

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 235.075	Page Number 1 of 1	Effective Date July 1, 2003 Revised 7/1/11
Subject YEAR-END PROCEDURES PROPER FISCAL YEAR ON DOCUMENTS			

During the hold-open period for a previous fiscal year (July and August), there are two fiscal years open on the statewide accounting system, I/3. It is important that departments take extra care in preparing and on-lining documents to ensure they are processed out of the proper fiscal year. All documents default to the current fiscal year unless the "Budget FY", "Fiscal Year", and "Period" fields are populated. Below are reminders to keep in mind when on-lining documents:

1. A multiple vendor document can include up to a maximum of 15 vendors. A multiple vendor document can include claims for only one fiscal year. Claims for different fiscal years must be put in separate documents except in the case of JV1s, CDEs, and CDRs.
2. When the fiscal year of the document is different from the current fiscal year, departments must denote the correct fiscal year on the hard copy document. It is not necessary for departments to include the fiscal year on the document when the fiscal year is the same as the current fiscal year.
3. The "Budget FY", "Fiscal Year", and "Period" fields must be entered into the State's accounting system, I/3. The fiscal year on the hard copy of the document cannot differ from the fiscal year entered into the Budget FY, Fiscal Year, and Period fields.