



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 – June 30, 20 <u>25</u> .
2	<p>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.</p> <ul style="list-style-type: none"> • 00296 • 00460 • 00600 • 00650 • EDGEN • EDWCH • EGFE • FEDLN • NONSP • SP490 • SPNSR
3	<p>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.</p> <ul style="list-style-type: none"> • 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 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



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.

The screenshot shows the 'Invoice Lines' interface. At the top, there are input fields for 'Line 1', 'SpeedChart', 'Distribute by' (set to 'Amount'), 'Ship To' (EH_0303), 'Item', 'Description', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (0.00). Below these is a 'Distribution Lines' section with a search bar and navigation controls. A row of tabs is visible: 'GL Chart', 'Exchange Rate', 'Statistics', 'Assets', and 'II'. The 'Assets' tab is highlighted in yellow. Below the tabs is a table with columns: 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Account', 'Fund', 'Org', 'Function', 'Entity', 'Source', 'Purpose', 'PC Bus Unit', and 'Project'. The first row of data shows 'Line' 1, 'Merchandise Amt' 0.00, and '*GL Unit' NORMN.

This screenshot is similar to the previous one but shows the 'Distribution Lines' table with the 'II' tab selected. The 'Budget Date' column is highlighted in yellow and contains the date '06/30/2023'. The table columns include 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Account', 'Fund', 'Org', 'Function', 'Entity', 'Source', 'Purpose', 'PC Bus Unit', 'Project', 'Activity', 'OpenItem', and 'Budget Date'.

9 To change the budget year charged, update the budget date to either **06/30/2024** for FY24, or **07/01/2024**, for FY25. 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. 06/30/24 is FY24. 06/30/25 is FY25.



Select Purchase Order

Search Criteria

PO Unit <input type="text" value="OUHSC"/>	Days +/- Today <input type="text"/>
ID <input type="text" value="0000019050"/>	Start Date <input type="text"/>
Line <input type="text"/> Schedule <input type="text"/>	End Date <input type="text"/>
Release <input type="text"/>	Supplier Name <input type="text"/> Supplier Lookup
Item ID <input type="text"/>	Supplier Item ID <input type="text"/>
Ship To <input type="text"/>	Manufacturer ID <input type="text"/>
Ship Via <input type="text"/>	Manufacturer's Item ID <input type="text"/>
<input checked="" type="checkbox"/> Retrieve Open PO Schedules	UPN ID <input type="text"/>

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	OUHSC	0000019050	1	1		06/30/2023	1.0000			NICHOLSON CONFERENCE CENTER RE

Select All Clear All

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, 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 (FY24) and July or after (FY25) 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 FY24 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 **all** 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.