FUTURE YEAR (FY16) REQUISITION INSTRUCTIONS

These instructions are for FY16 Fund 1 purchases only. Continue entering Fund 3 purchases as normal.

Statewide has loaded the temporary budgets for future year (FY16) Requisition entry. FY16 Requisitions can be entered for unrestricted, recharge and auxiliary budgets only. Do not use these procedures for grant funds. When the actual FY16 budgets are loaded the encumbrance will stay in the fund/org you designated on the Requisition. On June 30, 2015, all completed Purchase Orders will be mailed. Regular Requisition entry procedures resume July 1, 2015. FY16 Requisitions are entered as usual except for the following crucial differences.

Complete these five steps for all FY16 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, 070115 or 01-Jul-2015.

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

Press <Clear Field>. Type in 0701, 070115 or 01-Jul-2015.

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

**Please note date fields in the screen shot reflect FY15 dates – you MUST change these to FY16 dates**

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 FY15 funds and could result in overspending.
Step 2 – Document Text Page:

Right mouse click on Document Text to access the Document Text page.

Type **FY16** in the **Modify Clause** field.

Press **Insert Record (F6)**. This will drop in the following text as shown below.

```
This text makes the FY16 Requisitions stand out when they are printed in Procurement & Business Services.

**Please note that the screen shot is for FY15 – you MUST use the FY16 Modifier Clause.**

NOTE: Without this text it is possible that a Purchase Order may accidentally be created and mailed prior to July 1, 2015, with FY15 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 arrow for vendor inside 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 3 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. This process solves a huge Banner “bug”.

5. 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 “16” appears in the YR field. If you’ve entered 01-July-15 as the Transaction Date, “16” will be the default date. If “15” appears in this field, go back to the header block (page 1 of these instructions) and change the Transaction Date to 01-Jul-15 or later.

**Please note that the screen shots are for FY15 – you MUST have FY16 dates on your requisition**

**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 uaf-pcs-backup@uaf.edu.
2. Subject is the Requisition number (R and all 7 digits as assigned by Banner). **DO NOT** type anything else on this line.
3. Attachments need to be PDF files
4. Attachments should be separated and named as follows:
   a. Backup
   b. W-9
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 Helen Connor at 474-6465.