Entering a Future Year Order – *BUDGET NOT* in place in Banner

1. Prepare your cart
2. Proceed to check out
3. Go to final review – address any needed required fields
4. In the Billing Section – Click EDIT button on Billing Options

5. Change the Accounting Date to 7/1/2015
6. Change the BudgetOverride* to YES by Clicking “Select from all values”, Choose YES

7. Changing the budget override to yes will bypass the budget check since the FY 15/16 budgets are currently not in place. This will route your order to the Budget Office for approval. You will need to email(use Outlook not comments in uShop) *Beth Roberts* in the budget office with the following information:
   
   - Requisition number
   - FOPA being used
   - Amount of override needed
   - Why override needed

* Once the budgets are in place for FY16 then changing the budget override flag will not be needed.*