



## Key Dates for Closing FY11 and Preparing for FY12

<b>July - Sept</b>	<b>Departmental Clean-up Activities:</b> <ul style="list-style-type: none"><li>• Review and monitor all chart strings for FY11 Close.</li><li>• Run and review all Budget reports. (Use GL005, GL068 and GL008 or online Budget Overview)</li><li>• Send invoices for goods and services received in FY11 to Accounts Payable.</li><li>• Submit and approve Expense reports for reimbursement.</li><li>• Enter Receipts for all goods and services received in FY11.</li><li>• Work with PRS to close Requisitions or Purchase Orders where pre-encumbrances and encumbrances need to be relieved. (Use SC016 to view open encumbrances)</li><li>• Allow additional processing time for approvals and paperwork on FY11 Sponsored project activity.</li></ul>
<b>Aug 12 - Fri</b>	Last day to submit all paper Payroll journal entries to be charged to FY11.
<b>Aug 15 - Mon</b>	FY12 Budgets available in NUFinancials for review. (Use GL005, GL068 or online Budget Overview)
<b>Aug 17 - Wed</b>	Cutoff for monthly position/appointment forms due in Payroll for 8/31/2011 monthly pay date.
<b>Aug 22 - Mon</b>	Settlement of advances and reimbursement of petty cash for FY11 to be completed by 3:30pm. After this date, the Bursar will review petty cash reimbursements to determine the correct fiscal year. AP will review advances after this date to determine the correct fiscal year.
<b>Aug 30 - Tue</b>	All Payroll journal entries must be entered into HRIS and approved by 5pm in order to be processed on the General Ledger for FY11. Payroll journal entries for suspense clean up must be done by this date.
<b>Aug 31 - Wed</b>	<b>Last day for FY11 Requisitions to be approved and sourced into POs. Any Requisitions that have not been approved and sourced by 6:00pm will be cancelled and closed. (Use SC016)</b> <b>All iBuyNU orders that were created in FY10, rolled to FY11 last year and are not completed, will be closed. All other iBuyNU POs will be rolled to FY12.</b> <b>Goods and services received by this date will be charged as an FY11 expense.</b> <b>Last day for cash to be credited to FY11 chart strings. Bursar must receive deposits by 12 Noon.</b> <b>CRTs must be committed in NUFinancials by 12 Noon.</b> <b>Last day to complete FY11 budget journals through the NUPortal. All budget journals must be fully approved and valid by 5pm or they will be deleted. Contact the Budget Office for any budget adjustments after this date.</b> <b>Final FY11 interfaces for SES and AIMS.</b> <b>Monthly Pay Date.</b>
<b>Sept 1 – 16</b>	NUFinancials is open for processing Online Vouchers and Expense Reports in both (FY11 and FY12) fiscal years. The fiscal year will be determined by the date used in the Accounting Date field. Use 8/31/2011 or earlier for FY11 or 9/1/2011 or later for FY12.  Invoices that are received in departments for transactions that should have been initiated via the REQ/PO process can be submitted for payment in FY11 by using the Online Voucher process.
<b>Sept 1 – Thurs</b>	FY12 opens at 7am 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 FY12.  NUPortal open for creation of Budget Journals for FY12.



- Sept 6 - Tue** Last day to submit paperwork for new faculty hires for the September 30 payroll.
- Sept 9 - Fri** Biweekly Pay Date. Biweekly Regular and Temp Payroll charges are 80% FY11 and 20% FY12. Biweekly merit increases are reflected on this paycheck. First FY12 Payroll Encumbrances received into NUFInancials from HR.
- Sept 14 - Wed** Last day for any **FY11** Invoice, Expense Report and Online Voucher documentation to reach Accounts Payable to guarantee payment in FY11.
- Sept 15 - Thurs** Spreadsheet Journals must reach Accounting Services by 10am to be **uploaded** to NUFInancials. Last day for FY11 recharge related journals scheduled to be **interfaced** to NUFInancials.
- Sept 16 - Fri** Online Vouchers
- FY12 Online Vouchers entered with only FY11 documentation will be denied and DELETED.
  - FY11 Online Vouchers without full approvals will be DELETED.
- Expense Reports
- FY11 Expense Reports with Pending Approvals will be sent back for resubmission in FY12.
  - FY11 Expense Reports NOT YET submitted into workflow will be DELETED.
  - FY11 Expense Reports created with FY12 only transaction dates will be sent back for resubmission in FY12.
- Sept 16 - 19** All Purchase Orders created in FY10, then rolled to FY11, will be closed. All remaining open Purchase Orders will be rolled into FY12.
- Sept 19 - Mon** NUPortal will be locked for August Close at 5pm.  
Portal Journals must be in Valid/Valid Status by 5pm to be posted. (Use online journal search)  
**Last day for FY11 activity against Sponsored chart strings.**  
Final FY11 Job Cost Distributions posted. (Use GL008, FM008 or online Budget Detail)  
All FY11 Travel Authorizations must be fully approved in order to be rolled into FY12. All others will be DELETED. (Use GL008)  
All One Time Service and Blanket Purchase Orders (except FM one time service and grant sub-contracts) will be closed.
- Sept 20 - 30** Budget Performance reviews conducted with schools and departments. Final adjustment entries are performed by central offices. Reports available September 20.
- Oct 5 - Wed** **Fiscal Year 2011 Close, Period 12. (August)**
- Oct 7 - Fri** NUPortal will be locked for September Close at 5pm.
- Oct 10 - Mon** Carry Forward balances/budgets appear in FY12. (Use GL005, GL068, GL008 or online Budget Overview and Budget Detail)  
FY12, Period 1 (September) accounting period closes.
- Oct 11 - Tue** **Final Fiscal Year 2011 Reports available.**  
September Close Reports available.

Reports to help track budget and transaction activity:

- SC016 - Open Encumbrance Report
- GL005 - Summary Budget Status Report
- GL008 - Revenue and Expense Activity Report
- GL068 - Financial Summary (Excluding Agency/Multi-Year Funds)
- GM045 - Sponsored Project Budget Statement
- FM008 - Job Cost - FAMIS Billing Summary