

From: [Jo-Ann Daniels](#)
Subject: SBF May 2021 Monthly Accounting Reports & Important Year End Information
Date: Monday, June 14, 2021 10:13:33 AM

The May 2021 monthly accounting reports are available in SBU Reporting and in the ERAS system. For more information on SBU Reporting for Finance and how to get access, please click the link: <http://it.stonybrook.edu/services/sbu-reporting>.

Fiscal Year End 2021 Closing Information

We are approaching the end of the fiscal year. Please take notice of important dates for the June 30, 2021 closing. Kindly share this information with your staff.

Payroll transactions:

If you are using SBF funds for Research Foundation payroll transactions, please submit employee appointment/change or fellowship forms for the new fiscal year to avoid a disruption in the biweekly paychecks.

Deposit transactions:

Please submit all deposit transactions to the SBF Business office by June 25th for inclusion in the June 2021 Monthly Accounting Reports. For audit purposes, kindly include the postmarked envelope for June Gift deposits submitted for processing between July 1st and July 9th . The postmarked envelope will serve as evidence of the gift date for recording in our donor database. If the postmarked envelope is missing, the gift will be recorded in our donor database as a new fiscal year transaction.

Disbursement transactions:

Please submit all outstanding vendor invoices, independent contractor payments, and reimbursements for payment processing. Please include support documentation as defined in the Stony Brook Foundation Checklist located on our website.

Purchase orders:

All open blanket purchase orders for fiscal year 2021 will be disencumbered by June 29th. Please submit a new Requisition Form along with the appropriate support documentation (as defined in the Stony Brook Foundation Checklist) and calculation used to estimate the amount for each vendor.

If you have any questions, please contact us.

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