

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](#)

Business Unit: 40700 **Invoice No:** CJ TEST.3 **Action:** Run

Voucher ID: 00007447 **Invoice Date:** 06/27/2013

Voucher Style: Regular Voucher **Accounting Date:** 06/27/2013

Vendor ID: 000000000 **Short Name:** INACTIVE VENDOR **Location:** 000001 **Address:** 1

Invoice Lines: 400.00 **Currency:** USD **Miscellaneous:** **Freight:** **Total:** 400.00

Pay Terms: N30 **Basis Date Type:** Inv Date

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Invoice Lines

Line: 1 **Item:** **Unit Price:** 300.00000 **Quantity:** 1.0000

Distribute by: Amount **Ship To:** PO_001002 **Description:** no vchr - increase in to 400

Work Order ID: **Resource Type:** **Line:**

One Asset **Override PO Pct.** **Allocate by Pct.**

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Account	*Fund	*Dept	*Fund Src	Program	Class	PC Bus Unit	Project	Bud Ref	Budget Date	Finalize	PO Finalized
				1	100.0000	100.0000	300.00	1.0000	40700	651001	10100	407031	01	6180103	312	40700	01	2013	06/26/2013		Y

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh** **Add** **Update**

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.