

Fiscal Year End Guide


General Information


- Perform these tasks during fiscal year end processing each June. The specific dates for the current fiscal year end are contained in the *Controller's Office Year End Information* memo located on the Finance & Administration website.

Purchase Order Receipts

- The *Receipt Date* entered when creating the *Quantity Receipt* will determine which fiscal year the expense will be charged. The receipt date should be the actual date the products were received or the services were performed.
- If the *Receipt Date* is 5/31 or earlier the invoice will be charged to the fiscal year ending 5/31/XX.
- If the *Receipt Date* is 6/1 or later the invoice will be charged to the fiscal year beginning 6/1/XX.

Non-Purchase Order Invoices/Credit Memos

- When on the **Summary** screen, there will be an additional field called *Accounting Date* in the *Enter Invoice Number and Date* section. To edit, click .

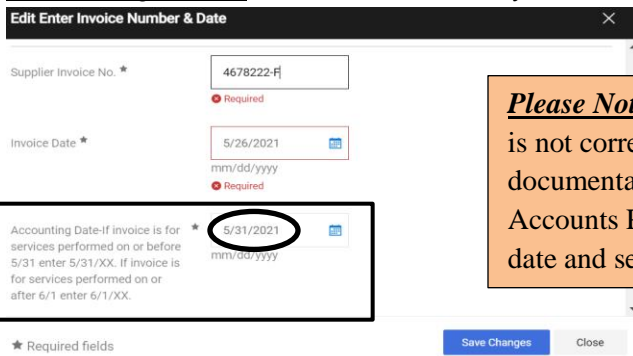
Enter Invoice Number 

Supplier Invoice No.
no value
Required

Invoice Date
no value
Required

Accounting Date-If invoice is for services performed on or before 5/31 enter 5/31/XX. If invoice is for services performed on or after 6/1 enter 6/1/XX.
5/18/2021

- Enter Invoice No./Invoice Date – Enter information as usual.
- Accounting Date – Enter correct date by following the on-screen instructions, then click **Save Changes**.



Edit Enter Invoice Number & Date

Supplier Invoice No. * 4678222-F
Required

Invoice Date * 5/26/2021
m/m/dd/yyyy
Required

Accounting Date-If invoice is for services performed on or before 5/31 enter 5/31/XX. If invoice is for services performed on or after 6/1 enter 6/1/XX. * 5/31/2021
m/m/dd/yyyy

* Required fields

Save Changes Close

Please Note: If the date chosen is not correct based on the documentation provided, Accounts Payable will change the date and send a comment.

- Enter the rest of your invoice/credit memo as usual.