

Fiscal Year-End 07-08 Letter & Calendar

On May 16, 2008, all University Departments were sent the Fiscal Year 07-08 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 and Employee Reimbursements
- Disbursement Requests and Petty Cash
- Payroll Expenses
- Journal Entries
- Foundation Reimbursements
- IBS Transactions
- Cash Receipts
- Gift Funds
- Suspense/Clearing Accounts
- Reconciliations
- Inventories

The Central Financial Services website contains a link to the Year-End Closing Memorandum and Calendar.

CFS: http://ozone.ohsu.edu/financial/accounting/pdf/year_end_letter_fy08.pdf