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

Click the **Procurement/Contracts** tab:

![Procurement/Contracts tab](image)

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

![Process Transaction sub-tab](image)

2. Click the **Sourcing link**

![Sourcing link](image)
3. The select the future fiscal year shopping cart and select next.

4. Click on "Create Draft" drop down and select create draft PO.
5. Click on Edit Select Drafts to complete the purchase order.

6. The FM Posting Date from the shopping cart will transfer to the FM Posting Date on the Purchase Order. Click under the Header tab of the purchase order to check that the date transfer correctly.

   **Note:** If you are creating a standalone Purchase Order for a Future Fiscal Year, the **FM Posting Date** needs to be changed to **July 1, XXXX (July 1st is the start of the new fiscal year)** to post to the Future Fiscal Year.
Note: Shopping Carts from different fiscal years cannot be mixed on the purchase order. The system will give an error message and will require one or more shopping carts to be removed. Also, the FM Posting Date for future fiscal year applies on to the purchase order creation only. The change of FM Posting Date on the PO Change will not affect the FM Posting date.