

# ***ON-LINE REQUISITION (E-REQ)***

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**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.

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## **Users and Work-Flow Processing**

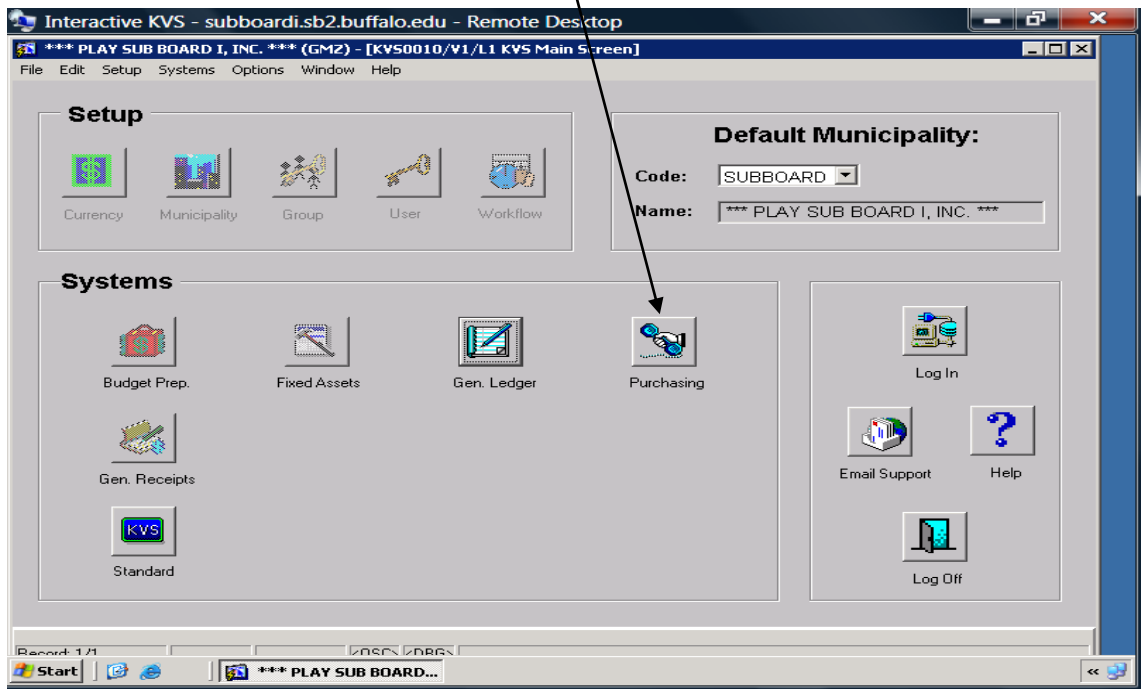
There are three roles assigned to **E-REQ** users:

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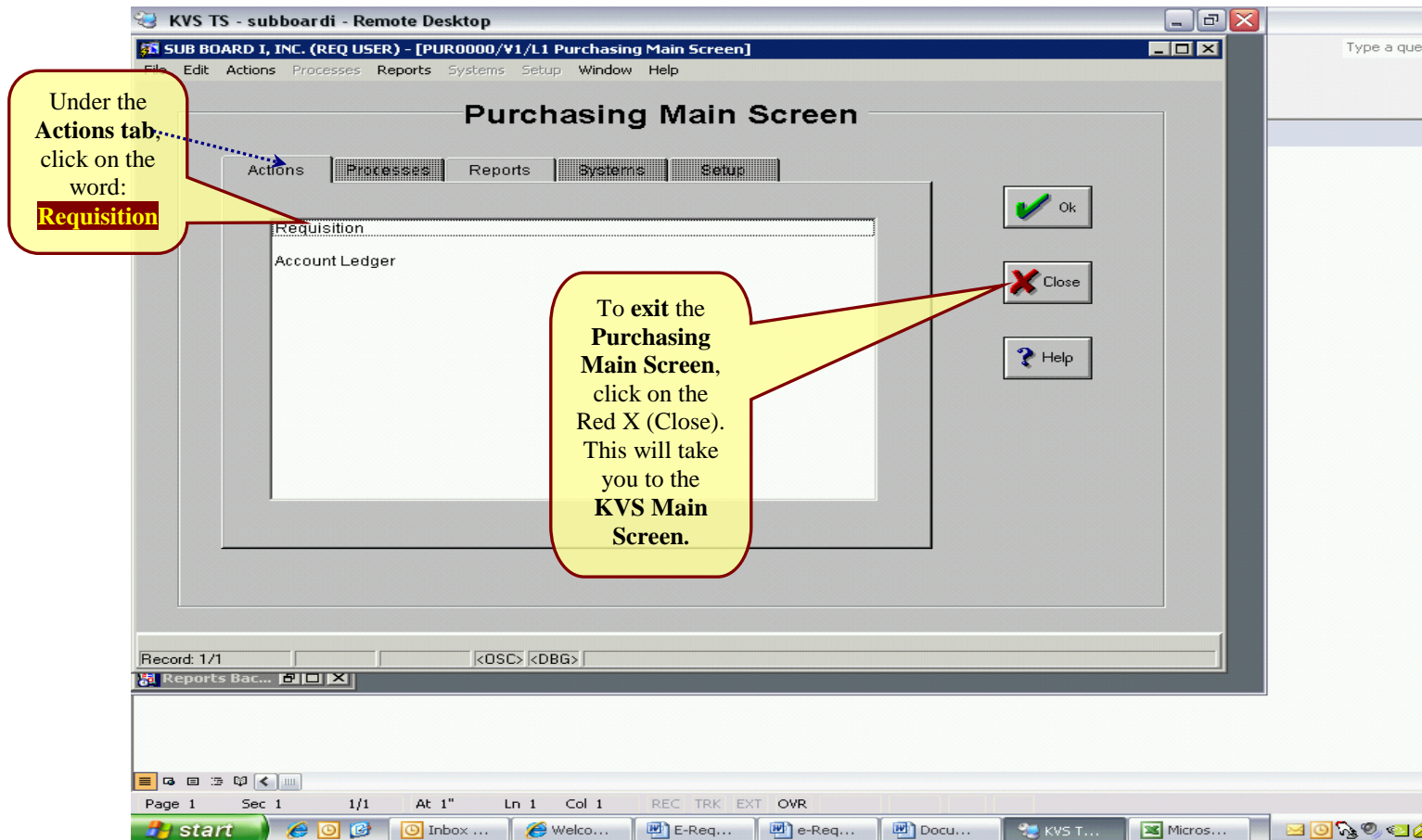
## **Getting Started: How to Enter a Requisition (E-REQ)**

- 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.

If you know the **Vendor Code** you wish to use, enter it here. (**Hint:** If you don't know the Vendor Code, click on the **Pull-down Arrow** to see a list of existing vendors).

Enter a **complete** description of the purchase you wish to make. (**Hint:** you can open up the **Text Editor box** for easier entry.)

Use this box to let us know what you want us to do with the check. You have **TWO** choices: **M** to mail the check (**this is the default**) **OR** **PU** to hold the check for pick up. **Do not use any other codes in this box!**

Your **UBIT** name will automatically appear in the **"Ordered By"** box and the **"Entered By"** box.

Enter the total amount of the purchase you wish to make. (**Hint:** If you don't know the exact amount, use an **estimate**)

- **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:

Using the **Text Editor box** makes entering your description easier.

Include information such as:

- WHERE**
- WHAT**
- WHY**
- WHEN**

and whether this is a **reimbursement** or an **advance**, if applicable.

Click on the **OK button** to send the description to the **Header screen**.

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 two 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:

If you know the **Vendor Code** enter it here. The vendor name and address will appear here;

This vendor has only one address because the **Address box** is grayed out.

KVS TS - subboardi - Remote Desktop

SUB BOARD 1, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Header | Detail | Attachments | Quote |

Req No: [ ] # [ ] Req Date: 02/09/2007 Status: Open

Vendor: 000000164 WEGMANS

Address: P.O. BOX 92217

PO No.: [ ] Voucher No.: [ ]

Required: [ ] GL Date: 02/09/2007

Description: [ ]

Contract #: [ ] Check ID: 00001

Fund Code: [ ] 1099 Code: [ ]

Dept Code: [ ] Non Disc Amt: 0.00

Ship To: M MAIL CHECK TO VENDOR ADDRE: [ ]

Batch No: 0401 SBI HEALTH EDUCATION

Entered By: REQ USER

Approved By: [ ]

Req Amount: .00

Original Amount: .00

Rel Amount: .00

Amt Cancelled: .00

Rem. Amount: .00

Date Released: [ ]

Year/Period: 2006 2

Cash Acct: 0011.0000.001

Batch No: [ ]

Blanket Order [ ] Print PO [x] Rejected [ ]

Enter value for Vendor [ ]

Record: 1/1 List of Values <OSC> <DBG>

Reports Back...

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

start

Inbox ... MSN H... E-Req... e-Req... Docu... KVS T... Micros...

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

This vendor has more than one address because the **Address box** is enabled (white).

Click on the **pull-down arrow** to display the addresses for this vendor

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

Use the **Down arrow** on your keyboard to select the correct vendor address for this purchase, and double click your mouse to send the address to the **Header Screen**

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

#	DBA	Address	City	State	Direct Pay
1		ACCOUNTING DEPTME	BUFFALO	NY	N
2		CAMPUS TEE'S	BUFFALO	NY	N
3		CAMPUS CATERING	BUFFALO	NY	N
4					N

2. **If you do not know the vendor code** 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 **Vendor** 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**.

Vendor Code	Name	First Name	DBA	#	Address
0000918011	10,000 MANIACS LTD.			1	
0000774549	1167 GROUP LLC			1	
0000926577	1ST PLACE VOLLEYBALL			1	
0000919006	2001 GSA			1	
0000919665	2579 MILITARY ROAD LLC			1	
0000919637	3 DOORS DOWN, INC			1	
0001000366	3 G PAINTING AND SIGNS			1	
0000921769	3 M			1	

### 3. Performing a Search on the Vendor File

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.

Enter Search Criteria

Vendor Code:  Name:  Contract No:  Rating:   
Status:  First Name:  Type:   
Address:

Vendor Code	Name	First Name	DBA	#	Address	S	A
0000918011	10,000 MANIACS LTD.			1		A	<input checked="" type="checkbox"/>
0000774549	1167 GROUP LLC			1	DBA RED ROOM 295 MAIN	A	<input type="checkbox"/>
0000926577	1ST PLACE VOLLEYBALL			1	225 COMMERCIAL DRIVE	A	<input type="checkbox"/>
0000919006	2001 GSA			1	NORTH EASTERN SECTI	A	<input type="checkbox"/>
0000919665	2579 MILITARY ROAD LLC			1	2579 MILITARY ROAD NIA	A	<input type="checkbox"/>
0000919637	3 DOORS DOWN, INC			1	WHITE HAT MANAGEMEN	A	<input type="checkbox"/>
0001000366	3 G PAINTING AND SIGNS			1	7138 TRANSIT RD WILLIA	A	<input type="checkbox"/>
0000921769	3 M			1	P.O. BOX 102960 ATLANT.	A	<input type="checkbox"/>

Enter value for Name  
Record: 1/1

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 **wild cards** 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 **percent sign (%)**. 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.



SUB BOARD I, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]

PUR1070L/V1/L1 List of Valid Vendors

Enter Search Criteria

Vendor Code:  Name: F%S%A% Contract No:  Rating:   
 Status:  First Name:  Type:   
 Address:

Vendor Code	Name	First Name	DBA	#	Address	S	A
0000918011	10,000 MANIACS LTD.			1		A	<input checked="" type="checkbox"/>
0000774549	1167 GROUP LLC			1	DBA RED ROOM 295 MAIN	A	<input type="checkbox"/>
0000926577	1ST PLACE VOLLEYBALL			1	235 COMMERCIAL DRIVE	A	<input type="checkbox"/>
0000919006	2001 GSA			1	NORTH EASTERN SECTI	A	<input type="checkbox"/>
0000919665	2579 MILITARY ROAD LLC			1	2579 MILITARY ROAD NIA	A	<input type="checkbox"/>
0000919637	3 DOORS DOWN, INC			1	WHITE HAT MANAGEMEN	A	<input type="checkbox"/>
0001000366	3 G PAINTING AND SIGNS			1	7138 TRANSIT RD WILLIA	A	<input type="checkbox"/>
0000921769	3 M			1	P.O. BOX 102960 ATLANT	A	<input type="checkbox"/>

Record: 1/1

Use as many **wild cards (%)** as you need to "fill in" any unknown information.

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:

SUB BOARD I, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]

PUR1070L/V1/L1 List of Valid Vendors

Enter Search Criteria

Vendor Code:  Name: F%S%A% Contract No:  Rating:   
 Status:  First Name:  Type:   
 Address:

Vendor Code	Name	First Name	DBA	#	Address	S	A
0000929500	FAAIZA ANSARI			1	305 HIGHLAND RD. DEPEW	A	<input type="checkbox"/>
0000912936	FACILITIES EQUIPMENT AND			1	257 CLOVERCREST DR	A	<input type="checkbox"/>
0000911445	FACTORY WAREHOUSE SA			1	1738 ELMWOOD AVENUE	A	<input type="checkbox"/>
0000920122	FACTS AND COMPARISONS			1	111 W PORT PLAZA STE.	A	<input type="checkbox"/>
0000000004	FACULTY STUDENT ASSO			1	ACCOUNTING DEPARTM	A	<input checked="" type="checkbox"/>
0000923698	FAISAL FAROOQ			1	CSE 201 BELL HALL NC	A	<input type="checkbox"/>
0001000566	FAISAL LADAK			1	120 MEYER RD AMHERS	A	<input type="checkbox"/>
0000911365	FAISAL SHAL			1		A	<input type="checkbox"/>

Record: 1/1

Here is the vendor we are looking for. Double click on the selected vendor to send it 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**.

Remember, you can always return to the previous screen by clicking on the **Open Door icon**.

4. **When you can't find the desired vendor in the Vendor File, or if you believe this is a new vendor**, 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:

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

If you wish to use the **Special Vendor Code** for your student government or entity, enter it in the white **Vendor** 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 **Special Vendor Code** and press **Enter** on your keyboard. (Hint: Your user profile is set up to allow you to use **ONLY** the Special Vendor Code that pertains to your specific student government or entity. Entering one of the other Special Vendor Codes will result in opening the **Vendor List display box**.)

Enter the correct vendor information in the enabled (white) areas. (Hint: address information is required. Do not leave this information blank. The “Name 2” information is not required unless the vendor has additional information that goes along with their name.)

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IB BOARD I, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

Header Detail Attachments Quote

Req No.: Vendor: SBI Address: PO No.: Required: Description: Contract #: Fund Code: Dept Code: Ship To: M Bill To: 0401 Handle Cost: Ordered By: REQ USER Approved By: Ship Terms: Entered By: REQ USER Approved: Year/Period: 2006 Cash Acct: 0011.0000.001 Batch No: Blanket Order Print PO Rejected

Vendor Information

Vendor Name: ENTER VENDOR NAME Name 2: First Name: NOT REQUIRED Address 1: Address 2: City: State: Zip: OK Cancel Help

Enter value for Vendor Name Record: 1/1 <DSC> <DBG>

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

Enter the name and address of the vendor you wish to pay in the white boxes, and click on the **OK button** to send the information to the **Header Screen**.

The screenshot shows the 'Vendor Information' dialog box in the 'ENTRY MODE' of the 'SUB BOARD I, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]' application. The dialog box has fields for Vendor Name, Name 2, Address 1, Address 2, City, State, and Zip. The Vendor Name is 'JOHN J. STUDENT', Address 1 is '123 ANY STREET', Address 2 is 'APT. #4', City is 'BUFFALO', State is 'NY', and Zip is '14200'. The OK button is highlighted with a blue arrow pointing to it from the yellow callout box.

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**.

Click on the **Detail tab** to leave the **Header Screen** and open the **Detail Screen**.

The screenshot shows the 'Detail' screen in the 'ENTRY MODE' of the 'SUB BOARD I, INC. (REQ USER) - [PUR2020A/V1/L1 Requisition]' application. The screen displays various fields for the requisition, including Vendor Name, Address, Description, and Amounts. The Detail tab is selected in the top navigation bar. The yellow callout box points to 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).

You may enter additional information to further explain this purchase. Enter the info and then **Tab** across to the **Ext Cost** box to enter the total **Req Amount**.

- **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.

You may enter multiple lines of information to further explain the purchase in greater detail. Enter the info and then **Tab** across to the **Ext Cost** box to enter the portion of the cost for each item.

The sum of the detail under **Ext Cost** for each additional line **MUST** equal the total **Req Amount**.

## 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.

Enter the correct budgetary Account Number and press the Tab key on your keyboard to add the Amount for this account.

(Hint: if you are not sure of the correct budgetary Account Number, click on the pull-down arrow for a list of the account numbers in your user profile. Double-click on the desired account number to send it to the Account No field.)

- **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.

KVS TS - subboardi - Remote Desktop

SUB BOARD I, INC. (HEHS TEST) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Header | Detail | Attachments | Quote

Req No: REIMBURSEMENT FOR REFRESHMENTS Req Amt: 100.00  
Vendor Code: SBI JOHN J. STUDENT Curr Total: 100.00

1099 Code: Non Disc Amt: 0.00  
Disc %: 0  
Disc Amt: 0.00  
Commodity: Status: Open  
Qty Orig: 0  
Ext Cost Orig: 0.00  
Rel Amt: 0.00

#	Description	Qty	Unit	Unit Cost	Ext Cost	R
1	PIZZA	0		0.0000	50.00	
2	WINGS	0		0.0000	30.00	
3	SODA POP	0		0.0000	20.00	

Account No: 001.0401.4119.0000.0000 Account Description: ORGANIZATIONAL EXPENSES %: 100.00 Amount: 20.00 N

Record: 3/3

Page 1 Sec 1

(Hint: If you are using the same **budgetary Account Number**, for multiple lines of detail, you can use the **Copy** button to repeat or copy the account number for each line of detail.)

- 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).

KVS TS - subboardi - Remote Desktop

SUB BOARD I, INC. (HEHS TEST) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Header | Detail | Attachments | Quote

Req No: REIMBURSEMENT FOR REFRESHMENTS Req Amt: 100.00  
Vendor Code: SBI JOHN J. STUDENT Curr Total: 100.00

1099 Code: Non Disc Amt: 0.00  
Disc %: 0  
Disc Amt: 0.00  
Commodity: Status: Open  
Qty Orig: 0  
Ext Cost Orig: 0.00  
Rel Amt: 0.00

#	Description	Qty	Unit	Unit Cost	Ext Cost	R
1		0		0.0000	100.00	

Account No: 001.0401.4119.0000.0000 Account Description: ORGANIZATIONAL EXPENSES %: 50.00 Amount: 50.00 N

Account No: 001.0405.4155.0000.0000 Account Description: STAFF DEVELOPMENT %: 50.00 Amount: 50.00 N

Record: 2/2

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

You may allocate the purchase to more than one **budgetary Account Number**.



**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.

KVS TS - subboardi - Remote Desktop

SUB BOARD I, INC. (HEHS TEST) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

Header Detail Attachments Quote

Req No: REIMBURSEMENT FOR REFRESHMENTS Req Amt: 310.00

Vendor Code: 0000000164 WEGMANS Curr Total: 310.00

# Description Qty Unit Unit Cost Ext Cost R 1099 Code:

1 0 0.0000 310.00

Forms

KVS-00016 : 001.0401.4155 over budget by 60.00

Account No: 001.0401.4155.0000.0000 Account Description: STAFF DEVELOPMENT

Copy Copy

Enter value for Account No Record: 1/1 List of Values <OSC> <DBG>

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

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### 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.

KVS TS - subboardi - Remote Desktop

SUB BOARD I, INC. (HEHS TEST) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

Header Detail Attachments Quote

Req No: REIMBURSEMENT FOR REFRESHMENTS Req Amt: 100.00

Vendor Code: SBI JOHN J. STUDENT Curr Total: 100.00

# Description Qty Unit Unit Cost Ext Cost R 1099 Code:

1 0 0.0000 100.00

Account No: 001.0401.4119.0000.0000 Account Description: ORGANIZATIONAL EXPENSES

Copy Copy

Enter value for Amount Record: 1/1 <OSC> <DBG>

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

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Click on the **Diskette icon** to save the Requisition (Hint: It is easier to use the **Diskette icon** if you plan on entering more Requisitions in this session.)

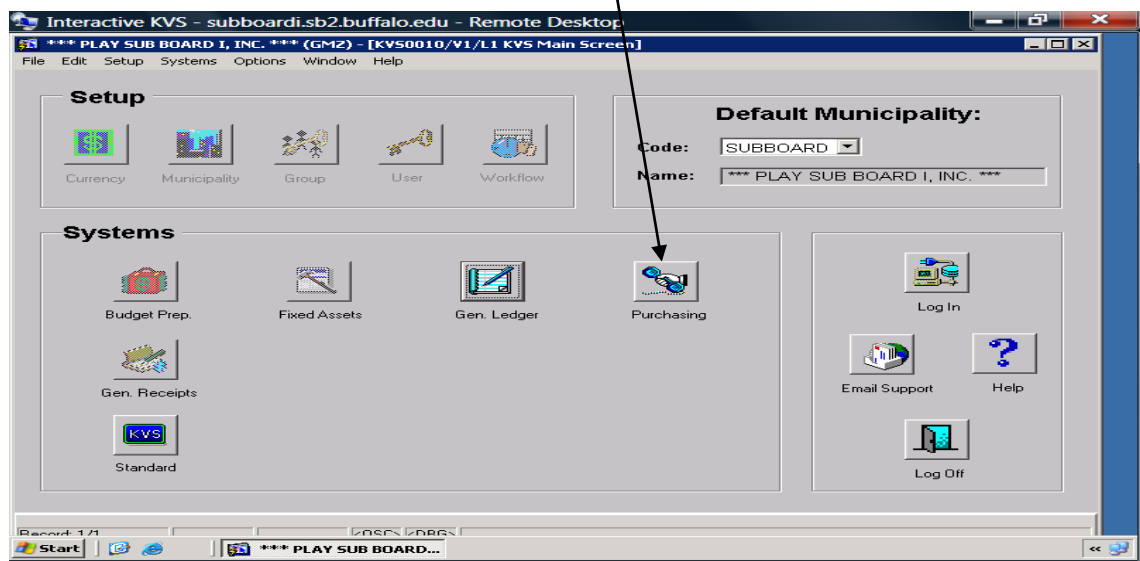
You can also save the Requisition by clicking on the **Open Door icon**.

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

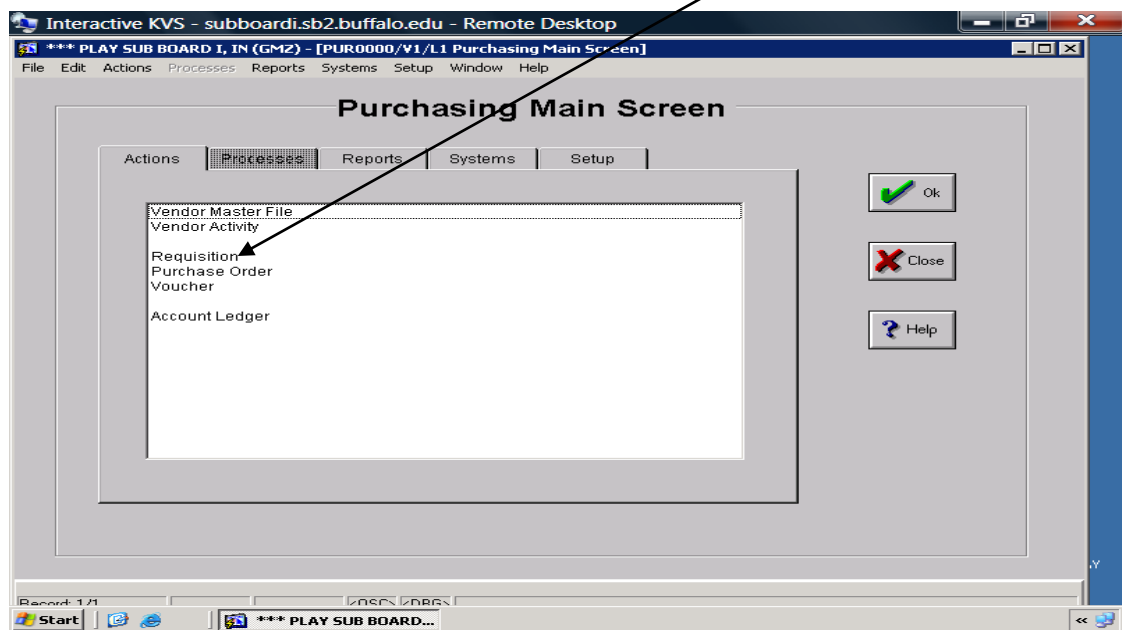


## On-Line **E-REQ** Approvals: How to Approve a Requisition

- 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**”:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

\*\*\* PLAY SUB BOARD I, IN (GM2) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

Enter Search Criteria

Req No:  Date:  Amount:   
 Vendor:  Name:  Name 2:   
 Approved by:  Description:  Fund:   
 PO No:  Voucher No:  Entered By:

Mode: Search  
 Status: Search  
 Dept: Unapprove

Show

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2814	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ.JKV					
2815	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ.JKV					
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	O						
2800	07/23/2008	REFRESHME	FACULTY STU	250.00	O						
2803	07/23/2008	E-MAIL TEST	FACULTY STU	200.00	O						

Action:  Release Fiscal Year: 2008

Enter value for Mode

Report 1/1

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

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\*\*\* PLAY SUB BOARD I, IN (GM2) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

Enter Search Criteria

Req No:  Date:  Amount:   
 Vendor:  Name:  Name 2:   
 Approved by:  Description:  Fund:   
 PO No:  Voucher No:  Entered By:

Mode: Approve  
 Status:   
 Dept:

Show

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2819	04/20/2009	REFRESHME	WEGMANS	200.00	O						
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	O						
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	O						

Action:  Release Fiscal Year: 2008

Report 1/3

- 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”:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

QUERY ONLY MODE

Header Detail Attachments Quote

Req No: 2819 # Req Date: 04/20/2009 Status: Open

Vendor: 0000000164 WEGMANS Req Amount: 200.00

Address: 1 P.O. BOX 92217 Original Amount: 200.00

ROCHESTER NY 14692-0217 Rel Amount: .00

PO No.: Voucher No.: Amt Cancelled: .00

Required: GL Date: 04/20/2009 Rem. Amount: 200.00

Description: REFRESHMENTS FOR MEETING IN 310 STUDENT

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code:

Dept Code: Non Disc Amt: 0.00

Ship To: M MAIL CHECK TO VENDOR ADDRE: Discount %: 0

Bill To: 31100 GSA-OFFICE BUDGET Discount Amount: 0.00

Handle Cost: Ship Terms: Year/Period: 2008 4

Ordered By: GMZ Entered By: GMZ Cash Acct: 0011.0000.001

Approved By: Approved: Batch No:

☐ Blanket Order ☒ Print PO ☐ Rejected

Record 1/2

Start \*\*\* PLAY SUB BOARD...

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

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

QUERY ONLY MODE

Header Detail Attachments Quote

Req No: 2819 # Req Date: 04/20/2009 Status: Open

Vendor: 0000000164 WEGMANS Req Amount: 200.00

Address: 1 P.O. BOX 92217 Original Amount: 200.00

ROCHESTER NY 14692-0217 Rel Amount: .00

PO No.: Voucher No.: Amt Cancelled: .00

Required: GL Date: 04/20/2009 Rem. Amount: 200.00

Description: REFRESHM

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code:

Dept Code: Non Disc Amt: 0.00

Ship To: M MAIL CHECK TO VENDOR ADDRE: Discount %: 0

Bill To: 31100 GSA-OFFICE BUDGET Discount Amount: 0.00

Handle Cost: Ship Terms: Year/Period: 2008 4

Ordered By: GMZ Entered By: GMZ Cash Acct: 0011.0000.001

Approved By: Approved: Batch No:

☐ Blanket Order ☒ Print PO ☐ Rejected

Record 1/2

Start \*\*\* PLAY SUB BOARD...

Forms

KVS-00114 : Are you sure you want to approve the selected record(s)?

Yes No

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

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020A/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

QUERY ONLY MODE

Header Detail Attachments Quote

Req No: 2819 # Req Date: 04/20/2009 Status: Partially Approv

Vendor: 0000000164 WEGMANS Req Amount: 200.00

Address: 1 P.O. BOX 9217 Original Amount: 200.00

ROCHESTER NY 14692-0217 Rel Amount: .00

PO No.: Voucher No.: Amt Cancelled: .00

Required: GL Date: 04/20/2009 Rem. Amount: 200.00

Description: REFRESHMENTS FOR MEETING IN 310 STUDENT

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code:

Dept Code: Non Disc Amt: 0.00

Ship To: M MAIL CHECK TO VENDOR ADDRE: Discount %: 0

Bill To: 31100 GSA-OFFICE BUDGET Discount Amount: 0.00

Handle Cost: Ship Terms: Year/Period: 2008 4

Ordered By: GMZ Entered By: GMZ Cash Acct: 0011.0000.00

Approved By: GMZ Approved: 04/20/2009 Batch No:

☐ Blanket Order ☒ Print PO ☐ Rejected

Record 1/2

Start \*\*\* PLAY SUB BOARD...

- 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:

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

SEARCH MODE

Enter Search Criteria

Req No: Date: Amount: Mode: Approve

Vendor: Name: Name 2: Status:

Approved by: Description: Fund: Dept:

PO No: Voucher No: Entered By:

Show

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2819	04/20/2009	REFRESHME	WEGMANS	200.00	O						
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	O						
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	O						

Action: Select Release Fiscal Year: 2008

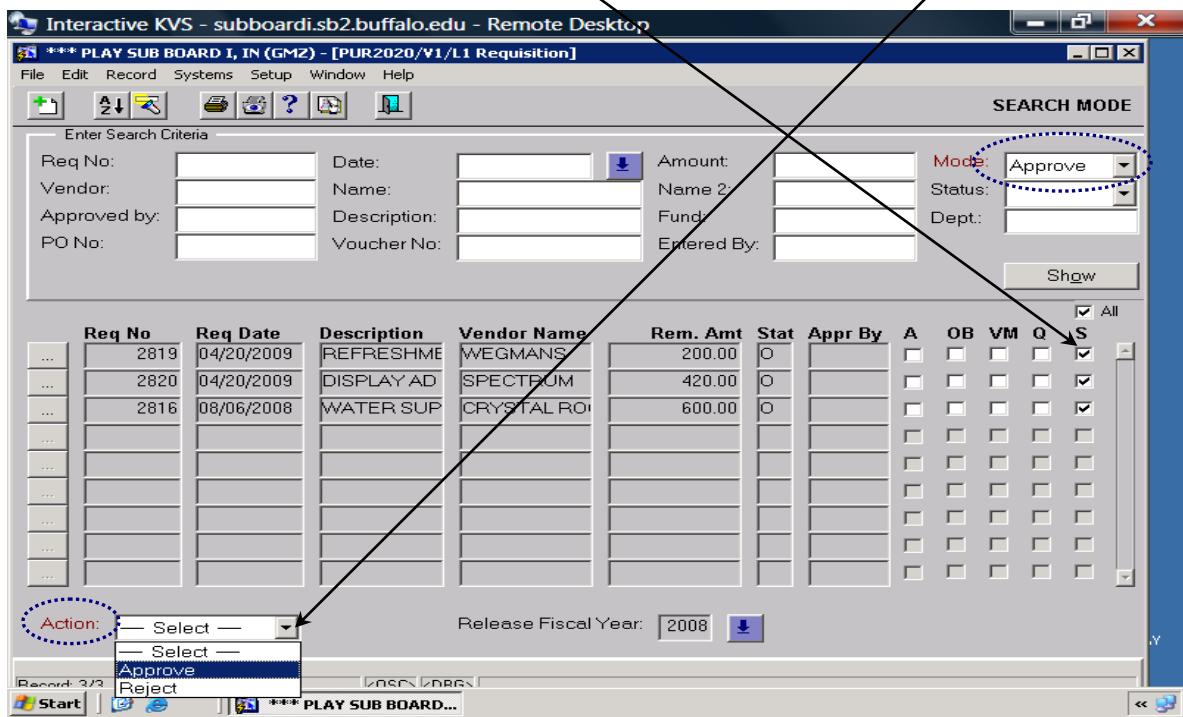
Enter value for Req No

Record 1/1

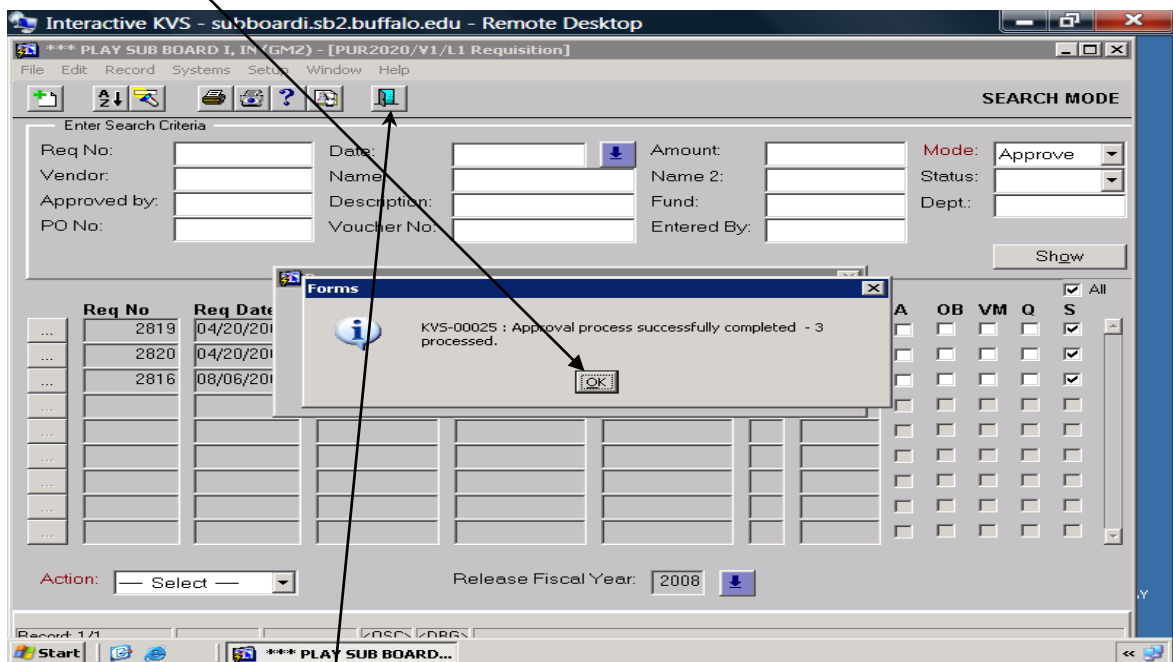
Start \*\*\* PLAY SUB BOARD...



- 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:

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\*\*\* PLAY SUB BOARD I, IN (JKWANTZ) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

SEARCH MODE

Enter Search Criteria

Req No: [ ] Date: [ ] Amount: [ ] Mode: Approve

Vendor: [ ] Name: [ ] Name 2: [ ] Status: [ ]

Approved by: [ ] Description: [ ] Fund: [ ] Dept: [ ]

PO No: [ ] Voucher No: [ ] Entered By: [ ]

Show

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	PA	GMZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	PA	GMZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action: Select Release Fiscal Year: 2008

Record: 1/2 <QSC> <DBG>

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

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\*\*\* PLAY SUB BOARD 1, IN (JKWANTZ) - [PUR2020A/Y1/L1 Requisition]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Header | Detail | Attachments | Quote

Req No: 2820 # Req Date: 04/20/2009 Status: Partially Approv

Vendor: 0000000005 SPECTRUM Req Amount: 420.00

Address: 1 UNIVERSITY AT BUFFALO Original Amount: 420.00

PO No.: Voucher No.: Rel Amount: .00

Required: 04/20/2009 GL Date: 04/20/2009 Amt Cancelled: .00

Description: DISPLAY AD FOR GSA ELECTIONS 4/2 Rem. Amount: 420.00

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code:

Dept Code: Non Disc Amt: 0.00

Ship To: M MAIL CHECK TO VENDOR ADDRESS Discount %: 0

Bill To: 31100 GSA-OFFICE BUDGET Discount Amount: 0.00

Handle Cost: Ship Terms: Year/Period:

Ordered By: GMZ Entered By: GMZ Cash Acct:

Approved By: GMZ Approved: 04/20/2009 Batch No:

☐ Blanket Order ☒ Print PO ☐ Rejected

Record: 1/? <OSC> <DBG>

Start

\*\*\* PLAY SUB BOARD...

- 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.

### Unapproving a Requisition

- 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:

The screenshot shows the 'Interactive KVS - subboard.sb2.buffalo.edu - Remote Desktop' window. The title bar indicates the session is for '\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020/V1/L1 Requisition]'. The interface includes a menu bar (File, Edit, Record, Systems, Setup, Window, Help) and a toolbar. Below the menu is a 'SEARCH MODE' section with 'Enter Search Criteria' fields for Req No, Vendor, Approved by, PO No, Date, Name, Description, Voucher No, Amount, Name 2, Fund, Entered By, Mode (set to Unapprove), Status, and Dept. A 'Show' button is present. The main area contains a table with columns: Req No, Req Date, Description, Vendor Name, Rem. Amt, Stat, Appr By, A, OB, VM, Q, and S. The table lists three requisitions (2814, 2815, 2816) for 'WATER SUP' from 'CRYSTAL RO'. The 'S' column for the first requisition is checked. At the bottom, an 'Action' dropdown menu is open, showing 'Select' and 'Unapprove' options. The 'Unapprove' option is highlighted. The 'Release Fiscal Year' is set to 2008. The bottom status bar shows 'Enter value for Action: Unapprove' and 'Record: 1/1'.

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

The screenshot shows the same 'Interactive KVS' window as before, but with a confirmation dialog box open. The dialog box has a title bar 'Forms' and contains the text: 'KVS-00114: Are you sure you want to Unapprove the selected record(s)?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted. The background interface is partially obscured by the dialog box. The 'Action' dropdown menu is still set to 'Unapprove'.



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

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

SEARCH MODE

Enter Search Criteria

Req No: [ ] Date: [ ] Amount: [ ] Mode: Search

Vendor: [ ] Name: [ ] Name 2: [ ] Status: Outstanding

Approved by: [ ] Description: [ ] Fund: [ ] Dept: [ ]

PO No: [ ] Voucher No: [ ] Entered By: [ ]

Show

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2819	04/20/2009	REFRESHME	WEGMANS	200.00	O						
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	O						
2814	08/06/2008	WATER SUP	CRYSTAL RO	600.00	O						
2815	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ,JKW					
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	PA	GMZ					
2800	07/23/2008	REFRESHME	FACULTY STU	250.00	O						
2803	07/23/2008	E-MAIL TEST	FACULTY STU	200.00	O						

Action: Select Release Fiscal Year: 2008

Enter value for Req No

Record: 1/1 <OSC> <DBG>

Start \*\*\* PLAY SUB BOARD...

- 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
  - Status “**O**” (**Outstanding**): The Requisition has been entered and saved, but has not yet been approved by any of the Approvers.
  - 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.
  - Status “**A**” (**Approved**): The Requisition is fully approved by all Approvers and is ready to be released to a Purchase Order.

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2819	04/20/2009	REFRESHME	WEGMANS	200.00	PA	GMZ					
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	PA	GMZ					
2814	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ,JKV					
2815	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ,JKV					
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	PA	GMZ					
2800	07/23/2008	REFRESHME	FACULTY STU	250.00	O						
2803	07/23/2008	E-MAIL TEST	FACULTY STU	200.00	O						

- 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:

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020/V1/L1 Requisition]

File Edit Record Systems Setup Window Help

SEARCH MODE

Enter Search Criteria

Req No: Vendor: Approved by: PO No: Date: Name: Description: Voucher No: Amount: Name 2: Fund: Entered By: Mode: Search Status: Outstanding Dept: Shgw

Req No	Req Date	Description	Vendor Name	Rem. Amt	Stat	Appr By	A	OB	VM	Q	S
2819	04/20/2009	REFRESHME	WEGMANS	200.00	PA	GMZ					
2820	04/20/2009	DISPLAY AD	SPECTRUM	420.00	PA	GMZ					
2814	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ,JKV					
2815	08/06/2008	WATER SUP	CRYSTAL RO	600.00	A	GMZ,JKV					
2816	08/06/2008	WATER SUP	CRYSTAL RO	600.00	PA	GMZ					
2800	07/23/2008	REFRESHME	FACULTY STU	250.00	O						
2803	07/23/2008	E-MAIL TEST	FACULTY STU	200.00	O						

Action: Select Release Fiscal Year: 2008

Record: 5/7 <OSC> <DBG>

- 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:

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\*\*\* PLAY SUB BOARD I, IN (GMZ) - [PUR2020/V1/L1 Requisition]

File Edit Query Record Field Setup Window Help

QUERY ONLY MODE

Header Detail Attachments Quote

Req No: 2816 # Reg Date: 08/06/2008 Status: Partially Approv

Vendor: 0000001050 CRYSTAL ROCK LLC Reg Amount: 600.00

Address: 1 VERMONT PURE HOLDINGS LTD Original Amount: 600.00

WATERBURY CT 06725-0028 Rel Amount: .00

PO No.: Voucher No.: Amt Cancelled: .00

Required: GL Date: 08/06/2008 Rem. Amount: 600.00

Description: WATER SUPPLY FOR 2007-2008

Contract #: Check ID: 00001 Date Released:

Fund Code: 1099 Code: Non Disc Amt: 0.00

Dept Code: Discount %: 0

Ship To: M MAIL CHECK TO VENDOR ADDRE: Discount Amount: 0.00

Bill To: 34110 GSA - MISCELLANEOUS Year/Period: 2008 8

Handle Cost: Ship Terms: Cash Acct: 0011.0000.001 Batch No:

Ordered By: SUPERANK Entered By: GMZ

Approved By: GMZ Approved: 04/20/2009

Blanket Order Print PO Rejected

Record: 5/? <OSC> <DBG>

**PLEASE NOTE:**

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.