

FYE 2013 InfoPacket: *Ensuring Posting and Payment in Fiscal Year 2013*

About Fiscal Year End (FYE) 2013

Fiscal Year (FY) 2013 ends at midnight on June 30, 2013. All expenses should be posted in the fiscal year to which they apply. Follow the deadlines in this document to ensure that your FY 2013 expenses post and pay appropriately within FY 2013.

CU Marketplace Processing

Payment Vouchers (PVs)

5:00 p.m. Thu, June 20

Create PV in the Marketplace and attach required documentation with required signatures (e.g., SOW with HR signature). PV must be **submitted and fully approved** by all department fiscal approvers/specialized approvers and must be ready for processing by the PSC by the deadline. (This means the PV will be in the AP Form Review workflow step in the Marketplace.)

Paper Forms and Supplier Invoices to Procurement Service Center (PSC)

Supplier Invoices

5:00 p.m. Thu, June 20

Be sure PO# is on invoice. Invoice must be **at the PSC** by the deadline. To submit to the PSC: email APIInvoice@cu.edu, or fax 303.764.3434, or send campus mail to Box 005 UCA. *Note: Supplier payment terms apply, which may cause payment to be in FY 2014.*

Payment Authorization (PA)

Study Subject Payment (SSP)

Non-Employee Reimbursement (NR)

5:00 p.m. Thu, June 20

Complete form and attach required documentation. Signed, completed form and documentation must be **at the PSC** by the deadline. To submit to the PSC: email APIInvoice@cu.edu, or fax 303.764.3434, or send campus mail to Box 005 UCA.

Concur Travel & Expense System Processing

Travel Reconciliation (Employee Reimbursement)

5:00 p.m. Mon, June 24

Assign Travel Card transactions to expense reports, process any out-of-pocket expenses or cash advances, and attach required documentation. Expense reports must be **submitted and fully approved** by all department/campus approvers by the deadline.

Procurement Card

5:00 p.m. Wed, June 26

Assign Procurement Card transactions to expense reports and attach required documentation. Expense reports must be **submitted and fully approved** by all department/campus approvers by the deadline. *Note: If the Approving Official (AO) will be unable to approve in time, be sure an Approve Delegate is in place.*

Additional Information

- **Accrual:** FY 2013 expenses that are not processed within the FY can still be accrued to (expensed in) FY 2013. Follow the deadlines in the FYE 2013 InfoPacket guides on [Ensuring Accrual to Fiscal Year 2013](#).
- **Financial Reports:** What might you see on your FYE reports? Refer to the FYE 2013 InfoPacket guides on [Accruals and m-Fin Reports](#).