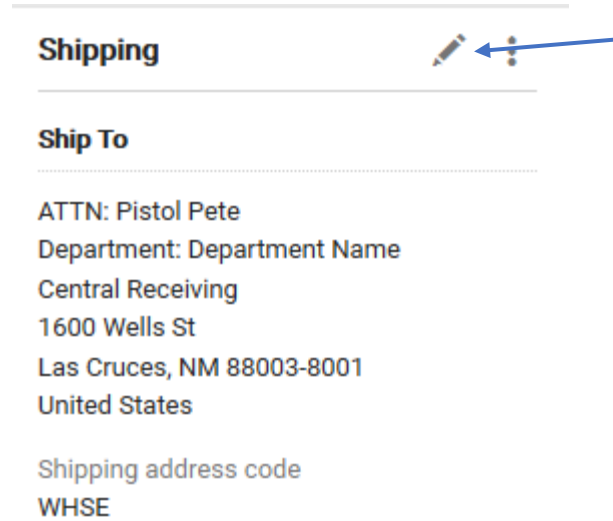


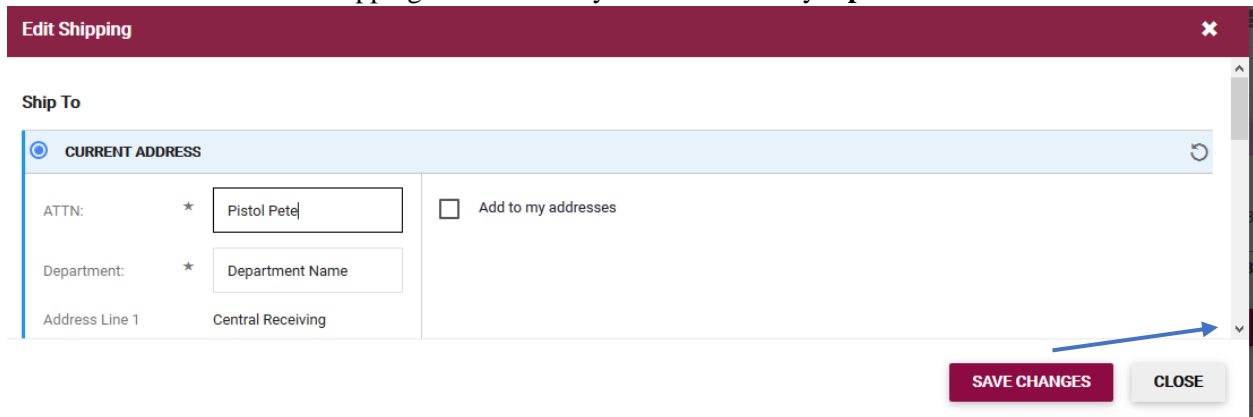
Dual-Year Processing for Fiscal Year End in AggieMart

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. Follow these steps in the checkout process.

- To add a **Requested Delivery Date**, click pencil on the **Shipping** section on the sidebar.



- Scroll on the Edit Shipping window until you reach **Delivery Options & PO Clauses** section.



- Enter a Delivery Date by clicking on the calendar icon.
- Enter a July date for the **Requested Delivery Date** and click on the **Save Changes** button.

Edit Shipping [Close]

Delivery Options & PO Clauses

Ship Via: Best Carrier-Best W... [Dropdown]

Requested Delivery Date: [mm/dd/yyyy] [Calendar Icon]

PO Clauses

[SAVE CHANGES] [CLOSE]

Delivery Options & PO Clauses

Ship Via: Best Carrier-Best W... [Dropdown]

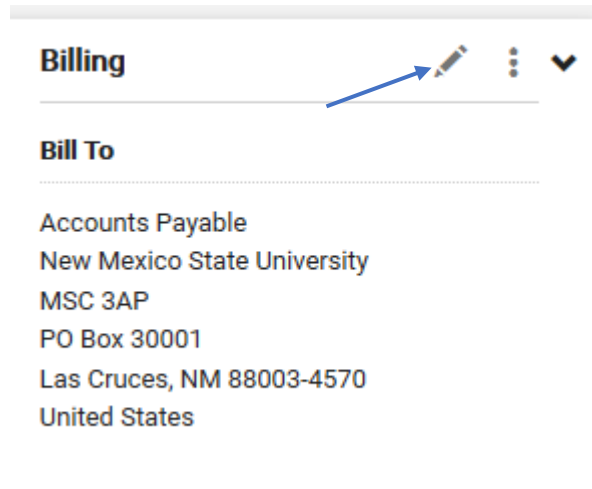
Requested Delivery Date: 7/1/2021 [Calendar Icon]

PO Clauses

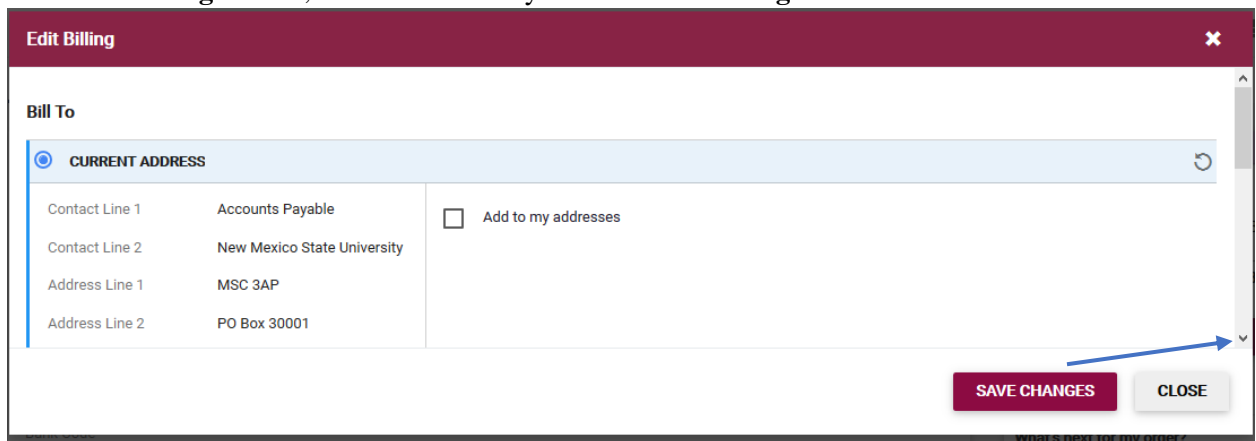
★ Required fields

[Save Changes] [Close]

- To add an **Accounting Date**, Click the pencil on the **Billing** section.



- In the **Billing** section, scroll down until you reach **Accounting Date**.



- Enter a **July** date by clicking on the calendar icon. Then, click the **Save Changes** button.

