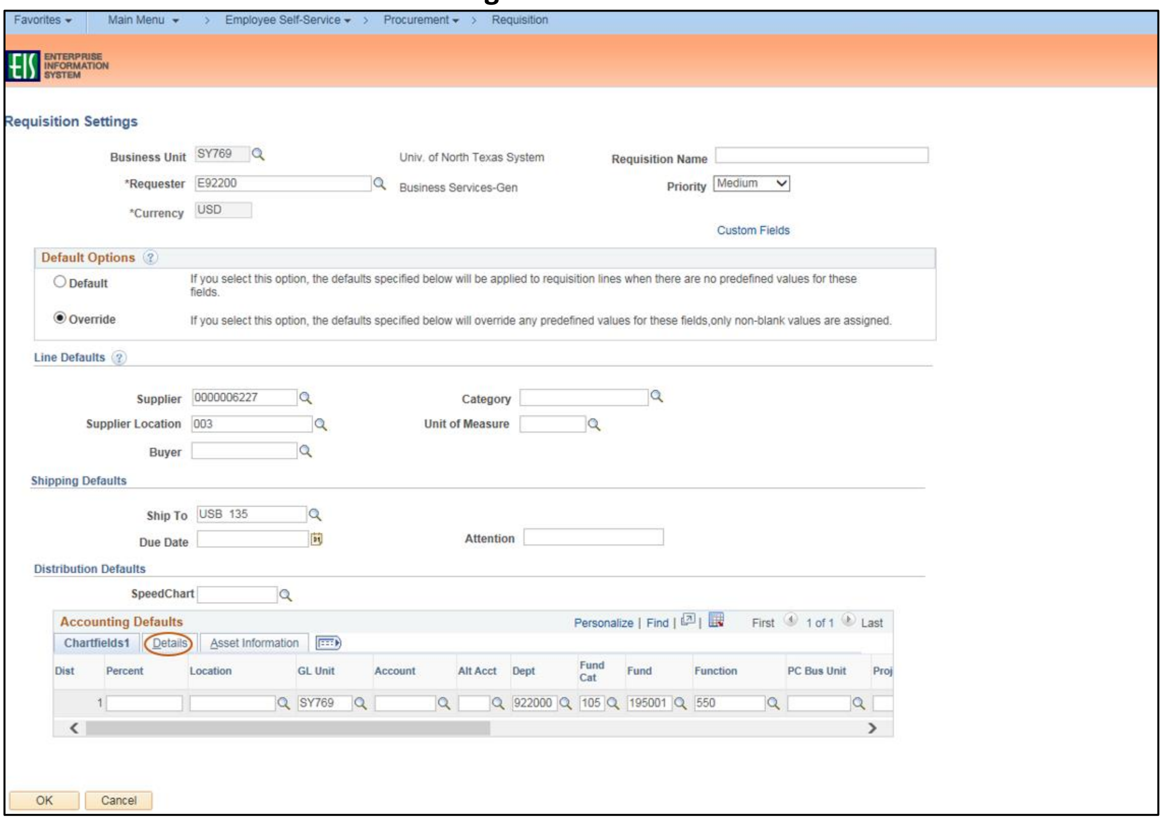
Title: Creating Requisitions for the Next Fiscal Year

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.

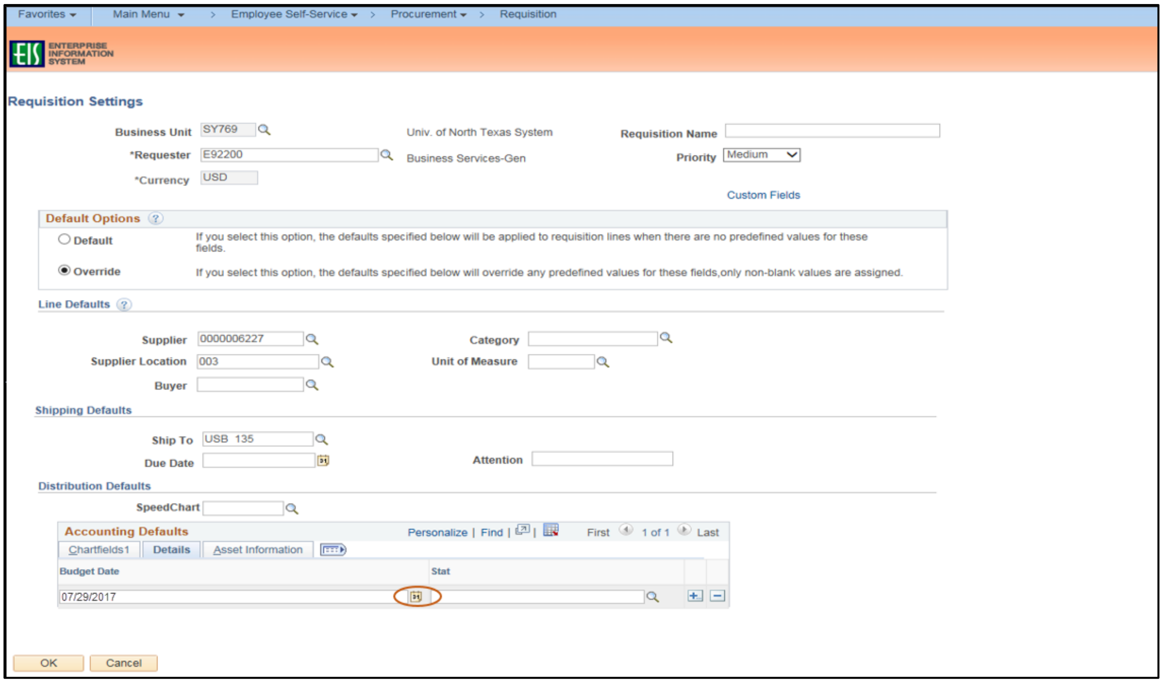
Setting up the Requisition for the Next Fiscal Year

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.

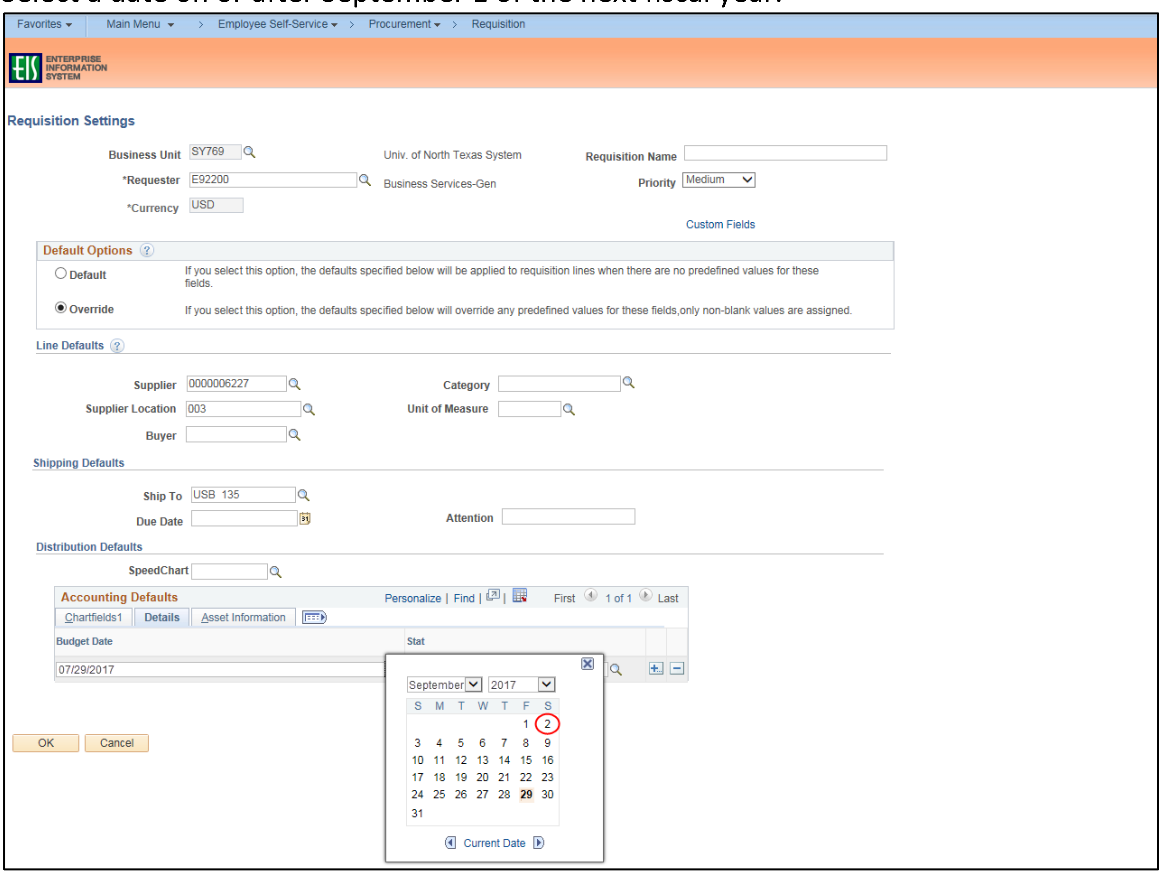
1. Click the **Details** tab in the **Accounting Defaults** box.



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



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



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