CREATING NEW FISCAL YEAR REQUISITION
Create a SharePoint Requisition Request Form for FY16
When creating a SharePoint Requisition Request Form for FY16 purchase, end users must select “Next Fiscal Year (2015-2016)” radial button.
Create a Requisition
Navigate to:
Main Menu > eProcurement > Create a Requisition

Navigate to create a requisition

**Remember that end users still need to obtain budget approvals using the UTShare SharePoint Interim Requisition Request Form prior to creating a requisition in PeopleSoft.**
End users should use some kind of identifier in the requisition naming to notate that the requisition is using new year funds.
1. Identify FY16 funds (example above –ONLY an example)
2. Next, end user must set some additional line defaults on the requisition specific to new FY orders.

Note: these new line defaults are specific to new FY orders and should only be used for new FY orders placed before September 1st.
Identifying a new FY Buyer
End users will need to identify a buyer on each new FY requisition. Click on the lookup icon (magnify glass) to select a specific buyer for new FY requisitions.

*Note: DO NOT select your assigned Central Purchasing Procurement Specialist ("Buyer"), assigning a buyer is ONLY for new FY orders placed before September 1st.*
From the Buyer list, end user **MUST** select the **UTSA-FY-Buyer**.

**Note:** *This ID is specific to UTSA and must **ONLY** to be used when creating new FY orders before September 1st.*
This is the end result after selecting the UTSA-FY-Buyer.
Setting a shipping Due Date
End users will also need to set the ship to due date of September 1\textsuperscript{st} or later.

1. Click on the calendar icon next to the Due Date box.
2. Filter to September 1\textsuperscript{st}, and select the date from the calendar.

\textit{Note: All shipment must be received on or after September 1\textsuperscript{st}. Any deliveries received prior to September 1\textsuperscript{st} can result in a rejection of the shipment by Central Receiving.}
Once the due date of September 1st or later is selected, end user will be prompted with a verification message. Click the **OK** button to acknowledge that the future date is correct.
Final Results
End users should have the following set for new FY requisition.

1. FY16 identifier in their requisition name
2. “UTSA-FY-Buyer” set as the buyer for the new FY requisition
3. September 1st or later shipping due date

Once these defaults are set, complete the requisition as usual, save and submit the approved requisition for sourcing to a PO.