

University of Kentucky Purchasing Division	<u>Document Number:</u> 09-20	<u>Title:</u> Deferred Budget Orders	Page 1 of 1
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As the end of the fiscal year approaches, departments may need to create orders within the current fiscal year for items that will be delivered in the new fiscal year and on which they want to pay using new fiscal year funds. Usually this is due to purchase items having a long lead time for manufacturer/delivery. "Deferred Budget Orders" are required for this and can only be executed within SAP. SRM Shoppers that need to create Deferred Budget Orders must submit a request to Enterprise Applications Group (EAG) for temporary access to the ME51N Create Requisition screen.

A customized guide is available for use with Deferred Budget Orders and reflects steps for creating the requisition. When approved, the Purchasing Buyer converts the requisition into a purchase order within SAP. The Purchase Order date must be manually set to July 1, 20XX on the purchase order for the new fiscal year.

The department cannot create the Goods Receipt for the Deferred Budget Order prior to July 1 of the new fiscal year.