

REQUISITIONS – REQUESTS FOR PURCHASE

OVERVIEW

This section outlines the steps necessary to enter a Requisition into the *FAST* Financials System.

Departmental Users (a.k.a. Initiators, Requesters) will initiate a request for purchase by utilizing the online Requisition functionality in the *FAST* Purchasing module to initiate a request for purchase. Identification of where expenses should be charged will be entered on the Requisition and will carry forward automatically to the PO, the Receipt and finally to the Voucher.

Individuals are identified in each of the units with authority to initiate requests for purchases of goods and services. They are given the *FAST* security role of *USF_POREQINIT* which enables them to enter requisitions and push them into Workflow, the *FAST* approval routing process.

Requisitions approved by the individuals with departmental authority for approving purchases and expenditures move along to the Purchasing Department for final approval and the creation of a Purchase Order.

The Purchase Order, *not* the requisition, is USF's official document authorizing the department to purchase the goods or services requested.

Sections will provide navigation, screenshots, data selection information and procedure.

A [*Purchasing Hands-on Job Aid*](#) is available for experienced initiators who need only reminders.

Additional [Fast Purchasing Manuals](#) are available for related purchasing functions.

REQUISITION INITIATION 9.1

TABLE OF CONTENTS

STEPS	PAGE
Step 1: Navigate to the Requisition Page	4
Step 2: Add Requisition Criteria	4
Step 3: Review Maintain Requisition Page	5
Step 4: Enter the Requisition Header Default Information	6
4.1 Review Default Values	6
4.2 Enter Chartfields	7
4.3 Add Vendor	8
4.4 New Vendor	10
4.5 Return to Add/Update Vendor	10
Step 5: Optional: Add Requisition Name	10
Step 6: Enter Line Information	10
6.1 Enter Item Description	11
6.2 Enter Quantity	13
6.3 Enter Unit of Measure (UOM)	13
6.4 Enter Item Category	14
6.5 Enter Unit Price	14
6.6 Save the Requisition	15
6.7 Add Lines to the Requisition	15
6.8 View Additional Lines on Requisition	18
6.9 Optional: Add 'Attention To' Information	20
Step 7: Change or Split Chartfields on a Requisition Line	23
7.1 Understanding nested information on Requisitions	23
7.2 Changing a Chartfield	27
7.3 Split Chartfield Distribution	29
7.3.1 Split Chartfield by Quantity	29
7.3.2 Split Chartfield by Amount	32
Step 8: Change Requisition Status to Pending	37
Step 9: Budget Check the Requisition	39
Step 10: Enter Requisition Comments	41
10.1 Requisition Header Comments	41
10.2 Requisition Line Comments	42
10.3 Enter a Header Comment	42
10.4 Add More Comments	44
10.5 Enter a Line Comment	46
10.6 Standard Comments	48
10.7 Standard Comments Search	50
10.8 Attaching Documents	51
Step 11: Approve Requisition into	53
11.1 If Entering into Workflow Immediately	53
11.2 If Entering into Workflow at a Later Time	55
11.3 Approve into Workflow	56
11.4 Limited Purchase Orders (LPOs)	56
Step 12: Print the Requisition	56
Step 13: Making Changes to the Requisition	57
13.1 Change Description, Quantity, UOM, Item Category, Unit Price	57
13.2 Using the Retrofit Feature	60
13.3 Changing Chartfields on Individual Lines	62
13.4 Cancel a Requisition Line	63
13.5 Cancel the Requisition	65

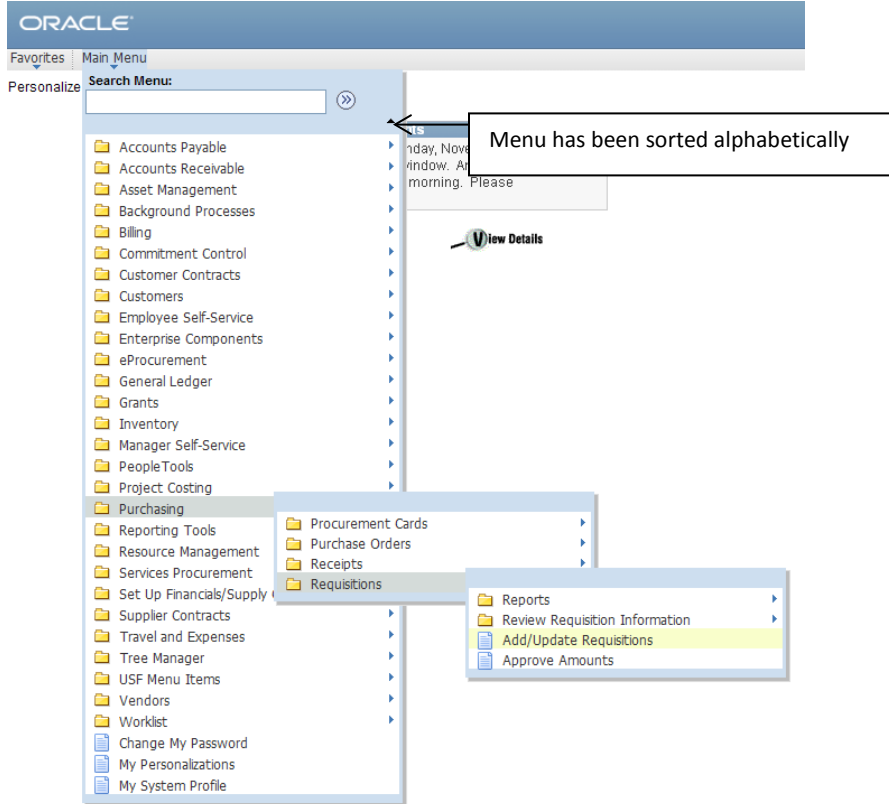
REQUISITION INITIATION 9.1

Step 14: Copy a Requisition	67
Step 15. Create Amount-Only Requisition Lines	72
15.1 Follow Steps 1-6	72
15.2 Line Details Page	72
15.3 Select Attributes	72
15.4 Select Amount Only Flag	73
15.5 Add Header Comment	74
15.6 Optional: Split Chartfield Distribution	74
15.7 Quantity Notification	74
15.8 Allocation Notification	74
Step 16. Customization of Chartfield String	75
Appendix I: Common Error Messages and Warnings	81
Save Warning	81
Budget Status Error	81
PC Bus Unit, Project and Activity are Required	84
Chartfield Combination Error	85
Appendix II: About Item Categories	87
Price Tolerances	87
Codes, Descriptions and Searching for an Item Category	88
Account Numbers	89
Equipment Purchases	89
Appendix III: Useful Standard Statements for Requesters	90

REQUISITION INITIATION 9.1

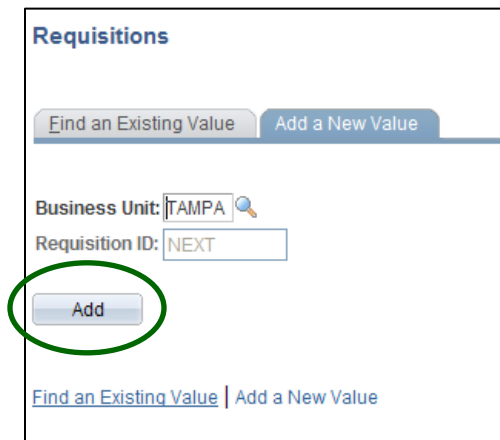
STEP 1 Navigate to the Requisition Page

NAVIGATE TO THE REQUISITION ADD/UPDATE PAGE BY USING THE MAIN MENU AND SELECTING: PURCHAING – REQUISITIONS- ADD/UPDATE REQUISITIONS



STEP 2 Add Requisition Criteria

THE FOLLOWING SCREEN APPEARS:



REQUISITION INITIATION 9.1

The system should pre-select the **Add a New Value** tab

Select the **Purchasing Business Unit** for this Requisition if it does not default in

Note: The Purchasing Business Unit represents the entity for which the purchase is being made and will default in from the Requester's default setup. *This value can be changed if necessary.* The available values are as follows:

TAMPA – Tampa & FIPR purchases excluding Physical Plant
PPLNT – Purchases made by Tampa Physical Plant
STPTE – St Petersburg Campus purchases
SRSTA – Sarasota Campus purchases
LKLND – Polytechnic Campus purchases

The *General Ledger* Business Unit used for accounting purposes is always USF01. Do not confuse business units, there are several more used in *FAST*.

Allow the **Requisition ID** to default to 'NEXT'. Do **NOT** type in this box. This will flag the system to automatically assign the Requisition ID. Requisitions from the Sarasota Business Unit will begin with 006, those from St. Petersburg will begin with 007, those from Polytechnic with 008 those from Physical Plant with 009 and the Tampa Requisitions will remain 000. Requisitions are 10 digits long. E.g. a Sarasota Requisition will be 0060001123.

Click on the **Add** button to get to the Maintain Requisition page

STEP 3 Review Maintain Requisition Page

THE FOLLOWING SCREEN APPEARS:

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open
Requisition ID: NEXT Budget Status: Not Chk'd
Requisition Name: Copy From Hold From Further Processing

*Requester: ALES Alesha Ales [Requester Defaults](#)
Requisition Date: 11/17/2011 [Add Comments](#)
Origin: Online [Requisition Activities](#)
*Currency Code: USD Dollar [Amount Summary](#)
Accounting Date: 11/17/2011 Total Amount: 0.00 USD

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		0.0000			0	0.00	Open

View Printable Version *Go to: ...More...

Save Notify Refresh Add Update/Display

REQUISITION INITIATION 9.1

Verify the correct **Requester** name is your own user id

Do not enter or change information on this page until you have added default information on the Requisition Defaults page

Click on the **Requisition Defaults** hyperlink to change your defaults (if necessary) and to select the Vendor.

STEP 4 Enter the Requisition Header Default Information

The screenshot shows the 'Maintain Requisitions' interface. The 'Requisition Defaults' section includes fields for Business Unit (TAMPA), Requisition ID (NEXT), Requisition Date (11/29/2011), and Status (Open). Below this are 'Default Options' with radio buttons for 'Default' and 'Override'. The 'Line' section contains fields for Buyer, Vendor, Category, Unit of Measure, Vendor Location, and Vendor Lookup. The 'Schedule' section includes Ship To (T_CTRL_REC TAMPA CENTRAL RECEIVING), Due Date, Ultimate Use Code, Attention To, and One Time Address. The 'Distribution' section has a SpeedChart field. The 'Distributions' table at the bottom shows columns for Dist, Percent, GL Unit, Oper Unit, Fund, Account, DeptID, Product, Initiative, PC Bus Unit, Project, Budget Date, and Location. A callout '4.1 Chartfield String' points to the 'Dist' column, and another '4.1 Location' points to the 'Location' column. A third callout '4.1 Default Options - Do NOT Change' points to the 'Default Options' section, and a fourth '4.1 Ship To' points to the 'Ship To' field.

NOTE: The Header Default page is a *template* for the *lines* of the Requisition which will be added after the template is filled out.

Information entered here will be placed on *each Line* of the Requisition. Its intent is to save unnecessary and repetitive input.

The system does not read this part of the Requisition. It will only read what is on the Requisition *Line* and each line's Schedule and Distribution.

4.1 Review Default Values

Some values will default in based on the Requester setup, all of which can be overridden by changing the default values on this page or individual on the requisition lines which will be added

REQUISITION INITIATION 9.1

- Ship To location – identifies the shipping information that the vendor needs
- Location – identifies the building and room code for central receiving to deliver the goods
- Chartfield String – identifies where the cost of the purchase will be charged to in the General Ledger.

Note: The Default Option is set to “Override” do NOT change this option or the values you enter may be changed

4.2 Enter Chartfields

Enter the chartfields for the purchase, if the default chartfields are incorrect.

Frequently changed chartfields are Fund, Product and Initiative.

DO NOT ENTER AN ACCOUNT NUMBER

Account numbers are added by the Item Category on each line of the requisition.

If a Project is being used, the PC Business Unit must be selected before the project number can be entered.

Sponsored Research projects use PC Business Unit **GRT01**

Construction (PECO) projects use PC Business Unit **USF01**

All projects require an Activity to be selected.

Chartfields should be obtained from a department authority that has budget responsibilities.

Dist	Percent	GL Unit	Oper Unit	Fund	Account	DeptID	Product	Initiative	PC Bus Unit	Project	Activity ID	Budget
1		USF01	TPA	20000		350000	000000	0000000	GRT01	6119125400	BUDGET	12/05

NOTE: The Initiative field defaults to the far right of the page. Use the Customization feature to move the field to the left. See [Step 15 Customization](#)

REQUISITION INITIATION 9.1

4.3 Add Vendor

Each requisition should have only one (1) vendor. Vendors should be selected using the Vendor Lookup. This will ensure the vendor is currently active and open for ordering in the system.

Maintain Requisitions

Requisition Defaults

Business Unit: TAMPA Requisition Date: 11/29/2011
Requisition ID: NEXT Status: Open

Default Options

Default
If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override
If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: Unit of Measure:
Vendor: Vendor Location:
Category: [Vendor Lookup](#)

Schedule

Ship To: T_CTRL_REC TAMPA CENTRAL RECEIVING *Distribute By: Quantity
Due Date:
Ultimate Use Code:
Attention To: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Oper Unit	Fund	Account	DeptID	Product	Initiative	PC Bus Unit	Project	Activity ID	Budget Date	Location
1		USF01	TPA	100000		3500000	0000000	00000000				11/29/2011	LIB0618

OK Cancel Refresh

Click on the [Vendor Lookup](#) link

Enter a vendor name and click the Search button. It is best to enter only part of the Vendor name and use the wildcard % for this purpose.

Vendor Search

Search Criteria

Name: FISHER SC% ShortName:
Alternate Vndr Name:
City: State:
Country: Postal:
Class: Type:
Max Rows: 10

 1 to 9 of 9

Search results

Selected	Vendor ID	Location	Address	Short Vendor Name	Name 1	Withholding Applicable
<input checked="" type="checkbox"/>	0000001157	3970JOHNS	2	FISHERSCIE-005	FISHER SCIENTIFIC COMPANY LLC	N
<input type="checkbox"/>	0000001157	3970JOHNSC	2	FISHERSCIE-005	FISHER SCIENTIFIC COMPANY LLC	N
<input type="checkbox"/>	0000001157	4500TURNBE	28	FISHERSCIE-005	FISHER SCIENTIFIC COMPANY LLC	N
<input type="checkbox"/>	0000001157	POBOX40470	12	FISHERSCIE-005	FISHER SCIENTIFIC COMPANY LLC	N

[Vendor Detail](#) [Address](#)

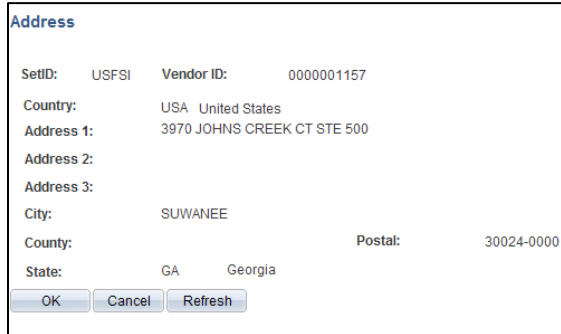
OK Cancel Refresh

4.3 Search results

REQUISITION INITIATION 9.1

Vendor addresses are indicated by the 'Location' code. The first line of the vendor's address is displayed up to 10 characters.

To view the complete address, click the 'Sel' box and then the Address link at the bottom of the page.



The screenshot shows a dialog box titled "Address" with the following fields and values:

SetID:	USFSI	Vendor ID:	0000001157
Country:	USA United States		
Address 1:	3970 JOHNS CREEK CT STE 500		
Address 2:			
Address 3:			
City:	SUWANEE	Postal:	30024-0000
County:			
State:	GA Georgia		

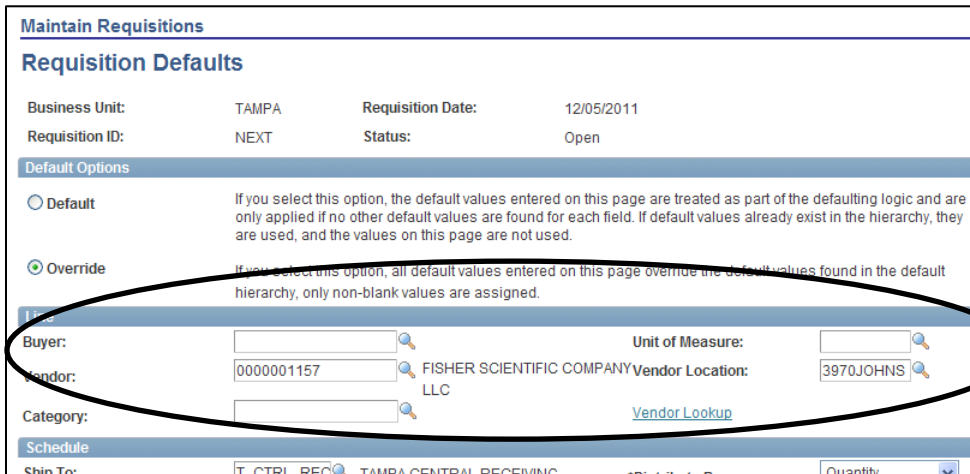
Buttons: OK, Cancel, Refresh

Click OK to return to the Vendor Search results.

Once the correct address of the vendor is ascertained, Select that vendor by checking the appropriate box and click the 'OK' button.

This action will return you to the Requisition Defaults page.

The vendor id, name and location will appear on the header.



The screenshot shows the "Maintain Requisitions" page with the "Requisition Defaults" section. The "Default Options" section has "Override" selected. The "Vendor" field is circled in black and contains the value "0000001157". Other fields include "Buyer" (blank), "Unit of Measure" (blank), "Vendor Location" (3970JOHNS), and "Category" (blank). The "Vendor" field is also associated with the text "FISHER SCIENTIFIC COMPANY LLC".

NOTE: DO NOT ENTER A BUYER NAME. Buyers are assigned by the Workflow process. Make sure this field is blank at this point in the requisition entry process.

REQUISITION INITIATION 9.1

4.4 New Vendor Refer to New Vendor information on the Accounts Payable website at <http://www.usf.edu/business-finance/controller/payment-services/vendors.aspx>

If the vendor is not in the Fast system, the requisition can still be created.

Obtain a W-9 form from the vendor. The USF format is online [here](#) and is the best form to use for the university.

The W-9 should be scanned as an Adobe .pdf file.

The W-9 MUST have a physical street address and email address. The physical address does not have to be used as a mailing address but must be supplied for verification and audit purposes.

Enter a Standard Comment Type **REQ** Standard Comment id **NEWV** and attach the scanned W-9 to the comment. See **Step 12 Enter Requisition Comments**, below

4.5 Return to Add/Update Requisitions

Once the chartfields and vendor are entered, click the OK button to return to the Add/Update Requisition page to add specific items to the requisition.

STEP 5 **OPTIONAL: Enter Requisition Name**

A requisition name can be entered to provide an additional search criterion when searching for a requisition or group of requisitions.

The name is an alpha/numeric character field that is not case sensitive. It is not restricted by user id.

Using an event, semester, name, course, the Requisition Name should be coupled with the user's id or the department number for best results.

This is an optional field. If it is not used, the requisition number will populate this field.

STEP 6 **Enter Line Information**

Each, different commodity or service being ordered is given a separate line on a requisition. The multiple of each item is indicated by the quantity field.

Important Note: Requisitions must have a Line 1. Do not under any circumstances delete Line 1 from any requisition or the requisition will not flow through the system.

REQUISITION INITIATION 9.1

Commodities should be entered with broad descriptions which narrow down to specific details of the item.

Examples:

Description:
Table, Steelcase #2343, 36x60, brushed chrome

Description:
Ammonia solution 0.5 M in dioxane, #40766, 100ml

Services should include *dates, rates, deliverables and billing information*

Examples:

Description:
Website development, October 1-30, 2011 @ \$50/hour, montly biling

Description:
Rental stage equipment for Homecoming, Nov. 1-3, 2011.

In the 2nd example, the equipment is being rented for 2 days and this will be indicated in the quantity (2) and unit of measure (day)

6.1 Enter item description

Type the description in the Description field. The information will scroll as it is being typed in.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open

Requisition ID: 0000185244 Budget Status: Not Chk'd

Requisition Name: 0000185244 Hold From Further Processing

▼ Header

*Requester: ALES Alisha Ales [Requisition Defaults](#)

*Requisition Date: 12/05/2011 [Requester Info](#) [Add Comments](#)

Origin: ONL Online [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 12/05/2011

Amount Summary

Total Amount: 300.00 USD

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	equipment for	2.0000	DAY	RENT FU	150.00000	300.00	Open

An alternative is to click the Modal icon to open the entire field:

The screenshot shows the requisition line table from the previous image. A green circle highlights the modal icon (a small square with a magnifying glass) located in the description column for line 1. An arrow points from the text above to this icon.

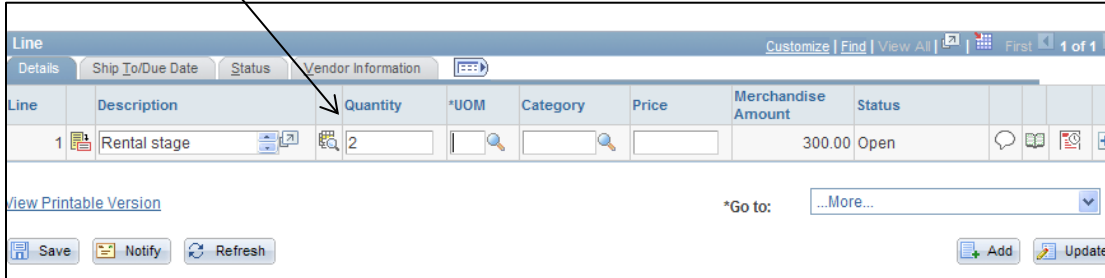
Description:

Rental stage equipment for Homecoming, Nov. 1-3, 2011.

Click OK when complete

REQUISITION INITIATION 9.1

6.2 Enter Quantity being ordered



The screenshot shows a requisition line item with the following details:

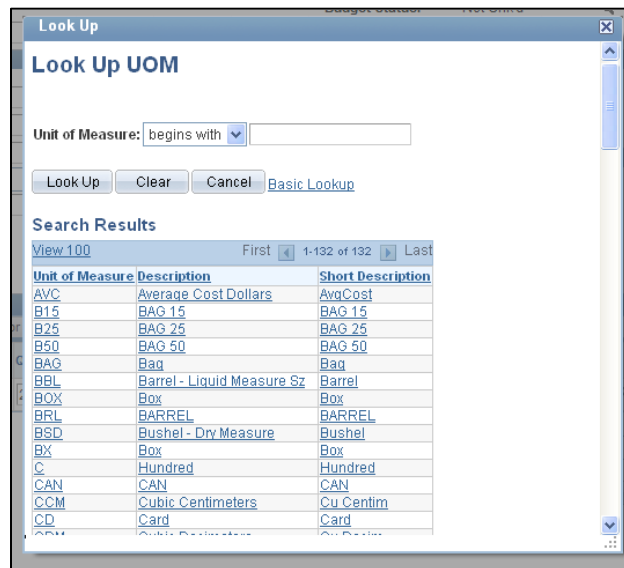
Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2				300.00	Open

Buttons at the bottom include Save, Notify, Refresh, Add, and Update. A search icon is visible next to the UOM field.

6.3 Enter Unit of Measure (UOM)

Use the drop-down search icon to view available units. Frequently used UOMs are:

- EA Each
- LOT Lot (often used for amount only purchases)
- CTN Carton
- CS Case
- HR Hour



The 'Look Up UOM' dialog box shows a search interface with the following elements:

- Unit of Measure: begins with []
- Buttons: Look Up, Clear, Cancel, Basic Lookup
- Search Results table:

Unit of Measure	Description	Short Description
AVC	Average Cost Dollars	AvgCost
B15	BAG 15	BAG 15
B25	BAG 25	BAG 25
B50	BAG 50	BAG 50
BAG	Bag	Bag
BBL	Barrel - Liquid Measure Sz	Barrel
BOX	Box	Box
BRL	BARREL	BARREL
BSD	Bushel - Dry Measure	Bushel
BX	Box	Box
C	Hundred	Hundred
CAN	CAN	CAN
CCM	Cubic Centimeters	Cu Centim
CD	Card	Card
CCM	Cubic Centimeters	Cu Centim

Select the UOM by clicking on it

Here, DAY has been selected

REQUISITION INITIATION 9.1

The screenshot shows a requisition line item with the following details:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY			0.00	Open

Below the table, there are buttons for "Save", "Notify", and "Refresh". A "View Printable Version" link is also present. A "*Go to:" field contains "...More...".

6.4 Enter Item Category

IMPORTANT: Please read the About Item Categories in Appendix II at the end of this manual for a full explanation of how Item Categories are organized and the GL Account numbers and Matching tolerances that are established for each category.

Click the Look-up icon and select an Item Category.

Each category should reflect the general description of the good/services being purchases.

Search by using general terms in the Category ID field:

The "Look Up Category" dialog box is shown with the following fields and options:

- SetID: USFSI
- Category: begins with [RENT]
- Description: begins with []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Category	Description
RENT FURNITURE EQU	Rent Furniture Equipment
RENT MEETING ROOMS	Rent Lease Meeting Room
RENT MEETING SERVI	Rent Meeting Business Services
RENTAL OTHER	Rent Expense Items

The Description can be used for more specific definitions if there is a problem finding a good match:

REQUISITION INITIATION 9.1

Look Up Category

SetID: USFSI

Category: begins with

Description: contains Equip

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-39 of 39 Last

Category	Description
ANIMAL EQUIPMENT	Animal Equipment >\$5000
ATHLETIC EQUIPMENT	Athletic Equipment Sports Gym
COPIER EQUIPMENT	Copier Equipment Duplicating
DORMITORY EQUIPMEN	Dormitory Equipment >\$5000
EDUCATIONAL EQUIPM	Educational Classroom Equipmen
ELECTRONIC EQUIPME	Electronic Equipment >\$5000
BUILDING EQUIPMENT	Equipment HVAC Signage
MEDICAL EQUIPMENT	Equipment for Healthcare
LAB PROCESSING EQU	Equipment for Lab Experiments

Use the “contains” parameter to find the word within the Category ID or Description.

For an individual commodity that costs less than \$5000, select an Item Category with Supply as part of the Category ID or in the Description.

Individual items costing \$5000 or more are considered Assets of the University and are recorded, tagged and reported to the state.

These items are considered ‘Capital Equipment’. Look for Item Categories with ‘Equip’ or ‘OCO’ (Other Capital Outlay) in their Category ID or Description.

The Item Category selected will place an Account number on the Distribution of the requisition line being entered.

For Sponsored Research Projects, user should refer to the [Rosetta Stone](#) for a correlation between Item Category GL Expense Account numbers and their roll up to Budget Accounts

6.5 Enter Unit Price

This is the price of the individual item. The Unit Price will be multiplied by the quantity to calculate the total cost of the line.

REQUISITION INITIATION 9.1

2 x \$150 = \$300

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY	RENT FUF	150.00000	300.00	Open

6.6 Save the Requisition

After entering the first line, save the requisition by clicking the Save button at the bottom left of the screen.

A requisition number will be assigned.

If the Requisition Name is not used, the Requisition Number will appear in the Requisition Name field.

Maintain Requisitions

Requisition

Business Unit: TAMPA
Requisition ID: 0000185244
Requisition Name: 0000185244

Status: Open
Budget Status: Not Chk'd
 Hold From Further Processing

*Header

*Requester: ALES Alisha Ales
*Requisition Date: 12/05/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/05/2011

Requisition Defaults
Add Comments
Requisition Activities
Document Status

Amount Summary
Total Amount: 300.00 USD

Select Lines To Display
Line: To: Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY	RENT FUF	150.00000	300.00	Open

Save Return to Search Notify Refresh

6.4 Save

*Go to: ...More...

Add Update/Display

If more information is added to the requisitions, make sure to Save every few lines to ensure the changes will not be lost.

6.7 Add Lines to Requisition

Click the plus + sign to the right of the first requisition line.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open ✓ ✗
Requisition ID: 0000185244 Budget Status: Not Chk'd
Requisition Name: 0000185244 Hold From Further Processing

Header

*Requester: ALES Alisha Ales
*Requisition Date: 12/05/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/05/2011

Amount Summary

Total Amount: 300.00 USD

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY	RENT FUF	150.00000	300.00	Open

Enter the number of additional lines you expect to need in the dialog box that appears and click OK

Explorer User Prompt

Script Prompt:
Enter number of rows to add:

3

OK Cancel

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open ✓ ✗
Requisition ID: 0000185244 Budget Status: Not Chk'd
Requisition Name: 0000185244 Hold From Further Processing

Header

*Requester: ALES Alisha Ales
*Requisition Date: 12/05/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/05/2011

Amount Summary

Total Amount: 300.00 USD

Additional blank lines appear on the requisition to complete.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open

Requisition ID: 0000185244 Budget Status: Not Chk'd

Requisition Name: 0000185244 Hold From Further Processing

Header

*Requester: ALES Alisha Ales [Requisition Defaults](#)

*Requisition Date: 12/05/2011 [Requester Info](#) [Add Comments](#)

Origin: ONL Online [Requisition Activities](#)

*Currency Code: USD Dollar [Document Status](#)

Accounting Date: 12/05/2011

Amount Summary

Total Amount: 300.00 USD

Select Lines To Display

Line: To:

Line

Details Ship To/Due Date Status Vendor Information

Customize | Find | View All | | First 1-4 of 4 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	Rental stage	2.0000	DAY	RENT FU	150.00000	300.00	Open				
2		0.0000			0	0.00	Open				
3		0.0000			0	0.00	Open				
4		0.0000			0	0.00	Open				

[View Printable Version](#) *Go to:

If more lines are needed click the + sign and repeat.

6.8 View Additional Lines on Requisition

The Requisition Add/Update page is defaulted to display a limited number of lines on a page.

To scroll to additional lines, use the line display feature to the right. Use the arrows to scroll up and down each set of lines and the 'Last' and 'First' links to go to last line or back to line 1.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending ▲ ✖
Requisition ID: 0000184951 Budget Status: Valid
Requisition Name: 0000184951 Hold From Further Processing

Header

*Requester: MCMILLER Michelle C. Miller [Requisition Defaults](#)
*Requisition Date: 07/26/2011 [Requester Info](#)
Origin: ONL Online [Edit Comments](#)
*Currency Code: USD Dollar [Requisition Activities](#)
Accounting Date: 07/26/2011 [Document Status](#)

Amount Summary

Total Amount: 106,070.81 USD
Pre-Encumbrance Balance: 106070.81 USD

Select Lines To Display

Line: To: [Retrieve](#)

Line Customize | Find | View All | First | 1-10 of 92 | Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	S-MHRR-SS (SIGNATURE) 3"X4" MULTI-1/2 RCK W/ STAINLESS STEEL SLOTS (GREEN POST)	4.0000	EA	CONSTRUCTION MAJOR	2,399.0000	9,596.00	Pending				
2	R-LOGOAV LARGE ARCH CUSTOM LOGO	4.0000	EA	CONSTRUCTION MAJOR	49.000000	196.00	Pending				
3	R-LOGO-SEC MILLED LOGO FOR SIGNATURE J-CUP	8.0000	EA	CONSTRUCTION MAJOR	50.000000	400.00	Pending				
	S-BAHRTB (SIGNATURE) TOP										

Using the View All link, the page will display up to 15 requisition lines.

To navigate to specific lines, use the Select Lines to Display and enter the lines from line number xxx to line number xxx and click Retrieve

Amount Summary

Total Amount: 106,070.81 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To: [Retrieve](#)

Line Customize | Find | View All | First | 1-10 of 92 | Last

Category	Price	Merchandise Amount	Status				
CONSTRUCTION MAJOR	2,399.0000	9,596.00	Pending				

The system will warn that any changes made to the PO up to this point will be saved.

Click "OK."

The system will return only the lines requested.

REQUISITION INITIATION 9.1

*Requisition Date:	07/26/2011	Requester Info	FUEL CONTRACTS Requisition Activities Document Status
Origin:	ONL	Online	
*Currency Code:	USD	Dollar	
Accounting Date:	07/26/2011		

Amount Summary	
Total Amount:	106,070.81 USD
Pre-Encumbrance Balance:	0.00 USD

Select Lines To Display

Line: To:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
65	FREIGHT CHARGE	1.0000	LOT	CONSTRUCTION MAJOR	840.00000	840.00	Pending				
66	019-110-S CARDILLO LEATHER BELT - 4" BACK TAPERED TO 2 1/2" FRONT - SMALL	6.0000	EA	CONSTRUCTION MAJOR	29.99000	179.70	Pending				
67	019-110-M CARDILLO LEATHER BELT - 4" BACK TAPERED TO 2 1/2" FRONT - MEDIUM	8.0000	EA	CONSTRUCTION MAJOR	29.99000	239.92	Pending				
68	019-110-L CARDILLO LEATHER BELT - 4" BACK TAPERED TO 2 1/2" FRONT - LARGE	6.0000	EA	CONSTRUCTION MAJOR	29.99000	179.94	Pending				
69	019-110-XL CARDILLO LEATHER BELT - 4" BACK TAPERED TO 2 1/2" FRONT - XL	4.0000	EA	CONSTRUCTION MAJOR	29.99000	119.96	Pending				
70	FREIGHT CHARGE	1.0000	LOT	CONSTRUCTION MAJOR	40.00000	40.00	Pending				

View Printable Version *Go to:

Select a new range of lines to retrieve or return to Search to pull up the entire PO again.

6.9 Optional: Add 'Attention To' Information

The Schedule page is normally left alone by initiators. (Please see Step 7.1 Understanding Nested Information on Requisitions)

In the situation where a requisition has multiple lines that are intended for several different people, the user can keep track of what item belongs to whom by indicating that person on the 'Attention To' field on the Schedule of the requisition line for that item.

REQUISITION INITIATION 9.1

Maintain Requisitions


Requisition

Business Unit: TAMPA Status: Open
Requisition ID: NEXT Budget Status: Not Chkd
Requisition Name: 0000185167 [Copy From](#) Hold From Further Processing

Header

*Requester: HMOUTTAK Hasnaa Mouttaki [Requisition Defaults](#)
*Requisition Date: 01/13/2012 [Requester Info](#) [Add Comments](#)
Origin: ONL Online [Requisition Activities](#)
*Currency Code: USD Dollar [Amount Summary](#)
Accounting Date: 01/13/2012 Total Amount: 276.87 USD

Line

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status	
1	DICHLOROMETHANE	1.0000	EA	C CHEMIC	94.00000	94.00	Open	
2	7ML VIALS,	1.0000	EA	C CHEMIC	149.81000	149.81	Open	
3	100 PTFE CAPS, 15-	1.0000	EA	C CHEMIC	33.06000	33.06	Open	

[View Printable Version](#) *Go to:

Click on the Schedule icon for requisition line 1

Maintain Requisitions

Schedule


Business Unit: TAMPA Requisition Date: 07/29/2011
Requisition ID: 0000185167 Status: Pending

[Return to Main Page](#)

Line

1 Item: AH-110 64 ch EEG/ERP amplifie Quantity: 1.0000 Each Merchandise Amt: 27,310.00 USD

Schedule

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	
1	T_CTRL_REC	1.0000	27,310.0000	27,310.00			Active	

[Add Ship To Comments](#)

Click 'View All' on the Line bar

REQUISITION INITIATION 9.1

Requisition Line Numbers

TAMPA Requisition Date: 07/29/2011
Requisition ID: 0000185167 Status: Pending

Return to Main Page

Line	Item	Quantity	Each	Merchandise Amt:
1	AH-110 64 ch EEG/ERP amplifie	1.0000	Each	27,310.00 USD
2	CA-118 WaveGuard cap. 64 shiel	1.0000	Each	2,675.00 USD
3	XC-100 Adapter from Waveguard	2.0000	Each	950.00 USD

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	T_CTRL_REC	1.0000	27,310.00000	27,310.00		Anne Jones	Active
1	T_CTRL_REC	1.0000				Kumar Olgran	Active
1	T_CTRL_REC	2.0000	475.00000	950.00		Anne Jones	Active

Type in the different individuals who will get these items

View All displays the Schedule for each Requisition Line. Type in the individual name or any other information desired such as room number. The field is limited to 30 characters.

When the receipt for some or all items is created, the Receiving Report will display the information. (See the Receiving manual on the Purchasing Manuals page)

REQUISITION INITIATION 9.1

ORACLE		Report ID: POY6030	PeopleSoft Purchasing		Page No. 1
		User ID: NDELLAPO	RECEIPT DELIVERY DETAIL REPORT		Run Date 1/13/2012
		Run Control: RECV-DLY-NDELLAPO			Run Time 12:55:05PM
Location	NEG0107	NATURAL & ENV SCIENCES BLDG	Receiving BU	TAMPA	Receiver ID 0000303654
Address	UNIVERSITY OF SOUTH FLORIDA TAMPA CAMPUS 4202 EAST FOWLER AVENUE TAMPA, FL 33620		Vendor	0000001157	FISHER SCIENTIFIC COMPANY LLC
Phone			Receipt Date	1/13/2012	
Building		Floor	Receipt Status	Received	
			Bill of Lading		

Item ID	Dict/Accepted Qty	UOM	Due Date	PO BU	Purchase Order Buyer	Requisition Requester	Deliver Date	Delivered To Attention To
1 DICHLOROMETHANE, CAT# D3720, 20L	1.0000	EA	1/13/2012	TAMPA	0000180870 LPO	0000190395 Hasnaa Mouttaki		Anne Jones
2 7ML VIALS, 1000CNT, CAT#0333726	1.0000	EA	1/13/2012	TAMPA	0000180870 LPO	0000190395 Hasnaa Mouttaki		Kumar Olgran
3 100 PTFE CAPS, 15-425, CAT#0339112C, 1CSE	1.0000	EA	1/13/2012	TAMPA	0000180870 LPO	0000190395 Hasnaa Mouttaki		Anne Jones

Receiving Report with Attention To information

STEP 7 Change or Split Chartfields on Requisition Lines

Occasionally there is a need to change the chartfield on a requisition line to a different chartfield. This may be for a different product or fund.

For the purchase of some items or services, the cost is being split between two or more areas and the cost has to reflect this split distribution.

Although the Requisition Header default allows for split distribution over all lines, this often requires difficult calculation of percentages that are often wrong.

The best place to split the charge is on the requisition line, itself.

7.1 Understanding nested information on Requisitions

Each requisition line copies the vendor, shipping and chartfield information that was entered on the Requisition Header Default page. This page is NOT read by the system when budget checking and processing. This page is a *template* and the information on it is placed on each line of the requisition created.

REQUISITION INITIATION 9.1

If the information is not on the template when the line is entered, the information will not appear on the line and the system may find that line in error or it may ignore the line completely.

The information from the default page creates a Requisition Header.

The Header contains payment terms, Requester information, accounting dates and links to other pages within the requisition and elsewhere in the system.

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open

Requisition ID: 0000185244 Budget Status: Not Chk'd

Requisition Name: 0000185244 Hold From Further Processing

Header

*Requester: ALES Alisha Ales [Requester Info](#)

*Requisition Date: 12/05/2011 [Requisition Defaults](#)

Origin: ONL Online [Add Comments](#)

*Currency Code: USD Dollar [Requisition Activities](#)

Accounting Date: 12/05/2011 [Document Status](#)

Amount Summary

Total Amount: 300.00 USD

Select Lines To Display

Line: To:

Line Customize | Find | View All | First 1 of 1 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY	RENT FUI	150.00000	300.00	Open

[View Printable Version](#) *Go to: ...More...

The Requisition Line contains the item Description, Item Category and Vendor name.

Each Requisition Line has an associated Requisition Schedule.

To view the Schedule, click the Schedule icon to the right of the line.

Line Customize | Find | View All | First 1 of 1 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Rental stage	2.0000	DAY	RENT FUI	150.00000	300.00	Open

[View Printable Version](#) *Go to: ...More...

REQUISITION INITIATION 9.1

Requisition Line Schedule

Maintain Requisitions

Schedule

Business Unit: TAMPA Requisition Date: 12/05/2011
Requisition ID: 0000185244 Status: Open

[Return to Main Page](#)

Line 1 Item: Rental stage equipment for Hom Quantity: 2.0000 Days Merchandise Amt: 300.00 USD

Schedule Customize | Find | View All | First 1 of 1 Last

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	T_CTRL	2.0000	150.00000	300.00		Alisha Ales	Active

[Add Ship To Comments](#)

Save Return to Search Notify Refresh Add Update/Display

Refers to Requisition Line 1 of 1

Refers to Schedule 1 of 1

Each Requisition line should only have *one* Schedule.

The Schedule contains the Ship To address, the quantity and the unit price. The system allows multiple Schedules for each line, however *users should NEVER create an additional Schedule* for a requisition line. This will create problems with the transaction due to the way the university handles its processes.

To View the Chartfields for the line, click on the Distribution icon

Schedule

Business Unit: TAMPA Requisition Date: 12/05/2011
Requisition ID: 0000185244 Status: Open

[Return to Main Page](#)

Line 1 Item: Rental stage equipment for Hom Quantity: 2.0000 Days Merchandise Amt: 300.00 USD

Schedule Customize | Find | View All | First 1 of 1 Last

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	T_CTRL	2.0000	150.00000	300.00		Alisha Ales	Active

[Add Ship To Comments](#)

Save Return to Search Notify Refresh Add Update/Display

REQUISITION INITIATION 9.1

Requisition Distribution Line

Note: This view has been Customized to hide unused fields and rearrange other fields

Maintain Requisitions

Distribution

Requisition ID: 0000185244
Line: 1
Schedule: 1
Ship To: T_CTRL_REC
Distribute By: Quantity
SpeedChart: Multi-SpeedCharts
Merchandise Amt: 300.00 USD

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative	PC Bus Unit	Project	Activity ID	
1	Open	100.0000	2.0000	300.00	USF01	56000	TPA	20000	350000		000000	0000000	GRT0	6119125400	BUDGET

OK Cancel Refresh

Requisition lines may have many Distribution lines associated with them.

Distributions are nested up to one Schedule and the Schedule is nested into the Line. The Lines, in turn are nested into the Requisition Header. (Do not confuse the Requisition Header with the Requisition Header Defaults.)

REQUISITION INITIATION 9.1

7.2 Changing a chartfield

See screenshots in 7.1 above

Find the Schedule icon to the right of the Requisition Line to be changed and click on it.

Click on the Distribution icon on the Schedule.

On the Distribution page type over the chartfield value with the new chartfield value.

Maintain Requisitions

Distribution

Requisition ID: 0000185244 Item: Rental stage equipment for Hom
Line: 1 Status: Active
Schedule: 1
Ship To: T_CTRL_REC TAMPA CENT Quantity: 2.0000 DAY
*Distribute By: Quantity Open Quantity: 2.0000
SpeedChart: Multi-SpeedCharts Merchandise Amt: 300.00 US

Distributions

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative	PC Bus Unit	Project	Activity ID
1	Open	100.0000	2.0000	300.00	USF0	56000	TPA	20000	350000	000000	0000000	GRT0	6119125400	BUDGET

OK Cancel Refresh

Click OK to return to the Schedule.

Look Up Project

Project: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 3292 can be displayed.

View 100 First 1-300 of 300 Last

Project	Description
000000000005837	Fujian Univ Hua Shan Hosp Subag
000000000005838	Vanderbilt Univ Subagreement
000000000005864	Influence of Lactation on Post
000000000007493	Protocol # Pre00001300 (CAPTN
000000000010765	LAM Clinics Registry Database
0261100100	Server for Tracs System
0261100200	USF Police Tra Reader Project
0311100000	Sexual Violence Prevention Pro
0349100000	Electronic Test Score - System

REQUISITION INITIATION 9.1

On the Schedule page, click Save.

Click Return to Main Page link to return to the Add/Update Requisition page.

The screenshot shows the 'Schedule' page for Business Unit TAMPA, Requisition ID 0000185244, and Requisition Date 12/05/2011. The status is 'Open'. A table lists one line item: 'Rental stage equipment for Hom' with a quantity of 2.0000 and a merchandise amount of 300.00 USD. The 'Save' button at the bottom left is circled in green. Other buttons include 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

If changes need to be made to additional requisition lines, it is unnecessary to return to the main page each time.

On the Schedule, users may scroll up and down line numbers using the Line bar and clicking the arrows

This screenshot is identical to the one above but highlights the 'Return to Main Page' link with a green box. Two arrows point from the text above to the line number '1' in the table, indicating that users can scroll through line numbers without needing to return to the main page.

REQUISITION INITIATION 9.1




7.3 Split Chartfield Distribution

The chartfield can be split either by quantity or by amount.

7.3.1 Split by Quantity:

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending   

Requisition ID: 0000190382 Budget Status: Valid

Requisition Name: Hold From Further Processing

Header

*Requester: Deborah D Dekle [Requisition Defaults](#)
[Edit Comments](#)
[Requisition Activities](#)
[Document Status](#)

*Requisition Date: [Requester Info](#)

Origin: Online

*Currency Code: Dollar




Accounting Date:

Amount Summary

Total Amount: 13,984.75 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	avaya 9608 gray phones	<input type="text" value="50.0000"/>	EA	TELEPHONE SUPPLY	173.24000	8,662.00	Pending			

Click the Schedule Icon

Maintain Requisitions

Schedule







Business Unit: TAMPA Requisition Date: 12/13/2011

Requisition ID: 0000190382 Status: Pending

[Return to Main Page](#)

Line	Item	Quantity	Price	Merchandise Amt	
1	avaya 9608 gray phones	50.0000 Each		8,662.00 USD	

Schedule

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status			
1	T_CTRL_REC	<input type="text" value="50.0000"/>	173.24000	8,662.00	<input type="text"/>	Deborah D Dekle	 Active	  		

Then click the Distribution icon

Type over the quantity and change to a reduced quantity

REQUISITION INITIATION 9.1

Maintain Requisitions

Distribution

Requisition ID: 0000190382 Item: [avaya 9608 qrav phones](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: T_CTRL_REC TAMPA CENT Quantity: 50.0000 EA
 *Distribute By: Quantity Open Quantity: 25.0000
 SpeedChart: Merchandise Amt: 8,662.00 USD

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Initiative
1	Open	50.0000	25.0000	4,331.00	USF0	52030	TPA	03406	03406

Buttons: OK, Cancel, Refresh

Scroll to the right and click the add + button

In the dialog box that appears, enter the number of additional chartfield lines you need and click OK.

In this example the 25 items are being split into two more chartfields:

Explorer User Prompt

Script Prompt:
 Enter number of rows to add:
 2

Buttons: OK, Cancel

Maintain Requisitions

Distribution

Requisition ID: 0000190382 Item: [avaya 9608 qrav phones](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: T_CTRL_REC TAMPA CENT Quantity: 50.0000 EA
 *Distribute By: Quantity Open Quantity: 25.0000
 SpeedChart: Multi-SpeedCharts Merchandise Amt: 8,662.00 USD

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1	Open	50.0000	25.0000	4,331.00	USF0	52030	TPA	03406	034800	IT1500	0000000

Buttons: OK, Cancel, Refresh

On each line, type in the quantity and the chartfields desired and click the OK button

Complete the new lines with the quantities and chartfield strings needed for each

REQUISITION INITIATION 9.1

Maintain Requisitions

Distribution

Requisition ID: 0000190382 Item: [avaya 9608 gray phones](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: T_CTRL_REC TAMPA CENT Quantity: 50.0000 EA
 *Distribute By: Quantity Open Quantity: 50.0000
 Merchandise Amt: 8,662.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First 1-3 of 3 Last

Chartfields	Details	Asset Information	Budget Information										
Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative		
1 Open	50.0000	25.0000	4,331.00	USF0	52030	TPA	03406	034800		IT1500	0000000		
2 Open	50.0000	25.0000	4,331.00	USF0		TPA	03406	034800		IT1500	0000000		
3 Open		0.0000	0.00	USF0		TPA	03406	034800		IT1500	0000000		

OK Cancel Refresh

Note that the 2nd line automatically calculates the remaining quantity.

Instead of calculating the total of each line, the lines can be added one by one and each time the new line will reflect the balance. (See Amount Split below)

Maintain Requisitions

Distribution

Requisition ID: 0000190382 Item: [avaya 9608 gray phones](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: T_CTRL_REC TAMPA CENT Quantity: 50.0000 EA
 *Distribute By: Quantity Open Quantity: 50.0000
 Merchandise Amt: 8,662.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First 1-3 of 3 Last

Chartfields	Details	Asset Information	Budget Information										
Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative		
1 Open	50.0000	25.0000	4,331.00	USF0	52030	TPA	03406	034800		IT1500	0000000		
2 Open	20.0000	10.0000	1,732.40	USF0	52030	TPA	10000	034800		IT3002	0000000		
3 Open	30.0000	15.0000	2,598.60	USF0	52030	TPA	03406	034800		IT1500	0000000		

OK Cancel Refresh

Completed quantity split.

REQUISITION INITIATION 9.1

7.3.2 Split by Amount

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending ▲ ✖
 Requisition ID: 0000190387 Budget Status: Valid
 Requisition Name: 0000190387 Hold From Further Processing

▼ Header

*Requester: SJACOBS Sharon G Jacobs [Requisition Defaults](#)
 *Requisition Date: 12/13/2011 [Requester Info](#)
 Origin: ONL Online [Edit Comments](#)
 *Currency Code: USD Dollar [Requisition Activities](#)
 Accounting Date: 12/13/2011 [Document Status](#)

Amount Summary

Total Amount: 11,000.00 USD
 Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	2012 Science Coalition Institutional Membership dues. Dates of Services: 01/01/12-12/31/12.	1.0000	LOT	MEMBERSHIP DUES	11,000.000	11,000.00	Pending

[View Printable Version](#) *Go to:

Navigate to the distribution by clicking on the Schedule and Distribution icons (See 8.3.1 above)

Maintain Requisitions

Distribution

Requisition ID: 0000190387 Item: [2012 Science Coalition Institu](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: T_UTA_RSCH OFFICE OF Quantity: 1.0000 LOT
 *Distribute By: Quantity Open Quantity: 1.0000
 Merchandise Amt: 11,000.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1 Open	100.0000	1.0000	11,000.00	USF0	62100	TPA	18350	790100		000000	DEPTMNT

Using the dropdown box, change the “*Distribute by” from Quantity to Amount

REQUISITION INITIATION 9.1

Maintain Requisitions

Distribution

Requisition ID: 0000190387 Item: [2012 Science Coalition Institu](#)
Line: 1 Status: Active
Schedule: 1
Ship To: T_UTA_RSCH OFFICE OF Quantity: 1.0000 LOT
*Distribute By: Quantity
Amount
Quantity Open Quantity: 1.0000
SpeedChart: [Multi-SpeedCharts Merchandise Amt: 11,000.00 USD](#)

Distributions Customize | Find | View All | First 1 of 1 Last

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1 Open	100.0000	1.0000	11,000.00	USF0	62100	TPA	18350	790100		000000	DEPTMNT

OK Cancel Refresh

NOTE: If the requisition has already been budget checked, the *Distribute By field may be grayed out.

Click the Cancel button to return to the Schedule. Click the blue triangle to the left and then click on the Distribution icon again.

Maintain Requisitions

Schedule

Business Unit: TAMPA Requisition Date: 12/13/2011
Requisition ID: 0000190387 Status: Pending
[Return to Main Page](#)

Line 1 Item: [2012 Science Coalition Institu](#) Quantity: 1.0000 Batch Lot Merchandise Amt: 11,000.00 USD

Schedule Customize | Find | View All | First 1 of 4 Last

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	T_UTA_RSCH	1.0000	11,000.00000	11,000.00		Sharon C Jacot	Active

[Add Ship To Comments](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update Display

REQUISITION INITIATION 9.1

The screenshot shows the Oracle Requisition Initiation 9.1 interface. An "Explorer User Prompt" dialog box is open, asking for the number of rows to add. The main window displays the "Maintain Requisitions" screen for a requisition with ID 0000190387. The "Distribution" section shows a table with one row:

Distrib	Percent	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1 Open	100.0000	8900.00	USF0	62100	TPA	18350	790100		000000	DEPTMNT

Change the amount of the line to the amount to be charged to the current chartfield and click the add + button

Use 1 for the number of additional rows regardless of total number needed, and click the OK button.

The screenshot shows the Oracle Requisition Initiation 9.1 interface after adding a new distribution line. The "Distributions" table now has two rows:

Distrib	Percent	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1 Open	66.9091	8,900.00	USF0	62100	TPA	18350	790100		000000	DEPTMNT
2 Open	19.0909	2,100.00	USF0		TPA	18350	790100		000000	DEPTMNT

The system calculates the balance. Enter the new chartfield string for the new line.

REQUISITION INITIATION 9.1

If additional distributions are needed, do it one line at a time so the system can calculate the balance on each line. No calculation of % is necessary.

The screenshot shows the Oracle Requisition Initiation interface. An 'Explorer User Prompt' dialog box is open, asking for the number of rows to add. A callout box points to the 'OK' button with the text 'Leave the number 1, and click OK'. Below the dialog, the 'Maintain Requisitions' page is visible, showing details for Requisition ID 0000190387, Line 1, and Item 2012 Science Coalition Institu. The 'Distributions' table is highlighted with a green box, showing two rows:

Distrib	Percent	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative
1 Open	80.9091	8,900.00	USF0	62100	TPA	18350	790100		000000	DEPTMNT
2 Open	19.0909	1000.	USF0	62100	TPA	10000	790100		000000	0000000

On line 2, change the amount to the amount desired on the next chartfield string

Click the add + sign to the right and then the OK on the dialog box

Note the new balance is calculated

REQUISITION INITIATION 9.1

Maintain Requisitions

Distribution

Requisition ID: 0000190387 Item: [2012 Science Coalition Institu](#)
Line: 1 Status: Active
Schedule: 1

Ship To: T_UTA_RSCH OFFICE OF Quantity: 1.0000 LOT
*Distribute By: Amount Open Amount: 11,000.000
Merchandise Amt: 11,000.00 USD
SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First 1-3 of 3 Last

Distrib	Percent	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative		
1	Open	80.9091	8,900.00	USF0	62100	TPA	18350	790100	000000	DEPTMNT	+	-
2	Open	9.0909	1,000.00	USF0	62100	TPA	10000	790100	000000	0000000	+	-
3	Open	10.0000	1,100.00	USF0		TPA	18350	790100	000000	DEPTMNT	+	-

OK Cancel Refresh

When splitting the distribution is complete, click the OK button to return to the Schedule page

Maintain Requisitions

Schedule

Business Unit: TAMPA Requisition Date: 12/13/2011
Requisition ID: 0000190387 Status: Pending
[Return to Main Page](#)

Line Find | View All | First 1 of 1 Last

1 Item: [2012 Science Coalition Institu](#) Quantity: 1.0000 Batch Lot Merchandise Amt: 11,000.00 USD

Schedule Customize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status		
1	T_UTA_RS	1.0000	11,000.00000	11,000.00		Sharon G Jacot	Active	▲	✖

[Add Ship To Comments](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click Save.

Click the Return to Main Page link.

When the chartfield string or the vendor must be changed on all lines, the requisition can be Retrofit. See [Step 13 Making Changes to the Requisition](#).

REQUISITION INITIATION 9.1

STEP 8 Change Status to Pending

After lines have been added, the requisition status needs to be changed from 'Open' to 'Pending' in order to perform budget checking.

Maintain Requisitions

Requisition

Business Unit: TAMPA
Requisition ID: 0000183815
Requisition Name: 0000183815

Status: Open
Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: JSADLER Joyce L Sadler
*Requisition Date: 07/08/2011
Origin: SPL
*Currency Code: USD Dollar
Accounting Date: 07/08/2011

Amount Summary

Total Amount: 3,885.00 USD

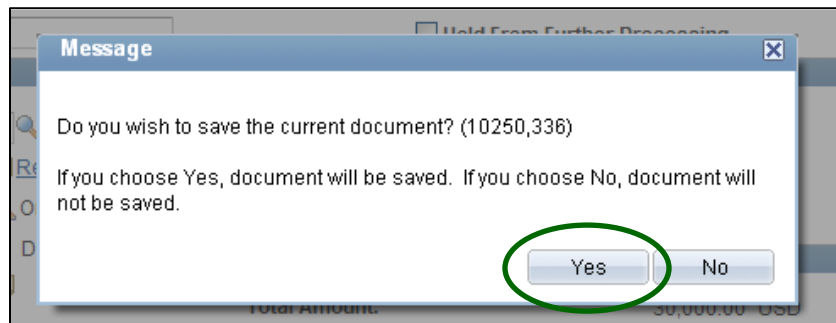
Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	FINISH	1.0000	LOT	OFFICE S	3,885.0000	3,885.00	Open

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update



If the requisition is not saved, this message may appear. Click the Yes button.

Click on the green check box to the right of the word 'Open.'

REQUISITION INITIATION 9.1

Status: Pending
Budget Status: Not Chkd
 Hold From Further Processing

[Requisition Defaults](#)
[Edit Comments](#)
[Requisition Activities](#)
[Document Status](#)

The status will change to 'Pending.'

Maintain Requisitions

Requisition

Business Unit: TAMPA
Requisition ID: 0000183583
Requisition Name: 0000183583
Status: Pending
Budget Status: Not Chkd
 Hold From Further Processing

Header

*Requester: KSRURGEON Kristine S Surgeon
*Requisition Date: 07/07/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 07/07/2011

Amount Summary

Total Amount: 30.00 USD

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Gray's - IN:	1.0000	EA	PROMOTI	30.00000	30.00	Pending

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh** **Add** **Update/Display**

Save the page by clicking the Save button in the lower left corner, or continue to budget check the requisition to pre-encumber the funds.

Saving the page will not budget check the requisition but the requisition will remain in a pending status.

Important: Check to see if the vendor appears on all lines of the requisition by clicking the 'Vendor information tab.' Click 'View All' to see all lines. If the vendor is not on all lines, refer to the [Step 13 Making Changes to the Requisition](#), for fixing the problem by Retrofitting the Vendor.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending

Requisition ID: 0000190666

Requisition Name: 0000190666

Header

*Requester: ILUKANIK Irmgard Lukanik

*Requisition Date: 12/21/2011

Origin: ONL Online

*Currency Code: USD Dollar

Accounting Date: 12/21/2011

Total Amount: 0.00 USD

Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To: Refresh

Vendor Information tab.
View lines for vendor.

Click 'View All' or use the scrolling options to view all the lines.

Line	Description	Vendor	Vendor Name	Location
1	...	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
2	...	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
3	Sodium Thiosulfate, 500g	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
4	Kanamycin Sulfate (White Powder), Fisher BioReagents, Poly Bottle, 5g	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
5	Fisher BioReagents Yeast Extract (Granulated), 500 g	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
6	Fisher BioReagents Tryptone (Granulated), 500 g	0000001157	FISHER SCIENTIFIC COMPANY LLC	4500TURNBE
	Fisherbrand® Redi-Tip® Pipette			

STEP 9 Budget Check the Requisition

Budget checking the requisition does several things.

It automatically saves the transaction.

Budget checking will cause the funds to be deducted from the available balance indicated on the chartfield string. Budget must be set up in the chartfield string which is being used on the requisition. Some budgets, grants and RIA (initiatives) in particular will fail budget checking if there are insufficient funds available.

Budget checking is also the point at which Workflow approval routes are set up. Workflow is the process that moves the requisition through levels of approval until the requisition is 'sourced' via 'autosourcing' an internal process.

Routes must be in place before the requisition is budget checked. If they are not, the requisition will route to the Workflow Administrator (a default route) and remain unapproved.

REQUISITION INITIATION 9.1

Maintain Requisitions
Requisition

Business Unit: TAMPA Status: Pending
Requisition ID: 0000190674 Track Batch: 1 Budget Status: Not Chk'd
Requisition Name: 0000190674 Hold From Further Processing

Header

*Requester: CECKS Cristina Nicole Ecks
*Requisition Date: 12/21/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/21/2011

Amount Summary
Total Amount: 289.12 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display
Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	OFFICIATING	1.0000	LOT	ATHLETIC	289.12000	289.12	Pending

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click the Budget Checking icon and the system will start processing

Maintain Requisitions
Requisition

Business Unit: TAMPA Status: Pending
Requisition ID: 0000190674 Track Batch: 1 Budget Status: Not Chk'd
Requisition Name: 0000190674 Hold From Further Processing

Header

*Requester: CECKS Cristina Nicole Ecks
*Requisition Date: 12/21/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/21/2011

Amount Summary
Total Amount: 289.12 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display
Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	OFFICIATING	1.0000	LOT	ATHLETIC	289.12000	289.12	Pending

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

When the budget checking process is complete the Budget Status will read 'Valid' providing that the budget is available.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending
Requisition ID: 0000190674 Track Batch: 1 Budget Status: Valid
Requisition Name: 0000190674 Hold From Further Processing

Header

*Requester: CECKS Cristina Nicole Ecks
*Requisition Date: 12/21/2011
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 12/21/2011

Amount Summary

Total Amount: 289.12 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	OFFICIATING SERVICES FOR MEN'S SOCCER FGCU VS. ST LOUIS ON 9/18/11	1,0000	LOT	ATHLETIC SERVICE	289.12000	289.12	Pending

Save Return to Search Notify Refresh Add Update/Display

Refer to [Appendix I](#) if the Budget Status returns an Error.

An Adobe .pdf file can be created at this point to save or print. (See [Step 12 Print the Requisition.](#))

STEP 10 Enter Requisition Comments

Comments are used to enter additional information and attach documentation and other required information to justify or explain the purchase request.

There are 2 types of comments on a requisition; Header Comments and Line Comments

10.1 Requisition Header Comments

Header Comments are used for general information that pertains to the requisition and for the addition of necessary documents.

Examples include:

- New or revised vendor
- W9
- After the fact justification
- Quotes
- Independent Contractor Worksheet
- Logo Approval
- Special delivery or billing instructions
- Location information for purchase of equipment
- Justification
- Contract information
- Instructions to vendor
- Legal authority for purchase
- Bid information

REQUISITION INITIATION 9.1

- State contract
- Single source justification

The Header Comment is also used by Purchasing for

- Legal authority
- Approval of documents
- Communication between the Purchasing Agent and Requester with needed information, documentation or clarification requests or comments

10.2 Requisition Line Comments

Line comments should only be used for expanding a description of the specific item on that line.

Examples include:

- Continued definitions that exceed the character limit of 256
- Special instructions to the vendor that pertains only to the item

10.3 Enter a Header Comment

The screenshot shows the 'Maintain Requisitions' interface. At the top, there are fields for Business Unit (TAMPA), Requisition ID (0000189234), and Requisition Name (0000189234). The Status is 'Open' and Budget Status is 'Not Chk'd'. There are links for 'Requester Info', 'Requisition Defaults', 'Add Comments', 'Requisition Activities', and 'Document Status'. The 'Add Comments' link is circled in green. Below this, there is an 'Amount Summary' section showing a Total Amount of 422.50 USD. A 'Select Lines To Display' section has 'Line:' and 'To:' fields and a 'Retrieve' button. At the bottom, there is a table with columns for Line, Description, Vendor, Vendor Name, and Location. The table contains three rows, all with 'FLORIDA INCLUSION' as the description and 'CITRUS COUNTY SCHOOLS' as the vendor name. At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

Click on the 'Add Comments' link

REQUISITION INITIATION 9.1

Header Comments

Business Unit: TAMPA Requisition Date: 11/08/2011
Requisition ID: 0000189234 Status: Open

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments
Use Standard Comments Comment Status: Active Inactivate

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document
Attachment: Attach View Delete Email

From -> REQ TAMPA-0000189234

OK Cancel Refresh

Place the cursor in the space provided and type in the information

Header Comments

Business Unit: TAMPA Requisition Date: 12/06/2011
Requisition ID: 0000190126 Status: Open

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments
Use Standard Comments Comment Status: Active Inactivate

Vendor to provide vitae prior to assigning instructors

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document
Attachment: Attach View Delete Email

From -> REQ TAMPA-0000190126

OK Cancel Refresh

Up to 2000 characters can be added to each comment

The message can be made available by selecting one of the buttons below the comment:

Send to Vendor – if selected, the comment will be printed on the Purchase Order. Select this for information the Vendor must see or for any bid, contract or regulation that applies to the requisition. Checked comments will be printed at the bottom of the Purchase Order once it is processed.

Show at Voucher – this comment will be made available to Accounts Payable during the voucher process

Show at Receipt – this comment will be made available to the Receiver when a receipt is entered for goods or services

When finished, click the OK button to return to the Main Page.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open ✓ ✗
Requisition ID: 0000190126 Budget Status: Not Chkd
Requisition Name: 0000190126 Hold From Further Processing

Header

*Requester: AYOTTE Donna J Ayotte Requisition Defaults
*Requisition Date: 12/06/2011 Requester Info Edit Comments
Origin: ONL Online Requisition Activities
*Currency Code: USD Dollar Document Status
Accounting Date: 12/06/2011

Amount Summary

Total Amount: 195.00 USD

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	FLORIDA INCLUSION	2,000.00	EA	EDUCATI	32.50000	65.00	Open
2	FLORIDA INCLUSION	2,000.00	EA	EDUCATI	32.50000	65.00	Open
3	FLORIDA INCLUSION	2,000.00	EA	EDUCATI	32.50000	65.00	Open

View Printable Version *Go to: ...More..

Save Return to Search Notify Refresh Add Update Display

Note that the requisition header now says 'Edit Comments.' This is an immediate indicator that Header Comments are on the requisition.

Remember to 'Save' the requisition or the comment will be lost.

10.4 Add More Comments

Header Comments

Business Unit: TAMPA Requisition Date: 12/06/2011
Requisition ID: 0000190126 Status: Open

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All | First | 1 of 1

Use Standard Comments Comment Status: Active Inactivate **Add**

Vendor to provide vitae prior to assigning instructors.

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Attach View Delete Email

From -> REQ TAMPA-0000190126

OK Cancel Refresh

To add additional comments, click on the 'Add' icon

A new, blank comment will be created.

REQUISITION INITIATION 9.1

The screenshot shows the 'Header Comments' window for Business Unit TAMPA and Requisition ID 0000190126. The Requisition Date is 12/06/2011 and the Status is Open. The 'Retrieve Active Comments Only' checkbox is checked. The 'Sort Method' is 'Comment Time Stamp' and the 'Sort Sequence' is 'Ascending'. In the 'Comments' section, there is a table with one row: 'Contract document'. The 'Comment Status' is 'Active'. To the right of the comment, there is a navigation bar with 'Find | View | All | First | 2 of 2 | Last'. The '2 of 2' is circled in green. Below the comment, there are checkboxes for 'Send to Vendor', 'Show at Voucher', and 'Show at Receipt'. The 'Associated Document' section shows an attachment from 'REQ TAMPA-0000190126' with buttons for 'Attach', 'View', 'Delete', and 'Email'. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

Note that the Comment line now shows 2 of 2 indicating that this is the 2nd comment of 2 on the requisition. The arrows and 'First' and 'Last' allow the comments to be scrolled through.

This screenshot is identical to the one above, but the 'View All' button in the navigation bar is circled in green. The '2 of 2' is no longer circled.

Click 'View All' to see all comments

REQUISITION INITIATION 9.1

Business Unit: TAMPA Requisition Date: 12/06/2011
Requisition ID: 0000190126 Status: Open

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments **View 1** 1-2 of 2 Last

Use Standard Comments Comment Status: Active Inactivate

Vendor to provide vitae prior to assigning instructors.

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Attach View Delete Email

From -> REQ TAMPA-0000190126

Use Standard Comments Comment Status: Active Inactivate

Contract document

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Attach View Delete Email

From -> REQ TAMPA-0000190126

OK Cancel Refresh

Click 'View 1' to return to the one comment view

10.5 Enter a Line Comment

These comments should only be used for specific information on the specific line item, such as additional description or vendor instruction

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open Budget Status: Not Chk'd
Requisition ID: 0000190126 Hold From Further Processing
Requisition Name: 0000190126

Header

*Requester: AYOTTE Donna J Ayotte Requisition Defaults
*Requisition Date: 12/06/2011 Requester Info Edit Comments
Origin: ONL Online Requisition Activities
*Currency Code: USD Dollar Document Status
Accounting Date: 12/06/2011

Amount Summary

Total Amount: 195.00 USD

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status				
1	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open				
2	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open				
3	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open				

View Printable Version *Go to: ...More...

Save Return to Search Notify Refresh Add Update/Display

REQUISITION INITIATION 9.1

Click on the Line Comment Icon. Note that the icon is a blank cartoon 'balloon.'

Line Comments

Business Unit: TAMPA Requisition Date: 12/06/2011
Requisition ID: 0000190126 Status: Open Line: 3

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last
Use Standard Comments Comment Status: Active Inactivate Undo +
Use Item Specifications

Do not begin selection until April

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Attach View Delete Email

From -> REQ TAMPA-0000190126

OK Cancel Refresh

Line comments work the same way as header comments. Add the comment, select 'Send to Vendor' and click OK.

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open
Requisition ID: 0000190126 Budget Status: Not Chkd
Requisition Name: 0000190126 Hold From Further Processing

Header

*Requester: AYOTTE Donna J Ayotte Requisition Defaults
*Requisition Date: 12/06/2011 Requisition Info
Origin: ONL Online Requisition Activities
*Currency Code: USD Dollar Document Status
Accounting Date: 12/06/2011

Amount Summary

Total Amount: 195.00 USD

Select Lines To Display

Line: To: Retrieve

Line Description Quantity UOM Category Price Merchandise Amount Status Action

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status	Action
1	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open	[Comment Icon]
2	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open	[Comment Icon]
3	FLORIDA INCLUSION	2.0000	EA	EDUCATH	32.50000	65.00	Open	[Comment Icon]

View Printable Version *Go to: ...More... Add Update/Display

Save Return to Search Notify Refresh

Note that the cartoon balloon now appears to have writing it in indicating that a comment has been added.

Click Save.

REQUISITION INITIATION 9.1

10.6 Standard Comments

Standard Comments are pre-written comments that are available for anyone to use to save typing time and standardize text.

Requesters will typically use a Standard Comment Type of 'REQ' to add requisition comments, but other types are available as well.

A list of commonly used Standard Comments is in [Appendix III](#).

The screenshot shows the 'Header Comments' form. At the top, it displays 'Business Unit: TAMPA' and 'Requisition Date: 12/06/2011'. Below that, 'Requisition ID: 0000190126' and 'Status: Open'. There is a 'Retrieve' button and a checked box for 'Retrieve Active Comments Only'. The '*Sort Method:' is set to 'Comment Time Stamp' and '*Sort Sequence:' is 'Ascending'. A table below has a header 'COMMENTS' and a row with 'Use Standard Comments' circled in green. To the right of this row is 'Comment Status: Active' and an 'Inactivate' button. Below the table is a large text area. At the bottom, there are checkboxes for 'Send to Vendor', 'Show at Voucher', and 'Show at Receipt', and an 'Associated Document' section with 'Attachment:' and buttons for 'Attach', 'View', 'Delete', and 'Email'. The footer has 'From -> REQ TAMPA-0000190126' and 'OK', 'Cancel', and 'Refresh' buttons.

On the Comment page, click the 'Use Standard Comments' link

The screenshot shows the 'Standard Comments' form. At the top, it says 'Standard Comments'. Below that is a 'Comments' header. The '*Action:' is set to 'Copy Comment'. The 'Comment Type:' field contains 'REQ' and the 'Comment ID:' field contains 'CONF', both circled in green. Below these are '*Effective Date:' (01/12/2012) and '*Status:' (Active). There are fields for 'Description:' and 'Short Desc:'. A large text area for 'Comments:' is below. At the bottom, the 'OK' button is circled in green, along with 'Cancel' and 'Refresh' buttons.

Type in the 'Comment Type' and 'Comment ID' and hit the Enter Key or click the 'OK' button

REQUISITION INITIATION 9.1

Header Comments

Business Unit: TAMPA **Requisition Date:** 12/06/2011
Requisition ID: 0000190126 **Status:** Open

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First **1 of 1** Last

[Use Standard Comments](#) **Comment Status:** Active

CONFIRMING ORDER - DO NOT DUPLICATE
THIS CONFIRMS A VERBAL ORDER PREVIOUSLY PLACED WITH YOUR FIRM.

Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Email

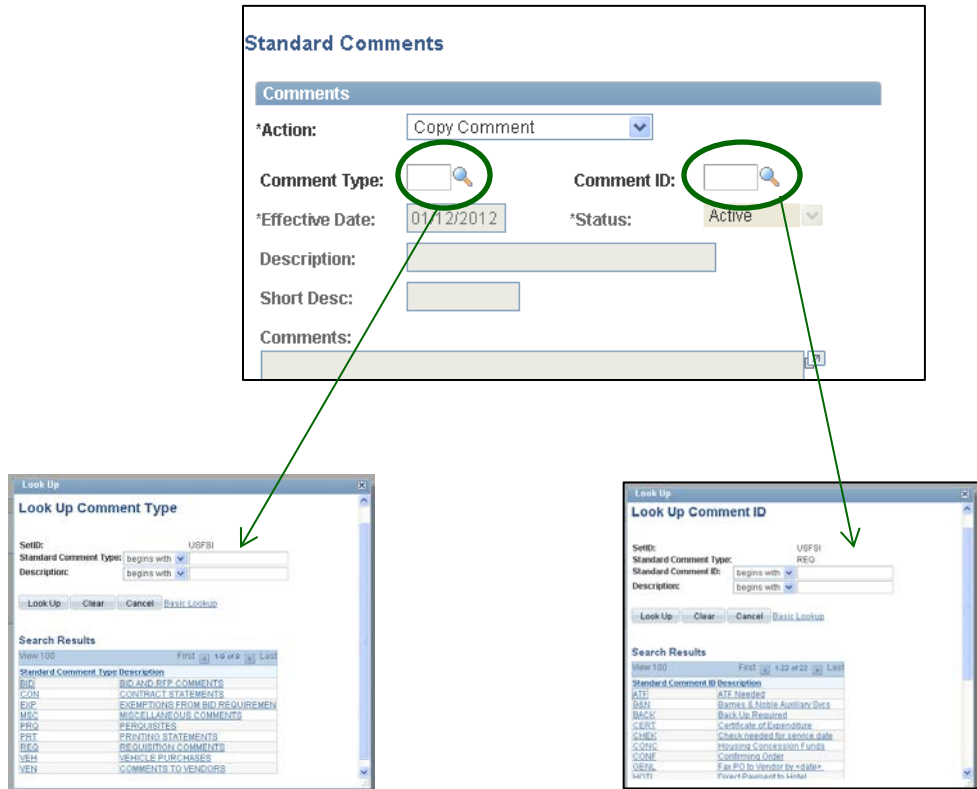
Only one Standard Comment can be selected per comment page, but that comment can be edited

Select 'Send to Vendor' or any other box, if desired, then add more comments or Click 'OK' to return to the main page.

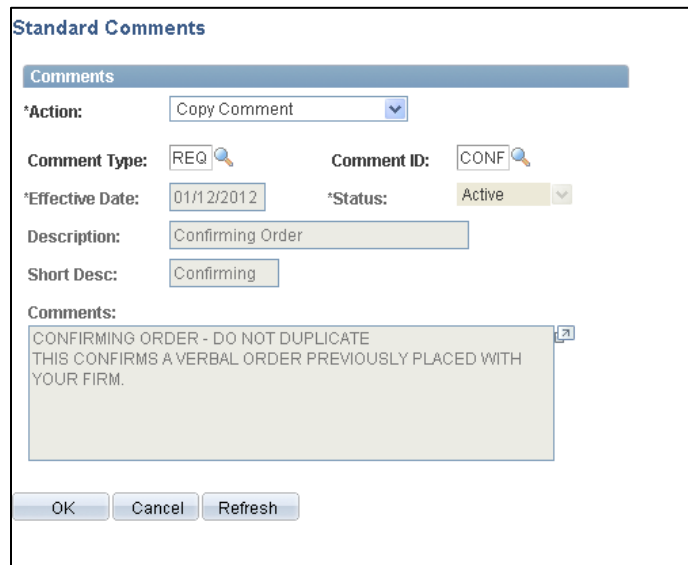
REQUISITION INITIATION 9.1

10.7 Standard Comment Search

If the Comment Type and ID are unknown, use the search features



Click on the Comment Type and ID to select the values



The Standard Comment selected is displayed. If it is the right one, click OK to bring the comment into the requisition where it can be edited if necessary.

REQUISITION INITIATION 9.1

The screenshot displays the 'Header Comments' section of the FAST system. It includes the following fields and controls:

- Business Unit:** TAMPA
- Requisition Date:** 12/06/2011
- Requisition ID:** 0000190126
- Status:** Open

Below the header information, there are several interactive elements:

- A checkbox labeled 'Retrieve Active Comments Only' is checked, with a 'Retrieve' button next to it.
- '*Sort Method:' is set to 'Comment Time Stamp'.
- '*Sort Sequence:' is set to 'Ascending', with a 'Sort' button.
- A 'Comments' section with a 'Comment Status' of 'Active' and an 'Inactivate' button.
- A text area containing the comment: 'CONFIRMING ORDER - DO NOT DUPLICATE THIS CONFIRMS A VERBAL ORDER PREVIOUSLY PLACED WITH JOHN SMITH ON 1/10/12'.
- Checkboxes for 'Send to Vendor' (checked), 'Show at Receipt', and 'Show at Voucher'.
- An 'Associated Document' section with an 'Attachment:' field and buttons for 'Attach', 'View', 'Delete', and 'Email'.

At the bottom of the window, there are 'OK', 'Cancel', and 'Refresh' buttons.

10.8 Attaching Documents

FAST supports the addition of documents to the Requisition. Many purchases require additional documentation and these must be added to the requisition by the Requester.

The preferred format is an Adobe .pdf file. These take up the least amount of space in the system and are viewable in all browsers. Other formats may not be viewable by Purchasing

Each comment can hold one document.

The document file name is limited to 64 characters. Each document is connected to the requisition and comment number so long, complicated file names are not necessary and can cause problems.

Documents are attached to Comments from the user's directory in the same way attachments are made to emails.

REQUISITION INITIATION 9.1

Header Comments

Business Unit: TAMPA Requisition Date: 01/12/2012
Requisition ID: 0000191077 Status: Approved

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 5 Last

[Use Standard Comments](#) Comment Status: Active

Send to Vendor Show at Receipt
 Show at Voucher

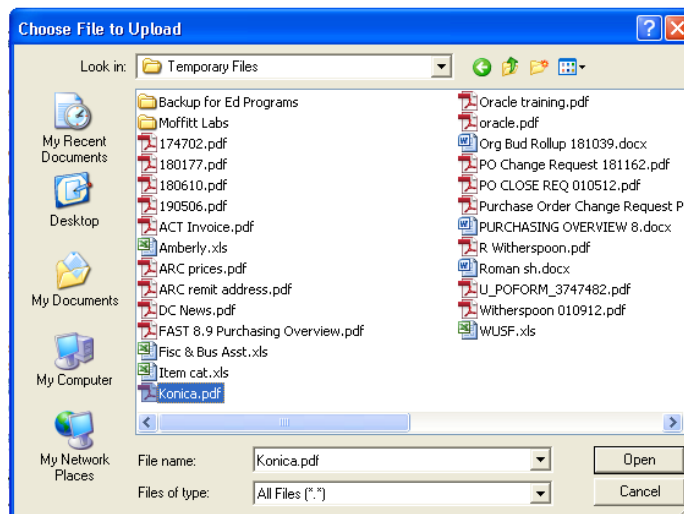
Associated Document

Attachment: Email

[From -> REQ TAMPA-0000191076](#)

Type in a description of the document and click the 'Attach' button

Click the "Browse..." button

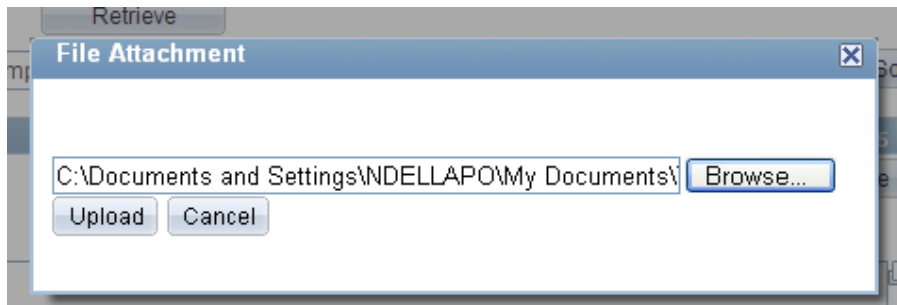


Type in a description of the document and click the 'Attach' button

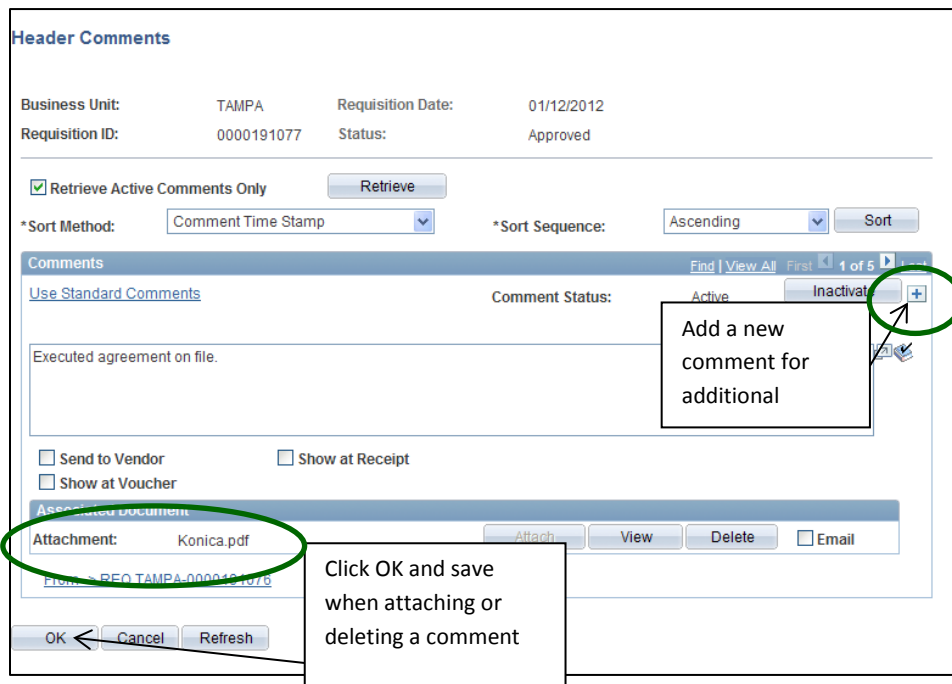
REQUISITION INITIATION 9.1

Find the file in your directory as you would for attaching a document to an email

Click 'Open'



Click the 'Upload' button



The 'Attach' button is now grayed out and the 'View' button is activated.

The file name appears on the page.

To see the document, click the 'View' button.

Click OK to return to the Main Page and click 'Save'

To Delete the document, click the 'Delete' button, Click 'OK' and 'Save.' Documents are deleted upon save. A new document can be added in its place.

If more than one document needs to be added, simply add a new comment by clicking the 'Add' icon.

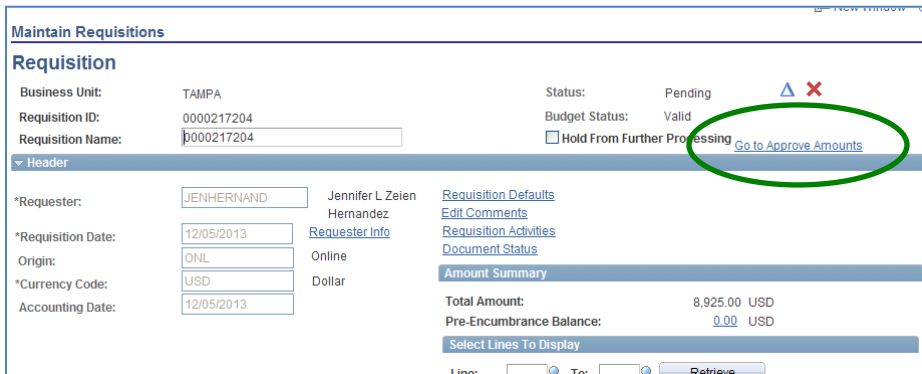
REQUISITION INITIATION 9.1

STEP 11 Approve Requisition into Workflow

The requisition is now ready for approval by the department. Most departments have only one level of approval. The requisition must be approved by a Requisition Manager in order

11.1 If Entering into Workflow Immediately

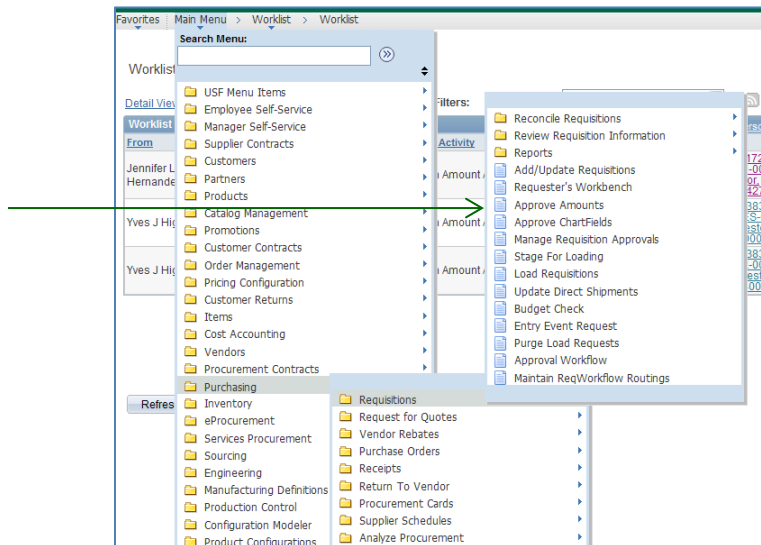
Click the “Go To Approve Amounts” link



11.2 If entering into Workflow at a later time

If the requisition isn't ready for approval when it is complete, it can be pushed into Workflow at a later time. Make sure to Save the Requisition before leaving the page.

Navigate: Purchasing – Requisitions – Approve Amounts



REQUISITION INITIATION 9.1

Favorites > Main Menu > Purchasing > Requisitions > Approve Amounts

Amount Approval

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = TAMPA

Requisition ID: begins with 0000183999

Search Clear Basic Search Save Search Criteria

Enter the Requisition number and click Search.

11.3 Approve into Workflow

Requisition Amount Approval

Unit: TAMPA Req: 0000189339 Requester: Alisha Ales

Vendor ID 0000010635 COGENT COMMUNICATIONS

*Approval Action: Approve Approval Status: Initial

Instance ID
Approval Instance
View Printable Req

Comment

Amount Details

Requisition Date: 11/09/2011

Total Amount: 30,000.000 Dollar

Total Base Amount: 30,000.000 Dollar

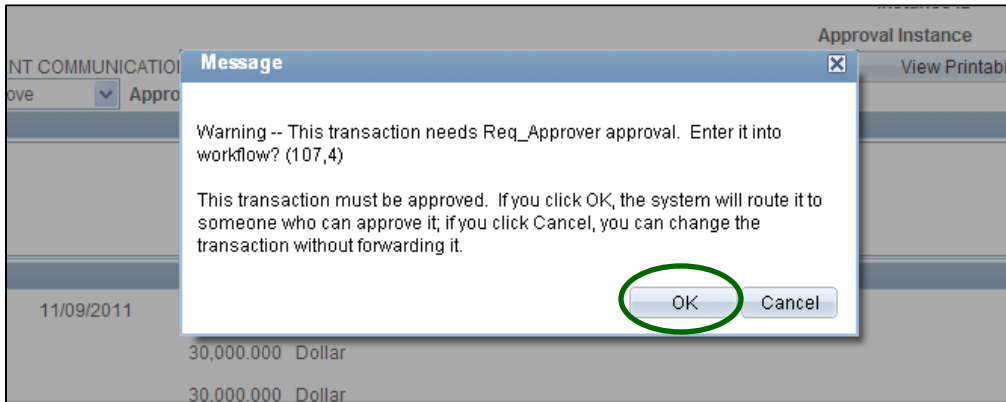
Line Details

Save Return to Search Notify

The requisition will be in 'Initial' status.

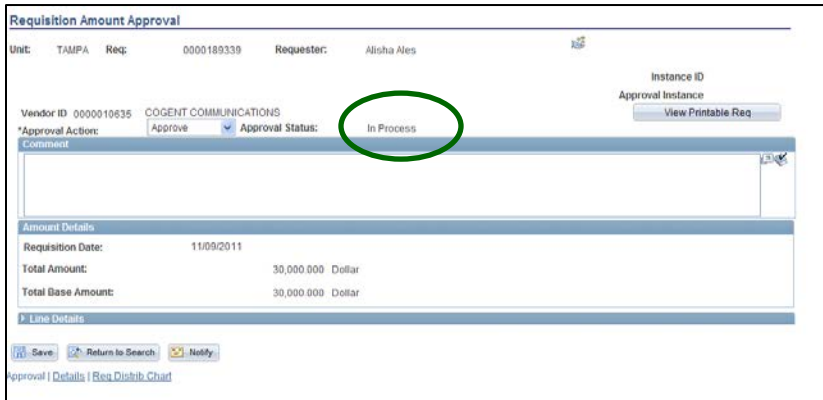
Click the 'Save' button.

REQUISITION INITIATION 9.1



This or a similar warning will appear as a reminder that further departmental approval is required before the requisition can receive final approval.

Click the OK button.



The Approval Status will change to 'In Process'

Requisition Initiation is now complete.

If you choose, you may create an Adobe .pdf file to save or print the requisition.

*** Interested in the Workflow process? Click here: [Workflow](#) ***

11.4 Limited Purchase Orders (LPOs)

Most requisitions will require review and approval by Purchasing. After approval by the department Requisition Approver/Manger, the requisition will route to a Purchasing Agent.

Some requisitions do not require additional approval by Purchasing. These are requisitions that total less than \$1000 and are for supplies and repairs. After

REQUISITION INITIATION 9.1

approval by the Requisition Manager, the requisition will source to a Purchase order without further review.

The preferable method to handle small purchases is through the university's [Procurement Card \(PCard\)](#) program.

STEP 12 Print the Requisition

On the Add/Update Requisition page, pull up the requisition.

The screenshot shows the Oracle Requisitions search interface. At the top, there is a navigation bar with 'ORACLE' and a breadcrumb trail: 'Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions'. Below this is the 'Requisitions' section with the instruction: 'Use the following search to look for an existing Requisition.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A search limit is set to '300'. The search criteria include: Business Unit (dropdown set to '='), Requisition ID (text input '0000190736'), Requisition Name (dropdown set to 'begins with'), Requisition Status (dropdown set to '='), Origin (dropdown set to 'begins with'), Requester (dropdown set to 'begins with'), and Requester Name (dropdown set to 'begins with'). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is circled in green.

Click on the Find an Existing Value tab, enter the requisition number, name or any other variable and click the Search button

REQUISITION INITIATION 9.1

Business Unit: TAMPA Status: Pending
Requisition ID: 0000190736 Budget Status: Valid
Requisition Name: 0000190736 Hold From Further Processing

*Requester: FMACIAS Faye A Maciaszek
*Requisition Date: 01/03/2012
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 01/03/2012

Total Amount: 14,616.84 USD
Pre-Encumbrance Balance: 0.00 USD

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	MOVE CONTENTS OF AMY ALMAN'S HOME FROM PARKER, CO. TO TAMPA, FL. DATES OF SERVICE: 01/20/12.	1.0000	LOT	MOVE EMPLOYEE	14,616.840	14,616.84	Pending

[View Printable Version](#)

Click the 'View Printable Version' link

This brings up the Report Manager – Administration page

User ID: NDELLAPO Type: Last 15 Minutes Refresh
Status: Folder: Instance: to:

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2500614	3739301	Requisition Print SQR	01/03/2012 1:47:16PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Click the delete button to delete the selected report(s)

Click the Refresh button occasionally until the print job appears and has a status of 'Posted.'

Click on the report name 'Requisition Print SQR' and the .pdf file should open.

Either save it or print it.

When complete, close the browser window or tab with the .pdf file, then close the browser window or tab on the Report Manager – Administration page.

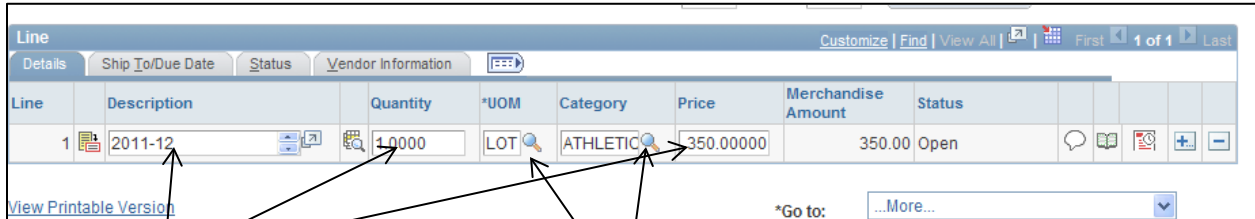
REQUISITION INITIATION 9.1

This will return you to the Add/Update Requisition page.

STEP 13 Making Changes to the Requisition

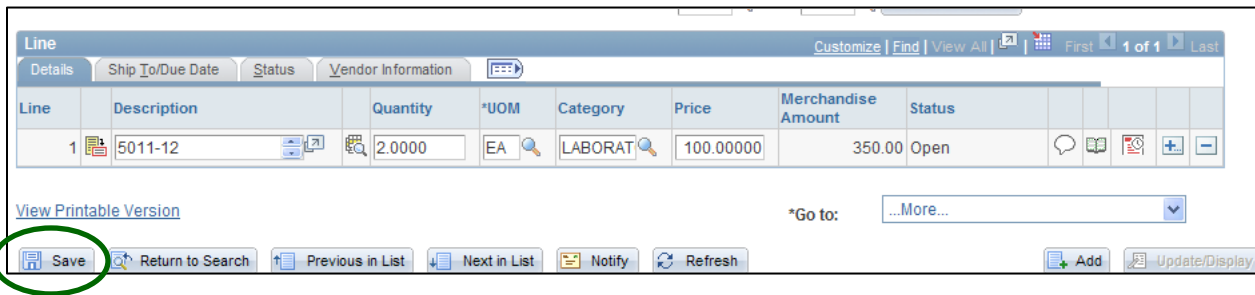
13.1 Change Description, Quantity, Unit of Measure, Item Category, Unit Price

If the requisition is in an Open status, the description field is easily changed by typing over the existing text or using the dropdown to select a new UOM or Item Category



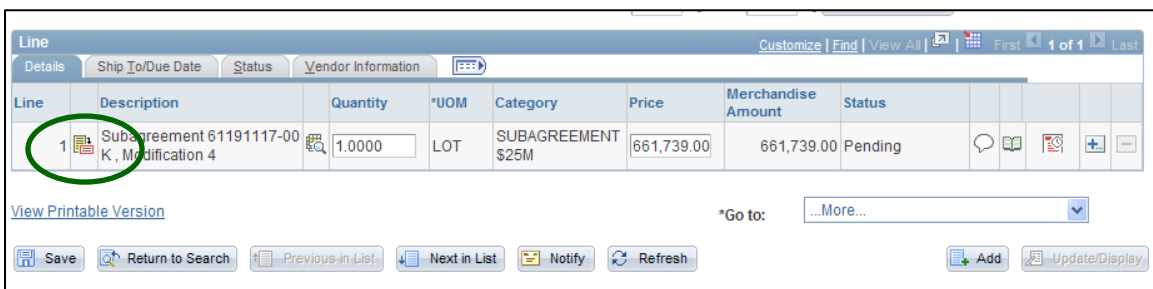
Place cursor here and delete, backspace or insert new text.

Use dropdown to select a different value.



Click the Save button

If the requisition is in a Pending status, Quantity and Unit Price can be changed, but an additional step is necessary to change the Description or Item Category



Click on the Details Icon to the left of the line

REQUISITION INITIATION 9.1

Maintain Requisitions

Details for Line 1

Requisition ID: 0000190861 Item: [Subagreement 61191117-00 K, M](#)
Line: 1

Line Details

Buyer: MAHERNANDEZ Line Status: Pending  

Buyer Name: Michael A Hernandez [Buyer Information](#) **Amount Summary**

Category Code: SUBAGREEMENT \$25M [View Hierarchy](#) Merchandise Amt: 661,739.00 USD

Category ID: Subagreeme Document Base Amount: 661,739.00 USD

Description: Subagreement after 1st \$25000

Transaction Item Description:
Subagreement 61191117-00 K, Modification 4

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

▶ Vendor Information



On the Line Details page, click on the Blue Triangle (Blue Delta, Change Icon.)

Maintain Requisitions

Details for Line 1

Requisition ID: 0000190861 Item: [Subagreement 61191117-00 K, M](#)
Line: 1

Line Details


Buyer: MAHERNANDEZ  Line Status: Pending 

Buyer Name: Michael A Hernandez [Buyer Information](#) **Amount Summary**

Category Code: SUBAGREEMENT \$25M [View Hierarchy](#) Merchandise Amt: 661,739.00 USD

Category ID: Subagreeme Document Base Amount: 661,739.00 USD

Description: Subagreement after 1st \$25000

*Transaction Item Description:
Subagreement 61191117-00 K, Modification 4 

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)




▶ Vendor Information

▶ Item Information

▶ Attributes

▶ Contract

▶ Sourcing Controls

Field is open for editing

Spellcheck is available on this page

The description field will open to allow changes. When complete click the OK button

If to the other fields are needed, simply click OK after clicking the Blue Triangle and the requisition will return to the main page for changes

REQUISITION INITIATION 9.1

The screenshot shows a software interface for requisition management. At the top, there are search fields for 'Line:' and 'To:' with a 'Retrieve' button. Below this is a navigation bar with tabs for 'Details', 'Ship To/Due Date', 'Status', and 'Vendor Information'. A main table displays requisition line details:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Subagreement	1.0000	LOT	SUBAGRE	661,739.00	661,739.00	Pending

Below the table, there is a 'View Printable Version' link and a '*Go to:' dropdown menu. At the bottom, a row of buttons includes 'Save' (circled in green), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

As always, Save the requisition.

NOTE: BE CAREFUL AND DO NOT ACCIDENTLY CLICK THE RED "X". If you do the following message will appear:

The dialog box contains the following text:

Canceling a requisition line will be tracked. Continue? (10100,126)

When you mark a requisition line as canceled, the system does not allow any further changes to this requisition line. Press OK to create a change track record for this line and its schedule(s).

Yes No

Click the NO button.

This will return you to the Main Page. Click the Details Icon again.

13.2 Using Retrofit Feature to Change Vendor and Chartfields

Vendor

Sometimes the wrong vendor is selected or a different vendor used. This change must be made on all lines of the requisition.

Click on the Requisition Defaults link and then the Vendor Lookup to find the correct vendor (See [Step 4](#))

Click the selected vendor from the lookup

If the vendor is not in the system, delete the Vendor id number and Vendor Location

Click OK

Chartfields

Type over the chartfields with new values

Click OK

REQUISITION INITIATION 9.1

Retrofit Page

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: TAMPA Requisition Date: 11/04/2011
Requisition ID: 0000189100 Status: Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>		Vendor	0000009735	
<input type="checkbox"/>		Vendor Location	1223DICKIN	
<input type="checkbox"/>	1	GL Unit	USF01	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund	10000	<input type="checkbox"/>

OK Cancel Refresh

After changing the vendor (or deleting it) and a chartfield (in this example the Fund is being changed) clicking OK will take you to the 'Retrofit' page

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: TAMPA Requisition Date: 11/04/2011
Requisition ID: 0000189100 Status: Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>		Vendor	0000009735	
<input checked="" type="checkbox"/>		Vendor Location	1223DICKIN	
<input type="checkbox"/>	1	GL Unit	USF01	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund	10000	<input type="checkbox"/>

OK Cancel Refresh

If you click the 'Mark All' link, all boxes in the 'Apply' column will be checked.

The 'Unmark All' link will remove all checks

Alternatively, selected boxes can be individually checked by clicking on it

REQUISITION INITIATION 9.1

Here, there is no point in changing the GL unit as it is already USF01.

This changes the Requisition Line information for the vendor on all lines and changes the *first* Distribution of each requisition line

If there are more distributions that need to be changed, the boxes on the 'Apply to All Distribs' column should be checked

Click the OK button

In the case of multiple distributions that do not all need changing, those changes must be made to the individual Distributions of each line.

To check to see if the vendor has been placed on all lines, click the Vendor Info tab

The screenshot displays the 'Maintain Requisitions' interface. At the top, the 'Requisition' header shows Business Unit: TAMPA, Requisition ID: 0000189100, and Requisition Name: 0000189100. The status is 'Open' and Budget Status is 'Not Chk'd'. The 'Requester' is Tiffany Marie Guillaume, and the 'Requisition Date' is 11/04/2011. The 'Origin' is 'ONL' (Online) and the 'Currency Code' is 'USD' (Dollar). The 'Accounting Date' is 11/04/2011. The 'Amount Summary' shows a Total Amount of 4,400.00 USD. Below this, the 'Select Lines To Display' section has a 'Retrieve' button. The main table shows one line with the following details:

Line	Description	Vendor	Vendor Name	Location
1	Geraldine Walther	0000009735	UNIVERSITY OF MIAMI	1223DICKIN

The 'Vendor Information' tab is selected, and the 'Vendor Name' field is circled in green. Other tabs include 'Details', 'Ship To/Due Date', and 'Status'. The interface also includes a 'Go to' dropdown and buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

To check the distribution change, click on the Schedule Icon and then the Distribution Icon.

13.3 Changing Chartfields on Individual Lines

If changes are being made to only some lines of distribution and not others, then the change has to be made line by line.

See [Step 7.1](#) and [Step 7.2](#)

REQUISITION INITIATION 9.1

13.4 Cancel a Requisition Line

NOTE: Never cancel or delete line 1 of a Requisition. Instead, change the description, UOM, quantity, Item Category and Unit Price.

If the Requisition is in an Open or Pending Status and Not Yet Budget Checked

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open Budget Status: Not Chk'd

Requisition ID: 0000190354 Requisition Name: 0000190354

Header

*Requester: AYOTTE Donna J Ayotte *Requisition Date: 12/13/2011 Origin: ONL Online *Currency Code: USD Dollar Accounting Date: 12/13/2011

Amount Summary

Total Amount: 162.50 USD

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	FLORIDA	2.0000	EA	EDUCATI	32.50000	65.00	Open
2	FLORIDA	3.0000	EA	EDUCATI	32.50000	97.50	Open

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Simply click the Delete Row icon

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Total Amount: 162.50

Click OK on the dialog box

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	FLORIDA	2.0000	EA	EDUCATI	32.50000	65.00	Open

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

And click Save

REQUISITION INITIATION 9.1

If the Requisition is in a Pending Status and Has been Budget Checked

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending

Requisition ID: 0000190336 Budget Status: Valid

Requisition Name: 0000190336 Hold From Further Processing

Header

*Requester: LDELGADO Lizette Charriez-Delgado [Requisition Defaults](#)
[Edit Comments](#)

*Requisition Date: 12/12/2011 [Requester Info](#) [Requisition Activities](#)
[Document Status](#)

Origin: ONL Online

*Currency Code: USD Dollar

Accounting Date: 12/12/2011

Amount Summary

Total Amount: 5,550.00 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

Line: To:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	Lodging for Pedestrian Assessment participants from 1/8/12 - 1/13/12. (10 rooms for 5 nights at \$99 each)	50.0000	EA	TRAVEL IN STATE	99.00000	4,950.00	Pending				
2	Meeting space rental for 4 days. 1/9/12 - 1/13/11.	4.0000	EA	RENT MEETING SERVI	150.00000	600.00	Pending				

[View Printable Version](#) *Go to:

Click the Status tab

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Pending

Requisition ID: 0000190336 Budget Status: Valid

Requisition Name: 0000190336 Hold From Further Processing

Header

*Requester: LDELGADO Lizette Charriez-Delgado [Requisition Defaults](#)
[Edit Comments](#)

*Requisition Date: 12/12/2011 [Requester Info](#) [Requisition Activities](#)
[Document Status](#)

Origin: ONL Online

*Currency Code: USD Dollar

Accounting Date: 12/12/2011

Amount Summary

Total Amount: 5,550.00 USD
Pre-Encumbrance Balance: 0.00 USD

Select Lines To Display

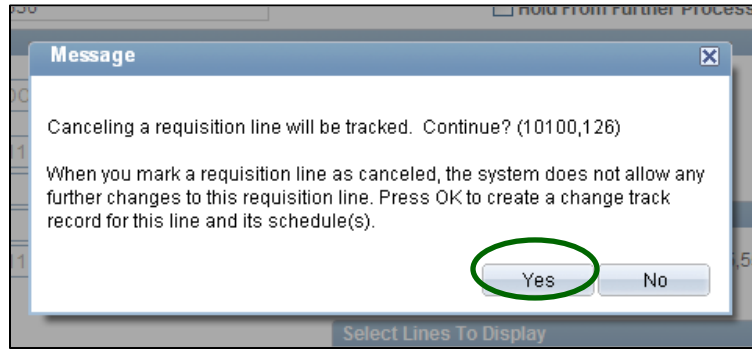
Line: To:

Line	Description	Status				
1	Lodging for Pedestrian Assessment participants from 1/8/12 - 1/13/12. (10 rooms for 5 nights at \$99 each)	Pending				
2	Meeting space rental for 4 days. 1/9/12 - 1/13/11.	Pending				

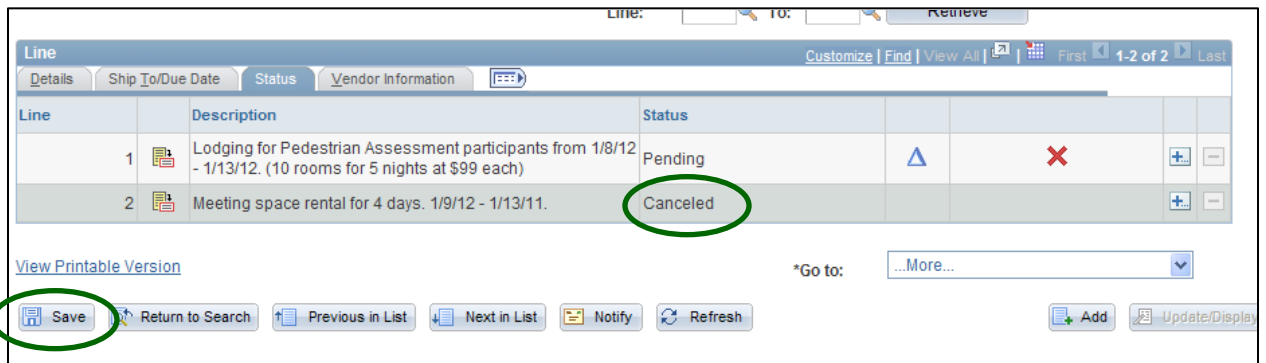
[View Printable Version](#) *Go to:

Click the Red "X" on the line to be canceled (NOTE: DO NOT CANCEL LINE 1)

REQUISITION INITIATION 9.1



Click Yes

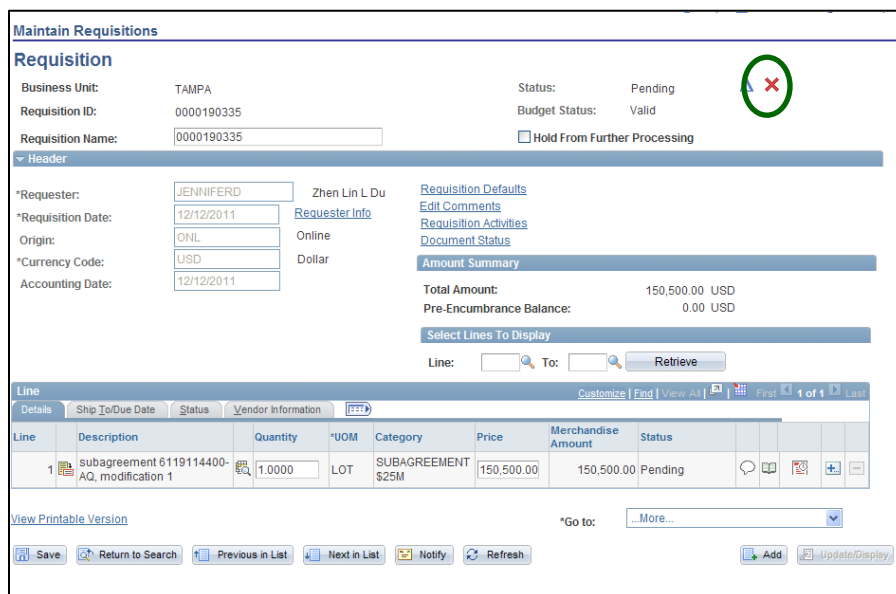


The line will display a 'Canceled' status

Save and Budget Check again

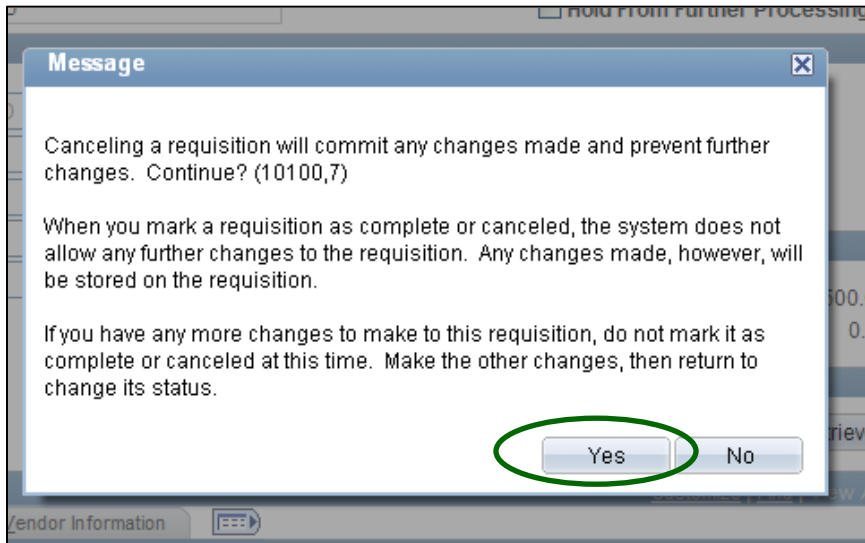
13.5 Cancel the Requisition

If in Pending Status and Budget Checked



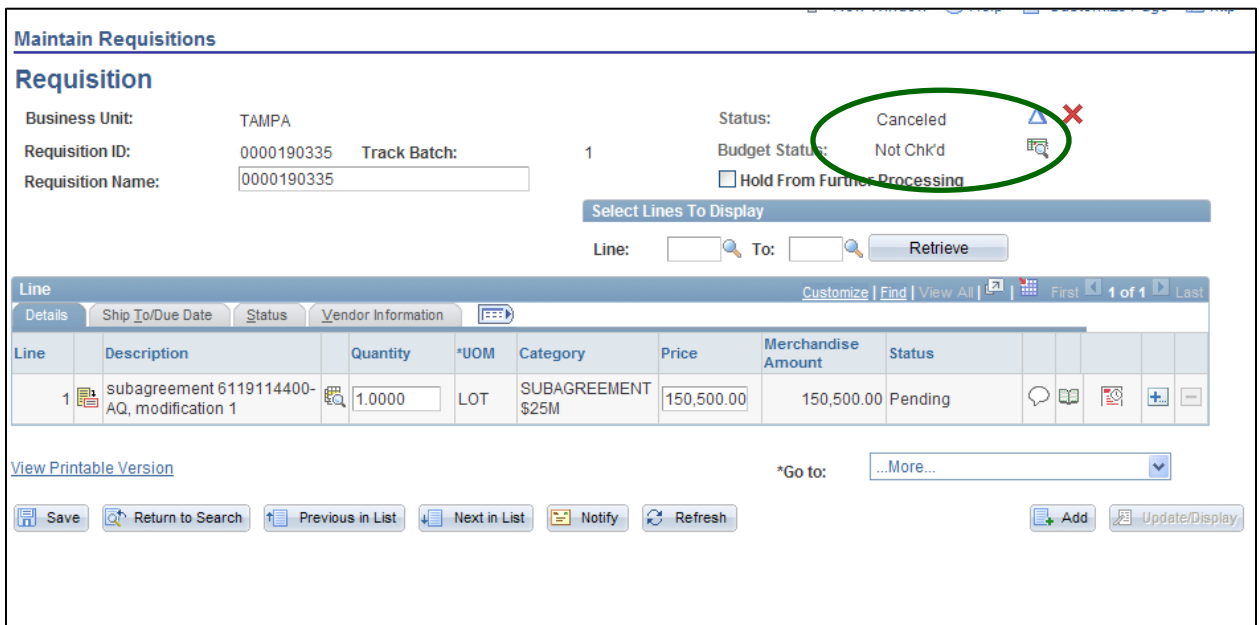
REQUISITION INITIATION 9.1

Click the big, red 'X'



Click 'Yes'

Wait for the system to process



The status will change to 'Canceled'

Click the Budget Check icon

REQUISITION INITIATION 9.1

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = TAMPA

Requisition ID: begins with 0000190335

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

When budget check is complete, the system should return to the Search page

If in Pending Status and Budget Checked

Follow the above procedure; however the requisition will not have to be budget checked

STEP 14 Copy a Requisition

Old requisitions can be copied into new requisitions and changed for current needs. This is especially helpful during the start of a new fiscal year when old blankets and maintenance agreements need to be replaced.

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Requisitions

Find an Existing Value | Add a New Value

Business Unit: TAMPA

Requisition ID: NEXT

Add

Find an Existing Value | Add a New Value

Navigate to the Add/Update Requisitions page.

Click the 'Add' button.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA
Requisition ID: NEXT
Requisition Name: [Copy From](#)

Status: Open
Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: [Requester Info](#)
*Requisition Date: 01/12/2012 [Add Comments](#)
Origin: ONL Online [Requisition Activities](#)
*Currency Code: USD Dollar [Amount Summary](#)
Accounting Date: 01/12/2012

Total Amount: 0.00 USD

Line

Click the 'Copy From' hyperlink

Maintain Requisitions

Copy Requisition

Header

Business Unit: TAMPA
Requisition ID: 0000169004
Requisition Name:
Req Status: Origin:
Requester:
Requester Name:
Requisition Date: To:
Vendor SetID: USFSI [Vendor Lookup](#)
Vendor ID: [Vendor Details](#) Vendor Name:
Item SetID: USFSI Item ID:
Item Description: Direct Ship
Department:

Search

Requisition					
Sel	Req ID	Requisition Name	Status	Origin	Requester
<input checked="" type="checkbox"/>	0000169004		Complete	ONL	TSHAW

OK Cancel Refresh

Enter the requisition number to be copied and click the Search Button.

The requisition is automatically Selected.

Click the OK button.

If the requisition being copied was entered by another Requester, the following message will appear:

REQUISITION INITIATION 9.1

The source requester (HRHODES) is different from the target requester (), copy? (10150,186)

All copied defaults will remain unchanged. Do you want to copy?

Yes

No

This means that the information tied to the original requester will be copied into the requisition; requester information, default chartfields, ship to information

Click the 'Yes' button. All this information can be changed.

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open

Requisition ID: NEXT Budget Status: Not Chk'd

Requisition Name: [Copy From](#) Hold From Further Processing

Header

*Requester: TSHAW Noeilella T Shaw [Requisition Defaults](#)

*Requisition Date: 01/12/2012 [Requester Info](#) [Edit Comments](#)

Origin: ONL Online [Requisition Activities](#)

*Currency Code: USD Dollar **Amount Summary**

Accounting Date: 01/12/2012 [Amount Summary](#)

Total Amount: 20,000.00 USD

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	WJSF-TV Payment of	1.0000	EA	BANKING	20,000.0001	20,000.00	Open

[View Printable Version](#) *Go to: ...More...

All the requisition information is copied into the requisition page.

Change the Requester ID to your own if necessary.

Changing Requester will change the default settings

ShipTo ID to T_CTRL_REC
Origin to ONL
Location Code to LIB0618
GL Business Unit to USF01
Department to 350000
Operating_unit to TPA
Fund_code to 10000
Product to 000000
Chartfield1 to 0000000
Retrofit to existing lines? (10150,147)

Changing Requester will change the default setting like ShipTo ID, Location, Origin, Department ID, Account and other ChartFields. Click 'Yes' to retrofit/apply the default values from Requester to the existing lines? Click 'No' to change only the default setting. Click 'Cancel' to reset the Requester to the previous value.

The system verifies the default settings.

Click the 'Yes' button.

REQUISITION INITIATION 9.1

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open

Requisition ID: NEXT Budget Status: Not Chk'd

Requisition Name: Copy From Hold From Further Processing

Header

*Requester: ALES Alisha Ales [Requester Info](#)

*Requisition Date: 01/12/2012 [Requester Info](#)

Origin: ONL Online

*Currency Code: USD Dollar

Accounting Date: 01/12/2012

[Requisition Defaults](#)
[Edit Comments](#)
[Requisition Activities](#)

Amount Summary

Total Amount: 2,415.00 USD

Line Customize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Vendor Information

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	OFFICIATING	1.0000	LOT	ATHLETIC	2,415.0000	2,415.00	Open

[View Printable Version](#) *Go to: ...More...

The Requester information is now updated yet the description, vendor and comments remain the same.

Click the Requisition Defaults link

Maintain Requisitions

Requisition Defaults

Business Unit: TAMPA Requisition Date: 01/12/2012

Requisition ID: NEXT Status: Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: CAHILL Catherine Annette Ballance Unit of Measure:

Vendor: 0000003116 USF FOUNDATION INC Vendor Location: 4202EFOW

Category:

Schedule

Ship To: T_CTRL_REC TAMPA Distribute By:

Due Date:

Ultimate Use Code:

Attention To: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details Asset Information

Dist	Percent	GL Unit	Oper Unit	Fund	Account	DeptID	Product	Initiative	PC Bus Unit	Project
1	<input type="text"/>	USF01 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Highlight Buyer id, then click the Delete button on your keyboard

REQUISITION INITIATION 9.1

Highlight and Delete the Buyer name. This is very important. If the buyer is no longer with the university, the requisition will not be routed to the correct Purchasing Agent.

Maintain Requisitions
Requisition Defaults
 Business Unit: TAMPA Requisition Date: 01/12/2012
 Requisition ID: NEXT Status: Open

Default Options
 Default
 Override

Line
 Buyer: [highlighted] Unit of Measure:
 Vendor: 0000003116 Vendor Location: 4202EFOW
 Category: Vendor Lookup

Schedule
 Ship To: T_CTRL_REC TAMPA CENTRAL RECEIVING *Distribute By: Quantity
 Due Date: Ultimate Use Code: Attention To: One Time Address

Distribution
 SpeedChart:

Distributions
 Details: [Asset Information] [HTTP]

Dist	Percent	GL Unit	Oper Unit	Fund	Account	DepID	Product	Initiative	PC Bus Unit	Project	Activity ID	Source Type
1		USF01	TPA	10009		066200	000000	000000				

OK Cancel Refresh

Make any necessary chartfield or vendor changes and retrofit the changes (see [Step 13 – Making Changes to the Requisition](#))

Retrofit field changes to "all" existing requisition lines/schedules/distributions....

Business Unit: TAMPA Requisition Date: 01/12/2012
 Requisition ID: NEXT Status: Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
 Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

Mark All Unmark All

Retrofit Field Selection Customize | Find | View All | First 1-7 of 12 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Buyer		
<input checked="" type="checkbox"/>		Vendor	0000003116	
<input type="checkbox"/>		Vendor Location	4202EFOW	
<input type="checkbox"/>		Ship To	T_CTRL_REC	
<input type="checkbox"/>	1	GL Unit	USF01	<input type="checkbox"/>
<input type="checkbox"/>	1	Oper Unit	TPA	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund	10009	<input type="checkbox"/>

OK Cancel Refresh

Click OK

Comments should be reviewed and edited as needed.

Continue to complete the requisition.

REQUISITION INITIATION 9.1

STEP 15 Create Amount-Only Requisition Line

A new feature in 9.1 is the ability for users to make requisition lines 'Amount Only.' This feature must be applied line by line.

Most Amount-Only requisitions should have only one line. However, in some cases like Copier Leases, one line may need to be amount only (copy overages) and the other line left as a Quantity (fixed monthly charges.)

Amount-Only lines must have a Quantity of 1 and a UOM of 'LOT.'

15.1 Follow Steps 1 through 6

15.2 Line Details Page

Maintain Requisitions

Requisition

Business Unit: TAMPA Status: Open
Requisition ID: 0000190401 Budget Status: Not Chk'd
Requisition Name: 0000190401 Hold From Further Processing

Header

*Requester: MCMILLER Michelle C. Miller
*Requisition Date: 01/17/2012
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 01/17/2012

Amount Summary

Total Amount: 100,000.00 USD

Select Lines To Display

Line: To: Retrieve

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	Facilities Project #973-3	1.0000	LOT	CONSTR	100,000.00	100,000.00	Open

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

After entering the Unit Price, click on the Line Details icon to the left of the line to be made Amount-Only.

15.3 Select Attributes

REQUISITION INITIATION 9.1

Maintain Requisitions
Details for Line 1
Requisition ID: 0000190401 Item: [Facilities Project #973-3 Admi](#)
Line: 1

Line Details
Buyer: Line Status: Open
Buyer Name: [Buyer Information](#) **Amount Summary**
Category Code: CONSTRUCTION MAJOR [View Hierarchy](#) Merchandise Amt: 100,000.00 USD
Category ID: Constructi Document Base Amount: 100,000.00 USD
Description: Construction Major

*Transaction Item Description:
 [View](#) [Edit](#)

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

Attributes (collapsed)

OK Cancel Refresh

Click on the arrow to the left of the Attributes line to expand it

15.4 Select Amount Only flag

Maintain Requisitions
Details for Line 1
Requisition ID: 0000190401 Item: [Facilities Project #973-3 Admi](#)
Line: 1

Line Details
Buyer: Line Status: Open
Buyer Name: [Buyer Information](#) **Amount Summary**
Category Code: CONSTRUCTION MAJOR [View Hierarchy](#) Merchandise Amt: 100,000.00 USD
Category ID: Constructi Document Base Amount: 100,000.00 USD
Description: Construction Major

*Transaction Item Description:
 [View](#) [Edit](#)

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

Attributes (expanded)

Physical Nature:

Amount Only
 Zero Price Indicator
 Inspection Required
Inspect ID:

Sourcing Controls (expanded)

OK Cancel Refresh

Click on the box to the left of 'Amount Only' to select it.

Click OK.

NOTE: Do Not Alter the Other Areas Under the 'Expand All' Hyperlink

REQUISITION INITIATION 9.1

15.5 Add Header Comment

Amount-Only lines require different Price Tolerances than other lines.

Please add a Header Comment telling your Purchasing Agent that you made the requisition line Amount-Only.

The PA will need to make note and change the tolerances once the requisition becomes a PO.

Regardless, a receiver will be able to receive by amount when the PO is in Distributed status.

Incorrect tolerances will create Matched Exceptions. Should this be the case, remind the Purchasing Agent to correct the tolerances. The Purchasing Agent is listed as the Buyer on the Purchase Order.

15.6 Optional: Split Chartfield Distribution

Only after changing the line to Amount Only should any chartfield split take place.

Follow [Step 7](#)

15.7 Quantity Notification

If the following message appears, the requisition line was given a quantity larger than 1.

<p>The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)</p> <p>The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>

Adjust the Unit Price so it is the total price expected to be paid from the line.

15.8 Allocation Notification

If the following message appears, the steps for creating the requisition were not followed in order.

This will cause the system to split the distribution using delivered round-up features that will change the amounts distribute.

REQUISITION INITIATION 9.1

Allocate the changed amount based on the split distribution? (10200,397)

Selecting 'Yes' will allocate the amount based on the existing distribution percentages. Selecting 'No' will require a manual update of the distribution lines.

Either start over or uncheck Amount-Only, unsplit the Distribution, save.

Change the line to Amount Only and then split the chartfield.

STEP 16 Customization of Chartfield String

FAST offers various ways to customize pages. The two that best serve the Requisition Initiation process are Customization of Chartfields and View All

As delivered, chartfields are displayed on distribution pages that can be changed to make viewing and entry easier.

To see all the chartfields USF uses, one must scroll across the page. The order of the chartfields may not be the most logical one for the user.

Maintain Requisitions

Distribution

Requisition ID: 0000190295 Item: [12.01.2011-E#7814-One Test*Br](#)
Line: 1 Status: Active
Schedule: 1

Ship To: T_FMHI_REC TAMPA FMHI Quantity: 1.0000 LOT
*Distribute By: Quantity Open Quantity: 1.0000
SpeedChart: Merchandise Amt: 4,502.57 USD

Distributions

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	PC Bus Unit	Project
1 Open	100.0000	1.0000	4,502.57	USF01	53500	TPA	20000	582002		000000	GRT01	582011830

OK Cancel

Scroll right to see Project Activity and Initiative →

REQUISITION INITIATION 9.1

Test Br

1.0000 LOT
1.0000
4,502.57 USD

Customize | Find | View All | First | 1 of 1 | Last

Bud Ref	Product	PC Bus Unit	Project	Activity ID	Source Type	Category	Subcategory	Initiative
	000000	GRT0	5820118300	BUDGET				0000000

Click on the 'Customize' link that appears on the blue line above the chartfields

Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Tab Chartfields (frozen)
Distrib (frozen)
Status (frozen)
Percent (frozen)
Quantity
Merchandise Amount
GL Unit
Account
Oper Unit
Fund
DeptID
Bud Ref
Product
PC Bus Unit
Project
Activity ID
Source Type
Category
Subcategory
Initiative
Tab Details
*Location
Statistics Code
Open Quantity
GL Base Amount
Base Currency
Exchange Rate Detail
Tab Asset Information
AM Unit
Profile ID
CAP #
Sequence
Tag Number
Empl ID
Capitalize
Cost Type
Description
Tab Budget Information
Budget Status
Budget Date
Merchandise Amount
Pre-Encumbrance Balance

Hidden
 Frozen

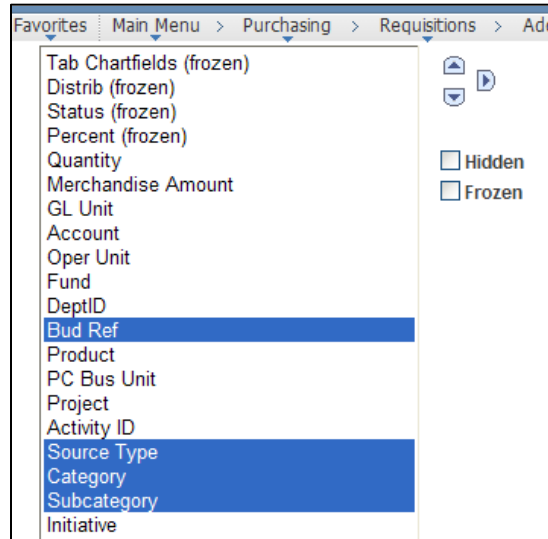
Descending

All the fields shown on the chartfield line are listed to the left.

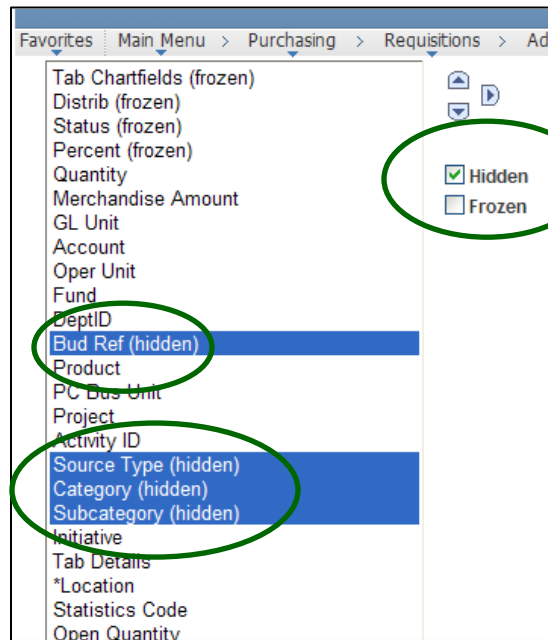
Some fields are marked (frozen) which means they will not move as changes are made. Some fields can be (hidden) if they are fields the user does not need to see.

REQUISITION INITIATION 9.1

By highlighting the field, it can be hidden, frozen or moved up and down.

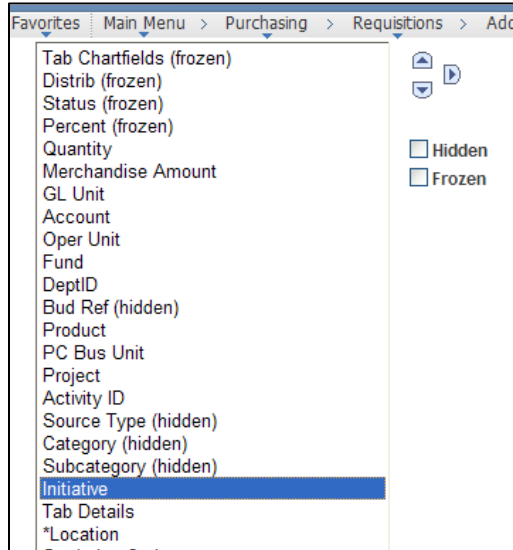


Highlight fields to be hidden

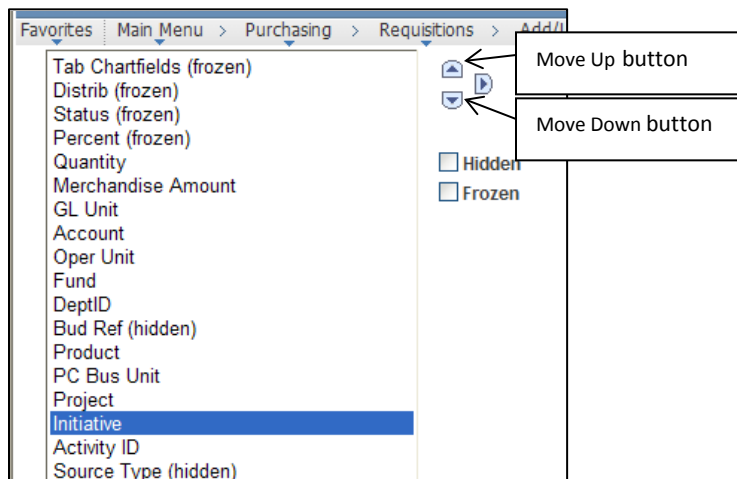


Select Hidden by clicking in the box. Note the fields are marked (hidden)

REQUISITION INITIATION 9.1



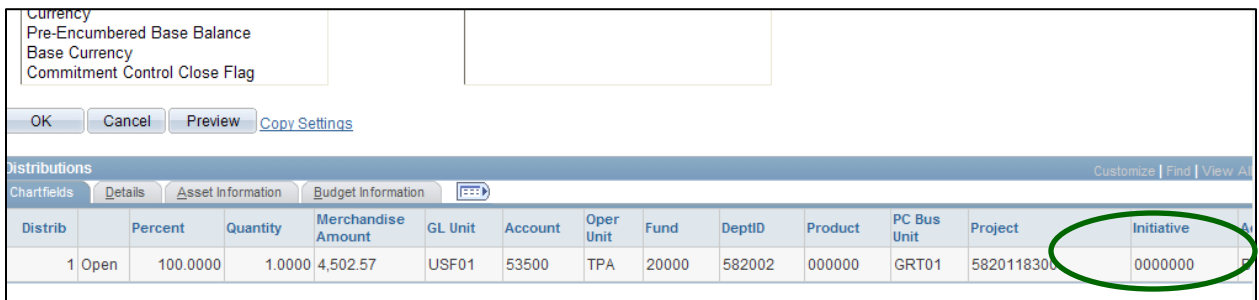
The Initiative can be moved to the Product. Highlight it.



Click the Move Up button to move it up. This moves the field to the left on the distribution page.

Click the Move Down button to move a field down and to the right on the distribution page.

Click the Preview button



REQUISITION INITIATION 9.1

Initiative still in the wrong place? Click the 'Move Up' button a few more times and Preview again

Currency	
Pre-Encumbered Base Balance	
Base Currency	
Commitment Control Close Flag	

OK Cancel Preview [Copy Settings](#)

Distributions

Chartfields Details Asset Information Budget Information

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Product	Initiative	PC Bus Unit	Project	
1	Open	100.0000	1.0000	4,502.57	USF01	53500	TPA	20000	582002	000000	0000000	GRT01	5820118300

Perfect!

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Frozen columns display under every tab.

Column Order	Sort Order
Tab Chartfields (frozen)	GL Unit
Distrib (frozen)	Account
Status (frozen)	Merchandise Amount
Percent (frozen)	Oper Unit
Quantity	Quantity
Merchandise Amount	Product
GL Unit	
Account	
Oper Unit	
Fund	
DeptID	
Bud Ref (hidden)	
Product	
Initiative	
PC Bus Unit	
Project	

Hidden Frozen Descen

To sort a select group, highlight the fields to sort and click the 'Add to Sort' button

If the entire group of fields is highlighted, the order can be reversed by using the Move Up and Move Down buttons. Or select just one field to move.

The Descending button will allow the field to be opened to all distributions on a multi-distribution requisition line.

Click the OK button at the bottom left.

REQUISITION INITIATION 9.1

Maintain Requisitions

Distribution

Requisition ID: 0000190295 Item: [12.01.2011-E#7814-One Test "Br](#)
Line: 1 Status: Active
Schedule: 1

Ship To: T_FMHI_REC TAMPA FMHI Quantity: 1.0000 LOT
Distribute By: Quantity Open Quantity: 1.0000
SpeedChart: [Multi-SpeedCharts](#) Merchandise Amt: 4,502.57 USD

Distributions [Customize](#)

Chartfields Details Asset Information Budget Information [REF](#)

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Product	Initiative	PC Bus Unit	Project
1 Open	100.0000	1.0000	4,502.57	USF0	53500	TPA	20000	582002	000000	0000000	GRT0	5820118300

OK Cancel Refresh

Compare the new distribution image with the image at the beginning of this section to see the difference.

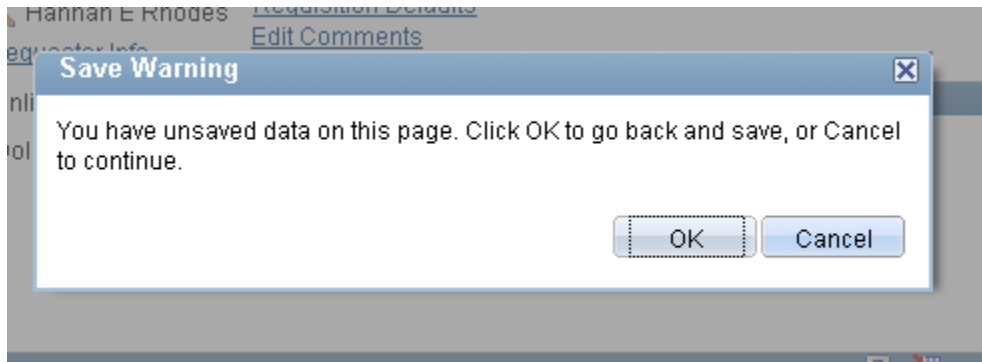
The Customization on the Requisition Distribution page will NOT automatically be carried over to other pages with distributions. (The Copy Settings feature uses Public Profiles which are not used at USF.)

Pages such as the Header Default and Requisition Inquiry need to be customized individually.

REQUISITION INITIATION 9.1

APPENDIX I - Common Error Messages and Warnings

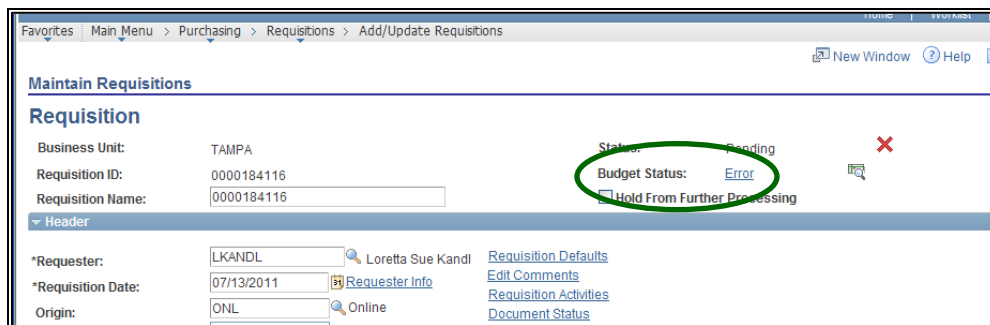
Save Warning



This is a warning that the user is leaving a page that has unsaved data. If the information is unneeded, click Cancel to navigate elsewhere in the system.

If the information on the page, click OK and save the transaction or all newly added information will be lost, then proceed.

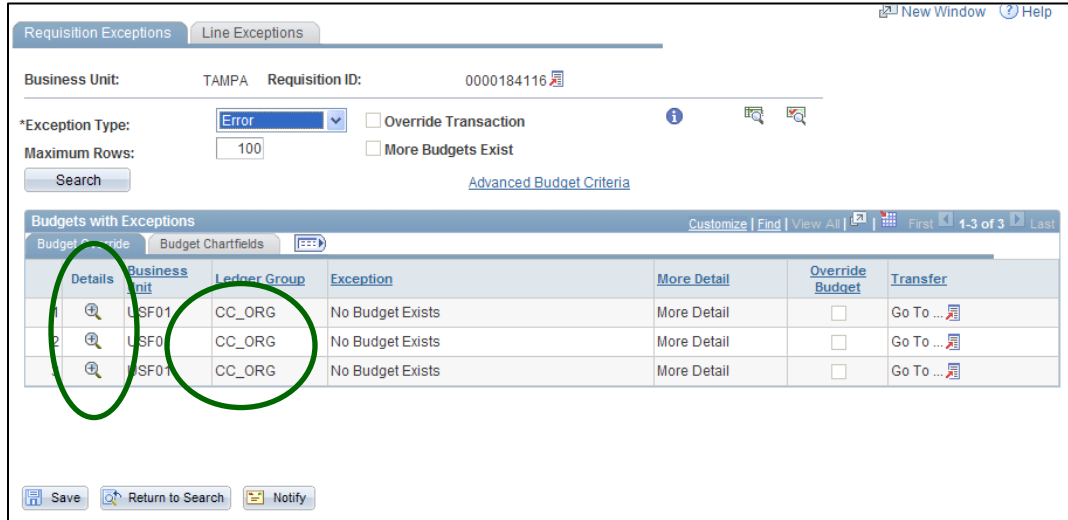
Budget Status Error



A budget error indicates that budget is not valid for the chartfield string used in the requisition.

To review the error, click on the word 'Error'

REQUISITION INITIATION 9.1



This page shows that the error is 'No Budget Exists' in the 'ORG' ledger for the chartfield. The 'Org' ledger contains E&G, Auxiliary, Local and pass through funds.

Other ledgers are used for different funds:

CC_DRG - RIA, Initiative

CC_GM_CHD – Sponsored Research Child ledger, specific to a Budget Account

CC_GM_PAR – Sponsored Research Parent ledger, overall spend on the grant

CC_PR_PAR – Construction project

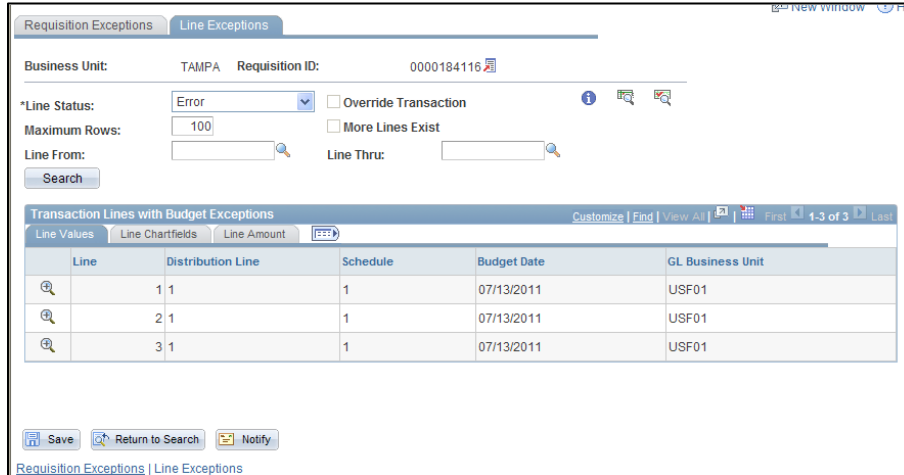
Click the Details link to see if the chartfields on the requisition line are correct.



The Details link displays the chartfield string and the amount on the requisition line

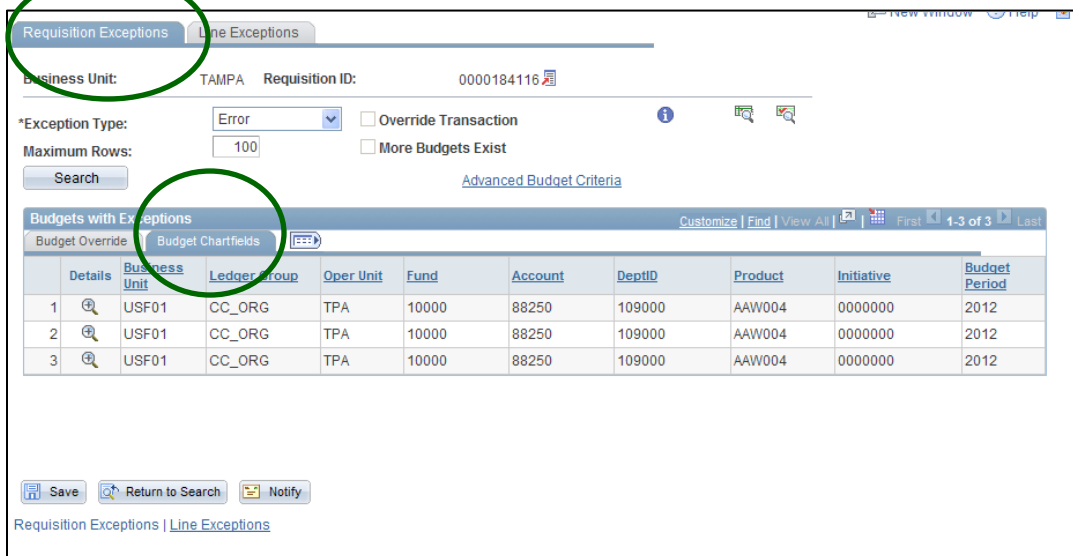
Click the OK button to return to the Error page

REQUISITION INITIATION 9.1



The Line Exceptions tab shows which Schedule (should always be Schedule 1) and Distribution lines are in error (should there be multiple distributions. Tabs are available for chartfield string and amount.

Click back to Requisition Exceptions tab and click on the lower Budget Chartfields tab.



These are the budget chartfields that the requisition distribution is rolling up to.

Note the different Account number. This is a Budget Account. The Account on the requisition distribution is the Expense Account.

Expense accounts roll up into Budget accounts for reporting and budgeting purposes.

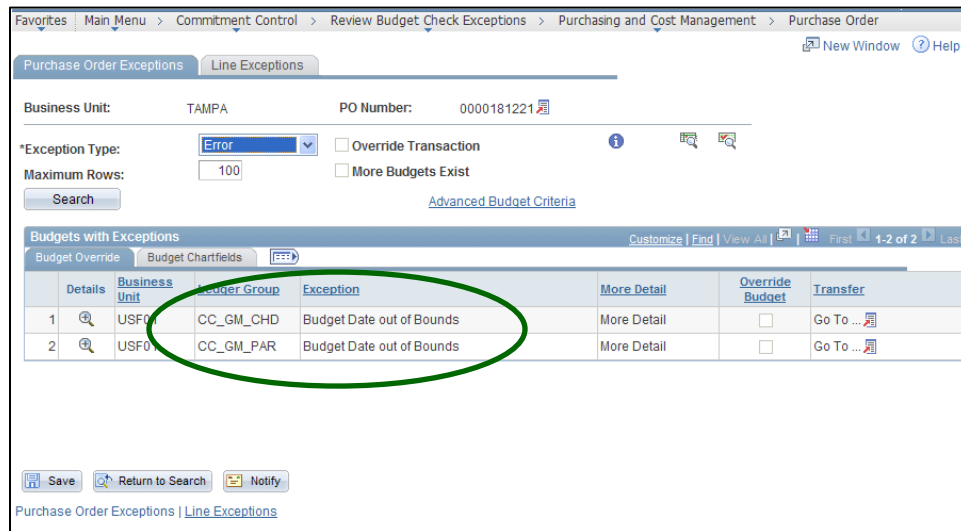
Check to ensure the Item Category selected on the Requisition line is correct for the item or service you are purchasing. The Item Category assigns the Account number to the line. It may be that the category is wrong for purchase.

REQUISITION INITIATION 9.1

The Item Category list shows the accounts that are assigned. It is possible that a similar category with a different account number will suffice.

If not, contact the individual responsible for the department's budget or the Grant Specialist in Research Financial Management, should this be a Sponsored Research or RIA fund, to discuss a transfer of funds or the appropriateness of the purchase.

Close the browser window or tab to return to the requisition.

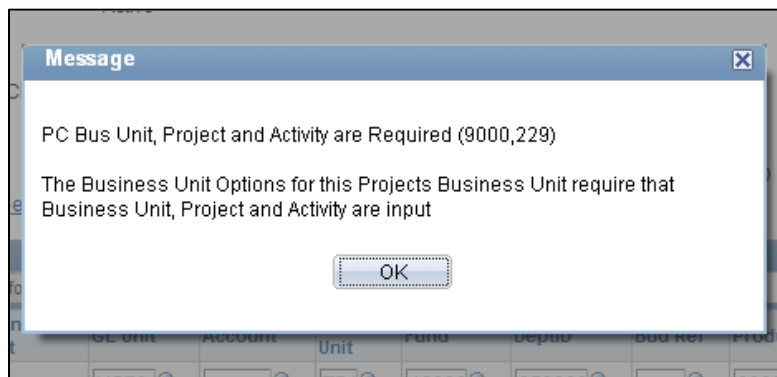


Budget Date out of Bounds references a Sponsored Research Project that has either ended or has not yet been activated.

Click the Budget Chartfields tab to review the project and budget account.

If necessary, contact the Grant Specialist in RFM to investigate.

PC Bus Unit, Project and Activity are Required (9000,229)



This error indicates that a PC Business Unit was put on the distribution of the requisition but the Project (Sponsored Research Grant or Construction) and Activity values are empty.

REQUISITION INITIATION 9.1

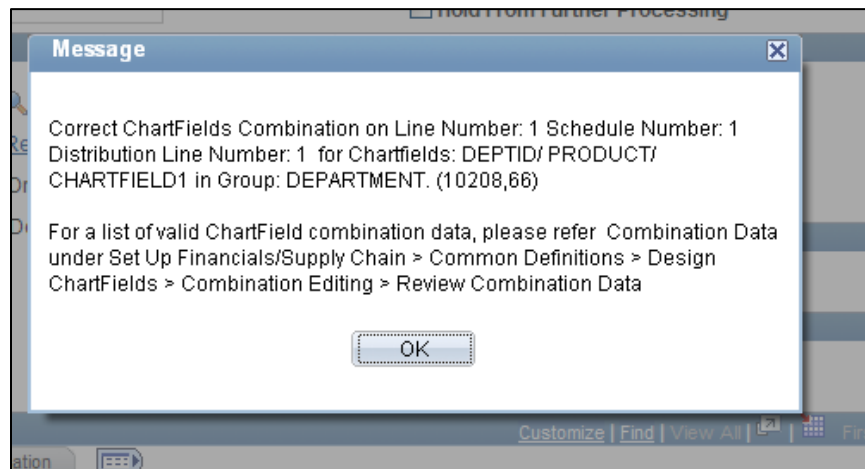
The most common reason is that the user has erroneously entered the Project Costing Business Unit mistaking it for the General Ledger Business Unit and the transactions is not really on a Project.

The screenshot shows a requisition form with the following fields: Percent (100.0000), Quantity (1.0000), Merchandise Amount (5.00), GL Unit (USF0), Account, Oper Unit (TPA), Fund (10000), DeptID (350000), Bud Ref, Product (000000), PC Bus Unit (USF0), Project, and Activity ID. Two callout boxes are present: one labeled 'GL Business Unit' pointing to the GL Unit field, and another labeled 'PC Business Unit' pointing to the PC Bus Unit field.

Simply delete, type over or backspace over the PC Business Unit to erase it, click the OK button and save the requisition.

Chartfield Combination Error

There are relatively few chartfield combinations set up in the system. These are the most common.



This error indicates that the chartfields being used together on a distribution line do not go together.

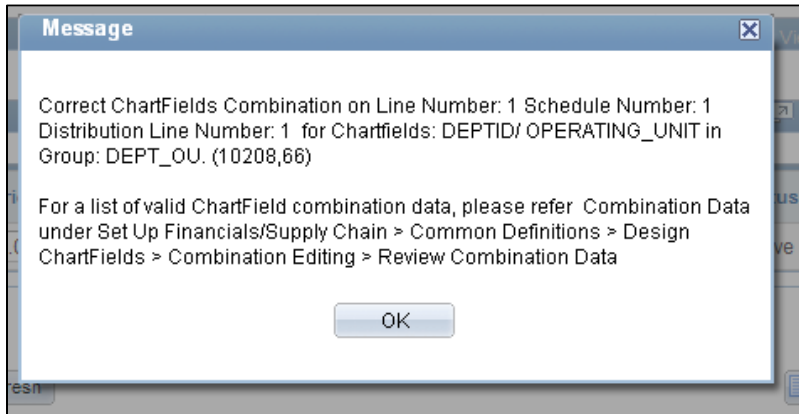
The error indicates where the problem is; Line 1, Schedule 1, Distribution 1 and what the problem is; “Deptid/Product/Chartfield 1 in Group Department” means that the department ,product and initiative do not belong together. (USF uses ‘Chartfield 1’ to indicate Initiative, RIA.)

The screenshot shows a requisition form with the following fields: Percent (100.0000), Quantity (1.0000), Merchandise Amount (5.00), GL Unit (USF0), Account, Oper Unit (TPA), Fund (10000), DeptID (350000), Bud Ref, Product (H150S), Initiative (0000000), PC Bus Unit, and Project. The Initiative field is highlighted in blue.

REQUISITION INITIATION 9.1

The 0000000 Initiative is a default number and is valid with every department. The issue is the Product which does not belong with the department id.

Budget Officers for the department should know which chartfields apply to their areas.



This error indicates an error with the Department ID and Operating Unit combination.

Contributions													
Chartfields													
Details													
Asset Information													
Budget Information													
Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	Initiative	PC Bus Unit	Project
1	Open	100.0000	1.0000	5.00	USF01	53000	HSC	10000	350000		000000	0000000	

OK Cancel Refresh

Here, the Operating Unit is HSC for the Health Science Center. The Department belongs to the College of Arts and Sciences. Either the HSC needs to be changed to TPA or the Department is a typo.

REQUISITION INITIATION 9.1

APPENDIX II – About Item Categories

Item Categories are used to select the correct expense account number, asset profile and price tolerances for your purchases. Except for specific equipment categories, they generally cover a broad area or type of purchase such as Athletic or Electronic.

This type is paired with three broad areas of expenditure; supplies, equipment and services. This results in three **Item Categories** as seen in the sample below:

ATHLETIC SUPPLY
ATHLETIC EQUIPMENT
ATHLETIC SERVICE

PRICE TOLERANCES

In the system, the **Item Categories** provide the ability to add **tolerances** to the price of goods and services. These **tolerances** allow for a difference between the price on a purchase order and the actual amount invoiced.

Tolerances are placed on both the unit price and the extended total price of each line item on a Requisition and its subsequent purchase order.

Without **tolerances**, any variation of the price, even as little as one cent, will cause the system to create a “matched exception” and notify the department that the invoice cannot be paid because it was higher, or lower, than the price on the purchase order. However, there are times when a price is firm and a department does not wish to pay any more than is stated on the order.

In order to accommodate both situations, a second **Item Category** was created for each type and expenditure. These Item Categories were prefixed with a “**C**” to represent “contract” but has been re-defined as "zero tol" for clarity. For example we have these two categories for athletic supplies:

ATHLETIC SUPPLY (expense account is 53500)
C ATHLETIC SUPPLY (expense account is 53500)

The “**C**” does NOT mean there is or has to be an actual contract in existence to use this Category. You might have a verbal quote from the vendor or you might simply not want to pay any more than you indicate.)

The “**C**” prefixed Categories are all set for a “0” (zero) **tolerance** ("Zero tol") for an increase in the price over that on the purchase order.

REQUISITION INITIATION 9.1

Due to the philosophy that getting a price break is always acceptable, the **tolerance** for a decrease in price is set to 10%. This under-price **tolerance** is not set higher because a vendor charging you a great deal less than expected might very well mean you did not get what you ordered or expected and it should be checked out.

Those **Item Categories** without a “C” are set for over and under tolerances of 10% with one or two exceptions such as Printing which only has one Item Category with 5% tolerance and categories for construction and subagreements which are automatically set for "amount only" receiving.

CODES, DESCRIPTIONS AND SEARCHING FOR AN ITEM CATEGORY

Item Category “codes” are limited to 18 characters and a 30 character description. A variety of words, synonyms and examples were used to make it easier to search for the right category. Using the example above, the system will show:

CODE	DESCRIPTION
ATHLETIC SUPPLY	Athletic Supply Sports Team
C ATHLETIC SUPPLY	ZeroTol Athletic Supply
ELECTRONIC SUPPLY	Electronic Part Supply Battery
C ELECTRONIC SUPPL	Zero Tol Eltronic Part Supply Battery

This enables you to search on either the Code or **Description**. Using the “contains” search criteria is the best way to use this particular Search. You can also utilize your Windows “Find” feature to read through any long list your search criteria may return.

The Item Categories are not meant to be exclusive. For example, the ELECTRONIC SUPPLY categories are not to be used only for purchase of batteries and parts. These words were intended to aid you when searching. Definitions sometimes simply include the most common purchases of the type.

ACCOUNT NUMBERS

Each category has a General Ledger Account number associated with it.

Because the system automatically assigns the correct expense **Account** using the **Item Category** do NOT fill out the **Account** chartfield on Requisition **Header Defaults** when creating Requisitions (See [Step 4.](#))

This is especially important for Sponsored Research Grants. Funds are placed in allowable budget accounts that are split up into various expense accounts. If you use the correct Item Category for the product or service you are buying, the system will tell you if it is an allowable expense against that Grant. It does this by returning a “Valid” budget check status when the requisition is budget checked prior to approval.

REQUISITION INITIATION 9.1

If the item is not an allowable expense, the system will return an “Error” stating “No Budget Exists.” While some purchases may fit more than one Item Category (e.g. ‘Participant Fees’ account 51125 and ‘Independ Contracto’ account 51115) this error does *not* mean that you should try various Item Categories until you find one that passes budget checking *regardless of the definition*.

When the requisition reaches Purchasing, one of the things checked for is a match of the Item Category to the actual purchase and will change the Item Category if it does not fit.

One available resource for selecting Item Categories for grants related purchases is the [Rosetta Stone](#). Another is the list of available [Item Categories](#) in the system. Both are on the Fast Financials website under [FAST Purchasing Manuals](#).

EQUIPMENT PURCHASES

Equipment or “OCO” (operating capital outlay) items are purchases that add to the intrinsic, assessed value of the university. They are items that cost \$5000 and up and have a life expectancy of more than one year.

Replacement parts exceeding \$5000 are not considered equipment as they simply replace existing pieces that are already evaluated.

Some **Item Categories** are set up for specific Equipment purchases in order to add the correct **Asset Profile** required for inventory reporting. These all have a choice of a 0% tolerance as well as a 10% tolerance although equipment prices should always have a firm quote from a vendor.

When purchasing **equipment**, use more specific words such as “microscope” and “van” rather than a general description such as “medical” or “automotive” to see if that specific item has its own category. This will provide more accurate information to Asset Management for assessing the University’s net worth.

REQUISITION INITIATION 9.1

APPENDIX III – Useful Standard Comments for Requesters

COMMENT TYPE	COMMENT ID	DESCRIPTION	TEXT
BID	BID	Award of Bid/RFP/ITN	This is our acceptance of your offer on our Invitation to Bid # _____ and is subject to all terms and conditions stated therein.
EXP	FISH	Fisher Sci ITN07T)135 (USF Fisher Scientific Contract	This is our acceptance of your offer on University of Florida Invitation to Negotiate # ITN07TO-135 and is subject to all terms and conditions stated there in, per USF regulation USF4.02040(2)(c)
EXP	KONI	Konica Minolta Leases	This purchase order serves as a schedule as that term is used in the Master Agreement #1226275 to ITN-9-13-G. The terms and conditions of the Master Agreement supersede any terms and conditions included on this purchase order. Remittance to: Konica Minolta Premier Finance PO Box 790448 St. Louis MO 63179
EXP	KRMT	Konica Minolta Purchase Maint	This purchase order serves as a schedule as that term is used in the Master Agreement #1226275 to ITN-9-13-G. The terms and conditions of the Master Agreement supersede any terms and conditions included on this purchase order. Remittance to: Konica Minolta Business Solutions Dept AT-952823 Atlanta GA 31192-2823
EXP	TEMP	Temporary Services (from USF Kelly Services contract)	This is our acceptance of your offer on our Invitation to Negotiate # 11-01A-JW and is subject to all terms and conditions stated therein. [ENTER YOUR DEPARTMENT INFO IN THE DESIGNATED SPACES BELOW] USF Contact Name: USF Contact Number: USF Contact Email: USF Department: CAMPUS ADDRESS: All POs should be emailed to: 202J@kellyservices.com (etc.)
MSC	BLNK	Blanket Orders	Blanket Purchase Orders for the purchase of daily needs shall not include equipment costing \$1000.00 or more. Effective 7/1/XX-6/30/XX. This is an Anticipated Requirements Purchase Order through June 30, 20XX. Do NOT ship amount shown. Departments will release orders/shipments as needed. For the protection of both parties, this contract may be canceled in whole or in part by either party by giving thirty (30) days prior notice in writing to the other party. A termination penalty may not be charged to the University. The University shall be liable only for payment of services rendered prior to the effective date of termination. The University will not be held responsible for any purchase in excess of the allotted amount as shown on

REQUISITION INITIATION 9.1

			the Purchase Order. The amount may only be amended by an official Change Order.
MSC	TRAV		
PRQ	PERQ	Perquisite on File	Perquisite # ____ is approved and on file in Purchasing.
REQ	CONF	Confirming Order	CONFIRMING ORDER - DO NOT DUPLICATE THIS CONFIRMS A VERBAL ORDER PREVIOUSLY PLACED WITH YOUR FIRM.
REQ	CERT	Certificate of Expenditure <i>(for Concession Funds)</i>	I, THE REQUISITION APPROVER AND ACCOUNTABLE OFFICER, HEREBY CERTIFY THAT THE PURPOSE OF THIS EXPENDITURE IS: -RECRUITMENT -IMPROVED FACULTY AND STAFF MORALE ACTIVITIES -PROFESSIONAL DEVELOPMENT <i>(etc.)</i>
REQ	IC1P	IC (Independent Contractor) One Payment	One Payment Upon Satisfactory Completion of Services
REQ	ICRM	IC Cost Reimbursable	Cost/Deliverable Reimbursement Upon Satisfactory Completion of Invoiced Services
REQ	INDE	Independent Contractors	The University will not be held responsible for any purchase in excess of the allotted amount as shown on the Purchase Order. The amount may only be amended by an official Change Order For the protection of both parties, this contract may be canceled in whole or in part by either party by giving sixty (60) days prior notice in writing to the other party. A termination penalty may not be charged to the University. The University shall be liable only for payment of services rendered prior to the effective date of termination. Invoices shall be in sufficient detail for a proper pre-audit and post-audit thereof. The performance of the University of any of its obligations under this agreement shall be subject to and contingent upon the availability of funds appropriated by the legislature or otherwise lawfully expendable for the purposes of this agreement for the current and future periods.
REQ	NEWV	New Vendor	The following fields in items 1-12 must be completed before new vendor information can be added into FAST (Insert "N/A" in fields that are not applicable): 1. Vendor Name: 2. Ordering Address (address where purchase orders should be mailed): <i>(etc.)</i>
REQ	STAT	State Contract	IN ACCORDANCE WITH DIVISION OF PURCHASING STATE CONTRACT NUMBER (NO SUBSTITUTIONS WILL BE ACCEPTED)
REQ	UPVN	Update Vendor	Request to Update/Correct Existing Vendor Information in FAST Instructions: Please use this template to update existing vendor information in FAST. Complete the information requested in the two

REQUISITION INITIATION 9.1

			***** Place an (X) on the action(s) below for this request: a) Add New Address ____ (etc.)
VEN	QUOT	Quote from Vendor	NOTE TO VENDOR: * QUOTE PROVIDED BY ____ DATED __/__/__ * NO SUBSTITUTIONS WILL BE ACCEPTED. * NO OVER SHIPMENTS/DUPLICATE ORDERS WILL BE ACCEPTED.