Requisition

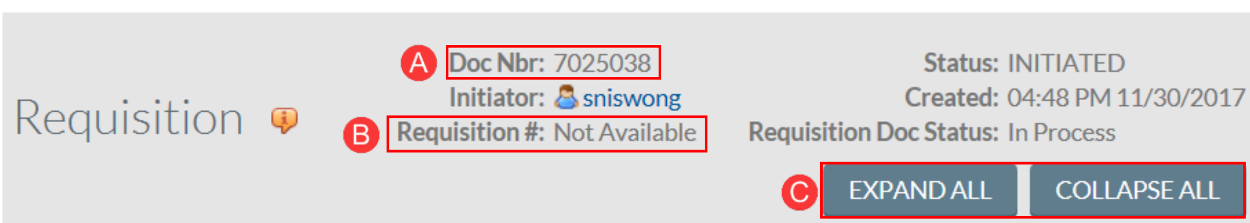
Fundamentals Training Guide

Step 1: Access the Portal

A. Go to https://portal.uci.edu, log on and select **Finances/KFS**.
B. 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.

A. Write down the document number (**Doc Nbr**) for future reference.
   - Used to look up the document and appears on the General Ledger.
B. **Requisition #** populates upon the first save of the document (this is not the same number as a PO#).
C. 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.

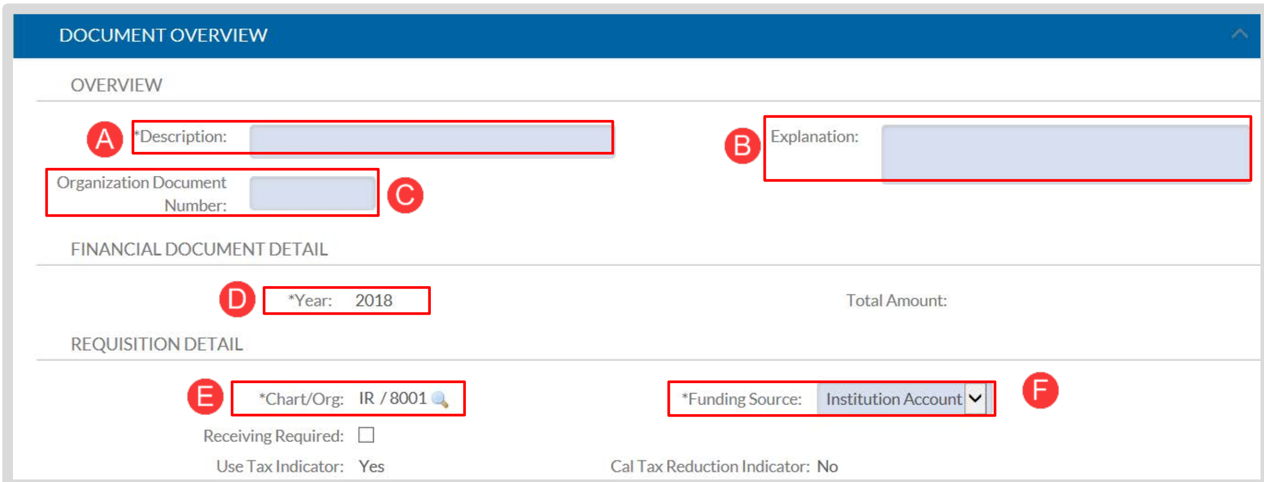


Step 3: Document Overview Tab

A. 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.
B. 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).



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.

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.

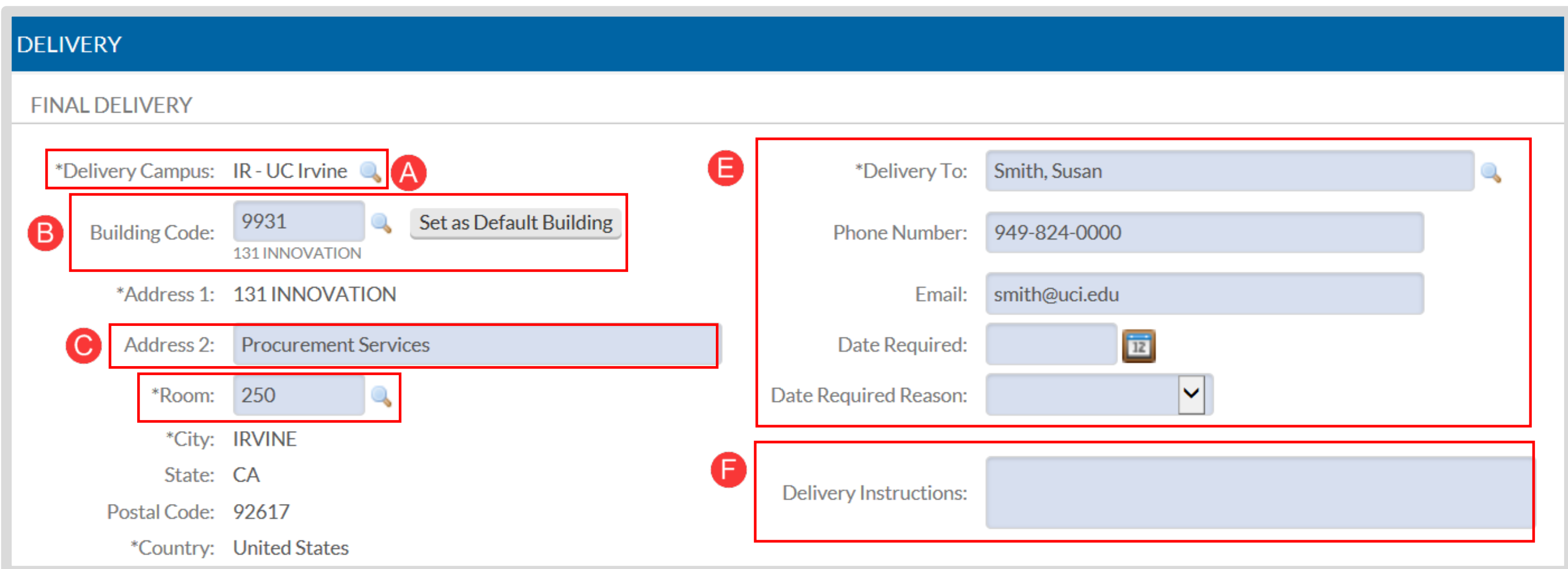
Refer to **Using the Lookup Feature Within a Requisition,** Building Lookup for assistance.
- If the building location is used frequently, select the Set as Default Building button for future Requisitions.

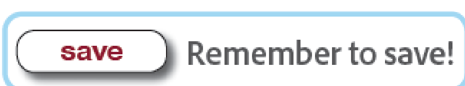
C. In the **Address 2** field, enter Organization (department) name.
D. In the **Room** field, enter the room number or "NOROOM".
- If the selected building contains room numbers, the button appears to assist in locating a room number.

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.*





Step 5: Vendor Tab

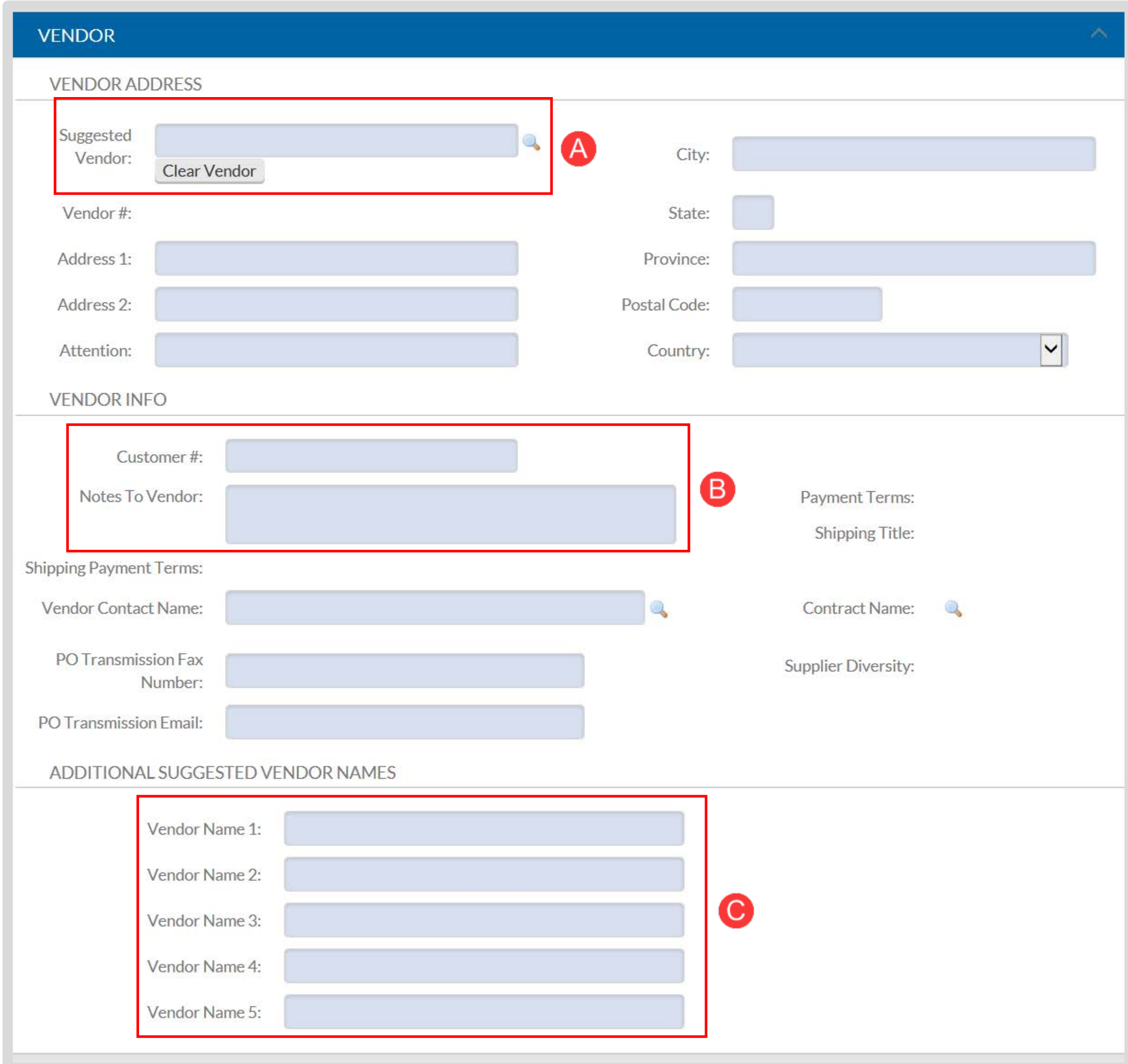
A. The **Suggested Vendor** field communicates vendor preference to the Contract Manager.

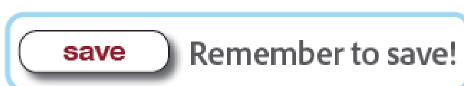
Refer to **Using the Lookup Feature Within** a **Requisition,** Building Lookup for assistance.

- 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).





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.

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.

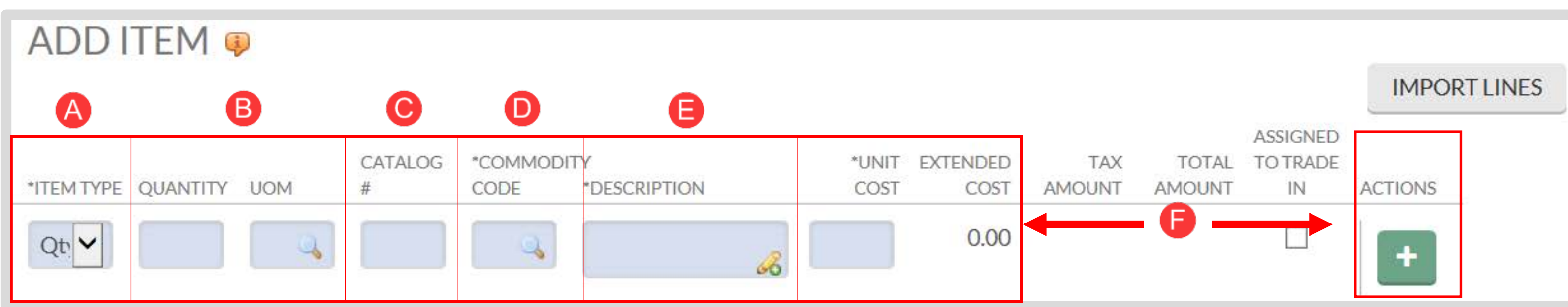
C. In the **Catalog #** field, enter a catalog number if applicable.

D. In the **Commodity Code** field, use the button to find the appropriate code.

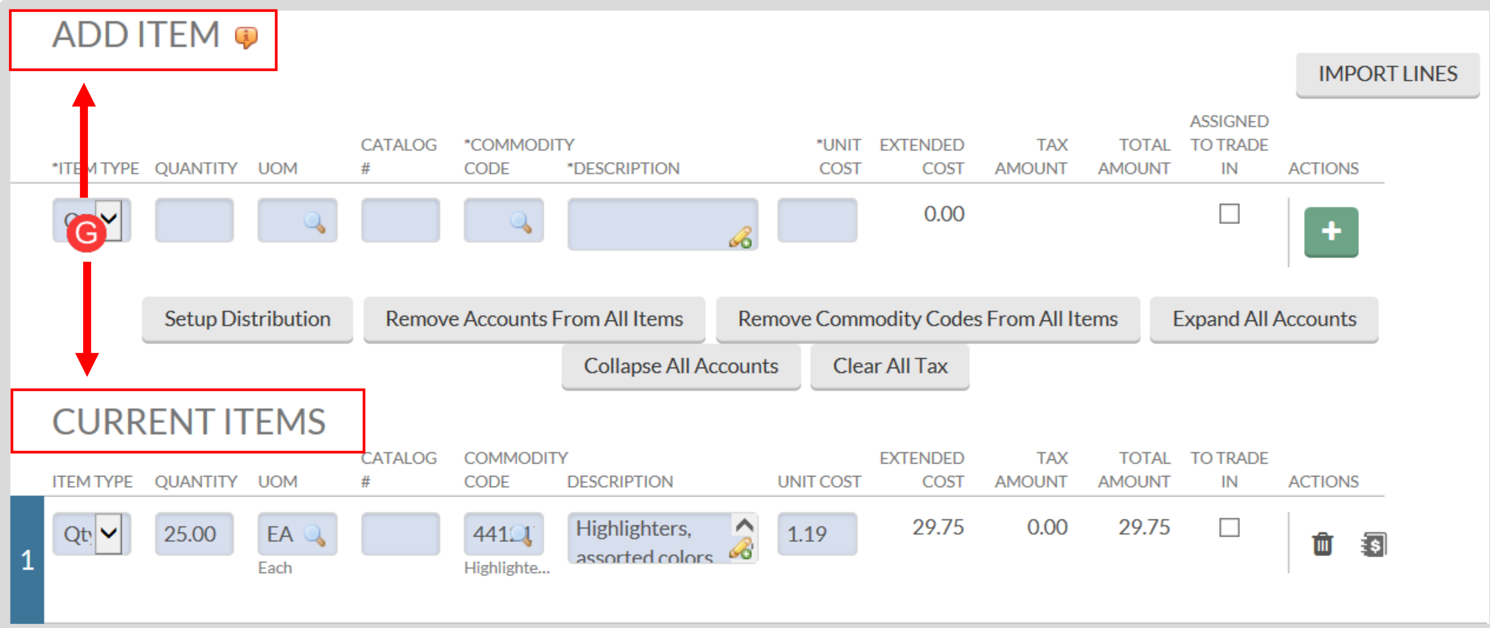
   Refer to **Using the Lookup Feature Within a Requisition**, Commodity Code for assistance.

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.

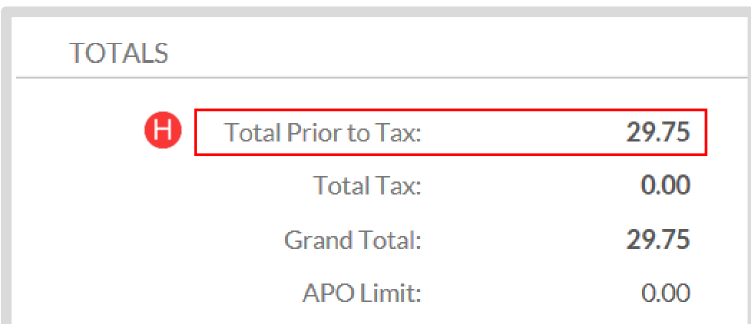
F. In the **Unit Cost** field, enter the estimated cost and select the add button under the **Action** column to calculate the **Extended Cost**.



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



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



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.

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.
  - o 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 **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.

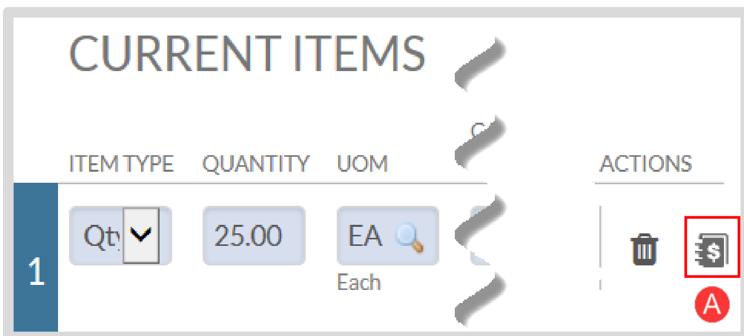
- If there are multiple account numbers, change the percent to the correct amount, ex. 50%.

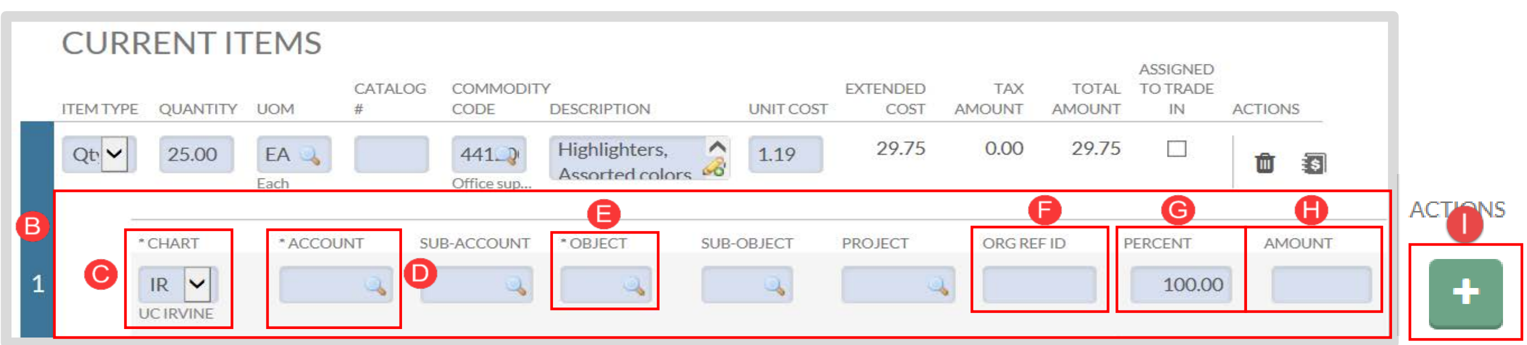
OR

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.





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).*

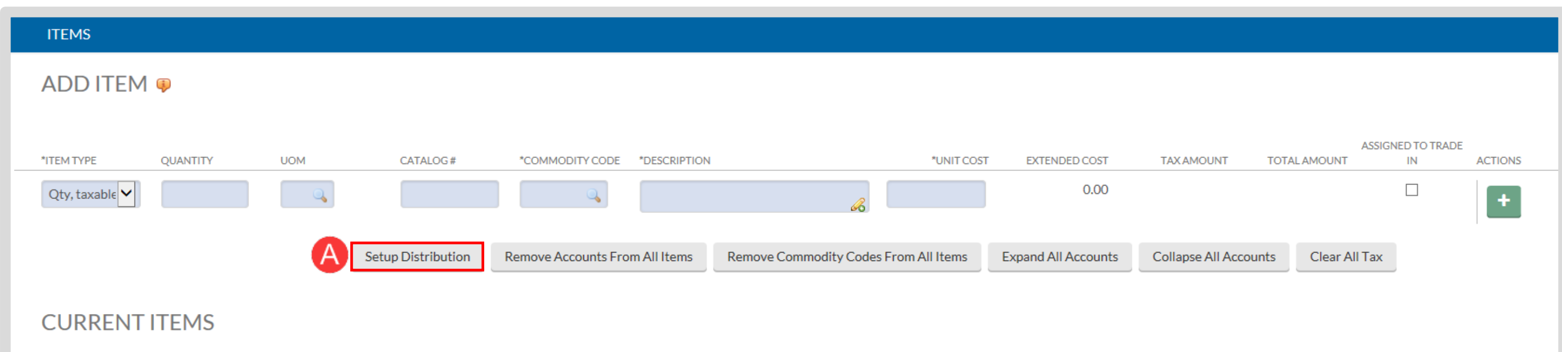
Refer to **Using the Lookup Feature Within a Requisition,** Object Code Lookup.

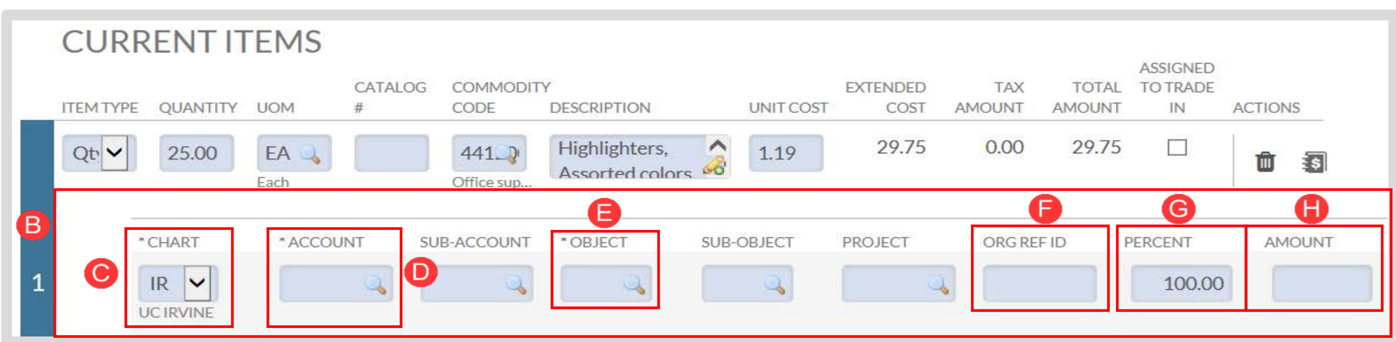
F. The **Org Ref ID** is an optional 10 character field which appears on the General Ledger.
G. In the **Percent** field, enter a percentage to indicate the breakdown of funds.
  - If there are multiple account numbers, change the percent to the correct amount, ex. 50%.

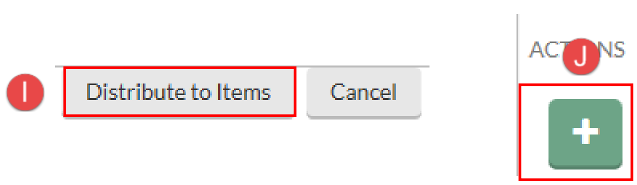
OR

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.

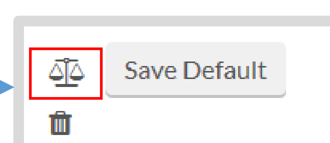
I. After the account(s) are added, select **distribute to items** to disperse the account information to the items.
J. Select the button under the **Actions** column to validate that the account was applied.
  - This is where the **Account Number**, **Object**, and **Percent** or **Amount** can be manually changed.





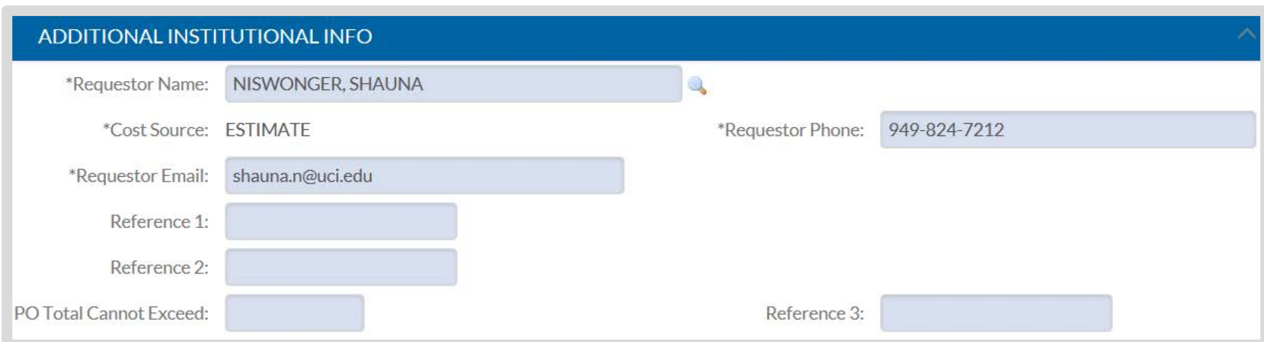


Note: The **Bal inquiry** button appears once the **Accounting Lines** are added. The balance of the account can be viewed by clicking on the button after account information is added. This is mainly used by Fiscal Officers.



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.



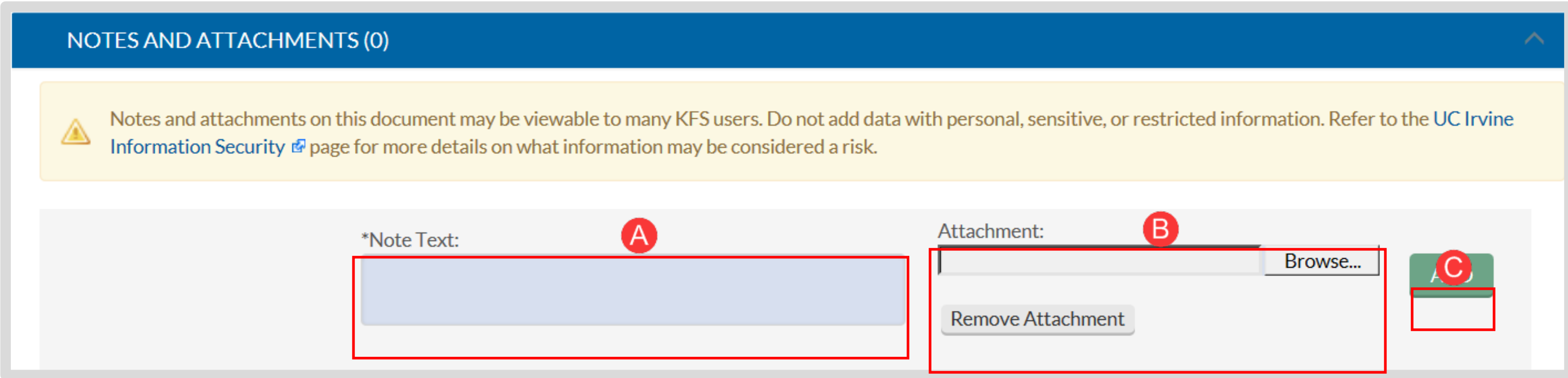
Campus Temporary Employees—occasionally the **Requestor Phone** field doesn't populate. Please enter a phone number to avoid an error message when submitting the KFS Requisition.

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 Browse... 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 ADD button to complete the file upload.

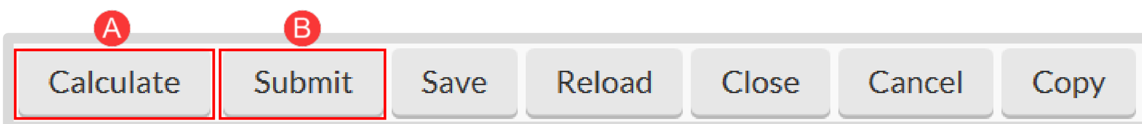


Step 9: Calculate and Submit the Requisition

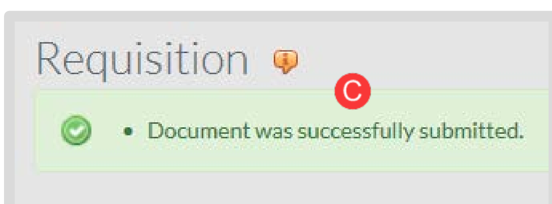
A. After all the information is entered, scroll to the end of the Requisition and select **calculate.** After **calculate** is selected, scroll back to the **Items** tab and check to make sure that tax calculated for the item. *Troubleshooting tips if tax doesn't populate:*
- Check to make sure the item 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.



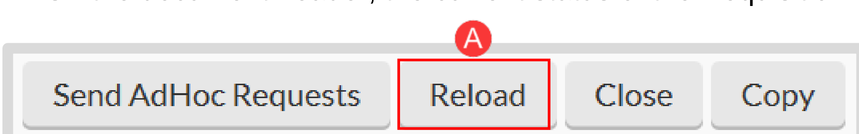
Important Reminder: If the Cancel button is selected at any time, the Requisition becomes inactive which means the user must start the process over again!

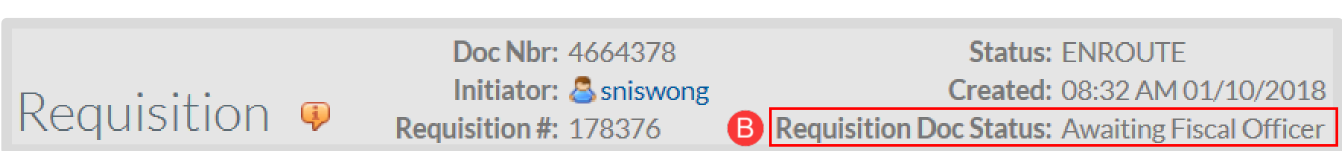


Step 10: Reload

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

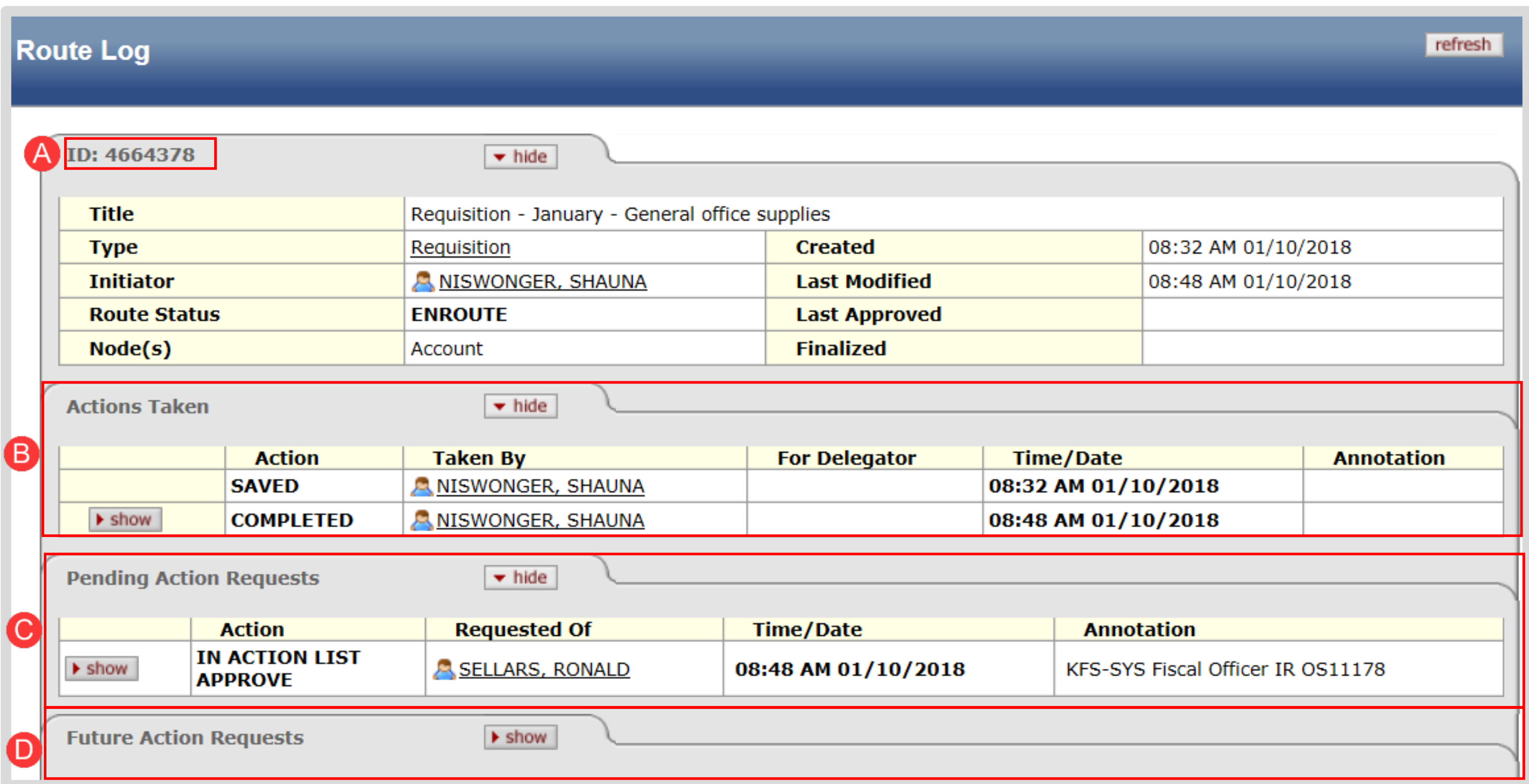
B. On the document header, the current status of the Requisition is displayed.





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 Actions Taken 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 Pending Action Requests 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 Future Action Requests show

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

- Scroll down and select the Close button to exit.