I/3 Financial

Entering Requisitions
June, 2011

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I. Steps to Completing a Requisition Document

The document code used for this example is an RQN (non pre-encumbering) for the purchase of goods or services. Similar steps are followed when creating an RQS, which pre-encumbers funds. Just substitute RQS for RQN in the instructions.

Step #	Step
1	**Open** the **Document Catalog**
2	**Select** the **Create** Link at the top of the **Document Catalog** window.
3	**Enter** the **Document Code** (RQN), **Department Number, and Doc ID**. (Doc Unit is not required)
4	**Select** the **Create** link at the bottom on the Document Catalog window.
5	**Header Section**:
	Follow these instructions if the requisition will be used by GSE to create a Master Agreement or Purchase Order: • **General Information Sub-Section:** o **Select** the appropriate **Procurement Type**. If no procurement type is selected, the field will populate with '1' o If you desire a specific document ID to be used when GSE creates the MA or PO from this requisition, include the Document ID in the **Document Name** field. • **Contact Sub-Section** o **Enter Requester Name, Phone** and **Email.** If a **Requester ID** is selected, **click Save** and the name, phone number, and email will populate from the Requestor ID. • **Default Shipping/Billing (optional and conditional)** o **Enter Shipping Location & Billing Location** if desired and if all commodity lines should be shipped to and billed to the same location.	**Follow these instructions if the requisition will <u>not</u> be used by GSE to create a Master Agreement or Purchase Order:** • **General Information Sub-Section:** o **Select** the appropriate **Procurement Type**. If no procurement type is select, the field will populate with '1' • **Contact Sub-Section** o **Enter Requester Name & Phone Number.** If a Requester ID is selected, this information will populate from the Requestor ID. • **Default Shipping/Billing (optional and conditional)** o **Enter Shipping Location & Billing Location** if desired and if all commodity lines should be shipped to and billed to the same location.

6	**Vendors:** Vendors are optional in requisition documents. However, if you desire specific vendors to be included in the bidding process, follow the instructions:

To include registered vendors:	**To include unregistered vendors:**
Select the Vendor Section from the left navigation panel, **Insert New Line** and enter the appropriate Vendor Code in the **Vendor Customer** field. Insert as many new lines as you have specific vendors.	Select the Free Form Vendors Section from the left navigation panel, **Insert New Line**, and enter or select the following *required* information: 1. Vendor Name 2. Principal Contact 3. Correspondence Type 4. Fax Number, Email Address (preferred), or postal address depending on the Correspondence Type selection Follow these steps for as many free form vendors that you have.

7	**Special Instructions Section:** **This section is required if the requisition will be used by GSE to create a Master Agreement or Purchase Order. Otherwise, skip to Step 8.** This section is used to inform GSE of certain events and conditions associated with the procurement project. Some of the information captured is based upon questions such as "Are Federal Funds involved?". In this case, there are two instructions, and you are to pick the appropriate one such as "Includes Federal Funds" or "Does Not Include Federal Funds". The following information is *required* and is captured by first **inserting a line**, then making a selection from the **Picklist**. Each bullet below requires a **inserting a new line** and Picklist selection: • Select one statement: TAC Approval Required or TAC Approval Not Required • Select one statement: Includes Federal Funds or Does Not Include Federal Funds • Select one statement: Request Site Visit or No Site Visit Required • Select one statement: Request Vendor Conference or No Vendor Conference Requested • Select one statement: Request Samples or No Samples Requested • Select one statement: Bid Bond Required or Bid Bond Not Required • Select one statement: Performance Bond Required or Performance Bond Not Required • Select one statement: Vendor Assisted with Specs or Vendor Did Not Assist with Specs • Select one statement: Award Result is MA or Award Result is PO • Select only if true: TAC Approval Obtained

	• Select only if desired: Copied on TSB Bid Posting • Select only if desired: Copied on Bid Ops Posting • Select only if desired: Copied on Addendums • Select only if desired: Copied on Intent to Award • Select only if desired: Copied on MA or PO If you selected any of the "Copied on…" instructions, return to the Header section using the Left Navigation Panel, and enter the name, phone number and email address, in the **Extended Description subsection,** of the person(s) who should be copied when GSE performs the selected actions. If you did not select any of the "Copied on…" instructions above, you will be presented with the Master Agreement or Purchase Order at the completion of the bid. Additionally, you will be notified if all bids come in higher than your estimate.
8	**Select Commodity Section** from the left navigation panel.
9	A commodity can be either an item or service. Item commodities are requested in units with each unit having a price. Therefore, the total request for an item commodity is the number of units desired multiplied by the unit price. Service commodities are requested by a contract price which represents the amount expected to be paid for services rendered from a specific start date to a specific end date. Therefore the total request for a service commodity is the contract amount. To request an item or service commodity, **insert a new line** and enter information in the General Information Sub-Section as instructed below. Repeat until all desired commodities are requested.
	<table><tr><td>**For Item Commodities:** • Commodity: Commodity code • Line Type: Item • Quantity (enter the number of units desired • Unit (this is the Unit of Measure for item commodities) • Unit Price (enter a dollar value per unit so GSE knows the estimated total expenditures expected against the resulting contract/purchase order.) • Extended Description: Enter specifications required for the commodity.</td><td>**For Service Commodities:** • Commodity: Commodity code • Line Type: Service • Contract Amount (enter a dollar amount for the cost of the service so GSE knows the estimated total expenditures expected against the resulting contract/purchase order.) • Service From (enter a start date for the service) • Service To (enter an end date for the service) • Extended Description: Enter specifications required for the commodity.</td></tr></table>
10	**Select Shipping/Billing Sub-Section** • If **Shipping Location** and/or **Billing Location** codes were entered in **Step 5**, **click** the **Ship/Bill From Header** link at the top of the Commodity Section. Otherwise, enter

	codes in the **Shipping Location** and **Billing Location** fields.
	• If this is a requisition that will be sent to GSE for bidding, enter a desired delivery date in the **Delivery Date** field. If the requisition is not being sent to GSE, Delivery Date is optional.
11	**Select** the **Accounting Section** from the left navigation panel if the information will vary between commodity lines. If the accounting is the same for all commodity lines, see Step #15
12	**Insert New Line**
13	In the **General Information Sub-Section**: • **Enter** the **Line Amount** (this can be zero or an amount)
14	In the **Fund Accounting Sub-Section**: • **Enter** the **Accounting String** or an **Accounting Template**
15	If the accounting string is the same for all commodity lines, **select Accounting Distribution** from the left navigation panel. • **Insert New Line** • **Enter** the appropriate % in the Distribution % field • **Enter** the **Accounting String** or an **Accounting Template**. **Click** the **SAVE** link
16	The **Distribute Accounting Lines** link will appear at the top of the page after the save button has been applied. **Click** the **Distribute Accounting Lines** link to apply the accounting to the commodity lines equally.
17	**Validate** to check for errors. **Submit** if no errors are found, and **Approve.**

II. Entering and Processing Requisitions and Orders for the Next Budget Fiscal Year (prior to July 1)

The purpose of this section is to summarize the steps needed to establish a pre-encumbrance or encumbrance for the next Budget Fiscal Year before that year is open and budget lines have been established. These procedures utilize special "non-accounting" event types which do not create any journal entries and do not update any expenditure buckets. They do allow users to designate the appropriate accounting codes which will be used when the actual encumbrance or payment is generated after the new BFY is open.

Steps to Prepare Pre-Encumbrances and Encumbrances for the Next BFY

For Pre-Encumbrances
The **RQN** is the requisition document to be used prior to the BFY opening. Prepare the RQN as you would a RQS with the following exception:

> In the header section, enter "2012" in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields.

If the **PO** is issued prior to July 1, use the copy forward command as normal with the following exception:

> After validating you will get the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)". Change the default event type for each accounting line from PR05 to PR07 and then revalidate.

If the **PO** is issued after July 1, use the copy forward command as normal.

For Encumbrances – Using a Master Agreement
Create a **DO** from a Master Agreement using the URSRCHMA page as normal with the following exceptions:

> In the header section, enter "2012" in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields. Change the default event type for each accounting line from PR05 to PR07 to avoid the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)".

When the goods are received after July 1, use the copy forward command to create the **PRC** document and process that document as normal. If the goods happen to be delivered prior to July 1, special steps will be required to close out this **DO**. Contact the I/3 Team for assistance if this should happen.

For Encumbrances – Without a Master Agreement
Create the appropriate encumbrance document (**PO, CT, or SC**) as normal with the following exceptions:
> In the header section, enter "2012" in the Budget Fiscal Year field, leaving the Fiscal Year and Period fields blank. For the accounting section, do not enter anything in the BFY, FY, or Period fields. Change the default event type for each accounting line from PR05 to PR07 to avoid the error "This posting is not allowed by BFY Profile P1, stage 1 (A2079)".

When the goods are received after July 1, use the copy forward command to create the **PRC** document and process that document as normal. If the goods happen to be delivered prior to July 1, special steps will be required to close out the **PO** document. Contact the I/3 Team for assistance if this should happen.