

FYE 2014 InfoPacket: Ensuring Posting and Payment in Fiscal Year 2014

About Fiscal Year End (FYE) 2014

Fiscal Year (FY) 2014 ends at midnight on June 30, 2014. Follow the deadlines in this document to ensure that your FY 2014 expenses post and pay appropriately in FY 2014.

New Vendor (Supplier) Processing

New Vendor (Supplier) Set-up

6:00 p.m. Thu, June 19

Provide signed, completed W9 or W8 form for the creation of a new vendor in FY 2014. All information must be **at the PSC** by this deadline. To submit to the PSC: fax 303.764.3434.

CU Marketplace Processing

Payment Vouchers (PVs)

6:00 p.m. Thu, June 19

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 this deadline. This means the PV will be in the AP Form Review workflow step in the Marketplace.

Supplier (PO) Invoices and Paper Forms Processing

Supplier (PO) Invoices

6:00 p.m. Thu, June 19

PO# must be on invoice. Invoice must be **at the PSC** by this deadline. To submit to the PSC: email APIInvoice@cu.edu. (Supplier payment terms apply; this may cause payment in FY 2015.)

Payment Authorization (PA)

Study Subject Payment (SSP)

Non-Employee Reimbursement (NR)

6:00 p.m. Thu, June 19

Complete form and attach required documentation. Signed, completed form and documentation must be **at the PSC** by this deadline. To submit to the PSC: email APIInvoice@cu.edu.

Concur Travel & Expense System Processing

Travel Reconciliation (Employee Reimbursement)

6:00 p.m. Mon, June 23

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

Procurement Card

6:00 p.m. Wed, June 25

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 unavailable, be sure an Approve Delegate has been designated.

Additional Information

- **Accrual:** FY 2014 expenses that are not processed in the FY can still be accrued to (expensed in) FY 2014. Follow the deadlines in the FYE 2014 InfoPacket guides on [Ensuring Accrual to Fiscal Year 2014](#).
- **Financial Reports:** What might you see on your FYE reports? Refer to the FYE 2014 InfoPacket guides on [Accruals and m-Fin Reports](#).