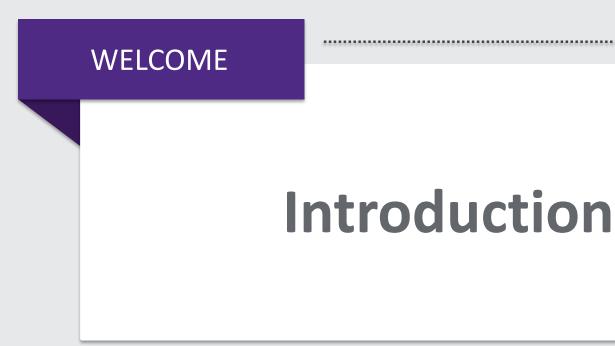
#### FY 2023 CLOSE

# Fiscal Year End Preparation: Accounting Services for Research and Sponsored Programs (ASRSP)





## **Bernie Hadaway**

Interim Assistant Director of Cash and Subcontracts ASRSP



# Agenda

- Key Dates
- Contacts and Resources

## **Key Dates**

#### FY23 – FY24

- AUG Departments should forward payments to the ASRSP Cash Office located on
- 1-31 the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.
  - For intercampus mail and in-person delivery: ASRSP Cash Office
     Rebecca Crown Center (North Tower)
     633 Clark Street, Suite G547
     847.491.4712
- AUG Clinical Trial Invoices should be emailed to
  1-31 <u>asrsp-cash@northwestern.edu</u>.

### **Key Dates**

#### FY23 - FY24

- FY24 Recharge Rate Calculations are due to ASRSP; please email the
  recharge rates spreadsheet to Sophia Gabay (s-gabay@northwestern.edu).
- AUG Last day for FY23 Requisitions to be approved and sourced into Purchase
  Orders.
  - All requisitions that have not been approved and sourced by 6:00 pm will be cancelled and closed.
- SEPT
  FY23 Purchase Orders with a Pending Change Order (POC) not approved by
  6:00 pm will be closed. This includes Purchase Orders with a status of
  Pending Approval or Denied.

## **Key Dates**

# FY23 - FY24SEPT<br/>8•FY23 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.SEPT<br/>8•FY23 Expense Reports with pending approvals will be sent back for FY24<br/>resubmission.

SEPT
 FY23 Cost Transfers Journals not fully approved by 5:00 pm will be deleted.
 Please enter Cost Transfers Journals according to your Dean's office guidance on internal submission deadline to prevent delays.

## **Contacts & Resources**

#### Contacts

- Executive Director
  - LaShawnda Hall: Lashanda.hall@northwestern.edu | 847.491.4716
- Interim Cash Management and Subcontracts
  - Bernie Hadaway: b-hadaway@northwestern.edu | 847.491.4712

#### Recharge Operations

- Sophia Gabay: s-gabay@northwestern.edu | 847.467.1142
- ASRSP Grant Administration Directory
  - Northwestern.edu/asrsp/about/staff.html

#### **Resources**

- ASRSP Website
  Northwestern.edu/asrsp
- Recharge Website
  Northwestern.edu/asrsp/costing/rechargeservice-centers.html

# FY 2023 CLOSE

# **Thank You**

