

University of Northern Iowa
Oracle Financials Closing Schedules
FY 2009

This is a list of important dates and notes pertaining to the closing of FY 2009. 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 Luann Andreessen in Business Operations - Accounts Payable (x3-3116) as soon as possible with Purchase Order (PO) numbers if encumbrances need to be relieved.

For the current year end, purchase requisitions may not be charged to FY 2010 budgets prior to July 1, 2009. Remaining encumbrances in non-general fund accounts on June 30, 2009 will be applied against the FY 2010 budget.

Procurement card charges reflected on the June 25 statement will be applied to FY 2009. Since procurement card statements are typically received by the first of the next month, there's sufficient time to submit June charges for processing in the current fiscal year, i.e. prior to July 8, 2009. Cardholders who do not submit their procurement card charges by the cut off will have their departmental account charged for the June statement expenses.

Departments are encouraged to make FY 2009 purchases on their procurement card no later than June 19, 2009. Charges made to the procurement card after this date may be charged to the FY 2010 budget.

As a reminder, all invoices and RFPs sent to Business Operations for charges incurred during FY 2009 will be charged to the FY 2009 budget, even if they are received after the identified deadline and prior to the close of the general ledger for June 2009.

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.

FY 2009 Closing Schedule

Due in Department/ Deadline	Document/Action	Department Due To
Friday, May 1 – Monday, June 1, 2009	Submit requests for organization code changes to account code combinations effective July 1, 2009	Tonya Gerbracht x36520
Monday, June 1, 2009	General Fund Dept. Awards for Students: Roster and copy of budget transfer (BT) due to Financial Aid and Budget Ofc.	Financial Aid Office Budget Office
Saturday, June 13, 2009	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2009 budgets.	
Wednesday, June 18, 2009	Last day PAFs can be submitted to Human Resources for employees and be charged to FY 2009 budgets.	Human Resources
Wednesday, June 18, 2009	Las day Student Employment Approval Forms can be submitted for student wages to be charged to FY 2009 budgets.	Financial Aid Office
Friday, June 19, 2009	Recommended last day for P-Card purchases charged to FY 2009 budgets.	
Friday, June 19, 2009	Last day approved Campus Supply requisitions accepted.	Campus Supply
Friday, June 19, 2009	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$5,000 or more may require a PO.	Business Operations - Purchasing Services
Saturday, June 20, 2009	End of pay period for student wages charged to FY 2009 budgets, including students using Kronos time clock.	
Friday, June 26, 2009	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2009 budget.	Business Operations - Accounts Payable
Friday, June 26, 2009	Last day to receive in Oracle for Campus Supply purchases delivered June 26 and prior (all of FY09).	
Tuesday, June 30, 2009	Last day Cash Receipts (deposits for FY 2009) accepted.	Business Operations - Cashiers
Tuesday, June 30, 2009	Last day to take delivery of goods and services charged to FY 2009 budget.	
Monday, July 6, 2009	Last day Request for Payment, Travel Reimbursements, and invoices for all PO purchases charged to FY 2009 budgets accepted.	Business Operations - Accounts Payable
Wednesday, July 8, 2009	Journal entries for UNI interdepartmental services, i.e., Print Services, DOR, Mail Center, Car Pool & Telephone Charges posted and available for review on Statements of Account.	
Wednesday, July 8, 2009	Last day to receive in Oracle for PO purchases delivered by June 30 and prior.	
Wednesday, July 8, 2009	Last day P-Card Journal Entries charged to FY 2009 budget accepted, INCLUDING June 2009 charges.	Business Operations - Accounts Payable
Wednesday, July 8, 2009	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Office of Sponsored Programs.	Office of Sponsored Programs
Wednesday, July 8, 2009	Last day Labor Distribution Adjustments for FY 2009 accepted by Payroll.	Business Operations - Payroll
Friday, July 10, 2009	Physical Plant Job Cost Charges posted and available for review on Statements of Account.	
Tuesday, July 14, 2009	All invoices entered and available for review on Statements of Account.	
Wednesday, July 15, 2009	Last day Adjusting Journal Entries for FY 2009 made.	Financial Accounting & Reporting
Wednesday, July 15, 2009	Last day Budget Fund Transfers for FY 2009 accepted.	Budget Office