

HEADS UP!
See supplemental
"Key Dates" guide
to help keep track
of all FY21 Close
deadlines.

Key Tasks for Closing FY21 and Preparing for FY22

<input checked="" type="checkbox"/> TO DO	DATE
BUDGET REVIEW & ADJUSTMENTS OFFICE OF BUDGET & PLANNING 1-4286	
<input type="checkbox"/> Review and monitor all chart strings for FY21 close. Review alignment with FY21 budget plans	May-Aug
<input type="checkbox"/> Last day to complete FY21 budget journals through NUFinancials. Contact the Office of Budget & Planning for any FY21 budget adjustments needed after this date	8/31
PETTY CASH REIMBURSEMENTS, SEALED BANK DEPOSITS & REMOTE CHECK DEPOSITS DEPOSITORY SERVICES (EV) 7-6327 DEPOSITORY SERVICES (CH) 3-8525	
<input type="checkbox"/> Last day to return Hyperwallet and/or PNC stored value cards for FY21 credit	8/13
<input type="checkbox"/> Reimbursement of petty cash for to be completed by 3:00 pm to ensure expense recorded in FY21. After this date, Accounts Payable will review petty cash reimbursements to determine the correct fiscal year	8/17
<input type="checkbox"/> Last day to submit Hyperwallet and/or PNC stored value card orders or reload requests to Depository Services if they are to be expensed in FY21	8/24
<input type="checkbox"/> Last day for cash to be credited to FY21 chart strings	8/31
<input type="checkbox"/> Depository Services must receive bank deposit bags by 11:30 am with associated CRTs (cash and check only, no credit cards) committed in NUFinancials by 12:00 pm to be credited in FY21	8/31
<input type="checkbox"/> Last day to create remote check deposit to FY21 chart strings. Checks must be scanned & deposited by 5:00 pm with associated CRTs also committed in NUFinancials by 5:00 pm	8/31
<input type="checkbox"/> Last day to commit FY21 credit card-only CRTs sent to you by Depository Services or they will be auto-committed	9/7
CHARTFIELD & JOURNAL PROCESSING ACCOUNTING SERVICES 1-5337	
<input type="checkbox"/> Last day to submit FY21 ChartField requests via ChartField Requests in NUFinancials (non-Grant accounts only)	8/31
<input type="checkbox"/> Last day for FY21 recharge related journals (unless noted separately) to be interfaced to NUFinancials	9/2
<input type="checkbox"/> Final FY21 NUcore recharge to interface to the GL	9/8
<input type="checkbox"/> Final FY21 CATracks to interface to GL. FY21 principal transfers or adjustments due (last day to post transactions)	9/13
<input type="checkbox"/> Final FY21 FM job cost distributions to interface to the GL	9/14
<input type="checkbox"/> FY21 spreadsheet journals must reach Accounting Services by 5:00 pm for upload to NUFinancials	9/15
<input type="checkbox"/> Journals will be locked for August FY21 Close at 5:00 pm; journals must be valid/valid status to be posted	9/17
<input type="checkbox"/> FY21 Period 12 (August) accounting period closes. Reports including carry forward balances available 9/27/21	9/24
<input type="checkbox"/> FY22 Period 1 (Sept.) spreadsheet journals must reach Accounting Services by 10:00 am for upload to NUFinancials	10/4
<input type="checkbox"/> Journals will be locked for September FY22 close at 5:00 pm; journals must be in valid/valid status to be posted	10/5
PAYROLL APPOINTMENTS & ADJUSTMENTS PAYROLL 1-7362	
<input type="checkbox"/> Deadline for submitting payroll adjustments (overpayments, underpayments, check reversals and refunds) to Payroll for the final FY21 Adjustment Pay Date	8/6
<input type="checkbox"/> Last day to submit paper journal entries (by departments in myHR online) to be charged to FY21	
<input type="checkbox"/> Cutoff for monthly position/appointment forms (including Summer Salary) due to HR Operations for the monthly 8/31/21 pay date	8/10
<input type="checkbox"/> Last day to submit paperwork for new faculty hires for the 9/30/21 pay date	8/13
<input type="checkbox"/> Temporary/Special pay paperwork due to HR Operations by 5:00 pm for 8/27/21 pay date	8/16
<input type="checkbox"/> School/unit approval deadline for biweekly Additional Pay for 8/27/21 pay date (100% charged to FY21)	8/18
<input type="checkbox"/> School/unit approval deadline for monthly Additional Pay for 8/31/21 pay date (100% charged to FY21). If PAC approval needed, school/unit approval by 8/6/21 is recommended	8/20
<input type="checkbox"/> Biweekly pay date. Biweekly regular and temporary payroll charges are 100% to FY21	8/27

TO DO	DATE
<input checked="" type="checkbox"/>	
PAYROLL APPOINTMENTS & ADJUSTMENTS PAYROLL 1-7362 (CONT'D)	
<input type="checkbox"/> Enter and approve all payroll journals in myHR by 5:00 pm for processing to the FY21 general ledger	8/30
<input type="checkbox"/> Monthly pay date	8/31
<input type="checkbox"/> Last Payroll adjustment pay date for FY21	9/2
<input type="checkbox"/> Final FY21 Payroll GL runs (5:30 pm.) Over-90 day journals not approved by 5:00 pm will post to FY22	9/9
<input type="checkbox"/> Biweekly pay date. Merit increases reflected in this paycheck. Biweekly regular & temporary payroll charges are split 70% to FY21, 30% to FY22. First FY22 payroll encumbrances received into NUFInancials from myHR	9/10
REQUISITION & PURCHASE ORDER PROCESSING PROCUREMENT AND PAYMENT SERVICES 1-8120	
<input type="checkbox"/> Last day for FY21 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 (Use SC016)	8/31
<input type="checkbox"/> FY22 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 FY22	9/1
<input type="checkbox"/> Purchase orders, iBuyNU and non-catalog, with a pending change order not approved by 6:00 pm will be closed. This includes Purchase Orders with a status of pending approval or denied	9/10
<input type="checkbox"/> All purchase orders, iBuyNU and non-catalog created in FY20, then rolled to FY21, will be closed	9/10
<input type="checkbox"/> All receive by dollar amount and blanket purchase orders (except FM receive by dollar amount and grant sub-contracts) will be closed	9/10
<input type="checkbox"/> All remaining open purchase orders will be rolled into FY22	9/10
EXPENSE REPORT (INCLUDES MY WALLET) PROCESSING ACCOUNTS PAYABLE 1-7339	
<input type="checkbox"/> Expense report processing is open for both fiscal years (FY21 and FY22). The accounting date will be determined by the date of travel listed on the expense report	9/1-10
<input type="checkbox"/> Last day for any FY21 electronic submissions of expense reports to reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY21	9/9
<input type="checkbox"/> FY21 expense reports with status of submitted for approval or approvals in process will be sent back for resubmission in FY22	9/10-12
<input type="checkbox"/> FY21 expense reports not yet submitted into workflow will be deleted	9/10-12
SUBMITTING INVOICES ACCOUNTS PAYABLE 1-7339	
<input type="checkbox"/> Goods and services received by this date will be charged as an FY21 expense	8/31
<input type="checkbox"/> Last day to email accounts-payable@northwestern.edu to ensure vouchers with no receipts are not paid in FY21	8/31
<input type="checkbox"/> Payment request processing is open for both fiscal years FY21 and FY22. The accounting date will be determined by the date listed in the invoice date field	9/1-10
<input type="checkbox"/> Invoices for transactions that should have been initiated via the REQ/PO process can be submitted for payment in FY21 using the payment request process	9/1-10
<input type="checkbox"/> Receipt requirement will be lifted for all FY21 purchase order vouchers	9/1
<input type="checkbox"/> All FY21 paper documents must be received by the Accounts Payable office by 5:00 pm, and scanned FY21 invoices must be delivered to invoicesonly@northwestern.edu by 5:00 pm to guarantee payment in FY21.	9/7
<input type="checkbox"/> FY21 electronic transactions (Expense Reports, Payment Requests must reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY21, including Expense reports with My Wallet transactions	9/8

For technical assistance please contact the IT Support Center: 847.491.4357 (1.HELP), option 2, or consultant@northwestern.edu

Visit northwestern.edu/controller/fiscal-year-end to view additional resources to help ensure a smooth transition in the closing of FY21 and the opening of FY22