



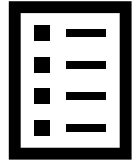
HARVARD UNIVERSITY

2021 Fiscal Year-End Brown Bag

May 19, 2021

June 7, 2021

Agenda



- Accounts Payable Year-End calendar review
- Checklist
- Tips & tricks
- Reporting
- Demo
- Q&A

FY21 B2P Accounts Payable Deadlines

- **Initial Accounts Payable Cut-off – Thursday, June 17th at 5:00pm**
 - FY21 invoices submitted by 5:00pm Thursday, June 17th will be posted to the General Ledger by COB, Thursday, June 24th *. Data will be available to Tubs on Friday morning, June 25th in HDW
 - Reporting questions (Contact UIS helpdesk at 6-2001 to open a ticket with the OBI reporting team)
 - Final day for vendor setup requests, Wednesday June 16th at 5:00pm
- **Final FY21 Invoice Submission Date – Thursday, June 24th 5:00 PM**
 - All FY21 invoices that arrive in AP by 5pm Thursday, June 24th will be posted in FY21*
 - Data will be available to Tubs on Thursday morning, July 1st in HDW
 - Non-Employee Reimbursements (NRs) - submitted and approved, with no exceptions/holds
- **Final FY21 Holds Resolution – Wednesday, June 30th 12:00 PM**
 - Final opportunity to release Price and Quantity holds – by Noon, June 30th

All dates are for submission of invoices to AP_Invoices@harvard.edu

If your invoices are sent to a local finance office, confirm deadlines with your financial administrator.

* Assumes invoice is not on hold. Invoices not released from hold by July 1st at noon will post to FY22.



B2P FY21 Year End Deadlines

Initial Accounts Payable Cut-off	Thursday, June 17th 5:00 PM *
Final FY21 Invoice Submission	Thursday, June 24th 5:00 PM
Final FY21 Holds Resolution	Wednesday, June 30th 12:00 PM
FY22 processing – Begins Thursday, July 1st	Thursday, July 1st
*Note: Friday June 18th is a holiday	

Year End Notes

- Invoices that remain on hold for the final Accounts Payable close in June will be “swept” into July and become FY22 expenses. Departments can create a journal entry to accrue these expenses.
- If you physically received goods and services in FY21, make sure they are received electronically in B2P. Failure to “receive” will result in a hold and will not be released by July 1st, posted to FY22
- Considerations:
 - In B2P, Payment Requests automatically flip to Invoices and export to Oracle (post to GL), 24/7
 - All invoice deadline notes assume invoices are not on hold (i.e.: pending receipt)
 - New holiday observations: Tuesday 6/1, Friday 6/18, Friday 7/2
- **May 14th**: No longer processing invoices in HCOM, B2P only



B2P Year-End Checklist



- ✓ Submit Invoices, PRs, & NRs by [published deadlines](#)
- ✓ Monitor:
 - Requisitions that are not yet approved by your department approver(s)
 - PO invoices awaiting receipts or have a pricing/quantity discrepancy
 - POs that were excluded from Auto-close - can be manually closed
 - Expiring annual POs? Now's the time to setup next year's PO

[Refer to B2P website for Quick Reference Guides and FAQ](#)

Tips & Tricks



- Reminder: [How to setup Standing/Amount Based POs](#)
- PO Invoices should be sent directly from the supplier to Accounts Payable.
- Run the Invoice Holds report weekly to resolve invoice related issues.
- Unsure what fields flows to Oracle? Check out the [Crosswalk](#) document.
- Looking for additional searches? Check out the [Managed Search](#) document.
- [B2P website](#) – Look for Quick Reference Guides and FAQ for receiving, matching, change orders, etc.

B2P Reports



Navigation: Managed Searches => Shared=> B2P reports

✓ PO Open Commitment Report:

- B2P report will include receiving (excludes remaining balance)
- HART report will include remaining balances (excludes B2P receiving info)
- Open POs - excluded from Auto Save – identifies if this checkbox was selected on a PO, which now needs to be manually closed.



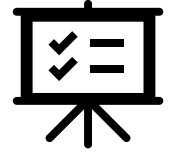
✓ Pending PRs and NRs that are not approved – used to identify PRs and NRs that are still in the approval process.



✓ Invoice Holds – used to monitor PO invoice(s) that are awaiting receipts or have a pricing discrepancy that needs to be resolved.



Demo



- B2P Open Commitment Report
 - How to manually close a PO
- Pending PRs and NRs that are not approved
 - Filter by tub/org
- Invoice Holds
 - Filter for invoice holds *or* match exceptions
 - Filter by tub/org
- [Refer to Quick Reference Guide for Invoice Holds](#)
 - Resolve an Invoice hold that needs receiving
 - Resolve an Invoice price match

Questions

