

# Accounts Payable

## Criteria for Determining FY 2023/2024 Expenses

### • Accounts Payable – Check Requests

- On-line A/P Check Requests for any services received or performed prior to July 1, 2024 must be submitted and *fully approved* in Universal Worklist by 10am on Wednesday, July 3rd.
- Post all check requests ***in period 12*** that are received in A/P by 10am, Wednesday, July 3rd.
- A/P will stop posting check requests for FY 2023/2024 at 3pm on Tuesday, July 9th.

### • Accounts Payable – Vendor Invoices

- Vendor Invoices dated before July 1, 2024 must be received in A/P by 5pm on Friday, July 5th.
- Post all invoices ***in period 12*** that are received by 5pm, Friday, July 5th.
- A/P will stop posting invoices for FY 2023/2024 at 3pm on Tuesday, July 9th.

***Accruals will be handled by Central Finance for the Health System and by Financial Reporting for the University and the School of Medicine.***