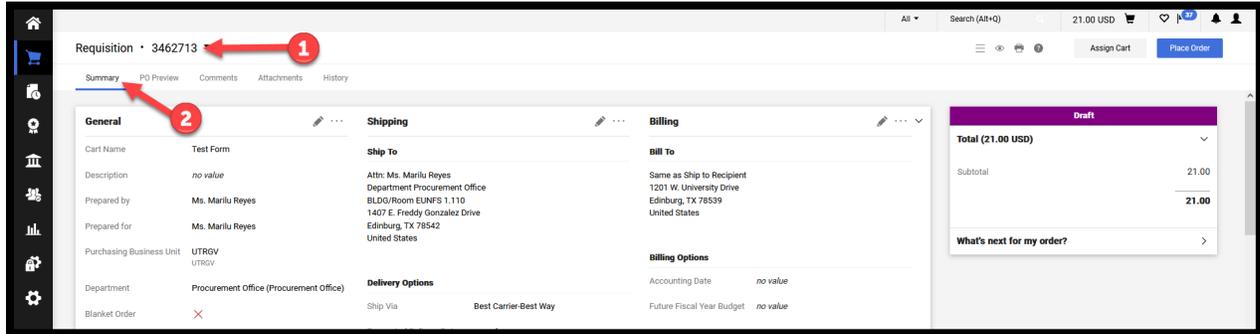


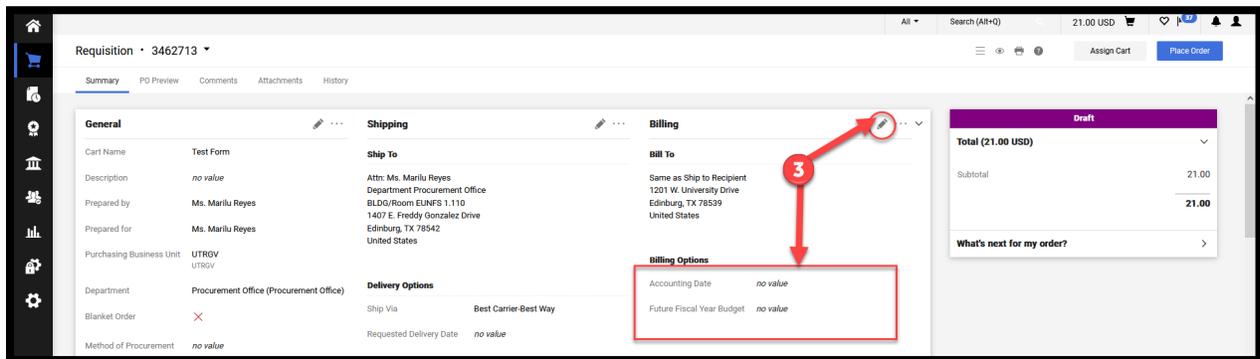
How to - Update Accounting Date for New Fiscal Year

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:

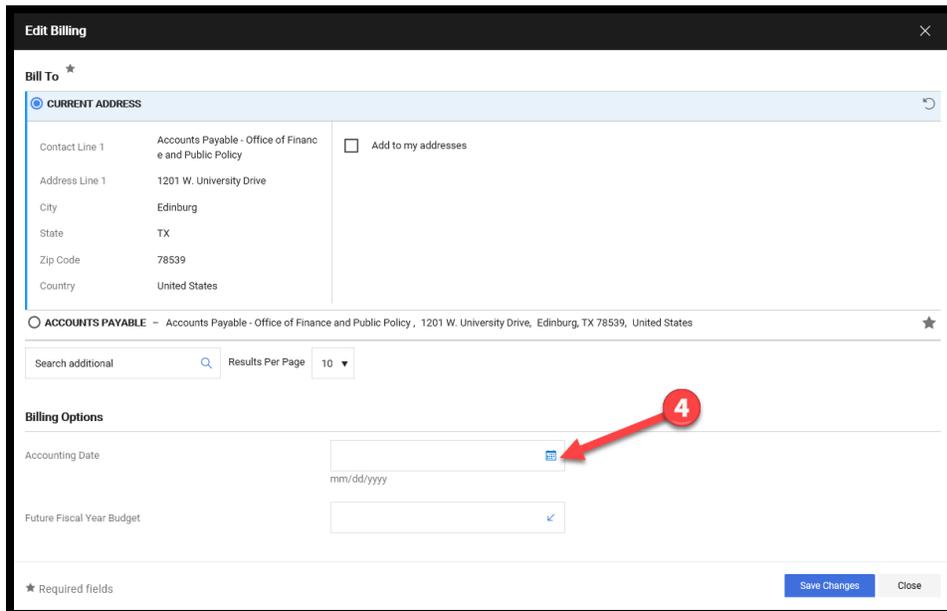
1. Click on the "Requisition" tab
2. Click on the "Summary" subtab



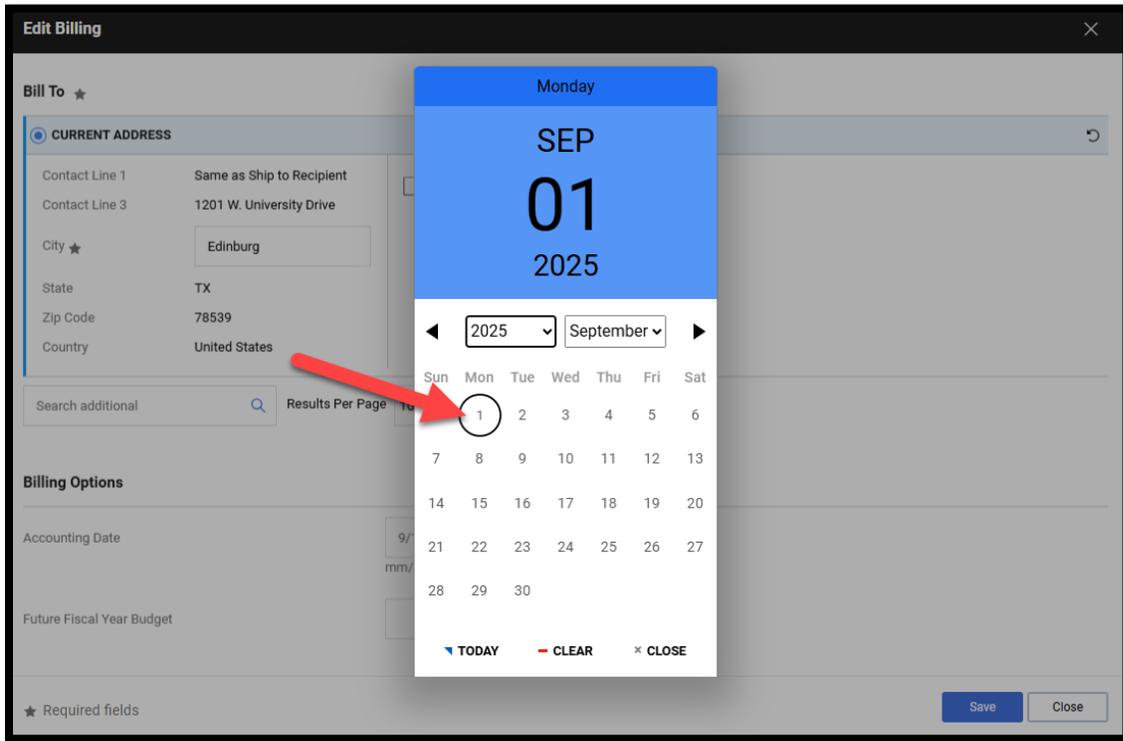
3. Account date will default to date the cart was created or no value. Click on the pencil icon next to "Billing" in order to edit.



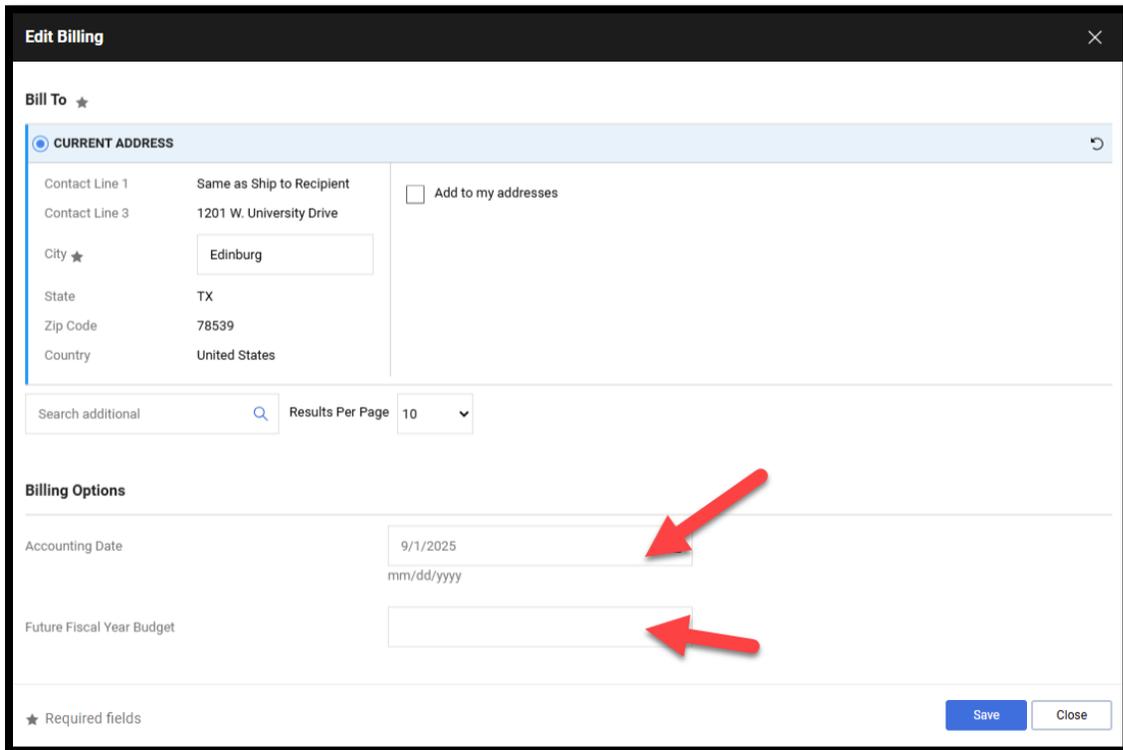
4. Click on the Calendar icon to open up all dates. *Note: You can also manually type in the date.



- 5. Select September 1, 2025 as your new Accounting Date.
*Calendar should automatically close.



- 6. Accounting Date should now read "09/01/2025"
- 7. Click on arrow icon to select the future fiscal year budget.



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

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 9/1/2025 Organization Values
mm/dd/yyyy 2025-09-01 - FY2026 Sept 1 2025 - Aug 31 2026
Future Fiscal Year Budget

★ Required fields Save Close

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 9/1/2025
mm/dd/yyyy
Future Fiscal Year Budget 2025-09-01

★ Required fields Save Close

11. Confirm 'Billing Options' section is updated.

Requisition · 3462713

Summary PO Preview Comments Attachments History

⚠ This is not your active cart.

General	Shipping	Billing
Cart Name: Test Form	Ship To: Attn: Ms. Marilu Reyes Department Procurement Office BLDG/Room EUNFS 1 110 1407 E. Freddy Gonzalez Drive Edinburg, TX 78542 United States	Bill To: Same as Ship to Recipient 1201 W. University Drive Edinburg, TX 78539 United States
Description: no value	Delivery Options: Ship Via: Best Carrier-Best Way	Billing Options Accounting Date: 9/1/2025 Future Fiscal Year Budget: 2025-09-01 FY2025 Sept 1 2025 - Aug 31 2025
Prepared by: Ms. Marilu Reyes	Requested Delivery Date: no value	
Prepared for: Ms. Marilu Reyes		
Purchasing Business Unit: UTRGV		
Department: Procurement Office (Procurement Office)		
Blanket Order: X		
Method of Procurement: no value		
Justification Method: no value		
Solicitation Posting Date (mm/dd/yyyy): no value		
Contract Start Date (mm/dd/yyyy): no value		

ⓘ User does not have the necessary permissions to view the custom fields associated 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.

