

As part of Accounts Payable's efforts to efficiently close accounting records for Fiscal Year 2018, please review deadlines and information outlined below.

Year-End Guidance

Now *

- **Review encumbrances now:** Make sure all lines of the Purchase Order show fully invoiced. Purchase Orders are not to be closed unless there is an invoice posted. If the invoice has been satisfied with another method of payment, provide the payment information when requesting that Procurement Services close the purchase order.
- Invoices for catalog (punchout) suppliers are submitted electronically into the Smart Source system. If you do not see that an invoice has posted by June 25, 2018, submit a comment to **acctpay** in the Smart Source system under the Purchase Order number. When sending a comment to Accounts Payable search for the email recipient name **acctpay**. Put acctpay in the search field last name or email and select the email address acctpay@drexel.edu. Type in the comment "Name of the supplier - Requesting Invoice." Accounts Payable will contact the supplier.
- Non-catalog purchase orders that are not showing as fully invoiced, please request an invoice from the supplier and have it sent to the Digital Mail room (EDM) drexel_university@edmamericas.com. The Purchase Order is required on the invoice.
- **Recurring FY19 Payment:** Create the purchase order now for FY19 and in the description the field the first word typed should be "Recurring." This will alert Procurement Services to send a comment to acctpay. Accounts Payable will set-up the recurring payments for FY19.
 - **Remember:** *A recurring payment can only be done monthly or quarterly. The monthly or quarterly payment has to be the same each month. Do not submit invoices for recurring payments each month or quarter. Payments will be schedule to be issued seven business days prior to due date.*
- Please closely monitor your invoice approval queues to ensure timely handling of year-end invoices.
 - **Remember:** *For Purchase Orders created with an accounting date of 7/1/18 or greater, the system cannot process the invoice prior to 7/1/18. If the goods or services were delivered prior to 6/30/18 the invoice has to be recorded in FY18 with an accounting date of 6/30/18 or less. The invoice will have to be processed under a different form and the Purchase Order closed if payment is due prior to July.*
- Payments that can be made in July cannot be issued until the encumbrance has rolled (July 13, 2018) into FY19. ([View this instructional video](#) - log in using your Drexel credentials.) If the expense is truly FY18 we will add it to the Accounts Payable accrual entry for FY18 beginning July 14, 2018. [View this instructional video](#) - log in using your Drexel credentials.



Accounts Payable 2018 Fiscal Year-End Checklist

June 29, 2018 * - Last Check Run FY18

- The date of payment does not decide the fiscal year, it is the accounting date. A check request, confirming order or Purchase Order (with invoice) created with a date of 6/30/18 or less will post in FY18.
- Invoices required to be prepaid before 7/1/18 for FY19 the payments have to be issue prior to or on June 29, 2018 check run. [View this instructional video](#) - log in using your Drexel credentials.

July 2, 2018 * - First FY19 Check Run

- **Remember:** Smart Source check requests and order confirmations submitted Sunday, July 1 – Friday, July 6, 2018, must use the accounting date of June 30, 2018. For assistance on changing an order's accounting date, [view this instructional guide \[pdf\]](#). An order with an incorrect accounting date will require you to cancel and resubmit the order.

July 6, 2018 *

- Invoices for goods and services rendered in FY18 must be received by the Digital Mailroom (DMR) at drexel_university@edmamericas.com no later than Friday, July 6, 2018, and the invoice must be dated no later than June 30, 2018.
- Employee travel expense forms related to travel conducted through June 30, 2018 must be submitted to travel@drexel.edu no later than Friday, July 6, 2018. Travel expenses submitted after Friday, July 6, 2018, regardless of date traveled, will be reflected in FY19.
 - **Status of Travel Reports:** Inquires are to be sent to travel@drexel.edu.
- FY18 payments processed on a Smart Source check request or confirming order must be submitted through Smart Source by Friday, July 6, 2018. The invoice must be dated no later than June 30, 2018.

July 11, 2018 *

- Invoices in Smart Source must be approved by 5 p.m. on Wednesday, July 11, 2018. Invoices approved after Wednesday, July 11, 2018, will post to FY19.

The full fiscal year 2018 processing schedule is available. [View this instructional video](#) - log in using your Drexel credentials.

Please contact acctpay@drexel.edu **with questions.**

Additional information is located on the [Procurement Services](#) and the [Comptroller websites](#).

** In order to ensure that all invoices and check requests are processed before the end of the fiscal year we are requesting you submit by the dates listed. Invoices and check requests submitted after these dates may still be processed before the end of the fiscal year however due to the increased volume during this time, Accounts Payable cannot guarantee they will be processed.*