


## MEMORANDUM

**To:** Faculty & Staff  
**From:** Robert C. Leonard   
Controller  
**Date:** September 8, 2008  
**Subject:** Year-End Closing Schedule

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In order for us to meet the 2007-2008 closing schedule set it is necessary to establish due dates for certain essential information.

The attached year-end closing schedule has been prepared for your guidance in meeting the established due dates. Any data adjustments to be included in the FY 2007-2008 financial period must be submitted to the Accounting Office by **noon on October 8, 2008.**

Please contact us if you have any questions or if you foresee any difficulty in meeting this schedule.

## 2007-2008 YEAR-END CLOSING SCHEDULE

- September 19 Invoices and documentation of receipt of goods must be received by Accounts Payable
- September 20 Retros will be processed for all pay periods prior to the September 24<sup>th</sup> pay period – final date for state orgs
- September 22 Labor and leave forms due by 5 p.m. to Payroll Services**
- October 3 Payroll for the pay period ending September 23<sup>rd</sup> will be processed and fed to Banner Finance
- October 3 Postage, telephone distribution, computer, maintenance agreements, inventories, Xerox, cylinder, bookstore, temporary employment charges, machine shop, and all other internal transfers are to be recorded. Departments must send to accounting by October 3<sup>rd</sup>. Feeds must be submitted to CNS by October 3<sup>rd</sup>.
- October 3 Listing of non-cash gifts and/or donated services from Development must be received by Accounting. All UAH Gifts should be added to the Cash Receipts Journal and Accounting notified.
- October 3 All FY08 requisitions must be closed
- October 6 Labor statements will be available
- October 6-7 Departments' personnel are to thoroughly review budget statements for accuracy.
- October 8 All data adjustments for FY08 must be submitted to Accounting by noon**
- October 9 Deferred Grant Process and Monthly Auto JV's ("mechanical entries") will be run
- October 9 Contracts & Grants Accounting personnel are to process billing for month ending September 2008
- October 9 Actual indirect cost income allocation from the Office of the VP for Research
- October 10 General Ledger Balance Forward Process will be run  
Encumbrance Roll Process will be run (open purchase orders only; no requisitions will be carried forward)
- October 13 All general ledger accounts checked and reconciled
- October 15 Final adjusting journal entries to be entered into system
- October 16 Run GASB reports
- October 17 Assemble financial data
- October 24 Budget Carry Forward Process will be run