

Accounts Payable

Criteria for Determining FY 2021/2022 Expenses

• Accounts Payable – Check Requests

- On-line A/P Check Requests for any services received or performed prior to July 1, 2022 must be submitted and *fully approved* in Universal Worklist by 10am on Tuesday, July 5th.
- Post all check requests *in period 12* that are received in A/P by 10am, Tuesday, July 5th .
- A/P will stop posting check requests for FY 2021/2022 at 3pm on Monday, July 11th .

• Accounts Payable – Vendor Invoices

- Vendor Invoices dated before July 1, 2022 must be received in A/P by 5pm on Wednesday, July 6th.
- Post all invoices *in period 12* that are received by 5pm, Wednesday, July 6th.
- A/P will stop posting invoices for FY 2021/2022 at 3pm on Monday, July 11th.

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