



Entering Non-contract Requisitions for Next Fiscal Year

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 the 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 Requisition Defaults															
12.	Enter: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Buyer</td> <td style="width: 33%;">Vendor ID</td> <td style="width: 33%;">Ship To</td> </tr> <tr> <td>Account</td> <td>Program</td> <td>Location</td> </tr> <tr> <td>Fund Code</td> <td>Class</td> <td></td> </tr> <tr> <td>Dept</td> <td>Project (if applicable)</td> <td></td> </tr> <tr> <td>Program</td> <td></td> <td></td> </tr> </table>	Buyer	Vendor ID	Ship To	Account	Program	Location	Fund Code	Class		Dept	Project (if applicable)		Program		
Buyer	Vendor ID	Ship To														
Account	Program	Location														
Fund Code	Class															
Dept	Project (if applicable)															
Program																
13.	Click OK															
14.	Enter: Description, Quantity, UOM, Category and Price.															
15.	Click Schedule															
16.	Verify Due Date															
17.	Click Distribution															
18.	Click Show All Columns															
19.	Scroll to the right until the Budget Date is visible. Verify Budget Date is 07/01/YYYY (current calendar year) or later															
20.	Click OK															
21.	Click Return to Main Page															
22.	Save															
23.	Add additional lines to the requisition as necessary. Add header or line comments															
24.	Uncheck Hold from Further Processing after all information has been entered.															
25.	Save.															