COMPLETING A REQUISITION IN KFS

OVERVIEW

The majority of purchases at IU begin in Kuali Financial Services (KFS), with a Requisition. Approved Requisitions (REQs) generate Purchase Orders (POs), prompting delivery of goods or services. This document explains how to complete a requisition and route it for approval.

There are two ways to create a requisition.
1. Select at the top of the page.
   - Shop Catalogs
   OR
2. Expand and click on the plus sign.
   - Purchasing Accounts Payable

STEP 1: THE INITIAL PAGE

Whether you begin from “Shop Catalog” or by clicking Create a Requisition, the initial page of each requisition always appears the same:

1. Only the tabs that are open when you select Shop Catalog or Create a Req need to be completed to satisfy all required (*) fields. The others are optional.

STEP 2: THE INFORMATION TABS

The requisition document consists of twelve expandable tabs. These tabs, and their required fields, are defined in this document.

NOTE: You can use the Show/Hide buttons to toggle between the various tabs, or click expand all to open all tabs

DOCUMENT OVERVIEW

For Shop Contracts, the Description field displays the value entered on the previous page, and the Org Doc Number is an optional field that may be used to enter departmental tracking numbers. For new contracts, the description must be entered.

The Fiscal Year is typically set, but near the end of each year you will be given an option to select the current year or the next, as applicable.

NOTE: Be sure to enter a good Description. It can be very helpful for locating finished REQs and POs later.

DELIVERY

1. Verify the Delivery Campus, and select the applicable Building to populate the address.

   NOTE: If the delivery must be made to a non-campus address, select Other as the building. Then enter the address manually.

2. Be sure to enter a Room and a Deliver to name. Enter an Email Address and Phone Number for the recipient to ensure a smooth delivery.

3. Enter a required date and reason only when absolutely necessary. Unrealistic deadlines can cause exorbitant shipping charges.

4. Enter any special Delivery Instructions on standard requisitions (not on Shop Contracts).
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**VENDOR**

**NOTE:** If “Shop Contracts” has been used, the vendor tab will already be complete.

To select a vendor that already exists in KFS:

- Check for contract vendors first, Contract Name then click **Suggested Vendor** and use the lookup to select from a list of contracted vendors.
- Click **return value** to return any of the PO vendors in KFS. The address fields will populate.

For vendors that do not exist in KFS, enter as much detail as possible in the provided fields. The request will be processed by the Vendor Workgroup.

**NOTE:** For detailed instructions on adding or changing vendors, view the **Vendor Maintenance Tutorials** on the training tab of the IU Procurement Services website.

If multiple vendors should be considered, you can enter their names in the **Additional Suggested Vendor Name** fields. This may be helpful for RFP and RFQ transactions.

If there are any special instructions to communicate to this vendor, enter the information in the **Notes to Vendor** field.

**ITEMS**

**To specify the desired goods or services:**

1. If “Shop Contracts” was not used, then an item line must be used to specify the Quantity, Unit of Measure, Catalog Number, Description, and Cost. **NOTE:** **Description** and **Unit Cost** are the only fields required by KFS, but please provide all available details for each item.

2. If an item is restricted or requires purchasing attention for any reason, select **Restricted**.

3. If the item’s cost will be reduced by the value of a trade-in, select **Assigned to Trade In**.

4. The **add** button must be clicked to save the entered line. A blank line will display to add more line items.

**To specify the required accounting details:**

1. Click **setup distribution** to charge all items to the same account(s) or click **show Accounting Lines** to add unique accounts for each item.

2. Enter all values required by your department, **Chart**, **account number**, **object code**, and **percentage** (or dollar amount).

3. If the cost will be split between multiple accounts, enter additional account information and amount to apply to each account.

4. Click “Setup Account Distribution” feature, be sure to click **Distribute to Items** after clicking **add**.

**Optionally, use** **Additional Charges** to add estimated charges for Freight or Shipping & Handling, or to reduce the total cost by a Discount or Trade In. Description, estimated cost, and full accounting details are required for each line used.

**NOTE:** Enter before account distribution to save time.

**CAPITAL ASSET**

If a Capital Asset is being purchased, complete this tab. Chosen Asset Type and State will determine what additional information will be required.

**PAYMENT INFO**

This tab displays the **Billing Address** that will be provided to the vendor. It’s also used to specify **Recurring Payment** info, as needed. If applicable, select the type of recurring payment and enter the dates for the payment period to begin and end.

**ADDITIONAL INSTITUTIONAL INFO**

“Shop Contracts” POs are always transmitted electronically. For all other requisitions, the **Method of Transmission** can be changed:
• Select **Fax** to have the PO automatically faxed.
• Select **Print** to make the PO available for printing by the initiator (for APOs) or by purchasing staff.
• Select **No Print** to keep the PO stored in KFS, without providing a copy to the vendor.

Enter **department contact information** only if it differs from the requestor’s. Use the optional **reference fields** to record helpful search terms or any additional data required by your organization.

If needed, enter a cost limit for this transaction in the **PO Total Cannot Exceed** field (which only goes to purchasing).

**NOTES AND ATTACHMENTS**

Enter any additional internal notes for this REQ in the **Note Text** field. You may also add a Notification Recipient to receive the note. Click Browse to upload any supporting documentation. Click to save the note.

**AD HOC RECIPIENTS**

If desired, route the document internally by selecting FYI, Approve, or Acknowledge in the Action Request dropdown. Enter the user id of the person you want to route the document to, in addition to regular workflow routing.

**STEP 3: ROUTE**

1. Click the calculate button.

2. Click **submit** to send the Requisition to Workflow. A PO will be generated when the REQ is approved.

3. View Related Document will display a link to the PO when completed.

4. Route Log will identify required/completed actions.

Go to the Procurement Services web site for more updates and training materials on KFS.

**Office of Procurement Services**

http://www.indiana.edu/~purchase/training/training.shtml