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

**June**

- Customer Cash Sales (electronic transactions will post through June 30th. Cash/check transactions on June 30th 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 30th.
- Process receipting of goods through June 30th.
- 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/