

Dual-Year Processing for Fiscal Year End in AggieMart


Quick Reference Guide

11/18/2019


Once dual-year accounting is opened, the **Requested Delivery Date** and the **Accounting Date** must be changed to the new fiscal year for new fiscal year purchases. The **Requested Delivery Date** must be later than **Accounting Date**.

Follow these steps in the checkout process (**Draft Requisition**):

Requested Delivery Date

- 1) Go to the **Shipping** section → Click the **Edit  icon**.
- 2) Under **Delivery Options & PO Clauses** → Enter a **July** date for the **Requested Delivery Date**.
- 3) Click **Save Changes**.

Accounting Date

- 1) Go to the **Billing** section → Click the **Edit  icon**.
- 2) Enter a **July** date for the **Accounting Date**.
- 3) Click **Save Changes**.