ACCOUNTS PAYABLE FYE15 PROCESSING TIPS

1. Fiscal Year End 2015 processing period will run from 06/01/15 – 06/16/15.

2. All PO invoices, eChecks, and eBERFs must be submitted for processing by Friday May 29th, to ensure processing to FY15.

3. Check your POs to ensure there is no open encumbrance/unpaid invoice. Contact vendors and request an invoice copy 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 name, sign, and date it.

5. The last day to submit exceptions (items that could not be delivered to AP by 05/29/15 due to exceptional circumstances) to AP is Tuesday 06/02/15 to be included in the 1st preliminary Report 90.

6. Final exception items must be in AP no later than 12:00 pm (noon) on Friday 06/12/15, in order to appear in the Second Prelim 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 05/29/15.

7. During the FYE period, payment for eCheck and eBERFs may be delayed for few additional days and may not occur on the same date the document is fully approved.

8. All items approved on or after June 17th will post to the New Year, FY16.

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.