**HOW TO CHANGE FY2023 VOUCHERS AND SC VOUCHERS TO FY2024**

If you have a FY2023 voucher or SC voucher (Accounting Date: 09/01/22 through 08/31/23) that needs to be changed to FY2024, you must take the following steps:

**Step 1**: **Go to the Invoice Information page on the voucher.**



**Step 2: Do not change the Accounting Date to FY2024 yet.**

**Change the voucher gross amount and voucher lines to $0 and save the voucher. Then, re-budget check it with a FY2023 Accounting Date.**



**Step 3: Change the Accounting Date and the Scheduled Due Date to FY2024 (09/01/23). Then save the voucher.**

On Invoice Information Tab: 

On Payments Tab: 

**Step 4: The system displays the following message:**



The message indicates the following:

Non-PO Voucher 🡪Budget Reference is automatically changed to BP2024.

PO Voucher 🡪Budget Reference is not changed because it is tied to the corresponding PO.

**Click on** **.**

**Now you have a FY2024 voucher. You may enter the voucher gross and voucher line amounts and budget check the voucher.**

**Voucher Change Due Dates:**

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| Friday, August 25, 2023 | 8:00 AM | Departments can begin creating and submitting FY24 vouchers (Accounting Date and Scheduled Due Date equal to or after 09-01-23). However, users cannot create FY24 vouchers for prior-year PO's (BP2023 and earlier) on non-project cost centers until September 1, after the PO Carryforward process is completed. |
| Wednesday, August 30, 2023 | 5:00 PM | Deadline for departments to convert all unprocessed FY23 vouchers to FY24 by changing the Accounting Date to 09-01-23 and budget checking the voucher. FY23 vouchers that will not be used should be deleted. |