

FYE CLOSE

ACCOUNTING PERIODS

Period 12

- Standard month-end close
- For new charges for activities occurring prior to 6/30
- For corrections identified prior to 6/30
- **TDR reconciliation required**

Period 13

- For FYE close entries (preliminary)
- For correcting entries identified after 6/30
- Not for new charges or original entries
- **NO TDR reconciliation** (*Prd 13 transactions included with Prd 14 TDR)

Period 14

- For FYE close entries (final)
- For correcting entries identified after 6/30
- Not for new charges or original entries
- Closely managed by ORG level Business Officer
- **Special permissions**
- **TDR reconciliation required** (*Includes Prd 13 & 14 transactions)

Period 15

- Central use only
- For audit entries
- For financial report entries
- Roll forward (bal fwd) for new FY occurs
- **NO TDRs generated**

2024 FYE CLOSE

CONTACTS

Function/Topic	Contact Person
Payroll	Terri Hein (terri-hein@uiowa.edu) (Payroll Services)
Retro PayCV's (Non-Health Care)	Stacey Halverson (stacey-halverson@uiowa.edu) (Payroll Services)
Retro PayCV's (UI Health Care)	Health Care Finance (FinancialOpsCCOM@healthcare.uiowa.edu)
Service Centers	varies by service center area
Purchasing	Renee Funk (renee-funk@uiowa.edu)
Encumbrances (close PO's & eBuy orders)	Purchasing Operations (purch-pos@uiowa.edu)
Encumbrances (corrections for June only errors for appropriated funds)	Central AFR reporting email (as-efr@uiowa.edu)
A/P, Travel & Pcard Vouchers	Dani Weber (danielle-f-weber@uiowa.edu) (Accounts Payable & Travel)

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CONTACTS

Function/Topic	Contact Person
WhoKey Budget/Balance Close out process/worksheets	Shelly Michel (shelly-michel@uiowa.edu) (Accounting & Financial Reporting)
General Ledger-related Transactional Web Applications	Central AFR transactional email (AFR-ElecFinTrans@uiowa.edu)
Electronic Financial Reports & General Ledger Reports	Central AFR reporting email (as-efr@uiowa.edu)
Budget Development Office	Audra Haddy (audra-haddy@uiowa.edu)
Gifts, Grants & Contracts	GAO org contact (http://gao.fo.uiowa.edu/contact-us)
Treasury Operations/eDeposits	Treasury Operations (treasury-edeposits@uiowa.edu)