



## **AP Reminders: Year End / New Fiscal Year (July 2010)**

### **Posting Dates**

It is important to verify the fiscal year in which you would like your documents to post:

- To post documents in fiscal year 2010 please make sure the “Posting Date” field is populated with “06/30/2010” prior to clicking on the “simulate and save as completed” button on your document.
- To have your entries post in the current fiscal year (2011), enter the current date as the posting date.

Should you need to change the date on any document **after** the document is in workflow, please delete that document and re-key it with the correct posting date. Please do not change the posting date on your document once you have clicked on the “save as complete” button.

**AP Supervisors and Leads:** If a document comes to you for approval and the posting date is incorrect, you may either reject the document and request the creator delete and rekey the document with the correct posting date or you can delete the document and let the person who created it know that it needs to be re-entered with the correct posting date.

### **Open FY2010 Items**

- Remember to run the FBV3, “Parked Document Report,” to identify any parked documents for FY2010. If you find parked documents for FY2010 that need to be paid, launch them into workflow.
- Use the FBL1N, “Vendor Line Item Display,” report to identify any open items that may need payment in FY2010.

### **Paying FY2010 Payables from FY2011 Funds**

SCEIS can track and report FY2010 payables for agencies that post them as follows: If you are paying an invoice from FY2011 funds for goods and/or services that were received in FY2010, use the “TEXT” field on the document header to denote that this transaction is a FY2010 payable by selecting the “Prior Year Payable” option from the drop-down box. This field will be used later to provide a report of the FY2010 payables.