



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>26</u> is from July 1, 2025– June 30, 20 <u>26</u> . FY <u>27</u> is from July 1, 2026 – June 30, 20 <u>27</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 • EGFEF • 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 2026 but received in July 2026 should be charged to FY26, not FY27. Alternatively, an invoice dated July 2026 for an order made in July should be charged to FY27, not FY26.
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



	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.

Invoice Lines ⓘ

Line 1 ☐ Copy Down

*Distribute by: Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To EH_0303

Description

Packing Slip

☐ One Asset

Calculate

▼ Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

IL

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
☐	☐	1	0.00		NORMN									

Invoice Lines ⓘ

Line 1 ☐ Copy Down

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Unit Price

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SpeedChart

Ship To EH_0303

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Packing Slip

☐ One Asset

Calculate

▼ Distribution Lines

IL

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project	Activity	OpenItem	Budget Date
☐	☐	1	0.00		NORMN												06/30/2023

9	To change the budget year charged, update the budget date to either 06/30/2026 for FY26, or 07/01/2026 , for FY27. 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/ 26 is FY26. 07/01/ 26 is FY27.



Select Purchase Order

Search Criteria

PO Unit
ID
Line Schedule
Release
Item ID
Ship To
Ship Via
☒ Retrieve Open PO Schedules

Days +/- Today
Start Date
End Date
Supplier Name [Supplier Lookup](#)
Supplier Item ID
Manufacturer ID
Manufacturer's Item ID
UPN ID

Receipt Qty Options
☐ No Order Qty
☐ Ordered Qty
☒ PO Remaining Qty

Retrieved Rows

☒ [Select All](#)
☐ [Clear All](#)

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	OUHSC	0000019050	1	1		06/30/2023	1.0000			NICHOLSON CONFERENCE CENTER RE

- | | |
|-----------|--|
| 12 | For Purchase Orders, the budget year must match the order/service/invoice date on <u>all</u> 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 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. Projects that cross fiscal years and have services rendered in both June or before (FY26) and July or after (FY27) must be paid against two separate Purchase Orders, unless on SPNSR or CAPTL funds. |
| 13 | 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 FY26 BUDGET" in the Justification panel. If it is not noted in the Justification then the transfer will post to the current year's budget. |
| 14 | For travel expenses processed in Concur, the budget date will be reflective of the transaction date. Travel expenses must be charged to the budget year in which they were incurred, on <u>all</u> funds, which may result in charges from a single expense report being split across fiscal years. If a reimbursement voucher in PeopleSoft created from an expense report in Concur fails budget check due to the fiscal year being charged, funds must be moved to the correct fiscal year for the voucher to be paid. Budget dates cannot be altered on travel reimbursement expenses paid by voucher while the appropriate budget year is open in PeopleSoft Financials. |