

FY 2023 CLOSE

Fiscal Year End Preparation: Depository Services

WELCOME

Introduction

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Depository Services

Agenda

- Key Topics
- Key Dates
- Contacts
- Resources

Department Cash Receipt Ticket (CRT) Deposits

- All ATM card, check scanner, and in-person at the window deposits (for Brinks pickup) must be done in accordance with FYE Key Dates guideline
- Endorse all checks and include the chart string
- CRTs should be created and committed
- Credit card CRTs auto-committed after 5 business days if not committed by department. Last date to commit CRTs for FY23 is September 7th.
- All deposits must be made by 8/31 for revenue to be applied to FY23

Incoming Wires

- All unidentified wires > two years will be forfeited - NO EXCEPTIONS
- When expecting an incoming wire please provide Depository Services
 - Vendor/Company name
 - Chart string including 5-digit account number
 - Invoice number
 - International/Domestic incoming wire
 - You can find the [Expected Incoming Funds](#) form on our website
- Departments should check the Depository Services website monthly for unidentified wires and unidentified checks

Missing Revenue – Deposit not Posted

- Check the CRT status – should be committed and posted
- Verify the chartstring on the CRT is correct
- Does the CRT Dep Ref ID field match the deposit slip or department location number
- Scanned checks should be submitted and not saved
- Consider if other party sent a wire/ACH instead of a check

Petty Cash (and Direct Payment Requests)

- **Petty cash** used for participant payments in research studies; **corporate cards** used for general department purchases
- Petty cash should be replenished weekly/monthly (not > 90 days)
- Last day for petty cash replenishment during FYE is August 22nd
- Process to replenish petty cash
 - DPR should generate a new bar code including the three-letter department code. Template cannot be used.
 - Approvals, original receipts/documents must accompany the DPR
 - 90-Day Approval memo, as needed

Petty Cash (and Direct Payment Requests) cont.

- Petty cash transfer form must be submitted if the custodian changes
- Petty cash must be closed when the project or study is complete
- Department and Custodian are responsible for all petty cash funds and must respond to the annual petty cash verification letter

PNC Stored Value Card (plastic card)

- PNC physical cards can be used for research participant payments at no charge to departments
- Cards can be mailed, if used for study surveys or virtual interviews
- These cards are reloadable for returning participants
 - Last day to request/reload cards for FY23 is August 25th
- Departments should not over-order or overstock, due to 90-Day Rule and defunding procedures
 - Last day to return loaded stored value cards for FY23 is August 18th

Hyperwallet Virtual Visa Card

- Cards only used for online purchases (not able to print or use in-store)
- Participant can transfer funds to personal banking account for fee
- Cards can be reloaded – great option for study surveys or virtual interviews
- Cards sent electronically, so minimum cost and effort required

DEPOSITORY SERVICES

Key Dates

FY23 – FY24

- AUG 18 • Last day to return loaded stored value cards for FY23 credit
- AUG 22 • Last day (1:00 pm) for petty cash reimbursement ensured to be charged to FY23
- AUG 25 • Last day to request/load stored value cards for FY23 expense
- AUG 31 • Deposit all cash and checks to Depository Services by 11:30 am
• ATM and remote deposits by 4:00pm
• Create and commit all non-credit card CRTs by 4:00 pm
- SEPT 7 • Commit credit card-only CRTs sent to you by Treasury Services

Depository Services

Contacts

Contacts

- Cash Receipt Tickets (CRTs) /Petty Cash
 - Depository Services: depository.services@northwestern.edu
 - Cindy Regner: c-regner@northwestern.edu | 847.467.6327
- Missing Wire or ACH Revenue?
 - Yan Shen: yan-shen@northwestern.edu | 847.491.4691
 - treasury_operations@northwestern.edu
- Stored Value Cards
 - Hyperwallet: HyperwalletVirtualCard@northwestern.edu
 - PNC: StoredValueCard@northwestern.edu
- Credit Card Payment Acceptance Options and PCI Compliance
 - Support@ArrowPayments.com

Depository Services

Resources

Resources

- Depository Services Website
www.northwestern.edu/controller/treasury-operations/depository-services
- Stored Value Cards
www.northwestern.edu/controller/treasury-operations/depository-services/stored-value-visa-program.html
- E-Commerce (Credit Card Payment Acceptance and PCI Compliance)
www.northwestern.edu/controller/treasury-operations/e-commerce-operations

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Thank You