

FY 2026 CLOSE

Fiscal Year End Preparation: Depository Services

WELCOME

Introduction

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Depository/Treasury Services

Agenda

- Key Topics
- Key Dates
- Contacts
- Resources

Department Cash Receipt Ticket (CRT) Deposits

- All ATM card, check scanner, and in-person at the window deposits (for Brinks pickup) must be done in accordance with FYE Key Dates guideline
- Endorse all checks and include the chart string
- CRTs should be created and committed
- Credit card CRTs auto-committed after 5 business days if not committed by department. Last date to commit CRTs for FY26 is September 4th.
- All deposits must be made by 8/31 for revenue to be applied to FY26

Incoming Wires

- All unidentified wires > two years will be forfeited - NO EXCEPTIONS
- When expecting an incoming wire please check unidentified wires and unidentified checks on our Depository Services smartsheet.
 - Only University employees will have access
 - All unidentified incoming wires and unidentified checks will be listed
 - Able to filter to narrow your search
 - Refunds and reimbursements will also be listed
 - You no longer need to reach out to Depository Services

Outcoming Wires

- Cutoff time of outgoing wires is 11:00
- DPRs will need the following approvals
 - Departmental-cannot be the person requesting the wire/ACH
 - Electronic Transfers/Accounts Payable
 - ASRSP if using a grant chartstring
 - If exceeding \$25,000.00 payment limit
- International currency will be processed and released two days
- Paymode X is an option for domestic vendors

Missing Revenue – Deposit not Posted

- Check the CRT status – should be committed and posted
- Verify the chartstring on the CRT is correct
- Does the CRT Dep Ref ID field match the deposit slip or department location number
- Scanned checks should be submitted and not saved
- Consider if the vendor sent a wire/ACH instead of a check

Hyperwallet Stored Value Card (plastic card)

- Hyperwallet physical cards can be used for research participant. There is a \$6.95 fee charged by Hyperwallet passed on to the departments
- Cards are distributed to the departments. They can mail or delivery in person to the participants
- These cards are reloadable for returning participants
 - Last day to request/reload cards for FY26 is August 21th
- Departments should not over-order or overstock, due to 90-Day Rule and defunding procedures
 - Last day to return loaded stored value cards for FY26 is August 14th

Hyperwallet Virtual Visa Card

- Cards only used for online purchases (not able to print or use in-store)
- Participant can transfer funds to personal banking account for fee
- Cards can be reloaded – great option for study surveys or virtual interviews
- Cards sent electronically, so minimum cost and effort required
- Cutoff time for plastic and virtual card requests is 11:00
- Cards will be loaded same day/two days after request is received

Tango Cards

- Virtual and Physical Cards requested in NUFS
- Grant chartstrings are allowed
- For research participant payments only
- Cannot exceed \$100.00 payment limit

Petty Cash (and Direct Payment Requests)

- **Petty cash** used for participant payments in research studies; **corporate cards** used for general department purchases
- Petty cash should be replenished weekly/monthly (not > 90 days)
- Last day for petty cash replenishment during FYE is August 25th
- Process to replenish petty cash
 - DPR should generate a new bar code including the three-letter department code. Template cannot be used.
 - Approvals, original receipts/documents must accompany the DPR
 - 90-Day Approval memo, as needed

Petty Cash (and Direct Payment Requests) cont.

- Petty cash transfer form must be submitted if the custodian changes
- Petty cash must be closed when the project or study is complete
- Department and Custodian are responsible for all petty cash funds and must respond to the annual petty cash verification letter
- Petty cash should only be used if other form of payment is not an option

Credit Card Payment Acceptance

- Departments should reach out to Treasury Operations in order to set up to accept credit card payments
- Departments should not use Eventbrite for department events
- Seasonal MIDs are available, three months minimum, for event payments
- Looking to schedule an upcoming webinar

DEPOSITORY SERVICES

Key Dates

FY26

- AUG 14** • Last day to return loaded stored value cards for FY26 credit
- AUG 25** • Last day (1:00 pm) for petty cash reimbursement ensured to be charged to FY26
- AUG 21** • Last day to request/load stored value cards for FY26 expense
- AUG 31** • Deposit all cash and checks to Depository Services by 11:30 am
• ATM and remote deposits by 4:00pm
• Create and commit all non-credit card CRTs by 4:00 pm
- SEPT 4** • Commit credit card-only CRTs sent to you by Treasury Services

Depository Services

Contacts

Contacts

- Cash Receipt Tickets (CRTs) /Petty Cash
 - Depository Services: depository.services@northwestern.edu
- Missing Wire or ACH Revenue?
 - Depository Services incoming wire: wire.receivables@northwestern.edu
- Stored Value Cards
 - Hyperwallet: HyperwalletVirtualCard@northwestern.edu
- Credit Card Payment Acceptance Options and PCI Compliance
 - Support@ArrowPayments.com

Depository Services

Resources

Resources

- Depository Services Website
www.northwestern.edu/controller/treasury-operations/depository-services
- Depository Services Smartsheet
<https://app.smartsheet.com/dynamicview/views/594716bf-7981-498b-be33-a9edae1a1519>
- Stored Value Cards
www.northwestern.edu/controller/treasury-operations/depository-services/stored-value-visa-program.html
- E-Commerce (Credit Card Payment Acceptance and PCI Compliance)
www.northwestern.edu/controller/treasury-operations/e-commerce-operations

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Thank You