<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 12/17</td>
<td>BUDGET ENTRY DEADLINE:</td>
<td>- 10:00 a.m. deadline for submitting Budget entries to Budget Administration. Budget entries(EC=2x) are updated into FAS monthly via electronic Journal Entry. In July, the Budget Model System is used to produce Future Budgets(EC=29). In October, GAJOB866 produces Encumbrance Prior Year Carry-Forwards (EC=26).</td>
<td></td>
</tr>
<tr>
<td>F 12/19</td>
<td>EFFORT REPORTING DEADLINE AND UPDATES:</td>
<td>Effort Reporting which reach Grants and Contracts Accounting by this date will be reviewed and journal entries booked during the current month. Reports received after the deadline will be processed the following month.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- GAJOB534 /GA000950 Monthly Transfer Report</td>
<td>Rita Elston</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM040TS B&amp;E Accounts-Plant Chart of Acct.</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- GAJOB536 /Transfer Summaries - AM082Y2 &amp; AM083Y3</td>
<td>Rita Elston</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083X5 MTD Cap. Exp. In Current Fds.</td>
<td>Melvin Eatmon/Clay Hester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083X7 Unexpended Plant Funds</td>
<td>Melvin Eatmon/Clay Hester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083H1 HSF Revenue</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM082A2 Sales Tax Payable</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083TY Noncapital Expenses</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083EE HSF Report</td>
<td>Les Roberts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083OB Invalid Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083OD Invalid Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM083LE Fund Balance and Type Fund</td>
<td>Chris Chicarello</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/AM082IO Invalid GL Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- GAJOB547 /AM083AK Overspent bal. In Ledger 4 Accts.</td>
<td>Rita Elston</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- GAJOB916 /GA001600 SL &amp; GL Attribute Comparison Rpt Applicable Acc.</td>
<td></td>
</tr>
<tr>
<td>F 12/24</td>
<td>JOURNAL ENTRY DEADLINE:</td>
<td>Journal entries and documentation to be booked during the current month must reach the Responsible Accountant three working days before the end of the month. Entries received after the deadline are not guaranteed to be processed this month, but may instead be processed and appear on the Account Statement (AM090/91) the following month.</td>
<td></td>
</tr>
<tr>
<td>TH 12/25</td>
<td>Christmas Holiday.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F 12/26</td>
<td>Christmas Holiday.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M 12/29</td>
<td>DEPOSIT DEADLINE IF LEFT IN GENERAL ACCOUNTING:</td>
<td>8:30 a.m. deadline for submitting deposits to the Cash Receipts Clerk in Accounting for processing this month. Monies received by the Cash Receipts Clerk after the deadline will be reflected on the Account Statements (AM090/91) the following month.</td>
<td></td>
</tr>
<tr>
<td>T 12/30</td>
<td>GAJOB411:</td>
<td>- GAJOB411 /AM083NS Salary Charged To Unexp.Plant Funds</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td>T 12/30</td>
<td>DEPOSIT DEADLINE IF DIRECTLY DELIVERED TO CASHIER’S OFFICE:</td>
<td>2:30 p.m. deadline for deposits submitted by departmental direct delivery to the Cashier’s Office for processing this month. (The depositing of funds</td>
<td></td>
</tr>
</tbody>
</table>
directly delivered to the Cashier’s Office requires prior authorization from the Accounting Departments). Money received by the Cashier’s Office after the deadline will be reflected on the Account Statements (AM090/91) the following month.

**W 12/31**

LAST WORKDAY OF PROCESSING MONTH:

- 10:00 a.m. deadline for submitting all Journal entry corrections. To be reviewed, logged, and delivered to TUCC by 11:00 a.m. (This day's processing will include all items keypunched by TUCC prior to 5:00 p.m. on **W 12/31** or any automated input ready by that time.)

- All suspense and invalid object codes must be finished today.
  - **GAJOB422** /GA000430 Automated UH Accrued Payroll JE 1702KA Leslie Chastain
    - Hosp.Payroll 128% of the December 19th Payroll Accrual
  - **UTJOB010** Hospital Utilities - UTARCC Leslie Chastain
  - **GAJOB010** Update
  - **GAJOB011** WTD-To-MTD Merge
  - **GAJOB012** /AM082HC Hospital Cash Position (Daily Job) Leslie Chastain
  - **GAJOB489** /AM952N2 Internal Transfers Jennifer Thompson
  - **GAJOB499** /GA000480 Soc Sec. No. Load Errors Jamye Hicks
  - **GAJOB527** /AM019 Cash Report by Bank Darryl Brown
  - **GAJOB534** /GA000950 Monthly Transfer Report Rita Elston
  - **GAJOB536** /Transfer Summaries - AM082Y2 & AM083Y3 Rita Elston
  - **GAJOB569** /AM083SX Service Centers Expenditures Dona Ricks
  - **GAFSJ010** /GA000300 Detail Statement of Changes in Fund Balance Dona Ricks
  - **GAFSJ070** /GA000300-01 Detail Balance Sheet Dona Ricks
  - **GAFSJ0916** /GA001600 SL & GL Attribute Comparison Report Dona Ricks
  - **APJOB800** /AP000150 EOM UH Accrued Pay. JE APAUCC (2) Leslie Chastain
  - **APJOB830** /AP000160 Hosp.Outstdig PO Rep. (No Printout) Leslie Chastain
  - **APJOB835** /AP000200 Bookstore Accrual Leslie Chastain
  - **APJOB850** /AP000200 Bookstore Accrual Leslie Chastain

**W 12/31**

LAST WORKDAY OF PROCESSING MONTH: (cont’d)

- **GAJOB569** /AM082 Stmt. of Changes in Fund Balance Dona Ricks
- **GAJOB570** /AM083 Stmt. of Changes in Fund Balance Dona Ricks
- **GAJOB571** /AM040KA and AM040KB (Hosp. & Rep Entity) Leslie Chastain
ACJOB003  TUCC Billing - RCCRCC
SAJOB030  Cashiers Office Cash Receipts  Ski Fields
SAJOB040  Stars Summary of Income
  /GA01630-1 Schd C-2 Other Non-Operating Rev.  Leslie Chastain
GAJOB571  /AM040KA and AM040KB(Hosp. & Rep. Entity)  Leslie Chastain
GAJOB584  /AM082T2 To Check GAJOB426/AM951B1) State Appropriation Budget. (Monthly)  Chris Chicarello
GAJOB591  /AM083T4 AICPA Revenue Information  Rita Elston
  /AM083T5 AICPA Revenue Information  Rita Elston
  /AM040TS AICPA Information  Rita Elston

TH 01/01  New Year’s Holiday

F 01/02  New Year’s Holiday

M 01/05  1ST WORKDAY OF NEXT CALENDAR MONTH:

10:00 a.m. deadline for submitting to Coral Guice and Janice Lacey all corrections. To be reviewed, logged & delivered to TUCC by 12:00 a.m. (The only entries which should be made after this deadline are those which are specifically identified below or which were identified via diagnostics from closeout. Batches should be taken to TUCC daily by Coral Guice and Janice Lacey.)
- Void check entries must be finished today.  Ski Fields
- Return Checks must be submitted by 12 a.m.  Jason Bacak
- All suspense and invalid object codes must be corrected today. This should only be suspense and invalid object codes resulting from last night’s update.  Equipment Acctng.
- Earnings Reclassifications must be finished today.  Applicable Acc.
- Monthend posting to Life Income accounts  Rita Elston
- Monthend posting of Investment Income for Operating Funds  Rita Elston
- Transfer Reports should be balanced.  Melvin Eatmon
- Bank 29 and 30 should be zero.  Ski Fields
- Payroll must be updated in FAS before the Trial Balance is run.
  - GAJOB010 Update
  - GAJOB431 /GA000440 PSF Overhead Transactions,
    Batch 5% - RCC  Leslie Chastain
  - GAJOB451 /AM952S2 Income Reallocation  1789RE Rita Elston

M 01/05  1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB010 Update
- GAJOB457 /AM956L1 Auto Budget Entry,0750PC  Tina Ealy
  /AM956L1 EPSCOR Fund Transfer JE  Tina Ealy
  /AM956LZ Auto Budget Entry,0599DS  Tina Ealy
  /GAEEAS950 Encumber Indirect Cost,0751PC  Tina Ealy
- GAJOB010 Update
- GAJOB481 /AM952N5 Internal Transfers  1699DR Dona Ricks
  /AM952J1 Payroll Deduction Transfers  3004JP Victor Stark
  /AM951RC Civitan Debt Service  1339AG Leslie Chastain
  /AM952R1 Rental charges  3698JL Leslie Chastain
  /AM952N8 Internal Transfers  1854TR Leslie Chastain
  /AM952PJ Closing Entries  3499PJ Leslie Chastain
- GAJOB010 Update
- GAJOB011 WTD-TO-MTD Merge
- GAJOB458 /AM082PD Comparison of Budget to Cash Received  Tina Ealy
- GAJOB499 /GA000480 Soc Sec. No. Load Errors  Jayme Hicks
  Responsible Person Update  Applicable Acc.
  Deliver-To-Person Update  Applicable Acc.
  T1 Unused Responsible & Del-To Codes  Jayme Hicks
  T2 Unused Division Codes  Stephanie Mullins
  T3 Unused Affiliation Codes  Stephanie Mullins
  T4 September 30th Processing Code  Applicable Acc.
  T5 Mailing List for Financial Statements  Jayme Hicks
<table>
<thead>
<tr>
<th>Reporting Entity Error Listing</th>
<th>Stephanie Mullins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Update</td>
<td>Stephanie Mullins</td>
</tr>
</tbody>
</table>

- GAJOB524 /GAAM100 Batch Control File Print Darryl Brown
- GAJOB528 /GAAM0090 Open Commitment File Print Ski Fields
- GAJOB534 /GA000950 Monthly Transfer Report Rita Elston

- GAJOB536 /AM040TS B&E Accounts-Plant Chart of Accts. Jennifer Thompson
  /AM083X5 Capitalized Expenditures Melvin Eatmon/Clay Hester
  /AM083X7 Unexpended Plant Funds Melvin Eatmon/Clay Hester
  /AM083H1 HSF Revenue Dona Ricks
  /AM082A2 Sales Tax Payable Dona Ricks
  /AM083TY - Noncapital Expenses Jennifer Thompson
  /AM083EE HSF Report Les Roberts
  /AM083OB Invalid Object Codes Dona Ricks
  /AM083OD Invalid Object Codes Dona Ricks
  /AM083LE Fund Balance and Type Fund Chris Chicarello
  /AM082IO Invalid GL Object Codes Dona Ricks
- GAJOB566 /AM08295 Fund Balances for Grants & Contracts Tina Ealy
- GAJOB592 /AM095 Athletics and Auxiliary Scope Accounts Victor Stark
- APJOB630 /LOGON ID's and APPR Performance (This job runs the first day of every month.) Darryl Brown/ Tina Ealy
- GAJOB916 /GA001600 SL & GL Attribute Dona Ricks

- GAFSJ010 /GA000300 Detail Statement of Changes and Bal. Dona Ricks
  /GA000300-01 Detail Balance Sheet Dona Ricks
- GAFSJ020 /AM070E2,E3,F2,F3,G2&G3 Highlights Dona Ricks

**M 01/05**

1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

| - GAFSJ060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal. School Funds Leslie Chastain |
| - GAFSJ070 /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Unrestr. Activities - Dona Ricks |
| - GAFSJ080 /AM082-D1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Restr. Activities - Chris Chicarello |
| - GAFSJ090 /AM082E1 Summary Stmt. of Chgs. in Fd. Bal. Professional Svc. Funds - Leslie Chastain |
| - GAFSJ100 /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal. Agency Funds - Leslie Chastain |
| - GAFSJ110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal. Scholarship Funds - Victor Stark |
| - GAFSJ120 /Summary Stmt. of Chgs. in Fd. Bal. Loan Funds /AM082Ll Federal Loans Victor Stark |
| - GAFSJ130 /AM082-P1 Investment in Plant Funds /AM082L2 Non-Federal Loans Victor Stark |
| - GAFSJ140 /AM083-A1 Status of Operating Budget Exp. School Funds Leslie Chastain |
| - GAFSJ150 /AM083-A2 Detail of Dept. Expenditures School Funds Leslie Chastain |
| - GAFSJ160 /AM083-A3 Status of Operating Budget Revenues School Funds Leslie Chastain |
| - GAFSJ170 /AM083-H4 Status of Operating Budget Federal Grants & Contracts - Tina Ealy |
| - GAFSJ190 /GA000550 Endowment Fund Summary /AM082C2 Summary Stmt. Of changes in Fund Balance Annuity and Life Income Funds Tina Ealy |
| - GAFSJ200 /AM070AS Auxiliary Service FYTD Operations Summary - Townhouse Apartments Victor Stark |
| - GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue Leslie Chastain |
- No Online Updating Possible on this Day (Inquiry Only).

- 2:00 p.m. deadline for contacting Dona Ricks regarding closing entries via Electronic Journal Entry which should normally include only the following:
  - All Suspense & invalid object codes.
  - This should only be suspense and invalid object codes resulting from last night’s update.

- Sparks Center
- Print shop
- Service Center Depreciation
- Fuel Inventory
- Bookstore A/P
- Books Returned to Publisher
- Bookstore Inventory
- Verify UH cash deposits and patient charges
- UH Closing Entries
- Pool Income Allocation entries
- Noncapital Entries
- Budget Entries for Cash Received
- Dental PSF Adjustment Entry (Ginger Hattaway to fax information)
- Review Accounts 317461, 315965, 882090 and 882039

Any other entries must be approved by Dona Ricks as a special exception.

- Janice Lacey to notify Movers (Ken Robbins 4-3436, Paging 4-4126) when Statements will be ready for pickup at TUCC.
- UH Finance Office to give last entries (Retroactive Cost Adj. And discount/receivable adj.) before statements can be run. Leslie Chastain
- Turner Investment Entries **
- GAJOB428 /AM952NO Hospital Capital Balances 2243JL Jennifer Thompson
- AM952J2 P/R Deduction for Health Club 3697JL Leslie Chastain
- GAJOB010 Update
- GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
- GAJOB256/B Optometry PSF 2567LE Leslie Chastain
/AM952KC Hospital Self Supporting Deficit         1711KA Leslie Chastain
/AM9529M Final Hospital Balances                1853TR Leslie Chastain
- GAJOB456 /AM952S3 Transfer Earnings From Quasi Endowments 1797RE Rita Elston
- GAJOB010 Update
- GAJOB011 WTD-TO-MTD Merge
- GAJOB499 /GA000480 Soc. Sec. No. Load Errors Jayme Hicks
  Responsible Person Update                     Applicable Acc.
  Deliver-To-Person Update                     Applicable Acc.
  T1 Unused Responsible & Del-To Codes         Jayme Hicks
  T2 Unused Division Codes                     Stephanie Mullins
  T3 Unused Affiliation Codes                  Stephanie Mullins
  T4 September 30th Processing Code            Applicable Acc.
  T5 Mailing List for Financial Statements     Jayme Hicks

T 01/06  2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)
- AAJOB150 Last Equipment Accounting Update for this month
- AAMEBKUP EAS Monthend Backend, Current Building
  Information by Assigned Number, by Name,
  By Abbreviation                               Jennifer Thompson
- GAJOB534 /GA000950 Monthly Transfer Report Rita Elston
  /AM040TS B&E Accounts-plant Chart of Accts.     Jennifer Thompson
- GAJOB535 /GA000950 YTD Transfer report (cumulative for a yr.) Rita Elston
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Rita Elston
  /AM083X5 Capitalized Expenditures               Melvin Eatmon/Clay Hester
  /AM083X7 Unexpended Plant Funds                  Melvin Eatmon/Clay Hester
  /AM083H1 HSP Revenue                              Dona Ricks
  /AM082A2 Sales Tax Payable                        Dona Ricks
  /AM083TY Noncapital Expenses                     Jennifer Thompson
  /AM083EE HSF Report                               Les Roberts
  /AM083OB Invalid Object Codes                    Dona Ricks
  /AM083OD Invalid Object Codes                    Dona Ricks
  /AM083LE Fund Balance and Type Fund              Chris Chicarello
  /AM082IO Invalid GL Object Codes                 Dona Ricks
- GAJOB537 /AM083MD Internal Payback Agreement    Jennifer Thompson
- GAJOB566 /AM08295 Fund Balances for Grants & Contracts Tina Ealy
- GAJOB001 /Ad004 & AD005 Dump Restore/Account Drops Dona Ricks
- GAJOB915 /Accounts With Missing Attribute Segments Dona Ricks

W 01/07  3RD WORKDAY OF NEXT CALENDAR MONTH:
- No Online Updating Possible On This Day (Inquiry Only). During this day, the dollar
  balance screens are current but the transaction screens are not current.
- Corrections to previous day's update, if needed.
- GAJOB010 Update, if needed.
- Processing, down to the asterisk line, will be run as soon as possible on the 3RD
  WORKDAY. Keypunch should be prepared to stay late, if necessary.
- GAJOB010 Update
- GAJOB015 WTD-TO-MTD Merge (not needed if GAJOB010 is not run).
- GAJOB420 which includes:
  GA000420 /Plant Fund Capitalization Transactions Hester/Thompson
  Batch CAPRCC
  GA000450 /Indirect Cost SL5 & SL6, Tina Ealy
  Batch 170RCC
  /AM953R2 /Special Indirect Cost,Batch JV0171 Tina Ealy
- GAJOB423 /AM952CH /Clinical Trial Indirect Cost, Batch 0949CH Ginger Shupe
- GAJOB421 /Central Administration Revenue Reallocation Budget Admin.
/Energy Management Support, Batch EMSRCC Budget Admin.
Produces two flat files, GALOADRR and GALOADEM to be
updated in following GAJOB010

**W 01/07** 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

- **GAJOB450** /AM955Z3 Letter of Credit Pools - LOC955 Tina Ealy
  /AM082C4 Cash Received from Non-Federal Sources Tina Ealy
  /AM082C5 Cash Received from Federal Sources 08 Tina Ealy
  /AM082C6 Cash Received from Federal Sources 09 Tina Ealy
  /AM082C7 Cash Received from Federal Sources 12 Tina Ealy

- **GAJOB455** /AM952S1 Endowment Earnings Clearing JE 1798RE Rita Elston
- **GAJOB552** /AM082AJ Activity in General Ledger Spending Acct. Rita Elston
  /AM082AV Gifts in Endowment Accounts Rita Elston
  /AM082C2 Summarystmt. Of changes in Fund
  Balance Annuity and Life Income Funds Rita Elston

- **GAJOB573** /AM08294 Grant Fund Balances should be zero. Review Tina Ealy
  before GAJOB515 runs.

- **GAJOB010 Update**
  ******************************************************************************
- **GAJOB011 Update (Part 2)**

**-- Dona Ricks will notify TUCC for the following processing to begin. All
monthend processing shown below will begin as soon as possible on the 3RD WORKDAY
and continue until complete (Financial Statement jobs receive priority).**

- **GAJOB515** WTD-To-MTD Merge Dona Ricks
- **GAJOB503** /Adds MTD. Trans To GAPM Databases

* - **GAFSJO10** /GA000300 Detail Stmt of Changes in Fund Bal. Dona Ricks
  /GA000300-01 Detail Balance Sheet Dona Ricks

* - **GAFSJO20** /AM070E2,E3,F2,F3,G2&G3 Highlights Dona Ricks
* - **GAFSJO30** /GA000540 Current Restricted Funds Exp. Tina Ealy
* - **GAFSJO40** /AM082-EP Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds Jennifer Thompson
* - **GAFSJO50** /AM083EP Revenue & Expense Summary Exp. Plant Funds - Jennifer Thompson
* - **GAFSJO60** /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal. School Funds Leslie Chastain
  /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Unrestr. Activities - Dona Ricks
  /AM082-D1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Restr. Activities Chris Chicarello
* - **GAFSJO90** /AM082-E1 Summary Stmt. of Chgs. in Fd. Bal. Professional Svc. Funds Leslie Chastain
  /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal. Agency Funds Leslie Chastain
  /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal. Scholarship Funds Victor Stark
* - **GAFSJO120** /Summary Stmt. of Chgs. in Fd. Bal.Loan Funds Victor Stark
  /AM082L1 Federal Loans
  /AM082L2 Non-Federal Loans Victor Stark

* - **GAFSJO130** /AM082-P1 Investment in Plant Funds Melvin Eatmon/
  Leslie Chastain
  /AM082-P2 Investment in Plant Funds Jennifer Thompson
* - **GAFSJO140** /AM083-A1 Status of Operating Budget Exp. School Funds Leslie Chastain
* - **GAFSJO150** /AM083-A2 Detail of Dept. Expenditures School Funds Leslie Chastain
* - **GAFSJO160** /AM083-A3 Status of Operating Budget Revenues School Funds Leslie Chastain
* - **GAFSJO170** /AM083-H4 Status of Operating Budget Federal Grants & Contracts Tina Ealy
  /AM083-H5 Status of Operating Budget Non-Federal Grants & Contracts Tina Ealy

* - **GAFSJO190** /GA000550 Endowment Fund Summary Rita Elston

**W 01/07** 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/AM082C2 Summary Stmt. Of changes in Fund
  Balance Annuity and Life Income Funds Rita Elston

* - **GAFSJO200** /AM070AS Auxiliary Service FYTD Operations
Summary - Townhouse Apartments
Victor Stark

* - GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue
Leslie Chastain
/GA000610-01 Schd A Patient Service Revenue
Leslie Chastain
/GA000620-01 Schd B Deductions From Revenue
Leslie Chastain
/AM070-H1 Operating Statements
Leslie Chastain
/GA01630-01 Schd C-2 Other Non-Operating Revenue
Leslie Chastain

* - GAFSJ220 /Hospital Expenditure Statements
Leslie Chastain
/GA000650 Schd D-1 Expenditures by Function
Leslie Chastain
/GA000660 Schd D-2 Expenditures by Function
Leslie Chastain
/GA000670 Schd D-3 Expenditures by Function
Leslie Chastain
/GA000680 Detail Department Oper. Expenses
Leslie Chastain
/GA000700 Budget Analysis
Leslie Chastain
/GA000710-01 Budget Analysis
Leslie Chastain
/GA000720-01 Budget Analysis
Leslie Chastain

* - GAFSJ230 Hospital Patient Revenue Service Statements
Leslie Chastain
/GA000740-01 thru07 Patient Service Revenue
Leslie Chastain
/GA000750-01 thru07 Patient Service Revenue
Leslie Chastain
/GA000760 Balance Sheet
Leslie Chastain

* - GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal.- Aux.
Enterprises - Townhouse Apartments
Victor Stark
/AM082-CS Self-Supporting Hospital
Leslie Chastain

* - GAFSJ260 /AM070 Current Fund Restricted Expenditures
Tina Ealy
* - GAFSJ270 /AM083B1 Status of Operating Budget Expenses
Leslie Chastain
/AM083B2 Detail of Dept. Expenditures
Leslie Chastain
/AM083B3 Status of Operating Budget Expenses
Leslie Chastain
/AM083B4 Status of Operating Budget Expenses
Leslie Chastain
/AM083B5 Detail of Dept. Expenditures
Leslie Chastain
/AM083B6 Status of Operating Budget Revenues
Leslie Chastain

- GAJOB020 Grants & Contracts GL Analysis
Tina Ealy
- GAJOB025 Non-Federal Grants & Contracts GL Analysis
Tina Ealy
- GAJOB310 Dues & Membership List
Budget Admin.
Quarterly
- GAJOB320 Dues & Membership List Quarterly
Budget Admin.
- GAJOB322 GL Accounts for Fund Development
Quarterly
TUCC to mail to AB 1264
- GAJOB324 SL Accounts for Fund Development
Quarterly
TUCC to mail to AB 1264
- GAJOB350 /00960 Revenue Subcode Summary - Quarterly
Fern Tomisek
- GAJOB390 Create Ledger 2 and 3 Labor Distribution File (job is run quarterly) No printout
General Acctg.
- GAJOB483 Public Health Account Statement
(Ada Mailhot will pickup.)
Chris Chicarello
- GAJOB485 /AM082SA Unrestricted Fund Summary
Mike Raczynski
- GAJOB502 /GA005050 Detailed Status Report of the General Operating Budget
Kelly Worden
/GA005060 Detailed Status Report of Miscellaneous Funds Status By Restricted and Unrestricted Funds
Kelly Worden
/GA005070 Detailed Status Report of the Grants and
Kelly Worden

W 01/07 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

Contracts Snapshot
/GA005080 Produces a Financial Summary Report for
Kelly Worden
Fiscal Year To Date Activity

- Remember on TH 01/08, Kelly Worden will stuff the Financial Summaries (GAJOB502) in envelopes for mailing. The stuffing should be completed before 2:00 p.m.
- GAJOB510 & GAJOB511/AM090 & AM091 Deliver-To-Statements
- Remember 8:00 a.m. on TH 01/08, Deliver-To-Statements will be picked up by Ken Robbins (Ext. 4-3436, Paging 4-3411 cellular phone 910-5084) and will be transported to Grants & Contracts Accounting (9th floor). Janice Lacey will coordinate the immediate stuffing of the Statements in envelopes for mailing.
- The stuffing process should be completed before 2:00 p.m. Sue Myers (4-4595) at the
UAB Post Office must be notified immediately that the Statements are ready to be picked up that same afternoon before closing.

- **GAJOB512** Cash Receipts Transactions Listing
  Dona Ricks
- **GAJOB513** Cash Receipts Excluding Intra Fund Transfers
  Dede Moore
- **GAJOB514** Cash Receipts/Disbursements Equipment Purchases for Non Project Accounts
  Dede Moore
- **GAJOB516** /AM095A1 Pediatrics
  Pediatrics
- **GAJOB518** Produces downloadable files for Hospital Consolidated Balance Sheet (No Printout)
  Stephanie Mullins/DeDe Moore
- **GAJOB519** Produces Cash Report in Summary by Batch
  Dede Moore
- **GAJOB520** /AM090/91/92 Grants Desk Copy - (GAWWWWEB Copy)
- **GAJOB521** /AM090/91/92 Non-Grants File Copy - (GAWWWWEB Copy)
  Toshika McConico
- **GAJOB525** /GA000530 Letter of Credit Recon. Report
  Tina Ealy
- **GAJOB526** /GA000570 Bank Reconciliation Report
  Tina Ealy/Dona Ricks/Jason Bacak
- **GAJOB527** /AM019 Cash Report by Bank (No Printout)
  Jason Bacak
- **GAJOB530** UH Capital Expenditures
  DeDe Moore
- **GAJOB531** UH Account Statement
  DeDe Moore
- **GAJOB533** Batch Control Reference (No Printout)
  Darryl Brown
- **GAJOB534** /GA000950 Monthly Transfer Report
  Rita Elston
- **GAJOB535** /GA000950 YTD Transfer Report (cumulative for a Year)
  Rita Elston
- **GAJOB536** /Transfer summaries - AM082Y2 & AM083Y3
  Rita Elston
- **GAJOB538** /AM083X5 Capitalized Expenditures
  Melvin Eatmon/Clay Hester
- **GAJOB539** /AM083X7 Unexpended Plant Funds
  Melvin Eatmon/Clay Hester
- **GAJOB540** /AM083H1 HSF Revenue
  Dona Ricks
- **GAJOB541** /AM082A2 Sales Tax Payable
  Dona Ricks
- **GAJOB542** /AM083TY Noncapital Expenses
  Jennifer Thompson
- **GAJOB543** /AM083EE HSF Report
  Les Roberts
- **GAJOB544** /AM083OC Invalid Object Codes
  Dona Ricks
- **GAJOB545** /AM083OD Invalid Object Codes
  Dona Ricks
- **GAJOB546** /AM083LE Fund Balance and Type Fund
  Chris Chicarello
- **GAJOB548** /AM082IO Invalid GL Object Codes
  Dona Ricks
- **GAJOB549** /AM083UT Utility Expenses
  Kelly Winnett
- **GAJOB550** /GA000960 Dept. Exp. Projection
  Budget Admin.
- **GAJOB551** /GA001380 Dept. Income Projection
  Budget Admin.
- **GAJOB552** G&C GL AM082RD&RE Grants & Contracts Review and Review by Accountant
  Tina Ealy
- **GAJOB555** Petty Cash/1150 List
  Ski Fields
- **GAJOB563** /AM083DA Fee Totals for Financial Aid
  (Runs only in May)
  Jim Chenoweth
- **GAJOB564** /AM083Y5 Capitalized Expenditures Current Funds
  Clay Hester
- **GAJOB565** /AM083Y6 Capitalized Expenditures Current Funds
W 01/07

3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/GAES6500 Trans. on Payroll Subcodes (No Printout)   Dona Ricks
/GAES5800 Wire Transfer Report                        Jason Bacak
/GAES5900 Wire Disbursement Report                    Jason Bacak
- GAJOB583 /GAEZ0650 Excluding Projects with an End Date of 04/01/92         Tina Ealy
- GAJOB588 /Academic Affairs Account Grouping Report   Gwen Abernathy
- GAJOB589 /AM040X1 G&C Chart of Accounts by Account Number and Responsible Person   Tina Ealy
/AM040X2 Chart of Accounts by Accounting Contact       Tina Ealy
- GAJOB590 /Grants & Contracts Scope Groups AM095    Tina Ealy
- GAJOB592 /AM095 Athletics and Auxiliary Scope Accounts    Victor Stark
- GAJOB594 /University Object Code Listing             Darryl Brown
- GAJOB595 /Audit Adjustments AM090/91’S                Stephanie Mullins
- GAJOB596 /Unbilled Charges for AA                    Tina Ealy
/AM083ZL IDC Expense and Recovery                     Tina Ealy
/AM083EM IDC Expense by Revenue Code                   Tina Ealy
/IDC Expense Transactions                              Tina Ealy
- GAJOB597 SL & GL Transfer Object Code Report        Rita Elston
- GAJOB598 Accounts with Budget-Ending Dates          Tina Ealy
- GAJOB922 Cost Recovery Report                        Dona Ricks
/GAEZ0270 Internal Sales and Services                  Stephanie Mullins
- GAJOB930 /GA000930 Capitalization Report             Mullins/Hester/Eatmon
/GA00093A Capitalization Report (Monthend)              Mullins/Hester/Eatmon
/GA001020 MTD Hospital Capitalization Report          Mullins/Hester/Eatmon
/GA001030 MTD Non-Hospital Capitalization Report      Mullins/Hester/Eatmon
**Need four copies of each report in GAJOB930 at June 30th and September 30th monthend. Additional copy goes to Jennifer Thompson.**
- GAJOB968 /GA005110 Ledger 5 and 6 Account Ending Letters Tina Ealy
  (No printout)
- GAJOB984 Accounts by Contact and Listing of Accounts Numbers assigned to each Accountant (Monthly) Darryl Brown/Stephanie Mullins/Beverly Matlock
- GAJOB985 /AM082PA Grants & Contracts Analysis (6/30 & 9/30) Tina Ealy
  /AM083SS & AM083ST Current Funds Analytical Review
  Reports - (9/30) Tina Ealy
  /GA00510 Grant & Contract Accounts Receivable Report
  (6/30 & 9/30) Tina Ealy
  /AM083FS Federal Expenditures by Category Tina Ealy
  /AM083FT Federal Expenditures by Total Tina Ealy
  /AM083H3 Grants & Contracts by Project End Date Tina Ealy
  /AM083T1 Mandatory Cost sharing Accounts Tina Ealy
  /AM083T3 Federal Expenditures by P.I. Tina Ealy
- ADJOB680 Alumni Development Gift Records Reconciliation Vandi Terry
- BUJOB015 Cancelled Check List/Unclaimed Property Jason Bacak
- PUJOB050 /PU10500 & PU35000 & PU036000 IRS 1099s(6/30 & 9/30) Accounts Payable
  TH 01/08
  4TH WORKDAY OF NEXT CALENDAR MONTH:
  - Leslie Chastain to prepare UH monthly Financial Statements for copying, including manually prepared summary.
  - The non UH monthly Financial Statements are delivered from TUCC in duplicate. Each applicable accountant receives both copies of the statements s/he is responsible for, reviews them thoroughly and then assembles one in the order they are to appear in the monthly published report. These are given to Leslie Chastain for assembly. The other copy is for the accountant's file or to use to indicate any changes that need to be made before being printed. Leslie Chastain needs the statements before 10:00 a.m. TH 01/08 so as to deliver the complete package to the Copy Service by 2:00 p.m. TH 01/08.
  - If 6/30 or 9/30, AM070's must run before monthend roll! Ask Stephanie Mullins if AM070's are finished!
  - GAJOB523 /GA001650 Create User Flat Files From GL/SL Database (No Printout)
  * - **True** Yearend Roll Jobs usually occur in January. Fern Tomisek will be contacted before the Yearend Roll Job process begins. General Accounting will then notify Betty Barron to run **True** Yearend jobs( 09/31 date). **True** Yearend jobs are as follows:
    - GACOPYYE From "IS" Library - No Printout Dona Ricks
    - GAYEBKUP Yearend Backup - No printout Dona Ricks
    - GAJOB811 Yearend Snapshot Dona Ricks
    - GAJOB841 AM090, AM091, AM092 Cumulative Account Statements Jennifer Thompson
    - GAJOB873 /GA000310 Non Payroll Cash Disbursements by Aff. Summary Amy Evans
      /GAEZ0460 Non Payroll Cash Disbursements For Affiliation Amy Evans
    - GAJOB886 Adjust True YE Transactions - No Printout
    - GAJOB892 Grants and Contracts Yearend - GAWWWWWEB Copy
    - GAJOB893 Non-Grants Yearend - GAWWWWWEB Copy
    - GAJOB896 Final Audit Adjustments
    - GAJOB897 /AM015 Year-To-Date Transaction History Merge
      /AM050 Report History File Merge
      /AM010 Report History File Merge Dona Ricks
  * - GAJOB885 should be delivered to Darryl Brown. Account Drops will occur in February.
    - GAJOB950 /GAAM9640 Automatic Accrual Reversal - JE9016 Leslie Chastain
  - **FAS** Monthend Roll Jobs will run this day unless TUCC is notified to change.
    - DBAJOB10 UAB Data Warehouse downloads
    - DBAJOB60 Updates Account Statements onto GAWWWWWEB.
    - GAJOB600 Updates GL and SL History File and Merge Trans. Files Dona Ricks
1ST WORKDAY OF NEW PROCESSING MONTH:

- GAJOB327 Quarterly AM070’s (Printout only in Mar. & Sept.) Pam Blazer
- GAJOB328 Quarterly Trsf. Report (Printout only in Mar. & Sept.) Pam Blazer
- PPJOB361 G&C Effort Reporting Grants & Contracts
- GAJOB495 Sets FAS Online System to update and inquire (No Printout). Tina Ealy
- GAJOB553 Indirect Cost Downloads Darryl Brown
- GAJOB610 /AM003 Monthend Roll

1ST WORKDAY OF NEW PROCESSING MONTH:

- GAJOB620 Sets up files for new month (No printout) Tina Ealy
- GAJOB630 Build ORGA Download Files/Errors Report Leslie Chastain
- GAJOB667 EC=98YE List - (6/30 & 9/30) Stephanie Mullins
- GAJOB010 - Update of all batches held for new month
  - GAJOB425 /AM951ID Indirect Expense Recovery 2019AE Amy Evans
  - GAJOB426 /AM952B1 State Appropriations JE 2001JL Dona Ricks
- GAJOB460 /AM952N1 Internal Commitments Payback 2234JT Jennifer Thompson
  - AM952N3 Internal Transfers 1601DR Dona Ricks
  - AM952N4 Internal Transfers 1710KA Leslie Chastain
  - AM951J3 Internal Transfers 2550LE Leslie Chastain
- GAJOB484 /AM952T1 Internal Sales/Srvs Hospital 1739AG Dona Ricks
- GAJOB486 /AM951TR Int. Trans. Byrd Bldg/Rental Inc. 1893TR Dona Ricks
  - AM951RT Int. Trans. Parking/Health Sci. 1894TR Leslie Chastain
- GAJOB488 /AM951AS Budgeted Transfers Auxiliaries 2000AE Amy Evans
  - AM951SM Budgeted Transfers Medicine 2001AE Amy Evans
  - AM951P1 Budgeted Transfers Hospital 2002AE Amy Evans
  - AM951P2 Budgeted Transfers SHRP 2003AE Amy Evans
  - AM951P3 Budgeted Transfers Central 2004AE Amy Evans
  - AM951PR Budgeted Transfers Provost 2005AE Amy Evans
  - AM951SB Budgeted Transfers Lister Hill 2006AE Amy Evans
  - AM951NS Budgeted Transfers Mervyn Sterne 2007AE Amy Evans
  - AM951AH Budgeted Transfers Natural Science 2008AE Amy Evans
  - AM951SE Budgeted Transfers Arts & Humanities 2009AE Amy Evans
  - AM951ED Budgeted Transfers Social Behavior 2010AE Amy Evans
  - AM951BU Budgeted Transfers Health Systems 2011AE Amy Evans
  - AM951GS Budgeted Transfers Acad. Health Jt. 2012AE Amy Evans
  - AM951SD Budgeted Transfers Graduate School 2013AE Amy Evans
  - AM951SN Budgeted Transfers Dentistry 2014AE Amy Evans
  - AM951SO Budgeted Transfers Nursing 2015AE Amy Evans
  - AM951AT Budgeted Transfers Optometry 2016AE Amy Evans
  - AM951PH Budgeted Transfers Athletics 2017AE Amy Evans
  - AM951AJ Budgeted Transfers Public Health 2018AE Amy Evans

- GAJOB010 Update

**F 12/05** 2ND WORKDAY OF NEW PROCESSING MONTH:

- GAJOB462 /AM951N7 Service Center Depreciation 1689DR Dona Ricks
  - AM952N7 Internal Transfers Service Centers 1697DR Dona Ricks

- Financial Statements should be distributed on this day.
- Dona Ricks to distribute Fiscal Officer's copy of Financial Statements this day.

**12/08**

3RD WORKDAY OF NEW PROCESSING MONTH:
- GAJOB482 /AM952SM Debt Service Transfers 0948CH Clay Hester

### Assistant Directors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Fax</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Ealy</td>
<td>4-9388</td>
<td>5-6460</td>
<td>854-7986</td>
</tr>
<tr>
<td>Dona Ricks</td>
<td>4-2638</td>
<td>5-4936</td>
<td>699-6611</td>
</tr>
</tbody>
</table>

### Accounting Directors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Fax</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Matlock</td>
<td>4-9363</td>
<td>5-6460</td>
<td>631-8425</td>
</tr>
<tr>
<td>Darryl Brown</td>
<td>4-1850</td>
<td>5-4936</td>
<td>870-3812</td>
</tr>
</tbody>
</table>

Note: This closeout schedule was produced by General Accounting and is designed for the use of Financial Accounting personnel. TUCC processing schedule should agree with this schedule, although the TUCC schedule shows more detail. Unless otherwise specified, all TUCC processing is ran the night of the date specified. If there are any questions regarding this closeout schedule, contact Dona Ricks at 4-2638.

* Financial Statement Jobs are GAFSJXXX.
** Reports for Gwen Abernathy should be placed in campus mail and mailed to address AB 1120 zip 0111.