



Fiscal Year End 2024

The Controller's Office is preparing for June 30, the end of Fiscal Year 2024. We appreciate the collaboration across the College to adhere to year-end deadlines and important milestone dates. Please use this opportunity look at your budget in Adaptive and confirm you have submitted all of your FY24 invoices for payment, reconciled your PCard charges, and closed out any lingering purchase orders.

[FY24 Year End Closing Dates](#)

Recurring Invoices

Do you want to look up invoices older than 90 days? Do you receive a monthly or quarterly invoice from a vendor? You can check ChromeRiver to make sure all invoices have been entered for payment. For instructions, [watch this one minute video](#) or contact accountspayable@holycross.edu.

ChromeRiver - new app!

"Emburse Chrome River" has released a new app to support your mobile use of the technology. This is really helpful if you are a frequent traveler juggling many receipts but can be used by anyone! The app will enable you to:

- Seamlessly *capture* receipts on the go
- Automatically *extract* expense details using cutting-edge OCR technology
- Effortlessly *track and manage* receipts across all your devices with our cloud wallet
- Choose from 35 supported *languages* for added convenience

More details regarding the app can be found by clicking through to [this site](#).

Navigating Egencia

[Egencia](#) is the College's one-stop portal for all work related travel requests. If you need a refresher on how to use Egencia, [this succinct video](#) will take you through the site and highlight some of Holy Cross' travel policies.

Prepaid Expense Procedure

In preparation for the close of the fiscal year, the Controller's Office has released guidance on when to classify invoices or expenses as "prepaid" so that it is recorded in the correct fiscal year. This procedure details when expenses should be recorded to the current or future fiscal years based upon dollar thresholds. If you have any questions regarding this procedure, please reach out to Justin Cambridge at controller@holycross.edu.

[Prepaid Expense Procedure](#)

OFFICE OF THE CONTROLLER

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