

FY2019 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 31	<ul style="list-style-type: none"> Last day for FY19 committed (commit type "C") encumbrance transactions, including deletes, to Accounts Payable (including travel encumbrances) by 5 PM.
June 7	<ul style="list-style-type: none"> Last date to submit FY19 Budget Revisions for all funds to Finance & Accounting. FY20 Continuation Budget due to Finance & Accounting. FY20 Recharge Center rate proposals due to Finance & Accounting.
June 14	<ul style="list-style-type: none"> Dates of physical inventory and inventory instructions due to Finance & Accounting. Submit all FY19 petty cash receipts for reimbursement (petty cash activity that occurs after this date may process as FY19 until June 30).
June 20	<ul style="list-style-type: none"> FINAL Calendar Year 2018 Labor Reallocation Run (R15-26) – runs at 1pm
June 26	<ul style="list-style-type: none"> FINAL Calendar Year 2019 Labor Reallocation Run for R1-R10
June 28	<ul style="list-style-type: none"> Last day for match revenue transfers for FY19. 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 FY19 checks (non-payroll). Date goods or services must be received or invoiced to be FY19 accounts payable. List undelivered checks. Physical inventory cutoff date. Record last check number used (AP, hand pay, & PR). Last day for position attribute adjustments. FY19 fiscal year ends.
July 2	<ul style="list-style-type: none"> FINAL FY19 Labor Reallocation (R11-R14) at FY19 Staff Benefit Rates
July 3	<ul style="list-style-type: none"> Cycle 12 closes (reports can be run). Units with inventories must submit inventory lists (with copies of count sheets), associated inventory reconciliation, and JV's to Finance & Accounting. FY19 Journal Vouchers submitted to Finance & Accounting by this date guaranteed to post to FY19; after this date, until July 14, Journal Vouchers posted to FY19 <u>only if time permits.</u>
July 4/5	<ul style="list-style-type: none"> Holiday

July 8	<ul style="list-style-type: none"> • Position attribute adjustments resume.
July 9	<ul style="list-style-type: none"> • MUST submit all FY19 travel expense reports submitted to Accounts Payable at Finance & Accounting by 5 PM in order to pay prior to FY19 encumbrance roll. OFA will process FY19 TERs after this date only as time permits. • Last day for electronic file feeds from Geophysical Institute and Facilities Services subsystems by NOON.
July 12	<ul style="list-style-type: none"> • Last day for FY19 encumbrance transactions, including deletes, by 3 PM. • Last day A/P canceled checks to be reissued.
July 13	<ul style="list-style-type: none"> • R15 payroll period posts to Banner
July 15	<ul style="list-style-type: none"> • MUST submit FY19 unrestricted travel expense reports in Concur
July 17	<ul style="list-style-type: none"> • ONLY FY19 R15 Labor Reallocation (June 23-30) at FY19 Staff Benefit Rates
July 19	<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. • Deadline for entering/tagging FY19 fixed asset equipment. • Office of Finance & Accounting closes at NOON.
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.