




University of Northern Iowa  
**MEMFIS**



Modern Executive Management  
Financial Information System

# Year-End Closing

# Year-End What?

## **Why do we close the books as year-end?**

- Required accounting procedure
- Basis for preparation of Comprehensive Annual Financial Report and other internal and external financial reporting
- University must be audited by external auditors

## **What's a fiscal year?**

- 12 month period determined by the State
- UNI's Fiscal Year – July 1st through June 30th
- Now in FY 2003 (July 2002-June 2003)

# The Closing Schedule

- Imperative that we strictly adhere to closing dates so that accounting entries belonging to the current fiscal year are properly recorded. This provides the basis for “closing the books” and preparing financial statements.
- **Departments are required to monitor their Statement of Account very closely during the next 6 weeks to ensure that accounting entries are recorded accurately and timely to their budgets.**

# Procurement Schedule for Charges to FY 2003 Budget

## Deadline

May 31<sup>st</sup>

## Document/Action

Last Day for P-Card Purchases

May Elan bill will be posted in June.

June Elan bill will be posted in July.

June 24<sup>th</sup>

Last Day Approved Requisitions accepted  
(Campus Supply & Purchasing Dept.)

» Capital Purchases > \$2,000 require a purchase order

» Bids are required for good and services expected to  
cost \$10,000 or more

June 27<sup>th</sup>

Last day to “receive in Oracle” Campus  
Supply purchases for FY 2003

# Procurement Schedule for Charges to FY 2003 Budget

- June 30<sup>th</sup> Last day to “take delivery” of goods
- July 9<sup>th</sup> Last day to “receive in Oracle” for purchases delivered by June 30<sup>th</sup> and prior—this procedure replaces approving an “Encumbrance List.”  
Failure to comply will result in funds being lost!
- July 9<sup>th</sup> Last day invoices accepted for purchase order purchases delivered by June 30<sup>th</sup>

# State Law

- Goods and services must be received on or before the end of the fiscal year
- Exceptions:
  - a. Building Repairs
  - b. “Specialized Equipment”

# Payroll Schedule for Charges to FY 2003 Budget

## Deadline

June 13<sup>th</sup>

## Document/Action

End of pay period for student wages

June 14<sup>th</sup>

End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay

June 18<sup>th</sup>

Last day payroll change forms can be submitted to HR (PAF) for employees and Financial Aid for students

# Compensatory Time Payout

- Normally, compensatory time payout is made on July 31<sup>st</sup> for balances as of June 28<sup>th</sup>
- Physical Plant is an exception to the July 31<sup>st</sup> payout
- SCMP may not carry forward more than 80 hours into the new year. Payout is July 31<sup>st</sup>

# Payment Schedule for Charges to FY 2003 Budget

<u>Deadline</u>	<u>Document/Action</u>
June 18 <sup>th</sup>	Journal Entries for May P-Card due
July 3 <sup>rd</sup>	Last day Request for Payments and Travel Reimbursements accepted
July 9 <sup>th</sup>	Journal Entries for Interdepartmental Services, <u>i.e.</u> Physical Plant, Print Services, Food Service, Mail Center, Carpool, and Telephone available for review on reports

# Payment Schedule for Charges to FY 2003 Budget

## Deadline

July 11<sup>th</sup>

## Document/Action

All RFP and purchasing invoices will be available for review on Statement of Account

July 14<sup>th</sup>

Last Day Adjusting Journal Entries for FY 2003 accepted

July 14<sup>th</sup>

Last Day Budget Fund Transfers for FY 2003 accepted

# Deposit Schedule for FY 2003

## Deadline

June 26<sup>th</sup>

## Document/Action

Last Day Petty Cash  
Request for Payments  
accepted for reimbursement

June 30<sup>th</sup>

Last Day Cash Receipts  
accepted

# Accounting Cleanup

- Immediately review July-April Statement of Account
- Verify the accuracy of all receipts and disbursements
- Prepare journal entries to correct the recording of receipts and disbursements
- Verify encumbrances
- Ask Purchasing to remove invalid encumbrances

# Account Changes for FY 2004

## Deadline

June 16<sup>th</sup>

## Document/Action

Last day to request ORG code changes to account code combinations to be effective July 1st – notify Bruce Rieks (Controller's Office)

# Clean-Up Requisitions

## Why?

- Remove requisition encumbrances allowing you to “spend” all of your funds
- Complete unfinished requisitions
- Remove requisitions from database that will not be used for purchasing

# Clean-Up Requisitions

## What to Clean-Up

- Incomplete Requisitions
- Rejected Requisitions
- Returned Requisitions
- Pre-Approved Requisitions

## How do I identify these requisitions?

- Notification Summary
- Requisition Summary

# Clean-Up Requisitions

- **Incomplete** Req.
  - Complete & Submit for approval
  - **Delete** if no longer needed
- **Rejected** (from approver)
  - Resolve and resubmit for approval
  - **Cancel** if no longer needed
- **Returned** (from Purchasing)
  - Cancel lines or requisition ( no PO assigned)
  - Resubmit for approval
- **Pre-Approved**
  - Re-reserve funds and submit for approval

# Requisition Summary

- To identify requisitions completed by staff/students who are no longer employed
- To identify requisitions that remain in a pre-approved status

# Requisition Summary

## Define Criteria

The screenshot shows the 'Find Requisitions (UNIA)' application window. The search criteria section includes fields for Requisition Number, Preparer, Buyer, Reference Num, Type, Requestor, Modified, Import Source, and Line Type. A dropdown menu is open for the 'Status' field, showing options: Approved, Incomplete, In Process, Pre-Approved, Rejected, and Returned. The 'Returned' option is selected. A 'Results' section on the right has radio buttons for Headers, Lines, and Distributions. At the bottom are 'Clear', 'New', and 'Find (F)' buttons.

Find Requisitions (UNIA)

Requisition Number

Preparer

Buyer

Reference Num

Type

Requestor

Modified

Import Source

Line Type

Line

Item Status Date Ranges

Approval

Control

Reserved

Approved

Incomplete

In Process

Pre-Approved

Rejected

Returned

Related Documents

Results

Headers

Lines

Distributions

Clear New Find (F)

Select Preparer

Select a Status

# Requisition Summary

## Search Results-Incomplete

Requisition Headers Summary (University of Northern Iowa)

Number	Approval Status	Creation Date	Total	Currency	Cancelled	Closed
15016	Incomplete	13-MAY-2003 08:36:50	7.20	USD	<input type="checkbox"/>	<input type="checkbox"/>
14988	Incomplete	12-MAY-2003 09:39:28	89.34	USD	<input type="checkbox"/>	<input type="checkbox"/>
14954	Incomplete	08-MAY-2003 14:59:33	3777.00	USD	<input type="checkbox"/>	<input type="checkbox"/>
14828	Incomplete	06-MAY-2003 09:15:25	43.33	USD	<input type="checkbox"/>	<input type="checkbox"/>
14737	Incomplete	30-APR-2003 09:33:22	5.49	USD	<input type="checkbox"/>	<input type="checkbox"/>
14581	Incomplete	23-APR-2003 14:36:02	52.81	USD	<input type="checkbox"/>	<input type="checkbox"/>
14552	Incomplete	22-APR-2003 15:05:34	2680.00	USD	<input type="checkbox"/>	<input type="checkbox"/>
14534	Incomplete	22-APR-2003 11:34:26	2680.00	USD	<input type="checkbox"/>	<input type="checkbox"/>
14326	Incomplete	14-APR-2003 11:40:51	450.00	USD	<input type="checkbox"/>	<input type="checkbox"/>
14105	Incomplete	03-APR-2003 10:22:41	39.99	USD	<input type="checkbox"/>	<input type="checkbox"/>

Lines      New      Open

# Have I Received Everything?

- Identify what has “not been received” in Oracle
  - “free items” need to be received
  - “notes on extra lines” need to be received
- To unencumber \$\$\$ on service-based requisition, call Purchasing department
  - Status “Final Close” will be applied by Purchasing and no further modifications can be made

# Has It Been Received in Oracle?

- Navigate >Run Reports
- Select PO Expected Receipts

# Receipts

The image shows a screenshot of the OS/400 'Submit Request' dialog box. The dialog is titled 'Submit Request' and has a close button (X) in the top right corner. It is divided into several sections:

- Run this Request...:** Contains a 'Copy...' button, a 'Name' text field, and 'Parameters' and 'Language' buttons.
- At these Times...:** Contains a dropdown menu currently set to 'As Soon as Possible'.
- Upon Completion...:** Contains a checked checkbox for 'Save all Output Files', a 'Notify' text field, and a 'Print to' text field.
- Buttons:** 'Help (F1)' and 'View Reports' buttons are located at the bottom of the dialog.

Overlaid on the 'Submit Request' dialog is a 'Reports' search window. This window has a search bar containing 'UNI %'. Below the search bar is a list of reports with two columns: 'Name' and 'Application'. The report 'UNI Printed Requisitions Report' is highlighted in blue. At the bottom of the 'Reports' window are 'OK', 'Cancel', and 'Find' buttons.

Name	Application
UNI Employee Listing	UNIApps
UNI Encumbrance Detail Report	UNIApps
UNI PO Expected Receipts Report	UNIApps
UNI Print Selected Requisitions w/ Detail	UNIApps
<b>UNI Printed Requisitions Report</b>	<b>UNIApps</b>
UNI Purchase Order and Releases Detail Report	UNIApps
UNI Receiving Transactions Register	UNIApps
UNI Requisition Activity Register	UNIApps

# Receipts

Parameters

Preparer

Location **GIL 224** Gilchrist 224

PO Numbers From

To

Supplier

Site

OK Cancel Clear Help

# Receipts

**Submit Request** [X]

**Run this Request...**

Copy...

Name **UNI PO Expected Receipts Report**

Parameters **:GIL 224:::**

Language **American English** Languages...

**At these Times...**

**As Soon as Possible** Schedule...

**Upon Completion...**

Save all Output Files

Notify

Print to **noprint** Options...

Help (B) Submit Cancel

# Receipts

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
206044	UNI Printed Requisitions		Pending	Normal	10491, 10491, 2, USD, 201, 50181
206043	UNI Requisition Activity F		Completed	Normal	, 2002/07/01 00:00:00, 2002/10/26 00
205973	UNI PO Expected Receipt		Completed	Normal	, 59, , , ,
205972	UNI PO Expected Receipt		Completed	Normal	, 94, , , ,
205971	UNI Encumbrance Detail		Completed	Normal	, 50181, 0011.03.40011.00000.0000.€
205970	UNI Encumbrance Detail		Completed	Normal	Encumbrances for 0011, 50181, 001
204082	UNI Print Selected Requi		Completed	Normal	10708, , , , , , , , ,
201506	Receiving Transaction Pr		Completed	Normal	IMMEDIATE, 26133
201505	Receiving Transaction Pr		Completed	Normal	IMMEDIATE, 26132
201504	Receiving Transaction Pr		Completed	Normal	IMMEDIATE, 26131

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...



# Receipts

- Determine if the department “physically” received supplies
- if **YES** → Receive in Oracle
- if **NO** → **Want** → Contact Supplier → Receive in Oracle when supplies arrive
- if **NO** → **Don't Want** → Contact Supplier → Contact Purchasing Department to cancel

# What about Requisitions for FY 2004?

- Complete the lines
- Complete Supplier and Site
- **DO NOT COMPLETE DISTRIBUTIONS  
until July 1<sup>st</sup> or after**
- On or after July 1st
  - complete distributions
  - submit requisition for approval

# MEMFIS Reports

- For DDDH
  - Statement of Account Financial Summary
- For Departmental Staff
  - Statement of Account Financial Summary
  - Encumbrance Summary Report
  - Transaction Detail Report
  - Personnel Expenditure Detail Report

# For Assistance

- Call MEMFIS-Help 3-5555
- E-mail [memfis-help@uni.edu](mailto:memfis-help@uni.edu)