Annual Information Session: Northwestern Accounting

Evanston

August 7th, 2019

Norris University Center, Rm 202

Chicago

August 13th, 2019

Arthur Rubloff Building, Rm 140

Northwestern

Agenda

Topic	Presenter
Chartfield Maintenance	Reginold George (Evanston) Amy Mykytiuk (Chicago)
Gifts and Endowments	Lauren Armstrong
Tax and Regulatory Services	Shereen Olickal Shawn Cabinian
Depository Services	Cindy Regner
PCI Compliance	Marci LaRouech
Journals and Reporting	Lauren Armstrong

Chartfield Maintenance

Topics – Chartfield Maintenance

I. Chart of Accounts (COA)

II. New Requests

III. Inactivations

IV. Frequently Asked Questions (FAQs)

V. Resources

Chart of Accounts

The Chart of Accounts (COA) is a string of informational fields that identifies, segregates, and categorizes transactional and budget data. It provides the organizing framework for both financial and management reporting.

Chart**fields** are individual valid values (e.g. Fund) used in unique combinations called chart**strings** (e.g. Fund + Department) to capture data for management and financial accounting.

Chartfield Maintenance is the activity of managing the structure of the COA and establishing the values used to record financial transactions.

Chart of Accounts - Chartfield Values

The Fund code is the first three digits of a chart string and indicates the type of funding for a transaction or budget.

Examples: 110, 320, 450, 610

The Department ID (seven digits) identifies the financial entity or management unit that is responsible for the activity. The first two digits identify the grouping of units within which DeptIDs belong.

This is *different* than the 6-digit HR Department ID.

The Project ID (eight digits) is used to identify financial activity for a distinct unrestricted or restricted purpose. The first digit of the Project ID typically matches the fund.

Chart of Accounts - Chartfield Values

The Activity ID (two digits) is required when a Project ID is used. Generally, 01 is used. Some Grants and Plant projects may use other codes to represent year or phase.

The Program Code (four digits) can be used to unite collaborative activities *across units* to provide multiple users access to reporting.

The Chartfield1 value is for activity within the individual unit to provide more specific reporting and analysis.

Chart of Accounts - Chartfield Values

The Account Code (five digits) classifies a transaction as revenue, expense, or balance sheet.

Most commonly used account groupings:

- 40000's Revenues (from external entities)
- 50000's Internal revenues (intra-university sales)
- 60000's Personnel Expenses (e.g. salary and benefits)
- 70000's Non-personnel expenses (e.g. services and supplies)
- 80000's Transfers (intra-university movement of funds)

New Requests

Anyone can submit the Chartfield request to update or add a new value through NUFinancials. Request a new Chartfield value when existing values do not capture unique financial activity for appropriate monitoring or financial accounting purposes. Please review existing values prior to submission.

All chartfield request goes through the workflow approval and are approved by a registered department/unit approver. Workflow is viewable within the chartfield request.

To become a registered approver, submit a security form to FOIT:
https://www.northwestern.edu/controller/financial-operations-it/ffra-security-forms-and-reports/index.html

New Requests - NUFinancials

To be notified, your email address must be included on the notification list in question 3, even if you are the requestor.

Attach support for the request to assist approvers in understanding the intent.

Approval workflow is viewable in the request via hyperlink.

Update a project manager via Manager/Attributes tool, not Chartfield Request. Managers must be active in FASIS.

Inactivations

Chart**field** value (i.e. project, department):

- ChartField value must have zero balance for *any* combination.
- Inactivations valid as of date approved – no future dates.

Chart**string** (i.e. Fund + Department):

- Does not inactivate use on any particular value, only use of the combination of values.
- ChartString must have zero balance.
- Submit excel template to Chartfield Maintenance –not requested via NUFinancials tool.
- Processed quarterly.

FAQs: Budget

Who sets up a budget?

A budget will be established by the chartfield request process upon chartfield set up. Future changes are handled by the department and/or the Budget Office. If a budget was not created during the set up of a new project, contact Chartfield Maintenance for support.

What if I don't want a budget attached to the chartfield?

When submitting a chartfield request, there is a required field to select a zero-dollar budget, specific budget, or no budget.

FAQs: Reporting

Why can't I view the chartfield in a report?

Users must have security access to their unit or applicable range of values to view related chartfield values. Financial Operations IT assists with security access updates.

Why does an inactive chartfield still appear on my report?

Values will remain on reports until the next fiscal year. You may filter out inactive values when pulling reports.

FAQs: Errors

Project ID does not exist:

Common processing issues are:

- Incorrect fund used
- PC Business Unit not filled out in the transaction

If you encounter additional errors, reach out to Accounting Services.

Invalid Combo Error:

If the combination of chartfields is correct, reach out to Chartfield Maintenance. Set up errors may exist.

Resources

Chartfield Maintenance Resources

https://www.northwestern.edu/controller/accounting-services/chartfield-maintenance/resources-forms.html

Chartfield Email

Chartfield_request@northwestern.edu

Financial Operations IT Security

foitsecurity@northwestern.edu

Gifts and Endowments

Topics – Gifts and Endowments

I. Types and Restrictions

II. Endowment Operations

III. Compliance

IV. Resources

Types and Restrictions

Gift Type	Example
Without Donor Restriction *Gifts that can be used for any purpose*	"without further restriction," or "to support scholarships at the Kellogg School of Management"
With Donor Restriction *Gifts a donor identifies to be invested and held in perpetuity with only the investment returns available to be spent, or* *Expendable gifts with a time or purpose restriction*	"to establish an endowed fund to be known as XYZ Foundation Fellowship Fund… expendable income from the fund shall be used to provide support for a fellowship in Hematology/Oncology," or "to support seminar series up to $5,000 per year"

Types and Restrictions - Designations

Designations are instructions related to the spending of gifts without donor restriction and income earned from an endowment.

Restriction asks: *Can you spend the gift?*

Designation asks: *Yes, you can spend the gift. How do you spend it?*

Types and Restrictions - Endowments

True Endowment (Permanent)

- Established by a donor-restricted gift
- Original gift value preserved
- Spending distribution provides an ongoing stream of funds

Quasi – Endowment

- Funds Northwestern internally treats as an endowment, without legal obligation to do so
- Principal may be spent in accordance with Northwestern policy and procedure.
  - Requests for activity related to principal must be approved and processed by Accounting Services and Budget Office.
  - **Three**-year rule to invade principal

Endowment Operations

Endowments provide Northwestern with a significant and permanent source of funds to support professorships, research, financial aid, capital projects, Schools, Departments, Institutes, Centers, and more.

Endowments impose contractual, legal, ethical, financial, management, and reporting responsibilities.

Proper management and administration of our endowment accounts maintains and enhances the confidence of Northwestern's constituents, especially donors.

Endowment Operations - Reporting

FUNDRIVER
Shift into automatic

Fundriver reporting, income distribution schedule, and unit price links are available on the Accounting Services website.

Northwestern

Endowment Distribution & Reporting Schedule for Fiscal Year 2019

Fundriver Endowment Reports:
The schedule below highlights the dates you can expect to access period reports in Fundriver. For example, reports related to January, period 5, will be accessible by March 5, 2019 in Fundriver.

Fiscal Year	Accounting Period	Month	Date Available
2019	1	September	November 9
2019	2	October	December 5
2019	3	November	January 4
2019	4	December	February 5
2019	5	January	March 5
2019	6	February	April 3
2019	7	March	May 3
2019	8	April	June 5
2019	9	May	July 3
2019	10	June	August 5
2019	11	July	September 6
2019	12	August	October 4

Endowment Income Distributions:
The schedule below highlights the dates you can expect to see Endowment Income post in Cognos. For example, in the month of January, accounting period 5, December's income will be posted in Cognos by January 16, 2019.

Fiscal Year	Accounting Period	Month	Posting Date
2019	1		
2019	2	September	October 19
2019	3	October	November 16
2019	4	November	December 17
2019	5	December	January 15
2019	6	January	February 15
2019	7	February	March 15
2019	8	March	April 15
2019	9	April	May 15
2019	10	May	June 17
2019	11	June	July 17
2019	12	July	August 16
2019	12	August	September 10

Fiscal Year 2019 Monthly Unit Pricing for Long Term Merged Pool -750

Month	Price
September 30	$ 251.1577
October 31	$ 245.1919
November 30	$ 244.7844
December 31	$ 239.0708
January 31	$ 243.4498
February 28	$ 244.7357
March 31	$ 244.0980
April 30	$ 247.8886
May 31	$ 243.9227
June 30	
July 31	
August 31	

Fiscal 2019 Annual Spend rate per unit $10.44

Endowment Operations - Chartfield Requests

Gift Acceptance and Fund Management will email your school or department with directions when a new project can be established.

- Gifts may only sit in a TBD account (460) for up to 90 days. Gifts will not earn income while in fund 460.

Accounting Services processes endowment terminations and inactivations in Fundriver and the general ledger. Effective dates may vary due to Fundriver schedules.

Endowment Operations - Spending

Gift Acceptance and Fund Management will email your school or department with directions when an endowment is eligible to spend on income earned.

Your responsibilities:

- Confirm department ID is correct
- Connect with budget analyst to establish budget journal

You do not need to submit a Chartfield request to create a spending chart string.

Compliance – Your Role

- Familiarize yourself with donor documents and restrictions of all funds within your department.
- Distribute fund memos as necessary.
- Ensure expenses comply with designations and whenever possible, are *directly* charged to the spending account.
- Monitor fund balance for deficits or surpluses.
- Assist with the preparation of any donor reporting.

Compliance – Monitoring Balances

Deficits must be covered by moving expenses to another chartstring.

Spend regularly! It is recommended that chartstrings do not exceed a surplus carryforward of over two years' worth of distributions.

Consult with your Dean or Vice President's Offices to develop a spending plan. The Budget Office can provide additional support upon request. Options include:

- Support the next fiscal year's activities
- Commit the funds for the future planned and approved programs that conform to donor restrictions
- Reinvestment: consult with a budget analyst and Accounting Services

Compliance – Risk

The risk of non-compliance is serious.

- Lawsuits and investigations
  - Initiated by Attorney General
  - Private Right of Action
  - Regulatory Entities
- May be forced to return funding
- Jeopardize opportunities for future gifts
- Damage to Northwestern's institutional reputation
- Damage relationship with donor

Resources

Gift Acceptance & Fund Management Box

- FAQs and job aids
- Process overviews
- Roles and responsibilities
- Sample memos and agreements

Accounting Services Website:

- Monthly endowment unit price
- Endowment close schedule
- Access request forms
- Training materials and job aids

Resources – Systems and Reports

Fundriver is a web-based administration application designed to manage, track, and report on endowment funds.

CATracks is a web-based donor management system designed to manage, track, and report on gift transactions.

GL062 reporting in Cognos.

Fund Memos and Gift Agreements in OnBase.

When in doubt, reach out to Gift Acceptance and Fund Management and Accounting Services.

Resources – Access Request

Fundriver – submit form to Lauren Armstrong. Requires supervisor approval.

CATracks – submit access and confidentiality forms to ARD User Services. Requires an ARD sponsor and user training.

OnBase – contact ARD Information Management.

COGNOS/NU Financials – submit form to FOIT.

Fund Memos – new, amended, and terminated memos sent to primary contact within school/unit monthly, who distributes to appropriate departments.

Resources - Contacts

Accounting Services

Lauren Armstrong: 847-491-4468, lauren.armstrong@northwestern.edu

Accounting Services: accounting@northwestern.edu

Alumni Relations & Development

Gift Acceptance & Fund Management: ardgiftacceptance@northwestern.edu

Gift and Records Services: giftupdate@northwestern.edu

Office of Budget and Planning

Analysts are designated to specific departments, see organization chart here: https://www.northwestern.edu/budget/contact/index.html

Tax and Regulatory Services

Topics – Tax & Regulatory Services

I. Tax-Exempt Status

II. Form W-9

III. Form 1099-MISC

IV. Sales Tax

V. Resources

Tax-Exempt Status

- Northwestern University* is exempt from certain, but *not all*, federal, state, and local taxes as a registered 501(c)(3) tax-exempt organization with the IRS.

- Northwestern's "tax-exempt purposes" are the education of current Northwestern students and research.

** Northwestern Memorial Hospital is a separate 501(c)(3) tax-exempt organization from Northwestern University.*

Tax-Exempt Status - Revenue from External Customers

- Our income tax-exempt status does not always apply to revenue from external customers*.

- Contact us if:
  - Renting space or equipment to external customers.
  - Earning revenue from international (non-U.S.) customers.
  - Consulting to companies where income earned by Northwestern.

** External customers include anyone who is not a current Northwestern student, staff, or faculty member.*

Tax-Exempt Status - Charitable Donations

- Using **Northwestern funds** to donate to another 501(c)(3) charitable organization or fundraise on behalf of another charitable organization requires **pre-approval** from the Senior Associate Vice President for Finance.

- **Northwestern funds cannot be used to support:**
  - Political activities
  - Foreign (non-U.S.) organizations
  - Non-501(c)(3) organizations

Form W-9

Form W-9 provides the requestor with a business' or individual's:

- Legal name
- Legal address
- Tax classification
- Identification number
  - SSN from individuals
  - Employment ID number (EIN) from businesses

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

Form 1099-MISC

- Form 1099-MISC reports total calendar year payments from Northwestern to *non-Northwestern parties*.

- Payments to individuals for services or research participation over $600* in calendar year, not including reimbursements.

** Includes <u>all</u> payments made via A/P checks, cash, and/or stored value cards.*

Form 1099-MISC - Your Role

- Although most 1099-MISC information is provided by the Accounts Payable department, keep track of this information in your unit in case issues arise:
  - Name of individual or business
  - Current legal address
  - Payment amounts and dates
  - Social security number or employer ID number (EIN)

Sales Tax - Purchasing

- When purchasing a good or service from a vendor, Northwestern is exempt from certain taxes, including sales tax imposed by some states.

- Contact Procurement and Payment Services by email at purchasing@northwestern.edu to obtain documents or certificates relating to Northwestern's **sales tax exemption status**.

Sales Tax - Selling

Is your department or school:

- Selling items to customers outside of Northwestern (e.g., not current staff, faculty, or students)?
- Selling items online?
- Selling items to customers located in Illinois? Michigan?

Please contact Tax & Regulatory Services to discuss sales tax compliance.

Resources – Useful Documents

- We can provide these documents upon request:
  - IRS Letter of determination ("501(c)(3) letter")
  - IRS Form W-9 for Northwestern University
  - IRS Form 990 and 990-T
  - Illinois Certificate of Good Standing
  - California Form 590
  - Certificates of U.S. Tax Residency (Form 6166)

Resources – Issues & Departments

Issue	Department
1099-MISC; IRS documents; sales tax (when selling); 990; UBI	Tax and Regulatory Services
Student tuition (and 1098-T)	Student Finance
Sales tax exemption certificates (when purchasing)	Procurement and Payment Services
Contract review	Office of General Counsel
Questions from registered undergraduate student organizations	Evanston - Student Organization Finance Office (SOFO) Chicago - Chicago Organization Finance Office (COFO)

Resources

Contact Tax & Regulatory Services	
Website	https://www.northwestern.edu/controller/tax/
Email Address	taxandregulatoryservices@northwestern.edu
Phone Number	(847) 467-4210

Policies and Forms	
All Policies	https://policies.northwestern.edu/all-policies/university.html
Request Form	To Provide Donations to or Fundraise for a Registered Not-for-Profit Charitable Organization
Policy - Donations	Charitable Donations by the University
Policy - Fundraising	Fundraising for Other Charitable Organizations

Depository Services

Topics – Depository Services

I. Wires

II. Cash Receipt Tickets (CRTs)

III. Fiscal Year End

IV. Resources

Wires – Incoming and Unidentified

- Notify Evanston Depository Services if expecting any incoming wire/ACH
- Amounts may be slightly different than you expect:
  - Bank fees applied against revenue
  - Foreign currency conversion is applied if wire not in USD
- Refunds and overpayments may be returned as a wire
- Missing a check? Ask if it was sent as a wire/ACH
- Visit our website for a list of unidentified wires:

www.northwestern.edu/controller/treasury-operations/depository-services/index.html

CRTs – Creating and Committing

- When creating a CRT, Dep Ref ID to match deposit slip
- You can "uncommit" a CRT if change needed
  - If the CRT is already posted you must create a journal
- CRTs must be committed to post
  - Revenue is not applied if CRTs are only 'saved'
- CRTs need to be voided; they cannot be saved
- Credit card CRTs auto-commit in 5-7 business days

Fiscal Year End – Reminders

- Friday, August 30th 2019
  - Depository Services must receive bank deposit bags by 11:30am
  - Remote check deposits must be completed by 5:00pm
  - CRTs with Media Type “checks/cash” committed by end of day

- Friday, September 6th 2019
  - Credit card CRTs committed by end of day or auto-committed
  - Wire CRTs committed by end of day

Resources

Depository Services

https://www.northwestern.edu/controller/treasury-operations/depository-services/index.html

Cash Receipt Ticket (CRT) Questions

- Cindy Regner: c-regner@northwestern.edu | 847 . 467 . 6327 (Evanston)

Missing Wire or ACH Revenue?

- Yan Shen: yan-shen@northwestern.edu | 847 . 491 . 4691

PCI Compliance

PCI Compliant Payment Solutions

- Arrow Payments is Northwestern's payment solutions consulting partner
  - E-commerce
  - In-person
  - Mobile
  - Over the phone
  - Software integrations
- Merchant Account (MID) set up
- PCI Validated P2PE Device – ordering, installation, training
- Annual PCI Self-Assessment Questionnaire (SAQ) Support provided by Arrow Payments

PCI Compliant Payment Solutions

Arrow Payments

Support@ArrowPayments.com

312-829-1200

Accounting Services E-commerce Resources

https://www.northwestern.edu/controller/treasury-operations/e-commerce-operations/index.html

Journals and Reporting

Topics – Journals and Reporting

I. Types

II. Processing

III. Cognos Reports

IV. Resources

V. Important Dates

Types

- Types are related to account codes utilized in journal
  - Correction
  - Internal sales
  - Transfer
  - Agency
  - Balance sheet

- Methods for journal entry
  - Automated system interfaces
  - Portal transactions with workflow
  - Spreadsheet uploads

Processing

- Include attachments to support transactions.

- Delete journals at month end if denied or not fully approved.

For more information, please visit:
https://www.northwestern.edu/financial-operations/policies-procedures/finance/financejournalprocessing.html

Processing - Modification

Add/Update Actual Journal → Search for journal and open

Modify:

Totals — Personalize | Find | View All | First 1 of 1 Last

	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
1	2	22,830.28	22,830.28	Incomplete	Not Chk'd

Modify Copy

Delete:

Totals — Personalize | Find | View All | First 1 of 1 Last

	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
1	2	22,830.28	22,830.28	Incomplete	Not Chk'd

Save Save & Edit Save & Submit Delete

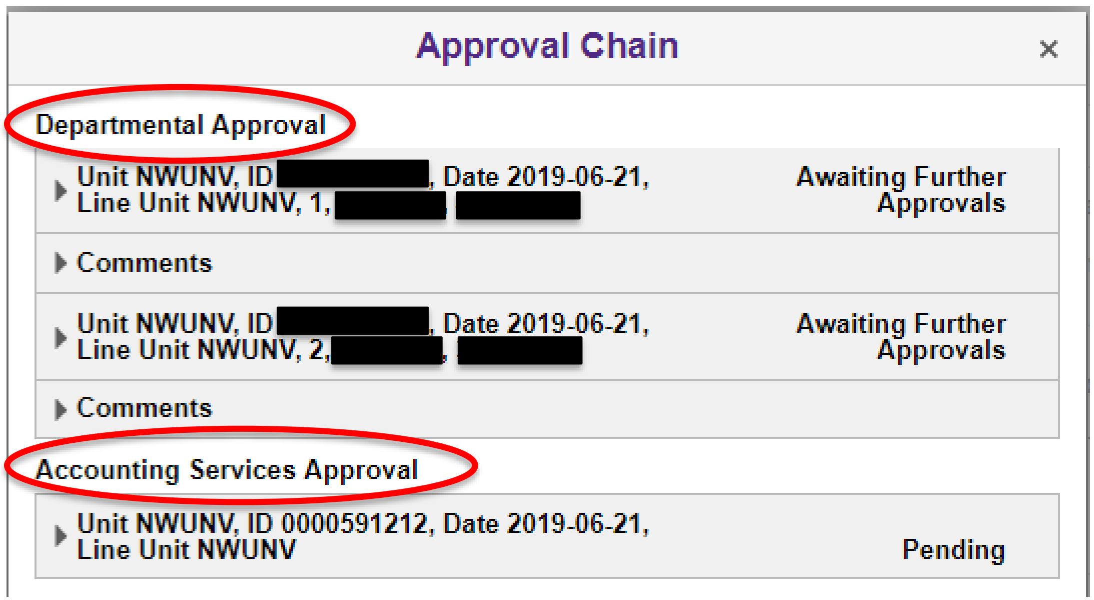
Confirm:

Totals — Personalize | Find | View All | First 1 of 1 Last

	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
1	2	22,830.28	22,830.28	Deleted	Not Chk'd

Modify Copy

Processing - Journal Workflow



Cognos Reports

- GL005 – Summary reports for budgets vs. actuals.
- GL008 – Pulls revenue and expense activity related to criteria search by the user, e.g. project id.
- GL061 – Pulls revenue and expense activity, cash balances, and outstanding balances owed, related to agency funds.
- GL062 – summarizes actuals and budgets for endowment principal and spending funds; identifies cash availability.

Cognos Reports - Tips

Reports have transactional details and some include hyperlinks to journals for further detail when viewed in supportable formats. Users able to search through a combination of fund, department, project, account, and time period.

For Cognos upgrade information and training opportunities, please visit: https://www.it.northwestern.edu/admin-systems/announcements/cognos-upgrade.html

Resources

Accounting Services functional areas and contact information
https://www.northwestern.edu/controller/accounting-services/services.html

Policies and procedures
https://www.northwestern.edu/financial-operations/policies-procedures/index.html

Forms
https://www.northwestern.edu/financial-operations/policies-procedures/forms/index.html

General email
accounting@northwestern.edu

Important Dates - Month Close

Northwestern University
NUFinancials General Ledger Closing Schedule
Fiscal Year 2019

			Upload Journal Spreadsheet / Recharge submission deadline [2] by **10:00 AM**		Deadline for Portal journals & NUPortal locked at **5:00 PM** [3, 4]		**Reporting Available** [5]	
Fiscal Year	**Accounting Period** [1]	**Month**	**Date**	**Weekday**	**Date**	**Weekday**	**Date**	**Weekday**
2019	1	September	October 2	Tuesday	October 3	Wednesday	October 5	Friday
2019	2	October	November 2	Friday	November 5	Monday	November 7	Wednesday
2019	3	November	December 4	Tuesday	December 5	Wednesday	December 7	Friday
2019	4	December	January 3	Thursday	January 4	Friday	January 8	Tuesday
2019	5	January	February 4	Monday	February 5	Tuesday	February 7	Thursday
2019	6	February	March 4	Monday	March 5	Tuesday	March 7	Thursday
2019	7	March	April 2	Tuesday	April 3	Wednesday	April 5	Friday
2019	8	April	May 2	Thursday	May 3	Friday	May 7	Tuesday
2019	9	May	June 4	Tuesday	June 5	Wednesday	June 7	Friday
2019	10	June	July 2	Tuesday	July 3	Wednesday	July 8	Monday
2019	11	July	August 2	Friday	August 5	Monday	August 7	Wednesday
2019	12	August	September 4 = Recharge Interface, September 11 = Upload Journal	Wednesday = Recharge Interface, Wednesday = Upload Journal	September 16	Monday	September 23	Monday
2020	1	September	October 2	Wednesday	October 3	Thursday	October 7	Monday

Updated annually: https://www.northwestern.edu/controller/fiscal-year-end/fy19_closing-calendar_final.pdf

Important Dates - Fiscal Year End

- Chartfield requests approved by 8/31/19
- CATracks adjustments completed by 9/10/19
- Upload Journals received by 10AM 9/11/19
- Portal journals approved by 9/16/19
  – Please be mindful of timing for any reinvestment, quasi additions, or other endowment journal requests

Fiscal Year End Calendar:

https://www.northwestern.edu/controller/fiscal-year-end/index.html

Questions?