

**IMPORTANT INFORMATION FOR FY22 YEAR-END**

RISD's fiscal year will end on June 30, 2022. The guidance included herein is provided to help ensure expenditures are recorded in the correct fiscal year.

Goods, services or activities that are received or take place **on or before June 30, 2022** should be charged to **FY22**.

In contrast, goods, services or activities that are received or take place **after June 30, 2022** should be charged to **FY23**.

**Important Cut-Off Dates for FY22:**

- **Friday, June 17, 2022** – Requisitions and Purchase Orders/Purchase Order Invoices approved
- **Friday, June 24, 2022** – Miscellaneous Payment Requests approved
- **Thursday, June 30, 2022** – Goods marked as received
- **Wednesday, July 13, 2022** – Cash deposits given to Treasury Office and Ad Hoc Bank Transactions completed.
- **Friday, July 15, 2022** –Supplier Invoice Requests, Credit Card Transactions, Expense Reimbursements, Accounting Adjustments and Journal Entry requests submitted and approved. **This is the final cutoff for submitting charges related to FY22.**

Workday Task(s)	Guidance for Timing of Charges
Supplier Invoice Request	<p>If the charge is related to FY22, <b><u>you must select an Invoice Date on or before June 30, 2022</u></b>, even if the invoice is received and entered into Workday after June 30.</p> <p>Please <b><u>approve all FY22 related Supplier Invoices no later than Friday, July 15, 2022.</u></b></p> <p><b><u>If the Invoice Date entered into Workday is after June 30, 2022, the charges will be reflected as FY23 expenses.</u></b></p> <p><i>**Please see additional information below for FY23 charges that must be paid prior to June 30, 2022.</i></p>

<b>Requisitions</b>	To allow adequate time to receive goods, we ask that you <b><u>create all FY22 related requisitions on or before Friday, June 17, 2022</u></b> and mark as received in Workday in a timely manner.
<b>Purchase Orders / Purchase Order Invoices</b>	<p>To allow adequate time to receive goods, we ask that you <b><u>approve all FY22 related purchase orders on or before Friday, June 17, 2022</u></b> and mark as received in Workday in a timely manner.</p> <p>As a reminder, expenses from Purchase Order Invoices are reflected in your budget on the date which they are marked as received in Workday. <b><u>Goods marked as received after June 30, 2022 will be reflected as FY23 expenses.</u></b></p>
<b>Procurement Card Transaction Verifications / T&amp;E Credit Card Expense Reports</b>	<p>Please verify all FY22 outstanding credit card transactions and <b><u>approve no later than Friday, July 15, 2022</u></b> to ensure charges are accurately reflected in your budget.</p> <p>Please note, any credit card transactions for FY22 that are not verified and approved by the above date <b><u>will be manually charged to your default Fund 10 operating cost center for FY22 in a general spend category.</u></b> This does <b><u>not</u></b> relieve your responsibility to verify the credit card transactions.</p> <p>As a reminder, <b><u>all credit card transactions must be verified in Workday,</u></b> even if the fiscal year-end close has passed.</p>
<b>Expense Report Reimbursements</b>	<p>If the reimbursement is related to FY22, <b><u>you must enter an Expense Report Date in Workday on or before June 30, 2022,</u></b> even if submitting the expense report after June 30.</p> <p>Please <b><u>approve all FY22 related Expense Reports no later than Friday, July 15, 2022.</u></b></p>
<b>Miscellaneous Payment Requests</b>	All FY22 related Miscellaneous Payment Requests must be entered and <b><u>approved no later than Friday, June 24, 2022.</u></b>
<b>Accounting Adjustments / Journal Entry Requests</b>	All FY22 related Accounting Adjustments and Departmental Journal Entry Requests must be <b><u>submitted on or before Friday, July 15, 2022.</u></b>

**\*\*Additional information for FY23 charges that must be paid prior to June 30, 2022 (Prepaid Expenses).** Common examples include: annual subscriptions, insurance premiums, and memberships/dues, conferences/trips.

Please submit a **Supplier Invoice Request** and note **"Prepaid"** in the **Internal Memo** field for line item charges that meet the following criteria:

- 1.) must be paid prior to the end of FY22 (June 30, 2022)
- 2.) are for expenses related to FY23 (July 1, 2022) and beyond

*Additional help text can be found within Workday on the Supplier Invoice Request task.*

### **Questions:**

For payments, please contact Accounts Payable at [accpay@risd.edu](mailto:accpay@risd.edu).

For requisitions and purchase orders, please contact Procurement at [epro@risd.edu](mailto:epro@risd.edu).

Accounting adjustments and journal entry requests should be requested in Workday using the "Request Accounting Journal / Transfer" form. Direct any specific questions to the controller's office at [controllersoffice@risd.edu](mailto:controllersoffice@risd.edu)