

July 2006 – Closing of the Books Deadlines

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3 •Aggregation of pay items	4	5	6	7	8
9	10	11 •Last day for institutional input of inter-institutional JVs that affect other institutions	12 •Run FFPDEPR, depreciation for 6/30/06 •Post Jun. acc. dep. •2-year old outstanding revolving fund checks •Close period 12	13	14 •Last day for institutional input of inter-institutional JVs that affect Chancellor's Office	15
16	17 •Unpaid obligations/liabilities (operating leases, capital leases, cash retainage on construction) •Run Fixed Assets reports	18	19 •Pledges of gifts •Run FWRFAAX	20	21 •IIJVs proc. at CD •Clearing Phys. Plant prepaid expenses •Eliminating overdrafts •Proper coding of grant funds •Close non-rolled encumbrances/reservations •Non-expendable property received thru gifts •Monographs, serials, etc. •Stores inventories	22
23	24 •Eliminate inactive operating funds	25	26 •Run FFPDEPR •Run FWRNIPR •Accrue Grants/Contracts A/R • Record uncoll A/R •Zero balance clearing funds •Reclassify summer session income/expenses •Submit aged listing SIS A/R •Accrual of liabilities & exp. •Review & record Capital Asset Impairments & Insurance Recoveries •Cash held in trust •Close period 14	27	28 •Invoices payable •Detail & aging of Other A/R •Detail & aging of Grant/Contract Receivable •Buildings & grounds improvements./ adjust. > \$5,000 •Run Fixed Assets reports •Carrying amount of cash and cash equivalents	29