






Job Aid for FY 21 Orders beginning Monday, August 3

During the “Proceed to Checkout” steps, go to the **Summary tab**. Click the pencil  button next to “**Billing**”. This allows you to select the Accounting Date and Budget Year.

Requisition  : 2939563

Summary Taxes/S&H PO Preview Comments Attachments  History

General  ...	Shipping  ...	Billing  ...
Cart Name 2020-08-03 jmj101000-utd 01	Ship To <i>no address</i>  Required	Bill To ACCOUNTS PAYABLE 800 West Campbell Rd. Mail Station: SP2 24 Email Invoices to: Accountspayable@utdallas.edu RICHARDSON, TX 75080 United States
Description <i>no value</i>	Delivery Options	Credit Card Info No credit card has been assigned.
Prepared by Jene Janich	Ship Via Best Carrier-Best Way	Billing Options
Prepared for Jene Janich	Requested Delivery Date <i>no value</i>	Accounting Date <i>no value</i>
Adhoc Approver <i>no value</i>		Fiscal Year Budget <i>no value</i>

Scroll down to **Billing Options** to change the **Accounting Date** to **09/01/2020** and the **Fiscal Year** to **FY21**. **SAVE** Changes!

Proceed with the rest of checkout normally. Email purchasing@utdallas.edu if you have any questions.

Billing Options

Accounting Date	09/01/2020 
	mm/dd/yyyy
Fiscal Year Budget	FY21 

Save Changes Close