Fiscal 2017 New Year Information & Requisitions Tips

➢ Requisitions for fiscal year 2017 will first be able to be entered into the system at 7:00 a.m. on July 5, 2016.

➢ Additional information is available for requesters and approvers in the **New Requisition Tips for 2017** and Requesters **Best Practices** sections below.

What is changing for fiscal year 2017?

Budget Tolerance for Projects

Effective July 5, 2016, the budget tolerance for projects will be reduced to 0%. A requisition will get a budget exceeds tolerance error if any amount above the available budget is requested.

Minimum Amount Changes for Purchase Requisitions

Effective July 1, 2016, the minimum dollar amount for non-travel purchase requisitions will be raised from $250 to $500. With few exceptions, the UCF PCard should be used for all non-travel purchases less than $500. For more information, please see **New Requisition Tips for 2017** below.

Account Code Changes

Effective July 1, 2016, there are a number of account code and departmental changes. In particular, please note that a new account number (711198) has been created for posting reimbursements related to compensation and benefits from the UCF Foundation. Beginning with fiscal year 2017, please use account (711198) when completing any request for compensation and benefit related reimbursement from the Foundation.

Business Process for Travel POs

The business process for Travel PO rollovers permits a single PO to be created in the current fiscal year to cover expenses that will be incurred in the next fiscal year as long as there are prepayments made against the PO in the current fiscal year. The PO will be rolled (not closed) after the prepayments are processed and paid, and budget (if available), will be added to the new fiscal year to cover the out-standing encumbrances for those rolled POs, as long as they meet the required criteria.

Special Instructions for Requesters and Receivers

When you receive the last amount on a purchase order (PO) that has been rolled into fiscal year 2017 from a prior fiscal year, please make it a practice to notify your Vendors Payable processor at Finance and Accounting (F&A) to close that PO (or PO line) as soon as possible. There are few legitimate business scenarios in which a PO is required to roll more than one fiscal year, and notifying Vendors Payable to close them is a best practice intended to reduce and eventually eliminate that situation.

➢ **Reminder:** Electronic signatures are allowed for the Voucher for Reimbursement of Traveling Expenses forms. Instructions on setting up an electronic signature in Adobe Acrobat are available on the Forms page on the F&A website.

- o Refer to the Addy Note, Completing Travel Reimbursement Forms Using Electronic Signatures, for details on how to create and submit the form electronically.

- o An electronic signature will automatically have a date and time accompanying it.

- o Travel reimbursement vouchers for travel funded by state contracts, designated by Fund Code 21029 (State Contracts and Grants), must be physically signed. This is required by the state of Florida.

- o A department number associated with a traveler claiming reimbursement should be **added to the subject line of the email to facilitate the reimbursement processing**.

Updated Property & Inventory Control Forms

All Property forms have been updated to accept electronic signatures and must be submitted via email. Once the form has been completed and all appropriate signatures have been added, **clicking "Submit"** will automatically generate an email to send the forms to the **Property and Inventory Control Department.**

New Requisition Tips for 2017

- To improve cost effectiveness and enhance procurement efficiencies the minimum dollar amount for a PO for non-travel purchases will be changing from $250 to $500. The UCF PCard should be whenever possible; however, certain exceptions require the creation of a requisition for purchases of $500. For more information, please see Addy Tip: Creating an ePro Requisition for $500 or Less.

- **Tip:** Please do **not** copy requisitions from past fiscal years. Instead, please start a new requisition. New requisitions created in UCF Financials will default to an Amount Only status. For more information, please see the Addy Note: Creating a Requisition.

- Environmental Health and Services (EH&S) has created a new requisition category for Lasers, 41115307, which will route the requisition to EH&S for approval. The existing Generator category, 26100000 will also be routed to EH&S, since there is mandatory documentation required for certain generator sizes. If any equipment is requested that generates X-Rays, use the category 42201800 (Med Diagnostic X-Ray Produced). All X-Ray equipment, whether

research or diagnostic, needs to be approved by EH&S. The Addy Tip: Creating a Requisition to Purchase Hazardous Materials, will be updated as soon as possible.

- **Reminder:** If creating a requisition for a blanket PO for $10,000 or greater, follow the Purchasing department guidelines and obtain competitive quotes. Generally, the guidelines specify the following competitive quoting requirements:

  - For expenditures from $10,000 to $35,000 obtain at least two informal quotations.

  - For expenditures between $35,000 and $75,000 obtain at least three formal quotations.

  - For expenditures greater than **$75,000** complete either the Invitation to Negotiate (ITN) or Invitation to Bid (ITB) process.

- **Reminder:** When creating a zero-dollar PO,

  - You must **deselect** the **Amount Only** check box for each zero-dollar requisition line.

  - Remember you cannot enter a department number on the PO line and then request that that same line be charged to a project number when the voucher is created. Instead, enter a two-line requisition, with the department on one line and the project on the other so that Accounts Payable can pay from either line as appropriate.

Requisition Best Practices

- For detailed instructions on adding comments and attachments, please refer to the Addy Note: Adding Comments and Attachments to an ePro Requisition. Use the appropriate header comment when creating a requisition for a change order; use Comment ID DEP004 in place of DEP001 in this instance. To ensure the approver can view the attachment, requester must attach the item at the Line Comment level, not the Header Comment level.

- View all available expense account codes and their descriptions on the List of Accounts. Do not put sensitive data, such as FedEx or other account numbers, into requisition descriptions. Discounts should be applied to requisition line totals, not entered as a separate, negative line amount. Refer to the current List of Categories for Requisitions and Purchase Orders when deciding how to categorize a purchase.

- Departments often inquire about the status of their freight lines on a Purchase Order for which the merchandise has already been paid. For detailed instructions, see the Addy Tip: Application of Freight Charges.

- Regarding **prepaid assets**, if your asset purchase requires a prepayment (deposit), you should make that deposit amount a separate line on the requisition so that Accounts Payable can pay that line on its own. Requisitions created to purchase assets must be set up as quantity (not amount), to facilitate receiving.

Fiscal 2017 New Year Requisition Tips
Last Updated 06/28/2016