



Fiscal Year End 2023

The Controller's Office is hard at work as we rapidly approach June 30, the end of Fiscal Year 23. We appreciate the collaboration across the College to adhere to year-end deadlines and important milestone dates.

Please use this opportunity to take a look at your budget in Adaptive and make sure you have submitted all of your FY23 invoices for payment.

[FY23 Year End Closing Dates Download](#)

Paying Vendors Electronically

The preferred method of payment for vendors is electronic. For domestic vendors that means paying by EFT (electronic funds transfer) or more specifically ACH. When submitting a request for a new vendor to be set up in PeopleSoft, please include the completed ACH Request Form along with the W-9 that you forward to accountspayable@holycross.edu.

[ACH Request Form](#)

Purchase Orders

Beginning Tuesday, June 13 you can enter Purchase Orders against your FY24 budget. If you have questions on how to enter a purchase order please email purchasing@holycross.edu.

ChromeRiver Tips

Here are some reminders, tips, and tricks to maximize your use of ChromeRiver Expense.

- Be specific in the **Report Name** that you assign to your report. That is the information that populates the "line description" field in Adaptive, providing specifics of the expense.
- CR Snap is an app you can download onto your phone. That allows you to take photos of your receipts and have them sent directly to your ChromeRiver account.

- Another way to easily send receipts to your ChromeRiver account is to take a picture of the receipt on your phone and send it to receipt@ca1.chromeriver.com. Send it from an email account associated with your ChromeRiver account and it will go right into your Receipt Gallery.
 - Add your personal email to ChromeRiver by adding an Alternative Email. Click on "Account Settings" beneath your name and add your personal email address.
 - Reports should be submitted every two weeks. Check your ChromeRiver eWallet for transactions that need to be submitted.
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Polar Water Summer Delivery

During the six weeks of Summer Hours (July 10 - August 18), Polar water bottle deliveries to departments on campus will take place on Tuesdays instead of Fridays. Please plan your orders and office coverage accordingly.

OFFICE OF THE CONTROLLER

controller@holycross.edu

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