

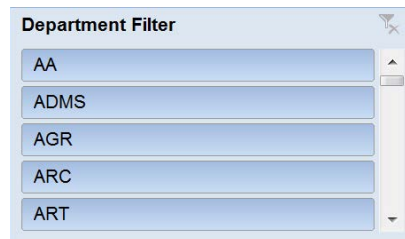
INSTRUCTIONS FOR 2019/20 CONTRACT AND SERVICE ORDER RENEWALS

Get your annual department contracts ready for the new fiscal year in three easy steps!

DO NOT ENTER A NEW YEAR REQ until the new year Accounting Period is opened May 3, 2019, 5:00PM.

Step 1: Find your department renewal contracts:

- Go to <https://www.csuchico.edu/fin/fiscal-schedule.shtml> and find the spreadsheet titled: "2019-20 Contract and Service Order Renewals".
- Locate your department on the spreadsheet by clicking on your department abbreviation on the "Department Filter" at the top.



Department Filter

- AA
- ADMS
- AGR
- ARC
- ART

- Review the listed current year agreements to determine if they need to be in place on July 1, 2019 and continue through the upcoming new fiscal year (2019/20).
- Determine if your agreement needs an ITPR by looking in the ITPR column. If "yes" submit an online ITPR ASAP. If "no" proceed with the requisition.

ITPR
Yes
No

➔ Step 2: Enter a *New Year* CFS Requisition (see page 2 for a quick guide):

Enter a Requisition for the identified New Year agreements per the CFS Requisition Entry guide (available at: <https://www.csuchico.edu/fin/resources/how.shtml>), but with the following differences:

- Important!
- A. "Requisition Date" AND "Accounting Date" MUST be entered as **07/01/2019**.
 - B. "Description" MUST start with "19/20FY", then provide a complete (5W's) description
 - C. "Due Date" enter as applicable (* see below).
 - D. Standard Comment: Type DPT, Comment ID SERV ("**SERVICE RENEWAL FOR 2019/20**")

* Note: The Due Date should be the date when the order is expected to be paid and closed.
Examples: Year-long blanket orders... Due Date = 6/30/20
Software orders required to be paid in advance... Due Date = 7/1/19

Step 3: Send your attachments to P&CS:

- Send order attachments (quote, proposals, forms, etc.) hardcopy, email, or attached to the requisition.
Remember if you attach a file electronically to the requisition note it on the req with the standard comment.

Questions?
Call us!

QUICK REFERENCE GUIDE NEW YEAR ORDERS

This Quick Guide is for entering New Year Requisitions ONLY
(Current year REQs follow standard procedures)

Requisition

Business Unit: CHICO Status: Approved ✖
 Requisition ID: 0000034005 Budget Status: Not Chk'd
 Requisition Name: 0000034005 Hold From Further Processing

Header

*Requester: 20001417846 McNairn, Michael
 *Requisition Date: 07/01/2019 Requester Info
 Origin: ONL Online Entry
 Currency Code: USD Dollar
 Accounting Date: 07/01/2019

Requisition Defaults Edit Comments
 Requisition Activities
 Document Status

Amount Summary

Total Amount: 1,000.00 USD

Add Items From

Purchasing Kit Catalog
 Item Search Requester Items

Select Lines To Display

Search for Lines: Line To Retrieve

Line

Line	Quantity	*UOM	Description	Price	Merchandise Amount	Category	Due Date	Ship To	Status
1	1.0000	LOT	19/20 FY - Contractor to	1,000.0000	1,000.00	96200	06/30/2020	NA	Approved

REQ Date =
7/1/19

Acct. Date =
7/1/19

Description starts
with "19/20 FY"

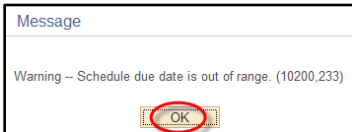
Due Date: as applicable
(see Notes below)

Add Standard Comment:
 ***** SERVICE RENEWAL 2019/20 *****
 (And other comments as applicable)

If attaching a file, add the Standard Comment:
 Order attachments are saved as a file
 electronically attached to the Requisition.

Click:
 Send to Supplier

If you get the "Date out of Range" message, just click OK.



- Notes:**
- The Due Date should be the date when the order is expected to be paid and closed.
 Examples: Year-long blanket orders... Due Date = 6/30/20
 Software orders required to be paid in advance... Due Date = 7/1/19
 - Origin Code... leave as "ONL". Do not use "FYR" as was done in past years.

REMEMBER: New Year Orders get New Year Dates