

FY 2008 YEAR-END PROCUREMENT PROCESSING SCHEDULE

EMS (Expense Management System) transactions are not automatically included in Accounts Payable processing until they are approved by the end users. Expense Reports for EMS transactions must be approved by June 27th for them to be included in the final AP push for FY 2008. Similar transactions pertaining to FY 2008 that are approved between June 28th and July 17th will be accrued at the PTAE0 level during the normal AP accrual process.

Questions about EMS should be directed to yems@yale.edu.

Following are important dates and procedures pertaining to FY 2008 year-end Procurement processing.

June 16 at 5 PM	All Purchase Requisitions intended for processing in FY 2008 must be approved and submitted to the Purchasing Department by this date.
June 23 at 5 PM	All transactions that pertain to FY 2008 are due in Accounts Payable.
June 25 at 5 PM	Authorization to pay or cancel invoices on AP Hold status by e-mail must be submitted to ap.holds@yale.edu .
June 27 at 5 PM	Cutoff for authorization to pay invoices on AP Hold status through Worklist.
June 27 at 5 PM	All Expense Reports pertaining to FY 2008 EMS transactions must be submitted and approved by this time to ensure inclusion in the final AP push for the fiscal year. *

* Click [here](#) for information on how to run EMS reports to view unprocessed P-Card charges and Expense Reports.

Additional information on Year-End Closing Procedures can be found here:
<http://www.yale.edu/ppdev/YearEndClosing/index.htm>