

Year End Department Checklist

Contact Info	Description of Procedure	Date to be Performed by/Cut-Off Date	Completed
Accounting	Student Technology Fees & carry forward requests should be submitted to the Accounting Department	June 18, 2021	
Accounting	Run GL Queries to review for Chartstring Anomalies related to Fund/Class, Fund/Account (Revenue/Expense), Fund/Program Codes (pay particular attention to "cost share" program codes). Use UGA_GL_LEDGER_TRANSACTIONS or UGA_GL_LEDGER_DETAIL to obtain detailed transaction data to review.	June 20, 2021	
Accounting	Run GL Queries to review for Account Balance Anomalies related to ending balances in Asset/Liability/Revenue/Expenditure account codes. Use UGA_GL_LEDGER_BALANCES to identify summary balances. Use UGA_GL_LEDGER_TRANSACTIONS or UGA_GL_LEDGER_DETAIL to obtain detailed transaction data to review.	June 20, 2021	
Accounting	Review Carry Forward Revenue in General Ledger to determine if ending balance is a deficit. Determine if reclassification of deficit balance should be moved to another department with spendable carry forward. Prepare entries to correct. This review and correction will prevent unnecessary lines being posted during the year end Carry Forward Allocation.	June 20, 2021	
Accounting	Review Agency Fund (60000 and 61000) for ending balances that would identify that Expenditures have exceeded Revenues received from the club/organization. Request payment/reimbursement for any overpayments made from the Agency chartstring.	June 20, 2021	
Accounting	For Departments that DO NOT invoice through the A/R - Billing Module. All requests to set up accounts receivable are due in the Accounting Department. Provide copies of all invoices and prepare a spreadsheet to include invoice number, customer name, amount and revenue chartstring.	June 25, 2021	
Accounts Receivable	A/R - Billing Module. All requests to set up accounts receivable through the billing module must be finalized by noon. Any invoices created and finalized after June 30th, should use an invoice/accounting date of July 1 or later and budref 2021.	June 30, 2021	
Accounting	All requests to set up deferred revenue on departmental sales and services accounts are due in the Accounting Department.	June 25, 2021	
Accounting	All requests to set up scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 25, 2021	
Accounting	P-Card transactions transmitted by the vendor to the bank by Sunday, June 27, 2021 will be posted in FY2021. Cardholders and approvers need to review/change speedtypes and add account codes.	July 1, 2021	
Accounting	Inventory (14xxxx) GL Balances are reconciled to the most recent physical count and to the Inventory System that is being used to track inventory.	June 30, 2021	
Accounting	For Departments that have been granted a specific Asset or Liability to process activity: Accounts Receivable (12xxxx) should agree to listing of outstanding invoices. Prepaid Expense (13xxxx) should agree to listing of pre-paid vendors. Advances (217xxx) should agree to listing of prepayments from customers. Various Liabilities (2xxxxx) should agree to listing of amounts owed to vendors.	June 30, 2021	
Accounting/Post Award Accounting	Completeness - If good or service has been received, has the payment posted? Reasonableness - Do charges appear reasonable? Validity - Do transactions represent activity that occurred for this Chartstring? Use UGA_GL_TRANSACTIONS or UGA_GL_LEDGER_DETAIL queries for detailed transactions listing.	June 30, 2021	

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<i>Accounting/Post Award Accounting</i>	June and year-end adjusting GL journals should be routed through approval workflow to the Accounting Department. Note: Any transaction that needs to be recorded in FY20 requires a June journal date when the GL Journal is created. GL journals created July 1, 2020 and after that are for FY20 activity will require a journal date of June 30, 2020.	July 13, 2021	
<i>Accounts Payable</i>	Payment requests with supporting documents (including Petty Cash reimbursement requests) and Accounts Payable Journal Vouchers to be charged against the FY2021 budget must be in Accounts Payable by the close of business .	June 28, 2021	
<i>Accounts Payable T&E</i>	Expense report adjustments involving FY2021 transactions are due by the close of business .	June 28, 2021	
<i>Accounts Payable T&E</i>	Travel authorities with airfare to be direct charged to the University on the FY2021 budget must be in Travel and Encumbrances by the close of business .	June 28, 2021	
<i>Accounts Payable T&E</i>	Travel Agency deadline to submit invoice to Travel & Enc.	June 28, 2021	
<i>Accounts Payable T&E</i>	Approved Travel and Non-Travel Expense Reports to be charged to the FY2021 budget must be submitted to Accounts Payable by the close of business .	June 28, 2021	
<i>Budget</i>	Budget transactions will NOT be updated to UGA Financial Management after June 25, 2021. Budget transactions received in Commitment Control after June 22, 2021 are not guaranteed to be updated for FY2021.	June 25, 2021	
<i>Bulldog Print + Design</i>	Bulldog Print + Design deadline to accept requests for printing & design services will be charged to the 2020-2021 year, if the job can be completed by June 21, 2021.	June 21, 2021	
<i>Bursar/Treasury</i>	Petty cash applications for funds to be disbursed to custodians by the end of the fiscal year must be submitted to Bursar and Treasury Services by the end of the working day .	June 21, 2021	
<i>Facilities Management</i>	Deadline for FMD Auto Center vehicle rental RETURN is Wednesday, June 16, 2021. Rentals not returned by that date will be charged to the FY22 budget.	June 16, 2021	
<i>Facilities Management</i>	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, Wednesday, June 16, 2021 to be charged to the FY21 budget.	June 16, 2021	
<i>Facilities Management</i>	Deadline for preventative or repair maintenance at the Auto Center is Wed., June 16th to be charged to the FY21 budget.	June 16, 2021	
<i>Facilities Management</i>	Deadline for Facilities Management Warehouse to be charged against FY21 is 3:30 pm , June 18, 2021.	June 18, 2021	
<i>Mail & Receiving Services</i>	Postage fees will be charged to the FY20 budget for all mail received by the end of the working day .	June 25, 2021	
<i>Payroll</i>	Deadline for overpayment requests are due by noon .	June 9, 2021	
<i>Payroll</i>	Deadline for reimbursement if paying by check	June 16, 2021	
<i>Procurement</i>	Purchases not requiring formal bidding or sole source justification for items totalling \$24,999.99 or less	June 2, 2021	
<i>Procurement</i>	Any commodity/service on contract regardless of dollar value.	June 11, 2021	