

Fiscal Year-End Close Calendar–FY08 and Monthly Close for July-FY09

Date/time deadline

Monday 6/2/08

Check for due dates of University of Iowa Foundation payment authorizations for transfers of funds to University gift accounts. Calendar will be at <http://www.uifoundation.org/finance/>.

Wednesday 6/25/08

4:30 p.m. Orders to vendors outside the University must be received at the Purchasing Department.

Monday 6/30/08

3:30 p.m. All cash receipts must be deposited at the bank. - **No change to deadline**

Tuesday 7/1/08

10:30 a.m. All E-deposit entries submitted prior to 10:30 a.m. will be booked to FY08 in the general ledger.

- **No change to deadline**

This includes both entries that have been reconciled with deposits made at the bank and those deposits awaiting reconciliation.

E-deposits will be inaccessible after 10:30 a.m. until all reconciliation work has been completed.

Wednesday 7/2/08

4:30 p.m. E-vouchers and ProTrav Travel Vouchers must be completed through workflow and all documentation submitted to the Accounts Payable and Travel Department.

Thursday 7/3/08

4:30 p.m. Approved PReq transactions less than \$3,000 received on or before this date will be encumbered in FY08.

Purchase Order encumbrance corrections are due to the purchasing agent prior to this date.

Procurement Card vouchers must be in workflow.

Vouchers in complete status will post to the MFK on the voucher. Those not complete will post to the default MFK; if completed by **July 14th**, the amounts will be moved from the default MFK to the MFK on the voucher in Preliminary Close (period 13).

5:00 p.m. All journals from service areas, charge-back centers, and similar billing areas are due.

5:00 p.m. GL Journal Entry application journal entries must be submitted.

The application will be taken down after 5 p.m. and will be available on **Monday July 7, 8 a.m.** *Beginning July 7, users can choose between FY08 Preliminary Close (period 13) and July FY09 (period 1) accounting periods.* The application will default to a July date for entries created during the year end close timeframe. A June entry will be designated by the completion of a check box on the journal header.

5:00 p.m. Web Budget, WebCV, and PayCV journal entries must be submitted.

The applications will be taken down after 5 p.m. and will be available on **Monday July 7, 8 a.m.** *Entries submitted July 7 and after will be directed to Preliminary Close (period 13).*

Fiscal Year-End Close Calendar–FY08 and Monthly Close for July-FY09

Monday 7/7/08

8:00 a.m. WebCV, PayCV, and GL Journal Entry applications are available for Preliminary Close entries. Period 13 security approved by Collegiate and Auxiliary Budget Officers is invoked for submitting Preliminary Close entries.

8:00 a.m. Web Budget application is available for Preliminary Close entries.

Thursday 7/10/08

Afternoon General Ledger Decision Support System data available for June (period 12).

Friday 7/11/08

Distribution of printed accounting reports for June (period 12).

Monday 7/14/08

Noon Encumbrance errors identified after June 30th must be reported to Accounting Services Org contact.

Tuesday 7/15/08

5:00 p.m. GL Journal Entry, WebCV and PayCV journal entries for Preliminary Close (period 13) must be submitted.

Org-level security is invoked after 5 p.m. and entries submitted after this time will be directed to Final Close (period 14).

5:00 p.m. Web Budget journal entries for Preliminary Close must be submitted.

Wednesday 7/16/08

Morning Budget Close-out Option “D” journals posted.

Thursday 7/17/08

8:00 a.m. Web Budget, WebCV, PayCV, and GL Journal Entry applications are available for Final Close (period 14).

Thursday 7/18/08

Morning General Ledger Decision Support System data available for Preliminary Close (period 13).

Monday 7/21/08

8:00 a.m. Printed reports available for pickup by select Org units and departments in B5 Jessup Hall.

Tuesday 7/22/08

10:00 a.m. GL Journal Entry, WebCV and PayCV journal entries for Final Close must be submitted. You must have period 14 security and approval from your Org Unit Administrative Office to submit Final Close entries.

10:00 a.m. Web Budget journal entries for Final Close must be submitted.

Budget Close-out Option “A” journals posted.
Balance Close-out Option “F” journals posted.
Medicine and Dentistry close-out journals posted.

**ACCOUNTING SERVICES**

B5 Jessup Hall
Iowa City, Iowa 52242-1316
319-335-0062, Fax 319-335-0674
<http://www.uiowa.edu/~fusas/>

Fiscal Year-End Close Calendar–FY08 and Monthly Close for July-FY09

Monday 7/28/08

General Ledger Decision Support System data available for Final Close (period 14).

Tuesday 7/29/08

Distribution of printed accounting reports for Final Close (period 14).

July 2008 Monthly Close

Thursday	7/31/08	5 p.m. All entries to PSGL through Web Applications due
Friday	8/1/08	Cut off for changes to report distribution
Monday	8/4/08	All non-closing journals posted to PSGL
Tuesday	8/5/08	End of Month Processing CumComp DSS tables loaded, verified and available
Wednesday	8/6/08	GL DSS tables loaded, verified and available
Thursday	8/7/08	UWRs printed and distribution begins