### Effort Reporting Deadline and Updates:

Effort Reporting which reach Grants and Contracts Accounting by this date will be reviewed and journal entries booked during the current month. Reports received after the deadline will be processed the following month.

- **GAJOB534** /GA000950 Monthly Transfer Report  
  Responsible: Christopher Chicarello
- **GAJOB536** /Transfer Summaries - AM082Y2 & AM083Y3  
  Responsible: Christopher Chicarello
- **/AM083X5 MTD Cap. Exp. In Current Fds.**  
  Responsible: Christina Lovelace/Clay Hester
- **/AM083X7 Unexpended Plant Funds**  
  Responsible: Christina Lovelace/Clay Hester
- **/AM083H1 HSF Revenue**  
  Responsible: Dona Ricks
- **/AM082A2 Sales Tax Payable**  
  Responsible: Dona Ricks
- **/AM083TY Noncapital Expenses**  
  Responsible: Jennifer Thompson
- **/AM083EE HSF Report**  
  Responsible: Les Roberts
- **/AM083OB Invalid Object Codes**  
  Responsible: Dona Ricks
- **/AM083OD Invalid Object Codes**  
  Responsible: Dona Ricks
- **/AM083LE Fund Balance and Type Fund**  
  Responsible: Dona Ricks
- **/AM0821O Invalid GL Object Codes**  
  Responsible: Dona Ricks
- **GAJOB547** /AM083AK Overspent bal. In Ledger 4 Accts.  
  Responsible: Dona Ricks
- **GAJOB916** /GA001600 SL & GL Attribute Comparison Rpt Applicable Acc.

### Budget Entry Deadline:

- 10:00 a.m. deadline for submitting Budget entries to Budget Administration. Budget entries (EC=2x) are updated into FAS monthly via electronic Journal Entry. In July, the Budget Model System is used to produce Future Budgets (EC=29). In October, GAJOB866 produces Encumbrance Prior Year Carry-Forwards (EC=26).

### Journal Entry Deadline:

- Journal entries and documentation to be booked during the current month must reach the Responsible Accountant three working days before the end of the month. Entries received after the deadline are not guaranteed to be processed this month, but may instead be processed and appear on the Account Statement (AM090/91) the following month.

### Deposit Deadline if Left in General Accounting:

- 8:30 a.m. deadline for submitting deposits to the Cash Receipts Clerk in Accounting for processing this month. Monies received by the Cash Receipts Clerk after the deadline will be reflected on the Account Statements (AM090/91) the following month.

### Deposit Deadline if Directly Delivered to Cashier’s Office:

- **GAJOB411**  
  - **GAJOB411 /AM083NS Salary Charged To Unexp.Plant Funds**  
    Responsible: Jennifer Thompson
  - 2:30 p.m. deadline for deposits submitted by departmental direct delivery to the Cashier’s Office for processing this month. (The depositing of funds directly delivered to the Cashier’s Office requires prior authorization from
the Accounting Departments). Monies received by the Cashier’s Office after the deadline will be reflected on the Account Statements (AM090/91) the following month.

**T 08/31** LAST WORKDAY OF PROCESSING MONTH:

- 10:00 a.m. deadline for submitting all Journal entry corrections. To be reviewed, logged, and delivered to TUCC by 11:00 a.m. (This day's processing **W 9/01** or any automated input ready by that time.)
- All suspense and invalid object codes must be finished today.
- LDORJ310/GAJOB422 /GA000430 Automated Uh Accrued Payroll JE 1702KA Sharon Mahaffey Hosp. Payroll 71% of the August 31st Payroll Accrual
- UTJOB010 Hospital Utilities - UTARCC Sharon Mahaffey
- GAJOB010 Update
- GAJOB011 WTD-To-MTD Merge
- GAJOB013 /AM082HC Hospital Cash Position (Daily Job)
- GAJOB489 /AM952N2 Internal Transfers 2235JT
- GAJOB499 /GA000480 Soc Sec. No. Load Errors Jamye Hicks
- Responsible Person Update Applicable Acc.
- Deliver-To Person Update Applicable Acc.
- T1 Unused Responsible & Del-To Codes Jamye Hicks
- T2 Unused Division Codes Stephanie Mullins
- T3 Unused Affiliation Codes Stephanie Mullins
- T4 September 30th Processing Code Applicable Acc.
- T5 Mailing List for Financial Statements Jamye Hicks
- Reporting Entity Error Listing Stephanie Mullins
- Division Update Stephanie Mullins
- GAJOB527 /AM019 Cash Report by Bank Darryl Brown
- GAJOB534 /GA000950 Monthly Transfer Report Chicarello
- /AM040TS B&E Accounts-Plant Chart of Accts. Jennifer Thompson
- GAJOB535 /GA000950 YTD Transfer report (cumulative for a yr.) Chicarello
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Christopher Chicarello
- /AM083X5 Capitalized Expenditures Christina Lovelace/Clay Hester
- /AM083X7 Unexpended Plant Funds Christina Lovelace/Clay Hester
- /AM083H1 HSF Revenue Dona Ricks
- /AM082A2 Sales Tax Payable Dona Ricks
- /AM083TY Noncapital Expenses Jennifer Thompson
- /AM083EE HSF Report Les Roberts
- /AM083OB Invalid Object Codes Dona Ricks
- /AM083OD Invalid Object Codes Dona Ricks
- /AM083LE Fund Balance and Type Fund Dona Ricks
- /AM082IO Invalid GL Object Codes Dona Ricks
- GAJOB569 /AM082 Stmt. of Changes in Fund Balance Dona Ricks
- GAJOB570 /AM083 Stmt. of Changes in Fund Balance Dona Ricks

**T 08/31** LAST WORKDAY OF PROCESSING MONTH: (cont’d)

- GAJOB571 /AM040KA and AM040KB (Hosp. & Rep Entity) Dona Ricks
- GAJOB582 /AM083SX Service Centers Expenditures Dona Ricks
- GAFSJ010 /GA000300 Detail Statement of Changes in Fund Balance Diona Hicks
- APJOB800 /AP00U150 EOM Uh Accrued Pay. JE APAUCC (2) Sharon Mahaffey
- /AP00U160 Hosp.Outstding PO Rep.(No Printout) Sharon Mahaffey
- /APEAS800 Bookstore Accrual Sharon Mahaffey
- /APEAS595 Accruals For Hospital Business Office
- APJOB830 /AP00U200 Produces Kill Transactions
- APJOB850 /Direct Payments Against Hospital
- Inventoryed Accounts (No printout) Sharon Mahaffey
- ACJOB003 TUCC Billing - RCCRCC
10:00 a.m. deadline for submitting to Ski Fields and Janice Lacey all corrections. To be reviewed, logged & delivered to TUCC by 12:00 a.m. (The only entries which should be made after this deadline are those which are specifically identified below or which were identified via diagnostics from closeout. Batches should be taken to TUCC daily by Allen Rash and Janice Lacey.)

- Void check entries must be finished today. 
  - Jason Bacak
- All suspense and invalid object codes must be corrected today. This should only be suspense and invalid object codes resulting from last night’s update. 
  - Equipment Acctng.
- Earnings Reclassifications must be finished today. 
  - Applicable Acc.
- Montheind posting to Life Income accounts 
  - Julie Maddox
- Montheind posting of Investment Income for Operating Funds 
  - Julie Maddox
- Transfer Reports should be balanced. 
  - Christopher Chicarello
- Bank 29 and 30 should be zero. 
  - Dona Ricks
- Payroll must be updated in FAS before the Trial Balance is run.

- gala040 Update
  - gala040 /GA000440 PSF Overhead Transactions, Batch 5% - RCC 
    - Sharon Mahaffey
- gala041 Update
  - /GA000451 Income Reallocation 1789RE 
    - Julie Maddox
- gala050 Update
  - /GA000457 Auto Budget Entry, 0750PC 
    - Tina Ealy
  - /GA000457 EPSCOR Fund Transfer JE 
    - Tina Ealy
  - /GAEAS950 Encumber Indirect Cost, 0751PC 
    - Tina Ealy
- gala010 Update

W 09/01 1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- gala041 Update
  - /GA000480 Soc Sec. No. Load Errors Responsible Person Update 
    - Jayme Hicks
  - 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
- gala052 Batch Control File Print 
  - Darryl Brown
- gala053 Bank Recon. Report 
  - Tina Ealy/Jason Bacak
- gala059 Open Commitment File Print 
  - Ski Fields
- gala053 Monthly Transfer Report 
  - Christopher Chicarello
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Responsible</th>
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<tr>
<td>/AM040TS</td>
<td>B&amp;E Accounts–Plant Chart of Accts.</td>
<td>Jennifer Thompson</td>
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<tr>
<td>GAJOB535</td>
<td>/GA000950 YTD Transfer report (cumulative for a yr.)</td>
<td>Chicarello</td>
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<td>GAJOB536</td>
<td>/Transfer Summaries – AM082Y2 &amp; AM083Y3</td>
<td>Christopher Chicarello</td>
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<td>/AM083X5</td>
<td>Capitalized Expenditures</td>
<td>Christina Lovelace</td>
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<td>GAJOB565</td>
<td>/AM08295 Fund Balances for Grants &amp; Contracts</td>
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<td>GAJOB592</td>
<td>/AM095 Athletics and Auxiliary Scope Accounts</td>
<td>Victor Stark</td>
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<td>/AM095 Bookstore</td>
<td>Sharon Mahaffey</td>
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<td>GAJOB916</td>
<td>/SL &amp; GL Transfer Object Code Report(MTD &amp; YTD)</td>
<td>Christopher Chicarello</td>
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<td>GAFSJ010</td>
<td>/GA000300 Detail Statement of Changes and Bal.</td>
<td>Dona Ricks</td>
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<td>/GA000300-01 Detail Balance Sheet</td>
<td>Dona Ricks</td>
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<td></td>
<td>* - GAFSJ020 /AM070E2,E3,F2,F3,G2G3 Highlights</td>
<td>Dona Ricks</td>
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<td>* - GAFSJ030 /GA000540 Current Restricted Funds Exp.</td>
<td>Tina Ealy</td>
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<td>* - GAFSJ060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal.</td>
<td>School Funds</td>
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<td>* - GAFSJ070 /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal.</td>
<td>Sharon Mahaffey</td>
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**W 09/01**

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

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<th>Code</th>
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<td>Misc. Unrestr. Activities</td>
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<td>* - GAFSJ100 /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal.</td>
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<td>* - GAFSJ110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal.</td>
<td>Victor Stark</td>
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<td>Scholarship Funds</td>
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<td>/AM082L1 Federal Loans</td>
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<td>* - GAFSJ130 /AM082-P1 Investment in Plant Funds</td>
<td>Jennifer Thompson</td>
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<td>* - GAFSJ140 /AM083-A1 Status of Operating Budget Exp.</td>
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<td>* - GAFSJ150 /AM083-A2 Detail of Dept. Expenditures</td>
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<td>* - GAFSJ160 /AM083-A3 Status of Operating Budget Revenues</td>
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<td>Federal Grants &amp; Contracts</td>
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<td>Non-Federal Grants &amp; Contracts</td>
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<td>* - GAFSJ190 /GA000550 Endowment Fund Summary</td>
<td>Julie Maddox</td>
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<td>/AM082C2 Summary Stmt. of changes in Fund</td>
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<td>Balance Annuity and Life Income Funds</td>
<td>Julie Maddox</td>
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<td>* - GAFSJ200 /AM070AS Auxiliary Service FYTD Operations</td>
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<td>Summary – Townhouse Apartments</td>
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<td>* - GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue</td>
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<td>/GA000610-01 Schd A Patient Service Revenue</td>
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<td>/GA000620-01 Schd B Deductions From Revenue</td>
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<td>/GA01630-01 Schd C-2 Other Non-Operating Revenue</td>
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* - GAFSJ220 /Hospital Expenditure Statements
/GA000650 Schd D-1 Expenditures by Function Sharon Mahaffey
/GA000660 Schd D-2 Expenditures by Function Sharon Mahaffey
/GA000670 Schd E Expenditures by type Sharon Mahaffey
/GA000680 Detail Department Oper. Expenses Sharon Mahaffey
/GA000690 Detail Summary Hosp. Division Exp. Sharon Mahaffey
/GA000700 Budget Analysis Sharon Mahaffey
/GA000710-01 Budget Analysis Sharon Mahaffey
/GA000720-01 Budget Analysis Sharon Mahaffey
* - GAFSJ230 Hospital Patient Revenue Service Statements Sharon Mahaffey
/GA000740-01thru07 Patient Service Revenue Sharon Mahaffey
/GA000750-01thru07 Patient Service Revenue Sharon Mahaffey
/GA000760 Balance Sheet Sharon Mahaffey
Enterprises - Townhouse Apartments Sharon Mahaffey
/AM082CS Self-Supporting Hospital Sharon Mahaffey
* - GAFSJ260 /AM070 Current Fund Restricted Expenditures Tina Ealy
* - GAFSJ270 /AM083B1 Status of Operating Budget Expenses Sharon Mahaffey
/AM083B2 Detail of Dept. Expenditures Sharon Mahaffey
/AM083B3 Status of Operating Budget Expenses Sharon Mahaffey
/AM083B4 Status of Operating Budget Expenses Sharon Mahaffey
/AM083B5 Detail of Dept. Expenditures Sharon Mahaffey

W 09/01 1ST WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

- GAJOB495 Inquiry Only.

TH 09/02 2ND WORKDAY OF NEXT CALENDAR MONTH:

- No Online Updating Possible on this Day (Inquiry Only).
- 2:00 p.m. deadline for contacting Dona Ricks regarding closing entries via Electronic Journal Entry which should normally include only the following:
  - All Suspense & invalid object codes. All Accountants
  - This should only be suspense and invalid Object codes resulting from last night’s update.
- Sparks Center Dona Ricks
- Print shop Dona Ricks
- Service Center Depreciation Dona Ricks
- Bookstore A/P Sharon Mahaffey
- Books Returned to Publisher Sharon Mahaffey
- Bookstore Inventory Sharon Mahaffey
- Verify UH cash deposits and patient charges Sharon Mahaffey
- UH Closing Entries Sharon Mahaffey
- Pool Income Allocation entries Julie Maddox
- Budget Entries for Cash Received Peggy Cornelius
- Dental PSF Adjustment Entry (Ginger Hattaway to fax information) Sharon Mahaffey
- Review Accounts 317461, 315965, 882090 and 882039 Jennifer Thompson

ANY OTHER ENTRIES MUST BE APPROVED BY DONA RICKS AS A SPECIAL EXCEPTION.
- Janice Lacey to notify Movers (Ken Robbins 4-3436, Paging 4-4126) when Statements Will be ready for pickup at TUCC.
- UH Finance Office to give last entries (Retroactive Cost Adj. And discount/receivable adj.) before statements can be run. Sharon Mahaffey
  - GAJOB428 /AM952NO Hospital Capital Balances 2243JT Jennifer Thompson
  - GAJOB427 /AM952J2 P/R Deduction for Health Club 3697JL Sharon Mahaffey
  - GAJOB010 Update
  - GAJOB427 /AM952JP Athletics Transfer 3003JP Victor Stark
  - /AM952KB Optometry PSF 2567LE Sharon Mahaffey
  - /AM952KC Hospital Self Supporting Deficit 1711KA Sharon Mahaffey
  - /AM952M9 B & E Balances 2244JT Jennifer Thompson
  - GAJOB456 /AM95283 Transfer Earnings From Quasi End. 1797RE Julie Maddox
  - GAJOB010 Update
  - GAJOB011 WTD-TO-MTD Merge
  - GAJOB499 /GA000480 Soc. Sec. No. Load Errors Jayme Hicks
  - Responsible Person Update Applicable Acc.
  - Deliver-To-Person Update Applicable Acc.
T1 Unused Responsible & Del-To Codes                Jayme Hicks
T2 Unused Division Codes                            Stephanie Mullins
T3 Unused Affiliation Codes                         Stephanie Mullins
T4 September 30th Processing Code                   Applicable Acc.
T5 Mailing List for Financial Statements            Jayme Hicks

- AAJOB150 Last Equipment Accounting Update for this month
- AAMEBKUP EAS Monthend Backup, Current Building

Information by Assigned Number, by Name,
By Abbreviation                                      Jennifer Thompson

- GAJOB534 /GA000950 Monthly Transfer Report        Chicarello
- GAJOB535 /AM080TS B&E Accounts-plant Chart of Accts. Jennifer Thompson
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3 Chicarello

TH 09/02
2ND WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

/AM083X5 Capitalized Expenditures Christina Lovelace/Clay Hester
/AM083X7 Unexpended Plant Funds Christina Lovelace/Clay Hester
/AM083H1 HSF Revenue Dona Ricks
/AM082A2 Sales Tax Payable Dona Ricks
/AM083Y Noncapital Expenses Jennifer Thompson
/AM083EE HSF Report Les Roberts
/AM083BO Invalid Object Codes Dona Ricks
/AM083DO Invalid Object Codes Dona Ricks
/AM083LE Fund Balance and Type Fund Dona Ricks
/AM082IO Invalid GL Object Codes Dona Ricks

- GAJOB537 /AM083MD Internal Payback Agreement Jennifer Thompson
- GAJOB566 /AM08295 Fund Balances for Grants & Contracts Tina Ealy
- GAJOB001 /AD004 & AD005 Dump Restore/Account Drops Dona Ricks
- GAJOB915 /Accounts With Missing Attribute Segments Dona Ricks

F 09/03
3RD WORKDAY OF NEXT CALENDAR MONTH:

- No Online Updating Possible On This Day (Inquiry Only). During this day, the dollar
  balance screens are current but the transaction screens are not current.
- Corrections to previous day's update, if needed.
  - GAJOB010 Update, if needed.
- Processing, down to the asterisk line, will be run as soon as possible on the 3RD
  WORKDAY. Keypunch should be prepared to stay  late, if necessary.
  - GAJOB015 Update
    - GAJOB420 which includes:
      GA000420 /Plant Fund Capitalization Transactions Batch CAPRCC Dona Ricks
      GA000450 /Indirect Cost SL5 & SL6, Batch 170RCC Tina Ealy
      /AM953R2 /Special Indirect Cost,Batch JV0171 Tina Ealy
- GAJOB423 /AM952CH /Clinical Trial Indirect Cost, Batch 0949CH Ginger Shupe
- GAJOB010 Update
- GAJOB400 /GA000770 File Update for AM952 G&C Fund Additions JE Tina Ealy
- GAJOB440 /AM95222 Fund. Add.952RCC Tina Ealy
- GAJOB445 /AM952G1 G & C Fund Additions 0999VC Tina Ealy
- GAJOB470 /GA000470 Unencumbered Indirect Cost IDC170 Tina Ealy
- GAJOB455 /AM952S1 Endowment Earnings Clearing JE 1798RE Julie Maddox
- GAJOB010 Update
- GAJOB421 /Central Administration Revenue Reallocation Batch RRPRCC Budget Admin.
/Energy Management Support, Batch EMSRCC Budget Admin.
  Produces two flat files, GALOADRR and GALOADEM to be
  updated in following GAJOB010
- GAJOB450 /AM95523 Letter of Credit Pools - LOC955 Tina Ealy
/AM082C4 Cash Received from Non-Federal Sources Tina Ealy
/AM082CS Cash Received from Federal Sources 08 Tina Ealy
/AM082CS6 Cash Received from Federal Sources 09 Tina Ealy
F 09/03  3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/AM082C7 Cash Received from Federal Sources 12  Tina Ealy
- GAJOB552 /AM082AJ Activity in General Ledger Spending Acct.  Julie Maddox

F 09/03  3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/AM082AV Gifts in Endowment Accounts  Julie Maddox
- GAJOB573 /AM08294 Grant Fund Balances should be zero. Review Tina Ealy
  before GAJOB515 runs.
- GAJOB010 Update
*****************************************************************************
- GAJOB011 Update (Part 2)
  *- Dona Ricks will notify TUCC for the following processing to begin. All
    monthend processing shown below will begin as soon as possible on the 3RD WORKDAY
    and continue until complete (Financial Statement jobs receive priority).
    - GAJOB515 WTD-To-MTD Merge  Dona Ricks
    - GAJOB503 /Adds MTD. Trans To GAPM Databases
    *- GAFSJ010 /GA000300 Detail Stmt of Changes in Fund Bal.  Dona Ricks
      /GA000300-01 Detail Balance Sheet  Dona Ricks
    *- GAFSJ020 /AM070E2,E3,F2,F3,G2&G3 Highlights  Dona Ricks
    *- GAFSJ030 /GA000540 Current Restricted Funds Exp.  Tina Ealy
    *- GAFSJ040 /AM082-EP Stmt. of Chgs. in Fd.roller
      Bal. - Exp. Plant Funds  Jennifer Thompson
    *- GAFSJ050 /AM083EP Revenue & Expense Summary
      Exp. Plant Funds -  Jennifer Thompson
    *- GAFSJ060 /AM082-A1 Summary Stmt. of Chgs. in Fd. Bal.
      School Funds  Sharon Mahaffey
    *- GAFSJ070 /AM082-C1 Summary Stmt. of Chgs. in Fd. Bal.
      Misc. Unrestr. Activities -  Dona Ricks
    *- GAFSJ080 /AM082-B1 Summary Stmt. of Chgs. in Fd. Bal.
      Misc. Restr. Activities  Chris Chicarello
    *- GAFSJ090 /AM082E1 Summary Stmt. of Chgs. in Fd. Bal.
      Professional Svc. Funds  Sharon Mahaffey
    *- GAFSJ100 /AM082-J1 Summary Stmt. of Chgs. in Fd. Bal.
      Agency Funds  Sharon Mahaffey
    *- GAFSJ110 /AM082-K1 Summary Stmt. of Chgs. in Fd. Bal.
      Scholarship Funds  Victor Stark
    *- GAFSJ120 /Summary Stmt. of Chgs. in Fd. Bal.Loan Funds  Victor Stark
      /AM082L1 Federal Loans  Victor Stark
      /AM082L2 Non-Federal Loans  Victor Stark
    *- GAFSJ130 /AM082-P1 Investment in Plant Funds
    *- GAFSJ140 /AM083-A1 Status of Operating Budget Exp.
      School Funds  Sharon Mahaffey
    *- GAFSJ150 /AM083-A2 Detail of Dept. Expenditures
      School Funds  Sharon Mahaffey
    *- GAFSJ160 /AM083-A3 Status of Operating Budget Revenues
      School Funds  Sharon Mahaffey
    *- GAFSJ170 /AM083-H4 Status of Operating Budget
      Federal Grants & Contracts  Tina Ealy
      /AM083-H5 Status of Operating Budget
      Non-Federal Grants & Contracts  Tina Ealy
    *- GAFSJ190 /GA000550 Endowment Fund Summary  Julie Maddox
      /AM082C2 Summary Stmt. Of changes in Fund
      Balance Annuity and Life Income Funds  Julie Maddox
    *- GAFSJ200 /AM070AS Auxiliary Service FYTD Operations
      Summary - Townhouse Apartments  Sharon Mahaffey
    *- GAFSJ210 /GA000630-01 Schd C-1 Other Operating Revenue
      /GA000610-01 Schd A Patient Service Revenue  Sharon Mahaffey

F 09/03  3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/GA000620-01 Schd B Deductions From Revenue  Sharon Mahaffey
/AM070-H1 Operating Statements  Sharon Mahaffey
/GA01630-01 Schd C-2 Other Non-Operating Revenue  Sharon Mahaffey
* - GAFSJ220 /Hospital Expenditure Statements  
  /GA0000650 Schd D-1 Expenditures by Function  
  /GA0000660 Schd D-2 Expenditures by Function  
  /GA0000670 Schd E Expenditures by type  
  /GA0000680 Detail Department Oper. Expenses  
  /GA0000690 Detail Summary Hosp. Division Exp.  
  /GA0000700 Budget Analysis  
  /GA0000710-01 Budget Analysis  
  /GA0000720-01 Budget Analysis  
* - GAFSJ230 Hospital Patient Revenue Service Statements  
  /GA0000740-01thru07 Patient Service Revenue  
  /GA0000750-01thru07 Patient Service Revenue  
* - GAFSJ240 AM082B1 Stmt. of Chgs. in Fd. Bal.- Aux.  
  Enterprises - Townhouse Apartments  
  /AM082-CS Self-Supporting Hospital  
* - GAFSJ260 AM083B1 Status of Operating Budget Expenses  
  /AM083B2 Detail of Dept. Expenditures  
  /AM083B3 Status of Operating Budget Expenses  
  /AM083B4 Status of Operating Budget Expenses  
  /AM083B5 Detail of Dept. Expenditures  
  /AM083B6 Status of Operating Budget Revenues  
  + GJOB020 Grants & Contracts GL Analysis  
  + GJOB025 Non-Federal Grants & Contracts GL Analysis  
  + GJOB310 Dues & Membership List  
  Quarterly  
  + GJOB320 Dues & Membership List Quarterly  
  + GJOB322 GL Accounts for Fund Development  
  Quarterly  
  + GJOB324 SL Accounts for Fund Development  
  Quarterly  
  + GJOB350 /O0960 Revenue Subcode Summary - Quarterly  
  + GJOB390 Create Ledger 2 and 3 Labor Distribution  
  File (job is ran quarterly) No printout  
  + GJOB483 Public Health Account Statement  
    (Ada Mailhot will pickup.)  
  + GJOB485 /AM082SA Unrestricted Fund Summary  
  + GJOB502 /GA005050 Detailed Status Report of the General  
    Operating Budget  
    /GA005060 Detailed Status Report of Miscellaneous  
    Funds Status By Restricted and Unrestricted Funds  
    /GA005070 Detailed Status Report of the Grants and  
    Contracts Snapshot  
    /GA005080 Produces a Financial Summary Report for  
    Fiscal Year To Date Activity  
  - Remember on T 09/07, Kelly Worden will stuff the Financial Summaries (GJOB502) in  
    envelopes for mailing. The stuffing should be completed before 2:00 p.m.  
  - GJOB510 & GJOB511/AM090 & AM091 Deliver-To-Statements  
    - Remember 8:00 a.m. on T 09/07, Deliver-To-Statements will be picked up by Ken Robbins  

F 09/03 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)  

(Ext. 4-3436, Paging 4-3411 cellular phone 910-5084) and will be transported to Grants  
& Contracts Accounting (9th floor). Janice Lacey will coordinate the immediate stuffing of  
the Statements in envelopes for mailing.  
  - The stuffing process should be completed before 2:00 p.m. Sue Myers (4-4595) at the  
    UAB Post Office must be notified immediately that the Statements are ready to be picked  
    up that same afternoon before closing.  
  - GJOB512 Cash Receipts Transactions Listing  
  - GJOB513 Cash Receipts Excluding Intra Fund Transfers  
  - GJOB514 Cash Receipts/Disbursements Equipment Purchases  
    for Non Project Accounts  
  - GJOB516 /AM095A1 Pediatrics  
  - GJOB518 Produces downloadable files for Hospital
Consolidated Balance Sheet (No Printout)  Stephanie Mullins/
- GAJOB519 Produces Cash Report in Summary by Batch  DeDe Moore
- GAJOB520 /AM090/91/92 Grants Desk Copy - (GAWWWWEB Copy)  Dede Moore
- GAJOB521 /AM090/91/92 Non-Grants File Copy - (GAWWWWEB Copy)  Toshika McConico
- GAJOB525 /GA000530 Letter of Credit Recon. Report  Tina Ealy
/GA005300-01 Indirect Cost Report  Tina Ealy
/GAEAS040 Type Fund  Tina Ealy
/GAEAS050 General Ledger Report by Subcode  Tina Ealy
- GAJOB526 /GA000570 Bank Reconciliation Report  Tina Ealy/Dona Ricks/
- GAJOB527 /AM019 Cash Report by Bank (No Printout)  Jason Bacak
- GAJOB530 UH Capital Expenditures  DeDe Moore
- GAJOB531 UH Account Statement  DeDe Moore
- GAJOB533 Batch Control Reference (No Printout)  Darryl Brown
- GAJOB534 /GA000950 Monthly Transfer Report  Chicarello
/AM040TS B&E Accounts-Plant Chart of Accts.  Jennifer Thompson
- GAJOB535 /GA000950 YTD Transfer Report (cumulative for a Year)  Chicarello
- GAJOB536 /Transfer Summaries - AM082Y2 & AM083Y3  Chicarello
/AM083X5 Capitalized Expenditures  Christina Lovelace/Clay Hester
/AM083X7 Unexpended Plant Funds  Christina Lovelace/Clay Hester
/AM083H1 HSF Revenue  Dona Ricks
/AM082A2 Sales Tax Payable  Dona Ricks
/AM083TY Noncapital Expenses  Jennifer Thompson
/AM083EE HSF Report  Les Roberts
/AM083OC Invalid Object Codes  Dona Ricks
/AM083OD Invalid Object Codes  Dona Ricks
/AM083LE Fund Balance and Type Fund  Dona Ricks
/AM082IO Invalid GL Object Codes  Dona Ricks
- GAJOB538 Expenses by Department  Sharon Mahaffey
/AM083MC Hospital Maintenance Contracts  Sharon Mahaffey
/AM083PB Prior Year Revenue and Expense for Flexible Budgets Report - Hospital Finance  Business Office
- GAJOB539 Download Expense for President's Report (No Printout)  Julie Maddox
- GAJOB541 EC34 Investment summary  Jennifer Thompson
- GAJOB542 Monthly Project List  Jennifer Thompson
- GAJOB543 Deliver-To & Responsible Person List  Jayme Hicks
- GAJOB545 /GAEAS210 Rental Expense Transactions List  Dick Berliner

F 09/03 3RD WORKDAY OF NEXT CALENDAR MONTH: (cont'd)

/GAEAS220 Rental Expense Transaction List over $4999.99  Dick Berliner
- GAJOB546 /AM083UT Utility Expenses  Kelly Winnett
/GA001380 Dept. Income Projection  Budget Admin.
- GAJOB549 G&C GL AM082RDRE Grants & Contracts Review  Tina Ealy
and Review by Accountant  Tina Ealy
- GAJOB551 Petty Cash/1150 List  Ski Fields
- GAJOB563 /AM083DA Fee Totals for Financial Aid (Runs only in May)  Jim Chenoweth
- GAJOB564 /AM083Y5 Capitalized Expenditures Current Funds  Hester/Lovelace
/AM083Y6 Capitalized Expenditures Current Funds  Clay Hester
/AM083Y7 Unexpended Plant Funds  Christina Lovelace/Jennifer Thompson
/AM083Y8 Unexpended Plant Funds  Internal Matching  Jennifer Thompson
/AM082Y9 UAB Matching Report  Dona Ricks
- GAJOB567 /AM083J3 Status of Operating Budget Other Hosp. Cap.  Sharon Mahaffey
Expenditure Fund  Sharon Mahaffey
/AM083RU UAH Operating Expenses Asst. Administrator  Sharon Mahaffey
GAJOB569  Stmt. of Chgs in Fd. Bal. - Invalid Stmt. Format Codes

GAJOB570  Status of Operating Budget - Invalid Stmt. Format Codes

GAJOB572  /GAEZ0240 Sources of Funding for Building Purchases
            /GAEZ0240 Sources of Funding for Building Construction

GAJOB574  /AM083QB Dept. of Psychiatry General Operating Funds
            /AM083QC Dept. of Psychiatry Misc. Current Month Date

GAJOB577  /AM070ZA Hospital Balance Sheet/Audit Trail

GAJOB578  /GAEAS600 Monthly List of Gift Transactions
            /GAEAS540 Trans. on Payroll Subcodes (No Printout)
            /GAEAS580 Wire Transfer Report
            /GAEAS590 Wire Disbursement Report

GAJOB583  /Restricted Accts. Billing

GAJOB587  /GAEZ0650 Excluding Projects with an End Date of
            04/01/92

GAJOB588  /Academic Affairs Account Grouping Report

GAJOB589  /AM040X1 G&C Chart of Accounts by Account Number and Responsible Person
            /AM040X2 Chart of Accounts by Accounting Contact

GAJOB590  Grants & Contracts Scope Groups AM095

GAJOB592  /AM095 Athletics and Auxiliary Scope Accounts/Bookstore

GAJOB594  /University Object Code Listing

GAJOB595  /Audit Adjustments AM090/91’S

GAJOB596  /Unbilled Charges for AA
            /AM0832L IDC Expense and Recovery
            /AM083EM IDC Expense by Revenue Code
            /IDC Expense Transactions

GAJOB597  /SL & GL Transfer Object Code Report

GAJOB598  Accounts with Budget-Ending Dates

GAJOB803  Non SL5 and SL6 ABR Flag Report(6/30 & 9/30)

GAJOB922  Cost Recovery Report

GAJOB930  /GA000930 Capitalization Report (YTD)
            /GA00093A Capitalization Report (Monthend)
            /GA001020 MTD Hospital Capitalization Report
            /GA001030 MTD Non-Hospital Capitalization Report
            /GA001040 YTD Hospital Capitalization Report
            /GA001050 YTD Non-Hospital Capitalization Report

GAJOB968  /GA005110 Ledger 5 and 6 Account Ending Letters
            (No printout)

GAJOB984  Accounts by Contact and Listing of Accounts Numbers
M 09/06 Labor Day Holiday

T 09/07 4TH WORKDAY OF NEXT CALENDAR MONTH:

- Leslie Chastain to prepare UH monthly Financial Statements for copying, including manually prepared summary.
- The non UH monthly Financial Statements are delivered from TUCC in duplicate. Each applicable accountant receives both copies of the statements s/he is responsible for, reviews them thoroughly and then assembles one in the order they are to appear in the monthly published report. These are given to Leslie Chastain for assembly.

T 09/07 4TH WORKDAY OF NEXT CALENDAR MONTH: (cont’d)

The other copy is for the accountant's file or to use to indicate any changes that need to be made before being printed. Sharon Mahaffey needs the statements before 10:00 a.m. T 09/07 so as to deliver the complete package to the Copy Service by 2:00 p.m. T 09/07.
- If 6/30 or 9/30, AM070's must run before monthend roll! Ask Stephanie Mullins if AM070's are finished!
- GAJOB523 /GA001650 Create User Flat Files From GL/SL Database (No Printout)
  * - True Yearend Roll Jobs usually occur in January. Fern Tomisek will be contacted before the Yearend Roll Job process begins. General Accounting will then notify Betty Barron to run True Yearend jobs( 09/31 date). True Yearend jobs are as follows:
  - GACOPYYE From "IS" Library - No Printout  Dona Ricks
  - GAYEBKUP Yearend Backup - No printout  Dona Ricks
  - GAJOB981 Yearend Snapshot  Dona Ricks
  - GAJOB841 AM090, AM091, AM092 Cumulative Account Statements  Jennifer Thompson
  - GAJOB873 /GA000310 Non Payroll Cash Disbursements by Aff. Summary  Amy Evans
    /GAEZ0460 Non Payroll Cash Disbursements For Affiliation  Amy Evans
  - GAJOB886 Adjust True YE Transactions - No Printout
  - GAJOB892 Grants and Contracts Yearend - GAWWWEB Copy
  - GAJOB893 Non-Grants Yearend - GAWWWEB Copy
  - GAJOB896 Final Audit Adjustments
  - GAJOB907 /AM015 Year-To-Date Transaction History Merge
    /AM050 Report History File Merge
    /AM010 Report History File Merge  Dona Ricks
  * - GAJOB885 should be delivered to Darryl Brown. Account Drops will occur in February.  Darryl Brown
  - GAJOB950 /GAAM9640 Automatic Accrual Reversal – JE9016  Dona Ricks
  - FAS Monthend Roll Jobs will run this day unless TUCC is notified to change.
    - DBAJOB10 UAB Data Warehouse downloads
    - DBAJOB60 Updates Account Statements onto GAWWWEB.
    - GAJOB600 Updates GL and SL History File and Merge Trans. Files  Dona Ricks
    - GAJOB327 Quarterly AM070’s (Printout only in Mar. & Sept.)  Pam Blazer
    - GAJOB328 Quarterly Trsf. Report (Printout only in Mar. & Sept.)  Pam Blazer
    - PPJOB361 G&C Effort Reporting  Grants & Contracts
    - GAJOB495 Sets FAS Online System to update and inquire (No Printout).
    - GAJOB553 Indirect Cost Downloads  Tina Ealy
1ST WORKDAY OF NEW PROCESSING MONTH:

- **GAJOB610** /AM003 Monthend Roll  
  Darryl Brown  
  /AM090, AM091, AM092 Cumulative Account Statements  
  Jennifer Thompson

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

- **GAJOB620** Sets up files for new month (No printout)
- **GAJOB630** Build ORGA Download Files/Errors Report  
  Tina Ealy
- **GAJOB662** /GAEA5200 Gifts Trans. List – (6/30 & 9/30)  
  Sharon Mahaffey
- **GAJOB667** /GAEA5210 Rental Exp. Trans. List – (9/30)  
  Darryl Brown
- **GAJOB687** EC=98YE List – (6/30 & 9/30)  
  Stephanie Mullins
- **GAJOB690** – Update of all batches held for new month
- **GAJOB425** /AM951ID Indirect Expense Recovery  
  2019AE Amy Evans
- **GAJOB426** /AM951B1 State Appropriations JE  
  1501JL Dona Ricks
- **GAJOB460** /AM952N1 Internal Commitments Payback  
  2234JT Jennifer Thompson  
  /AM952N3 Internal Transfers  
  1601DR Dona Ricks

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

- **GAJOB484** /AM952N4 Internal Transfers  
  1710KA Sharon Mahaffey
- **GAJOB488** /AM951J3 Internal Transfers  
  2550LE Sharon Mahaffey
- **GAJOB486** /AM952TI Internal Sales/Srvs Hospital  
  1739AG Dona Ricks
- **GAJOB484** /AM951TR Int. Trans. Byrd Bldg/Rental Inc.  
  1893TR Dona Ricks
- **GAJOB484** /AM951RT Int. Trans. Parking/Health Sci.  
  1894TR Vic Stark
- **GAJOB488** /AM951AS Budgeted Transfers Auxiliaries  
  2000AE Amy Evans
- **GAJOB488** /AM951SM Budgeted Transfers Medicine  
  2001AE Amy Evans
- **GAJOB488** /AM951P1 Budgeted Transfers Hospital  
  2002AE Amy Evans
- **GAJOB488** /AM951P2 Budgeted Transfers SHRP  
  2003AE Amy Evans
- **GAJOB488** /AM951P3 Budgeted Transfers Central  
  2004AE Amy Evans
- **GAJOB488** /AM951PR Budgeted Transfers Provost  
  2005AE Amy Evans
- **GAJOB488** /AM951MS Budgeted Transfers Mervyn Sterne  
  2007AE Amy Evans
- **GAJOB488** /AM951NS Budgeted Transfers Natural Science  
  2008AE Amy Evans
- **GAJOB488** /AM951AH Budgeted Transfers Arts & Humanities  
  2009AE Amy Evans
- **GAJOB488** /AM951SB Budgeted Transfers SBS  
  2010AE Amy Evans
- **GAJOB488** /AM951HS Budgeted Transfers Health Systems  
  2011AE Amy Evans
- **GAJOB488** /AM951AJ Budgeted Transfers Acad. Health Jt.  
  2012AE Amy Evans
- **GAJOB488** /AM951GS Budgeted Transfers Graduate School  
  2013AE Amy Evans
- **GAJOB488** /AM951SD Budgeted Transfers Dentistry  
  2014AE Amy Evans
- **GAJOB488** /AM951SN Budgeted Transfers Nursing  
  2015AE Amy Evans
- **GAJOB488** /AM951SO Budgeted Transfers Optometry  
  2016AE Amy Evans
- **GAJOB488** /AM951AT Budgeted Transfers Athletics  
  2017AE Amy Evans
- **GAJOB488** /AM951PH Budgeted Transfers Public Health  
  2018AE Amy Evans

- **GAJOB010** Update

**W 09/08**  
2ND WORKDAY OF NEW PROCESSING MONTH:

- **GAJOB462** /AM951N7 Service Center Depreciation  
  1689DR Dona Ricks
- **GAJOB462** /AM952N7 Internal Transfers Service Centers  
  1697DR Dona Ricks
- Financial Statements should be distributed on this day.  
- Dona Ricks to distribute Fiscal Officer's copy of Financial  
  Statements this day.

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

- **GAJOB482** /AM952SM Debt Service Transfers  
  0948CH Clay Hester

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Assistant Directors:  Office Phone  Fax  Home Phone
Tina Ealy  4-9388  5-6460  854-7986
Dona Ricks  4-2638  5-4936  699-6611

Accounting Directors:
Beverly Matlock  4-9363  5-6460  631-8425
Darryl Brown  4-1850  5-4936  870-3812

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

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