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Step	Explanation
1	Budget/Fiscal years are set from July 1 – June 30. Years are named for the year in which they end. For example, FY**22** is from July 1, 2021 – June 30, 20**22**. FY**23** is from July 1, 2022 – June 30, 20**23.**
2	The funds listed below include state appropriated funds, and other externally monitored funds, and the budgets for these funds are determined by fiscal year. Expenses paid on these funds **must** coincide with the budget year that the expense was incurred. State regulations prohibit using prior year funding on current year expenditures as well as using current year funding for prior year expenditures. • 00296 • 00460 • 00600 • 00650 • EDGEN • EDWCH • EGFEE • FEDLN • NONSP • SP490 • SPNSR
3	The funds listed below are self-generated funds and the budgets for these funds are not appropriated by fiscal year. Expenses paid on these funds **should** still coincide with the budget year that the expense was incurred. The process described above for determining the proper budget year also applies to these funds listed below. • AGENC • AUFEE • CAPTL • CLNOP • CLNOU • INSLN • MISCA • ONDEM • OUFND • REGFD • RSOKC • RSTUL • SUAUX • SVCCT
4	**Vouchers will default to the current date for the budget date. Vouchers using state or other externally monitored funds (#2 above) must be manually updated to the correct budget year or they will be denied for payment.**
5	For example, a bill with an invoice date of June 2022 but received in July 2022 should be charged to FY22, not FY23. Alternatively, an invoice dated July 2022 for an order made in July should be charged to FY23, not FY22.
6	In general, the order/service/invoice date is the date that drives the budget year for state appropriated funds. When dates vary between years, goods and services are viewed differently. For goods, the order date determines the budget year. The day you ordered the goods is when funds should be available and used. For services, the service start date

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	determines the budget year. The day that you start receiving services is when funds should be available and used.
7	The budget year can be changed by updating the Budget Date. Budget Date is the last field available in the chartfield spread and defaults to the current date.
8	To see the Budget Date field on a voucher, click on the **Show All Columns** tab.

9	To change the budget year charged, update the budget date to either **06/30/2022** for FY22, or **07/01/2022**, for FY23. Only these two dates are allowed in this field.
10	Purchase Orders are encumbered by budget/fiscal year and expenses must be paid in the correct year to appropriately alleviate the funds.
11	When receiving on a Purchase Order, the Due Date will reflect the budget year. 06/30/**22** is FY**22**. 06/30/**23** is FY**23**.

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Select Purchase Order

Search Criteria

PO Unit	NORMN	Days +/- Today	
ID	0000019048	Start Date	
Line	Schedule	End Date	
Release		Supplier Name	Supplier Lookup
Item ID		Supplier Item ID	
Ship To		Manufacturer ID	
Ship Via		Manufacturer's Item ID	
☑ Retrieve Open PO Schedules		UPN ID	

Receipt Qty Options
○ No Order Qty   ○ Ordered Qty   ● PO Remaining Qty

[Search]

Retrieved Rows

1-1 of 1   View All

Selected Rows	Shipping Related	More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	NORMN	0000019048	1	1		06/30/2022	1.0000	1.0000		

☑ Select All   ☐ Clear All

[OK] [Cancel] [Refresh]

12	For Purchase Orders, the budget year must match the order/service/invoice date on **all** funds. When dates vary between years, goods and services are viewed differently. For goods, the order date determines the budget year. The day you ordered the goods is when funds should be available and used. For services, the service start date determines the budget year. The day that you start receiving services is when funds should be available and used.
14	For Cost Transfers, the budget date is defaulted to the date that the cost transfer is posted by Financial Services, not the date the CT was entered or Department Approved. If you want the transfer to impact the prior year's budget, you must note "APPLY TO FY22 BUDGET" in the Justification panel. If it is not noted in the Justification then the transfer will post to the current year's budget.