**YEAR END CLOSING PROCEDURES**

**For the Fiscal Year Ending June 30, 2016**

It’s that time of year again – time to “close the books”. The Business Office will be holding two workshops to discuss year-end procedures; all of the following will be further explained. For expenses to be recorded in the current fiscal year, they have to be **entered** into Colleague by July 15th. To ensure all expenses and revenues are posted in the correct fiscal year, please take note of the following:

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| **Paying Invoices** | **From July 1st through July 15th**, when entering invoices (vouchers) into Colleague:* For goods and services received on or before June 30th – enter using a June voucher date.
* For goods and services received after June 30th – enter using a July voucher date.

This applies regardless of when you are entering the voucher.For example, if you are entering a voucher in July but it is for June services, use a June 30th voucher date. To pay July expenses in June, use the current date but highlight on the invoice that the expense is a FY 2017 expense and note which budget year to charge.**After July 15th**, when entering vouchers, use the current date for the voucher date. If you are paying an expense that occurred prior to July 1st, please highlight those as we must track them separately. Contact Mindy Neissl with questions related to accounts payable at neisslmm@whitman.edu or Ext. 5130.For the months of June and July, please note on each invoice when the goods were received.  |
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| **JPMC Charges** | Charges will be posted based on the transaction date, not the statement date. Transactions through June 30th will be booked in the current fiscal year. The process will be explained and discussed at the workshops. If you have any questions, please contact Abby Biddiscombe at biddisaj@whitman.edu or Ext. 5593.  |
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| **Journal Entries** | Journal entries for the current fiscal year should be submitted by July 15th. If you have a journal entry after July 15th, please contact Susan Brown at brownsl@whitman.edu or Ext. 5592 for assistance. |
| **Receipts** | Receipts for the fiscal year ended June 30th, 2016, must be turned into the Student Accounts Business Office (Mem Room 233) by 4:00 p.m. on Thursday, June 30th to be recorded in the current fiscal year. Receipts will not be backdated. Contact stuacct@whitman.edu if you have questions. |
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| **Personal****Reimbursements** | For current year expenses, prior to June 30th, TME forms and vendor payment requests for personal reimbursements can be taken to the Student Accounts Business Office (Mem Room 233) for cash reimbursements. After June 30th, cash is not available and the requests must be submitted to Accounts Payable for a check.  |
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