SAP Posting Logic for Accounts Payable Invoices

Accounts Payable invoices will post to SAP using the Saturday – Friday financial cut off week via the following methods:

- **Manual Invoices:** The **UFS transmission date** determines the SAP posting date. Any manual invoice that is transmitted after 7:30 pm ET on Friday will post in SAP to the future w/e date.
- **Electronic Invoices:** The **invoice approval date** determines the SAP posting date. Any electronic invoice that is approved Saturday - Friday will post to that Friday w/e date. After Friday, they post to the next week ending date.

Month-end exceptions are in place to align Accounts Payable invoices to the proper financial month via the following methods (note: cutoff time during close week, BD+2, BD+3 and BD+4 is 4:30 pm ET):

- **Manual Invoices:** On the 1st calendar day of the new month through noon (ET) on BD+2 (2nd business day), **the UFS system week ending date** determines the SAP posting date.
- Electronic Invoices: On the 1st calendar day of the new period through noon (ET) on BD+2 (2nd business day), **SAP reviews the invoice date to determine the posting date**. **Reminder - Electronic invoices approved after noon (ET) on BD+2 will be delayed for posting to the following day.**
  - o An invoice approved with an **invoice date in the month being closed** will post to that month-end date in SAP.
  - o An invoice approved with an **invoice date in the new month** will post to the approval date.

If you have any questions, please contact the Accounts Payable Department at (800) 828-7762 option 1, option 2.

For general UFS questions, please contact the UFS Administrator by email at unitfinancialsystemsadministration.noram@sodexo.com.