

FY24 End of Year Closing Dates

Date	Activity	Contact
Deposits		
June 28	Last day to deposit FY24 cash receipts.	Amanda Woodward bursar@holycross.edu
Journal Entries		
June 7	Journal entries and budget corrections for activity through May.	Marie Stewart mstewart@holycross.edu
June 28	Last day to accept FY24 gifts. Record by end of business July 9th.	Amy Saulen giftaccounting@holycross.edu
July 11	Last day to submit FY24 journal entries and budget corrections.	Marie Stewart mstewart@holycross.edu
Payables – Expenses		
June 7	Reconcile and approve ChromeRiver Expense transactions through May.	accountspayable@holycross.edu
July 11	Last day to reconcile and approve FY24 ChromeRiver Expense transactions.	accountspayable@holycross.edu
Payables - Invoices		
June 7	Submit all unpaid invoices dated May 31 st and prior through ChromeRiver invoice.	accountspayable@holycross.edu
June 26	Last "check run" in FY24	accountspayable@holycross.edu
July 16	All FY24 invoices fully approved (for goods and services received June 30 th or earlier) in ChromeRiver invoice.	accountspayable@holycross.edu
Purchase Orders		
June 3	Last day to enter FY24 purchase orders.	Scott Slaboden purchasing@holycross.edu
July 15	Last day for entering items received June 30 or earlier against FY24 purchase orders. Purchase orders will be closed on July 17 th . <i>When entering invoices against POs in July, please write the actual date the item was received in the comments.</i>	Scott Slaboden purchasing@holycross.edu