

University of Northern Iowa
UNI's e-Business Suite Closing Schedule
FY 2018

This is a list of important dates and notes pertaining to the closing of FY 2018. 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. Encumbrances for all GEF accounts should be \$0. The PO Expected Receipts Report is a useful tool to review these encumbrances.

Please wait to make FY19 purchases until July 1, 2018. Encumbrances in non-general fund accounts on June 30, 2018 will carry forward to FY19 budget.

Procurement card charges reflected on the June 26, 2018 statement will be applied to FY18. Procurement card vouchers will be assigned on June 28, 2018, there is sufficient time to submit June charges for processing in the current fiscal year, i.e. no later than July 5, 2018. Cardholders who do not submit their procurement card charges by the cut off will have their departmental default account charged for the June statement expenses.

Departments are encouraged to make FY18 purchases on their procurement card no later than June 15, 2018. Charges made to the procurement card after this date may be charged to the FY18 budget, based on whether they make the June 25 cutoff.

As a reminder, all invoices and RFPs sent to Business Operations for charges incurred during FY18 will be charged to the FY18 budget, even if they are received after the identified deadline and prior to the close of the general ledger for June 2018.

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

Accounts Receivable

If goods are sold, services provided, or events held in FY18, the invoice must be completed by July 5 using a GL date of JUN-2018 (FY18) so the revenue is recorded in the correct FY.

If services will not be provided, or the event will not be held until FY19, do not complete the invoice until July 1, 2018 or later using a GL date of JUL-2018 (FY19) 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-2018 (FY18) and JUL-2018 (FY19) will be open and the system will default to JUL-2018 (FY19).

FY 2018 Closing Schedule		
Due in Department/ Deadline	Document/Action	Department Due To
Monday, May 1 – Friday, June 1, 2018	Submit requests for organization code changes to account code combinations effective July 1, 2018	Tonya Gerbracht or Bruce Rieks
Saturday, June 9, 2018	End of pay period for hourly merit, hourly P&S, all overtime, off-duty, and shift pay charged to FY18 budgets.	Business Operations- Payroll
Thursday, June 14, 2018	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 15, 2018	Recommended last day for P-Card purchases charged to FY18 budgets.	Business Operations - Accounts Payable
Tuesday, June 19, 2018	Approved PAFs received before or on this date will be charged to FY18 budgets.	Human Resources
Wednesday, June 20, 2018	Last day Student Employment Approval Forms (SEAF) can be submitted for student wages to be charged to FY18 budgets.	Business Operations- Payroll
Friday, June 22, 2018	Last Day to fill out a shopping cart in FAMIS for Campus Supply.	All University Departments
Friday, June 22, 2018	Last day to purchase from I-Procurement stores	Procurement Services
Saturday, June 23, 2018	End of pay period for student wages charged to FY18 budgets, including students using Empower time clock.	Business Operations- Payroll
Friday, June 29, 2018	Last day Cash Receipts (deposits for FY18) accepted. Deposits should be to the Cashier's Office no later than 4	Business Operations - Cashiers
Saturday, June 30, 2018	Last day to take delivery of goods and services charged to FY18 budget.	All University Departments
Saturday, June 30, 2018	Last day to sell goods or provide services and have the revenue recorded in FY18	All University Departments
Sunday, July 1, 2018	First day purchase requisitions for general fund accounts to be charged to FY19 budgets.	All University Departments
Sunday, July 1, 2018	First day you may complete an AR invoice for goods sold, services provided, or events held in FY19.	All University Departments
Thursday, July 5, 2018	Last day Request for Payment, Travel Expense Vouchers (approved in workflow), and invoices for all PO purchases charged to FY18 budgets accepted.	Business Operations - Accounts Payable
Thursday, July 5, 2018	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 5, 2018	Last day to receive in Oracle for PO purchases delivered by June 30 and prior.	All University Departments
Thursday, July 5, 2018	Last day P-Card Vouchers (approved in workflow) charged to FY18 budget accepted, INCLUDING June 18	Business Operations - Accounts Payable

FY 2018 Closing Schedule		
Due in Department/ Deadline	Document/Action	Department Due To
Thursday, July 5, 2018	Last day Journal Entries and Labor Distribution Adjustments for grants accepted by Research and Sponsored Programs.	Research and Sponsored Programs
Thursday, July 5, 2018	Last day Labor Distribution Adjustments for FY18 accepted by Payroll.	Business Operations – Payroll
Thursday, July 5, 2018	Last day to complete the invoice for goods sold, services provided, or events held in FY18	Business Operations - Accts Receivable
Tuesday, July 10, 2018	All invoices entered and available for review on Statements of Account.	
Wednesday, July 11, 2018	Physical Plant FAMIS Charges available for review on Statements of Account.	
Thursday, July 12, 2018	Last day Adjusting Journal Entries for FY18 accepted.	Business Operations-Accounting/Reporting
Friday, July 13, 2018	Last day Budget Fund Transfers for FY18 accepted.	Budget Office