

Entering a Multi-Year Requisition

1. Enter requisition defaults as normal; Change Unit of Measure to DLR.

Requisition Defaults

Business Unit STCMP

Requisition Date 07/01/2018

Requisition ID NEXT

Status Open

Default Options ?

Default

If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override

If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer

Unit of Measure

Supplier Grupe Commercial Company

Supplier Location

Category

[Supplier Lookup](#)

Schedule

Ship To CSU Stanislaus Main Campus

*Distribute By

Due Date

*Liquidate By

Ultimate Use Code

Ship Via

Attention To

Freight Terms



(Per red highlighted section about entering requisitions in June for next fiscal year). If a requisition is entered during early entry period from June 12th to June 30th, please use Origin Code "FYR". If entry is after June 30th, the Origin Code shall be "ONL".

2. On first line of requisition enter description for first year of contract:
Quantity = 1
Enter appropriate category
Price - Enter amount for first year of contract.
3. Add additional lines for future years of contract. (Description of additional lines should say what fiscal year they are for.)
4. Enter amount for each additional year as the quantity and leave the price as 0.00.
5. Click the details icon for line 1.



Maintain Requisitions

Requisition

Business Unit STCMP

Status Open

Requisition ID NEXT

Budget Status Not Chk'd

Requisition Name Copy From

Hold From Further Processing

▼ Header ?

*Requester 90003057392 Merrifield,Michelle

*Requisition Date 07/01/2018 [Requester Info](#)

Origin FYR Future Year

*Currency Code USD Dollar

Accounting Date 07/01/2018

[Requisition Defaults](#) [Add Comments](#)

[Requisition Activities](#)

Amount Summary ?

Total Amount 50,000.00 USD

Add Items From ?

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line ?

Personalize | Find | View All | | | First 1-3 of 3 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1		18/19 FY - Contract	1.0000	DLR	97145	50,000.000	50,000.00	Open				
2		19/20 FY - Contract	50,000.0000	DLR	97145	0.00000	0.00	Open				
3		20/21 FY - Contract	50,000.0000	DLR	97145	0	0.00	Open				

[View Printable Version](#)

*Go to ...More...

If entering a requisition in June for the future fiscal year use FYR as the origin and it will set all dates to 7/1/YYYY (next fiscal year). Otherwise, leave origin as ONL

6. Click the Expand All link.

7. Under Attributes: Check the Amount Only box for line 1 only.

8. Click OK.

Details for Line 1

Requisition ID NEXT Item 18/19 FY - Contract

Line 1

Buyer

Line Status Open

Line Details

Buyer Name Buyer Information

Amount Summary

Category Code 97145

View Hierarchy

Merchandise Amt 50,000.00 USD

Description OFFICE SPACE RENTAL OR LEASE

Document Base Amount 50,000.00 USD

*Transaction Item Description

18/19 FY - Contract

235 characters remaining

Preferred Language Item Description

[Expand All](#)

[Collapse All](#)

Supplier Information

Supplier ID 0000000745

Grupe Commercial Company

[Supplier Lookup](#)

Supp Loc 001

MAIN

[Supplier Details](#)

Item Information

Supplier's Catalog

Supplier Item ID

Manufacturer ID

Device Tracking

Description

Manufacturer's Item ID

GTIN

Configuration Info

Attributes

Physical Nature Services


Amount Only

Where Service Performed Ship To Location

Zero Price Indicator

Inspection Required

Inspect ID

9. Click the schedule icon. 

10. Enter last day of fiscal year for each line.

11. Changing the due date for future years will give you a PeopleSoft Notification warning, "schedule date is out of range." Press Ok, and save. **(The warning will appear multiple times, one for each line being entered. You will press ok once for each year entered.)**






12. Leaving the price at \$0.00 will give you a PeopleSoft notification warning, "Is there no charge for line 2?" Click yes, and save. **(The warning will repeat for each additional year at \$0.00. You will press ok once for each year entered.)**


Maintain Requisitions






Schedule


Business Unit STCMP Requisition Date 07/01/2018
Requisition ID NEXT Status Open
[Return to Main Page](#)






Line Find | View 1 First 1-3 of 3 Last

1	Item	18/19 FY - Contract	Quantity	1.0000	Dolalr	Merchandise Amt	50,000.00	USD
Schedule Personalize Find View All  First 1 of 1 Last								
Details 								
Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	
1	 NMAIN	1.0000	50,000.00000	50,000.00	06/30/2019	Merrifield, Mich	Active	 





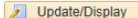
Line Find | View All |  | First 1 of 1 Last

2	Item	19/20 FY - Contract	Quantity	50,000.0000	Dolalr	Merchandise Amt	0.00	USD
Schedule Personalize Find View All  First 1 of 1 Last								
Details 								
Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	
1	 STANM	50,000.0000	0.00000	0.00	06/30/2020	Merrifield, Mich	Active	 

Line Find | View All |  | First 1 of 1 Last

3	Item	20/21 FY - Contract	Quantity	50,000.0000	Dolalr	Merchandise Amt	0.00	USD
Schedule Personalize Find View All  First 1 of 1 Last								
Details 								
Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	
1	 STANM	50,000.0000	0.00000	0.00	06/30/2021	Merrifield, Mich	Active	 

Add Ship To Comments

 Save  Notify  Refresh  Add  Update/Display

13. Enter comment stating requisition is a multiple year commitment.

(See example)

The approval for this commitment should be the first header box in multi-year PO!

Header Comments	
	Help
Header Comments	
This requisition is a multiple year commitment. By approving and submitting this requisition, you are authorizing Procurement to encumber funds for future year commitments.	
Total Financial Obligation: \$150,000.00	
Year 1 Amount:	\$50,000.00
Year 1 Chartfield:	G0106-41500-613001
Year 2 Amount:	\$50,000.00
Year 2 Chartfield:	G0106-41500-613001
Year 3 Amount:	\$50,000.00
Year 3 Chartfield:	G0106-41500-613001