**UNIVERSITY OF ALABAMA AT BIRMINGHAM**
**FINANCIAL ACCOUNTING SYSTEM**
**MONTHEND CLOSEOUT**
**FOR THE PROCESSING MONTH OF JUNE 2004**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE PERSON</th>
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<tbody>
<tr>
<td>M 06/21</td>
<td>EFFORT REPORTING DEADLINE AND UPDATES:</td>
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<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>
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<td></td>
<td>- GAJOB534 /GA000950 Monthly Transfer Report Leslie Chastain</td>
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<td>/AM040TS B&amp;E Accounts-Plant Chart of Acct. Jennifer Thompson</td>
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<td>- GAJOB536 /Transfer Summaries - AM082Y2 &amp; AM083Y3 Leslie Chastain</td>
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<td>/AM082I0 Invalid GL Object Codes Dona Ricks</td>
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<td>- GAJOB547 AM083AK Overspent bal. In Ledger 4 Accts. Dona Ricks</td>
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<td>- GAJOB916 /GA001600 SL &amp; GL Attribute Comparison Rpt Applicable Acc.</td>
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<td>F 06/25</td>
<td>BUDGET ENTRY DEADLINE:</td>
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<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>
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<td>F 06/25</td>
<td>JOURNAL ENTRY DEADLINE:</td>
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<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>
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<td>M 06/28</td>
<td>DEPOSIT DEADLINE IF LEFT IN GENERAL ACCOUNTING:</td>
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<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>
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<td>T 06/29</td>
<td>GAJOB411:</td>
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<td>- GAJOB411 /AM083NS Salary Charged To Unexp.Plant Funds Jennifer Thompson</td>
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<tr>
<td>T 06/29</td>
<td>DEPOSIT DEADLINE IF DIRECTLY DELIVERED TO CASHIER’S OFFICE:</td>
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|        | - 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.

W 06/30 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 TH 7/01 or any automated input ready by that time.)
- Ski Fields/
- Janice Lacey
- All suspense and invalid object codes must be finished today. Applicable Acct.
  - GAJOB422 /GA000430 Automated UH Accrued Payroll JE 1702KA Leslie Chastain
    Hosp. Payroll 128% of the June 18th Payroll Accrual
  - UTJOB010 Hospital Utilities - UTARCC Leslie Chastain
  - GAJOB010 Update
  - GAJOB011 WTD-To-MTD Merge
  - GAJOB013 /AM082HC Hospital Cash Position (Daily Job) Leslie Chastain
  - GAJOB489 /AM952N2 Internal Transfers Jamye Hicks
  - GAJOB499 /GA000480 Soc Sec. No. Load Errors Leslie Chastain
    Responsible Person Update
    Deliver-To Person Update
    T1 Unused Responsible & Del-To Codes Jamye Hicks
    T2 Unused Division Codes Stephanie Mullins
    T3 Unused Affiliation Codes Stephanie Mullins
    T4 September 30th Processing Code Leslie Chastain
    T5 Mailing List for Financial Statements Jamye Hicks
    Reporting Entity Error Listing
    Division Update
  - GAJOB527 /AM019 Cash Report by Bank 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 yr.) Leslie Chastain
  - GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Leslie Chastain
    /AM083X5 Capitalized Expenditures Leslie Chastain
    /AM083X7 Unexpended Plant Funds Leslie Chastain
    /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
  - GAJOB569 /AM082 Stmt. of Changes in Fund Balance Dona Ricks
  - GAJOB570 /AM083 Stmt. of Changes in Fund Balance Dona Ricks

W 06/30 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
  /GA000300-01 Detail Balance Sheet Dona Ricks
- GAJOB916 /GA001600 SL & GL Attribute Comparison Report
  Applicable Acc.
- APJOB800 /AP000U150 EOM UH Accrued Pay. JE APAUCC (2) Leslie Chastain
  /AP000U160 Hosp.Outstdng PO Rep.(No Printout) Leslie Chastain
  /APEAS800 Bookstore Accrual Sharon Mahaffey
  /APEAS595 Accruals For Hospital Business Office
- APJOB830 /AP000U200 Produces Kill Transactions Leslie Chastain
- APJOB850 /Direct Payments Against Hospital Inventoried Accounts (No printout) Leslie Chastain
TH 07/01
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 Leslie Chastain
- Transfer Reports should be balanced. Leslie Chastain
- Bank 29 and 30 should be zero. Dona Ricks
- Payroll must be updated in FAS before the Trial Balance is run.

TH 07/01
1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- 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 Responsible Person Update
  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
  Reporting Entity Error Listing Stephanie Mullins
  Division Update Stephanie Mullins
- GAJOB524 /GAAM100 Batch Control File Print Darryl Brown
- GAJOB528 /GAAM0090 Open Commitment File Print Ski Fields
TH 07/01

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

- 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
  /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
  Non-Federal Grants & Contracts         Tina Ealy
- GAFSJ190  /GA000550 Endowment Fund Summary
  /AM082C2 Summary Stmt. Of changes in Fund
  Balance Annuity and Life Income Funds  Darryl Elston
- GAFSJ200  /AM070AS Auxiliary Service FYTD Operations
  Summary - Townhouse Apartments         Sharon Mahaffey
- GAFSJ210  /GA000630-01 Schd C-1 Other Operating Revenue
  Leslie Chastain                        Leslie Chastain
  /GA000610-01 Schd A Patient Service Revenue
  /GA000620-01 Schd B Deductions From Revenue
  /AM070-H1 Operating Statements          Leslie Chastain
  /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
  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.
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  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
  Non-Federal Grants & Contracts         Tina Ealy
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  /AM082C2 Summary Stmt. Of changes in Fund
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  Summary - Townhouse Apartments         Sharon Mahaffey
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  /AM070-H1 Operating Statements          Leslie Chastain
  /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
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  /AM083OD Invalid Object Codes          Dona Ricks
  /AM083LE Fund Balance and Type Fund    Dona Ricks
  /AM082IO Invalid GL Object Codes       Dona Ricks
  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
  /AM082-P1 Investment in Plant Funds     Jennifer Thompson
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  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
  Non-Federal Grants & Contracts         Tina Ealy
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  /AM082C2 Summary Stmt. Of changes in Fund
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  Summary - Townhouse Apartments         Sharon Mahaffey
  * - GAFSJ210  /GA000630-01 Schd C-1 Other Operating Revenue
  Leslie Chastain                        Leslie Chastain
  /GA000610-01 Schd A Patient Service Revenue
  /GA000620-01 Schd B Deductions From Revenue
  /AM070-H1 Operating Statements          Leslie Chastain
TH 07/01  

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

- GAJOB495 Inquiry Only.
- GAJOB428 /AM952NO Hospital Capital Balances 2243JT Jennifer Thompson
- GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
- GAJOB429 /AM952J2 P/R Deduction for Health Club 3697JL Leslie Chastain

F 07/02  

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. All Accountants
  - This should only be suspense and invalid Object codes resulting from last night’s update.
- Sparks Center Dona Ricks
- Print shop Dona Ricks
- Service Center Depreciation Dona Ricks
- Bookstore A/P Sharon Mahaffey
- Books Returned to Publisher Sharon Mahaffey
- Bookstore Inventory Sharon Mahaffey
- Verify UH cash deposits and patient charges Leslie Chastain
- UH Closing Entries Leslie Chastain
- Pool Income Allocation entries Darryl Brown
- Budget Entries for Cash Received Peggy Cornelius
- Dental PSF Adjustment Entry (Ginger Hattaway to fax information) Leslie Chastain
- Review Accounts 317461, 315965, 882090 and 882039 Jennifer Thompson

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 TUCK.
- UH Finance Office to give last entries (Retroactive Cost Adj. And discount/receivable adj.) before statements can be run. Leslie Chastain

- GAO1630-01 Schd C-2 Other Non-Operating Revenue Leslie Chastain
- 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
- GA000680 Detail Department Oper. Expenses Leslie Chastain
- GA000690 Detail Summary Hosp. Division Exp. Leslie Chastain
- GA000700 Budget Analysis Leslie Chastain
- GA000710-01 Budget Analysis Leslie Chastain
- GA000720-01 Budget Analysis Leslie Chastain
- GA000740-01thru07 Patient Service Revenue Leslie Chastain
- GA000750-01thru07 Patient Service Revenue Leslie Chastain
- GA000760 Balance Sheet Leslie Chastain
- AM082CS Self-Supporting Hospital Leslie Chastain
- GAJOB426 /AM952NB Hospital Capital Balances 2243JT Jennifer Thompson
- GAJOB010 Update
- GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
- GAJOB429 /AM952J2 P/R Deduction for Health Club 3697JL Leslie Chastain
- GAJOB428 /AM952NO Hospital Capital Balances 2243JT Jennifer Thompson
- GAJOB010 Update
- GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
- GAJOB429 /AM952J2 P/R Deduction for Health Club 3697JL Leslie Chastain
- GAJOB010 Update
- GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
- GAJOB429 /AM952J2 P/R Deduction for Health Club 3697JL Leslie Chastain
- GAJOB010 Update
- GAJOB011 WTD-TO-MTD Merge
- GAJOB499 /GA000480 Soc. Sec. No. Load Errors Jayme Hicks
F 07/02 2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

/AM040TS B&E Accounts-plant Chart of Accts. Jennifer Thompson
- 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 Los Roberts
  /AM083OB Invalid Object Codes Dona Ricks
  /AM083OD Invalid Object Codes Dona Ricks
  /AM083LE Fund Balance and Type Fund Dona Ricks
  /AM082I0 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

M 07/05 July 4th Holiday

t 07/06 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 Batch CAPRCC Hester/Thompson
  GA000450 /Indirect Cost SL5 & SL6, Batch 170RCC Tina Ealy
  /AM953R2 /Special Indirect Cost,Batch JV0171 Tina Ealy
- GAJOB423 /AM952CH /Clinical Trial Indirect Cost, Batch 0949CH Ginger Shupe
- GAJOB010 Update
- GAJOB400 /GA000770 File Update for AM952 G&C Fund Additions JE Tina Ealy
- GAJOB440 /AM95222 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 Batch RRPRCC Budget Admin.
  /Energy Management Support, Batch EMSRCC Budget Admin.
  Produces two flat files, GALOADRR and GALOADEM to be
updated in following GAJOB010
- 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

**T 07/06** 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/AM082C6 Cash Received from Federal Sources 09 Tina Ealy
/AM082C7 Cash Received from Federal Sources 12 Tina Ealy
- GAJOB552 /AM082AJ Activity in General Ledger Spending Acct. Darryl Brown
  /AM082AV Gifts in Endowment Accounts Darryl Brown
- GAJOB573 /AM08294 Grant Fund Balances should be zero. Review before GAJOB515 runs.
- GAJOB515 WTD-To-MTD Merge Dona Ricks
  *- GAJSF010 /GA000300 Detail Stmt of Changes in Fund Bal. Dona Ricks
    /GA000300-01 Detail Balance Sheet Dona Ricks
  *- GAJSF020 /AM070E2,E3,F2,F3,G2&G3 Highlights Dona Ricks
  *- GAJSF030 /GA000540 Current Restricted Funds Exp. Tina Ealy
  *- GAJSF040 /AM082-EP Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds Jennifer Thompson
  *- GAJSF050 /AM083EP Revenue & Expense Summary Exp. Plant Funds - Jennifer Thompson
  *- GAJSF060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal. School Funds Sharon Mahaffey
  *- GAJSF070 /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Unrestr. Activities - Dona Ricks
  *- GAJSF080 /AM082-D1 Summary Stmt. of Chgs. in Fd. Bal. Misc. Restr. Activities Chris Chicarello
  *- GAJSF090 /AM082E1 Summary Stmt. of Chgs. in Fd. Bal. Professional Svc. Funds Leslie Chastain
  *- GAJSF100 /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal. Agency Funds Sharon Mahaffey
  *- GAJSF110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal. Scholarship Funds Victor Stark
  *- GAJSF120 /Summary Stmt. of Chgs. in Fd. Bal. Loan Funds /AM082L1 Federal Loans Victor Stark
    /AM082L2 Non-Federal Loans Victor Stark
  *- GAJSF130 /AM082-P1 Investment in Plant Funds Jennifer Thompson
  *- GAJSF140 /AM083-A1 Status of Operating Budget Exp. School Funds Sharon Mahaffey
  *- GAJSF150 /AM083-A2 Detail of Dept. Expenditures School Funds Sharon Mahaffey
  *- GAJSF160 /AM083-A3 Status of Operating Budget Revenues School Funds Sharon Mahaffey
  *- GAJSF170 /AM083-H4 Status of Operating Budget Federal Grants & Contracts Tina Ealy
    /AM083-H5 Status of Operating Budget Non-Federal Grants & Contracts Tina Ealy
  *- GAJSF190 /GA000550 Endowment Fund Summary /AM082C2 Summary Stmt. Of changes in Fund Balance Annuity and Life Income Funds Darryl Brown
  *- GAJSF200 /AM070AS Auxiliary Service FYTD Operations

**T 07/06** 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

Summary - Townhouse Apartments Sharon Mahaffey
* - GAJSF210 /GA000630-01 Schd C-1 Other Operating Revenue Leslie Chastain
  /GA000610-01 Schd A Patient Service Revenue Leslie Chastain
T 07/06  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 W 07/07, Kelly Worden will stuff the Financial Summaries (GAJOB502) in envelopes for mailing. The stuffing should be completed before 2:00 p.m.
- GAJOR510 & GAJOR511/AM090 & AM091 Deliver-To-Statements
- Remember 8:00 a.m. on W 07/07, 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.

- GAOJB512  Cash Receipts Transactions Listing  Dona Ricks
- GAOJB513  Cash Receipts Excluding Intra Fund Transfers  Dede Moore
- GAOJB514  Cash Receipts/Disbursements Equipment Purchases for Non Project Accounts  Dede Moore
- GAOJB516 /AM095A1 Pediatrics  Pediatrics
- GAOJB518  Produces downloadable files for Hospital Consolidated Balance Sheet (No Printout)  Stephanie Mullins/DeDe Moore
- GAOJB519  Produces Cash Report in Summary by Batch  Dede Moore
- GAOJB520 /AM090/91/92 Grants Desk Copy - (GAWWEB Copy)  Toshika McConico
- GAOJB521 /AM090/91/92 Non-Grants File Copy - (GAWWEB Copy)  Darryl Brown
- GAOJB525 /GA000530 Letter of Credit Recon. Report  Tina Ealy
- GAOJB530  UH Capital Expenditures  DeDe Moore
- GAOJB531  UH Account Statement  DeDe Moore
- GAOJB533  Batch Control Reference (No Printout)  Darryl Brown
- GAOJB534 /GA000950 Monthly Transfer Report  Leslie Chastain
- GAOJB535 /GA000950 YTD Transfer Report (cumulative for a Year)  Leslie Chastain
- GAOJB536 /AM083X5 Capitalized Expenditures  Christina Lovelace/Clay Hester
- GAOJB538  Expenses by Department  Leslie Chastain
- GAOJB539 /AM083MC Hospital Maintenance Contracts  Leslie Chastain
- GAOJB541 EC34 Investment summary  Darryl Brown
- GAOJB542 Monthly Project List  Jennifer Thompson
- GAOJB543 Deliver-To & Responsible Person List  Jayme Hicks
- GAOJB545 /GAEAS210 Rental Expense Transactions List  Leslie Chastain
- GAOJB546 /AM083UT Utility Expenses  Kelly Winnett
- GAOJB549 G&C GL AM082RD&RE Grants & Contracts Review and Review by Accountant  Tina Ealy
- GAOJB551 Petty Cash/1150 List  Ski Fields
- GAOJB563 /AM083DA Fee Totals for Financial Aid (Runs only in May)  Jim Chenoweth
- GAOJB564 /AM083Y5 Capitalized Expenditures Current Funds  Hester/Lovelace
- GAOJB566 /AM083Y6 Capitalized Expenditures Current Funds  Clay Hester
- GAOJB568 Unexpended Plant Funds  Christina Lovelace/Jennifer Thompson

**T 07/06** 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

- GAOJB539 Download Expense for President’s Report (No Printout)  Business Office
- GAOJB541 EC34 Investment summary  Budget Admin.
- GAOJB542 Monthly Project List  Budget Admin.
- GAOJB543 Deliver-To & Responsible Person List  Budget Admin.
- GAOJB545 /GAEAS210 Rental Expense Transactions List  Budget Admin.
- GAOJB546 /AM083UT Utility Expenses  Budget Admin.
- GAOJB551 Petty Cash/1150 List  Budget Admin.
- GAOJB563 /AM083DA Fee Totals for Financial Aid (Runs only in May)  Budget Admin.
- GAOJB564 /AM083Y5 Capitalized Expenditures Current Funds  Budget Admin.
- GAOJB566 /AM083Y6 Capitalized Expenditures Current Funds  Budget Admin.
- GAOJB568 Unexpended Plant Funds  Budget Admin.
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<tr>
<th>Report Code</th>
<th>Report Title</th>
<th>Responsible Person(s)</th>
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<td>/AM083Y8</td>
<td>Unexpended Plant Funds</td>
<td>Jennifer Thompson</td>
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<td>/AM082Y9</td>
<td>UAB Matching Report</td>
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<td>GAJOB567</td>
<td>Status of Operating Budget Other Hosp. Cap. Expenditure Fund</td>
<td>Leslie Chastain</td>
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<td>/AM083J3</td>
<td>UAB Operating Expenses Asst. Administrator Hospital Inventory Summary Report</td>
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<td>/GA005000-02</td>
<td>Recap of Division</td>
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<td>/GA005000-01</td>
<td>Gross Margin</td>
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<td>Stmt. of Chgs in Fd. Bal. - Invalid Stmt. Format Codes</td>
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<td>Status of Operating Budget - Invalid Stmt. Format Codes</td>
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<td>GAJOB572</td>
<td>Sources of Funding for Building Purchases</td>
<td>Jennifer Thompson</td>
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<td>/GAEZ0420</td>
<td>Sources of Funding for Building Construction</td>
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<td>Dept. of Psychiatry General Operating Funds</td>
<td>Donna Oliver</td>
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<td>/AM083QB</td>
<td>Dept. of Psychiatry Misc. Current Month</td>
<td>Stephanie Mullins</td>
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<td>GAJOB577</td>
<td>Hospital Balance Sheet/Audit Trail</td>
<td>Leslie Chastain</td>
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<td>/AM070ZB</td>
<td>Hospital Audit Trail</td>
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<td>GAJOB581</td>
<td>Monthly List of Gift Transactions</td>
<td>Vandi Terry</td>
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<td>/GAEAS600</td>
<td>Trans. on Payroll Subcodes (No Printout)</td>
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<td>/GAEAS540</td>
<td>Wire Transfer Report</td>
<td>Jason Bacak</td>
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<td>/GAEAS580</td>
<td>Wire Disbursement Report</td>
<td>Jason Bacak</td>
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<td>GAJOB583</td>
<td>Restricted Accts. Billing</td>
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<td>GAJOB587</td>
<td>Excluding Projects with an End Date of 04/01/92</td>
<td>Tina Ealy</td>
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<td>GAJOB588</td>
<td>Academic Affairs Account Grouping Report</td>
<td>Gwen Abernathy</td>
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<td>AM004X1</td>
<td>G&amp;C Chart of Accounts by Account Number and Responsible Person</td>
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<td>Chart of Accounts by Accounting Contact</td>
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<td>Grants &amp; Contracts Scope Groups AM095</td>
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<td>Athletics and Auxiliary Scope Accounts/Bookstore</td>
<td>Victor Stark/</td>
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<td>/GAJOB594</td>
<td>University Object Code Listing</td>
<td>Sharon Mahaffey</td>
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<td>GAJOB595</td>
<td>Audit Adjustments AM090/91’S</td>
<td>Darryl Brown</td>
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<td>Unbilled Charges for AA</td>
<td>Stephanie Mullins</td>
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<td>IDC Expense and Recovery</td>
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<td>IDC Expense by Revenue Code</td>
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<td>SL &amp; GL Transfer Object Code Report</td>
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<td>Accounts with Budget-Ending Dates</td>
<td>Tina Ealy</td>
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<td>GAJOB922</td>
<td>Cost Recovery Report</td>
<td>Dona Ricks</td>
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<td>/GAEZ0270</td>
<td>Internal Sales and Services</td>
<td>Dona Ricks</td>
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<td>GAJOB930</td>
<td>Capitalization Report (YTD)</td>
<td>Mullins/Hester/Lovelace</td>
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<td>Capitalization Report (Monthend)</td>
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<td>MTD Hospital Capitalization Report</td>
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<td>MTD Non-Hospital Capitalization Report</td>
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<td>YTD Non-Hospital Capitalization Report</td>
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</table>

**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** Darryl Brown/ assigned to each Accountant (Monthly)
  - Fern Tomisek/ Beverly Matlock
- **GAJOB985 /AM082PA Grants & Contracts Analysis (6/30 & 9/30)** Tina Ealy
  - **/AM083SS & AM083ST Current Funds Analytical Review Reports** (9/30)
    - Dona Ricks
    - **/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**

**W 07/07** 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. **W 07/07** so as to deliver the complete package to the Copy Service by 2:00 p.m. **W 07/07**.
  - 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 Karron 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
      - /GAE20460 Non Payroll Cash Disbursements For Affiliation Amy Evans
    - **GAJOB886** Adjust True YE Transactions - No Printout
    - **GAJOB892** Grants and Contracts Yearend - GAWWEB Copy
    - **GAJOB893** Non-Grants Yearend - GAWWEB 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.** Darryl Brown
- **GAJOB950 /GAAM9640 Automatic Accrual Reversal - JE9016** Dona Ricks
- **FAS Monthend Roll Jobs will run this day unless TUCC is notified to change.**
  - **DBAJOB10** UAB Data Warehouse downloads
  - **DBAJOB60** Updates Account Statements onto GAWWEB.
  - **GAJOB600** Updates GL and SL History File and Merge Trans. Files Dona Ricks
  - **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

11
Contracts

- GAJOB495  Sets FAS Online System to update and inquire (No Printout).
- GAJOB553  Indirect Cost Downloads                          Tina Ealy
- GAJOB610 /AM003 Monthend Roll                             Darryl Brown
  /AM090, AM091, AM092 Cumulative Account Statements   Jennifer Thompson

1ST WORKDAY OF NEW PROCESSING MONTH:

- GAJOB620  Sets up files for new month (No printout)       Tina Ealy
- GAJOB630  Build ORGA Download Files/Errors Report         Tina Ealy
- GAJOB863 /GAEAS210 Rental Exp. Trans. List – (9/30)      Darryl Brown
- GAJOB67  EC=98YE List – (6/30 & 9/30)                    Stephanie Mullins
- GAJOB010  Update of all batches held for new month      Tina Ealy
- GAJOB425 /AM951ID Indirect Expense Recovery              2019AE Amy Evans

1ST WORKDAY OF NEW PROCESSING MONTH (cont’d)

- GAJOB426 /AM951B1 State Appropriations JE 1501JL Dona Ricks
- GAJOB460 /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 Vic Stark
- GAJOB488 /AM951SM Budgeted Transfers Medicine 2000AE Amy Evans
  /AM951P1 Budgeted Transfers Hospital 2001AE Amy Evans
  /AM951P2 Budgeted Transfers SHRP 2003AE Amy Evans
  /AM951P3 Budgeted Transfers Central 2004AE Amy Evans
  /AM951P4 Budgeted Transfers Provost 2005AE Amy Evans
  /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

**TH 07/08**  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.

**F 07/09**  3RD WORKDAY OF NEW PROCESSING MONTH:

- GAJOB482 /AM952SM Debt Service Transfers 0948CH Clay Hester
<table>
<thead>
<tr>
<th>Assistant Directors:</th>
<th>Office Phone</th>
<th>Fax</th>
<th>Home Phone</th>
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<tr>
<td>Tina Ealy</td>
<td>4-9388</td>
<td>5-6460</td>
<td>854-7986</td>
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<tbody>
<tr>
<td>Beverly Matlock</td>
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<tr>
<td>Darryl Brown</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.