

Backdating Vouchers

Use this process beginning July 1, 2016 if you need to backdate Vouchers to FY16.

**** July 15th is the last day for departments to backdate Vouchers to FY16. This is the final date to enter AP vouchers online that need to be applied back to fiscal/budget year 2015-2016.**

To Backdate Vouchers: Enter the Voucher as you normally would.

On the Invoice Information page, change the **Accounting Date to 06/30/2016**.

The **Budget Date** will automatically change to match the **Accounting Date** when the voucher is saved.

PLEASE NOTE: The **Invoice Date** cannot be greater than the **Accounting Date**. You will receive a warning message if this happens.

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

You are on Database: HEFP

Invoice Information Summary

Business Unit: NDSU1
Voucher ID: 01032190
Voucher Style: Regular Voucher
Invoice Date: 06/26/2016
Invoice Received: 06/29/2016
Supplier ID: OFFICE DEPOT INC (0000000300)
Short Name: OFFICE DEP-001
Location: REMITT4
Address: 1

Invoice No: 3152584
Accounting Date: 06/30/2016
Pay Terms: 00
Basis Date Type: Inv Date
Budget Status: Valid

Invoice Total: Line Total 200.00, *Currency USD, Miscellaneous, Freight, Total 200.00, Difference 0.00

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

Buttons: Save, Action, Run, Calculate, Print

Copy From Source Document

Invoice Lines: Line 1, *Distribute by Amount, Item, Quantity, UOM, Unit Price, Line Amount 200.00, Calculate

SpeedChart, Ship To: NDSU, Description: BACKDATE EXAMPLE, Packing Slip

Distribution Lines Table:

GL Chart	Copy Down	Line	Merchandise Amt	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	Budget Date
		1	200.00	NDSU1	536015	30734	3100					06/30/2016

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Expert Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary