



## SAO - FINANCIAL MANAGEMENT DEPARTMENT

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### FY 2020 YEAR-END MEMO

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**DATE:** September 29, 2020  
**TO:** ERP Users  
**SUBJECT:** **Entering FY20 Receipts on Goods & Services, Received/Rendered Before Sep 30<sup>th</sup>.**

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Dear Colleagues,

If you have received goods or services (other than subscriptions) in FY20, and have not entered a receipt in PeopleSoft; please do so immediately; following guidelines below:

- **Please ONLY receive the quantity or amount of goods/services that the vendor has delivered/will deliver on or before Sep 30<sup>th</sup>, 2020. All receipts should be dated 9/30/20 or prior.**
- **The deadline to enter FY20 Receipt in PeopleSoft is 12:00 pm noon Eastern Time – Monday, Oct 5<sup>th</sup>, 2020**  
**IMPORTANT: when entering FY20 Receipt in October, please remember to back-date the receipt to 9/30/2020**
- **REMINDER: Please DO NOT enter a receipt for any goods/services that will be delivered/rendered on or after Oct 1<sup>st</sup>, 2020 (FY21) with a September date.**

If you have further questions on receipts, please do not hesitate to contact Ria Jauw at 617-495-7322.

**ACCRUAL NOTE:**

FY20 Receipt information will be used to generate the year-end PO accrual file. Therefore it is crucial to ensure correct dates on these receipts (per guidelines above). For further information on accrual, please see attached memo on the Importance of PO Liability Accrual & Accurate Receipt.