

## New Fiscal Year PRs

Items/services received on June 30, 2021 or before must be processed with a FY20/21 purchase requisition (PR).

Items/services received on July 1, 2021 or after must be processed with a FY21/22 PR.

If items on a FY21/22 PR are received in FY20/21, contact Purchasing immediately. The PR will need to be cancelled and recreated as a FY20/21 PR.

In May or June:

Create FY20/21 PRs as normal

Create FY21/22 PRs by changing the transaction date to July 1, 2021

In July:

Create FY21/22 PRs as normal

Create FY20/21 PRs by changing the transaction date to June 30, 2021 (only if items/services received in June or prior)

### To create a FY21/22 PR in Banner INB in May or June:

1. Provide justification to the Purchasing buyer for placing the order before July 1 (such as a long lead time and a required delivery date)
2. Go to FPAREQN
3. Type NEXT and click Go
4. Change the transaction date to 07/01/2021. This must be done first before going to the next section.
5. Add the delivery date
6. Add document text to label this PR as a FY21/22 PR - Click Related – Document Text, type 003 in Modify Clause, click next section, click Save, click X
7. Continue the PR as normal.
8. Delivery or invoice will not be accepted prior to July 1, 2021. Merchandise will be returned “COD”.

### To create a FY21/22 PR in CatPAWS in May or June:

1. Provide justification to the Purchasing buyer for placing the order before July 1 (such as a long lead time and a required delivery date)
2. Change transaction date to July 1, 2021.
3. Click on document text and type THIS IS A FY 21/22 ORDER.
4. Delivery or invoice will not be accepted prior to July 1, 2021. Merchandise will be returned “COD”.

Monitor fiscal year cutoff dates by reviewing the Fiscal Year Cutoff Dates on the Purchasing website.

# In Banner INB:

inb9prod.nwmissouri.edu:8443/applicationNavigator/seamless

Apps Fitness Challenge Purchasing Dept N... Banner - IFB Finance WebFOCUS Sign In Website Updates -... CoProcure for Gove... Smartsheet.com MU Standard Const...

ellucian Requisition FPAREQN 9.3.15 (prod) ADD RETRIEVE RELATED

Requisition: NEXT Start

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy

Requisition: NEXT  
 Order Date: 04/30/2020  
 Transaction Date: 07/01/2021  
 Delivery Date:   
 Comments:   
 Commodity Total: 0.00  
 Accounting Total: 0.00  
 In Suspense  
 Document Text  
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

REQUESTOR/DELIVERY INFORMATION Insert Delete Copy

Requestor: Alyssa Pulley  
 Organization: 34001 Purchasing  
 COA: N Northwest MO State University  
 Email:   
 Street Line 2: Central Receiving  
 Street Line 3: West 16th College Park Drive  
 Contact: Mike Striplin  
 Attention To: Mike Striplin  
 Building: MDC  
 Floor:   
 City: Maryville  
 State or Province: MO  
 Phone Area Code: 660  
 Phone Number: 5621571  
 Phone Extension:   
 Phone Area Code: 660  
 Phone Number: 5621571  
 Phone Extension:   
 State or Province: MO

# In CatPAWS:

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values. Find a page...

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.

**Search In Process Requisitions**

Use Template: None Retrieve

Transaction Date: 1 JUL 2016  
 Delivery Date: 30 JUL 2016  
 Vendor ID:   
 Vendor Validate

Address Type:   
 Address Sequence:   
 Vendor Contact:   
 Vendor E-mail:   
 Requestor Name: Ann Martin  
 Requestor E-mail:   
 Area Code: 660 Phone Number: 5621570 Extension:   
 Requestor Phone:   
 Requestor Fax:   
 Chart of Accounts: N Organization: 34001  
 Currency Code: None Discount Code: None  
 Ship Code: NWMSU Attention To: Mike Striplin  
 Comments:   
 Document Text

Change transaction date to July 1 2021

Enter "THIS IS A FY 21/22" in document text

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate