

July 2008 – Closing of the Books Deadlines

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|-----------|---|---|---|---|-----------|-----------|
| | | 1 •Aggregation of pay items | 2 •Run Fixed Assets reports | 3 | 4 | 5 |
| 6 | 6 | 8 | 9 •Last day for institutional input of inter-institutional JVs that affect other institutions | 10 •Run FFPDEPR, depreciation for 6/30/08 •Post Jun. acc. dep. •2-year old outstanding revolving fund checks •Close period 12 | 11 | 12 |
| 13 | 14 •Last day for institutional input of inter-institutional JVs that affect Chancellor's Office •Run Fixed Assets reports | 15 •Unpaid obligations/liabilities (operating leases, capital leases, cash retainage on construction) | 16 | 17 •Pledges of gifts •Run FWRFAAX | 18 | 19 |
| 20 | 21 •IJVs proc. at CD •Clearing Physical 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 •Eliminate inactive operating funds | 23 | 24 •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 •Review treasury cash receipts •Close period 14 | 25 | 26 |
| 27 | 28 •Invoices payable •Detail & aging of Other A/R •Detail & aging of Grant/Contract Receivable •Run Fixed Assets reports •Carrying amount of cash and cash equivalents | 29 •Buildings & grounds improvements/adjust. > \$5,000 | 30 •Revolving fund report •Service Department Working Capital | 31 | | |