

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.

Maintain Requisitions  
Requisition

Business Unit EBCMP Status Open   
 Requisition ID NEXT Budget Status Not Chk'd  
 Requisition Name Copy From Hold From Further Processing

Header

\*Requester  
 \*Requisition Date 02/22/2017 Requester Info  
 Origin ONL Online Entry  
 \*Currency Code USD Dollar  
 Accounting Date 02/22/2017

Amount Summary  
 Total Amount 0.00 USD

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

Look Up Origin

SetID EBCMP  
 Origin begins with  
 Description begins with

Look Up Clear Cancel Basic Lookup

Search Results  
 View 100 First 1 of 8 Last

Origin	Description
A	Student Refund
F	Financial Aid
<b>FYR</b>	<b>Future Year</b>
ONL	Online Entry
SF	Student Financials - Refunds
USB	US Bank

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

Maintain Requisitions  
Requisition

Business Unit EBCMP Status Open   
 Requisition ID NEXT Budget Status Not Chk'd  
 Requisition Name Copy From Hold From Further Processing

Header

\*Requester  
 \*Requisition Date 07/01/2017 Requester Info  
 Origin FYR Future Year  
 \*Currency Code USD Dollar  
 Accounting Date 07/01/2017

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](mailto:chris.lam-vazquez@csueastbay.edu)) to correct the origin code.