| **Business**  **Day** | **Time** | **Description of Activity** |
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| -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 am  3:30 pm  4:30 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 am  12:00 pm  4:30 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 am  4:30 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 pm  4:30 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 am  12:00 pm  4:00 pm  5:00 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 |
| 8 | 4:30 pm | * Finance Services input and submit variance analysis information * Institutional journal entries posted, including investment income, revenue deferrals, net asset transactions |
| 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 |
| 12 | 4:30 pm | * Monthly Financial and Analysis Report completed by Financial Reporting * Ministry monthly forecast template completed by Financial Reporting |
| 13 | 4:30pm | * Monthly Financial and Analysis Report and Ministry forecast template to Audit Committee members |
| 15 | 4:30pm | * Ministry forecast template to the Ministry of Advanced Education |