

Submit FY20 Invoice after June 21st

Notes:

- Use this job aid from 6/22/20 through 7/15/20 only
- After 6/21, if you get an invoice for something that should have been on a req/PO and the goods or services were received in FY20, it is too late to do a requisition after the fact. You must submit the invoice to AP using a Supplier Invoice Request.

Instructions:

1. Create Supplier Invoice Request
2. Add a note in the Memo section that states “goods/services received in FY20”

Total Amount
10.00 USD

Supplier Invoice Request (empty) Status (empty) Requester Walter Wickersham

Create Supplier Invoice Request

Primary Information

Invoice Date *	06 / 01 / 2020
Invoice Received Date	06 / 03 / 2020
Company *	Emerson College
Supplier *	Tony Rinaldo/Photography
Remit-To Connection	(empty)
Currency *	USD
Control Total Amount	10.00
Supplier's Invoice Number	2323

Additional Information

Ship-To Address	120 Boylston Street Boston, MA 02116-4624 United States of America
Payment Terms	Net 60
Default Due Date	07/31/2020
Reference Type	
Handling Code	
Statutory Invoice Type	
Freight Amount	0.00
Tax Amount	0.00
Memo	goods/services received in FY20

Lines Attachments

+ Add

Submit Save for Later Cancel

Viewing: [Icons]

Spits (0)

3. Submit request. AP will make sure it gets applied to the proper period when they turn it into a workday invoice.