Date: May 28, 2014

To: All Faculty and Staff

From: Charlene Bellows, Controller

Re: FY14 Year End Close

As we quickly approach fiscal year end, we have posted our year end processing dates to the Controller’s Office website. We kindly ask that you take a moment to review and forward any questions.

Please note that FY14 check requests and expense reports are due into our office by Monday, July 14th. We will review and post into the appropriate fiscal year based on the date the service or goods were received. Please do not hold ANY invoices. If FY14 bills are not received by July 14th, please email me directly at cbellows@wpi.edu by July 18th to make sure the expense is charged to FY14.

For Pcards, it is extremely important that all FY14 charges are signed off by the cardholder and manager by Friday, June 27th. If possible, it is preferred that you do not use your card after Wednesday, June 25th for equipment or supplies to allow for proper cutoff. We understand charges will occur for those travelling.

Interdepartmental transfers (IDTs) are due Monday, July 14th. We will process all IDTs through July 14th as FY14 unless marked otherwise. After the 14th, you will have an opportunity to review your budgets and make final corrections.

The first Banner close will be the afternoon of Friday, July 18th Monday, July 21st. Fund balances will carry forward to FY15; outstanding FY14 encumbrances are removed; and accounts payable will be closed. Please note that Banner Finance will not be accessible during this time. We will send reminder emails as the date approaches but it may be helpful to mark your calendars in advance. After this close, we would appreciate a final review of your budgets and accounts early in the week of Monday, July 21st. Final corrections are due Friday, July 25th. Please note we cannot make any FY14 corrections after this date.

As always, thank you in advance for your cooperation and support.