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.