

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 <u>25</u> is from July 1, 2024– June 30, 20 <u>25.</u> FY <u>26</u> is from July 1, 2024– June 30, 20 <u>26.</u>
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) <u>must</u> 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 2025 but received in July 2025 should be charged to FY25, not FY26. Alternatively, an invoice dated July 2025 for an order made in July should be charged to FY26, not FY25.
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, as
06/3	30/25 Page 1 of 3



	listed on the invoice, determines the budget year. The day that you start receiving services, as noted on the invoice, 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.										
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9	To change the budget year charged, update the budget date to either 06/30/2025 for FY25, or 07/01/2025 , for FY26. 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/ <u>25</u> is FY 25 . 07/01/ 25 is FY 26 .										



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