



Year-end Accounting Update

May 5, 2026

Agenda



- Welcome and introductions (Becky)
- Key dates (Lisa)
- Prepaid/deferred/accrued expense (Lisa)
- Journal entries (Lisa)
- Expense reports (Lisa)
- Purchasing (Jim)
- Policy reminders (Becky)
- Gifts/Endowment & Non capital projects (Lisa)
- Questions, comments, helpful hints

Key Dates



Transaction	Deadline	Action Required
Vacation Tracking (Exempt Staff)	June 23	Enter and approve June time off in Workday; please record time you expect to take through the end of June
Petty Cash	June 30	Submit all petty cash reimbursement requests in Workday with supporting documentation
Cash Deposits	June 30	Submit June deposits and cash sales for both cash & credit card sales
Supplier Invoice Requests	July 14	Enter and approve invoices for goods & services received on or before June 30
Open Purchase Orders	July 14	Review open POs and request cancellations as needed
PO Receipts	July 14	Receipt PO lines for all goods received on or before June 30
Expense Reports (Credit Card & Reimbursements)	July 14	Submit and approve all June-dated expenses
Accrued Invoices	July 14	Email Lisa Gauthier with information on FY 26 expenses that have not yet been invoiced (excluding open PO's)
Counter Cash Advances	July 14	Submit accounting for funds spent on or before June 30
Spend Authorizations	July 14	Submit expense reports to account for funds spent, or contact Controller's Office if unused
Journal Entries	July 14	Email completed JE forms with supporting documentation to jeentry@bowdoin.edu
Inventory Counts	July 14	Submit inventory counts as of June 30
Post-Close Final Review	July 17–20	Review Worktags and request corrections for data entry and/or coding errors

Prepaid/Deferred Expense



- Prepaid expenses are payments made in FY26 for goods or services delivered in FY27
- Deferred expenses refer to items paid for *and received* in FY26 that relate to a revenue producing program taking place in the next fiscal year. Any revenue received in FY26 is also deferred. There are very few of these program.
- ***Prepaid Expense*** spend category is used for both scenarios
- Examples:
 - Supplies paid before June 30 but not received by year-end
 - Contract paid in June for service that will be performed in July
 - Supplies paid for *and received* in June for the Art Camp in August

Prepaid/Deferred Expense (cont'd)



- For supplier invoices & supplier invoice requests:
 - Enter the Invoice Date as it appears on the invoice
 - Select Prepaid Expense as the Spend Category
 - In the Memo, indicate the Spend Category for next fiscal year
 - Controller's Office will adjust the accounting date so the expense posts to the correct fiscal year

invoice date	goods received/service provided in	expense belongs in	SIR coding		
			spend category	supplier's invoice date	other notes
6/15/2026	June	FY 2026	Supplies	6/15/2026	
6/15/2026	July	FY 2027	Prepaid Expense	6/15/2026	note final spend cat in Memo
7/05/2026	June	FY 2026	Prepaid Expense	7/05/2026	note final spend cat in Memo
7/05/2026	July	FY 2027	Supplies	7/05/2026	

Prepaid/Deferred Expense (cont'd)



Supplier Invoice Request (empty) Status (empty) Requester (empty)

Primary Information

Invoice Date *	<input type="text" value="04 / 22 / 2026"/>
Invoice Received Date	<input type="text" value="MM / DD / YYYY"/>
Company *	<input type="text" value="x Bowdoin College"/>
Supplier *	<input type="text"/>
Remit-To Connection	<input type="text"/>
Currency *	<input type="text"/>
Control Total Amount	<input type="text" value="0"/>
Supplier's Invoice Number	<input type="text"/>

Additional Information

Ship-To Address	<input type="text" value="x 5600 College Station Brunswick, ME 04011 United States of America"/>
Payment Terms	<input type="text"/>
Default Due Date	(empty)
Reference Type	<input type="text"/>
Handling Code	<input type="text"/>
Statutory Invoice Type	<input type="text"/>
Freight Amount	<input type="text" value="0"/>
Tax Amount	<input type="text" value="0"/>
Memo	<input type="text" value="**this memo prints on check remittance**"/>

Prepaid/Deferred Expense (cont'd)



Gift	<input type="text"/>
Grant	<input type="text"/>
Project	<input type="text"/>
*Cost Center	<input type="text"/>
Travel Type	<input type="text"/>
Billable	<input type="checkbox"/>
Memo	**NOTE FINAL SPEND CATEGORY HERE**
Internal Memo	do not use this field for spend category; use for internal notes for reviewer only

enter your comment



do not use this field for spend category; use for internal notes for reviewer only

Prepaid/Deferred Expense (cont'd)



- Maintenance agreements, subscriptions & software licenses typically cover service over a period of time
 - invoice < \$20,000: charge expense to the fiscal year service begins using guidelines for goods & services
 - Invoice \geq \$20,000: charge to spend cat = **Prepaid Expense** so expense can be prorated across fiscal years when necessary
 - do not split invoice between fiscal years using multiple invoice lines
- Conference registration & other travel costs should be charged to the fiscal year in which the conference and/or travel begins

Accrued Expenses



- Accrued expenses are expenses incurred in FY26 for which an invoice has not yet been received
- Tell us about:
 - Goods received/services provided on/before June 30 for which the invoice hasn't been received by July 14th if the amount is **≥\$1,000**
 - Include estimated amount of invoice & description of what was purchased
 - If possible, reach out to your vendors and request an invoice or progress billing through June 30
- Accrual thresholds increase after July 14
 - July 15-31: accrue if \geq \$5,000
 - Aug 1-15: accrue if \geq \$10,000
 - Aug 16 through end of audit: accrue if $>$ \$25,000

Journal entries



- Correct accounting when it can't be done at the invoice or expense report level; controller's office staff may convert a journal request to an accounting adjustment when appropriate
- Transfer funding from one worktag to another – use ledger 9000 with appropriate revenue category and spend category
- Cost share – ****NEW POLICY EFFECTIVE JULY 1****
 - use only when contributing funds to a shared event ***between cost centers***
 - use spend category ***Cost Sharing*** on both sides of transaction
 - when feasible simply split invoice between participating cost centers
 - if funds are being transferred between gifts and cost centers, non capital projects and cost centers, or between gifts and non capital projects, use transfer codes
- Submit JE requests to jeentry@bowdoin.edu by July 14th

Expense Reports



- June/prior charges & reimbursements should be in an expense report with a June *Expense Report Date*
- July charges & reimbursements should be in an expense report with a July *Expense Report Date*
- ***DO NOT comingle FY26 and FY27 charges & reimbursements in the same expense report***
- Submit & approve all FY26 credit card purchases and out of pocket reimbursements by Tuesday July 14th
- It takes 3 business days for charges to appear in your Workday queue; keep in mind when purchasing at end of June
- Give worktag manager(s) time to review before the deadline; keep in mind vacation time for you and your approver

Expense Reports (cont'd)



- If you are creating an expense report for FY26 charges in July, **you must manually update** the Expense Report Date to 6/30/2026, otherwise the accounting date will default to July and charges will be incorrectly expensed in FY27

Create Expense Report

▼ Expense Report Information

Expense Report For * Employee: Lisa A Gauthier

Creation Options *

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo * Kaspick conference - June 16-18

Company * x Bowdoin College

Expense Report Date * 06 / 30 / 2026 ←

Expense Reports (cont'd)



- Purchases made in June/prior that represent new year expenses should be coded with the Expense Item ***Prepaid / Deferred Expense for Next Fiscal Year***, and the Expense Item to be used in the new year (e.g., Lodging) should be entered in the Expense Item for Next Fiscal Year field.
- Examples:
 - you ordered goods/supplies with your credit card in June and did not receive them by June 30
 - you charged airfare in June for an August trip

Credit Card Transaction	04/08/2025 TST* THE HEARTWOOD 35.95 USD	
Charge Description	TST* THE HEARTWOOD	
Expense Date	* 04/08/2025	
Expense Item	* <input type="text" value="Prepaid / Deferred Expense for Next Fiscal Year"/>	<ul style="list-style-type: none">• Enter Merchant• Enter the Expense Item for the Next Fiscal Year• To view or remove an itemization, select EDIT.• Please note that New or edited expenses will auto save as you add or click or pense line.• Additional Detailed Instructions.
Total Amount	35.95	Item Details
Currency	* USD	Merchant * <input type="text" value="TST* THE HEARTWOOD"/>
		Expense Item for Next Fiscal Year * <input type="text" value="Lodging"/>

Draft Receipts



- Year End Clean Up – Draft Receipts in Workday
 - It is important to either edit or cancel draft receipts for year end
 - What you need to do:
 - Type My Receipts in the Workday Search Bar

My Receipts

Company	<input type="text"/>	☰
Receipt	<input type="text"/>	☰
Receipt Status	<input type="text" value="X Draft"/>	☰

- From the list, select the related actions button to the right of the receipt, select receipt and then either edit or cancel the receipt.

Review Requisitions



- Year End Clean Up – Requisitions in Workday
 - It is important to either edit or cancel draft requisitions for year end
 - What you need to do:
 - Type My Requisitions in the Workday Search Bar
 - Click in Status – Select Draft – Hit Ok

My Requisitions

Company	<input type="text" value="Bowdoin College"/>
Requisition	<input type="text"/>
Status	<input type="text" value="Draft"/>

- From the list, select the related actions button to the right of the requisition number, select requisition and then either edit or cancel the requisition.

Purchase Order Review



- Year End Clean Up – Purchase Orders in Workday

- It is important to confirm your purchase orders are closed at year end
- What you need to do:
 - Type BOW FIN My Purchase Orders and Receipts in the Workday Search Bar
 - Click on the column Purchase Order Status – Select Issued, Pending Issue, and Draft from the drop down (you may not have any in these categories, if not you are done)
 - If you have Purchase Orders listed, please either write down the PO Number or Take a snip-it of your numbers and send Jim Kelley a note to investigate the purchase orders.

Purchase Orders

Supplier	Auto Sourced	Purchase Order Status	Receipts	Purc Date
		↑ Sort Ascending		
		↓ Sort Descending		
Amazon Capital Services, Inc.	Yes			
Amazon Capital Services, Inc.	Yes			
Amazon Capital Services, Inc.	Yes			
Amazon Capital Services, Inc.	Yes			
Amazon Capital Services, Inc.	Yes			

Filter Condition *

- <Blanks>
- Closed
- Issued

Search

Filter

Gift Cards



- In accordance with Bowdoin College’s *Tax Treatment of Awards, Gifts, and Prizes* policy, all cash, gift certificates, and gift cards—regardless of amount—are considered taxable income and subject to IRS W-2 reporting and income tax withholding
- To ensure compliance with IRS regulations and existing Bowdoin Policy, **staff should not purchase gift cards or similar items for employees independently.** Instead, please contact Human Resources regarding awards for work performance. This includes gift card purchases at the Bowdoin Store or Dining.
- Note: any purchase of a tangible gift over \$100 is also taxable and should be reported to HR.

Bereavement



- The Serious Illness / Bereavement policy states:
 - In the event that **an employee, their spouse, or a dependent** becomes seriously ill or passes away, it is appropriate for the College to send flowers as a gesture of support. With the approval of the respective Senior Officer, a reasonable flower expense may be charged to the department's budget.
 - The College maintains an established relationship with Pauline's Bloomer in Brunswick (725-5952) for this purpose. A standard floral arrangement has been pre-selected, and pricing has been prearranged. The College is billed directly for these orders.

Travel & Expense Reimbursement Policy



- Business Purpose - regardless of amount, you need to document a specific description of the business purpose
- Receipt for \$50 and over / Itemized receipts or meals
- No alcohol. At the discretion of their Senior Officer employees may be reimbursed for alcohol purchased during business meetings. A business meeting is when there is a third party present (consultant, donor, guest speaker), it is not department meetings

Vacation Tracking



- Time off should be entered into workday monthly and approved.
- If you have taken no time off in a particular month, you must enter “no exception time reported”
- Every individual should have one of the above entered each month
- Note earlier reporting deadline (June 23rd)

Non capital projects/faculty awards



- Budget check
 - check available balance in your Dashboard before submitting expenses
 - check Workday Inbox for any budget check notifications
 - Request budget override if you believe there are sufficient funds available
- Dashboard reporting
 - any changes made to report settings (gear wheel) will “stick”
 - if you don’t have access to a project and you think you should, contact Marc Berry

Gifts & Endowment



- Gift types
 - GF1xxxx – spendable, one-time gift
 - SP1xxxx – spendable endowment income; renews on July 1
 - EC1xxxx – endowment corpus; NO SPENDING
- Direct spending is not allowed on all “spendable” gifts
 1. Page Error

The gift worktag you have chosen does not allow direct expenditures. If you chose a worktag beginning with “EC”, please select the similar worktag that begins with “SP”. If you chose a worktag that begins with SP1xxxx or GF1xxxx and are getting this error message, it means the current gift does not allow direct expenses; please select another worktag. Please reach out to Vicki Hart with any questions.
- Use of endowment/year end underwrites
 - First dollar rule
 - Endowment reinvestment



Questions?
Helpful Hints?