

## **Fiscal Year-End 09-10 Letter & Calendar**

On May 19, 2010, all University departments were sent the Fiscal Year 09-10 Year-End Closing Memorandum, including the Year-End Calendar. The memorandum highlights year-end closing procedures and deadlines. The calendar details monthly year-end deadlines (June through August) in an easy to view format.

The memorandum reviews the following list of year-end closing procedures:

- Purchase Requisitions
- Vendor's Invoices
- Disbursement Requests & Travel Expense Reimbursements
- Payroll Expenses
- Journal Entries
- Foundation Reimbursements/Including FPP/FPPR transfers
- IBS Transactions
- Cash Receipts
- External Billing
- Gift Funds
- Suspense/Clearing Accounts
- Reconciliations
- Inventories

The [Finance & Accounting](#) section of the Central Financial Services >Forms, Policies & Tools website contains a link to the [Year-End Closing Memorandum and Calendar](#).

If there are any questions or problems concerning the year-end closing process, please contact Janine Nelson, Accounting Manager, at 494-5714 or [nelsonja@ohsu.edu](mailto:nelsonja@ohsu.edu).