

Processing Previous Year AP Vouchers in the New Fiscal Year

 You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

If you are creating any vouchers and making voucher payments of previous year i.e. 2020, please make sure the **Accounting Date** and **Budget Check Date** on the voucher is set to previous year i.e. 06/30/2020. This will generate the GL accounting entry in the correct fiscal year.

Accounts Payable Vouchers

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Updating the Voucher Accounting Date to Previous Year

 Navigate to the **Invoice Information** tab of the Voucher.

Update the **Accounting Date** field to previous year.

Invoice Information | Payments | Voucher Attributes

Business Unit: WA170
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: [Field]
 Invoice Received: [Field]
 Supplier ID: [Field]
 ShortName: [Field]
 Location: [Field]
 *Address: [Field]

Invoice No: [Field]
 Accounting Date: 06/30/2020
 *Pay Terms: 00
 Basis Date Type: Inv Date
 Control Group: [Field]
 Due Immedi: [Field]
 Tax Exempt: [Field]
 Incomplete Voucher: [Field]

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.00
VAT NonInv	0.00
Total	0.00
Difference	0.00

Sales/Use Tax Summary

- VAT Summary
- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (0)
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

Save | Save For Later | Action: [Dropdown] | Run | Calculate | Print

Copy From Source Document

Voucher Budget Date to Previous Year

💡 On the Invoice Information tab, navigate to the Invoice Lines.

On the Distribution Lines, scroll to your right to view the Budget date and update it to the Previous Year.

Note: To update Budget Date, user must have access assigned in Commitment Control. Please log a service desk ticket if need access.

Invoice Lines | Find | View All | First | 1 of 1 | Last

Line 1 | Copy Down | Ship To: 170-CENTRL
 *Distribute by: Amount | Description: [Field]
 Item: [Field] | Packing Slip: [Field]
 Quantity: [Field]
 UOM: [Field]
 Unit Price: [Field]
 Line Amount: 0.00

One Asset | Sales/Use Tax | Invoice Line VAT | Calculate

Distribution Lines | Personalize | Find | View All | First | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	Fund Affil	Oper Unit Affil	Subcategory	Category	OpenItem	Budget Date
					1	0.00							06/30/2020