Key Tasks for Closing FY15 and Preparing for FY16

Requisition Processing - FFRA Helpline 1-HELP (1-4357)

Aug 31  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.

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 PO Change requests for iBuyNU orders that have not been approved by 6pm will be withdrawn and cancelled.

Sept 1  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.

Sept 11 FY15 PO Change Requests for non-catalog orders that have not been approved by 6pm will be withdrawn and cancelled.

Sept 11 - 13  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.

Expense Report Processing - FFRA Helpline 1-HELP (1-4357)

Sept 1 – 11  Expense Report processing is open for both fiscal years (FY15 & FY16). 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.

Sept 9  Last day for any FY15 electronic submissions of Expense Reports to reach the Accounts Payable Inbox by 5pm to guarantee payment in FY15. Also, all FY15 paper Expense Report documentation must reach Accounts Payable by 5pm to guarantee payment in FY15.

Sept 11  FY15 Expense Reports with a status of Submitted for Approval or Approvals in Process 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.

Submitting Invoices - Accounts Payable 1-7339

Aug 31  Goods and services received by this date will be charged as an FY15 expense.

Sept 1 - 11  Online Voucher processing is open for both fiscal years FY15 and FY16. 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.

Sept 9  Last day for any FY15 electronic submissions (Online Vouchers) to reach the Accounts Payable Inbox by 5pm to guarantee payment in FY15.

All FY15 paper Invoices and Online Voucher documentation must reach Accounts Payable by 5pm to guarantee payment in FY15.

Sept 11  Denied FY15 Online Vouchers will be DELETED.

FY15 Online Vouchers without full approvals will be DELETED.
Petty Cash Reimbursements, Sealed Bank Deposits, and Remote Check Deposits
Depository Services (EV) 1-5790 or 1-3207; Depository Services (CH) 3-8525

Aug 14  Cutoff for returning Hyperwallet cards for FY15 credit.
Aug 21  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  Last day to submit Stored Value Card orders / load requests to be expensed in FY15.
Aug 31  Last day for cash to be credited to FY15 Chartstrings. 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.

AMEX Corporate Card Orders - Treasury Operations (EV) 7-4962
Aug 7  12 noon CST: cutoff date/time to request an AMEX Corp Card to be delivered in FY15.
Aug 27  12 noon CST: cutoff date/time to request an expedited AMEX Corp Card to be delivered in FY15 ($15 expedited fee will be booked in FY15).

ChartField & Journal Processing - Accounting Services 1-5337
Aug 31  Last day to submit ChartField requests for FY15 to Accounting Services. (non-Grant accounts only)
Sept 10  Last day for FY15 recharge related journals to be interfaced to NUFinancials.
Sept 16  FY15 Spreadsheet Journals must reach Accounting Services by 10am to be uploaded to NUFinancials. Final day for remaining FY15 Job Cost Distributions to be posted.
Sept 21  FY15 Portal Journals to be in a Valid/Valid Status by 5pm to be posted.
Oct 2  September FY16 Spreadsheet Journals must reach Accounting Services by 10am to be uploaded to NUFinancials.
Oct 5  NUPortal will be locked for September FY16 Close at 5pm.

Payroll Appointments and Adjustments - Payroll 1-7362
Aug 7  Last day to submit all paper journal entries to the Payroll Office to be charged to FY15.
Aug 14  Cutoff for monthly position/appointment forms due in payroll for the Monthly 8/31/15 Paydate.
Aug 27  Enter and approve all payroll journal entries into FASIS by 5pm for processing to the General Ledger on Aug 27. 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  Last day to submit paperwork for new faculty hires for the September 30 Paydate.
Sept 4  Biweekly Paydate. Biweekly Regular and Temp Payroll charges are 100% FY15.
Sept 10  The Final GL for FY15 runs at 5:30pm today.
Sept 18  First FY16 Payroll Encumbrances received into NUFinancials from FASIS. Biweekly Paydate. Biweekly Regular and Temp Payroll charges are 90% to FY16, 10% FY15. Biweekly merit increases are reflected on this paycheck.

Budget Review and Adjustments - Office of Budget and Planning 1-4286
July – Sept  Review and Monitor all chart strings for FY15 Close.
Aug 31  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.