

April 24, 2009

To: Deans, Directors, Department Chairs and Managers

From: The Controller's Office

Re: **Fiscal Year 2009 Due Dates for Accounting Transactions**

Please note the following deadlines regarding the FY 2009 closing and please make sure the information is distributed to everyone processing Accounting transactions.

### **Payment Processing (checks to vendors and to reimburse employees)**

All transactions must be recorded in the correct fiscal year. Departments are responsible for getting all transactions completed and travel occurring during FY 2009 submitted to the Accounting Office by the following dates:

- a. General Revenue (02 funds) – All goods must be received, invoiced and all payment paperwork is due in the Accounting Office no later than **August 6, 2009**. If the invoice or reimbursement also includes other funding, the due date for the other funding applies to the whole transaction.
- b. All other NIU funds – All goods and/or services must be received and/or completed and invoices dated by June 30, 2009. Payment paperwork is due in the Accounting Office no later than **July 14, 2009**.

### **Interdepartmental Sales Journals**

- a. All FY 2009 interdepartmental sales journals for goods or services between university departments are due in the Accounting Office GroupWise Inbox no later than **July 14, 2009**.
- b. All transactions must be posted in year occurred.

### **Journal Entries**

- a. Journal entries for all transactions posted prior to June 1, 2009 must be submitted to the Accounting Office GroupWise Inbox no later than **June 18, 2009**.
- b. Journal entries for transactions posted in June, except as noted below, must be submitted to the Accounting Office GroupWise Inbox no later than **July 14, 2009**.

If the funding for the journal entry is general revenue (02 funds) only, the journal entry must be submitted to the Accounting Office GroupWise Inbox no later than **August 13, 2009**.