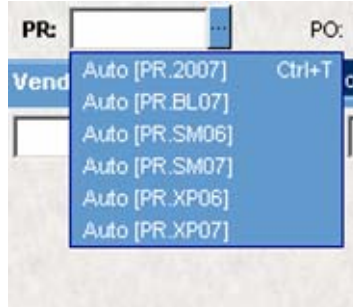


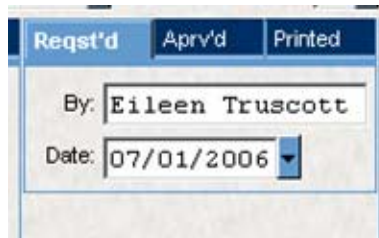
## Entry of PR/PO's for Next Fiscal Year in IFAS

The following steps are necessary to encumber orders in the upcoming fiscal year when entering the Purchase Request at the end of the current fiscal year.

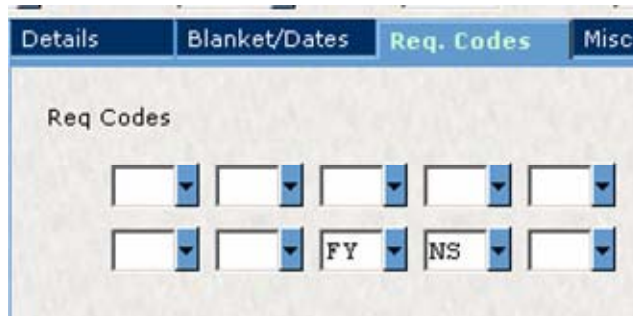
1. Generating the PR Seed: There are additional seeds listed for the upcoming fiscal year. Pull down to the correct seed for the type of requisition you are entering.
  - a. Seed for a Standard PR is "Auto (PR.2007)".
  - b. Seed for a Blanket PR in the next Fiscal Year is "Auto (PR.BL07)".
  - c. Seed for a Small PR in the next Fiscal Year is "Auto (PR.SM07)",
  - d. Seed for an Expense PR in the next Fiscal Year is "Auto (PR.XP07)".



2. On the requested tab enter the beginning date of the upcoming fiscal year. The fiscal year begins July 1 of each calendar year. This is the date format you must follow. (MM/DD/YEAR)



3. On the requisition codes tab enter "FY" in the #8 box. This stands for "Next Fiscal Year".



**NOTE: When entering your next purchase request, you must change the date back to the current date if ordering out of the current year.**