

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All Agencies

DATE: June 14, 2016

FROM: Louise M. Sawtelle
Associate Controller - Operations

**SUBJECT: Accounts Payable Year End Reminders
CFO 16-11**

With fiscal close just around the corner, it is important that steps are taken to ensure that all outstanding payables for FY 2016 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 2016 Accounts Payable fiscal close:

- July 12, 2016 Last day for Accounts Payable section to receive FY 2016 invoices from vendors and agencies (for State agencies utilizing the State's centralized pay system)
- July 15, 2016 Last day for iSuppliers to enter FY 2016 invoices into the portal
- July 18, 2016 Last day to FTP Batches for FY 2016 (all agencies)
- July 18, 2016 Last day for State agencies to submit any required batch documentation to the Office of Accounts & Control (all agencies)
- July 18, 2016 Last day for State agencies utilizing the State's centralized pay system to complete the receiving function for each invoice that relates to goods and services received prior to July 1, 2016
- July 18, 2016 Last day for States agencies not utilizing the State's centralized pay system to enter FY 2016 payment transactions and submit any required backup documentation to the Office of Accounts & Control
- July 20, 2016 Last day for users to approve invoices and batches for FY 2016

Please note that any FY 2016 invoice that is not in "Final Approved" or "Not Required" status by the end of business on 7/20/16 will be canceled and will be required to be processed using FY 2017 funds. If it meets the threshold, an Accounts Payable Accrual for FY 2016 will also be required.

It is imperative that agencies make every effort to have all FY 2016 invoices processed and approved by the appropriate dates in order to be expensed in FY 2016.

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