



Please follow these steps to create vouchers for the new fiscal year. This procedure is to be used to create FY2017 vouchers from August 26 – August 30.

1. Change the Accounting Date to 09/01/2016. Make sure the Budget Reference is BP2017.
2. Make sure the Scheduled Due Date on the Payment tab is 09/01/2016.

**NOTE: All expenses will be accrued and posted to FY2016 for goods received in FY2016; but paid between 9/1/2016 and 9/15/2016.**