

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.

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.