

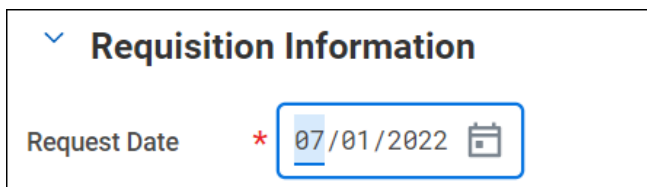
Procurement

Create Requisition – Fiscal Year 2023

Forward Dating a Requisition for Fiscal Year 2023: The purpose of this Job Aid is to demonstrate the steps necessary to forward date a Requisition to 7/1/2022 when you are creating the requisition prior to 7/1/2022.

****Please note you will only be able to forward date Requisitions on or after 6/1/2022****

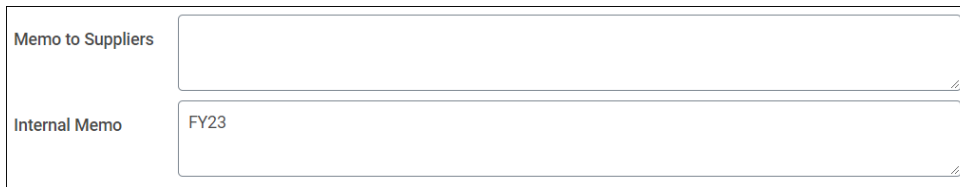
1. Follow the appropriate Job Aid for creating the specific type of requisition needed.
2. Enter your goods or services and Add to Cart.
3. Once you get to the Checkout screen, follow the instructions for your specific Requisition.
4. Change the Request Date to 7/1/2022



Requisition Information

Request Date * 07/01/2022

5. Add FY23 into the Internal Memo field, along with any other comments.



Memo to Suppliers

Internal Memo FY23

6. Review the line item info and add FY23 in the Memo field.

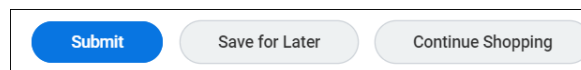
Memo	*Fund	*Cost Center	*Function
FY23	× FD1000 Current Operating Fund	× CC3014 Procurement and Auxiliary Services	× 50 Institutional Support

7. Add Year: 2023 to the Additional Worktags field.

If submitting a **Blanket PO**, make sure to add Blanket PO in the Custom Fin Worktags field.

Custom Fin Worktags for Spend	Additional Worktags
× Blanket PO	X Year: 2023

8. Then Click on Submit



Submit Save for Later Continue Shopping