

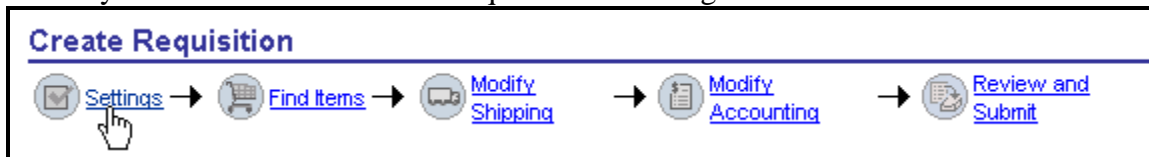
How Do I Create a Requisition for Next Fiscal Year?

You create a requisition in ePro using the Origin Code of NFY and using a Budget Date of 9/1/2009.

- 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 creating a “New Year” requisition

Pathway: eProcurement > Create Requisition > Settings



Click the “Override” radio button at the top of the page, add your vendor, and make any other changes needed to your chartfields, and go to the “More Details” tab to update the Budget Date to 9/1/2009. Then click OK to save your changes.

The screenshot shows the "Requisition Defaults" form. At the top, there are two tabs: "Requisition Defaults" (selected) and "Search Settings". Below the tabs is a "Default Options" section with two radio buttons: "Default" (unselected) and "Override" (selected). Below this are two checkboxes: "Consolidate with other Reqs" (unchecked) and "Override Suggested Vendor" (checked). The "Line Defaults" section contains several fields: "Vendor" (0000016562), "Vendor Location" (06-IBM COR), "Buyer" (empty), "Ship To" (UTMBR), "Due Date" (empty), "Attention" (empty), "Freight Terms Code" (PPA), "Category" (empty), "Unit of Measure" (empty), and "*Currency" (USD). At the bottom, there is a "Distribution Defaults" section with a table of chartfields. The table has columns for Program, Class, Bud Ref, Budget Date, Product, Project, and Entry Event. The "Budget Date" field is highlighted with a mouse cursor and contains the value 09/01/2009. The "Project" field contains the value Project.

Program	Class	Bud Ref	Budget Date	Product	Project	Entry Event
	14062		09/01/2009		Project	

When you add your line item, add comments advising the vendor this purchase order begins September 1st. Be sure to check the “Send to Vendor” box before clicking the Add Item button:

Catalog Favorites Templates Forms Web **Special Request**

Special Request - Fixed Cost Service

***Description:** Typewriter Maintenance

***Category:** 939-60

***Value of Service:** 300.00 ***Currency:** USD

Vendor ID: 0000016562 IBM CORPORATION

Start Date: 09/01/2009 **End Date:** 08/31/2010

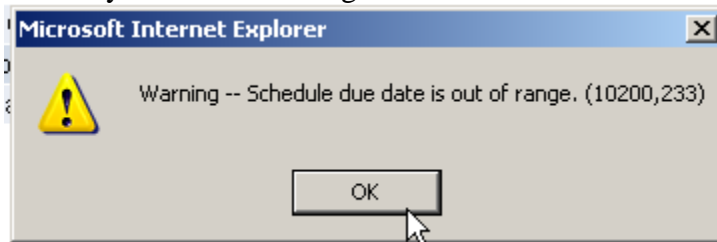
Quote Number: **Quote Date:**

Additional Information: Maintenance contract for 3 IBM typewriters beginning 9/1/2009 through 8/31/2010

Send to Vendor

Add Item Cancel

You may receive a warning that the scheduled due date is out of range. Click OK to bypass this warning message:



On the Review and Submit page, change the Origin code to NFY:

Create Requisition

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

Requisition Name: ***Origin:** DEP

***Requester:** bmclaren McLaren, Brenda K. **Priority:** ACQ

Requisition Summary

Description	*Qty	Unit	Price	300.00
1 Typewriter Maintenance	1.0000	EACH	300.000	300.00

Total Amount: 300.00 USD

Add to favorites Shipping Accounting Delete

Header Comments

To assist your Approver in quickly identifying your requisition as a “New Fiscal Year” request, go to the Justification/Comments box and type an appropriate comment advising them that this purchase is for next fiscal year with a budget date of 9/1/2009.

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			

[Select All / Deselect All](#) **Total Amount:** 300.00 USD

[Header Comments](#)

Justification/Comments

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

Send to Vendor
 Show at Receipt
 Show at Voucher

Just like any other requisition, you will need to Budget Check your requisition and click the Save & Submit button:

Edit Requisition

→
 →
 →
 →

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

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			

[Select All / Deselect All](#) **Total Amount:** 300.00 USD

[Header Comments](#)

Justification/Comments

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

Send to Vendor
 Show at Receipt
 Show at Voucher

Budget Checking Status: **Valid**

Save as Template