- Effort Reporting Reports which reach Grants & Contracts Accounting by this date will be reviewed and journal entries booked during the current month. Reports received after the deadline will **NOT** be processed until the following month.

- **GAJOB534** /GA000950 Monthly Transfer Report Darrell Ray
- **GAJOB536** /Transfer Summaries - AM082Y2 & AM083Y3 Darrell Ray
- **GAJOB537** /AM083X5 Capitalized Expenditures Darrell Ray
- **GAJOB538** /AM083X7 Unexpended Plant Funds Darrell Ray
- **GAJOB539** /AM083H1 HSF Revenue Dona Ricks
- **GAJOB540** /AM083H7 HSF Revenue Dona Ricks
- **GAJOB541** /AM082A2 Sales Tax Payable Dona Ricks
- **GAJOB542** /AM083TY Noncapital Expenses Darrell Ray
- **GAJOB543** /AM083EE HSF Report Les Roberts
- **GAJOB544** /AM083OB Invalid Object Codes Karen Moore
- **GAJOB545** /AM083OD Invalid Object Codes Karen Moore
- **GAJOB546** /AM083T4 AICPA Revenue Information Rita Elston
- **GAJOB547** /AM083T5 AICPA Revenue Information Rita Elston
- **GAJOB548** /AM083LE Fund Balance and Type Fund Jennifer Thompson
- **GAJOB549** /AM082IO Invalid Object Codes Darryl Brown
- **GAJOB550** /AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston

- **W 09/25**

- All journal entries 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 will be reflected on the Account Statement (AM090/91) the following month.

- Utilities should be updated prior to the 26th of the month
  Accounts Payable Helen Davenport

- 10:00 a.m. deadline for submitting Budget entries to General Accounting. Budget entries (EC=2X) are updated into FAS monthly via PC 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). These entries (manual and automated) should be submitted within three working days before the end of the month.
- 4:00 p.m. deadline for submitting deposits to Coral Guice in General Accounting and Janice Lacey for processing this month. Monies received in General Accounting by Coral Guice after the deadline will be reflected on the Account Statements (AM090/91) the following month unless taken to the Cashiers Office.
- GAOBJ411 /AM083NS Salary Charged To Unexp. Plant Funds  Lakisha Coleman
- 2:30 p.m. deadline for submitting deposits to the Cashiers office. Monies received in the Cashiers office after the deadline will be reflected on the Account Statements (AM090/91) the following month.

M 09/30  LAST DAY OF PROCESSING MONTH:

- 12:00 a.m. deadline for submitting journal entry corrections to Coral Guice or Janice Lacey. To be reviewed 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 M 09/30 or any automated input ready by that time.)
- **Set up Closing Entry Meetings.**
- All void check entries must be finished today.
- Suspense and invalid object codes by Accountants must be finished today.
- Payroll Suspense by Accountants must be finished today.
- Return checks must be submitted to Anthony Knight by 10:00 a.m.
- All Wire Transfers (EC=90's) must be turned in to Darryl Brown as soon as possible this day
  - Equipment Write-off entry  Katrina Phillips
  - GAOBJ422 /GA000430 Automated UH Accrued Payroll JE - 1702KA Hospital payroll accrual - 64% of the Sept. 27th payroll.
  - UTJOB010 Hospital Utilities - UTARCC Pam Jacobs
  - GAOBJ010 Update
  - GAOBJ011 WTD-To-MID Merge
  - Responsible Person Update Applicable Acc.
  - Deliver-To Person Update Applicable Acc.
  - T1 Unused Responsible & Del-To Codes Brigette Weatherby
  - 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 Brigette Weatherby
  - Reporting Entity Error Listing Stephanie Mullins
  - Division Update Stephanie Mullins
  - Capital Account Conversion Lakisha Coleman
  - GAOBJ527 /AM019 Cash Report by Bank Darryl Brown
  - GAOBJ534 /GA000950 Monthly Transfer Report Darrell Ray
  - GAOBJ536 Transfer Summaries - AM082Y2 & AM083Y3 Darrell Ray /AM083X5 Capitalized Expenditures Darrell Ray
  - /AM083X7 Unexpended Plant Funds Darrell Ray
  - /AM083H1 HSF Revenue Dona Ricks
  - /AM083H7 HSF Revenue Dona Ricks
  - /AM082A2 Sales Tax Payable Dona Ricks
  - /AM083TY Noncapital Expenses Darrell Ray
  - /AM083OB Invalid Object Codes Karen Moore
  - /AM083OD Invalid Object Codes Karen Moore
  - /AM083T4 AICPA Revenue Information Rita Elston
  - /AM083T5 AICPA Revenue Information Rita Elston
  - /AM083LE Fund Balance and Type Fund Jennifer Thompson
  - /AM082IO Invalid Object Codes Darryl Brown
  - /AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston
  - GAOBJ550 /AM083CE Accts with Objects 2400/2420/8625/8795 Darrell Ray
  - GAOBJ569 /AM082 Stmt. Of Chgs in Fd Bal - Invalid Stmt. Format Codes Dona Ricks
  - GAOBJ570 /AM083 Status of Operating Budget-Invalid Stmt. Format Codes Dona Ricks
  - GAOBJ571 /AM040KA and AM040KB(Hosp. & Rep. Entity) Pam Jacobs
  - GAOBJ582 /AM083SX Service Centers Expenditures Dona Ricks
M 09/30

LAST DAY OF PROCESSING MONTH: (cont’d)

- GAJOB584 /AM083T2 To Check GAJOB426/AM951B1 State Appropriation Budget. Should run Quarterly. Jennifer Thompson
- GAFSJ010 /GA000300 Summary Stmt. of Changes in Fd. Bal. Dona Ricks

T 10/01

1ST WORKDAY OF NEXT CALENDAR MONTH:

- 10:00 a.m. deadline for submitting to Coral Guice and Janice Lacey final corrections. To be reviewed, and 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.)
- Suspense and invalid object codes must be corrected today. This should only include suspense and invalid object codes resulting from last night's update.
- Payroll Suspense must be corrected today.
- Earnings Reclassifications must be finished today. Applicable Acc.
- Equipment Accounting deadline for submitting manual JEs. Equipment Acc.
- Monthend posting to Life Income accounts Jennifer Thompson
- Monthend posting of Investment Income for Operating Funds Jennifer Thompson
- Dental Clinic Accounts Receivable Daily Journal Entry (2240KP)
- Dental Clinic Doubtful Accounts - Ginger Hattaway to fax information
- Transfer Reports should be balanced.
- Bank 29 and 30 should be zero.
- Payroll must be updated in FAS before the Trial Balance is run.
- Batch 1449WR,1500JL,1501JL,1849TR,1850TR,1851TR,3002JP and 3699JL adjusting entries should be submitted no later than T 10/01.
- Hospital Finance to provide Pam Jacobs the special accounts payable accrual by 11:00 a.m. on this day.
- SL4 closing entries (Athletics transfers from Golden One Hundred) to cover over expenditures in Scholarship Accounts Jim Chenoweth
- Student Affairs Status meeting 9:30 A.M. (Mike Raczynski,Twoller Reese, Darryl Brown, Phillip Bivens, Claude McCann and Karen Moore). Twoller Reese to provide GAJOB843/AM082SA as handouts for meeting.
- Budget Administration must get all manual 2000-01 ABR flag entries in by T 10/01 10:00 a.m. of September monthend closeout to Karen Moore. An October Batch Header must be prepared and turned in even if no manual flag entries are necessary. This must be a manual batch. Flag forms are available in Accounting. The Batch Header will be prepared by Karen Moore. Betty Barron will hold batch to be updated in first daily for Oct. (GALOADFG must be on batch and must tell production control batch is to
be put on tape labeled GALOADFB.)
- All ABR Flags for 2000-01 will be carried forward automatically.
  - GAJOB010 Update

T 10/01  1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)
- GAJOB431  /GA000440 PSF Overhead Transactions,  
  Batch 5% - RCC  
  Twoller Reese
- GAJOB010  Update
- GAJOB432  /Dental PSF 60/40 Calculation  
  2233JT
- GAJOB451  /AM952S2 Investments Summary  
  0550DS
- GAJOB457  /AM956L1 Auto Budget Entry  
  0750PC
  /AM956JZ Auto Budget Entry  
  0599DS
  /GAEAS950 Encumber Indirect Cost  
  0751PC
- GAJOB458  /AM082PD Comparison of Budget to  
  Cash Received  
  Beverly Matlock
- GAJOB481  /AM952N5 Internal Transfers  
  1699DR
  /AM952J1 Payroll Deduction Transfers  
  3004JP
  /AM951RC Civitan Debt Service  
  3699JL
  /AM952R1 Rental Charges  
  3698JL
  /AM952N8 Internal Transfers  
  1854TR
- GAJOB524  /GAAM100 Batch Control File Print  
  Darryl Brown
- GAJOB526  /GA000570 Bank Recon. Report  
  Karen Moore
- GAJOB528  /GAAM009 Open Commitment File Print (Fiche')  
  Coral Guice
- GAJOB010  Update
- GAJOB011  WTD-To-MTD Merge
- GAJOB534  /GA000950 Monthly Transfer Report  
  Darrell Ray
- GAJOB536  Transfer Summaries - AM802Y2 & AM803Y3  
  Darrell Ray
  /AM803X5 Capitalized Expenditures  
  Darrell Ray
  /AM803X7 Unexpended Plant Funds  
  Darrell Ray
  /AM803H1 HSF Revenue  
  Dona Hicks
  /AM803H7 HSF Revenue  
  Dona Hicks
  /AM802A2 Sales Tax Payable  
  Dona Hicks
  /AM803TY Noncapital Expenses  
  Darrell Ray
  /AM803OB Invalid Object Codes  
  Karen Moore
  /AM803OD Invalid Object Codes  
  Karen Moore
  /AM803T4 AICPA Revenue Information  
  Rita Elston
  /AM803T5 AICPA Revenue Information  
  Rita Elston
  /AM803LE Fund Balance and Type Fund  
  Jennifer Thompson
  /AM8021O Invalid Object Codes  
  Darryl Brown
  /AM803AK Overspent bal. In Ledger 4 Accts.  
  Rita Elston
- GAJOB544  /AM802C3 Self-Supporting Hospital Activities  
  Pam Jacobs
- GAJOB566  /AM80295 Fund Balances for Grants & Contracts  
  Beverly Matlock
- GAJOB592  Athletics and Auxiliary Scope Account  
  Anthony Knight
- GAJOB930  /GA000930 Capitalization Report  
  Darrell Ray
- GAJOB916  /GA001600 SL & GL Attribute Comparison Report  
  Applicable Acc.
- GAFSJ010  /GA000300 Summary Statement of Changes in Fund  
  Balances  
  /GA000300 Detail Balance Sheet  
  Dona Hicks
- GAFSJ020  /AM070E2, E3, F4, F5, G2 and G3 Highlights  
  Dona Hicks
- GAFSJ030  /GA000540 Current Restricted Funds  
  Expenditures  
  Beverly Matlock
- GAFSJ040  Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds  
  Lakisha Coleman
- GAFSJ050  Revenue & Expense Summary - Exp. Plant Funds  
  Lakisha Coleman
- GAFSJ060  Stmt. of Chgs. in Fd. Bal. - School Funds  
  Twoller Reese
  Activities  
  Dona Hicks
  Activities  
  Jennifer Thompson
- GAFSJ090  Stmt. of Chgs. in Fd. Bal. - Professional Svc.  
  Funds  
  Twoller Reese
- GAFSJ100  Stmt. of Chgs. in Fd. Bal. - Agency Funds  
  Anthony Knight
- GAFSJ110  Stmt. of Chgs. in Fd. Bal. - Scholarship Funds  
  Anthony Knight
1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAFSJ10 /AM082PI Investment in Plant Financial Statement Darrell Ray
- GAFSJ140 Status of Operating Budget Expense - School Funds Twoller Reese
- GAFSJ150 Detail of Dept. Expenditures - School Funds Twoller Reese
- GAFSJ160 Status of Operating Budget Revenues - School Funds Twoller Reese
- GAFSJ170 Status of Operating Budget - Federal Grants & Contracts Beverly Matlock
- GAFSJ190 /GA000550 Endowment Fund Summary Rita Elston
- GAFSJ200 /AM0070AS Auxiliary Service FYTD Operations Summary (Townhouse Apartments) Anthony Knight
- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue Pam Jacobs
- GAFSJ220 Hospital Expenditure Statements Pam Jacobs
- GAFSJ230 Hospital Patient Revenue Service Statements Pam Jacobs
- GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal. - Auxiliary Enterprises Pam Jacobs
- GAFSJ260 /AM070 Current Fund Restricted Expenditures Beverly Matlock
- GAFAJ270 /AM083B1 Status of Operating Budget Expenses Twoller Reese
- GAFAJ280 /AM083B2 Detail of Dept. Expenditures - 77A Twoller Reese
- GAFAJ290 /AM083B3 Status of Operating Budget Exp. 50A Twoller Reese
- GAFAJ300 /AM083B4 Status of Operating Budget Expenses 50A Twoller Reese
- GAFAJ310 /AM083B5 Detail of Dept. Expenditures - 50A Twoller Reese
- GAFAJ320 /AM083B6 Status of Operating Budget Rev. 50A Twoller Reese
- GATBJ501 /AM090 & AM091 TRIAL BALANCE
- GAJOB495 Sets FAS Online System to Inquiry Only until noon Wednesday 10/09 - Contact Dona Ricks for emergency updates.

2ND WORKDAY OF NEXT CALENDAR MONTH:

- No Online Updating Possible until noon Wednesday 10/09 (Inquiry Only).
- 2:00 p.m. deadlines for contacting Dona Ricks regarding the closing entries via Electric Journal Entry which should normally include only the following:

  ENTRY ACCOUNTANT
  • Correct all suspense & invalid object codes. All
  This should only include suspense and invalid object codes resulting from last night's update.
  • Fuel Inventory Ricks
Printshop
Sparks Center
Service Center Depreciation

• Bookstore A/P Reese

W 10/02
2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

• Books Returned to Publisher
• Bookstore Inventory
• Verify UH cash deposits and patient charges Jacobs
  UH Closing Entries
• Hospital Inventory Adjustment
• Pool Income Allocation Entries Thompson
• Maintenance Inventory Adjustment Reese
• Budget Entries for Cash Received Cornelius
• Noncapital Entries Ray

ANY OTHER ENTRIES MUST BE APPROVED BY Dona Ricks AS A SPECIAL EXCEPTION.
To be received, logged, and delivered to TUCC by 2:30 p.m. Janice Lacey should inform Dona Ricks of any batches as soon as possible.

- UH Finance Office to give last entries (Retroactive Cost Adj. and discount/receivable adj.) before statements can be run. Pam Jacobs
- Turner Investments Entries Rita Elston
- Monthly Amortization of Securities Entries Jennifer Thompson
- AAOJOB150 Last Equipment Accounting Update for this month
- AAMEBKUP EAS Monthend Backup, Current Building Information by Assigned Number, by Abbreviation, by Name Lakisha Coleman

  - GAJOB010 Update
  - GAJOB428 /AM952N0 Hospital Capital Balances 1852TR
  - /AM952J2 P/R Deduction for Health Club 3697JL
  - GAJOB010 Update
  - GAJOB427 /AM952JP Athletics Transfer 3003JP
  - /AM952KB Optometry PSF 1750KC
  - /AM952KC Hospital Self Supporting Deficit 1711KA
  - /AM952M9 Final Hospital Balances 1853TR
  - GAJOB456 /AM952S3 Transfer Earnings from Quasi Endowments 1797RE
  - GAJOB010 Update
  - GAJOB420 which includes:
    - GA000420 Plant Fund Capitalization Transactions, Batch CAPRCC
    - GA000450 Indirect Cost SL5 & SL6, Batch 170RCC
    - AM953RZ Special Indirect Cost, Batch JV0171
    - AM952CH /Clinical Trial Indirect Cost, Batch 0949CH
  - GAJOB010 Update
  - GAJOB421 Central Administration Revenue Reallocation, Batch RRPRCC
    - Energy Management Support, Batch EMRCC
    - Produces two flat files, GALOADRR and GALOADEM to be updated in following GAJOB010.
  - GAJOB010 Update
  - GAJOB826 /AM952N9 Yearend Entry to Clear Clinical Dentistry Account Dona Ricks
  - GAJOB010 Update
  - GAJOB499 /GA000480 Soc. Sec. No. Load Errors Brigette Weatherby
    - /GA005010 Capital Account Conversion Applicable Acct.
    - Responsible Person Update Applicable Acct.
    - Deliver-To Person Update Applicable Acct.
    - T1 Unused Responsible & Del-To Codes Brigette Weatherby
    - T2 Unused Division Codes Stephanie Mullins
    - T3 Unused Affiliation Codes Stephanie Mullins
    - T4 September 30th Processing Code Applicable Acct.
    - T5 Mailing List for Financial Statements Brigette Weatherby

6
Reporting Entity Error Listing
Division Update

- GAJOB534 /GA000950 Monthly Transfer Report
  Stephanie Mullins
- GAJOB535 /GA000950 YTD Transfer Report
  (cumulative for year) Darrell Ray

W 10/02 2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB536 Transfer Summaries - AM082Y2 & AM083Y3
  /AM083X5 Capitalized Expenditures
  /AM083X7 Unexpended Plant Funds
  /AM083H1 HSF Revenue
  /AM083H7 HSF Revenue
  /AM082A2 Sales Tax Payable
  /AM083TY Noncapital Expenses
  /AM083OB Invalid Object Codes
  /AM083OD Invalid Object Codes
  /AM083T4 AICPA Revenue Information
  /AM083T5 AICPA Revenue Information
  /AM083LE Fund Balance and Type Fund
  /AM082IO Invalid Object Codes
  /AM083AK Overspent bal. In Ledger 4 Accts.
  Darrell Ray
- GAJOB537 AM083MD Internal Payback Agreement
  Lakisha Coleman
- GAJOB541 EC34 Investment Summary
  Jennifer Thompson
- GAJOB546 /AM083HA Hospital Revenue Objects
  /AM083HB Hospital Expense Objects
  /AM083UT Utility Expenses
  Darrell Ray
  Kelly Winnett
- GAJOB566 /AM08295 Fund Balances for Grants & Contracts
  Beverly Matlock
- GAJOB597 SL & GL Transfer Object Code Report
  (affects yearend roll!!)
  Darrell Ray
- GAJOB537 AM083MD Internal Payback Agreement
  Lakisha Coleman
- GAJOB541 EC34 Investment Summary
  Jennifer Thompson
- GAJOB546 /AM083HA Hospital Revenue Objects
  /AM083HB Hospital Expense Objects
  /AM083UT Utility Expenses
  Darrell Ray
  Kelly Winnett
- GAJOB566 /AM08295 Fund Balances for Grants & Contracts
  Beverly Matlock
- GAJOB597 SL & GL Transfer Object Code Report
  (affects yearend roll!!)
  Darrell Ray
- GAFSJ010 /GA000300 Summary Statement of Changes in Fund
  Balances
  Dona Ricks
- GAFSJ060 Stmt. of Chgs. in Fd. Bal. - School Funds
  Twoller Reese
  Activities
  Dona Ricks
  Activities
  Jennifer Thompson
- GAFSJ090 Stmt. of Chgs. in Fd. Bal. - Professional Svc.
  Funds
  Twoller Reese
- GAFSJ100 Stmt. of Chgs. in Fd. Bal. - Agency Funds
  Anthony Knight
- GAFSJ100 Stmt. of Chgs. in Fd. Bal. - Scholarship Funds
  Anthony Knight
- GAFSJ140 Status of Operating Budget Expense - School
  Funds
  Twoller Reese
- GAFSJ150 Detail of Dept. Expenditures - School Funds
  Twoller Reese
- GAFSJ200 /AM070AS Auxiliary Service FYTD Operations
  Summary Townhouse Apartments
  Anthony Knight
- GA01630-01 Schd C-2 Other Non-Operating Revenue
  Pam Jacobs
- GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal.
TH 10/03  3RD WORKDAY OF NEXT CALENDAR MONTH:

- Accountants receiving Fiscal Officer's Financial Statements will begin assembly of statements (7:30 a.m. to 10:00 a.m.). Copy of the Preliminary Financial Statement to be picked up by the Fiscal Officers at 10:30 a.m. They have until 9:00 a.m. F 10/04 to study the Statement and request yearend closeout JEs for school funds. Only entries which are absolutely necessary are permitted at this point. Manual encumbrance entries, equipment entries, payroll reclassifications and entries to SL5 and SL6 are NOT permitted.
- Pam Jacobs to provide GAJOB842/AM083AC, AM083AD, and AM083AG for Central Administration Fiscal Officers before 10:30 a.m.
- SL3 Closing entries (Reporting Entities 50C and 00C) as requested by Stephanie Mullins, Mike Lorino, Tricia Racynski, Pam Jacobs, Darryl Brown, Karen Moore, and Claude McCann (Meeting should be scheduled as early as possible (11:30 a.m.) to allow time for entries).
- Athletic closing entries as requested by Mike Lorino, Anthony Knight, Tricia Racynski, Darryl Brown, Mo Harvin, Karen Moore, and Claude McCann (Meeting should be scheduled as early as possible (11:00 a.m.) to allow time for entries).
- PSF Over-Expenditure Closing Entries (GAJOB827) should be reviewed today (Twoller Reese).
- Dona Ricks will notify Katrina Phillips (4-5144) for confirmation that FAS and Equipment Accounting are in balance! Do not proceed beyond this point without confirmation from Katrina Phillips.
- No Online Updating Possible Until noon Tuesday 10/09. (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 after 5:00 p.m. Keypunch should be prepared to stay late, if necessary.
    - GAJOB015 WTD-To-MTD Merge (not needed if GAJOB010 is not run)
    - GAJOB010 Update
    - GAJOB400 /GA000770 Fund Update for AM952 G&C Fund Additions JE
    - GAJOB440 /AM95222 Fund Add. - 952RCC Debbie Snider
    - GAJOB445 /AM952G1 G & C Fund Additions 0999VC
    - GAJOB470 /GA000470 Unencumber Indirect Cost - IDC170 Debbie Snider
      (Note: This is a yearend job replacing GAJOB470)
    - GAJOB010 Update
    - GAJOB450 /AM95523 Letter of Credit Pools - LOC955 Debbie Snider
    - GAJOB455 /AM95281 Endowment Earnings Clearing JE 1798RE
    - GAJOB552 /AM082AJ Activity in Gen. Ledger Accts. Rita Elston
      /AM082AV Gifts In Endowment Accounts Rita Elston
    - GAJOB573 /AM082A Fund Bal. In End. Earnings Accts. Rita Elston
      /AM082AM Grant Fund Balances should be zero. Review and fix before GAJOB515 runs.
    - GAJOB010 Update

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- Dona Ricks will notify TUCC for the following processing to begin. 3
- All preliminary monthend processing shown below will be run as soon as possible on the 3RD WORKDAY.
  - GAJOB011 WTD-To-MTD Merge Darryl Brown
  - GAFSJ010 /GA000300 Summary Statement of Changes in Fund Balances Dona Ricks
    /GA000300 Detail Balance Sheet Dona Ricks
  - GAFSJ020 /AM070E2, E3, F4, F5, G2 and G3 Highlights Dona Ricks
- GAFSJ030 /GA000540 Current Restricted Funds Expenditures Beverly Matlock
- GAFSJ040 Stmt. of Chgs. in Fd. Bal. – Exp. Plant Funds Lakisha Coleman
- GAFSJ050 Revenue & Expense Summary – Exp. Plant Funds Lakisha Coleman
- GAFSJ060 Stmt. of Chgs. in Fd. Bal. – School Funds Twoller Reese
- GAFSJ070 Stmt. of Chgs. in Fd. Bal. – Misc. Unrestr. Lakisha Coleman

TH 10/03 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAFSJ080 Stmt. of Chgs. in Fd. Bal. – Misc. Restr. Activities Dona Ricks
- GAFSJ090 Stmt. of Chgs. in Fd. Bal. – Prof. Srv.Funds Jennifer Thompson
- GAFSJ100 Stmt. of Chgs. in Fd. Bal. – Agency Funds Anthony Knight
- GAFSJ110 Stmt. of Chgs. in Fd. Bal. – Scholarship Funds Anthony Knight
- GAFSJ120 Stmt. of Chgs. in Fd. Bal. – Loan Funds Anthony Knight
  /AM082LI Federal Loans Anthony Knight
  /AM082L2 Non-Federal Loans Anthony Knight
- GAFSJ130 /AM082PI Investment in Plant Fin Stmt. Jennifer Thompson
- GAFSJ140 Status of Operating Budget Expense – School Funds Twoller Reese
- GAFSJ150 Detail of Dept. Expenditures – School Funds Twoller Reese
- GAFSJ160 Status of Operating Budget Revenues – School Funds Twoller Reese
- GAFSJ170 Status of Operating Budget – Federal Grants & Contracts Beverly Matlock
  /AM083H5 Non-Federal Grants & Contracts Beverly Matlock
- GAFSJ190 /GA000550 Endowment Fund Summary Rita Elston
  /AM082C2 Annuity and Life Income Funds Jennifer Thompson
  /GA000580 Investment Cash Flow Analysis John Pelliccio
- GAFSJ200 /AM0070AS Auxiliary Service FYTD Operations Summary – Pam Jacobs (Townhouse Apartments)
- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue Pam Jacobs
  /GA000610-01 Schd A Patient Service Revenue Pam Jacobs
  /GA000620-01 Schd B Deductions From Revenue Pam Jacobs
  AM070-H2 UH Operating Statements Pam Jacobs
  GA01630-01 Schd C-2 Other Non-Operating Revenue Pam Jacobs
- GAFSJ220 Hospital Expenditure Statements Pam Jacobs
  /GA000650 Schd D-1 Expenditures by Function Pam Jacobs
  /GA000660 Schd D-2 Expenditures by Function Pam Jacobs
  /GA000670 Schd E Expenditures by type Pam Jacobs
  /GA000680 Detail Department Oper. Expenses Pam Jacobs
  /GA000690 Detail Summary Hosp. Division Exp. Pam Jacobs
  /GA000700 Budget Analysis Pam Jacobs
  /GA000820 Budget Analysis Pam Jacobs
- GAFSJ230 Hospital Patient Revenue Service Statements Pam Jacobs
  /GA000740-01thru07 Patient Service Revenue Pam Jacobs
  /GA000750-01thru07 Patient Service Revenue Pam Jacobs
- GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal. – Auxiliary Enterprises Anthony Knight
  /AM082C3 Self-supporting Hospital Activities Pam Jacobs
- GAFSJ260 /AM070 Current Fund Restricted Expenditures Beverly Matlock
- GAFAJ270 /AM083B1 Status of Operating Budget Expenses Twoller Reese
  /AM083B2 Detail of Dept. Expenditures – 77A Twoller Reese
  /AM083B3 Status of Operating Budget Exp. 50A Twoller Reese
  /AM083B4 Status of Operating Budget Expenses 50A Twoller Reese
  /AM083B5 Detail of Dept. Expenditures – 50A Twoller Reese
  /AM083B6 Status of Operating Budget Rev. 50A Twoller Reese
- GAJOB534 /GA000950 Monthly Transfer Report Darrell Ray
- GAJOB535 /GA000950 YTD Transfer Report (cumulative for year) Darrell Ray
- GAJOB536 /Transfer Summaries – AM082Y2 & AM083Y3 Darrell Ray
  /AM083X5 Capitalized Expenditures Darrell Ray
TH 10/03 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

/AM083T4 AICPA Revenue Information Rita Elston
/AM083T5 AICPA Revenue Information Rita Elston
/AM083LE Fund Balance and Type Fund Jennifer Thompson
/AM082IO Invalid Object Codes Darryl Brown
/AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston
- GAJOB546 /AM083HA Hospital Revenue Objects Darrell Ray
- GAJOB564 /AM083Y5 Capitalized Expenditures Current Funds Lakisha Coleman
  /AM083Y6 Capitalized Expenditures Current Funds Internal Matching Darrell Ray
  /AM083Y7 Unexpended Plant Funds Darrell Ray
  /AM083Y8 Unexpended Plant Funds Internal Matching Darrell Ray
- GAJOB567 /AM083J3 Status of Operating Budget other Hosp. Cap. Expenditure Fund Pam Jacobs
  /AM083RU UAH Operating Expenses Asst. Admin. Pam Jacobs
  /AM083DT Dietetics Expense Summary Pam Jacobs
  /Hospital Inventory Summary Report Pam Jacobs
- GAJOB569 /AM082 Stmt. of Chgs in Fd. Bal. - Invalid Stmt. Format Codes Dona Ricks
- GAJOB570 /AM083 Status of Operating Budget - Invalid Stmt. Format Codes Dona Ricks
- GAJOB578 /AM083A4 Central Administration by V.P. - Pick up by Budget Administration
- GAJOB812 /AM083ZL Indirect Cost Report Debbie Snider
- GAJOB930 /GA000930 Capitalization Report Darrell Ray
- AAJOB900 Depreciation Calculation, Posting Entries and True Yearend - (Fiche') Katrina Phillips
  /AAYEBKUP-End Archive of Equipment Accounting Data Bases
  /BLYEBKUP-End Archive Building Data Bases
  /CDYEBKUP-End Archive Codes Data Bases
- AAJOB910 Depreciation (Report/Fiche') Katrina Phillips
- AAJOB920 Update Yearend Files and Rolls Depreciation Buckets Katrina Phillips (No Printout) (Must be run after new year date is inserted.)
  /AAYEBKUP-BEG Sets Equipment Accounting Data Bases for beginning of new year
  /BLYEBKUP-BEG Backup for Building Data Bases for new year
  /CDYEBKUP-BEG Backup for Codes Data Bases for new year

F 10/04 4TH WORKDAY OF NEXT CALENDAR MONTH:

- Check the Financial Statements and make necessary corrections.
- Fiscal Officer entries and corrections to previous day's update, if any.
- 2:00 p.m. deadline for submitting to Dona Ricks all corrections via electronic Journal Entry. Any manual batches should be reviewed, logged and taken to TUCC by 2:00 p.m. Janice Lacey should deliver batches to Dona Ricks as soon as possible.
- Indirect Cost entry due from Beverly Matlock by 10:00 a.m.
- GAJOB010 Update for flags, time suspense, & any normal correction batches.
- **GAJOB011**

**M 10/07**

5TH WORKDAY OF NEXT CALENDAR MONTH:

- Indirect Cost entry made before 9:30 a.m. by Darryl Brown from information received from Mike Lorino.
- **GAJOB010** (Darryl Brown/Dona Ricks will call TUCC when ready).
- Closing Entries for General Operating Fund Balances Due (Mike Lorino, Lakisha Coleman, M 10/07 5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

Darryl Brown, Dona Ricks, Claude McCann and Karen Moore)(1:00p.m.) Mike Lorino to provide spreadsheet with necessary dollar information to close accounts. Lakisha Coleman to assist Mike with special Yearend Transfer Account numbers.
- **GAJOB010** (Darryl Brown/Dona Ricks will call TUCC when ready).

- Dona Ricks will notify TUCC for the following processing to begin. All preliminary monthend processing shown below will be run as soon as possible on the 5TH WORKDAY.

- **GAJOB515** MTD-To-YTD Merge
  - **GAFSJ010** /GA000300 Summary Statement of Changes in Fund Balances
  - **GAFSJ020** /AM070E2, E3, F4, F5, G2 and G3 Highlights
  - **GAFSJ030** /GA000540 Current Restricted Funds
  - **GAFSJ040** Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds
  - **GAFSJ050** Revenue & Expense Summary - Exp. Plant Funds
  - **GAFSJ060** Stmt. of Chgs. in Fd. Bal. - School Funds
  - **GAFSJ070** Stmt. of Chgs. in Fd. Bal. - Misc. Unrestr. Activities
  - **GAFSJ080** Stmt. of Chgs. in Fd. Bal. - Misc. Restr. Activities
  - **GAFSJ090** Stmt. of Chgs. in Fd. Bal. - Professional Svc. Funds
  - **GAFSJ100** Stmt. of Chgs. in Fd. Bal. - Agency Funds
  - **GAFSJ110** Stmt. of Chgs. in Fd. Bal. - Scholarship Funds
  - **GAFSJ120** Stmt. of Chgs. in Fd. Bal. - Loan Funds
  - **GAFSJ130** /AM082PI Investment in Plant Financial Statement
  - **GAFSJ140** Status of Operating Budget Expense School Funds
  - **GAFSJ150** Detail of Dept. Expenditures - School Funds
  - **GAFSJ160** Status of Operating Budget Revenues - School Funds
  - **GAFSJ170** Status of Operating Budget - Federal Grants & Contracts
  - **GAFSJ180** /AM083X1 UH Cost Report Summary
  - **GAFSJ190** /GA000550 Endowment Fund Summary
  - **GAFSJ200** /AM070AS Auxiliary Service FYTD Operations Summary
  - **GAFSJ210** /GA000630-01 Schd C-1 Other Operating Revenue
  - **GAFSJ220** Hospital Expenditure Statements

- **GA000650 Schd D-1 Expenditures by Function**
- **GA000660 Schd D-2 Expenditures by Function**
5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

/GA000750-01 thru 07 Patient Service Revenue Pam Jacobs

- GAFSJ240
  /AM082B1 Stmt. of Chgs. in Fd. Bal.
  Auxiliary Enterprises - Townhouse Anthony Knight
  /AM082C3 Self-supporting Hospital Activities Pam Jacobs

- GAFSJ260
  /AM070 Current Fund Restricted Expenditures Beverly Matlock

- GAFAJ270
  /AM083B1 Status of Operating Budget Expenses 77A
  /AM083B2 Detail of Dept. Expenditures - 77A Twoller Reese
  /AM083B3 Status of Operating Budget Expenses - 50A Twoller Reese
  /AM083B4 Status of Operating Budget Expenses 50A Twoller Reese
  /AM083B5 Detail of Dept. Expenditures - 50A Twoller Reese
  /AM083B6 Status of Operating budget Revenues 50A Twoller Reese

- GAJOB020
  Grants & Contracts GL Analysis Beverly Matlock

- GAJOB025
  Non-Federal Grants & Contracts GL Analysis Beverly Matlock

- GAJOB310
  Dues & Membership List Budget Admin. Quarterly

- GAJOB320
  Dues & Membership List Budget Admin. Quarterly

- GAJOB322
  GL Accounts for Fund Development - Quarterly TUC to mail to AB 1264

- GAJOB324
  SL Accounts for Fund Development - Quarterly TUC to mail to AB 1264

- GAJOB330
  /GAEAS430 Summary of Budget and Actual by Affiliation/Object Code - Quarterly Budget Admin.
  /GA000320 Misc Unrestricted Summary Report Quarterly Budget Admin.

- GAJOB350
  Revenue subcode summary - Quarterly Stephanie Mullins

- GAJOB360
  /AM070BB General Operating Fund Budget Summary Runs in March & September Pickup by Budget Admin.

- GAJOB390
  Create SL2 and SL3 Labor Distribution Files (No Printout)

- GAJOB473
  AA Account Statement/School of Engineering (Fiche') Anthony Knight/Gwen Abernathy 4

- GAJOB483
  Public Health Account Statement (Fiche') Ada Mailhot to pickup in General Accounting from Darrell Ray. Darrell Ray

- GAJOB485
  /AM082SA Unrestricted Fund Summary - Carla Segars to mail to Mike Raczyinski

- GAJOB502
  /G005050 Detailed Status Report of the General Operating Budget Carla Segars
  /GA005060 Detailed Status Report of Misc. Funds Carla Segars
  Status By Restricted and Unrestricted Funds Carla Segars
  /GA05080 Produces a Financial Summary Report for Fiscal Year To Date Activity Carla Segars

- GAJOB503
  Prior Month Load Transactions (No Printout)
  Remember on T 10/08 the Financial Summaries (GAJOB502) will be stuffed in envelopes for Carla Segars
- The stuffing should be completed before 2:00 p.m.
- GAJOB510 & GAJOB511/AM090 & AM091 Deliver-To-Statements
- Remember 8:00 a.m. on T 10/08 Deliver-To-Statements will be picked up by Ken Robbins (Ext. 4-3436, Paging 4-4126, cellular phone 910-5084) and transported to Grants & Contracts.

M 10/07
5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)
Accounting(AB 9TH Floor). Janice Lacey will coordinate the immediate stuffing of the Statements in envelopes for mailing. The stuffing process should be completed by 2:00 p.m. Agnes Manasco (4-4595) at the UAB Post Office must be notified immediately that they are ready to be picked up that same afternoon before closing.

- GAJOB512 Cash Receipts Transaction List Dona Ricks
- GAJOB513 Cash Receipts Excluding Intra-Fund Transfers Bart Kelly
- GAJOB514 Cash Receipts/Disbursements Equipment Purchases for Non-Project Accounts Bart Kelly
- GAJOB516 /AM095A1 Pediatrics will pick up. Pediatrics
- GAJOB518 Produces downloadable files for Hospital Consolidated Balance Sheet (No Printout) Stephanie Mullins/ Denise Hamilton
- GAJOB519 Produces Cash Report in Summary by Batch Bart Kelly
- GAJOB520 AM090/91/92 Grants Desk Copy (Fiche' copies only)
- GAJOB521 AM090/91/92 Non-Grants File Copy (Fiche' copies only)
- GAJOB525 /GA000520 Expense Summary Beverly Matlock
- GAJOB526 /GA000530 Letter of Credit Recon. Report Beverly Matlock
- GAJOB527 /GA000570 Bank Reconciliation Report Karen Moore/Beverly Matlock
- GAJOB528 /AM019 Cash Report by Bank - (Fiche') Coral Guice
- GAJOB530 UH Capital Expenditures (Fiche') Pam Jacobs/DeDe Moore
- GAJOB531 UH Account Statement (Fiche') Pam Jacobs/DeDe Moore
- GAJOB532 AA Account Statement (Fiche') Anthony Knight/ Gwen Abernathy 4
- GAJOB533 Batch Control Reference (Fiche') Darryl Brown
- GAJOB534 /GA000950 Monthly Transfer Report Darrell Ray
- GAJOB535 /GA000950 YTD Transfer Report (cumulative for year) Darrell Ray
- GAJOB536 Transfer Summaries - AM082Y2 & AM083Y3 Darrell Ray
- GAJOB537 /AM083X5 Capitalized Expenditures Darrell Ray
- GAJOB538 /AM083X7 Unexpended Plant Funds Darrell Ray
- GAJOB539 /AM083H1 HSF Revenue Dona Ricks
- GAJOB540 /AM083H7 HSF Revenue Dona Ricks
- GAJOB541 /AM082A2 Sales Tax Payable Dona Ricks
- GAJOB542 /AM083TY Noncapital Expenses Darrell Ray
- GAJOB543 /AM083OB Invalid Object Codes Karen Moore
- GAJOB544 /AM083OD Invalid Object Codes Karen Moore
- GAJOB545 /AM083T4 AICPA Revenue Information Rita Elston
- GAJOB546 /AM083T5 AICPA Revenue Information Rita Elston
- GAJOB547 /AM083LE Fund Balance and Type Fund Jennifer Thompson
- GAJOB548 /AM08210 Invalid Object Codes Darryl Brown
- GAJOB549 /AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston
- GAJOB550 Expenses by Department Pam Jacobs
- GAJOB551 /AM083MC Hospital Maintenance Contracts
- GAJOB552 /AM083FB Prior Year Revenue and Expense for Flexible
- GAJOB553 /Budgets Report - Hospital Finance Business Office
- GAJOB554 /AM083MC Hospital Maintenance Contracts

13
**M 10/07**

**5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)**

- **GAJOB545** /GAEAS210 Rental Expense Transactions List Dick Berliner
  /GAEAS220 Rental Expense Transaction List over 4999.99 Dick Berliner

- **GAJOB548** /GA000960 Dept. Exp. Projection – Pick up by Budget Administration (Do not run in September)
  /GA001380 Dept. Income Projection – Pick up by Budget Administration (Do not run in September)

- **GAJOB549** G&C GL AM082RD&RE Grants and Contracts Review and Review by Accountant Beverly Matlock

- **GAJOB551** Petty Cash/1150 List – Coral Guice

- **GAJOB563** /AM083DA Fee Totals for Financial Aid Jim Chenoweth
  (Runs only in May)
  /AM083D8 Fee Totals for Financial Aid FISAP Jim Chenoweth

- **GAJOB564** /AM083Y5 Capitalized Expenditures Current Funds Darrell Ray
  /AM083Y6 Capitalized Expenditures Current Funds Internal Matching Darrell Ray
  /AM083Y7 Unexpended Plant Funds Darrell Ray
  /AM083Y8 Unexpended Plant Funds Internal Matching Darrell Ray

- **GAJOB567** /AM083J3 Status of Operating Budget Other Hosp. Cap. Expenditure Fund Pam Jacobs
  /AM083RU UAH Operating Expenses Asst. Admin. Pam Jacobs
  /AM083DT Dietetics Expense Summary Pam Jacobs
  /Hospital Inventory Summary Report Pam Jacobs

- **GAJOB569** /AM082 Stmt. of Chgs in Fd. Bal. – Invalid Stmt. Format Codes Dona Ricks

- **GAJOB570** /AM083 Status of Operating Budget – Invalid Stmt. Format Codes Dona Ricks

- **GAJOB572** /GAEZ0420 Sources of Funding for Building Purchases Lakisha Coleman
  /GAEZ0420 Sources of Funding for Building Construction Lakisha Coleman

- **GAJOB574** /AM083QB Dept. of Psychiatry General Operating Funds
  /AM083QC Dept. of Psychiatry Misc. Current Month Date Mail to Don Beebe

- **GAJOB575** /AM070TH Public Health Projection Pickup by Public Health

- **GAJOB577** /AM070ZA Hospital Balance Sheet/Audit Trail Stephanie Mullins
  /AM0702B Hospital Audit Trail Stephanie Mullins

- **GAJOB578** /AM083A4 Central Admin. by V.P. Pick up by Budget Admin.

- **GAJOB581** /GAEAS600 Monthly List of Gift Transactions Twoller Reese
  /GAEAS540 Transactions on Payroll Subcodes (No Printout) Dona Ricks
  /GAEAS590 Wire Disbursement Report Payear Howell

- **GAJOB583** Restricted Accts. Billing Beverly Matlock

- **GAJOB588** Academic Affairs AM095 (Fiche') Stephanie Meadows

- **GAJOB589** /AM040X1 G&C Code of Accounts by Account Number
and Responsible Person

Contact

- GAJOB590 Grants & Contracts Scope Groups AM095 Beverly Matlock
- GAJOB592 /AM095 Athletics and Auxiliary Scope Accounts Anthony Knight
- GAJOB593 /Legal and Consulting Fees Connie Goggins
- GAJOB594 /AM095 University Object Code Listings (Fiche' only) Darryl Brown
- GAJOB595 /YE Audit Adjustments AM090/91's Stephanie Mullins

M 10/07

5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB596 /GAEZ0150 - IDC Expense Transactions Beverly Matlock
- GAJOB597 SL & GL Transfer Object Code Report Darrell Ray
- GAJOB598 Accounts with Budget-Ending Dates Beverly Matlock
- GAJOB802 /GA001360 & 1370 Employee list Beverly Matlock
- GAJOB805 Hospital Y/E Trial Balance Pam Jacobs
- GAJOB840 AM090, AM091, AM092 Cumulative Account Statements Twoller Reese
- GAJOB870 /AM083WS Workstudy Beverly Matlock
- GAJOB872 /GA000930 Capitalization Report for 7/1/98 & 9/30/98 Kelly Winnett
- GAJOB874 AICPA Report For All Funds (Fiche' only) Budget Admin.
- GAJOB875 /AM095 Medical Center - Subcode Listings (Fiche' only)
- GAJOB876 /AM095 Construction - Subcode Listings (Fiche' only)
- GAJOB879 /AM095 Auxiliary - Subcode Listings (Fiche' only)
- GAJOB880 /AM095 Fund - Subcode Listings (Fiche' only) Budget Admin.
- GAJOB881 /AM095 Misc. Funds - Subcode Listing (Fiche' only)
- GAJOB922 Cost Recovery Report Dona Ricks
- GAJOB930 /GA000930 Capitalization Report Darrell Ray
- GAJOB950 /GAAM9640 Automatic Accrual Reversal - APAUCC Pam Jacobs
- GAJOB965 /Grant Expense By Sponsor Beverly Matlock
- GAJOB984 Accounts by Contact - (6/30 & 9/30) Stephanie Mullins
- GAJOB985 /AM082PA Grants & Contracts Analysis Beverly Matlock

T 10/08

6TH WORKDAY OF NEXT CALENDAR MONTH:

- PUJOB050/PU10500 & PU35000 & PU036000 IRS 1099s (Pick up by A/P monthly. Accounts Payable
- Pam Jacobs to prepare UH monthly Financial Statements for copying, including manually prepared summary.
- The nonUH 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 Twoller Reese for assembly. The other copy is for the Accountant's file or to be used to indicate any changes that need to be made by typewriter or otherwise before it can be given to Twoller. Twoller needs the statements by 10:00 a.m. T 10/08 so as to deliver the complete package for copying by 2:00 p.m. T 10/08.

- GAJOB523/GA001650 Create User Flat Files From GL/SL Database (No Printout.)
- Online System available for inquiry only.
- AM070's must run on YEAREND files!!!! Ask Stephanie Mullins if AM070'are finished.

PUBLIC YEAREND ROLL ("09/30 CLOSEOUT"):

- When the Financial Statement review is complete, TUCC will be notified to begin GAJOB800. Cannot view any screens when GAJOB800 begins. Cannot begin the following until Student Accounting closes (normally 6:00 p.m. but check with Scott Brown to see if this process may begin sooner since SAS's office hours may vary according to the day of the week, financial aid disbursement dates or tuition due dates.)

- DBAJOB10 DATABASE STORAGE
- DBAJOB60 Updates Account Statements onto Web
- GAJOB327 AM070-C2(HEALTH SYSTEMS)
- GAJOB328 QUARTERLY TRANSFER REPORTS(HEALTH SYSTEMS)
- GAJOB800 AD005 BACKUP YEAREND FILES TO DUMP TAPE

Prior to running GAJOB815:
• must have successfully posted all maintenance entries affecting yearend activity or reports.
• time suspense must be clear of all old year batches. Dona Ricks will monitor this.
• must have successfully posted all last minute dollar corrections that were material enough to require old year files.
• error suspense must be completely clear. Dona Ricks will monitor this.

- GAJOB810 VERIFICATION REPORTS RUN OFF OLD YEAR FILES
- AM100 Std. Batch File List (for reference use may have August date.
- GAEAS140 Special GL Yearend Attribute List (incl. flags)
- GAEAS150 Special SL Yearend Attribute List (incl.flags)
- GAEAS160 Special OC Listing.
- AM061B2 Std. GL & SL Summary Reports
- AM009 Std. Open Commitment Status Report
- AM082XX GL Dollar Field Edit Listing
- AM083L2 SL Dollar Field Edit Listing. Compare Encumb to AM083L2.

- GAJOB815 PHASE I OF YEAREND ROLL
- AY001 Build new year skeleton files (GL, SL, OC, Batch, Error Suspense). The Report Description File & Dictionary files are carried forward as is, but yearend versions will be saved separately as part of official permanent yearend historical files. The existing Time Suspense file will be used for new year files only from this point on. The old year files will start with an empty time suspense at this point.
AY002 Roll P (Project) SL accounts as if any other monthend. Also, fully load new year OC File for P (Project) and F (Fiscal) accounts. Delete flags will be set ON in old yr. end files for each account as it is rolled (but it will later be reset to orig. status based on data output from this program). ABR flags will be rolled. (Budget Office to review or provide review list.) No other types of flags (other than Delete flags and ABR flags) are touched by any of the yearend programs.

AD005 Backup yearend files to dump tape (compare to GAJOB800 AD005.)

AD004 Restore old year files to 'YEAREND' DSNAMES.

PUBLIC YEAREND ROLL (“09/30 CLOSEOUT”): (cont’d)

- GAJOB820 RESTORES AND SYNCHRONIZES NEW YEAR FILES

AD004 Restore new year files to the normal DSNAMES. (Records dumped on GAJOB815 AD005 and Restored on GAJOB815 AD004 are the same as records restored on this AD004 except for OC records and batch records.)

AI000 Establish processing month as Oct. on new year files. Report to be reviewed by Dona Ricks.

AY007 Synchronize SL/GL on new year files. (Compare to GAJOB890 AY007.)

- GAJOB890 PHASE II OF YEAREND ROLL

AD005 Backup year 'YEAREND' files & new year files to dump tapes. (Compare to GAJOB890 AD004.)

AY003 Roll F (Fiscal) SL accounts and all GL accounts--except that GL & SL Audit Adj. accounts will not roll yet. Encumbrances for the F (Fiscal) accounts will roll forward with a corresponding negative BBA posted. Delete flags will be set ON in old year files for each account as it is rolled (but it will later be reset to orig. status based on data output from this program), except for 013000 & 013010. (No comparison).

AD004 Restore new year files. (Compare to GAJOB890 AD004 and GAJOB820 AD004.)

AY007 Synchronize GL/SL on new year files. (to SL and GL count on GAJOB820 AY007.)

- GAJOB895 YEAREND HISTORY MAINTENANCE

AM050 Merge Sept. data to old year GL/SL History File. (Compare to GAJOB895 AM050 should match the AY004.)

AY004 Initialize new year GL/SL History File. (Compare to GAJOB895 AM050 the new on AM050 matches.)

AY006 Load prior year accumulator dollar fields on new year files.

- GAJOB810 VERIFICATION REPORTS RUN OFF NEW YEAR FILES

AM100 Std. Batch File List (Must be blank. GL and SL count compare to the first GAJOB810 AM100.)

GAEAS140 Special GL Yearend Attribute List (incl. flags)
GAEAS150 Special SL Yearend Attribute List (incl. Flags)

GAEAS160 Special OC Listing (compare final totals with the First GAJOB810 GAEAS160.)

AM061B2 Std. GL & SL Summary Reports (Audit Adjustments 099XXX will cause GL totals to disagree. Open commitments for SL1 through SL7 should match with first AM061B2. SL1, SL2, SL3, SL4, and SL7 dollars should be zero. SL8 and SL9 Net Total Budgets and Commitments will compare to first AM061B2. SL5 and SL6 will have dollars and budget. Current Month and Fiscal Year will be zero all other totals will match first AM061B2).

AM009 Std. Open Commitment Status Report Current Commitment will compare to first AM009).

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T 10/08 PUBLIC YEAREND ROLL ("09/30 CLOSEOUT"): (cont’d)

AM082XX GL Dollar Field Edit Listing (Current Month should be zero and Beginning balance and Y-T-D should be the same).

AM083L2 SL Dollar Field Edit Listing (Compare encumbrance total with first AM083L2. Other totals will not compare... Current Month and F-Y-T-D should be zero... Prior current month and prior Y-T-D should be the same.) from this position:

- No dollar entries of any kind are to be submitted to old year files unless they are to the special Audit Adj. accounts submitted through Stephanie Mullins using GAJOB850.

- Adjusts to old year files without also adjusting to new year files.

- Anything which hits old year time suspense file but is for new year, must be cancelled from old year files and resubmitted to new year files. Stephanie Mullins will monitor this.

- Anything which hits old year error suspense, which is the yearend audit adj. Period, must be completely cleared as it occurs or it will be lost. Stephanie Mullins will monitor this.

- Old year files have been established on disk and are known as 'YEAREND' files. New year files have the standard DSNAMES.

- GAJOB845 Sets up new year and yearend transactions for first updates (TUCC job only) (No printout)

- GAJOB862 /GAEAS200 Gifts Trans. List for 7/1-9/30 Twoller Reese

- GAJOB867 EC=98 YE List Stephanie Mullins

- GAJOB871 Health Insurance Reserve Adjustment Stephanie Mullins

At this point, on the old year files, all but the Audit Adj. accounts are closed. Stephanie Mullins can continue to submit audit adjustments throughout the audit using GAJOB850 on request. AM090/91/92 dated 9/30 can be run on Audit Adj. accounts using GAJOB975 on request. (GAJOB975 will include a transaction merge & a master file subset.)

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NEW YEAR OPENING ENTRIES

- The only entries allowed to the old year files are those yearend adj. logged and submitted by Stephanie Mullins with the special pink batch header sheet. The batch & all its transactions will be dated 0939 with Bank 26. When TUCC, Keypunch sees the pink headers, they will make sure that the input is specially labeled for input to 'YEAREND' files and will not combine them with current year batches. All batches with pink headers are to be given top priority for
immediate processing using GAJOB850.

- The state budget (SBMRCC) will be loaded to the new year files on T 10/08. Budget Administration will review the diagnostics and resolve any errors with the applicable accountant on W 10/09.
- GAJOB600 Updates GL and SL History File and Merge Transaction Files (Do Not Run For September)
- GAJOB610 /AM003 Monthend Roll (Do Not Run For September) /AM090, AM091, AM092 Cumulative Account Statements Lakisha Coleman (Do not run for September). See GAJOB840 on the 5TH WORKDAY.
- GAJOB620 Sets up files and headers for new month (No printout).
- GAJOB630 Build ORGA Download Files/Errors Report Beverly Matlock

T 10/08 PUBLIC YEARENND ROLL ("09/30 CLOSEOUT"): (cont'd)

- GAJOB891 Copies current fiscal year being closed to prior fiscal year for Screens 54, 55, 56 and 57 (No Printout)
- GALOADFG Flag entries (manual RME). Must verify Flags are set - correct accounts based upon list supplied by Budget Administration. If Flags are incorrect, budget entries will be invalid. Mike Lorino (655-1243), Budget Administration should be available W 10/09 to assist in resolving any problems.
- GAJOB010 Update
- GALOADBA State Budget Load SBMRCC (JCL only), (No printout) Mike Lorino to make sure EC=20 entries are created before GALOADBA can be run.
- GAJOB010 Update
- GAJOB803 List of non SL5 & SL6 for which ABR is operating at the 6 digit level Budget Admin.
- GAJOB830 Load held-over entries for update as GAJOB620 would if normal monthend. (No printout)
- GAJOB848 Copies Time Suspense (No printout)
- GAJOB010 Update
- GAJOB866 EC=26 YE Encumbrance List from 9/30 OC File to post to new year file (CFDRCC) Budget Admin. receives and reviews W 10/09. TSO data set table CS.GA001700.CNTRL' needs to be updated prior to W 10/02 by 8:00 a.m.
- GAJOB010 Update
- GAJOB882 Flag edit for non SL5 and SL6 ABR at the 10 digit level Budget Administration (Mike Lorino)
- GALOADDCW Copy Purchasing/Accounts Payable Tapes (TUCC job only), (No printout)
- AAJOB150 Equipment Accounting Update.
- GAJOB010 Update
- GAJOB898 Post Bal. Fwd. Prev. Yrs. using EC=98s against S9998 for specified account number ranges.(No printout General Accounting/Student Accounting/Investment. (To correct ranges, need to correct in AM100) *Make sure job runs with correct account ranges*
- GAJOB010 Update
- GAJOB011 Update

W 10/09 2ND WORKDAY OF NEW PROCESSING MONTH:

- AM070's should be assembled for the Auditors as soon as possible!
- GAJOB425 /AM951A1 Monthly Budgeted Transfers JE 1500JL**
- GAJOB426 /AM951B1 State Appropriations JE 1501JL**
- GAJOB460 /AM952N1 Repay Loan JE 2502LC /AM952GS Rental Charges 1505JL /AM952N3 Internal Transfers 1601DR /AM952N4 Internal Transfers 1710KA
- **GACOPYYE** From "IS" Library
- **GAYEBKUP** Yearend Backup
- **GAJOB811** Yearend Snapshot – Produce Reports Fiche' from Yearend Files and Current Year Files.
- **GAJOB841** AM090/91/92 Cumulative Account Statements
- **GAJOB850** Reset delete flags on old year files to original status they were just prior to running AY002 & AY003, submitted through normal old yr file updates.
- **GAJOB873** Non Payroll Cash Disbursement by Affiliation Summary – Budget Administration
- **GAJOB886** Adjust True YE Transactions
- GAJOB892/893 AM090/91 Five Fiche' sets specifically dated 9/31 on all accounts. This 9/31 Fiche' set to be permanently filed as official yearend Fiche'.
- GAJOB896 AM091 Audit Adjustments Finals (Fiche')
- GAJOB897 AW015 & AM015 old-yr files to official yearend transaction History File.

- Need to run a file copy of the final AM070 yearend financial reports. Run three copies for the final run so an extra copy can be given to the auditors and Stephanie Mullins can have one copy also.
- Stephanie Mullins will keep the yearend audit adjustment Batch Log, which will be filed with other yearend papers. All yearend adjustment batches will have a pink batch header on it to alert Keypunch that it requires special handling.

<table>
<thead>
<tr>
<th>Accountants:</th>
<th>Office Phone</th>
<th>Fax</th>
<th>Home Phone</th>
</tr>
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<tbody>
<tr>
<td>Dona Ricks</td>
<td>4-2638</td>
<td>5-4936</td>
<td>699-6611</td>
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<td>4-4847</td>
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<td>Sharon Matlock</td>
<td>4-9381</td>
<td>5-6460</td>
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<th>Associate Directors:</th>
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<tr>
<td>Debbie Snider</td>
<td>4-9363</td>
<td>5-6460</td>
<td>491-7137</td>
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<td>Karen Moore</td>
<td>4-2671</td>
<td>5-4936</td>
<td>631-9400</td>
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<tr>
<th>Accounting Directors:</th>
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<tr>
<td>Beverly Matlock</td>
<td>4-9361</td>
<td>5-6460</td>
<td>631-8425</td>
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<tr>
<td>Darryl Brown</td>
<td>4-1850</td>
<td>5-4936</td>
<td>870-3812</td>
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</table>

Note: This closeout schedule was designed for use by Financial Accounting personnel. TUCC processing schedule should agree with this one, though it shows more detail. If there are any questions regarding the closeout schedule, contact Dona Ricks.

1. Unless otherwise specified, all TUCC processing is run the night of the date specified.

2. School Funds to be provided to Fiscal Officers by Accountants. Run two copies of each statement.

3. In charge this month.

4. Reports for Gwen Abernathy should be placed in campus mail, AB1120, zip 0111.

- These jobs will run on Tuesday 10/02 and must include payables from 10/1 thru 10/2. These jobs will be run a second time on Saturday 10/06 and must include payables from 10/3 thru 10/6.

- GAJOB425, 426, 480 and 482 may not run as normally scheduled. Check with Twoller Reese/Pam Jacobs/Lakisha Coleman before running jobs.

FYE 02 Closeout Schedule.Word updated 08-16-02