

IMPORTANT:

SAVE your work frequently. CLICK ONLY ONCE per command. USE TABS TO RETURN TO EARLIER SCREENS rather than the back arrow.

REQUISITION PROCESS

Step	Action
1.	Navigation: Main Menu > Transactions > Purchasing/Accounts Payable > Requisition Transactions
	Budget Construction Budget Construction Selection Financial Processing • Advance Deposit • Auxiliary Voucher • Budget Adjustment • Cash Receipt • Credit Card Receipt • Distribution of Income and Expense • General Error Correction • Indirect Cost Adjustment • Internal Billing • Pre-Encumbrance • Transfer of Funds Labor Distribution • Benefit Expense Transfer • Salary Expense Transfer • Salary Expense Transfer • Bulk Receiving • Contract Manager Assignment • Payment Request • Receiving • Securing • Requisition
	Vendor Credit Memo
2.	To initiate a Requisition , click the Requisition link. Requisition
3.	Before you begin, you can choose to click the collapse all button in the upper right hand corner.
	To close all tabs, click the collapse all button.

G uali	Provide Feedback
financial systems Main Menu Maintenance Administration	KFS 5.0.1-SR1-M39-SNAPSHOT 09/27/2013 03:32 AM (Oracle9i)
action list 🕼 doc search	Logged in User: sgibson Impersonating User: Idavis3
Backdoor Id Idavis3 is in use	Doc Nbr: 4375 Status: INITIATED
Requisition 🥐	Initiator: Idavis3 Created: 03:02 PM 10/18/2
	Requisition #: Not Available Requisition Doc Status: In Process
	expand all collapse all
	* required field

Step	Action	
4.	To open the Document Overview tab, click the show button.	
	Document Overview	▶ show
	Drocurement Address	h chow

Document Overview		[thide the the
Document Overview			
* Description:	Subaward - Con Fund For Env 07-4-5239990		
Organization Document Number:			Expla
Financial Document Detail			

Step	Action
5.	Enter a Description: Type "SUBAWARD – [<i>Subrecipient, Project Number</i>]". If the subrecipient's legal name is long, an abbreviation is fine.
6.	Organization Document. #: Leave blank
7.	To close the Document Overview tab, click the hide button.
8.	To open the Procurement Address tab, click the show button.

ncial systems a Main Menu Mainte	nance Administration		KPS-5.0.	.1-SR1-M34 08/05/2013 11:05 AM (Oracle9)
action list @doc search			Logged in User:	t aweimer
		Doc Nbr:	3467	Status: INITIATED
dmenuon (5)		Initiator:	aweimer	Created: 04:29 PM 08/07/20
		Requisition #:	Not Available	Requisition Doc Status: In Process
Document Overview Procurement Address	(+ show))
	Linterna	_	_	
Procurement Address			City Names	
Procurement Address Procurement Campus Code:	0		crey mannes	
Procurement Address Procurement Campus Code: Procurement Name:	8		States	
Procurement Address * Procurement Campus Code: Procurement Name: Address 1:	۲		State: Postal Code:	
Procurement Address * Procurement Campus Code: Procurement Name: Address 1: Address 2:	8		State: Postal Code: Country:	

Step	Action
9.	To find the Procurement Address for UMCES ORAA click the magnifying glass button to select the correct Procurement Campus Code.
	Procurement Address Procurement Address
	* Procurement Campus Code: 🕓 🗲
10.	To select the UMCES ORAA Procurement Campus Code click the Procurement Campus Code drop-down arrow button.
	Search Tip: Place an * before/after a word or phrase for which you are searching. Procurement Campus Code: Procurement Name: Procurement Line 1 Address:
11.	Select the SA – UMCES - Subawards option from the drop-down menu; it's the last on the list.

Step	Action
12.	To complete the search for the Procurement Address , click the search button.
13.	To select the Procurement Address and add it to the Requisition , click the return value link.

	One item ret	rieved.									
	Return Value	Procurement Campus Code	Procurement Name	Procurement Line 1 Address	Procurement Line 2 Address	Procurement City Name	Procurement State Code	Procurement Postal Code	Procurement Country Code	Procurement Phone Number	Active Indicator
	return value	SA	UMCES Subaward	UMCES Office of Research Admin and Adv	P. O. Box 775	Cambridge	MD	21613	us	(410) 221-2014	Yes

Step	Action
14.	To close the Procurement Address tab, click the hide button.
15.	To open the Delivery tab, click the show button. I show

lvery	(+ hide			
nal Delivery				
* Delivery Campus:	07 - Center for Environmental Science 🕓	* Delivery To:	Richmond, Angela	0
Building:	building not found set as default building	Phone Number:	410-221-2015	
* Address 1:		Email:	arichmond@umces.edu	
Address 2:		Organization Name:	UMCES-Center Administration	
• Room:		Date Required:		
* City:		Date Required Reason:		
State:				
Postal Code:		Delivery Instructions:		
* Country:				

Step	Action							
16.	The information that pre-populates here is incorrect for subawards and needs to be chan To select the required Delivery information for UMCES ORAA , click the magnifying glass button for Delivery Campus. Delivery	ged.						
	* Delivery Campus: 07 - Center for Environmental Science 🔍 🗲							
	Building: (building not found set as default building							
	* Address 1:							

Campus Parameter Lo	okup 🔋	
Search Tip: Place an * b	efore/after a word or phrase for which you are searching. Campus Code: 107	
	Active Indicator: 🔍 Yes 🔘 No 🔘 Both	
	search clear cancel	
Step	Action	
17.	Click the clear button. to remove the pre-populated Campus Code .	
18.	18. To search for the address, click the search button.	
19.	To select the Delivery address for UMCES Subawards and add it to the Requisition , click the return value link. The correct Campus Code is SA, the last on the list.	

11 items retrieved, displaying all items.

Return Value	Campus Code	Campus Name
return value	01	College Park
return value	04	Eastern Shore
return value	07	Center for Environmental Science
return value	08	University System of Maryland Office
return value	20	Consolidated Reporting
return value	DS	College Park - Dining Services
return value	FM	College Park - Facilities Management
return value	E	College Park - Freight
return value	Π	College Park - Information Technology
return value	OR	College Park - Office of Research Admin
return value	SA	UMCES - Subawards

Step	Action		
20.	To select a Building , click the magnifying glass button.		
	Building: (S) building not found set as default building		
21.	The Campus Code will be prepopulated. To search for the desired Delivery Address click the search button. Search		
	Search Tip: Place an * before/after a word or phrase for which you are searching.		
	Building Code:		
	Building Name:		
	Building Street Address:		
	Active Indicator: Ves No Both		
	search clear cancel		
	One item retrieved.		
	Return Value Campus Code Building Code Building Name return value SA SUBAWARD LIM Center of Environmental Science		
	Export options: <u>CSV spreadsheet XML</u>		
22.	To select the Building and add it to the Requisition , click the return value link. return value		
Step	Action		
23.	There is no room number required for Subawards. Enter "NO_ROOM" in the Room field. * Room: NO_ROOM ③		
	Delivery hide		
	Final Delivery		
	* Delivery Campus: SA - LINCES - Subawards		
	Puilding un o in (z in the local of building not found out as default building		
	Conter of Environmental Science Dunuing not round set as default building		
	* Audress 1: OKAA Subaward, P.O. Box 7/5		
	Address 2:		
	* Room: NO_ROOM		
	* City: Cambridge		
	State: MD		
	Postal Code: 21613		
	* Country: United States		
	Receiving Address		

24.	To close the Delivery tab, click the hide button.
25.	Save Click the save button at the bottom of the requisition to save it before continuing.
26.	To open the Vendor tab, click the show button.

Vendor	▼ hide			
Vendor Address				
Suggested Vendor:	۹	clear vendor	City:	
Vendor #:			State:	
Address 1:			Province:	
Address 2:			Postal Code:	
Attention:			Country:	
Vendor Info				
Customer #:				
			Payment Terms:	
Notes To Vendor:			Shipping Title:	
			Shipping Payment Terms:	
Contract Name:	۲		Contacts:	
Bhana Mumbaw				

Step	Action
27.	The user will need to populate the Vendor for the requested Subaward. To search for a Vendor click the magnifying glass button. Suggested Vendor:
28.	Search for the Vendor listed on the PO, using part of the vendor name and wildcards (*) before and after (ex. *Univ* *Mich* for the University of Michigan). Go Blue! Vendor Name: *Univ* *Mich*
29.	To complete the search for the Vendor , click the search button.

3 items retrieved, displaying all items.

Return Value	Vendor Name	Search Alias	<u>Vendor #</u>	Active Indicator	Vendor Type	State	<u>Commo</u>
<u>return value</u>	UNIVERSITY OF MICHIGAN		31288-0	Yes	<u>PO</u>	MICHIGAN	CNV UMDSUB
return value	UNIVERSITY OF MICHIGAN		32422-1	Yes	<u>PO</u>	MICHIGAN	20400
<u>return value</u>	UNIVERSITY OF MICHIGAN		32423-0	Yes	<u>PO</u>	MICHIGAN	96364 CNV UMDSUB

Step	Action
30.	To select the Vendor and add it to the Requisition , click the return value link. return value NOTE: In this example we are using the University of Michigan. The Vendor used on a Subaward Requisition should be the Subrecipient specified on the Subaward. However, please note that no Vendor will ever be more a-Maize-N-Blue than the University of Michigan. Just stating facts, people.
31.	Vendor Address: Check the vendor address. If a different address is needed, use the magnifying glass next to Address Line 1 to select a different address. The address should normally be found on one of the "remit" lines. To search for a different Address click the magnifying glass button. Address 1: SOC RES CHILD DEVELOPMENT S PLEASE NOTE – Its is VERY IMPORTANT to select the correct Vendor with the correct remit address, If the Vendor name or address is not in the system, PLEASE SAVE THE REQUISITION AND RETURN TO THE COMPLIANCE ADMINISTRATOR along with a note explaining the problem.

Backdoor Id **Idavis3** is in use

Address Type:	<u> </u>
Address 1:	
Address 2:	
City:	
State:	<u>_</u>
Postal Code:	
Province:	
Country:	
Attention:	
URL:	
Vendor Fax Number:	
Email Address:	
Active Indicator:	Yes
search	ar cancel

4 items retrieved, displaying all items.

Return Value	Address Type Description	Address 1	Address 2	<u>State</u>	<u>City</u>	Postal Code	<u>Country</u>
<u>return value</u>	REMIT	REGENTS OF UNIV MICHIGAN	BOX 223131	<u>PA</u>	PITTTSBURGH	15251-2131	<u>US</u>
<u>return value</u>	PURCHASE ORDER	SOC RES CHILD DEVELOPMENT	3131 S STATE ST STE 302	MI	ANN ARBOR	48108-1623	<u>US</u>
<u>return value</u>	REMIT	CONRTACT ADM - 2044 WOLVERINE	3003 S STATE ST	MI	ANNA ARBOR	48109-1273	<u>US</u>
<u>return value</u>	PURCHASE ORDER	CONRTACT ADM - 2044 WOLVERINE	3003 S STATE ST	MI	ANNA ARBOR	48109-1273	<u>US</u>

Step	Action	
32.	To select the Address and add it to the Requisition, click the return value link. return value	

Vendor Address	
Suggested Vendor:	UNIVERSITY OF MICHIGAN (S) Clear vendor
Vendor #:	<u>32423-0</u>
Address 1:	5082 WOLVERINE TOWER 🔍
Address 2:	3003 S. STATE STREET
Attention:	

Step	Action
33.	To close the Vendor tab, click the hide button.
34.	To open the Items tab, click the show button. Items

(Items vide											
	Add Item 🥐	dd Item 💡										
	Item Line #	* Item Type	Quantity	UOM:	Catalog #	* Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
		Qty 💽		•		©	: &		0.00			add
	setup distribution remove accounts from all items remove commodity codes from all items expand all accounts collaose all accounts											

Step	Action
35.	To select the Item Type , click the Item Type drop-down arrow button.
36.	Item Type: Select the No Qty option from the drop-down menu. No Qty
37.	Commodity Code is a required field. For Subawards enter " UMDSUB " in the Commodity Code field.
38.	Line Item Description: Enter brief description including PI's name and account #.
39.	Unit Cost: Enter the Total Amount Obligated to the Sub in the Unit Cost field

Step	Action						
40. Add: Click the Add button at the end of the line to add it to the PO. To add the Item, clice add button. add							
	Item Line # Item Type Quantity UOM Catalog # Commodity Code Description Unit Cost Extended Cost Restricted						
	No Qty Imposition Imposition<						
41.	TIP: Add a 2^{nd} line item for all costs that will be charged to object code 3734 subcontract >\$25,000. Use separate line items for object code 3732 and 3734.						
42.	Errors: Look for error messages, if there are any, correct your errors and then click the add button again. Make sure that your item has been added before moving on to the next step.						
43.	Enter each line item for EACH Object Code.						

TIP: Pay attention to which Accounting Line is opened, there are several on the Requisition. Make sure to select the accounting line next to Item 1 and repeat for Line Item 2.

Step	Action				
44.	Next accounting lines need to be added. To open the Accounting Lines, click the show button.				
45.	Chart code : enter chart code <u>07</u> using the drop-down arrow button.				
46.	Account number: Enter the KFS account number.				
47.	Object code : Enter the first object code: REMEMBER: the funds will need to be split by object codes 3732 or 3734.				
48.	Amount: Enter the amount for that object code.				
49.	Add: Click the Add button at the end of the accounting line to add it to the PO. To add the Accounting Line, click the add button. Repeat Steps 45-49 for the next object code line Note: Object codes 3732 and 3734 must be entered as Separate Items!				
	Commodity Code Description Unit Cost Extended Cost Assigned To Trade In Assigned To Trade In Item 1 •				
	Cutar - Account Number Sub-Account - Object Bur Cole Project Bank Cole Percent Amount Actions Contract - Account Number Sub-Account - Object Sub-Object Project Bank Code Percent Amount Actions Contract - Account Number Sub-Account - Object Sub-Object Project Bank Code Percent Amount Actions Contract - Account Number Sub-Account - Object Sub-Object Project Bank Code Percent Amount Actions Contract - Account Number Sub-Account - Object Sub-Object Project Bank Code Percent Amount Actions Contract - Account Number Sub-Account - Object Sub-Object Project Bank Code Percent Amount Actions Contract - Account Number - Sub-Account - Object - Project Bank Code Percent Amount Actions Contract - Account Number - Account Number - Account - Actions Contract - Account Number - Account Number - Account - Actions Contract - Account Number - Account - Account - Actions Contract - Account Number - Account -				
	2 1 4 Source Chart * Account Number Sub-Account * Object Sub-Object Project Bank Code Percent Amount Actions * Chart * Account Number Sub-Account * Object Sub-Object Project Bank Code Percent Amount Actions OT Chart * Account Number Sub-Account * Object Sub-Object Project Bank Code Percent Amount Actions DT Chart S220000 Sub-Account * Object Sub-Object Project Bank Code Percent Amount Actions DT Chart S220000 Sub-Account * Object Sub-Object Project Bank Code Percent Amount Actions DT Chart S220000 Sub-Account * Object Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart S220000 Sub-Account * Object Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart S220000 Sub-Account * Object Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart * Chart S220000 Sub-Account * Object Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart * Chart S220000 Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart * Chart S220000 Sub-Account * Object Project Bank Code Percent Amount Actions DT Chart * Chart * Account * Object * To Sub-Account * Object * To Sub-Account * Object * Project * Dank Code * Percent Amount * Object * To Sub-Account * Object *				
50.	Errors: After clicking the add button make sure that there were no errors and your line was added before trying to add a new one. 1.Errors Read the messages and correct any other errors that came up. Then click the add button again. Make sure that your line has been added before moving on to the next line or the next step.				

Step	Action
51.	Verify that the account information was added to the Requisition .
52.	To close the Items tab, click the hide button. hide
53.	To open the Additional Institutional Info tab, click the show button.

Additional Institu	tional Info	▼ hide					
Additional	Additional						
	* Method of PO Transmission:	PRINT -		* Requestor Name:	Davis, Louise	۹	
	* Cost Source:	ESTIMATE		* Requestor Phone:	301-405-6280		
	Contact Name:		۹	* Requestor Email:			
	Contact Phone:			Reference 1:			
	Contact Email:			Reference 2:			
	PO Total Cannot Exceed:			Reference 3:			

Step	Action
54.	Requestor Name: Search for and return the <i>Requestor Name</i> found on the Sub Request form on the Administrative Point of Contact line. (This should automatically update the phone and email address fields.) This process is identical to the "Delivery To" search earlier in the process.
	Veques or Name: Davis, Louise
55.	Go to Notes and Attachemnts. Attach all relevant subaward files, including scope of work and budget for the subrecipient.
	Notes and Attachments Notes and Attachments Author * Note Text Attached File Notification Recipient Actions add:
56.	Complete the Requisition . All of the required fields have been completed and the Requisition is ready to be finalized.
57.	To Save the Requisition, click the Save button.
58.	To Calculate the Requisition, click the Calculate button.
59.	 Error Check If your Requisition was successfully approved you will be returned to the main menu screen. If there were errors you will be returned to the Requisition screen so that you can correct the errors. 1. If you receive an error noting that an accounting line cannot contain 0% do the following: Check that the amounts entered for your accounting lines are correct. If not, correct them and return to steps #48-52. If the amounts were correct, locate the accounting line with 0.00% in the percent box. Add the dollar amount from that line to one of the other lines. Delete the line with the 0.00% in the percent box. Then go back to step #9.
60	2. Once all errors have been corrected, return to steps #57-59.
00.	Send the completed Request to issue a Subaward form to OKAA for processing.