

FISCAL 2022 NEW YEAR INFORMATION



Requisitions for fiscal 2022 can be entered into UCF Financials beginning at 7 a.m. on **Tuesday, July 6.**

WHAT IS CHANGING FOR FISCAL 2022?



Financials DataMart Fiscal 2022 Option/Default

In the DataMart system, fiscal 2022 will be available as an option on July 1 and will be the default option after the hard close of fiscal 2021 in mid-July.

Salary Encumbrances

Salary encumbrances for fiscal 2021 were removed Tuesday, June 29, for all projects and departments. This is reflected in the Encumbrance quadrant (upper left) of DataMart as of June 30.

Salary encumbrances for fiscal 2022 and beyond (for applicable projects) will be reinstated and posted Tuesday, July 6. Between June 29 and July 6, UCF Financials and DataMart will not display these encumbrances.

REMINDERS – TIPS FOR 2022



- When receiving, the amount of the receipt should reflect the invoice amount only. If a credit memo is issued, a negative receipt can be created to match the credit memo. For more information about applying credits, review the Addy Tip [General Guidelines for Credit Memos and Receipts](#).
- When you receive the last amount on a purchase order (PO) line that has been rolled over into fiscal 2022, notify Vendors Payable to close that PO (or PO line) as soon as possible.
- Items should be received under the Business Unit in which they are purchased. Accordingly, items purchased under the Business Unit of UCF01 should be received using UCF01, and items purchased under the Business Unit of RFD01 should be received using RFD01.
- When running the first Budget Position Report at the beginning of the fiscal year, the layout field may require adjustments as outlined in step 6 of the Addy Note [Running a Budget Position Report](#).



- All travel POs will automatically be closed 60 days after the travel has concluded to ensure timely processing. Prior to the automatic close date, provide the Travel Payables department with the *Voucher for Reimbursement of Traveling Expenses* (form 41-901), available on the [Travel Payables Forms webpage](#), along with all receipts and other relevant information. Blanket travel POs will continue to be processed using normal procedures.
- The Addy Note [Creating a Travel Requisition](#) provides requesters with step-by-step best practices for creating a travel requisition.



- Update the Purchase Requisition Create (PRC) Details page on the departmental authorization list (DAL) whenever a requester leaves or transfers departments. For detailed instructions on the PRC Details page, see the Addy Note [Completing the PRC Details Tab](#).



- The Composite Fringe Benefit Rate has been updated for fiscal 2022. The specific rates for 2022 are available on the [UCF Composite Fringe Benefit Rates page](#) of the Financial Affairs website.

REQUISITION BEST PRACTICES



- Requisitions for blanket PO lines (and travel blanket PO lines) must have a **Due Date** of June 30, 2022. Regular travel requisitions will still use the trip end date in the **Due Date** field.
- To facilitate an unimpeded requisition process, ensure that all pertinent documents are attached to the requisition, such as approval emails, quotes, contracts, etc. For detailed instructions on adding comments and attachments, 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 when making a change order. To ensure the approver can view the attachment, the requester must attach the item at the Line Comment level, not the Header Comment level.
- It is **not** a recommended best practice to copy **prior year** requisitions. If you decide to copy a requisition, please be sure to check the following items:
 - The **Due Date** field will not default to the current date and will be copied to the value the field has on the original/source requisition. Update the **Due Date** field to a current, meaningful value to ensure the copy works properly.
 - Ensure the correct buyer is included on the requisition by referring to the current [List of Categories for Requisitions and Purchase Orders](#) spreadsheet and compare the buyer listed on the requisition to the one listed on the spreadsheet. If the buyer is not correct, update the new requisition with the correct buyer information.
- 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.
- For details and procedures regarding the procurement of hazardous materials or controlled substances, please refer to [UCF Environmental Health and Safety](#) and the Addy Tip [Creating a Requisition to Purchase Hazardous Materials](#).
- Departments often inquire about the status of their freight lines on a PO 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 General Accounting can pay that line on its own. Requisitions created to purchase assets must be set up as Quantity (not Amount) to facilitate asset processing.
- All prepayments must be approved by the Financial Affairs Assistant Vice President for Tax, Payables, and Procurement Joel Levenson before any PO is created or any payment sent. Items that must be reviewed include quotes, contracts, and deposits. Additional purchasing restrictions may be imposed as determined by university leadership.

Adaptive Planning and Standard Budget Ledger Reports



Standard Budget Ledger (SBL) reports will no longer be supported as of July 1, 2021, due to discontinuation of the SBL hierarchy in UCF Financials. Information formerly found in the SBL is now available in Workday Adaptive Planning. Visit the [Adaptive Planning Level and Account Hierarchies webpage](#) to learn more. Visit the Knight Vision website to learn more about [Adaptive Planning](#).