

Year-End Processing before July 1st

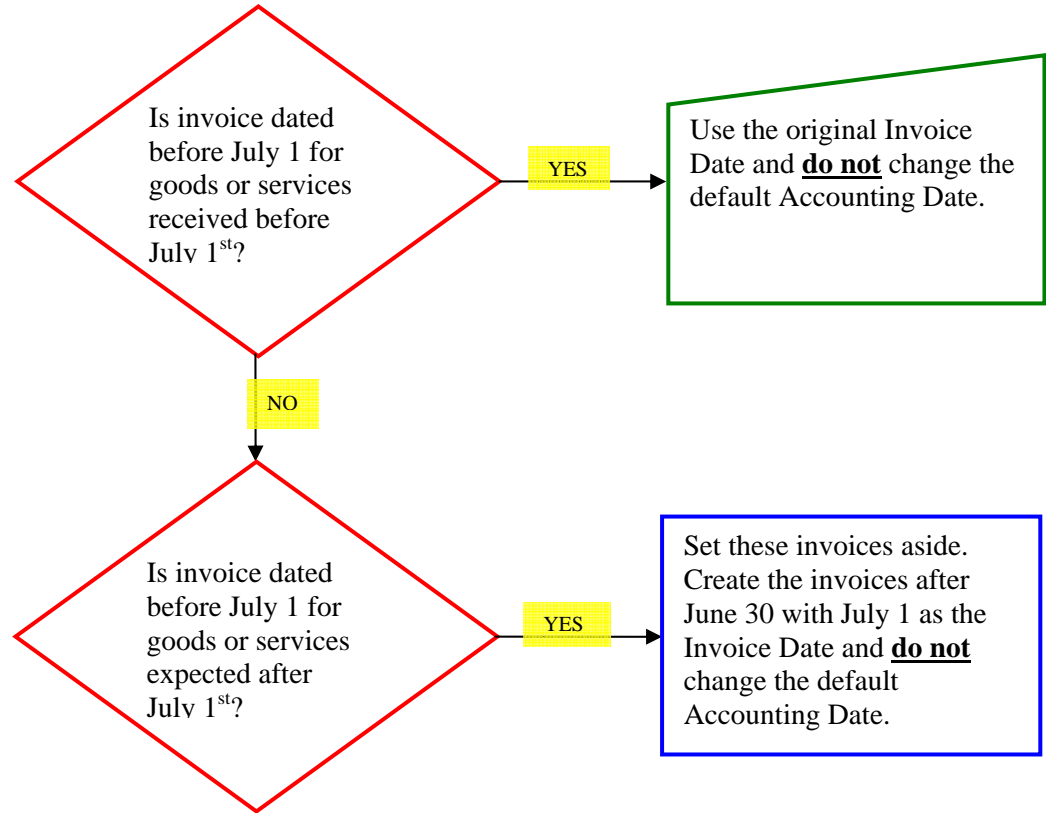
I. What is an Old-Year invoice? Any invoice for goods or services received or delivered before July 1st.

A. Invoices dated prior to July 1st for goods or services received prior to July 1st in the current year:

1. Use the original Invoice Date and **do not** change the default Accounting Date.

B. Invoices dated prior to July 1st for goods or services delivered after July 1st

1. Set these invoices aside. Create the invoices after June 30th with July 1st as the Invoice Date and **do not** change the default Accounting Date.



Invoice		Voucher	
Invoice Date	Goods or Services Date of Receipt	Invoice Date	Accounting Date
< July 1	< July 1	Original	Default
< July 1	> July 1	July 1	Default > June 30

< = Less Than or Before
 > = Greater Than or After

Year-End Processing Between July 1st and Year-End Cut-off

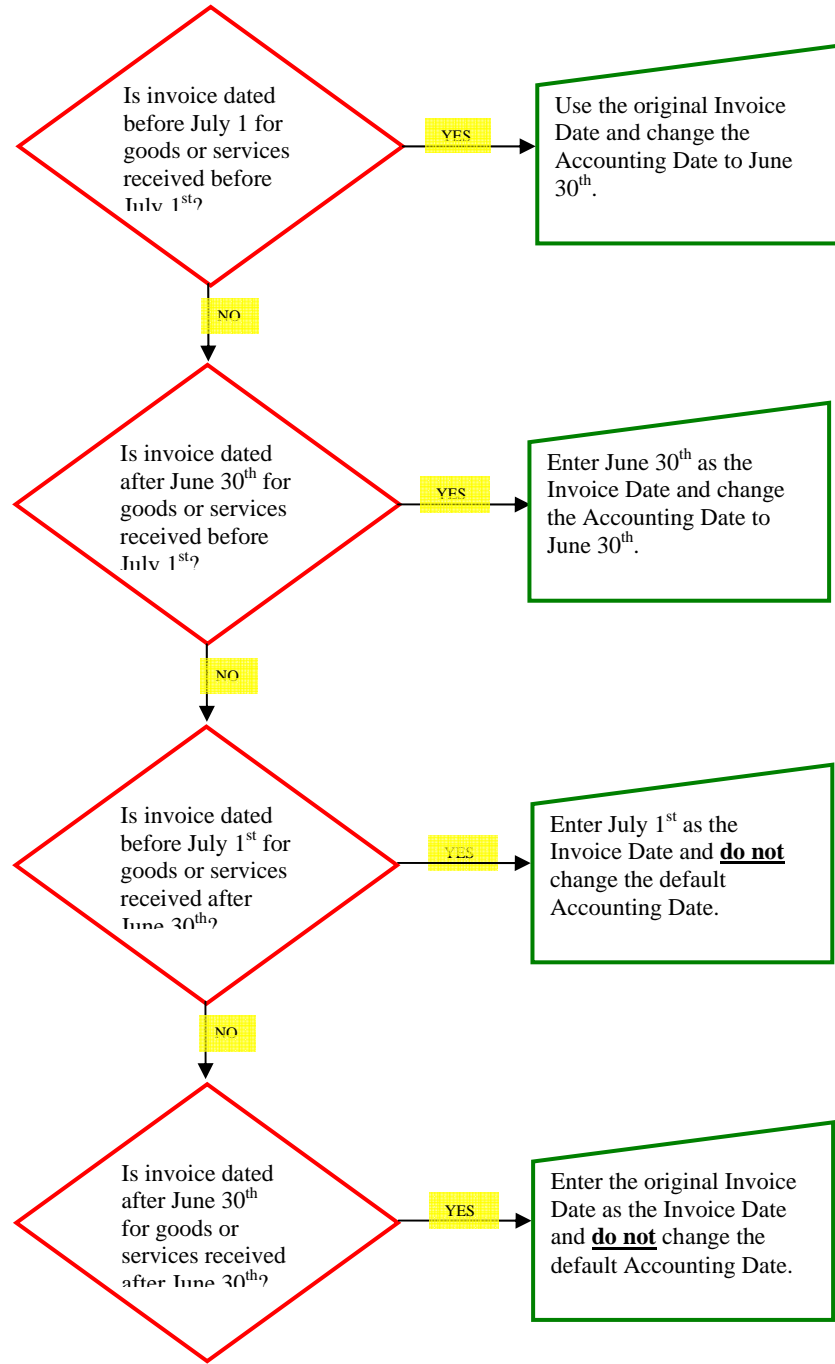
II. Processing invoices after June 30th up to the Year-End Cut-Off

A. Invoices for goods or services received or delivered before July 1st

1. Enter the original Invoice Date (if the invoice is dated prior to July 1st or enter June 30th for invoices dated after June 30th) and change the default Accounting Date to June 30th.

B. Invoices for goods or services received or delivered after July 1st

1. Enter the original Invoice Date (if the invoice is dated after June 30th or enter July 1st for invoices dated prior to July 1st) and **do not** change the default Accounting Date.



Invoice		Voucher	
Invoice Date	Goods or Services Date of Receipt	Invoice Date	Accounting Date
< July 1	< July 1	Original	June 30
> June 30	< July 1	June 30	June 30
< July 1	> June 30	July 1	Default > June 30
> June 30	> July 1	Original	Default > June 30

< = Less Than or **Before**
 > = Greater Than or **After**

Year-End Processing Between Year-End Cut-Off and July 31st

III. Processing invoices between Year-End Cut-Off and July 31st

A. Invoices for goods or services received or delivered before July 1st

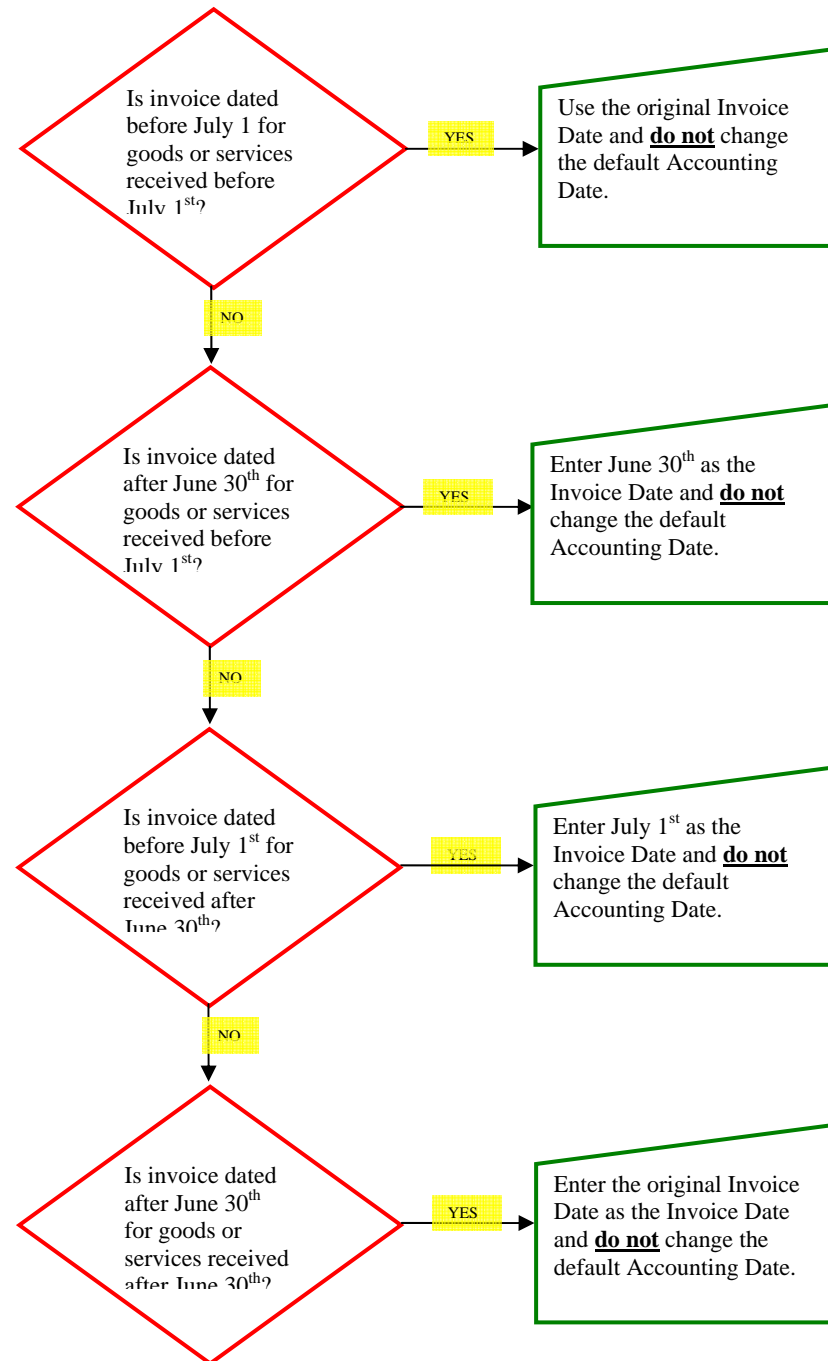
1. Enter the original Invoice Date (if the invoice is dated prior to July 1st or enter June 30th for invoices dated after June 30th) and **do not** change the default Accounting Date.

B. Invoices for goods or services received or delivered after July 1st

1. Enter the original Invoice Date (if the invoice is dated after June 30th or enter July 1st for invoices dated prior to July 1st) and **do not** change the default Accounting Date.

Invoice		Voucher	
Invoice Date	Goods or Services Date of Receipt	Invoice Date	Accounting Date
< July 1	< July 1	Original	Default > June 30
> June 30	< July 1	June 30	Default > June 30
< July 1	> June 30	July 1	Default > June 30
> June 30	> July 1	Original	Default > June 30

< = Less Than or **Before**
> = Greater Than or **After**



Year-End Processing After July 31st

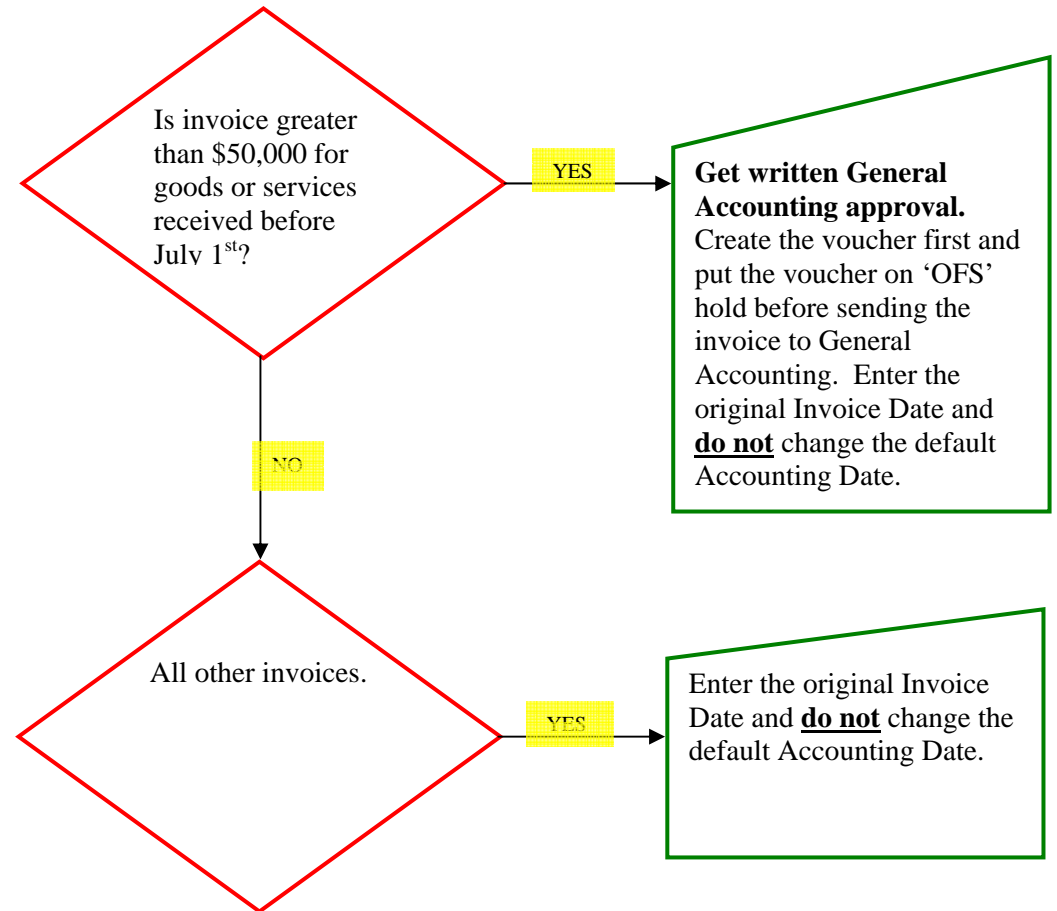
IV. Processing Old-Year invoices after July 31st

A. Invoices greater than \$50,000 for goods or services received or delivered before July 1st

1. All invoices received after July 31st amounting to more than \$50,000 for goods or services received or delivered prior to July 1st must be approved by Steve Allen in General Accounting. Make sure you get his written authorization. Use the original Invoice Date and default Accounting Date for these vouchers.

B. All other invoices

1. Use the original Invoice Date and **do not** change the Accounting Date



Invoice > \$50,000 After July 31 st		Voucher	
Invoice Date	Goods or Services Date of Receipt	Invoice Date	Accounting Date
< July 1	< July 1	Original	Default > June 30
> June 30	< July 1	Original	Default > June 30

< = Less Than or **Before**
 > = Greater Than or **After**