

Financial Administration (FAD) 2016/2017

Winter Recess Schedule

The University will be in recess from 5:00 pm Friday, December 23 until Monday, January 3, 2017. Please review the following for special processing deadlines, cutoff dates, and system and support availability, leading up to and throughout the winter recess.

Financial and Sponsored systems/applications will be available during winter recess; however, transactions will not be posted to the General Ledger, or refreshed into the OBI, CREW, and DWCENPRD ad hoc reporting environments, and the HUIT Support Center (617-496-2001) and FAD staff will be unavailable.

For a PDF version of this document, [click here](#).

Departments and Systems	Winter Recess Schedule Changes
Accounts Payable Contact: AP Customer Service, 5-8500 A/P: option 1 Vendor Setup: option 3	<p>Approved vendor invoices that need to be paid by January 2, 2017 (rent, utilities, etc.) must reach AP at 1033 Mass Ave. by 5 p.m. Wednesday, December 14.</p> <p>Invoices already in the AP system that come due between December 22, 2016 and January 3, 2017 based on their payment terms, will be paid on Thursday, December 22, 2016.</p> <p>Approved vendor invoices to be posted in December 2016 must reach AP at 1033 Mass Ave. by 5 pm Tuesday, December 20. Invoices received after this time may be posted in January.</p> <p>HCOM: During the Winter break, electronic invoices will continue to arrive and be processed, generating system receiving e-mails. Shoppers can also receive goods in the system during the break.</p> <p>Non-standard Check Processing: (Special mailing/Department of Homeland Security, etc.) must reach AP at 1033 Mass Ave, by 5PM on Monday, December 19, 2016 to have a check available for distribution by Thursday, December 22, 2016. Please note that AP has a new distribution</p>

	<p>process for checks, and if they are being mailed to you via interoffice, please ensure there is enough time for the check to get back to you.</p> <p>Vendor Setup, Maintenance & Reactivation: new requests or updates needed to meet the above deadlines must be submitted on-line and approved in Oracle by 5 p.m. on Friday December 9th.</p>
<p>PCard Contact: Customer Service 5-8500 (option 6)</p>	<p>Due to the winter recess, the December PCard sweeps originally scheduled have been adjusted as indicated below:</p> <p>Thursday, December 22, 2016 will be moved to Wednesday, December 21 at 3:00pm.</p> <p>Thursday, December 29, 2016 will be moved to Thursday, December 22 at 3:00pm.</p> <p>Reimbursements/Citibank</p> <p>Reimbursements, including Citi Direct Payments received at 1033 Mass Ave, by 5pm on Wednesday, December 14 will be processed before the winter recess.</p> <p>Concur Reimbursements, submitted and approved by 5pm, on Friday, December 16th will be processed before winter recess.</p> <p>Reimbursements (WR and Concur), including Citi Direct Pays received after the above specified deadlines will be posted in January.</p>