Create a PO For Next Fiscal Year By Copying From a Requisition

NOTE: Before copying a requisition to PO, the requisition must be approved, budget checked, have a vendor and buyer assigned to it. **DO NOT COPY A REQUISITION FROM ONE FISCAL YEAR TO CREATE A PURCHASE ORDER FOR ANOTHER FISCAL YEAR**	
1.	Click the Purchasing link from the menu
2.	Click the Purchase Orders link from the menu
3.	Click the Add/Update PO link from the menu
4.	Enter the Business Unit
5.	Leave PO ID as NEXT, or enter user assigned PO ID if desired
6.	Click Add
7.	Enter Vendor ID (must be the same as the vendor on the requisition)
8.	Enter Buyer (must be the same as the buyer on the requisition)
9.	Click Header Details Link
10.	Enter or Select PO Type
11.	Change the Accounting Date to 07/01/YYYY (current calendar year) or later
12.	Click OK when the “Date out of range” message display
13.	Click Copy From List
14.	Select Requisition
15.	Enter the requisition ID
16.	Click Search
17.	Click Select All to select all requisition lines
18.	Click Copy to PO Button
19.	Enter the PO Reference
20.	Click the Schedule button
21.	Verify the due date, ship to, quantity and price
22.	Click Distribution/Chartfield button
23.	Verify Account, Fund, Dept, Program, Class and Location
24.	Verify that the Budget Date is 07/01/YYYY (current calendar year) or later
25.	Click OK
26.	Save
27.	Add Header or Line comments
28.	Save.