

SERVICE DATES

Service Dates

Service dates influence whether a transaction will be rolled back or rolled forward.

a. Service dates on transactions

Service dates entered on the document cover sheet are official service dates.

```
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 01 02
Command: VP2     Account: _____ Misc: K0VP2999999     Month: SEP
-----
Status: APPROVED          -- COVER SHEET --          Document ID: K0VP2999999
Action: _____ Summary: A & W ROOTBEER
Created: 09/01/02 by ACXXX - DUCK, DONALD          Category:
Template: _____
Format: ALL_          Voucher Date: 090399          Voucher Nbr: L087817
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 071502 End: 071502 DTN: _____
Vendor ID: 47412978356001 A & W ROOTBEER
Address: BOTH LINES
104 ROOT DR EXTRA NON-POST-OFFICE INFO
BURP CITY , NV 785691235
```

In this example, the payment voucher was processed in the new fiscal year but the service dates are from the old year. Therefore, the transaction will be rolled back to the 13th month.

Departments have additional service date fields available.

To enter them, space over the "+" within the transaction screen of the document and access the transaction comment window.

```
+-----+
| ACCOUNT D/C TYPE OBJ          AMOUNT          PO NBR          DTN          |
| 2612121250 D EX 1325          1.00          _____          + |
|                               SERVICE DATES: Begin: 071502 End: 071502 |
+-----+
```

Different service dates may be entered in the transaction comment window (as shown below). Note: Most departments do not need to use this option. In most instances the official service dates are sufficient.

In this example, the transaction will NOT be rolled back since the departmental service dates are in the new fiscal year.

```

+-----+
Additional Information Concerning Transaction 1 on this page:
Account Information:
    Account: 26-1212-1250 Status: A Type: EX PA: L
    Account Title: FB - LIFE NASA 09-30-02 OE
    Unit: 5100-001 Department Title: OAID-PI-GOSS Abbr: FB

-----
Object Code Info: Code: 1325 Title: OTHER CONTRACTED SVCS Status: A
+-----+
Additional Information Concerning Transaction 1 on this page:
Departmental Service dates: Begin: 0901029 End: 090102
Screen 2 of 2

Cash Received by the University: _____
Cash deposit date/effective date: _____
+-----+

```

b. Cash dates on departmental deposits

In addition to service dates, cash dates must be entered on departmental deposits if cash was received by August 31, but the VC document has a September record date.

For example, suppose cash received on 8/31/04 is not deposited until 9/1/04. The deposit is applied to the new fiscal year, but needs to be rolled back and reported in the old year. Access the transaction comment window within the VC document by spacing over the "+" within the transaction window.

```

+-----+
Action: ___ Begin at Acct: 1902200195 Entry: Debits: 0.00
      Voucher Date: 090104 Credits: 5.00
      Voucher Nbr.: Nbr: 1
ACCOUNT TYPE OBJ. PAYOR AMOUNT D/C
DTN TCODE VENDOR ID SERV.BEG SERV.END BURSAR PURPOS MORE
1902200195 IN 3101 STUDENT #1 _____ 5.00 C | _____ + |
+-----+

```

Enter the correct date the cash was received by your department in the "Cash Received by the University" field. Note: If you have a lock box at the bank, use the "Cash deposit date/effective date" field instead of the "Cash Received by the University" field.

Additional Information Concerning Transaction 1 on this page:	
Account Information:	
Account: 19-0220-0195 Status: A Type: IN PA: L	
Account Title: OA -REVOLVING FUND OPER INC	
Unit: 5100-000 Department Title: OFFICE OF ACCOUNTING Abbr: OA	

Object Code Info: Code: 3101 Title: LABORATORY FEE Status: A	

Additional Information Concerning Transaction 1 on this page:	
Departmental Service dates: Begin: _____ End: _____	
Cash Received by the University: _____	
Cash deposit date/effective date: _____	