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

- Request
- Source
- Pay
- Receive
- Process Invoice
Requisitions to Receipt

Create
- Define Requisition
- Add Items/Services
- Review and Submit

Approve
- Supervisor Approval
- Department and Category Approvals

Budget Check
- Validate Budget
- Creates Pre-Encumbrance

Receive
- Enter Receipt
- Goods Inspection

CUNYfirst
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

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

- 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.
Enter all required fields (with an asterisk)
- Always enter a FULL description up to 254 alphanumeric characters of the requested good or service
Like a shopping cart
Appears as a sidebar below the main menu on the left
3. Review and Submit

- 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
Ship to is at the schedule level
Location is at the distribution level
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
- Always select Amount Only checkbox
- Do not select Inspection Required checkbox
Add Shipping Line

- Confirm quantity set to 1
- Amount can be edited

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

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SERVERS</td>
<td></td>
<td>10.0000</td>
<td>Each</td>
<td>2.000.0000</td>
<td>20.000.00</td>
</tr>
<tr>
<td>2</td>
<td>SHIPPING</td>
<td></td>
<td>1.0000</td>
<td>Each</td>
<td>200.00000</td>
<td>200.00</td>
</tr>
</tbody>
</table>

Total Amount: 20,200.00 USD
Chartfields - Accounting Details

![Chartfields Accounting Details](chartfields.png)

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

- Modify Accounting
- Reduce the time
- Ensure values are accurate
- Select expand section triangle of line
On the Chartfields 2 tab, verify the Dept
To edit, enter or look up and select Apply button
- Indicate the Distribution Lines to which the changes are to be applied
- Click OK
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
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
Item Templates

- 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)

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

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)

- Add an Ad Hoc Approver
- Edit Requisition:
  - Access edit page to modify requisition and resubmit
Go to the UPK topic to practice

- **FIN-PR-101: Create Requisition**
Enter ID or Name and click Search
Able to view, edit, approve, or cancel requisitions
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.
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
Once the PO is created by Procurement Services, the **Purchase Orders** link is active
- 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
A whole requisition or a line of a requisition may be cancelled

The status now displays as Cancelled
Go to the UPK topic to practice

- FIN-PR-101: Manage Requisition
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)
Approver gets email with link to requisition in Worklist
Click Requisition ID link to continue process
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

- 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).
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

Once fully approved, a requisition is budget checked and sourced to a PO.
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
Validates budget using Commitment Control
Creates pre-encumbrance entries
Non-valid result requires Budget Liaison
Go to the UPK topic to practice

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

- Select Add for a new receipt
- Search for PO
- Select checkbox of PO
- Click OK
Enter Receipt – Amount Only

- Enter Price shown on Invoice
- Click Save

- Received status displays
- If Inspection is required, write down the Receipt ID
Enter Receipt – Quantity Based

- Select Add for a new receipt
- Search for PO
- Select checkbox of PO
- Click OK
Enter Receipt – Quantity Based

- Enter Quantity Received
- Click Save

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

[Image of the CUNYfirst interface with a task list and a table showing receipt details]
Attach copy of signed packing slip
Enter the Packing Slip number in comments

Packing slip is attached
Maintain Receipts

Receiving

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>QNSPR</th>
<th>Receipt Status:</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt ID:</td>
<td>0000000029</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click Header Details link

Receive Lines

Select Purchase Order

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>PO Unit</th>
<th>PO ID</th>
<th>Line</th>
<th>Schedule</th>
<th>PO Amount</th>
<th>Amount Only</th>
<th>Dist by</th>
<th>PO Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SERVERS</td>
<td>QNSPR 0000000077</td>
<td>1</td>
<td>1</td>
<td>20,000.00</td>
<td>N</td>
<td>Qty</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As needed, update Receipt Date
As needed, update Receipt Time
Select Document Status to view related documents
- View related documents and their status
Central Receiving staff find out where to deliver the goods through a Req Inquiry?
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
Message appears asking you to confirm cancel

Click Yes
Categories that require inspection:
- Information Technology
- Facilities/Furniture
- Hazardous Materials
- Enter Receipt Unit and Receipt ID
- Click Search
Select checkbox of PO

Click OK
Inspection

Inspect Instructions

Batch Seq: 1

Inspect ID: GOODS

Run Time: 1.00

Time Type: Per Unit

Total Std: 10.00

Total Act: 

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
- Enter quantity inspected
- Click Save
Go to the UPK topic to practice

- *FIN-PR-101: Desktop Receiving*
Course Review

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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