Memo to: Department Heads, Chairs, Managers, Program Directors, and Workday Finance Users  
From: Controller’s Office  
Subject: Fiscal Year End Procedures  
Date: June 9, 2022

Year End Procedures
Smith College’s fiscal year (FY22) ends on June 30, 2022

You may support a number of financial procedures that effect the fiscal year closing process, related audit, and financial reporting schedules. Please review the following areas to assess their applicability to your department. We are available to assist you through the process and appreciate your support in finalizing our first full fiscal year in Workday.

Purchasing  
JPMorgan Chase Cards (P-Cards)

Individual and department P-Cards holders should complete their expense report in Workday for all charges dated through June 30th by **July 15th**. Expense reports should be created by month and the “Expense Report Date” should be updated for the month in which the transactions occurred. Managers should review and approve expense reports as available in their Workday inbox. Please contact us for assistance.

*An Job Aid on preparing expense reports is available here:*

Cash Receipts
Departments receiving cash or checks on or before June 30th should contact Beth Bone at ebone@smith.edu to coordinate deposit. Departments who currently use the “Cash Sale” function in Workday should enter these deposits by **July 13th** with a June 30th effective date. If you receive payments for FY22 after this date, please contact us for assistance.
Budget Transfers

Departments requesting FY22 budget transfers are asked to submit their requests via the Create Budget Amendment process in Workday no later than July 15th. Contact your Budget Office partner or budget@smith.edu for assistance.

Accounts Payable

Invoices and expense reimbursements are charged in the fiscal year in which the goods are received or services performed. Invoices for FY22 should be submitted to invoices@smith.edu for payment as soon as possible, but ideally before July 15th. If you receive invoices for FY22 after this date, please contact us for assistance. Please indicate the fiscal year on all invoices submitted. Questions on Accounts Payable processes can be sent to AcctsPay@Smith.edu.

Inter-Departmental Charges

FY22 inter-departmental charges should be submitted to ctacct@smith.edu as soon possible, but not later than July 13th.

Adjustments & Journal Entries

Please review your Cost Center, Gift, and Grant reports to confirm the activity is complete and accurate. You can contact ctacct@smith.edu for assistance in researching activity or adjusting transactions. We will finalize accounting adjustments for FY22 on August 1st to provide time for corrections.

Federal & Private Grants and Contracts

At the end of each fiscal year, all active external grants and contracts are reviewed for invoicing and financial reporting purposes. If you are responsible for the financial administration of an external grant or contract, it is recommended that you review all FY22 transactions. Please contact Kate Wallen at kwallen@smith.edu for assistance.

Contact information:

Beth Bone  ebone@smith.edu  – Gift Accounting & Cashier  
Budget Office  budget@smith.edu  – Budget Transfers  
Cheri Buckhout  cbuckhout@smith.edu  – Wires, ACH, Sales & Use Tax, Touchnet  
Christine Clark  ceclark@smith.edu  – Accounts Payable, Invoices, Expense Reimbursements  
Chris Wood  cwood65@smith.edu  – Purchase Orders & Contracts  
Donald Payson  dpayson@smith.edu  – Prepaid Expenses, Journal Entries, Inter-departmental Charges  
Jill McGrath  jmccgrath@smith.edu  – General Accounting, Reporting, Billing & Collections  
Kate Wallen  kwallen@smith.edu  – Grants & Sponsored Research  
Matt Motyka  mmotyka@smith.edu  – Controller  
Marge Dunehew  mdunehew@smith.edu  – Purchase Orders, P-Cards, Expense Reports  
Payroll  payroll@smith.edu  – Payroll Inquiries  
Susanne Kiley  skiley@smith.edu  – Internal & External Grants