

AOSD User Flash #302: FY20 PO Accounting & Budget Dates / FY20 Vouchers on Ineligible PO / Voucher Excel Uploader Formatting

6/27/19

Pre-entering FY20 Purchase Orders – Budget Date

When pre-entering FY20 Purchase Orders before July 1, Departments must ensure they enter 07/01/19 as the *Accounting Date* and use the PO Defaults to override the *Budget Date* on all Purchase Order Lines. Specifically, ensure the *PO Date*, *Accounting Date*, and *Budget Date* (via override) are all 07/01/19 **before** saving the PO. For detailed instructions, please refer to Topic 1 in [Job Aid: Create FY20 Pos Before July 1, 2019](#).

Users must also note the following:

- FY20 POs can be entered directly or copied from Contracts
- FY20 POs should not be copied from FY19 Requisitions. This will result in a Pre-Encumbrance in FY19 and an Encumbrance in FY20
- Before submitting FY20 POs for approval, Departments must validate that all Chartfield values are valid
- Before submitting FY20 POs for approval, Departments must validate that the default 10180 Billing Location is updated
- The earliest date to submit FY20 POs for approval is July 1, 2019
- Departments will not be able to submit FY20 Requisitions before July 1, 2019

Important: PO Approvers must run the FSP_PO_BUDGET_DT_DISCREPANCY query before approving any FY20 POs that were created before 7/1/2019. If any of the PO lines have a FY19 Accounting and/or Budget Date, the PO must be updated to correct the Accounting and/or Budget Date to 7/1/2019.

For POs already saved with an incorrect Accounting/Budget date, users may still correct the error by re-entering the Accounting Date under Header Details and using the PO Defaults to override the PO lines.

Detailed instructions on running the query and correcting existing errors [are also in the Job Aid](#).

Vouchers against Ineligible FY19 Purchase Orders

After the PO roll on June 29 and June 30, there may be instances where ineligible FY19 POs are still open. **Departments should not process vouchers against FY19 Purchase Orders that were ineligible to roll into FY20.**

Departments should first refer to the [PO Roll Eligibility Report*](#) when processing their FY20 vouchers. If the subject PO was marked as ineligible to roll, the Department should recreate the PO in FY20 with the FY19 balance and voucher against the new FY20 PO. Vouchering against the FY19 PO will cause a mismatch between the fiscal years, requiring additional corrective entries.

Please contact your fund accountant if you require further clarification.

**Note that the final eligibility report will be uploaded after July 1st*

Voucher Excel Uploader – DSW#

When uploading vouchers through the Excel Uploader, Departments must be sure to use the proper format for the DSW# field. Incorrect formatting may result in your checks not printing. The DSW# should be entered in the same format as when logging into Peoplesoft:

- 4 Digit DSW# should include one leading zero (e.g. 0XXXX)
- 5 Digit DSW# should be entered as-is with no leading zero (e.g. XXXXX)
- 6 Digit DSW# should be entered as-is with no leading zero (e.g. XXXXXX)