Tip of the Month – June 2017

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

• Our fiscal year is rapidly coming to a close. It is important to have a clean year-end cut off. This means that FY 2017 activity should be recorded in FY 2017 and FY 2018 activity should be recorded in FY 2018. We keep the books open for a certain period of time to allow this to happen. In order for your FY 2017 invoices and check requests (for goods and services received prior to July 1, 2017) to be charged to your 2017 budget, we must receive them in the Business Office by July 10.
  1. Wright Express credit card holders, please submit your approved June statement activity to the Business Office as soon as possible but no later than July 14, in order for the charges to be applied to your fiscal year 2017 budgets. Please clearly mark those invoices that are for FY 2017.
  2. All 2017 vendor invoices and reimbursement requests for travel, etc. should be submitted to the Business Office no later than July 10. Please mark clearly that the invoice is for FY 2017.
  3. Any cash deposits for fiscal 2017 must be submitted to the Business Office no later than 11 a.m. on June 30.
  4. The deadline for submitting online GL transfer requests pertaining to 2017 is July 14. When submitting a transfer request, please indicate in the comments field that the transfer is for FY 2017.

• You can refer to Business Office deadlines for the year-end closing schedule. We greatly appreciate your assistance in helping us have a smooth and accurate year-end close.

• Fiscal year 2018 budgets will not be available in the Budget Tool until the end of June. In the meantime, you can use the amounts that appear in Budget Requests for planning purposes.

For feedback or questions, please call me at x 4313.

~Shari