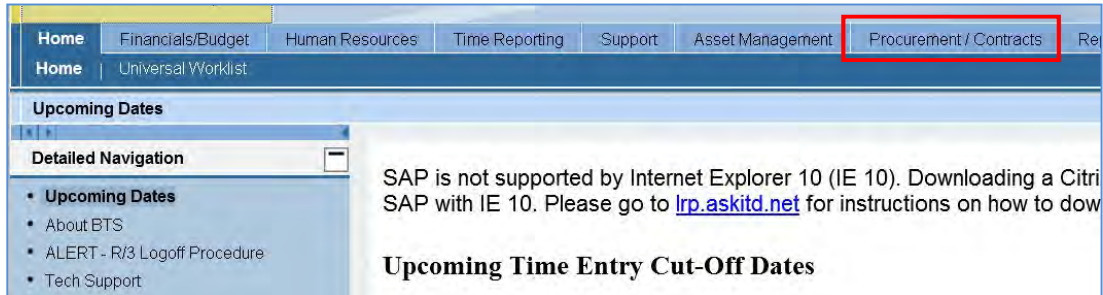


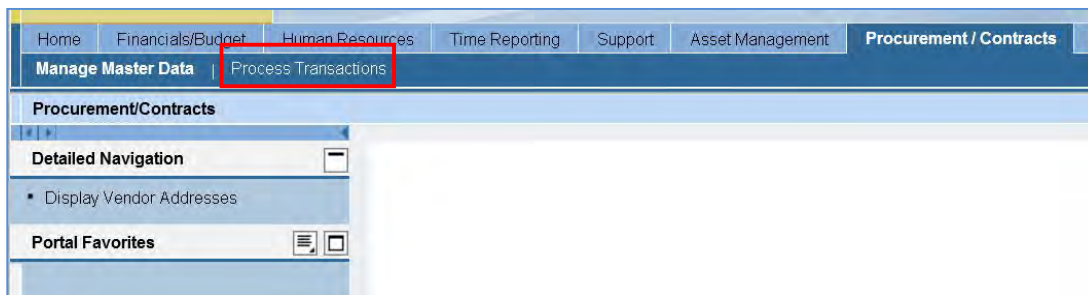
Use this job aid to process a Shopping Cart for a future fiscal year. The prerequisite is that the budget is available.

Note: The "FM Posting Date" should only be changed when ordering for a future fiscal year!!!

Click the **Procurement/Contracts** tab:



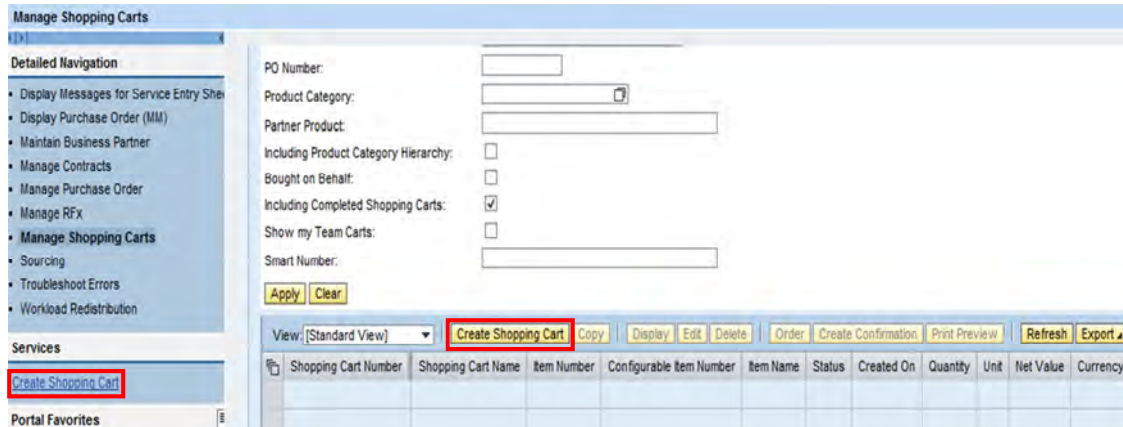
1. Click the **Process Transaction** sub-tab:



2. Click the **Manage Shopping Cart** link:

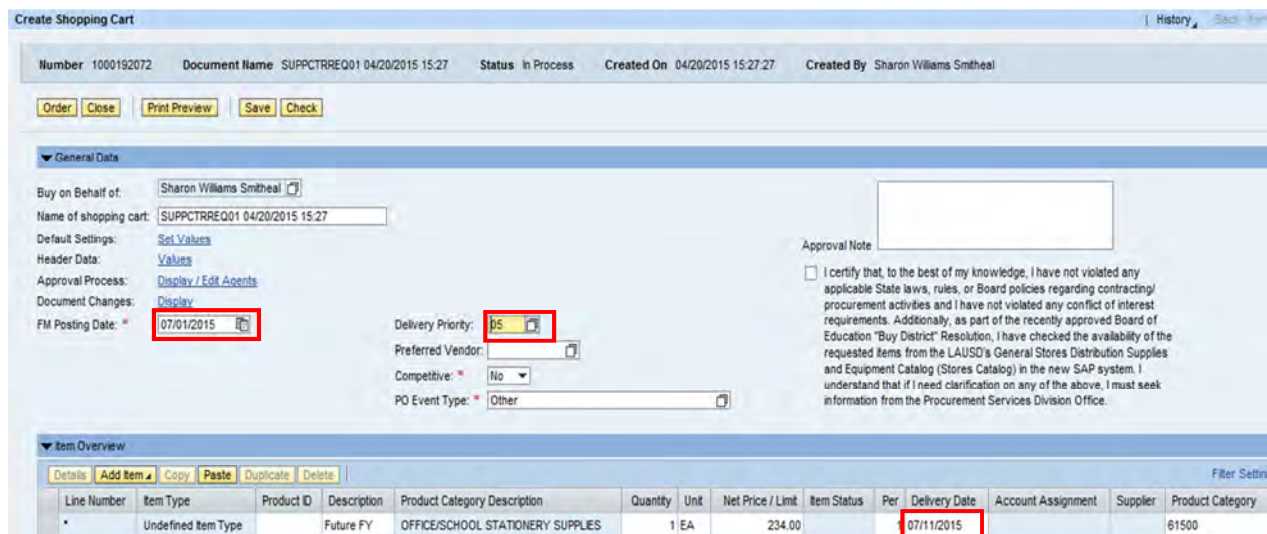


- Click on “Create Shopping Cart” to begin your transaction.



- Once on the create Shopping Cart, change the FM Posting Date to **July 1, XXXX (July 1st is the start of the new fiscal year)** to post the encumbrance to the Future Fiscal Year. Also, change the **delivery date** to a date that is later than the “FM Posting Date”.

If the order is for **General Stores Distribution Center**; change the “**Delivery Priority**” to “**05: Future Dated**”.



Line Number	Item Type	Product ID	Description	Product Category Description	Quantity	Unit	Net Price / Limit	Item Status	Per	Delivery Date	Account Assignment	Supplier	Product Category
*	Undefined Item Type		Future FY	OFFICE/SCHOOL STATIONERY SUPPLIES	1	EA	234.00			07/11/2015			61500

NOTE: If you change the posting date to a future posting date for a vendor **PO-related shopping cart**, the system will **not** let you enter the goods receipt until the posting date is the same as or older than the actual date.

Similarly with an **STO shopping cart (order from the Stores Distribution Center for supplies and equipment)**, the Distribution Center staff **will not** be able to process and ship your order until that posting date has been reached or passed by the actual date. Make sure that when changing the **FM Posting Date** it is for the purpose of receiving on a future date (and use **delivery priority 5** to choose the appropriate future delivery date if the shopping cart is for an STO). Otherwise, the system will provide the error below when trying to receive an order (or when Distribution Center staff is trying to process the outbound STO) that has a future FM Posting Date:

