

## Title: Creating Requisitions for the Next Fiscal Year

Purchases intended to be paid for with the next fiscal year's funds must have a budget date that reflects the next fiscal year. Requisitions should be completed as usual with the addition of the five steps detailed below.

### Setting up the Requisition for the Next Fiscal Year

Follow the appropriate steps for setting up a requisition. If needed, these steps can be found on the [Requisitions in ePro 9.2 webpage](#). Select the document for the appropriate requisition limit amounts. After completing the Chartfield information follow these additional steps to assign the requisition to the next fiscal year.

1. Click the **Details** tab in the **Accounting Defaults** box.

The screenshot shows the 'Requisition Settings' form. The 'Accounting Defaults' section is expanded to show the 'Details' tab, which is circled in red. The table below shows the requisition line item details.

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1			SY769			922000	105	195001	550		

2. Click the calendar icon in the **Budget Date** field.

The screenshot shows the 'Requisition Settings' form in the Enterprise Information System. The 'Accounting Defaults' section is expanded, showing the 'Budget Date' field with the value '07/29/2017'. A red circle highlights the calendar icon to the right of the date field. Other fields include Business Unit (SY769), Requester (E92200), Currency (USD), and Priority (Medium).

3. Select a date on or after September 1 of the next fiscal year.

The screenshot shows the same 'Requisition Settings' form, but with a calendar pop-up open over the 'Budget Date' field. The calendar is set to September 2017, and the date '02' (September 2nd) is circled in red. The 'Budget Date' field now displays '09/02/2017'. The calendar also shows the current date as 07/29/2017.

4. Click **OK**.
5. Continue with the usual steps for Creating the Requisition. This section can be found within the [Requisitions in ePro 9.2 webpage](#).

The screenshot shows the 'Requisition Settings' form in the ePro 9.2 system. The form is organized into several sections:

- Business Unit:** SY769 (Univ. of North Texas System)
- \*Requester:** E92200 (Business Services-Gen)
- \*Currency:** USD
- Requisition Name:** (Empty field)
- Priority:** Medium
- Default Options:** Radio buttons for 'Default' and 'Override'. The 'Override' option is selected.
- Line Defaults:** Supplier (000006227), Supplier Location (003), Buyer (Empty), Category (Empty), Unit of Measure (Empty).
- Shipping Defaults:** Ship To (USB 135), Due Date (Empty), Attention (Empty).
- Distribution Defaults:** SpeedChart (Empty).
- Accounting Defaults:** Budget Date (09/02/2017), Stat (Empty).

At the bottom of the form, there are two buttons: 'OK' (circled in red) and 'Cancel'.