

## Year End/Dual Year Processing

On June 1 fiscal year 09/10 will be open. What does this mean? Effective June 1st you will be able to create purchase requisitions for the next fiscal year. You will continue to create purchase requisitions for the current fiscal year 08/09 through the posted deadline dates. This process is referred to as *dual year processing*!

Follow the process listed below for fiscal year 2009 processing:

You will follow basic steps when creating a Requisition until you access the **Requisition Entry: Requestor/Delivery Information on FPAREQN** shown below.

2. **Delivery Date** must be greater than **Transaction Date**.

1. **Transaction Date** must be greater than June 30, 2009.

Requisition:	NEXT	Transaction Date:	15-JUL-2009	<input type="checkbox"/> In Suspense
Order Date:	02-JUN-2009	Comments:		<input type="checkbox"/> Document Text
Delivery Date:	29-JUL-2009	Accounting Total:	.00	<input type="checkbox"/> Document Level Accounting
Commodity Total:	.00			

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

Requestor:	Jason Walsh	COA:	N New Mexico State University
Organization:	530350 TRAINING ORG	Email:	dolarey@nmsu.edu
Phone:	505 6463476 Extension:	Fax:	505 6461994 Extension:
Ship To:	SH0320		
Street Line 1:	LETS LEARN HALL, ROOM 3		
Street Line 2:	MOTIVATED DRIVE		
Street Line 3:	IFINANCIAL SYSTEMS ADMIN		
Building:		Floor:	
City:	LAS CRUCES		
State or Province:	NM	Zip or Postal Code:	880038001
Nation:			
Telephone:	505 6463476 Extension:		
Contact:	LETS LEARN HALL, ROOM 3		
Attention To:	LETS LEARN HALL, ROOM 3		

Here is where the process changes:

1. A **Transaction Date** of greater than June 30, 2009 must be entered. This is crucial for the system to create a purchase requisition for the next fiscal year otherwise it will be in Fiscal year 08/09.
2. Don't forget the **Delivery Date** must be greater than **Transaction Date**.

3. Complete vendor Information and then continue to **Requisition Entry: Commodity/Accounting FPAREQN**.

The screenshot displays the 'Requisition Entry: Commodity/Accounting FPAREQN 7.4.0.1 (TRN7)' window. It features several sections:
 

- Requisition Information:** Requisition: R0000109, Order Date: 02-JUN-2009, Delivery Date: 29-JUL-2009, Commodity Total: 1,000.00, Transaction Date: 15-JUL-2009, Accounting Total: .00.
- Vendor Information:** U/M: EA, Tax Group: [blank], Quantity: 10, Unit Price: 100.
- Commodity/Accounting:** Item 1 of 1, Commodity 7599, Description Office Supplies and Devices Non Capital, Extended: 1,000.00, Discount: .00, Additional: .00, Tax: .00, Commodity Line Total: 1,000.00.
- FOAPAL:** Remaining Commodity Amount: 1,000.00, NSF Override, NSF Suspense, COA Year: N 10, Index, Fund, Orgn: 530350, Acct, Prog, Actv, Locn, Proj.

 A callout bubble points to the 'COA Year' field, which is populated with 'N' and '10'.

4. COA will default to N and Year will default to 10.

4. When you access the **FOAPAL** area of information the **COA and Year** fields will automatically be populated with “N” and “10”, respectively. This confirms that your purchase requisition is for fiscal year 10.

That’s all there is to it!

**Note:** In addition during dual year process it is recommended that clauses be used to identify the fiscal year. Add Document Text, from the options menu, use clause 14 to add the following text: **this is a FY 2009/2010 Purchase. Goods or Services must be received and invoiced after 7/1.** Use clause 08 to insert the following text: **this is a FY 2008/2009 Purchase. Goods or Services must be received and invoiced before 7/1.**



Summary:

- **Transaction Date** greater than June 30, 2009.
- **Delivery Date** greater than **Transaction Date**.
- **FOAPAL area Year 10** must be date displayed.