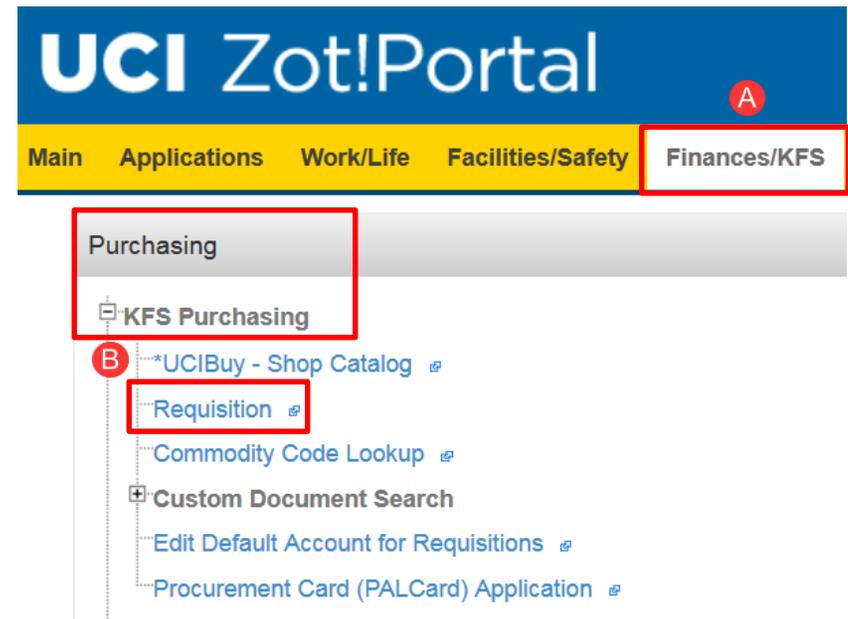


# Requisition

**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.

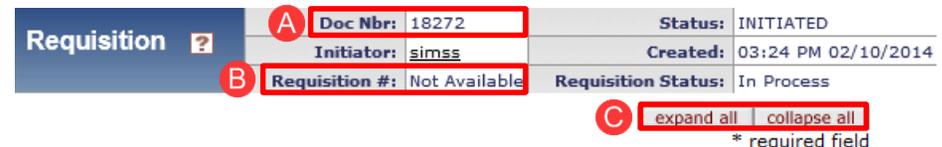
## Step 1: Access ZotPortal

- 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 3<sup>rd</sup> 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.

Document Overview hide

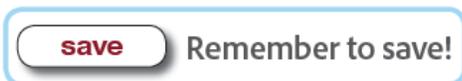
<b>Document Overview</b>	
* Description:	Explanation:
Organization Document Number:	
<b>Financial Document Detail</b>	
* Year: 2014	Total Amount:
<b>Requisition Detail</b>	
Chart/Org: IR / 7334	* Funding Source: Institution Account
Use Tax Indicator: Yes	

save

Remember to save!

#### 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.



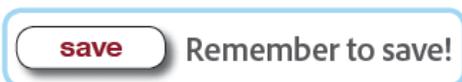
Delivery hide

**Final Delivery**

<b>A</b>	* <b>Delivery Campus:</b>	IR - UC Irvine 
<b>B</b>	<b>Building:</b>	PUBLIC SERVICES BUILDING  <span>set as default building</span>
	* <b>Address 1:</b>	Public Services Building
<b>C</b>	<b>Address 2:</b>	Purchasing
<b>D</b>	* <b>Room:</b>	109 
	* <b>City:</b>	IRVINE
	<b>State:</b>	CA
	<b>Postal Code:</b>	92697
	* <b>Country:</b>	United States

#### 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.



Vendor hide

<b>Vendor Address</b>	
Suggested Vendor: <input type="text"/>  <span>clear vendor</span>	City: <input type="text"/>
Vendor #: <input type="text"/>	State: <input type="text"/>
Address 1: <input type="text"/>	Province: <input type="text"/>
Address 2: <input type="text"/>	Postal Code: <input type="text"/>
Attention: <input type="text"/>	Country: <input type="text"/>
<b>Vendor Info</b>	
Customer #: <input type="text"/>	Payment Terms: <input type="text"/>
Notes To Vendor: <input type="text"/>	Shipping Title: <input type="text"/>
Vendor Contact Name: <input type="text"/> 	Shipping Payment Terms: <input type="text"/>
PO Transmission Fax Number: <input type="text"/>	Contract Name: <input type="text"/> 
PO Transmission Email: <input type="text"/>	Supplier Diversity: <input type="text"/>

**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.

#### KFS Accounts Payable

- Custom Document Search
- Transactions
- Vendor
  - Vendor Lookup 
  - Individual Payee/PO Vendor Onboarding **
  - Commodity Code Lookup 

Help Guides

## 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  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.

Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Commodity Code	* Description	* Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Action
	No Qty, nontaxable				80111500 Human resource development Training Trainer Coaching Coach Staff Employee Management Manager Career Vocational	Training workshops for	16000	0.00			<input type="checkbox"/>	
<a href="#">setup distribution</a>   <a href="#">remove accounts from all items</a>   <a href="#">remove commodity codes from all items</a>   <a href="#">expand all accounts</a>   <a href="#">collapse all accounts</a>   <a href="#">clear all tax</a>												
Item Line #	Item Type	Quantity	UOM	Catalog #	* Commodity Code	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Actions
1	No Qty, nontaxable				80111500 Human resource development Training Trainer Coaching Coach Staff Employee Management Manager Career Vocational	Training workshops for	16,000.00	16,000.00	0.00	16,000.00	<input type="checkbox"/>	
<a href="#">show</a> Accounting Lines												

## 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.

Totals	
<b>Total Prior to Tax:</b>	<b>29.75</b>
<b>Total Tax:</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>29.75</b>
<b>APO Limit:</b>	0.00

**save** Remember to save!

**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.

Current Items			
Item Line #	Item Type	Quantity	UOM
<b>Item 1</b>			
1	Qty, taxable	25.00	EA Each
<b>show</b> Accounting Lines			

Current Items												
Item Line #	Item Type	Quantity	UOM	Catalog #	* Commodity Code	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Actions
Item 1	No Qty, nontaxable				8011500	Human resource development Training Trainer Coaching Coach Staff Employee Management Manager Career Vocational		16,000.00	16,000.00	0.00	16,000.00	
Accounting Lines												
Source												
1	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions			
	IR								<input type="button" value="add"/> <input type="button" value="defaults"/> <input type="button" value="delete"/>			
Line Description												

**save** Remember to save!

## Steps for Method 2: setup distribution

- After the last item is added, select the **setup distribution** button above the first item.
- A **Commodity Code** sub tab opens, which displays the fields for **Accounting Lines** directly above the **Current Items** sub tab.
- Chart** defaults to the initiator's home campus (use the drop-down menu to change campus code).
- In the **Account Number** field, use the 🔍 button to find the appropriate account.



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

- 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.

- The **Org Ref ID** is an optional 10 character field which appears on the General Ledger.
- 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%.
- Select the **add** button under the **Actions** column. This creates a new line above for additional entries.
- After the account(s) are added, select **distribute to items** to disperse the account information to the items.
- 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!

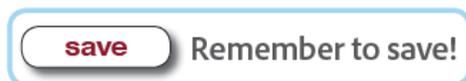
Item Line #	* Item Type	Quantity	UOM:
	Qty, taxable		
<span style="border: 1px solid red; padding: 2px;">A</span> <span style="border: 1px solid red; padding: 2px;">setup distribution</span> <span style="border: 1px solid red; padding: 2px;">remove accounts from</span>			
Current Items			
Item Line #	Item Type	Quantity	UOM

Commodity Code							
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">B</span> Commodity Code: <input type="text"/>							
Accounting Lines							
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	* Org Ref Id	* Percent
IR UC IRVINE	<input type="text"/>		<input type="text"/>				100
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">H</span> <span style="border: 1px solid red; padding: 2px;">add</span> <span style="border: 1px solid red; padding: 2px;">defaults</span>							
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">I</span> <span style="border: 1px solid red; padding: 2px;">distribute to items</span> <span style="border: 1px solid red; padding: 2px;">cancel</span>							

Current Items																							
Item Line #	Item Type	Quantity	UOM																				
<b>Item 1</b>																							
1	No Qty, nontaxable																						
<span style="border: 1px solid red; padding: 2px;">show</span> Accounting Lines																							
<b>Item 2</b>																							
2	No Qty, nontaxable																						
<span style="border: 1px solid red; padding: 2px;">show</span> Accounting Lines																							
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">J</span>																							
<b>Accounting Lines</b>																							
<table border="1"> <thead> <tr> <th colspan="2">Accounting Lines</th> </tr> <tr> <th colspan="2">Source</th> </tr> <tr> <th>* Chart</th> <th>* Account Number</th> </tr> </thead> <tbody> <tr> <td>IR UC IRVINE</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Line Description</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>* Chart</td> <td>* Account Number</td> </tr> <tr> <td>IR UC IRVINE</td> <td>GF12745 662080-19900 PROCUREMENT SERVICES</td> </tr> <tr> <td colspan="2">Line Description</td> </tr> <tr> <td colspan="2"> </td> </tr> </tbody> </table>				Accounting Lines		Source		* Chart	* Account Number	IR UC IRVINE	<input type="text"/>	Line Description				* Chart	* Account Number	IR UC IRVINE	GF12745 662080-19900 PROCUREMENT SERVICES	Line Description			
Accounting Lines																							
Source																							
* Chart	* Account Number																						
IR UC IRVINE	<input type="text"/>																						
Line Description																							
* Chart	* Account Number																						
IR UC IRVINE	GF12745 662080-19900 PROCUREMENT SERVICES																						
Line Description																							

**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.



Payment Info ▼ hide

---

**Payment Info**

**A** **Recurring Payment:**

**B** **Begin/End Date:** from:  to:

**Billing Address**

**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.

Additional Institutional Info ▼ hide

---

**Additional**

* Cost Source:	ESTIMATE	* Requestor Name:	SIMS, SHAINA
* Requestor Email:	simss@uci.edu	* Requestor Phone:	949-824-5390
Reference 1:		Reference 2:	
PO Total Cannot Exceed:		Reference 3:	

**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.

Account Summary ▼ hide

---

**Account Summary** refresh account summary

**Account Summary 1**

Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Org Ref Id	Organization Document Number	Amt
IR	GF12745		3020					16,500.00

Items of Account Summary 1		Description	Amount
Item			
Item 1		Training workshops for GLASS Project	16,000.00
Item 2		Travel Expenses	300.00
Item 3		Other Expenses, training materials	200.00

**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  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](mailto: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  button to complete the file upload.

Notes and Attachments (0) <input type="button" value="hide"/>						
Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>		<input type="button" value="add"/>

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](mailto: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.

Remember to save!

### 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!

### Requisition ?

C ■ Document was successfully submitted.

### 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.



Requisition ?		Doc Nbr:	8490	Status:	ENROUTE
Initiator:		SIMS, SHAINA	Created:	08:13 PM 05/13/2013	
Requisition #:	1033	Requisition Status:	Awaiting Fiscal Officer		

### 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.

Route Log

Route Log

A ID: 17547

Title	Requisition - test			Created	01:31 PM 02/06/2014
Type	Requisition			Last Modified	02:52 PM 02/12/2014
Initiator	SIMS, SHAINA			Last Approved	
Route Status	ENROUTE			Finalized	
Node(s)	Initiator				

B Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	SIMS, SHAINA		01:40 PM 02/06/2014	
COMPLETED	SIMS, SHAINA		02:02 PM 02/12/2014	

C Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	SIMS, SHAINA	02:02 PM 02/12/2014	KR-WKFLW Initiator

D Future Action Requests

Action	Requested Of	Time/Date	Annotation
PENDING APPROVE	(Multiple - expand to see details)	03:15 PM 02/12/2014	KFS-SYS Workflow Administrator

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

- Scroll down and select the **close** button to exit.

## Performing a Custom Document Search

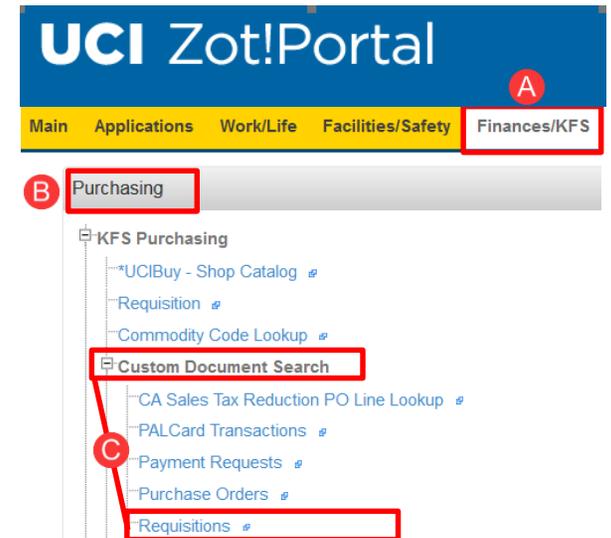
Use the **Custom Document Search** to locate specific documents or to check the status of submitted/approved documents.

### Step 1:

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

### Step 2: Enter Search Criteria.

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



	<b>A</b> Type: REQS
	<b>B</b> Initiator: [ ]
<b>C</b>	Document/Notification Id: [ ]
<b>D</b>	Date Created From: [ ]
	Date Created To: [ ]
	Document Description: [ ]
	Organization Document Number: [ ]
	Requisition #: [ ]
	Vendor #: [ ]
	Requisition Chart Code: [ ]
	Requisition Organization Code: [ ]
	Requestor Name: [ ]
	Delivery Campus: [ ]
	Delivery To: [ ]
	Reference 1: [ ]
	Reference 2: [ ]
	Reference 3: [ ]
	Requisition Status: Awaiting Accounting Lines Awaiting Base Org Review Awaiting Commodity Code Awaiting Content Approval
	Chart Code: [ ]
<b>E</b>	Account Number: [ ]
	Organization Code: [ ]
	Ledger Document Type: [ ]
	Total Amount: [ ]
	Search Result Type: <input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
	Name this search (optional): [ ]
<b>F</b>	search clear cancel

- 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 disappears 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	Chart/Ord	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.

Document Overview [▶ show](#)

Delivery [▶ show](#)

Vendor [▶ show](#)

Items [▶ show](#)

Capital Asset [▶ show](#)

Payment Info [▶ show](#)

Additional Institutional Info [▶ show](#)

Account Summary [▶ show](#)

View Related Documents [▼ hide](#)

**Related Documents**

NOTE: Only Contract Managers are authorized to give purchase order numbers to vendors.

**Purchase Order - 3599 UNAPPROVED** [▶ show](#)

View Payment History [▶ show](#)

Notes and Attachments (3) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

## Performance Agreement Payment Process Guidelines

\*Based UC Irvine Policies and Procedures under IDA052 ([\\*http://www.policies.uci.edu/doa/ida052.html](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	≤ \$1,000
*(see IDA052 for relevant circumstances a – c)	
Vice Chancellor-Administrative and Business Services or Associate Vice Chancellor-Administrative and Business Services	> \$25,000