



## Key Tasks for Closing FY09 and Preparing for FY10

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

- Aug 23 5pm Final day to submit FY09 Requisitions into workflow for approval. Requisitions must be fully approved by August 26<sup>th</sup>.
- Aug 24 7am FY10 open for creation of Requisitions for goods and services to be received in the new fiscal year. Any Requisitions created on or after this date will default to FY10.
- Aug 26 5pm Final day for FY09 Requisitions to be Approved and Sourced into POs. Any Requisitions that have not been Approved and Sourced will be closed/cancelled.

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

- Sept 1-19 Expense Reports submitted during this timeframe will default to FY09. Any FY10 only expense reports submitted during this timeframe will be updated to reflect an FY10 date before posting and payment.
- Sept 20 5pm Final date to submit an FY09 Expense Report into workflow. Expense Reports created after this date will default to FY10.
- Sept 28 Final date for FY09 Expense Reports to be approved through all levels except Pre-Pay Audit.
- FY09 Expense Reports that have reached the Pre-Pay Audit step will be paid, even if the paperwork has not yet been received.
  - FY09 Expense Reports with Pending Approvals OTHER than Pre-Pay Audit will be sent back for resubmission in FY10.
  - FY09 Expense Reports NOT YET submitted into workflow will be DELETED.
  - FY09 Expense Reports created with FY10 only transaction dates will be updated to reflect FY10.
- Sept 28 All FY09 Travel Authorizations must be fully approved in order to be rolled into FY10. All others will be deleted.

### Submitting Invoices- Accounts Payable 1-7339

For any invoice to be paid out of FY09, the goods/services should be received no later than 8/31/09. To guarantee payment in FY09, make sure that the requisition is submitted by August 23<sup>rd</sup> and approved by the 26<sup>th</sup> as stated above. Also, make sure that the invoices are at Accounts Payable by the deadline listed below.

- Sept 22- 5pm Last day for an FY09 invoice and FY09 Expense Report documentation to reach Accounts Payable to guarantee payment in FY09.



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

Aug 24 3:30pm Settlement of advances, and reimbursement of petty cash for FY09 to be completed. After this date, 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 FY09 chart strings. Bursar must receive cash by 12 Noon.

**Journal Processing- Accounting Services 1-5337**

Sept 25 10am Deadline for Spreadsheet Journal uploads to reach Accounting Services.

Sept 28 5pm Final date for Portal Journals to be in a Valid/Valid Status.

**Payroll Appointments and Adjustments- Payroll 1-7362**

Aug 13 Last day to submit all paper Payroll journal entries to be charged to FY09.

Aug 17 Cutoff for monthly position/appointment forms due in Payroll for 8/31/2009 monthly pay date.

Aug 27 All Payroll journal entries must be entered into HRIS and approved by 5pm in order to be processed on the General Ledger for FY09. Payroll Journal entries for suspense clean up must be done by this date.

Sept 4 Last day to submit paperwork for new faculty hires for the September 30 payroll.

Sept 11 First FY10 Payroll encumbrances received into NUFinancials from HR.

**Budget Adjustments- Budget Planning 1-4286**

Aug 23 5pm Final day to submit FY09 budget adjustments through the NUPortal. Contact Budget Office for any FY09 budget adjustments after this date.