

FUTURE YEAR (FY25) REQUISITION INSTRUCTIONS

These instructions are for all FY25 purchases.

Statewide has loaded the temporary budgets for future year (FY25) Requisition entry. FY25 Requisitions can be entered for *all unrestricted, recharge, and auxiliary funds*. You can also use this process for *grant funds that do not expire in FY24 and have available budget*. When the actual FY25 budgets are loaded the encumbrance will stay in the fund/org you designated on the Requisition. **Regular Requisition entry procedures resume July 1, 2024.** FY25 Requisitions are entered as usual except for the following *critical* differences.

Complete these five steps for all FY25 Requisitions!!

Step 1 – Start Requisition in FPAREQN:

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

Press **<alt+pg dn or Go>**. This will put you in the **Order Date** field. It will default to the current date. You must change it to **0701, 070124** or **01-Jul-2024**.

Press **< alt+pg dn >**. This will put you in the **Transaction Date** field which will show the current date.

Press **Tab**. Type in **0701, 070124** or **01-Jul-2024**.

Press **Tab**. Enter the **Delivery Date**. **NOTE:** This date *must be* later than July 1st.

The screenshot shows the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' screen. The 'Requisition' field contains 'NEXT'. The 'Order Date' field is set to '07/01/2019'. The 'Transaction Date' field is set to '07/01/2019'. The 'Delivery Date' field is set to '07/02/2019'. The 'Comments' field is empty. The 'Commodity Total' and 'Accounting Total' fields both show '0.00'. There is a checkbox for 'Document Level Accounting' which is unchecked. The bottom navigation bar includes 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'.

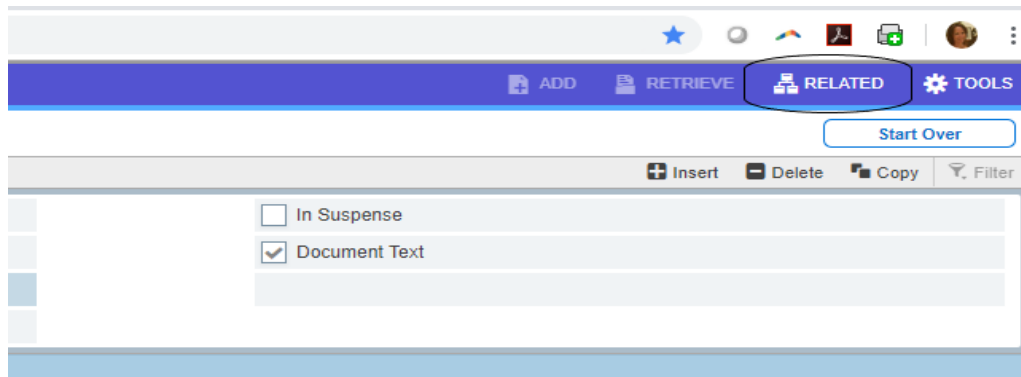
(Dates in example are FY20. Please ensure your dates are FY25.)

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 FY24 funds and could result in overspending.

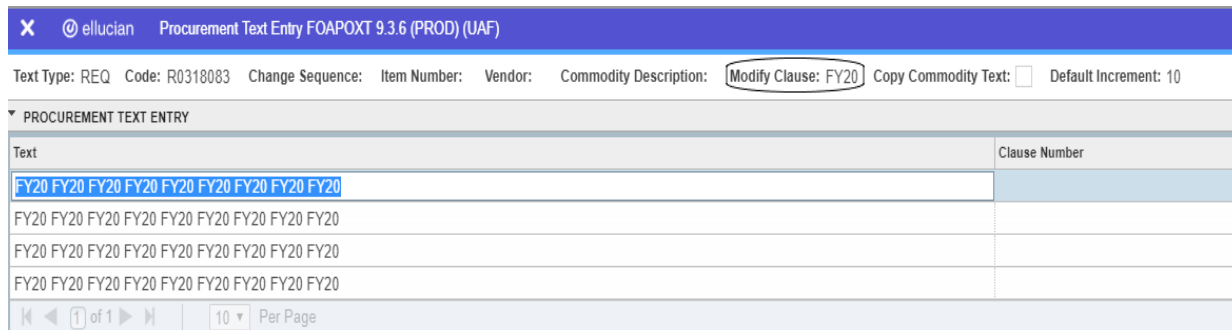
Step 2 – Document Text Page:

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



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

Press < **Alt + Pg Dn** >. This will drop in the following text as shown below. (Text shown is the FY20 clause.)



This text makes the FY25 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 sent prior to July 1, 2024, with FY24 funds.

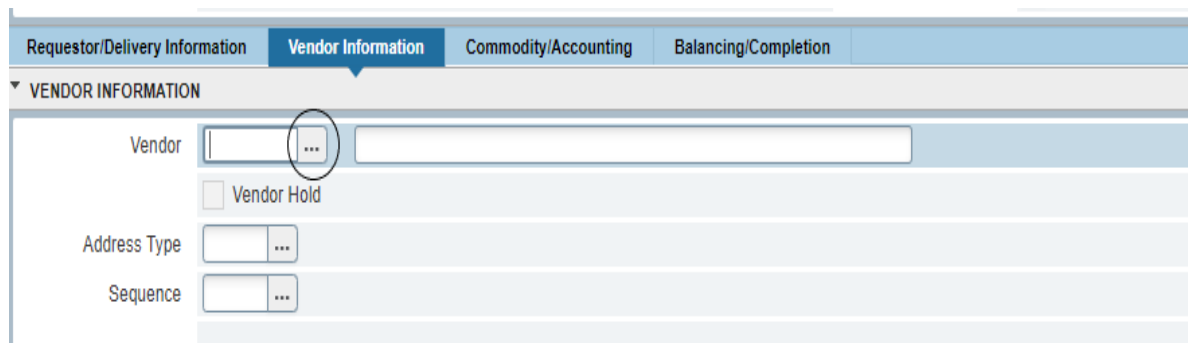
Add any other clauses that you need just like you normally would.

Press <**Exit (X)**> to return to the Requisition.

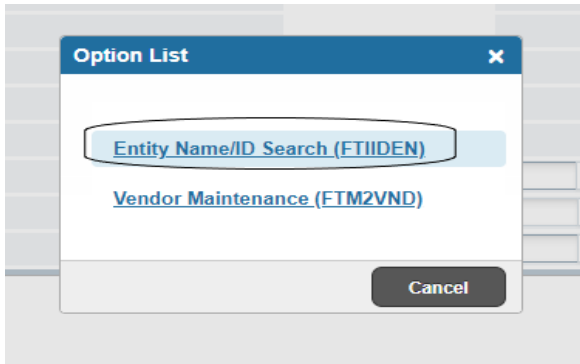
Step 3 – Vendor Information

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 a web application window titled 'Entity Name/ID Search FTIIDEN 9.3.6UA (PROD) (UAF)'. The window has a blue header with a user profile icon and the text 'ellucian'. Below the header, there are several sections: 'ENTITY NAME/ID SEARCH' with checkboxes for 'Vendors', 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', 'Terminated Financial Managers', 'Agencies', and 'All'. Below that is a 'DETAILS' section with 'Basic Filter' and 'Advanced Filter' tabs. The 'Basic Filter' section contains input fields for 'ID', 'Last Name' (with 'vwr%' entered), 'First Name', 'Middle Name', and 'Entity Ind'. At the bottom, there is a table with columns: ID, Last Name, First Name, Middle Name, Entity Ind, Chg Ind, Vendor, Financial Manager, Agency, Grant Personnel, and Proposal Personnel. A 'Case Sensitive Query?' section at the very bottom has radio buttons for 'No' (selected) and 'Yes'.

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 the application. The tab is highlighted in blue. Below the tab, there is a 'VENDOR INFORMATION' section. The 'Vendor' field contains 'NEWVEND ...' and is circled with a blue oval. To its right is a 'New Vendor Id' input field. Below the 'Vendor' field is a 'Vendor Hold' checkbox. The 'Address Type' field contains 'PO ...' and the 'Sequence' field contains '1 ...'.

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 “**25**” appears in the **YR** field. If you’ve entered **01-July-24** as the Transaction Date, “**25**” will be the default date. If “**24**” appears in this field, go back to the header block (page 1 of these instructions) and change the Transaction Date to **01-Jul-24** or later. (Dates in example are FY20, please ensure your dates are FY25.)

Requisition: R0318083

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0318083	Comments	
Order Date	07/01/2019	Commodity Total	1.00
Transaction Date	07/01/2019	Accounting Total	0.00
Delivery Date	07/02/2019	<input type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commo
1		test	EA			1.00	1.0000

Extended Amount: 1.00 Tax: Commodity Total: 1.00

Discount: 0.00 Additional: 0.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
	B	20		103010	50098	4010	3061GA	...	

% USD

Step 5 – Submit Requisition Backup

All requisition backup must be sent to Procurement by email as per the following instructions. The requisition number should 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.
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.