

## Questions and Answers for Accounts Payable Division EOY Presentation

August 20, 2026

1. Do we need to delete all receipts that are open from 2026?
  - a. Yes. We ask that no NEW receipts are created after 10/1 until 10/5. Essentially, no receipt creations on Friday, October 2<sup>nd</sup>. Any existing unmatched receipts will need to be deleted and re-processed after the AP close and PO rollover (10/5).
2. The Expense Reports due by September 18 refer to Travel Expense Reports?
  - a. This refers to all expense reports, travel related, and non-travel related.
3. Please clarify JE accruals due date as this morning's meeting had a due date of 10/9, the afternoon meeting states 10/7.
  - a. The correct date is 10/9, the presentation shared has been corrected.
4. The need for GAS POs through September is a lot more than Copiers; we receive thousands of invoices per month for all kinds of monthly services. Everyone needs to be aware that they need to justify retention of all POs for which they have a reasonable expectation of receiving a September invoice must be justified to be held open. If they fail to mark the PO for retention, the PO will be closed on August 31, and it will not be available to pay for September services.
  - a. Please reach out to the contacts provided for this process for clarification. Purchase Orders needed through fiscal close should not be liquidated.
5. If a PO is created after the last liquidation list was sent, will it be automatically liquidated at the end of the FY or will it roll over?
  - a. A PO should only be created if it will be used before the fiscal year end. POs will not be automatically liquidated, departments should be processing liquidations and cleanup as instructed in the Purchase Order Review slide and communications from Procurement.
6. Please include a deadline to add new suppliers.
  - a. The deadline to submit a request to establish a new Finance Only supplier to process an invoice for them prior to the EOY cutoff is September 29, 2026 at 5 pm. Any requests received after the cutoff will be processed, but we cannot guarantee the supplier will be available for use before the invoice approval deadline.