



| 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>23</u> is from July 1, 2022 – June 30, 20 <u>23</u> . FY <u>24</u> is from July 1, 2023 – June 30, 20 <u>24</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 <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.</p> <ul style="list-style-type: none"> <li>• 00296</li> <li>• 00460</li> <li>• 00600</li> <li>• 00650</li> <li>• EDGEN</li> <li>• EDWCH</li> <li>• EGFE</li> <li>• FEDLN</li> <li>• NONSP</li> <li>• SP490</li> <li>• SPNSR</li> </ul> |
| 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 <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.</p> <ul style="list-style-type: none"> <li>• AGENC</li> <li>• AUFEE</li> <li>• CAPTL</li> <li>• CLNOP</li> <li>• CLNOU</li> <li>• INSLN</li> <li>• MISCA</li> <li>• ONDEM</li> <li>• OUFND</li> <li>• REGFD</li> <li>• RSOKC</li> <li>• RSTUL</li> <li>• SUAUX</li> <li>• SVCCT</li> </ul>                     |
| 4    | <b>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.</b>  |
| 5    | For example, a bill with an invoice date of June 2023 but received in July 2023 should be charged to FY23, not FY24. Alternatively, an invoice dated July 2023 for an order made in July should be charged to FY24, not FY23.   |
| 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   |



- 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.

The screenshot shows the 'Invoice Lines' interface. At the top, there are input fields for 'Line 1', 'Copy Down', 'SpeedChart', 'Ship To' (EH\_0303), 'Item', 'Description', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (0.00). Below this is a 'Distribution Lines' section with a table. The table has columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Org, Function, Entity, Source, Purpose, PC Bus Unit, and Proje. The first row shows '1' in the Line column and '0.00' in the Merchandise Amt column. The \*GL Unit is 'NORMN'. There are search icons in several columns.

This screenshot is similar to the previous one but shows the 'Distribution Lines' table with an additional column, 'Budget Date', highlighted in yellow. The value in this column is '06/30/2023'. The other columns and values are the same as in the previous screenshot.

- 9** To change the budget year charged, update the budget date to either **06/30/2023** for FY23, or **07/01/2023**, for FY24. 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/**23** is FY**23**. 06/30/**24** is FY**24**.



**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**

| 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 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 FY23 BUDGET" in the Justification panel. If it is not noted in the Justification then the transfer will post to the current year's budget.