

TO: All State Agencies
FROM: Melanni Hoff, OMB Fiscal Management
SUBJECT: 2017-2019 Biennium-End Business
DATE: June 10, 2019

The following deadlines should be used when submitting 2017-2019 biennium business during the month of July 2019. The last day to submit 2017-2019 biennium business will be **July 26, 2019**. The system will close at 5:00 p.m. on July 26 and will remain closed over the weekend. The system will reopen at noon on Monday, July 29.

When keying vouchers that are applied back to the 2017-2019 biennium, the accounting date on the voucher to be used is 6/30/2019. By changing this date, the budget date will also change on the distribution lines of the voucher.

Invoice Information
Payments
Voucher Attributes

Business Unit 11000 Invoice No Biennium End Example

Voucher ID NEXT Accounting Date 06/30/2019

Voucher Style Regular Voucher *Pay Terms 00

Invoice Date 06/01/2019 Basis Date Type Inv Date

Invoice Received

MEETINGONE

Supplier ID 0000033387 501 S CHERRY ST STE 500

ShortName MEETINGON-001

Location MAIN

*Address 1 DENVER, CO 80246-1327

Control Group

Invoice Total

Line Total 100.00

*Currency USD

Miscellaneous

Freight

Total 100.00

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Template List

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save Save For Later

Budget Status

Incomplete Voucher

Action

Run Calculate Print

Reminder: the invoice number field on IDB vouchers cannot be modified. Agencies may use the program chartfield to track fiscal years.

Distribution Lines														Personalize Find View All 1 of 1 Last
GL Chart	Copy Down	Line	Merchandise Amt	*GL Unit	Account	Dept	Oper Unit	Fund	Class	Category	Program	PC Bus Unit	Project	Activity
	<input type="checkbox"/>	1	100.00	11000							2019			

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 701.328.4904

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 14th Floor
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 4th Floor
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 1600 E Century Ave, Suite 4
 Bismarck, ND 58503
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When applying back deposits or journal vouchers to the old biennium, the journal date to be used is 6/30/2019.

Create/Update Journal Entries

Business Unit
Journal ID

Remember, if the accounting date or journal date during the month of July is not changed, the system will post transactions to July and the 2019-2021 biennium automatically. The purchasing card payment made to JPMorgan in July will be applied back to June by OMB. The transactions will be processed on July 24.

For the month of June, a June 30 report folder has been set up in COGNOS. This folder will contain the June reports for agencies to print. This set of reports **will not** include the June paid July payroll or any apply back transactions. The final set of June reports will be available in COGNOS on July 30. Labor Distribution reports will be available shortly after July 10th. More information on reports will be provided at a later date.

For final approvers in PeopleSoft Accounts Payable, there is a query that will list all of the vouchers that need to be approved and shows the accounting date these vouchers will post to. This query is:
NDSALL_VOUCHER_APPROVAL_STATUS.

If you have questions regarding any of these matters, please contact our office.