

University of Northern Iowa
Oracle Financials Closing Schedules
FY 2004

This is a list of important dates and notes pertaining to the closing of FY 2004. It is essential that we adhere to this schedule so that transactions can be recorded in the appropriate fiscal year. Users are encouraged to continually review their encumbrance balances and contact the Purchasing Office as soon as possible with Purchase Order (PO) numbers if they have encumbrances to be relieved.

For the current year end, purchase requisitions may not be charged to FY 2005 budgets prior to July 1, 2004. However, users can begin to create and save requisitions for FY 2005. Distributions should not be completed for these requisitions until after July 1, 2004. Purchases made with the Procurement Card (P-Card) after May 31, 2004 will be charged to the FY 2005 budget. Remaining encumbrances in non-general fund accounts on June 30, 2004 will be applied against the FY 2005 budget.

As a reminder, please check your Statements of Account regularly as accounts are updated nightly.

The dates listed on the closing schedule are the last dates relevant documents will be accepted in the appropriate departments for charges to FY 2004 budgets.

FY 2004 Closing Schedule

Due in Department/ Deadline	Document/Action	Department Due To
Monday, May 31, 2004	Last day for P-Card purchases charged to FY 2004 budgets.	
Tuesday, June 15, 2004	End of pay period for student wages charged to FY 2004 budgets.	
Saturday, June 12, 2004	End of pay period for hourly merit, hourly P&S, students using Kronos timeclock, all overtime, off-duty, and shift pay charged to FY 2004 budgets.	
Monday, June 14, 2004	Last day to request organization code changes to account code combinations effective July 1, 2004	Bruce Rieks x37498
Friday, June 18, 2004	Last day payroll change forms can be submitted to Human Resources for employees and Financial Aid Office for students and be charged to FY 2004 budgets.	Human Resources / Financial Aid Office
Friday, June 18, 2004	May P-Card Journal Entries (charged to FY 2004 budget) due.	Business Operations
Thursday, June 24, 2004	Last day approved Campus Supply requisitions accepted.	Campus Supply
Thursday, June 24, 2004	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$2,000 or more require a PO.	Purchasing
Monday, June 28, 2004	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2004 budget.	Business Operations
Tuesday, June 29, 2004	Last day to receive in Oracle for Campus Supply purchases delivered June 29 and prior (all of FY 2004).	
Wednesday, June 30, 2004	Last day Cash Receipts (deposits for FY 2004) accepted.	Cashiers
Wednesday, June 30, 2004	Last day to take delivery of goods and services charged to FY 2004 budget.	
Tuesday, July 6, 2004	Last day Request for Payment and Travel Reimbursements charged to FY 2004 budgets accepted.	Business Operations
Friday, July 9, 2004	Journal entries for UNI interdepartmental services, i.e., Print Services, DOR, Mail Center, Car Pool, Physical Plant & Telephone Charges posted and available for review on Statements of Account.	
Friday, July 9, 2004	Last day to receive in Oracle for PO purchases delivered June 30 and prior.	
Friday, July 9, 2004	Last day invoices for all PO purchases delivered by June 30 accepted.	Business Operations
Tuesday, July 13, 2004	All invoices entered and available for review on Statements of Account.	
Wednesday, July 14, 2004	Last day Adjusting Journal Entries for FY 2004 accepted.	Financial Accounting & Reporting
Wednesday, July 14, 2004	Last day Budget Fund Transfers for FY 2004 accepted.	Budget Office