



# NORTHWESTERN UNIVERSITY

## ACCOUNTS PAYABLE

August 5, 2008

### PROCEDURES FOR PROCESSING END-OF-FISCAL-YEAR PD'S

Starting on August 18, 2008, both Fiscal Year 2008 and Fiscal Year 2009 will be open.

This will be the case until September 11, 2008 when FY 2008 PDs will roll into the new fiscal year.

During the period from September 1, to September 11, 2008, expenses that properly belong in FY 2008 can be paid in that FY. This applies especially to Travel Reimbursements.

When creating a FY 2008 PD during the period from September 1 to September 11, 2008, please do the following:

- \*For the PD date use 08 29 08 \*
- For the BUDGET FY use 08
- For the ACCT PD use 12 08

When creating a FY 2009 PD during this period, you may leave these fields blank and the default dates will appear as shown below:

PD DATE 09 02 08 (or the current date)  
BUDGET FY 09  
ACCT PD 01 09

Attached are two appendices that show these two examples.

*Inv. Date → determine correct FY*  
*Rec. Date*

*for peds.*

# APPENDIX 1

WHEN CREATING FY 2008 PD'S DURING THE PERIOD SEPTEMBER 1-- 11,  
2008, PLEASE ENTER THE FOLLOWING DATES IN THE FIELDS BELOW:

FUNCTION: DOCID: PD 116 ACPD000402 08/05/08 01:48:34 PM  
 STATUS: HELD BATID: ORG: 0403

DEPARTMENTAL PURCHASE ORDER INPUT

ACTION= RESP AREA/ORG= RESP PRSN= FOB=  
 SHIP TO= BLDG/ROOM= VENDOR=  
 DEL DATE= NAME:  
 PD DATE= 08 29 08 ADDRESS:  
 COMMENTS:

WHSE: TOLERANCE: CONTACT:  
 CATEGORY: REC REQ: BUDGET FY: 08 ACCTG PD: 12 08 DISC:  
 PRINTER: PRINT CLASS: CURR CODE:            TAX:  
 BLANKET#: TYPE: CONFIRM: ITEM TOTAL:

LN	FUND	AREA	ORG/SUB	OBJ/SUB	FUNC	JOB #	REPT	CAT	TOTAL COST	I/D
==	====	====	-----	-----	-----	-----	-----	-----	-----	-

---

4-C	1 Sess-1	129.105.215.11	H01L856	6/12
-----	----------	----------------	---------	------

APPENDIX 2

WHEN CREATING FY 2009 PD'S DURING THE PERIOD SEPTEMBER 1-- 11,  
2008, LEAVING THESE FIELDS BLANK WILL CAUSE THE FOLLOWING  
DATES TO APPEAR:

FUNCTION: DOCID: PD 116 ACPPD000402 08/05/08 01:48:34 PM  
 STATUS: HELD BATID: ORG: 0403  
 DEPARTMENTAL PURCHASE ORDER INPUT  
 ACTION= RESP AREA/ORG= RESP PRSN= FOB=  
 SHIP TO= BLDG/ROOM= VENDOR=  
 DEL DATE= NAME:  
 PD DATE= 09 02 08 ADDRESS:  
 COMMENTS:                     

WHSE: TOLERANCE: CONTACT:  
 CATEGORY: REC REQ: BUDGET FY: 09 ACCTG PD: 01 09 DISC:  
 PRINTER: PRINT CLASS: CURR CODE:            TAX:  
 BLANKET#: TYPE: CONFIRM: ITEM TOTAL:

LN	FUND	AREA	ORG/SUB	OBJ/SUB	FUNC	JOB #	REPT	CAT	TOTAL COST	I/D
==	====	====	====	--	====	----	-----	-----	=====	-

4-©			1 Sess-1		129.105.215.11				H01L856	11/79
-----	--	--	----------	--	----------------	--	--	--	---------	-------