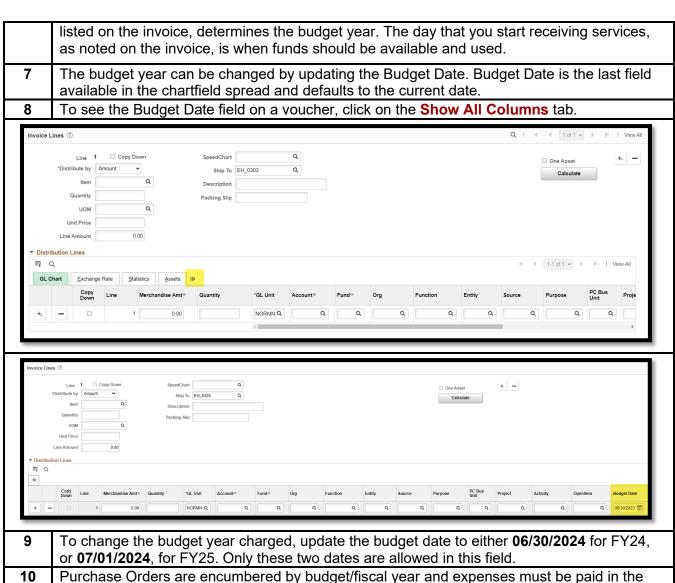


Step	Explanation
	·
1	Budget/Fiscal years are set from July 1 – June 30. Years are named for the year in which they end. For example, FY <u>24</u> is from July 1, 2023 – June 30, 20 <u>24</u> . FY <u>25</u> is from July 1, 2024
	They end. For example, F1 <u>24</u> is from 3diy 1, 2023 = 3drie 30, 20 <u>24</u> . F1 <u>25</u> is from 3diy 1, 2024   = June 30, 20 <b>25.</b>
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 <b>must</b> 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
	• 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 <b>should</b> 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 AARTI
	• CAPTL
	CLNOP CLNOU
	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 2024 but received in July 2024 should be
	charged to FY24, not FY25. Alternatively, an invoice dated July 2024 for an order made in
	July should be charged to FY25, not FY24.
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

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When receiving on a Purchase Order, the Due Date will reflect the budget year. 06/30/24 is

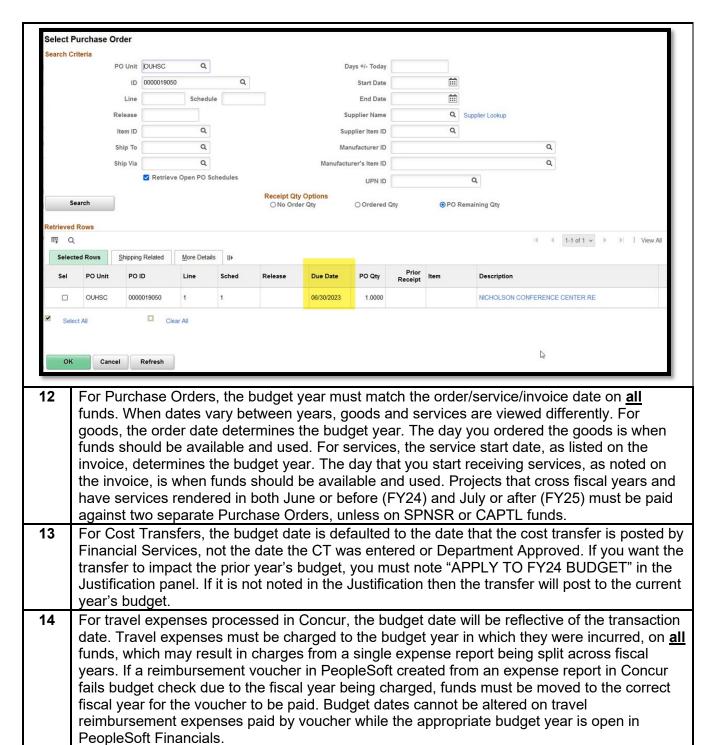
correct year to appropriately alleviate the funds.

FY24. 06/30/25 is FY25.

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