Fiscal Year End Town Hall

Evanston Session

Wednesday, May 22, 2019  9:30 – 11:30 a.m.
Norris University Center, McCormick Auditorium
1999 Campus Drive
Introduction

Nicole Van Laan
Controller
Financial Operations
NUFinancials Purchasing modules will be unavailable from Friday, August 30 at 6:00 pm to Sunday, September 1 at 8:00 am.

Access to NUFinancials Purchasing will be disabled on August 30 at 6:00 pm.

Access to NUFinancials Purchasing will be re-enabled on September 1 at 8:00 am.
Budget & Planning

Jesus Magana
Senior Budget Analyst
Office of Budget and Planning
Key Dates

**FY19 – FY20**

- **AUG 30**
  - FY19 Budget Journals Close

- **SEPT 1**
  - FY20 Budget Journals Open

- **SEPT 11**
  - FY19 Upload Spreadsheet Journals Due

- **SEPT 16**
  - FY19 Actuals Journals Due

- **SEPT 20**
  - FY19 Close

- **SEPT 23**
  - August Reports (carryforward balances/budgets appear in FY20)
Important Considerations

- Coordinate with your Dean or VP Office on closing plans and transactions
- Plan for key journal deadlines
- Review endowment and gift use, relative to financial plans and stewardship considerations
- Review chart string status and cover deficits
- Ensure any needed accruals are fully documented (further guidelines to be provided)
Contacts & Resources

Resources

• In addition to your Dean or VP Office, please do not hesitate to contact your area's Budget Office liaison, as noted on our website:

northwestern.edu/budget/contact
Depository Services

Cindy Regner
Treasury Operations Supervisor
Depository Services
DEPOSITORY SERVICES

Key Dates

**FY19 – FY20**

**AUG 15**
- Last day for returning loaded Stored Value Cards for FY19 Credit

**AUG 16**
- Last day (3:00 pm) for Petty Cash reimbursement ensured to be charged to FY19

**AUG 23**
- Last day to request/load Stored Value Cards for FY19 Expense

**AUG 30**
- Deposit all cash and checks to Depository Services by 11:30 am
- Create and commit all non-credit card CRTs by 12:00 pm

**SEPT 6**
- Commit credit card-only CRTs sent to you by Depository Services
DEPOSITORY SERVICES

Important Considerations

- **Cash Receipt Ticket (CRTs)**
  - Remote Check Deposit CRTs
  - Credit Card CRTs
  - All Other CRTs
  - Cash Receipt Ticket (CRT) final deposits journal: *bank deposits in transit accrual* will be processed by central offices to post revenue in the appropriate fiscal year

- **Stored Value Card: Two Programs**
  - PNC
  - Hyperwallet (Virtual)

- **Are you missing FY19 revenue expected to arrive by Wire/ACH?**
  Contact us, we might be able to help
Contacts & Resources

Contacts

• **Cash Receipt Tickets (CRTs)**
  - Cindy Regner: c-regner@northwestern.edu | 847.467.6327 (Evanston)
  - Kay West: k-west@northwestern.edu | 312.503.8525 (Chicago)

• **Stored Value Cards**
  - Hyperwallet – Cindy Regner: c-regner@northwestern.edu | 847.467.6327
  - PNC – storedvaluecard@northwestern.edu

• **Missing Wire or ACH Revenue?**
  - Yan Shen: yan-shen@northwestern.edu | 847.491.4691
Accounting Services for Research & Sponsored Programs (ASRSP)

Kathy Watson
Subcontract Manager
ASRSP
Key Dates

**FY19**

**AUG 1-31** • Payments received by departments for grants in August should be hand-delivered to ASRSP

**Evanston:**
Rebecca Crown Center
North Tower, G594
Peg Morrisroe (847.491.7776)

**Chicago:**
Rubloff Building
7th Floor
Rosanna Sian (312.503.0835)

**AUG 9** • FY20 recharge rate calculations are due to Cost Studies:
Sophia Gabay (s-gabay@northwestern.edu)

**AUG 28** • Grant payments received in ASRSP will be applied to grants in FY19, provided the grant is active

**AUG 29** • Grant payments received in ASRSP and by Depository Services – in line with Depository Services' deadlines – will be processed as FY19 deposits, but will be applied to the grant in FY20
Contacts & Resources

Contacts

• **ASRSP Grant Administrator**
  ASRSP GCFA Directory: northwestern.edu/asrsp/about/staff.html

• **Recharge Operations Questions**
  Sophia Gabay: s-gabay@northwestern.edu | 847.467.1142

Resources

• **ASRSP Website**
  northwestern.edu/asrsp

• **Office of Cost Studies Website**
  northwestern.edu/coststudies
FY19 CLOSE

Accounting Services

Amy Mykytiuk
Accounting Director
Accounting Services
<table>
<thead>
<tr>
<th>Date</th>
<th>FY19 Activity</th>
<th>Date</th>
<th>FY20 Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUG 30</strong></td>
<td>ChartField forms/requests for FY19</td>
<td><strong>OCT 2</strong></td>
<td>Recharge and Upload Spreadsheet Journals</td>
</tr>
<tr>
<td><strong>SEPT 4</strong></td>
<td>Recharge Journals (Interface)</td>
<td><strong>OCT 3</strong></td>
<td>Actuals Journals</td>
</tr>
<tr>
<td><strong>SEPT 11</strong></td>
<td>Upload Spreadsheet Journals</td>
<td><strong>OCT 4</strong></td>
<td>September Close Processing</td>
</tr>
<tr>
<td><strong>SEPT 16</strong></td>
<td>Actuals Journals</td>
<td><strong>OCT 7</strong></td>
<td>September Reports</td>
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<tr>
<td><strong>SEPT 20</strong></td>
<td>August Close Processing</td>
<td></td>
<td></td>
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<tr>
<td><strong>SEPT 23</strong></td>
<td>August Reports (carryforward balances/budgets appear in FY20)</td>
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ACCOUNTING SERVICES

Important Considerations

• **Journal Dates:** choose the appropriate *date* when processing journals. Expenditures and other costs should be posted *within 90 days* of occurrence.

• **ChartField Maintenance:**
  o 7/19/19: Last day for approved department tree changes
  o 7/31/19: Last day to close or inactivate chartstrings/depts/projects (to prevent inclusion in FY20 reports)
  o 8/30/19: Last day to submit FY19 ChartField requests (non-grant accts)

• **Other Interface Activity:**
  a) SES tuition expense encumbrance released for FY19 and reinstated for FY20 on 9/3/19 (overnight)
  b) CATracks final FY19 interface to the GL on 9/10/19
  c) FM final FY19 job cost interface to the GL by 9/10/19

• **Petty Cash:** accounts do *not* need to be closed at year-end
  o Review & respond to *Verification letters* sent in May
  o Close out Petty Cash accounts that are no longer needed
  o Contact Ida Zreiqat at 847.491.4702 with questions about your account
FISCAL YEAR END

ACCOUNTING SERVICES

Important Considerations

• **Endowment Distributions:**
  - FY19 (final) distributions by 9/10/19
  - Principal transfers or adjustments due by 9/13/19 (requests should be pre-approved, last day to post transactions)

• **Prepaid Travel in FY19:** Travel that has a departure date of 9/1/19 and beyond will be posted to a FY19 balance sheet and recharged in FY20 to properly reflect the fiscal year activity. The transactions on your budget statement will include the invoice number, traveler's name, and departure date. Travel fees will post in the month assessed.

• **FY19 Revenue and Expense Accruals:** Only Revenues earned or Expenses incurred as of 8/31/19 should be recorded as FY19 revenues/expenses
  - Use Deferred Revenue 26501 or Deferred Charge 12330 accrual accounts to record monies received or paid in FY19 that relate to FY20 revenues or goods or services received
  - Threshold guidance at: northwestern.edu/controller/fiscal-year-end
ACCOUNTING SERVICES

**Important Considerations**

- **Assets-Equipment**: Continue to work on completing your annual equipment inventory for FY19
  
  (northwestern.edu/controller/accounting-services/equipment-inventory/inventory.html)
  
  - 6/30/19 deadline: Complete Inventory & submit changes via Asset Requests in NU Financials

- 9/12/19 deadline: Final FY19 deadline to submit any additional capital equipment disposals, assets transfers (including change of custodian, custodian department, or physical location) via Asset Requests in NU Financials

- Please refer to the capital equipment policy regarding the disposition of equipment including (but not limited to) tag removal, and removal of or segregation from the area's functioning equipment population. This is especially important as it pertains to equipment acquired using federal or other sponsored funding
Annual Information Session: Northwestern Accounting

Join staff from the Controller’s Group to discuss resources and processes to help your unit
- Evanston: Wednesday, August 7th at 10:00 am, Norris 202 Northwestern Room
- Chicago: Tuesday, August 13th at 2:00 pm, Rubloff 140

Topics
- ChartField Maintenance
- Journal Processing
- Reporting in Cognos
- Gift restrictions and Endowment operations
- Depository Processes
- Tax Reporting

Add it to your calendar through PlanIt Purple.
Contacts & Resources

Contacts

- **Accounting Services General & Services by Function**
  - accounting@northwestern.edu | 847.491.5337
  - northwestern.edu/controller/accounting-services/services.html
  - Amy Mykytiuk: amy.mykytiuk@northwestern.edu | 847.467.2764
  - Regi George: r-george@northwestern.edu | 847.467.1359

Resources

- **Fiscal Year End**
  northwestern.edu/controller/fiscal-year-end/index.html

- **Capital Equipment Overview 2019**
  northwestern.edu/controller/accounting-services/equipment-inventory/capital-equipment-re-inventory-2019-powerpoint_final1.pdf

- **ChartField Maintenance**
  northwestern.edu/controller/accounting-services/chartfield-maintenance/index.html

- **Journal Processing**
  northwestern.edu/financial-operations/policies-procedures/finance/financejournalprocessing.html
FY19 CLOSE

HR Operations & Payroll

Anitra Flowers-Scales & Julie Phelan
Managers
HR Operations and Payroll
## HR OPERATIONS & PAYROLL

### Key Dates

#### FY19 – FY20

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG  2</td>
<td>Payroll adjustment requests (e.g., overpayment repayments, underpayments, check reversals, refunds)</td>
</tr>
<tr>
<td>AUG 13</td>
<td>Monthly Position/Appointment Forms (including summer salary) for 8/30/19 pay date</td>
</tr>
<tr>
<td>AUG 16</td>
<td>Temporary employee &amp; Special Pay paperwork for 8/30/19 pay date</td>
</tr>
<tr>
<td>AUG 21</td>
<td>School/unit approval of Additional Pay (100% charged to FY19). If PAC approval is needed, school/unit approval by 8/12/19 is recommended.</td>
</tr>
<tr>
<td>AUG 23</td>
<td>New faculty hire Position/Appointment Forms for the 9/30/19 pay date</td>
</tr>
<tr>
<td>AUG 29</td>
<td>myHR payroll journal entry deadline for 8/30/19 general ledger (5:00 PM)</td>
</tr>
<tr>
<td>AUG 30</td>
<td>Monthly and Bi-weekly pay date</td>
</tr>
<tr>
<td>SEPT  5</td>
<td>Final adjustment pay date for FY19</td>
</tr>
<tr>
<td>SEPT 12</td>
<td>myHR payroll journal entry deadline for deployment and final FY19 general ledger (5:30 PM)</td>
</tr>
<tr>
<td>SEPT 13</td>
<td>Bi-weekly Split Payroll Pay Date (50% FY19, 50% FY20)</td>
</tr>
</tbody>
</table>

Northwestern | FISCAL YEAR END
Contacts & Resources

Contacts

- **HR Operations – Processing**
  Julie Phelan: 847.491.4860 | j-phelan@northwestern.edu

- **HR Operations – myHR and myHR Reporting and Analytics**
  Kim Amesquita: 847.467.4800 | k-hicks@northwestern.edu
  Chris Tondini: 847.467.4800 | tondini@northwestern.edu

- **Payroll Operations**
  Anitra Flowers-Scales 847.467.7608 | a-flowers@northwestern.edu

Resources

- **HR Operations and Payroll Paperwork Submission Deadlines:**
  northwestern.edu/hr/essentials/pay-taxes/pay-dates.html

- **myHR Guides:** northwestern.edu/myhr/
FY19 CLOSE

Procurement & Payment Services

Priscilla Wojtowicz
Procurement Analyst
Procurement & Payment Services
Key Dates

FY19 – FY20

**AUG 30**
- Last day for FY19 Requisitions to be approved and sourced into P0s
  - All requisitions that have not been approved and sourced by 6:00 pm will be cancelled and closed

**SEPT 1**
- FY20 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 FY20
- First day to submit new Blanket Purchase Order Request

**SEPT 6**
- Purchase Orders, iBuyNU and Non-Catalog, with a pending change order not approved by 6:00 pm on 9/6/19 will be closed. This includes Purchase Orders with a status of Pending Approval or Denied
- All Purchase Orders, iBuyNU and Non-Catalog, created in FY18 then rolled to FY19 will be closed. All remaining Purchase Orders will be rolled into FY20
  - All Receive by Dollar Amount & Blanket Purchase Orders will be closed (except FM Receive by Dollar Amount & Grant Sub-Contract POs)
Contacts

- eProcurement Solutions
  Keith Paddy: 847.467.6963 | k-paddy@northwestern.edu
  Priscilla Wojtowicz: 847.467.0838 | wojtowicz@northwestern.edu
  Samantha Kustra: 847.467.0839 | s-kustra@northwestern.edu

Resources

- Procurement and Payment Services Website
  northwestern.edu/procurement
Accounts Payable

Guy Wilson
Manager
Accounts Payable
**ACCOUNTS PAYABLE**

**Key Dates**

**FY19 – FY20**

**AUG 30**
- Email accounts-payable@northwestern.edu if an invoice should not be paid

**SEPT 1-6**
- Both FY19 and FY20 will be open during this period

**SEPT 1**
- Receipt requirement will be lifted
Key Dates

**FY19 – FY20**

**SEPT 4**
- FY19 *electronic* transactions (Expense Reports, Payment Requests) must reach Accounts Payable Approval Inbox by 5:00 pm to guarantee payment in FY19. This includes Expense Reports with My Wallet transactions.
- FY19 paper documents must be delivered to Accounts Payable office by 5:00 pm to guarantee payment in FY19.
- Scanned FY19 invoices must be delivered to invoices@northwestern.edu mailbox by 5:00 pm to guarantee payment in FY19.

**SEPT 6**
- Accounts Payable and Expenses modules in NUFinancials will close at 5:00 pm.
- Expense Reports with a status of "Submitted for Approval" or "Approvals in Process" will be sent back for resubmission in FY20.
ACCOUNTS PAYABLE

Important Considerations

- Goods & services received by 8/30/19 will be charged as FY19 expenses
- Invoices for FY19 goods and services that should have been initiated via the REQ/PO process can be paid using Payment Requests (9/1-6 only)
- From 9/1/19 – 9/6/19, the Accounting Dates for Expense Reports will be determined by the dates of travel. For example, if all the travel dates entered were from August 2019, the Accounting Date will default to FY19
  - If the travel crosses fiscal years, the Accounting Date will default to the fiscal year with the majority of expenses
- From 9/1/19 – 9/6/19, 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
- All Corporate Card transactions to be included in FY19 must be completed by 8/25/19. This will guarantee your transaction will be processed by the bank in time to be included in FY19
Helpful Links

- **Enterprise Systems – Alumni & Financials (ESAF) Supply Chain Reporting (Match Exception, Open Encumbrance, Expenses, Vouchers)**
  it.northwestern.edu/admin-systems/reporting/supply-chain.html

- **IT Support Center**
  847.491.4357 (1-HELP), option 2 | consultant@northwestern.edu

- **Additional ESAF Year End-related training materials and job aids:**
  it.northwestern.edu/admin-systems/nufinancials/announcements/year-end-close.html
Final Takeaways

Nicole Van Laan
Controller
Financial Operations
**FINAL TAKEAWAYS**

**Reporting Review**

- **SC016**: Open Encumbrance Report
- **GL008**: Revenue and Expense Activity Report
- **FM032**: Job Cost – FAMIS Billing Summary and Detail Report
- **GL068**: Financial Summary (Excluding Agency/Multi-Year Funds)
- **GL069**: Financial Summary (Including Multi-Year Funds)
- **GL005**: Summary Budget Status Report
- **GM045**: Sponsored Project Budget Statement
- **GL077**: Income Statement Report

For questions regarding your report access:

**Security Administration Customer Support**

Lysa Lei and Lisa Matsumoto:  
847.467.3777  
foitsecurity@northwestern.edu

For technical questions:

**IT Support Center**

it.northwestern.edu/supportcenter  
847.491.4357 (1-HELP), option 2  
consultant@northwestern.edu
Visit to access all of today's materials including:

- Town Hall slide deck
- Key Dates
- Key Tasks
- Key Contacts
- Closing calendar
Open Q&A
Thank You