

FY 2022 CLOSE

**Fiscal Year End Preparation:  
Procurement and Payment Services  
Purchasing and Vendor File Management**

WELCOME

# Introduction

Keith Paddy

Director  
Service Delivery and Special Projects

# Agenda

- Key Dates
- Key Topics and Reminders
- Contacts
- Resources

## FY22 – FY23

Aug  
31

- Last day for **FY22** requisitions to be approved and sourced into purchase orders. Any requisitions that have not been approved and sourced by 6:00 pm will be canceled and closed.

Sept  
1

- **FY23** opens 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 **FY23**.
- First day to create Blanket Purchase Orders for **FY23**.

Sept  
9

- All Purchase Orders, iBuyNU and Non-catalog, created in **FY21** and rolled to **FY22** will be closed. All remaining Purchase Orders will be rolled into **FY23**.
- All receive by dollar amount and blanket purchase orders (except FM receive by dollar amount and grant sub-contracts) will be closed.
- Purchase Orders, iBuyNU and non-catalog, with a pending change order that is not approved by 6:00 pm will be closed. This includes purchase orders with a status of pending approval or denied.

# Key Topics and Reminders

- **Supplier Availability in NUFinancials**
  - Be sure to confirm suppliers are available before trying to create a requisition or Payment Request. If supplier isn't available, this could cause delays in creating your transaction.
  - If you need assistance, contact Vendor File Management.
- **Open Encumbrance Report**
  - Cognos Report SC016
  - Provide a listings of all open PO and PO Lines
  - Reasons an PO or PO Line might appear on this report:
    - No Invoice
    - Item not shipped or no longer available
    - Match Exception
- **Match Exceptions Report**
  - Cognos Report SC027
  - Provide a listing of all PO or PO Lines that have an invoice error
  - Reasons a PO or PO Line might appear on this report:
    - Open Receipt
    - Invoice Not within tolerance to the PO (25% or more than the PO amount)

## Contacts

- Purchasing
  - Keith Paddy: [k-paddy@northwestern.edu](mailto:k-paddy@northwestern.edu) | 847.467.6963
- Vendor File Management
  - Elizabeth Gladic: [e-gladic@northwestern.edu](mailto:e-gladic@northwestern.edu) | 847.491.5338
- General Inquiries
  - [procurement@northwestern.edu](mailto:procurement@northwestern.edu) | 847.491.8120

## Resources

- Procurement and Payment Services
  - Purchasing, Accounts Payable, Vendor File Management and Corporate Card
  - <https://www.northwestern.edu/procurement/>

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**Thank You**