



Please follow these steps to create vouchers for the new fiscal year. This procedure is to be used to create FY2022 vouchers from August 26 – August 30.

1. Change the Accounting Date to 09/01/2021. Make sure the Budget Reference is BP2022.
2. Make sure the Scheduled Due Date on the Payment tab is 09/01/2021.

NOTE: All expenses will be accrued and posted to FY2022 for goods received in FY2021; but paid between 09/01/2021 and 09/15/2021.