

## 2009 Fiscal Year End Processing Key Dates and Activities

June	Purchase Orders converted from CUFS that have had no activity since 12/8/2008 will be closed with the exception of Grant Subcontract Blankets.
July	Begin clearing transactions, such as Requisitions and Expense Reports, that were never completed and have been idle for more than 60 days. (Use SC016 and GL008 to identify outstanding transactions)
August	Departmental Clean-up Activities: <ul style="list-style-type: none"> <li>- Review and monitor all chart strings for FY09 Close.</li> <li>- Run and review all Budget reports (Use GL005, GL068 and GL008 or online Budget Overview)</li> <li>- Send invoices for goods and services received in FY09 to AP.</li> <li>- Submit and approve Expense reports for reimbursement</li> <li>- Enter Receipts for all goods and services received in FY09</li> <li>- Work with PRS to close REQs/POs where pre-encumbrances and encumbrances need to be relieved. (Use SC016 to view open encumbrances)</li> </ul>
August 1	FY10 Budgets available in NUFinancials for review.(Use GL005, GL068 or online Budget Overview)
August 14	Cutoff for Monthly position/appointment forms due in Payroll for 8/31/2009 monthly pay date.
August 23 – 5pm	Final day to submit FY09 Requisitions into workflow for approval. Requisitions must be fully approved by August 26 <sup>th</sup> .
August 23 – 5pm	Last day to submit FY09 budget adjustments through the NUPortal. Contact the Budget Office for any FY09 budget adjustments after this date.
August 24 – 7am	FY10 open for 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 FY10.
August 24 – 7am	- NUPortal open for creation of Budget Journals for FY10
August 24 – 3:30pm	Settlement of cash and check advances, and reimbursement of petty cash for FY09 to be completed. After this date, Bursar will review petty cash reimbursements to determine the correct fiscal year. AP will review check advances (issued or settled) after this date to determine the correct fiscal year.
August 26 – 5pm	Final day for FY09 Requisitions to be Approved and Sourced into POs. (Any Requisitions that have not been Approved and Sourced will be Closed/Cancelled.) (Use GL016 or online XXXXX)
<b>August 31</b>	<ul style="list-style-type: none"> <li>- <b>Goods and services received by this date will be charged as an FY09 expense.</b></li> <li>- <b>Last day for cash to be credited to FY09 chartstrings. Bursar must receive cash deposits by 12 Noon.</b></li> <li>- <b>CRTs must be committed in NUFinancials by 12 Noon.</b></li> <li>- <b>Final FY09 interfaces for SES and AIMS.</b></li> <li>- <b>Monthly Payroll. (All FY09)</b></li> </ul>

September 1 – 19	Expense Reports submitted during this timeframe will default to FY09. Any FY10 only expense reports submitted during this timeframe will be updated to reflect an FY10 date before posting and payment.
September 11	Bi-weekly Pay day. Bi-weekly regular and temporary charges are 60% FY09 and 40% FY10. Bi-weekly merit increases are reflected on this paycheck. First FY10 Payroll Encumbrances received into NUFinancials from HR.
September 20 – 5pm	Final date to submit an FY09 Expense Report into workflow. Expense Reports created after this date will default to FY10.
September 21	Final FY09 Job Costs Distributions posted. (Use GL008, FM008 or online Budget Detail. ).
September 22 – 5pm	Last day for any FY09 invoice and expense report documentation to reach AP to guarantee payment in FY09.
September 24	Final date for FY09 recharge related journals to be interfaced to NUFinancials.
September 25 – 10:00 AM	Deadline for Spreadsheet Journal uploads to reach Accounting Services.
September 28	Final date for FY09 Expense Reports to be Approved through all levels except Pre-Pay Audit. FY09 Expense Reports with Pending Approvals OTHER than Pre-Pay Audit will be sent back for resubmission in FY2010. FY09 Expense Reports NOT YET submitted into workflow will be DELETED. Expense Reports created with FY10 only transaction dates will be updated to reflect FY10. (Use GL008)
September 28	All FY09 Travel Authorizations must be fully approved in order to be rolled into FY2010. All others will be deleted. (Use GL008)
September 28	- All Non-FM Blanket, Non-Grant Subcontract and One Time Service Purchase Orders will be closed. - Remaining open Purchase Orders will be rolled into FY10.
September 28 – 5pm	Final date for Portal Journals to be in a Valid/Valid Status (Use online journal search)
September 29	Grants Close. FY09 Activity against Grant Chartstrings will no longer be posted, and will be required to be resubmitted with FY10 dates.
September 29 – October 5	Budget Performance conducted with schools and departments. Final adjustment entries are performed by central offices.
<b>October 6</b>	<b>Fiscal Year 2009 Close, Period 12 (August)</b>
October 6	Carry Forward balances/budgets are rolled into FY10 (Use GL005, GL068, GL008 or online Budget Overview and Budget Detail)
October 7	FY10, Period 1 (September) accounting period closes.

Reports and Queries available to help track budget and transaction activity:

[SC016 - Open Encumbrance Report](#)

[GL005 - Summary Budget Status Report](#)

[GL008 - Revenue and Expense Activity Report](#)

GL068 – Financial Summary (Excluding Agency/Multi-Year Funds)

GM045 – Sponsored Project Budget Statement

[FM008 - Job Cost - FAMIS Billing Summary](#)