

**HEADS UP!**  
See supplemental  
"Key Dates" guide  
to help keep track  
of all FY22 Close  
deadlines.

## Key Tasks for Closing FY22 and Preparing for FY23

<input checked="" type="checkbox"/> TO DO	DATE
<b>BUDGET REVIEW &amp; ADJUSTMENTS   OFFICE OF BUDGET &amp; PLANNING 1-4286</b>	
<input type="checkbox"/> Review and monitor all chart strings for FY22 close. Review alignment with FY22 budget plans	May-Aug
<input type="checkbox"/> Deadline for Office of Budget and Planning/Accounting Services approved department tree changes for FY23	7/22
<input type="checkbox"/> Last day to complete FY22 budget journals through NU Portal. Contact the Office of Budget and Planning for any FY22 budget adjustments needed after this date	8/31
<input type="checkbox"/> NUFinancials opens for creation of budget journals for FY23	9/1
<input type="checkbox"/> Journal portal will be locked for FY22 period 12 (August). This is the final deadline for school and unit journals; any FY22 journal activity after this date (if necessary and material) must be coordinated through Office of Budget and Planning	9/16
<input type="checkbox"/> Carry forward balances/budgets appear in FY23 (Use GL005, GL068, GL008 or online Budget Overview)	9/26
<b>PETTY CASH REIMBURSEMENTS, SEALED BANK DEPOSITS &amp; REMOTE CHECK DEPOSITS DEPOSITORY SERVICES (EV) 7-6327   DEPOSITORY SERVICES (CH) 3-8525</b>	
<input type="checkbox"/> Last day to return Hyperwallet and/or PNC stored value cards for FY22 credit	8/19
<input type="checkbox"/> Reimbursement of petty cash for FY22 to be completed by 3:00 pm	8/23
<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 FY22	8/26
<input type="checkbox"/> Last day to deposit cash/checks for credit to FY22 chart strings. Depository Services must receive bank deposit bags by 11:30 am with associated CRTs (cash and check only) committed in NUFinancials by 4:00 pm. Remote desktop scanned checks and ATM deposits must be completed by 5:00 pm with associated CRTs committed in NUFinancials by 5:00 pm	8/31
<input type="checkbox"/> Missing FY22 revenue you expected to arrive wire or ACH? Review the Depository Services webpage or contact Cindy Regner for an unidentified wire/ACH revenue list	9/1-9
<input type="checkbox"/> Last day to commit CRTs for FY22 credit card revenue sent to your team by Depository Services or they will be auto-committed	9/7
<b>CHARTFIELD, JOURNAL PROCESSING &amp; GRANTS   ACCOUNTING SERVICES 1-5337   ASRSP</b>	
<input type="checkbox"/> Departments should forward payments received for grants and clinical trial invoices to ASRSP	8/1-31
<input type="checkbox"/> FY23 recharge rate calculations are due	8/1
<input type="checkbox"/> Grant payments received in ASRSP will be applied to grants in FY22, provided the grant is active.	8/26
<input type="checkbox"/> Last day to submit ChartField requests for FY22 (non-grant accounts only)	8/31
<input type="checkbox"/> SES tuition expense encumbrance released for FY22 and reinstated for FY23 (overnight)	9/1
<input type="checkbox"/> Last day for FY22 recharge-related journals (unless noted separately) to be interfaced to NUFinancials	9/2
<input type="checkbox"/> Final FY22 NUcore recharge to interface to the general ledger	9/8
<input type="checkbox"/> FY22 August endowment income distributions posted to the general ledger	9/9
<input type="checkbox"/> Endowments with automatic reinvestments for FY22 unspent income will be posted to the general ledger	9/12
<input type="checkbox"/> Last day (12:00 pm) to input FY22 adjustments into CATracks for final interface to NUFinancials	9/13
<input type="checkbox"/> FY22 endowment principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)	
<input type="checkbox"/> Submit FY22 capital equipment disposals or changes (custodian, custodian department, or physical location) in NUFinancials by 5:00 pm	

✓ TO DO	DATE
<b>CHARTFIELD, JOURNAL PROCESSING &amp; GRANTS   ACCOUNTING SERVICES 1-5337   ASRSP (CONT'D)</b>	
<input type="checkbox"/> Final FY22 Facilities Management job cost distributions to interface to the general ledger	9/14
<input type="checkbox"/> Journal portal will be locked for FY22 period 12 (August) at 5:00 pm. This is the final deadline for school and unit journals; any FY22 journal activity needed after this date (if necessary and material) must be coordinated with Office of Budget & Planning	9/16
<input type="checkbox"/> Final central review is complete and FY22 period 12 (August) accounting period closes	9/23
<input type="checkbox"/> Final FY22 period 12 (August) close reports available	9/26
<b>PAYROLL APPOINTMENTS &amp; ADJUSTMENTS   PAYROLL 1-7362</b>	
<input type="checkbox"/> Deadline for submitting payroll adjustments (overpayments, underpayments, check reversals and refunds) to Payroll for the final FY22 adjustment pay date	
<input type="checkbox"/> Last day to submit FY22 paper journal entries (by departments, in myHR online) to be charged to FY22	
<input type="checkbox"/> Cutoff for monthly position/appointment forms (including Summer Salary) due to HR Operations for the monthly 8/31/22 pay date	8/5
<input type="checkbox"/> Last day to submit paperwork for new faculty hires for the 9/30/22 pay date	8/12
<input type="checkbox"/> Temporary/Special pay paperwork due to HR Operations by 5:00 pm for 8/26/22 pay date	8/15
<input type="checkbox"/> School/unit approval deadline for biweekly Additional Pay for 8/26/22 pay date (100% charged to FY22)	8/17
<input type="checkbox"/> School/unit approval deadline for monthly Additional Pay for 8/31/22 pay date (100% charged to FY22)	8/22
<input type="checkbox"/> Biweekly pay date. Biweekly regular and temporary payroll charges are 100% to FY22	8/26
<input type="checkbox"/> Temporary/Special pay paperwork due to HR Operations by 5:00 pm for the 9/09/22 pay date	8/29
<input type="checkbox"/> Enter and approve all payroll journals in myHR by 5:00 pm for processing to the FY22 general ledger	8/30
<input type="checkbox"/> Monthly pay date	8/31
<input type="checkbox"/> Adjustment payroll GL run. All charges to FY22	9/1
<input type="checkbox"/> Final FY22 Payroll GL runs (5:30 pm.) Over-90 day journals not approved by 5:00 pm will post to FY23 when approved	9/8
<input type="checkbox"/> Biweekly pay date. Biweekly regular & temporary payroll charges are split 80% to FY22, 20% to FY23. Merit increases reflected in this paycheck	9/9
<input type="checkbox"/> First FY23 payroll encumbrances reflected in Cognos	9/12
<b>REQUISITION &amp; PURCHASE ORDER PROCESSING   PROCUREMENT AND PAYMENT SERVICES 1-8120</b>	
<input type="checkbox"/> 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 (Review SC016 report)	8/31
<input type="checkbox"/> NUFinancials Purchasing modules unavailable from Wednesday, 8/31/22 at 6:00 pm to Thursday, 9/1/22 8:00 am.	8/31
<input type="checkbox"/> 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	9/1
<input type="checkbox"/> All purchase orders, iBuyNU and non-catalog created in FY21, then rolled into FY22, will be closed	9/9
<input type="checkbox"/> All receive by dollar amount and blanket purchase orders (except FM receive by dollar amount and grant subcontracts) will be closed	
<input type="checkbox"/> All remaining open purchase orders will be rolled into FY23	
<input type="checkbox"/> Purchase orders, iBuyNU and non-catalog, with a pending change order not approved by 6:00 pm will be closed (including purchase orders with a status of pending approval or denied)	
<b>EXPENSE REPORT (INCLUDES MY WALLET) PROCESSING   ACCOUNTS PAYABLE 1-7339</b>	
<input type="checkbox"/> NUFinancials open for processing Expense Reports in both FY22 and FY23. Fiscal year is determined by invoice date and/or travel dates	9/1-9
<input type="checkbox"/> FY22 electronic submissions (expense reports, payment requests) must reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY22	9/7

☑ TO DO	DATE
<b>EXPENSE REPORT (INCLUDES MY WALLET) PROCESSING   ACCOUNTS PAYABLE 1-7339 (CONT'D)</b>	
<input type="checkbox"/> FY22 expense reports with pending approvals will be sent back for resubmission in FY23	
<input type="checkbox"/> FY22 expense reports not yet submitted into workflow will be deleted	
<input type="checkbox"/> FY22 expense reports created with FY22 transaction dates will be sent back for resubmission in FY23	9/9-11
<b>SUBMITTING INVOICES   ACCOUNTS PAYABLE 1-7339</b>	
<input type="checkbox"/> Goods and services received by this date will be charged as an FY22 expense	8/31
<input type="checkbox"/> Last day to email <a href="mailto:accounts-payable@northwestern.edu">accounts-payable@northwestern.edu</a> to ensure vouchers with no receipts are not paid in FY22	8/31
<input type="checkbox"/> NUFinancials open for processing Payment Requests in both FY22 and FY23. Fiscal year is determined by the date listed in the invoice date field	9/1-9
<input type="checkbox"/> Invoices for transactions that should have been initiated via the REQ/PO process can be submitted for payment in FY22 using the payment request process	
<input type="checkbox"/> All FY22 paper invoices must be received by the Accounts Payable office by 5:00 pm to guarantee payment in FY22	9/6
<input type="checkbox"/> <b>Receipt requirement will be lifted for all FY22 purchase order vouchers</b>	9/7
<input type="checkbox"/> <b>FY22 electronic submissions (expense reports, payment requests) must reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY22</b>	9/7
<b>IN OCTOBER</b>	
Refer to the Monthly Closing Calendar at <a href="http://northwestern.edu/controller">northwestern.edu/controller</a> for FY23 period 1 (September) accounting period deadlines	

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

Visit [northwestern.edu/controller/fiscal-year-end](http://northwestern.edu/controller/fiscal-year-end) to view additional resources to help ensure a smooth transition in the closing of FY22 and the opening of FY23