Non Tax Levy
Requisition Lifecycle

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<td></td>
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1- Budget Overview Query

**BUSINESS OBJECTIVE:** Requesters must run the Budget Overview query in CUNYfirst to confirm the general availability of funds prior to creating a requisition. This query provides summarized budgetary data required for acquiring goods or services. It also enables colleges to manage their budgets effectively throughout the year and at year-end.

**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to: Reporting Tools > Query > Query Viewer. Search for Query Name ‘BUD_OVERVIEW_NTLS’ and click on *Search*.

**STEP#2:** Click Run to *Excel* link.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD_OVERVIEW_NTLS</td>
<td>Budget Overview Lookup NTL</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
</tr>
</tbody>
</table>
**STEP 3:** Enter applicable parameters and click on **View Results**, see example below:

![Budget Overview Lookup NTL](image)

**STEP 4:** Open the query output file with **MSFT Excel**.

**Sample Data:**

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Business Unit</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Dept</th>
<th>Dept Descr</th>
<th>Operating Unit</th>
<th>Special Initiatives</th>
<th>Fund Code</th>
<th>Major Purpose</th>
<th>Program Code</th>
<th>Program Descr</th>
<th>Funding Source</th>
<th>Funding Source Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90120</td>
<td>NPS Supplies and Materials</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90121</td>
<td>NPS Travel</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90122</td>
<td>NPS Misc Contractual Services</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90123</td>
<td>NPS Equipment Acquisitions</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90124</td>
<td>Fringe Benefits</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
<tr>
<td>2019</td>
<td>MEC55</td>
<td>90125</td>
<td>NPS Indirect Costs</td>
<td>80233</td>
<td>Operations</td>
<td>9999</td>
<td>9999</td>
<td>12</td>
<td>500</td>
<td>999999</td>
<td>PC not applicable</td>
<td>FS not applicable</td>
<td>FS not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Allocated Budget</strong></th>
<th><strong>Pre-Encumbrances</strong></th>
<th><strong>Encumbrances</strong></th>
<th><strong>Expenditures</strong></th>
<th><strong>Available Budget</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,105,000.00</td>
<td>149.95</td>
<td>239.92</td>
<td>26,111.64</td>
<td>2,078,498.49</td>
</tr>
<tr>
<td>2</td>
<td>105,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>105,000.00</td>
</tr>
<tr>
<td>3</td>
<td>105,000.00</td>
<td>229.95</td>
<td>11,179.95</td>
<td>15,828.44</td>
<td>73,761.66</td>
</tr>
<tr>
<td>4</td>
<td>105,000.00</td>
<td>-</td>
<td>8,305.00</td>
<td>3,300.00</td>
<td>105,000.00</td>
</tr>
<tr>
<td>5</td>
<td>55,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>55,000.00</td>
</tr>
</tbody>
</table>

1. **Allocate Budget** – Funds assigned to a department.
2. **Pre-Encumbrances** – The sum of all fully approved and successfully budget checked requisitions.
3. **Encumbrances** – The sum of all successfully budget checked Purchase Orders.
4. **Expenditures** – The sum of all successfully paid expenses (ex. vouchers, expenses reports).
5. **Available Budget** – remaining funds available to a department.
2- Creating Requisitions

**BUSINESS OBJECTIVE:** CUNY acquires goods and services through a competitive bidding process managed by the Purchasing department. Departments are required to create a requisition stating their business needs. It is strongly recommended that Requesters run the Budget Overview query in CUNYfirst to confirm the general availability of funds prior to creating a requisition. If sufficient funds do not exist, requisitions will fail budget checking process and will not route to the Purchasing department. Requesters must contact their Budget Office to correct budget issues.

From the Enterprise Menu, Select the **Financial Supply Chain** link.

Navigate to: eProcurement > Create Requisition. If prompted, enter your Business Unit, Requester (when applicable) and click on **Ok**.
There are three stages in the creation of a requisition.

1. Define Requisition | 2. Add Items and Services | 3. Reviewing and Submitting |

1. Define Requisition

**STEP 1:** It is good practice to name your requisition, see example below and click on **Continue**.

2. Add Items and Services

**STEP 1:** Always click on **1** Special Request tab, then **2** Special Item.
**Step 2:** Enter all required information including Item Description, Price, Quantity, Category Code and Unit of Measure. Vendor ID is not required.

Here are the most commonly used category codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descr</th>
<th>Expense Account</th>
<th>Budgetary Account</th>
<th>Inspection Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>4412000000</td>
<td>Office supplies</td>
<td>51001</td>
<td>80120</td>
<td>N</td>
</tr>
<tr>
<td>6014000000</td>
<td>Toys &amp; games</td>
<td>51105</td>
<td>80120</td>
<td>N</td>
</tr>
<tr>
<td>4321160002</td>
<td>Computer Accessories&lt;$5K</td>
<td>53912</td>
<td>80123</td>
<td>Y</td>
</tr>
<tr>
<td>4321000102</td>
<td>Computer hardware &lt;$5K</td>
<td>53912</td>
<td>80123</td>
<td>Y</td>
</tr>
</tbody>
</table>

For complete list of category codes, run query **BUD_CATEGORY_CODES_OTPS_NTL**

**Step 3:** Enter Click on Add Item.
**STEP#4:** The item will display in the Requisition Summary box to your left. The system is ready to enter any additional requisition lines details as needed. For this example, we will review the single item and submit the requisition for approval and budget check. Click on **Review and Submit**.

**STEP#5:** Click on the triangle to the left of the Line Description to see more details.
STEP#1: All requesters have a set of default chartfields (CUNYfirst codes that identify the transactions in the system) when they were initially setup in CUNYfirst. Example of chartfields are GL Unit, Account, Dept#, Major Purpose Code, Budget Date and others. Default chartfields can be reviewed and changed for each line in the requisition. You can see all of them by clicking ‘Chartfield1’, ‘Chartfield2’, ‘Chartfield3’ and ‘Details’ tabs.

STEP#2: Line items on a requisition can be created as “quantity based” for goods and materials and amount only for services or blanket purchase orders. This requisition is quantity based requisition.

By clicking on Chartfields2 and Chartfields3, you can review/change the chartfields associated with this requisition. Each requestor has a set of default chartfields that will automatically populate a requisition. These chartfields can be change during the creation of the requisition.
STEP#3: Requesters are required to add supporting information as an attachment. At minimum the following document are required:

- Needs justification (What and why are you requesting this goods/services)
- Any vendor budgetary quote (detail of good/services to be acquired and cost)
- Any additional supporting documentation.

Purchasing agents will use the attached support to document their due diligence and compliance process.

Click on the callout icon to add supporting documentation.

STEP#4: Click Add Attachment icon to add attachment(s), browse to select the file(s). Use short and concise file naming convention. For example: Needs Justification; Budgetary Quote; etc. click Upload and finally OK.

Callout is now filled. Indicating that comments and/or attachments exit.
**STEP#5:** Once the requisition is ready to be saved, click on **Save & preview approvals**. This will save the requisition by assigning a requisition ID and will illustrate the approval routing the requisition will follow.

**STEP#6:** Workflow routing will display. Click **Submit** to initialize the approval process.

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**Confirmation**

<table>
<thead>
<tr>
<th>Requested For:</th>
<th>Number of Lines:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition Name:</th>
<th>Total Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 - Computers</td>
<td>2,000.00 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition ID:</th>
<th>Business Unit:</th>
<th>Priority:</th>
<th>Budget Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000202</td>
<td>MEC55</td>
<td>Medium</td>
<td>Not Checked</td>
</tr>
</tbody>
</table>

**Supervisor Approval**

- **FY19 - Computers: Initiated**
  - Supervisor Approval
    - Not Routed
      - Janis Grant
        - Supervisor by UserID

**Dept/Category Approvals**

- **Line 1: Initiated**
  - FY19 - Computers for Office Staff
    - Department Approval
      - Not Routed
        - Multiple Approvers
          - Department Manager Approval 1
          - Department Manager Approval 2
    - Category Approver - IT
      - Not Routed
        - Troy J. Hahn
          - Requisition IT Cat Approver

**NOTE:** Approvers will receive an email notification that a requisition is awaiting their approval. Once the requisition has been **fully approved by all parties** (supervisor, department approvers and in some cases category approvers), the requisition will then be available for the budget check process. Budget check process runs automatically on top of every hour.
3- Approving Requisitions

**BUSINESS OBJECTIVE:** All requisition approvers (supervisors, department approvers, category approvers) will receive an email notification with a link to approve pending requisitions. However, approvers are encouraged to use the Approve Requisitions search page to search for pending requisitions. This page also offers the ability to search for requisitions that have been approved, denied, pending or pushed back. Approvers need to carefully review supporting information including requisition chartfields plus supporting documentation prior to approval.

**STEP#1:** Navigate to eProcurement>Approve Requisitions

Enter as much information to locate the requisition to be approved. For example, enter ‘date from’ and ‘date to’ and keep default Status; Pending. Click **Search**.

**STEP#2:** Summary requisition results are displayed. Click on **Req ID** to review requisition details prior to approval.
STEP#3: To review the requisition line detail, place a check mark on the requisition line to be reviewed and click on View Line Details icon. Requisition Details appear.

STEP#4: Once all requisition details have been reviewed and supporting documents verified, the requisition is ready to be approved. Return to the Requisition Approval Page and Click on Approve.
**STEP 5:** Image below illustrates a fully approved requisition:

![Image of Requisition Approval](image-url)

- **FY19 - Computers** has been approved.
- **Supervisor Approval**
  - **Approved**
  - Janis Grant
  - Supervisor by UserID
  - 05/01/19 - 12:50 PM
- **Dept/Category Approvals**
  - **Line 1: Approved**
    - FY19 - Computers for Office Staff
    - **Department Approval**
      - **Approved**
        - Jean Dufour
        - Department Manager Approval 1
        - 05/01/19 - 1:06 PM
      - **Auto Approved**
        - Jean Dufour
        - Department Manager Approval 2
        - 05/01/19 - 1:06 PM
    - **Category Approver - IT**
      - **Approved**
        - Troy J. Hahn
        - Requisition IT Cat Approver
        - 05/01/19 - 1:06 PM
4- Managing Requisitions

**BUSINESS OBJECTIVE:** Manage Requisitions page will enable you to view requisitions and track their progress from creation to payment. Most importantly this tool will advise budget status since a requisition with budget error status **DOES NOT** route to the Purchasing Department.

**STEP#1:** Navigate to eProcurement>Manage Requisitions

**STEP#2:** Enter as much information to locate the requisition to be reviewed. For example, Business Unit, ‘date from’ and ‘date to’ has been entered. Click **Search.**

In this example: requisition 0000000202 has been routed to the Purchasing Department where a Purchase Order has been created and the requestor has added a receipt. Requesters can track all changes to their requisitions from this page including approvals, managing budget status errors, copy and cancelling requisitions.
5- Purchase Orders

**BUSINESS OBJECTIVE:** The Procurement Department also known as Purchasing Office finalizes purchase orders thru an extensive due diligence and compliance process. The Procurement Department is the only university authority that will send a fully executed Purchase Order to the vendor and shall copy the requestor.

**NOTE:** Requestor or department personnel **must not** provide vendor with Purchaser Order number prior to the receipt of a fully executed Purchase Order from their Procurement Department.

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**SAMPLE PURCHASE ORDER:**

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6- Creating Receipts

**BUSINESS OBJECTIVE:** Requesters will need to create a receipt in CUNYfirst for all goods and services received.

Requesters **ARE NOT** to create receipts prior to the satisfactory verification of goods and/or services received.

Prior to entering a receipt in CUNYfirst, requesters must review and verify the following:

1. A valid Purchase Order Number must be printed on the invoice by the vendor (or written by the requestor.)
2. Invoices should be sent to the Accounts Payable Department. In the event that the invoice is sent to the requestor, the invoice must be scanned and attached to the receipt in CUNYfirst.
3. The requestor should also scan and attach documents to the receipt that demonstrate that the goods have been received (e.g. packing slips) or that the services have been performed (detailed description of services provided by the vendor).

**STEP#1:** Navigate to Purchasing>Receipts>Add/Update Receipts. Select your Business Unit and click on **Add**
**STEP#2:** Enter as much information to select the Purchase Order to be received. **If you do not know the PO number, you may search by Vendor Name.** Click on **Search**.

![Select Purchase Order](image)

**Enter PO # here**

**STEP#3:** Purchase Order displays all applicable lines. **Check** the box to the left of PO Unit to select the line and click **OK**.

![Select Purchase Order](image)
**STEP#4:** Purchase Order is for a quantity of 2 computers. Enter “2” in the Receipt Qty. If the quantity received is less than the number on the purchase order, enter the correct number received in the Receipt Qty box.

**STEP#5:** Click on **Optional Input** tab. Enter the Invoice Number as it appears on the actual invoice if available.

**STEP#6:** Click on **Add Comments** link. Add a comment, attach documents to the receipt that demonstrate that the goods have been received and click **OK**.
**STEP#7:** Click on **Save.** In this case an inspection is also required because computers have been purchased. An inspection receipt will also be required **before** the vendor can be paid. Click **Ok.** The receipt will be assigned a number and the Status will be “Received”.

**STEP#8:** Please make note of your CUNYfirst Receipt ID.
7- Creating Inspections

**BUSINESS OBJECTIVE:** Receipts are required for all goods and services. Some goods and services may require an additional inspection (Information Technology, Facilities/Furniture, Hazardous Materials, and others as designated by the University).

**STEP#1:** Navigate to Purchasing>Receipts>Inspect Receipts.

**STEP#2:** Enter as much information to select the Receipt to be inspected. Make sure the Correct PO Unit and Receipt Unit are displayed. If you do not know the Receipt Number, you may search by Purchase Order Number as well. Click on Search.
**STEP#3:** Purchase Order displays all applicable lines. **Check** the box to the left of PO Unit to select the line and click OK.

```
STEP#4: Purchase Order is for a quantity of 2 computers. Enter “2” in the Insp Qty. If the quantity inspected is less than the number on the purchase order, enter the correct number inspected in the Insp Qty box and click on **Save**.
```

**NOTE:** If the goods fail inspection or if a portion of the goods fail inspection the inspection receipt should indicate only the quantity of goods that passed inspection. In either case, contact purchasing who will contact the vendor for resolution/replacement.
A- Amount Only Requisition Lines

To make a line on a requisition an Amount Only line, click on the Line Details icon, place a check mark on the Amount Only check box, click Ok and finally click on Yes.

REMEMBER: Amount Only Lines on a requisition are for services only. E.g. telephone bills, maintenance services, etc.

Making an Amount Only requisition line offers flexibility to the requester when creating receipts.
B- How to Edit a Requisition that has Received a Budget Error?

**BUSINESS OBJECTIVE:** If funds are not available in the chartfield string, requisitions will fail the budget check process (see Budget Overview Query section). Requesters **must** contact the Budget Office to correct the error. Requisitions in budget error **DO NOT** route to the Purchasing Department.

**STEP #1:** Navigate to eProcurement>Manage Requisitions and **search** for the requisition that is in **Approved** Status and Budget **Error**.

**Here is an example**

![Manage Requisitions screenshot](image1)

**STEP #2:** ‘Select Action’ dropdown to the right of ‘Total’, select ‘Edit Requisition’ and click on **GO** to investigate the details of the error.

![Manage Requisitions screenshot](image2)
STEP#3: Read the message carefully. Click Ok

STEP#4: System indicates that current requisition has failed budget check, click OK. Click on the Error hyperlink

STEP#5: There are a few reasons why a requisition will fail the budget check process, this one reads 'No Budget Exists'
**STEP#6**: Click on the ‘Budget Chartfields’ tab to review all chartfields include Budgetary Account.

Verify budgetary account number and associated chartfields are the same as the one obtained when you run the Budget Overview Query. If it is not, edit your requisition and select the appropriate category code (see section 2-creation requisitions, 2-add items and services, step#2. If it is, see below.

**STEP#7**: Forward screenshots of step#5 and step#6 to your Budget Office to resolve the issue.

**STEP#8**: In this example, the budget office indicated that there was insufficient funds in the account number. The budget office increased the funding in the account and requisition will automatically pass budget check at the next budget checking cycle (top of the hour).

In some cases, requisitions will fail budget check due to the incorrect chartfield combination. Budget Office will provide guidance regarding the chart string to be used. After correcting the chart strings, requesters must **Save & Submit** requisition for approval again.

**NOTE**: Requisitions with budget errors will not route to the Purchasing department.
C- How to Cancel a Requisition

BUSINESS OBJECTIVE: If goods or services are no longer required and a PO has not been created against the request, at times, a requisition will need to be canceled. When a requisition is canceled, the pre-encumbrance is released once the canceled requisition is budget checked.

STEP#1: Navigate to eProcurement>Manage Requisitions and search for the requisition. Click on the ▼ and select ‘Cancel Requisition’ then click on the ▶ button.

Once the requisition is canceled, the status of the requisition changes to ‘Canceled’.

Return to Manage Requisitions
**STEP#3:** Requesters need to do a budget check to ensure pre-encumbrance funds return back to their budget. Click on the [ ] and select ‘Check Budget’ then click on the [ ] button.

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000061</td>
<td>0000000061</td>
<td>BMC55</td>
<td>04/05/2019</td>
<td>Cancelled</td>
<td>Not Ch’ld</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Once the requisition has been budget checked, the budget status of the requisition changes to ‘Valid’. This completes the cancel process and ensures funds are returned to the budget for the department.
D- Canceling Receipts

BUSINESS OBJECTIVE: At times, receipts need to be canceled due to entering incorrect information or making a mistake.

STEP#1: Navigate to Purchasing>Receipts>Add/Update Receipts> Find an Existing Value. Enter business unit and receipt number or PO number.

STEP#2: Click on the red ‘X’ next to ‘Receipt Status’
**STEP 3:** A message will pop up to confirm the cancelation. Click on ‘Yes’ and click on the **Save** button to save the receipt.

A receipt cannot be canceled if a voucher has been entered against the receipt. If the voucher has not been paid, the voucher would need to be deleted before canceling the receipt. Work with your Accounts Payable Office.