If you have created a favorite charge account in iProcurement you will need to update the accounts for the end of the fiscal year.

Log into iProcurement and click on “Preferences” in the top right corner.

Then click on the iProcurement Preferences link in top left corner.

Scroll to the bottom of the page and review your “Favorite Charge Accounts”. Please review the accounts you have created and update accounts as needed.
In the example above the user will need update the year in both accounts. This can be accomplished by updating the Appropriation Year in the account string. This can be done directly in the string.

Once all changes are completed click “Apply”

Your preferences will be applied the next time you login.