

**University of Northern Iowa  
UNI's e-Business Suite Closing Schedule  
FY 2017**

This is a list of important dates and notes pertaining to the closing of FY 2017. It is essential that we adhere to this schedule so that transactions can be recorded in the appropriate fiscal year. The date listed on the closing schedule is the latest date in which relevant documents can be received in the appropriate department.

**Procurement and Accounts Payable**

Users are encouraged to continually review their encumbrance balances and contact LuAnn Andreessen in the Office of 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 FY18 budgets prior to July 1, 2017. Remaining encumbrances in non-general fund accounts on June 30, 2017 will carry forward to FY18 budget.

Procurement card charges reflected on the June 26, 2017 statement will be applied to FY17. Procurement card vouchers will be assigned on June 28, 2017, there is sufficient time to submit June charges for processing in the current fiscal year, i.e. no later than July 6, 2017. Cardholders who do not submit their procurement card reconciliations by the cut off will have their departmental default account charged for the June statement expenses.

Departments are encouraged to make FY17 purchases on their procurement card no later than June 16, 2017. Charges made to the procurement card after this date may be charged to the FY17 budget, based on whether they make the June 25 statement.

As a reminder, all invoices and RFPs sent to Business Operations for charges incurred during FY17 will be charged to the FY17 budget, even if they are received after the identified deadline and prior to the close of the general ledger for June 2017. Items need to arrive on campus by June 30th to utilize FY17 general funds. Please adjust deadline accordingly for purchases with longer lead times. It is important to receive items in Oracle E-Business once campus delivery has been confirmed.

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

**Accounts Receivable**

If goods are sold, services provided, or events held in FY17, the invoice must be completed by July 7 using a GL date of JUN-2017 (FY17) so the revenue is recorded in the correct FY.

If services will not be provided, or the event will not be held until FY18, do not complete the invoice until July 1, 2017 or later using a GL date of JUL-2017 (FY18) so the revenue is recorded in the correct FY.

Be careful from July 1 to July 8 to use the appropriate GL date, as both JUN-2017 (FY17) and JUL-2017 (FY18) will be open and the system will default to JUL-2017 (FY18).

<b>FY 2017 Closing Schedule</b>		
<b>Due in Department/ Deadline</b>	<b>Document/Action</b>	<b>Department Due To</b>
Monday, May 1 – Thursday, June 1, 2017	Submit requests for organization code changes to account code combinations effective July 1, 2017	Tonya Gerbracht or Bruce Rieks
Saturday, June 10, 2017	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY17 budgets.	Business Operations- Payroll
Tuesday, June 20, 2017	Approved PAFs received before or on this date will be charged to FY17 budgets.	Human Resources
Thursday, June 15, 2017	Last day approved Purchase requisitions accepted for general fund. 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.	Finance & Operations - Procurement Services
Friday, June 16, 2017	Recommended last day for P-Card purchases charged to FY17 budgets.	Business Operations - Accounts Payable
Friday, June 16, 2017	Last day Petty Cash Request for Payments accepted for reimbursements charged to FY17 budget.	Business Operations - Accounts Payable
Wednesday, June 21, 2017	Last day Student Employment Approval Forms (SEAF) can be submitted for student wages to be charged to FY17 budgets.	Business Operations- Payroll
Friday, June 23, 2017	Last day to purchase from I-Procurement stores	Procurement Services
Friday, June 23, 2017	Last Day to fill out a shopping cart in FAMIS for Campus Supply.	All University Departments
Saturday, June 24, 2017	End of pay period for student wages charged to FY17 budgets, including students using Empower time clock.	Business Operations- Payroll
Friday, June 30, 2017	Last day Cash Receipts (deposits for FY17) accepted. Deposits should be to the Cashier's Office no later than 4 p.m.	Business Operations - Cashiers
Friday, June 30, 2017	Last day to take delivery of goods and services charged to FY17 budget.	All University Departments
Friday, June 30, 2017	Last day to sell goods or provide services and have the revenue recorded in FY17	All University Departments
Saturday, July 1, 2017	First day purchase requisitions for general fund accounts to be charged to FY18 budgets.	All University Departments
Saturday, July 1, 2017	First day you may complete an AR invoice for goods sold, services provided, or events held in FY18.	All University Departments
Thursday, July 6, 2017	Last day Request for Payment, Travel Expense Vouchers (approved in workflow), and invoices for all PO purchases charged to FY17 budgets accepted.	Business Operations - Accounts Payable
Thursday, July 6, 2017	Journal entries for UNI interdepartmental services, i.e., DOR, Mail Center, Car Pool & Telephone Charges posted and available for review on Statements of Account.	Business Operations- Accounting/Reporting
Thursday, July 6, 2017	Last day to receive in Oracle for PO purchases delivered by June 30 and prior.	All University Departments
Thursday, July 6, 2017	Last day P-Card Vouchers (approved in workflow) charged to FY17 budget accepted, INCLUDING June	Business Operations - Accounts Payable

**FY 2017 Closing Schedule**

<b>Due in Department/ Deadline</b>	<b>Document/Action</b>	<b>Department Due To</b>
Thursday, July 6, 2017	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Research and Sponsored Programs.	Research and Sponsored Programs
Thursday, July 6, 2017	Last day Labor Distribution Adjustments for FY17 accepted by Payroll.	Business Operations – Payroll
Thursday, July 6, 2017	Last day to complete the invoice for goods sold, services provided, or events held in FY17	Business Operations - Accts Receivable
Tuesday, July 11, 2017	All invoices entered and available for review on Statements of Account.	
Wednesday, July 12, 2017	Physical Plant FAMIS Charges available for review on Statements of Account.	
Thursday, July 13, 2017	Last day Adjusting Journal Entries for FY17 accepted.	Business Operations- Accounting/Reporting
Friday, July 14, 2017	Last day Budget Fund Transfers for FY17 accepted.	Budget Office