ON-LINE REQUISITION (E-REQ)

E-REQ is a fast and easy way to enter your encumbrance requests (Requisitions) directly into the SBI accounting system instead of filling out paper forms.

The **E-REQ** consists of two parts:

1. the ***Header Screen***
2. the ***Detail Screen***

These two screens will be described in more detail later on.

Users and Work-Flow Processing

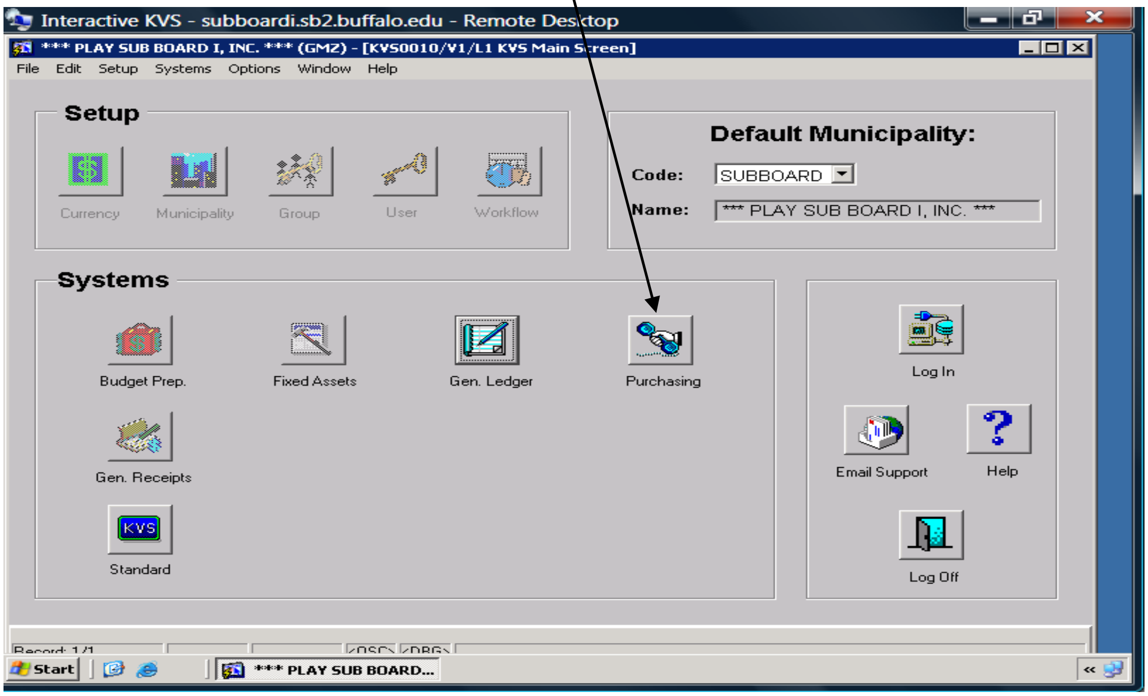
There are three roles assigned to **E-REQ** users:

1. ***Creator:*** This person can create Requisitions and submit them for approval to a designated approver or approvers. Until a Requisition has a status of "PARTIALLY APPROVED" or "APPROVED", the creator has the ability to modify or delete the Requisition.
2. ***Approver:*** This person receives electronic notification when a Requisition has been created and is ready for approval. The approver can either electronically "approve" the Requisition and send it to the next step in the workflow process, or they can "reject" the Requisition. When an approver approves a Requisition, their initials will appear in the ***Approved By*** box on the Requisition header screen, and the date the Requisition was approved will appear in the ***Approved*** box. If an approver rejects a Requisition, a check mark will appear in the ***Rejected*** box at the bottom of the header screen.
3. ***Releaser:*** This person is a SBI Accounting Office employee who reviews approved Requisitions and "releases" them into Purchase Orders.

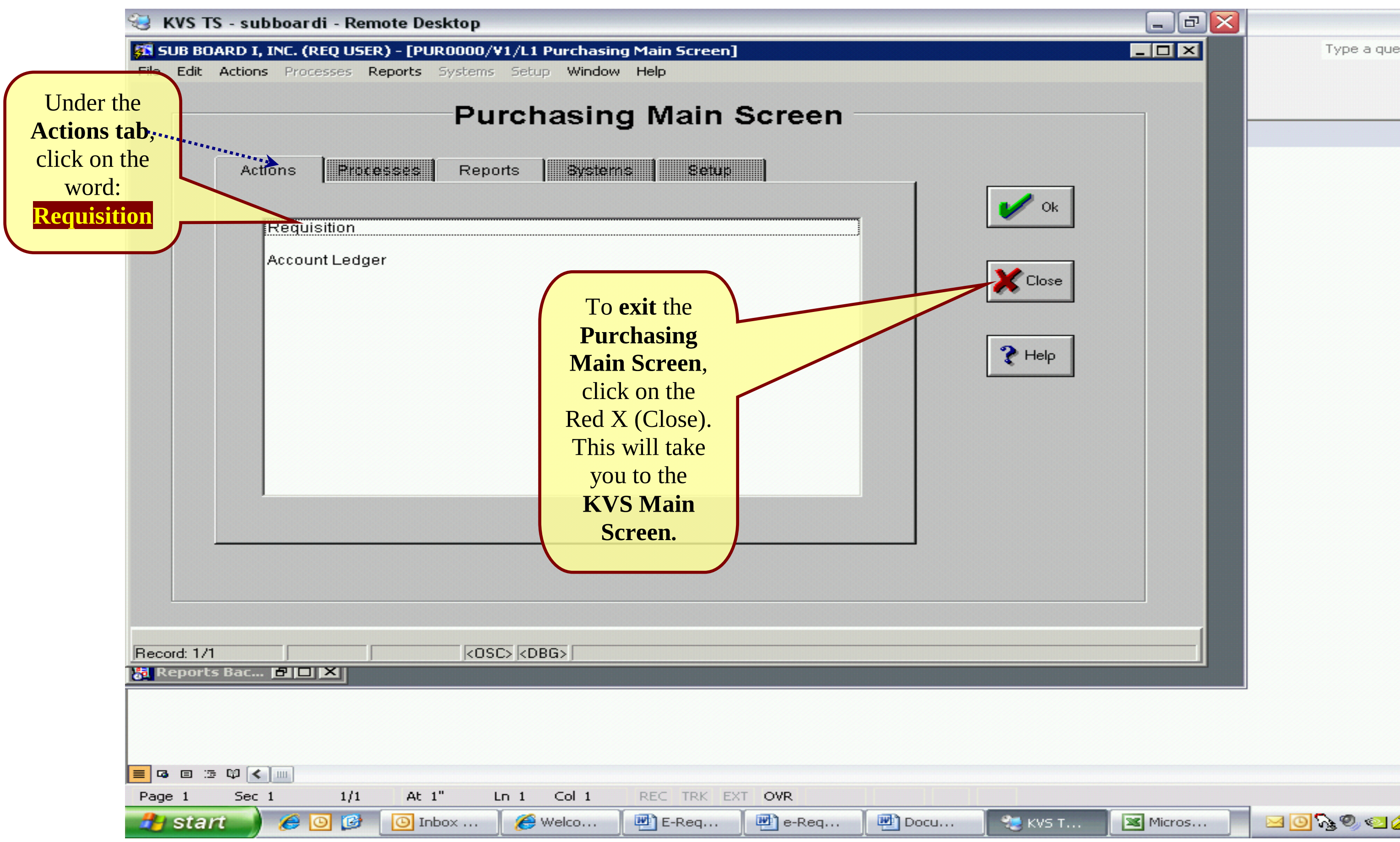
Getting Started: How to Enter a Requisition (E-REQ)

- Log on to the SBI Website (subboard.com)
- Click the "**Accounting**" tab.
- Click on "**KVS**"
- Click on "**Connect**" to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.

- After logging into KVS, select the **Purchasing** option from the Main Screen.



- At the Purchasing Main Screen, click on **"Requisition":**



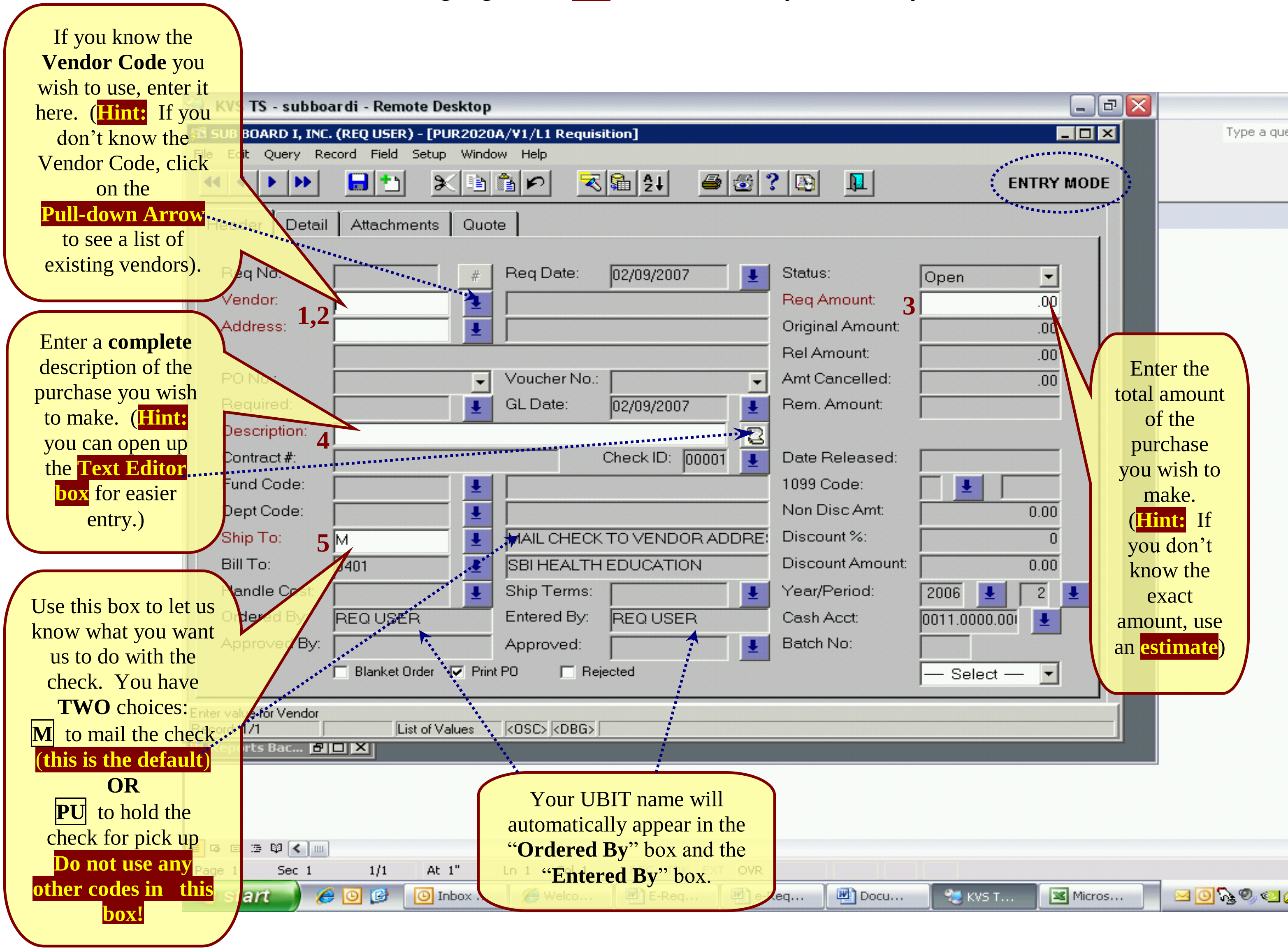
Click on **Requisition** under the **Actions tab**; you will now be in Requisition ***Entry Mode***.

The Header Screen

As mentioned previously, the Requisition consists of two parts, or screens. The first screen is the ***Header Screen.*** On the Header Screen, there are just five entries that are required:

1. Vendor Code
2. Vendor Address
3. Requisition Amount
4. Description
5. Ship To Code

These field names are highlighted in **red**, and indicated by white entry boxes.



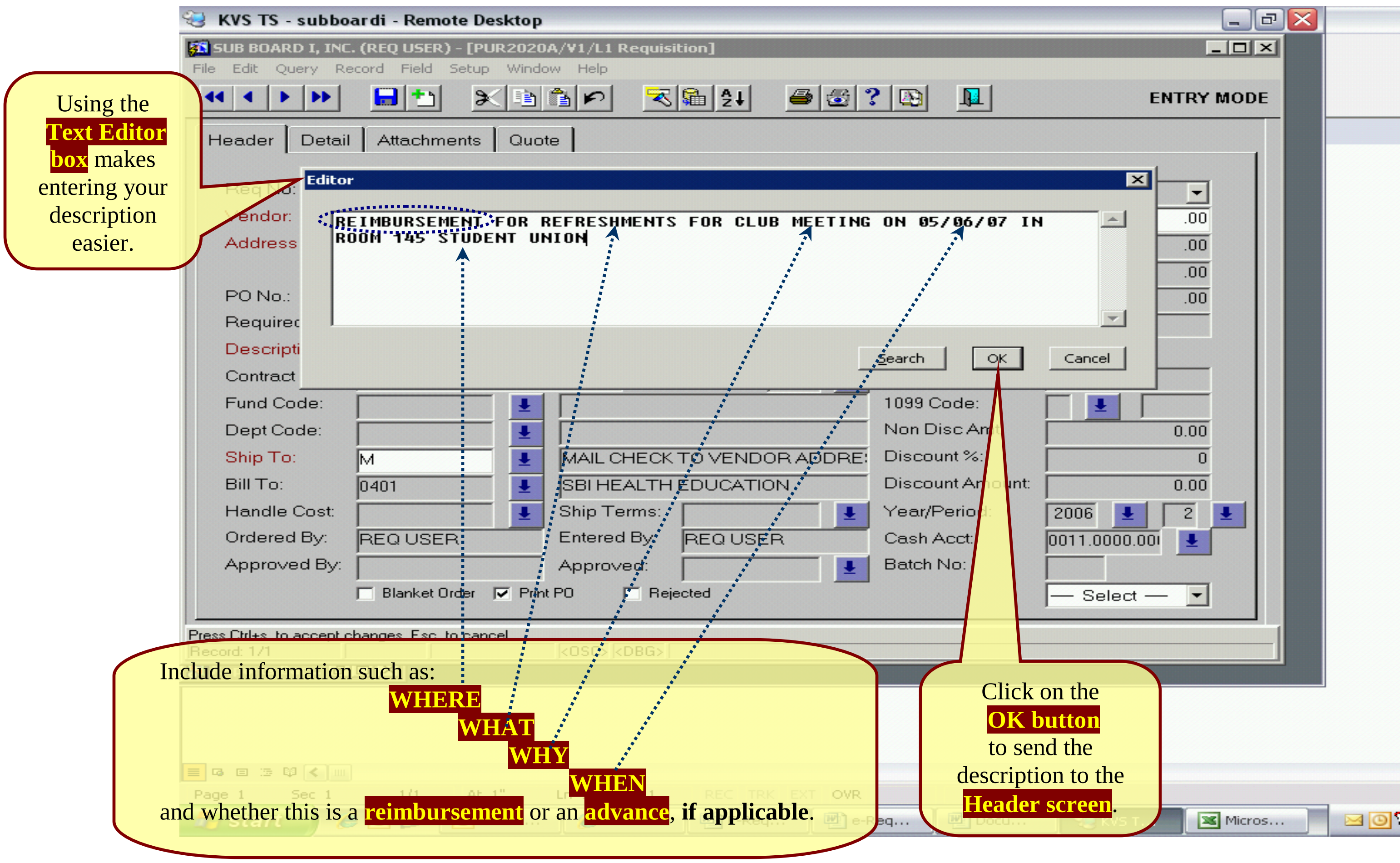
- ***Vendor* (code) and *Address***: Since inputting this information requires the most explanation, it will be addressed last.
- ***Req Amount***: Enter the total amount of the purchase for this Requisition. If you are not sure of the exact total amount, you should use an estimate that closely approximates the total amount of the purchase.

- ***Description***: Enter a concise but complete description of the purchase. For ease of entry, click on the scroll icon to open up a text editor box that will allow you to see the entire description as you type it in. There is certain information that you should include in your description, if applicable:

  If this is a **reimbursement** to an individual, please include this information in your description;

  If this is an **advance**, please include this information in your description;

  Also try to provide such information as "what", "when", "where" and "why", if applicable. Here is an example:



You also will be able to enter additional description information later in the **Detail Screen.**

- ***Ship To***: This field is required so that the SBI Accounting Office can properly route the payment according to your wishes. **You have only <u>two</u> choices**:

  M to "Mail check to vendor address" (default value). The Accounting Office will mail the check to the vendor address; ***OR***

PU to “Hold check for pick-up”. Type **PU** in this box if you wish to pick up the check.

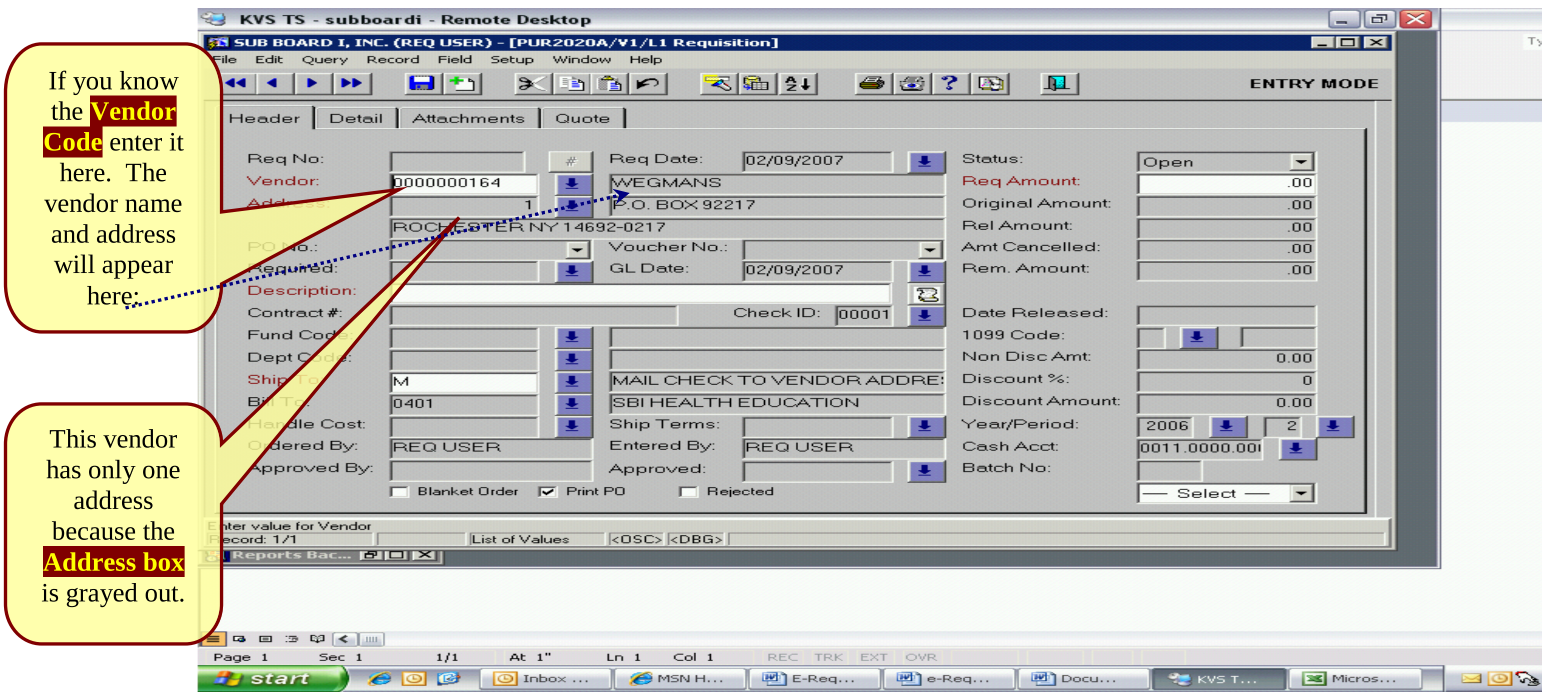
M is the default value for this field, and an **M** will automatically appear in this box. If you wish to pick up the check, you can change the **M** to **PU**. ***IMPORTANT:*** **DO NOT ENTER ANYTHING IN THE “SHIP TO” BOX OTHER THAN “M” OR “PU”.** Do not use the pull-down box. The pull-down box contains information that does not apply to Requisition “Ship To” information. If you enter anything other than “M” or “PU”, we will **automatically mail the check to the vendor address**, **or your Requisition may be rejected.** Please be careful!

In addition, please remember that if you are requesting payment in advance, the check **must** be picked up in person.

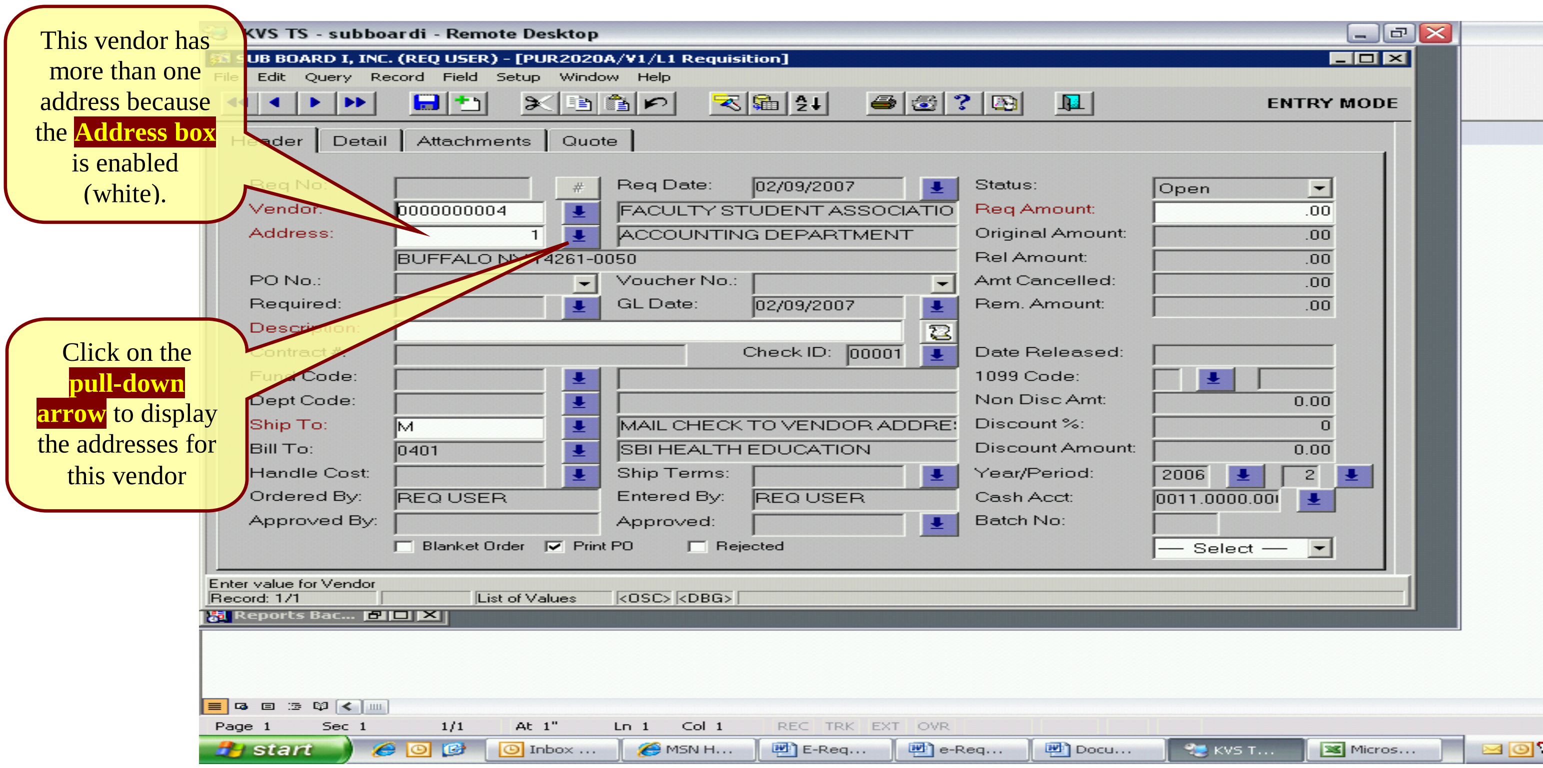
Entering Vendor (Payee) Information on the Header Screen

1. **If you know the Vendor Code** for the vendor you are paying, enter it in the white **Vendor** box (for example, “164” for Wegmans). When you enter a valid Vendor Code, the name of the vendor will appear in the gray box next to the Vendor Code, and the vendor’s primary address will appear in the gray boxes below the vendor’s name.

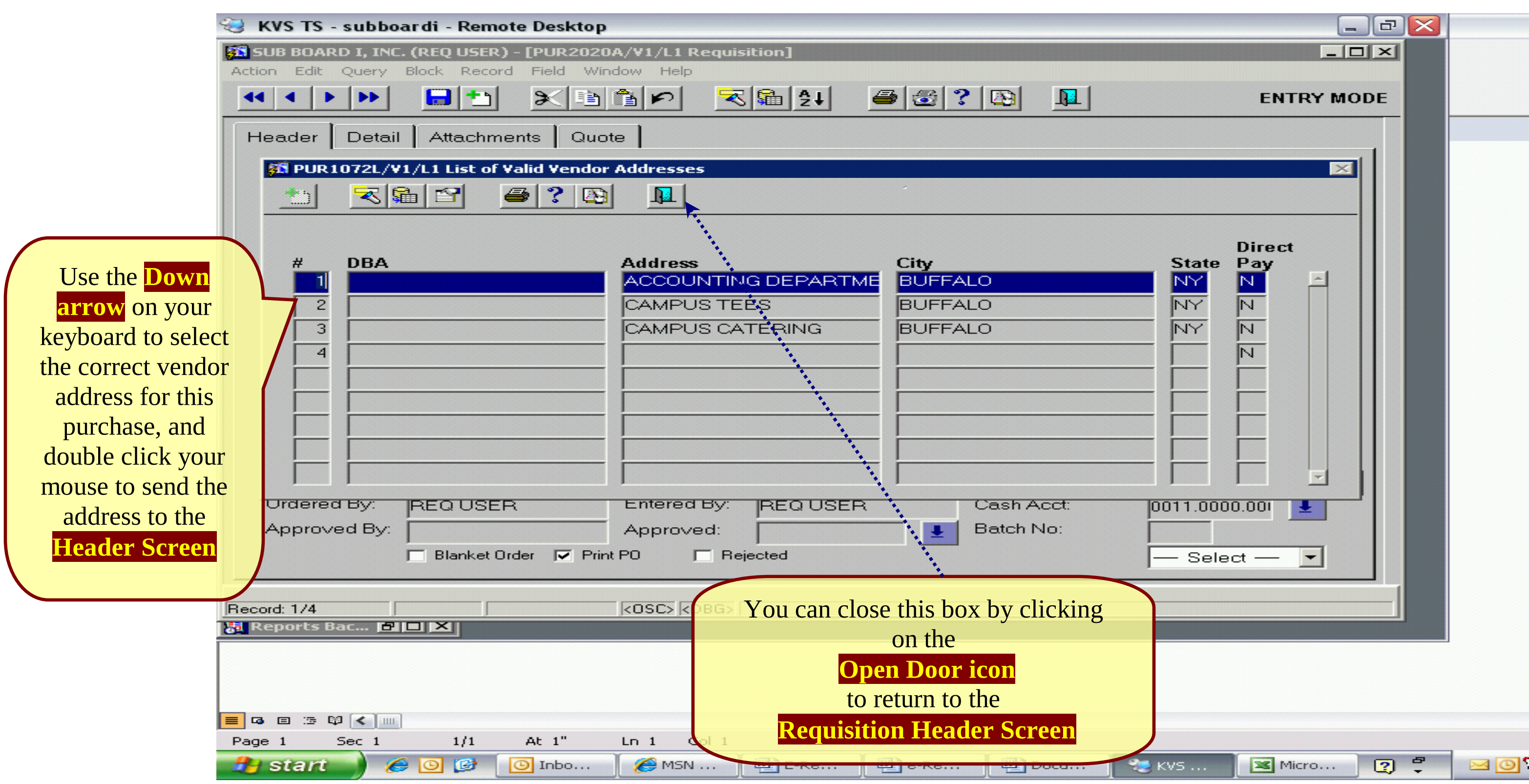
   If no address appears in the address boxes, or if the default address looks wrong, or if the white address box stays white (does not turn gray), this means the vendor could have more than one address, requiring you to choose from multiple addresses for this vendor. Click on the pull-down arrow next to the **Address** field for a display of available addresses for this vendor. Here is an example of a vendor with only one address:



Here is an example of a vendor with more than one address:

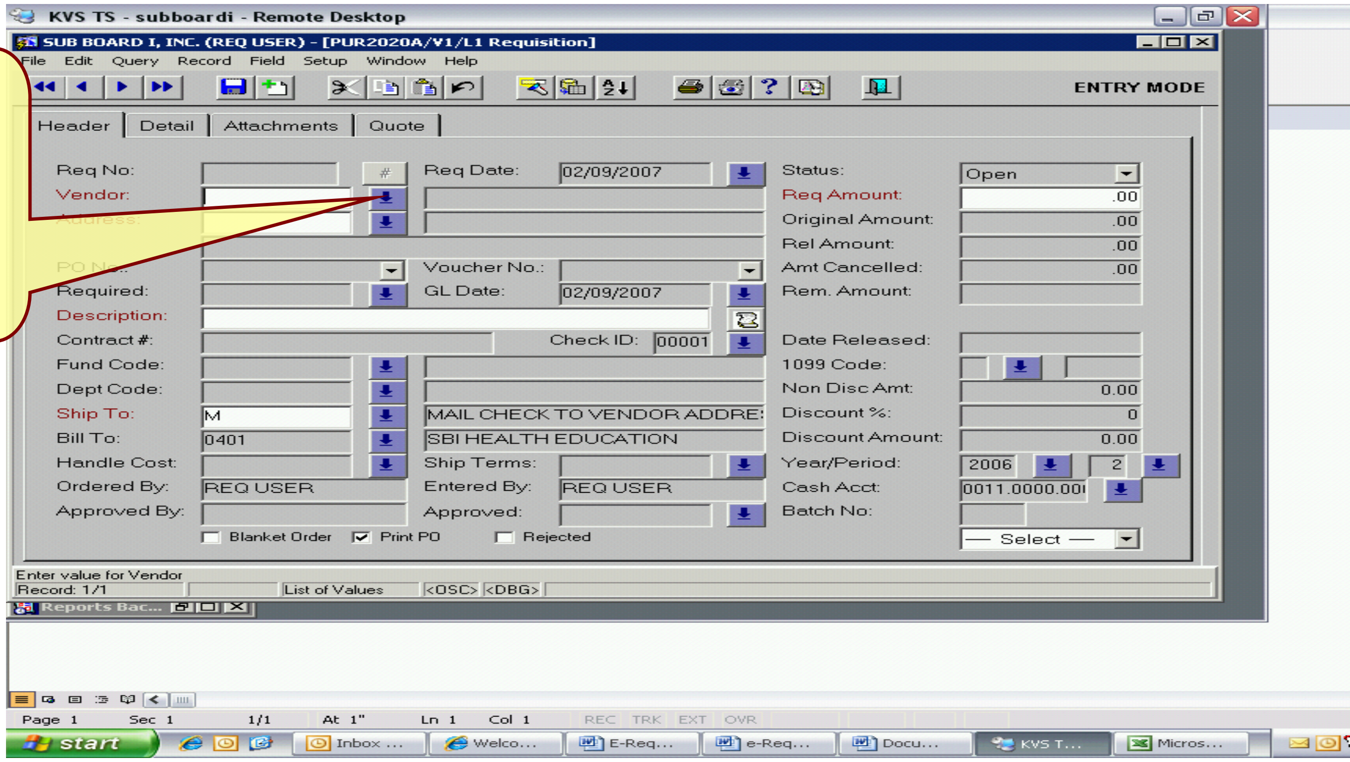


When you click on the **Address** pull-down arrow, a box will open displaying each address for this vendor.



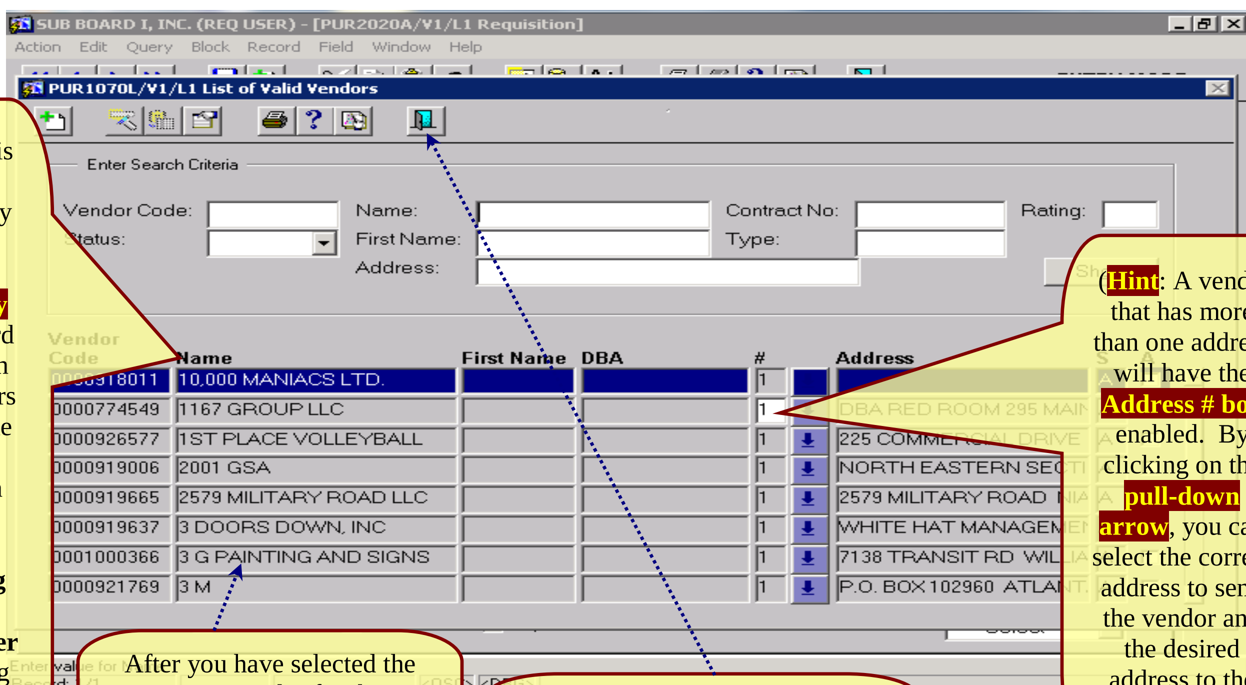
2. **<u>If you do not know the vendor code</u>** for the vendor you are paying, you can search the file of existing vendors to find the correct vendor number for this purchase by clicking on the **<u>Vendor</u>** pull-down arrow.

Clicking on the **pull-down arrow** will open up a box where a list of existing vendors will be displayed.



Here is the display box for the vendor file:

The vendor list is organized alphabetically by vendor name. Use the **Page Down key** on your keyboard to scroll through the list of vendors until you find the one you want. (**Hint**: You can change the alphabetic sort from **ascending order** to **descending order** by right-clicking on any line under the **Name** column.

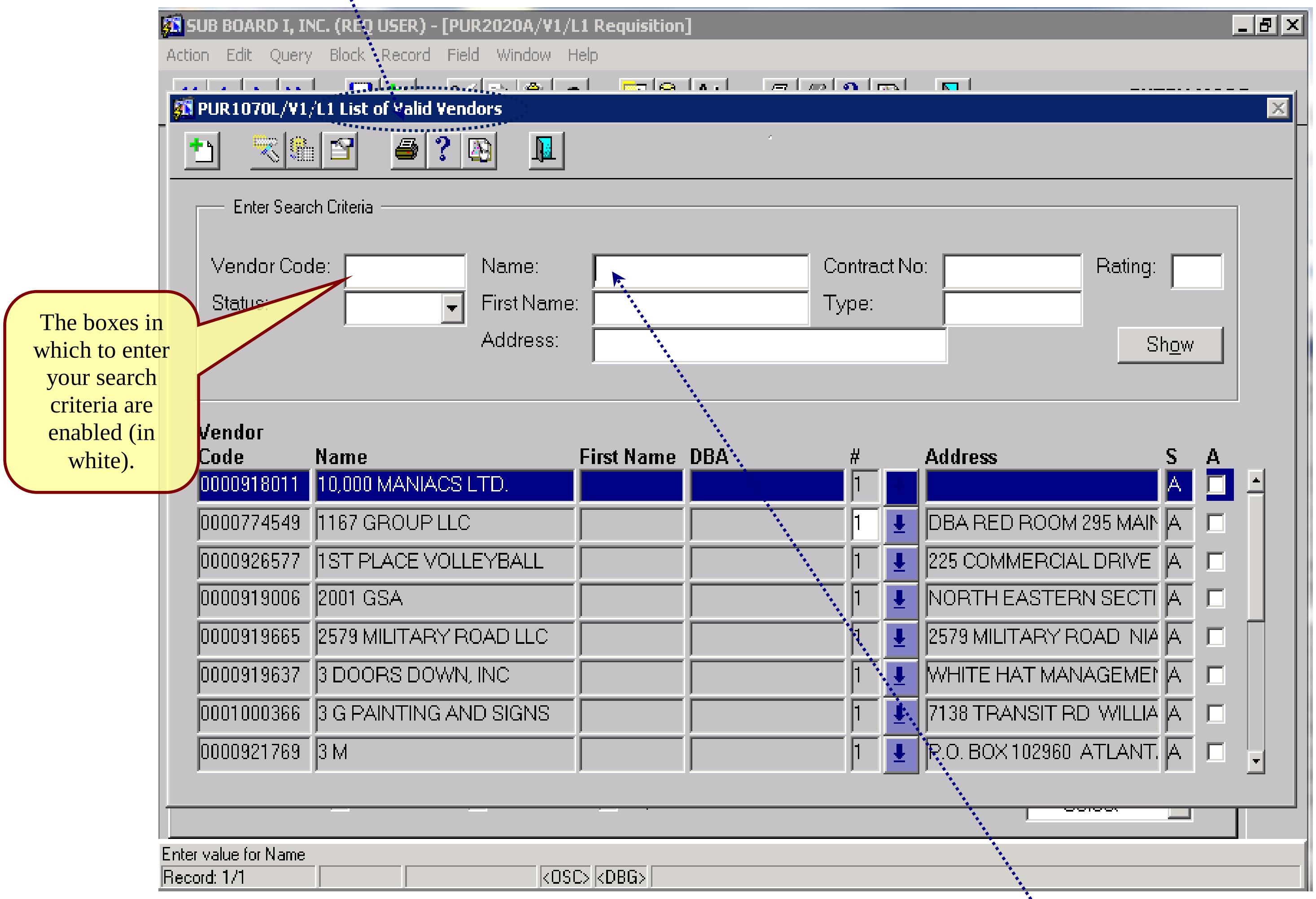


After you have selected the correct vendor for this purchase, double click on the vendor name to send it to the **Header Screen**.

You can close this box by clicking on the **Open Door icon** to return to the **Header Screen**.

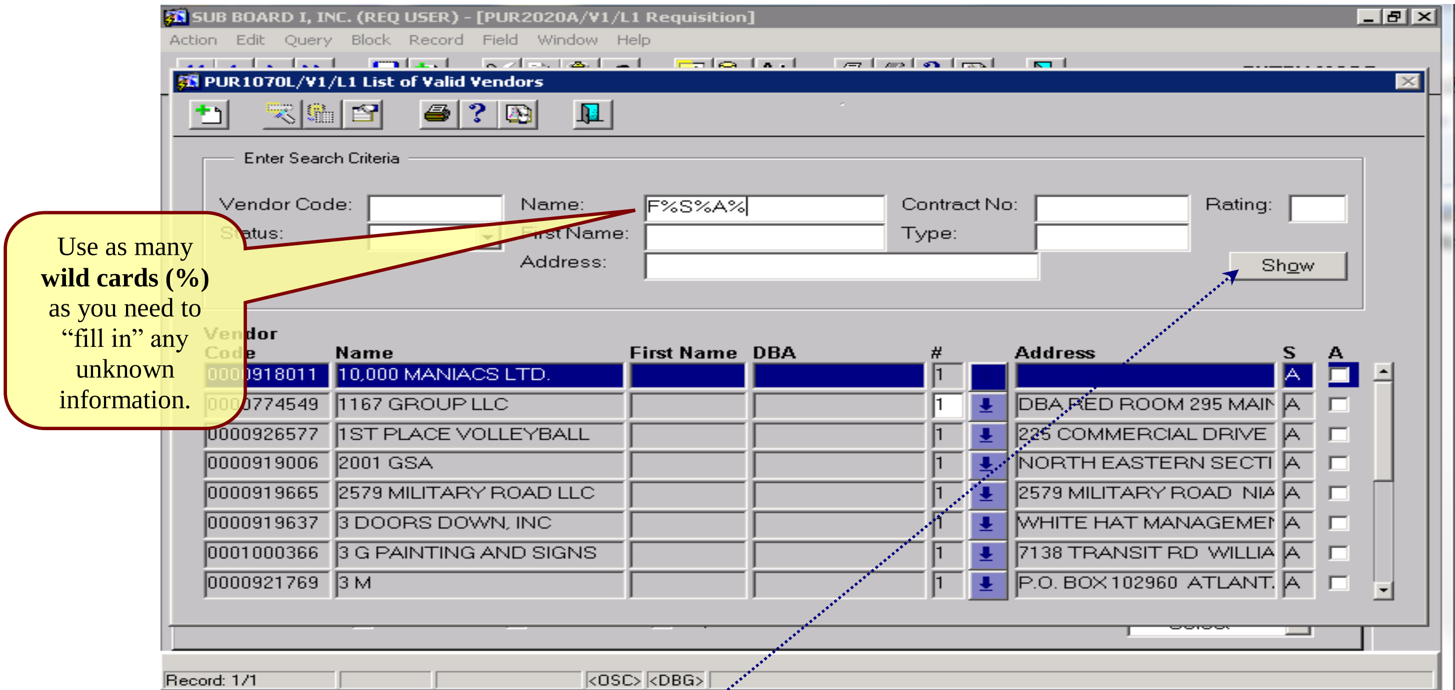
(**Hint**: A vendor that has more than one address will have the **Address # box** enabled. By clicking on the **pull-down arrow**, you can select the correct address to send the vendor and the desired address to the **Header Screen**.

3. **<u>Performing a Search on the Vendor File</u>**
If you do not know the Vendor Code for the vendor you are paying, or you are unable to find the vendor by scrolling through the Vendor File, you can perform a **Search** on the Vendor File. To do this, the Vendor List display box (**"List of Valid Vendors"**) must be open.



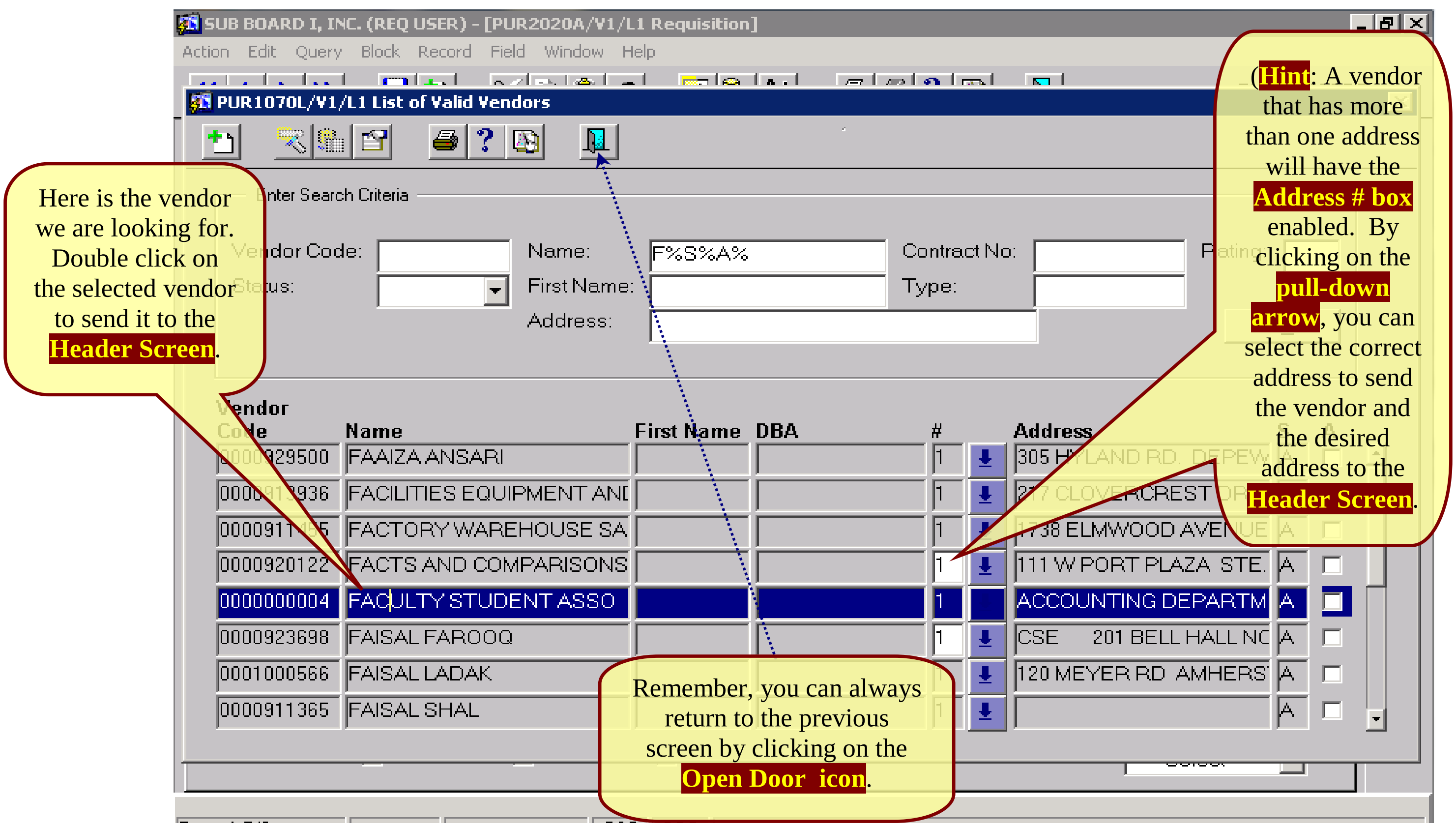
You can type the name of the vendor you are looking for in the white **Name** box. However, since you may not be sure of the **exact** spelling of the vendor (for example, is the vendor name spelled "Wegman's" with an apostrophe, or "Wegmans" without an apostrophe?), we recommend that you use **<u>wild cards</u>** to refine your search. A wild card is a character that allows you to broaden your search criteria to include information of which you are uncertain. In Oracle, the character for the wild card is the **<u>percent sign (%)</u>**. You can use the wild card as many times in your search criteria as you feel is necessary.

For example, when searching for the vendor "Faculty Student Association", you may not know whether the vendor exists as the full name or whether it is abbreviated as FSA or F.S.A., etc.



After you have entered your search criteria, you can execute, or perform, the search by clicking on the **Show** button.

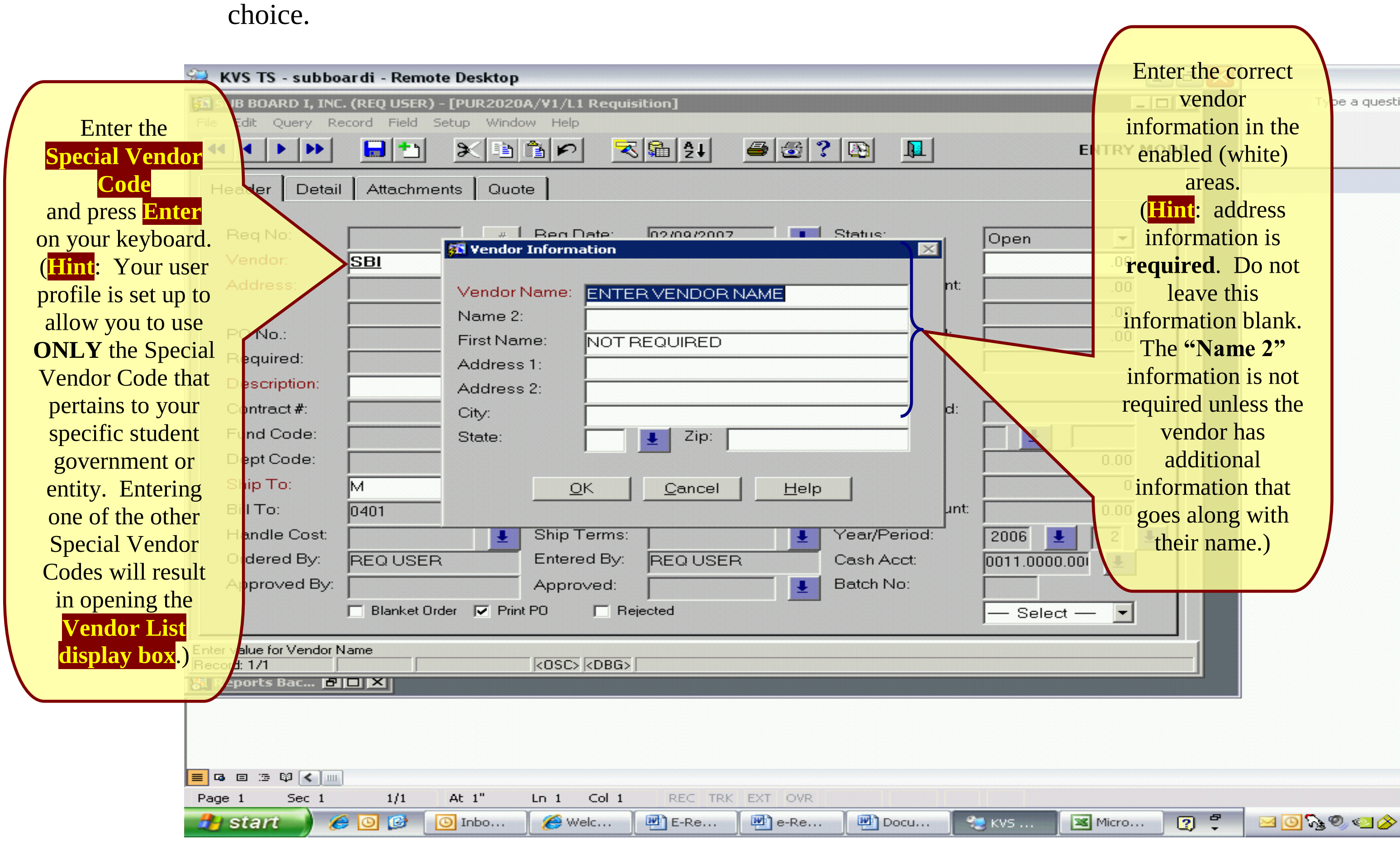
In our example, the following search result is displayed:



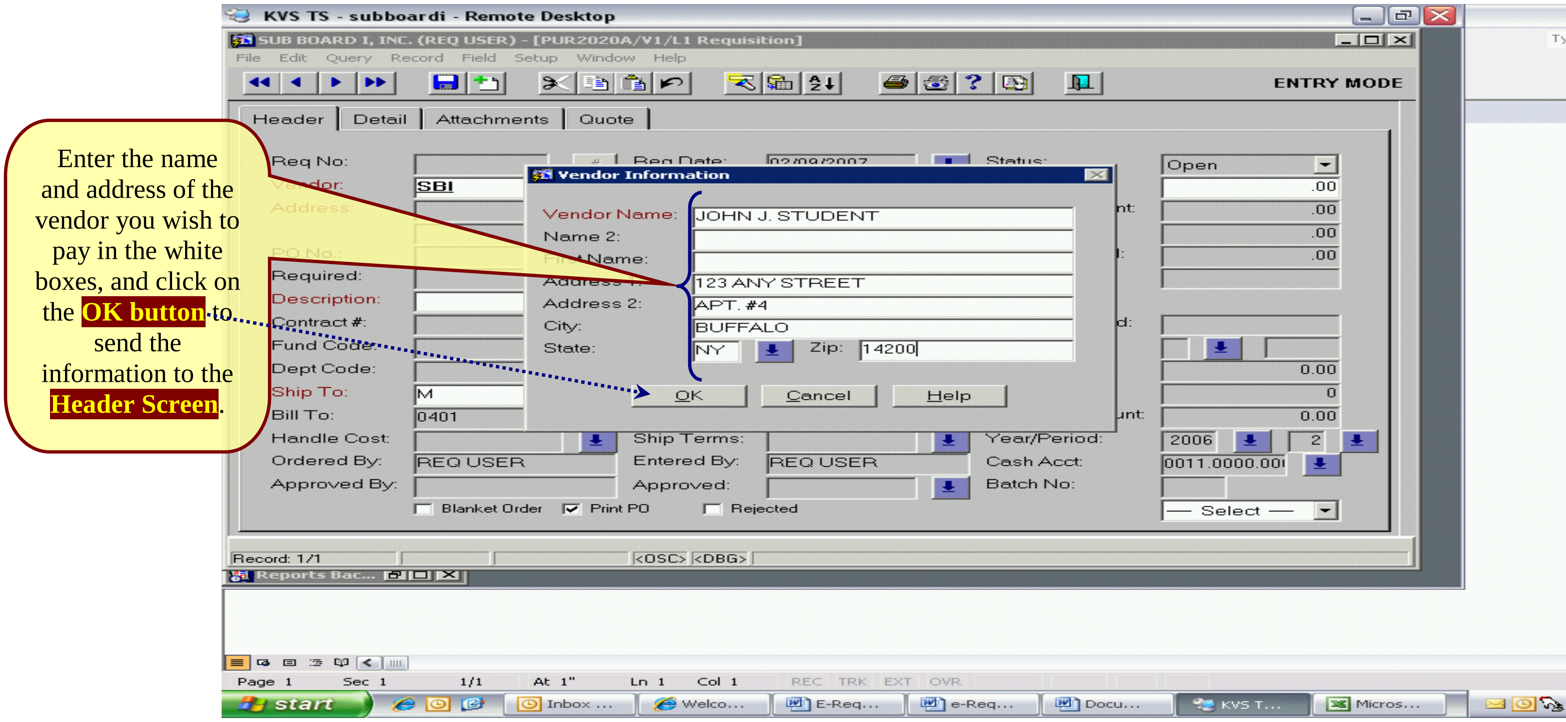
4. **<u>When you can't find the desired vendor in the Vendor File, or if you believe this is a new vendor</u>**, you can enter the vendor name and address directly on the Header Screen by using a **Special Vendor Code**. This Special Vendor Code depends on which Student Government or entity the ***E-REQ*** creator is affiliated with:

- **<u>SA</u>** : Undergraduate Student Association
- **<u>GSA</u>** : Graduate Student Association
- **<u>MSP</u>** : Medical Student Polity
- **<u>ASDA</u>** : ASDA / Dental Student Association
- **<u>SBA</u>** : Student Bar Association
- **<u>GMA</u>** : Graduate Management Association
- **<u>SPSA</u>**: School of Pharmacy Student Association
- **<u>SBI</u>** : Sub-Board I
- **<u>SPC</u>** : The Spectrum
- **<u>SKI</u>** : Schussmeisters Ski Club

If you wish to use the **Special Vendor Code** for your student government or entity, enter it in the white **<u>Vendor</u>** box and press "**Enter**" on your keyboard. A box will open up to enable you to enter the vendor name and address of your choice.



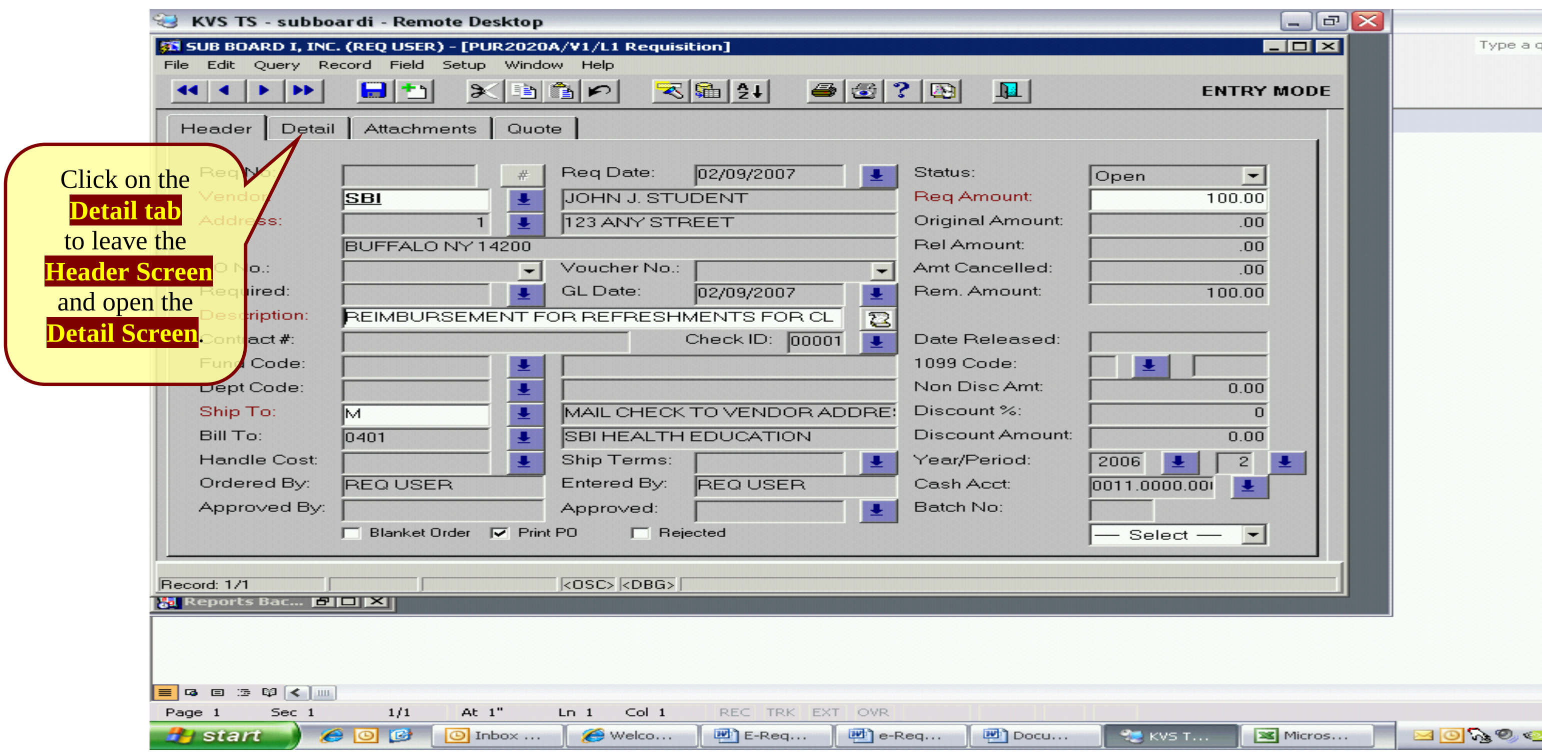
Enter the correct vendor information on the applicable enabled (white) boxes, and click on the **“OK”** button.



Once you have completed the required information on the **Header Screen**, you are ready to complete the **Detail Screen**.

The Detail Screen

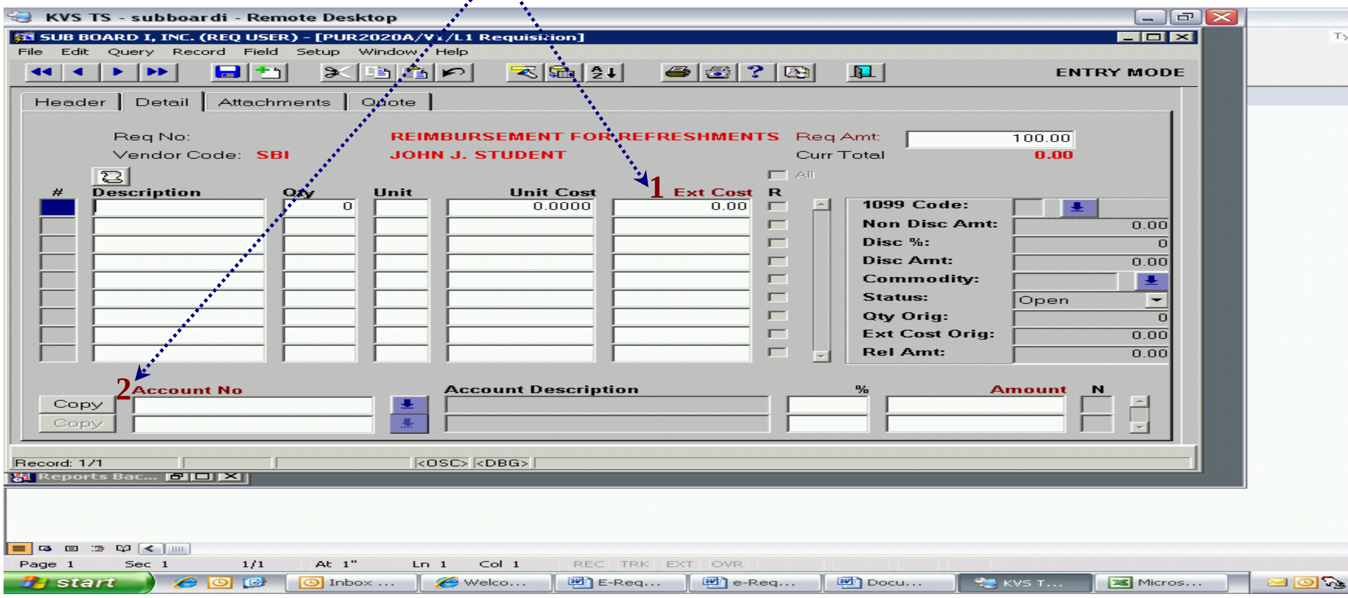
To access the **Detail Screen**, click on the **Detail tab**.



On the Detail Screen, there are a minimum of two entries that are required:

1. Extended Cost
2. Account Number

These field names are highlighted in **red**, and indicated by white entry boxes.

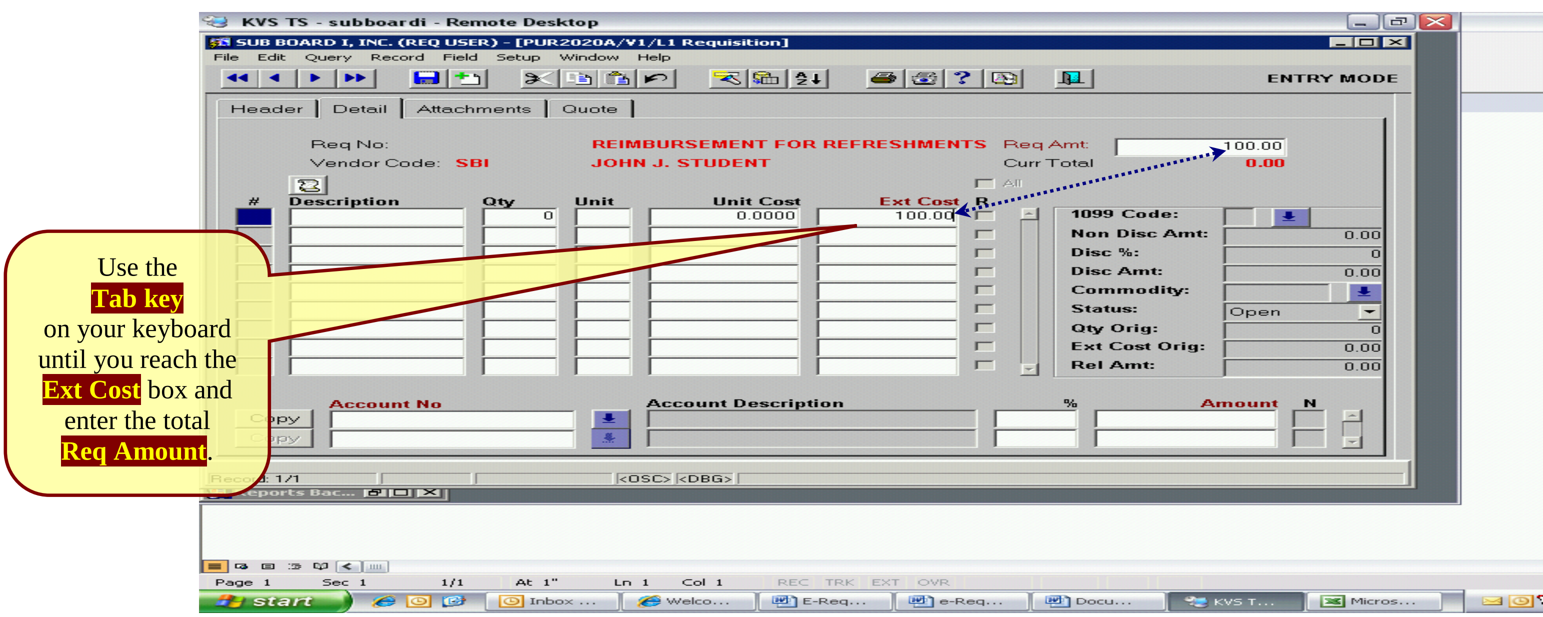


Entering Information on the Detail Screen

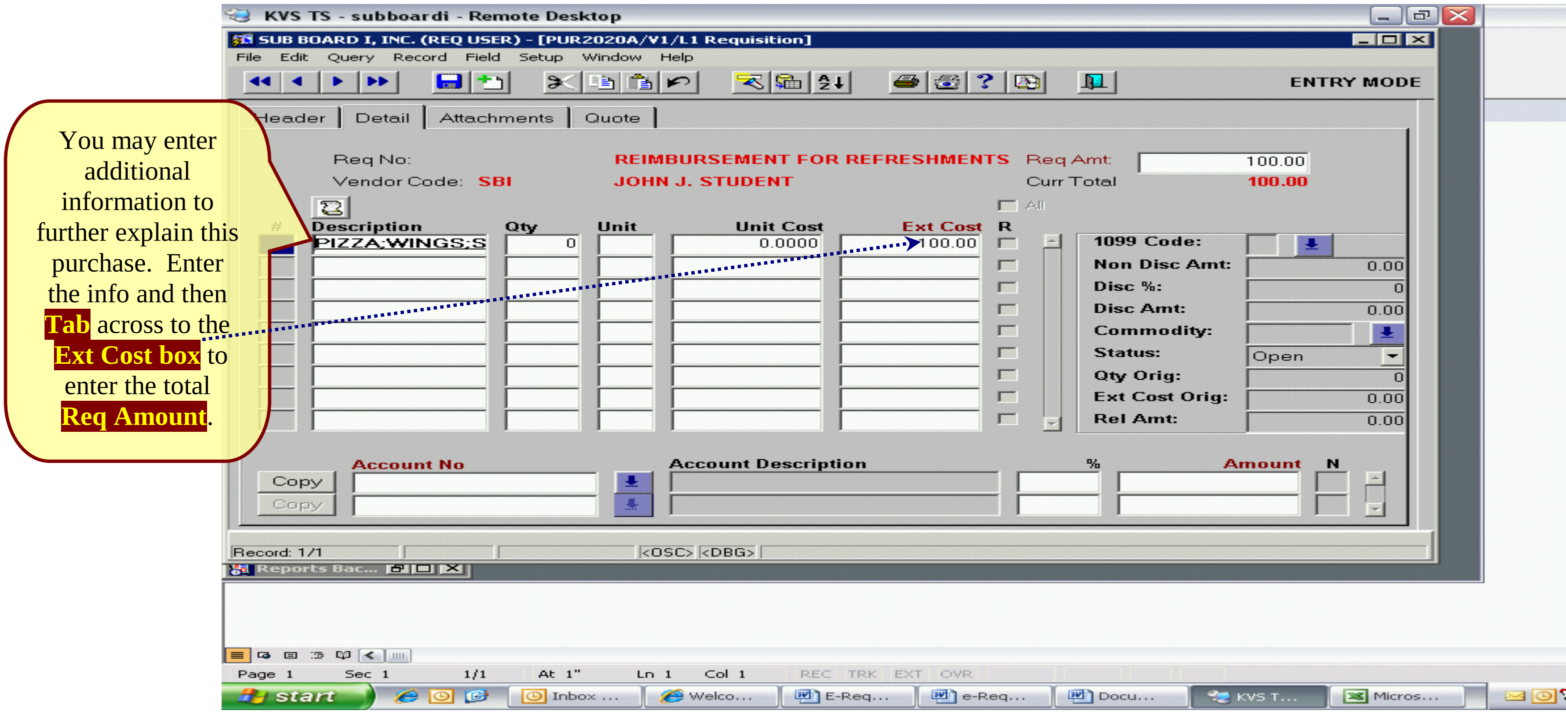
Note that there are nine lines enabled (in white) for additional description information on the **Detail Screen**. Most of this information is optional.

1. **Ext Cost**

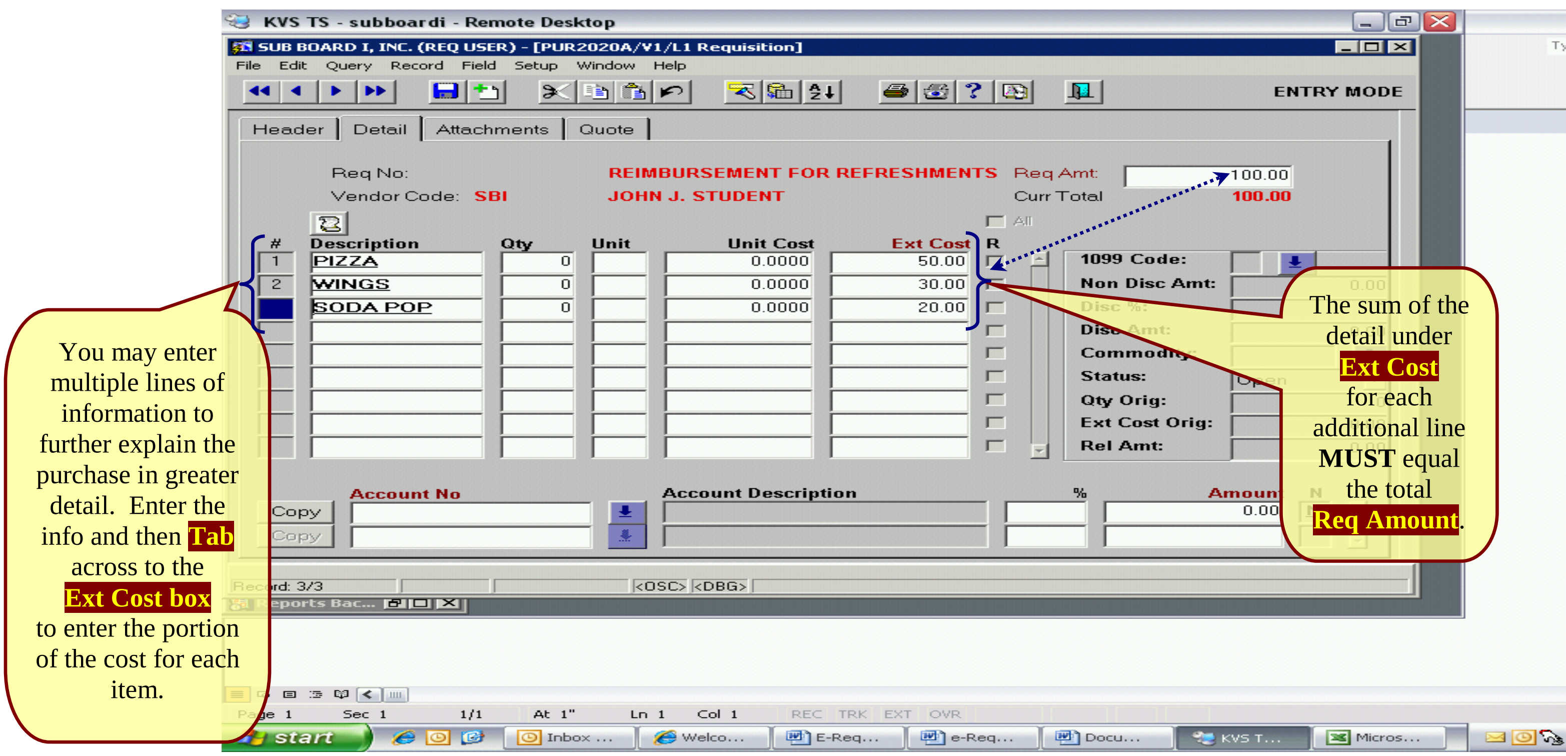
- **Simple one-line entry:**
  The simplest entry is to enter the **Ext Cost** (Extended Cost) on the first line of detail. This amount is equal to the total **Req Amount** entered on the **Header Screen** and carried forward to the **Detail Screen** at the upper right of the screen.



If you wish, you may also enter additional description information on this line (not required).



- **Multiple line entries:**
  If you wish, you may enter multiple lines of detail for this purchase, if necessary (not required). ***NOTE*****:** Multiple line entries require entry of an Account Number for **each** line of detail.

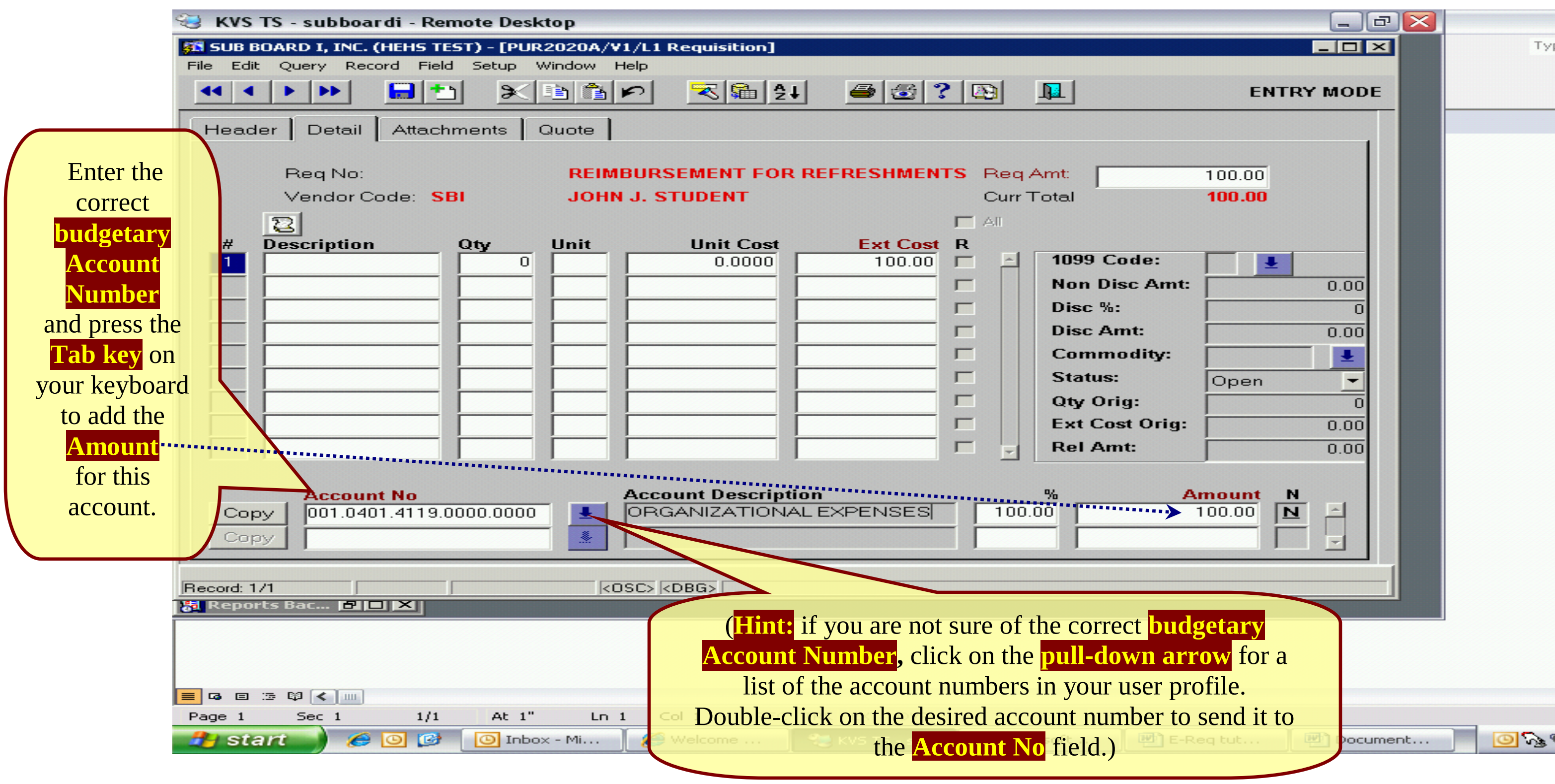


2. **Account No**
   The second required field is **Account No**. Your user profile has been restricted to only those accounts for which you are authorized. If you try to enter an account number that is not in your user profile, you will receive a message that the account number is invalid.

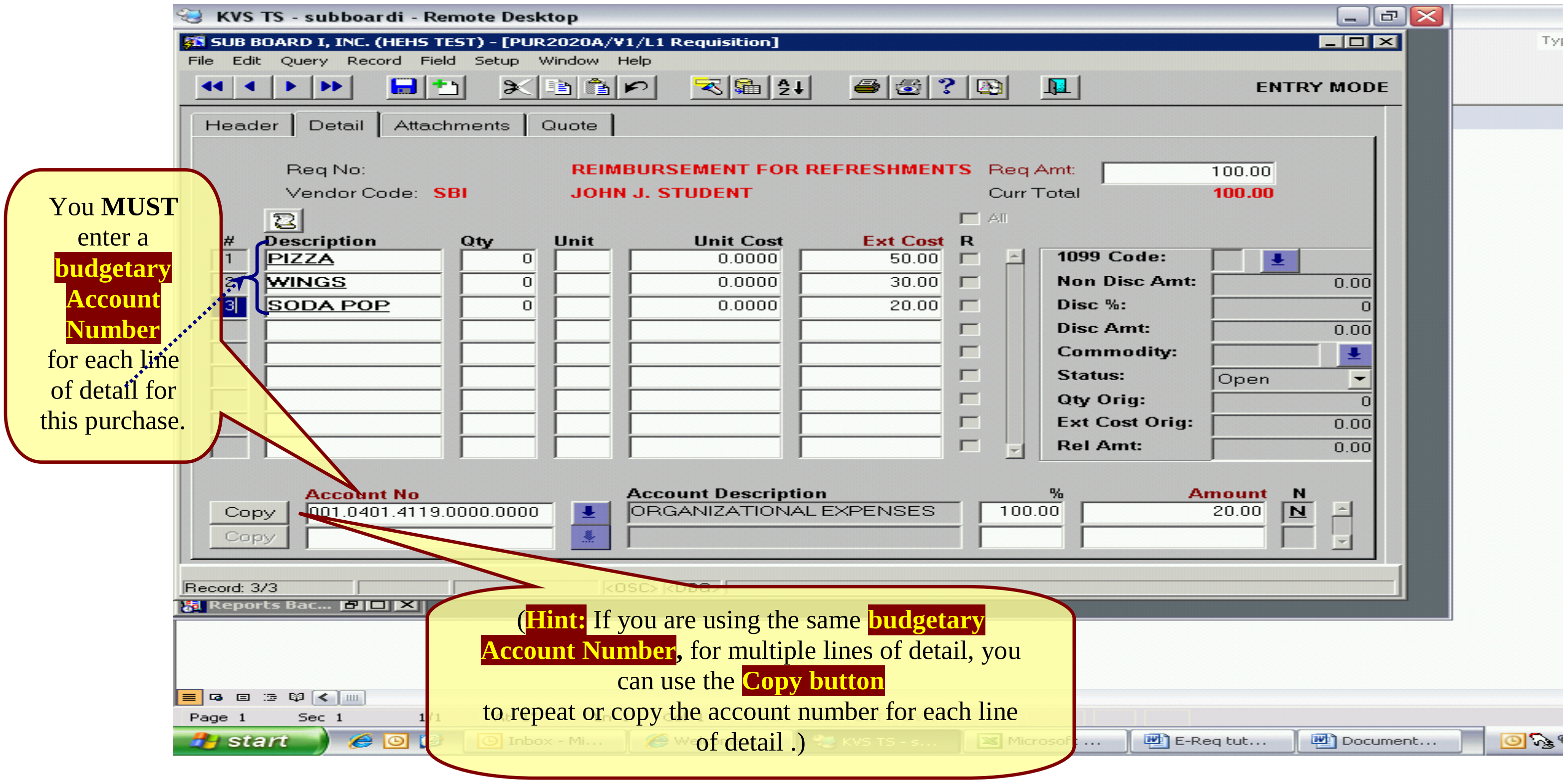
- **Simple one-line entry:**
  If you are using the **simple one-line entry** for **Ext Cost** (Extended Cost – see above), you should enter the correct budgetary expense account number for this purchase. When you enter the account number, you must enter it in the correct format, e.g.:

  XXX.XXXX.XXXX (periods are required)

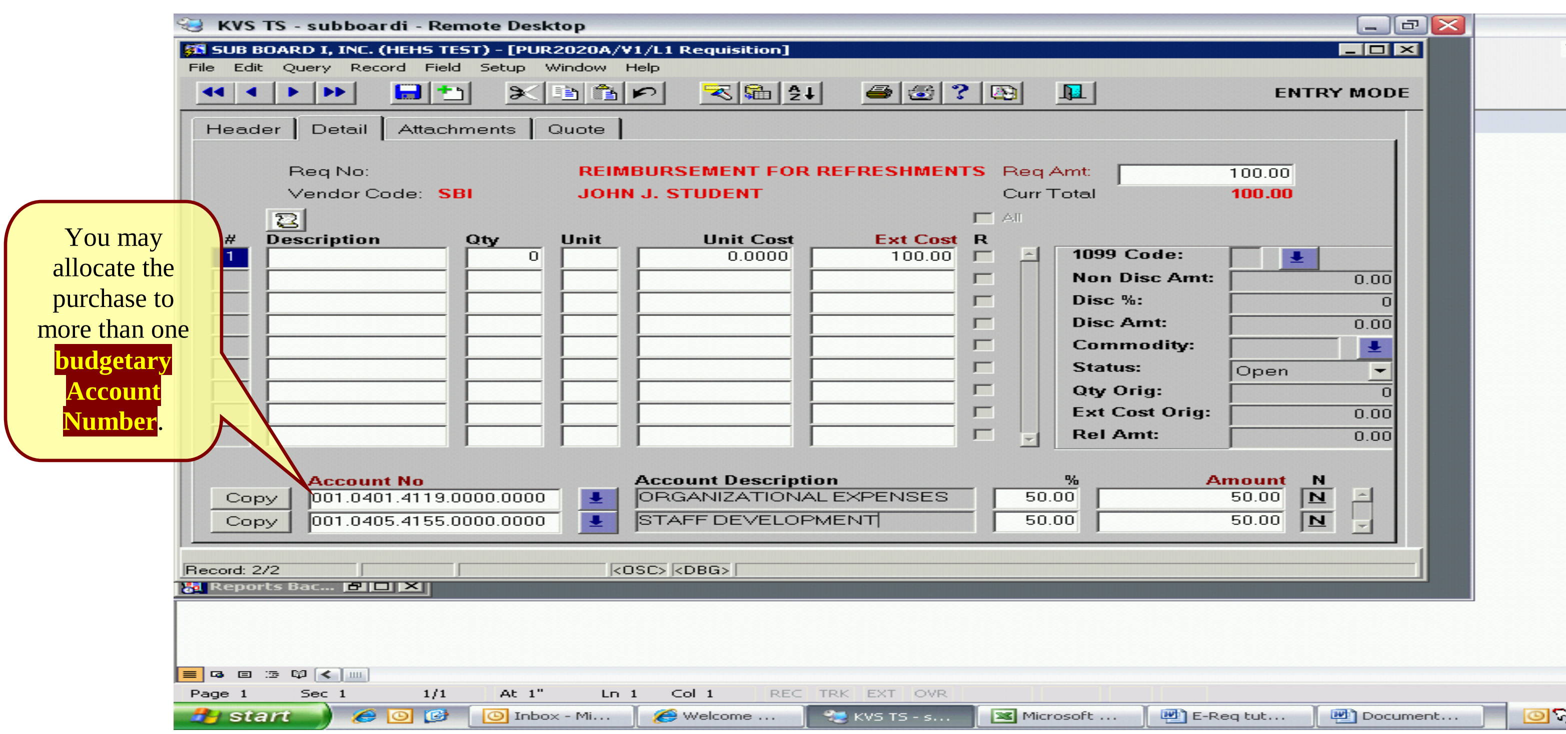
  and press the **Tab key** on your keyboard to automatically carry the total **Req Amt** to the **Amount** box for this account number.



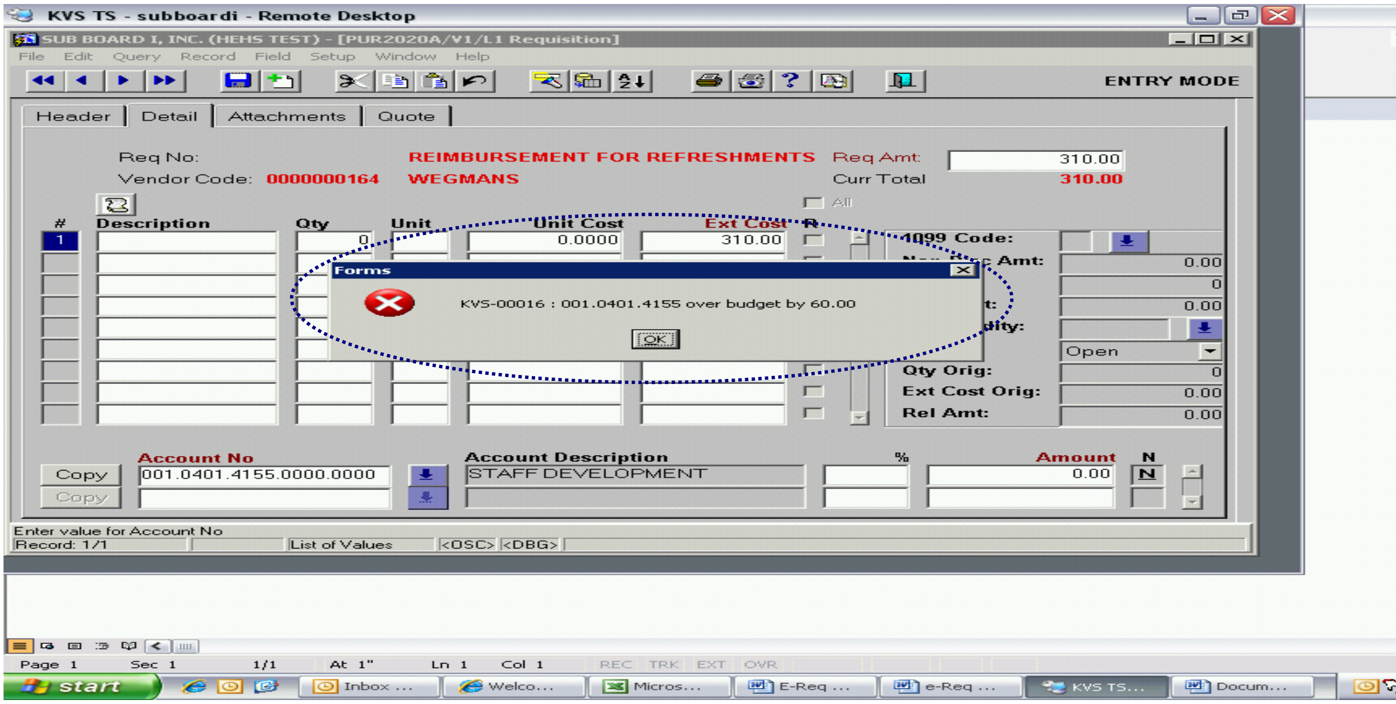
- **Multiple Line entries:**
  If you are using **multiple line entries** for **Ext Cost** (Extended Cost – see above), you **must** enter an account number for each line of detail, even if you are using the same account number for each line.



- **Multiple account numbers:**
You also have the ability to allocate or distribute the total requisition amount between or among multiple accounts (if you are authorized for more than one account in your user profile).



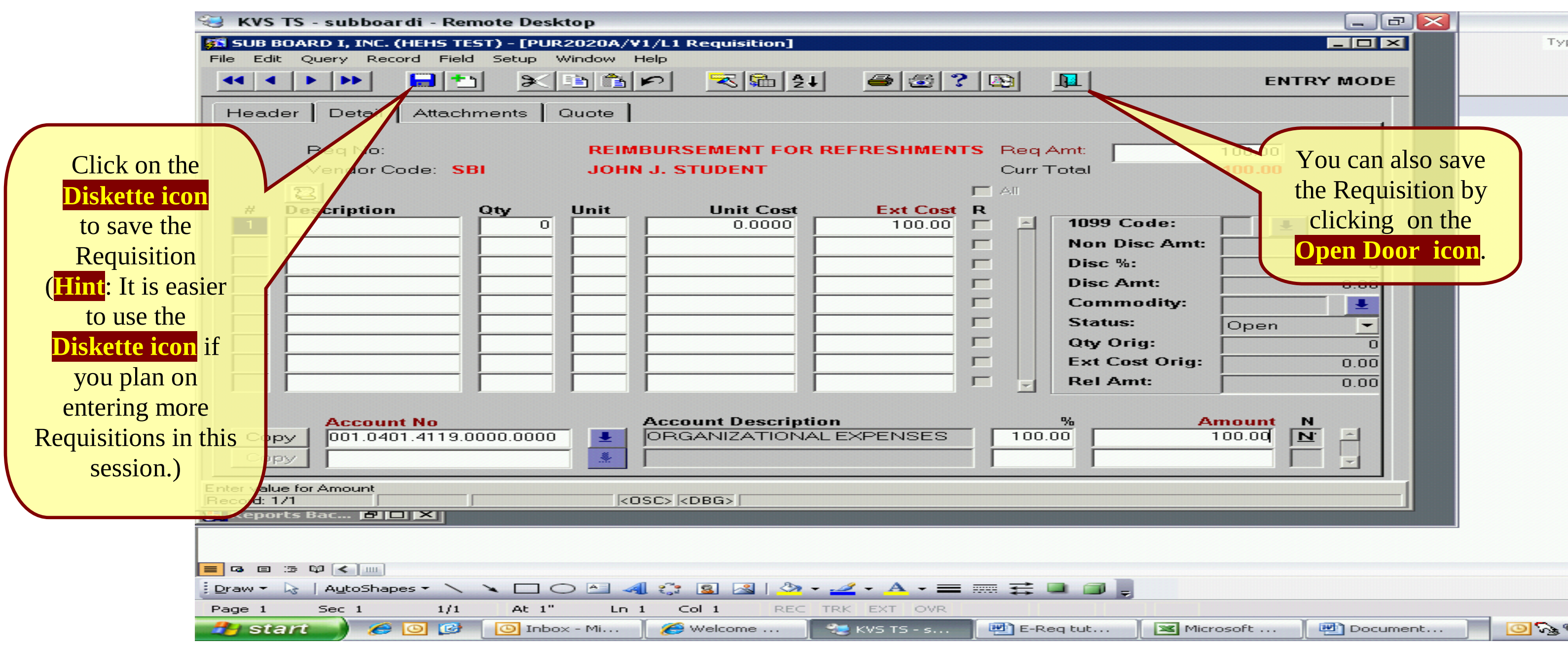
NOTE: If you enter an **Ext Cost** that exceeds the available balance in an account, you will receive an **"Over Budget"** message, and you will not be able to complete the Requisition.



Saving an *E-REQ*

After you have entered all the required information, and you are satisfied that the information is accurate, you are ready to **SAVE** your ***E-REQ.***

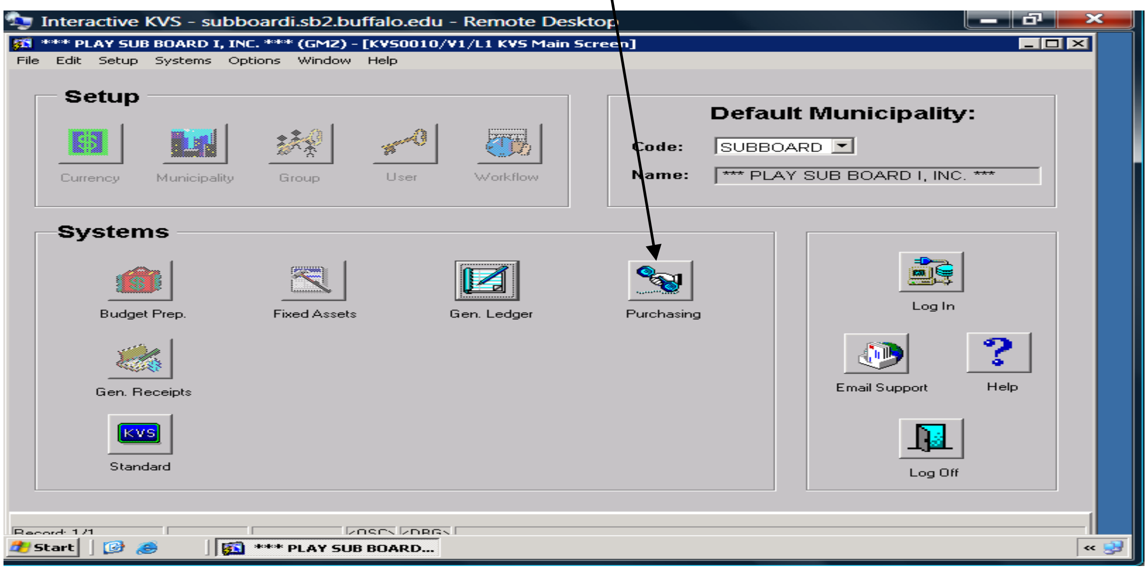
To save, you can click **either** on the **Diskette icon** on the tool bar at the top of the screen, or click on the **Open Door icon** at the end of the tool bar.



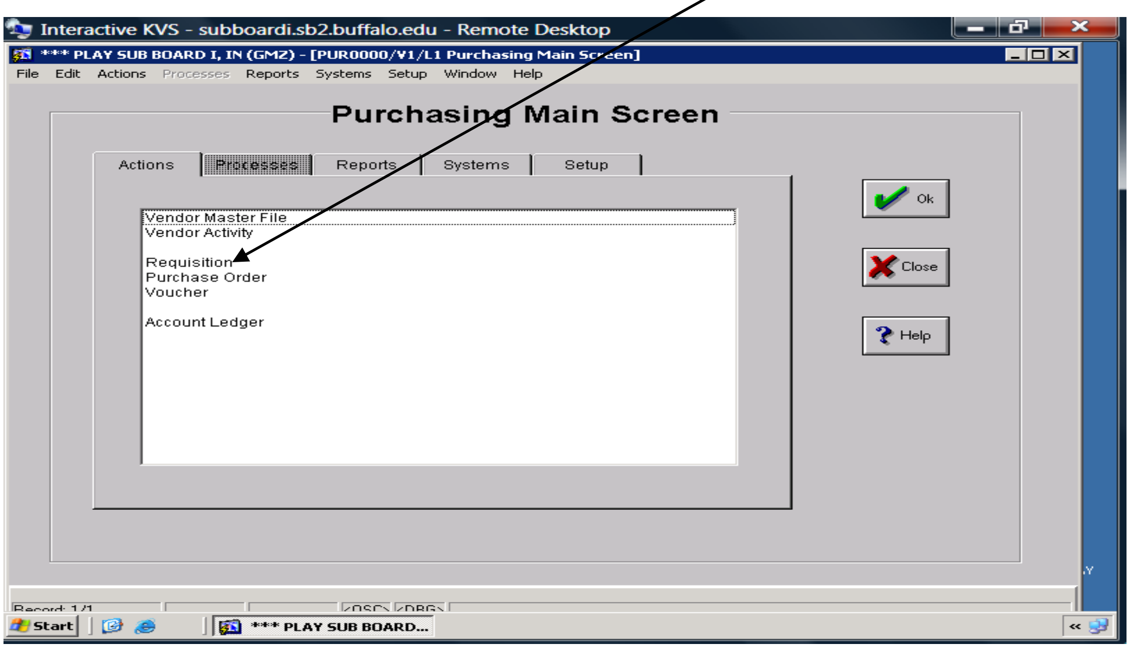
The ***E-REQ*** is now ready for approvals.

On-Line *E-REQ* Approvals: How to Approve a Requisition

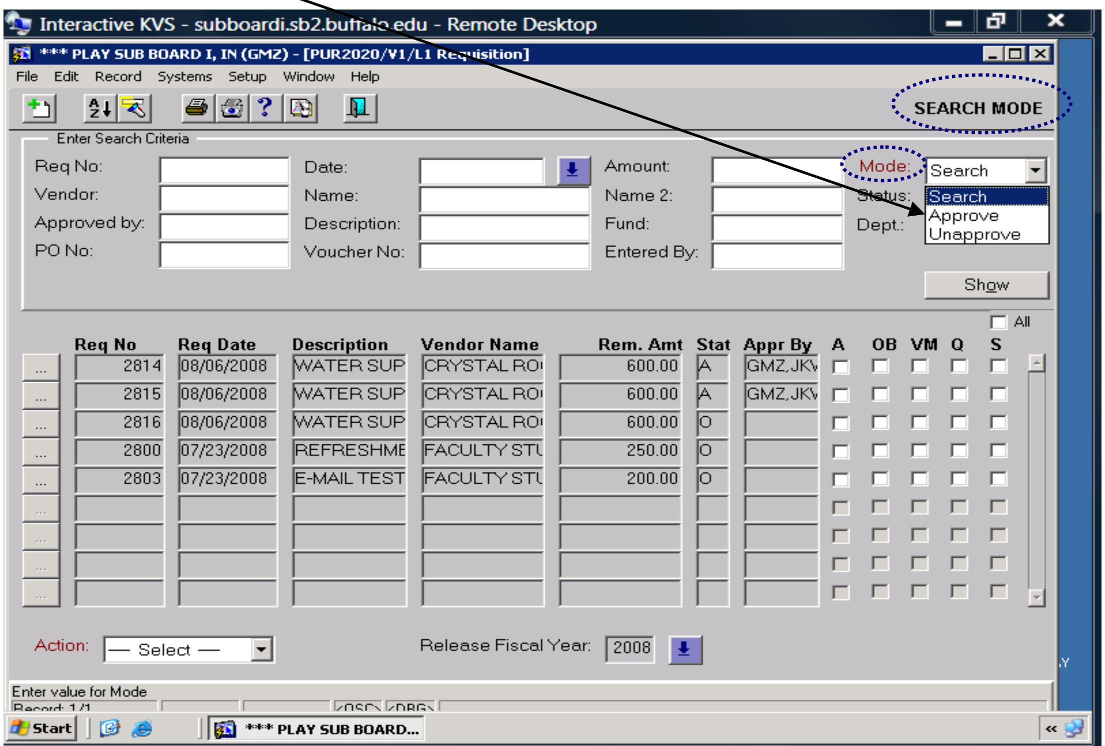
- Log on to the SBI Website (subboard.com)
- Click the "**Accounting**" tab.
- Click on "**KVS**"
- Click on "**Connect**" to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.
- At the KVS Main Screen click on "**Purchasing**":



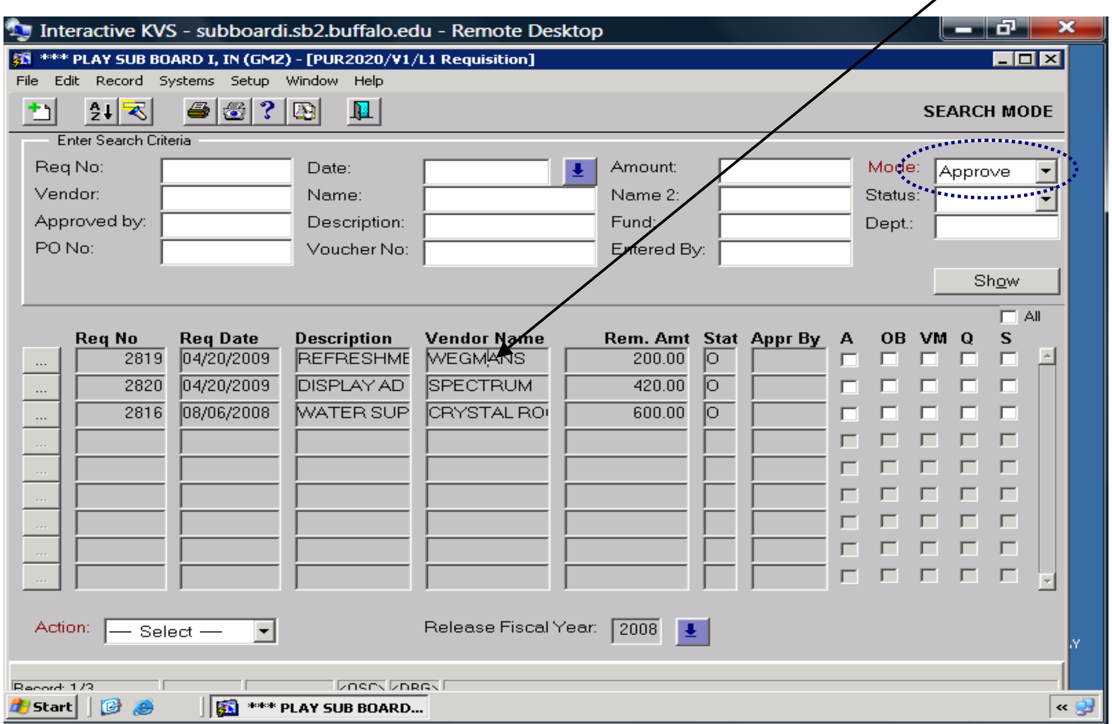
- From the Purchasing Main Screen, click on "**Requisition**":



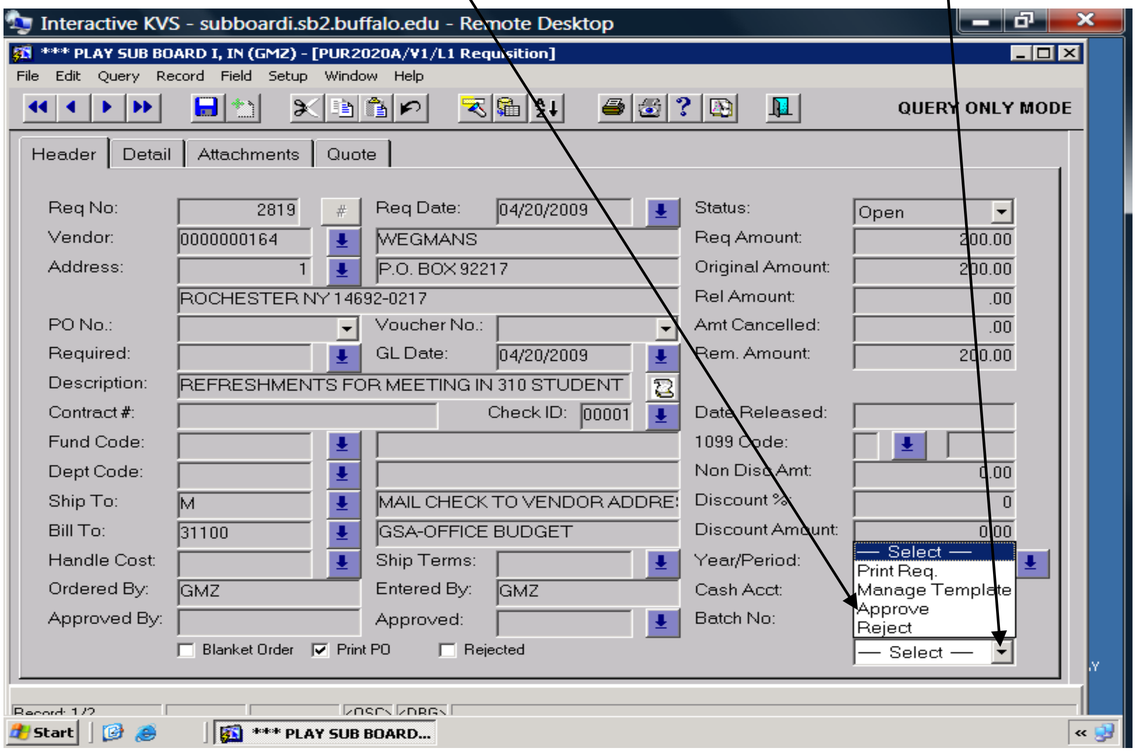
- From the Requisition Search Screen, change the mode from “**Search**” to “**Approve**”:



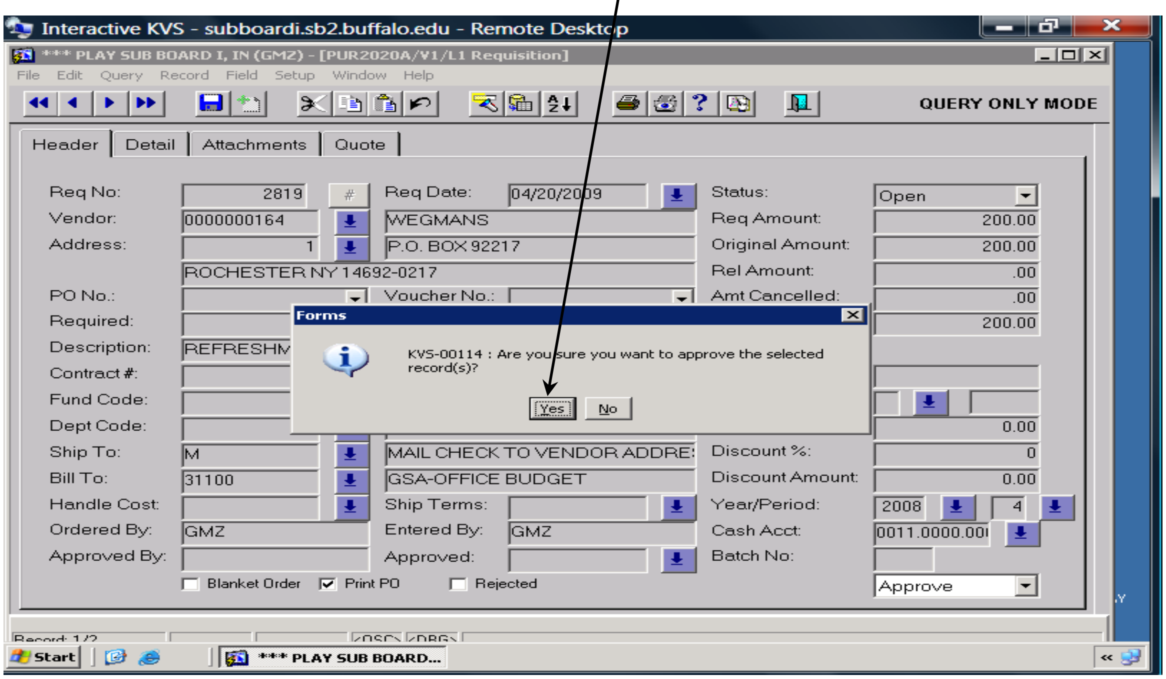
- In “**Approve**” Mode, to review a Requisition before approving it, double click on the Requisition to be reviewed:



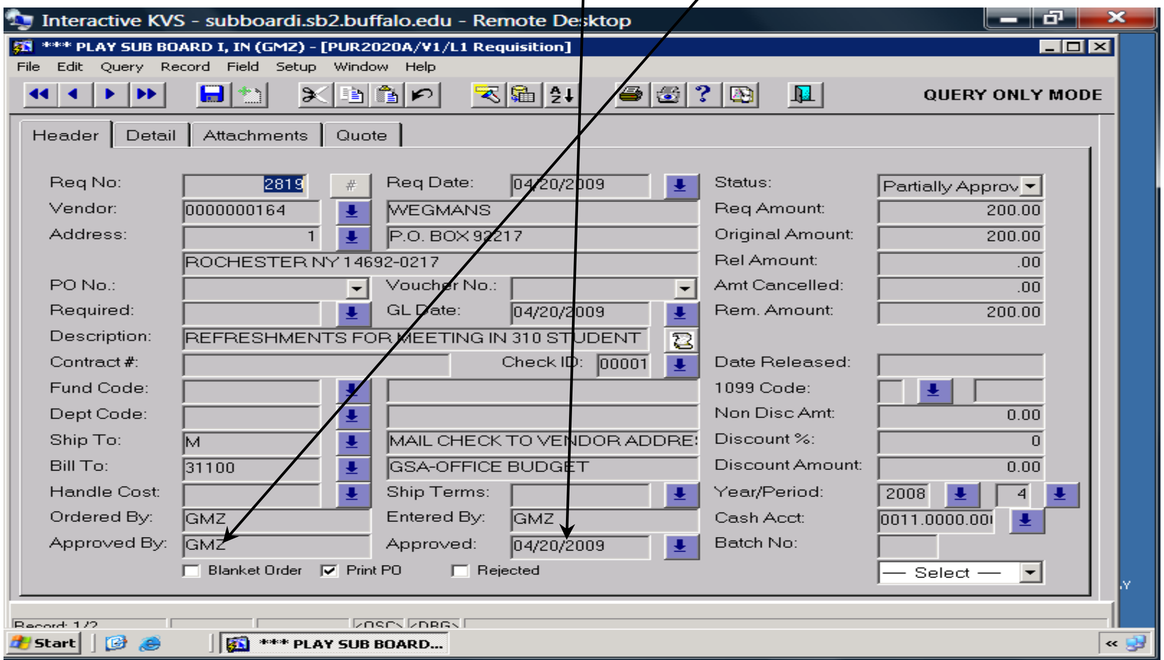
- The Requisition Header screen will be displayed. After reviewing the Requisition, you can approve it directly from the Header Screen by clicking on the “Select” pull-down menu and selecting “Approve”:



- A message box will appear asking if you want to approve this Requisition. To approve the Requisition, click on the “Yes” button:

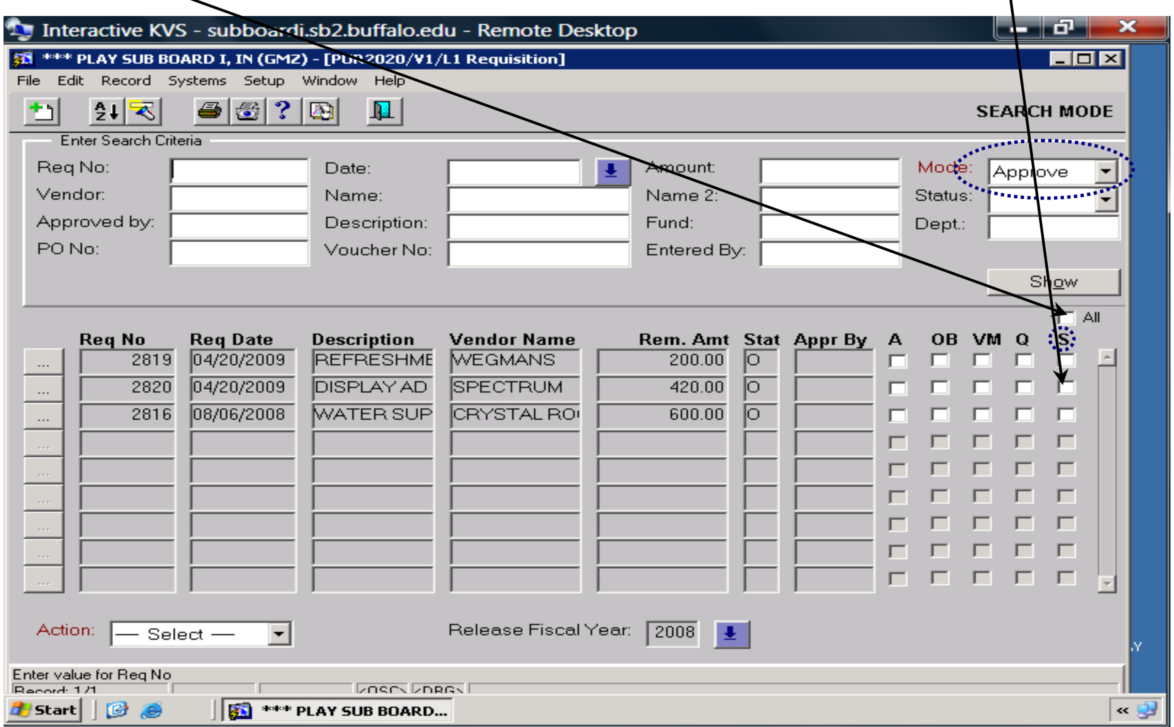


- The initials of the approver will appear in the "Approved By" box, and the date of the approval will appear in the "Approved" box:

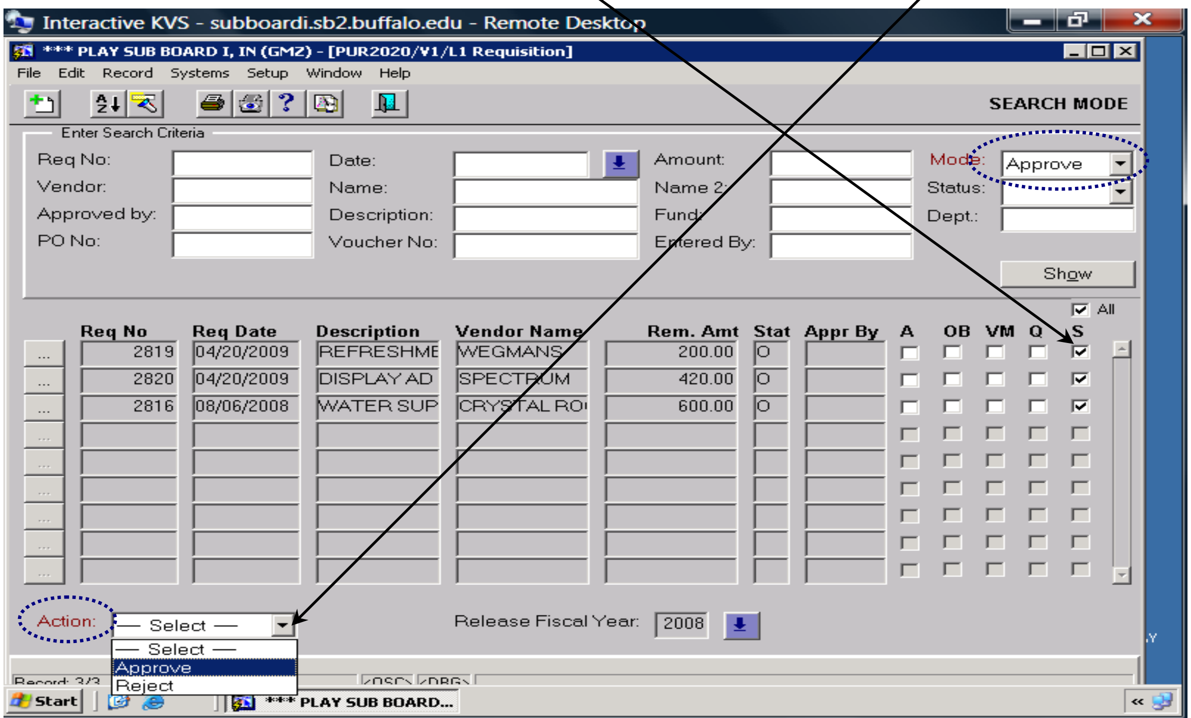


- If a second approval is required, that Approver will receive an e-mail that this Requisition is ready for their approval, after the first approver closes their session.

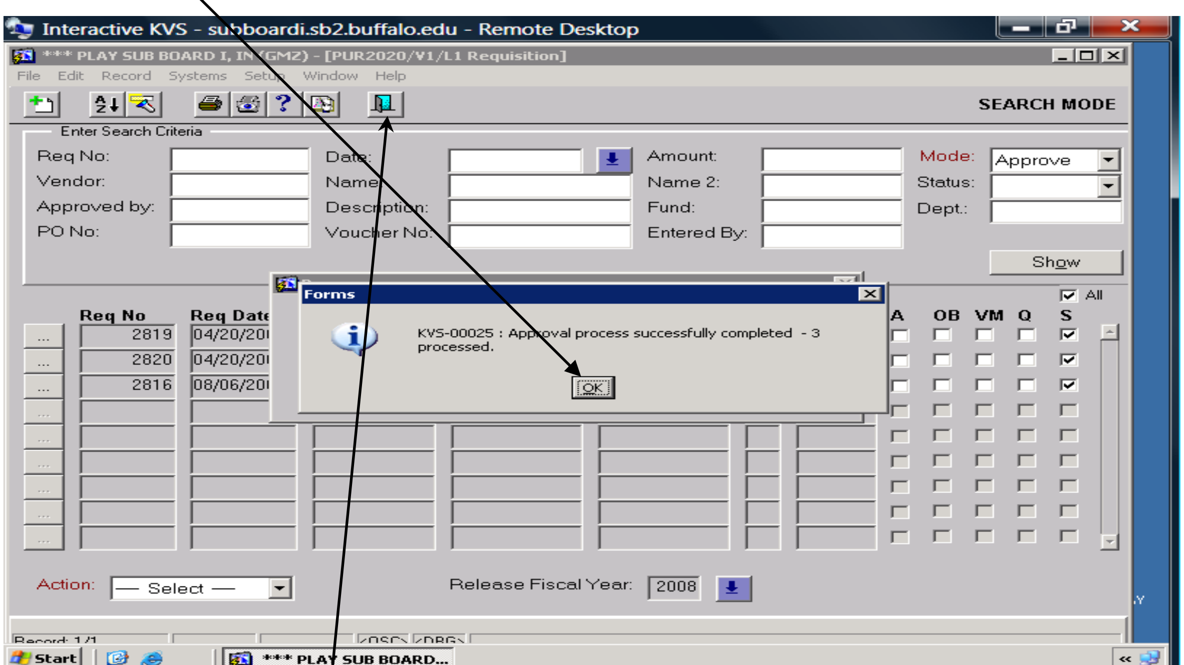
- An Approver also has the ability to approve Requisitions from the Search Screen in "Approve" Mode, by clicking on the "S" (Select) button, either individually, or all:



- After using the “S” (Select) button(s), the Approver clicks on the “Select” Action pull-down menu at the lower left of the screen:



- You will receive a message that the approval has been completed. Click the **“OK”** button:



- Click on the **“Blue Door”** icon to close the budget adjustment screen.

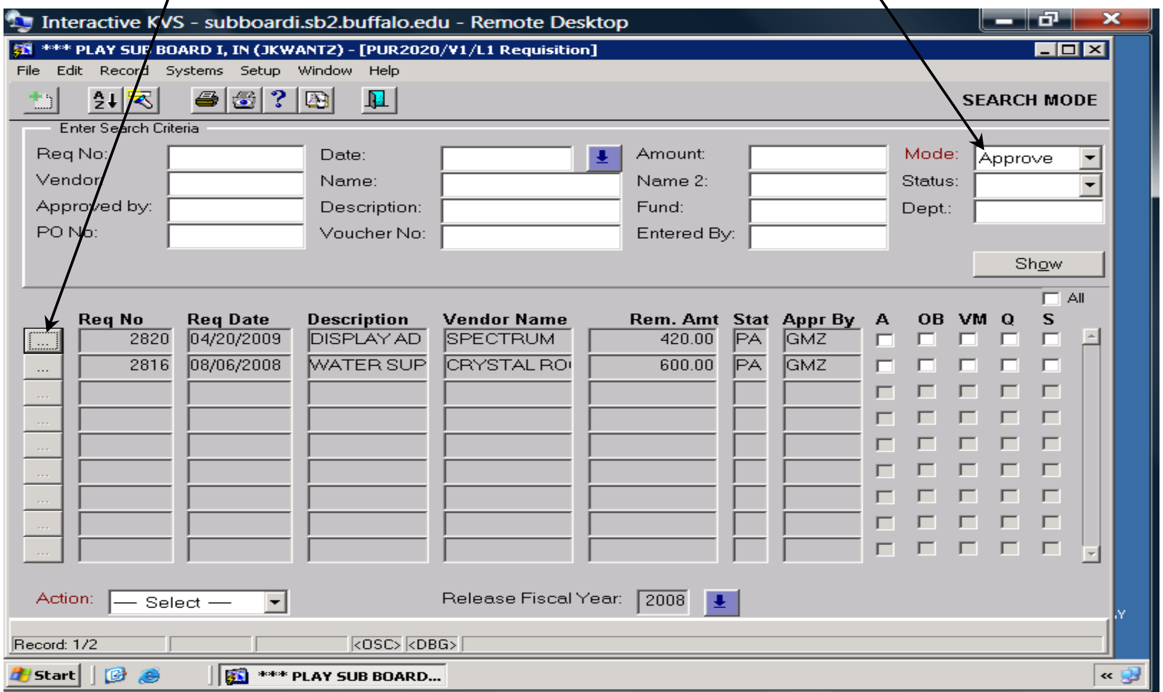
You may then log out of the KVS Financial Management System.

Other *E-REQ* Workflow Features: Rejecting or Unapproving a Requisition

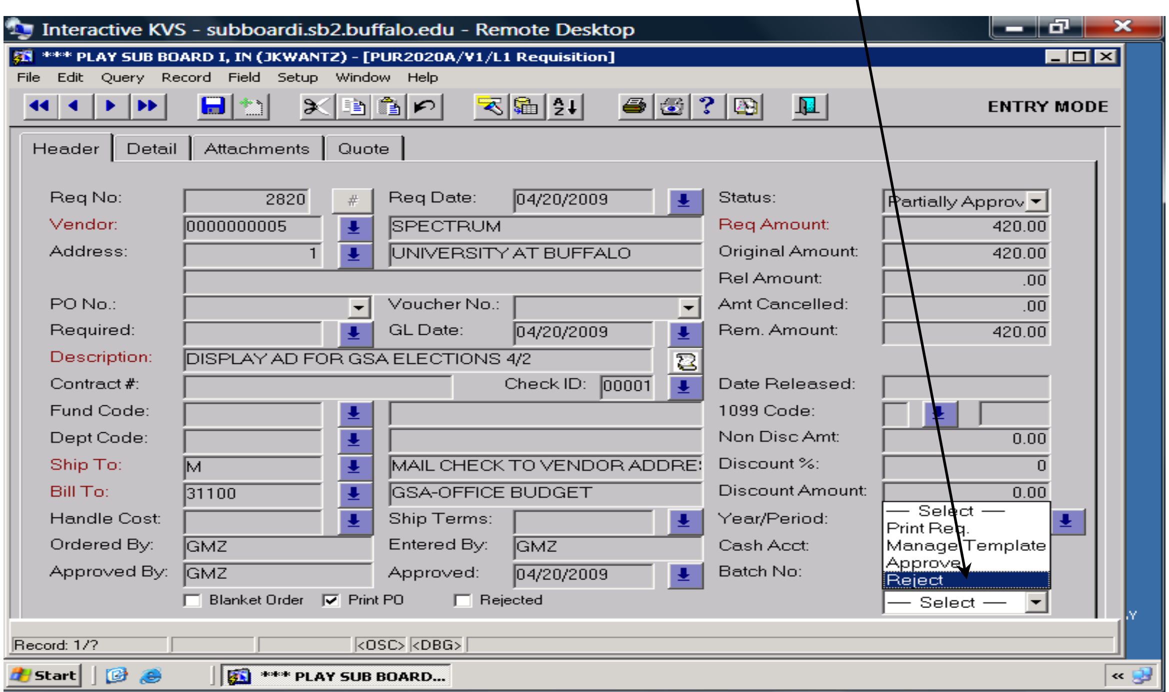
An Approver also has the ability to "Reject" or "Unapprove" a Requisition.

Rejecting a Requisition

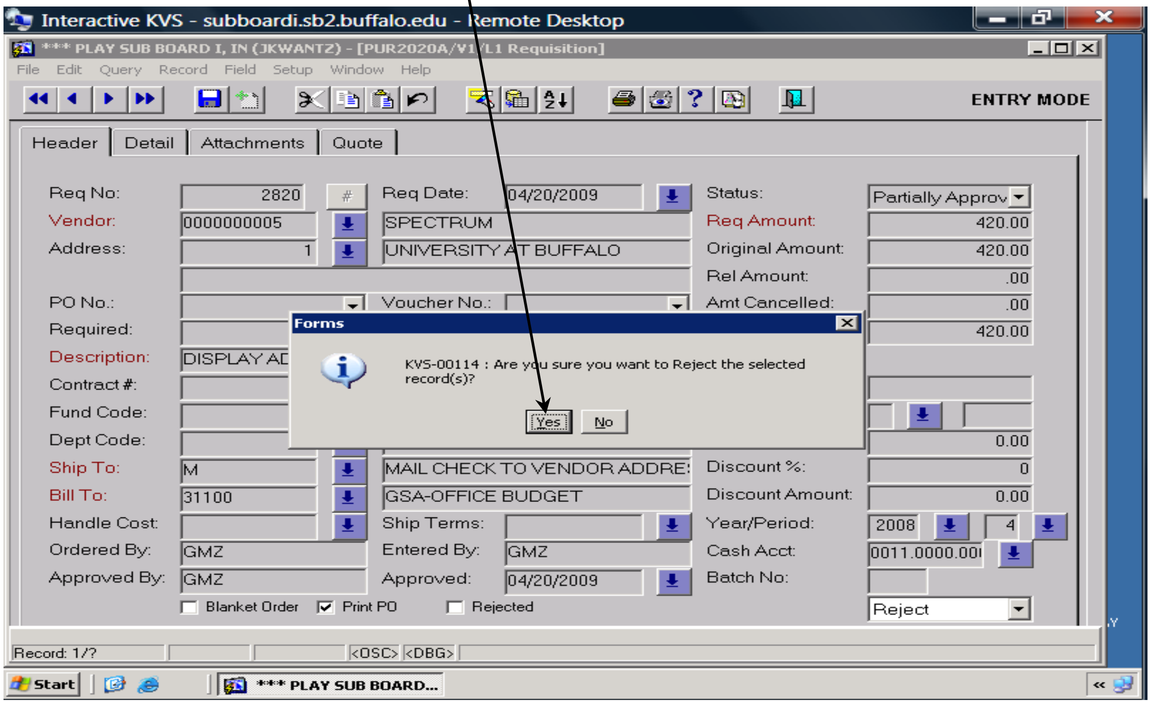
- To Reject a Requisition, the Approver should be in "Approve" Mode. Click on the button on the left side of the screen to open the Requisition to be rejected:



- The Requisition Header will be displayed. Using the "Select" pull-down menu on the lower right side of the screen, click on "Reject":



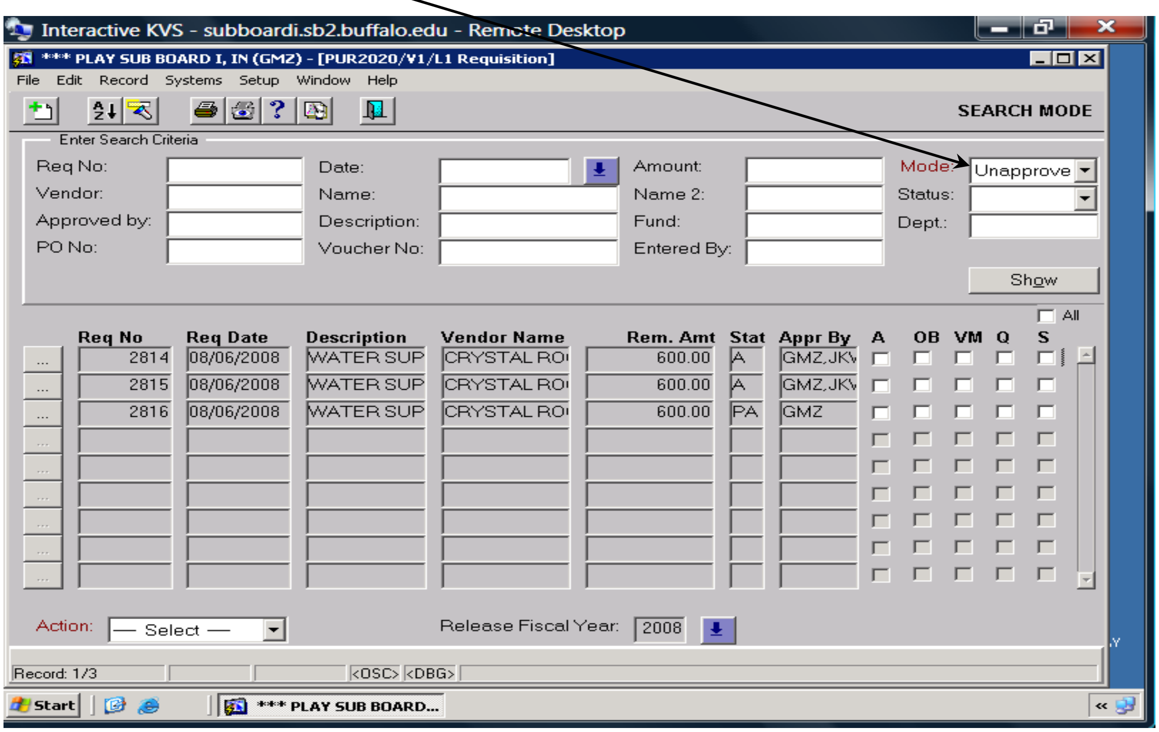
- A box will appear asking if you want to reject this Requisition. To reject the Requisition, click on the "Yes" button:



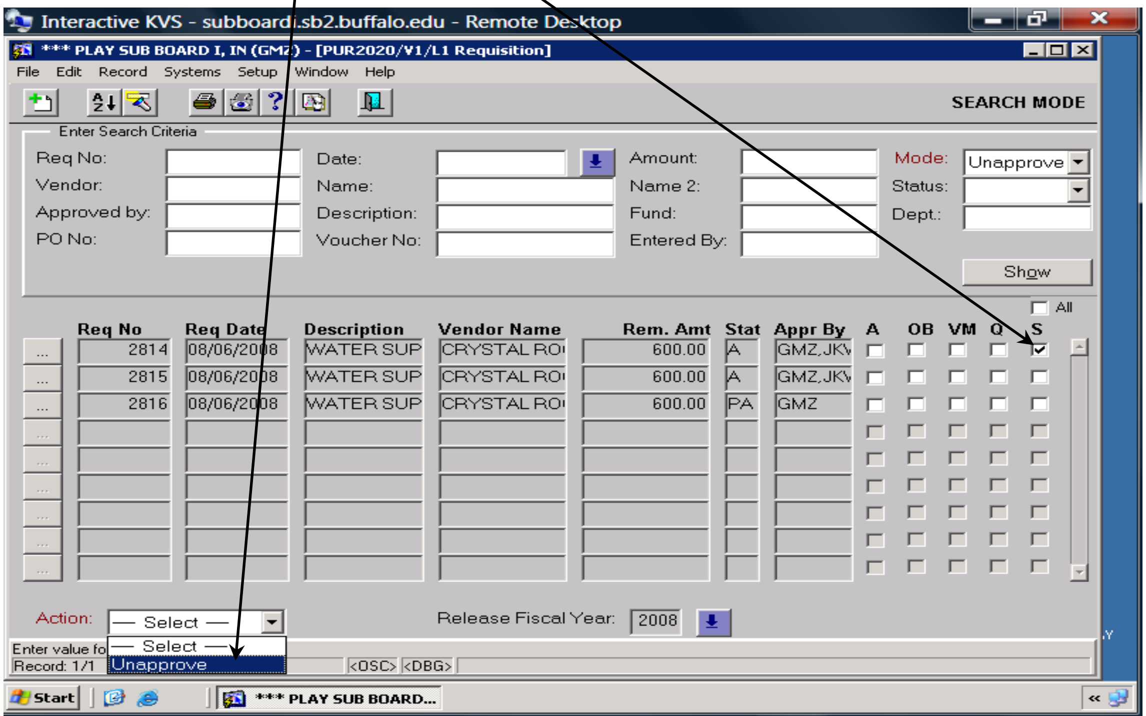
- An e-mail will be sent to the previous Approver that the Requisition has been rejected.

<u>Unapproving a Requisition</u>

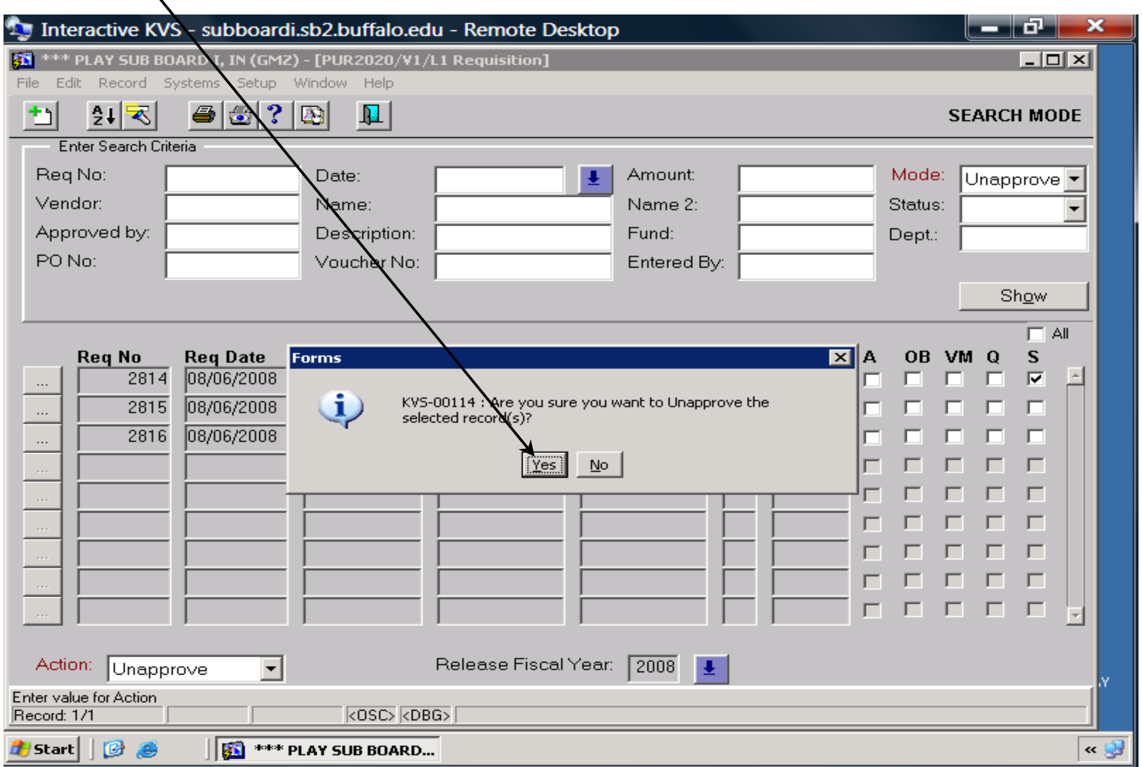
- To Unapprove a Requisition that has been previously approved, the Approver should be in "Unapprove" Mode.



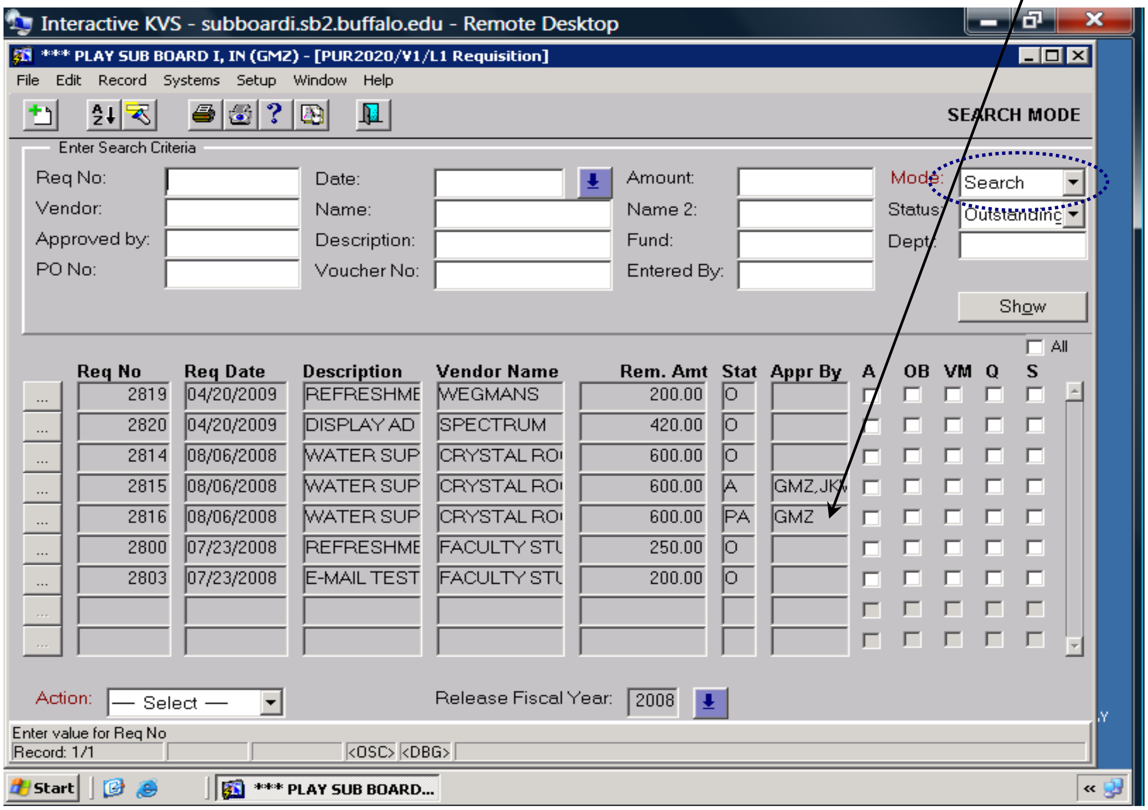
- Click on the “S” (Select) box on the line of the Requisition to be unapproved, and click on “Unapprove” in the “Select” Action pull-down menu in the lower left of the screen:



- A box will appear asking if you want to unapprove this Requisition. Click on the “Yes” button to unapprove:



- You will notice in the "Search" screen that the initials of the Approver (JKW) have been removed.



- The first Approver (GMZ) will receive an e-mail that the second Approver (JKW) has "unapproved" the Requisition.

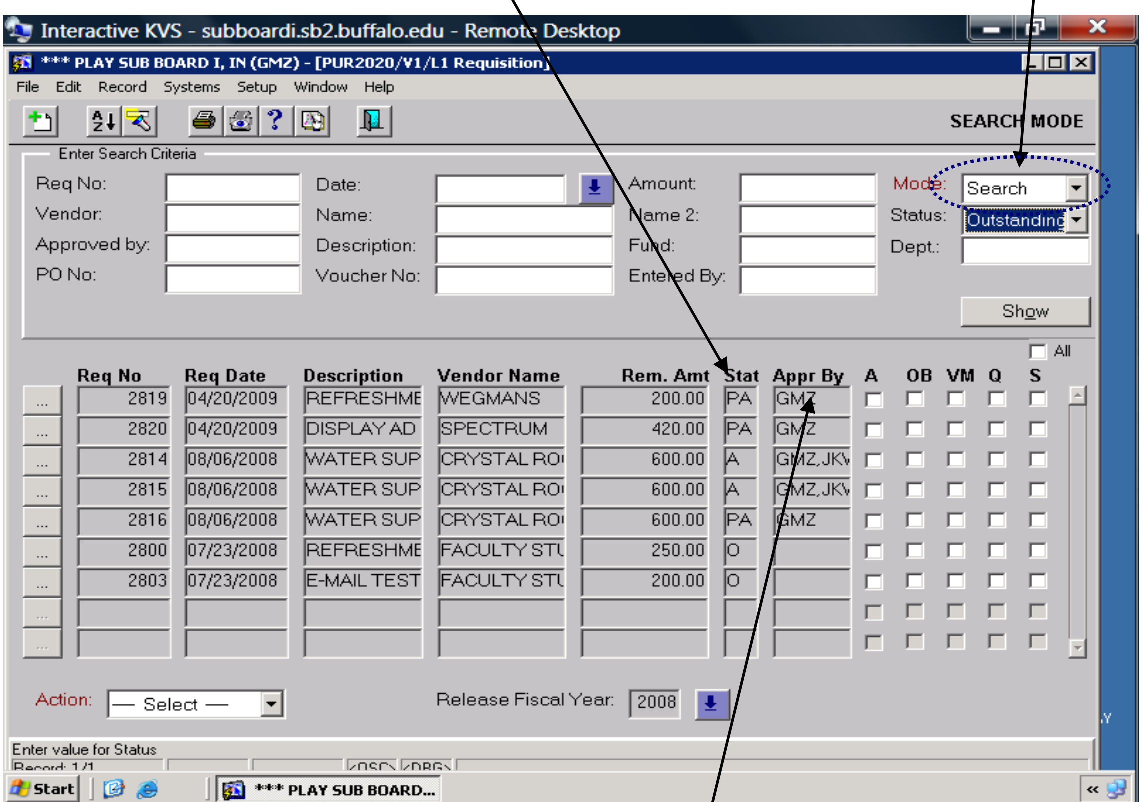
The Requisition Approvers and Creator can then discuss the reasons for the Rejection or the Unapproval.

E-REQ Workflow: Checking on the status of a Requisition

As part of the electronic workflow system, once you have entered and saved an ***E-REQ***, an e-mail message is automatically sent to the first Approver in the approval hierarchy. When that Approver approves the ***E-REQ***, a second e-mail will be sent to the next Approver in the approval hierarchy, and so on, until the ***E-REQ*** is fully approved. The ***E-REQ*** will then be "released" into a **Purchase Order** by SBI accounting personnel.

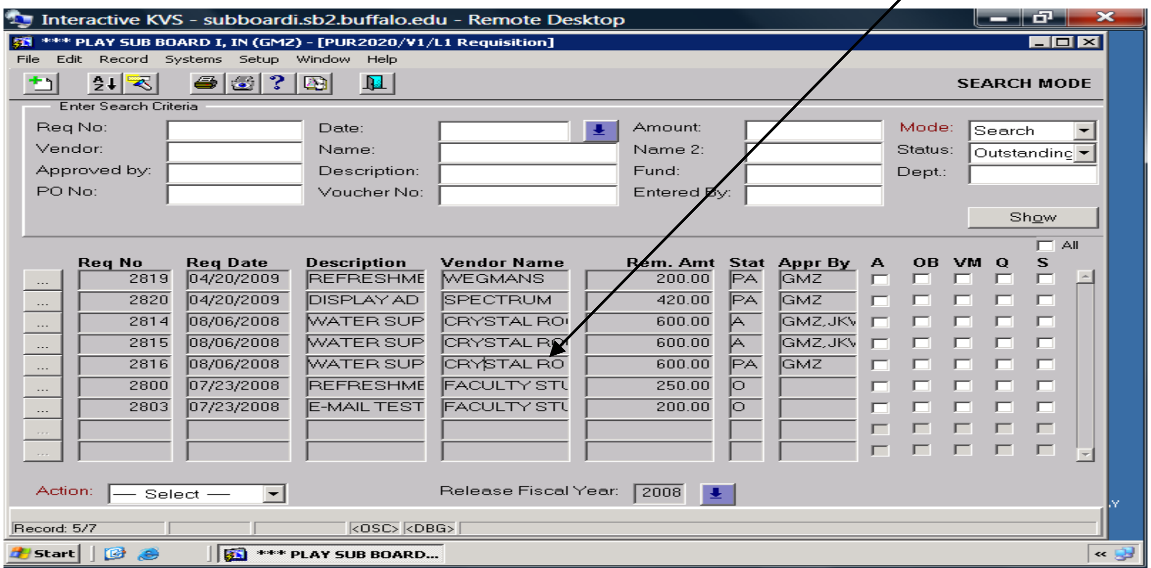
- You may check on the approval status of a Requisition from the **"Requisition Search Screen"** in the **"Status"** column

    1. Status **"O" (Outstanding)**: The Requisition has been entered and saved, but has not yet been approved by any of the Approvers.
    2. Status **"PA"(Partially Approved):** The Requisition has been approved by at least one Approver, but the approval process has not been fully completed by all Approvers.
    3. Status **"A" (Approved):** The Requisition is fully approved by all Approvers and is ready to be released to a Purchase Order.

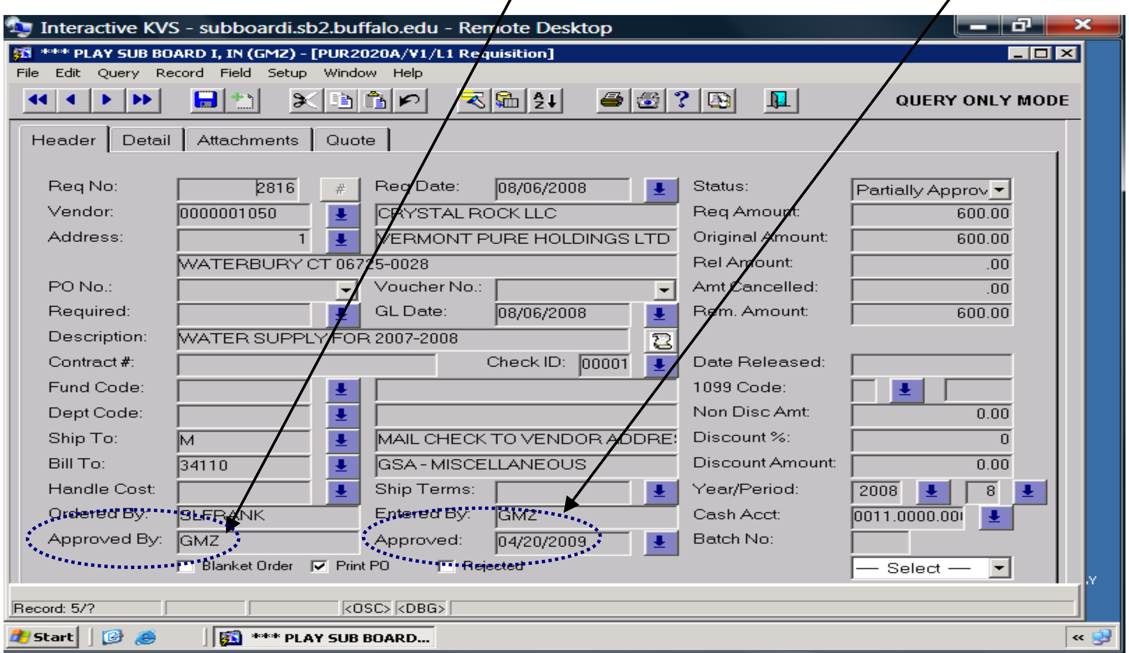


- The initials of the Approver(s) will appear in "Appr By" (Approved By) Column.

- You can also determine **who** has approved the Requisition and **when** the last approver approved the Requisition by viewing the Requisition. Double click on the line of the Requisition you want to view:



- In this example, we can tell that "GMZ" approved the Requisition on 4/20/09, and that it has not yet been approved by the Second Approver, "JKW" because "JKW" does not appear in the "Approved By" box:



<u>PLEASE NOTE:</u>

The approval processes for subsequent steps in the purchasing process, i.e., Purchase Order and Voucher, are the same as the approval processes for Requisitions.