

FISCAL YEAR END 2024 Fact Sheet

Journal Voucher (correction of a voucher expense)

Department Use: For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or payment services at UND.pps@UND.edu for additional guidance.

The journal voucher must correspond with the date of the original voucher. If the original voucher date is 7/1/2023 - 6/30/2024, the correcting journal voucher must be dated in FY24. If the original entry posted after 6/30/2024, the correcting journal voucher must be dated in FY25.

July 10

Last day to approve a FY24 journal voucher to be routed to payment services for review

**Note: For the journal voucher to be processed in FY24, the journal voucher must be at the AP audit review by the end of the day on July 10.*