

## INSTRUCTIONS FOR PROCESSING FY19 REQUISITIONS

The HuskyBuy Evolution project will add new functionality to the purchasing and payment process and is expected to go-live on **July 2, 2018**. As a result, the HuskyBuy Support Team will convert all open KFS PO's. It is important to note, as with any conversion, purchase orders may come over with limited data. Now would be a great time to close any of your open PO's in KFS.

It would be preferable to hold your FY19 purchase requisition entry until July 2<sup>nd</sup> when our improved HuskyBuy site goes live.

If you determine it is critical for your business needs to create FY19 Purchase requisitions in KFS, please follow instructions below.

**To create a new requisition for FY19, skip to number 4 below.**

**To renew current FY18 purchase order for FY19, please do the following:**

1. Search for current FY18 purchase order you would like to renew.
2. "VIEW RELATED DOCUMENTS" tab, click SHOW, click on REQUISITION #####.
3. Scroll to the bottom of the requisition document, click "COPY", this will create a new requisition.

\*If ACCOUNT DISTRIBUTION is "SEQUENTIAL" DO NOT copy, skip to number 1 below to create a new requisition.

**When copying prior year requisitions pay special attention to the following tabs:**

- **Delivery Tab:** Update contact person name, phone, email.
- **Vendor Tab:** Scroll to "Vendor Info". Confirm/update fax number.
  - IMPORTANT NOTE: PO's with old, invalid fax numbers will FAIL and will not go out to the vendor.
  - 860-486-5051 is NOT a valid vendor fax number.
- **Items Tab:** Update *item descriptions and dates* as necessary.
- **Payment Info Tab:** Update *beginning and ending dates*.
- **Additional Institutional Info Tab:** Update *requestor name, phone and email*.

**Complete the remainder of the requisition as usual with the following differences:**

#### **4. Doc overview tab -**

- Description: Type "FY19" – only if you are entering an order for FY19
- Org Doc number: Enter previous PO# - this would be for reoccurring PO's only

#### **Financial Document Detail:**

- Select the appropriate Fiscal Year from the drop down box

Document Overview		Financial Document Detail	
* Description:	FY19	* Year:	2018
Organization Document Number:			
		* Chart/Org:	UC / 2019
		* Funding Source:	Institution Account

5. Continue to complete your requisition as you normally would.

## **ADDITIONAL REMINDERS**

1. Please provide complete descriptions for line items including the words Blanket Order, Service Maintenance, term of the PO etc.
2. As always, all pertinent information MUST be attached to your requisitions including any agreements, sole source justifications forms, quotes etc.
3. Payment Info tab must be completed for all recurring PO's with the start and end date.
4. A FY19 requisition involving an agreement or license will be subject to review by the Attorney General's Office and may require additional processing time.

## **How to get a report that lists all current year renewable orders that may require a new FY19 order**

In the Kuali Financial Data Mart under KFDM → *Standard Financial Reports* → *Standard Reports* → *Purchasing*

There is a report called Recurring Purchase Orders. This report can be run by using a variety of criteria and will provide a list of current year renewable purchase orders.

For general instructions on how to process requisitions in KFS, please see the Purchasing procedural guide at:

[KFS Purchasing Procedural Guide](#)

Please Call the HuskyBuy Help Line with any questions 860-486-2BUY (2289)