It’s time to “close the books” for the fiscal year ended June 30, 2023 (FY23). To ensure all revenues and expenses are posted in the correct fiscal year, please remember the following important closing deadline dates which are: **June 30th, July 7th, July 14th** and **July 21st**.

- **Receipts** – All receipts for FY23 must be turned in to the Student Accounts Office (Mem 233) by **noon on June 30th** in order to be deposited in the bank that day. Receipts cannot be backdated. Submit all receipts information to stuacct@whitman.edu.

- **Gifts** – Gifts which are received or postmarked by June 30th, must be recorded by the Development Office (Mem 223) in FY23 by **July 7th**. Please contact the Development Office at development@whitman.edu for any gift deposits.

- **Invoices and Reimbursements** – Vouchers to pay invoices or reimbursements for FY23 need to be entered into Colleague by **July 21st**.
  - All expenses should be recorded in the fiscal year they were received or incurred.
  - **Invoices** – For the months of June and July, please note at the top of each invoice when the goods or services were received or provided.
  - **Voucher Date** – The voucher date entered in Colleague is critical as it determines which fiscal year the expense will be recorded. For example, for goods and services received **on or before June 30th**, enter using a June voucher date to be recorded in FY23. For goods and services received **after June 30th**, enter using the date in July that the voucher is being processed to be recorded in FY24. Vouchers cannot be post-dated in July if you plan to pay it in June. Please contact payables@whitman.edu if you have a prepaid expense.
  - **Invoice Date** – The invoice date entered in Colleague should always match the date on the actual invoice, or use the date that goods and services were received or provided.
  - **After July 21st**, contact payables@whitman.edu for assistance

- **JPMC Purchasing Cards** – All JPMC charges that post from June 21st through June 30th need to be reconciled by **July 14th** in SmartData. Please contact jpmorgan@whitman.edu with any questions. We encourage cardholders to continue to use your purchasing card in June, however keep in mind the following:
  - All purchasing card charges are recorded in Colleague based on the JPMC posting date, not the transaction date.
  - **After June 20th**, cardholders need to be cautious when using purchasing cards for June expenses due to transaction processing times. Only charges that post **on or before June 30th** will be recorded in FY23. Any charges that post **after June 30th** will be recorded in FY24.
  - **After June 30th**, please only pay July expenses with your purchasing card. Any June expenses will need to be vouchered to be recorded in FY23.

- **Journal Entries** – Journal entries for FY23 need to be entered into Colleague and submitted by **July 21st**. After July 21st, contact journalentries@whitman.edu for assistance.

- **Inventory** – All final inventory reports and physical inventory counts are due by **July 14th**.

- **Student Payroll Accrual** – Please be aware that student payroll for June 9th through June 30th will be accrued into FY23 and thus impact departmental discretionary budgets. Departmental discretionary budgets will be reduced by the same amount in FY24.