iShopUTRGV. Quick Reference Guide

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

t Place Order
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21.00
21.00
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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.

â						All 👻	Search (Alt+Q)	21.00 USD 🖉	♡ № ▲ 1
	Requisition • 34627	13 🕶					∃ ⊕ ⊕ Ø	Assign Cart	Place Order
-	Summary PO Preview	Comments Attachments History							
-0	_						_	Desft	Â
<u>Q</u>	General	ø ···	Shipping	ø ····	Billing	··· ~	Tetel (21.00.UCD)	Diant	
命	Cart Name	Test Form	Ship To		Bill To		Total (21.00 03D)		Ť
-	Description	no value	Attn: Ms. Marilu Reyes		Same as Ship to Recipient		Subtotal		21.00
-15	Prepared by	Ms. Marilu Reyes	BLDG/Room EUNFS 1.110		Edinburg, TX 78539				21.00
յլի	Prepared for	Ms. Marilu Reyes	1407 E. Freddy Gonzalez Drive Edinburg, TX 78542		United States				
តា	Purchasing Business Unit	UTRGV UTRGV	United States		Billing Options		What's next for my order	?	>
	Department	Procurement Office (Procurement Office)	Delivery Options		Accounting Date no value				
*	Blanket Order	×	Ship Via Best Carrier-Best Way		Future Fiscal Year Budget no value				
	Method of Procurement	no value	Requested Delivery Date no value	L		I			

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

Edit Billing			
Bill To *			
CURRENT ADDRESS			Ċ
Contact Line 1	Accounts Payable - Office of Financ e and Public Policy	Add to my addresses	
Address Line 1	1201 W. University Drive		
City	Edinburg		
State	тх		
Zip Code	78539		
Country	United States		
O ACCOUNTS PAYABLE	- Accounts Payable - Office of Finance	e and Public Policy , 1201 W. University Drive, Edinburg, TX 78539, United States	*
Search additional	Q Results Per Page 1	0 🔻	
Billing Options		4	
Accounting Date			
		mm/dd/yyyy	
Future Fiscal Year Budget		۷	
★ Required fields		Save Changes	Close

5. Select September 1, 2025 as your new Accounting Date.

*Calendar should automatically close.

Edit Billing										
Bill To 🚖							Monda	y		
CURRENT ADDRESS							SEF)		
Contact Line 1 Contact Line 3	Same as Ship t 1201 W. Univer	o Recipient sity Drive	C			()1			
City 🚖	Edinburg						202	5		
State	тх						2020			
Zip Code	78539			◀	202	5	► Se	ptem	oer 🗸	•
Country	United States			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Search additional	Q	Results Per Page	-		1	2	3	4	5	6
				7		9	10	11	12	13
Billing Options					15	10	17	10	10	
Accounting Date			9/*	14	15	16	17	18	19	20
Accounting Date			mm/	21	22	23	24	25	26	27
			_	28	29	30				
Future Fiscal Year Budget					TODAY				× 01 04	er.
			۰.	`	TODAY		CLEAP	¢	× CLU:	SE
* Required fields										

6. Accounting Date should now read "09/01/2025"

7. Click on arrow icon to select the future fiscal year budget.

Edit Billing	×
Bill To 🚖	
CURRENT ADDRESS	c
Contact Line 1 Same as Ship to Recipient Contact Line 3 1201 W. University Drive City ★ Edinburg State TX Zip Code 78539 Country United States	Add to my addresses
Search additional Q Results Per Pag	e 10 v
Billing Options	
Accounting Date	9/1/2025 mm/dd/yyyy
Future Fiscal Year Budget	
🖈 Required fields	Save Close

8. Available options will display. Select available option for FY26.

Edit Billing			×
Bill To ★			
CURRENT ADDRESS			С
Contact Line 1 Contact Line 3 City 🖈 State Zip Code Country	Same as Ship to Recipient 1201 W. University Drive Edinburg TX 78539 United States	Add to my addresses	
Search additional	Q Results Per Pag	ge 10 🗸	
Billing Options			
Accounting Date		9/1/2025 Organization Values mm/dd/yyyy 2025-09-01 - FY2026 Sept 1 2025 - Aug 31 2026	
Future Fiscal Year Budget		(K)	
🖌 Required fields		Save	ose

9. Verify information is correct

10. Click on 'Save'

Edit Billing		×
Bill To 🚖		
CURRENT ADDRESS		c
Contact Line 1 Same as Ship to Recipient Contact Line 3 1201 W. University Drive City ★ Edinburg State TX	Add to my addresses	
Zip Code 78539		
Country United States		
Search additional Q Results Per Pag	€ 10 ✓	
Billing Options		
Accounting Date	9/1/2025	
Future Fiscal Year Budget	mm/dd/yyyy 2025-09-01 ⊻	
★ Required fields		Save Close

11. Confirm 'Billing Options' section is updated.

summary PO	Preview comments Attachments	History					
A This is not your act	tive cart.						
General	/	Shipping		1	Billing		ø
Cart Name	Test Form	Ship To			Bill To		
Description	no value	Attr:: Ms. Marilu Reyes Department Procurement Office BLDG/Room EUNFS 1.110 1407 F. Fredek Gozzalez Drixe			Same as Ship to Recipient 1201 W. University Drive Edinburg, TX 78539 United States		
Prepared by	Ms. Marilu Reyes						
Prepared for	Ms. Marilu Reyes	Edinburg, TX 78542 United States					
Purchasing Business	UTRGV				Billing Options		
Jnit	UTRGV	Delivery Options			Accounting Date	9/1/2025	
Department	Procurement Office (Procurement Office)	Ship Via	Best Carrier-Best Way		Future Fiscal Year	2025-09-01	
Blanket Order	×	Requested Delivery	no value		Brođet	FY2026 Sept 1 2025 - Aug 31 2026	
Vethod of	no value	Date					_
Procurement							
Justification Method	no value						
Solicitation Posting Date (mm/dd/yyyy)	no value						
 User does not h custom fields a 	have the necessary permissions to view the ssociated with this section.						

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.

