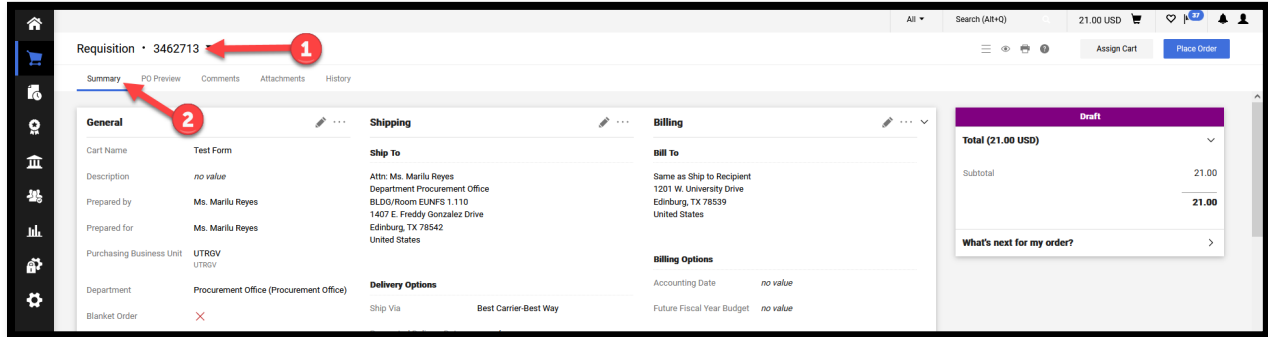


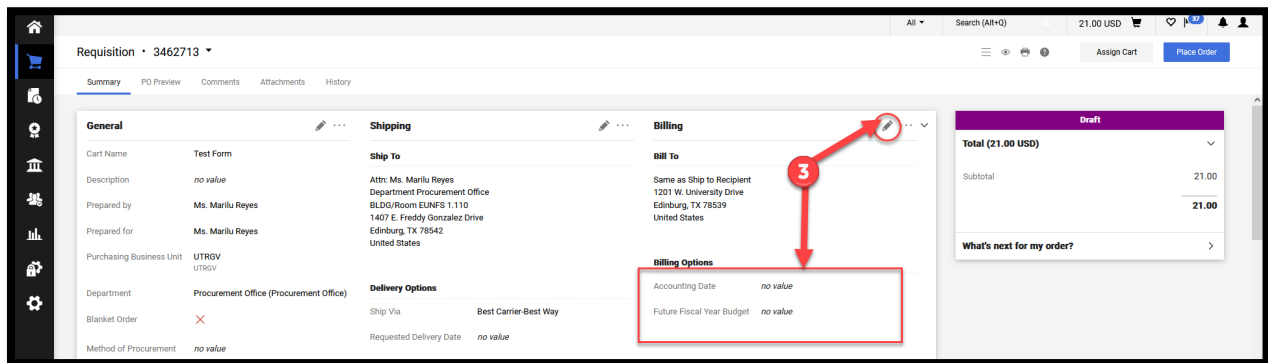
How to - Update Accounting Date for New Fiscal Year

When creating a REQ, the Accounting Date will Default to today's date or no date at all. To process a REQ for a new fiscal year, you will need to manually override the accounting date as follows:

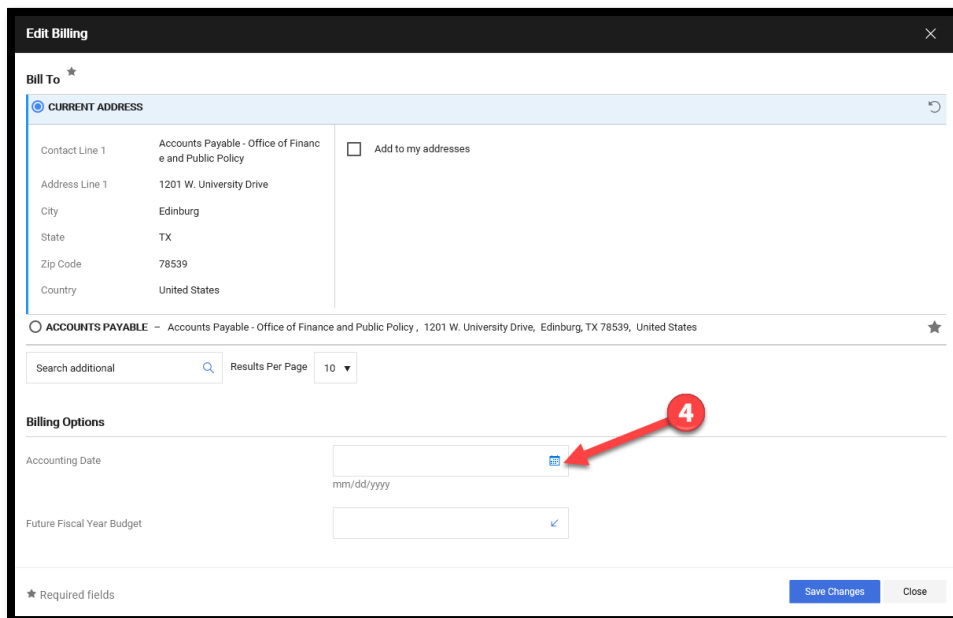
1. Click on the "Requisition" tab
2. Click on the "Summary" subtab



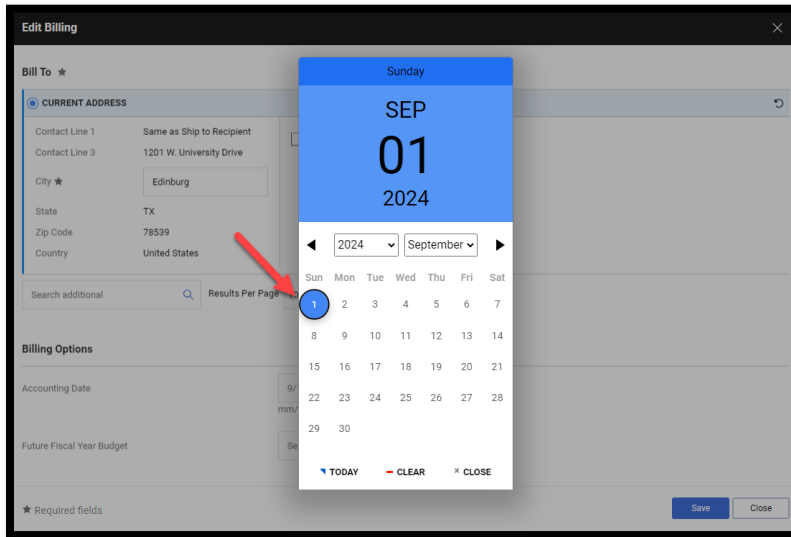
3. Account date will default to date the cart was created or no value. Click on the pencil icon next to "Billing" in order to edit.



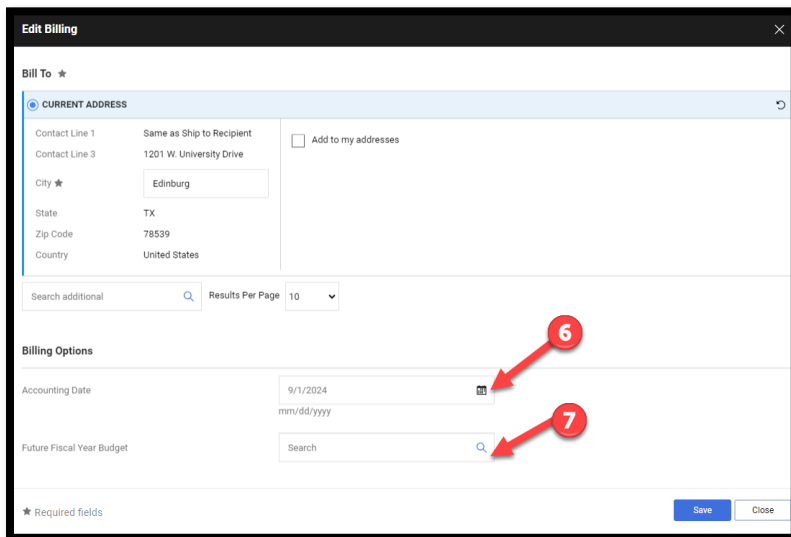
4. Click on the Calendar icon to open up all dates. *Note: You can also manually type in the date.



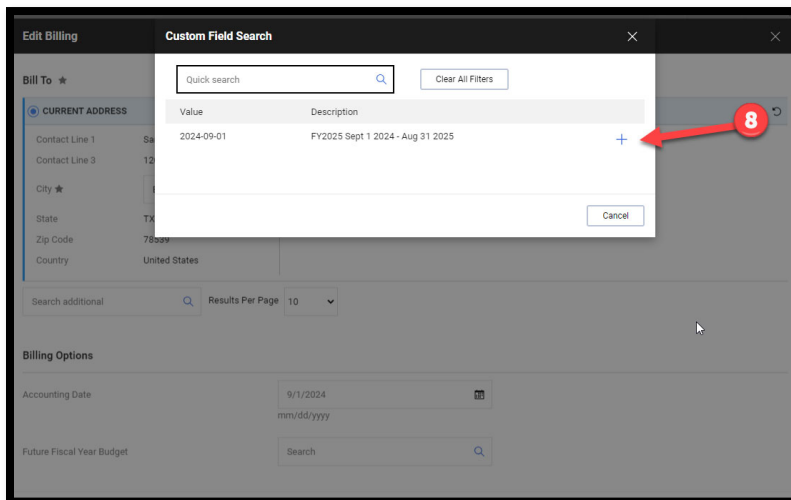
- 5. Select September 1, 2024 as your new Accounting Date.
*Calendar should automatically close.



- 6. Accounting Date should now read "09/01/2024"
- 7. Click on arrow icon to select the future fiscal year budget.



- 8. Available options will display. Select available option for FY25.



9. Verify information is correct

10. Click on 'Save'

Edit Billing

Bill To ★

CURRENT ADDRESS

Contact Line 1 Same as Ship to Recipient Add to my addresses
Contact Line 3 1201 W. University Drive
City ★ Edinburg
State TX
Zip Code 78539
Country United States

Search additional Results Per Page 10

Billing Options

Accounting Date 9/1/2024
Future Fiscal Year Budget 2024-09-01

★ Required fields

Save Close

11. Confirm 'Billing Options' section is updated.

General **Shipping** **Billing**

Cart Name Test Cart - Approval Validation

Description no value

Prepared by Ms. Marilu Reyes

Prepared for Ms. Marilu Reyes

Purchasing Business Unit UTRGV

Department Procurement Office (Procurement Office)

Blanket Order ✗

Method of Procurement no value

Ship To

Attn: Ms. Marilu Reyes
Department Procurement Office
BLDG/Room EUNFS 1.110
1407 E. Freddy Gonzalez Drive
Edinburg, TX 78542
United States

Delivery Options

Ship Via Best Carrier-Best Way

Requested Delivery Date no value

Bill To

Same as Ship to Recipient
1201 W. University Drive
Edinburg, TX 78539
United States

Billing Options

Accounting Date 9/1/2024

Future Fiscal Year Budget 2024-09-01
FY2025 Sept 1 2024 - Aug 31 2025

12. Confirm you do not see an "Invalid Accounting Date" workflow step or your REQ will get automatically returned by the system. If you see the "Invalid Accounting Date" notification, the dates have not been properly selected. Repeat steps to ensure dates are selected.

