

University of Northern Iowa
Oracle Financials Closing Schedules
FY 2007

This is a list of important dates and notes pertaining to the closing of FY 2007. 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 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 2008 budgets prior to July 1, 2007. Users can begin to create and save requisitions for FY 2008, but SHOULD NOT enter distributions. Distributions recorded prior to July 1, 2007 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, 2007 will be applied against the FY 2008 budget.

Procurement card charges made through the June 25 statement will be applied to FY 2007. 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 10, 2007. Cardholders who do not submit their procurement card charges by the cut off will have their departmental account charged for the June statement expenses.

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, 2007. Any charges made to the procurement card after this date may be charged to the FY 2008 budget.

As a reminder, all invoices and RFPs sent to Business Operations for charges incurred during FY 2007 will be charged to the FY 2007 budget, even if they are received after the identified deadline and prior to the close of the general ledger for June 2007.

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 2007 Closing Schedule

Due in Department/ Deadline	Document/Action	Department Due To
Tuesday, May 1 – Friday, June 1, 2007	Submit requests for organization code changes to account code combinations effective July 1, 2007	Tonya Gerbracht x36520
Wednesday, June 6, 2007	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 16, 2007	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY 2007 budgets.	
Wednesday, June 20, 2007	Recommended last day for P-Card purchases charged to FY 2007 budgets.	
Wednesday, June 20, 2007	Last day PAFs can be submitted to Human Resources for employees and be charged to FY 2007 budgets.	Human Resources
Friday, June 22, 2007	Last day approved Campus Supply requisitions accepted.	Campus Supply
Friday, June 22, 2007	Last day approved Purchase requisitions accepted. As a reminder - All capital equipment purchases of \$5,000 or more require a PO.	Business Operations - Purchasing Services
Friday, June 22, 2007	Last day student approval/delete/change forms can be submitted to Financial Aid Office for students and wages be charged to FY 2007 budgets.	Financial Aid Office
Saturday, June 23, 2007	End of pay period for student wages charged to FY 2007 budgets, including students using Kronos time clock.	
Wednesday, June 27, 2007	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY 2007 budget.	Business Operations - Accounts Payable
Thursday, June 28, 2007	Last day to receive in Oracle for Campus Supply purchases delivered June 28 and prior (all of FY07).	
Friday, June 29, 2007	Last day Cash Receipts (deposits for FY 2007) accepted.	OBO - Cashiers
Friday, June 29, 2007	Last day to take delivery of goods and services charged to FY 2007 budget.	
Thursday, July 5, 2007	Last day Request for Payment and Travel Reimbursements charged to FY 2007 budgets accepted.	Business Operations - Accounts Payable
Monday, July 9, 2007	Last day invoices for all PO purchases delivered by June 30 accepted.	Business Operations - Accounts Payable
Tuesday, July 10, 2007	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.	
Tuesday, July 10, 2007	Last day to receive in Oracle for PO purchases delivered by June 30 and prior.	
Tuesday, July 10, 2007	Last day P-Card Journal Entries charged to FY 2007 budget accepted, INCLUDING June 2007 charges.	Business Operations - Accounts Payable
Tuesday, July 10, 2007	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Grants and Contracts.	Grants and Contracts
Thursday, July 12, 2007	Last day Labor Distribution Adjustments for FY 2007 accepted by Payroll.	Business Operations - Payroll
Thursday, July 12, 2007	Physical Plant Job Cost Charges posted and available for review on Statements of Account.	
Friday, July 13, 2007	All invoices entered and available for review on Statements of Account.	
Monday, July 16, 2007	Last day Adjusting Journal Entries for FY 2007 made.	Financial Accounting & Reporting
Monday, July 16, 2007	Last day Budget Fund Transfers for FY 2007 accepted.	Budget Office