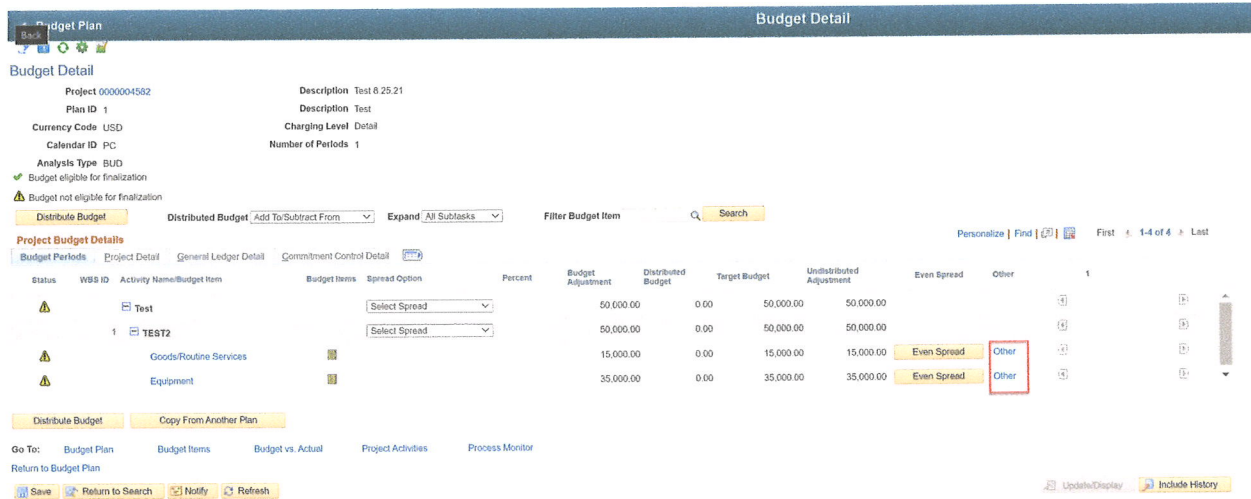


From Michelle Rockwell 8/25/21

Use all steps in section 1 and steps 1-21 of section 2 in the [Create and Manage a Capital Project QRG](#).

Then do the following steps:

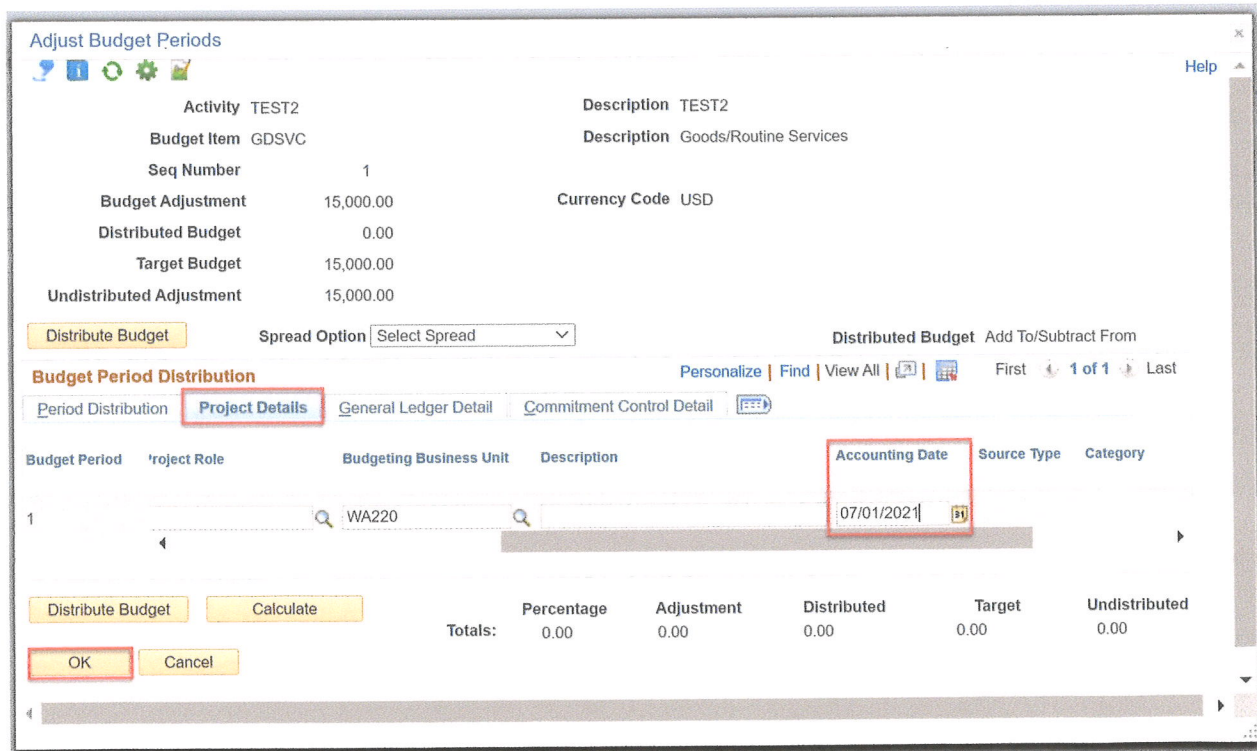
21A. Select the Other hyperlink for each newly added budget line.



21B. Select the Project Details tab.

21C. Scroll to the right and adjust the Accounting Date to be a date in an open fiscal period.

21D. Select OK.



Repeat steps 21A-21D with any other newly added rows.

Continue with steps 22-36 in the [Create and Manage a Capital Project QRG](#).