

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All Agencies

DATE: June 4, 2015

FROM: Louise Anderson-Sawtelle
Associate Controller - Operations

**SUBJECT: Accounts Payable Year End Reminders
CFO 15-11**

With fiscal close just around the corner, it is important that steps are taken to ensure that all outstanding payables for FY 2015 are processed timely. Please be sure your departments are reviewing the Open Invoice Report posted weekly to the Controller's website and that action is taken to process these outstanding invoices in a timely manner.

Following is a brief recap of cut-off dates for FY 2015 Accounts Payable fiscal close:

- July 10, 2015 Last day for Accounts Payable section to receive invoices from vendors relating to State agencies utilizing the State's centralized pay system.
- July 17, 2015 Last day to FTP Batches for FY 2015 (all agencies)
- July 17, 2015 Last day to submit any required invoice backup documentation for transactions to the Office of Accounts & Control (all agencies)
- July 17, 2015 Last day for State agencies utilizing the State's centralized pay system to complete the receiving function of each invoice that relates to goods and services received prior to July 1, 2015
- July 20, 2015 Last day for users to approve invoices and batches for FY 2015

Please note that any FY 2015 invoice that is not in "Final Approved" or "Not Required" status by the end of business on 7/20/15 will be canceled and will be required to be processed using FY 2016 funds. If it meets the threshold, an Accounts Payable Accrual for FY 2015 will also be required.

It is imperative that agencies make every effort to have all FY 2015 invoices processed and approved by the appropriate dates in order to be expensed in FY 2015.

If you have any questions or concerns, please call me at 401-222-2704.

Thank you for cooperation.