

Entering Old Year Expenses

To enter a Payment Request or Mileage Reimbursement that needs to be paid out of old year funds, first complete the Payment Request or Mileage Reimbursement form and add it to your cart. After clicking Check Out, click the Edit link on the right-hand side of the General section, check the box for Old Year, and click save. This will flag the payment to be paid out of old year. See the screenshot below.

The screenshot displays a web application interface. At the top, there is a 'General' section with a dropdown arrow on the left and an 'edit' link on the right. Below this, the 'Cart Name' is '2017-06-22 bthom166 01'. A modal window titled 'General' is open, showing a form with the following fields:

- Cart Name: 2017-06-22 bthom166 01
- Description: [Empty text box]
- Requested Delivery Date: [Empty date picker]
- Prepared by: Brandon Thomas
- Prepared for: Brandon Thomas, with a link 'Select a different user...'
- Standing Order: [Unchecked checkbox]
- Standing Order Expiration Date (YYYY/MM/DD): [Empty text box]
- Old Year: [Checked checkbox]

At the bottom of the modal are 'Save' and 'Cancel' buttons. A red arrow points to the 'edit' link in the background, and another red arrow points to the 'Old Year' checkbox in the modal.