

# Creating a Requisition that Charges Future Year Funds

To successfully enter a Requisition against 2010 funds you need to do the following:

## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: 00615 Department of Correction  
Requester: LDREYER Dreyer,Lara-067-GMIS  
Requisition Name: \_\_\_\_\_ Priority: Medium

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: \_\_\_\_\_ Vendor Location: \_\_\_\_\_  
Buyer: \_\_\_\_\_ Category: \_\_\_\_\_ Unit of Measure: \_\_\_\_\_

Shipping Defaults

Ship To: 061GMIS [Modify Shipping Address](#)  
Due Date: \_\_\_\_\_ Attention: \_\_\_\_\_

Accounting Defaults

Chartfields1 **Details** Asset Information

Location	GL Unit	Entry Event	Fund	Object	Center	Dept	Bud Ref	Class	Oper Unit	Product
061GMIS	00067		1000		10650	493004	2009			

Continue

On the Define Requisition page enter a Bud Ref value of 2010.

Click the Details tab.

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Shipping Defaults

Ship To: 061GMIS [Modify Shipping Address](#)  
Due Date: \_\_\_\_\_ Attention: \_\_\_\_\_

Accounting Defaults

Chartfields1 **Details** Asset Information

IN Unit	EmplID	Budget Date	Stat
		7/1/08	

Continue

Change the Budget Date to 7/1/09 or later.

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Warning: If the budget date is not changed the REQ will not pass budget checking. If the REQ is submitted to approvals it will need to be canceled and re-edited to update the budget date.

## Create Requisition

[1. Define Requisition](#) [2. Add Items and Services](#) [3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** 00615 Department of Correction  
**Requester:** LDREYER Dreyer,Lara-067-GMIS  
**Requisition Name:**  **Priority:** Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Accessories, Carrying, 5100 Portable, Leather case w/belt loop	E F JOHNSON COMPANY	1.0000	Each	57.000	57.000

Select All / Deselect All

**Requisition Type:**

**Justification/Comments**  
 Send to Vendor  Show at Receipt  Show at Voucher

Save as Template  
   [Find more items](#)

On the Review and Submit page click the Modify Line/Shipping/Accounting button.

## Create Requisition

### Modify Line / Shipping / Accounting

**Line Information**  
**Note:** The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

**Vendor ID:**  **Vendor Location:**   
**Buyer:**  **Category:**

**Shipping Information**  
**Ship To:** 061GMIS [Modify Shipping Address](#)  
**Due Date:**  **Attention:**

**Accounting Information**  
**Chartfields1** [Details](#) [Asset Information](#)

Percent	GL Unit	Entry Event	Fund	Object	Center	Dept	Bud Ref	Project	Class
1	00067	<input type="text"/>	1000	<input type="text"/>	10650	493004	2009	<input type="text"/>	<input type="text"/>

[Load Values From Defaults](#)

Click the Load Values From Defaults link to pull the chartfields on the Define Requisition page. Apply values to all REQ lines if appropriate.

## Creating a Requisition that Charges Future Year Funds

If allowable under your agency's business rules, you should budget check this REQ before submitting it for approvals. If there is a problem with the chartfields or budget ref/budget date it could be resolved without having to cancel/reopen/edit the REQ which would reset any approvals.

When a 2010 REQ is ready to expedite to a PO be sure to put 10 in the PO ID Budget Year field so that PS will build the PO correctly....

### Expedite Requisitions

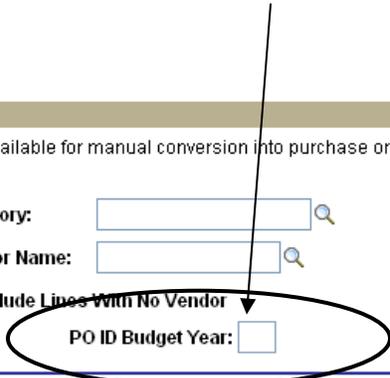
**Search Requisition Schedule Lines**

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

<b>Business Unit:</b> <input type="text" value="D0615"/>	<b>Category:</b> <input type="text"/>
<b>Requisition ID:</b> <input type="text"/>	<b>Vendor Name:</b> <input type="text"/>
<b>Requester:</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Include Lines With No Vendor</b>
<b>Buyer:</b> <input type="text"/>	<b>PO ID Budget Year:</b> <input type="text"/>

Enter search criteria to find Requisitions.

[Process Monitor](#) [Return to Buyer Center](#)



If you need assistance with entering or budget checking a REQ against FY10 funds, please put in a GMIS Issue and provide the REQ #.