

Create Requisition in FY20 Using FY21 Funds

Notes:

- Use this job aid from 6/22/20 through 6/30/20 only
- The period from 6/22 – 6/30 is to provide suppliers with new PO numbers for ongoing contracts so the supplier can include the PO number on FY21 invoices. This period is not for general supply purchasing.
- We ask that routine supplier orders not be placed during this period because there is a good chance they'd arrive in FY20 requiring additional steps (accounting adjustments) after the fact.

Instructions:

1. Create Non-Catalog Goods Requisition or Services Requisition as you normally would
2. When you go to check out, change the Request Date from the current date to July 1, 2020.

The screenshot shows a checkout interface for a requisition. At the top, there is a purple bar with the word "Checkout" in yellow. Below this, there are several fields: Company (Emerson College), Requester (Walter Wickersham), Requisition (- new -), Status (Draft), and Total Amount (15.00 USD). The "Shipping Address" section is expanded. The "Requisition Information" section is also expanded, showing a "Request Date" field with a calendar icon. The calendar is open to July 2020, and the date "1" (July 1st) is highlighted in yellow. Other fields in the "Requisition Information" section include "Currency" (USD), "Requisition Type", "High Priority" (checkbox), and "Sourcing Buyer".

3. Submit your requisition as you normally would.
4. Once fully approved, a PO will be sent to your supplier and you will receive a system generated email with the PO number.