### Effort Reporting Deadline and Updates:

- 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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ACTIVITY</th>
<th>PERSON</th>
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<tbody>
<tr>
<td>F 09/12</td>
<td><strong>Effort Reporting Deadline and Updates:</strong></td>
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<td>- Effort Reporting Reports which reach Grants &amp; Contracts Accounting by</td>
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<td>this date will be reviewed and journal entries booked during the current</td>
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<td>until the following month.</td>
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<tr>
<td></td>
<td>- <strong>GAJOB534</strong> /GA000950 Monthly Transfer Report</td>
<td>Melvin Eatmon</td>
<td>Jennifer Thompson</td>
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<td></td>
<td>/AM040TS B&amp;E Accounts-Plant Chart of Accts.</td>
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<td></td>
<td>- <strong>GAJOB536</strong> /Transfer Summaries - AM082Y2 &amp; AM083Y3</td>
<td>Melvin Eatmon</td>
<td>Jennifer Thompson</td>
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<tr>
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<td>/AM083X5 MTD Capitalized Exp. Current Funds</td>
<td>Melvin Eatmon</td>
<td>Jennifer Thompson</td>
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<td>/AM083X7 MTD Capitalized Exp. Unexp. Plant Fds.</td>
<td>Melvin Eatmon</td>
<td>Jennifer Thompson</td>
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<td>/AM083H1 HSF Revenue</td>
<td>Dona Ricks</td>
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<td>/AM082A2 Sales Tax Payable</td>
<td>Dona Ricks</td>
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<td>/AM083TY Noncapital Expenses</td>
<td>Jennifer Thompson</td>
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<td>/AM083EE HSF Report</td>
<td>Les Roberts</td>
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<td>/AM083OB Invalid Object Codes</td>
<td>Dona Ricks</td>
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<td>/AM083OD Invalid Object Codes</td>
<td>Dona Ricks</td>
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<td>/AM083T4 AICPA Revenue Information</td>
<td>Rita Elston</td>
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<td>/AM083T5 AICPA Revenue Information</td>
<td>Rita Elston</td>
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<td>/AM083LE Fund Balance and Type Fund</td>
<td>Chris Chicarello</td>
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<td></td>
<td>/AM082IO Invalid Object Codes</td>
<td>Dona Ricks</td>
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<tr>
<td></td>
<td>- <strong>GAJOB547</strong> /AM083AK Overspent bal. In Ledger 4 Accts.</td>
<td>Rita Elston</td>
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<td></td>
<td>- <strong>GAJOB916</strong> /GA001600 SL &amp; GL Attribute Comparison Report</td>
<td>Applicable Acc.</td>
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<td>BUDGET ENTRY DEADLINE:</td>
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<td></td>
<td>- 10:00 a.m. deadline for submitting Budget entries to Budget Administration.</td>
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<td></td>
<td>Budget entries (EC=2X) are updated into FAS monthly via electronic Journal</td>
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<td>Entry. In July, the Budget Model System is used to produce Future Budgets</td>
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<tr>
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<td>(EC=29). In October, GAJOB866 produces Encumbrance Prior Year Carry-Forwards</td>
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<td>(EC=26). These entries (manual and automated) should be submitted within</td>
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<td>three working days before the end of the month.</td>
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### Journal Entry Deadline:

- 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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ACTIVITY</th>
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<tr>
<td>TH 09/25</td>
<td><strong>Journal Entry Deadline:</strong></td>
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<tr>
<td></td>
<td>- Utilities should be updated prior to the 26th of the month</td>
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<td>Helen Davenport</td>
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<td>Accounts Payable</td>
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<td>(affects yearend roll!!)</td>
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<td>Matlock / accounts.</td>
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<td>Matlock to review Grants</td>
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<td>(affects yearend roll!!)</td>
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<td>Matlock to review Grants</td>
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</tbody>
</table>
TH 09/25

DEPOSIT DEADLINE IF LEFT IN GENERAL ACCOUNTING:

- 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.

TH 09/25 GAJOB411:

- GAJOB411 /AM083NS Salary Charged To Unexp. Plant Funds Jennifer Thompson

M 09/29

DEPOSIT DEADLINE IF DIRECTLY DELIVERED TO CASHIERS’S OFFICE:

- 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.

T 09/30

LAST WORKDAY OF PROCESSING MONTH:

- This day's processing will include all items keypunched by TUCC prior to 5:00 p.m. on T 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.
  - Equipment Write-off entry Katrina Phillips
  - GAJOB422 /GA000430 Automated UH Accrued Payroll JE - 1702KA Hospital payroll accrual - 71% of the Sept. 26th payroll.
  - UTJOB010 Hospital Utilities - UTARCC Amy Bain
  - GAJOB10 Update
  - GAJOB011 WTD-To-MTD Merge
  - GAJOB499 /GA000480 Soc. Sec. No. Load Errors Jayme Hicks
  - Responsible Person Update Applicable Acc.
  - Deliver-To Person Update Applicable Acc.
  - T1 Unused Responsible & Del-To Codes Jayme Hicks
  - T2 Unused Division Codes Stephanie Mullins
  - T3 Unused Affiliation Codes Stephanie Mullins
  - T4 September 30th Processing Code Applicable Acc.
  - T5 Mailing List for Financial Statements Jayme Hicks
  - Reporting Entity Error Listing Stephanie Mullins
  - Division Update Stephanie Mullins
  - GAJOB527 /AM019 Cash Report by Bank Darryl Brown
  - GAJOB534 /GA000950 Monthly Transfer Report Rita Elston
  - GAJOB536 Transfer Summaries - AM082Y2 & AM083Y3 Jennifer Thompson
  - AM083X5 MTD Capitalized Exp. Current Fds. Melvin Eatmon/Clay Hester
  - AM083X7 MTD Capitalized Exp. Unexp Plant Fds. Melvin Eatmon/Clay Hester
  - AM083H1 HSF Revenue Dona Ricks
  - AM083A2 Sales Tax Payable Dona Ricks
  - AM083TY Noncapital Expenses Jennifer Thompson
  - AM083OB Invalid Object Codes Dona Ricks
  - AM083OD Invalid Object Codes Dona Ricks
  - AM083LE Fund Balance and Type Fund Chris Chicarello
  - AM082IO Invalid Object Codes Dona Ricks
  -- GAJOB569 /AM082 Stmt. Of Chgs in Fd Bal - Invalid Stmt. Format Codes
  -- GAJOB570 /AM083 Status of Operating Budget-Invlvd Stmt. Format Codes
  -- GAJOB571 /AM040KA and AM040KB(Hosp. & Rep. Entity) Amy Bain
LAST WORKDAY OF PROCESSING MONTH: (cont’d)

- GAJOB582 /AM083SX Service Centers Expenditures  Dona Ricks
  Appropriation Budget. Should run Quarterly.  Chris Chicarello
- GAJOB584 /AM083T2 To Check GAJOB426/AM951B1 State
- GAJOB591 /AM083T4 AICPA Revenue Information  Rita Elston
- GAJOB592 /AM083T5 AICPA Revenue Information  Rita Elston
- GAJOB593 /AM083TS AICPA Information  Rita Elston
- GAFSJ010 /GA000300 Summary Stmt. of Changes in Fd. Bal.  Dona Ricks
- GAFSJ070 /GA000300 Detail Balance Sheet  Dona Ricks
- GAJOB916 /GA001600 SL & GI Attribute Comparison Report  Applicable Acc.
- GAJOB803 List of non SL5 & SL6 for which ABR is operating  Budget Administration
- GAJOB842 /AM083AC/AM083AD/AM083AG Central Administration
  Fiscal Officer's Statements  Leslie Chastain
- GAJOB843 /AM082SA Student Affairs Fiscal Officer's Stmt.  Amy Bain
- GAJOB844 /AM083JL/AM083JM/AM083JN Provost Fsl Ofrs Stmt.  Amy Bain
- APJOB800 /AP001500 EOM UH Accrued Payables JE - APAUCC  Amy Bain
- APJOB801 /AP001600 Hospital Outstanding P.O. Report  Amy Bain
- APEAS800 Bookstore Accrual  Amy Bain
- APJOB830 /AP00200 Produces Kill Transactions
- APJOB850 /AP001200 Public School and College Authority
  Distribution Report  Jennifer Thompson
    /Donna Ricks
- ACJOB003 TUCC Billing - RCRRCC and FICRCC  Amy Bain
- GALOADAR Hospital Cash Receipts Report  Amy Bain
- SAJOB030 Cashier's Office Cash Receipts  Coral Guice
- SAJOB040 Stars Summary of Income  Scott Brown
- GAFSJ200 /AM0070AS Auxiliary Service FYTD Operations
  Summary - Townhouse Apts  Chris Chicarello

W 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  Rita Elston
- Monthend posting of Investment Income for Operating Funds  Rita Elston
- 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 W 10/01.
- Hospital Finance to provide Amy Bain 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, Amy Bain, Darryl Brown, Tina Phillips, Claude McCann and Donna Ricks). Amy Bain to provide GAJOB843/AM082SA as handouts for meeting.
- Budget Administration must get all manual 2001-02 ABR flag entries in by W 10/01 10:00 a.m. of September monthend closeout to Donna Ricks. 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 Dona Ricks. 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 GALOADFG.) All ABR Flags for 2002-03 will be carried forward automatically.

- **GAJOB010** Update
  - GAJOB431 /GA000440 PSF Overhead Transactions, Leslie Chastain
    Batch 5% - RCC
  - GAJOB451 /AM952S2 Income Reallocation 1789RE
  - GAJOB010 /Update
  - GAJOB457 /AM952L1 EPSCOR Fund Transfer JE 0550DS
    /AM956L1 Auto Budget Entry 0750PC
    /AM956JZ Auto Budget Entry 0599DS
    /GAEAS950 Encumber Indirect Cost 0751PC
  - GAJOB458 /AM082PD Comparison of Budget to Cash Received Tina Ealy
  - 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 Dona Ricks/Tina Ealy
  - GAJOB528 /GAAM009 Open Commitment File Print (Fiche') Coral Guice
  - GAJOB010 Update
  - GAJOB511 WTD-To-MTD Merge Rita Elston
    /AM040TS B&E Accounts-Plant Chart of Accts. Jennifer Thompson
  - GAJOB536 Transfer Summaries - AM082Y2 & AM083Y3 Rita Elston
    /AM083X5 MTD Capitalized Exp. Current Fds. Melvin Eatmon/Clay Hester
    /AM083K7 MTD Capitalized Exp. Unexp. Plant Fds. Melvin Eatmon/Clay Hester
    /AM083H1 HSF Revenue Dona Ricks
    /AM082A2 Sales Tax Payable Dona Ricks
    /AM083OB Noncapital Expenses Jennifer Thompson
    /AM083OD Invalid Object Codes Dona Ricks
    /AM083LE Fund Balance and Type Fund Dona Ricks
    /AM082I0 Invalid Object Codes Chris Chicarello
  - GAJOB547 /AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston
  - GAJOB566 /AM08295 Fund Balances for Grants & Contracts Tina Ealy
  - GAJOB592 Athletics and Auxiliary Scope Account Chris Chicarello
  - GAJOB930 /GA000930 Capitalization Report Mullins/
  - **GAJOB916** /GA001600 SL & GL Attribute Comparison Report Applicable Acc.
  - GAFSJ010 /GA000300 Summary Statement of Changes in Fund Balances
    /GA000300 Detail Balance Sheet Dona Ricks
  - GAFSJ020 /AM070E2,E3, F4, F5, G2 and G3 Highlights Dona Ricks
  - GAFSJ030 /GA000540 Current Restricted Funds Expenditures
    /GA000300 Summary Statement of Changes in Fund Balances
    /GA000300 Detail Balance Sheet Dona Ricks
  - GAFSJ040 Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds Jennifer Thompson
  - GAFSJ050 Revenue & Expense Summary - Exp. Plant Funds Jennifer Thompson
  - GAFSJ060 Stmt. of Chgs. in Fd. Bal. - School Funds Leslie Chastain
  - GAFSJ070 Stmt. of Chgs. in Fd. Bal. - Misc. Unrestr. Activities Dona Ricks
  - GAFSJ080 Stmt. of Chgs. in Fd. Bal. - Misc. Restr. Activities Chris Chicarello
  - GAFSJ090 Stmt. of Chgs. in Fd. Bal. - Professional Svc. Funds Leslie Chastain
W 10/01

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

- GAFSJ100 Stmt. of Chgs. in Fd. Bal. - Agency Funds Leslie Chastain
- GAFSJ110 Stmt. of Chgs. in Fd. Bal. - Scholarship Funds Chris Chicarello
- GAFSJ120 Stmt. of Chgs. in Fd. Bal. - Loan Funds Chris Chicarello
  /AM082L1 Federal Loans Chris Chicarello
  /AM082L2 Non-Federal Loans Chris Chicarello
- GAFSJ130 /AM082PI Investment in Plant Financial Statement Melvin Eatmon/Jennifer Thompson
- GAFSJ140 Status of Operating Budget Expense - School Funds Leslie Chastain
- GAFSJ150 Status of Administration of Special Funds - School Funds Leslie Chastain
- GAFSJ160 Status of Operating Budget Revenues – School Funds Leslie Chastain
- GAFSJ170 Status of Operating Budget - Federal Grants & Contracts Tina Ealy
  /AM083H5 Non-Federal Grants & Contracts Tina Ealy
- GAFSJ190 /GA000550 Endowment Fund Summary Rita Elston
  /AM082C2 Annuity and Life Income Funds Rita Elston
- GAFSJ200 /AM0070AS Auxiliary Service FYTD Operations Summary (Townhouse Apartments) Chris Chicarello
- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue Amy Bain
  /GA000660-01 Schd A Patient Service Revenue Amy Bain
  /GA000620-01 Schd B Deductions From Revenue Amy Bain
  AM070-H1 UH Operating Statements Amy Bain
  GA01630-01 Schd C-2 Other Non-Operating Revenue Amy Bain
- GAFSJ220 Hospital Expenditure Statements Amy Bain
  /GA000650 Schd D-1 Expenditures by Function Amy Bain
  /GA000660 Schd D-2 Expenditures by Function Amy Bain
  /GA000670 Schd E Expenditures by type Amy Bain
  /GA000680 Detail Department Oper. Expenses Amy Bain
  /GA000690 Detail Summary Hosp. Division Exp. Amy Bain
  /GA000700 Budget Analysis Amy Bain
  /GA000820 Budget Analysis Amy Bain
- GAFSJ230 Hospital Patient Revenue Service Statements Amy Bain
  /GA000740-01 thru 07 Patient Service Revenue Amy Bain
  /GA000750-01 thru 07 Patient Service Revenue Amy Bain
- GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal. - Auxiliary Enterprises Chris Chicarello
  /AM082C3 Self-supporting Hospital Activities Amy Bain
- GAFSJ260 /AM070 Current Fund Restricted Expenditures Tina Ealy
- GAFAJ270 /AM083B1 Status of Operating Budget Expenses Leslie Chastain
  /AM083B2 Status of Operating Budget Expenses - 77A Leslie Chastain
  /AM083B3 Status of Operating Budget Exp. 50A Leslie Chastain
  /AM083B4 Status of Operating Budget Expenses 50A Leslie Chastain
  /AM083B5 Detail of Dept. Expenditures - 50A Leslie Chastain
  /AM083B6 Status of Operating Budget Rev. 50A Leslie Chastain
- GATBJ501 /AM090 & AM091 TRIAL BALANCE
- GAJOB495 Sets FAS Online System to Inquiry Only until noon

TH 10/02

2ND WORKDAY OF NEXT CALENDAR MONTH:

- No Online Updating Possible until noon Thursday 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

Thursday 10/09 - Contact Dona Ricks for emergency updates.
• Correct all suspense & invalid object codes. All
  This should only include suspense and invalid object
codes resulting from last night's update.

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

• Printshop Ricks
  Sparks Center
  Service Center Depreciation
• Bookstore A/P Bain
• Books Returned to Publisher
• Bookstore Inventory
• Verify UH cash deposits and patient charges Bain
  UH Closing Entries
  Hospital Inventory Adjustment
• Pool Income Allocation Entries Elston
• Maintenance Inventory Adjustment Chastain
• Budget Entries for Cash Received Cornelius
• Noncapital Entries Eatmon
• Dental PSF Adjustment Entry (Ginger Hattaway to fax info) Chastain
• Review Accounts 317461, 315965, 882090 and 882039 Jennifer Thompson
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. Amy Bain
- Turner Investments Entries Rita Elston
- A AJOB150 Last Equipment Accounting Update for this month
- A AMEBKUP EAS Monthend Backup, Current Building Information by
  Assigned Number, by Abbreviation, by Name Jennifer Thompson

- 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
- GAJOB455 /AM952S1 Endowment Earnings Clearing JE 1797RE
- GAJOB010 Update
- GAJOB420 which includes:
  GA000420 Plant Fund Capitalization Transactions, Batch CAPRCC Jennifer Thompson
  GA000450 Indirect Cost SL5 & SL6, Batch 170RCC Sharon Malone
  AM953R2 Special Indirect Cost, Batch JV0171 Sharon Malone
- GAJOB423 AM952CH /Clinical Trial Indirect Cost, Batch 0949CH Sharon Malone
- GAJOB010 Update
- GAJOB421 Central Administration Revenue Reallocation, Batch RPRCC Budget Admin.
  Energy Management Support, Batch EMSRCC Budget Admin.
  Produces two flat files, GALOADRR and GALOADEM to be updated in following GAJOB010.
- GAJOB010 Update
- GAJOB826 /AM952N9 Yearend Entry to Clear Clinical Dentistry Account Leslie Chastain
- GAJOB010 Update
- GAJOB499 /GA000480 Soc. Sec. No. Load Errors Jayme Hicks
  Responsible Person Update Applicable Acct.
  Deliver-To Person Update Applicable Acct.
  T1 Unused Responsible & Del-To Codes Jayme Hicks
  T2 Unused Division Codes Stephanie Mullins
TH 10/02
2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

Division Update

- GAJOB534 /GA000950 Monthly Transfer Report
- GAJOB535 /AM040TS B&E Accounts-Plant Chart of Accts.
- GAJOB536 Transfer Summaries - AM082Y2 & AM083Y3
- GAJOB842 /AM083AC/AM083AD/AM083AG Central Administration
- GAJOB843 /AM082SA Student Affairs Fiscal Officer
- GAJOB865 /GAEA230 SL2 Encumbrance List from O/C file

T3 Unused Affiliation Codes
T4 September 30th Processing Code
T5 Mailing List for Financial Statements
Reporting Entity Error Listing

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T3 Unused Affiliation Codes
T4 September 30th Processing Code
T5 Mailing List for Financial Statements
Reporting Entity Error Listing

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FA 7/02
2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

Division Update

- GAJOB635 /HA000950 Monthly Transfer Report
- GAJOB636 /AM040TS B&E Accounts-Plant Chart of Accts.
- GAJOB637 Transfer Summaries - AM082Y2 & AM083Y3
- GAJOB638 Transfer Summaries - AM083X5 MTD Capitalized Exp. Current Fds.
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. 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.

- Leslie Chastain 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, Amy Evans, Tricia Raczynski, Leslie Chastain, Darryl Brown, Dona Ricks, 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 Chris Chicarello, Dona Ricks, Tricia Raczynski, Darryl Brown, Mo Harbin, 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 (Leslie Chastain).
- 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 Thursday 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 File Update for AM952 G&C Fund Additions JE
  - GAJOB444 /AM952Z1 G & C Fund Additions 0999VC
  - GAJOB470 /GA000470 Unencumber Indirect Cost - IDC170 Tina Ealy (Note: This is a yearend job replacing GAJOB470)
  - GAJOB010 Update
  - GAJOB450 /AM955Z3 Letter of Credit Pools - LOC955 Tina Ealy
  - GAJOB455 /AM952S1 Endowment Earnings Clearing JE 1798RE
  - GAJOB573 /AM08294 Grant Fund Balances should be zero. Review and fix before GAJOB515 runs.
  - GAJOB010 Update

********************************************************************************************
- 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 3RD WORKDAY.
  - GAJOB011 WTD-TO-MTD Merge Darryl Brown
  - GAFSJ010 /GA000300 Summary Statement of Changes in Fund

8
Balances
/GA000300 Detail Balance Sheet
Dona Ricks
/GA000540 Current Restricted Funds Expenditures
Tina Ealy
/GAFSJ040 Stmt. of Chgs. in Fd. Bal. - Exp. Plant Funds Jennifer Thompson
F 10/03
3RD WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAFSJ050 Revenue & Expense Summary - Exp. Plant Funds Jennifer Thompson
- GAFSJ060 Stmt. of Chgs. in Fd. Bal. - School Funds Leslie Chastain
- GAFSJ070 Stmt. of Chgs. in Fd. Bal. - Misc. Unrestr. Activities Dona Ricks
- GAFSJ080 Stmt. of Chgs. in Fd. Bal. - Misc. Restr. Activities Chris Chicarello
- GAFSJ090 Stmt. of Chgs. in Fd. Bal. - Prof. Srv.Funds Leslie Chastain
- GAFSJ100 Stmt. of Chgs. in Fd. Bal. - Agency Funds Leslie Chastain
- GAFSJ110 Stmt. of Chgs. in Fd. Bal. - Scholarship Funds Chris Chicarello
- GAFSJ120 Stmt. of Chgs. in Fd. Bal. - Loan Funds Chris Chicarello
/AM082L1 Federal Loans Chris Chicarello
/AM082L2 Non-Federal Loans Chris Chicarello
/GAFSJ130 /AM082PI Investment in Plant Fin Stmt. Melvin Eatmon/Jennifer Thompson
- GAFSJ140 Status of Operating Budget Expense - School Funds Leslie Chastain
- GAFSJ150 Detail of Dept. Expenditures - School Funds Leslie Chastain
- GAFSJ160 Status of Operating Budget Revenues - School Funds Leslie Chastain
- GAFSJ170 Status of Operating Budget - Federal Grants & Contracts Tina Ealy
/AM083H5 Non-Federal Grants & Contracts Tina Ealy
- GAFSJ190 /GA000550 Endowment Fund Summary Rita Elston
/AM082C2 Annuity and Life Income Funds Rita Elston
/GA000580 Investment Cash Flow Analysis John Pelliccio
- GAFSJ200 /AM0070AS Auxiliary Service (Townhouse Apartments) Chris Chicarello
- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue Amy Bain
/GA000610-01 Schd A Patient Service Revenue Amy Bain
/GA000620-01 Schd B Deductions From Revenue Amy Bain
AM070-H1 UH Operating Statements Amy Bain
GA01630-01 Schd C-2 Other Non-Operating Revenue Amy Bain

- GAFSJ220 Hospital Expenditure Statements Amy Bain
/GA000650 Schd D-1 Expenditures by Function Amy Bain
/GA000660 Schd D-2 Expenditures by Function Amy Bain
/GA000670 Schd E Expenditures by type Amy Bain
/GA000680 Detail Department Oper. Expenses Amy Bain
/GA000690 Detail Summary Hosp. Division Exp. Amy Bain
/GA000700 Budget Analysis Amy Bain
/GA000820 Budget Analysis Amy Bain
- GAFSJ230 Hospital Patient Revenue Service Statements Amy Bain
/GA000740-01thru07 Patient Service Revenue Amy Bain
/GA000750-01thru07 Patient Service Revenue Amy Bain
- GAFSJ240 /AM082B1 Stmt. of Chgs. in Fd. Bal. - Auxiliary Enterprises Amy Bain
/AM082C3 Self-supporting Hospital Activities Amy Bain
- GAFSJ260 /AM070 Current Fund Restricted Expenditures Tina Ealy
- GAFAJ270 /AM083B1 Status of Operating Budget Expenses Leslie Chastain
/AM083B2 Detail of Dept. Expenditures - 77A Leslie Chastain
/AM083B3 Status of Operating Budget Exp. 50A Leslie Chastain
/AM083B4 Status of Operating Budget Expenses 50A Leslie Chastain
/AM083B5 Detail of Dept. Expenditures - 50A Leslie Chastain
- GAJOB534 /GA000950 Monthly Transfer Report Rita Elston
- GAJOB535 /GA000950 YTD Transfer Report Jennifer Thompson
(cumulative for year) Rita Elston

- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Rita Elston
- /AM083X5 MTD Capitalized Exp. Current Fds. Melvin Eatmon/Clay Hester
- /AM083X7 MTD Capitalized Exp. Unexp. Plant Fds. Melvin Eatmon/Clay Hester
- /AM083H1 HSF Revenue Dona Ricks
- /AM082A2 Sales Tax Payable Dona Ricks
- /AM083Y2 Noncapital Expenses Jennifer Thompson

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

- /AM083OB Invalid Object Codes Dona Ricks
- /AM083OD Invalid Object Codes Dona Ricks
- /AM083LE Fund Balance and Type Fund Leslie Chastain
- /AM082IO Invalid Object Codes Dona Ricks
- /AM083AK Overspent bal. In Ledger 4 Accts. Rita Elston
- /AM083HA Hospital Revenue Objects Jennifer Thompson
- /AM083HB Hospital Expense Objects Jennifer Thompson
- /AM083UT Utility Expenses Kelly Winnett
- /AM083Y5 Capitalized Exp. Current Funds Melvin Eatmon/Clay Hester
- /AM083Y6 Capitalized Exp. Current Funds Internal Matching Melvin Eatmon/Clay Hester
- /AM083Y7 Unexpended Plant Funds Melvin Eatmon/Jennifer Thompson
- /AM083Y8 Internal Matching Unexpended Plant Funds Melvin Eatmon/Jennifer Thompson
- /AM082Y9 UAB Matching Report Melvin Eatmon

- /AM083RU UAH Operating Expenses Asst. Admin. Amy Bain
- /AM083DT Dietetics Expense Summary Amy Bain
- /Hospital Inventory Summary Report Amy Bain
- /AM082 Stmt. of Chgs in Fd. Bal. - Invalid Stmt. Format Codes Dona Ricks
- /AM083 Status of Operating Budget - Invalid Stmt. Format Codes Dona Ricks
- /AM083LZ Indirect Cost Report Tina Ealy
- /GA000930 Capitalization Report Mullins/Hester/Eatmon
- /GA00093A Capitalization Report (Monthend) Mullins/Hester/Eatmon
- /GA001020 MTD Hospital Capitalization Report Mullins/Hester/Eatmon
- /GA001030 MTD Non-Hospital Capitalization Mullins/Hester/Eatmon
- /GA001040 YTD Hospital Capitalization Report Mullins/Hester/Eatmon
- /GA001050 YTD Non-Hospital Capitalization Rep. Mullins/Hester/Eatmon

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

- AAJOB900 Depreciation Calculation, Posting Entries and True Yearend (OptiDoc Files) 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/OptiDoc Files) Katrina Phillips
- AAJOB920 Update Yearend Files and Rolls Depreciation Buckets (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

M 10/06 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 Tina Ealy by 10:00 a.m.
- GAJOB010 Update for flags, time suspense, & any normal correction batches.
- GAJOB011

**T 10/07**

**5TH WORKDAY OF NEXT CALENDAR MONTH:**

- Indirect Cost entry made before 9:30 a.m. by Darryl Brown from information received from Amy Evans.
- GAJOB010 (Darryl Brown/Dona Ricks will call TUCC when ready).
- Closing Entries for General Operating Fund Balances Due (Amy Evans, Jennifer Thompson, Darryl Brown, Dona Ricks, Claude McCann and Dona Ricks) (1:00 p.m.) Amy Evans to provide spreadsheet with necessary dollar information to close accounts. Rita Elston to assist Amy with special Yearend Transfer Account numbers.
- GAJOB010 (Darryl Brown/Dona Ricks will call TUCC when ready).

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- 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.

- GAFSJ010 /GA000300 Summary Statement of Changes in Fund Balances
  - /GA000300 Detail Balance Sheet
  - 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
  - /AM082L1 Federal Loans
  - /AM082L2 Non-Federal Loans
- GAFSJ130 /AM082PI Investment in Plant Financial Statement
  - Melvin Eatmon/

- 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
  - /AM083H5 Non-Federal Grants & Contracts
- GAFSJ180 /AM083X1 UH Cost Report Summary
- GAFSJ190 /GA000550 Endowment Fund Summary
  - /AM082C2 Annuity and Life Income Funds
  - /GA000580 Investment Cash Flow Analysis
  - /AM083X1 UH Cost Report Summary
- GAFSJ200 /AM070AS Auxiliary Service FYTD Operations
  - Chris Chicarello
- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue
  - /GA000610-01 Schd A Patient Service Revenue

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

- GA000610 Detail Summary Hosp. Division Exp. Amy Bain
- GA000620 Budget Analysis Amy Bain
- GA000630 Budget Analysis Amy Bain
- GAFSJ230 Hospital Patient Revenue Service Statements Amy Bain
- GAFSJ240 AM082B1 Stmt. of Chgs. in Fd. Bal. Auxiliary Enterprises - Townhouse Chris Chicarello
- GAFSJ260 AM070 Current Fund Restricted Expenditures Tina Ealy
- GAFAJ270 AM083B1 Status of Operating Budget Expenses 77A Leslie Chastain
- AM083B2 Detail of Dept. Expenses - 77A Leslie Chastain
- AM083B3 Status of Operating Budget Expenses - 50A Leslie Chastain
- AM083B4 Status of Operating Budget Expenses 50A Leslie Chastain
- AM083B5 Detail of Dept. Expenses - 50A Leslie Chastain
- AM083B6 Status of Operating Budget Expenses 50A Leslie Chastain
- GAJOB020 Grants & Contracts GL Analysis Tina Ealy
- GAJOB025 Non-Federal Grants & Contracts GL Analysis Tina Ealy
- GAJOB310 Dues & Membership List Budget Admin. Quarterly
- GAJOB320 Dues & Membership List Budget Admin. Quarterly
- 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 Revenue subcode summary - Quarterly Stephanie Mullins
- GAJOB390 Create SL2 and SL3 Labor Distribution Files (No Printout)
- GAJOB483 Public Health Account Statement (OptiDoc Files)
- GAJOB485 AM082SA Unrestricted Fund Summary - Carla Segars to mail to Mike Raczynski
- GAJOB502 /G005050 Detailed Status Report of the General Operating Budget Kelly Worden
- GAJOB503 Prior Month Load Transactions (No Printout) Kelly Worden
- GAJOB505 Detailed Status Report of the General Operating Budget (GAJOB502) will be stuffed in envelopes for mailing.
- The stuffing should be completed before 2:00 p.m.
- GAJOB510 & GAJOB511/AM090 & AM091 Deliver-To-Statements Remember 8:00 a.m. on W 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 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. Sue Myers (4-4595) at the UAB Post Office must be notified immediately that they are ready to be picked up that same afternoon before closing.

- GAOBJ512 Cash Receipts Transaction List Dona Ricks
- GAOBJ513 Cash Receipts Excluding Intra-Fund Transfers Bart Kelly
- GAOBJ514 Cash Receipts/Disbursements Equipment Purchases

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>for Non-Project Accounts</td>
<td>Bart Kelly</td>
</tr>
<tr>
<td>- GAOBJ516 /AM095A1 Pediatrics will pick up.</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>- GAOBJ518 Produces downloadable files for Hospital</td>
<td></td>
</tr>
<tr>
<td>Consolidated Balance Sheet (No Printout)</td>
<td>Stephanie Mullins/ Dede Moore</td>
</tr>
<tr>
<td>- GAOBJ519 Produces Cash Report in Summary by Batch</td>
<td>Bart Kelly</td>
</tr>
<tr>
<td>- GAOBJ520 AM090/91/92 Grants Desk Copy</td>
<td>(OptiDoc Files)</td>
</tr>
<tr>
<td>- GAOBJ521 AM090/91/92 Non-Grants File Copy</td>
<td>(OptiDoc Files)</td>
</tr>
<tr>
<td>- GAOBJ525 /GA000520 Expense Summary</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>/GA000530 Letter of Credit Recon. Report</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>/AM083LH School of Dentistry O/H Report</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>/GA005300-01 Indirect Cost Report</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>/GA000290 Grants From IDC</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>/GA000550 General Ledger Reports by Subcode</td>
<td>Tina Ealy</td>
</tr>
<tr>
<td>- GAOBJ526 /GA00570 Bank Reconciliation Report</td>
<td>Dona Ricks/Tina Ealy</td>
</tr>
<tr>
<td>- GAOBJ527 /AM019 Cash Report by Bank - (Opti Doc Files)</td>
<td>Coral Guice</td>
</tr>
<tr>
<td>- GAOBJ530 UH Capital Expenditures (OptiDoc Files)</td>
<td>Amy Bain</td>
</tr>
<tr>
<td>/DeDe Moore</td>
<td></td>
</tr>
<tr>
<td>- GAOBJ531 UH Account Statement (OptiDoc Files)</td>
<td>Amy Bain</td>
</tr>
<tr>
<td>/DeDe Moore</td>
<td></td>
</tr>
<tr>
<td>- GAOBJ532 AA Account Statement (OptiDoc Files)</td>
<td>Leslie Chastain/ Gwen Abernathy</td>
</tr>
<tr>
<td>/GA000950 Monthly Transfer Report</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>/AM040TS B&amp;E Accounts-Plant Chart of Accts.</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td>- GAOBJ535 /GA000950 YTD Transfer Report (cumulative for year)</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>- GAOBJ536 Transfer Summaries - AM082Y2 &amp; AM083Y3</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>/AM083X5 MTD Capitalized Exp. Current Fds.</td>
<td>Melvin Eatmon/Clay Hester</td>
</tr>
<tr>
<td>/AM083X7 MTD Capitalized Exp. Unexp. Plant Fds.</td>
<td>Melvin Eatmon/Clay Hester</td>
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<tr>
<td>/AM083H1 HSF Revenue</td>
<td>Dona Ricks</td>
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<tr>
<td>/AM082A2 Sales Tax Payable</td>
<td>Dona Ricks</td>
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<tr>
<td>/AM083TY Noncapital Expenses</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td>/AM083OB Invalid Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td>/AM083OD Invalid Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td>/AM083T4 AICPA Revenue Information</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>/AM083T5 AICPA Revenue Information</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>/AM083LE Fund Balance and Type Fund</td>
<td>Chris Chicarello</td>
</tr>
<tr>
<td>/AM082I0 Invalid Object Codes</td>
<td>Dona Ricks</td>
</tr>
<tr>
<td>- GAOBJ547 /AM083AK Overspent bal. In Ledger 4 Accts.</td>
<td>Rita Elston</td>
</tr>
<tr>
<td>- GAOBJ538 Expenses by Department</td>
<td>Amy Bain</td>
</tr>
<tr>
<td>/AM083MC Hospital Maintenance Contracts</td>
<td></td>
</tr>
<tr>
<td>/AM083FB Prior Year Revenue and Expense for Flexible Budgets Report</td>
<td>Business Office</td>
</tr>
<tr>
<td>- GAOBJ539 Download Hospital Expense (No printout)</td>
<td>Jennifer Thompson</td>
</tr>
<tr>
<td>- GAOBJ542 Monthly Project List</td>
<td></td>
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</tbody>
</table>
- GAJOB543 Deliver-To & Responsible Person List Jayme Hicks
- GAJOB545 /GAEAS210 Rental Expense Transactions List Dick Berliner
- GAJOB548 /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)
- GAJOB548 /GA001380 Dept. Income Projection - Pick up by Budget Administration (Do not run in September)

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

- GAJOB551 Petty Cash/1150 List - Coral Guice
- GAJOB563 /AM083DA Fee Totals for Financial Aid (Runs only in May) Jim Chenoweth
- GAJOB564 /AM083Y5 Capitalized Expenditures Current Funds Melvin Eatmon
- GAJOB564 /AM083Y6 Capitalized Expenditures Current Funds Melvin Eatmon
- 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
- GAJOB574 /AM083QB Dept. of Psychiatry General Operating Funds
- GAJOB581 /GAEAS600 Monthly List of Gift Transactions
- GAJOB582 /GAEAS540 Transactions on Payroll Subcodes (No Printout)
- GAJOB583 /GAEAS580 Wire Transfer Report Dona Ricks
- GAJOB584 /GAEAS590 Wire Disbursement Report Dona Ricks
- GAJOB588 Academic Affairs AM095 (OptiDoc Files) Gwen Abernathy
- GAJOB589 /AM040X1 G&C Code of Accounts by Account Number and Responsible Person Tina Ealy
- GAJOB590 Grants & Contracts Scope Groups AM095 Tina Ealy
- GAJOB592 /AM095 Athletics and Auxiliary Scope Accounts Chris Chicarello
- GAJOB593 /Legal and Consulting Fees Amy Evans
- GAJOB594 /AM095 University Object Code Listings (OptiDoc Files only) Darryl Brown
- GAJOB596 /GA00655T NIH Attribute Data Tina Ealy
5TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- **GAJOB596** /GAEZ0150 - IDC Expense Transactions Tina Ealy
  /AM083ZL - IDC Expense and Recovery Tina Ealy
  /AM083EM - IDC Expense by Revenue Code Tina Ealy
  /AM070G1 - Current Restricted Fds. Exp. Tina Ealy
- **GAJOB597** SL & GL Transfer Object Code Report Melvin Eatmon
- **GAJOB598** Accounts with Budget-Ending Dates Tina Ealy
- **GAJOB802** /GA001360 & 1370 Employee list Tina Ealy
- **GAJOB805** Hospital Y/E Trial Balance Amy Bain
- **GAJOB840** AM090, AM091, AM092 Cumulative Account Statements Jennifer Thompson
- **GAJOB870** /AM083WS Workstudy Tina Ealy
  /AM083SA State Appropriations By Fund Chris Chicarello
  /AM083UX Utility Cost Analysis Kelly Winnett
- **GAJOB872** /GA000930 Capitalization Report for 7/1/98 & 9/30/98 Melvin Eatmon
- **GAJOB874** AICPA Report For All Funds (OptiDoc Files) Budget Admin.
- **GAJOB877** /AM095 Construction - Subcode Listings (OptiDoc Files)
- **GAJOB879** /AM095 Auxiliary - Subcode Listings (OptiDoc Files)
- **GAJOB880** /AM095 Fund - Subcode Listings (OptiDoc Files) Budget Admin.
- **GAJOB881** /AM095 Misc. Funds - Subcode Listing (OptiDoc Files)
- **GAJOB922** Cost Recovery Report
  /GAEZ0270 Internal Sales and Services Report Dona Ricks
- **GAJOB930** /GA000930 Capitalization Report
  /GA00093A Capitalization Report(Monthend) Mullins/Hester Eatmon
  /GA001020 MTD Hospital Capitalization Report Mullins/Hester Eatmon
  /GA001030 MTD Non-Hospital Capitalization Mullins/Hester Eatmon
  /GA001040 YTD Hospital Capitalization Report Mullins/Hester Eatmon
  /GA001050 YTD Non-Hospital Capitalization Rep. Mullins/Hester Eatmon
- **GAJOB950** /GAAM9640 Automatic Accrual Reversal - APAUCC Amy Bain
- **GAJOB965** /Grant Expense By Sponsor Tina Ealy
- **GAJOB984** Accounts by Contact - (6/30 & 9/30) Stephanie Mullins
- **GAJOB985** /AM082PA Grants & Contracts Analysis Tina Ealy
  /AM083SS & AM083ST Current Funds Analytical Review Rpts. (6/30 & 9/30) Dona Ricks
  /AM083FS Federal Expenditures by Category Tina Ealy
  /AM083FT Federal Expenditures by Total Tina Ealy
  /AM083H3 Grants 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 Record Reconciliation Leslie Chastain
- **BUJOB015** Bank Reconciliation Report Jason Bacak

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6TH WORKDAY OF NEXT CALENDAR MONTH:

- **GAJOB595** /YE Audit Adjustments AM090/91's Stephanie Mullins
- PUJOB050/PU10500 & PU35000 & PU036000 IRS 1099s (Pick up by A/P monthly. Accounts Payable
- Amy Bain 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 Leslie Chastain 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 Leslie. Leslie needs the statements by 10:00 a.m. W 10/08 so as to deliver the complete package for copying by 2:00 p.m. W 10/08.
- GAJOB523/GA001650 Create User Flat Files From GL/SL Database (No Printout.) W 10/08
  6TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)
- 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 AY004 the new 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)
W 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 Dona Ricks
- 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.)

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 G AJOB850.

- The state budget (SBMRCC) will be loaded to the new year files on W 10/08. Budget Administration will review the diagnostics and resolve any errors with the applicable accountant on TH 10/09.
- G AJOB600 Updates GL and SL History File and Merge Transaction Files (Do Not Run For September)
- G AJOB610 /AM003 Monthend Roll (Do Not Run For September) /AM090, AM091, AM092 Cumulative Account Statements Jennifer Thompson (Do not run for September). See G AJOB840 on the 5TH WORKDAY.
- G AJOB620 Sets up files and headers for new month (No printout).
- G AJOB630 Build ORGA Download Files/Errors Report Tina Ealy

W 10/08 PUBLIC YEAREND ROLL ("09/30 CLOSEOUT"): (cont'd)

- G AJOB891 Copies current fiscal year being closed to prior fiscal year for Screens 54, 55, 56 and 57 (No Printout)
- G ALOADFG 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. Amy Evans Budget Administration should be available TH 10/09 to assist in resolving any problems.
- G AJOB010 Update
- G ALOADBA State Budget Load SBMRCC (JCL only), (No printout) Amy Evans to make sure EC=20 entries are created before G ALOADBA can be run.
- G AJOB010 Update
- G AJOB803 List of non SL5 & SL6 for which ABR is operating at the 6 digit level Budget Admin.
- G AJOB830 Load held-over entries for update as G AJOB620 would if normal monthend. (No printout)
- G AJOB848 Copies Time Sus pens e (No printout)
- G AJOB010 Update
- G AJOB866 EC=26 YE Encumbrance List from 9/30 OC File to post to new year file (CFDRC C) Budget Admin. receives and reviews TH 10/09. TSO data set table CS.GA001700.CNTRL' needs to be updated prior to T 10/02 by 8:00 a.m.
- G AJOB010 Update
- G AJOB882 Flag edit for non SL5 and SL6 ABR at the 10 digit level Budget Administration (Amy Evans)
- G ALOADCW Copy Purchasing/Accounts Payable Tapes (TUCC job only), (No printout)
- G AJOB150 Equipment Accounting Update.
- G AJOB001 Update
- G AJOB898 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*
- G AJOB010 Update
- G AJOB011 Update

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

- AM070's should be assembled for the Auditors as soon as possible!
- G AJOB425 /AM951A1 Internal Expense Recovery 2039DP
- G AJOB426 /AM951B1 State Appropriations JE 1501JL**
- G AJOB460 /AM952N1 Internal Commitments Payback 2234JT

/AM952GS Rental Charges 1505JL
/AM952N3 Internal Transfers 1601DR
TH 10/09  2ND WORKDAY OF NEW PROCESSING MONTH:  (cont’d)
/AM951ED Budgeted Transfers Education   2011AE
/AM951BU Budgeted Transfers Business   2012AE
/AM951GS Budgeted Transfers Graduate Sch.   2013AE
/AM951SD Budgeted Transfers Dentistry   2014AE
/AM951SN Budgeted Transfers Nursing   2015AE
/AM951SO Budgeted Transfers Optometry   2016AE
/AM951AT Budgeted Transfers Athletics   2017AE
/AM951PH Budgeted Transfers Public Health   2018AE
/AM951AJ Budgeted Transfers Acad. Health JT.   2019AE
/AM951HS Budgeted Transfers Health Systems   2020DP
/AM951LH Budgeted Transfers Lister Hill   2021DP
/AM951MS Budgeted Transfers Mervyn Sterne   2022DP
- GAJOB462 /AM951N7 Service Center Depreciation   1689DR
/AM952N7 Internal Transfers Service Centers   1697DR
- GAJOB495  Sets FAS Online System to update and inquire.  (UPON REQUEST)  Dona Ricks will call Betty Barron, TUCC, to request this job to run.
- GAJOB813 /AM952S4 Transfers to Non-Spendable Quasis   1796RE
(annual entry)

F 10/10  3RD WORKDAY OF NEW PROCESSING MONTH:
- Coral Guice & Janice Lacey can begin sending October manual entries to TUCC for keypunching and Electronic Journal Entries may be made.
- Financial Statements should be distributed on this day.
- Dona Ricks to distribute Fiscal Officer’s copy of Financial Statements this same day.
  - GAJOB482 /AM952N2 M-H Whse JE   1851TR **
  - GAJOB810 Update of all manual batches held for new month.

SPECIAL OCTOBER CLOSE
- The monthend schedule will run as normal for October, except that:
  • may slip a few days due to coordination with yearend processing programs and conflicts with other users of the computer.
  • Must be coordinated carefully with final yearend close, so that GAJOB890, etc. is run soon enough to get on the Trial Balance for October.  (It is absolutely essential that GAJOB890, etc. be run before Oct. rolls to Nov. via GAJOB600.)

FINALIZING YEAREND FILES
- TRUE YEAREND ROLL normally occurs on January 31st, unless cancelled by the Controller. Confirmation of TRUE YEAREND ROLL will also be made with Betty Barron at the Computer Center. (Must be no Account Drop Flags applied between Public Yearend Roll and True Yearend Roll).
When all audit adjustments are properly posted & the resulting financial reports officially approved, the following will occur:

- **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 Jennifer Thompson
- **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 OptiDoc files sets specifically dated 9/31 on

**FINALIZING YEAREND FILES: (cont’d)**

all accounts. This 9/31 OptiDoc File set to be permanently filed as official yearend File.

- **GAJOB896** AM091 Audit Adjustments Finals (OptiDoc)
- **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.

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<th>Assistant Directors</th>
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<th>Fax</th>
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<td>Dona Ricks</td>
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<td>Tina Ealy</td>
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<td>Darryl Brown</td>
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<td>870-3812</td>
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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 Thursday 10/02 and must include payables from 10/1 thru 10/2. These jobs will be run a second time on Saturday 10/04 and must include payables from 10/3 thru 10/04.

** GAJOB425, 426, 460, 482, 484, 486 and 488 may not run as normally scheduled.**
Check with Dona Ricks before running jobs.

FYE 03 Closeout Schedule. Word updated 08-28-03