PeopleSoft

Requisitions and POs for Next Fiscal Year

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Contents

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FUTURE WITHOUT BOUNDARIES℠

PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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Overview

Purpose

The purpose of this document is to:

- Specify the requirements for entering requisitions and purchase orders (POs) for next fiscal year
- Provide screenshots of the date fields where you must enter July dates
- List recommended queries
- Provide scenarios

This document is not intended to teach you how to enter a requisition or PO.

- For complete steps on how to create requisitions for new fiscal year, please refer to PeopleSoft Finance Year End Closing Guide v4.2.pdf (look in Part II: Purchasing).
- For complete steps on how to create Purchase Orders, please refer to PO2 Purchase Orders Guide v4.1.pdf.
- As guides are updated they are available for download at http://crc.sdcoe.net/resources/peoplesoft/guides.

Requirements

Here are the requirements when creating next fiscal year (1) requisitions and (2) POs (sourced from a requisition or direct ones).

1. Your organization will decide if you will create requisitions and/or purchase orders (POs) for the new fiscal year prior to the current fiscal year closing.
2. Make sure that the GL REQ and/or PO period is open for Period 1 of the new fiscal year (submit request to SDCOE Financial Accounting) and you have a budget entered for the period.
3. ChartStrings must be available in the new fiscal year.
4. You must enter July dates in all date fields for both Requisitions and POs. Your organization will decide the date to enter requisitions/POs for the new fiscal year.

Important Reminders About Dates

- Be sure to use a July or later date for all date fields in both Requisitions and POs: **Requisition/PO Date, Accounting Date, Due Date, Budget Date.**
- Prior to sourcing a requisition into POs, make sure that the requisition has July dates. You can verify the dates using the M_REQ_AVL_SOURCE query. Note that this query lists all Approved requisitions with valid budget status.

Date Fields for Next Year Requisitions

For complete steps on how to create requisitions for new fiscal year, please refer to [PeopleSoft Finance Year End Closing Guide v4.2.pdf](#) (look in Part II: Purchasing).

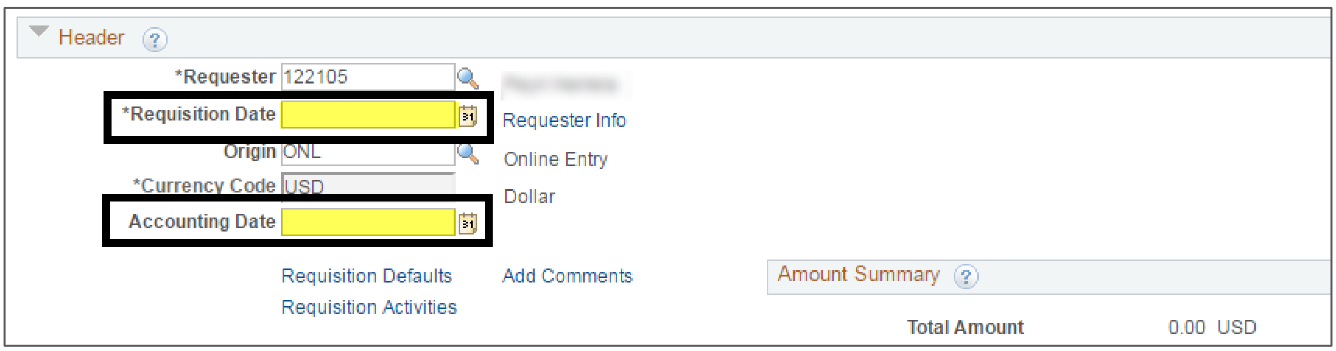
Navigation: Main Menu > Purchasing > Requisitions > Add/Update Requisitions

On the **Add/Update Requisition** page, ***enter July dates*** in the following fields:

- **Requisition Date**
- **Accounting Date**
- **Due Date** – Requisition defaults link
- **Budget Date** – Requisition defaults link

Header Area

Enter July dates for **Requisition Date** and **Accounting Date**.

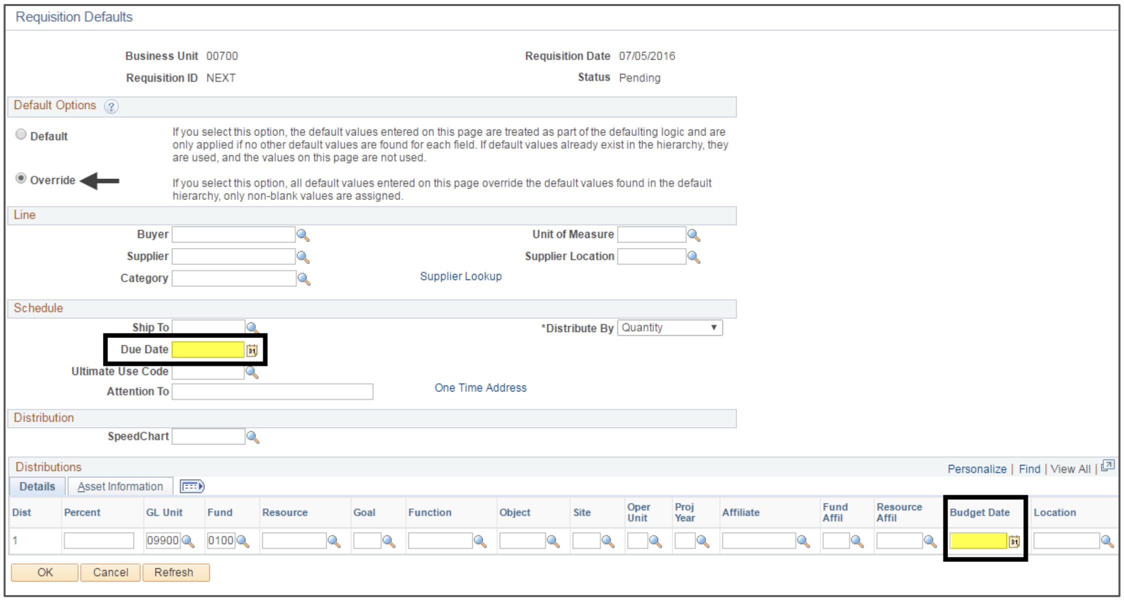


Requisition Defaults Link

Click the **Requisition Defaults** link.

In the **Schedule** area, enter a July date for **Due Date**.

In the **Distributions** area, enter a July date for **Budget Date**.



Date Fields for Next Year POs

For complete steps on how to create Purchase Orders, please refer to PO2 Purchase Orders Guide v4.1.pdf

Navigation: Main Menu > Purchasing > Purchase Orders > Add/Update POs

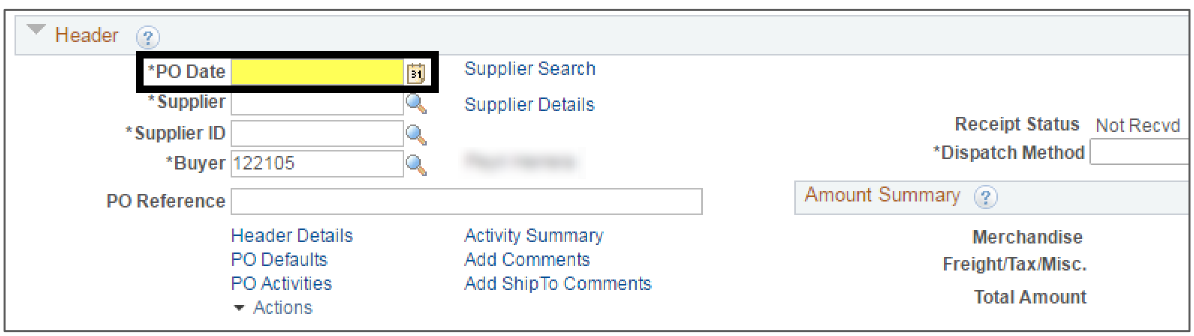
Prior to sourcing a requisition into a PO, run the M_REQ_AVL_SOURCE query and verify the dates.

On the **Add/Update PO** page, ***enter July dates*** in the following fields:

- **PO Date**
- **Accounting Date** – Header Details link
- **Due Date** – PO Defaults link or Schedule page/Details tab
  NOTE: If sourcing from a requisition, this date field populates from the requisition. Change to July date, if necessary.
- **Budget Date** – PO Defaults link or Distribution page/Budget Information tab

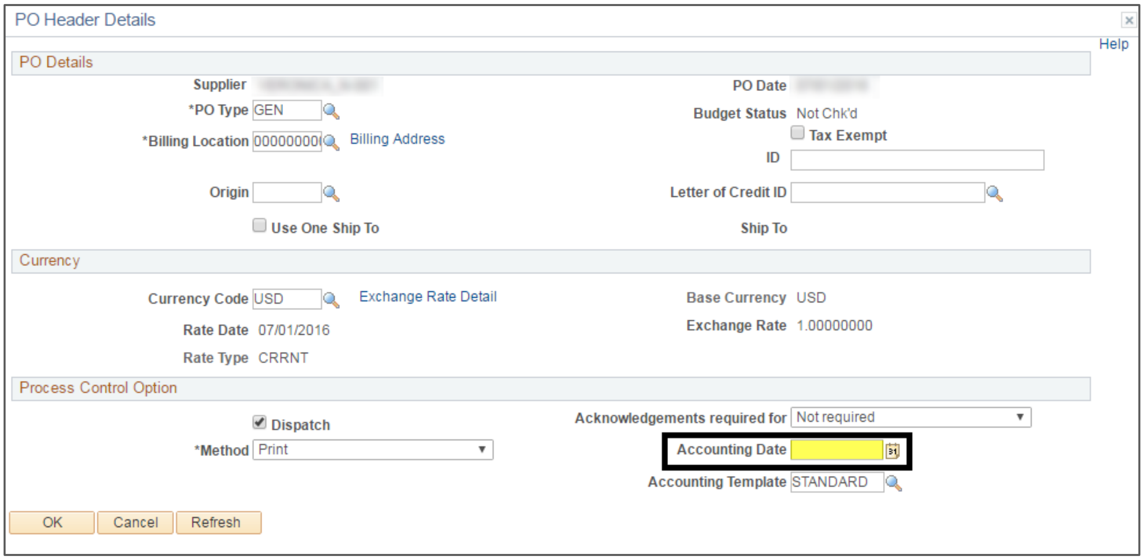
Header Area

Enter July date for the **PO Date**.



Header Details Link

Click the **Header Details** link. In the **Process Control Option** area, enter a July date for **Accounting Date**.

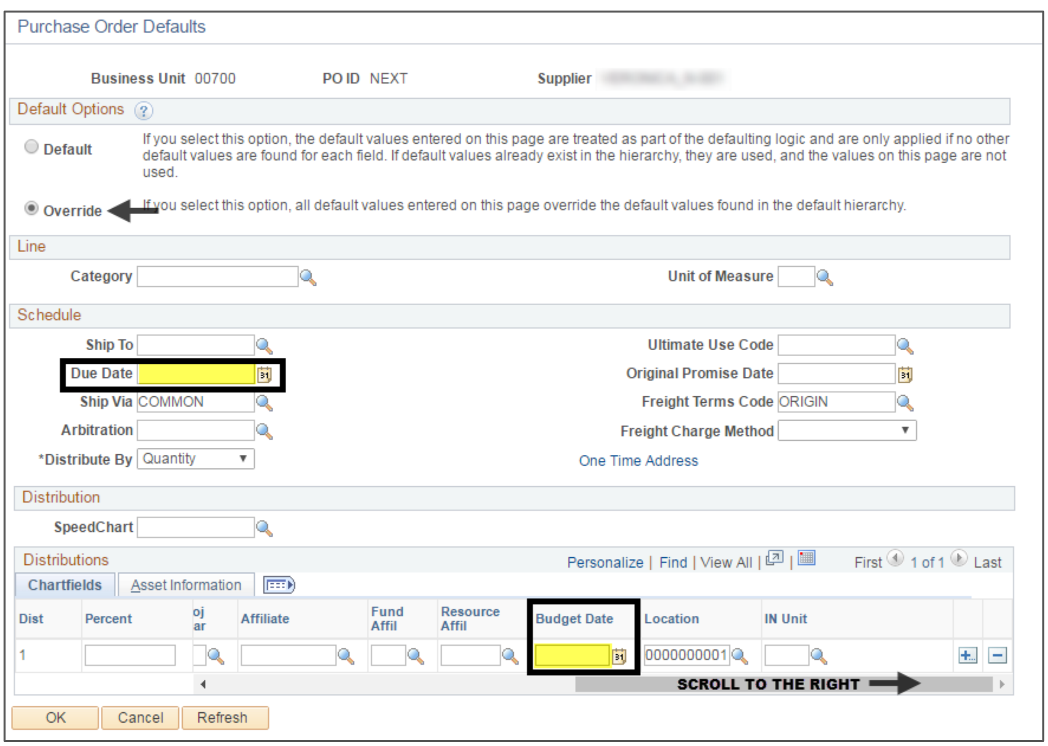


PO Defaults Link

Click the **PO Defaults** link.

In the **Schedule** area, enter a July date for **Due Date**, if necessary. This is also on the Schedule page/Details tab.

In the **Distributions** area, enter a July date for **Budget Date**. This is also on the Distribution page/Budget Information tab.



PO Default Retrofit

You will get this retrofit message when line items are already added in the PO. Select the checkboxes under the **Apply All to Distribs** column.

PO Default Retrofit

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Business Unit [redacted] **PO ID** NEXT **Supplier** [redacted]

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection — Personalize | Find | View 7 | First 1-14 of 14 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☐		Ship To	0000000813	
☐		Due Date	2016-07-01	
☐		Ship Via	COMMON	
☐		Freight Terms Code	ORIGIN	
☐	1	Pct	100	
☐	1	GL Unit	02000	☐
☐	1	Fund	0100	☐
☐	1	Resource	0000000	☐
☐	1	Goal	0000	☐
☐	1	Function	8200	☐
☐	1	Object	4300000	☐
☐	1	Site	000	☐
☐	1	Budget Date	2016-07-01	☐
☐	1	Location	0000000549	☐

☑ Select All ☐ Clear All

OK Cancel Refresh

Recommended Queries

To verify the date fields

1. Use **FAR_PURCHASE_REQUISITION_INFO** for Requisitions with all statuses.
   - Requisition Date
   - Accounting Date
   - Budget Date
   - Due Date

2. Use **M_REQ_AVL_SOURCE** to display only Approved Requisitions with valid budget status.

3. Use **FAR_PURCHASE_PO_INFO** for POs.
   - PO Date
   - Accounting Date
   - Budget Date
   - Due Date

To verify the pre-encumbrance and encumbrances

4. Use **FAR_ENCUMBRANCE_LEDGERS**.

Scenarios

*The different scenarios below shows the impact of using the correct and incorrect budget dates between the Requisition and the PO. **IMPORTANT:** We strongly recommend that you follow Scenario 1. When Scenarios 2 and 3 occur, you must manually reverse the pre-encumbrances and encumbrances.*

Scenario 1 - RECOMMENDED

July date in Requisition. July date in PO. Pre-encumbered and encumbered in July.

2016		2017	
Encumbrance	0.00	**Encumbrance**	2,562.84+ (includes sales tax)
Pre-Encumbrance	0.00	**Pre-Encumbrance**	0.00 (REQ 2,373.00+) (PO 2,373.00-)

Scenario 2

Current date in Requisition. Pre-encumbered in current year. July date in PO. Encumbered in July.

2016		2017	
Encumbrance	0.00	**Encumbrance**	2,562.84+ (includes sales tax)
Pre-Encumbrance	2,373.00+	**Pre-Encumbrance**	2,373.00-

Scenario 3

July date in Requisition. Pre-encumbered in July. Current date in PO. Encumbered in current year.

2016		2017	
Encumbrance	2,562.84+ (includes sales tax)	**Encumbrance**	0.00
Pre-Encumbrance	2,373.00-	**Pre-Encumbrance**	2,373.00+