FUTURE YEAR (FY22) REQUISITION INSTRUCTIONS

These instructions are for FY22 Fund 1 purchases only. Continue entering Fund 3 purchases as normal.

Statewide has loaded the temporary budgets for future year (FY22) Requisition entry. FY22 Requisitions can be entered for *unrestricted, recharge and auxiliary budgets only*. Do not use these procedures for grant funds. When the <u>actual</u> FY22 budgets are loaded the encumbrance will stay in the fund/org you designated on the Requisition. **Regular Requisition entry procedures resume July 1, 2021.** FY22 Requisitions are entered as usual except for the following *crucial* differences.

Complete these five steps for all FY22 Requisitions!!

Step 1 – Start Requisition:

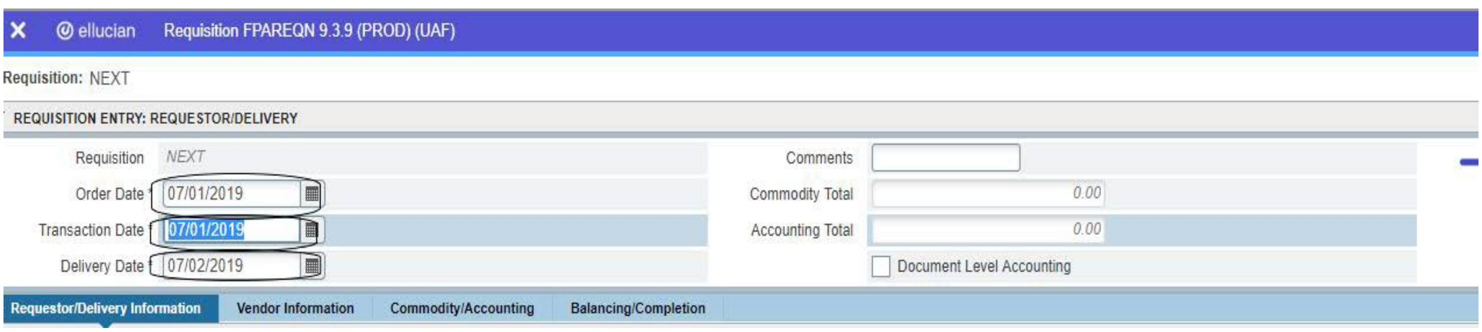
Type **NEXT** to get your Requisition number as usual.

Press **<Next Block>**. This will put you in the **Order Date** field. It will default to the current date. You must change it to **0701, 070121** or **01-Jul-2021**.

Press **<Next Field>**. This will put you in the **Transaction Date** field which will show the current date.

Press **<Clear Field>**. Type in **0701, 070121** or **01-Jul-2021**.

Press **<Next Field>**. Enter the **Delivery Date. NOTE:** This date *must be* later than July 1st.



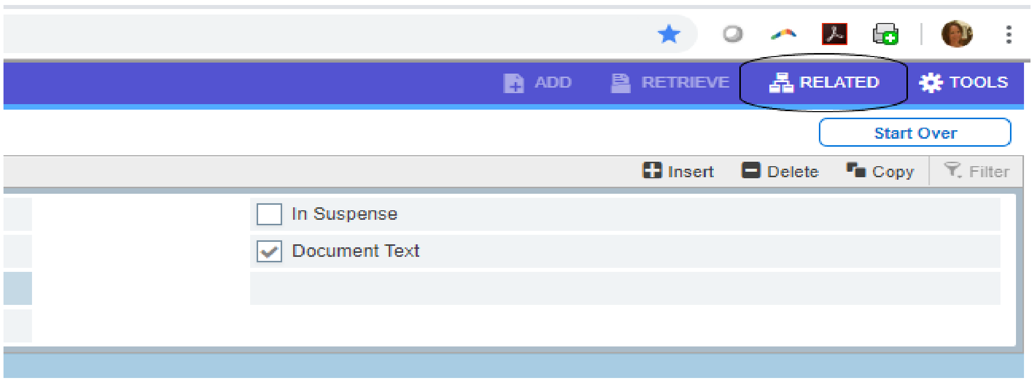
(Dates in example are FY20. Please ensure your dates are FY22.)

Complete the rest of this screen of the Requisition as usual.

WARNING!!! Failure to do this step correctly will cause the Requisition to be charged to your FY21 funds and could result in overspending.

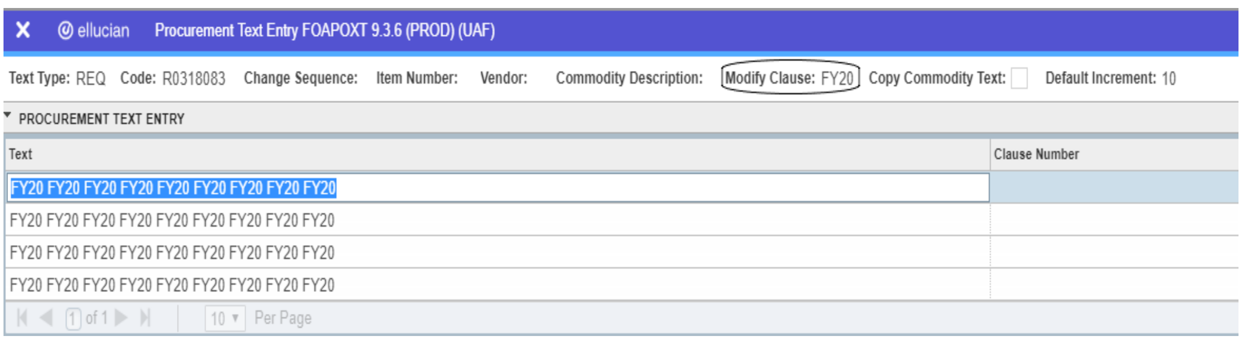
Step 2 – Document Text Page:

Select "Related" in the tool bar to access the Document Text page.



Type **FY22** in the **Modify Clause** field.

Press **<Insert Record (Alt PgDn)>**. This will drop in the following text as shown below. (Text shown is the FY20 clause.)



This text makes the FY22 Requisitions stand out when they are printed in Procurement & Contract Services.
NOTE: Without this text it is possible that a Purchase Order may accidentally be created and mailed prior to July 1, 2021, with FY21 funds.

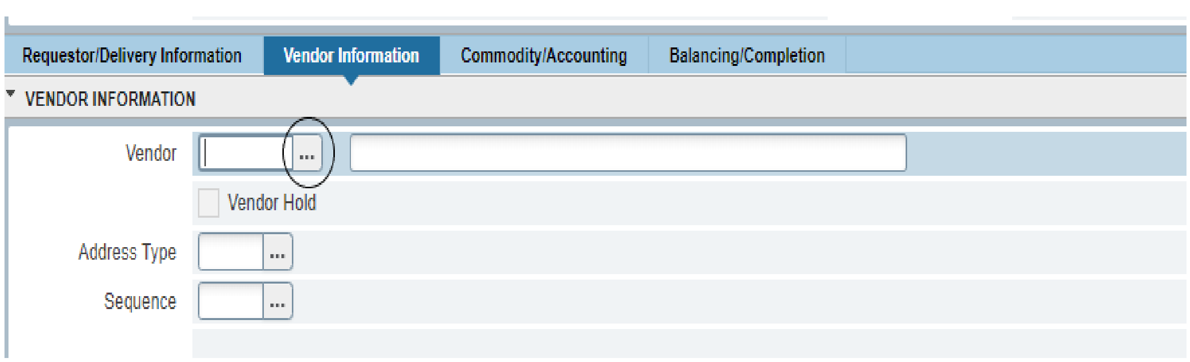
Add any other clauses that you need just like you normally would.

Press **<Exit>** to return to the Requisition.

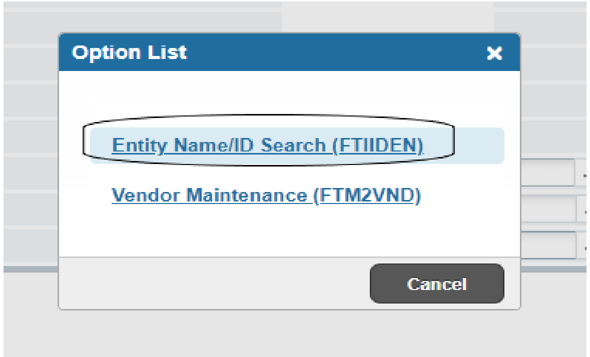
Step 3 – Vendor Information

Departments are responsible for getting the W-9 for new vendors The vendor ID field should **NEVER BE LEFT BLANK**.

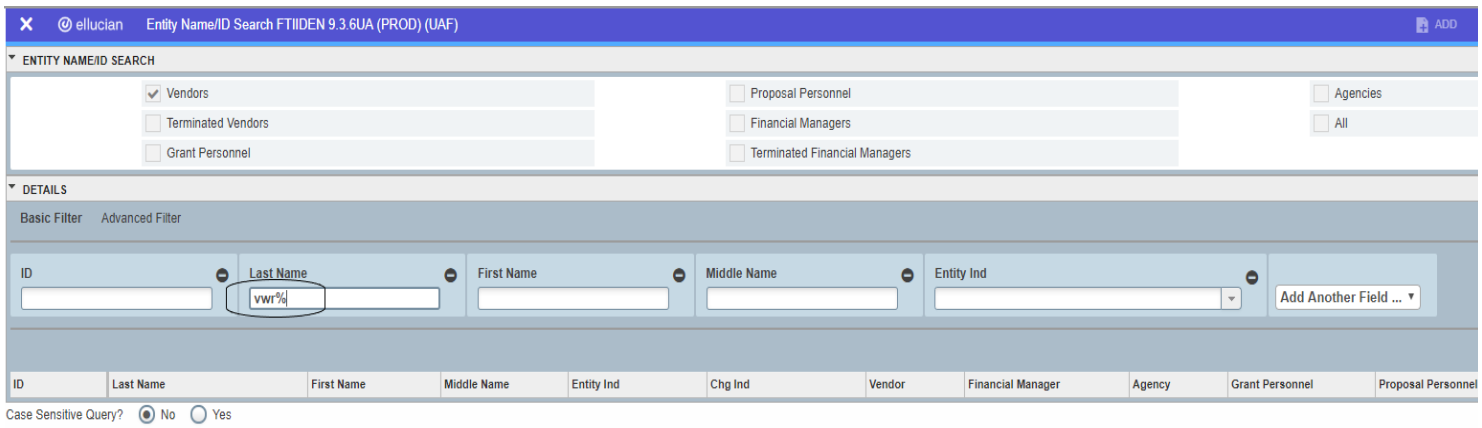
- A search must be done to see if the vendor is in the vendor database and assign the appropriate vendor to the requisition.
    1. Click on the search ellipses in the vendor field in the requisition create form.



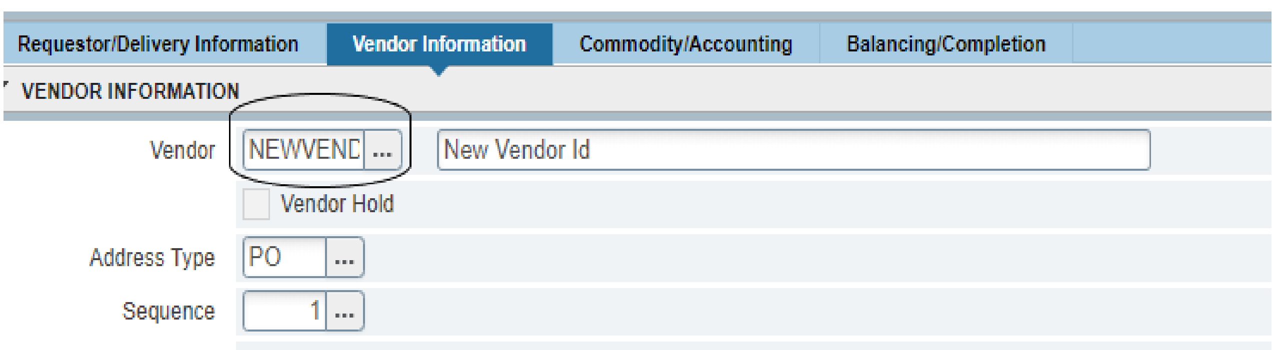
2. Choose the Entity Name/ID Search (FTIIDEN)



3. Enter the part of the vendor name to query on, as shown below. Double click on the ID to bring it back to the requisition and go to Step 5. **NOTE:** Vendors IDs should begin with 1 letter and numbers; @ and numbers; or a 30 million number. **DO NOT USE** multiple alpha numbers.



4. If the vendor is not in the database, exit this screen and enter "**NEWVEND**" as the vendor ID.

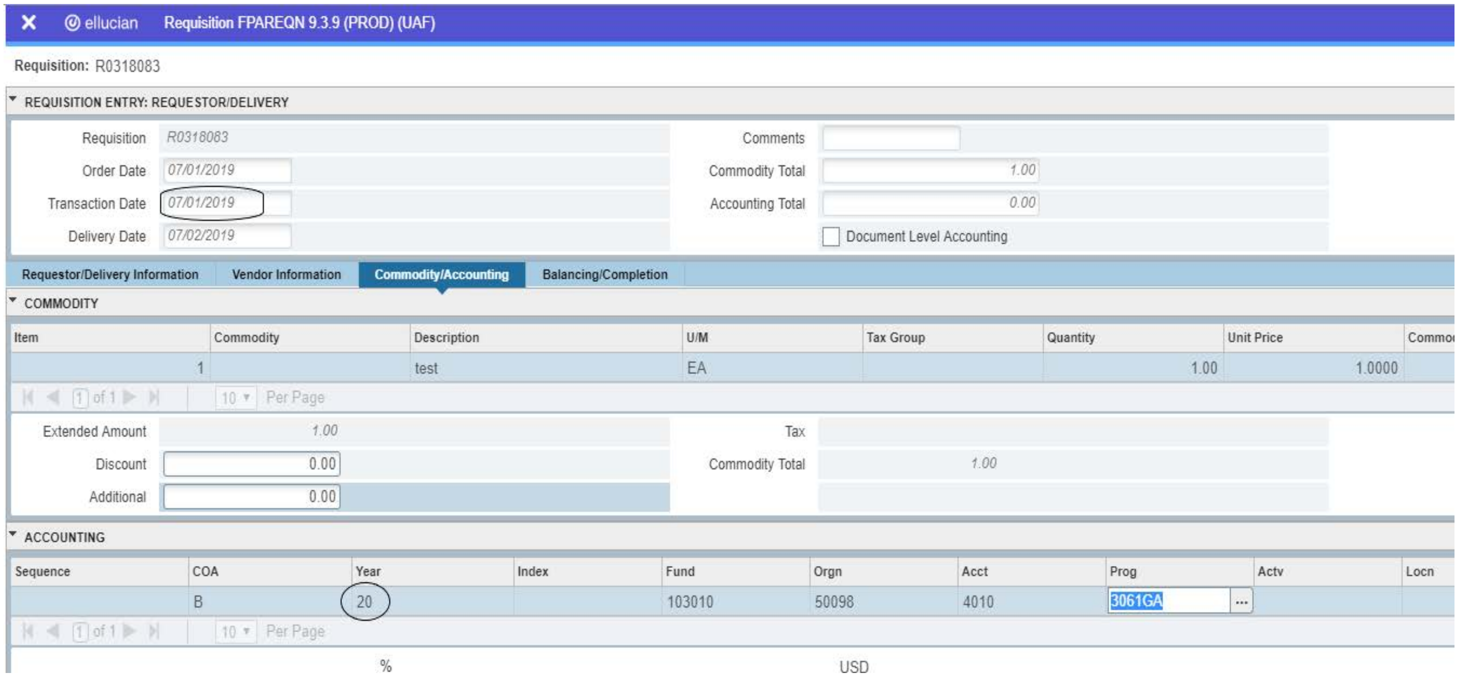


Continue entering the requisition as normal.

Step 4 – Commodity/Accounting Information:

Enter the commodity information as you normally would.

When entering the accounting data, be certain that "**22**" appears in the **YR** field. If you've entered **01-July-21** as the Transaction Date, "**22**" will be the default date. If "**21**" appears in this field, go back to the header block (page 1 of these instructions) and change the Transaction Date to **01-Jul-21** or later. (Dates in example are FY20, please ensure your dates are FY22.)



Step 5 – Submit Requisition Backup

All requisition backup must be sent to Procurement by email as per the following instructions. The requisition number must be noted on all pages. Note, there is a 25MB size limitation. Please contact us if there is any issue or you need assistance.

1. Address the email to [ua-pcs-backup@alaska.edu.](mailto:ua-pcs-backup@alaska.edu)
2. Subject should begin with the Requisition number (R and all 7 digits as assigned by Banner).
3. Attachments must be word docs, excel spreadsheets or PDF files
4. Attachments should be separated and named as follows:
   a. Quote or order form (ensure this includes the vendor's email)
   b. W-9
   c. Independent Contractor Status Determination Form (ICSDF/ICF)
   d. Sole source documentation if necessary
   e. Backup (any other documentation)
5. You do not need to type any message in the email.

REMINDER: Utilities are not entered on Requisitions. Most utilities should be paid on the ProCard. Those that cannot be paid on the ProCard should be entered as a Manual Encumbrance. For utility ProCard questions, contact Denise Caissie at 474-7374.