

# FUTURE YEAR ACCOUNTING DATE

Last Updated on: 6/2/2011

1. [ ]

2. [ ]

1. To set the future year accounting date, you must be at the **Summary** tab for your shopping cart.
2. Click on the **edit** button to set the **Accounting Date** for future year funding.

3. [ ]

4. [ ]

3. Enter **7/1/2011** for **Accounting Date** to indicate that the requisition will utilize future year funds.  
**Note:** You must enter the date in the correct format to prevent any errors.
4. Click on the **Save** button to complete the process for setting the future year accounting date.