Fiscal Year End Preparation:
Procurement and Payment Services
Purchasing and Vendor File Management

Introduction

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Agenda

- Key Dates

- Key Topics and Reminders

- Contacts

- Resources

Key Dates

FY23 – FY24

Aug 31
- Last day for FY23 requisitions to be approved and sourced into purchase orders. Any requisitions that have not been approved and sourced by 6:00 pm will be canceled and closed.

SEPT 1
- FY24 opens for the creation of requisitions for goods and services to be received in the new fiscal year. Any requisition created on or after this date will default to FY24
- First day to create Blanket Purchase Orders for FY24.

SEPT 8
- All Purchase Orders, iBuyNU and Non-catalog, created in FY22 and rolled to FY23 will be closed. All remaining Purchase Orders will be rolled into FY24.
- All receive by dollar amount and blanket purchase orders (except FM receive by dollar amount and grant sub-contracts) will be closed.
- Purchase Orders, iBuyNU and non-catalog, with a pending change order that is not approved by 6:00 pm will be closed. This includes purchase orders with a status of pending approval or denied.

Key Topics and Reminders

- Supplier Availability in NUFinancials
  - Be sure to confirm suppliers are available before trying to create a requisition or Payment Request. If a supplier isn't available, this could cause delays in creating your transaction.
  - All supplier changes and new supplier request should be submitted by 9/4/2023.
  - If you need assistance, contact procurement@northwestern.edu.
- Open Encumbrance Report
  - Cognos Report SC016
  - Provide a listings of all open PO and PO Lines
  - Reasons an PO or PO Line might appear on this report:
    - No Invoice
    - Item not shipped or no longer available
    - Match Exception
- Match Exceptions Report
  - Cognos Report SC027
  - Provide a listing of all PO or PO Lines that have an invoice error
  - Reasons a PO or PO Line might appear on this report:
    - Open Receipt
    - Invoice Not within tolerance to the PO (25% or more than the PO amount)
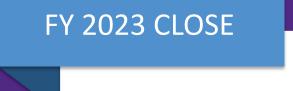
Contacts and Resources

Contacts

- Purchasing
  - Keith Paddy: k-paddy@northwestern.edu | 847.467. 6963

- Vendor File Management
  - Elizabeth Gladic: e-gladic@northwestern.edu | 847.491.5338

- General Inquiries
  - procurement@northwestern.edu | 847.491.8120

Resources

- Procurement and Payment Services
  - Purchasing, Accounts Payable, Vendor File Management and Corporate Card
  - https://www.northwestern.edu/procurement/