

# CREATING NEW FISCAL YEAR REQUISITION

# Budget Overview

## Navigate to:

Main Menu > Commitment Control > Review  
Budget Activities > Budgets Overview

End users must check to ensure their FY15 budgets have been established into PeopleSoft. Follow the navigation above to run an overview process.

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### Budget Inquiry Criteria

## Budget Overview

Inquiry: BUDGET    Description:

    

**Amount Criteria**

**Budget Type**  
 \*Business Unit:     Ledger Group/Set:     Ledger Group:

View Stat Code Budgets     Display Chart

**Time Span**  
 \*Type of Calendar:

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	<input type="text" value="2015"/>	<input type="text" value="2015"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Dept	<input type="text" value="BAA004"/>	<input type="text"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/>	<input type="text"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Function	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Cost Centr	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Project	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>

**Budget Status**

Open  
 Closed  
 Hold

1. Set the Business unit to UTSA1 and set the Ledger Group to OPE (or applicable ledger group for projects)
2. Set the Budget Period to 2015
3. Set a Dept. filter **specific to the end users department** (example shown above)
4. Click on Search button to run the process

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**Inquiry Results**

**Business Unit:** UTSA1  
**Ledger Group:** OPE      Operations Expense  
**Type of Calendar:** Detail Budget Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:**

---

[Return to Criteria](#)      Max Rows:       [Display Options](#)     

**Ledger Totals (2 Rows)**

**Net Transfers:**

**Budget:** 0.00      0.00  
**Expense:** 0.00  
**Encumbrance:** 0.00  
**Pre-Encumbrance:** 0.00  
**Budget Balance:** 0.00  
**Associate Revenue:** 0.00  
**Available Budget:** 0.00

---

**Budget Overview Results** Personalize | Find | View All | First | 1-2 of 2 | Last

		Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance
1		OPE	A4000	3105	BAA004	DXM033	700		2015	0.000	0.000	0.000
2		OPE	A4000	3105	BAA004	DXM034	800		2015	0.000	0.000	0.000

End users are looking for a FY 2015 budget in the A4000 budget group.

**Note: end users will see a zero balance budget, new FY orders will be tracked.**

# Create a Requisition

# Navigate to:

Main Menu > eProcurement > Create a Requisition

Once budget is confirmed, end users will need to create a requisition.

***\*\* Remember that end users still need to obtain budget approvals using the UTShare SharePoint Interim Requisition Request Form prior to creating a requisition in PeopleSoft.***

Favorites | Main Menu > eProcurement > Create Requisition

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## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:

\*Requester:      \*Currency:

Requisition Name:  **1**    Priority:

Line Defaults  **2**

Click arrow to set FY defaults

End users should use some kind of identifier in the requisition naming to notate that the requisition is using new year funds.

1. Identify FY15 funds (example above –**ONLY** an example)
2. Next, end user must set some additional line defaults on the requisition specific to new FY orders.

**Note: these new line defaults are specific to new FY orders and should only be used for new FY orders placed before September 1<sup>st</sup>.**



Step 1:

Identifying a new FY Buyer

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## Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**  UTSA

**\*Requester:**  Yvette Medina

**\*Currency:**

**Requisition Name:**

**Priority:**

**Line Defaults**

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Vendor:**

**Buyer:**

**Category:**

**Unit of Measure:**

**Shipping Defaults**

**Ship To:**

**Due Date:**

**Attention:**

**Accounting Defaults**

Pct	Location	GL Unit	Account	Fund	Dept	Cost Centr	Function	Program	PC Bus Unit
<input type="text"/>	<input type="text" value="CR10112L"/>	<input type="text" value="UTSA1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on "magnify glass" to lookup the Buyer

End users will need to identify a buyer on each new FY requisition. Click on the lookup icon (magnify glass) to select a specific buyer for new FY requisitions.

**Note: DO NOT select your assigned Central Purchasing Department Buyer, assigning a buyer is ONLY for new FY orders placed before September 1<sup>st</sup>.**

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## Create Requisition

[1. Define Requisition](#) | [2. Add Items and Services](#) | [3. Review and Submit](#)

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  UTSA  
 \*Requester:  Yvette Medina      \*Currency:   
 Requisition Name:       Priority:

**Line Defaults**  
**Default Options**  
 **Default**      If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.  
 **Override**      If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor:       Vendor Location:   
 Buyer:       Category:       Unit of Measure:

**Shipping Defaults**  
 Ship To:  [Modify Onetime Address](#)  
 Due Date:       Attention:

**Accounting Defaults**  
 Personalize | Find | First 1 of 1

Pct	Location	GL Unit	Account	Fund	Dept	Cost Centr	Function	Program	PC Bus Unit
	<input type="text" value="CR10112L"/>	<input type="text" value="UTSA1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Select: UTSA-FY-Buyer**

UTSA-FY-Buyer generic buyer assignment ID

**Look Up Buyer** ? Help  
 Buyer: begins with   
 Name: begins with   
   [Basic Lookup](#)

**Search Results**  
 View 100      First  1-39 of 39  Last  

Buyer	Name
1000069407	Nancy E Czarowitz
1000183097	Robert Ellis Jones
1000187376	Julia Cornwell
1000282660	Sheila Allen
1000311064	Judy A McKinney
1000532962	Terrie Lynn Davis
1000570221	Cynthia Taylor Walker
1000598034	Grace G Sauce
1000613210	Ruby Darlene Williams
1000851904	Alene Isaac Denson
1000869408	Victoria Ann Lewis
1000907233	Nisha J Dass
1001034185	Scott Mumin Alisoglu
1001117879	Joseph S White
1001120947	Samantha Scott
5000096689	Cindy C Trover
5000117624	Fave Baxter Jones
5000117722	Glenda L Bennett
5000429128	Sue L Cross
6001016269	Amanda Alvarado
6001017563	Curtis Lane Brinson
6001020765	Julie Gohlke
6001024711	Patricia A Burrier
6001024788	Paul C Duke
6001026210	Sandra Calderon
6001027824	Yvette Medina
6001029491	Maria C Cortez
6001030517	Kyle S Hayes
6001032799	Luis Almaguer
6001035079	William Martin Dodd
6001038831	Mariano Alaniz
6001039209	Diana B Rodriguez
6001039650	Christopher G Palacios
6001045049	Kelsi Morgan Gonzales
6001045755	Robbie Davis
6001115355	Ninia Taylor
MMILLER-UTZ	Mike Miller-CCI Func
UTSA-FY-Buyer	Buyer for the CalQuest Interf...
UTSA-FY-Buyer	generic buyer assignment ID

From the Buyer list, end user **MUST** select the **UTSA-FY-Buyer**.

**Note:** This ID is specific to UTSA and must **ONLY** to be used when creating new FY orders before September 1<sup>st</sup>.

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## Create Requisition

**1. Define Requisition**
**2. Add Items and Services**
**3. Review and Submit**

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**  UTSA

**\*Requester:**  Yvette Medina

**Requisition Name:**

**\*Currency:**

**Priority:**

**Line Defaults**

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Vendor:**

**Vendor Location:**

**Buyer:**

**Category:**

**Unit of Measure:**

**Shipping Defaults**

**Ship To:**  [Modify Onetime Address](#)

**Due Date:**

**Attention:**

**Accounting Defaults** [Personalize](#) | [Find](#) | | [First](#) | 1 of 1 | [Last](#)

Pct	Location	GL Unit	Account	Fund	Dept	Cost Centr	Function	Program	PC Bus Unit	P
<input type="text"/>	<input type="text" value="CR10112L"/>	<input type="text" value="UTSA1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the end result after selecting the UTSA-FY-Buyer.

Step 2:

Setting a shipping Due Date

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## Create Requisition

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Business Unit:  UTSA

\*Requester:  Yvette Medina

\*Currency:

Requisition Name:

Priority:

Line Defaults

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor:  Vendor Location:

Buyer:  Category:  Unit of Measure:

Shipping Defaults

Ship To:

Due Date:  Attention:

Accounting Defaults

Chartfields1 | Details | Asset Inf

IN Unit:

Continue

Modify Onetime Address

Personalize | Find | First 1 of 1 Last

Stat:

1

2

End users will also need to set the ship to due date of September 1<sup>st</sup> or later.

1. Click on the calendar icon next to the Due Date box.
2. Filter to September 1<sup>st</sup>, and select the date from the calendar.

**Note:** All shipment must be received on or after September 1<sup>st</sup>. Any deliveries received prior to September 1<sup>st</sup> can result in a rejection of the shipment by Central Receiving.



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### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: UTSA1 | UTSA

\*Requester: 6001027824 | Yvette Medina | \*Currency: USD

Requisition Name: FY15 - xxxx | Priority: Medium

**Message**

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

**OK**

Line Defaults

Default Options

Default: If you select this option, the system will use the default values for these fields.

Override: If you select this option, the system will use the values assigned to the fields.

Vendor: | Ven

Buyer: | Cat

Shipping Defaults

Ship To: CR10104

Due Date: 09/01/2014 | Attention:

Accounting Defaults

IN Unit	Budget Date	Stat
	09/01/2014	

Continue

Once the due date of September 1<sup>st</sup> or later is selected, end user will be prompted with a verification message. Click the **OK** button to acknowledge that the future date is correct.

Step 3:

Change Budget Period



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## Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**   UTSA

**\*Requester:**   Yvette Medina

**Requisition Name:**

**\*Currency:**

**Priority:**

**Line Defaults**

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Vendor:**

**Vendor Location:**

**Buyer:**

**Category:**

**Unit of Measure:**

**Shipping Defaults**

**Ship To:**

**Due Date:**

[Modify Onetime Address](#)

**Accounting Defaults**

[Chartfields1](#) | **Details** | [Asset Information](#)

IN Unit	Budget Date	Stat
<input type="text"/> <input type="button" value="Q"/>	<input type="text" value="07/10/2014"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Lastly, end users will need to change the budget period on the requisition to ensure the PO encumbrance is made in new FY budget.

Click on the **Details** tab in the Accounting Defaults subsection.

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## Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  UTSA  
 \*Requester:  Yvette Medina      \*Currency:   
 Requisition Name:       Priority:

**Line Defaults**  
**Default Options**  
 Default      If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.  
 **Override**      If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor:       Vendor Location:   
 Buyer:       Category:       Unit of Measure:

**Shipping Defaults**  
 Ship To:       [Modify Onetime Address](#)  
 Due Date:       Attention:

**Accounting Defaults**  
 IN Unit:       Budget Date:

Click on Calendar

Continue

Next, click on the calendar icon next to the Budget Date box.

**Note:** End Users will be overriding the defaulted budget date to ensure the requisition pre-encumbrance is set in the new FY budget period. This change in the budget date is only for orders placed prior to September 1<sup>st</sup> using new FY budget. Failure to change the budget period will result in the requisition using current FY budget.

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## Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**   UTSA

**\*Requester:**   Yvette Medina

**Requisition Name:**

**\*Currency:**

**Priority:**

**Line Defaults**

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Vendor:**

**Vendor Location:**

**Buyer:**

**Category:**

**Unit of Measure:**

**Shipping Defaults**

**Ship To:**   [Modify Onetime Address](#)

**Due Date:**

**Attention:**

**Accounting Defaults**

|  |

**IN Unit:**

**Budget Date:**

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Select Sept. 1

Filter to September 1<sup>st</sup> and select the date from the calendar. Again, this will override the defaulted date.

# Final Results

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## Create Requisition

[1. Define Requisition](#) | [2. Add Items and Services](#) | [3. Review and Submit](#)

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**

**\*Requester:**

**Requisition Name:**

**\*Currency:**

**Priority:**

**1**

**Line Defaults**

**Default Options**

**Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Vendor:**

**Vendor Location:**

**Buyer:**

**Category:**

**Unit of Measure:**

**2**

**Shipping Defaults**

**Ship To:**

**Due Date:**

**Attention:**

[Modify Onetime Address](#)

**3**

**Accounting Defaults**

**IN Unit**

**Budget Date**

**Stat**

**4**

End users should have the following set for new FY requisition.

1. FY15 identifier in their requisition name
2. "UTSA-FY-Buyer" set as the buyer for the new FY requisition
3. September 1<sup>st</sup> or later shipping due date
4. September 1<sup>st</sup> set as the budget date, to ensure new FY pre-encumbrance.

Once these defaults are set, complete the requisition as usual, save and submit the approved requisition for sourcing to a PO.

Check for Pre-encumbrance

## Navigate to:

Main Menu > Commitment Control > Review  
Budget Activities > Budgets Details

To ensure the requisition has created a pre-encumbrance in new FY budget, follow the above navigation to check department budget details.



## Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

<b>Business Unit:</b>	=	UTSA1	
<b>Ledger Group:</b>	=	OPE	
<b>Account:</b>	begins with		
<b>Department:</b>	begins with		
<b>Fund Code:</b>	begins with		
<b>Function:</b>	begins with		
<b>Program Code:</b>	begins with		
<b>Affiliate:</b>	begins with		
<b>Fund Affiliate:</b>	begins with		
<b>Cost Center:</b>	begins with	DXM033	
<b>PC Business Unit:</b>	begins with		
<b>Project:</b>	begins with		
<b>Activity:</b>	begins with		
<b>Budget Period:</b>	begins with	2015	
<b>Statistics Code:</b>	begins with		

1

2

3

4

Search

Clear

Basic Search



Save Search Criteria

1. Set the business unit to: UTSA1
2. Set the Ledger Group to: OPE (or applicable ledger group for projects)
3. Enter the Cost Center or Project number used on the requisition
4. Set the budget period to: 2015



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### Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period
UTSA1	OPE	A4000	3105	BAA004	DXM033	700		2015

[Display Chart](#)

#### Ledger Amounts

Budget:	0.00 USD			Max Rows: <input type="text" value="100"/> <a href="#">Attributes</a> Parent / Children Associated Budgets
Expense:	0.00 USD			
Encumbrance:	0.00 USD			
<b>Pre-Encumbrance:</b>	<b>120.00 USD</b>			
Associate Revenue:	0.00 USD			

#### Available Budget

Without Tolerance:	-120.00	USD	Percent:	(99.82%)
With Tolerance:	-120.00	USD	Percent:	(99.82%)

#### Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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[Return to Search](#) | [Notify](#)

End users need to look for the pre-encumbrance created by the requisition.

**Note: ends users will see a negative budget balance, all new FY encumbrances are being tracked.**