Entering a Future Year Order

1. Prepare your cart
2. Proceed to check out
3. Go to final review
4. In the Billing Section – Click, “edit” button on Billing Options
   
5. Change the Accounting date to 7/1/20xx. * 7/1/20xx is the only date that should be entered
6. If the budget has not been loaded for the future year then you will need to request a Budget Override – See next section for instructions. NOTE: Once budgets are loaded into Banner, budget override is not needed.

Budget Override Request

1. In the Billing section by Billing Options of the uShop requisition – Click “edit”

2. Change the BudgetOverride flag to Yes by clicking “Select from all values”, Choose “Yes”
3. Attach a completed Budget Override Request Form in the Internal Notes and Attachments section of your uShop requisition. The Budget Office will not complete your override request without this form attached. Emailing the Budget Offices is no longer necessary.

Requestors should monitor BAVL beginning Mid-May for the budgets for next fiscal year. Once budgets are loaded, the budget override request is no longer necessary.