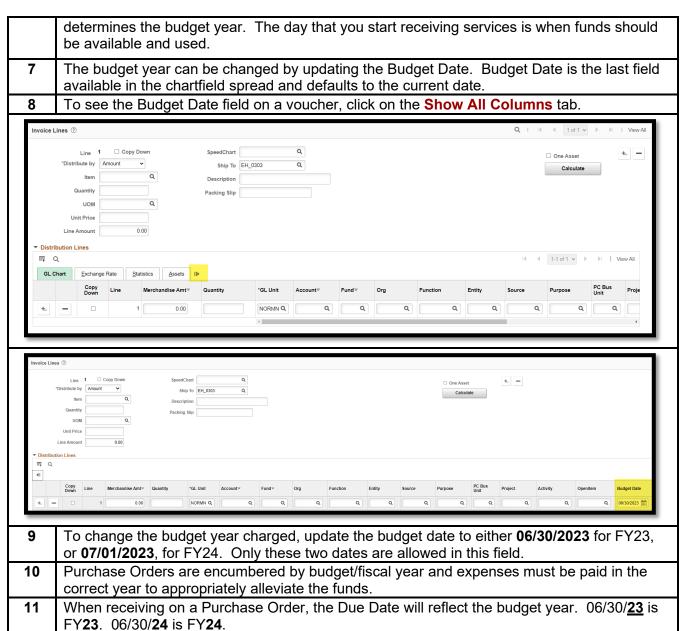


Step	Explanation
1	Budget/Fiscal years are set from July 1 – June 30. Years are named for the year in which
•	they end. For example, FY <u>23</u> is from July 1, 2022 – June 30, 20 <u>23</u> . FY <u>24</u> is from July 1,
	2023 – June 30, 20 <b>24.</b>
2	The funds listed below include state appropriated 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     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
	AGENC     AUFEE
	• CAPTL
	• CLNOP
	• CLNOU
	• INSLN
	MISCA
	ONDEM
	• OUFND
	<ul><li>REGFD</li><li>RSOKC</li></ul>
	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) must 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 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

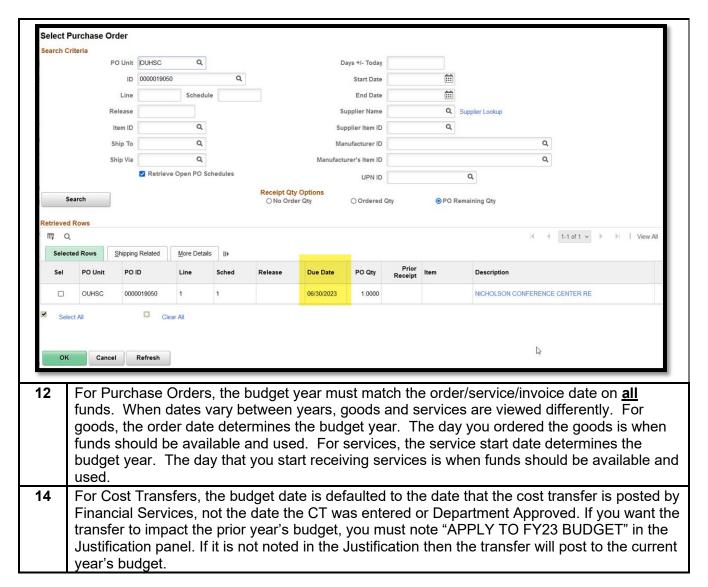
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