Key Dates for Closing FY15 and Preparing for FY16

Prepare for Close - Departmental Clean-up Activities

- Review and monitor all chart strings for FY15 Close.
- Run and review all Budget reports. (Use GL005, GL068 and GL008 or online Budget Overview)
- Enter Receipts for all goods and services received in FY15.
- Allow additional processing time for approvals and paperwork on FY15 Sponsored projects.
- Send invoices for goods and services received in FY15 to Accounts Payable.
- Work with PRS to close Requisitions or Purchase Orders where pre-encumbrances and encumbrances need to be relieved. (Use SC016 to view open encumbrances)
- Submit and approve Expense reports for reimbursement.
- Commit all CRTs created for bank deposits already made so that matching/GL post can occur.
- Identify needs for FY15 ChartFields and submit requests through registered users to Accounting Services (i.e. non-Grant accounts only).

Aug 7 – Fri
Last day to submit all Payroll paper journal entries to the Payroll Office to be charged to FY15.

Aug 14 – Fri
Cutoff for monthly position/appointment forms due in Payroll for the Monthly 8/31/15 Paydate.
Cutoff for returning Hyperwallet cards for FY15 credit.

Aug 21 – Fri
Settlement of advances and reimbursement of petty cash for FY15 to be completed by 3pm. After this date, Depository Services will review petty cash reimbursements to determine the correct fiscal year. AP will review advances after this date to determine the correct fiscal year.

Aug 26 – Wed
Last day to submit Stored Value Card orders / load requests to be expensed in FY15.

Aug 27 – Thurs
Enter and approve all payroll journal entries into FASIS by 5pm for processing to the FY15 General Ledger.
Note: The final FASIS GL for FY15 runs on Thursday, Sept 10.
Payroll Journal entries for FASIS SUSP cleanup should be done by this date.

Aug 28 – Fri
Last day to submit paperwork for new faculty hires for the September 30 payroll.

Aug 31 – Mon
NUFinancials unavailable from Monday August 31 at 6pm to Tuesday September 1 at 8am.

Last day for FY15 Requisitions to be approved and sourced into POs. Any Requisitions that have not been approved and sourced by 6pm will be cancelled and closed. (Use SC016)
iBuyNU orders that were created in FY14 and rolled to FY15 last year, and are not completed, will be closed. All other iBuyNU POs will be rolled to FY16. PO Change requests for iBuyNU orders that have not been approved by 6pm will be withdrawn and cancelled.

Last day for cash to be credited to FY15 chart strings. Depository Services must receive bank deposit bags by 12 Noon with associated CRTs also committed in NUFinancials by 12 Noon.
Last day to create remote deposit of checks to FY15 chart strings. Checks must be scanned and deposited by 5pm with associated CRTs also committed in NUFinancials by 5pm.

Goods and services received by this date will be charged as an FY15 expense.

Last day to complete FY15 budget journals through the NUPortal. All budget journals must be fully approved and valid by 5pm or they will be deleted. Contact the Office of Budget & Planning for any budget adjustments needed after this date.

Last day to submit ChartField requests for FY15 to Accounting Services. (non-Grant accounts only)
Final FY15 interfaces for SES and CATracks.
Monthly Pay Date.
Remaining FY15 Tuition Expense Encumbrances removed.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1 – 11</td>
<td>NUFinancials is open for processing Online Vouchers and Expense Reports in both FY15 and FY16 fiscal years. The fiscal year will be determined by the date used in the Accounting Date field. Use 8/31/2015 or earlier for FY15, and use 9/1/2015 or later for FY16. FY15 Online Vouchers entered with FY16 documentation will be denied and DELETED. New FY16 Online Vouchers will have to be created instead. Invoices that are received in departments for transactions that should have been initiated via the REQ/PO process can be submitted for payment in FY15 by using the Online Voucher process.</td>
</tr>
<tr>
<td>Sept 1 – Tue</td>
<td>FY16 opens at 8am 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 FY16. NUPortal open for creation of Budget Journals for FY16. First FY16 Tuition Expense Encumbrances received into NUFinancials from SES.</td>
</tr>
<tr>
<td>Sept 4 – Fri</td>
<td>Biweekly Paydate. Biweekly Regular and Temporary Payroll charges are 100% to FY15.</td>
</tr>
<tr>
<td>Sept 9 – Wed</td>
<td>Last day for any FY15 electronic submissions (Expense Reports, Online Vouchers) to reach the Accounts Payable Inbox by 5:00 p.m. to guarantee payment in FY15. Also, all FY15 paper Invoices, Online Voucher and Expense Report documentation must reach Accounts Payable by 5:00 p.m. to guarantee payment in FY15.</td>
</tr>
<tr>
<td>Sept 10 – Thurs</td>
<td>Last day for FY15 recharge related journals scheduled to be interfaced to NUFinancials. FASIS runs the Final GL for FY15.</td>
</tr>
</tbody>
</table>
| Sept 11 – Fri | Online Vouchers  
- Denied FY15 Online Vouchers will be DELETED.  
- FY15 Online Vouchers without full approvals will be DELETED. Expense Reports  
- FY15 Expense Reports with Pending Approvals will be sent back for resubmission in FY16.  
- FY15 Expense Reports NOT YET submitted into workflow will be DELETED.  
- FY15 Expense Reports created with FY16 transaction dates will be sent back for resubmission in FY16. FY15 PO Change Requests for non-catalog orders that have not been approved by 6 pm will be withdrawn and cancelled. |
| Sept 11 – 13 | All FY15 Travel Authorizations must be fully approved in order to be rolled into FY16. All others will be DELETED. (Use GL008) All Purchase Orders created in FY14, then rolled to FY15, will be closed. All Receive by Dollar Amount and Blanket Purchase Orders (except FM Receive by Dollar Amount and grant sub-contracts) will be closed. All remaining open Purchase Orders will be rolled into FY16. |
| Sept 16 – Wed | FY15 Spreadsheet Journals must reach Accounting Services by 10am to be uploaded to NUFinancials. Final FY15 Job Cost Distributions posted from 9/14 through 9/16. (Use GL008, FM032 or online Budget Detail) |
| Sept 16 – 25 | Budget performance reviews conducted with schools and units, as needed. Final adjustment entries are performed by central offices. Journal entries after the spreadsheet journal cut-off and portal close dates will be limited to material transactions requiring central Office of Budget & Planning and Accounting Services review and approval. |
| Sept 18 – Fri | Biweekly Paydate. Biweekly Regular and Temporary Payroll charges are 90% to FY16, 10% FY15. First FY16 Payroll Encumbrances received into NUFinancials from FASIS. Biweekly merit increases are reflected on this paycheck. |
| Sept 21 – Mon | NUPortal will be locked for August Close at 5pm. Portal Journals must be in Valid/Valid status with department approvals by 5pm to be posted. (Use online journal search) |
Oct 2 – Fri  September FY16 Spreadsheet Journals must reach Accounting Services by 10am to be uploaded to NUFinancials.
Oct 5 – Mon  Final Fiscal Year 2015 Period 12 (August) Close Reports available. NUPortal will be locked for September Close at 5pm. Portal Journals must be in Valid/Valid status with department approvals by 5pm to be posted. (Use online journal search) Carry Forward balances/budgets appear in FY16. (Use GL005, GL068, GL008 or online Budget Overview and Budget Detail)
Oct 6 – Tue  FY16, Period 1 (September) accounting period closes.
Oct 7 – Wed  FY16 September Close Reports available.

Essential reports to help track budget and transaction activity:

SC016 - Open Encumbrance Report
Shows open encumbrances and helps users to reconcile budgets and track purchase orders that have not been finalized.

GL008 - Revenue and Expense Activity Report
All transactions affecting the budget for the current period.

FM032 - Job Cost - FAMIS Billing Summary and Detail Report
Detailed information for all of the labor, materials, and miscellaneous costs associated with a work order, project, building, or chart string as well as information about the crew, the type of work, and a description of the work that was performed.

GL068 - Financial Summary (Excluding Agency/Multi-Year Funds)
Summarized financial information by chart string, for a Dept ID or for a School/Unit, reflecting the typical Beginning Balance, Expenses, Revenues, and Ending Balance for both Budget and Actuals.

GL069 - Financial Summary (Including Multi-Year Funds)
Summarized expense and revenue (actuals and budget) financial information by chartstring for a Dept ID or School/Unit, reflecting the typical Expenses, Revenues, and Ending Balance, as applicable.

GL005 - Summary Budget Status Report
Summarizes budget to actuals for revenue and expenses for a specific Fund, Dept ID, Project.

GM045 - Sponsored Project Budget Statement
Used by PI’s, Dept. Admins, and ASRSP to review the status of direct and indirect expenditures against the total budget amount along with project demographic data.