



# CAHNRS

## BUSINESS CENTER

Mail Code: 6424

• JUNE 2021 NEWSLETTER •

### End of the Fiscal Year Reminders

As we near the end of the fiscal year here's a reminder checklist:

#### June

- Customer Cash Sales (electronic transactions will post through June 30<sup>th</sup>. Cash/check transactions on June 30<sup>th</sup> must be brought to the Bursar's office by 3pm)
- Departments verify that time off/leave is reported correctly and approved in Workday through June 30<sup>th</sup>.
- Process receipting of goods through June 30<sup>th</sup>.
- Please submit all Travel Expenses for FY2021 as soon as possible after the completion of travel.

#### Early July

- Revenue posted (for Accounting Journals and Non-grant Accounting Adjustments)
- Internal Service Deliveries
- Expenditures fully approved in Workday by departments and ready for Central Office approval:

- Accounting Journals
- Non-grant Accounting Adjustments
- P-Card & CTA verifications
- Supplier Invoices for FY2021
- Spend Authorization & Travel Expenses for FY2021
- Reimbursable Expenses for FY2021
- Equipment for FY2021

#### Personnel Reminder

Please remember to wait to delegate I-9s in Workday until you know which Business Center staff your employee has scheduled your I-9 with.

Website: <https://business-center.cw.wsu.edu/>