

# Learn



## Job Aid – STAARS Purchasing *Pre-Process Requisitions for the Next Fiscal Year*

### Background

Requisitions record a program’s need for goods and services for agency approval and fulfillment by Purchasing. Requisitions for one-time purchase must include funding that passes to the PO. Requisitions for Master Agreements (MA) do not require funding, as funding is provided by their Delivery Orders.

Use the Standard Requisition (RQS) for a one-time purchase that encumbers funds; it requires chart of accounts codes to be validated and checks for available budget. The RQS pre-encumbers so that funds are guaranteed when Purchasing has completed its sourcing steps to award a vendor.

Use the Master Agreement Requisition (RQM) to prepare an MA without an accounting line. Funding goes on the Delivery Order created from the MA. The RQM, therefore, does not pre-encumber; agencies do not need to tie up funds to create a Master Agreement.

Pre-processing for the new fiscal year presents a special situation where a one-time purchase may need to be awarded at the start of the new fiscal year in October, but the budget cannot be pre-encumbered before the fiscal year. The New Year Requisition (RQN) is designed to require chart of accounts elements that must be passed to the awarded PO, but the RQN does not validate budget or pre-encumber funds.

This job aid shows how to use the RQN and RQM requisitions to prepare for purchases that must be awarded using funding from the next fiscal year.

### Timeline

#### Normal Year Processing

During normal year processing, you can use the RQS/RQS3/RQS0, RQSSM1, and RQM requisitions.

Doc Code	Purpose	Accounting	Budget
<b>RQSSM1</b>	One-time purchase <\$1,000	Required	Pre-encumbers
<b>RQS, RQS0, RQS3</b>	One-time purchase \$1,000+	Required	Pre-encumbers
<b>RQM</b>	Prepare for MA or MAOP1 (“open-ended”)	None	None

## Use RQN or RQM to Pre-Process Requests for the New Fiscal Year

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A few months before the new fiscal year, agencies can use the New Year Requisition (RQN) to prepare requests for one-time purchases even though there is no budget available to create a pre-encumbrance. The RQN allows Buyers time to fulfill the request through solicitation and evaluation—preparing an order that will be ready in time for the new fiscal year in October.

Agencies can also use the RQM document for the upcoming fiscal year when the intended purchase will be for an MA or MAOP1.

### *Use RQM for Urgent Awards Required before October 6*

Awards from formal bids require a 5-day Notice of Intent to Award period that cannot start until the budget has been validated; a new year PO cannot clear this notice period before October 6.

If you need an award in place before October 6, you can use an RQM to solicit for an MA or MAOP1; it can be publicized without the need for encumbrance, and it can be in place by October 1. The agency can then issue a DO against the MA or MAOP1 for immediate encumbrance and issuance of the DO.

## Discard Incomplete RQNs after October 1

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RQNs will no longer process once the new fiscal year begins normal processing. Any RQNs that were initiated but not completed before October 1 will need to be discarded. Agencies can return to the RQS for new fiscal year processing.

Agencies can draft an RQS prior to the new fiscal year but will not be able to submit them until normal processing resumes in the new year.

## Resume Normal RQS Processing for Approval After October 1

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You can begin draft RQS documents for the new year at any time, but they will not validate successfully against next years BFY until after the Budget Fiscal Year changes on October 1.

## Summary Timetable

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The table below shows which documents allow current or future BFY processing.

Code	Purpose	FY/BFY	Accounting	Budget
<b>RQSSM1</b>	One-time purchase <\$1,000	Current only	Required	Pre-encumbers
<b>RQS, RQS0, RQS3</b>	One-time purchase \$1,000+	Current only	Required	Pre-encumbers
<b>RQN, RQN0, RQN3</b>		Future only	Required	None
<b>RQM</b>	Prepare for MA or MAOP1	Current or Future	None	None

## Steps for RQN

The steps for an RQN document are exactly the same as for an RQS, except that you must specify the **Budget FY** and **Fiscal Year** in the header.

1. From the Document Catalog, create an *RQN*, *RQN0*, or *RQN3*.
  - Enter your **Document Department**
  - Enter your **Unit**; use *0000* if you do not have one.
  - Select (check) the **Auto Numbering** check box.
  - Click **Create**.
2. At the Header component, enter the next Fiscal Year in the **Budget FY** and **Fiscal Year** fields.
  - Enter the **Record Date**.
  - Enter the upcoming **Budget FY**. (to pass budget staging edits for next years RQN)
  - Enter the upcoming **Fiscal Year**. (to validate COA against next years tables)
  - Enter **'1'** for the **Period**.

**Note:** Since this document is used for purchases in the upcoming budget year, it must be indicated on the header as shown below. (For example, BFY & FY 2019, Period 1.) Failure to include period 1 may result in the rejection of this RQN and require processing an RQS in the new fiscal year.
3. Complete the rest of the requisition as you would for an RQS.
  - The Vendor line is optional.
  - At least one Commodity line is required.
  - At least one Accounting line is required for each Commodity line.
4. Validate the RQN\* (*RQN*, *RQN0*, or *RQN3*).
  - STAARS will validate your chart of accounts against the new fiscal year tables.
  - STAARS will *not* edit against budget for the new FY, and it will *not* pre-encumber.
5. Submit the RQN\* (*RQN*, *RQN0*, or *RQN3*) to workflow.
  - The workflow will be the same as for an RQS/RQS3/RQS0.

## Steps for PO from RQN

Purchasing will prioritize RQN documents in time to prepare awards for use at the beginning of October.

6. From the approved RQN\*, Copy Forward to a PO document with a "N" prefix.
  - Select the PO, PO0, or PO3 target that corresponds to the RQN, RQN0, or RQN3.
  - Enter the **Prefix** for the next FY: **19N** for FY2019.
 

**Note:** The '19' indicates the upcoming FY that the document will be used in. This numbering style will be used by State Purchasing each upcoming FY (e.g., next year will use 20N).
  - Select (check) the **Auto Numbering** check box. The Document ID will number from *19N\*001*, etc.
7. Leave the Record Date, Fiscal Year, and Budget FY blank on the PO Header; they will infer after October 1 when the document is submitted.
  - If you Validate, you will see errors for Budget staging and Fiscal Year. These errors will go away when the document is validated and submitted in the next FY.
  - Check for other errors that are not related to chart of accounts or budget, such as required fields that have not been entered.