



Copying Prior Fiscal Year Non-contract Requisition

1.	Click the Purchasing link from the menu
2.	Click the Requisitions link from the menu
3.	Click Add/Update Requisitions from the menu
4.	Enter Business Unit
5.	Enter the Requisition ID or leave as Next to get a system-assigned number
6.	Click Add
7.	Check Hold from Further Processing
8.	Enter Requester
9.	Change the Accounting Date to 07/01/YYYY (current calendar year) or later
10.	Click OK when the “Date out of range” message display
11.	Click the Copy From link
12.	Enter Req ID
13.	Click Search
14.	Click OK
15.	Make necessary changes to Description, Quantity, UOM, Category or Price.
16.	Add Req lines or Header or Line comments as necessary
17.	Click Schedule
18.	Verify Due Date
19.	Click Distribution
20.	Click Show All Columns
21.	Scroll to the right until the Budget Date is visible. Verify Budget Date is 07/01/YYYY (current calendar year) or later
22.	Click OK
23.	Click Return to Main Page
24.	Uncheck Hold from Further Processing after all information has been entered.
25.	Save