



3.12.2019

FINANCIAL STATEMENT 2019

University of Oulu's Financial statement of 31.12.2019 is reported to the University Board at March 2020.

IMPORTANT DATES FOR DEPARTMENTS AND FACULTIES

Invoices and corrections / SAP Martti:

- **Purchase invoices** are to be inspected and accepted by **10.1.2020 at 14:00** at the latest. Unit leaders and deans need to accept [invoices for a fee](#) in Martti by **16.12.2019 at 20:00** at the latest in order to have the payments made still during December.
- Remember to process invoices daily.
- **Corrections to purchase invoices and sales invoices** are to be accepted by **10.1.2020 at 12:00 at the latest.**
- To accelerate the handling of purchase invoices the name of the contact person of the ordering unit as well as the accounting object (cost center, internal order or project number) must be mentioned in the invoice as reference information. When ordering a product or a service, the University of Oulu's VAT-number FI02458955 has to be informed to the product or service provider.

Travel receipts / SAP Travel:

- Invoices for travel expenses on business trips ending by the end of November 2019 must be **made by 31.12.2019** at the latest and they must be **accepted by 10.1.2020 at 14:00 the latest.**
- **For trips made in December 2019**, travel invoices must be made within two months of the end of the trip. **If the travel invoice is paid for a project ending in 2019, the traveler must send the information to the travel secretaries at Matkat@oulu.fi.** Travel invoices for completed projects must be made by 31.12.2019 and approved by 10.1.2020 at 14:00 at the latest
- When invoices for travel expenses are made, please remember to direct the possible travel advances (air tickets, hotels etc.) also to the traveling expenses accounts.
- Invoices for travel expenses must also be presented from the trips which have been cancelled if they have caused costs to the university (air tickets, hotels, etc.)
- The travel claim must be presented to the University without delay and two months after the trip at the latest.
- SAP Travel is closed from the travelers, travel secretaries and approvers between 10.1.2020 at 14 pm -19.1.2020. Travel claims cannot be dealt with during the service break.
- SAP Travel will be available again from January 20, 2020, after which you can start making travel invoices for SAP in 2020.
- [The content requirements for the travel invoice](#) can be found at Patio.

SoleTM:

- The SoleTM deadline for a basic user is **31.12.2019**. SoleTM acceptances must be made by **3.1.2020 at the latest**.
- If your work is financed solely by external (project) funding or partly by the budget funding and by the external (project) funding, you have to fill in not only the work plan but also all hours done for a project in SoleTM. The project hours have to be filled in separately, because there are no projects in the work plans. If you don't fill in your project hours separately, the correct number of working hours and costs won't be allocated to projects.

External funding:

If the original funding period ending between 1.9.-31.12.2019 is extended, please send documentation of the extended funding period by e-mail to [taydentava.rahoitus\(at\)lists.oulu.fi](mailto:taydentava.rahoitus(at)lists.oulu.fi) by **8.1.2020 at the latest**.