New Fiscal Year PRs

Items/services received on June 30, 2020 or before must be processed with a FY19/20 purchase requisition (PR).

Items/services received on July 1, 2020 or after must be processed with a FY20/21 PR.

If items on a FY20/21 PR are received in FY19/20, contact Purchasing immediately. The PR will need to be cancelled and recreated as a FY19/20 PR.

In May or June:
- Create FY19/20 PRs as normal
- Create FY20/21 PRs by changing the transaction date to July 1, 2020

In July:
- Create FY20/21 PRs as normal
- Create FY19/20 PRs by changing the transaction date to June 30, 2020 (only if items/services received in June)

To create a FY20/21 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 07/01/2020. 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 FY20/21 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, 2020. Merchandise will be returned “COD”.

To create a FY20/21 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, 2020.
3. Click on document text and type THIS IS A FY 20/21 ORDER.
4. Delivery or invoice will not be accepted prior to July 1, 2020. Merchandise will be returned “COD”.

Monitor fiscal year cutoff dates by reviewing the Fiscal Year Cutoff on the Purchasing website.
In Banner INB:

- Change transaction date to July 1 2020
- Enter “THIS IS A FY 20/21 ORDER” in document text