

ConnectND - Year End Processes Accounts Payable – Backdating Vouchers 2013

Invoices received on July 1 or later for goods/services received in the prior fiscal year can be paid by backdating the voucher to use the prior fiscal year's budget.

Note: Voucher origins can also be set to automatically backdate, e.g. PCards, FAMIS, FoodPro. For assistance, please submit a HelpDesk ticket.

Each institution should determine when or if they will backdate a voucher.

To backdate a voucher, manually change the defaulted current accounting date on a voucher to a prior fiscal year date. When the accounting date is changed and upon SAVE, the budget dates on all distribution lines are updated to the entered accounting date.

Business Unit: SITS1 Invoice Number: 12345 Budget Status: Not Chk'd
Voucher ID: 00000417 Invoice Date: 07/10/2013
Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000159310 *Pay Terms: 00 Now Basis Dt Type Inv Date
Name: DOE.JOHN-001 Control Group: Comments(0)
Location: MAIN Accounting Date: 07/10/2013
*Address: 1 Advanced Vendor Search *Currency: USD Non Merchandise S
DOE.JOHN Total: 150.00 Calculate
ADDRESS 1 Difference: 0.00 Session Defaults
CITY, ND 00000 Packing Slip: Withholding

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						150.00

Ship To: BISMARCK Use One Asset ID Calculate

GL Chart	Copy Down	Amount	Quantity	*GL Unit	Account	Fund	Dept	PC Bus Unit	Project	Activity	Budget Date
		150.00		SITS1	532020	31400	0110				07/10/2013

Business Unit: SITS1 Invoice Number: 12345 Budget Status: Not Chk'd
Voucher ID: 00000417 Invoice Date: 07/10/2013
Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000159310 *Pay Terms: 00 Now Basis Dt Type Inv D
Name: DOE.JOHN-001 Control Group: Comments(0)
Location: MAIN Accounting Date: 06/30/2013
*Address: 1 Advanced Vendor Search *Currency: USD Non Merchandis
DOE.JOHN Total: 150.00 Calculate
ADDRESS 1 Difference: 0.00 Session Default
CITY, ND 00000 Packing Slip: Withholding

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						150.00

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