

PASS Job Aid:

Submitting New Fiscal-Year Requisitions

In order to ensure that critical services are continuously delivered to the District at the start of each fiscal year, PASS allows users to create requisitions in the current fiscal year so the requisition can be processed and the services delivered beginning on the first day of the new fiscal year. Use this Job Aid to submit new fiscal-year requisitions.

Steps to create a New FY Requisition:

1. Create a new Requisition.
2. Check the **Fiscal Year Beginning Indicator**.
The indicator is generally only visible to users a month or two before the end of the fiscal year.
3. Create and submit the rest of the requisition as usual!

The screenshot displays the PASS system interface. The top navigation bar includes 'Home', 'Sourcing', 'Contracts', 'Procurement', 'Invoicing', and 'Suppliers'. The 'Home Dashboard' section contains 'Common Actions' (Create: Requisition, Contract Request, Analytical Report, User Maintenance Request; Manage: Receive, Personal Workspace, Sourcing Library) and 'Recently Viewed' items. A search bar is visible on the right. Below the dashboard, the 'ARIBA' SPEND MANAGEMENT logo is shown. The main content area displays the 'RQ558372' requisition form. The form includes fields for Title, Preparer's Agency (TOO (OFFICE OF CHIEF TECHNOLOGY OFFICER)), On Behalf Of (Smith, Vicki), Fiscal Year, ePF#, oPF#, and a checked 'Fiscal Year Beginning Indicator' checkbox. Other fields include Retainage Flag, Will You Consider Surplus Property?, Special Procurement Type, and Context of the Request (Standard PO).

Job Aid Notes:

- You cannot submit a new fiscal-year requisition until your agency's budget is loaded into SOAR. Contact your Agency Fiscal Officer (AFO) or your budget director to learn when your agency's budget will be loaded.
- When the Fiscal Year Beginning Indicator is checked, PASS will allow you to select your agency's new fiscal year attributes and it will allow you to establish a pre-encumbrance before the fiscal year begins.
- It will also set the Delay Purchase Until field to October 1st of the current year. This will allow the contracting officer to approve the RQ before the 1st. You must still wait, however, for the 1st for PASS to issue the purchase order.