

Fiscal Year End Close 2011

Office of the Controller



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ACCOUNTS PAYABLE Advances and Petty Cash

- August 22 Advance reconciliations for FY11 must reach Accounts Payable by 5:00 p.m.
- August 22 Petty Cash reimbursements must reach the Bursar's Office by 3:30 p.m.



ACCOUNTS PAYABLE

Invoices

- August 31 Goods and services received by this date will be charged as FY11 expenses
- September 1–16 Invoices for goods and services received in FY 11 for which there is no PO can be paid using Online Vouchers
- September 14 is the last day for FY 11 invoices to reach AP to **guarantee** payment in FY 11



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ACCOUNTS PAYABLE Expense Reports

- September 1-16 Users will be able to use FY 11 dates when processing FY11 Expense Reports

User Defaults

Report ID: NEXT EmplID: 1007800

Meeting Comment:

Reference:

Advance(s) More Options:

Customize | Find | View All | First 1 of 4 Last

Merchant	Air/Hotel	Mileage	*Currency	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
			USD	07/07/2011	20	USD	Cash	NU Expt				

New Expense

0.00 USD	Due Employee:	0.00 USD
0.00 USD	Due Vendor:	0.00 USD
0.00 USD		
0.00 USD		
0.00 USD		
0.00 USD		

Click 'Save for Later' to change Accounting

By: [View Comments](#)

Mod demo

laborative Meeting

Comment:

Reference:

Last Update:

Applied

20/2010

NDARD

Apply Cash Advance(s)

More Options: GO

Accounting Date field is available for editing.

Customize | Find | View All | First 1 of 1 Last

Location	Merchant	Air/Hotel	Mileage	*Currency	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
					07/10/2010	47.01	USD	Cash	NU Expe

ite Selected New Expense Add Check For Errors

47.01 USD	Due Em
0.00 USD	Due
0.00 USD	
0.00 USD	
0.00 USD	

Budget Checking Status: Not C

Submit

Budget Check after Accounting Date is correct. The Accounting Date field will be grayed out and can only be changed if the "Send Back" functionality is employed



ACCOUNTS PAYABLE Expense Reports

- Expense Reports charged to the wrong FY will be denied
- Will need to create new Expense Reports with correct dates
- September 14 is the last day for Expense Report documentation to reach AP to **guarantee** payment in FY11



ACCOUNTS PAYABLE Expense Reports

- September 16 All pending Expense Reports for which AP does not have documentation will be sent back for resubmission in FY 12
- September 16 Expense Reports not yet submitted into workflow will be deleted
- September 16 FY 11 Expense Reports created with FY 12 transactions will be sent back for resubmission in FY 12



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ACCOUNTS PAYABLE Travel Authorizations

- September 19 All fully-approved FY 11 Travel Authorizations will be rolled into FY 12
- All others will be deleted



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ACCOUNTS PAYABLE Online Vouchers

- September 1-16 Users will be able to use FY 11 dates when processing FY11 Online Vouchers

0
Voucher
d
d

Entered By: VPICKETT Pickett,Vicky Lynn
Email ID: peoplesoft@peoplesoft.com
Approval Status: Pending
*Accounting Date: 07/20/2010

Accounting Date field is available for editing while two fiscal years are open

10
PLE-0
047

PayTerms: 000 0 Days
Scheduled Date: 07/20/2010
*Handling Code: RE
*Voucher Type: Direct Payment Request

1890 MAPLE LLC
C/O NAI HIFFMAN MNGT LLC
1033 UNIVERSITY PLACE STE 375
EVANSTON, IL 60201
USA

- Online Voucher Policies
- [Financial Policies and Procedures](#)
- [Purchasing Policy \(pdf\)](#)
- [ASRSP Online Voucher Policy \(pdf\)](#)

Find | View All First 1 of 1 Last
Attach View

Payment Instruction for AP(254)
102.32 *Purpose: FYE Mod demo

Once Budget Check has been completed, the Accounting Date field will be grayed out and can only be changed if the "Send Back" functionality is employed

Amount: 102.32

*GL Unit	Fund	PC Bus Unit	Project	Activity	Program	Standard field 1	Account	Description
32 NWUN	4011000	NWUNV					73910	Books



ACCOUNTS PAYABLE

Online Vouchers

- Online Vouchers charged to the wrong FY will be denied
- Will need to create new Online Vouchers with correct dates
- September 14 Last day to submit fully-approved FY 11 Online Vouchers to **guarantee** payment
- September 16 FY 11 Online Vouchers that cannot be approved will be denied and deleted
- September 16 All FY 11 Online Vouchers with Denied, Pending or In Workflow status will be deleted. They will have to be re-entered as FY 12 vouchers