**Closing Procedures**

**2022-2023 Year-End Close-Out Procedures**

The closing of our fiscal year (FY) is rapidly approaching. To assist you in dealing with this process, the business office's schedule of cutoff dates and instructions for the year-end closing process are disclosed below. For easy reference, a chronological summary of 2022-2023 cut-off dates is attached. These dates are established to ensure an orderly closing of the financial records for the fiscal year ending June 30, 2023. Please share this information with members of your department who may be affected by or involved with year-end closing dates and procedures.

**1.  2022-2023 Purchase Requisitions/Vouchers (Old Year):**

**A.  Purchasing** - Purchase requisitions for goods or services not delivered by June 30 will be charged to your new FY 2023-2024 budget. Any deliveries of "old-year" orders not received prior to June 30 will be encumbered and expended against your new FY 2023-2024 budget.  G**rants expiring June 30 must work with Procurement Services to ensure that materials are received by June 30; to ensure ample lead time, requisitions must be submitted no later than May 5, 2023.**

Link to Procurement Services closing process schedule:

<https://inside.nku.edu/content/dam/Procurement/docs/forms/Procurement%20Closing%20Schedule%20FY2022-2023.pdf>

**B.  Accounts Payable** - Parked documents to be charged against FY 2022-2023 must be in Accounts Payable no later than July 7, 2023. The final AP check run for FY 2022-2023 will be on June 23, 2023. The first AP check run for FY 2023-2024 will be on July 7, 2023.

**2.** **Procurement Card:**

For pro-card fiscal year end, all VISA transactions through **June 26** must be reconciled by end of day on **Monday, July 3, 2023**.  VISA transactions for the last **4 days of June 27, 28, 29 and 30** must be reconciled by end of day on **Friday, July 7, 2023**.  All pro-card purchases of $2,500 or over will require a requisition in SAP by June 5, 2023. All pro-card purchases $1,000 or below should be made no later than June 16 to post in the June cycle. Posting is a function of the merchant; therefore, Procurement Services cannot guarantee any particular charge will be old year.  Placing an order with a pro-card does not preclude the requirement of receiving the goods by **June 30**.  All transactions must have a posting date of June 30 or they will be charged to FY 2023-2024, no exceptions. You should log-in to your account on US Bank Access Online <https://access.usbank.com> and code your charges as soon as they are posted.  You should not wait until the end of the month to reconcile charges.  If you have any questions concerning US Bank Access Online, please contact Lisa Koors at ([koorsl2@nku.edu](mailto:koorsl2@nku.edu)).

Any pro-card transactions that are for the new fiscal year (FY2023-24) will need to be deferred.  Examples of deferred charges would be conference registrations or airline tickets for new-year travel, memberships or subscriptions with FY 24 coverage periods, etc.  Please send an email to Nikki Koeninger ([koeningerk1@nku.edu](mailto:koeningerk1@nku.edu)) in Accounts Payable with the deferral information.  Also make sure to include the deferral information in the expense description in US Bank Access Online.

**3.   2023-2024 Purchase Requisitions (New Year):**

Purchase requisitions for goods or services that are to be received after June 30 and charged against FY 2023-2024 funds will be accepted beginning April 17, 2023. New-year requests cannot exceed the allocation to a department. **The requisitions must be clearly marked "NEW YEAR." Delivery of new-year orders may not be made until after July 1, 2023, and vendors will be so instructed on purchase orders.** If a requisition covers services like subscriptions or memberships that cross fiscal years, the amount would be split between the fiscal years. Please contact Holly Vasquez, (vasquezh1@nku.edu) in Procurement Services to assist with this process. The Office of the Comptroller is responsible to properly code all expenditure documents to the proper fiscal year, especially if they materially affect the financial records.  A $1,000 threshold for materiality has been established as it relates to the recording of documents.

**How to do a New Year PR in SAP**

For New Year Order Requisitions in SAP: Make sure the ***Delivery Date*** and the ***Request Date*** under the **Quantities** **Date** tab at the bottom of the PR have dates of July 1st or later. Example: 07/01/2023 these dates needs to be changed prior to adding the cost center, grant, or internal order number under the **Account Assignment tab**.

Link: [How to do a NEW YEAR PR in SAP](https://inside.nku.edu/content/dam/Procurement/docs/Resources/NEW_YEAR_PURCHASE_REQUISITIONS.pdf)

**4.   Purchase Order Receiving:**

Special attention should be given to prompt processing of goods receipts. Purchase orders need to be received in the system (MIGO\_GR). To be charged against FY 2022-2023, goods or services must be delivered prior to June 30, 2023, and the MIGO document must be processed by July 7, 2023.

The ZME2K report can be used to assist with the year-end close out of purchase orders. You can view all open po’s requiring goods receiving and/or invoicing on one layout.  Visit the Procurement website at <https://inside.nku.edu/procurement.html> and click on RESOURCES for the Quick Reference Guide to displaying purchasing documents for more details.

**5.  University Interdepartmental Charges:**

**A.  Interdepartmental Billings-** Interdepartmental billings for FY 2023-2023 must be submitted through MyNKU by July 7, 2023.  Please submit as early as possible. The approvals must be complete through workflow by July 14, 2023.

**B.  Copy Usage/Cards -** Copy Usage reports will be compiled by the end of the day June 16, 2023. Copy cards must be purchased no later than June 16, 2023 to be charged to FY 2022-2023. After this date, all copy cards will be charged to FY 2023-2024, including grant accounts.

**C.  Mail/Distribution Services -** Mail and mail services requests (i.e. ink jet, inserting and bulk mailings) received after closing on June 16, 2023 will be charged to FY 2023-2024. This cutoff includes postage and charges to grant accounts.

**6.  Travel Procedures:**

Overnight travel requests for travel in FY 2022-2023 must be posted no later than May 15, 2023. New year requests for trips with overnight stays in FY 2023-2024, can be posted in SAP beginning April 1, 2023. Travel expenses covering old year travel must be received in Accounts Payable by July 7, 2023.

**7.  Petty Cash:**

Receipts for FY 2022-2023 petty cash disbursements must be submitted to Student Account Services for reimbursement by Tuesday, June 20, 2023. After that date, all petty cash disbursements will be charged to FY 2023-2024.

**8.  Pars:**

All PARs and other pay documents for special, extra, grant, or any other type of compensation for work performed in FY 2022-2023 must be received by Human Resources by June 14, 2023. All PARs and other pay documents for work performed in FY2022-2023 for biweekly employees must be received by Human Resources or Financial Assistance by June 7, 2023.

**Restricted Grants -** Regarding personnel, keep in mind that no employee may work beyond June 30 and be charged to grant funds **unless** a notice of award effective July 1 has been received. If a new award has been granted, a PAR (Personnel Action Request) must be submitted for each employee in early June.  If your award notice for next year will not be received by July 1, please work with The Office of Research, Grants, and Contracts to continue your employees on the payroll.

**9. Grants and Contracts:**

The foregoing procedures apply to transactions involving grants and contracts, including faculty internal orders that terminate on June 30, 2023. For grants ending June 30, any goods or services not received by that date must either be canceled or be paid for from FY 2023-2024 grant funds, or department funds if there is not a new grant. Please contact Barb Smith, Office of the Comptroller – Director of Research Foundation Accounting and Grants Administration ([smithba@nku.edu](mailto:smithba@nku.edu)) regarding special year-end closeout and new-year start-up procedures for grant accounts that expire after June 30.

***Please review your grant management reports (including labor & tuition tabs) carefully in May, June & early July. If there are any expenditures listed that should not have been charged to your grant or if there is a charge missing from your grant, please contact Barb Smith ASAP.***

**10. Outstanding Receivables:**

The Office of the Comptroller must be notified of all outstanding receivables to the university by July 7, 2023. Receivables include payments due to the university for events and activities occurring on or before June 30, 2023 as well as refunds or credits pending on returned merchandise and/or incomplete services. Contact Angela Fulkerson ([fulkersona1@nku.edu](mailto:fulkersona1@nku.edu)) in the Office of the Comptroller with questions.

**11. Outstanding Payables:**

Departments are responsible for reporting to Procurement Services any outstanding payables on project PO's, grant PO's, and personal services contracts (PSC) for any work completed by June 30, 2023 that has not been invoiced and submitted for payment by July 7, 2023. This includes activity on PSC's, project accounts, and grant accounts that do not end on June 30. All old year payables not invoiced in SAP will be posted manually and charged against FY 2022-2023.

**12. Cash Transmittals:**

In order to complete the final bank deposit for FY23 on June 30 we request that all cash and checks be delivered to Student Account Services on or before 12:00, Friday, June 30, 2023.  Any deviations to this schedule should be coordinated with Kristine West ([westkr@nku.edu](mailto:westkr@nku.edu)) or Brandon Billiter ([billiterb@nku.edu](mailto:billiterb@nku.edu)).

**13. Recodes:**

Expenditure recodes for FY 2022-2023 must be submitted through MyNKU by July 12, 2023. Please submit as early as possible. The approvals must be complete through workflow by July 17, 2023.

**14. Reallocations:**

Payroll reallocations for FY 2022-2023 must be received by the Office of the Comptroller according to the following schedule: For pay dates ranging from 4/1/23-4/30/23, the deadline is 5/28/23.  For pay dates ranging from 5/1/23-5/31/23, the deadline is 6/12/23.  For pay dates ranging from 6/1/23-6/10/23, the deadline is 6/26/23.  For pay dates ranging from 6/11/23-6/24/23, the deadline is 7/10/23. For any FY23 payroll reallocations for pay date 7/21/23, the deadline is 7/19/23. Any payroll errors reported after the 7/19/23 deadline cannot be corrected, and the expense will remain in the account originally charged.

***Therefore, please review your department/grant labor distribution reports carefully after each payroll run in May, June & early July.***

**15. Credit balances:**

As always, if an account goes into credit balance, it needs immediate attention. Prompt action is even more important during the closing period.  Budget transfers for FY 2022-2023 must be received by the Office of the Comptroller by the end of the day on August 3, 2023.

If any credit balances for FY 2022-23 remain on August 3, 2023, operating will be adjusted to fund credit balances in commitment items outside of the 550000 range of commitment items (i.e. payroll, benefits, student payroll, contract services, capital equipment, etc.).

**16. NKU Foundation:**

The year-end closing procedures and dates noted in this document are effective (where applicable) for transactions involving NKU Foundation accounts.  In addition, please note the following processes specific to the NKU Foundation.

**NKU Foundation Cash Receipts:**

All NKU Foundation cash receipts in transit at June 30 (both gift and non-gift) must be deposited with Student Account Services by July 7.

**If you have specific questions regarding the Foundation year end closing, please contact Amanda Asbury at** [**asburya1@nku.edu**](mailto:asburya1@nku.edu)**.**

Questions or problems relating to the year-end closeout process should be addressed to Karen Mefford, Interim Comptroller, for university accounting-related issues ([meffordk@nku.edu](mailto:meffordk@nku.edu)), and Blaine Gilmore, Director of Procurement Services, for purchase documents ([gilmoreb@nku.edu](mailto:gilmoreb@nku.edu)) or Amanda Asbury, for foundation-related issues ([asburya1@nku.edu](mailto:asburya1@nku.edu)).  As previously stated, these dates should ensure an orderly closing process and are necessary to meet our annual reporting deadlines.  The accounting firm, Dean Dorton, will be conducting the external audit this year.