

ACTIVITY		AUG				SEPT				OCT				NOV			
		AUG				S	E	P	-	O	C	T	-	N	O	V	-
<b>Year End Processes</b>																	
<b>Research</b>																	
DFA	Cost Sharing reconciliation	1	□	□	1												
DFA	Quarterly Certification	1	□	□	1												
<b>Labor</b>																	
DFA	Faculty Salary Letters						1	1									
DFA	Staff Salary Letters						1	1									
DFA	September 1 LD Entry						1	1									
DFA	End of Year LD Adjustments						1	1									
DFA	Suspense Account Clearing	1	□	□	1												
DFA	Staff Bonus						1	1									
DFA	Faculty Bonus						1	1									
DFA	Submission of request for bonuses above approved threshold										1	1					
DFA	Supplements - Chair / Chief							1	1								
DFA	VA salary and SoM Salary Reconciliation						1	1									
<b>Accounts</b>																	
DFA	Review Reports from Dean's Office	1	□	□	1						1	1					
DFA	Endowment Investments										1	1					
DFA	Reinvest unspent endowment income						1	1									
DFA	Endowment SWAP													1	□	□	1
DFA	Review accounts for overdrafts	1	□	□	1												
DFA	Review HAP, HAS, and DIP Accounts	1	□	□	1												
DFA	Review Operating Budget for prior year and next year	1	□	□	1												
DFA	Review Professorship Balances	1	□	□	1												
DFA	Process Accruals	1	□	□	1												
DFA	Inform Department of Oracle Deadlines						1	□	1								
DFA	New PTA Set-up for next year						1	1									
DFA	Ensure Timeliness of Gifts to include in FY						1	1									
<b>iSpace</b>																	
DFA	Entry							1	□	□	1						
DFA	Certification										1	1					
<b>Clinical</b>																	
DFA	Tier 1&2 True-up for current year						1	1									
DFA	Tier 1&2 review for next fiscal year							1	1								
DFA	FPSC - Steven Parry							1	1								
DFA	End of Year Profit Reporting							1	□	□	1						
DFA	Faculty Billing Push	1	□	□	1												
DFA	wRVU Reports							1	□	1							
DFA	Review of MGMA Subspecialties						1	1									
<b>SHC</b>																	
DFA	Backstop Reconciliation							1	□	1							
DFA	Review Malpractice Certifications							1	1								
DFA	Credentialing Dues						1	1									
<b>LPCH</b>																	
DFA	True-up of payments							1	□	1							
DFA	Backstop Reconciliation							1	□	1							