Fiscal Year End Preparation:
Procurement and Payment Services
Accounts Payable, Expense Reports, and Corporate Card
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 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 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 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 & Resources

Contacts

• Customer Service – general Accounts Payable questions
  • a-payable@northwestern.edu | Phone: 847.491.7339 | Fax: 847.491.4738

• Customer Service – general Corporate Card questions
  • corporate-card@northwestern.edu | Phone: 847.491.5340

• To send an invoice to Accounts Payable
  • 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
Thank You