


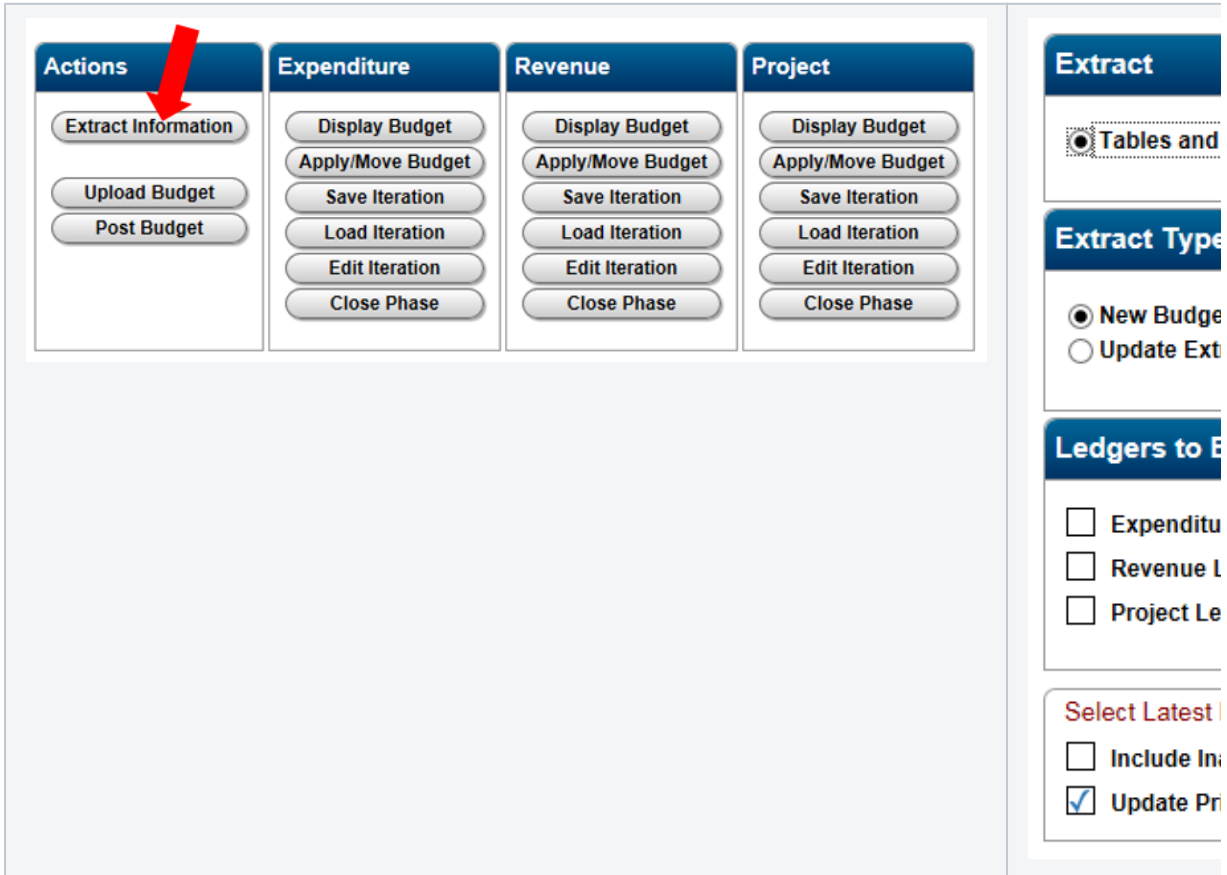
eFP Next Year Requisition & Purchase Order Checklist

This checklist outlines the procedure that will allow data entry of requisitions and purchase orders for the next fiscal year before it is opened. (Next Year's Requisitions & Next Year Purchase Orders)


1. Extract accounting data into the Budget Preparation module for the next fiscal year

 This step will extract the organization chart and expense, revenue and project ledgers from the current fiscal year into the Budget Preparation module and mark them for use in the next fiscal year.

a. [Main Menu](#) > [Budget Preparation](#) > [Budget Administrator](#) > [Extract Information](#)




The screenshot shows the 'Budget Administrator' interface. It features a grid of buttons for 'Actions', 'Expenditure', 'Revenue', and 'Project'. The 'Extract Information' button in the 'Actions' column is highlighted with a red arrow. To the right, there are additional options for 'Extract Type' (New Budget Year or Update Extracted Data) and 'Ledgers to Extract' (Expenditure, Revenue, Project). A 'Select Latest' section is also visible with checkboxes for 'Include In' and 'Update Pr'.

 If this is the first time you are extracting you will want to select the **Extract Type** to New Budget Year. If have already extracted the New Budget Year once already then you will want to select the **Extract Type** to Update Extracted Data. Make sure to select all three ledgers. It will ask for confirmation before continuing.

2. Perform any needed organization chart and ledger maintenance in the Budget Preparation Module.

- [Main Menu Budget Preparation Reference TablesOrganizations](#) (add, delete or modify Organizations)
- [Main Menu Budget Preparation Reference TablesAccount List](#) (add, delete or modify Accounts)
- [Main Menu Budget Preparation Budget AdministratorExpenditure \(or Revenue\) Display Budget](#) (add, delete or modify ledgers)

3. Create the new fiscal year's organization chart and ledgers


 This step will create the organization chart and expense, revenue and project ledgers with the beginning balances of \$0.00 in the Fund Accounting module for the next fiscal year.

a. [Main Menu Budget Preparation Budget AdministratorPost Budget](#)


Actions	Expenditure	Revenue	Project
Extract Information	Display Budget	Display Budget	Display Budget
Upload Budget	Apply/Move Budget	Apply/Move Budget	Apply/Move Budget
Post Budget	Save Iteration	Save Iteration	Save Iteration
	Load Iteration	Load Iteration	Load Iteration
	Edit Iteration	Edit Iteration	Edit Iteration
	Close Phase	Close Phase	Close Phase

Create
<input checked="" type="checkbox"/> Creat
<input checked="" type="checkbox"/> Creat
<input checked="" type="checkbox"/> Creat
<input type="checkbox"/> Upda

Post
<input type="checkbox"/> Post
<input type="checkbox"/> Post
<input type="checkbox"/> Post
<input type="checkbox"/> Upda

 Only check to Create the ledgers. DO NOT POST

4. Create the new fiscal year's general ledger

 This step will create the general ledger records with the beginning balances of \$0.00 for the next fiscal year.

a. [Main Menu Fund Accounting Periodic Routines Year End](#)

Fiscal Year End Set-Up	Optional
<input type="checkbox"/> Start New Year Procedures	<input type="checkbox"/> Roll Prior Year Encumbrances
<input checked="" type="checkbox"/> Create New Year Ledgers	<input type="checkbox"/> Interim Close
<input type="checkbox"/> Back Up Fund Accounting to Disk	<input type="checkbox"/> Final Close
<input type="checkbox"/> Update Ledgers	
<input type="checkbox"/> Post Ledgers	

5. May begin data entry of requisitions and purchaser orders for the next fiscal year using the NEXT YEAR options.