 Effort Reporting deadline and updates:

- GAJOB534 /GA000950 Monthly Transfer Report
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3
- GAJOB547 /AM083AK Overspent bal. In Ledger 4 Accts.
- GAJOB916 /GA001600 SL & GL Attribute Comparison Rpt Applicable Acc.

Budget entry deadline:

- 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).

Journal entry deadline:

- 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.

Deposit deadline if left in General Accounting:

- 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.

 TH 07/29  GAJOB411:

- GAJOB411 /AM083NS Salary Charged To Unexp.Plant Funds

Deposit deadline if directly delivered to Cashier’s Office:

- 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 directly delivered to the Cashier’s Office requires prior authorization from
the Accounting Departments). Monies received by the Cashier's Office after the deadline will be reflected on the Account Statements (AM090/91) the following month.

**F 07/30**  
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 **M 8/02** or any automated input ready by **Ski Fields;/**  
  
- All suspense and invalid object codes must be finished today. Applicable Acct.  
- LDORJ310/GAJO6422 /GA000430 Automated UH Accrued Payroll JE 1702KA Leslie Chastain

- **F 07/30**  
LAST WORKDAY OF PROCESSING MONTH: (cont'd)

- **GAJOB571** /AM040KA and AM040KB (Hosp. & Rep Entity) Dona Ricks
- **GAJOB582** /AM083SX Service Centers Expenditures Dona Ricks
- **GAFSJ010** /GA000300 Detail Statement of Changes in Fund Balance Dona Ricks
- **GAJOB916** /GA001600 SL & GL Attribute Comparison Report Applicable Acc.
- **APJOB800** /AP00U150 EOM UH Accrued Pay. JE APAUCC (2) Leslie Chastain

- **F 07/30**  
LAST WORKDAY OF PROCESSING MONTH: (cont’d)

- **APJOB830** /AP00U200 Produces Kill Transactions
- **APJOB850** /Direct Payments Against Hospital Inventoried Accounts (No printout) Leslie Chastain
- **ACJOB003** TUCC Billing - RCRCC
M 08/02 1ST WORKDAY OF NEXT CALENDAR MONTH:

10:00 a.m. deadline for submitting to Ski Fields 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 Allen Rash 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 Accounting deadline for submitting JE’s Equipment Acctng.
- Earnings Reclassifications must be finished today. Applicable Acc.
- Monthend posting to Life Income accounts Darryl Brown
- Monthend posting of Investment Income for Operating Funds Darryl Brown
- Transfer Reports should be balanced. Leslie Chastain
- Bank 29 and 30 should be zero. Dona Ricks
- Payroll must be updated in PAS before the Trial Balance is run.

- GAJOB010 Update
- GAJOB011 WTD-TO-MTD Merge

M 08/02 1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

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

T4 September 30th Processing Code Applicable Acc.
T5 Mailing List for Financial Statements Jayme Hicks
Reporting Entity Error Listing Stephanie Mullins
Division Update Stephanie Mullins

- GAJOB524 /GAAM100 Batch Control File Print Darryl Brown
- GAJOB535 /GA000950 YTD Transfer report (cumulative for a yr.) Leslie Chastain
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Leslie Chastain
/AM083X5 Capitalized Expenditures  Christina Lovelace/Clay Hester
/AM083X7 Unexpended Plant Funds  Christina Lovelace/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  Dona Ricks
/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/
/AM095 Bookstore  Sharon Mahaffey
- 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
- GAFSJ010 /GA000300 Detail Statement of Changes and Bal.
GA000300-01 Detail Balance Sheet  Dona Ricks
* - GAFSJ020 /AM070E2,E3,F2,F3,G2&G3 Highlights  Dona Ricks
* - GAFSJ030 /GA000540 Current Restricted Funds Exp.
Tina Ealy
* - GAFSJ040 /AM082-EP Stmt. of Chgs. in Fd.
Bal. - Exp. Plant Funds  Jennifer Thompson
Jennifer Thompson
* - GAFSJ060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal.
School Funds  Sharon Mahaffey
* - 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  Sharon Mahaffey
* - GAFSJ110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal.
Scholarship Funds  Victor Stark
* - GAFSJ120 /Summary Stmt. of Chgs. in Fd. Bal. Loan Funds
AM082L1 Federal Loans  Victor Stark
AM082L2 Non-Federal Loans  Victor Stark
* - GAFSJ130 /AM082-P1 Investment in Plant Funds  Jennifer Thompson
* - GAFSJ140 /AM083-A1 Status of Operating Budget Exp.
School Funds  Sharon Mahaffey
* - GAFSJ150 /AM083-A2 Detail of Dept. Expenditures
School Funds  Sharon Mahaffey
* - GAFSJ160 /AM083-A3 Status of Operating Budget Revenues
School Funds  Sharon Mahaffey
* - GAFSJ170 /AM083-H4 Status of Operating Budget
Federal Grants & Contracts  Tina Ealy
/AM083-H5 Status of Operating Budget

M 08/02  1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)
Non-Federal Grants & Contracts  Tina Ealy
* - GAFSJ190 /GA000550 Endowment Fund Summary  Rita Elston
/AM082C2 Summary Stmt. Of changes in Fund
Balance Annuity and Life Income Funds  Darryl Brown
* - GAFSJ200 /AM070AS  Auxiliary Service FYTD Operations
Summary - Townhouse Apartments  Sharon Mahaffey
* - GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue
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
/GA000650 Schd D-1 Expenditures by Function  Leslie Chastain
/GA000660 Schd D-2 Expenditures by Function  Leslie Chastain
/GA000670 Schd E Expenditures by type  Leslie Chastain
T 08/03  2ND WORKDAY OF NEXT CALENDAR MONTH:

- 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
  - Bookstore A/P
  - Books Returned to Publisher
  - Bookstore Inventory
  - Verify UH cash deposits and patient charges
  - UH Closing Entries
  - Pool Income Allocation 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 TUC.
- UH Finance Office to give last entries (Retroactive Cost Adj. And discount/receivable adj.) before statements can be run. Leslie Chastain

T 08/03  2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB428 /AM952NO Hospital Capital Balances  2243JT Jennifer Thompson
  /AM952J2 P/R Deduction for Health Club  3697JL Leslie Chastain
- GAJOB410 Update
- GAJOB427 /AM952JP Athletics Transfer  3003JP Victor Stark
  /AM952KB Optometry PSF  2567LE Leslie Chastain
  /AM952KC Hospital Self Supporting Deficit  1711KA Leslie Chastain
  /AM952M9 B & E Balances  2244JT Jennifer Thompson
- GAJOB456 /AM952S3 Transfer Earnings From Quasi End.  1797RE Darryl Brown
- GAJOB410 Update
- GAJOB411 WTD-TO-MTD Merge
- GAJOB499 /GA000480 Soc. Sec. No. Load Errors  Jayme Hicks
  Responsible Person Update
  Deliver-To-Person Update
  T1 Unused Responsible & Del-To Codes
  T2 Unused Division Codes
  T3 Unused Affiliation Codes
  T4 September 30th Processing Code
  T5 Mailing List for Financial Statements
- AAMEBKUP Last Equipment Accounting Update for this month
- AAMEBKUP EAS Monthend Backup, Current Building
Information by Assigned Number, by Name, By Abbreviation

- GAJOB534 /GA000950 Monthly Transfer Report Jennifer Thompson
  /AM040TS B&F Accounts-plant Chart of Accts. Leslie Chastain
- GAJOB535 /GA000950 YTD Transfer report (cumulative for a yr.) Leslie Chastain
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Leslie Chastain
  /AM083X5 Capitalized Expenditures Christina Lovelace/Clay Hester
  /AM083X7 Unexpended Plant Funds Christina Lovelace/Clay Hester

- 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 08/04 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.
- 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 Tina Ealy
    Batch CAPRCC Hester/Thompson
    GA000450 /Indirect Cost SL5 & SL6, Tina Ealy
    Batch 170RCC
    /AM953R2 /Special Indirect Cost, Batch JV0171 Tina Ealy
    /AM952CH /Clinical Trial Indirect Cost, Tina Ealy
    Batch 0949CH
    - GAJOB423
    - GAJOB421 /Central Administration Revenue Reallocation Tina Ealy
    Batch RRPRCC Budget Admin.
    /Energy Management Support, Batch ENSRRC Tina Ealy
    Produces two flat files, GALOADRR and GALOADEM to be
    updated in following GAJOB10
    - 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
    - GAJOB552 /AM082A8 Activity in General Ledger Spending Acct. Darryl Brown
    /AM082AV Gifts in Endowment Accounts Darryl Brown
    - GAJOB573 /AM08294 Grant Fund Balances should be zero. Review Tina Ealy
    before GAJOB515 runs.
- GAJOB010 Update

W 08/04 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

- GAJOB440 /AM952Z2 Fund. Add.952RCC Tina Ealy
- GAJOB445 /AM952G1 G & C Fund Additions 0999VC Tina Ealy
- GAJOB470 /GA000470 Unencumbered Indirect Cost IDC170 Tina Ealy
- GAJOB455 /AM952S1 Endowment Earnings Clearing JE 1798RE Darryl Brown
- GAJOB010 Update
- GAJOB421 /Central Administration Revenue Reallocation Tina Ealy
  Batch RRPRCC Budget Admin.
  /Energy Management Support, Batch ENSRRC Tina Ealy
  Produces two flat files, GALOADRR and GALOADEM to be
  updated in following GAJOB10
- GAJOB450 /AM955Z3 Letter of Credit Pools - LOC955 Tina Ealy
- GAJOB440 /AM952Z2 Fund. Add.952RCC 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
- GAJOB552 /AM082A8 Activity in General Ledger Spending Acct. Darryl Brown
  /AM082AV Gifts in Endowment Accounts Darryl Brown
- GAJOB573 /AM08294 Grant Fund Balances should be zero. Review Tina Ealy
  before GAJOB515 runs.
- GAJOB010 Update

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- GAJOB011 Update (Part 2)

*- Dona Ricks will notify TUC for the following processing to begin. All
Month-end 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
- GAJOB503 /Adds MTD. Trans To GAPM Databases
- GAFSJ010 /GA000300 Detail Stmt of Changes in Fund Bal.
- GA000300-01 Detail Balance Sheet
- GAFSJ020 /AM070E2,E3,F2,F3,G2&G3 Highlights
* - GAFSJ030 /GA000540 Current Restricted Funds Exp.
* - GAFSJ040 /AM082-EPStmt. of Chgs. in Fd. Bal. - Exp. Plant Funds
- GAFSJ050 /AM083EP Revenue & Expense Summary
- GAFSJ060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal. School Funds
- GAFSJ070 /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Unrestr. Activities
* - GAFSJ080 /AM082-D1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Restr. Activities
- GAFSJ090 /AM082E1 Summary Stmt. of Chgs. in Fd. Bal. Professional Svc. Funds
* - GAFSJ100 /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal. Agency Funds
* - GAFSJ110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal. Scholarship Funds
- GAFSJ120 /Summary Stmt. of Chgs. in Fd. Bal. Loan Funds
- GAFSJ130 /AM082-L1 Federal Loans
- GAFSJ140 /AM082-L2 Non-Federal Loans
* - GAFSJ150 /AM083-A1 Status of Operating Budget Exp.
- GAFSJ160 /AM083-A2 Detail of Dept. Expenditures
* - GAFSJ170 /AM083-H4 Status of Operating Budget Federal Grants & Contracts
- GAFSJ180 /AM083-H5 Status of Operating Budget Non-Federal Grants & Contracts
* - GAFSJ190 /GA000550 Endowment Fund Summary

W 08/04 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

* - GAFSJ200 /AM070AS Auxiliary Service FYTD Operations Summary - Townhouse Apartments
* - GAFSJ210 /GA00630-01 Schd C-1 Other Operating Revenue
- GAFSJ220 /GA00610-01 Schd A Patient Service Revenue
- GAFSJ230 /GA00620-01 Schd B Deductions From Revenue
- GAFSJ240 /GA0070-H1 Operating Statements
- GAFSJ250 /GA01630-01 Schd C-2 Other Non-Operating Revenue
* - GAFSJ260 /Hospital Patient Revenue Service Statements
- GAFSJ270 /GA00660 Schd D-2 Expenditures by Function
- GAFSJ280 /GA00670 Schd E Expenditures by type
- GAFSJ290 /GA000680 Detail Department Oper. Expenses
- GAFSJ300 /GA000690 Detail Summary Hosp. Division Exp.
- GAFSJ310 /GA000700 Budget Analysis
- GAFSJ320 /GA000710-01 Budget Analysis
- GAFSJ330 /GA000720-01 Budget Analysis
* - GAFSJ340 /GA000740-01thru07 Patient Service Revenue
* - GAFSJ350 /GA000750-01thru07 Patient Service Revenue
* - GAFSJ360 /GA000760 Balance Sheet
* - GAFSJ370 /Hospital Patient Revenue Service Statements
- GAFSJ380 /GA0082B1 Stmt. of Chgs. in Fd. Bal. - Aux. Enterprises - Townhouse Apartments
* - GAFSJ390 /GA0082-CS Self-Supporting Hospital
* - GAFSJ400 /AM070 Current Fund Restricted Expenditures
* - GAFSJ410 /AM083B1 Status of Operating Budget Expenses
* - GAFSJ420 /AM083B2 Detail of Dept. Expenditures

Darryl Brown
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 /GA005050 Detailed Status Report of the General Operating Budget
- Kelly Worden
- GAJOB483 Public Health Account Statement
- Chris Chicarello
- GAJOB485 /AM082SA Unrestricted Fund Summary
- Mike Raczynski
- GAJOB502 /GA005050 Detailed Status Report of Miscellaneous Funds Status By Restricted and Unrestricted Funds
- Kelly Worden
- GAJOB530 /GA009090 Monthly Transfer Report - (GAWEW Copy)
- Leslie Chastain
- GAJOB535 /GA009090 YTD Transfer Report (cumulative for a Year)
- Leslie Chastain
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3
- Leslie Chastain

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 /GA000570 Bank Reconciliation Report
- Tina Ealy/Dona Ricks/ Jason Bacak
- 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 - (GAWEW Copy)
- Toshika McConico
- GAJOB521 /AM090/91/92 Non-Grants File Copy - (GAWEW Copy)
- Tina Ealy
- GAJOB525 /GA000530 Letter of Credit Recon. Report
- Tina Ealy
- GA JOB526 /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
- Leslie Chastain
- /AM040TS B&E Accounts-Plant Chart of Accts.
- Jennifer Thompson
- GAJOB535 /GA000950 YTD Transfer Report (cumulative for a Year)
- Leslie Chastain
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3
- Leslie Chastain
- GAJOB538 Expenses by Department
  /AM083MC Hospital Maintenance Contracts
  Leslie Chastain
  /AM083PB Prior Year Revenue and Expense for Flexible
  Budgets Report - Hospital Finance
  Business Office
- GAJOB539 Download Expense for President's Report (No Printout)
- GAJOB541 EC34 Investment summary
  Darryl Brown
- GAJOB542 Monthly Project List
  Jennifer Thompson
- GAJOB543 Deliver-To & Responsible Person List
  Jayme Hicks
- GAJOB545 /GAEAS210 Rental Expense Transactions List
  Dick Berliner
  over $4999.99
- GAJOB546 /AM083UT Utility Expenses
  Kelly Winnett
- GAJOB548 /GA000960 Dept. Exp. Projection
  Budget Admin.
- GAJOB549 G&GL AM082RD&RE Grants & Contracts Review
  and Review by Accountant
  Tina Ealy
- GAJOB551 Petty Cash/1150 List
  Ski Fields
- GAJOB563 /AM083DA Fee Totals for Financial Aid
  (Runs only in May)
  Jim Chenoweth

**W 08/04**
3RD WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB564 /AM083Y5 Capitalized Expenditures Current Funds
  Hester/Lovelace
  /AM083Y6 Capitalized Expenditures Current Funds
  Internal Matching
  Clay Hester
  /AM083Y7 Unexpended Plant Funds
  Christina Lovelace/Jennifer Thompson
  /AM083Y8 Unexpended Plant Funds
  Internal Matching
  Jennifer Thompson
  /AM082Y9 UAB Matching Report
  Dona Ricks
  /AM083J3 Status of Operating Budget Other Hosp. Cap.
  Leslie Chastain
  Expenditure Fund
  /AM083RU UAH Operating Expenses Asst. Administrator
  Leslie Chastain
  /Hospital Inventory Summary Report
  Leslie Chastain
  /GA005000-02 Recap of Division
  Leslie Chastain
  /GA005000-01 Gross Margin
  Leslie Chastain
  - GAJOB569 Stmt. of Chgs in Fd. Bal. - Invalid Stmt. Format
  Codes
  Dona Ricks
- GAJOB570 Status of Operating Budget - Invalid Stmt.
  Format Codes
  Dona Ricks
- GAJOB572 /GAEZ0420 Sources of Funding for Building Purchases
  Jennifer Thompson
  /GAEZ0420 Sources of Funding for Building
  Construction
  Jennifer Thompson
- GAJOB574 /AM083QB Dept. of Psychiatry General
  Operating Funds
  Donna Oliver
  /AM083QC Dept. of Psychiatry Misc. Current
  Month Date
- GAJOB577 /AM070ZA Hospital Balance Sheet/Audit Trail
  Stephanie Mullins/Leslie Chastain/Dede Moore
  /AM070ZB Hospital Audit Trail
  Stephanie Mullins/Leslie Chastain/Dede Moore
- GAJOB581 /GAEAS600 Monthly List of Gift Transactions
  Vandi Terry
  /GAEAS540 Trans. on Payroll Subcodes (No Printout)
  Dona Ricks
  /GAEAS580 Wire Transfer Report
  Jason Bacak
  /GAEAS590 Wire Disbursement Report
  Jason Bacak
- GAJOB583 /Restricted Accts. Billing
  Tina Ealy
- GAJOB587 /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
- GAJOB590 /AM040X2 Chart of Accounts by Accounting Contact
  Tina Ealy
- GAJOB591 Grants & Contracts Scope Groups AM095
  Tina Ealy
- GAJOB592 /AM095 Athletics and Auxiliary Scope Accounts/
  Bookstore
  Victor Stark/Sharon Mahaffey
- GAJOB594 /University Object Code Listing
  Darryl Brown
- GAJOB595 /Audit Adjustments AM090/91'S
  Stephanie Mullins
- GAJOB596 /Unbilled Charges for AA
  Tina Ealy
- GAJOB597 SL & GL Transfer Object Code Report
  Leslie Chastain
- GAJOB598 Accounts with Budget-Ending Dates
  Tina Ealy
  Budget Admin.
- GAJOB922 Cost Recovery Report
  Dona Ricks
- GAJOB930 /GA000930 Capitalization Report (YTD)
  Mullins/Hester/Lovelace
- GAJOB968 /GA005110 Ledger 5 and 6 Account Ending Letters
  (No printout)
  Tina Ealy
- GAJOB984 Accounts by Contact and Listing of Accounts Numbers
  assigned to each Accountant (Monthly)
  Darryl Brown/Fern Tomisek/Beverly Matlock
- GAJOB985 /AM082PA Grants & Contracts Analysis (6/30 & 9/30)
  /AM083SS & AM083ST Current Funds Analytical Review
  Reports - (9/30)
  Dona Ricks
- GAJOB985 /AM083T1 Mandatory Cost sharing Accounts
  Tina Ealy
- GAJOB985 /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

W 08/04 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

- GAJOB930 /GA00093A Capitalization Report (Monthend)
  Mullins/Hester/Lovelace
- GAJOB930 /GA001020 MTD Hospital Capitalization Report
  Mullins/Hester/Lovelace
- GAJOB930 /GA001030 MTD Non-Hospital Capitalization Report
  Mullins/Hester/Lovelace
- GAJOB930 /GA001040 YTD Hospital Capitalization Report
  Mullins/Hester/Lovelace
- GAJOB930 /GA001050 YTD Non-Hospital Capitalization Report
  Mullins/Hester/Lovelace

**Need four copies of each report in GAJOB930 at June 30th and
September 30th monthend. Additional copy going to Jennifer Thompson.

- GAJOB968 /GA005110 Ledger 5 and 6 Account Ending Letters
  (No printout)
  Tina Ealy
- GAJOB984 Accounts by Contact and Listing of Accounts Numbers
  assigned to each Accountant (Monthly)
  Darryl Brown/Fern Tomisek/Beverly Matlock
- GAJOB985 /AM082PA Grants & Contracts Analysis (6/30 & 9/30)
  /AM083SS & AM083ST Current Funds Analytical Review
  Reports - (9/30)
  Dona Ricks
- GAJOB985 /AM083T1 Mandatory Cost sharing Accounts
  Tina Ealy
- GAJOB985 /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 08/05 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 08/05 so as to deliver the
  complete package to the Copy Service by 2:00 p.m. TH 08/05.
- 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
- **GAYEBKUP** Yearend Backup - No printout
- **GAJOB811** Yearend Snapshot
- **GAJOB841** AM090, AM091, AM092 Cumulative Account Statements
- **GAJOB873** AM000310 Non Payroll Cash Disbursements by Aff. Summary
- **GAEZ0460** Non Payroll Cash Disbursements For Affiliation
- **GAJOB886** Adjust True YE Transactions - No Printout
- **GAJOB892** Grants and Contracts Yearend - GAWWWEB Copy
- **GAJOB893** Non-Grants Yearend - GAWWWEB Copy
- **GAJOB896** Final Audit Adjustments
- **GAJOB897** /AM015 Year-To-Date Transaction History Merge
- **GAJOB885** should be delivered to Darryl Brown. **Account Drops will occur in February.**

- **GAJOB950** /GAAM9640 Automatic Accrual Reversal - JE9016

**TH 08/05** 4TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

**FAS Monthend Roll Jobs will run this day unless TUCC is notified**

- **DBAJOB10** UAB Data Warehouse downloads
- **DBAJOB60** Updates Account Statements onto GAWWWEB.
- **GAJOB600** Updates GL and SL History File and Merge Trans. Files
- **GAJOB327** Quarterly AM070’s (Printout only in Mar. & Sept.)
- **GAJOB328** Quarterly Trsf. Report (Printout only in Mar. & Sept.)
- **PPJOB361** G&C Effort Reporting
- **GAJOB495** Sets FAS Online System to update and inquire (No Printout).
- **GAJOB553** Indirect Cost Downloads
- **GAJOB610** /AM003 Monthend Roll
- **GAJOB425** /AM951ID Indirect Expense Recovery
- **GAJOB426** /AM951B1 State Appropriations JE
- **GAJOB460** /AM952N1 Internal Commitments Payback
- **GAJOB484** /AM952T1 Internal Sales/Srvs Hospital
- **GAJOB486** /AM951TR Int. Trans. Byrd Bldg/Rental Inc. 1893TR
- **GAJOB488** /AM951AS Budgeted Transfers Auxiliaries

**1ST WORKDAY OF NEW PROCESSING MONTH:**

- **GAJOB620** Sets up files for new month (No printout)
- **GAJOB630** Build ORGA Download Files/Errors Report
- **GAJOB862** /GAEAS200 Gifts Trans. List - (6/30 & 9/30)
- **GAJOB863** /GAEAS210 Rental Exp. Trans. List - (9/30)
- **GAJOB867** EC=98YE List - (6/30 & 9/30)
- **GAJOB010** - Update of all batches held for new month
- **GAJOB425** /AM951ID Indirect Expense Recovery
- **GAJOB426** /AM951B1 State Appropriations JE
- **GAJOB460** /AM952N1 Internal Commitments Payback
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- **GAJOB486** /AM951TR Int. Trans. Byrd Bldg/Rental Inc. 1893TR
/AM951NS Budgeted Transfers Natural Science 2008AE Amy Evans
/AM951AH Budgeted Transfers Arts & Humanities 2009AE Amy Evans
/AM951SB Budgeted Transfers SBS 2010AE Amy Evans
/AM951HS Budgeted Transfers Health Systems 2011AE Amy Evans
/AM951GS Budgeted Transfers Graduate School 2013AE Amy Evans
/AM951SD Budgeted Transfers Dentistry 2014AE Amy Evans
/AM951SN Budgeted Transfers Nursing 2015AE Amy Evans
/AM951SO Budgeted Transfers Optometry 2016AE Amy Evans
/AM951AT Budgeted Transfers Athletics 2017AE Amy Evans
/AM951PH Budgeted Transfers Public Health 2018AE Amy Evans

- GAJOB010 Update

** 08/06 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.

** 08/09 3RD WORKDAY OF NEW PROCESSING MONTH:

- GAJOB482 /AM952SM Debt Service Transfers 0948CH Clay Hester

Assistant Directors:  

<table>
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<th>Name</th>
<th>Office Phone</th>
<th>Fax</th>
<th>Home Phone</th>
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<td>Dona Ricks</td>
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Accounting Directors:

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<td>5-6460</td>
<td>631-8425</td>
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<td>Darryl Brown</td>
<td>4-1850</td>
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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 the Provost Office should be placed in campus mail and mailed to address AB 1120 zip 0111.