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 No./Invoice Date – Enter information as usual.

  - Accounting Date – Enter correct date by following the on-screen instructions, then click Save Changes.

  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.