**BUSINESS OFFICE WORKSHOP**

**2016 Fiscal Year End Closing**

* Welcome & Introductions
* Year End Procedures
* Payroll Accrual Changes
* JPMorgan Purchasing Card Use
* Paying Invoices
* Miscellaneous

- Service Department Charges

- Petty Cash

- Personal Reimbursements

- Travel Advances

* New Object Codes for Computer/Software/Phones

-Needed for Reporting

* Additional Questions