

**VOUCHERS – ENTERING NEW FISCAL YEAR**

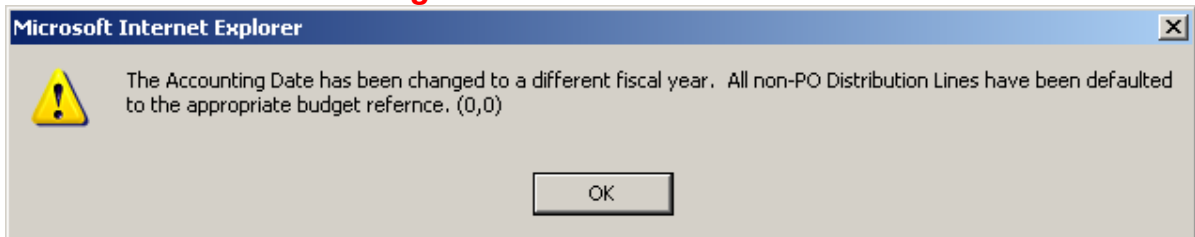
**1 Accounting Date**

Once you have entered this panel, and entered the required information:  
*Regular Voucher* – the Vendor and Invoice information  
*PO Voucher* – the PO Unit, Purchase Order number, & clicked on **Copy PO**

**Please change the Accounting Date to the next FY, ex. 09/01/XX; THEN TAB.**

The screenshot shows the 'Accounting Information' tab. The 'Acctg Date' field is set to '09/01/2006' and is circled in red. A red arrow points from the instruction above to this field. Other fields include 'Invoice No.', 'Invoice Date', 'Pay Terms', 'Misc Amt', 'Frigh Amt', 'Sales Tax', 'SUT Exempt', 'Use Tax', 'VAT', and 'Total'.

**You will receive this message: Just click OK.**



**2 Budget Date**

**Next Check the Budget Date on the Distribution Line(s). Once the cost center information is input, it will change to the next FY also:**

The screenshot shows the 'Distribution Lines' table. The 'Budget Date' field for the first line is circled in red. A red arrow points to it from the instruction above. A callout box on the right contains the text: "If a PO, this will stay as BP current FY, Otherwise should = BP New FY".

Amount	Quantity	'GL Unit	Budget Date	Entry Event	'Account	OpenItem	Fund	Department	Program	Bud Ref
1	0.00	00765	09/01/2006				7012	V0012	G0275	BP2007

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**3 Schedule Due Date**

After you have entered all your voucher information, and have saved the voucher (not necessarily budget-checked):

→ Go to the Payments Panel:

The screenshot shows the 'Payments' panel in the UHS Finance Test DB application. The voucher ID is 00052667 and the pay terms are Net 30. The payee is OFFICE MAX - A BOISE COMPANY. The payment method is set to Bank of America (BOAV) via check (CHK). The gross amount is 500.00 USD. The net due date is 09/24/2008. The scheduled due date is 08/25/2008, which is circled in red with an arrow pointing to it. The 'Discount Denied' checkbox is also visible. The 'Payment Options' section shows the action set to 'Schedule'.

Payment Method	Payment Details	Payment Options
*Bank: BOAV *Account: DISB *Method: CHK Pay Group: *Handling: BP *Netting: N Hold Payment Hold Reason: Separate Payment	Gross Amt: 500.00 USD Discount: 0.00 USD Net Due: 09/24/2008 Discount Due: Discount Denied <input type="checkbox"/> Scheduled Due: 08/25/2008 Acctg Date: Schedule ID:	*Action: Schedule Pay: Reference: L/C ID: Paymt Date:

→ PLEASE MAKE SURE the Schedule Due Date is in SEPTEMBER NEW FY