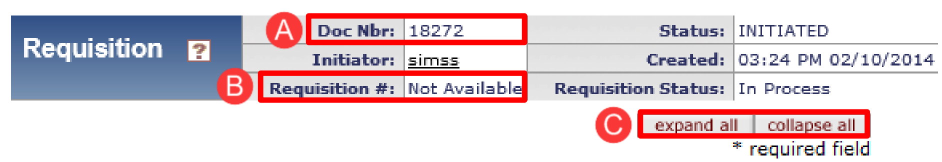
Note: Work with Contract Services outside of KFS to process Sales and Service Agreements or agreements that do not involve payment(s) to the other party. Service Agreements related to patient care (e.g. temporary nurses, doctors, phlebotomists, acupuncturists, etc.) need to be processed via UCI Medical Center Purchasing.

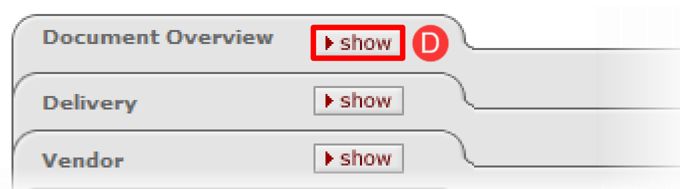
Step 1: Access ZotPortal

A. Go to https://portal.uci.edu, log on and navigate to **Finances/KFS**.
B. In the **Purchasing** portlet, navigate to **KFS Purchasing** and select **Requisition**.

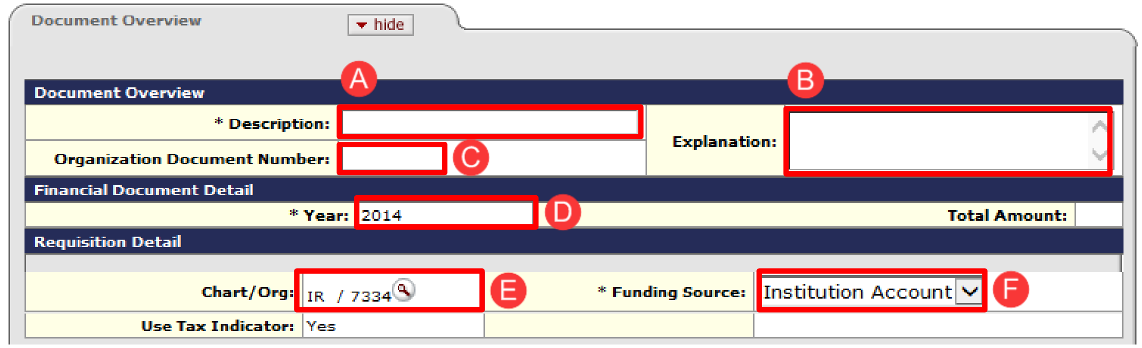
Step 2: The document header (blue bar beginning with Requisition) displays information to assist in retrieving or tracking a Requisition.

A. Write down the document number (**Doc Nbr**) for future reference.
   - Helpful to look up the document.
B. **Requisition #** populates upon the first save of the document (this is not the same number as a Purchase Order #).
C. Users can toggle between **expand all** and **collapse all** to manage viewing of information on their screen.
D. Select **show** to view/edit the content within each tab if **collapse all** is selected.





Step 3: Document Overview Tab



A. **Description:** Enter contract/agreement (C/A) and the name of the vendor. For example: *C/A Digital Payment Technologies.*
   - Field is 40 characters maximum
   - Information in the description field populates in the **Action List** under the **Title** column.
B. **Explanation:** Indicate if a UCI or 3rd party vendor agreement is the proposed form of agreement.
   - UCI agreements are the preferred choice.
   - If the agreement extends beyond the current fiscal year, state that it is a **Multi-year Agreement** and indicate the maximum amount payable under the agreement in the field.
   - If the entire amount will be encumbered in the current Fiscal Year, please indicate that in the field.
C. The **Organization Document Number** is an optional 10 character field which appears in the General Ledger.
D. **Year** defaults to the current fiscal year.
E. **Chart/Org** defaults to the initiator's home organization/department code.
   - Use within the **Chart/Org** field to change the code if applicable,
F. **Funding Source** defaults to Institution Account.

Step 4: Delivery Tab

A. **Delivery Campus** defaults to the initiator's home campus.
- Use the button to change the campus delivery location.
- IR (UC Irvine), MC (Medical Center) or SW (Systemwide)

B. Use the button in the **Building** field to search for the desired building or off-campus address.

Refer to the **Lookup** handout for assistance.
- If the building location is used frequently, select the set as default building button for future Requisitions.

C. In the **Address 2** field, enter Organization (department) name.

D. In the **Room** field, enter the room number or "NOROOM."
- If the selected building contains room numbers, the button appears to assist in locating a room number.

save Remember to save!

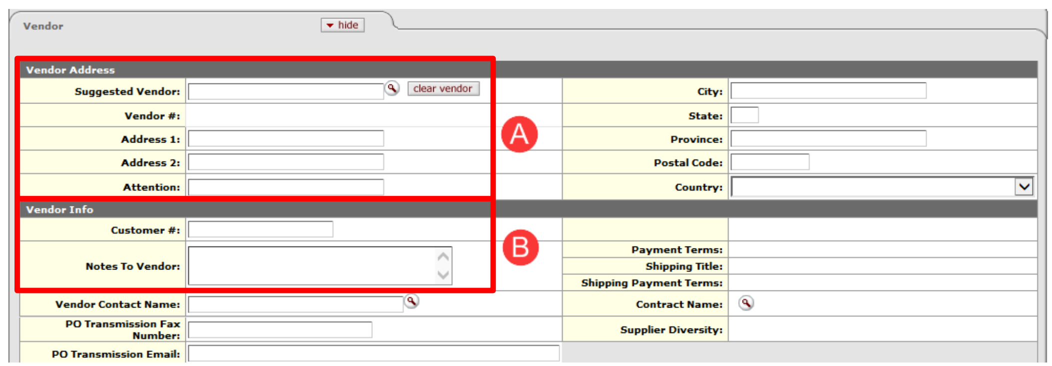
Step 5: Vendor Tab

A. Use to look up the vendor in the **Suggested Vendor** field.

Refer to the **Lookup** handout for assistance.
- The Requisition auto-populates a majority of the vendor fields based on the vendor's profile in KFS.

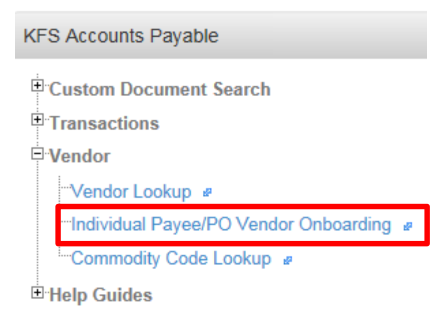
B. Under the **Vendor Info** section, users can enter a **Customer #** (if available). **Notes to the Vendor** field does not transmit to the vendor; do not use this field.

save Remember to save!



Note: The name of the vendor appears on the General Ledger under the **Transaction Ledger Entry Description** column.

New vendors can be requested using the link from the portal. See image to the right.



Step 6: Items Tab

Adding Item(s)

A. **Item Type**: Use **No Qty, nontaxable** which represents a service and covers most contracts/agreements.
   - If the contract/agreement includes a service and a good, then enter each as a separate line item.
   - Use **Qty, taxable** for goods.
   - Separate fees from reimbursable expenses such as:
     - **Fees:** No Qty, nontaxable
     - **Airfare/Travel Reimbursement:** No Qty, nontaxable
     - **Training Materials (sold by vendor):** Qty, taxable

B. **Quantity:** Only complete if **Qty, taxable** or **Qty, nontaxable** were selected.

C. **UOM:** Enter a unit of measure, if applicable. Use to conduct a blank search for a complete listing.

D. Enter the **Commodity Code.** For additional charges or expenses, use the same commodity code as the Business Contract/Agreement**.**

Refer to the **Lookup** handout for assistance.

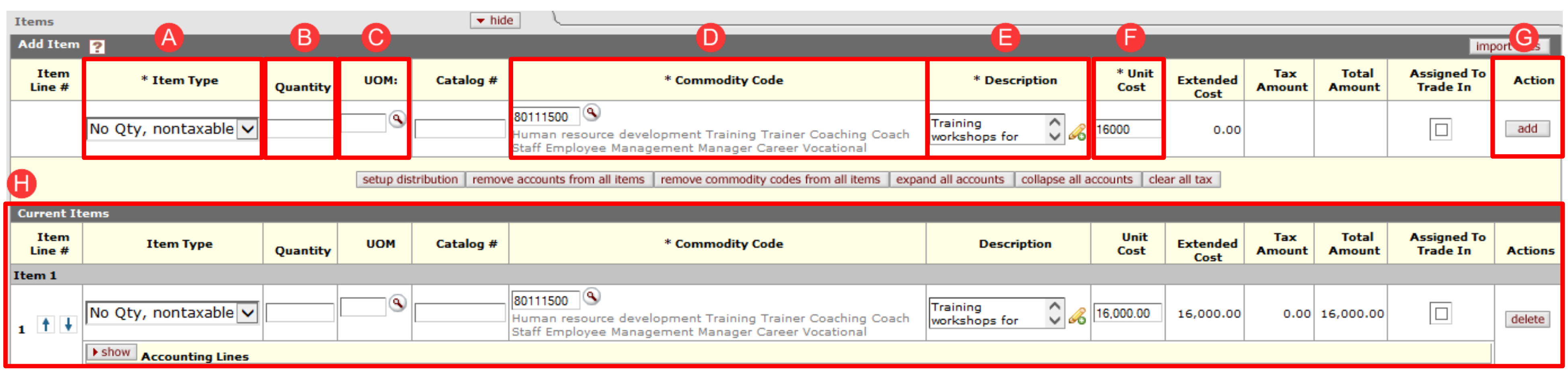
E. In the **Description** field, enter one or two sentences that summarize the Scope of Work from the agreement.

F. **Unit Cost:**
   - For **Qty, nontaxable,** enter the rate to be applied to the **UOM.** For example, the **UOM** is hours; enter $20 in the **Unit Cost** field.
   - For **No Qty, nontaxable,** enter the total fee to be paid.

Multi-year Agreements: Make a decision for the amount entered in the items line. As a reminder, funds encumber for each Fiscal Year.

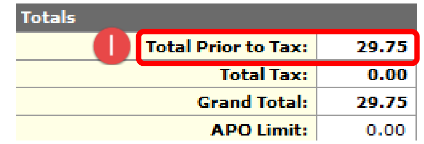
G. Select the add button under the **Action** column to calculate the **Extended Cost**.

H. After the item(s) is added, it moves to the **Current Items** section. A new line appears above for additional entries.



Adding Items Continued

I. Under the **Totals** section of the **Items** tab, the **Total Prior to Tax** is displayed. **Total Tax** is shown after the Requisition is calculated at a later step.

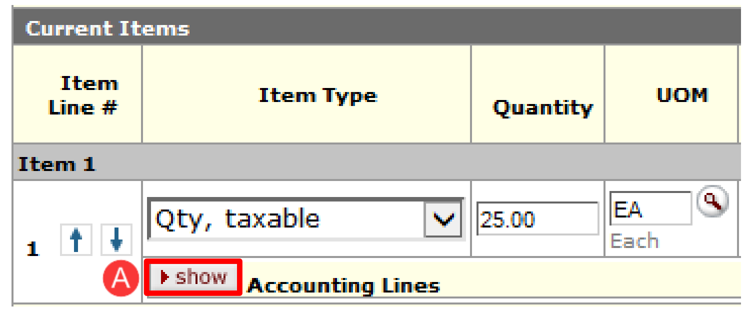


Add Account Information: There are two different methods to add account information.

- **Method 1:** Use **show** when there is only one line item with one or more account numbers.
- **Method 2:** Use **setup distribution** when there are two or more line items with the same account number.
  - This method can also be used if the majority of the items are distributed to one account number and only a few will have a different account number. For example, account number GF12745 applies to line items 1 – 8, and account number GF12741 applies to line items 9 – 10.

Steps for Method 1: show

A. Select the **show** button below the item.



B. The **Accounting Lines** fields are directly below the item.

C. **Chart** defaults to the initiator's home campus (use the drop-down menu to change campus code).

D. In the **Account Number** field, use the button to find the appropriate account.

Refer to the **Lookup** handout for assistance.

E. In the **Object** field, use the button to find the correct code. Use the same object code that describes the commodity **unless** the commodity will be a university asset, e.g. computer equipment.

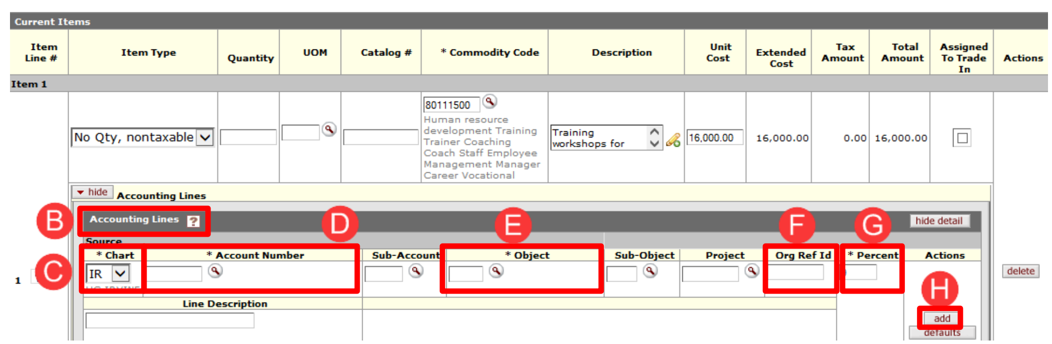
Refer to the **Lookup** handout for assistance.

F. The **Org Ref ID** is an optional 10 character field which appears on the General Ledger.

G. In the **Percent** field, enter a percentage to indicate the breakdown of funds.

- If there are multiple account numbers, change the percent to the correct amount, ex. 50%.

H. Select the add button under the **Actions** column. This creates a new line above for additional entries.



Steps for Method 2: setup distribution

A. After the last item is added, select the **setup distribution** button above the first item.

B. A **Commodity Code** sub tab opens, which displays the fields for **Accounting Lines** directly above the **Current Items** sub tab.

C. **Chart** defaults to the initiator's home campus (use the drop-down menu to change campus code).

D. In the **Account Number** field, use the 🔍 button to find the appropriate account.

Refer to the **Lookup** handout for assistance.

E. In the **Object** field, use the 🔍 button to find the correct code. Use the same object code that describes the commodity **unless** the commodity will be a university asset, e.g. computer equipment.

- *If there are multiple items added to the Requisition and the items have different object codes, select the object code for the first line item (the rest of the line items need to be changed manually).*

Refer to the **Lookup** handout for assistance.

F. The **Org Ref ID** is an optional 10 character field which appears on the General Ledger.

G. In the **Percent** field, enter a percentage to indicate the breakdown of funds.

- If there are multiple account numbers, change the percent to the correct amount, ex. 50%.

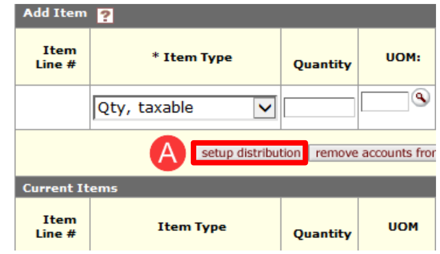
H. Select the add button under the **Actions** column. This creates a new line above for additional entries.

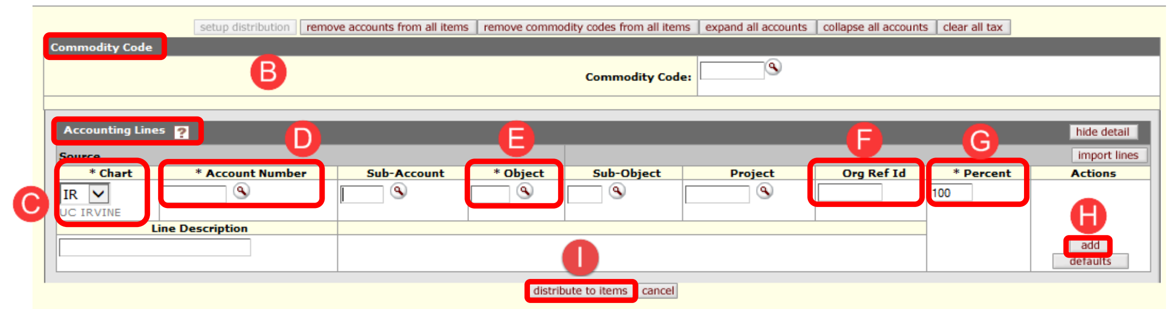
I. After the account(s) are added, select **distribute to items** to disperse the account information to the items.

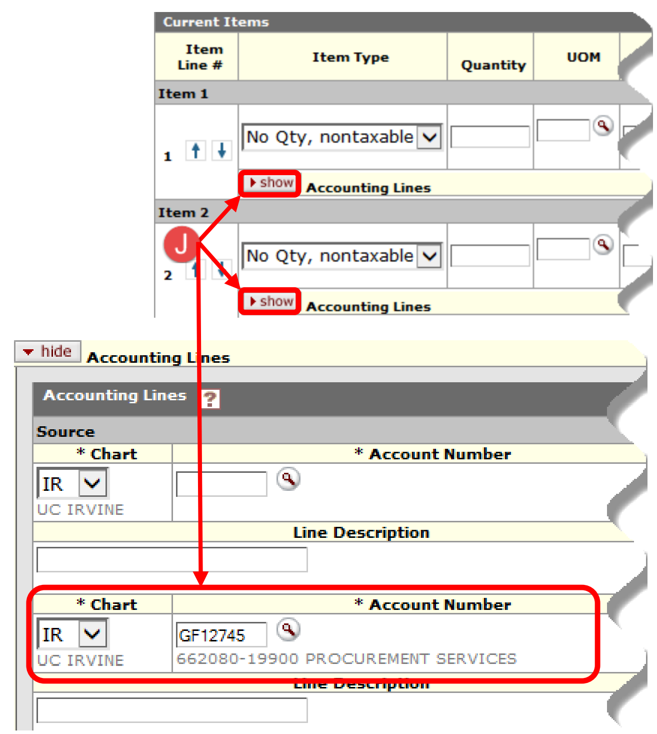
J. Select the **show** button to validate that the account was applied to the items.

- This is where the **Account Number**, **Object**, and **Percent** can be manually changed.

save Remember to save!





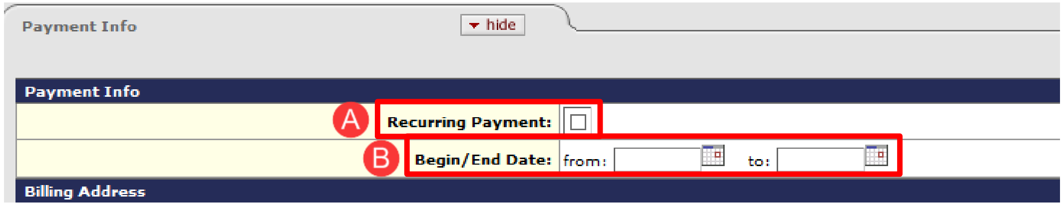


Step 7: Payment Info

A. Check the box next to **Recurring Payment**.

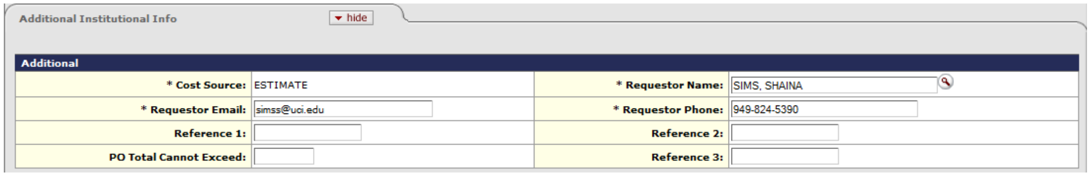
B. Use the calendar icon to input a date range for the Requisition. **Count at least 90 days out from the agreement end date to allow enough time for Accounts Payable to process payments.**

- The end date essentially keeps the Purchase Order open in KFS to allow final payments for the contract/agreement.



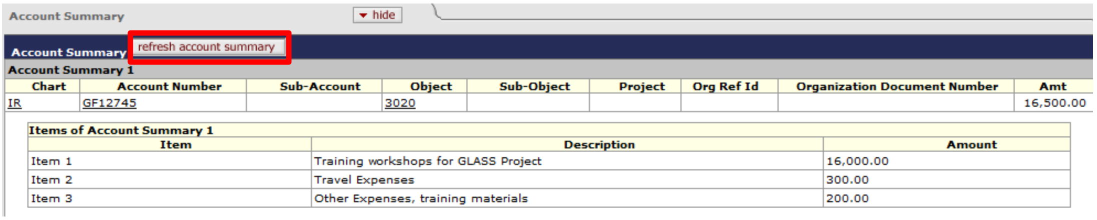
Step 8: Additional Institutional Info Tab (optional)

- This tab is optional and can be used for department tracking and reporting only.
- Required fields in this section auto populate with the initiator's default information; however, if the information was changed in the **Delivery Tab** (step 4) then users may need to change the fields within this tab.



Step 9: Account Summary (optional)

- Tab summarizes the accounting information for all line items in the Requisition.
- **Note:** select the **refresh account summary** button anytime changes are made to the items tab or after **calculate** (step 10) is used.



Step 9: Notes and Attachments Tab (if applicable)

A. In the **Note Text** field, type “upload” to indicate an attachment.

B. In the **Attached File** field, select the Browse... button to upload an attachment to the Requisition.
   - Only attach internal documents: informal competitive process, justification, contractor/consultant proposal or insurance certification.
     - Transactions over $100,000 must have a RFP (Request for Proposal) conducted by M&RM or a sole source justification.
   - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, health records (HIPAA), etc.
   - Attachments cannot be deleted from the system. If sensitive information was mistakenly attached, contact KFS@uci.edu for assistance.
   - If an attachment was mistakenly uploaded and *did not* contain confidential information, type “disregard attachment” in the **Note Text** field.
   - File must be a PDF and smaller than 5 MB.

C. Select the add button to complete the file upload.

Please don’t attach copies of contracts or agreements to the tab as the document won’t be editable when received by PRS Contract Services. Instead email draft agreements or contracts as word documents to contracts@uci.edu after the Requisition is closed. In the subject line of the email, enter the same description used in the **Document Overview** tab and include the Purchase Order document number.

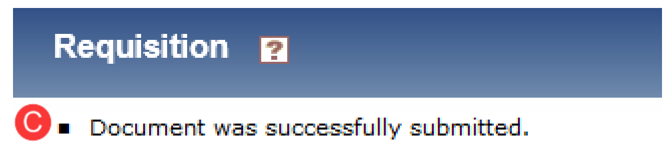
Step 10: Calculate and Submit the Requisition

A. After all the information is entered, scroll to the end of the Requisition and select **calculate.** After **calculate** is selected, scroll back to the **Items** tab and check to make sure that tax calculated for the item.
   Troubleshooting tips if tax doesn't populate:
   - Check to make sure the item was added correctly
   - Check to make sure the **Accounting Lines** were inputted correctly
   - Double check that all required fields are complete

B. Next, scroll down and select **submit**.

C. A confirmation message appears under the Requisition header and then routes to the next user in the Requisition workflow.
   - If an error message appears, correct the indicated error(s) and select **submit** again.

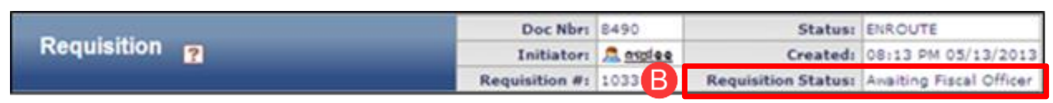
Important Reminder: If the cancel button is selected at any time, the Requisition becomes inactive which means the user must start the process over again!



Step 11: Reload

A. After the Requisition is submitted, scroll down and select the **reload** button.

B. On the document header, the current status of the Requisition is displayed.



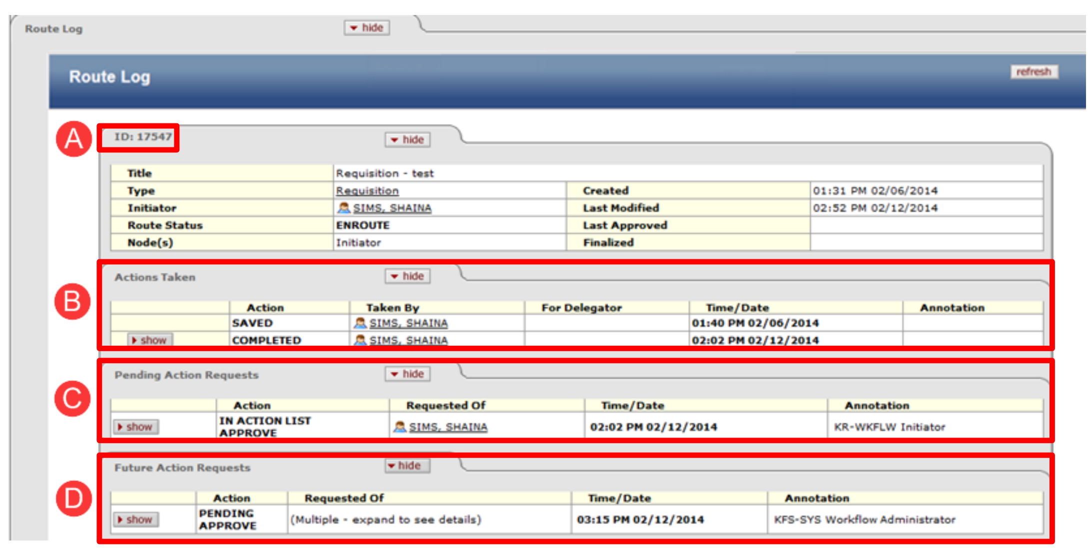
Step 12: Route Log Tab Tutorial

A. The **ID** section displays information about the initiator and the number shown directly to the right of **ID** is the document number (**Doc Nbr**).

B. The **Actions Taken** section displays the time and date the document was last saved and completed.

C. The **Pending Action Requests** section displays the next required action.

D. The **Future Action Requests** section displays all future required actions.



Step 13: Exit the Requisition...the first part is done!

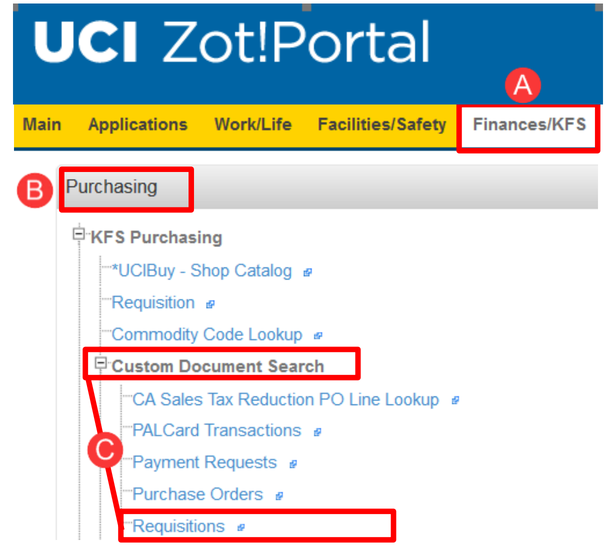
- Scroll down and select the close button to exit.

Performing a Custom Document Search

Use the **Custom Document Search** to locate specific documents or to check the status of submitted/approved documents.

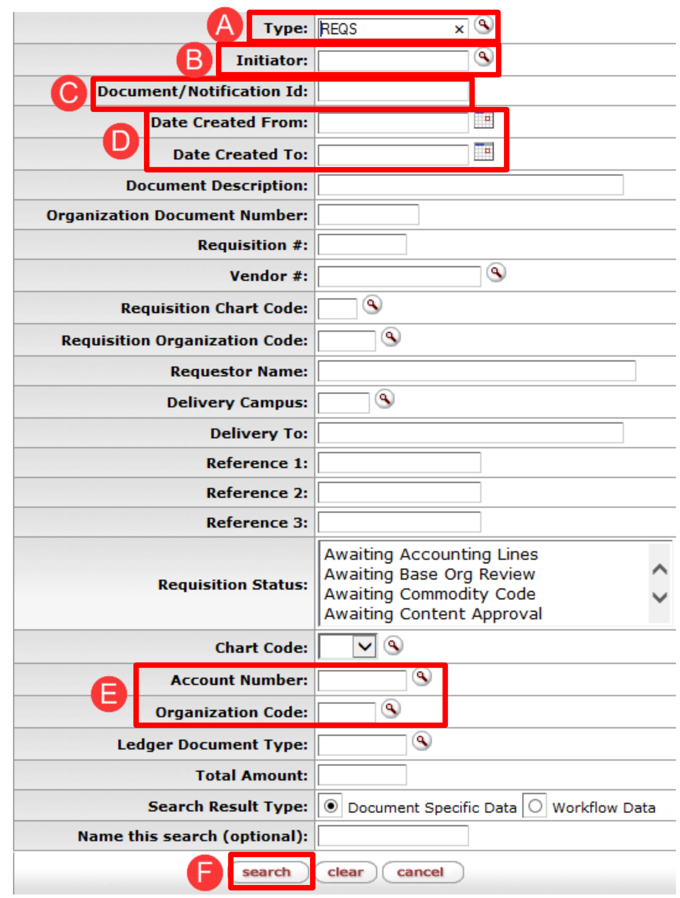
Step 1:

A. Go to **portal.uci.edu**, logon and navigate to **Finances/KFS.**
B. Select the **Purchasing**.
C. Select the + button next to **Custom Document Search,** then select **Requisitions**



Step 2: Enter Search Criteria.

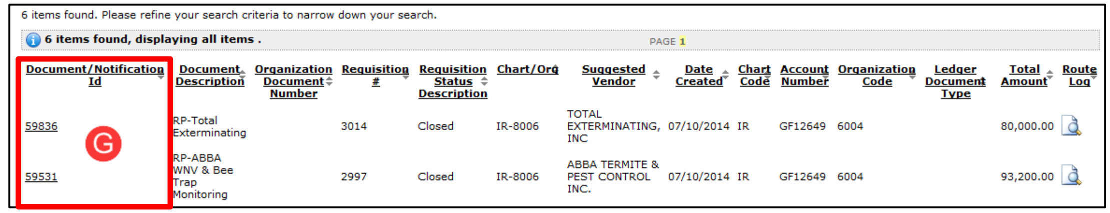
A. **Type** field defaults to **REQS**.
B. Enter the UCInetID of the initiator.
C. If the document number is known, type the number in the **Document/Notification Id** field.
D. The **Date Created From** and **Date Created To** fields are helpful to narrow the search.
E. The **Account Number** and **Organization Code** fields can also be used to assist in a search.
F. After all search criteria is entered in applicable fields, select **search**.



G. After search criteria is entered, the results display below. Select the **Document/Notification ID** link to view the Requisition.

H. Scroll to the **View Related Documents** tab and select **show**. The Purchase Order number is displayed, and users can select the link to view the actual Purchase Order document.

- **UNAPPROVED** displays for all Purchase Orders that aren't final. Unapproved dissapears after the Purchase Order is final.

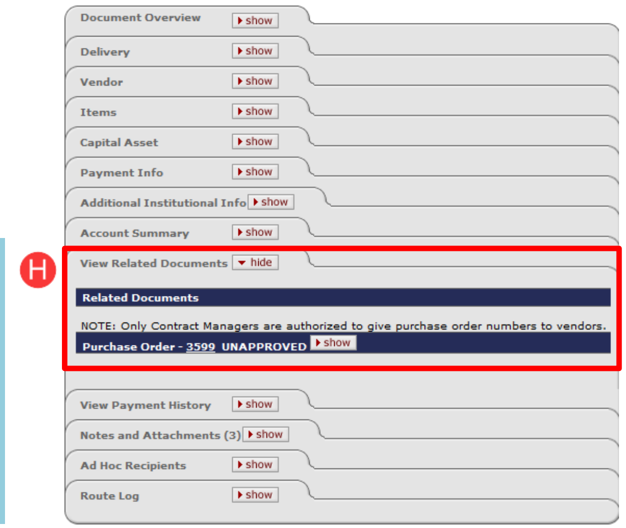


6 items found. Please refine your search criteria to narrow down your search.

6 items found, displaying all items . PAGE 1

Document/Notification Id	Document Description	Organization Document Number	Requisition #	Requisition Status Description	Chart/Org	Suggested Vendor	Date Created	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
59836	RP-Total Exterminating		3014	Closed	IR-8006	TOTAL EXTERMINATING, INC	07/10/2014	IR	GF12649	6004		80,000.00	
59531	RP-ABBA WNV & Bee Trap Monitoring		2997	Closed	IR-8006	ABBA TERMITE & PEST CONTROL INC.	07/10/2014	IR	GF12649	6004		93,200.00	

Note: Click on the Purchase Order link to retrieve the Purchase Order document number (Doc Nbr). The document number will be very helpful to have for future communication with Contract Services.



Performance Agreement Payment Process Guidelines

*Based UC Irvine Policies and Procedures under IDA052 (*http://www.policies.uci.edu/doa/ida052.html)

Position with Authority to Approve	$ Limit
Vice Chancellors and Deans	≤ $2,000
Associate Vice Chancellor-Administrative and Business Services and the Materiel Manager	$2,000 ≤ $25,000
Assistant Vice Chancellor-Student Services (Auxiliary Services) and the Dean of Students	≤ $25,000
ASUCI, AGS and AMS presidents, jointly with the Executive Director, Student Government Associations – standard performance agreements *(see IDA052 for relevant circumstances a – c)	≤ $1,000
Vice Chancellor-Administrative and Business Services or Associate Vice Chancellor-Administrative and Business Services	> $25,000