Welcome to
Kuali for Stevens

Purchasing Requisition Training
Welcome and Introductions

• **Presenters:**
  
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These resources are available on the website:

1. Purchasing at Stevens

2. REQS Requisition reference document

3. Sufficient Funds Checking (Guide, flowcharts and presentation)

http://www.stevens.edu/sit/finance/kuali-portal/guides
1. Introduce the purchasing process at Stevens
2. Differentiate between DV’s and Requisitions/PO’s
3. Review terminology
4. Discuss workflow, approval process
5. Demonstration of requisition preparation (REQ e-doc)
6. Demonstration of Steven$mart shopping and the resulting requisition (REQ e-doc) preparation
7. Questions
Learning Objectives

1. Become familiar with purchasing at Stevens; language and policy

2. View the step-by-step processes for:
   a. Preparing a requisition
   b. Using Steven$mart, the e-procurement on-line catalog shopping at Stevens

3. Understand workflow and the approval process of purchasing documents

4. Find out where to obtain more information, ask questions and share ideas
At Stevens, there are three ways to purchase goods and services.

1. Fill out an electronic requisition (REQS e-doc) through Kuali for Stevens.

2. Shop the online catalogs of one of the vendors that participate in Steven$mart.

3. Use a Stevens issued PCard (Procurement Card).
It is important to consider if your transaction requires a purchase order or a disbursement voucher.
A purchase order is an authorization from the Institute that it agrees to commit to the purchase obligation

- *Ex: Equipment, General goods & services, Service contracts*

It involves central review for risk management, special terms, or procedural protocols

- *Ex: Hazardous materials and Laboratory animals*

It includes establishment of contract terms or special negotiations

- *Ex: Leases and Rentals*
A DV generates payments to vendors for services rendered or to reimburse employees for business expenses.

Ex: Employee reimbursement, Travel expenses, Research subjects, Honoraria, & Conference registrations
E-Doc

Initiator
Stevens employee that starts the e-doc process.

Routing Workflow
The routing, approval and tracking of e-docs. Within the Kuali infrastructure, workflow services, electronically routes an e-doc to its reviewers/approvers in a prescribed sequence. This sequence is in accordance with established business rules based on the content of the e-doc.

Fiscal Officer
The individual who is responsible for the financial transactions of a particular account. Most documents route to the fiscal officer for approval.
**APO (Automatic Purchase Order):** Requisitions, including StevenSmart requisitions, that total less than $5,000 will become a purchase order and be sent directly to the vendor.

**Commodity Code:** Certain items require special processing, handling and approval. For each there is a specific code. The item categories are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Animals</td>
</tr>
<tr>
<td>C</td>
<td>Chemicals</td>
</tr>
<tr>
<td>G</td>
<td>Gases</td>
</tr>
<tr>
<td>R</td>
<td>Radioactive</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Equipment</td>
</tr>
</tbody>
</table>
Main Menu

Workflow Menu

Buttons

Sub-menu

Group

Menu

Group

Tabs

Current User
Use this button to access the document look up screen. This allows the user to search for e-docs by a variety of criteria including document type, initiator, and date created.
E-Doc Screen Layout

- **Document Header** – document number, initiator, created, status
- **Document Body** – layered stack of tabs, each tab tailored to the individual tasks to be performed
E-Doc Actions

Action buttons are located along the bottom of each e-doc screen.
**INITIATED:** the e-doc has been created, but not yet saved or submitted.

**SAVED:** the e-doc has not yet been submitted. The work has been saved and the document can be closed. A saved document can be retrieved for completion at a later date.

**ENROUTE:** the e-doc has been submitted and has pending approval requests.

**APPROVED:** the e-doc has been through all levels of review and approval required. It is now a valid business transaction in accordance with Stevens’ policies. There may be outstanding acknowledgement requests. Approved e-docs are posted to the general ledger in the next run of the batch posting process, generally a nightly event.

**FINAL:** The e-doc has been through all levels of review and approval and has no acknowledgement requests.
**DISAPPROVED:** the e-doc has been disapproved at some point in the review and approval process. All parties who have previously approved or initiated the e-doc will be notified.

**CANCELLED:** the e-doc is denoted as void and should be disregarded. This status is applied to a document when an initiator creates an e-doc, but cancels it before submitting it for routing and approvals.
What if the Transaction is Disapproved?

• The person who disapproves is required to provide an explanation.
• A disapproved transaction cannot be revived. It can be copied to a new transaction allowing the initiator to make changes to whatever data was incorrect.
**Sufficient Funds Checking**

This is a fiscal control option in KFS to facilitate the planning and use of budgeted resources. Certain e-docs are reviewed by the system as the document is submitted or as it routes. The financial impact of the transaction on the balance of the account is checked. Messages are generated by the system to alert the users of the insufficient funds condition that is detected.
Sufficient Funds Checking on a PO (Purchase Order) happens at the step just before it routes to the Fiscal Officer.

If insufficient funds are detected:

a. A warning is entered into the **Explanation:** field of the **Document Overview** tab as shown here:

![Document Overview screenshot]

The fiscal officer is the first node on the route that will see this message once insufficient funds are detected.

b. The PO will route as usual, however, a route node is added to the routing, the Budget Office.

c. The PO will not proceed to a vendor without the approval of the Budget Office. The Budget Office will require sufficient funds be identified before they will approve the PO.
The routing flow chart is found in the guides section:

- Sufficient Funds Checking Guide (SFC)
  - Sufficient Funds Checking (SFC) powerpoint
  - Sufficient Funds Checking (SFC) guide
  - Flow Chart: Requisition/Purchase Order Process with SFC
  - Flow Chart: Disbursement Voucher Process with SFC

https://www.stevens.edu/sit/sites/default/files/PO%20flowchart%20Final%20revised%201.23.13.pdf
Demonstration of Requisition

- Enter details in KFS requisition
- Input delivery location and accounting information
- Review and complete requisition
Helpful Tips

Document Overview

✓ Description is essential

Delivery

✓ Either select room # from Lookup or type in (8 character max)
✓ Always use Lookup for “Delivery to” field
✓ Include Department Name in Address Line 2
✓ Use “Date Required” fields ONLY IF absolutely necessary
✓ Leave “Delivery Instructions” blank – place in Item description
✓ Select “Final Delivery Address” for non-central receiving deliveries

Vendor

✓ Select vendor from KFS Lookup (do NOT type it in)
✓ Always verify that fax # is listed
✓ Leave “Notes to Vendor” blank – place in Item description
Field Lookups allow you to search for field specific information contained in the reference tables.

A list of valid values will display from which you can select.
Helpful Tips

Items

✓ ALWAYS use Lookup for UOM & Commodity Code
✓ 256 character maximum in “Description”

    Note you cannot use these characters in the Description field:
    & @ ‘ # ! % < >

✓ NEVER select “Restricted” or “Assigned to trade in”
✓ DON’T forget to select “Add” button
✓ When you have multiple items, you can sort the items by clicking the arrows.

Accounting Lines

✓ ALWAYS select “SI” for Chart
✓ Percent is a required field
✓ DON’T forget to select “Add” button
✓ Setup Distribution
Helpful Tips

Freight or shipping charges

✓ add as a separate item line
✓ do not add under the Additional Charges section of the items tab
Capital Assets

✔ The University has implemented the Capital Assets Module of KFS. Capital assets are generally defined as items costing $5,000 or more with a useful life of greater than one year. The CAM module enables the University to track our capital assets from the time of ordering (REQS) through accepting delivery and adding the items our inventory. The initiator of capital asset purchase is key in the success and integrity of the data in the CAM module.

✔ A guide is available in the guides section of the website
http://www.stevens.edu/sit/finance/kuali-portal/guides
Payment Info

✓ Please remember to have all invoices sent to AP

Additional Institutional Info

✓ NEVER select “Print” as a Method of PO Transmission
View Related Documents
✓ PO # can be located here

View Payment History
✓ Where payment history can be seen

Notes & Attachments
✓ File cannot be attached without “Note Text”
✓ DON’T forget to select “Add” button

Ad Hoc Recipients
✓ For additional Approver, FYI or Acknowledge
Route Log tab displays details on workflow status and actions taken.
**ALWAYS!**

| You can see where any transaction is in the workflow process. | You will know who has it on their action list (in their electronic in box). | You can access any attachments and notes various individuals have added to the e-doc. |
Demonstration of Steven$mart Requisition

- Choose Shop Catalogs from the main menu
- Shop and select items in Steven$mart
- Items populate the KFS Requisition
- Input delivery location and accounting information
- Review and Complete KFS Requisition
The online shopping site approved vendors:

CDW-G
Dell
DigiKey
Fisher Scientific
GovConnection
HP
Life Technologies
McMaster-Carr
Newark
Sexauer
Sigma-Aldrich
Staples
VWR International
W.W. Grainger, Inc.
Xerox
Kuali Help Desk
Ext-8000
Kualisupport@stevens.edu
Questions