

Subject: July Accounts Payable Close Reminders

Audience: NCFS AP Users

July Close in Accounts Payable

- **All Payment Process Requests (PPRs) for July must be submitted for approval prior to 10:25 am Wednesday, July 31st.**
- Do not enter any additional PPRs after 10:25 am Wednesday, July 31st.
- Terminate all PPRs not approved by 1:00 pm on July 31st (these can be re-entered on August 1st).
- All check-related PPRs approved the morning of July 31st must be printed by 2:00 pm on July 31st.
- Review PPRs after 2:30 pm on July 31st to ensure all are showing under the 'Recently Completed' or 'Recently Terminated' tabs.
 - No PPRs should remain in the 'Requiring Attention' tab of your Payment Dashboard.

All July PPRs not terminated and remaining in the 'Requiring Attention' tab will be automatically terminated by OSC during the closing process.

Accruals in Accounts Payable

- AP accrual flagging and journal entry should be completed by 7/31/24.

As a reminder, please submit any questions or requests to the OSC Help Desk at ncfs@ncosc.gov.

Thank you,

NCFS Support Team
NC Office of the State Controller
3514 Bush Street – MCS 1410
Raleigh, NC 27699-1410
ncfs@ncosc.gov

To also be sent on 7/30 and 7/31 –

NCFS AP Users:

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- No PPRs should remain in the ‘Requiring Attention’ tab of your Payment Dashboard.
- Monitor the Invoiced Future Year PO Lines report WEEKLY to catch invoices keyed to future year PO lines before invoices are paid. Invoices should be canceled and keyed to the current year line prior to payment.

All July PPRs not terminated and remaining in the ‘Requiring Attention’ tab will be automatically terminated by OSC during the closing process.

Accruals in Accounts Payable

AP accrual flagging and journal entry should be completed by July 31, 2024.