FY 2025 YEAR-END TRAINING

Accounts Payable Deadlines

AUDITOR-CONTROLLER'S OFFICE
Presented By: Britney Lane, Principal Accountant

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ACCOUNTS PAYABLE TOPICS

Stops & Cancels

Vouchers

Voucher Interfaces

Payment Request

Supplier Registration

2025 YEAR-END TRAINING

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FY25 YEAR-END A/P DEADLINES

JUNE 20, 2025

- Last day to Enter and Department approve June vouchers.
  - ✓ Denied Vouchers
  - ✓ PO Exceptions
  - ✓ Budget Errors

- Last day to Enter and Department approve FY25 Payment Request. (Employee Reimbursements).

- AP Module closing at the EOD for FY25.

2025 YEAR-END TRAINING

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FY25 YEAR-END A/P DEADLINES

JUNE 24, 2025

- Last day for ACO to process Stops and Cancels.
  - ➤ Please ensure your request is submitted timely to allow ACO time to process request.

- Last day to process pre-approved voucher interface files for FY25.
  - ➤ This will allow time to research and resolve any voucher build errors.

2025 YEAR-END TRAINING

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FY25 YEAR-END A/P DEADLINES

JUNE 27, 2025

- All June vouchers will be ACO approved by 3pm.

- Final Pay Cycle processed for all invoices scheduled to be paid thru July 1st.

- PeopleSoft Financials Production and eSupplier Portal closed to all users after 5pm.

2025 YEAR-END TRAINING

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FY25 YEAR-END A/P DEADLINES

JULY 1, 2025

- PeopleSoft Financials and the eSupplier Portal will re-open for FY26 period 1.

Happy New Fiscal Year!

2025 YEAR-END TRAINING

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QUESTIONS?

Vouchers

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Payment Request

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eSupplier Portal and Registration

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Stops & Cancels

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2025 YEAR-END TRAINING

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