

19.8.2024

INTERIM FINANCIAL STATEMENT 2/2024

University of Oulu's interim financial statement of 31.8.2024 is reported to the University Board on 6.11.2024. Interim financial statement 2/2024 is ready to be reported at week 39, exact date will be informed later.

IMPORTANT DATES FOR DEPARTMENTS AND FACULTIES

SAP CATS:

- **The SAP CATS deadline** for a basic user is **2.9.2024**. **SAP CATS acceptances must be made by 4.9.2024 at the latest**. It is especially important to allocate the correct number of working hours to projects and internal orders.

Invoices and corrections / SAP Martti:

- Purchase invoices are to be inspected and accepted by **4.9.2024 at 14.00** at the latest. Remember to process invoices daily.
- Corrections to purchase invoices and sales invoices are to be accepted by **4.9.2024 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:

- Starting of 1st of March 2019, travel invoices are paid once a week. The payment day is Thursday. Travel invoices must be accepted by 23:59 on Tuesday before the payment day at the latest.
- Invoices for travel expenses on business trips ending by the end of July 2024 must be **made by 23.8.2024** at the latest and they must be **accepted by 30.8.2024**.
- 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.
- [Attachments required for Travel Expense claim](#) and [Travel guidelines](#) (Patio)

Projects:

If the original funding period ending between 1.1.–31.8.2024 is extended, please inform as soon as possible, by **23.8.2024** at the latest, the new ending date to your Project Finance Specialist/Coordinator and attach the needed documentation.