AGENDA

- Fiscal Close Tasks & Deadlines
- Laptop Replacement Funding
- Clear Payroll Suspense Charges
- Financial Structure Requests
- Cognos Reports
Fiscal Close Tasks & Deadlines
TASKS & DEADLINES

- Weinberg early deadlines
- Close checklist
- Central resources
Laptop Replacement Funding
LAPTOP REPLACEMENT

- Computer requests vs reimbursement
- **Submit requests** for reimbursement by 5:00 PM on 8/12/22
- Transfers for reimbursement will be made by 8/19/22
- Remaining deficits must be funded by department/program funds
- Contact Jessica with questions
Clear Payroll Suspense
CLEAR SUSPENSE

• Run GL008 or Payroll Expense Distribution report to review suspense charges

• See Suspense Reporting job aid for assistance running PED report

• Investigate suspense charges and submit payroll journal to move charges to correct chart string

• Contact Jessica for assistance
Financial Structure Requests
FINANCIAL STRUCTURE REQUESTS

• New faculty chart strings
  • Tenure Line & Teaching Track requests are complete, contact Jessica if you did not receive confirmation

• Department/Project manager updates
  • Review managers on GL005
  • Contact Jessica to make updates

• Contact Carrie to inactivate chart strings no longer in use
Reminders
REMINDERS

- Reconcile all Corporate Card expenses
- Reconcile Egencia and T100 expenses
- Faculty recruitment fund transfers will be processed by 8/19/22
- Review GL074 for chart string deficits; clear deficits before FY close
- FY22 and FY23 both open from September 1 through 9
- Carry forwards & faculty commitments available in FY23
Cognos Reports
iBuyNU orders will always have ‘PO Not Received’ status
Use Activity Summary page in NUFinancials to review
Receipt requirement for POs will be lifted 9/1/22
SC027 – Match Exceptions Report by Department

- Finding Match Exceptions in NUFinancials
- Match Exception Rules for NUFinancials
- Notes
  - MKT indicates iBuyNU order
  - Use Activity Summary page in NUFinancials to review
  - Contact PPS for S210 or S300
SC026 – Expenses by Submission & Workflow Status

• **Job Aid**

• **Notes**
  • Use Expense module in NUFinancials to drill into workflow
  • Expense reports charged to different department will NOT show up on report
THANK YOU!!

Have a gouda day!