

**University of Northern Iowa**  
**Oracle Financials Closing Calendars and Schedules**  
**FY 2003**

This is a list of important dates and notes pertaining to the closing of FY 2003. 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 2004 budgets prior to July 1, 2003. However, users can begin to create and save requisitions for FY 2004 beginning June 24, 2003. Distributions should not be completed for these requisitions until after July 1, 2003. Purchases made with the Procurement Card (P-Card) after May 31, 2003 will be charged to the FY 2004 budget. Remaining encumbrances in non-general fund accounts on June 30, 2003 will be applied against the FY 2004 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 2003 budgets.

## FY 2003 Closing Calendar and Schedule

<b>Due in Department/ Deadline</b>	<b>Document/Action</b>	<b>Department Due To</b>
Saturday, May 31, 2003	Last day for P-Card purchases charged to FY 2003 budgets.	
Friday, June 13, 2003	End of pay period for student wages charged to FY 2003 budgets.	
Saturday, June 14, 2003	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2003 budgets.	
Monday, June 16, 2003	Last day to request organization code changes to account code combinations effective July 1, 2003	Bruce Rieks x37498
Wednesday, June 18, 2003	Last day payroll change forms can be submitted to Human Resources for employees and Financial Aid Office for students and be charged to FY 2003 budgets.	Human Resources / Financial Aid Office
Wednesday, June 18, 2003	May P-Card Journal Entries (charged to FY 2003 budget) due.	Controller's Office
Tuesday, June 24, 2003	Last day approved Campus Supply requisitions accepted.	Campus Supply
Tuesday, June 24, 2003	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$2,000 or more require a PO.	Purchasing Department
Thursday, June 26, 2003	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2003 budget.	Controller's Office
Friday, June 27, 2003	Last day to receive in Oracle for Campus Supply purchases delivered June 27 and prior (all of FY 2003).	
Monday, June 30, 2003	Last day Cash Receipts (deposits for FY 2003) accepted.	Cashiers
Monday, June 30, 2003	Last day to take delivery of goods and services charged to FY 2003 budget.	
Thursday, July 3, 2003	Last day Request for Payment and Travel Reimbursements charged to FY 2003 budgets accepted.	Controller's Office
Wednesday, July 9, 2003	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.	
Wednesday, July 9, 2003	Last day to receive in Oracle for PO purchases delivered June 30 and prior.	
Wednesday, July 9, 2003	Last day invoices for all PO purchases delivered by June 30 accepted.	Purchasing Department
Friday, July 11, 2003	All invoices entered and available for review on Statements of Account.	
Monday, July 14, 2003	Last day Adjusting Journal Entries for FY 2003 accepted.	Controller's Office
Monday, July 14, 2003	Last day Budget Fund Transfers for FY 2003 accepted.	Budget Office