

**University of Northern Iowa
UNI's e-Business Suite Closing Schedule
FY 2012**

This is a list of important dates and notes pertaining to the closing of FY 2012. It is essential that we adhere to this schedule so that transactions can be recorded in the appropriate fiscal year. The dates listed on the closing schedule are the latest date relevant documents should be received in the appropriate department.

Purchasing and Accounts Payable

Users are encouraged to continually review their encumbrance balances and contact LuAnn Andreessen in Purchasing and Payables/Business Operations (3-3116) as soon as possible with Purchase Order (PO) numbers if encumbrances need to be relieved. The PO Expected Receipts Report is a useful tool to review these encumbrances.

For the current year end, purchase requisitions for general fund accounts should not be charged to FY 2013 budgets prior to July 1, 2012. Remaining encumbrances in non-general funds accounts on June 30, 2012 will be applied against the FY 2013 budget.

Procurement card charges reflected on the June 25 statement will be applied to FY 2012. Since procurement card statements are typically received by the first of the next month, there is sufficient time to submit June charges for processing in the current fiscal year, i.e. no later than July 9, 2012. 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 2012 purchases on their procurement card no later than June 20, 2012. Charges made to the procurement card after this date may be charged to the FY 2013 budget.

As a reminder, all invoices and RFPs sent to Business Operations for charges incurred during FY 2012 will be charged to the FY 2012 budget, even if they are received after the identified deadline and prior to the close of the general ledger for June 2012.

Please check your Statements of Account regularly as accounts are updated nightly.

Accounts Receivable

If goods are sold, services provided, or events held in FY 2012, the invoice must be completed by July 9 using a GL date of JUN-2012 (FY2012) so the revenue is recorded in the correct FY.

If services will not be provided, or the event will not be held until FY 2013, do not complete the invoice until July 1, 2012 or later using a GL date of JUL-2012 (FY 2013) so the revenue is recorded in the correct FY.

Be careful from July 1 to July 9 to use the appropriate GL date, as both JUN-2012 (FY 2012) and JUL-2012 (FY 2013) will be open and the system will default to JUL-2012 (FY 2013).

FY 2012 Closing Schedule		
Due in Department/ Deadline	Document/Action	Department Due To
Tuesday, May 1 – Friday, June 1, 2012	Submit requests for organization code changes to account code combinations effective July 1, 2012	FARS (Tonya Gerbracht, 3-6520)
Friday, June 1, 2012	General Fund Dept. Awards for Students: Roster and copy of budget transfer (BT) due to Financial Aid and Budget Office	Financial Aid Office Budget Office
Saturday, June 9, 2012	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2012 budgets.	
Monday, June 18, 2012	PAFs received before or on this date will be charged to FY 2012 budgets.	Human Resources
Monday, June 18, 2012	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$5,000 or more should use a requisition/PO unless otherwise approved for purchase with a P-Card.	Business Operations - Purchasing Services
Wednesday, June 20, 2012	Recommended last day for P-Card purchases charged to FY 2012 budgets.	
Friday, June 22, 2012	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2012 budget.	Business Operations - Accounts Payable
Friday, June 22, 2012	Last Day to fill out a shopping cart in FAMIS for Campus Supply.	All University Departments
Wednesday , June 27, 2012	Last day Student Employment Approval Forms (SEAF) can be submitted for student wages to be charged to FY 2012 budgets.	Financial Aid Office
Friday, June 29, 2012	Last day Cash Receipts (deposits for FY 2012) accepted. Deposits should be to the Cashier's Office no later than 4 p.m.	Business Operations - Cashiers
Saturday, June 30, 2012	End of pay period for student wages charged to FY 2012 budgets, including students using Empower time clock.	
Saturday, June 30, 2012	Last day to take delivery of goods and services charged to FY 2012 budget.	All University Departments
Saturday, June 30, 2012	Last day to sell goods or provide services and have the revenue recorded in FY 2012	All University Departments
Sunday, July 1, 2012	First day you may complete an invoice for goods sold, services provided, or events held in FY 2013	All University Departments
Monday, July 9, 2012	Last day Request for Payment, Travel Reimbursements, and invoices for all PO purchases charged to FY 2012 budgets accepted.	Business Operations - Accounts Payable
Monday, July 9, 2012	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.	
Monday, July 9, 2012	Last day to receive in Oracle for PO purchases delivered by June 30 and prior.	All University Departments
Monday, July 9, 2012	Last day P-Card Journal Entries charged to FY 2012 budget accepted, INCLUDING June 2012 charges.	Business Operations - Accounts Payable

FY 2012 Closing Schedule		
Due in Department/ Deadline	Document/Action	Department Due To
Monday, July 9, 2012	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Office of Sponsored Programs.	Office of Sponsored Programs
Monday, July 9, 2012	Last day Labor Distribution Adjustments for FY 2012 accepted by Payroll.	Business Operations - Payroll
Monday, July 9, 2012	Last day to complete the invoice for goods sold, services provided, or events held in FY 2012	Business Operations - Accts Receivable
Friday, July 13, 2012	Physical Plant Job Cost Charges available for review on Statements of Account.	
Friday, July 13, 2012	All invoices entered and available for review on Statements of Account.	
Monday, July 16, 2012	Last day Adjusting Journal Entries for FY 2012 accepted.	Financial Accounting & Reporting
Monday, July 16, 2012	Last day Budget Fund Transfers for FY 2012 accepted.	Budget Office