

University of Northern Iowa
Oracle Financials Closing Schedules
FY 2006

This is a list of important dates and notes pertaining to the closing of FY 2006. 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 Pam Rousselow in 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 2007 budgets prior to July 1, 2006. Users can begin to create and save requisitions for FY 2007, but SHOULD NOT enter distributions. Distributions recorded prior to July 1, 2006 inadvertently will require the requisition to be cancelled and reentered as it will generate an encumbrance that cannot be reversed without cancellation. Remaining encumbrances in non-general fund accounts on June 30, 2006 will be applied against the FY 2007 budget.

Last year, procurement card purchases had to be completed prior to May 25 to be charged to the current year's funds. 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 11, 2006.

Therefore, the cut-off for procurement card charges for FY 2006 will be the June statement, which should be received by cardholders around July 1, 2006. To ensure purchases made with the procurement card are charged to current year's funds, cardholders are advised to have all purchases made no later than June 20, 2006. Any charges made to the procurement card after this date may be charged to the FY 2007 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 2006 budgets.

FY 2006 Closing Schedule REVISED

Due in Department/ Deadline	Document/Action	Department Due To
Monday, May 1 – Thursday, June 1, 2006	Submit requests for organization code changes to account code combinations effective July 1, 2006	Bruce Rieks x37498
Tuesday, June 6, 2006	General Fund Dept. Awards for Students: Roster and copy of budget adjustments due to Financial Aid and Budget Ofc.	Financial Aid Office Budget Office
Saturday, June 17, 2006	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2006 budgets.	
Tuesday, June 20, 2006	Recommended last day for P-Card purchases charged to FY 2006 budgets.	
Wednesday, June 21, 2006	Last day PAFs can be submitted to Human Resources for employees and be charged to FY 2006 budgets.	Human Resources
Friday, June 23, 2006	Last day approved Campus Supply requisitions accepted.	Campus Supply
Friday, June 23, 2006	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$5,000 or more require a PO.	Purchasing Services
Friday, June 23, 2006	Last day student approval/delete/change forms can be submitted to Financial Aid Office for students and wages be charged to FY 2006 budgets.	Financial Aid Office
Saturday, June 24, 2006	End of pay period for student wages charged to FY 2006 budgets, including students using Kronos time clock.	
Wednesday, June 28, 2006	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2006 budget.	Accounts Payable
Thursday, June 29, 2006	Last day to receive in Oracle for Campus Supply purchases delivered June 29 and prior (all of FY06).	
Friday, June 30, 2006	Last day Cash Receipts (deposits for FY 2006) accepted.	Cashiers
Friday, June 30, 2006	Last day to take delivery of goods and services charged to FY 2006 budget.	
Thursday, July 6, 2006	Last day Request for Payment and Travel Reimbursements charged to FY 2006 budgets accepted.	Accounts Payable
Tuesday, July 11, 2006	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.	
Tuesday, July 11, 2006	Last day to receive in Oracle for PO purchases delivered June 30 and prior.	
Tuesday, July 11, 2006	Last day invoices for all PO purchases delivered by June 30 accepted.	Accounts Payable
Tuesday, July 11, 2006	Last day P-Card Journal Entries charged to FY 2006 budget accepted, INCLUDING June 2006 charges.	Accounts Payable
Thursday, July 13, 2006	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Grants and Contracts.	Grants and Contracts
Friday, July 14, 2006	Last day Labor Distribution Adjustments for FY 2006 accepted by Payroll.	Payroll
Monday, July 17, 2006	All invoices and LD adjustments entered and available for review on Statements of Account.	
Tuesday, July 18 2006	Last day Adjusting Journal Entries for FY 2006 accepted.	Financial Accounting & Reporting
Tuesday, July 18, 2006	Last day Budget Adjustments for FY 2006 accepted.	Budget Office