09		lmw	<input checked="" type="checkbox"/>
175	REMINDER: Avoid activity on operating accounts/funds after 6/32	TUE	21-Jul-09	154	ALL	<input checked="" type="checkbox"/>
176	Open period 12 to post 6/32 uploads.	TUE	21-Jul-09	153	ACCT	
177	Record pre-paids.	WED	22-Jul-09	122	kjr	<input checked="" type="checkbox"/>
178	All remaining July FMBB documents for manual carry forwards due to Accounting.	WED	22-Jul-09	157	BM	<input checked="" type="checkbox"/>
179	Carry Forward Residual Budget in FM for non-grant (fmmpcovr)	THU	23-Jul-09	158	slu klp	<input checked="" type="checkbox"/>
180	Carry Forward Residual Budget in FM for Grant - Cost sharing accounts	THU	23-Jul-09	159	slu klp	<input checked="" type="checkbox"/>
181	Reconciliation of FM to FI after 6/32		23-Jul-09	162	cjm mdw	<input checked="" type="checkbox"/>
182	Prepare 6/32 CR&R reports.	THU	23-Jul-09	163	HFS	<input checked="" type="checkbox"/>
183	Restricted/Unrestricted Funds Accountant to prepare Cash-in-Transit document	THU	23-Jul-09	164	kjr	<input checked="" type="checkbox"/>
184	Record CES activity	THU	23-Jul-09		slu	
185	Check value of Medicare part D contributions for the year with Teresa Wesner	FRI	24-Jul-09	166	klp	

186	Record accrual for medical insurance claims, including estimated liability for those incurred but not reported, and workers compensation claims.	FRI	24-Jul-09	167	lmw	
187	Mellon reconciliation of University accounts with Investment activity to 6/32 general ledger.	MON	27-Jul-09	177	klv slb	<input checked="" type="checkbox"/>
188	Separately Held Distribution (7/1 Effective date)	TUE	28-Jul-09	168	klv lb	<input checked="" type="checkbox"/>
189	Complete 6/30 endowment pool market evaluations.	WED	29-Jul-09	169	klv lb	<input checked="" type="checkbox"/>
190	Overhead Elimination due for upload from Accounting Systems/Chart of Accounts Mgr	WED	29-Jul-09	170	slu	<input checked="" type="checkbox"/>
191	Reconcile endowment pool program to 6/30 general ledger.	WED	29-Jul-09	171	klv	<input checked="" type="checkbox"/>
192	Complete gain/loss JV for endowment pool withdrawals.	WED	29-Jul-09	172	klv slb	<input checked="" type="checkbox"/>
193	Review regional housing payments for prepaids.	WED	29-Jul-09	173	kjr	<input checked="" type="checkbox"/>
194	Endowment income distribution complete . (7/1 Effective date)	WED	29-Jul-09	174	klv lmw slb	<input checked="" type="checkbox"/>
195	Endowment distribution data for endowment reports added to SAP (send B@P article).	WED	29-Jul-09	175	klv	<input checked="" type="checkbox"/>
196	Correct one-sided transfers.	THU	30-Jul-09	178	jpw	<input checked="" type="checkbox"/>
197	Eliminate HFS physical facilities subsidy on PMU fund 24010000 and GL accounts 433030, 433040, and 433050	THU	30-Jul-09	180	jpw	<input checked="" type="checkbox"/>
198	Record interest and dividend accrual UE, SEP, Debt and adjust CMIP	THU	30-Jul-09	181	klv slb	<input checked="" type="checkbox"/>
199	Record Securities Lending net June earnings	THU	30-Jul-09	183	klv lb	<input checked="" type="checkbox"/>
200	Reverse Auxiliary Administrative overhead charge and record as transfer.	THU	30-Jul-09	184	kjr	<input checked="" type="checkbox"/>
201	Record cash collateral held for Securities Lending activity in accordance with GASB 28.	THU	30-Jul-09	185	klv lb	<input checked="" type="checkbox"/>
202	Eliminate capital equipment assets recorded in operating accounts and record as capital expenditure. (New procedure in 2002.) Ensure no capital equipment in properly recorded in 538XXX	THU	30-Jul-09	186	lmw	<input checked="" type="checkbox"/>
203	CMIP and Debt accounts need to be appropriately classified into Cash and Cash Equivalents, Current and Non-Current categories. (Reference FR Policy 2002-3)	THU	30-Jul-09	187	klv	<input checked="" type="checkbox"/>
204	Memos on status of accounts outside established net asset (fund balance) limits as of 5/31 (identified on the Questionable Balance Report) for 2202xxxx, 2204xxxx, 2205xxxx, 2206xxxx, 2406xxxx, 3205xxxx and 3309xxxx funds must be sent to the Comptroller, FREH by 6/16 for approval to carry forward balances outside of tolerance.	FRI	31-Jul-09	188	BM	
205	Bad Debt Expense data due for upload.	FRI	31-Jul-09	189	kjr	<input checked="" type="checkbox"/>
206	Request and record PU press AR	FRI	31-Jul-09		kjr	<input checked="" type="checkbox"/>
207	Adjust Reappropriated Reserve for dept. carry forward amounts.	FRI	31-Jul-09	190	mdw	<input checked="" type="checkbox"/>
208	Adjust Reappropriated Reserve for S&W payable for funds 21010000, 21020000, 21030000 and 21040000.	FRI	31-Jul-09	191	mdw	<input checked="" type="checkbox"/>

209	Adjust Reappropriated Reserve for summer session expense.	FRI	31-Jul-09	192	mdw	<input checked="" type="checkbox"/>
210	Record A/R reserve for funds 21010000, 21020000, 21030000 and 21040000.	FRI	31-Jul-09	193	mdw	<input checked="" type="checkbox"/>
211	Record Farms - Cattle Inventory	FRI	31-Jul-09	194	lmw	<input checked="" type="checkbox"/>
212	Record Construction Payables - Adjust CIP GL for any accrued payables on capital projects	FRI	31-Jul-09	195	jpw	<input checked="" type="checkbox"/>
213	Post UEP & CMIP Manager fee accruals for any expenses not included in Vendor Payable	FRI	31-Jul-09	198	klv	<input checked="" type="checkbox"/>
214	WAI Business Analyst to work with DSS DBA to drop appropriate historical data.	FRI	31-Jul-09	199	WAI	
215	Adjust Inventory Reserve on 21010000 fund. Reserve on Coal adjustment	FRI	31-Jul-09	202	mdw	<input checked="" type="checkbox"/>
216	For new year - prepare wire transfer\ for Purdue Alumni Payable.	FRI	31-Jul-09	203	kjr	<input checked="" type="checkbox"/>
217	Prepare Tuition Discounting FR JV.	FRI	31-Jul-09	204	klp	<input checked="" type="checkbox"/>
218	Record bad debt expense for A/R other than PSCD system.	FRI	31-Jul-09	205	kjr	<input checked="" type="checkbox"/>
219	Accrue SPS AR	FRI	31-Jul-09		kjr	<input checked="" type="checkbox"/>
220	Record Purdue Alumni Payable (as soon as data are available or use a reasonable estimate).	FRI	31-Jul-09	206	kjr	<input checked="" type="checkbox"/>
221	Verify cash balance for funds 21020000, 21030000, 21040000 and 21050000.	FRI	31-Jul-09	207	kjr	
222	Verify overhead for regional campuses.	FRI	31-Jul-09	208	slu	
223	Record Compensated Absences Accrual	FRI	31-Jul-09		slu	<input checked="" type="checkbox"/>
224	Record Sick leave accrual	FRI	31-Jul-09		slu	<input checked="" type="checkbox"/>
225	Record gifts-in-transit and securities receivable from foundations	FRI	31-Jul-09	209	jaw	<input checked="" type="checkbox"/>
226	Record pledges accrual.	FRI	31-Jul-09	210	jaw	<input checked="" type="checkbox"/>
227	Student Loans Current and Non-Current Receivable and Allowance	FRI	31-Jul-09	211	klv	<input checked="" type="checkbox"/>
228	Record Mark to Market for all investments, according to GASB 31.	FRI	31-Jul-09	212	klv lb	<input checked="" type="checkbox"/>
229	Reconcile 2101XXXX General Fund Balance	FRI	31-Jul-09	213	clm mdw	<input checked="" type="checkbox"/>
230	Record Market allocation to endowment external entity accounts (1101xxxx).	FRI	31-Jul-09	214	klv lb	<input checked="" type="checkbox"/>
231	6/33 uploads due to ACCT.	FRI	31-Jul-09	215	ALL	<input checked="" type="checkbox"/>
232	Banner/SAP clearing accounts reconciled and support to Accounting	FRI	31-Jul-09		BURSAR	
233	Review revolving funds actual balances at 6/30 compared to GL account and record any material different	FRI	31-Jul-09		slb klv	<input checked="" type="checkbox"/>
234	Begin WBAA statements	MON	3-Aug-09	244	jaw	<input checked="" type="checkbox"/>
235	Validate trust agreements that are reported to accounting from PRF	TUE	4-Aug-09		slb	
236	Record IU fringe benefit	TUE	4-Aug-09		klp	
237	Record market adjustment for land held in endowments GASB 52	TUE	4-Aug-09		klv	<input checked="" type="checkbox"/>
238	Outstanding checks- move liability balance of ZBA funds with o/s checks to C&CE line of FR	TUE	4-Aug-09		klv	<input checked="" type="checkbox"/>

239	Non-HFS pcard accrual entry to post at 6/33	TUE	4-Aug-09	217	ECCO slu	<input checked="" type="checkbox"/>
240	Close period 13 for all 6/33 entries Open period 14 to begin posting 6/34 entries. (Reminder: After 6/32, FRs do not affect statements and online balances. Accounting Services will run checks to make sure departments are NOT posting to period 13.	TUE	4-Aug-09	216	ACCT	<input checked="" type="checkbox"/>
241	Run Vendor Payable report for July 1-31st. And record appropriate accrual	WED	5-Aug-09	176	kjr	<input checked="" type="checkbox"/>
242	Variance analysis SNA GL changes greater than \$1M and 15% and RECNA GL changes greater than \$500K. Deferred fee receivable comparison to deferred liabilities	WED	5-Aug-09		klp mdw	
243	Validate pending and clearing accounts - deposits and deferred revenue to ensure correct classifications	WED	5-Aug-09		klp mdw	
244	Check Information on Pension Note 12 - PERF website	WED	5-Aug-09	219	mdw	<input checked="" type="checkbox"/>
245	Validate no cash balances on FR funds	WED	5-Aug-09	220	kjr	<input checked="" type="checkbox"/>
246	July month end close	WED	5-Aug-09		ACCT	<input checked="" type="checkbox"/>
247	Costing to perform the re-investment in facilities calculation	THU	6-Aug-09	221	COST	
248	Duplicate Expense data due for upload.	THU	6-Aug-09	222	slu	
249	Close remaining fee remits to student aid (Be sure not to hit closed accounts).	FRI	7-Aug-09	223	COST	
250	Validate major construction projects (greater than \$2M in budget dollars) that have gained approvals after year end prior to FR being published (MDA tables)	FRI	7-Aug-09		jpw	
251	Prepare 6/33 Internal Loan Report and Annual Summary. (Verify that Due To/Due From net to zero.)	FRI	7-Aug-09	226	jpw	
252	Prepare 6/33 Transfer Analysis.	FRI	7-Aug-09	227	jpw	
253	Verify overhead elimination entries.	FRI	7-Aug-09	228	slu	
254	Reclassify fund balance on restricted 8101XXXX reserve accounts. The purpose of this step is to move restricted reserves to restricted fund because 8101 rolls to unrestricted on financial report	TUE	11-Aug-09	232	jpw	
255	Post fund balance adjustment for 8201XXXX construction funds to allocate dollars restricted versus unrestricted, this should include all companion accounts too	TUE	11-Aug-09	233	jpw	
256	Post an FR entry to move balances on 8202XXXX funds to corresponding 8301 fund for all debt series related to construction projects	TUE	11-Aug-09		jpw	
257	Prepare FR entry to add capitalized interest to assets placed in service during FY	TUE	11-Aug-09		jpw	
258	Prepare FR entry after all other asset FR are completed to move NIP to report in correct SNA category (one document per campus) Ensure that cash balances, if any, on 8301 funds have been resolved and prepare NIP reconciliations by campus	TUE	11-Aug-09		jpw	
259	Compiled regional balance sheets and re-appropriations due to Assistant Comptroller.	TUE	11-Aug-09	234	REG mdw	
260	Ross-Ade Foundation reclass	TUE	11-Aug-09		mdw	
261	2101 Fund Balance adjustment (reappropriated, A/R, change and revolving fund reserves)	TUE	11-Aug-09		mdw	<input checked="" type="checkbox"/>

262	6/34 documents due to ACCT.	TUE	11-Aug-09	235	ACCT	
263	Investments will submit Mellon's GASB 28 report on Securities Lending to Endowment Accountant. Accounting will evaluate any differences for materiality.	TUE	11-Aug-09	236	tkm sws klv	
264	Board of Trustees Distribution Report	TUE	11-Aug-09	237	klv	
265	FHIT Report to PRF and IA.	TUE	11-Aug-09	238	slb	
266	Run Vendor Payable report for Aug 1 - 11	TUE	11-Aug-09		kjr	
267	UEP and SEP undistributed gain to the appropriate Net Asset category	TUE	11-Aug-09	239	klv	
268	Post PRF Charitable Remainder Trusts	FRI	14-Aug-09	230	klv	
269	Close period 14 for all 6/34 open period 15 for posting 6/35 entries (Reminder: After 6/32, FRs do not affect statements and balances) Accounting Services will run checks to make sure departments did NOT post to period 14.	FRI	14-Aug-09	240	ACCT	
270	Validate no cash balances on FR funds	MON	17-Aug-09	241	kjr	
271	6/33 Comparative financial reports to JRS for EVP&T. Reconciliation of 21010000 300001 from B&FP.	MON	17-Aug-09	224	mdw	
272	Allocate Unrestricted Net Assets in accordance with EVP&T instructions. (Costing will provide F&A Depreciation Recovery numbers)	MON	17-Aug-09	225	mdw	
273	Financial Report mock up	MON	17-Aug-09		ACCT	
274	6/34 21010000 Comparative Balance Sheet	TUE	25-Aug-09	245	mdw	
275	Costing to Distribute approved fringe benefit budget rates.	FRI	28-Aug-09	242	COST	
276	Costing to forward Form, Request for Service, to SSG to change Grad & Staff fee remits for new year.	FRI	28-Aug-09	243	COST	
277	Start assembling Sub certification statements that go to deans, vice presidents and regional campuses	FRI	28-Aug-09		kjw	
278	Final Construction payable accrual posted, if necessary	MON	31-Aug-09		jpw	
279	Deliver SBOA all statement information, statements, notes, and MD&A	FRI	4-Sep-09	249	klp mdw	
280	LABOR DAY - HOLIDAY	MON	7-Sep-09	247	ALL	
281	Check to see if any additional fund balances on Restricted Reserve Accounts or Unrestricted Construction Accounts need to be reclassified for Financial Statement purposes	TUE	8-Sep-09	250	jpw	
282	6/35 documents due to ACCT.	TUE	8-Sep-09	251	ACCT	
283	Close period 15 (Reminder: After 6/32, FRs do not affect statements and balances) Accounting Services will run checks to make sure departments did NOT post to period 15	TUE	15-Sep-09	252	ACCT	
284	Download chart of accounts for facilities and administrative cost study	WED	16-Sep-09	229	COST	
285	Validate no cash balances on FR funds	WED	16-Sep-09	253	kjr	
286	Receive FAA report from Airport business office (if applicable). Verify if University Airport qualifies as Federal carrier and therefore must file FAA report	FRI	25-Sep-09	255	jpw	

287	Review and follow up for responses on 2202xxxx, 2204xxxx, 2205xxxx, 2206xxxx, 2406xxxx, 3205xxxx and 3309xxxx fund variances.	FRI	25-Sep-09	256	COST	
288	Request actual graduate figures to verify PAA dues.	TUE	20-Oct-09	258	kjr	
289	Statements, MD&A and notes to State Auditor	FRI	23-Oct-09		mdw	
290	Archive Accounting Services LAN files.	THU	29-Oct-09	259	klp	
291	Restricted/Unrestricted Funds Accountant to contact Vet School regarding status of Annual Report on the use of funds to the Indiana Horse Racing commission (as required by law).	THU	29-Oct-09	260	kjr	
292	Deliver a draft of the Available Funds report to the Treasury Office	FRI	30-Oct-09		jpw	
293	Deliver the draft system income report to the Treasury Office	FRI	30-Oct-09		jpw	
294	All reversing documents should be reversed	MON	11-Jan-10	5	slu klp	