

ACCOUNTS PAYABLE FYE16 PROCESSING TIPS

1. Fiscal Year End 2016 processing period will run from 6/1/16 – 6/16/16.
2. All PO invoices, eChecks and eBERFs must be submitted for processing by Tuesday, May 31, to ensure processing to FY16.
3. Check your POs to ensure there are no open encumbrances/unpaid invoices. Contact vendors and request invoice copies if not yet paid, and submit to AP.
4. During the Fiscal Year End processing period, AP will pay an invoice that has insufficient funds on the PO if you write “OK to Force” on the invoice and print your name, sign, and date it.
5. The last day to submit exceptions (items that could not be delivered to AP by 5/31/16 due to exceptional circumstances) to AP is Thursday, 6/2/16, to be included in the 1st Preliminary Report 90.
6. Final exception items must be in AP no later than 12:00 noon on Tuesday, 6/14/16, in order to appear in the 2nd Preliminary Report 90. **NOTE: AP/Disbursements will make every effort to reach these exception processing timelines; however, they are not guaranteed, hence the importance to submit documents by 5/31/16.**
7. During the FYE period, payment for eChecks and eBERFs may be delayed for a few additional days and may not occur on the same date the document is fully approved.
8. All eChecks and eBERFs approved on or after June 17 will post to the New Year, FY17.
9. The fiscal year applied to an expense is based on when the good/service/transaction took place and not on when the funding is available in the account.
10. PO invoices must be delivered to Accounts Payable located in Gables One Tower # 400, Loc. Code 2943. Invoice copies attached to a Purchase Requisition in ARIBA are document backup only and do not arrive in AP.