

Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, The New Community College, York College, Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, CUNY School of Public Health at Hunter College, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, The New Community College, York College, Baruch College, Borough of Manhattan Community College, Bronx Community College, Brooklyn College, CUNY School of Law, CUNY Graduate Center, CUNY Graduate School of Journalism, CUNY School of Professional Studies, CUNY School of Public Health at Hunter College, Hostos Community College, Hunter College, John Jay College, Kingsborough Community College, LaGuardia Community College, Lehman College, Macaulay Honors College, Medgar Evers College, New York City College of Technology, Queens College, Queensborough Community College, The City College, The College of Staten Island, The New Community College, York College.



# FINANCIALS

## Procurement

### Requisitions and Receipts

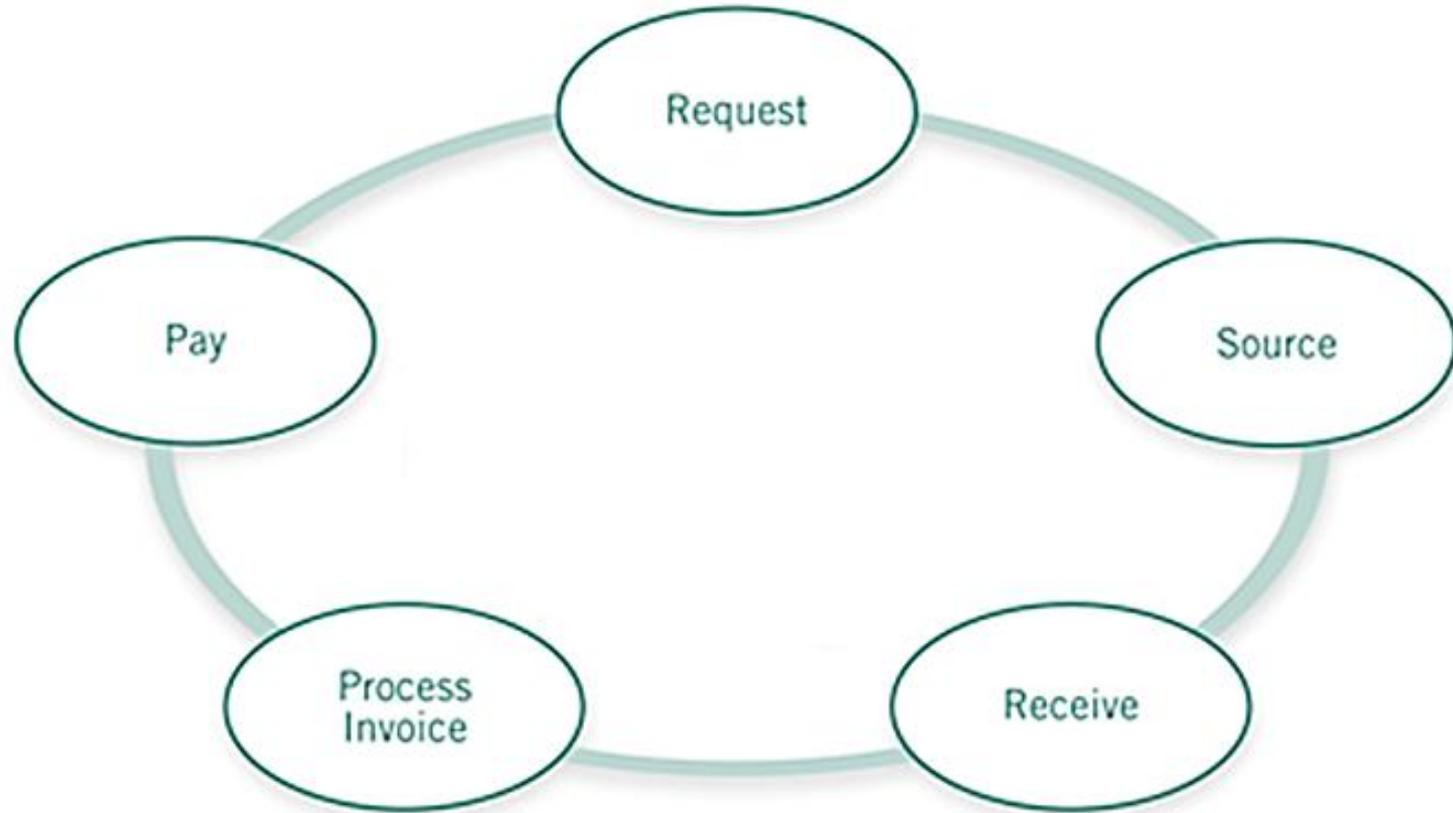
#### FIN-PR001



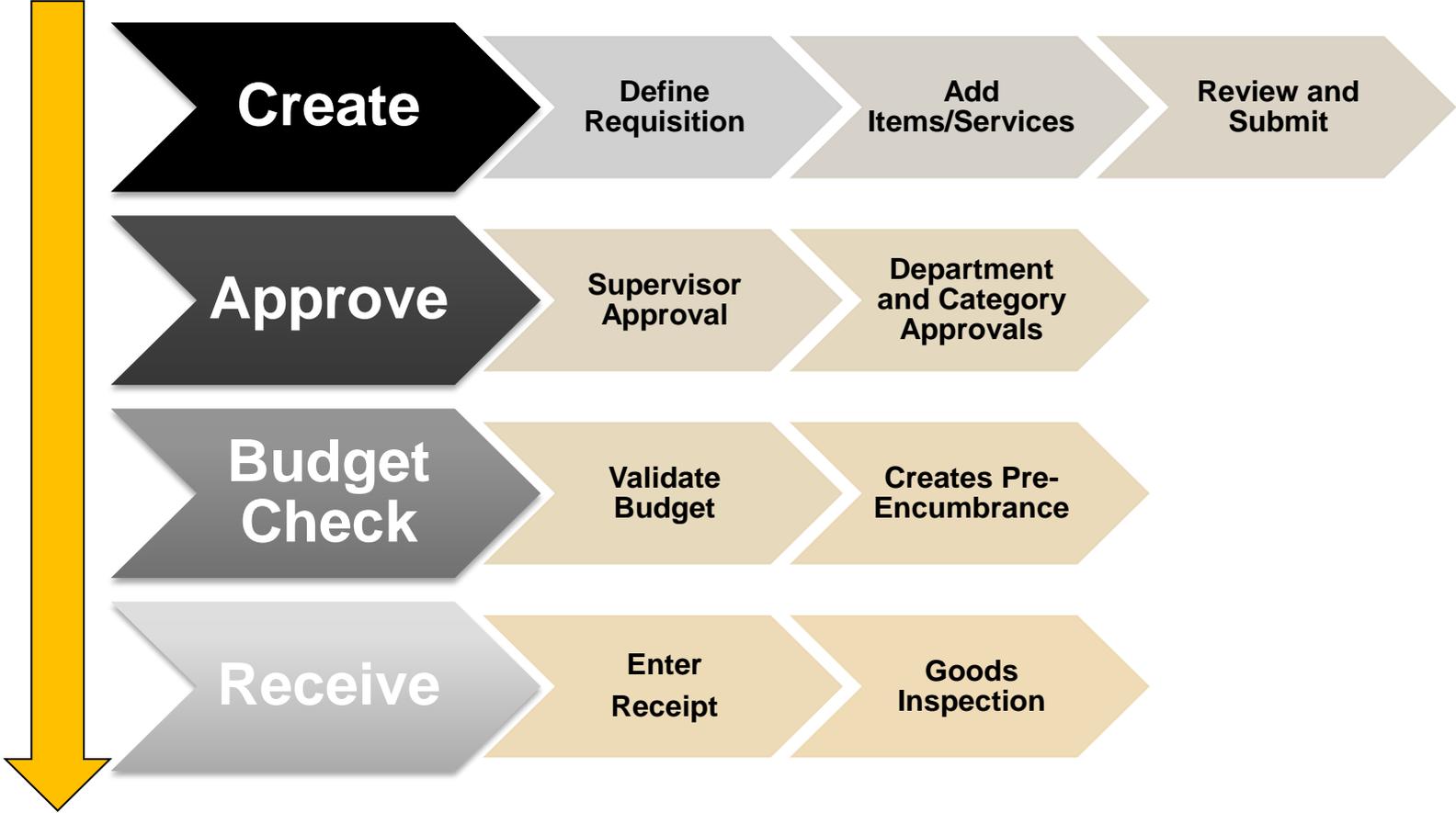
# Course Overview

- ❖ **Procurement Overview**
- ❖ **Requisition Overview**
- ❖ **Requisition Processing**
  - ❖ **Policy**
  - ❖ **Create**
  - ❖ **Manage**
  - ❖ **Approval**
  - ❖ **Budget Check**
- ❖ **Receiving Receipts**
  - ❖ **Inspection**

# Procurement Overview



# Requisitions to Receipt



# Requisitions

Enables users to:

- ❖ Request purchase of goods and services
- ❖ Create a pre-encumbrance against available budget

# Create Requisitions



As simple as 1, 2, 3:

- ❖ Define Requisition
- ❖ Add Items and Services
- ❖ Review and Submit

# 1. Define Requisitions

## Create Requisition

**1. Define Requisition** **2. Add Items and Services** **3. Review and Submit**

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**  Queens College - CUNY

**Requester:**  QNSRPR Requester **\*Currency:**

**Requisition Name:**  **Priority:**

▶ Line Defaults

- ❖ Business Unit, Requester, and Currency populate per user profile
- ❖ Requisition Name, Priority and Line Defaults are optional and not required to enter a requisition

# 1. Define Requisitions

## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**  Queens College - CUNY

**Requester:**  QNSRPR Requester    \*Currency:

**Requisition Name:**     **Priority:**

▶ Line Defaults

Requisition Name is recommended

- ❖ Up to 30 alphanumeric characters
- ❖ Helps to identify requisition
- ❖ If a name is not entered, then the requisition ID assigned when the req is saved displays

# Define Requisitions: Line Defaults (1 of 2)

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 2000009075 Vendor Location: MAINEPAY  
Buyer: Category: 4321000000 Unit of Measure: EA

Shipping Defaults

Ship To: IB-B104 [Modify Shipping Address](#)  
Due Date: Attention:

Accounting Defaults

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information
Location		GL Unit		Account
L1-102		QNS01		

- ❖ Entering vendor or category code here defaults to every line on the requisition
- ❖ Vendor: Highly recommended to select one vendor for all lines on requisition
- ❖ Category: Not recommended to define default category
- ❖ Location Code: Internal location for delivery i.e., office number, lab name

# Define Requisitions: Line Defaults (2 of 2)

**Line Defaults**

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:   Vendor Location:

Buyer:   Category:   **Unit of Measure: EA**

**Shipping Defaults**

Ship To:   [Modify Shipping Address](#)

Due Date:   Attention:

**Accounting Defaults** Customize | Find |  |  |  | First 1 of 1 Last

Chartfields1 | Chartfields2 | Chartfields3 | Details | **Asset Information**

Location	GL Unit	Account	
<input type="text"/> <input type="button" value="🔍"/>	COSEN <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="button" value="⊖"/>

- ❖ Unit of Measure: Define UOM.
- ❖ Certain units of measure do not have a standard conversion
  - ❖ e.g. box could contain a variable number of items, depending on the item ordered
- ❖ Select the smallest unit of measure if there is any ambiguity
- ❖ Recommended to use EA (Each) UOM

## 2. Add Items and Services

**Create Requisition**

1. Define Requisition      2. Add Items and Services      3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web **Special Request**

**Select a Request Type**

<a href="#">Special Item</a>	Request an item that is not listed in the Catalog.
<a href="#">Fixed Cost Service</a>	Request a one-time service for a flat fee.
<a href="#">Variable Cost Service</a>	Request a service for which the fee is based on the time worked.
<a href="#">Time and Materials</a>	Request a service for which the fee is based on the time worked and materials used.

- ❖ CUNY uses the [Special Item](#) link to add physical goods and services to requisitions
- ❖ Services are tasks performed by outside agents
- ❖ e.g. repair services, advertising and design services, document shredding

# Special Item

**Special Item**

\*Item Description: SERVERS

\*Price: 2000      \*Currency: USD

\*Quantity: 10      \*Unit of Measure: EA

\*Category: 4321000000      Due Date:

Vendor ID: 2000009075      DELL MARKETING LP      [Suggest New Vendor](#)

Vendor Item ID:

Mfg ID:

Mfg Item ID:

**Additional Information**

ANY COMMENT HERE WILL APPEAR ON SELECTED ITEMS THAT ARE CHECKED BELOW.

Send to Vendor       Show at Receipt       Show at Voucher

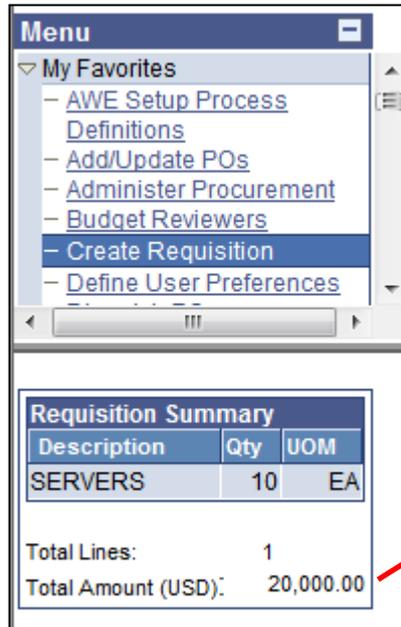
          

**Request New Item**

Request New Item

- ❖ Enter all required fields (with an asterisk)
- ❖ Always enter a FULL description up to 254 alphanumeric characters of the requested good or service

# Requisition Summary

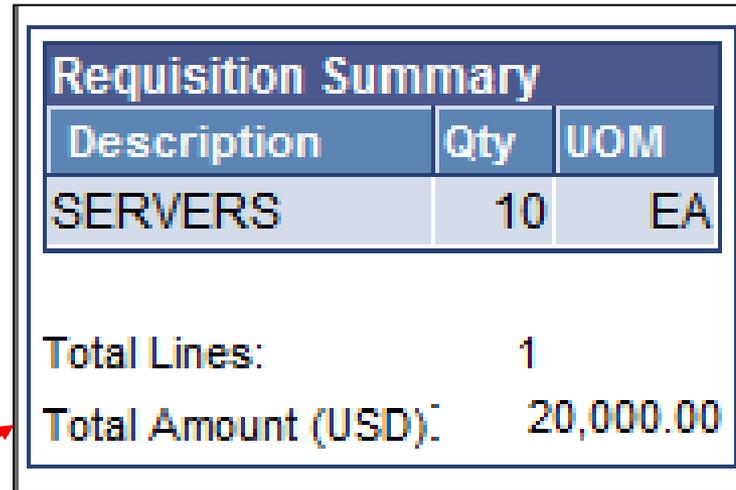


The screenshot shows a software interface with a menu on the left and a requisition summary sidebar below it. The menu is titled "Menu" and contains a "My Favorites" section with the following items: "AWE Setup Process Definitions", "Add/Update POs", "Administer Procurement", "Budget Reviewers", "Create Requisition" (highlighted), and "Define User Preferences". The sidebar is titled "Requisition Summary" and contains a table with the following data:

Description	Qty	UOM
SERVERS	10	EA

Below the table, the sidebar displays the following summary information:

Total Lines: 1  
Total Amount (USD): 20,000.00



This image provides a detailed view of the requisition summary sidebar. It features a table with the following data:

Description	Qty	UOM
SERVERS	10	EA

Below the table, the sidebar displays the following summary information:

Total Lines: 1  
Total Amount (USD): 20,000.00

- ❖ Like a shopping cart
- ❖ Appears as a sidebar below the main menu on the left

# 3. Review and Submit

**Create Requisition**

[1. Define Requisition](#) [2. Add Items and Services](#) **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** QNSPR Queens College - CUNY  
**Requester:** QNSPR\_REQUESTER QNSRPR Requester **\*Currency:** USD  
**Requisition Name:** IT-SERVERS **Priority:** Medium

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	SERVERS	DELL MARKETING LP	10.0000	Each	2,000.00000	20,000.00
<b>Total Amount:</b>						20,000.00 USD

Select All / Deselect All

Add to Favorites  Add to Template(s)  Modify Line / Shipping / Accounting  Delete

**Justification/Comments**

Send to Vendor  Show at Receipt  Show at Voucher

Check Budget

[Find more items](#)

- ❖ Prepare requisition for submission
- ❖ Click icon to attach support documents

# Schedule and Distribution Details

- ❖ Schedule information includes item cost and shipping
- ❖ State Financial Systems (SFS) requires one Schedule for each line
- ❖ Highly recommended to add shipping line
  
- ❖ Distribution includes line Chartfield information where goods or services will be charged
- ❖ Rule of 1/1/1 (recommended)
  - ❖ One distribution per line and schedule combination

# Schedule and Distribution Locations

- ❖ Schedule Ship To Location
  - ❖ Places where you receive goods from vendors
    - ❖ Typically Central Receiving
  - ❖ Associate specific vendor locations with each ship to location
    - ❖ Enables order from closest or preferred vendor location
- ❖ Distribution Location
  - ❖ Internal delivery location
    - ❖ i.e., office number, lab name
  - ❖ Value comes from requester setup definition

# Schedule and Distribution Locations

**Business Unit:** QNSPR Queens College - CUNY

**Requester:** QNSPR\_REQUESTER QNSRPR Requester **\*Currency:** USD

**Requisition Name:** 0000000054 **Priority:** Medium

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	<a href="#">SERVERS</a>		20.0000	Each	2,000.00000	40,000.00

Consolidate with other Reqs  Override Suggested Vendor

**Shipping Line: 1** Due Date:  **Quantity:** 20.0000

**Status:** Active **\*Ship To:** IB-B104 [Modify Shipping Address](#)

**Attention:** QNSRPR Requester

**\*Distribute by:** Qty **SpeedChart:**

**Accounting Lines** Customize | Find | View All | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information					
Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account	
1	Open		L1-102	20.0000	100.0000	40,000.00	QNS01	53905	

- ❖ Ship to is at the schedule level
- ❖ Location is at the distribution level

# Add Shipping Line

## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:**  Queens College - CUNY

**Requester:**  QNSRPR Requester    **\*Currency:**

**Requisition Name:**     **Priority:**

### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	<a href="#">SERVERS</a>		<input type="text" value="10.0000"/>	Each	2,000.00000	20,000.00
2	<a href="#">SHIPPING</a>		<input type="text" value="1.0000"/>	Each	200.00000	200.00

[Select All / Deselect All](#)

**Total Amount:** 20,200.00 USD

- ❖ Select line details icon for Shipping line
- ❖ Shipping charges are always Amount Only
  - ❖ Enter 10% estimate **or**
  - ❖ Enter shipping amount on quote **or**
  - ❖ Enter 'There is no shipping charge' in additional information

# Add Shipping Line

Create Requisition

---

## Line Details

Line: 2 SHIPPING Line Status: Pending

▼ Item Details

Amount:	200.00	USD	
Category:	7810000000	Mail & cargo transport	<a href="#">View Hierarchy</a>
Buyer:	<input type="text"/>	<input type="text"/>	<a href="#">Buyer Information</a>
Vendor:	<input type="text"/>	<input type="text"/>	<a href="#">Suggest New Vendor</a>
Vendor Location:	<input type="text"/>	<input type="text"/>	
Vendor's Catalog:	<input type="text"/>	<input type="text"/>	
Vendor Item ID:	<input type="text"/>	<input type="text"/>	
Manufacturer ID:	<input type="text"/>	<input type="text"/>	
Manufacturer's Item ID:	<input type="text"/>	<input type="text"/>	UPN ID: <input type="text"/>
Physical Nature	Services ▼		
Where Service Performed	Buyer's ▼		
<input type="checkbox"/> RFQ Required	<input type="checkbox"/> Zero Price Indicator	<input checked="" type="checkbox"/> Amount Only	
<input type="checkbox"/> Device Tracking	<input type="checkbox"/> Stockless Item	<input type="checkbox"/> Inspection Required	

- ❖ Always select Amount Only checkbox
- ❖ Do not select Inspection Required checkbox

# Add Shipping Line

## Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes

No

- ❖ Confirm quantity set to 1
- ❖ Amount can be edited

## Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	<a href="#">SERVERS</a>		10.0000	Each	2,000.00000	20,000.00
2	<a href="#">SHIPPING</a>		1.0000	Each	200.00000	200.00
<a href="#">Select All / Deselect All</a>					<b>Total Amount:</b>	20,200.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

# Chartfields - Accounting Details

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	<a href="#">SERVERS</a>	DELL MARKETING LP	10.0000	Each	2,000.00000	20,000.00

Consolidate with other Reqs     Override Suggested Vendor

Shipping Line: 1    Due Date:     Quantity: 10.0000

Status: Active    \*Ship To: IB-B104    [Modify Shipping Address](#)

Attention: QNSRPR Requester

\*Distribute by: Qty    SpeedChart:

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account
1	Open		L1-102	10.0000	100.0000	20,000.00	QNS01	53905

Accounting Lines

Oper Unit	Fund	Dept	Program	MP	Sp Init
9999	10	80040	99999	400	9999

Accounting Lines

PC Bus Unit	Project	Activity	Fnd Src	Proj Act	ChartField 3
			999999		

- ❖ Chartfields - Department, Operating Unit, Fund, Program, Major Purpose, Special Initiative and Funding Source

# Modify Chartfields

## Create Requisition

1. Define Requisition      2. Add Items and Services      3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:**  Queens College - CUNY  
**Requester:**  QNSRPR Requester      **\*Currency:**   
**Requisition Name:**       **Priority:**

### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	<a href="#">SERVERS</a>		<input type="text" value="10.0000"/>	Each	2,000.00000	20,000.00
<input checked="" type="checkbox"/> 2	<a href="#">SHIPPING</a>		<input type="text" value="1.0000"/>	Each	200.00000	200.00
<input checked="" type="checkbox"/> <a href="#">Select All / Deselect All</a>						<b>Total Amount:</b> 20,200.00 USD
<input type="button" value="Add to Favorites"/> <input type="button" value="Add to Template(s)"/> <input checked="" type="button" value="Modify Line / Shipping / Accounting"/> <input type="button" value="Delete"/>						

- ❖ Modify Accounting
- ❖ Reduce the time
- ❖ Ensure values are accurate
- ❖ Select expand section triangle of line

# Modify Chartfields

Create Requisition

---

## Modify Line / Shipping / Accounting

**Line Information**

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID:   Vendor Location:  

Buyer:   Category:  

**Shipping Information**

Ship To:   [Modify Shipping Address](#)

Due Date:   Attention:

**Accounting Information** Customize | Find |  First  1 of 1  Last

	Chartfields1	Chartfields2	Chartfields3	Details	Asset Information		
	Oper Unit	Fund	Dept	Program	MP	Sp Init	
1	<input type="text"/> 	<input type="text"/> 	<input type="text" value="80042"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="button" value="+"/> <input type="button" value="-"/>

[Load Values From Defaults](#)

- ❖ On the Chartfields 2 tab, verify the Dept
- ❖ To edit, enter or look up and select Apply button

# Modify Chartfields

**Distribution Change Options**

For the selected requisition lines, apply distribution changes to

**All Distribution Lines**  
Apply changes to all existing distribution lines.

**Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.

**Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

- ❖ Indicate the Distribution Lines to which the changes are to be applied
- ❖ Click OK

# Amount Only Requisitions

**Create Requisition**

---

## Line Details

Line: 1      [SERVERS](#)      Line Status: Open

**Item Details**

**Amount:** 20,000.00      USD

**Category:** 4321000000 Computer equip & accsrs      [View Hierarchy](#)

**Buyer:**  [Buyer Information](#)

**Vendor:**  [Suggest New Vendor](#)

**Vendor Location:**

**Vendor's Catalog:**

**Vendor Item ID:**

**Manufacturer ID:**

**Manufacturer's Item ID:**       **UPN ID:**

**Physical Nature**

RFQ Required       Zero Price Indicator       **Amount Only**

Device Tracking       Stockless Item       Inspection Required

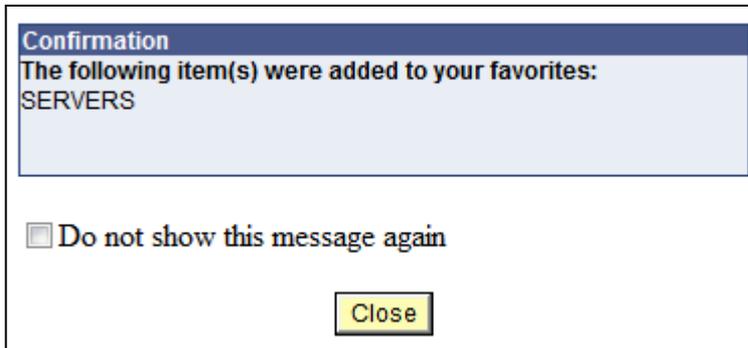
❖ Click checkbox to define requisition as amount only

# Amount Only Orders

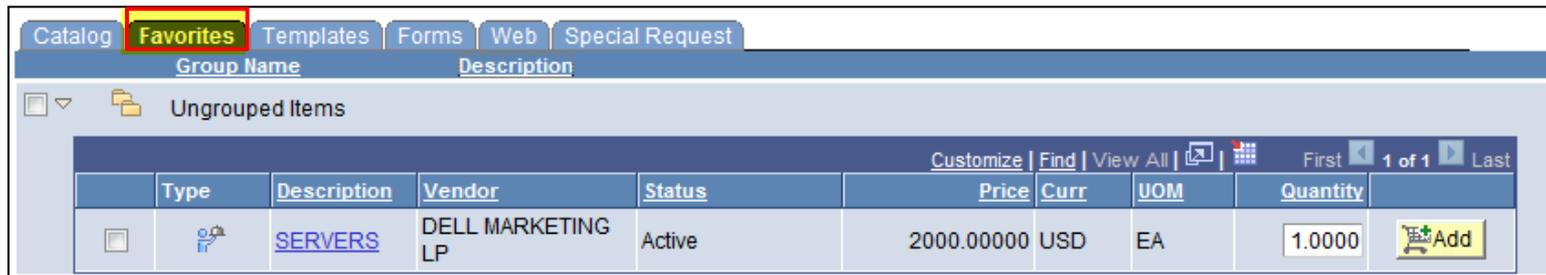
- ❖ Check **Amount Only** checkbox
- ❖ In place for a single fiscal year
- ❖ Use if unable to predict the specific goods or services or the associated quantities
- ❖ Adhere to the CUNY procurement guidelines
- ❖ Do not use to avoid standard purchasing policies and procedures when goods/services and quantities are known

# Favorites

- ❖ A list of frequently ordered items
- ❖ To add a favorite item or a group of items to a requisition:
  - ❖ Select check box to left of item or item group
  - ❖ Click Add button



- ❖ Item confirmed as favorite
- ❖ Item on Favorites tab



A screenshot of a software interface showing the "Favorites" tab selected in a navigation menu. The main area displays a table of items under the heading "Ungrouped Items". The table has columns for Type, Description, Vendor, Status, Price, Curr, UOM, and Quantity. A single row is visible for "SERVERS" with a price of 2000.00000, currency of USD, and a quantity of 1.0000. An "Add" button is located to the right of the quantity field.

Type	Description	Vendor	Status	Price	Curr	UOM	Quantity	
<input type="checkbox"/>	<a href="#">SERVERS</a>	DELL MARKETING LP	Active	2000.00000	USD	EA	1.0000	

# Item Templates



The screenshot shows a software interface with a navigation bar at the top containing 'Catalog', 'Favorites', 'Templates' (highlighted in red), 'Forms', 'Web', and 'Special Request'. Below the navigation bar is a table with a header row containing 'Description' and 'Quantity'. A dropdown menu is open under 'Description', showing a list of items. The first item is 'Servers', which is highlighted in yellow. To the right of 'Servers' is a quantity field containing '1.0000' and an 'Add' button. Below the dropdown is a 'Template Items' table with columns: 'Description', 'Vendor', 'Status', 'Price', 'Curr', 'Quantity', and 'UOM'. The table contains one row with the following data: '1', 'SERVERS', 'DELL MARKETING LP', 'Active', '2000.00000', 'USD', '1.0000', and 'Each'. The table also has a 'Customize' button and a 'Find | View All' link. The table is currently displaying '1 of 1' items.

Description		Quantity								
Servers		1.0000 								
Template Items							Customize   Find   View All	First	1 of 1	Last
	Description	Vendor	Status	Price	Curr	Quantity	UOM			
1	SERVERS	DELL MARKETING LP	Active	2000.00000	USD	1.0000	Each			

- ❖ Reduce time needed to enter requisitions
- ❖ Consist of sets of items that requesters frequently order together
- ❖ Add a set of items to the requisition at once

# 3. Review and Submit (Upper)

**Confirmation**

---

<b>Requested For:</b>	QNSRPR Requester	<b>Number of Lines:</b>	1
<b>Requisition Name:</b>	IT-SERVERS	<b>Total Amount:</b>	20,000.00 USD
<b>Requisition ID:</b>	0000000060		
<b>Business Unit:</b>	QNSPR		
<b>Priority:</b>	Medium		
<b>Budget Status:</b>	Not Checked		

**Supervisor Approval**

IT-SERVERS: Pending [+ Start New Path](#)

Supervisor Approval

**Pending**

 [QNSPR Supervisor](#)   
Supervisor by UserID

- ❖ Once submitted the Confirmation page displays
- ❖ Requisition ID displays
- ❖ Approval displays as pending

# 3. Review and Submit (Lower)

**Dept/Category Approvals**

Line 1: Initiated  
SERVERS

View/Hide Comments  
Start New Path

**Department Approval**

Not Routed

Multiple Approvers  
Department Manager Approval 1

Not Routed

Multiple Approvers  
Department Manager Approval 2

**Category Approver - IT**

Not Routed

IT Approver  
Requisition IT Cat Approver

Comment History

Submit Edit Requisition Apply Approval Changes Check Budget

View printable version Manage Requisitions Create New Requisition

❖ Add an Ad Hoc Approver

# 3. Review and Submit (Lower)

**Dept/Category Approvals**

Line 1: Initiated  
SERVERS

View/Hide Comments  
Start New Path

**Department Approval**

Not Routed  
Multiple Approvers  
Department Manager Approval 1

Not Routed  
Multiple Approvers  
Department Manager Approval 2

**Category Approver - IT**

Not Routed  
IT Approver  
Requisition IT Cat Approver

Comment History

Submit Edit Requisition Apply Approval Changes Check Budget

View printable version Manage Requisitions Create New Requisition

- ❖ Add an Ad Hoc Approver
- ❖ Edit Requisition:
  - ❖ Access edit page to modify requisition and resubmit

# UPK Scenario

Go to the UPK topic to practice

❖ ***FIN-PR-101: Create Requisition***

# Manage Requisitions

## Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

**Business Unit:**   **Requisition Name:**

**Requisition ID:**   **Request Status:**  **Budget Status:**

**Date From:**   **Date To:**

**Requester:**   **Entered By:**   **PO ID:**

## Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
<input type="button" value="▶"/> <a href="#">000000060</a>	IT-SERVERS	QNSPR	04/09/2013	Pending	Not Chk'd	20,000.00USD	<Select Action.. > <input type="button" value="Go"/>
<input type="button" value="▶"/> <a href="#">000000059</a>	000000059	QNSPR	04/09/2013	Open	Not Chk'd	5,000.00USD	<Select Action...> Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals

- ❖ Enter ID or Name and click Search
- ❖ Able to view, edit, approve, or cancel requisitions

# Budget Check

## Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

**Business Unit:** QNSPR   **Requisition Name:**

**Requisition ID:**   **Request Status:** All but Complete ▼ **Budget Status:**  ▼

**Date From:** 04/02/2013   **Date To:** 04/09/2013

**Requester:** QNSPR\_REQUESTI   **Entered By:**   **PO ID:**

## Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
<input type="button" value="▶"/> <a href="#">000000060</a>	IT-SERVERS	QNSPR	04/09/2013	Pending	Not Chk'd	20,000.00USD	<Select Action.. ▼ Go
<input type="button" value="▶"/> <a href="#">000000059</a>	000000059	QNSPR	04/09/2013	Open	Not Chk'd	5,000.00USD	<Select Action...> Cancel Requisition <b>Check Budget</b> Copy Requisition Edit Requisition View Approvals

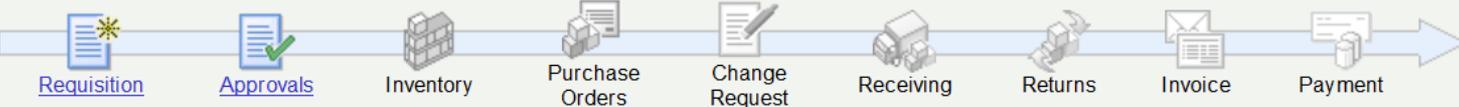
- ❖ When a Requisition is not approved, then the requester cannot budget-check
- ❖ After approval, Final approver can budget-check
- ❖ Batch process will also run budget check

# Requisition Lifespan

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
 000000060	IT-SERVERS	QNSPR	04/09/2013	Pending	Not Chk'd	20,000.00USD	<Select Action.. > Go

**Requester:** QNSRPR Requester    **Entered By:** QNSRPR Requester    **Priority:** Medium

**Request Lifespan:**



**Line Information**

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	<a href="#">SERVERS</a>	Pending Approval	2,000.00000	USD	10.0000	EA	DELL MARKETING LP

- ❖ Click disclosure triangle to view lifespan and line items on a requisition
- ❖ Overview of requisition progress
  - ❖ Current place in lifespan of a requisition
  - ❖ As a step is completed, then the link become active
  - ❖ Select active [Requisition](#) link to view more details

# Requisition Lifespan

## Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

**Business Unit:** QNSPR   **Requisition Name:**

**Requisition ID:** 0000000061   **Request Status:** All but Complete  **Budget Status:**

**Date From:** 04/02/2013   **Date To:** 04/09/2013

**Requester:** QNSPR\_REQUESTI   **Entered By:**   **PO ID:**

---

## Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
<input type="button" value="v"/> <a href="#">0000000061</a>	IT-SERVERS	QNSPR	04/09/2013	PO(s) Created	Valid	20,000.00USD	<Select Action.. <input type="button" value="Go"/>

**Requester:** QNSRPR Requester **Entered By:** QNSRPR Requester **Priority:** Medium

**Request Lifespan:**

```
graph LR; Requisition --> Approvals --> Inventory --> PurchaseOrders --> ChangeRequest --> Receiving --> Returns --> Invoice --> Payment;
```

The flowchart illustrates the Request Lifespan process. It starts with 'Requisition' (document icon with star), followed by 'Approvals' (document with checkmark), 'Inventory' (warehouse icon), 'Purchase Orders' (document with star and boxes), 'Change Request' (document with pencil), 'Receiving' (truck icon), 'Returns' (truck with return icon), 'Invoice' (envelope icon), and 'Payment' (document with dollar sign). The 'Purchase Orders' link is highlighted in blue.

- ❖ Once the PO is created by Procurement Services, the [Purchase Orders](#) link is active

# Cancel Requisition

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
000000060	IT-SERVERS	QNSPR	04/09/2013	Approved	Valid	20,000.00USD	Cancel Requist ▾ Go

**Requester:** QNSRPR Requester    **Entered By:** QNSRPR Requester    **Priority:** Medium

**Request Lifespan:**

**Line Information**

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor	
1	<a href="#">SERVERS</a>	Approved	2,000.00000	USD	10.0000	EA	DELL MARKETING LP	✘

- ❖ Requisition is approved and budget checked
- ❖ Line(s) are not fully or partially sourced to a PO
- ❖ Select Action of Cancel Requisition and click the Go button

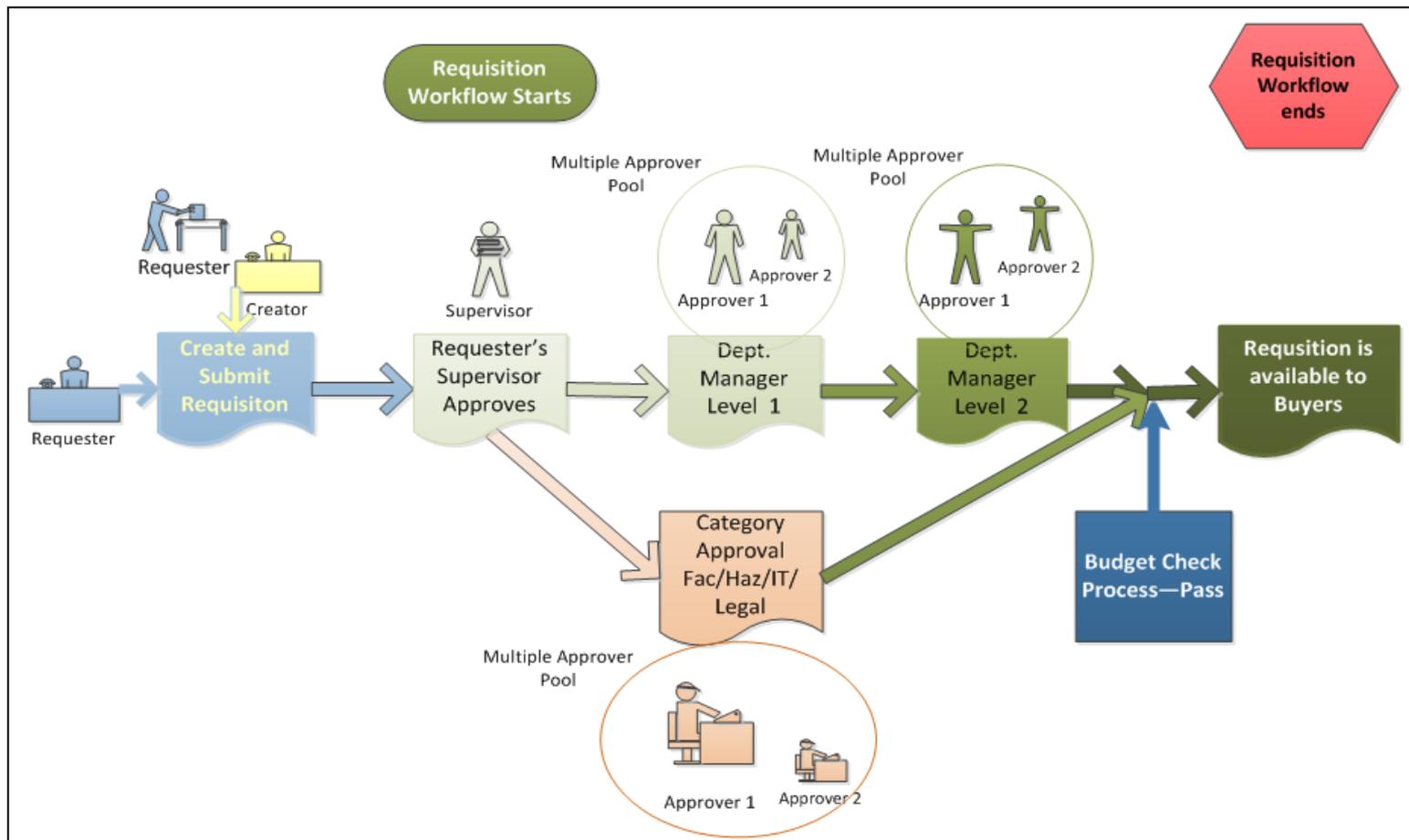


# UPK Scenario

Go to the UPK topic to practice

❖ ***FIN-PR-101: Manage Requisition***

# Requisitions Approval Workflow



# Requisitions Approval Policies

- ❖ ***Self-approvals*** of requisitions are ***not permitted***
  - ❖ There are some exceptions
- ❖ Requisitions are routed to appropriate supervisor, department, and category before purchasing departments begin to obtain the requested goods and services
- ❖ Specific approvers are required for:
  - ❖ IT (information technology)
  - ❖ Facilities/Furniture
  - ❖ Hazardous Materials
  - ❖ Outside Legal Services
- ❖ When a requisition is created on behalf of another person (requester), then the approver is the requester's supervisor (not the creator's supervisor)

# Worklist

Home | **Worklist** | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Worklist for QNSPR\_SUPERVISOR: QNSPR Supervisor

[Detail View](#) | Work List Filters:  |  Feed

Worklist [Customize](#)

From	Date From	Work Item	Worked By Activity	Priority	Link
QNSRPR Requester	04/09/2013	Approval Routing	Approval Workflow	2-Medium <input type="text"/>	<a href="#">Requisition, 91153, BUSINESS_UNIT:QNSPR REQ_ID:0000000060</a>

- ❖ Approver gets email with link to requisition in Worklist
- ❖ Click Requisition ID **link** to continue process

# Supervisor Approval

## Requisition Approval

**Req Name:** IT-SERVERS

**Total:** 20,000.00 USD

**Requester:** [QNSRPR Requester](#)

**Entered on:** 04/09/2013

**Status:** Pending

**Business Unit:** QNSPR

**Requisition ID:** 0000000060

**Priority:** Medium

**Requester's Justification:**

*No justification entered by requester.*

### Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input type="checkbox"/>	1	<a href="#">SERVERS</a>	DELL MARKE-001	10.0000	EA	2,000.00000	USD

[Select All / Deselect All](#)

[View Line Details](#)

### Review/Edit Approvers

Enter Approver Comments

[Approve](#)  [Deny](#)

[Return to Worklist](#)

- ❖ Select Approve to move the workflow onto the next approver(s)
- ❖ Select Deny and enter a comment to send the requisition back to the requester

# Requisitions Approval Workflow

The screenshot displays a requisitions approval workflow interface. At the top, a section titled "IT-SERVERS:Awaiting Further Approvals" shows a "Supervisor Approval" that is "Approved" by a "QNSPR Supervisor" on 4/9/2013 at 2:52 PM. Below this is a "Dept/Category Approvals" section for "Line 1:Awaiting Further Approvals" under the "SERVERS" category. This section shows a "Department Approval" that is "Auto Approved" by a "QNSRPR Requester" on 4/9/2013 at 2:52 PM, and a "Skipped" approval by the same requester. A "Pending" approval by "Multiple Approvers" is also shown, with an arrow indicating it is the next step in the workflow. Below the department approval is a "Category Approver - IT" section showing a "Pending" approval by an "IT Approver" on 4/9/2013 at 2:52 PM. The interface includes links for "View/Hide Comments" and "Comment History".

- ❖ Approval workflows are triggered when requesters originate a transaction, such as a requisition, and a set of approvers carry out tasks related to the transaction (approval, denial or pushback)

# Department Level 1 and 2 Approval

**Requisition Approval**

**Req Name:** IT-SERVERS  
**Total:** 20,000.00 USD  
**Requester:** [QNSRPR Requester](#)  
**Entered on:** 04/09/2013  
**Status:** Pending

**Business Unit:** QNSPR  
**Requisition ID:** 0000000060  
**Priority:** Medium

**Requester's Justification:**  
*No justification entered by requester.*

**Line Information**

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	<a href="#">SERVERS</a>	DELL MARKE-001	10.0000	EA	2,000.00000	USD

[Select All / Deselect All](#)

- ❖ Select Approve to move the workflow onto the next approver(s)
- ❖ Select Deny and enter comment to send the requisition back to the requester
- ❖ Select Pushback (Department Level 2 pushed back to Department Level 1) and enter comment to send the requisition back to the previous approver

# Fully Approved Requisition

Review/Edit Approvers

## Supervisor Approval

IT-SERVERS:Completed [View/Hide Comments](#)

Supervisor Approval

**Approved**

✓ [QNSPR Supervisor](#)  
Supervisor by UserID  
4/9/2013 - 2:52 PM

Comment History

## Dept/Category Approvals

Line 1:Approved [View/Hide Comments](#)  
SERVERS

Department Approval

**Auto Approved**

✓ [QNSPR Supervisor](#)  
Department Manager Approval 1  
4/9/2013 - 2:52 PM

**Skipped**

 [QNSRPR Requester](#)  
Department Manager Approval 1  
4/9/2013 - 2:52 PM

**Approved**

✓ [Department Level 2 Approver](#)  
Department Manager Approval 2  
4/9/2013 - 3:00 PM

Category Approver - IT

**Approved**

✓ [IT Approver](#)  
Requisition IT Cat Approver



- ❖ Once fully approved, a requisition is budget checked and sourced to a PO.

# UPK Scenario

Go to the UPK topic to practice

❖ ***FIN-PR-101: Approve Requisition***

# Budget Check Terms

- ❖ Posted budget amount
  - pre-encumbrances
  - encumbrances
  - expenditures

---
- = **Remaining Spending Authority (RSA)**
- ❖ **Pre-encumbrance:**
  - ❖ Expected expenditure amount
  - ❖ No legal obligation to spend
  - ❖ Requisition is typical pre-encumbrance transaction
- ❖ **Encumbrance:**
  - ❖ Legal obligation for future expense
  - ❖ PO is typical encumbrance transaction

# Budget Check Requisition

## Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

**Business Unit:**   **Requisition Name:**

**Requisition ID:**   **Request Status:**  **Budget Status:**

**Date From:**   **Date To:**  

**Requester:**   **Entered By:**   **PO ID:**  

## Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: 

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
 <a href="#">0000000083</a>	0000000083	QNSPR	05/06/2013	Approved	Not Chk'd	25,000.00USD	<input type="text" value="Check Budget"/>  <input type="button" value="Go"/>
 <a href="#">0000000065</a>	0000000065	QNSPR	04/10/2013	Approved	Not Chk'd	4,000.00USD	<input type="text" value="Check Budget"/>  <input type="button" value="Go"/>
 <a href="#">0000000063</a>	0000000063	QNSPR	04/10/2013	Approved	Not Chk'd	5,000.00USD	<input type="text" value="Check Budget"/>  <input type="button" value="Go"/>

- ❖ Validates budget using Commitment Control
- ❖ Creates pre-encumbrance entries
- ❖ Non-valid result requires Budget Liaison

# UPK Scenario

Go to the UPK topic to practice

❖ ***FIN-PR-101: Budget Check Requisition***

# Desktop Receiving

- ❖ Receipts are required for all goods and services
  - ❖ Submit promptly to ensure CUNY meets payment terms on invoices
- ❖ Receivers of services add attachment(s) to receipt
  - ❖ Signed work order or invoice
  - ❖ Scan support documentation (work order, timesheets, etc.) as required by either State Comptroller or CUNY contract to receive payment

# Receiving Policies

- ❖ **Incorrect items received**
  - ❖ Requester determines, along with purchasing, if acceptable to keep goods
- ❖ **Goods are defective or broken**
  - ❖ If box is damaged, reject box and return to vendor
  - ❖ Enter receipt to indicate quantity of items that are not defective - partial acceptance

# Enter Receipt – Amount Only

**Receiving**

Find an Existing Value    Add a New Value

Business Unit: QNSPR

Receipt Number: NEXT

PO Receipt

**Add**

- ❖ Select Add for a new receipt
- ❖ Search for PO
- ❖ Select checkbox of PO
- ❖ Click OK

Select Purchase Order

**Search Criteria**

PO Unit: QNSPR    Days +/- Today:

ID: 0000000079    Start Date:  BT

Line/Sched Num:  /     End Date:  BT

Release:     Vendor Name:  [Vendor Lookup](#)

Item ID:

Ship To:

Ship Via:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Retrieve Open PO Schedules

**Search**

**Receipt Qty Options**

No Order Qty     Ordered Qty     PO Remaining Qty

**Retrieved Rows**    Customize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	QNSPR	0000000079	1	1		04/09/2013	1.0000			<a href="#">SERVERS</a>

Select All     Clear All

**OK**    Cancel    Refresh

# Enter Receipt – Amount Only

**Maintain Receipts**

**Receiving**

Business Unit: QNSPR      **Receipt Status:** Open 

**Receipt ID:** NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

**Receipt Lines**      Customize | Find | View All |   First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Optional Input	Accept Qty	Status	Serial	Device Track	Device Track	
1		<a href="#">SERVERS</a>	6000.00000	1.0000		1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Device Track</a>	

Interface Receipt

 Save     Notify     Refresh       Add     Update/Display

- ❖ Enter Price shown on Invoice
- ❖ Click Save

**Maintain Receipts**

**Receiving**

Business Unit: QNSPR      **Receipt Status:** Received 

**Receipt ID:** 000000033      [Add Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

▶ Header

- ❖ Received status displays
- ❖ If Inspection is required, write down the Receipt ID

# Enter Receipt – Quantity Based

**Receiving**

Business Unit:

Receipt Number:

PO Receipt

- ❖ Select Add for a new receipt
- ❖ Search for PO
- ❖ Select checkbox of PO
- ❖ Click OK

PO Unit:

ID:

Line/Sched Num:  /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name:   [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows** Customize | Find | View All |  | First 1 of 1 Last

Selected Rows	Shipping Related	More Details								
<input type="button" value="Sel"/>	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	QNSPR	000000077	1	1		03/28/2013	10.0000			<a href="#">SERVERS</a>

[Select All](#)  [Clear All](#)

# Enter Receipt – Quantity Based

Maintain Receipts

## Receiving

Business Unit: QNSPR      **Receipt Status:** Open 

**Receipt ID:** NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

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

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		<a href="#">SERVERS</a>	2000.00000	<b>10.0000</b>	 EA <input type="text" value=""/>	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text" value=""/>	<a href="#">Device Track</a> 

Interface Receipt

**Save**    Notify    Refresh       Add    Update/Display

- ❖ Enter Quantity Received
- ❖ Click Save

Maintain Receipts

## Receiving

Business Unit: QNSPR      **Receipt Status:** Received 

**Receipt ID:** 0000000029      [Add Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

▶ Header

- ❖ Received status displays
- ❖ If Inspection is required, write down the Receipt ID

# Receipt – Packing Slip

**Maintain Receipts**

---

## Receipt Header Comments

**Business Unit:** QNSPR **Receipt Nbr:** 0000000029

**Receipt Status:** Received

**Retrieve Active Comments Only**

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

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

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

**Shown at Voucher**

---

**Associated Document**

Attachment
<input type="button" value="Attach"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

From -> RCV QNSPR-0000000029

❖ Attach copy of signed packing slip

# Receipt – Packing Slip

**Maintain Receipts**

---

## Receipt Header Comments

**Business Unit:** QNSPR **Receipt Nbr:** 0000000029

**Receipt Status:** Received

Retrieve Active Comments Only **Retrieve**

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

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

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

Shown at Voucher

---

**Associated Document**

<b>Attachment</b> Packing_Slip_Attachment.doc	<b>Attach</b>	<b>View</b>	<b>Delete</b>
---	---------------	-------------	---------------

From -> RCV QNSPR-0000000029

**OK** **Cancel** **Refresh**

- ❖ Enter the Packing Slip number in comments
- ❖ Packing slip is attached

# Receipt – Modify Receipt Date

**Maintain Receipts**

## Receiving

**Business Unit:** QNSPR      **Receipt Status:** Received ✘

**Receipt ID:** 000000029      [Edit Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

**Receipt Lines**      Customize | Find | View All |      First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	PO Unit	PO ID	Line	Schedule	PO Amount	Amount Only		Dist by	PO Type	
1		<a href="#">SERVERS</a>	QNSPR	000000077	1	1	20,000.00	N		Qty		

❖ Click Header Details link

# Receipt – Modify Receipt Date

Maintain Receipts	
<b>Header Details</b>	
<b>Business Unit:</b> QNSPR	<b>*Receipt Date:</b> 03/28/2013  <b>Receipt Time:</b> 1:19PM
<b>Receipt ID:</b> 0000000029	<b>User ID:</b> OT_EARENA
<b>Receive Source:</b> On-line	<b>Receipt Status:</b> Received
<b>Vendor:</b> 2000009075	<b>Name:</b> DELL MARKETING LP
<b>Location:</b> MAINEPAY	<b>*Ship To:</b> IB-B104
<b>Last Change Date:</b> 04/10/2013 10:58:43AM	<b>Last User to Modify:</b> OT_KHAFNE

- ❖ As needed, update Receipt Date
- ❖ As needed, update Receipt Time

# Receipt – Requester Information

**Maintain Receipts**

---

## Receiving

**Business Unit:** QNSPR      **Receipt Status:** Received ✖

**Receipt ID:** 0000000029      [Edit Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

**Receipt Lines**      Customize | Find | View All |      First ◀ 1 of 1 ▶ Last

Line	Item	Description	PO Unit	PO ID	Line	Schedule	PO Amount	Amount Only	Dist by	PO Type
1		<a href="#">SERVERS</a>	QNSPR	0000000077	1	1	20,000.00	N	Qty	

- ❖ Select Document Status to view related documents

# Receipt – Requester Information

**Receipt DOC Status**

## Document Status

**Business Unit:** QNSPR      **Receiver ID:** [000000029](#)      **Status:** Received  
**Document Date:** 03/28/2013      **Document Type:** Receipt      **Carrier ID:**  
**Currency:** USD      **Amount:** 20,000.00      **Short Vendor Name:** DELL MARKE-001  
**Bill of Lading:**      **Source:** On-line

**Associated Document** Customize | Find | View All | First 1-3 of 3 Last

**Documents** Related Info

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
QNSPR	REQ	<a href="#">000000035</a>	Approved	03/26/2013			
QNSPR	PO	<a href="#">000000077</a>	Dispatched	03/28/2013	2000009075	MAINEPAY	
QNSPR	Voucher	<a href="#">00000034</a>	Unposted	04/09/2013	2000009075	MAINEPAY	

❖ View related documents and their status

# Receipt – Requester Information

Requisitions

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

Details Status FEED

Unit	Requisition	Status	Requester	Req Date	Total Amt	
QNSPR	<a href="#">0000000035</a>	Approved		03/26/2013	20,000.00	USD

- ❖ Central Receiving staff find out where to deliver the goods through a Req Inquiry?

# Cancel Receipt

Maintain Receipts

## Receiving

Business Unit: QNSPR      Receipt Status: Received 

Receipt ID: 0000000029      [Add Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

► Header

[Select Purchase Order](#)

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

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track	
1		<a href="#">SERVERS</a>	2000.00000	10.0000	 EA 	10.0000	Received	4321000000	<input type="checkbox"/>	<input type="checkbox"/>	EA 	<a href="#">Device Track</a>	

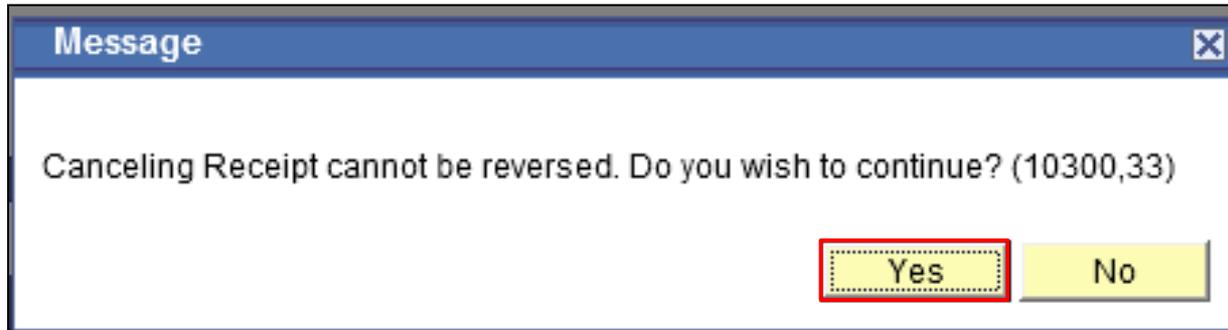
Interface Receipt

 Save    Return to Search    Notify    Refresh

 Add    Update/Display

- ❖ Click **X** to right of Receipt Status for all lines
- ❖ Click **X** at line level to cancel a line
- ❖ Canceling the transaction cannot be reversed

# Cancel Receipt



- ❖ Message appears asking you to confirm cancel
- ❖ Click Yes

# Inspection

- ❖ **Categories that require inspection:**
  - ❖ Information Technology
  - ❖ Facilities/Furniture
  - ❖ Hazardous Materials

# Inspection

## Select Receipt

### Search Criteria

PO Unit:

Receipt Unit:

QNSPR

ID:

Receipt ID:

0000000029

Line/Sched Num:

 / 

Release:

Vendor Name:



[Vendor Lookup](#)

Item ID:



Vendor Item ID:



Ship To:



Manufacturer ID:



Ship Via:



Manufacturer's Item ID:



Inspection Status:

Incomplete ▾

Search

OK

Cancel

- ❖ Enter Receipt Unit and Receipt ID
- ❖ Click Search

# Inspection

**Select Receipt**

**Search Criteria**

PO Unit:        Receipt Unit:

ID:       Receipt ID:

Line/Sched Num:  /

Release:       Vendor Name:   [Vendor Lookup](#)

Item ID:        Vendor Item ID:  

Ship To:        Manufacturer ID:  

Ship Via:        Manufacturer's Item ID:  

Inspection Status:  ▾

**Retrieved Rows** Customize | Find | View All |   First  Last

Selected Rows	Shipping Related	More Details					
Sel	PO Unit	PO ID	Line	Sched	Release	Item	Description
<input checked="" type="checkbox"/>	QNSPR	0000000077	1	1			<a href="#">SERVERS</a>

[Select All](#)    [Clear All](#)

❖ Select checkbox of PO

❖ Click OK

# Inspection

**Inspect Instructions**

Inspection Instructions Find | View All First 1 of 1 Last

Batch Seq:	<input type="text" value="1"/>	Inspect ID:	<input type="text" value="GOODS"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Run Time:	<input type="text" value="1.00"/>	Time Type:	<input type="text" value="Per Unit"/> ▼	
Total Std:	<input type="text" value="10.00"/>	Total Act:	<input type="text"/>	

**Instructions:**

1- Inspection Instructions for Goods:

- a. Open box
- b. Verify items are as ordered (Check PO for quantity and specifications)
- c. If applicable, verify items are in working order and undamaged
- d. If goods received do not meet the above criteria, please contact both the appropriate Accounts Payable and Purchasing staff members by clicking "Notify" at the bottom of the inspection page and describe the problem.

❖ Execute Inspection Instructions

# Inspection

Inspection

Ship To Location:  Business Unit:   

Receipt Lines Customize | Find | View All |  |  First  Last

[Receipt Lines](#) [More Line Data](#) 

<input checked="" type="checkbox"/>	Item	Description	Insp Qty	Recv UOM	Status	Recv Qty	Reject Qty	Return Qty	Sample%
<input checked="" type="checkbox"/>		<a href="#">SERVERS</a>	<input type="text" value="10.0000"/>	EA	Complete	10.0000			100.00

[Select Receipt](#) [Inspect Instructions](#) [Inspection Putaway Information](#) [Manual Bin to Bin Transfer](#)  
[View Detail](#) [RTV Setup](#) [Transfer to Quality](#)

- ❖ Enter quantity inspected
- ❖ Click Save

# UPK Scenario

Go to the UPK topic to practice

❖ ***FIN-PR-101: Desktop Receiving***

# Course Review

- ❖ **Procurement Overview**
- ❖ **Requisition Overview**
- ❖ **Requisition Processing**
  - ❖ **Policy**
  - ❖ **Create**
  - ❖ **Manage**
  - ❖ **Approval**
  - ❖ **Budget Check**
- ❖ **Receiving Receipts**
  - ❖ **Inspection**

# Commitment Policy

## Purchasing Goods and Services:

- ❖ Must have authority to make financial commitment
- ❖ Without authority, it is the responsibility of the individual who placed the order to pay for the goods and/or services

# Anatomy of a Requisition

- ❖ Header – Who's Requisition
  - ❖ Line – What's Needed
    - ❖ Schedule – When and where to send goods
      - ❖ Distribution – Where expensed