



Division of Financial Affairs

Financial Transaction SOP: Purchasing, Requisition to Purchase Order

SOP Owner: Cornell Procurement Services

Version Number, Date Revised: #4, 06/11/2021

Updates:

Date	Section	Change
3/5/2012	Purpose, p1	Rewritten extensively
	Scope, Prerequisites, University Policy, Responsibilities	Standard Operating Procedure rewritten
	Reference Material	No changes
	Procedure	Minor edits, clarifications, and tips on using KFS
	Training issues	No changes
9/25/12	All	Change department name to Cornell Procurement Services
09/16/14		
06/11/21	All	Bid limit increased to \$25,000; general review

Standard Operating Procedure

1. Purpose

The steps in the procurement process include:

1. Review [University Policy 3.14, Business Expenses](#) to ensure that your intended purchase is allowable.
2. If you are paying with sponsored funds, ensure that your intended purchase is allowed by the sponsor.
3. Determine if the good or service that you want to purchase is covered by a preferred or contract supplier agreement.
 - a. If Procurement Services has negotiated an agreement with a supplier for the commodity that you are purchasing, then you should purchase that commodity from the preferred or contract supplier.
 - b. For items that are not covered by a preferred or contract supplier agreement, you are encouraged to shop for the best price and not to exceed the bid limit of \$25,000.
 - c. If you have questions about commodities with discount pricing, refer to the [Preferred and Contract Supplier table](#) on the Procurement Services' web site.
4. Determine the appropriate procurement method. If the supplier is available in e-SHOP, then begin your requisition in e-SHOP as it simplifies the data entry and ensures that you receive the discounted pricing. (See the Standard Operating Procedure for e-SHOP.)
5. If the vendor is not available in e-SHOP, then review the Procurement Decision flowchart (section 200 of the Buying Manual) to determine the appropriate payment method for your intended purchase.
6. In situations where a preferred supplier agreement does not exist and the purchase amount exceeds the formal bid limit of \$25,000, a vendor is selected through competitive bidding, unless an appropriate justification or an alternative method of selection is specifically authorized by a Procurement Services procurement agent.

If you have determined that the appropriate procurement method is a purchase order and that the vendor is not in e-SHOP, then you will begin by creating a requisition in KFS. The Requisition (REQS) e-doc collects information about: the desired items or services, possible vendors to fulfill the order, delivery instructions, contact information, and related accounting details. After the requisition is approved, and if the order is not eligible to be an Automatic Purchase Order (APO), then it routes to the Procurement Services Contract Manager's assignment queue.

2. **Prerequisites** (Forms / Tools)

- KFS access
- KFS "Basics" training
- KFS Purchasing, Overview SOP
- KFS Purchasing, Overview tutorial
- Requisition e-doc training (to include recurring order training)
- Understanding the difference between a standard REQS and one created through e-SHOP / Shop Catalogs.

3. **University Policy**

- 3.9, [Capital Assets](#)
- 3.14, [Business Expenses](#)
- 3.25, [Procurement of Goods and Services](#) and its appendix, the [Buying Manual](#)
- 4.2, [Transaction Authority and Payment Approval](#)
- 4.7, [Retention of University Records](#)
- 5.10, [Information Security](#)

4. **Responsibilities**

Personnel in the following roles / positions:

- Requestor (not a system role): Anyone in units authorized to order goods and services. **Note:** the I Want Document is the tool the Requestor will use to request goods and services not in e-SHOP nor eligible for purchase on procurement card.
- Requisition Initiator: Has the ability to initiate a REQS e-doc in KFS. This role is typically limited to service center members and, if necessary, staff in Procurement Services.
 - Validates that the items requested are appropriate per CU policy and business rules
 - Provides or requests the data required to successfully fill out and submit the REQS e-doc
 - Responds to any follow-up questions
 - Confirms that there is a valid business purpose for the requisition

- Fiscal Officer (FO) (**Note:** any reference to FO in this document is understood to include delegates.)
- Contract & Grants (C&G) Processor (if appropriate)
- Commodity reviewer: receives REQS marked as sensitive as determined by commodity code, e.g., animals, radioactive materials
- Contract Manager – Procurement Services role only. The following types of orders route to the contract manager: orders greater than \$25,000; orders with line-items marked as restricted; orders with no active vendor selected; and orders to vendors marked as restricted.
- Org Review – optional approval step
- Accounting Reviewer – conditional approval step

Best Practice recommendation: if additional review is deemed necessary, ad hoc route as appropriate.

Accounts Payable/Invoice Processing is not authorized to make accounting changes. The FO can edit accounting information but cannot edit the item detail.

5. Procedure

Information Needed to Begin Processing a Requisition

Before you begin the requisition, have the following information:

- Account number for billing
- Vendor name, number, or email address

If the requested vendor is a Disbursement Voucher (DV) vendor, a Refund and Reimbursement (RV) vendor, or an inactive Purchase Order (PO) vendor, enter the vendor name, current email address, and KFS vendor number in the Notes section. Before requesting a new vendor, utilize the [Find a Supplier](#) tool to look for a KFS vendor who provides the desired good or service.

Getting Started

From the KFS Main Menu, select “Orders and then Requisitions” or use the Create REQ button from the I Want document. Please **do not copy** an old requisition as it will not capture updates to the vendor record or current catalog numbers and pricing.

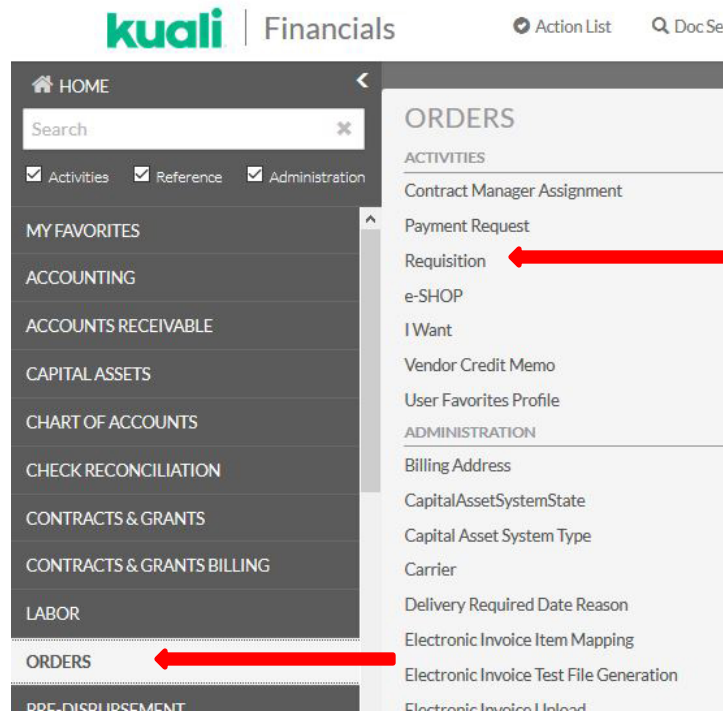


Figure 1 – Main Menu, Purchasing / Accounts Payable Transactions

The fields denoted with an asterisk (*) are required fields for submission of the requisition (REQS). Although the Explanation field is not required, please enter the business purpose here.

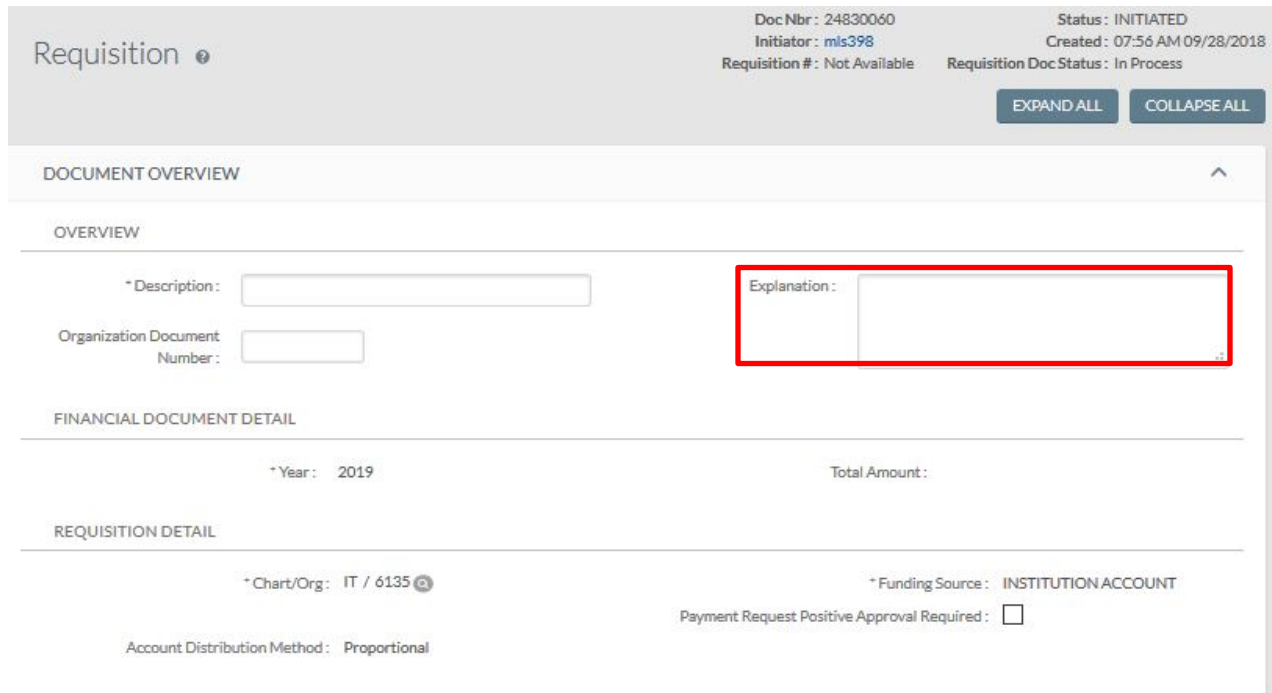


Figure 2 – REQS Document Overview tab

Note: The Explanation will pre-populate from the IWant document business purpose. A valid business purpose describes the reason you initiated the transaction on behalf of the university, which establishes why the expenses incurred are appropriate for reimbursement for the specified fund source or necessary to perform the project. A business purpose should explain what is bought, why it was bought, and how it will be used.

Table 1, Document Overview tab: field definitions

<i>Tab</i>	<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Financial Document Detail		Unlike the Document Overview tab in other financial e-docs, a special Fiscal Year field is included in this tab on the REQS because, in some circumstances, users may be able to select from more than one fiscal year.
	Year	* The default is the current fiscal year.
Requisition Detail		The tab also includes the Requisition Detail section, which identifies the funding source for this requisition.
	Chart / Org	* Automatically completed based on the initiator's chart / org. This value may be changed manually via the lookup.
	Funding Source	* Defaults to: Institution Account.
	Account Distribution Method	* Defaults to: Proportional
	Payment Request Positive Approval Required	The default positive approval limit (DEFAULT POS APPRVL LMT) parameter determines by dollar limit when payment requests must receive positive approval from a Fiscal Officer. Note: this check box will always be checked for e-SHOP orders. If this is checked, then positive approval on the payment request is required regardless of the total amount of the payment. <i>Best practice recommendation:</i> if you would like the appropriate fiscal officer to approve all invoices prior to payment, select the check box. Note: if the payment request is below \$5,000 and positive payment approval is not checked, KFS will automatically approve the payment request after 10 days without fiscal officer approval.

The Delivery tab contains information about where goods ordered on this REQS should be delivered. It also collects delivery contact information and any special delivery instructions. The system provides two ways for you to specify the delivery address: select the building from the building lookup or enter a different address by selecting the “Building Not Found” option.

All wildcard searching in Kuali requires the use of asterisks (i.e., *Balch*); searches without the use of an asterisk require the user to match the search criteria exactly so it is considered a Best Practice to conduct all searches in Kuali with book-ended asterisks.

Best practice recommendation: Do not simply type in an address. Use the Building lookup and Building not found buttons.

Figure 3 – REQS Delivery tab

Table 2, Delivery tab: field definitions

Tab	Field Name	Description (* indicates a required field)
Final Delivery		Contains information about final delivery and central receiving addresses.
	Delivery Campus	* Defaults to the appropriate delivery address for the user’s chart / org. You may also use the lookup to search for another location.
	Building	Search for the building to which goods should be delivered from the building lookup. Only buildings that correspond with the delivery address will display. Selection of a building automatically completes the Address, City, State, and Postal Code
	Address 1	* Automatically populated from data for the Building value. May be entered manually if user selects the Building Not Found button.
	Address 2	Entered manually if an additional line of address is needed.
	Room	* Enter the room number to which delivery should be made or NA.
	City	* Automatically populated from data for the Building value. May be entered manually if user selects the Building Not Found button.
	State	Automatically populated from data for the Building value. May be entered manually if user selects the Building Not Found button.

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	Postal Code	Automatically populated from data for the Building value. May be entered manually if user selects the Building Not Found button.
	Country	* Automatically populated from data for the Building value. May be entered manually if the user selects the Building Not Found button.
	Delivery To	* Defaults to the requisition initiator's username. You may enter another name, or use the User lookup. The vendor may contact this person with questions about the order or delivery.

Tab	Field Name	Description (* indicates a required field)
	Phone Number	Automatically populated from the initiator's phone number but may be changed.
	Email	Defaults to the initiator's user e-mail address
	Date Required	Enter date on which delivery is required or choose date from calendar. Note: Delivery date required cannot be entered on e-SHOP orders. Contact vendor directly.
	Date Required Reason	If a date required has been specified, select the appropriate date required reason from the list.
	Delivery Instructions	Enter text describing any special delivery instructions.

Figure 4 – Vendor tab overview

The Vendor tab includes three sections: Vendor Address, Vendor Info, and Additional Suggested Vendor Names.

Table 3, Vendor tab: field definitions

Tab	Field Name	Description (* indicates a required field)
Vendor Address	Suggested Vendor	Use the lookup to search for the vendor for this REQS. Selecting a vendor from the lookup vendor table populates address fields in this tab based on the information already on file in KFS for this vendor. Alternately, you may select a contract (<i>see below</i>), and the vendor

Tab	Field Name	Description (* indicates a required field)
		<p>associated with that contract is automatically populated. (Address information is automatically populated if an existing vendor has been selected.)</p> <p>Note: if the vendor does not currently exist in the system,</p> <ol style="list-style-type: none"> 1. Use this field to enter the new vendor name, and use the other available address fields in this tab to enter the vendor's complete mailing address. 2. Use Note Text field on Notes and Attachments tab to fill in the vendor's contact name, phone number, fax number, and e-mail address. An email address is required to contact the vendor for registration. <p>Note: if the vendor is not a PO vendor type or is inactive in the system, use the Note Text field on Notes and Attachments tab to fill in the vendor name, KFS vendor number. and current email address.</p> <p><i>Best practice recommendation:</i> provide as much contact information as possible to prevent a delay in vendor setup.</p>
	Vendor #	Automatically populates when a suggested vendor is selected from the vendor table. (This field cannot be edited.)
	Address 1	First line of the address for the suggested vendor.
	Address 2	Second line of the address for the suggested vendor.
	Attention	The name of the person to whom the PO should be directed. (If not previously entered, it can be added to the REQS in this field.)
	City	City for the suggested vendor. This field is automatically populated if a vendor has been selected from the vendor table.
	State	State for the suggested vendor.
	Province	Province for the suggested vendor.
	Postal Code	The selected vendor's postal code.
	Country	The selected vendor's country.
Vendor Info	Customer #	The customer number that identifies your department / unit for this vendor to use as a reference; a lookup is available. Cornell is not using this field.
	Notes to Vendor	Use this field to send notes regarding your order to the vendor.

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	Contract Name	If a contract exists with the vendor for these goods or services, select one from the lookup. Selecting a contract also populates vendor information associated with that contract. Note: This will automatically populate if you use the vendor lookup to select the vendor.
	Phone Number	If a vendor has been selected from the vendor table, this field may be automatically populated; the Phone Number lookup will list all phone

<i>Tab</i>	<i>Field Name</i>	<i>Description (* indicates a required field)</i>
		numbers for this Vendor. The lookup is a convenience that allows you to view the phone number. It does not provide a return value link.
	Fax Number	The selected vendor's fax number. This field may be automatically populated if a vendor has been selected from the vendor table and the vendor wishes to receive POs via FAX.
	Email Address	The selected vendor's email address. This field may be automatically populated if a vendor has been selected from the vendor table and the vendor wishes to receive POs via email.
	Payment Terms	If a vendor has been selected from the vendor table or a contract, this field will be populated automatically.
	Shipping Title	If a vendor has been selected from the vendor table or a contract, this field may be populated automatically.
	Shipping Payment Terms	If a vendor has been selected from the vendor table or a contract, this field may be populated automatically.
	Contacts	If a vendor has been selected from the vendor table or a contract, the Contact lookup will list all contacts for the vendor. The lookup is a convenience that allows you to view the contacts list. It does not provide a return value link.
	Supplier Diversity	If a vendor has been selected from the vendor table or a contract, this field will be populated automatically.
Additional Suggested Vendor Names	Vendor Name 1 - 5	Enter up to five additional suggested vendors that may be able to fulfill this requisition.

Items tab identifies what is being ordered on this REQS and establishes an accounting distribution indicating how those items should be charged. It allows multiple items and accounting distributions to be added on a single REQS.

Best practice recommendation: Because the vendor's invoice will correspond to the purchase order line-item detail, the line-item detail should be detailed enough to allow the recipient to confirm receipt of goods or services. For example, if there are 10 line-items on a quote or scope of work, then there should be 10 matching line-items entered on the requisition.

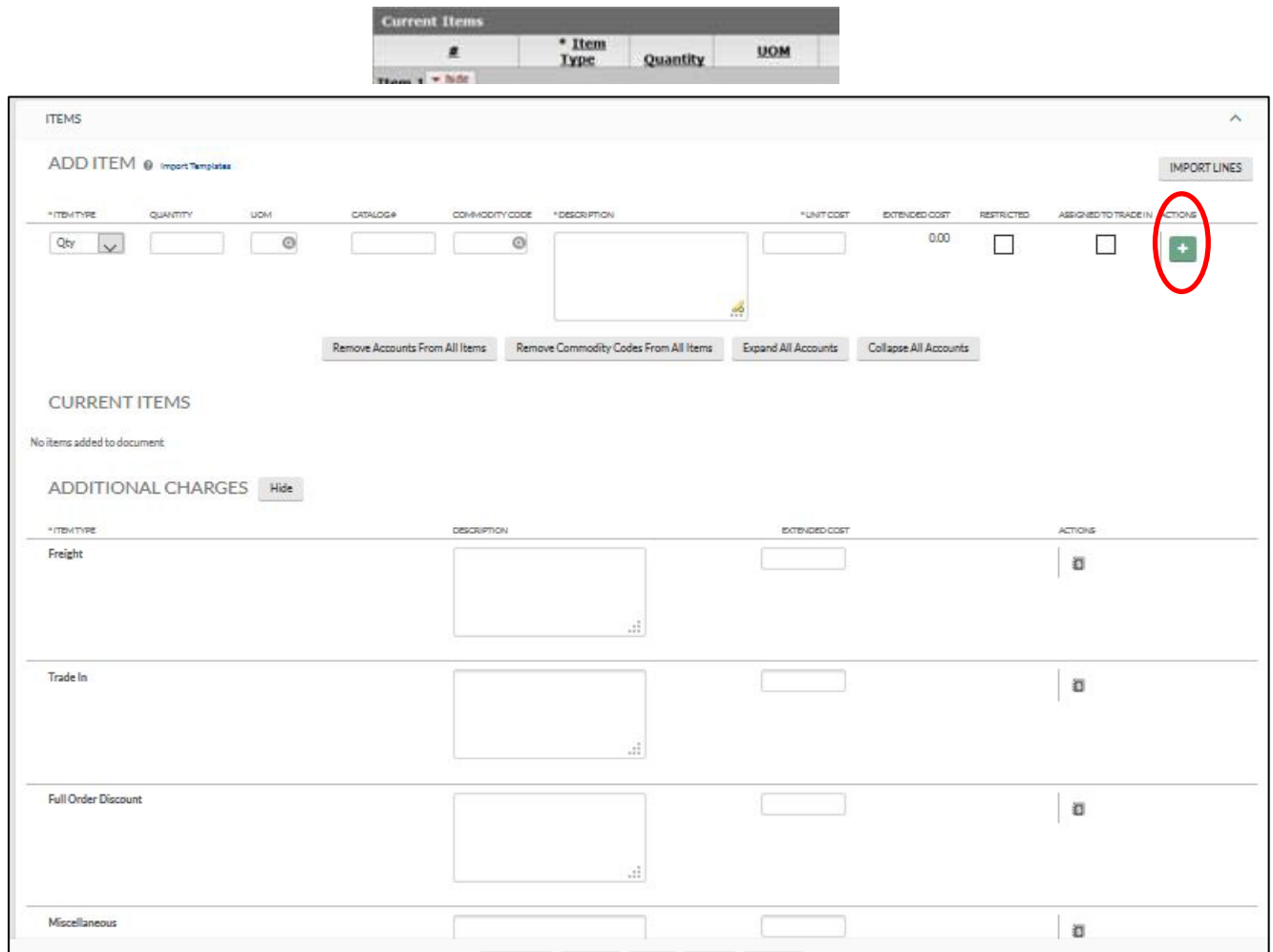


Figure 5 – Items tab

Table 4, Items tab: field definitions

Tab	Field Name	Description (* indicates a required field)
	Item Line #	KFS assigns the item number when the add button is clicked. After a line is added, a number is assigned and the item number may be increased or decreased using the arrow buttons. Click the arrow buttons to change the item number
	Item Type	* Select the type of item being specified on this line, such as Quantity (Qty) or No Quantity (No Qty). The default is Qty. For all standard orders, keep the default as Qty.
	Quantity	Required if the Item Type value is Qty. Enter the quantity of the item in this field. Quantity should not be entered for No Qty items. Note: You cannot do receiving on non-quantity orders.
	UOM	Required if the Item Type value is Qty. Enter the unit of measure (UOM) or use the lookup to find the UOM.
	Catalog #	Enter the vendor catalog number for this item, if available.

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Commodity Code	* Commodity Code lookup search icon can be used to find valid commodity codes. Note: This field is automatically populated on e-SHOP orders. <i>Tip: When searching for a commodity code, start with a vague description. You can click on the “commodity description” heading to sort the search results alphabetically. See Commodity Code Tips below.</i>
Description	* Provide a text description of the item or service being ordered. There is a 254-character limit.
Unit Cost	* Enter the cost per unit for QTY item types or the total cost for No Qty item types.
Extended Cost	If a UOM and unit cost have been provided, KFS automatically calculates the extended cost for this line (UOM x Unit Cost).
Restricted	Select check box to force an Automatic Purchase Order (APO) below the bid limit to route to Procurement Services / Contract Manager for review. All orders with a Vendor or Cornell contract/agreement require Procurement Services review.
Assigned To Trade In	Select the checkbox if a trade-in line item has been entered in Additional Charges. This indicator determines the accounts that will be used to prorate the accounts string for the trade-in line item. When completing a REQS that involves an additional charge related to trade in, check the Assigned to Trade In check box and add information to the Accounting Line. (Do not use at this time until Additional Charges section is modified.)

Note: Remember to click the + to add each line-item.

Tab	Field Name	Description (* indicates a required field)
<p>Actions: After all the data has been entered for your line item, you must click the Add button. After you have completed entering all items, you have these actions available to use.</p> <p> <input type="button" value="Setup Distribution"/> <input type="button" value="Remove Accounts From All Items"/> <input type="button" value="Remove Commodity Codes From All Items"/> <input type="button" value="Expand All Accounts"/> <input type="button" value="Collapse All Accounts"/> </p>		
Current Items		After a line has been added, it is moved to the Current Items section, where the details may be viewed or modified.
Additional Charges		<p>Do not use Additional Charges. It does not appear on the PO and is not transmitted to the vendor. These charges should be entered as line-item details. Add Freight, Trade In, Full Order Discount, and Miscellaneous as individual line items with a quantity of one each at the top of the Items tab. The commodity code for freight is 78121603, and the commodity code for trade in, full order discount, and miscellaneous is 99200000.</p> <p>Includes Item Type, Description, and Extended Cost For miscellaneous items (i.e., freight or full order discount) being defined in this line.</p>

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Freight Description	Required if the extended cost has been entered. Enter text describing the additional charges item line.
Shipping and Handling Description	Required if the extended cost has been entered. Enter text describing the additional charges item line.
Full Order Discount Description	* Enter the dollar amount for this item line. Full order discount will automatically subtract dollar amounts based on the costs of the REQS line items.
Miscellaneous Description	Enter miscellaneous charges.
Grand Total	Display only. Displays a total of all item lines and miscellaneous item lines plus taxes.
APO Limit	Display only. Displays the upper dollar limit for the creation of an automatic purchase order (APO) from this REQS. Dollar amount is based on system default or, if a contract has been specified, on a contract specific dollar amount.

Line items will not allow negative numbers; therefore, to indicate a discount reduce the price on the appropriate item and indicate the reason for the discount in the Description field. The description field is limited to 254 characters.


In the additional charges for trade in, enter the dollar amount and description; however, you do not have to enter the account distribution and object code. The system will automatically put in the account distribution information as entered if you select setup distribution rather than show accounting lines (see below). Once you click the Trade In box, you must enter a description and extended cost, or the following warning message will be generated: *No accounts can be entered below the line-item Trade In that have no unit cost.* When trading in a capital asset, enter either the asset number or the bar code tag number in the description box.

Working in the Items Tab

Importing Item and Account Information

If you have a number of items or accounts to enter, you may create a comma-delimited (.csv) file containing the information and import it into the requisition. The two types of templates available are:

- Purchase Requisition (REQS) item import, which uses the PURAP_Item_Import.xls template
Note: initiation of REQS is limited to the SERVICE CENTER; as such, the line-item template is the tool that units (i.e., the Requestor) will use to send non-e-SHOP requests for goods to the SERVICE CENTER.
- Purchase Requisition (REQS) account import, which uses the PURAP_Account_Import.xls template

Templates for importing items and/or account information are accessed by choosing the . The procedure for accessing and using these templates is much the same as the procedure for using accounting line import templates and is covered in the Basics tutorial.

The Accounting Line Import template allows you to import any number of accounting lines or line items from a comma-delimited (.csv) file. A table lists the types of e-docs for which templates are

available and provides a link to the corresponding template for each e-doc type.

- Links to Default Data Import Templates
- Process Overview
- AD_CR_CCR_DV_SB_Import.xls
- AV_Import.xls
- BA_YEBA_Import.xls
- DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_Import.xls
- GEC_YEGEC_Import.xls
- ICA_Import.xls
- JV_Ext_Encumbr_Import.xls
- JV_NonOffset_Bal_Type_Import.xls
- JV_Offset_Bal_Type_Import.xls
- LLJV_Import.xls
- ND_Import.xls
- PE_Disencumbrance_Only_Import.xls
- PURAP_Item_Import.xls
- PURAP_Account_Import.xls
- CAM_MPAY_Account_Import.xls

Figure 6 – Accounting Line Import Templates

Best Practice recommendation: do not import more than 99 line-items per REQS.

The screenshot shows a software interface for managing accounting lines. At the top, there are several buttons: "Setup Distribution", "Remove Accounts From All Items", "Remove Commodity Codes From All Items", "Expand All Accounts", and "Collapse All Accounts". Below these is a section titled "CURRENT ITEMS".

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE	ACTIONS
Qty	100.00	EA EACH		14111507 Printer or copier paper	test	25.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table, there are "e-Shop Flags" (None) and a "Favorite Account" dropdown menu. At the bottom, there is a detailed accounting distribution table with columns for CHART, ACCOUNT NUMBER, SUB-ACCOUNT, OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, PERCENT, AMOUNT, and ACTIONS. The first row shows a distribution of 100.00% to the "IT" chart.

Figure 7 – Accounting Lines

Accounting distributions for line-items may be created individually by line-item or a single accounting distribution may be copied to all line items on the REQS by selecting “setup distribution.” A valid account string contains a chart, an active account, a valid object code, a distribution percentage, and a dollar amount. Accounting distributions may be entered by percentage or by dollar amount. The Fiscal Officer (FO) can change the account distribution by percentage or by dollar amount **only before** approving the REQS.

NOTE: If you are using Favorite Accounts and have designated a Primary Account, you must click the Remove all accounts button before you can see the Setup distribution button.

To create accounting distributions for individual item lines:

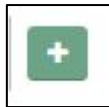


1 Add the item line to the requisition.



- 2 In the **Current Items** section, click the \$ button to show the accounting lines (circled in red below).

- 3 In the Item's **Accounting Lines** section, complete the accounting line, and indicate a percent or dollar amount of this item line that should be charged to this accounting line. (The dollar amounts of the line-items must equal the extended cost of the line-items or the percentages must total 100%.)



- 4 Click + to add an accounting line.
- 5 If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.

After the accounting line distribution is complete, the accounting lines must total 100 percent, or the dollar amounts of the line item must add up to the extended cost of the line item. This process may also be followed to add accounting distribution lines for items in the Additional Charges section. Open the Accounting Lines section for the miscellaneous line item and follow steps 3 – 5 above.

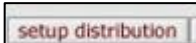
Line-item accounting and line-item commodity codes could create a lot of repetitive data entry. KFS allows you to load the information to all the line-items rather than enter the information on each line-item (e.g., if there are 100 line-items but only one account / object code and one commodity code being used). The steps below describe how to distribute this information.

Figure 8 – Accounting Lines Setup Distribution

Accounts and commodity codes are distributed only to the line-items where there is no account or commodity code. This process does not replace the accounts or commodity codes that have been set up for individual line-items.



1. Enter the required line-item information then click + to add to the requisition.



2. In the **Add Item** section, click the **setup distribution** button. The system opens a new **Accounting Lines** section and a blank **Commodity Code** field.

3. Complete the **Commodity Code** field and accounting line and indicate the percent of this item line that is distributed to the items on this requisition. (If there is only one accounting line for this item, the percentage should be 100. The system validates values as you enter.) **Best practice recommendation:** Use the lookup feature to search for an appropriate commodity code. See Commodity Code Tips below.



4. Click + to add the accounting line.

5. If the items need to be distributed to more than one accounting line, repeat steps 3 and 4.

When distribution is complete, accounting lines should total 100 percent or the total dollar amount of the extended cost.



6. Click **distribute to items** to apply this distribution to all item lines that do not already have an accounting distribution specified.

At the top of the document the system will display a message indicating that the accounts were successfully distributed to all items.

Note: If you have set up a favorite account and designated it as your primary account, the setup distribution button will not be available unless and until you click the remove all accounts button.

Commodity Code Tips

In light of the multitude of commodity codes, the first step should be to consult the Procurement Services' website [For Buyers](#) section, which includes an [explanation of the codes](#).

Best practice recommendation is to be specific when selecting the commodity code. For example, if the commodity being purchased is "hay," then begin your search with something generic like "animal feed" and then narrow your search.

- Highest level classification is the segment: 10000000, Live Plant and Animal Material and Accessories and Supplies
- Next level is the family: 10120000, Animal feed
- Third level is the class: 10121500, Livestock feed
- Specific commodity code to enter is: 10121505, Hay

Removing Accounts from all Item Lines

If line-items have accounts set up and those accounts need to be modified, the individual accounting lines may be modified by following the steps for creating an accounting distribution for an individual item line, as described above. If you feel that it is more efficient to remove all the accounts, use the steps below to remove the accounts and then follow the steps for creating an accounting distribution for multiple line-items to recreate the accounting information for the line-items.

Follow these steps to remove all accounts.

- 1 Click **remove accounts from all items**.
- 2 Click **yes** in response to the question 'Are you sure you want to remove the accounts from ALL items?'
All the accounting lines are removed.

Removing Commodity Codes from all Items

You may clear the commodity code for all the line items using the **remove commodity codes from all items** button. Follow these steps to remove all commodity codes. Note: Do not remove commodity codes from e-SHOP orders.

- 1 Click **remove commodity codes from all items**.
- 2 Click **yes** in response to the question 'Are you sure you want to clear the commodity codes from ALL items?'
All commodity codes are cleared.

Expanding All Accounts

To expand the accounting lines for all the items in the Current Items section, follow these steps. This is the equivalent to clicking the **Accounting Lines show** button for each item listed.

- 1 Click **expand all accounts**. All the accounts are displayed in full detail.

Collapsing All Accounts

To collapse the accounting lines for all the items in the **Current Items** section, follow these steps. This is the equivalent to clicking the accounting lines **hide** button for each item listed.

 Click **collapse all accounts**. All the account displays are hidden.

Capital Asset tab on a REQS

(See the *Capital Asset SOP*.)

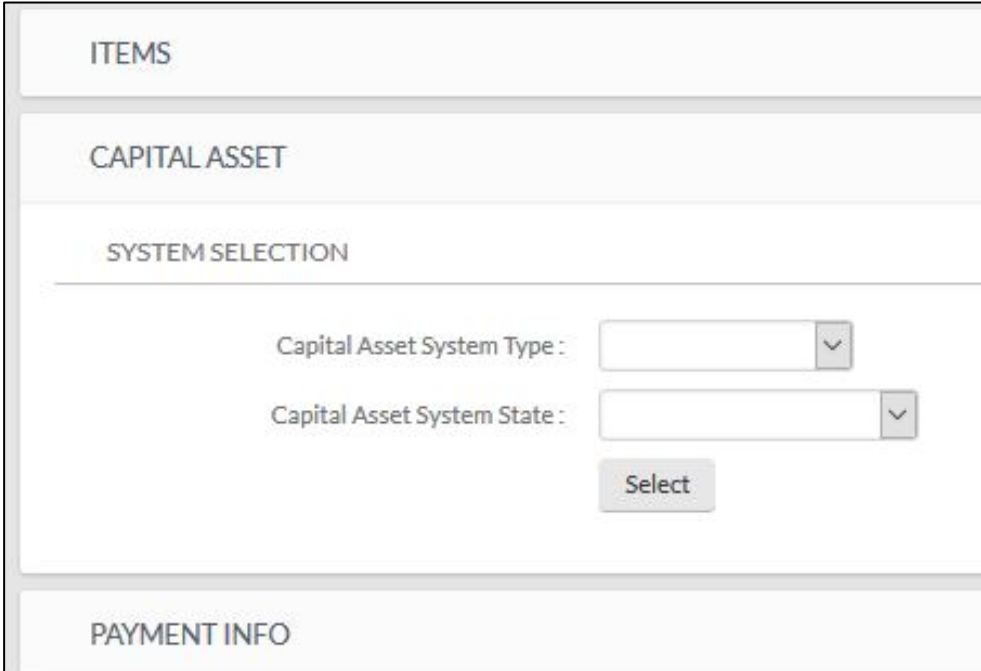


Figure 9 – Requisition e-doc, Capital Asset tab

When there are qualifying items on the REQS, clicking the **select** button in the Action field on the Capital Asset tab displays a Capital Asset Items section. Only qualifying items appear here, and there may be multiple items. To qualify, each item’s total amount must exceed Cornell’s capital asset threshold of \$5,000, and the object code used in the accounting line must be a capital asset object code. (See the *Capital Asset SOP*.)

Two new buttons will then display in the Action field of the System Selection section—**change** and **update view** (see *Figure 9*). The change button displays a new screen, which asks, “If you continue, the Capital Asset System State, System Type, and all information in the Capital Asset tab will be cleared. Do you want to continue?” Yes and No buttons follow. **No** returns the user to the REQS. **Yes** clears the Capital Asset tab and then returns you to the Capital Asset tab in the REQS.

The update view button refreshes the Capital Asset tab. If, for example, you went back to the Requisition Items tab and added another capital item to the REQS, the update view button would cause the new / added item to be displayed in the Capital Asset Items section of the Capital Asset tab as well.

Capital Asset ▼ hide

System Selection

Capital Asset System Type: One System
 Capital Asset System State: New System
 Action: change update view

System Detail

Capital Asset Note Text:
 Capital Asset System Description:
 Receiving Outside of Current Fiscal Year: No select
 Manufacturer: same as vendor
 Asset Type: 🔍
 Model Number:
 How Many Assets?:

Location

Item Quantity:
 Campus: IT 🔍
 Building: off campus
 Address:
 Room:
 City:
 State:
 Postal Code:
 Country:
add

Capital Asset Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted
1	Qty	1.00	EA		Coping machines	Copying Machines	4000.00	4000.00	No
	▼ hide Capital Asset Capital Asset Transaction Type: <input type="text"/>								
2	Qty	1.00	EA		Centrifuges	Centrifuges	7000.00	7000.00	No
	▼ hide Capital Asset Capital Asset Transaction Type: <input type="text"/>								

Figure 10 – Capital Asset tab, Actions (change, update view) and add button

The “add” button at the bottom of this section applies only to the Location section. Adding a location creates a section for that address. The heading line has a “show” button that expands the address detail below the Location section. You may enter additional locations as needed, each with a specified quantity of the item

Capital Asset ▼ hide

System Selection

Capital Asset System Type: Individual Assets
 Capital Asset System State: New System
 Action: change update view

Capital Asset Items

Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted
1	Qty	2.00	EA		Laboratory and Measuring and Observing and Testing Equipment	Digital Document Camera with 1080p HDMI output, an audio-video processor	5025.00	10050.00	No
▶ show Capital Asset									

Figure 11 – Capital Asset tab, show button

Figure 12 –Cap Asset Items information

Figure 13 – Capital Asset tab, REQS, example

Table 5, Capital Asset tab: field definitions

Tab	Sub-Tab	Field Name	Description (* indicates a required field)
Capital Asset	System Selection	Capital Asset System Type	From the drop-down list, enter the type of system to which the capital asset belongs.
		Capital Asset System State	From the drop-down list, enter the system state. For example, the user may choose to modify an existing system by adding items from this REQS or use this REQS to start a new system.
		Action	There are two buttons displayed in the System Selection section— change and update view ; both the System Type and

Tab	Sub-Tab	Field Name	Description (* indicates a required field)
			System State are required for these action buttons to display a Capital Asset Items section. Only qualifying items appear here, and there may be multiple items. To qualify, each item's total amount must exceed Cornell's capital asset threshold (i.e., \$5,000), and the object code used in the accounting line must be a capital asset object code.
	System Detail	Capital Asset Note Text	Enter text specific to this asset.
		Receiving Outside of Current Fiscal Year	Defaults to No , with a select button available. Clicking the select button toggles this field to Yes , changes the button to clear , and fixes the Asset Type Code field. Clicking the clear button reverses to select .
		Asset Type Code	Enter the asset type code or use the lookup.
		How Many Assets	Enter the number of assets that are being affected.
		Capital Asset System Description	Enter text.
		Manufacturer	Enter the name of the manufacturer. Clicking the same as vendor button populates the field with the vendor's name on the Vendor tab of the e-doc.
		Model Number	Enter the model number of the asset.
	Capital Asset Items (All display-only line-item information in this section is from the PO line item. Only line-items that qualify as capital assets are displayed here.)	The following field definitions are included in Table 4 (page 9): Item Line #, Item Type, Quantity, UOM, Catalog #, Commodity Code, Description, Unit Cost, Extended Cost, Restricted	

Tab	Sub-Tab	Field Name	Description (* indicates a required field)
	Capital Asset Asset ("show" button will reveal fields as outlined to the right)	Capital Asset Transaction Type	This defines asset transaction type. For movable equipment purchases, Capital Asset Transaction Type is used to identify the asset category (e.g., movable, fabrication, capital lease).
		Capital Asset Note Text	Enter text specific to this asset.
		Receiving Outside of Current Fiscal Year	Defaults to No , with a select button available. Clicking the select button toggles this field to Yes , changes the button to clear , and fixes the Asset Type (below). Clicking the clear button reverses to select .
		Asset Type	Enter the asset type code or use the lookup.
		Manufacturer	Enter the name of the manufacturer. Clicking the same as vendor button populates the field with the vendor's name on the Vendor tab.
		Model Number	Enter the model number of the asset.
	Location	Item Quantity	Enter the quantity of the item to be stored at this location.
		Campus	Choose "IT" for Ithaca.
		Building	May be populated by searching for the building code with the lookup. This action also fills in all address fields for the selected building. The "off campus" button clears the Building field and all address fields.
		Address	Enter the street address for this location.
		Room	Enter the room for this location.
		City	Enter the city for this location.
		State	Select the state code from the list.
		Postal Code	Enter the postal code for this location.
	Country	Select the country from the list.	

Payment Info tab

Figure 14 – Payment Info tab

See the **Recurring Payments Matrix** appendix.

Notes:

- Multiple year recurring payments will encumber the full value in the year the order is issued.
- KFS will allow you to choose a date in the future for the begin and end dates.
- Do not set recurring payments for more than one fiscal year.
- In situations where you cannot renew, create a new **requisition**.
- All recurring payments require contract manager approval.
- If recurring payments are required for the items on a REQS, the Payment Info tab is used to indicate the type of payment schedule required and the duration of that schedule. It includes two sections: Payment Info and Billing Address (*Note: the billing address is system generated and may not be edited*).

Table 6, Payment Info tab: field definitions

Tab	Field Name	Description (* indicates a required field)
Payment Info	Type of Recurring Payment	Select the proper recurring payment schedule from the list. Examples: Fixed Schedule, Fixed Amount; Fixed Schedule, Variable Amount; and Variable Schedule, Variable Amount.
	Begin / End Date	Required if “Type of Recurring Payment” has been selected. Indicates the time period in which the requisition is active. Enter a date or select from the Calendar.

The Additional Institutional Info tab collects information about the organization that is responsible for this requisition. It also collects information on the transmission method and contact information.

Additional Institutional Info tab

The screenshot shows the 'Additional Institutional Info' tab in a software interface. The tab is expanded, revealing several input fields. On the left side, there is a dropdown menu for 'Method of PO Transmission' set to 'E-MAIL', a text field for 'Cost Source' with 'Estimate' selected, and three text fields for 'Cornell Contact Name', 'Cornell Contact Phone', and 'Cornell Contact Email'. Below these is a 'PO Total Cannot Exceed' field. On the right side, there are three text fields for '* Requestor Name' (filled with 'Flaherty, Mary Lourdes'), '* Requestor Phone' (filled with '607-255-5645'), and '* Requestor Email' (filled with 'mls398@cornell.edu'). Below these are three empty text fields labeled 'Reference 1', 'Reference 2', and 'Reference 3'. The interface has a clean, professional look with a light gray background and clear labels for each field.

Figure 15 – Additional Institutional Info tab

Table 7, Additional Institutional Info tab: field definitions

<i>Tab</i>	<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Additional	Method of PO Transmission	*Default transmission method will populate once a vendor has been selected, based on information in the vendor’s record. Unless the vendor is an e-SHOP vendor, you may change the default method of PO transmission, but you may need to enter the transmission information, i.e. FAX, email, etc. above. Note: If the transmission method is electronic (this applies to e-SHOP vendors only), you may not change it to another method.
	Cost Source	* Cost source will always be ‘estimate’ unless the vendor was selected from the Contract lookup. In that case, the cost source associated with the contract is displayed here.
	Cornell Contact Name	Name of the Cornell person to be contacted if there are questions about the REQS. Enter name in the field or use the lookup. Contact name should be used if Requestor should not be contacted with questions.
	Cornell Contact Phone	Enter the phone number of the Cornell person specified in the Contact Name field.
	Cornell Contact Email	Enter email address of the Cornell person specified in Contact Name field.
	PO Total Cannot Exceed	This field indicates a total dollar amount that the associated PO should not exceed. If you select this limit, the order will be routed to Procurement Services for review.
	Requestor Name	* Name of the Cornell person requesting the good or services. Default is initiator. Field may be changed by entering a new name or searching for it from the user lookup.
	Requestor Phone	* Enter phone number of the Cornell person specified in Requestor Name field.
	Requestor Email	* Enter email address of the Cornell person specified in Requestor Name field.
	Reference 1 – 3	Provide any type of additional reference information.

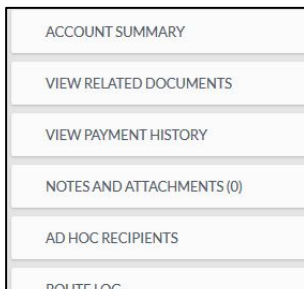


Figure 16 – Remaining REQS tabs

Table 8, Remaining tabs: definitions

<i>Tab</i>	<i>Description</i>
Account Summary	Account Summary tab combines all the accounting information for the item(s) or service(s) on this REQS for easy reference. Click refresh account summary to reload page and view all fiscal years, accounting lines, and dollar amounts for this REQS.
View Related Documents	View Related Documents tab allows you to open other related documents, e.g., payment requests, purchase order, I Want document, etc.
View Payment History	View Payment History tab lists all payment request(s) and credit memo(s) issued against any related purchase orders.

Business Rules

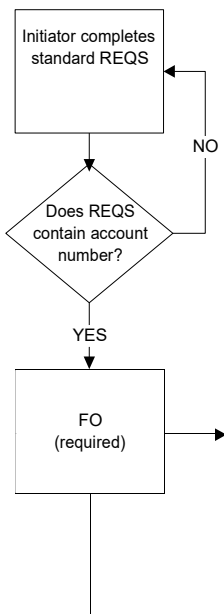
- **Note:** If ordering goods or services from an e-SHOP vendor, use e-SHOP. *See the e-SHOP SOP for additional information.*
- See Procurement and Payment Services' [Buying Manual](#) for more detailed information

See **Workflow** for additional Business Rules.

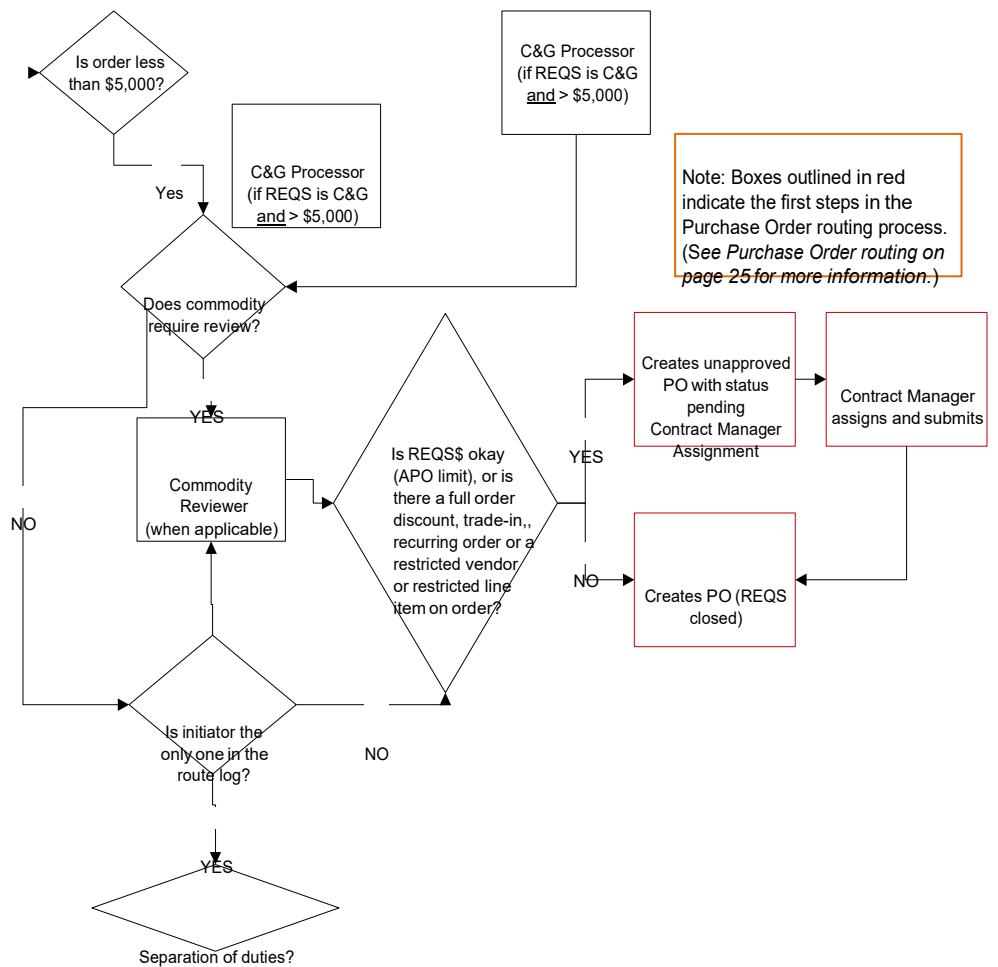
Role specific to this e-doc:

- REQS Initiator role

Standard REQS Workflow



Note: if the order uses a capital asset object code, the user will need to enter capital asset information on the Capital Edit tab.



Note: Boxes outlined in red indicate the first steps in the Purchase Order routing process. (See Purchase Order routing on page 25 for more information.)

Figure 17 – Standard REQS Routing

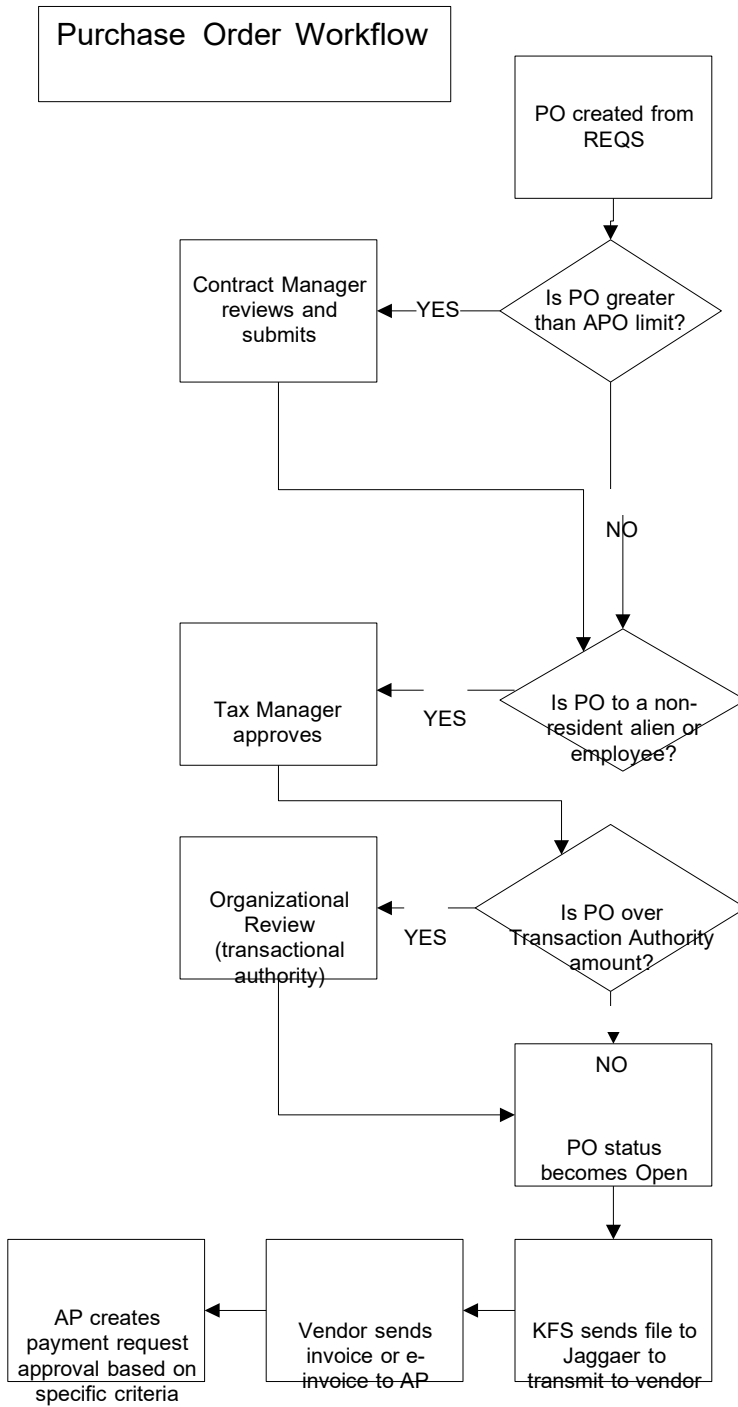


Figure 18 – PO Workflow

NOTE: AP is not authorized to make accounting changes. The FO can edit accounting information but cannot edit the item detail.

6. **Definitions**

[KFS at Cornell Glossary](#)

[KFS Acronym Glossary](#) (e.g., Automatic Purchase Order—APO)

7. **References**

Basics tutorials

Requisition tutorial and Recurring Requisition tutorial

[University Policy 3.25, Procurement of Goods and Services](#)

[Buying Manual](#)

Appendix: Recurring Order Matrix

If you order or pay for...	You should use...	Comments	Examples
Maintenance or Service			
If you have an annual payment for maintenance or service on a piece of equipment...	Use a standard REQS / PO, so your funds will not be encumbered over multiple years.	<ul style="list-style-type: none"> ➤ You must state the start and end dates for the work. ➤ You must have a written and signed 	<ul style="list-style-type: none"> ❖ You have a piece of equipment with a once-a-year maintenance agreement.
If you have a multi-year order for maintenance or service with a fixed dollar amount...	Process a standard REQS / PO each year or use recurring payments, fixed schedule, fixed amount. Standard orders are the preferred method to prevent funds from being encumbered over multiple years.	<ul style="list-style-type: none"> ➤ For a standard REQS / PO you may do multi-year orders, but you must state the start and end dates in the description and include multiple line items, one for each year. ➤ You are advised to use multi-year contracts if vendors offer multi-year discounts. ➤ You must have a written and signed contract. ➤ Recurring payments will encumber dollars. 	<ul style="list-style-type: none"> ❖ You have a three-year maintenance agreement where you pay all three years up front. (Use a standard order.) ❖ You have a three-year maintenance agreement where you pay a fixed amount each year. (Use recurring payments, fixed schedule, fixed amount.)
If you have a single year or multi-year order for maintenance or service with a known payment schedule, but fluctuating dollar amount...	Use recurring payments, fixed schedule, variable amount.	<ul style="list-style-type: none"> ➤ You may do multi-year orders, but you must state the start and end dates. ➤ You are advised to use multi-year contracts if vendors offer multi-year discounts. ➤ Recurring payments will encumber dollars. ➤ The recurring payments may include travel charges. ➤ You must have a written and signed 	<ul style="list-style-type: none"> ❖ A three-year maintenance agreement with a set cost, but there may be charges for additional parts.
If you order items not covered on a maintenance agreement; e.g., you need parts...	Use a standard REQS / PO or PCard, if applicable.	<ul style="list-style-type: none"> ➤ This is a one-time occurrence. 	<ul style="list-style-type: none"> ❖ You already have a maintenance agreement in place on a piece of equipment and you find that an unexpected part is needed, but not included in the maintenance agreement.
If you order service for a known or unknown dollar amount as well as time and/or materials...	Use a recurring payment with fixed schedule, variable amount.	<ul style="list-style-type: none"> ➤ Recurring payments should only be used for multi-year, written, and signed contracts for known amounts or for a written proposal or a statement of pricing from the supplier for unknown dollar amounts. 	<ul style="list-style-type: none"> ❖ You have a quote or scope of work from a vendor for a piece of equipment that states on-site service is \$50 / hour, but you do not know the time period for repair. You may not know when the service is needed, so set up the recurring payment for a sufficient amount of time to cover the service.

Financial Transaction SOP: Purchasing, Requisition to Purchase Order, continued

If you order or pay for...	You should use...	Comments	Examples
Regularly Ordered Items			
If you order similar items on a regular basis, e.g., lab supplies and the vendor is not in e-SHOP...	Use an import template or the “Copy” button on a similar REQS.	➤ You may also consider paying by pcard when appropriate.	❖ This would typically be used for a high volume vendor that is not in e-SHOP but with whom you place many orders.
If you order similar items on a regular basis, e.g., lab supplies and the vendor is in e-SHOP...	Use the Favorites feature in e-SHOP, or copy the REQS in KFS.	➤ You will only be allowed to copy a REQS generated from an e-SHOP order for 8 days.	❖ Copy a REQS that you already have in KFS.
Dues or Membership Fees			
If you have payments for dues or membership fees...	Use a disbursement voucher or pay by pcard, if appropriate.	<ul style="list-style-type: none"> ➤ Dues and memberships should not be put on a PO. ➤ For multi-year memberships or dues, do not use recurring payments. 	❖ Annual membership to a professional organization.
Leases			
If you have a lease where you pay the same amount every period...	Use a recurring payment with fixed schedule, fixed amount, or use a standard REQS / PO. Standard orders are the preferred method.	<ul style="list-style-type: none"> ➤ You must specify a unit of measure, a quantity, and a unit price. ➤ Recurring payments may be used for single or multi-year orders, but you must have a written and signed contract. 	❖ Leases for copiers, vehicles, or farm equipment that are paid monthly, quarterly, yearly, etc.
Leases with Maintenance			
If you have a lease with fixed maintenance...	Use a standard REQS / PO if the lease and maintenance are fixed costs (this can be a combined amount or billed separately).	<ul style="list-style-type: none"> ➤ You must specify a unit of measure, a quantity, and a unit price. ➤ Recurring payments may be used for single or multi-year orders, but you must have a written and signed contract or a written quote, written proposal, or statement of pricing from the supplier approved by a Procurement Agent. 	❖ You lease a piece of equipment with maintenance where the lease amount and the maintenance fees are set, so you know how much you will pay each billing period.
If you have a lease with variable maintenance...	Use a recurring payment with fixed schedule, variable amount. The maintenance is the variable, but the lease is a fixed cost.	<ul style="list-style-type: none"> ➤ If you use a recurring payment, you must specify a unit of measure, a quantity, and a unit price. ➤ Recurring payments may be used for single or multi-year orders, but you must have a written and signed contract or a written quote, written proposal, or statement of pricing from the supplier approved by a Procurement Agent. 	<ul style="list-style-type: none"> ❖ You lease a copier where the lease amount is fixed, but the maintenance will vary each billing period based on the per click charge. ❖ You have a long-term lease for a car rental where you have exceeded the allotted mileage, so you must pay for additional (variable) mileage charges.

If you order or pay for...	You should use...	Comments	Examples
Misc. Recurring Payments			
If you have an agreement with an estimated number of hours for a certain time period, billed periodically (e.g., monthly, quarterly, etc.) in equal installments...	Use a recurring payment, fixed schedule, fixed amount. The fixed schedule is the billing period, e.g., length of time and the fixed amount is the cost (40 hours per month @ \$50 per hour).	<ul style="list-style-type: none"> ➤ If you use a recurring payment, you must specify a unit of measure, a quantity, and a unit price. ➤ Recurring payments may be used for single or multi-year orders, but you must have a written and signed contract or a written quote, written proposal, or statement of pricing from the supplier. 	<ul style="list-style-type: none"> ❖ You hire a consultant for a certain dollar amount (per hour) for a specific period of time. Note: Hiring a service provider requires a contract for service.
If you place a standing order for repairs with unknown dollar amounts or occurrences...	Use a standard REQS / PO or pay by pcard when allowable.	<ul style="list-style-type: none"> ➤ If you pay by pcard (when allowable), you must make sure insurance is on file if the service provider comes on campus to perform the service. 	<ul style="list-style-type: none"> ❖ Use this for repairs not covered under a maintenance agreement.
Hosting at Hotels			
If you host a convention or conference that includes meeting space, catering, or accommodations at a hotel...	Use the SERVICE CENTER super procurement	<ul style="list-style-type: none"> ➤ See your SERVICE CENTER. Note: Catering and event space 	<ul style="list-style-type: none"> ❖ You host a gathering of alumni in San Francisco and you want to provide refreshments.
Supplies			
If you order supplies...	Use a standard order. You may use a recurring payment ONLY if the vendor is willing and able to do a monthly summary billing.	<ul style="list-style-type: none"> ➤ Unless you are ordering a lot of supplies on a frequent basis e.g., weekly, you should use standard orders. ➤ To do a recurring payment for supplies, you will have to create a REQS with a line item for each month. Recurring payments for supplies will only work if the vendor sends a summary billing once a month. 	<ul style="list-style-type: none"> ❖ Wegman's has agreed to do monthly summary billing for their Shoppers Cards, so you can set up a recurring payment order for your Shoppers Card.

Notes:

1. Funds for recurring payments are committed (encumbered) when the PO is approved.
2. Recurring payments may be used for single or multi-year orders but must have a written and signed contract.
3. All recurring payment orders will route to Procurement Services for approval, regardless of the dollar amount.
4. Departments will have to track the end dates of their recurring payment orders.
5. **Caution:** if your order is non-quantity, you **cannot** do receiving and you **cannot** amend the PO.
6. Use [Report 118-KFS PO -Recurring PO Report](#) available in [Spend Viz](#) to monitor the funds remaining on the recurring PO.