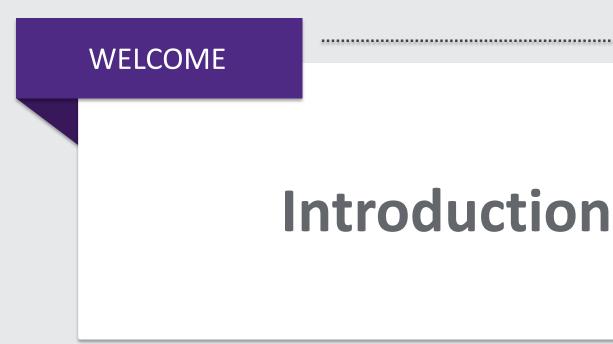
FY 2024 CLOSE

Fiscal Year End Preparation: Depository Services

Northwestern FISCAL YEAR END



Cindy Regner

Treasury Operations Supervisor Depository Services

Northwestern FISCAL YEAR END

Agenda

- Key Topics
- Key Dates
- Contacts
- Resources

Department Cash Receipt Ticket (CRT) Deposits

- All ATM card, check scanner, and in-person at the window deposits (for Brinks pickup) must be done in accordance with FYE Key Dates guideline
- Endorse all checks and include the chart string
- CRTs should be created and <u>committed</u>
- Credit card CRTs auto-committed after 5 business days if not committed by department. Last date to commit CRTs for FY24 is September 6th.
- All deposits must be made by 8/30 for revenue to be applied to FY24

Incoming Wires

- All unidentified wires > two years will be forfeited NO EXCEPTIONS
- When expecting an incoming wire please provide Depository Services
 - Vendor/Company name
 - Chart string including 5-digit account number
 - Invoice number
 - International/Domestic incoming wire
 - You can find the Expected Incoming Funds form on our website
- Departments should check the Depository Services website monthly for unidentified wires and unidentified checks

Missing Revenue – Deposit not Posted

- Check the CRT status should be <u>committed</u> and <u>posted</u>
- Verify the chartstring on the CRT is correct
- Does the CRT Dep Ref ID field match the deposit slip or department location number
- Scanned checks should be <u>submitted</u> and not <u>saved</u>
- Consider if other party sent a wire/ACH instead of a check

Petty Cash (and Direct Payment Requests)

- Petty cash used for participant payments in research studies;
 corporate cards used for general department purchases
- Petty cash should be replenished weekly/monthly (not > 90 days)
- Last day for petty cash replenishment during FYE is August 27nd
- Process to replenish petty cash
 - DPR should generate a new bar code including the three-letter department code. Template cannot be used.
 - Approvals, original receipts/documents must accompany the DPR
 - 90-Day Approval memo, as needed

Petty Cash (and Direct Payment Requests) cont.

- Petty cash transfer form must be submitted if the custodian changes
- Petty cash must be closed when the project or study is complete
- Department and Custodian are responsible for all petty cash funds and must respond to the annual petty cash verification letter

PNC Stored Value Card (plastic card)

- PNC physical cards can be used for research participant payments at no charge to departments
- Cards can be mailed, if used for study surveys or virtual interviews
- These cards are reloadable for returning participants
 - Last day to request/reload cards for FY24 is August 26th
- Departments should not over-order or overstock, due to 90-Day Rule and defunding procedures
 - Last day to return loaded stored value cards for FY24 is August 16th

Hyperwallet Virtual Visa Card

- Cards only used for online purchases (not able to print or use in-store)
- Participant can transfer funds to personal banking account for fee
- Cards can be reloaded great option for study surveys or virtual interviews
- Cards sent electronically, so minimum cost and effort required

DEPOSITORY SERVICES

Key Dates

FY24

AUG

26

30

SEPT

6

- AUG 16 • Last day to return loaded stored value cards for FY24 credit
- AUG Last day (1:00 pm) for petty cash reimbursement ensured to be charged to
 FY24
 - Last day to request/load stored value cards for FY24 expense
 - Deposit all cash and checks to Depository Services by 11:30 am
- AUG ATM and remote deposits by 4:00pm
 - Create and commit all non-credit card CRTs by 4:00 pm
 - Commit credit card-only CRTs sent to you by Treasury Services

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Depository Services

Contacts

Contacts

- Cash Receipt Tickets (CRTs) /Petty Cash
 - Depository Services: depository.services@northwestern.edu
 - Cindy Regner: c-regner@northwestern.edu | 847.467.6327

Missing Wire or ACH Revenue?

- Yan Shen: yan-shen@northwestern.edu | 847.491.4691
- treasury_operations@northwestern.edu

Stored Value Cards

- Hyperwallet: HyperwalletVirtualCard@northwestern.edu
- PNC: StoredValueCard@northwestern.edu
- Credit Card Payment Acceptance Options and PCI Compliance
 - Support@ArrowPayments.com

Depository Services

Resources

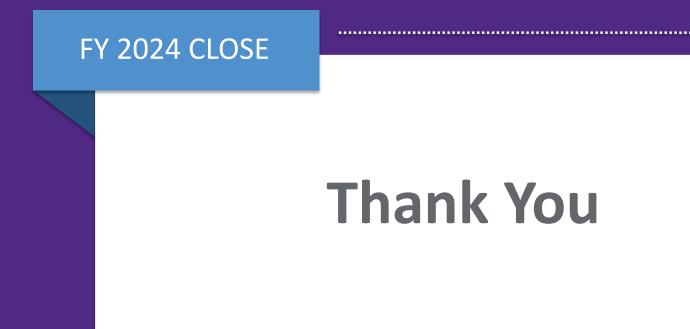
Resources

 Depository Services Website www.northwestern.edu/controller/treasury-operations/depository-services

• Stored Value Cards

www.northwestern.edu/controller/treasury-operations/depository-services/stored-value-visa-program.html

• E-Commerce (Credit Card Payment Acceptance and PCI Compliance) www.northwestern.edu/controller/treasury-operations/e-commerce-operations



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