

# 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 actual 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.

The screenshot shows a web browser window with the URL 'elucian Requisition FPAREQN 9.3.9 (PROD) (UAF)'. The page title is 'Requisition: NEXT'. The main content area is titled 'REQUISITION ENTRY: REQUESTOR/DELIVERY'. It contains several input fields: 'Requisition' with the value 'NEXT', 'Order Date' with '07/01/2019', 'Transaction Date' with '07/01/2019', and 'Delivery Date' with '07/02/2019'. To the right, there are fields for 'Comments', 'Commodity Total' (0.00), and 'Accounting Total' (0.00). A checkbox for 'Document Level Accounting' is also present. At the bottom, there is a navigation bar with tabs for 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'.

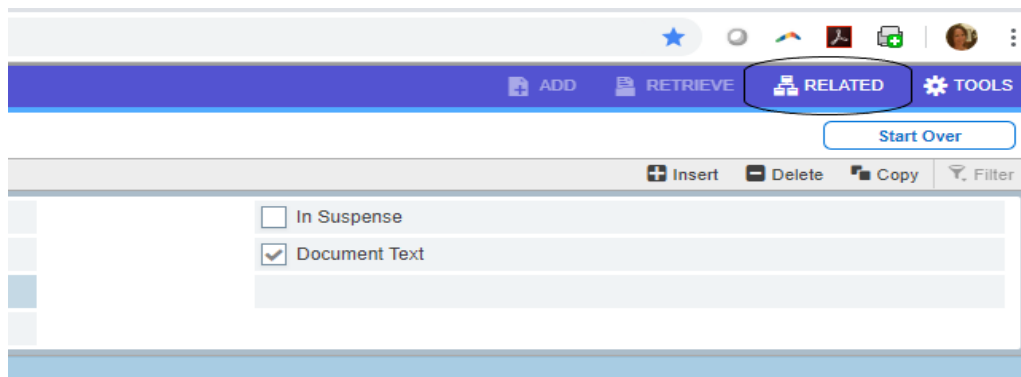
(Dates in example are FY20. Please ensure your dates are FY22.)

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.**

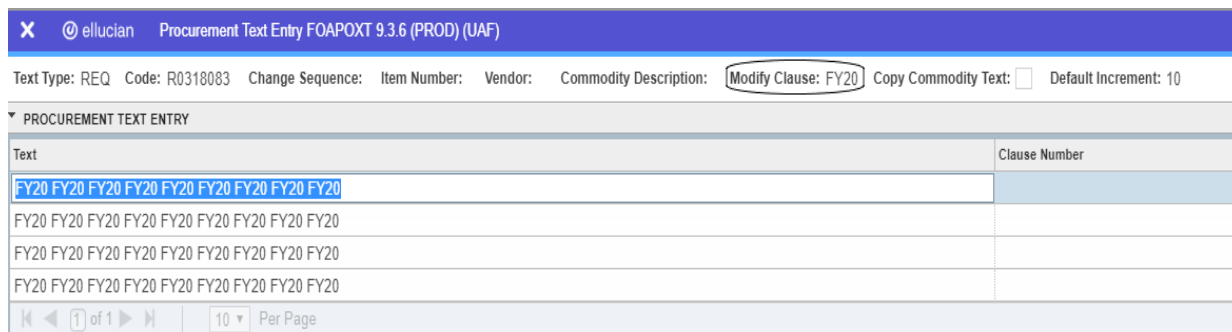
## Step 2 – Document Text Page:

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.**

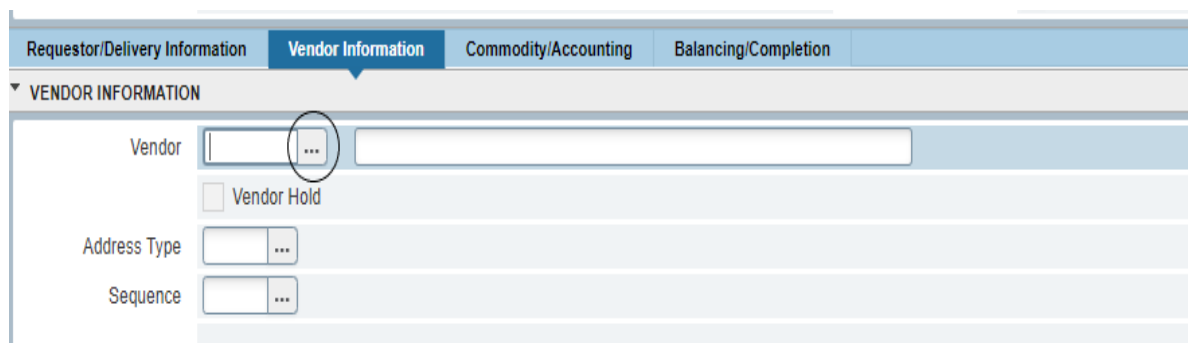
Add any other clauses that you need just like you normally would.

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

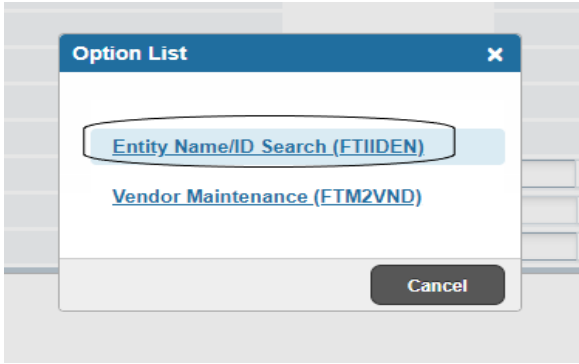
## Step 3 – Vendor Information

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.

A screenshot of the "Entity Name/ID Search" screen. The top bar shows the user "ellucian" and the application "Entity Name/ID Search FTIIDEN 9.3.6UA (PROD) (UAF)". Below the header, there are several filter sections. The "ENTITY NAME/ID SEARCH" section has checkboxes for "Vendors" (checked), "Terminated Vendors", "Grant Personnel", "Proposal Personnel", "Financial Managers", "Terminated Financial Managers", "Agencies", and "All". The "DETAILS" section has tabs for "Basic Filter" and "Advanced Filter". Below these are input fields for "ID", "Last Name" (containing "vwr%"), "First Name", "Middle Name", and "Entity Ind". A table below shows columns for "ID", "Last Name", "First Name", "Middle Name", "Entity Ind", "Chg Ind", "Vendor", "Financial Manager", "Agency", "Grant Personnel", and "Proposal Personnel". At the bottom, there are radio buttons for "Case Sensitive Query?" with "No" selected.

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

A screenshot of the "Vendor Information" tab in a software application. The tab is highlighted in blue. Below the tab, there are several fields: "Vendor" with the value "NEWVEND" and a dropdown arrow, "New Vendor Id" (empty), "Vendor Hold" (checkbox), "Address Type" with the value "PO" and a dropdown arrow, and "Sequence" with the value "1" and a dropdown arrow.

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.)

The screenshot shows the 'Requisition FPAREQN 9.3.9 (PROD) (UAF)' interface. The 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section includes fields for Requisition (R0318083), Order Date (07/01/2019), Transaction Date (07/01/2019), and Delivery Date (07/02/2019). It also shows 'Commodity Total' (1.00) and 'Accounting Total' (0.00). The 'COMMODITY' table has one item with a quantity of 1.00 and a unit price of 1.0000. The 'ACCOUNTING' table shows a sequence of B, COA of B, Year of 20, Fund of 103010, Orgn of 50098, Acct of 4010, and Prog of 3061GA. The currency is USD.

## 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 (ICSD/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.**