



Key Tasks for Closing FY11 and Preparing for FY12

Requisition Processing – CAFÉ Helpline 1-HELP (1-4357)

- Aug 31 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.
- 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.
- Sept 1 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.
- Sep 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.
- Sep 19 All One Time Service and Blanket Purchase Orders (except FM one time service and grant sub-contracts) will be closed.

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

- Sept 1 – 16 Expense Report processing is open for both fiscal years. (FY11 & FY12) 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.
- Sept 14 Last day for any FY11 Expense Report documentation to reach Accounts Payable to guarantee payment in FY11.
- Sept 16 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.

Submitting Invoices- Accounts Payable 1-7339

- Aug 31 Goods and services received by this date will be charged as an FY11 expense.
- Sept 1 - 16 Online Voucher processing is open for both fiscal years. (FY11 & FY12) 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.
- Sept 14 Last day for any FY11 Invoices to reach Accounts Payable to guarantee payment in FY11.
- Sept 16 FY12 Online Vouchers entered with only FY11 documentation will be denied and DELETED.
FY11 Online Vouchers without full approvals will be DELETED.



**Petty Cash, Check and Cash Advances-
Bursar (EV) 1-5343, Bursar (CH) 3-8525, Accounts Payable 1-7339**

- Aug 22 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. Accounts Payable will review advances after this date to determine the correct fiscal year.
- Aug 31 Last day for cash to be credited to FY11 chart strings. Bursar must receive deposits by 12 Noon. CRTs must be committed in NUFinancials by 12 Noon.

Journal Processing- Accounting Services 1-5337

- Sept 15 Last day for FY11 recharge related journals to be interfaced to NUFinancials. Spreadsheet Journals must reach Accounting Services by 10am to be uploaded to NUFinancials.
- Sept 19 Last day for Portal Journals to be in a Valid/Valid Status.

Payroll Appointments and Adjustments- Payroll 1-7362

- Aug 12 Last day to submit all paper Payroll journal entries to be charged to FY11.
- Aug 17 Cutoff for monthly position/appointment forms due in Payroll for 8/31/2011 monthly pay date.
- Aug 30 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.
- Sept 6 Last day to submit paperwork for new faculty hires for the September 30 payroll.
- Sept 9 First FY12 Payroll Encumbrances received into NUFinancials from HR. Biweekly Regular and Temp Payroll charges are 80% FY11 and 20% FY12.

Budget Adjustments- Budget Planning 1-4286

- Aug 31 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.