

As an Approver, How Do I Review the Origin Code & Budget Date for Next Fiscal Year Requisitions?

From your Worklist, prior to approving a requisition, you should validate the Origin Code is NFY and the Budget Date for all distribution lines is 9/1/2009 using the Edit Requisition button.

- By using the Budget Date of 9/1/2009 you are ensuring that the encumbrance and, later, the expense is posted to the correct fiscal year budget.
- By using the NFY origin code, the business offices (i.e., Acquisition, A/P, and Receiving) can quickly identify these orders as “new year” orders ensuring that the orders are not received or invoiced prior to September 1st.
- Note: If an approved budget checked requisition has an origin code of DEP, the requisition will be processed **this fiscal year** during the automated purchase order process and will be faxed to the vendor for receipt and payment out of current fiscal year funding.

Steps to viewing a “New Year” requisition prior to approval:

From the Worklist hyperlink, click on the appropriate Requisition Number hyperlink:

Customize Find Vi				
Date From	Work Item	Worked By Activity	Priority	Link
05/07/2009	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS UNIT:UTMBG REQ ID:0000340368,1701644

It has been recommended that your requestor provide you with a justification to assist you in quickly identifying those requisitions that should be processed from next fiscal year funding:

Requisition Approval	
Req Name:	0000340368
Total:	300.00 USD
Requester:	Mclaren,Brenda K.
Entered on:	05/07/2009
Status:	Pending
Requester's Justification:	THIS PURCHASE IS FOR NEXT FISCAL YEAR WITH A BUDGET DATE OF 9/1/2009
Business Unit:	UTMBG
Requisition ID:	0000340368
Priority:	Medium

By selecting the appropriate lines and clicking the View Line Details button, you can view the line item description and other details to determine which fiscal year is appropriate for this request:

Line Information							
	Line	Item Description	Vendor Name	Qty	UOM	Price	
<input checked="" type="checkbox"/>	1	Typewriter Maintenance	IBM CORPOR-001	1.0000	EA	300.00	USD
<input type="checkbox"/> Select All / Deselect All							
<input type="button" value="View Line Details"/>							

Based on the line item description, determine if this requisition should be processed out of next Fiscal Year's funding:

Requisition: 0000340368

Requester: McLaren,Brenda K. **Business Unit:** UTMBG **Requisition ID:** 0000340368 **Date:** 5/7/2009

Comments: THIS PURCHASE IS FOR NEXT FISCAL YEAR WITH A BUDGET DATE OF 9/1/2009

Line	Description	Qty	Price	Curr	UOM	Total
1	Typewriter Maintenance	1	300.000	USD	EA	300.00

Line Comments
<< **Start Date:2009-09-01 Maintenance contract for 3 IBM typewriters beginning 9/1/2009 through 8/31/2010 >>

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	UTMB Central Receiving	McLaren,Brenda K.	8/31/2010	1	300.00

Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Oper Unit	Fund	Dept
1	L05211	1	300.00	100	UTMBG	521030	14062	310	224900

Class
14062

Click the X in the upper right corner to close this window:



If it is determined that the requisition should be processed out of next year's funding, you can click the Edit Requisition button to view the Budget Date and Origin Code:

Requisition Approval

Req Name: 0000340368
Total: 300.00 USD

Requester: [McLaren,Brenda K.](#) **Business Unit:** UTMBG
Entered on: 05/07/2009 **Requisition ID:** 0000340368
Status: Pending **Priority:** Medium

Requester's Justification:
THIS PURCHASE IS FOR NEXT FISCAL YEAR WITH A BUDGET DATE OF 9/1/2009

[Edit Requisition](#) [Header Attachments](#)

The Origin Code displays on the Review & Submit page. **If the origin code is not NFY, do not approve this requisition.** To get the Origin Code corrected, you or the requestor will need to contact the Purchasing Help Desk or the Requester will need to cancel this requisition and create a new requisition with the correct origin code of NFY.

Edit Requisition

Settings → Find Items → Modify Shipping → Modify Accounting → Review and Submit

Requisition Name: 0000340368 ***Origin:** NFY
***Requester:** bmclaren McLaren,Brenda K. **Priority:** Medium

To view the Budget Date, click the Shipping “Truck” icon:

Requisition Summary							View All	First	1 of 1	Last
	Description	*Qty	Unit	Price	Total					
<input type="checkbox"/>	1 Typewriter Maintenance	1.0000	EACH	300.000	300.00					

Then click on the Cost Distribution Info icon:

Shipping Information										
*Ship To Location	Freight Terms Code	Attention	Quantity	Due Date	Status	Total				
UTMBR	PPA	McLaren,Brenda K.	1.0000	08/31/2010	Active	300.00				

Click the “More Details 2” tab to display the Budget Date. If the Budget Date is not 9/1/2009 you can update this field by using the calendar help button to the right of the field. Simply select September 2009 in the drop-down boxes and click on the 1st. Click OK to save your change.

Distribution Details								Customize	Find	View All	
Chartfields		More Details		More Details 2		Asset Information					
Affiliate	Fund Affiliate	IN Unit	Budget Date	Stat	Open Qty	GL Base Amount	Currency				
<input type="text"/>	<input type="text"/>		09/01/2009	<input type="text"/>	1.0000	300.00	Dollar				

To exit, click the Review and Submit hyperlink:

Edit Requisition

[Settings](#) →
 [Find Items](#) →
 [Modify Shipping](#) →
 [Modify Accounting](#) →
 [Review and Submit](#)

Remember, this process updates the Budget Date on just this one line item. Each distribution line for every line item of the requisition will need to be updated to the correct Budget Date. See **Helpful Hint** below on how to update the budget date on multiple line items at one time. Once you have updated the Budget Date for all line items of the requisition, save your changes by re-running the budget check process (Check Budget):

Check Budget

Save as Template

Save & submit
Save & preview approvals
Cancel Changes

With a “Valid” budget check status, the requisition can now be submitted for further processing by clicking the Save and Submit button to re-initiate the approval process.

Check Budget Budget Checking Status: **Valid**

Save as Template

Save & submit
Save & preview approvals
Cancel Changes

You can now return to your Worklist and approve this requisition for New Year processing.

Helpful Hint:

If the requisition has multiple line items, you can update the Budget Date for all line items by clicking the Settings hyperlink:



Validate the "Override" radio button at the top of the page is selected and go to the "More Details" tab. Select the appropriate Budget Date and click OK.

The screenshot shows the "Requisition Defaults" page. At the top, there are two tabs: "Requisition Defaults" and "Search Settings". Below this is the "Default Options" section with two radio buttons: "Default" and "Override" (which is selected). Below that are checkboxes for "Consolidate with other Reqs", "Override Suggested Vendor", and "Check Budget". The "Line Defaults" section contains several input fields: "Vendor" (0000016562), "Vendor Location" (06-IBM COR), "Buyer", "Ship To" (UTMBR), "Due Date", "Attention", "Freight Terms Code" (PPA), "Category", "Unit of Measure", and "*Currency" (USD). The "Distribution Defaults" section has a navigation bar with "Distributions", "More Details", "More Details 2", and "Asset" tabs. Below this is a table with columns: Program, Class, Bud Ref, Budget Date, Product, Project, and Entry Event. The "Budget Date" field is highlighted with a mouse cursor.

If you use the Edit Defaults page to quickly update the Budget Date for all line items on the requisition, you will get the following additional page. Be sure to click "Apply to All Distributions" before clicking OK to save your changes:

The screenshot shows a dialog box titled "Retrofit field changes to 'all' existing requisition lines/schedules/distributions.....". It contains the following information:

Business Unit: UTMBG **Requisition Date:** 05/07/2009
Requisition ID: 0000340368 **Status:** Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Budget Date	2009-09-01	<input checked="" type="checkbox"/>

At the bottom are "OK" and "Cancel" buttons.