



1.12.2022

FINANCIAL STATEMENT 2022

University of Oulu's Financial statement of 31.12.2022 is reported to the University Board at April 2023.

IMPORTANT DATES FOR DEPARTMENTS AND FACULTIES

Invoices and corrections / SAP Martti:

- **Purchase invoices** are to be inspected and accepted by **12.1.2023 at 14:00** at the latest. Unit leaders and deans need to accept invoices for a fee in Martti and Mepco by **14.12.2022 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 **12.1.2023 at 14:00 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 2022 must be **made by 31.12.2022** at the latest and they must be **accepted by 6.1.2023 at 16:00 at the latest**.
- **For trips made in December 2022**, 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 2022, the traveler must send the information to the travel secretaries at matkat@oulu.fi.** Travel invoices for completed projects must be made by 31.12.2022 and approved by 6.1.2023 at 16:00 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.) If the reason for the cancellation of the trip is entitled to compensation by the insurance company, claims for damage must be made to the insurance company as soon as possible.
- 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 **9.1.2023 to 15.1.2023**. Travel claims cannot be dealt with during the service break.
- SAP Travel will be available again from January 16, 2023, after which you can start making travel invoices for SAP in 2023.
- The content requirements for the travel invoice can be found at Patio.

SoleTM:

- The SoleTM deadline for a basic user is **31.12.2022**. SoleTM acceptances must be made by **3.1.2023 at the latest**. It is especially important to allocate the correct number of working hours to projects and internal orders.

Projects:

If the original funding period ending between 1.9.-31.12.2022 is extended, please inform as soon as possible, **by 22.12.2022 at the latest**, the new ending date to your Project Finance Specialist/Coordinator and attach the needed documentation. Without written extension document (decision or email from the financier) the use of funding cannot be continued (project number is closed).