

The Ohio State University
Summary Yearend Accounting/Reporting Schedule
For the Year Ended June 30, 2009

Monday, June 22	Accounts Payable cutoff – paperwork (invoices, etc.) must be received in Accounts Payable by the close of business on this date to be entered in GL for June 2009.
Wednesday, July 1	Starting today, departments must override the Journal Date in on-line general ledger panels with a June 2009 date for entries to be included in FY09.
Thursday, July 2	Deadline for June 2009 interfaces and interdepartmental billing entries. June IDBs must be posted by close of business for inclusion in FY09.
Wednesday, July 8	Initial June close deadline for departmental accrual and correction entries. Initial June closing, starting with Allocations, will run the evening of July 8.
Tuesday, July 14	Target date for distribution of paper general ledger reports (target date for posting of electronic reports to eReports portal is Thursday, July 9).
Tuesday, July 21	Central Accounting to “unpost” Allocation entries from initial June closing.
Tuesday, July 21	Final (rollover) June close deadline for departmental accrual and correction entries. Final balance sheet balances, GFSA budget balances and outstanding encumbrances as of this closing will be carried forward into FY10. No further entries will be posted to June 2009 after the close of business on this date.
Monday, July 27	Target date for distribution of paper general ledger reports (target date for posting of electronic reports to eReports portal is July 22). Second (rollover) close reports for June will be distinguished from first close reports via the report run dates.
Thursday, July 30	Deadline for submission of 6/30/09 S.B. 6 Report (unaudited Exhibit C) to Board of Regents.
Tuesday, August 18	Cut-off for posting of AJEs and reclasses to 8/21 version of financials (to allow for preparation of initial statement of cash flows)
Friday, August 21	Submit unaudited financial report (balance sheet, income statement, statement of cash flows) to Deloitte & Touche.
Tuesday, September 8	Submit unaudited footnotes to D&T.
Weds, September 16	Submit draft Management Discussion & Analysis to D&T.
Weds, September 30	Deadline for audit adjustments and report reclass entries.
Thursday, October 1	Submit audited financial statements, footnotes and MD&A for final partner review. Target sign-off date is October 9.
Friday, October 9	Submit state consolidation package for auditor review (D&T to forward to OBM by 10/15).
Thursday, October 22	Target date for distribution of BOT Financial Review (assumes 11/05/09 presentation date)
Weds, November 25	Target date for posting FY09 audit adjustments and re-closing FY09 in GL.
Friday, December 11	Target date for completion of Exhibit C and Schedules 3-7 (for HEI reporting).
Thursday, December 31	Senate Bill 6 deadline for submission of audited financials and A-133 to Auditor of State.
February 1, 2010	Deadline for submission of FY09 HEI files to Board of Regents.
March 28, 2010	Deadline for U.S. Dept of Education filings (IPEDS and eZ-Audit Submission).

Questions? Please contact Tom Ewing, Associate Controller, at 688-3113 or ewing.6@osu.edu.