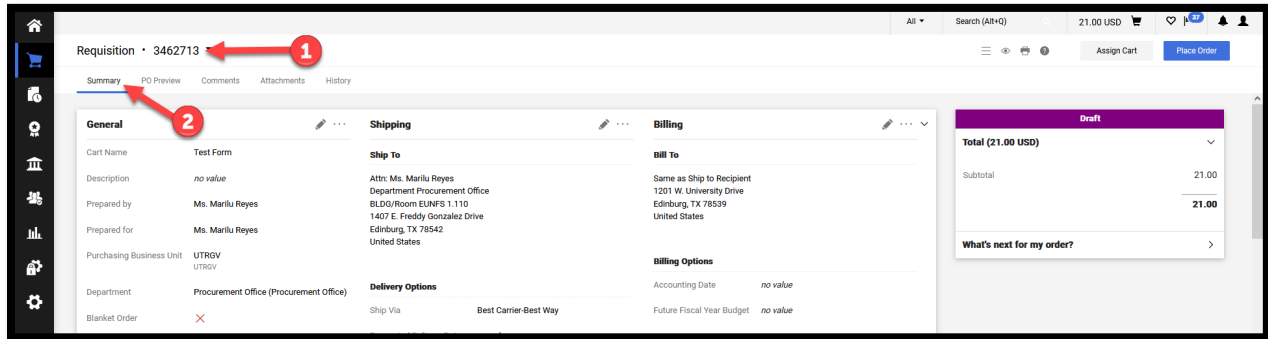


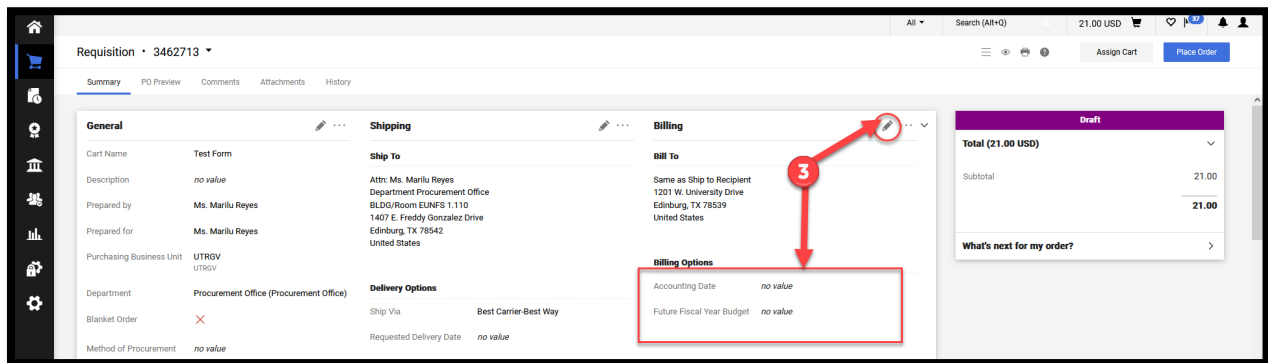
## How to - Update Accounting Date for New Fiscal Year

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:

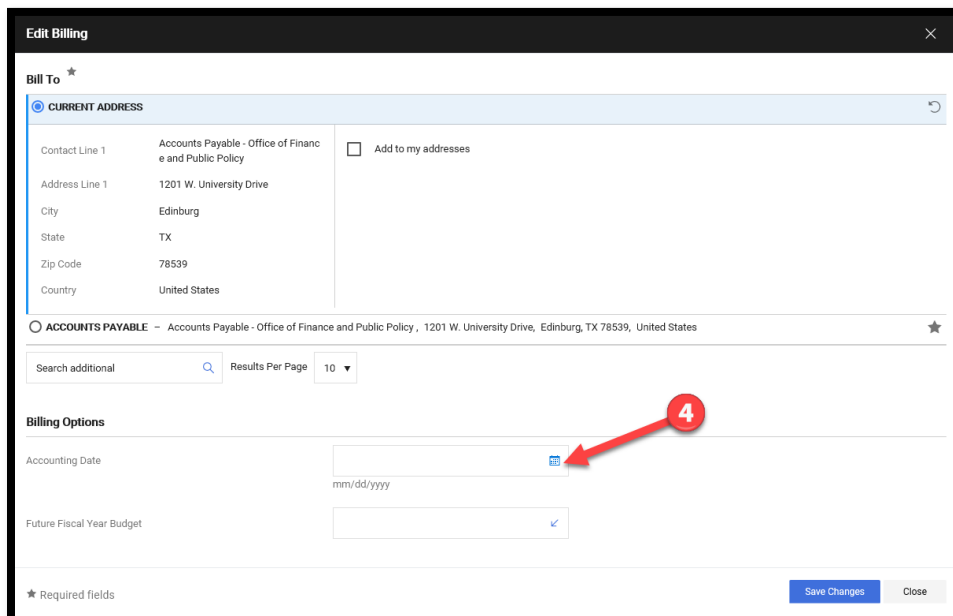
1. Click on the "Requisition" tab
2. Click on the "Summary" subtab



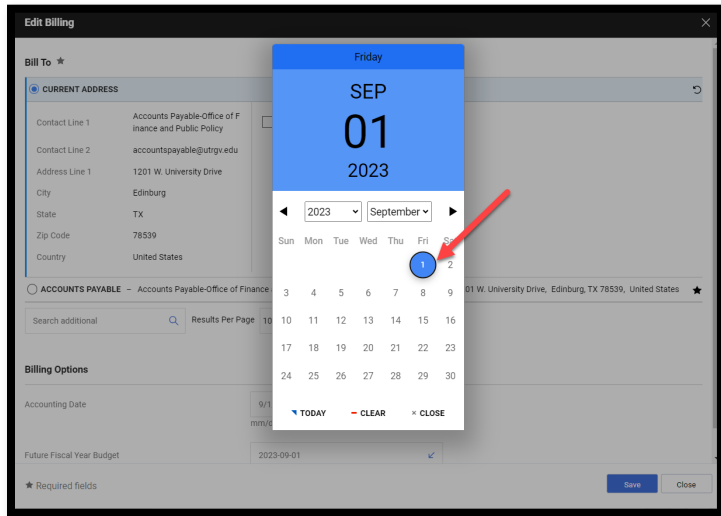
3. Account date will default to date the cart was created or no value. Click on the pencil icon next to "Billing" in order to edit.



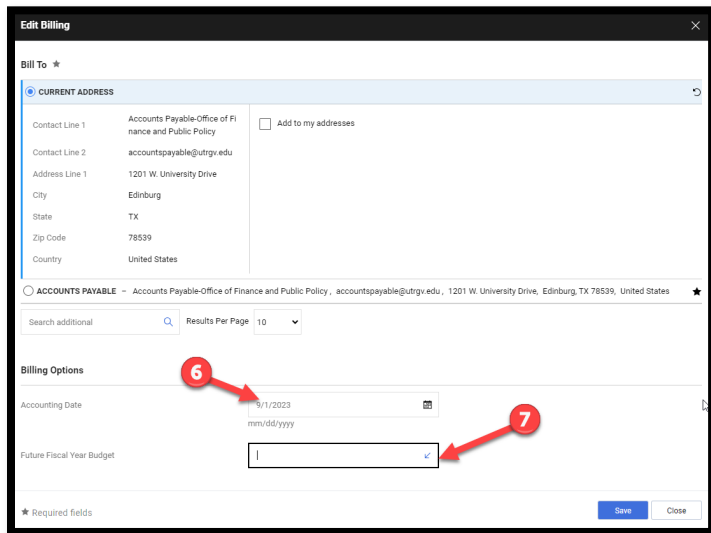
4. Click on the Calendar icon to open up all dates. \*Note: You can also manually type in the date.



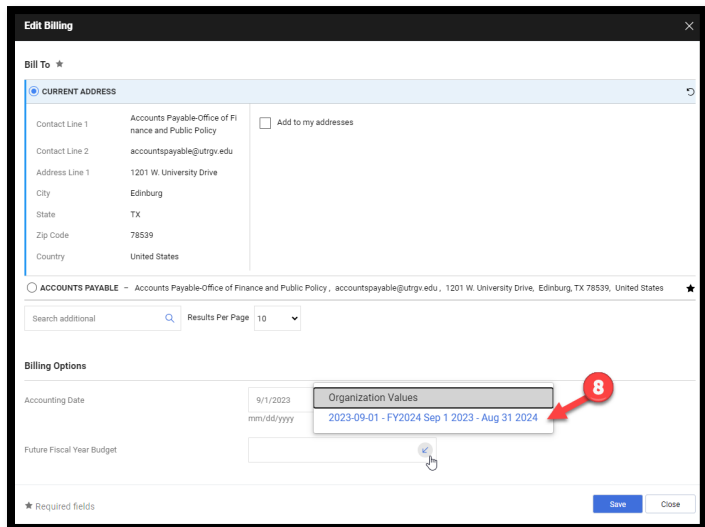
- 5. Select September 1, 2023 as your new Accounting Date.  
\*Calendar should automatically close.



- 6. Accounting Date should now read "09/01/2023"
- 7. Click on arrow icon to select the future fiscal year budget.



- 8. Available options will display. Select available option for FY23.



9. Verify information is correct

10. Click on 'Save'

**Edit Billing**

**Bill To** ★

**CURRENT ADDRESS**

Contact Line 1 Accounts Payable-Office of Finance and Public Policy  Add to my addresses

Contact Line 2 accounts payable@utrgv.edu

Address Line 1 1201 W. University Drive

City Edinburg

State TX

Zip Code 78539

Country United States

ACCOUNTS PAYABLE - Accounts Payable-Office of Finance and Public Policy, accounts payable@utrgv.edu, 1201 W. University Drive, Edinburg, TX 78539, United States ★

Search additional  Results Per Page 10

**Billing Options**

Accounting Date 9/1/2023  mm/dd/yyyy

Future Fiscal Year Budget 2023-09-01

★ Required fields

**Save** **Close**

11. Confirm 'Billing Options' section is updated.

**Requisition** • 174366157

Summary PO Preview Comments Attachments History

**General** **Shipping** **Billing**

Cart Name Invalid Accounting Date Workflow Step Test - Form

Description no value

Prepared by Ms. Marilu Reyes

Prepared for Ms. Marilu Reyes

Purchasing Business Unit no value

Department Procurement Office (Procurement Office)

Blanket Order

Justification no value

**Ship To**

Attn: Marilu Reyes  
Department Procurement Office  
BLDG: Room EUNFS 1.107  
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**

Accounts Payable-Office of Finance and Public Policy  
accounts payable@utrgv.edu  
1201 W. University Drive  
Edinburg, TX 78539  
United States

**Billing Options**

Accounting Date 9/1/2023

Future Fiscal Year Budget 2023-09-01  
FY2024 Sep 1 2023 - Aug 31 2024

**Summary**

**Draft (returned)**

**Total (1.00 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1.00

1.00

**What's next for my order?**

Next Step Approval Validation

Approvers Reyes, Ms. Marilu  
Rodriguez, Mrs. Norma E

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.

