



SUBJECT: How to create a New Year Requisition

Page 1 of 1

Please follow these steps to create requisitions for the new fiscal year. This procedure is to be used to create FY2017 requisitions from August 1 – August 30. NOTE: Orders will not be received until after September 1, 2016. Rental and maintenance are not automatically renewed at the end of FY2016.

1. Change the Requisition Date to **09/01/2016** on the Forms page.
2. Change the Accounting Date to **09/01/2016** on the Forms page.
3. Click on the Header Defaults link and make the Due Date **9/1/16 or later**.
4. Make sure the Budget Reference on all Distribution lines is **BP2017**.

NOTE: IF THE REQUISITION GETS BUDGET CHECKED IN THE WRONG YEAR (ie. ACCOUNTING DATE IS WRONG), IT WILL HAVE TO BE CANCELLED AND RE-ENTERED.