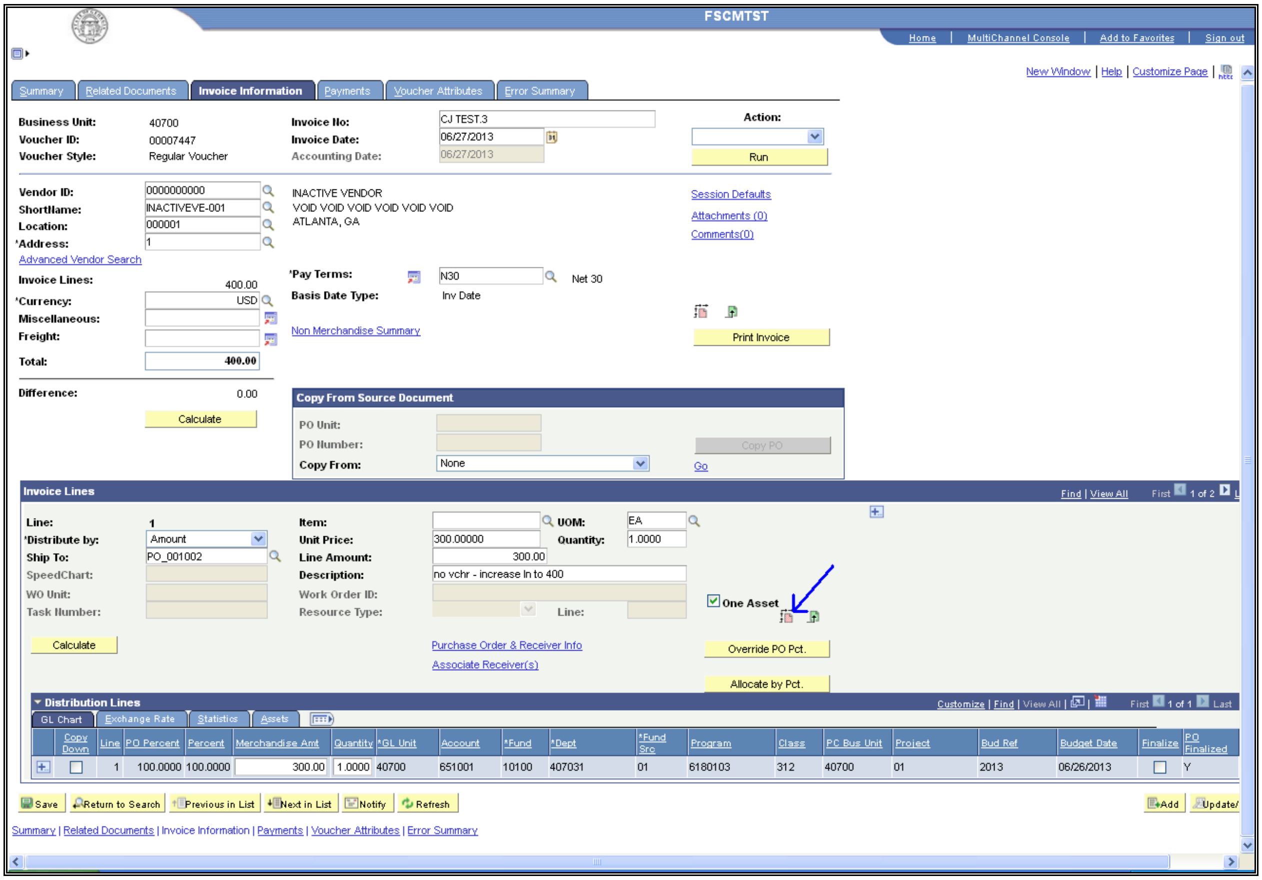
Two Accounting Periods Open - Workbench Helpful Hint

Be cautious of the accounting date since there are two accounting periods open. Since the Buyer Workbench is a new process for everyone, the accounting date field is located on the "Processing Results" page just above the "Qualified" box.

It defaults to current date, so if it is not changed to 6/30/15, the cancellation will not be reflected until Period 1 of FY16."

If you cancel the remaining encumbrance by "Final Reference" through the AP module, the accounting date of your voucher will drive what period the cancellation is reflected.

Navigation: Accounts Payable > Vouchers > Add/Update >Regular entry



Finalize voucher – click on pink icon to finalize the entire voucher or voucher line or select 'finalize' check box on the distribution line. Both will do the same thing.