



Year-End Closing

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I'm Michele Sawyer from Business Operations and I wanted to review a little bit the year-end closing. We've got some, our year-end closing schedule is actually posted on the Business Operations web site. On the front page, on the right side.

To go through some of these deadlines,

- All requests for code changes need to be submitted by June 2.
- General fund department awards for students, the rosters need to be submitted by June 2.
- The end of the pay period for hourly merit, hourly P&S, overtime, off-duty, and shift pay charge to fiscal year 14 budgets need to be in by June 14, or the end date is June 14.
- PAFs received before or on this date will be charged to 14 by June 18. June 16 is the last day to have approved purchase requisitions accepted. So, those need to be in.
- June 20 is the recommended last day for P-Card purchases. This allows time for all of those P-Cards to actually go through those businesses, because they may have a day or two lapse before they actually submit them to the credit card companies. So, please allow enough time there to make sure that those card transactions actually go through. This is also the last day for petty cash requests for payments accepted for reimbursement charged to the fiscal 14 budget.
- June 25 is the last date to fill out any shopping carts in FAMIS and this is also the last day for student employment approval forms that can be submitted for student wages to be charged to fiscal 14 budgets.
- June 30 is the last day cash receipts are accepted. Deposits should be to the Cashier's Office no later than 4:00pm. This allow that office enough time to make sure that they are posted and things can be put through.
- June 28 is the end of the pay period for student wages charged to fiscal year 14, including student using the Empower time clock.
- More for June 30, this is the last day to take delivery of goods and services charged to fiscal 14 budgets. So, if you receive them on June 30, even if you are going in to do that receiving transaction in July during that first week, make sure that you are back dating them to June 30 to make sure that we're not having receiving issues. If you have any questions about that, you can talk to LuAnn Andreessen. She'll be able to help you.

- June 30 is also the last day to sell goods or provide services and have that revenue recorded in fiscal year 14. You need to make sure that you have all of those accounts receivables invoices created within that first week of June to make sure that it goes into fiscal 14, as well.
- July 1 is the first day purchase requisitions for general fund accounts can be charged to fiscal year 15 budgets. Please don't try to submit anything prior to that. This is also the first day you may complete an AR invoice for goods sold, services held, or events held in fiscal year 15.
- July 17 is the last day to request travel reimbursements and invoices and invoices for all purchases charged to fiscal year 14 budgets. Journal entries for UNI interdepartmental services like car pool and telephone charges are posted and available for review on the Statement of Account. It's the last day to receive an Oracle for PO purchases delivered by June 30 and prior, as well.
- July 7 is the last day that P-Card journal entries charged to fiscal year 14 budgets are accepted including June 2014 charges. It's the last day for journal entries and labor distribution adjustments for grants accepted by Research and Sponsored Programs. It's the last day for the labor distribution adjustments for fiscal year 14 that are accepted by Payroll. It's the last day to complete invoices for goods sold, services provided, or events held in 14.
- July 11 is the first day that FAMIS charges are available for review on the Statement of Account. All invoices must be entered and available for review on Statements of Account.
- July 15 is the last day for adjusting journal entries for 14 and the last day for budget fund transfers for 14, as well.

If you have any questions or any comments on any of these, you can contact the departments that they are due to on the right side of the closing schedule. Do you have any questions? Please contact me and I'll help direct you to the right place.