

## Accounts Payable Year End Notes

### Notes for Slide 13 – Year End Check Requisitions/Reimbursements/Advances

This year Check Requisition and Expense Reimbursements are due to Accounts Payable Friday June 23<sup>rd</sup> by 5 p.m. for FY17 processing. Accounts Payable will continue to process request received up until Friday June 30<sup>th</sup>. Any request received after June 30<sup>th</sup> will be paid against FY18.

Please review your Advance accounts 1271 **now**. Expense reimbursement for activity after July 1<sup>st</sup> is considered an advance. If you have activity currently in 1271 please contact the employee to submit any substantiating documentation. Advances not closed by June30th will be accrued.

### Notes for Slide 14 – Year End PO's/Misc. Accruals/Prepaid/Expense Transfers

Purchase Order invoices received by departments for items ordered using a PO, should be sent immediately to Accounts Payable for processing. Invoices received in AP with receipt in Lawson by June 30<sup>th</sup> will be processed for FY17.

Prepaid expenses this includes goods, services, events, or clubs received or taking place in FY18. Please instruct Accounts Payable to code to 1810 and provide the expense account.

Expense Transfer of AP transactions are due by July 7<sup>th</sup>. This is to clear up any FY17 activity prior to July 1<sup>st</sup>. Please start reviewing your accounting units and accounts immediately and submit all needed transfers now.

### Notes for Slides 15-16 AP Forms

Please use the comment section of the payment requisition and expense reimbursement forms to instruct Accounts Payable of special processing.

Example- Resubmitting a form to pay a balance on an already received request must be indicated. If not, DocFinity/Lawson will block from duplicate processing.

Expense transfer of AP Transaction form should include supporting documentation. This could include the original payment requisition, expense reimbursement or Webreport.

If you have any questions or comments please contact Accounts Payable [Accounts-payables@luc.edu](mailto:Accounts-payables@luc.edu)

Or LaShonda Smith at [Lsmit17@luc.edu](mailto:Lsmit17@luc.edu).