

Split-Run Coding

Instructions to the Commitment Offices

The period that will be observed for split-run coding of documents processed by the Controller's Office will be from July 1 through July 23, 2018.

All invoice documents submitted to CPC-Accounts Payable must be coded "6" (June) if they are to be charged to fiscal year 2017-2018 or coded "7" (July) if they are to be charged to fiscal year 2018-2019.

For Web Deposits, in the **TouchNet Debit Information Description Field** enter a "6" (June) or "7" (July) to indicate if the payment should be applied to FY18 or FY19. Continue by entering required information as indicated in the Web Deposit manual.

For Billiken Buy requisitions, the fiscal year is determined as follows: Blanket orders - Valid From date; Standard/retrofit orders - Financial Year indicator. Release orders against FY18 Blanket Orders cannot be processed after June 30, 2018.

For eSeeDPV's, the transaction date determines the fiscal year to which the transaction is recorded.

For eSeeIDO's, the Recovery Transaction Date determines the fiscal year.

For Concur Expense reports, the Report Date indicates the fiscal year to which the transaction should be recorded.

Commitment Offices approving the various documents must assume responsibility for the split-run coding in order to ensure that all revenues and expenditures are recorded in the proper fiscal year. Documents must be coded "6" or "7" prior to July 1st when their processing by Treasury Services or CPC-Accounts Payable cannot reasonably be expected until July 1st or thereafter.

Final Authority

CPC-Accounts Payable has the final authority to determine accuracy of split-run coding for all disbursements and Treasury Services for all receipts.