Cal State East Bay has implemented a newly developed function in the Common Financial System that allows requisition entry for the future year to occur earlier. The new process also allows Purchasing to process future year requisitions and create future year purchase orders (PO) prior to the start of a new fiscal year. The new functionality prevents the creation of a current year PO from a future year requisition as the system will hard stop the PO dispatch process should the requisition date and PO not match.

To submit future year requisitions, requestors will need to perform three extra steps during the routine requisition entry process. The added steps are as follows.

- Click on the magnifying glass next to the **Origin field**.

  ![Magnifying glass and Origin field](image)

- Select origin code **FYR – Future Year**.

  ![Look Up Origin screen](image)

- Once selected, the **Requisition Date** and **Accounting Date** will update to July 1st automatically. Note: Once the requisition is “Saved” the **Budget Date** will update to July 1st.

  ![Maintain Requisitions screen](image)

Please note: If the origin code is misidentified and the requisition is in an “approved” status, please contact Chris Lam Vazquez (chris.lam-vazquez@csueastbay.edu) to correct the origin code.