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

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