

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.

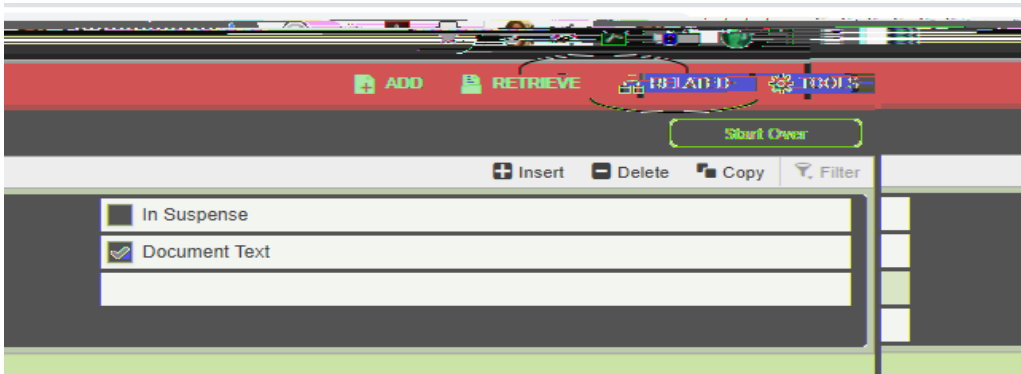
Press **Tab**. Type in **0701, 070124 or 01-Jul-2024**.

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

(Dates in example [])-3(W*nB. 1 391 0 0 1 257.5 38.15 Tm0 1938r0 0 1 257.5 38.1EMC.[Date)(s)hf1 0 0 1 39.3020)-0-5(de)(4)(s)-5

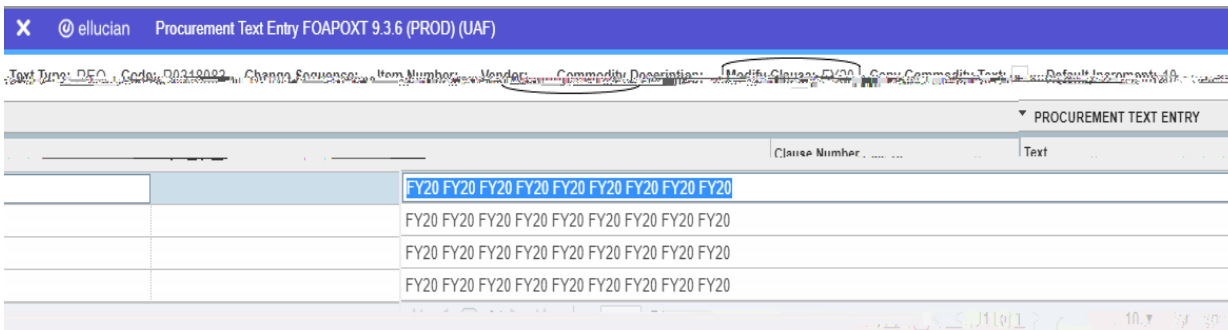
Step 2 – Document Text Page:

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

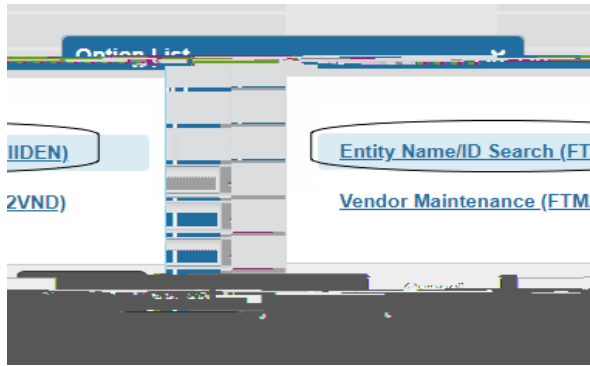
Departments are responsible for getting the W-9 for new vendors. The vendor ID field should **NEVER BE LEFT BLANK**.

A search must be done to see if the vendor is in the vendor database and assign the appropriate vendor to the requisition.

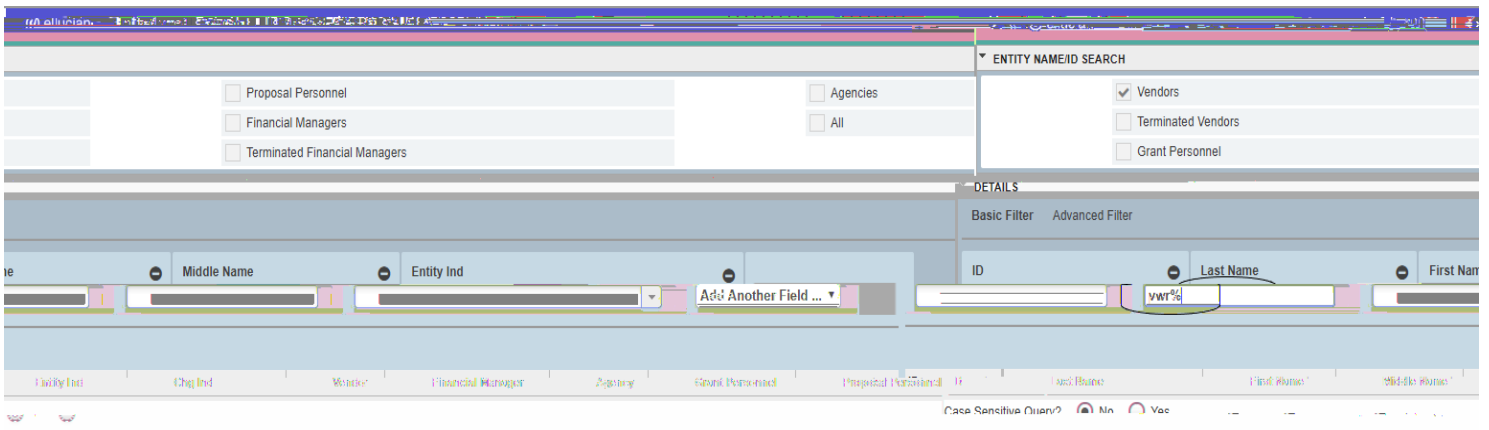
Click on the search ellipses in the vendor field in the requisition create form.



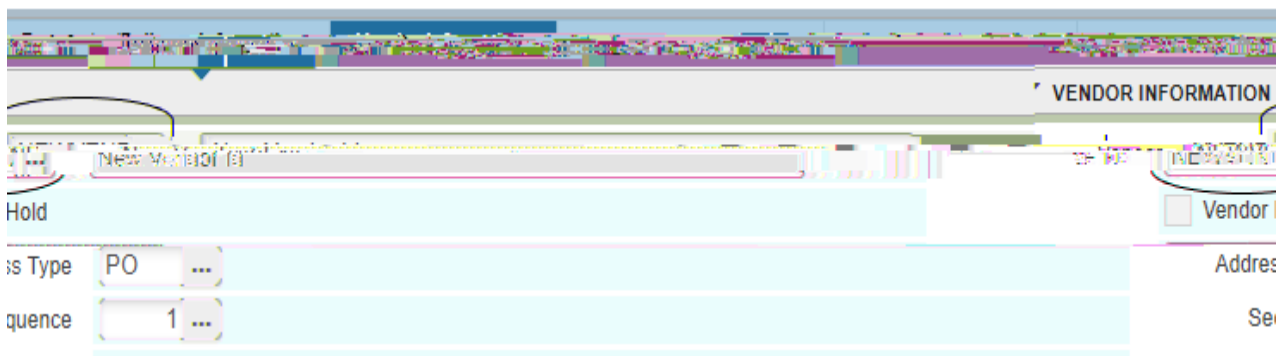
Choose the Entity Name/ID Search (FTIIDEN)



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.



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 –