Create a Standard Kuali Financial System (KFS) Requisition

In One.IU (www.one.iu.edu), you have two options for selecting Create A Requisition. The first one is to select the ‘Purchasing’.

Here you will see all of the KFS Purchasing modules.

Click Purchasing Accounts Payable and you will see the following screen where you can Create a Requisition. Click the plus sign and the Requisition opens.

The other option is to select the ‘Purchase Requisitions” application where you are taken directly to the Requisition.
Only the tabs that open automatically have information that is required in order to complete a requisition. The closed tabs are optional.

For reference, the screen shot below shows all of the tabs that are included in the requisition module. The ones circled will open automatically and have information that would be required to complete an Automatic Purchase Order (APO). The other tabs are either optional or only required for specific purchases.

Open the tabs by clicking the Show button on each tab or the Expand All button in the upper right hand corner.

See below for a description of each tab.

**Document Overview Tab (required)**

The Description field is required. This field is useful for searching for documents. One of the search options is “description.”

The Organization Document Number (alpha-numeric 10) field is optional and is used by some departments to assign a number/code to special projects. This number, if entered, will appear on all the accounting transactions for this document.
Fiscal Year will always reflect the current fiscal year and is only editable when approaching the end of a fiscal year. For example, in late June of 2012, the fiscal year may be edited so that the order will be deducted from the 2012-2013 budget. The fiscal year always starts July 1. Note that the *Chart/Org: is populated by the location of the initiator. If this requisition is for another area, you may change it to reflect their correct Chart/Org.

The *Funding Source will always default to IU Account and is the only available option.

**Delivery Tab (required)**

Select the campus and building where the order should be delivered. The campus you select will determine what building codes are available in the Building lookup table. You may set the delivery address as your “default” address by clicking the ‘set as default building’ button. All future requisitions will then default with this address, which may also be changed by using the lookup icon and returning another address.

If you need to deliver to an address that is not in the building lookup table, select the ‘building not found’ button and manually fill in the address.

A room number must be entered regardless of the selected building.

“Deliver To” is a required field. Typically this is the name of the person who will receive the goods. This is not necessarily the same person as the Requestor or the IU Department Contact. The Email Address and Phone Number fields pertain to the “Deliver To” person.
Vendor Tab (required to complete and Automatic Purchase Order (APO) – if unknown it may be left blank)

While most users search for a vendor by Vendor Name, there are several search options available. Click the Vendor lookup or Contract Vendor lookup and enter at least ONE of the search values provided. When you’ve entered your search parameters, press the search button. All records meeting the parameters will be displayed.

Select “Return Value” when you find the vendor record you need for your requisition. If you do not find your vendor in the database, cancel your lookup to return to the requisition and manually enter the vendor information. Manual entries will be treated as new vendors and your requisition will route to Purchasing for processing. No orders can be placed to a new vendor until all vendor data has been verified and entered into the system.

Changes made to the vendor’s address on the requisition will apply only to your requisition. It will not update the master KFS vendor file. You may add a customer number if you know it. You may also add notes to be sent to the vendor. If you want Purchasing to send your requisition out for competitive quotes, you may add up to five additional vendor names under Additional Suggested Vendor Names that you want to include in the bid process. These names are manually entered; they do not have to come from the vendor database.
Items Tab (required)

Add line items to the Requisition manually by selecting quantity or no quantity in the dropdown. If entering Quantity, enter Unit of Measure, Catalog number (optional), Description, and Unit Cost. Click add button (circled below). If purchasing services or creating a recurring order, 'No Qty' may be more appropriate. Be certain to click the add button when completed.

Once the add button has been clicked, another Add Items row appears. If there are no additional items to add, ignore this row. If you have additional items, complete the information and click add. Do this for as many items as needed. You can also enter the information into a spreadsheet beforehand and select import lines to automatically populate the items rows.

If applicable, you may enter Freight, Shipping & Handling, Full Order Discount or Trade-in items in the Additional Charges section shown below.

Enter this information prior to the Account detail so that the charges will populate the line items.
Once you have completed adding your items, select “setup distribution” to enter account information.

The Accounting Line will appear. Enter Account information, then click add. Account Number and Object code will be minimally required. If additional accounts are required, repeat account entry and click add. All account entries must total 100%. When all accounts have been entered, you must click the ‘distribute to items’ button. This will populate the account information to all line items.

NOTE: You do NOT need to enter percentages AND dollar amounts. You will use one method or the other. If you are distributing account information by dollars, it is recommend that you use the Account button under each line item.

To see the account information, select “show” Accounting Lines under the Current Items section, or view the Account Summary tab.
**Capital Asset (required when ordering Capital Asset Items)**

For single items with a value of $5,000 or more, a capital object code (codes starting with 7000) is required. Select the Capital Asset Systems Type and the Capital Asset System State.

<table>
<thead>
<tr>
<th>System Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Asset System Type:</strong></td>
</tr>
<tr>
<td><strong>Capital Asset System State:</strong></td>
</tr>
<tr>
<td><strong>Action:</strong> select</td>
</tr>
</tbody>
</table>

The **System Type** selected will determine whether or not an existing Asset Number (not TAG Number) will be required in order to continue requisition processing. Here is a brief description of each Transaction Type:

- **Individual System Type** – Asset (s) are created from each individual line of the PO that uses capital object code. Lines are not combined to create assets. Multiple assets are possible depending on the quantity of the line item that is assigned 7000 class-type object codes. This is the most commonly used transaction type.

- **One System Type** combines at least 2 lines on a PO but does not have to encompass all of the lines that are assigned 7000 class object codes. One system doesn’t necessarily infer one asset; but can be **multiple assets of the same type and identical value**.

- **Multiple Systems** – More than 1 asset type is purchased on the same PO. Combining 2 or more lines on the PO is required. Please contact the CAMS office if you need to fill out this type of information (capasset@iu.edu).

**Decision Tree For Use with Capital Tab on Requisition**

* “Individual Assets” refers to creating asset(s) within a single line of the requisition. By definition, the “Unit Cost” of the line must be > or = $5000

** Type of equipment refers to how the equipment functions. (ie. a car compared to a computer)
Capital Asset System State

- **NEW** indicates to Capital Asset Management that when a PREQ is processed a new asset will be created in the University Asset Database. Capital assets must have a unit cost of $5,000.00 or more and an expected life of one year or more to be capitalized.

- **MODIFY EXISTING** indicates that the line item purchased is a component of an existing asset. This will insure that payments (PREQ) will be applied to the correct asset number(s). When components are added to an existing asset the asset becomes a system. A system is defined as items that work together to perform one function. To capitalize a component the unit cost must be $1,000.00 or more.

**Payment Information Tab (required for Recurring Payment orders)**

Select the Type of Recurring Payment.

The billing address will automatically populate.

**Additional Institutional Information (required)**

The Additional Institutional Information Tab contains information that is helpful to processing the requisition.

- Method of PO Transmission: How the Purchase Order will be sent to the vendor. Options include Print, Fax, and No Print.

- Cost Source: How pricing was determined – in the case of Creating a REQ, this will default to ESTIMATE or PRICE AGREEMENT depending on the vendor selected.

- Requestor/Name/Phone/Email: The person in the department who the vendor should contact if there are questions about an order/delivery/etc.

- Reference Field: A free-form text field to help department identify a requisition.
Account Summary Tab (Display only)

To review your account information, select the Account Summary Tab and click “refresh account summary.” A listing of your accounts will appear for you to review.

Notes and Attachments Tab (optional)

The notes field is a free-form text field for internal notes (these notes are not viewable by vendors). Notes may be used to communicate grant justification information, special instructions for purchasing, etc.

The approval process may move more quickly if justifications for the expense are provided here. This is especially true for any requisition that will ultimately need approval from the Contracts & Grants Administration. Anyone in the Workflow routing chain will be able to read the notes.

Add the note and then select the add button under Actions. You can also Browse and Attach a File, such as a quote. Select add. A note is also required when adding an attachment.

IMPORTANT NOTE 1: documents with sensitive data (ssn/bank info, etc.) should NOT be attached. Please fax that type of supporting documentation.

IMPORTANT NOTE 2: Notes can NOT be changed or deleted after they are added. Please be mindful of this when entering notes.
After selecting ‘add’, you will be given the opportunity to send this note to an individual. Enter the user id of the recipient.

When you tab out of the Notification Recipient field, you will see the name of the recipient. Click send to send the notification to their Action List.

NOTE: these notes no longer go to an Outlook email.

**Ad Hoc Recipients (optional)**

This is for adding someone to the workflow for this document that is not part of the normal routing process.

**Action Requested:**

- **FYI** – this is used when you want the recipient to be “copied” on the document. No action is required by the recipient. This action request does not hold up the standard workflow routing.

- **Approve** – the recipient must approve the document in order for it to fully route to become finalized. This approval will be first in the workflow routing and will not move on until the required approval request has been completed.

- **Acknowledge** – this is like an FYI, but the recipient must open the document and click the acknowledge button. This is used if you want to ensure that the recipient opens the document. This action request does not hold up the standard workflow routing.
Route Log (Display Only)

The last tab is the route log which enables you to see the workflow any time in the process. After you submit the document, you can view Actions taken, Actions Pending and Future Actions required as the document is routing.

The Route Log will also record Note requests pending and Notes Read, as well as the Ad Hoc Requests.

Routing Buttons

calculate – Press prior to submitting in order to “calculate” the accounting with the line items
submit – Submits the document to workflow
save – Saves document to your action list for future processing
reload – Reloads the document with its current version’s data (Similar to a “refresh” button)
close – Closes the document (it will automatically be saved)
cancel – Completely cancels the document
copy – Copies the document for another transaction. You may edit and then submit, or submit exactly as copied. The screen shot below shows the new Doc Nbr copied from the current document.