

<u>Due Date</u>	<u>FY19 GA Internal Year- End Closing Schedule</u>
27-Jun	Close last Payroll for Fiscal Year
27-Jun	Run Maintain Procurement Roll Forward Book Codes Task
28-Jun	Run Payroll Allocation
28-Jun	Cancel outstanding Accounting Adjustments. Activate validation no AA prior to 6/30/19
28-Jun	Initialize Commitment/Obligations for new fiscal year
28-Jun	Validate projects reclassifications have posted
28-Jun	Record Project Assets, if applicable
30-Jun	Run Depreciation - Run before 11pm
30-Jun	Post Financial Aid Allocations - Before 11pm
30-Jun	Post Payroll Allocation - Before 11pm
30-Jun	Change period status to "Close in Progress" – close all activities EXCEPT Journals and Payroll - 12am
2-Jul	Process academic pay obligation and proration EIBs for last pay period in FY19
5-Jul	Open 1st Payroll for new fiscal year
5-Jul	Record entry to correct broken Payroll SmartTags
5-Jul	Update Grant Allocation Definition
5-Jul	Record OPS Health Insurance Expense
5-Jul	True-up Project Budgets for FY19
5-Jul	Record Broken SmartTag entry for Non-Grant Tags
5-Jul	Calculate and Record Scholarship Allowance
5-Jul	Record Inter-Fund Loan Payments, if applicable
5-Jul	Records Perkins, ARRA and NFL Loan ECSI entry
5-Jul	Prepare Perkins bank reconciliation
5-Jul	Record Long-term/ Short-term Loan Reclass - ARRA, NFL, Institutional & Perkins
5-Jul	Record Loan Bad Debt Expense - ARRA, NFL, Institutional, Perkins
5-Jul	Record Accrued Loan Interest Receivable- ARRA, NFL, Institutional & Perkins
5-Jul	Record Phone Reimbursements – TouchNet Reimbursement
5-Jul	Initiate CITF remittance to State through Accounts Payable
5-Jul	Record New PECO and Capital Improvement Projects, if applicable
5-Jul	Reclass balances in ledger accounts 20131, 20132 , 20133 & 20136
16-Jul	Change period status to "Close in Progress" – close all activities EXCEPT Journals - 5pm. FHIS will activate validation only GA JEs prior 6/30/19
17-Jul	Send request for Component Unit forms to be completed by Component Units
17-Jul	Validate all revenues and expenses are posted to SmartTag. If needed record entry to correct
17-Jul	Validate ledger accounts for academic terms. Ledger accounts 50000, 50001, 50500, 78000 and 78401 should contain academic terms. Assign academic term if needed
17-Jul	Record entry to reclass investment income from FAU_F0259 to TAG000840 using INTER-Fund Transfers. Use Memo in journal for back-up
17-Jul	Record Auxiliary Overhead. Compare report output to auxiliary expenses in the Trial Balance
17-Jul	Load FY20 Project Budgets
18-Jul	Record Contra for CPO
18-Jul	Record Contra for FC
18-Jul	Record Bad Debt Expense/ ADA

18-Jul	Record Deferred Revenue
26-Jul	Record entry to close agency funds to Deposits Payable- EXCEPT TAG003077 & TAG003087. Use contra payroll account to eliminate all payroll expenses
26-Jul	Record entry to accrue FAUFC Housing Cash Collected
26-Jul	Record entry to reclass Financial Aid Revenue to non-operating ledger account 52000 and 57100 – see journal
26-Jul	Record entry to Plant Fund for Principle/Capital Lease payments. Credit ledger account 70051 and debit liability
26-Jul	Record entry to reclass bond and capital lease current/ non-current and related premium/discount entries
26-Jul	Record Foundation Due To/From
26-Jul	Record RC Due To/From
26-Jul	Record HBOI Due To/From
26-Jul	Record Audited SIP Activity
26-Jul	Record Pass through elimination
26-Jul	Validate HBOI Revenues. Record entry to reclass HBOI revenue to non-operating revenue ledger account 55001
26-Jul	Validate RC Revenues. Record entry to reclass RC revenue to non-operating revenue ledger account 55001
26-Jul	Validate Stadium revenues. Record entry to reclass Stadium revenue - TAG006646 only - to non-operating revenue ledger account 55001
26-Jul	Validate revenue and expense accounts for missing rev/spend category. Assign category if needed
26-Jul	Validate Foundation Scholarship revenue is posted to 55000. If needed record entry to correct
26-Jul	Validate Foundation Reimbursements - Payroll posted to ledger account 55101. Non-payroll posted to ledger account 55001. If needed record entry to correct
26-Jul	Validate FAU_F0000 and FAU_F0019 revenues. No revenue should be recognized. Transfers are not permitted to these funds
26-Jul	Validate FAU_F0001 and FAU_F0008. Only student revenues should be recognized
26-Jul	Validate all Project accruals, manual reclassifications and, capital expense are posted
2-Aug	Change period status to Closed – Close all activities
2-Aug	Prepare Ledger Account Reconciliations- Post to SharePoint
2-Aug	Reconcile FAU_FIN_Available Balance by SmartTag or Fund Report to the Trial Balance. If amounts do not reconcile investigate and correct
2-Aug	Reconcile FAU Budget to Actual Expenses By SmartTag & Fund Type. If amounts do not reconcile investigate and correct
2-Aug	Check 1099 Audit Report
5-Aug	Prepare Allocation File