



Fiscal Management Services 2021/2022 Accounts Payable Calendar & Info

FMS Phone: 1.866.252.6871 | FMS Fax: 1.888.272.2236

FMS Website: thearcCCR.org/fms/

Open a Customer Service Ticket: thearcCCR.supportsystem.com/

Submitting Payment Requests

The Accounts Payable team accepts vendor payment request forms and mileage reimbursement forms by email and fax. Please ensure payment request forms are completed in full and submitted with the proper documentation, as indicated on the forms.

EMAIL	FMS PROCESSING
FMSVendor@thearcCCR.org	All vendor payment requests and supporting documentation
FMSMileage@thearcCCR.org	Mileage reimbursement requests

Accounts Payable Processing Timeline & Payment Info

PAYMENT REQUEST DUE	PROCESSING TIMELINE
<p>12PM (noon) Weekly every Monday* *exceptions noted below</p>	<p>The Accounts Payable team processes weekly through Bill.com, a vendor payment software system. Everything received by Monday noon is processed by the end of the week.</p> <p>All payments are, by default, provided via live check delivered by USPS. To request direct deposit, please open a customer service ticket to request an invite to create your own direct deposit profile.</p>

Accounts Payable Processing Periods Requiring Early Submittal 2021-2022**

Usual AP Processing Deadline:	*REVISED DUE DATE Payment request must be received Thursday by 12PM:	Payment Processed:	Holiday/Event Impacting Due Date:
7/5/2021	7/1/2021	7/9/2021	Independence Day
8/2/2021	7/30/2021 (FRI)	8/6/2021	FY21 Final Submittal
9/6/2021	9/2/2021	9/10/2021	Labor Day
11/22/2021	11/18/2021	11/26/2021	Thanksgiving
12/20/2021	12/16/2021	12/23/2021	Christmas
12/27/2021	12/23/2021	12/30/2021	New Year's Day
1/17/2022	1/13/2022	1/21/2022	MLK Day
5/30/2022	5/26/2022	6/3/2022	Memorial Day
7/4/2022	6/30/2022	7/8/2022	Independence Day
8/1/2022	7/28/2022	8/5/2022	FY22 Final Submittal
9/5/2022	9/1/2022	9/9/2022	Labor Day
11/21/2022	11/17/2022	11/25/2022	Thanksgiving
12/26/2022	12/22/2022	12/30/2022	Christmas
1/2/2023	12/29/2022	1/6/2023	New Year's Day

** The Arc Central Chesapeake Region reserves the right to modify processing calendars in the event of a change in the Developmental Disabilities Administration (DDA) contractual or regulatory requirements for Fiscal Management Services. Thank you for your understanding.

IMPORTANT: Vendor Payments and Mileage Reimbursements are processed in accordance with the AP calendar. Requests for payment received after the deadline will be processed the following week. In order to abide by Medicaid Billing requirements, any payment request not submitted **within 30 days of the date of service** is payable at the discretion of the FMS.