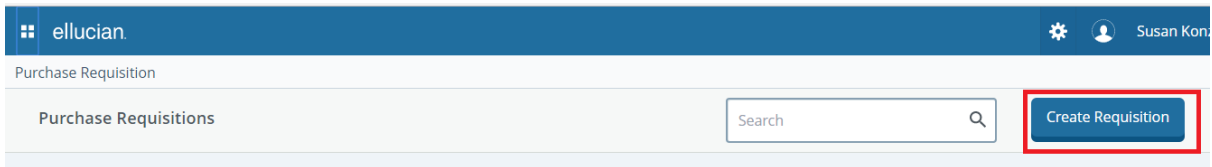


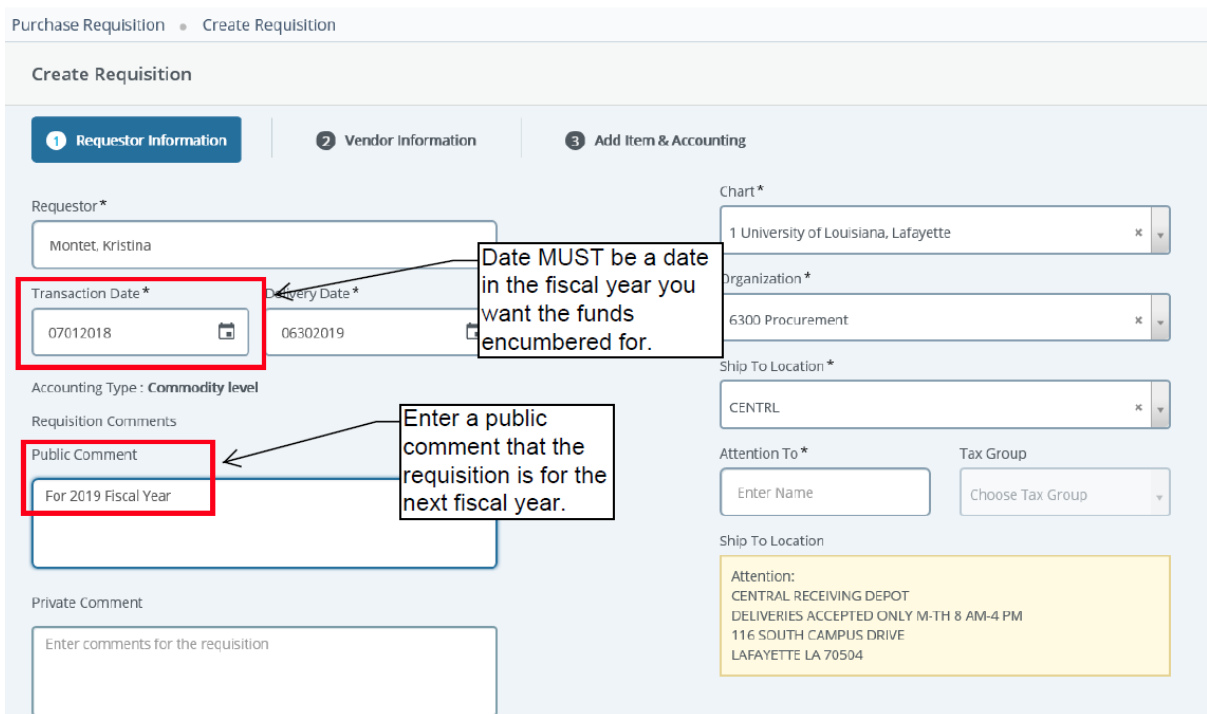
How to enter a Requisition in a Different Fiscal Year

Step 1 - Select create Requisition



The screenshot shows the top navigation bar with the ellucian logo and user name 'Susan Kon'. Below the navigation bar, there is a search bar and a 'Create Requisition' button highlighted with a red border.

Step 2 – In order to enter a requisition into the next fiscal year the Transaction must be within the fiscal year you want the funds encumbered for. (Ex: If it is June 2018, the purchase is for Fiscal Year 2019, the Transaction Date MUST be **July 1, 2018**.)



The screenshot shows the 'Create Requisition' form with three tabs: '1 Requestor Information', '2 Vendor Information', and '3 Add Item & Accounting'. The 'Requestor' field is filled with 'Montet, Kristina'. The 'Transaction Date' field is set to '07/01/2018' and is highlighted with a red box. A callout box points to this field with the text: 'Date MUST be a date in the fiscal year you want the funds encumbered for.' The 'Delivery Date' field is set to '06/30/2019'. The 'Public Comment' field contains 'For 2019 Fiscal Year' and is also highlighted with a red box. A callout box points to this field with the text: 'Enter a public comment that the requisition is for the next fiscal year.' The 'Chart' field is set to '1 University of Louisiana, Lafayette'. The 'Organization' field is set to '6300 Procurement'. The 'Ship To Location' field is set to 'CENTRL'. The 'Attention To' field is set to 'Enter Name'. The 'Tax Group' field is set to 'Choose Tax Group'. The 'Ship To Location' field contains the address: 'Attention: CENTRAL RECEIVING DEPOT DELIVERIES ACCEPTED ONLY M-TH 8 AM-4 PM 11 6 SOUTH CAMPUS DRIVE LAFAYETTE LA 70504'.

Step 3 – Enter remainder of requisition as usual.