| **Business****Day** | **Time** | **Description of Activity** |
| --- | --- | --- |
| -5 | 4:30 pm | * Asset Management (AM) cut-off date for the following transaction

requests:* Transfer of capital assets between chart-fields
* Disposal of capital assets
* Set up of new Gift-in-Kind assets
 |
| -1 | 4:30 pm | * Accounts Receivable cut-off date for:
* Creating (in Billing module) and submitting (to A/R) requests for customer invoices
* Submitting to A/R uncollectible invoices details
* Receiving invoice payments submitted to the A/R office
* AM cut-off for receiving asset completion forms
* Accounts Payable module close
 |
| 1 | 8:30 am3:30 pm4:30 pm | * Development Office cut-off date for receiving donations
* Cut-off date for receiving deposits to cashier’s office for funds received in previous month
* Journal entry request cut-off date (including all adjusting entries, accruals, deferrals, IDBs’, etc.) for Research Accounting – accruals and deferrals over $10,000 will be processed
* Payroll month-end journal receipt cut-off date (including all accruals, pension and benefits remittances, payroll receivables)
* Finance Services month-end journal receipt cut-off date (including occupancy charges, utility charges/recovery, hedge cost transfers, operating grants, credit tuition revenue, and recreation & athletics revenue)
* Accounts receivable month-end journal receipt cut-off date (including unrecorded cash received, AmEx merchant fees, and Moneris service fees)
* UCMG journal receipt cut-off date for UCMG bank transfers
 |
| 2 | 8:30 am12:00 pm4:30 pm | * UC Qatar cut-off for Sage transactions
* Unposted Voucher Report submitted to Finance Partners (from

External Financial Reporting)* Capital Reporting and IT Project Reporting month-end journal receipt cut-off date (including all admin fees, accruals, transfers, etc.)
 |
| 3 | 4:30 pm | * Accounts Receivable module close
* Treasury month-end journal receipt cut-off date (including all loan/debt repayments, bank fees/transfers, interest earned, and currency purchases)
* LCR Press - Sales and AR journal receipt; Finance Services - Aramark accrual journal cut-off date
 |
| 4 | 8:30 am4:30 pm | * Finance Partners submit reviewed Unposted Voucher Report to

External Financial Reporting* 2nd Semi-monthly Payroll file received at GL Administration
* Payroll posted
* Unposted Voucher Report accrual posted by External Financial

Reporting* UC Qatar Sage transactions for month posted into PeopleSoft
* Finance Services month-end journal receipt cut-off date for GL Administration (including Operating accruals, deferrals, and retail inventory)
* Accounts Receivable month-end journal receipt cut-off date (including AR to AP reclass and Trade AFDA)
 |
| 5 | 12:00 pm4:30 pm | * Payroll benefit allocation posted
* Journal receipt cut-off dates for Research Accounting subject fee advances, and CardHelp’s prepaid Visa
* Research Accounting journal requests must be entered, approved, reviewed and posted in PeopleSoft
 |
| 6 | 8:30 am12:00 pm4:00 pm5:00 pm | * Month-end results available in PeopleSoft, eFin, Enterprise

Reporting, and Hyperion (with exception of institutional entries)* Finance Services will begin variance and forecast analysis
* Monthly balance sheet reconciliations can commence
* UC Qatar (management fees, revenue deferral/accrual) and Finance Services institutional entries post to GL
* Research accounting provides project over expenditure report to Financial Reporting
* Asset Management amortization posted
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| 8 | 4:30 pm | * Finance Services input and submit variance analysis information
* Institutional journal entries posted, including investment income, revenue deferrals, net asset transactions
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| 11 | 4:30 pm | * Finance Services finalizes analysis of variances and provides institutional (high level) forecast numbers, budget numbers, and explanation of variances to Financial Reporting
* Monthly balance sheet reconciliations due
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| 12 | 4:30 pm | * Monthly Financial and Analysis Report completed by Financial Reporting
* Ministry monthly forecast template completed by Financial Reporting
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| 13 | 4:30pm | * Monthly Financial and Analysis Report and Ministry forecast template to Audit Committee members
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| 15 | 4:30pm | * Ministry forecast template to the Ministry of Advanced Education
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