
PeopleSoft IR- 40

LSUSH and EACMC - Fiscal Year 2006 Open for Processing

Scope:

This PeopleSoft Information Release (IR) applies to – Requisitioners and Buyers that enter or approve future period (new year) requisitions or purchase orders.

Purpose:

The purpose is to – Notify Requisitioners and Buyers that Budget Period 2006 opened for processing requisitions and purchase orders on May 2, 2005. Requisitioners and buyers may now enter future period requisitions and purchase orders for Budget Period FY_2006 into the People Soft Financials System.

Module:

The IR affects the Purchasing Module in the Financials Production database

Source:

The source of this IR is a result of a Business Policy.

Procedures

Parameters – The following must exist for this procedure to be successful:

Database: Production

Fiscal Year 2006 Requisition Creation

The creation of fiscal year 2006 requisitions is now available in Production. Use an accounting date of 07/01/2005 or greater on all requisitions pertaining to fiscal year 2006.

When considering whether a requisition should be dated for fiscal year 2005 or 2006, consider the date that the goods or services will be received. If the receipt date will occur on or after the accounting date of 07/01/2005 then date your requisition accordingly using fiscal year 2006. Otherwise, date the requisition using an accounting date less than 07/01/2005 for fiscal year 2005.

****IMPORTANT**:** PLEASE REFER TO **INFORMATION RELEASE NUMBER [39](#)** FOR DETAILED PROCEDURES FOR ENTERING FUTURE PERIOD REQUISITIONS INTO THE PEOPLE SOFT FINANCIALS SYSTEM

Retrieval Name: Information Release - #40

Issue Date: May 2, 2005

Revision Date:

Originator: PS Support Org.

Rescind Date:



Fiscal Year 2005 Purchase Order Processing

Due to data conversion issues related to the financials upgrade of PeopleSoft release 7.5 to 8.8, **no** purchase orders (includes inventory and non-inventory purchase orders) for fiscal year 2005 will be rolled to fiscal year 2006. Purchase orders from fiscal year 2005 will be re-entered in fiscal year 2006 by the Purchasing Department as payment by the Accounts Payable Department is needed.

As part of the year-end closing process, Stephen Oberhausen, Accounts Payable Department Manager, is sending out PO Cleanup Activity Reports to the departmental users beginning this month and for all subsequent months leading up to year-end.

Actual receipts of goods and services must be physically made or performed on or before 06/30/2005 to be part of fiscal year 2005 business. Note the receipt date on the packing slip or receiving document so that the Receiving Department can clearly distinguish the proper fiscal year. If a receipt of goods or services is actually made or performed for a 2005 purchase order on 07/01/2005 or after, contact the Purchasing Department to have a fiscal year 2006 purchase order created to receive upon.

****IMPORTANT**:** PLEASE REFER TO **INFORMATION RELEASE NUMBERS [38](#)**
DETAILED PROCEDURES FOR ENTERING FUTURE PERIOD PURCHASE ORDERS
INTO THE PEOPLE SOFT FINANCIALS SYSTEM

Questions/Comments:

Refer all questions or comments via e-mail to the **LSUSH Purchasing Department**.