

FY 2022 CLOSE

# **Fiscal Year End Preparation:** Procurement and Payment Services

**Accounts Payable, Expense Reports, and  
Corporate Card**

WELCOME

# Introduction

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# Agenda

- Key Dates
- Key Topics & Reminders
- Important Considerations
- Contacts & Resources

## Key Dates

### FY22 – FY23

- AUG 31 • Email [accounts-payable@northwestern.edu](mailto:accounts-payable@northwestern.edu) if an invoice should not be paid
- SEPT 1-9 • Both FY22 and FY23 will be open during this period
- SEPT 1 • FY 22 Receipt Requirement will be lifted

## Key Dates

### FY22 – FY23

- SEPT 6
  - FY22 paper documents must be received by the Accounts Payable office to guarantee processing in FY22
  - Scanned FY22 invoices must be received at [invoicesonly@northwestern.edu](mailto:invoicesonly@northwestern.edu) to guarantee processing in FY22
- SEPT 7
  - FY22 electronic transactions (Expense Reports, Payment Requests) must reach the Accounts Payable inbox by 5:00 PM to guarantee processing in FY22, including Expense Reports with My Wallet transactions
- SEPT 9
  - Accounts Payable and Expense modules in NUFinancials will close at 5:00 PM
  - FY22 Expense Reports with a status of "Submitted for Approval" or "Approvals in Process" will be sent back for resubmission in FY23

# Key Topics & Reminders

- Submit expenses timely to ensure reporting in the correct fiscal year
- Paper invoices can take a few days between submission to [invoicesonly@northwestern.edu](mailto:invoicesonly@northwestern.edu) and showing a voucher in NUFinancials
  - A PUR# number must be listed on the invoice
- Invoices without purchase orders need to be submitted as a Payment Request in NUFinancials
- Payment Requests and Expense Reports typically pay out the evening they receive final approval
- Check printing and mailing has been outsourced to the bank. Daily pay cycle checks are not printed in Evanston.

# Important Considerations

- Goods & services received by 8/31/22 will be charged as FY22 expenses
- Invoices for FY22 goods and services that should have been initiated via the REQ/PO process can be paid using Payment Requests (9/1-9/9 only)
- All Corporate Card transactions to be included in FY22 must be completed by 8/26/22. This will guarantee your transaction will be processed by the bank in time to be included in FY22

# Important Considerations

- **Between 9/1-9/9/22, the Accounting Dates for Expense Reports will be determined by the dates of the expenses.** For example, if the expense dates entered were from August 2022, the Accounting Date will default to FY22
  - If the expenses cross fiscal years, the Accounting Date will default to the fiscal year with the majority of expenses
  - All Corporate Card transactions to be included in FY22 must be reconciled on an Expense Report with receipts, submitted, and fully approved
- **Between 9/1-9/9/22, the Accounting Dates for Payment Requests will be determined by the invoice dates**
  - Accounts Payable will be monitoring Payment Requests closely to ensure that items are paid in the correct fiscal year and will make necessary changes



## Contacts

- Customer Service – general Accounts Payable questions
  - [a-payable@northwestern.edu](mailto:a-payable@northwestern.edu) | Phone: 847.491.7339 | Fax: 847.491.4738
- Customer Service – general Corporate Card questions
  - [corporate-card@northwestern.edu](mailto:corporate-card@northwestern.edu) | Phone: 847.491.5340
- To send an invoice to Accounts Payable
  - [invoicesonly@northwestern.edu](mailto:invoicesonly@northwestern.edu) | Invoice must have a PUR# listed

## Resources

- Procurement and Payment Services
  - Purchasing, Accounts Payable, Vendor File Management and Corporate Card
  - [www.northwestern.edu/procurement](http://www.northwestern.edu/procurement)

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**Thank You**