

When entering purchase requisitions for FY2008, please note the following required changes:

(this applies to requisitions entered starting 08/24/07 thru 08/31/07)

1 Once you have entered this panel

Please change the Accounting Date AND Req Date to 09/01/07; THEN TAB. Continue to fill in all other required information.

The screenshot shows a web-based form for entering purchase requisitions. At the top, there are navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and Customize Page. The form has tabs for 'Form', 'Schedule', and 'Documents'. The 'Form' tab is active. Fields include: Unit: 00765, Req ID: NEXT, 'Req Date': 09/01/2007 (highlighted with a red box), Origin: ONL, 'Requester': (empty), Status: Open, Budget Status: Not Chk'd, Accounting Date: 09/01/2007 (highlighted with a red box), Currency: USD, Dollar. There are also checkboxes for 'Hold From Further Processing' and navigation buttons. Below the form is a table with columns: Sel, Line, Item ID, Description, Req Qty, 'UOM, Category, Price, Ship To, Status. The table contains one row with Line 1, Item ID, Description, Req Qty 0.0000, 'UOM, Category, Price 0.00000, Ship To, Status Active. Below the table are summary fields: Total Amt: 0.00 USD, Total Base Amt: 0.00 USD. At the bottom, there are navigation links: 'Go to: Header Defaults, Header Comments, Item Search, Item Detail, Line Defaults, Line Details, Copy From, Catalog, Line Comments, Sourcing Controls, ...More... and buttons: Save, Notify, Refresh, Add, Up.

- ② When on this panel change the Budget Date to 09/01/07. Once the cost center information is input, it should change the Budget Ref to BP2008—please verify.

Header Defaults
Unit: 00765 Req ID: NEXT

Default Options
 Default Override

Item Defaults
Vendor: [] Location: []
Buyer: []
Ship To: []
Due Date: [] Category: [] UOM: []

Distribute by: Amt SpeedChart: []

Distributions
Details Asset Information

Dist	Percent	GL Unit	Account	Fund Code	DeptID	Program	Bud Ref	Budget Date	Project	Entry Event	Cl
1	[]	00765	[]	[]	[]	[]	BP2008	09/01/2007	[]	[]	[]

One Time Address
OK Cancel Refresh

- ③ After you have entered all your requisition information, and have saved the requisition, please **DO NOT** Approve or Budget-Check. Purchasing will take care of these processes once the properly signed paperwork has been received from your department.