

Fiscal Year-End Close Calendar–FY 2009 and Monthly Close for July-FY 2010

Date/time deadline

Monday 6/1/09

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/>.

Monday 6/15/09

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

Monday 6/29/09

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.

Tuesday 6/30/09

3:30 p.m. All cash receipts must be deposited at the bank.

4:30 p.m. Approved PReq transactions < \$5,000 received on or before this date will be encumbered in FY09. 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 10th, the amounts will be moved from the default MFK to the MFK on the voucher in Preliminary Close (period 13).

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

The application will be taken down after 5:00 p.m. and will be available on Wednesday July 1, at 7 a.m. *Entries submitted July 1 and after will be directed to Preliminary Close (period 13).*

6:30 p.m. GL Journal Entry application journal entries must be submitted.

The application will be taken down after 6:30 p.m. and will be available on Wednesday July 1, at 7 a.m. *Beginning July 1, users with the proper security can choose between FY09 Preliminary Close (period 13) and July FY10 (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.*

6:30 p.m. WebCV and PayCV journal entries must be submitted.

The applications will be taken down after 6:30 p.m. and will be available on Wednesday July 1, at 7 a.m. *Entries submitted July 1 and after will be directed to Preliminary Close (period 13).*

Wednesday 7/1/09

7:00 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 entries.

7:00 a.m. Web Budget application is available for Preliminary Close entries.

10:30 a.m. All E-deposit entries submitted prior to 10:30 a.m. will be booked to FY09 in the general ledger. 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.

Noon All journals from service areas, charge-back centers, and similar billing areas are due.

**ACCOUNTING SERVICES**

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

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Tuesday 7/7/09

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

Wednesday 7/8/09

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

Friday 7/10/09

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

Tuesday 7/14/09

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

6:30 p.m. WebCV, PayCV and GL Journal Entry journals for Preliminary Close must be submitted.

Wednesday 7/15/09

7:00 a.m. WebCV, PayCV and GL Journal Entry applications are available for Final Close (period 14) entries.
Period 14 security approved by Collegiate and Auxiliary Budget Officers is invoked for submitting entries.

7:00 a.m. Web Budget application is available for Final Close entries.

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

Thursday 7/16/09

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

Limited distribution of SA3 printed reports available for pickup in B5 Jessup Hall by select Org units and departments contacted by Accounting Services previously.

Monday 7/20/09

5:00 p.m. Web Budget journal entries for Final Close (period 14) must be submitted.

6:30 p.m. WebCV, PayCV and GL Journal Entry journals for Final Close must be submitted.

Tuesday 7/21/09

8:00 a.m. WebCV application available for July entries.
Web Budget application available for July entries.
Budget Close-out Option “A” journals posted.
Balance Close-out Option “F” journals posted.
Medicine and Dentistry close-out journals posted.

Friday 7/24/09

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

Monday 7/27/09

PayCV application available for July entries.
Distribution of printed accounting reports for Final Close (period 14).

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July 2009 Monthly Close

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| Friday | 7/31/09 | 5:00 p.m. All entries due from web applications to GL |
| Monday | 8/3/09 | Cut off for changes to report distribution |
| Tuesday | 8/4/09 | End of month processing |
| Wednesday | 8/5/09 | CumComp DSS tables loaded, verified and online reports available |
| Thursday | 8/6/09 | GL DSS tables loaded, verified and online reports available |
| Friday | 8/7/09 | UWRs printed and distribution begins |