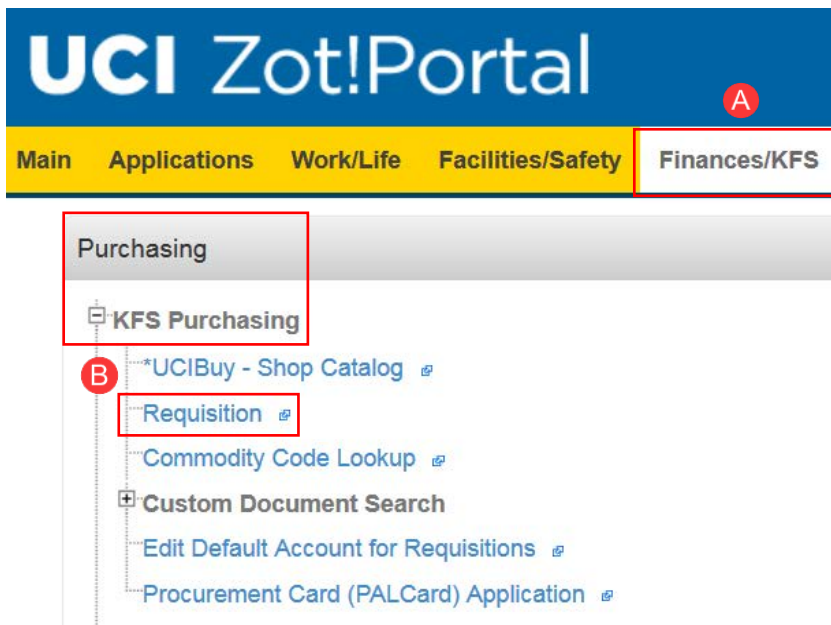


Requisition

Fundamentals Training Guide

Step 1: Access the Portal

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




Step 2: Document Header displays information to assist in retrieving or tracking a Requisition.

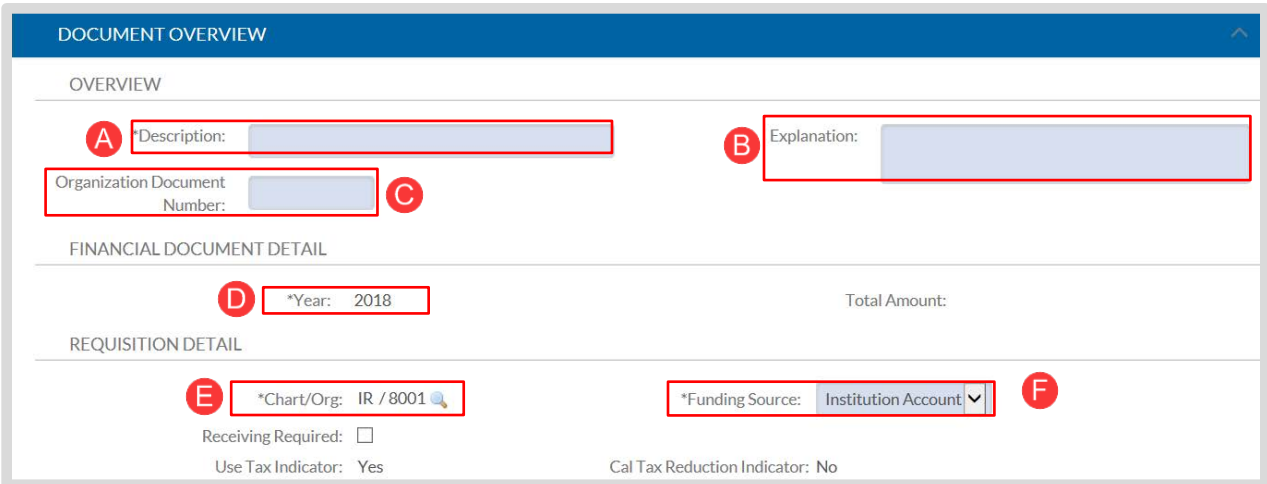
- Write down the document number (**Doc Nbr**) for future reference.
 - Used to look up the document and appears on the General Ledger.
- Requisition #** populates upon the first save of the document (this is not the same number as a PO#).
- Users can toggle between **expand all** and **collapse all**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



Step 3: Document Overview Tab

- Enter information in the **Description** field (40 characters maximum).
 - Write a description that makes sense to others who will view the document.
 - Information in the description field populates in the **Action List** under the **Title** column.
- Use the **Explanation** field to notate attachments that are included in the Requisition so that the buyer will be made aware when viewing the unapproved Purchase Order. *See note information below.*

- 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. For example, user is purchasing for a different Organization. This ensures that the Requisition routes to the correct Contract Manager.
- F. **Funding Source** defaults to **Institution Account** (only option).



The screenshot shows a 'DOCUMENT OVERVIEW' form with the following sections and callouts:

- OVERVIEW:**
 - A:** Description field
 - B:** Explanation field
 - C:** Organization Document Number field
- FINANCIAL DOCUMENT DETAIL:**
 - D:** *Year: 2018 field
 - Total Amount: (label)
- REQUISITION DETAIL:**
 - E:** *Chart/Org: IR / 8001 field with a lookup icon
 - *Funding Source: Institution Account (dropdown menu) **F**
 - Receiving Required:
 - Use Tax Indicator: Yes
 - Cal Tax Reduction Indicator: No



Note:

Equipment for Research and Development: Enter information in the **Explanation** field to detail the specific equipment that qualifies for Reduced Sales/Use Tax. For example: Per PI, equipment items in line 1, 2, & 4 are for research and development; apply CA Partial Reduced Tax.

Trade-in: Note trade-in information in this field. Provide trade-in property ID tag numbers and the amount. Also note this in the **Description** field of the line item that the trade-in applies to.

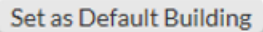
 Remember to save!


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 [Using the Lookup Feature Within a Requisition](#), [Building Lookup](#) for assistance.

- If the building location is used frequently, select the  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.







- E. The **Delivery To** field auto-populates with the initiator's information, but can be changed

using the steps below:

- Use the  button to search for an employee.
 - **Phone Number** and **Email** fields auto-populate with the employee's information.
 - **Date Required** and **Date Required Reason** are used for internal reference for Contract Managers only. Expedited shipping/delivery charges may apply depending on when the order is processed.
- F. The **Delivery Instructions** field is transferred to the purchase order and will be visible to the vendor. If necessary, enter delivery instructions that are helpful to the vendor, for example: *Contact Susan Smith at (949) 824-0000 for delivery questions.*

DELIVERY

FINAL DELIVERY


A	*Delivery Campus: IR - UC Irvine 	E	*Delivery To: Smith, Susan 
B	Building Code: 9931  Set as Default Building 131 INNOVATION		Phone Number: 949-824-0000
	*Address 1: 131 INNOVATION		Email: smith@uci.edu
C	Address 2: Procurement Services		Date Required: 
	*Room: 250 		Date Required Reason: 
	*City: IRVINE	F	Delivery Instructions:
	State: CA		
	Postal Code: 92617		
	*Country: United States		

save Remember to save!

Step 5: Vendor Tab

- A. The **Suggested Vendor** field communicates vendor preference to the Contract Manager.



Refer to **Using the Lookup  Feature Within a Requisition**, Building Lookup for assistance.

- If the building location is used frequently, select the **Set as Default Building** button for future Requisitions.
- B. Under the **Vendor Info** section, users can enter a **Customer #** (if available).
- C. Complete the **Additional Suggested Vendor Names** field to provide additional choices to the Contract Manager (optional).

VENDOR

VENDOR ADDRESS

Suggested Vendor: A

City:

Vendor #: State:

Address 1: Province:

Address 2: Postal Code:

Attention: Country:

VENDOR INFO

Customer #:
 Notes To Vendor: B

Payment Terms:
 Shipping Title:

Shipping Payment Terms:

Vendor Contact Name: C Contract Name:

PO Transmission Fax Number: Supplier Diversity:

PO Transmission Email:

ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1:
 Vendor Name 2:
 Vendor Name 3:
 Vendor Name 4:
 Vendor Name 5:

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 below.

- KFS Accounts Payable
- [-] Custom Document Search
 - [-] Transactions
 - [-] Vendor
 - [-] Vendor Lookup <#>
 - [-] Individual Payee/PO Vendor Onboarding <#>
 - [-] Commodity Code Lookup <#>
 - [-] Help Guides

Step 6: Items Tab

Policy Reminder: Goods or services that can only be authorized and purchased by a Central Purchasing buyer cannot be combined with goods or services that are purchased by a Departmental Buyer. Do not combine items from different vendors on one Requisition. For example, a desk cannot be on the same Requisition as a file folder. Review the Purchasing Methods Guide (By Commodity) for more information: Portal > Finances/KFS > Purchasing > Training and Resources > Buyer and Commodities Lists.




Adding Item(s)

- A. **Item Type** defaults to **Qty, taxable**. Other options include:
- Qty, nontaxable—ex. downloaded software, advertisements, memberships, postage, etc.
 - No Qty, taxable—ex. services or goods when there is an undetermined quantity
 - No Qty, nontaxable—ex. services
- B. For **Qty** selections under **Item Type**, complete both the **Quantity** and **UOM** fields. Use the  button under **UOM** to find the correct UOM—conduct a blank search to bring up a list of all UOM values.
- No Qty selections do not require a quantity or UOM.
- C. In the **Catalog #** field, enter a catalog number if applicable.
- D. In the **Commodity Code** field, use the  button to find the appropriate code.




Refer to **Using the Lookup  Feature Within a Requisition**, Commodity Code for assistance.



- E. In the **Description** field, enter the item or service first, then descriptive features (noun first, verb/adjective: ex. Highlighters, Assorted Colors).
- The first 254 characters transmit to the vendor on the Purchase Order. Make sure Trade-in info is noted here too.
- F. In the **Unit Cost** field, enter the estimated cost and select the **add** button under the **Action** column to calculate the **Extended Cost**.

ADD ITEM 										IMPORT LINES	
*ITEM TYPE	QUANTITY	UOM	CATALOG #	*COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	ACTIONS
Qty 	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00			<input type="checkbox"/>	

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







ADD ITEM 

IMPORT LINES


*ITEM TYPE	QUANTITY	UOM	CATALOG #	*COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	ACTIONS
							0.00			<input type="checkbox"/>	

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items Expand All Accounts
 Collapse All Accounts Clear All Tax

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	TO TRADE IN	ACTIONS
1 	25.00	EA  Each		44101  Highlighte...	Highlighters, assorted colors 	1.19	29.75	0.00	29.75	<input type="checkbox"/>	 

H. 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	
 Total Prior to Tax:	29.75
Total Tax:	0.00
Grand Total:	29.75
APO Limit:	0.00

Note: Shipping, special handling, or freight fees that apply, may be included as a separate line item (Qty, taxable or Qty, nontaxable). **Do not enter this information in the Additional Charges section.** Do not use the Trade-in line as it doesn't transfer over to the PO. Instead, provide details in the **Explanation** and **Description** field.

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

- Select the **show** button below the item.
- The **Accounting Lines** fields are directly below the item.
- 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 **Using the Lookup  Feature Within a Requisition**, Account Lookup.

E. In the **Object** field, use the  button to find the correct code.



Refer to **Using the Lookup  Feature Within a Requisition**, Object Code Lookup.

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%.

OR

H. In the **Amount** field, you can enter a dollar amount.

- The amount entered, if split funded, will be calculated by the system into a percentage.

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

The screenshot shows the 'CURRENT ITEMS' form with a single line item. The 'ACTIONS' column contains a trash icon and a plus icon (labeled 'A').

The screenshot shows the 'CURRENT ITEMS' form with a table of items. The table has columns for ITEM TYPE, QUANTITY, UOM, CATALOG #, COMMODITY CODE, DESCRIPTION, UNIT COST, EXTENDED COST, TAX AMOUNT, TOTAL AMOUNT, ASSIGNED TO TRADE IN, and ACTIONS. A red box highlights the plus button in the ACTIONS column (labeled 'I'). Other fields are labeled with letters: 'B' for the line number, 'C' for the CHART field, 'D' for the ACCOUNT field, 'E' for the OBJECT field, 'F' for the ORG REF ID field, 'G' for the PERCENT field, and 'H' for the AMOUNT field.

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	ACTIONS
1	25.00	EA		441	Highlighters, Assorted colors	1.19	29.75	0.00	29.75	<input type="checkbox"/>	
1			* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT
			IR UC IRVINE							100.00	

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 **Using the Lookup  Feature Within a Requisition**, Account Lookup.

E. In the **Object** field, use the  button to find the correct code.

- 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 **Using the Lookup Feature Within a Requisition, Object Code Lookup.**

- 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%.

OR


- H. In the **Amount** field, you can enter a dollar amount.
 - The amount entered, if split funded, will be calculated by the system into a percentage.
- I. After the account(s) are added, select **distribute to items** to disperse the account information to the items.
- J. Select the **+** button under the **Actions** column to validate that the account was applied.
 - This is where the **Account Number, Object, and Percent or Amount** can be manually changed.

Note: The **Bal inquiry** button appears once the **Accounting Lines** are added. The balance of the account can be viewed by clicking on the button after account information is added. This is mainly used by Fiscal Officers.


save

Remember to save!

Step 7: Additional Institutional Info Tab (optional)

- This tab is optional and can be used for department tracking and reporting only. It is not transmitted to the vendor.
- 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.
- Use the  button or manually type over the fields to populate the correct information.
- Save changes if applicable.

ADDITIONAL INSTITUTIONAL INFO

*Requestor Name: NISWONGER, SHAUNA 

*Cost Source: ESTIMATE *Requestor Phone: 949-824-7212

*Requestor Email: shauna.n@uci.edu



Reference 1:

Reference 2:

PO Total Cannot Exceed: Reference 3:

Campus Temporary Employees—occasionally the **Requestor Phone** field doesn't populate. Please enter a phone number to avoid an error message when submitting the KFS Requisition.

Step 8: Notes and Attachments Tab (if applicable)

- A. In the **Note Text** field, type “upload” to indicate an attachment.
 - As a reminder, be sure to make note of an attachment in the **Explanation** field of the **Document Overview** tab.
- B. In the **Attached File** field, select the  button to upload an attachment (PDF / less than 5 MB).
 - Examples of attached files include quotes, sole source justifications, emails, etc.
 - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, 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.
 - **Do not upload any invoices to be paid. Send all invoices to accounts-payable@uci.edu.**
- C. Select the  button to complete the file upload.

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

*Note Text: A

Attachment: B

C

Step 9: 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.

A Calculate B Submit Save Reload Close Cancel Copy

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 10: 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.

A

Send AdHoc Requests A Reload Close Copy

Step 11: 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
refresh

A

ID: 4664378
▼ hide

Title	Requisition - January - General office supplies		
Type	Requisition	Created	08:32 AM 01/10/2018
Initiator	NISWONGER, SHAUNA	Last Modified	08:48 AM 01/10/2018
Route Status	ENROUTE	Last Approved	
Node(s)	Account	Finalized	

B

▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	NISWONGER, SHAUNA		08:32 AM 01/10/2018	
▶ show	COMPLETED	NISWONGER, SHAUNA		08:48 AM 01/10/2018	

C

▼ hide

	Action	Requested Of	Time/Date	Annotation
▶ show	IN ACTION LIST APPROVE	SELLARS, RONALD	08:48 AM 01/10/2018	KFS-SYS Fiscal Officer IR OS11178

D

▶ show

Step 12: Exit the Requisition...the first part is done!

- Scroll down and select the Close button to exit.