Requisition – Quick Reference Guide

The goal to successfully submitting a draft requisition is to have all green checks across the top bar.

Editing Requisitions by Tab

Each section in the top green bar has a corresponding tab within the requisition. Red explanation marks indicate that there is an error in that section, and additional information or action is required.

⚠ **Almost ready to go! The list below needs to be addressed before the request can be submitted.**
- Required field: Does the purchase total $10,000 or greater on a federal award?
- Required field: Does this cart include the purchase of technology (Software,cloud storage)?
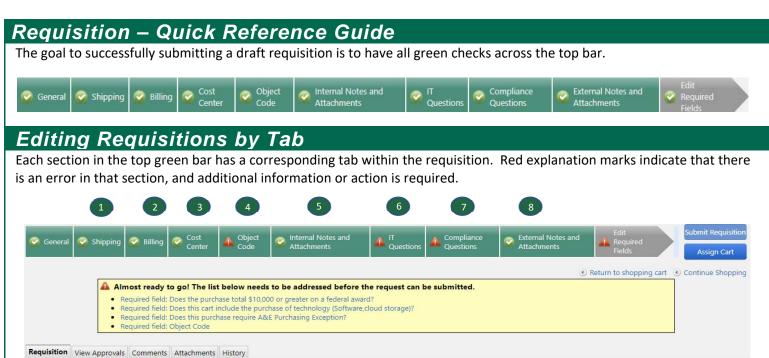- Required field: Does this purchase require A&E Purchasing Exception?
- Required field: Object Code

Shipping

In this section your default address will populate if your default address has been setup in your user profile. To select a different address, select **Edit** and select **click here t**o choose a different address.
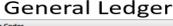
Billing

Typically there is no action to be taken on the billing tab. The **Bill To location** is fixed to our Accounts Payable Department and the Accounting date will default today's date. Exception: During the months surrounding Fiscal Yearend Close, the accounting date becomes a required field and you will have to indicate what year you want the expense processed in i.e. FY19 or FY20.

Cost Center - Entering Accounting Codes

In this section you will enter the accounting string. If you created a code favorite, it will pre-populate into these fields. The accounting string is the mechanism that indicates which University organization will pay for the purchase. To change the accounting string select edit to populate each field by selecting Code Favorites (if you have setup custom code defaults) or by entering each segment in manually.

Step 1: Select **Edit** next to Accounting Codes on the **Cost Center** tab within the Requisition.

Step 2: Click select from all value under **Account Type** and select an **Account Type** i.e. General Ledger or Grants

General Ledger

Grants

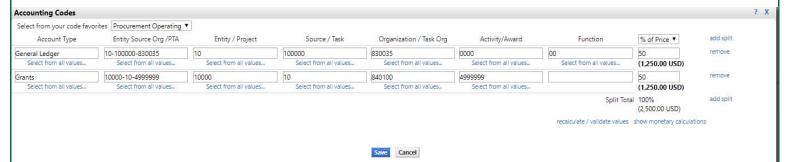## Cost Center – Entering Accounting Codes Continued

Step 3: **Select From All Values** under Entity/Source Org/PTA
Step 4: Type in **Entity/Project, Source/Task, Organization/Task Org** in the Value Box (with the dashes)
Step 5: Click **Search**
Step 6: Click **Select**; which will auto populate all field with the exception of Activity and Function
Step 5: Select from all values under **Activity/Award** and select the **Activity/Award**
Step 6: Select from all values under **Function** and select **Function** (Function is only valid for GL Accounting Strings)
Step 7: Select Save

Important Note: Accounting Codes can be entered at the Header or Line Level. When Accounting Codes are entered at the Line Level it will override any Accounting Codes entered at the Header and pay to the Accounting Codes entered on the line.
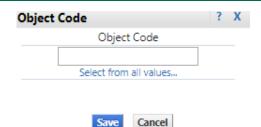
Cost Center – Splitting Transactions

Costs can be split by % of Price or % of Qty and must be equal to 100%. To split transactions:

Step 1: Select **Edit** next to Accounting Codes on the **Cost Center tab** within the Requisition
Step 2: In the top right corner select **Add Split**
Step 3: Enter the **Cost Center** for each account the expense should be split between
Step 4: Select **% of Price or % of Qty**
Step 5: Enter **Percentage** for each account
Step 6: Select show **monetary calculations** (Make sure Split Total is 100% and the monetary calculations represent what you are wanting to paid to each account.
Step 7: In the top right corner select **Add Split**
Step 8: Select Save

Accounting Codes   ? X

Select from your code favorites [Procurement Operating ▼]

Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	% of Price ▼	
General Ledger	10-100000-830035	10	100000	830035	0000	00	50	add split
Select from all values...	*Select from all values...*	*Select from all values...*	*Select from all values...*	*Select from all values...*	*Select from all values...*	*Select from all values...*	**(1,250.00 USD)**	remove
Grants	10000-10-4999999	10000	10	840100	4999999		50	remove
Select from all values...	*Select from all values...*	*Select from all values...*	*Select from all values...*	*Select from all values...*	*Select from all values...*		**(1,250.00 USD)**	

Split Total 100%
(2,500.00 USD)   add split

recalculate / validate values   show monetary calculations

[Save] [Cancel]

Object Code

The Object Code defines **WHAT** is being purchased. The object code allows purchases to be categorized. Please make certain that you are selecting an **Expense Object Code** for your purchase; which begins with a 7. To select an Object code:

Object Code   ? X

Object Code

[   ]

Select from all values...

[Save] [Cancel]

Step 1: Select **Edit** next to Object Code
Step 2: Click **Select from all values…**
Step 4: Enter in the **Object Code Value** or type in **Object Code Description** by entering a keyword and selecting the best Object Code that describes what you are purchasing
Step 5: Click **Search**
Step 6: Click **Select**
Step 7: Click **Save**

Important Note: Object Codes can be entered at the Header or Line Level. When Object Codes are entered at the Line Level it will override any Object Codes entered at the Header and Journal to the Object Code entered on the line.

Internal Notes and Attachments

Internal attachments are for review within the University i.e. unsigned contracts, supplier documentation, supporting documentation, and approval communications. To add Attachments:

Step 1: Select **Add Attachments**
Step 2: Click **Select files...**
Step 4: Select **Document to be attached**
Step 5: Select **Open**
Step 6: Select **Save Changes** *Repeat these steps to add multiple attachments.

Compliance Questions

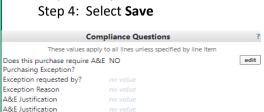| *IT – Security*	*A & E Mandate*	*Uniform Guidance*
Please answer the IT Questions section as it applies to your purchase. Answering these questions Yes will trigger IT security review to help protect the university from risks and ensure ADA compliance.	If a non-preferred supplier is used for an expense category in which a preferred supplier is required, than the user must seek an exception. Answer the question Yes will trigger the approval review from their CFAO. *There are two fields for justification because of the character restrictions on the field.	Uniform guidance for purchases using federal grant funds has recently changed. The micro-purchase limit of $10,000 requires the aggregate purchase to be supported by 3 quotes up to the bid threshold of $50,000. A Yes answer will trigger the requisition to be reviewed by the Grants Accounting department for compliance with the micro-purchase requirements

IT – Security

Step 1: Select **Edit**
Step 2: Answer **Questions**
Step 3: Select **Save**

IT Questions   ?

These values apply to all lines unless specified by line item

Does this cart include the purchase of technology (Software,cloud storage)?   *no value*   ❌ Required field ✏   edit

Will this Purchase store any sensitive information?   *no value*

Will this purchase store data offsite (cloud service)?   *no value*

Will this service be used by more than 50 students or members of the public?   *no value*

A & E Mandate

Step 1: Select **Edit**
Step 2: Answer **Question**
Step 3: Complete **Fields**
Step 4: Select **Save**

Compliance Questions   ?

These values apply to all lines unless specified by line item

Does this purchase require A&E Purchasing Exception?   NO   edit
Exception requested by?   *no value*
Exception Reason   *no value*
A&E Justification   *no value*
A&E Justification   *no value*

Uniform Guidance

Step 1: Select **Edit**
Step 2: Answer **Question**
Step 3: Select **Save**

Uniform Guidance   edit
Does the purchase total $10,000   NO
or greater on a federal award?

External Notes and Attachments

External attachments should include documents that need to be sent to the supplier when the Purchase Order is created i.e. Fully Executed Agreements and Quotes.

Step 1: Select **Add Attachments**
Step 2: Click **Select files...**
Step 4: Select **Document to be attached**
Step 5: Select **Open**
Step 6: Select **Save Changes** *Repeat these steps to add multiple attachments.