USDA UNITED STATES DEPARTMENT OF AGRICULTURE

Draft

IAS Release 3.0

Desktop User Guide

Prepared by CRI Solutions, Inc.

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IAS Release Information

IAS Release 3.0

In a continuing effort to support IAS users and streamline USDA's acquisition process, IAS will be upgraded to version R3.0. This upgrade is a proactive measure designed to ensure IAS remains reliable and accurate as well as in the forefront of technology and at the same time incorporate enhancements requested by end-users.

IAS Release 3.0 is a robust release involving upgrades of several architectural components as well as enhanced new functionality for users and correction of existing functionality. This release contains the following enhancements:

- Upgrade Oracle iProcurement to 11.5.10: IAS was on Oracle 11.5.8 R3.0 will upgrade Oracle to 11.5.10 and configure 11.5.10 to work in an IAS environment. Oracle 11.5.10 offers important enhanced functionality to the users in the area of Requisitioning.
- Previously, the Vendor Search form defaulted the Vendor Address type to **PRISM** and Organization to the users default organization. The new enhancement will default the Vendor Address type to **EXTERNAL** and the Organization field to Current **Orgs**.
- Display the receipt FFIS status (Accept, Reject, Pending) on receipt on the following iProcurement Receipt screens: (1) My Receipts at Glance, (2) View Receipts and (3) Receipt Details. This enhancement is shown throughout the **Receiving** section (page 140) of this document.
- Display the Requisition-PO-Receipt life cycle on the requisition. Requestors can navigate to requisition line and can view the associated award and receipt information. Please refer to the Tracking Requisition Status section and the **Accessing the Receipt Status in IAS** section (page 159) of this document for more information on these updates.
- Change the filtering in FFIS to exclude certain vendors before importing into IAS (filter criteria available). Previously, TELE, UTIL and GOVT entities were included in the filter list of vendors. These entities do not require a Prompt Pay code which causes errors on invoicing. The enhancement changed the filtering in FFIS to exclude TELE, UTIL and GOVT vendors before importing to IAS The enhancement also provides additional filtering on vendors before importing to IAS. The vendor types that remain in IAS are: A, B, C, F, L, S, T, U, X, and Z
- Allow change of vendor suffix on the award, carry forward this change to invoice and then modify the vendor suffix on the Invoice during the invoice creation process.
- A requestor is not set up to modify or cancel a requisition in FFIS. Therefore any such attempt fails in FFIS. This enhancement used the new 11.5.10 functionality to enhance the *Cancel* button verbiage as "Only Funds Officers can cancel Approved or Pre-Approved requisitions".
- The system now displays the maximum characters on the following fields: (1) Note to Buyer and (2) Justification (Note to Approver).

Introduction to IAS

Introduction

Did you know?

The U.S. Department of Agriculture spends more than $2 billion on goods and services every year, representing nearly 3 million transactions.

From fire-fighting equipment … to food safety programs … to veterinary services … to tree conservation initiatives … these purchases and many more all contribute to the delivery of USDA mission-critical activities throughout the United States and the around the world.

Managing all these transactions is no small task. That's why USDA is committed to the effective operations, maintenance and support of the Integrated Acquisition System (IAS).

IAS is a modern, web-based, enterprise-wide system designed to support USDA procurement of goods and services efficiently and transparently. Among the many benefits IAS delivers to USDA are:

- Reliable procurement-related financial data
- Lower purchasing costs
- Reduced lead time to complete acquisitions
- Improved customer service
- Support for integrated planning and budgeting
- Increased opportunities for small and disadvantaged businesses

For more information, visit the IAS Web Site at http://www.ias.usda.gov/.

What is IAS Requisition Management?

Have you ever ordered anything from a web store on the Internet? If you have, you may remember searching for an item, placing it into a "Shopping Cart," and submitting your transaction with a credit card to complete the purchase. Using the Requisition Management Module to manage your Requisitions is much like ordering items on the Internet. IAS is an online procurement system that enables the USDA to manage all its purchasing activities via a single self–service interface.

Requisitioners, Receivers and Funds Approvers routinely use the Requisition Management Module (also commonly referred to as iProc) to create, modify, cancel, or approve Requisitions, or to record receipt of requisitioned goods or services.

You will need to know the basics of IAS Requisition Management to help you navigate within the application. In this topic you will learn how to:

Let's begin with how to login to IAS.

Logging Into IAS

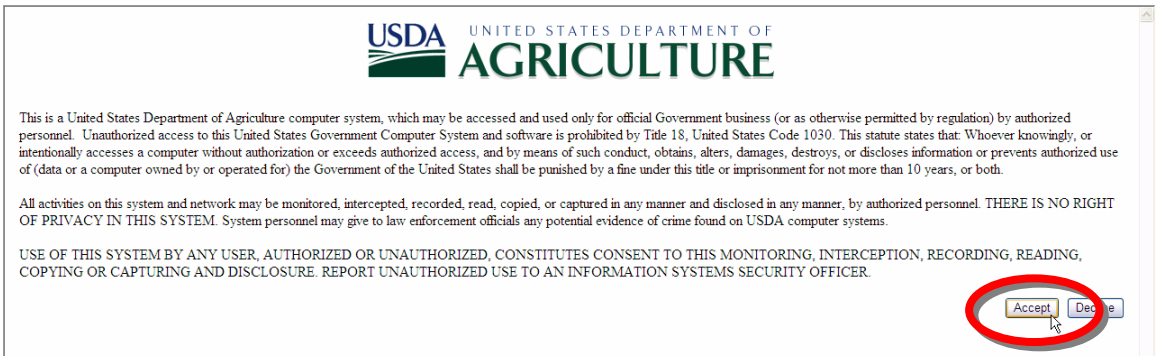
To log in to IAS from the USDA home page, type the following URL in your browser window:

www.ias.usda.gov

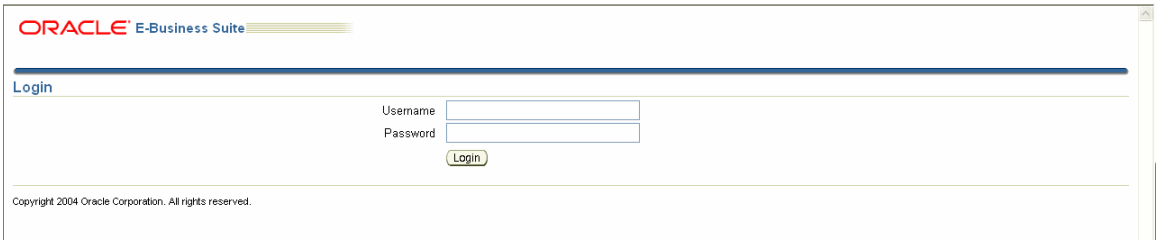
This will take you to the IAS USDA Homepage.

From the IAS USDA Homepage, click on the *Requisition Module* link.

On the next page, read the information and click on the **Accept** button to proceed to the *Oracle Applications Login* screen.

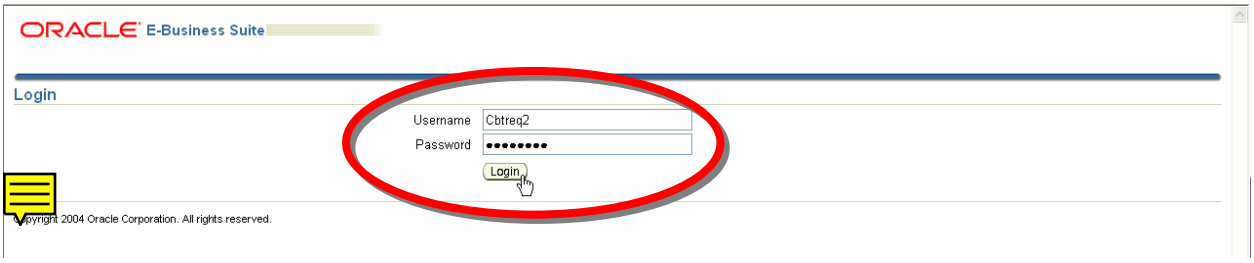


Now you'll see the Oracle Applications Login screen displayed in your browser.

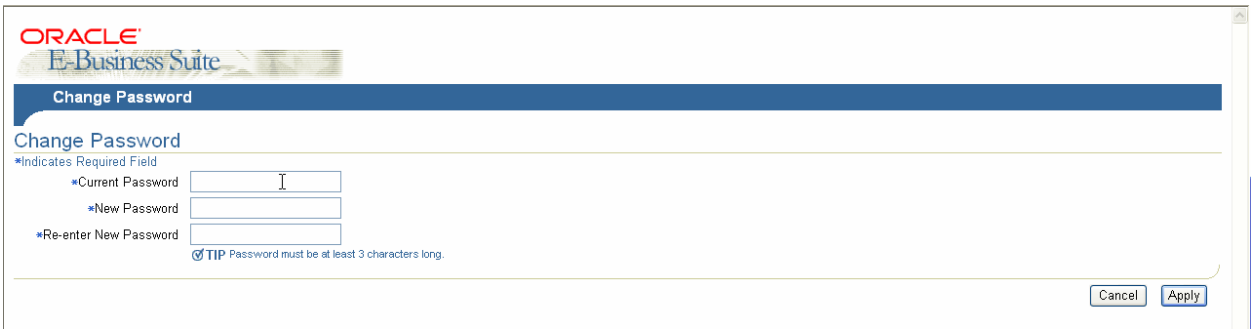


IAS uses FFIS usernames and passwords. This allows Requisitions to pass from IAS directly to FFIS, for commitment of funds. Enter your username and password in the spaces provided.

Once you have entered you username and password, click on Login.



If logging in for the first time, you'll be prompted to change your password.

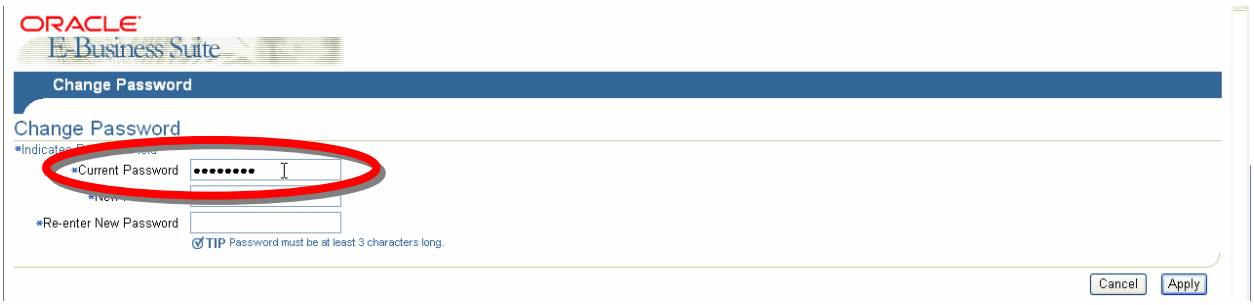


The following rules apply when creating a password:

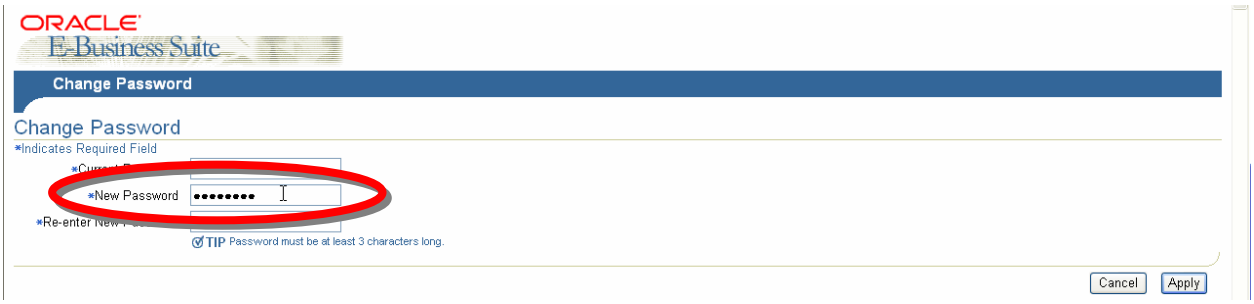
- Passwords will contain a minimum of 8 characters.

- One character must be a number.
- The leading character cannot be a number.
- Successive, repeat characters are not permitted. E.g. "mississippi1"
- IAS will prompt users to change passwords every 30 days.
- Passwords cannot be re-used for a period of 1 year.
- After 3 failed login attempts a user's account will be locked out. Please contact your System Administrator for assistance.
- Once logged in, if an account is left idle, IAS will time out after 30 minutes. The user will have to login again.
- User names and passwords are NOT case sensitive!

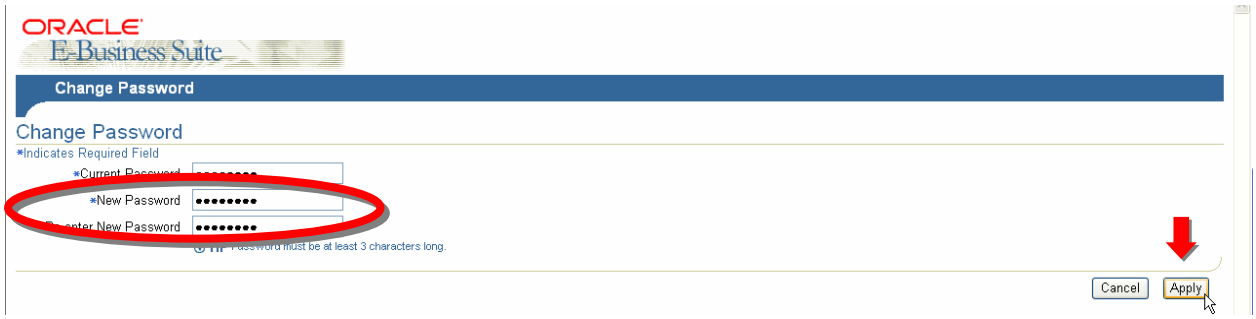
Enter your password in the *Current Password* field.



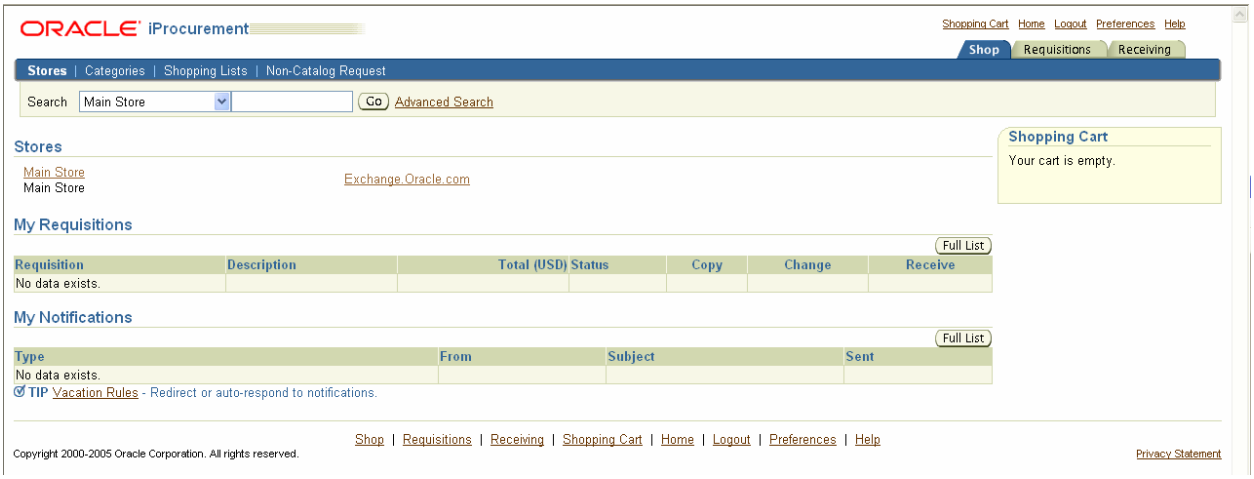
Next, enter your new password in the *New Password* field.



Finally, re-enter your new password in the *Re-enter New Password* field. Then click Apply.

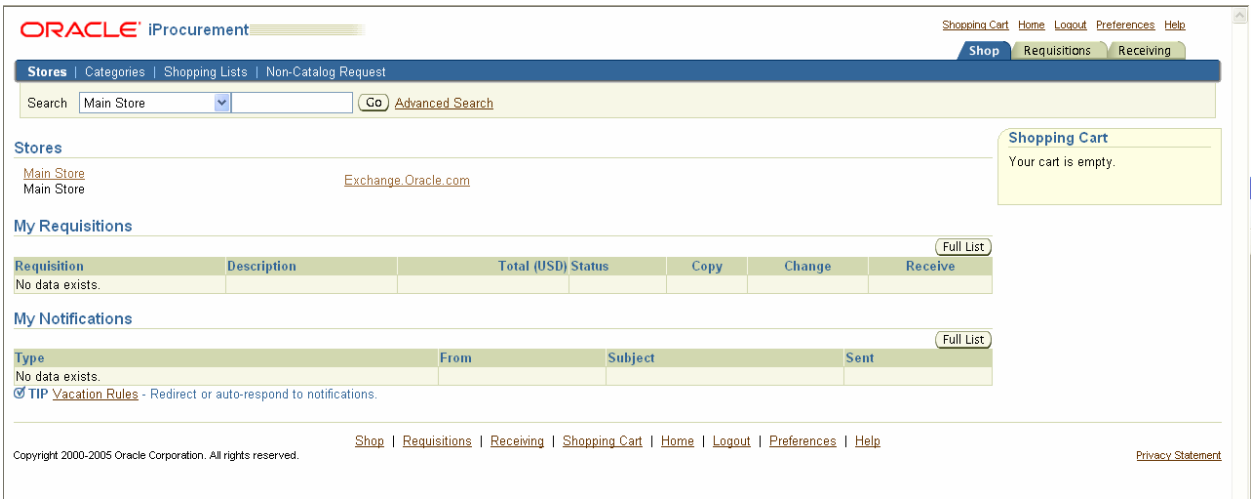


Entering this information correctly will automatically take you to the *Shop* page.



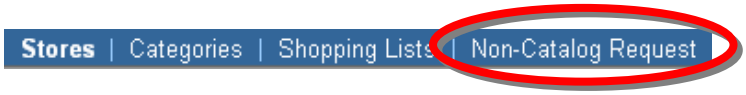
Reviewing the Shop Page

When you first log in to the Requisition Module of IAS, the *Shop* page will automatically be displayed. The following is a screenshot of the *Shop* page:



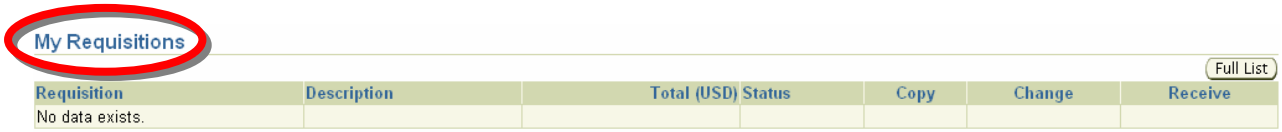
From the *Shop* page, you can:

- Start a Requisition using the **Non-Catalog Request** tab.

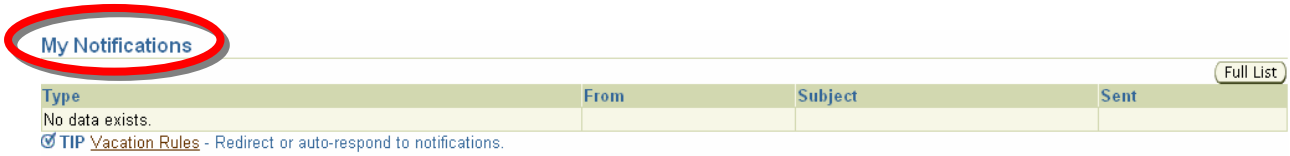


- Access your recent Requisitions, as well as a full list of your Requisitions.
- Access your recent Notifications, as well as a full list of your Notifications.
- View Requisition items currently in the *Shopping Cart.*
- Access the **Requisitions** tab.
- Access the **Receiving** tab, which allows you to Receive items; create, view, modify and cancel Receipts; and return items.
- Access the *Preferences* page which contains personal user preferences for IAS.

The *Shop* page allows you to view a portion of your Requisitions in a section called *My Requisitions*. This will provide you with a list of your most recent Requisitions.

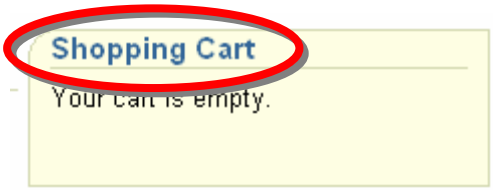


The *My Notifications* section allows you to view your most recent Notifications.

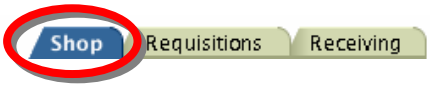


Note: Both the *My Requisitions* section and the *My Notifications* section will be covered in greater detail later in this document.

The *Shopping Cart* Quick Reference box allows you to see items placed in the *Shopping Cart*. It is located on the right-hand side of the screen.



The *Shop* page can be accessed from the **Shop** tab in the top right of the page.



These tabs, located at the top left-hand side of the page, allow a user to navigate throughout the Requisition Module. You can easily access both the *Requisitions* page and the *Receiving* page using the corresponding tabs. We'll be reviewing each of those pages shortly.

You can navigate throughout the Requisition Module by using the menu at the bottom of the page that looks like this:

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

Note: You can also access the *Shopping Cart*, *Home* (*Shop* page), *Preferences* page, *Help* page, and *Logout* of IAS using the menu located in the top right-hand corner of the *Shop* page.

Shopping Cart Home Logout Preferences Help

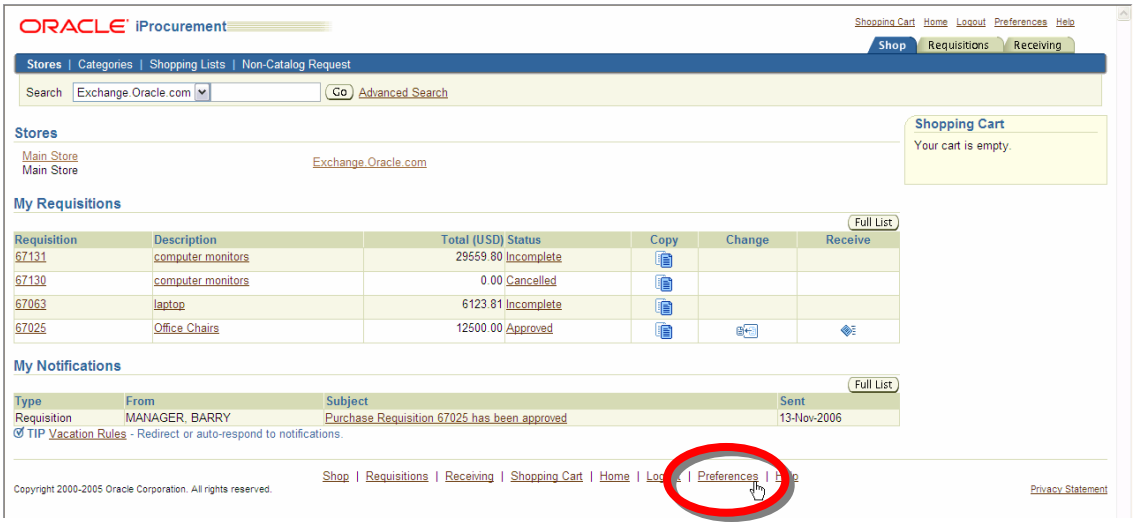
Simply clicking on the underlined word link will take you to the corresponding page.

Reviewing the Preferences Page

The Preferences page allows a user to edit his or her system profile preferences. Most of the fields on this screen will be pre-populated with default values. These values can be changed by the user.

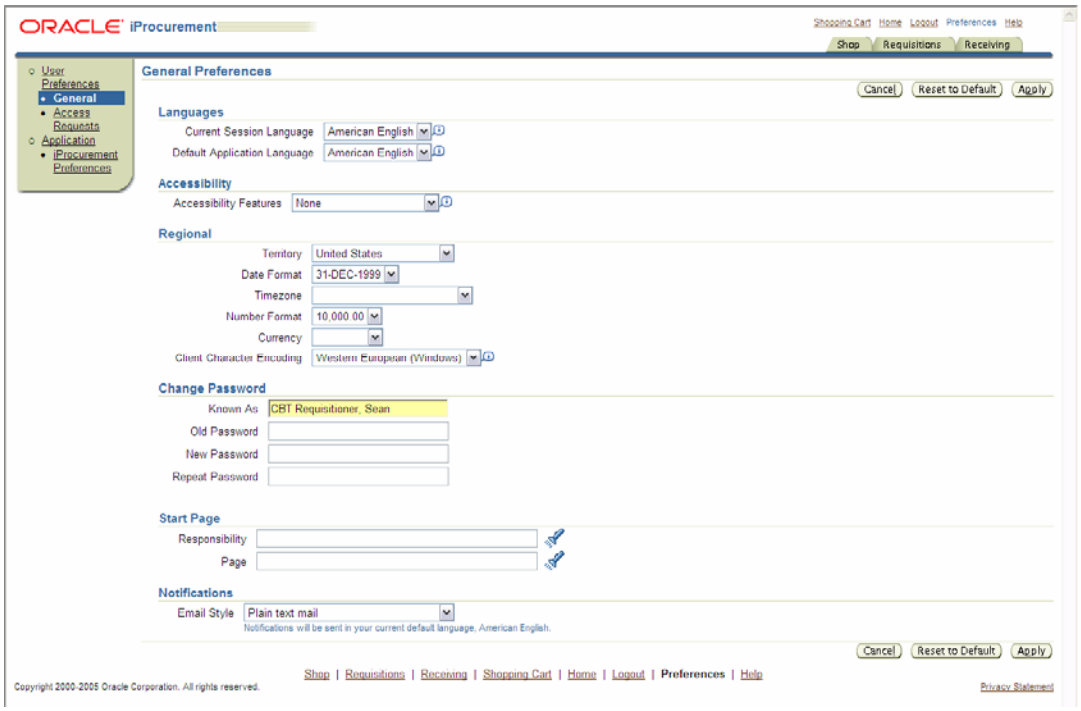
> **Warning!** Any change to the default Date Format (DD-MON-RRRR) will cause Requisitions to fail.

The *Preferences* page is accessible from the *Shop* page. To access, the *Preferences* page, click the *Preferences* link located on the *Shop* page.



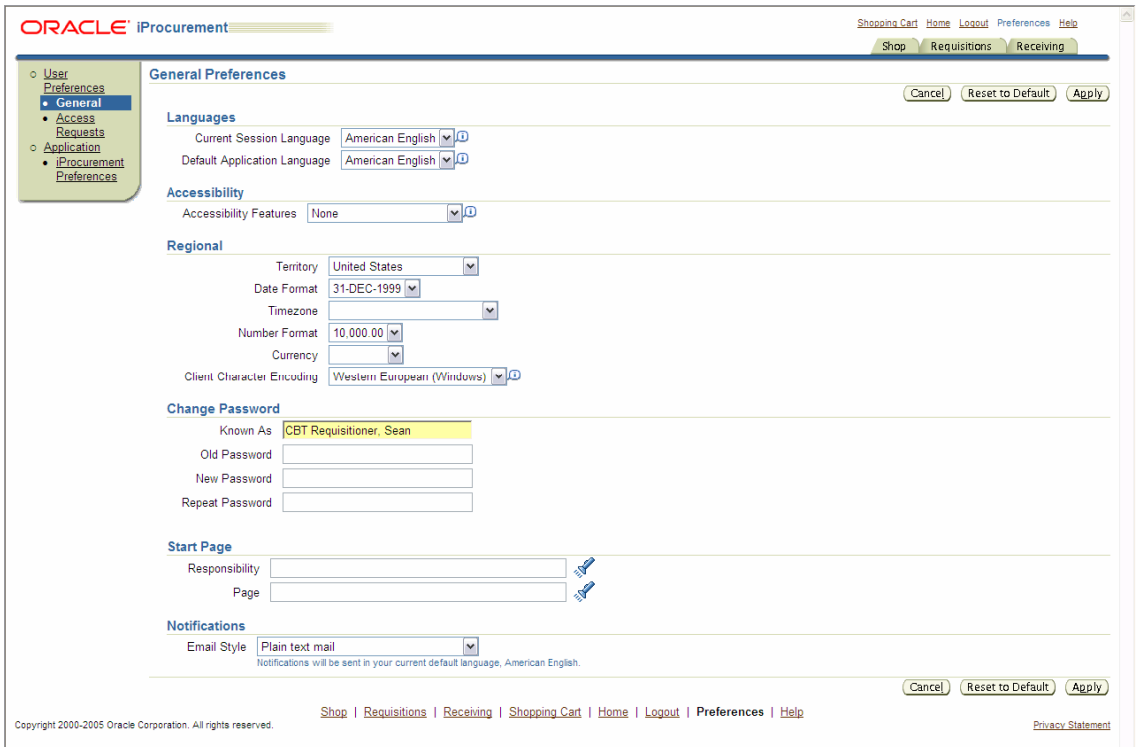
> **Tip!** This is one of the main navigation links. These links appear on every page in IAS. That means that you do not have to be on the *Shop* page to go to the *Preferences* page.
>
> Also, the Preferences link is located at the top right corner of every page as well.

This will take you to the *General User Preferences* page.



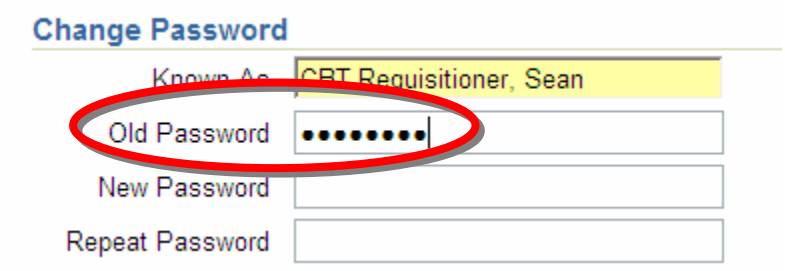
Change your Password

The Requisition Module allows a user to change his or her password from the *Preferences* page. To begin the process of changing your password, navigate to the *Preferences* page using the steps above. This will take you to the *General User Preferences* page.

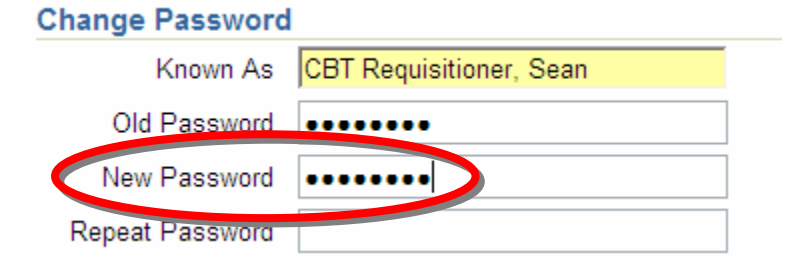


Go to the *Change Password* section and verify that you are the user listed in the **Known As** field.

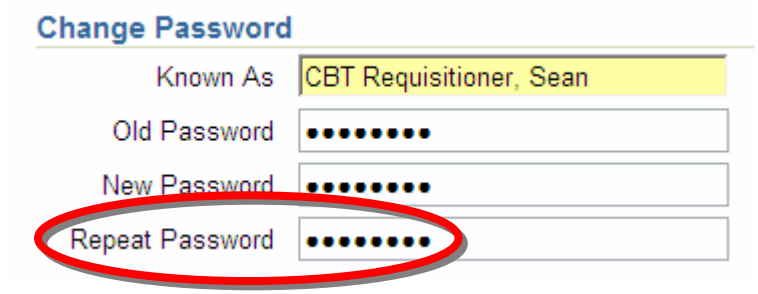
Once you have done this, enter your old password in the **Old Password** field.



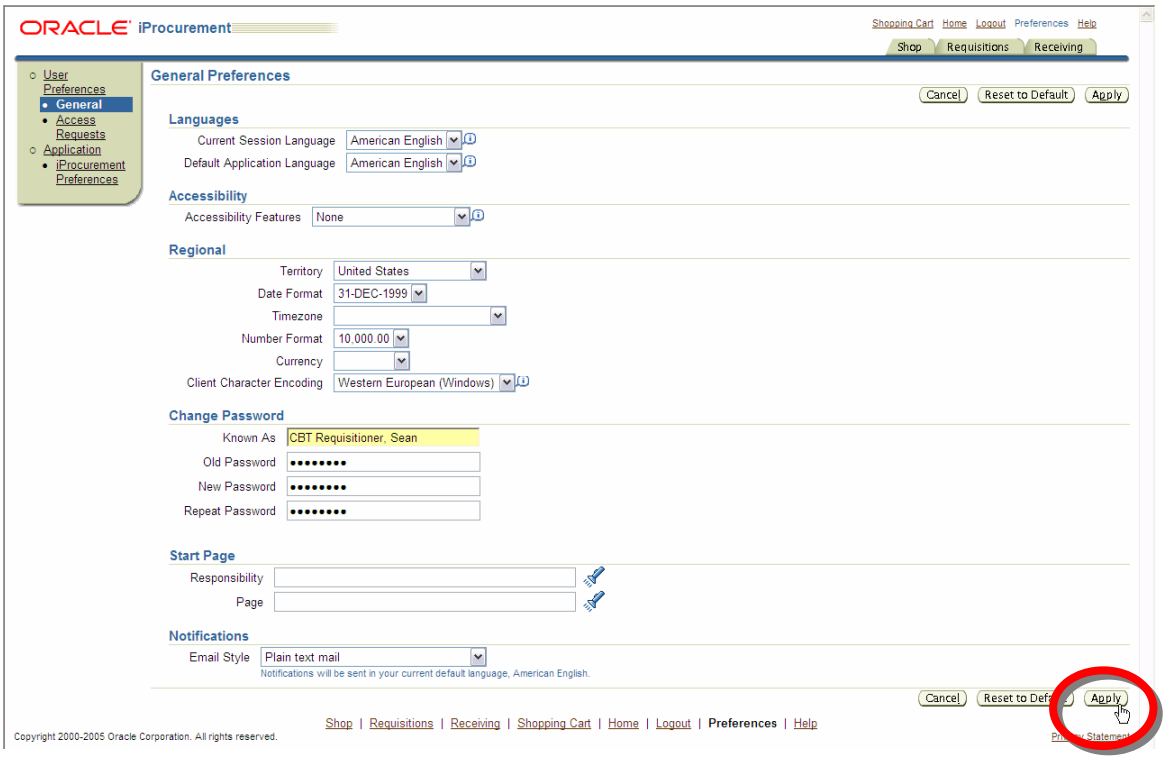
Next, enter your new password in the **New Password** field.



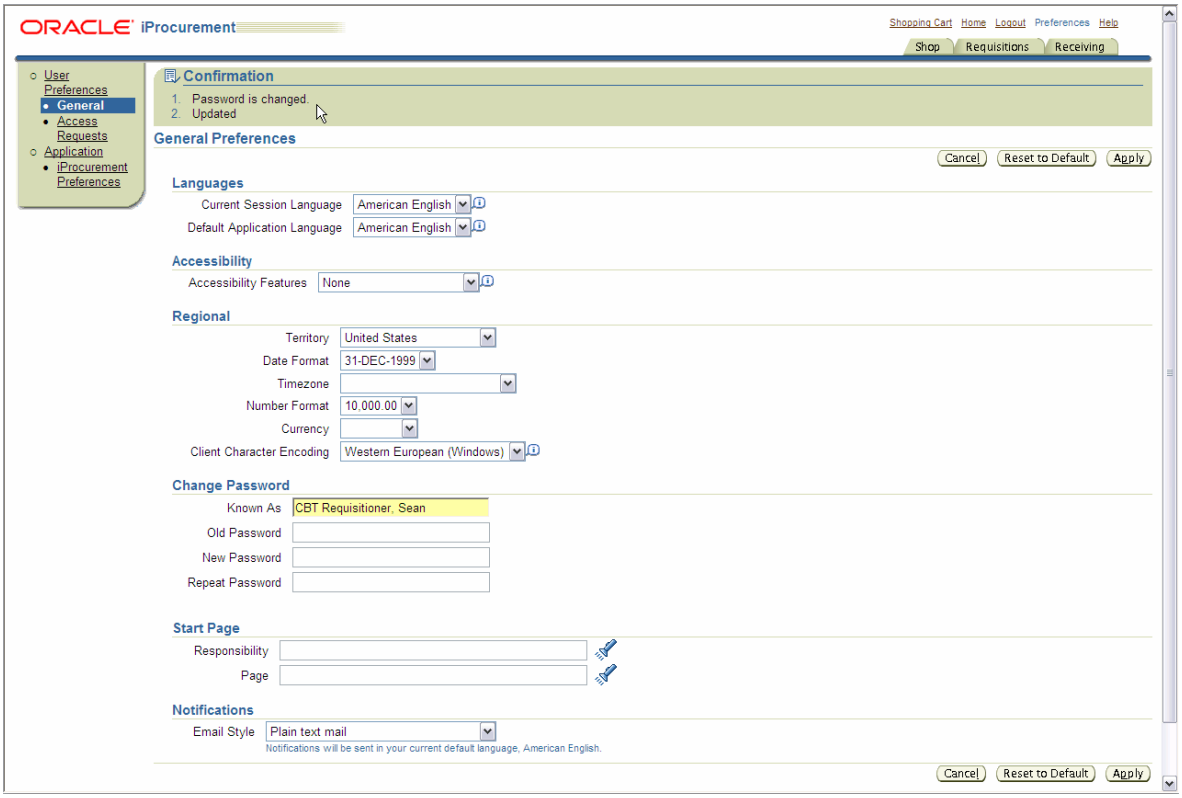
Enter your new password one additional time in the **Repeat Password** field.



Click the **Apply** button to submit your password changes.


ORACLE iProcurement
Shopping Cart Home Logout Preferences Help
Shop Requisitions Receiving
User Preferences
General
Access Requests
Application
iProcurement Preferences
General Preferences
Cancel Reset to Default Apply
Languages
Current Session Language American English
Default Application Language American English
Accessibility
Accessibility Features None
Regional
Territory United States
Date Format 31-DEC-1999
Timezone
Number Format 10,000.00
Currency
Client Character Encoding Western European (Windows)
Change Password
Known As CBT Requisitioner, Sean
Old Password
New Password
Repeat Password
Start Page
Responsibility
Page
Notifications
Email Style Plain text mail
Notifications will be sent in your current default language, American English.
Cancel Reset to Defa Apply
Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help
Copyright 2000-2005 Oracle Corporation. All rights reserved.

Once you submit your changes, a confirmation message will appear on the *General Preferences* page.

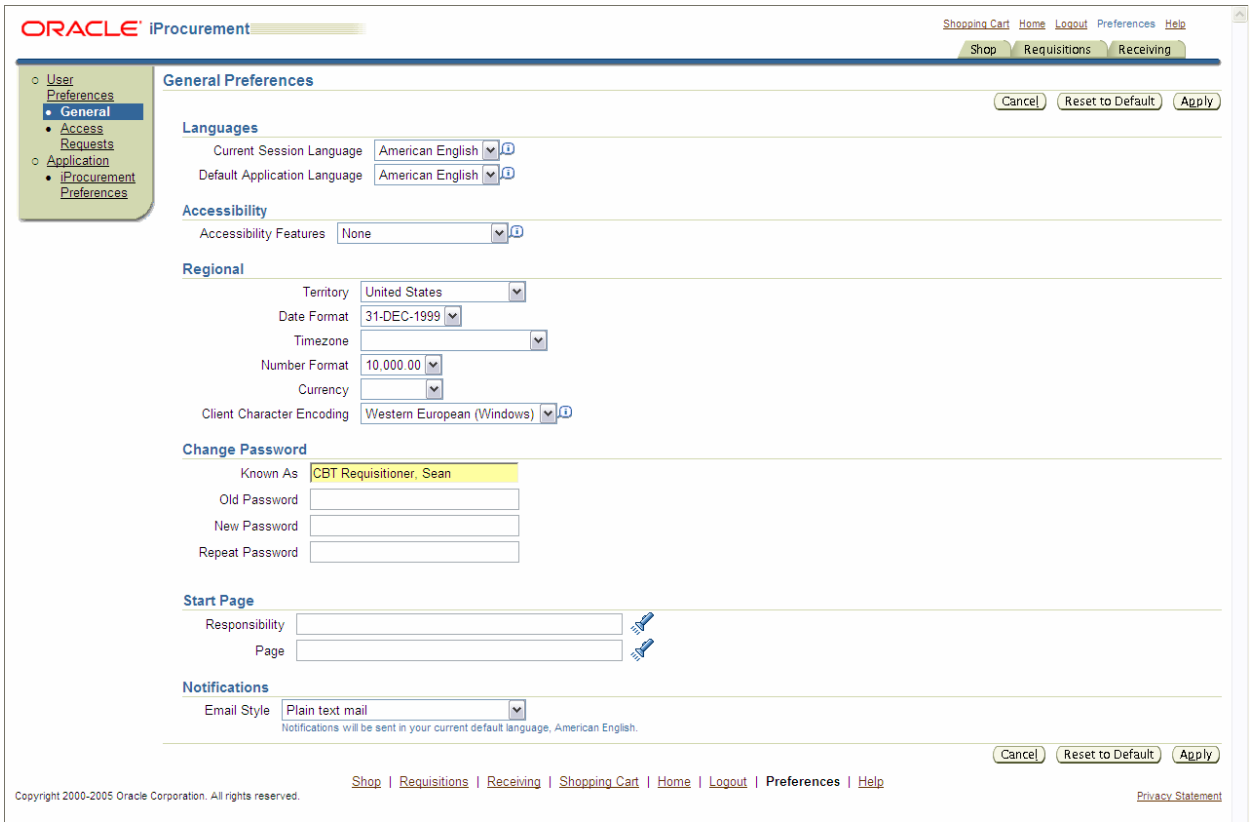


Favorite Charge Accounts

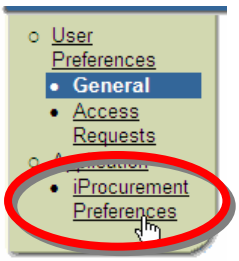
Users can save their most commonly used charge accounts in the *Favorite Charge Account* section of the *Preferences* page. These accounts can then be selected for use during the Checkout process of creating a Requisition. (The process of creating a Requisition and Checkout will be discussed in the next section of this guide.)

> **Note:** If you were using a previous version of IAS, any favorite account will have been migrated over with the system upgrade. You will not need to reenter them.
>
> **Warning!** Remember to update your account codes from one Fiscal Year to the next.

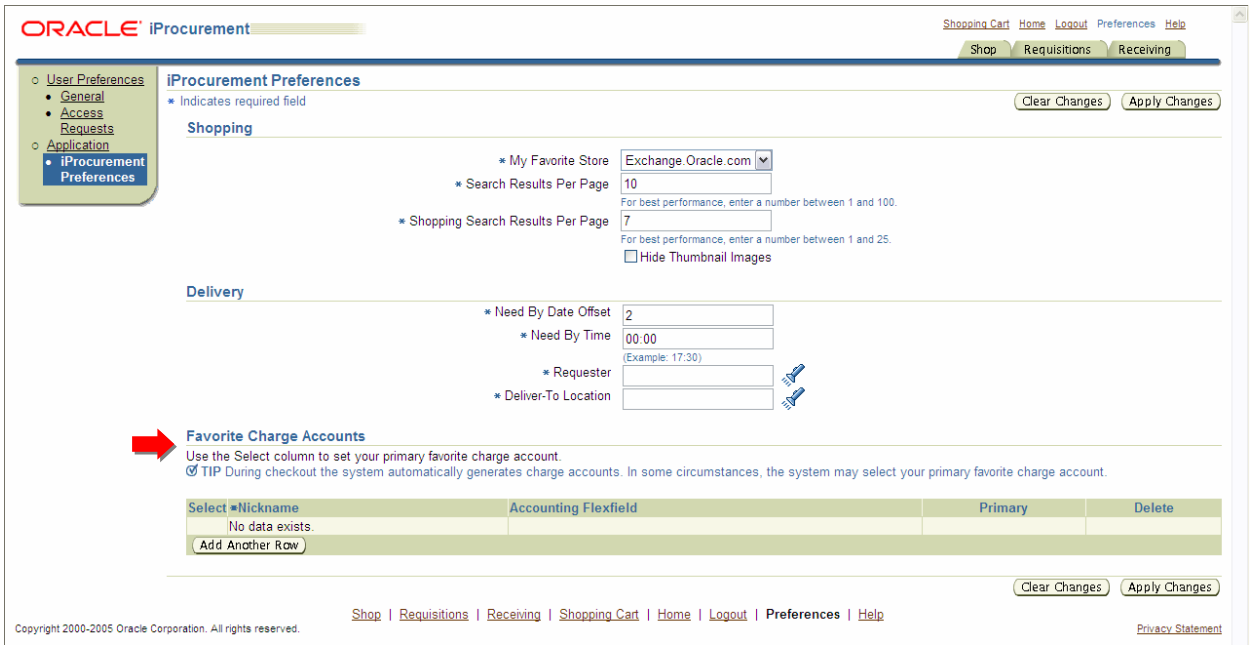
To begin this process, navigate to the *General Preferences* page from the *Shop* page using the method described above.



Using the navigation box in the upper right-hand corner, select the **iProcurement Preferences** link.



The *iProcurement Preferences* page will appear and *Shopping* and *Delivery* information should be pre-populated. The *Favorite Charge Accounts* section will appear on this screen as well.

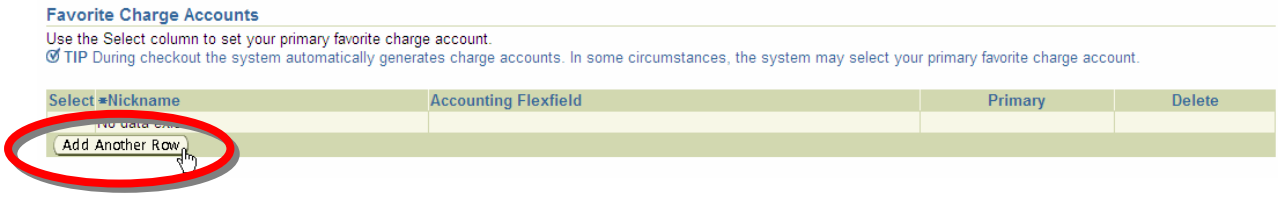


Before you start entering the charge account information, it is important to fill out the other required information on this page. Notice that the Requester and the Deliver-To Location fields in the *Delivery* section are empty.

The *Requester* field should always be filled in with your own name. Use the *Search and Select* feature by clicking on the **Flashlight** icon next to the Requester field.

The *Deliver-To Location* field should be the default delivery location. This field can be easily changed on a Requisition by Requisition basis, though it still needs a default. As before, use the *Search and Select* feature by clicking on the **Flashlight** icon next to the Deliver-To Location field.

Once you have entered that information, you can continue to put in the charge account information you want to save. In the *Favorite Charge Accounts* section, click the **Add Another Row** button.



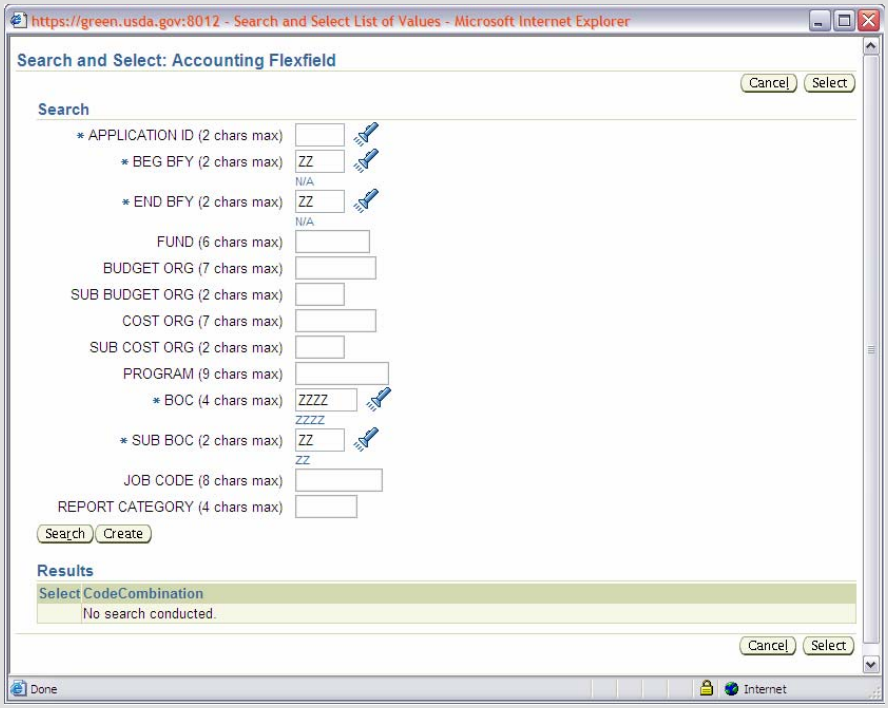
Enter a nickname in the **Nickname** field for the first charge account you are entering.

Next, manually enter the charge account code in the **Accounting Flexfield** field.

If you need to look up the corresponding charge account code, click on the **Accounting Search** icon to search for this code.

HOW TO: Use Accounting Search and Select Feature

Whenever you see the **Accounting Search** icon you can search the IAS to help you complete the associated field correctly. When you click on the **Accounting Search** icon in the *Accounting Flexfield* section, you will see the following page:



This is the *Search and Select: Accounting Flexfield* page. It allows you to search for charge accounts using portions of your accounting codes.

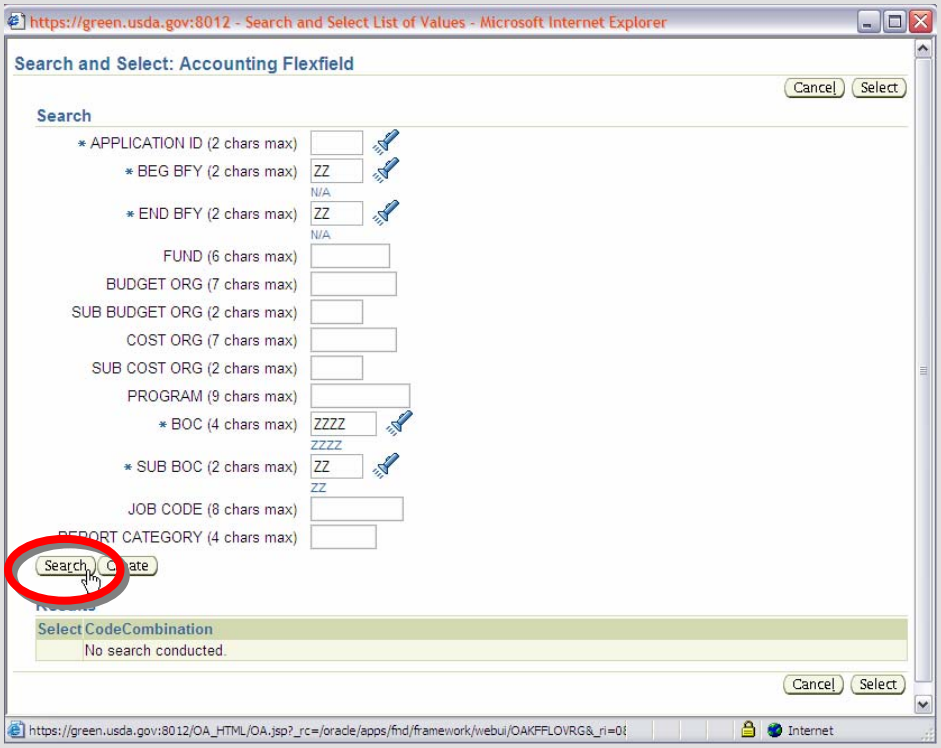
The following information is part of each accounting code and should be capitalized:

- *****APPLICATION ID: 2 chars max
- *****BEG BFY: 2 chars max
- *****END BFY: 2 chars max
- FUND: 6 chars max
- BUDGET ORG: 7 chars max
- SUB BUDGET ORG: 2 chars max
- COST ORG: 7 chars max
- SUB COST ORG: 2 chars max
- PROGRAM: 9 chars max
- *****BOC: 4 chars max
- *****SUB BOC: 2 chars max
- JOB CODE: 6 chars max
- RPTG: 4 chars max

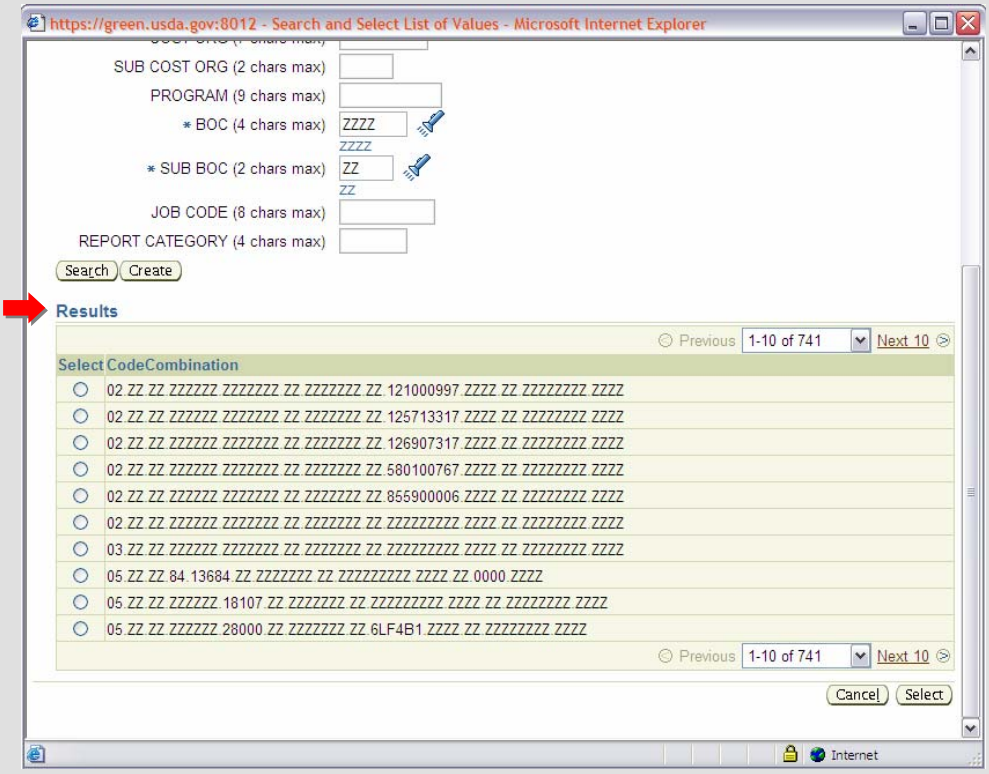
Note: A ***** indicates a required field.

Tip! The BEG BFY, END BFY, BOC, and SUB BOC fields are pre-populated.

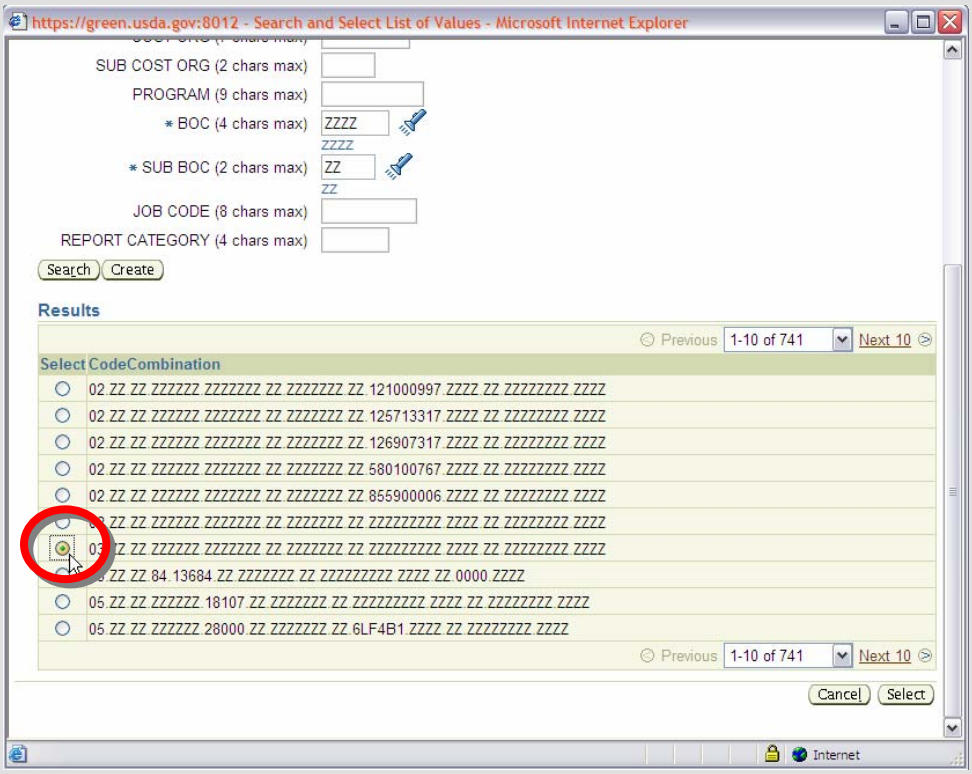
If you don't know any of your account codes, just click the **Search button.** You can also enter portions of the charge account you know, if any, and select the **Search** button.



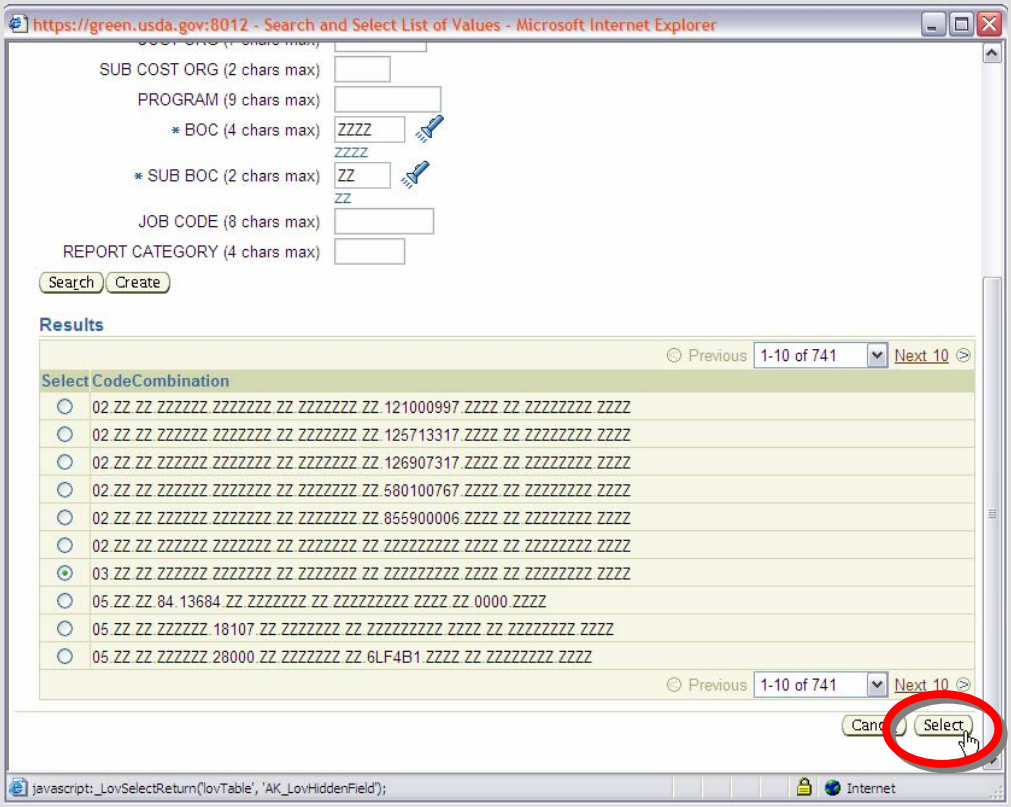
Results for your search will display inside the *Search and Select: Accounting Flexfield* window in the *Results* section.



Continue by clicking on the **Select** radio button, ○, next to the appropriate line.

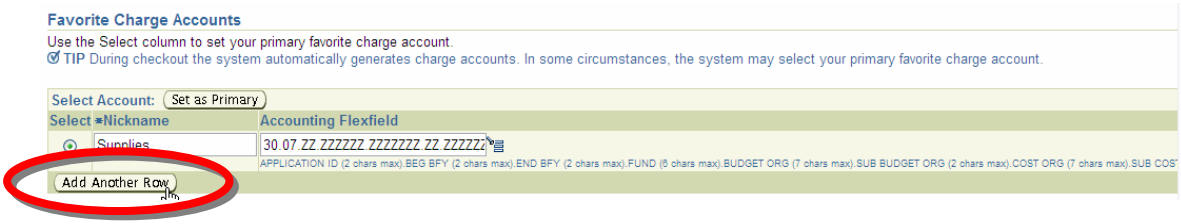


Then click on the **Select** button at the bottom right hand corner of the *Search and Select: Accounting Flexfield* window.



This will return you to the *iProcurement Preferences* page and automatically fill in the charge account in the **Accounting Flexfield** field.

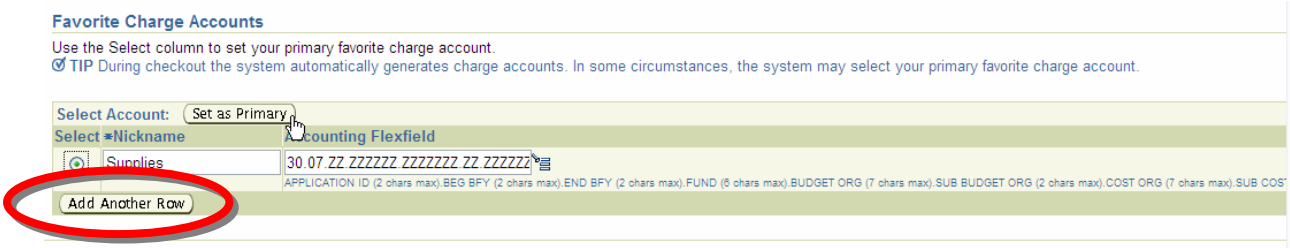
Now that you have been introduced to the search feature, let's continue. If you want to add an additional charge account code to your *Favorite Charge Accounts* section, click the **Add Another Row** button.



Remember! If multiple account codes are added, the User must select one account code to be the Primary account.

Next, we will show how to set a favorite charge account as your primary charge account. First, click the radio button in the *Select* column next to the corresponding row.

Then, click on the **Set as Primary** button.

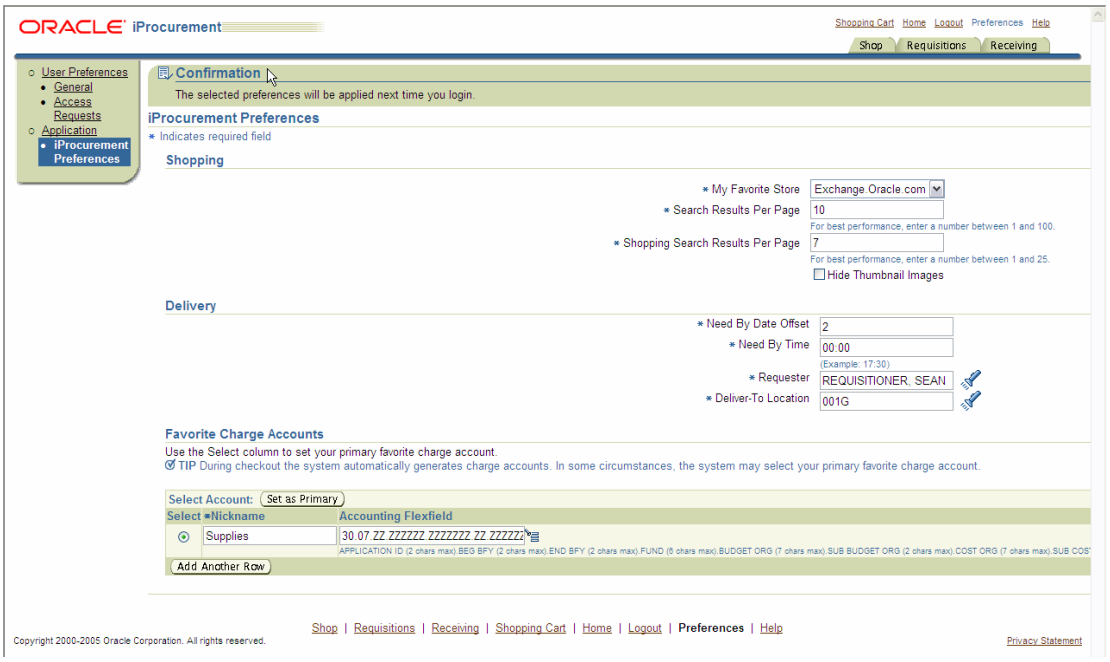


After completing all your changes, don't forget to click the **Apply Changes** button in the lower right-hand corner of the *iProcurement Preferences* page to ensure your changes are saved to your Preferences.

To ensure the correct account has been set as the Primary, look for the icon in the *Primary* column on the right-hand side of the *Favorite Charge Accounts* section.

Note: You can delete charge accounts from the *Favorite Charge Account* section by clicking the **Trash Can** icon in the *Delete* column.

To ensure your changes are applied to your Preferences, look for a Confirmation message displayed at the top of the *iProcurement Preferences* page.


ORACLE iProcurement
Shopping Cart Home Logout Preferences Help
Shop Requisitions Receiving
User Preferences
General
Access Requests
Application
iProcurement Preferences
Confirmation
The selected preferences will be applied next time you login.
iProcurement Preferences
* Indicates required field
Shopping
* My Favorite Store Exchange.Oracle.com
* Search Results Per Page 10
For best performance, enter a number between 1 and 100.
* Shopping Search Results Per Page 7
For best performance, enter a number between 1 and 25.
Hide Thumbnail Images
Delivery
* Need By Date Offset 2
* Need By Time 00:00
(Example: 17:30)
* Requester REQUISITIONER, SEAN
* Deliver-To Location 001G
Favorite Charge Accounts
Use the Select column to set your primary favorite charge account.
TIP During checkout the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.
Select Account: Set as Primary
Select *Nickname Accounting Flexfield
Supplies 30.07.ZZ.ZZZZZZ.ZZZZZZZ.ZZ.ZZZZZZ
Add Another Row
Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help
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Requisitions

Introduction

In the previous topic, you learned about the basic history and functions of IAS, as well as how to navigate throughout the system. In this topic, creating and making changes to a Requisition will be discussed.

Objectives

In this topic you will learn how to:

- Create a simple Requisition
  - Add an Item to the Shopping Cart
  - Save Shopping Cart for Later Use
  - Review Basics of Fields
  - Complete Requisition
- Create a complex Requisition
  - Change *Item Type* to *Goods or services billed by amount*
  - Add Multiple Items to the Shopping Cart
  - Edit Line Items for the Requisition
  - Change Billing Information
  - Create an Ad Hoc Approval Chain
  - Complete Requisition
- Track the Requisition Status and Approval History
- Change a Requisition
- Cancel a Requisition

Let's begin by creating a simple Requisition.

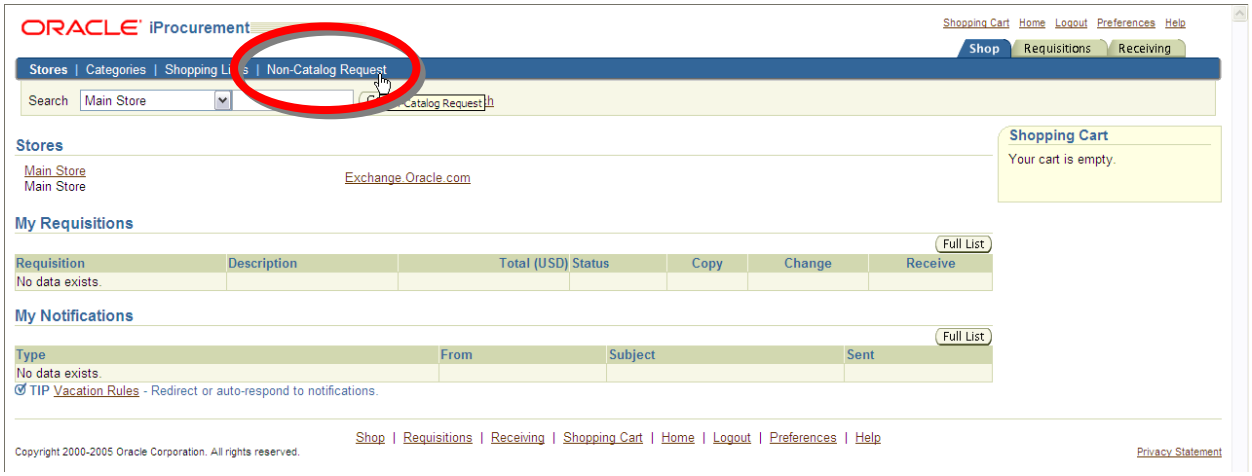
Create a Simple Requisition

In this user guide, a simple request is defined as a request for goods or services billed by quantity. In this section, a Requisition will be created for office chairs to demonstrate the process of creating a simple Requisition.

Stage 1: Starting a Requisition

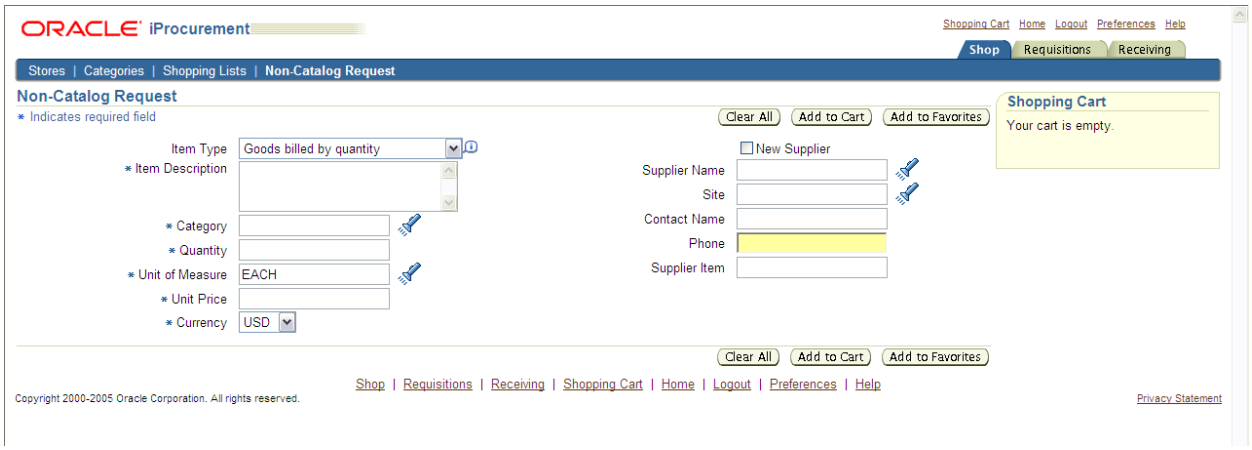
The first step to creating a simple or basic Requisition is to create a Non-Catalog Request. This is where most Requisitions begin, unless you have saved a shopping cart, which is a function that will be discussed later on.

Click on the **Non-Catalog Request** link on the *Shop* page to go to the *Non-Catalog Request* page.



Stage 2: Adding Line Items - Enter Requisition Details

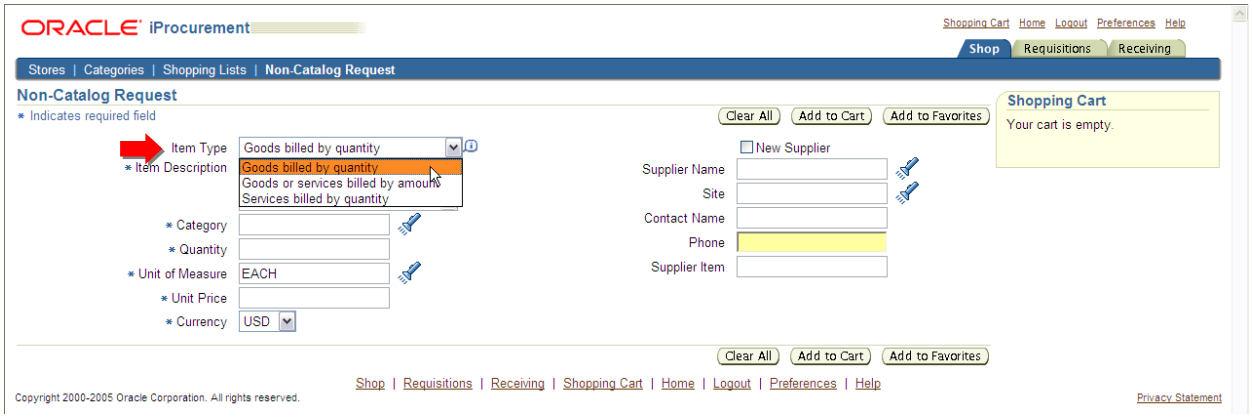
The *Non-Catalog Request* screen should now be open and you can begin creating a Requisition in IAS.



NOTE: A blue asterisk (*) indicates a mandatory field in IAS that a user must complete.

Select the Item Type (Required)

The Item Type field gives a user three options: (1) Goods billed by quantity, (2) Services billed by quantity, and (3) Services billed by amount.



The *Goods billed by quantity* option is used for items that have a specific cost associated with them such as 20 office chairs for $250 each or 3 engine blocks for $1500 each. This is used for any physical item you may be requesting.

The *Services billed by quantity* option is used when services can be billed in distinct quantities, such as a period of time or an amount of space. A good example of a service billed by quantity is a contract billed by work hours or days. Alternatively, an example of a service billed by space is a contract for grounds maintenance billed by acre. The setup for this type of item is identical to the set up for *Goods billed by quantity*, so that topic will not be covered here.

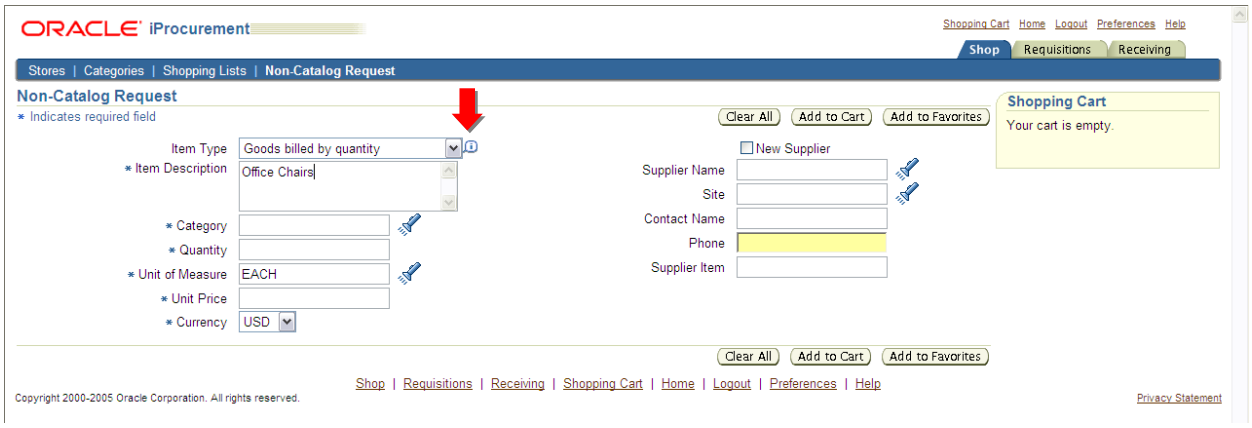
The *Goods or services billed by amount* option is used when goods or a service will be paid in monetary increments over time. A good example of this is a contract or lease.

NOTE: When using goods or services billed by quantity, the Requisition units should match the way in which the order will be receipted and invoiced. For example, if you are procuring a year's worth of maintenance services that will be billed monthly, the units of measure should be in months, not years. If the monthly amounts will vary and are not equal, you should use services billed by amount.

Tip! If you are requesting a physical item, you should use *Goods billed by quantity*. If not, *Goods or services billed by amount* will probably work better than *Goods billed by quantity*.

Since this type of item requires a more complex Requisition, it will be covered in the next section – Creating Complex Requisitions.

Note: There is an information icon displayed next to the drop-down menu for the *Item Type* field. Whenever this icon is listed, it provides more detailed information about that field.

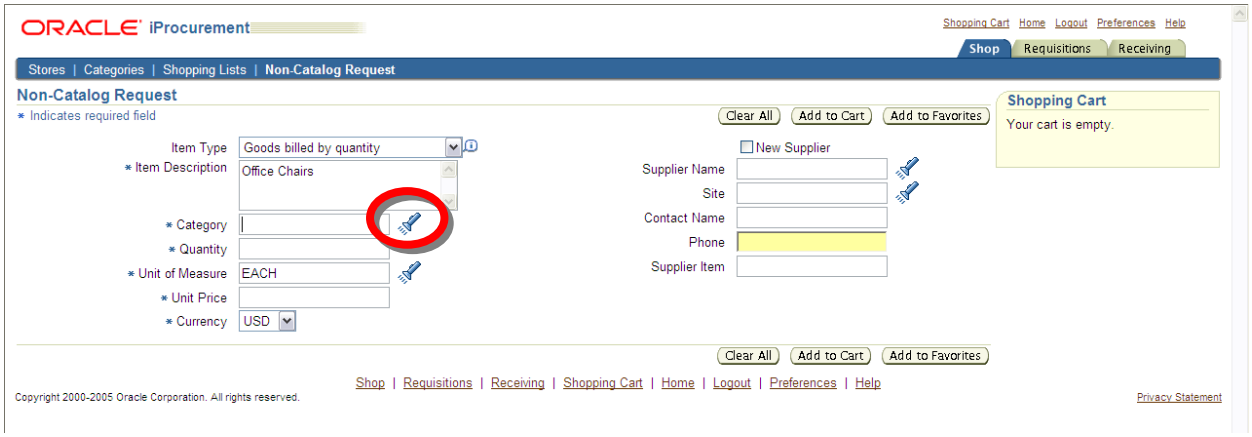


Enter the Item Description (Required)

This is a free text field to enter a brief description of the item or items you are ordering. This field allows a maximum of 250 characters. If additional space is needed, an attachment to your Requisition can be added in Stage 5.

Select a Category (Required)

A user must identify and select a *Category* for each non-catalog request. The USDA refers to this Category as the Product Service Code. Select the **Flashlight** icon to search for a category.

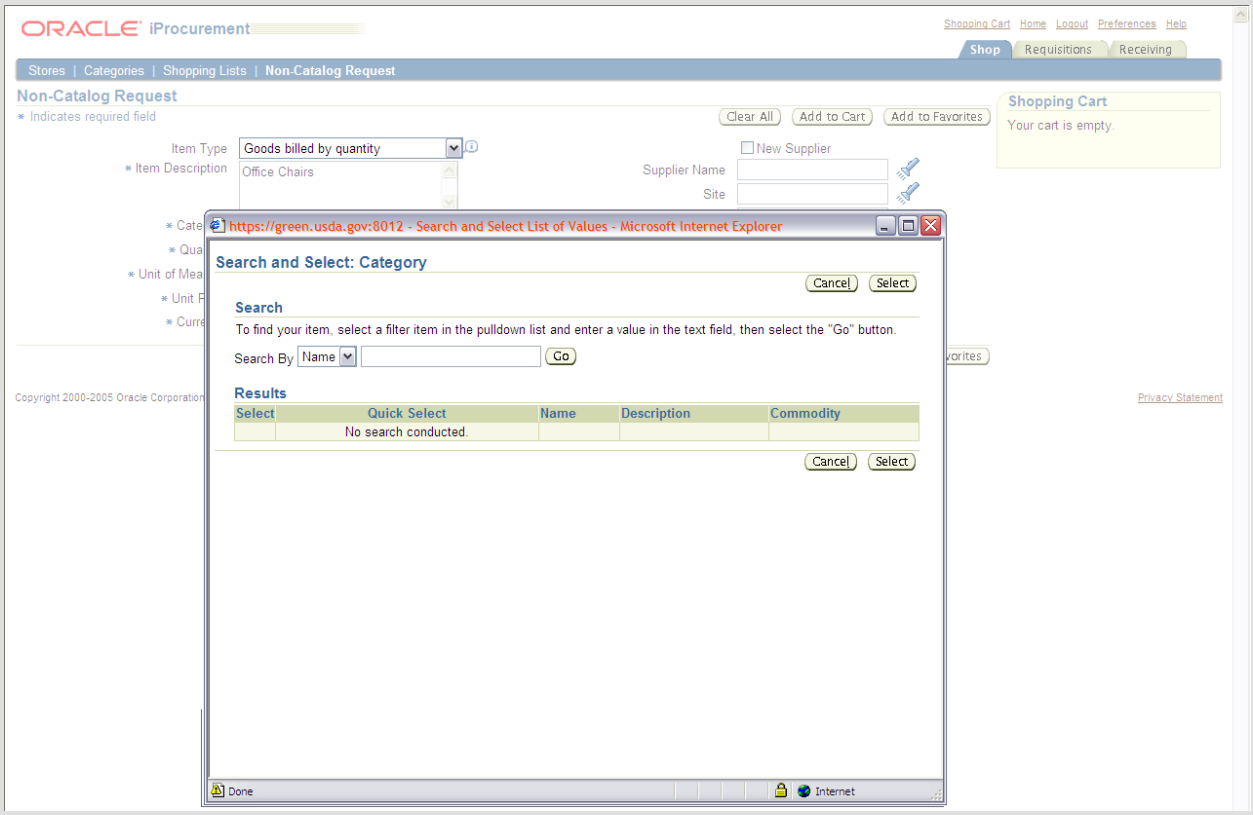


Tip: The Budget Approver or Contracting Officer has the authority to change this field later. The full list of category codes is available on the portal page. (IAS Portal Site -> Guidance -> Non-Catalog Category Codes-Federal Product Service Codes) If you are unable to find an appropriate code, 9999 may be entered as a default code.

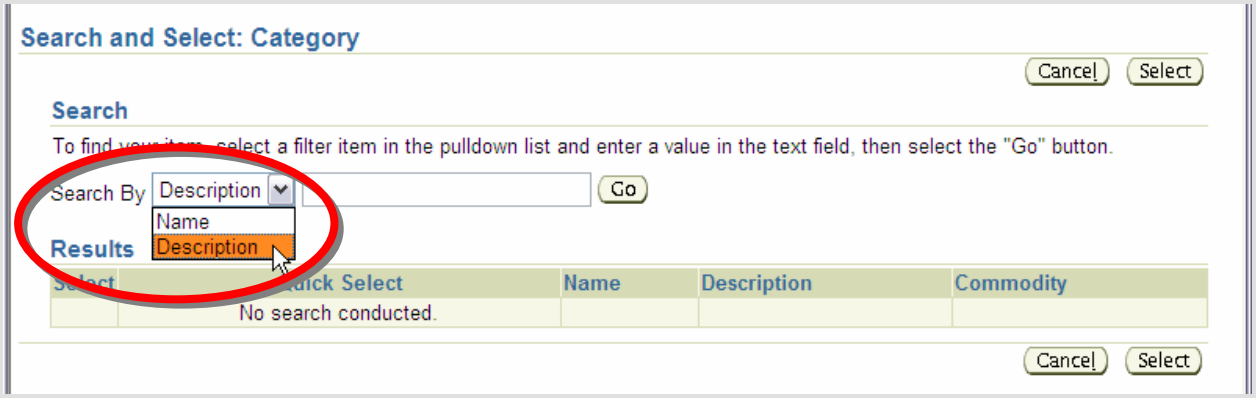
Remember! These codes are for categories of items. For example, when entering the line item for office chairs, the code selected will be one for office equipment; not specifically an office chair. As a user, ensure you search for the category the good/service falls under.

HOW TO: Use Flashlight Search and Select Feature

Whenever you see the **Flashlight** icon , you can search the IAS to help you complete the associated field correctly. When you click on the **Flashlight** icon in the *Category* section, you will see the following page:



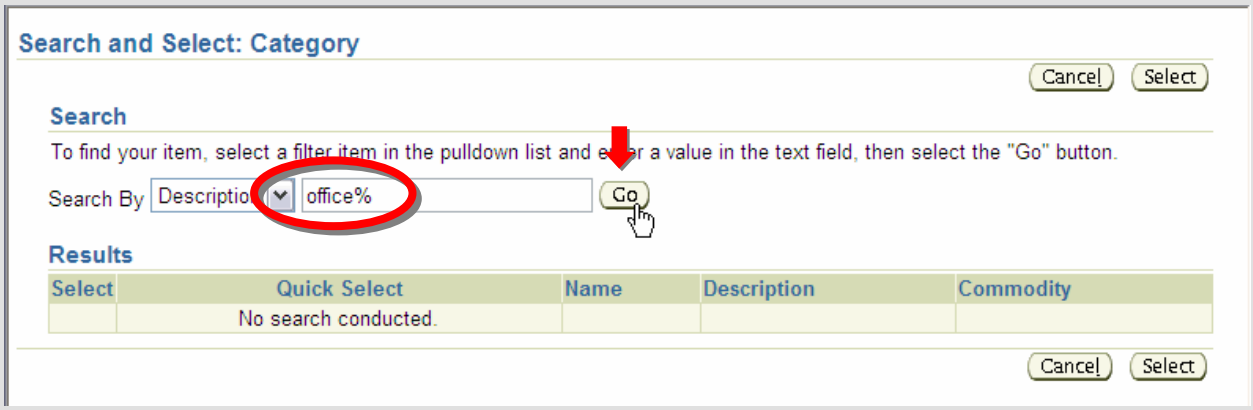
Click on the drop down menu highlighted above to select search criteria by *Category Description* or *Category Name*.



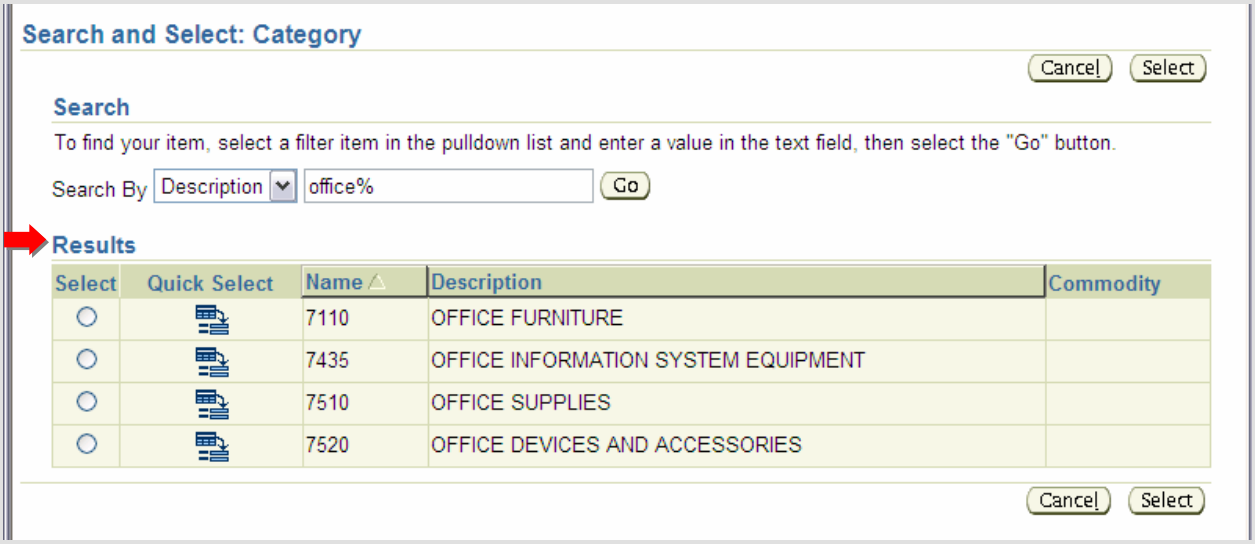
The following general rules will be helpful in obtaining the search results you need to complete your Requisition:

- Characters are not case sensitive.
- The complete results list can be generated by searching on an empty field or by entering the percent sign (%) as a wildcard.
- Descriptions that begin with a certain word or set of characters can be searched for by entering those characters. For example, if you want to search for Office at the beginning of a description, enter "office" in the search field.
- Descriptions containing certain words or characters can be found using the % as a wildcard at the beginning. For example, if you want to search for office in the middle of a description, enter "%office" in the search field.
- Navigation through search options is provided at both the top and bottom of the page. (e.g. Previous, 1-10, Next 10)

For our simple Requisition, you will search by *Category Description.* Enter "office%" and click on the **Go** button to execute the search.

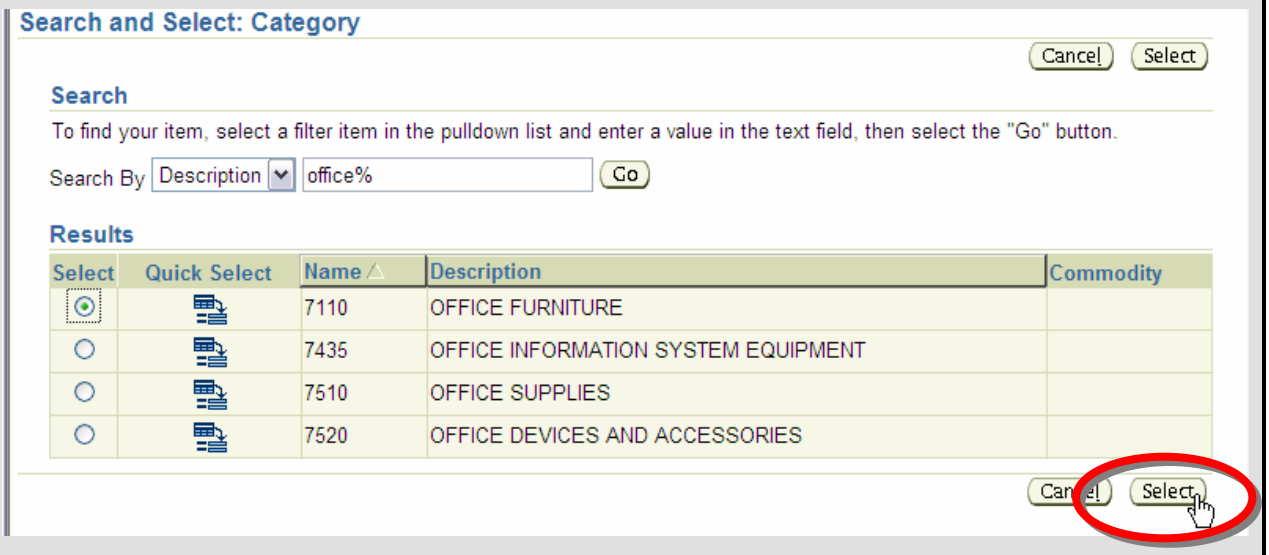


Your results will fill in below the search fields.

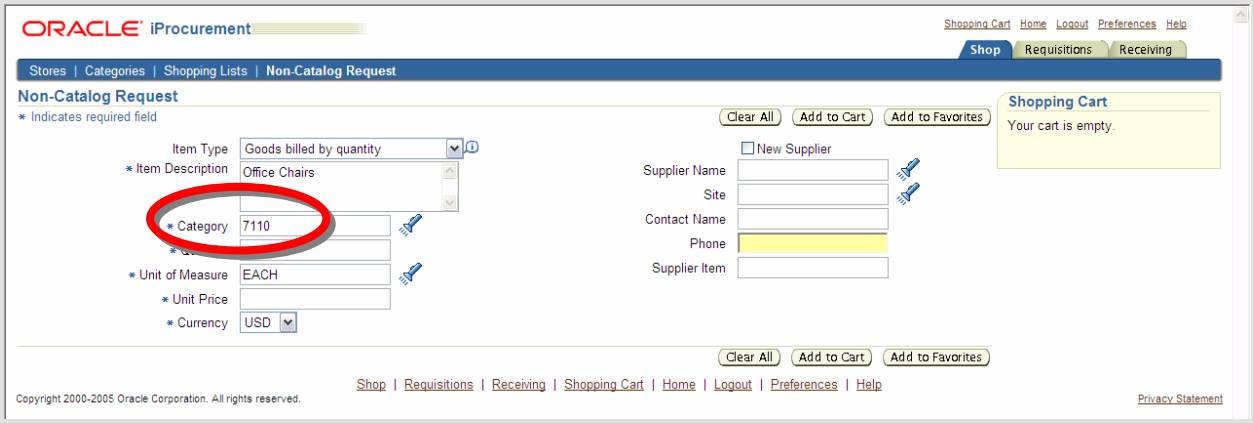


Continue by clicking on the **Radio** button in the *Select* column next to the appropriate line.

Then click on the **Select** button at the bottom right hand corner of the *Search and Select: Category* window.

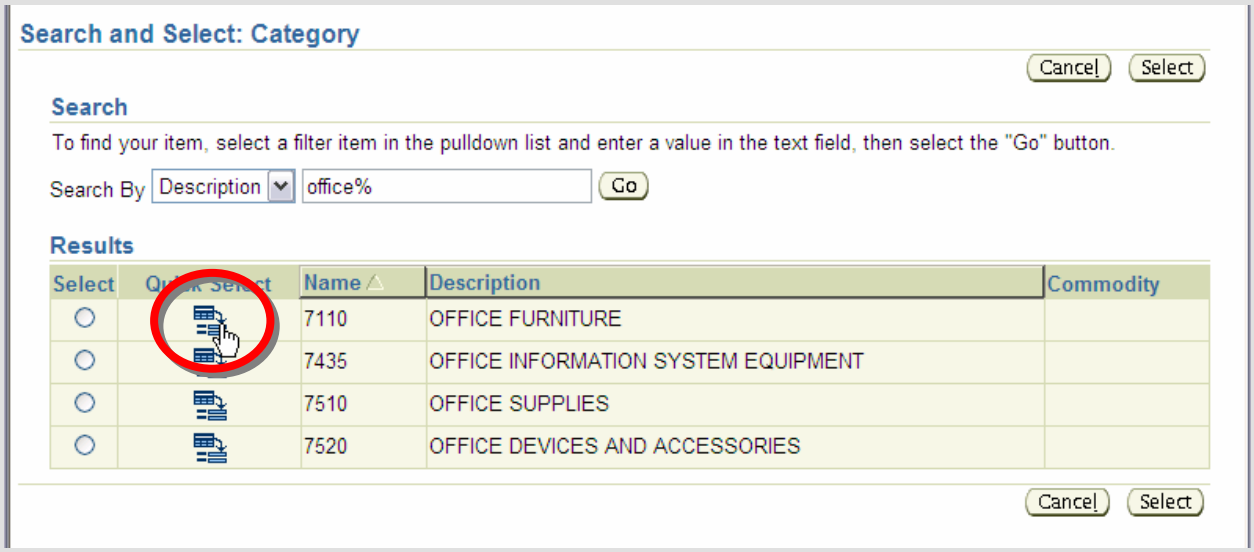


This will return you to the *Non-Catalog Request* page and automatically fill in the category code.



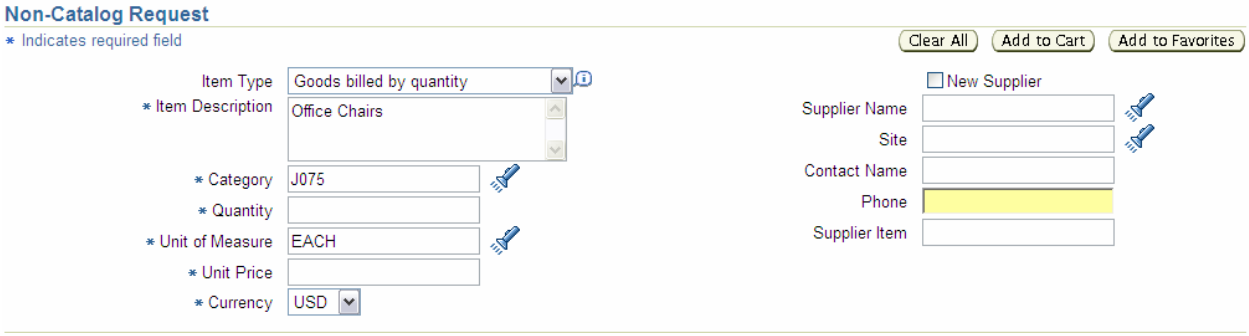
New Feature!

The **Quick Select** button feature is available in any *Search and Select* pop-up window. The **Quick Select** button saves you the trouble of clicking both the **Select** radio button and the additional **Select** button to return you to your original page.



For this example, once the search results are received, click on the **Quick Select** button to select the correct category item and return to the *Non-Catalog Request* page.

Now that you have learned how to use the search feature, let's continue to fill out the rest of the information associated with our Requisition.



Quantity (Required)

Enter the number of items you would like to purchase in this field.

> **NOTE**: The Quantity value extends to four decimal places. (e.g. 2.0259) However, it is highly recommended that whole numbers be used to prevent rounding errors.

Unit of Measure (Required)

The Unit of Measure field defaults to "Each." To change this field, use the Search and Select tool. If you know the unit of measure you want to use is in the list, just type it into the text field in uppercase.

> **Tip!** Other Units of Measure can be added to the Search and Select list by submitting a request to the IAS Help Desk (support@iashelpdesk.com or 1-866-IAS-8686).

Unit Price (Required)

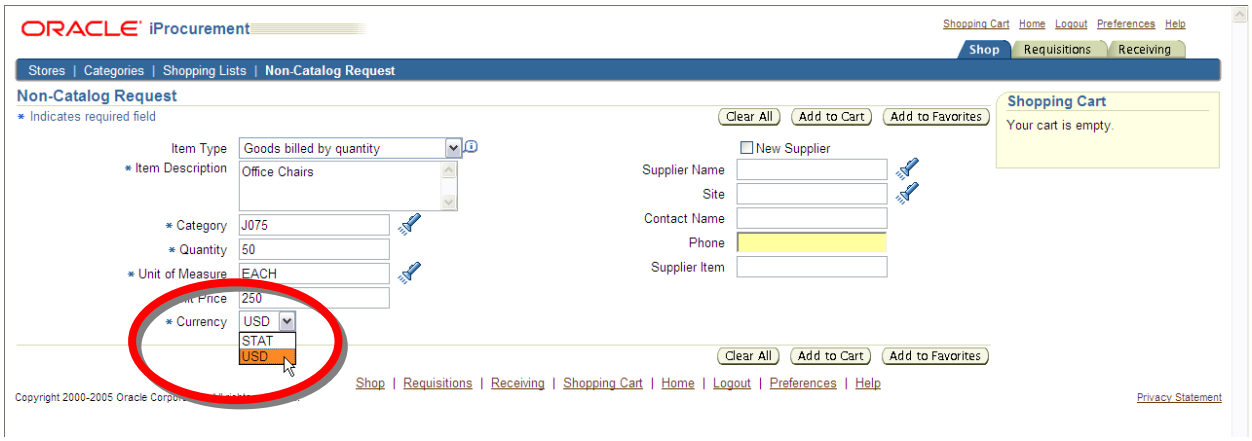
Enter the estimated dollar value per item. When entering the unit price, do not insert a currency symbol ($). Also, whole dollar values do not require a trailing decimal point and zeros. For example, $100.00 would be entered as 100. If required, you can enter cents. For example, $100.65 would be entered at 100.65.

> **Note:** The Unit Price value extends to three decimal places. (e.g. 1.599)

> **Warning!** Do not include delivery charges as part of the price of any line item. All delivery charges must be entered as a separate line item.

Currency (Required)

This defaults to USD (US Dollars) as FFIS only accepts US dollar values. The final cost of a foreign transaction paid in US Dollars is determined when the Bank of America provides the final exchange cost data.



Supplier Information (optional)

You may select a Vendor by using the **Flashlight icon** to search the vendor database. If you are unable to find the vendor in the vendor database, you may "check" the **New Supplier** checkbox and type in your desired vendor information.

> **Note:** IAS receives vendor information from the FFIS Vendor Database. FFIS draws its vendor information from Central Contractor Registry (CCR). If a vendor is inactive in FFIS, it will not be available in IAS. It is important to validate that the supplier exists in CCR/IAS at this time. This can be done by using the *Search and Select* feature. Click on the **Flashlight icon** to search for a vendor.

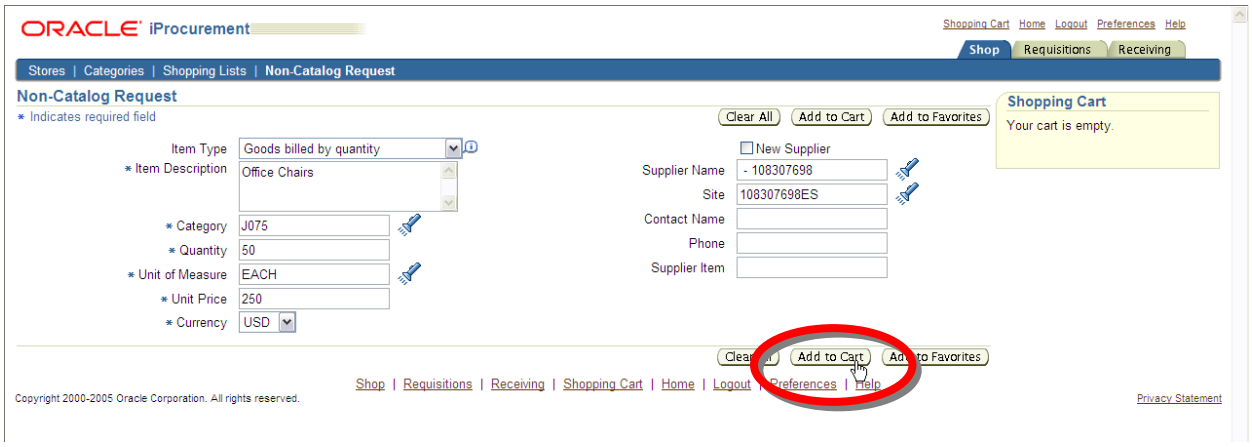
For this simple Requisition, leave the Supplier field blank, since it is an optional field.

> **Note:** The supplier information is an optional field because it does not populate the field on the Award document. The vendor information is sent to PRISM, but is only listed on the Requisition. Contracting Officers are not required to use the vendor you suggest.

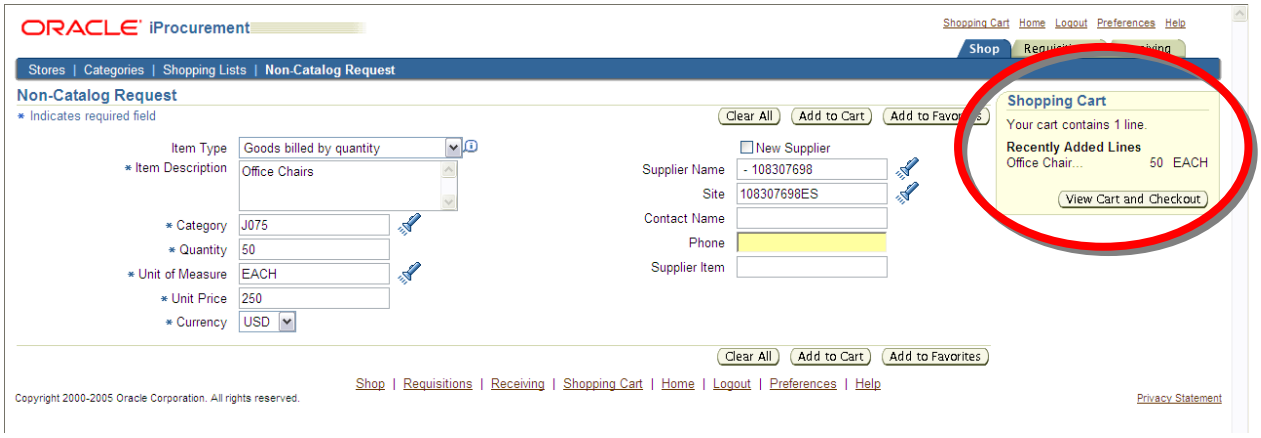
Stage 3: Adding, Clearing, and Saving Requisition Items

Now that these details of your Requisition have been entered, your item can be added to the *Shopping Cart* using the **Add to Cart** button.

For this simple Requisition example, you are only entering one line item, 50 office chairs. Select the **Add to Cart** button to add this line item of the Requisition to the *Shopping Cart*.

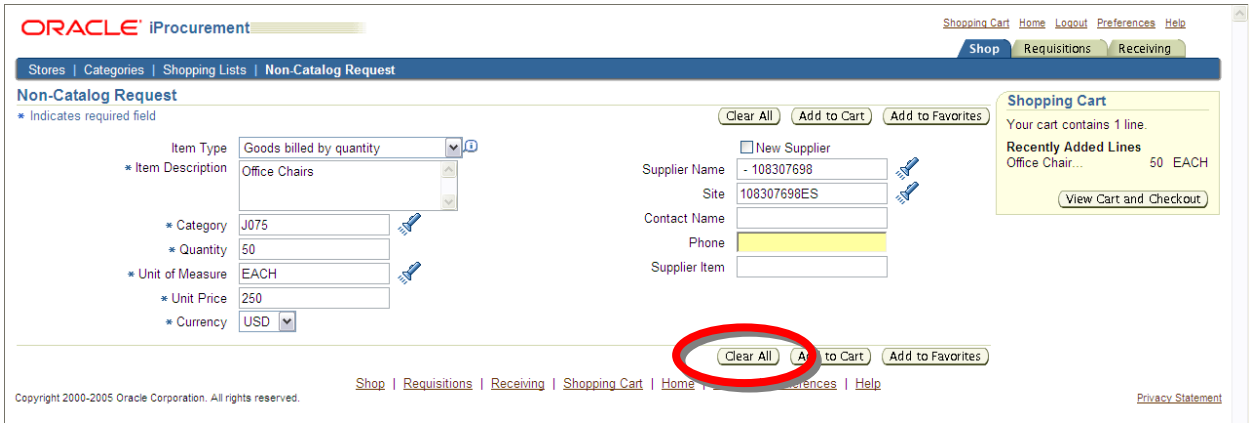


Once you have added an item to the *Shopping* Cart, you can see your item addition in the *Shopping Cart* Quick Reference box on the right side of the screen.



Clearing Line Item Details

The **Clear All** button, located on the *Non-Catalog Request* screen, is an option that allows a Requisitioner to clear the details associated with a Requisition item. This button is used if you needed to add an additional line item to create a Requisition with multiple line items.



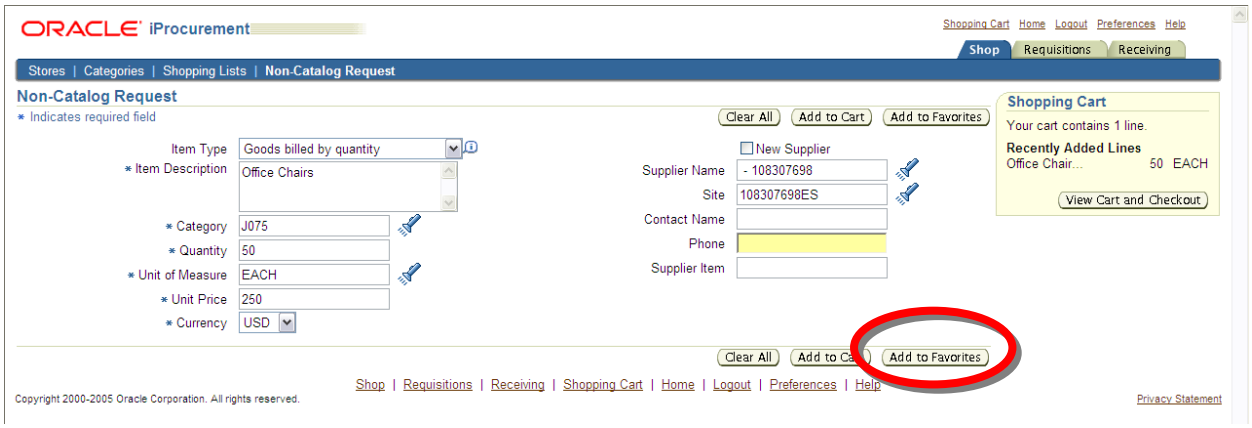
Note: The **Clear All** button does not clear the *Item Type* field. If you want to change the *Item Type*, you must change that field.

This functionality will be further explained in the next section of this User Guide, *Creating a Complex Requisition*.

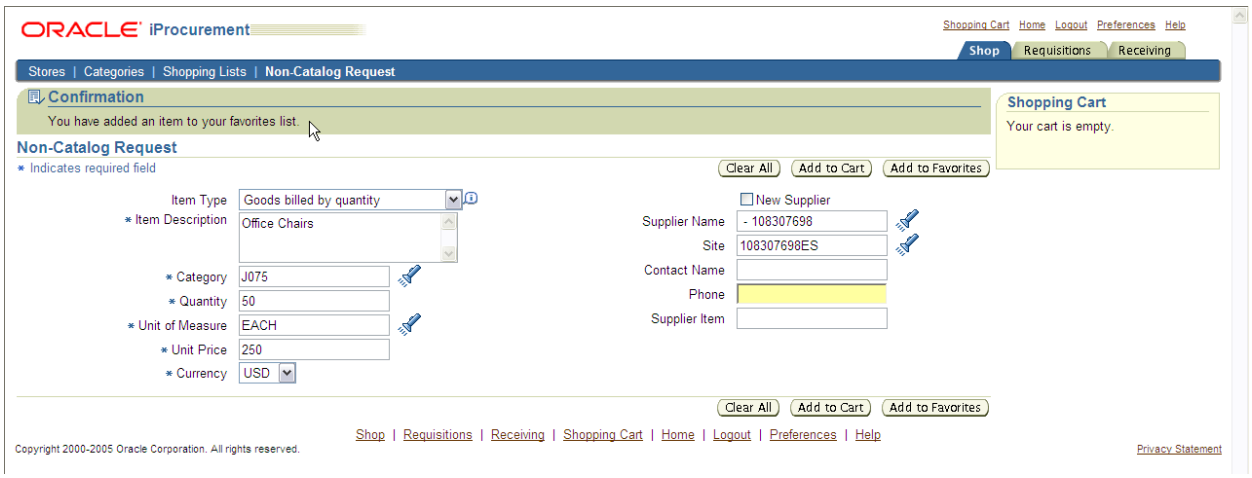
Adding to Favorites

Often, a Requisitioner will repeatedly order certain items such as office supplies. You can save the Requisition details for these items to your Favorites using the **Add to Favorites** button. This will prevent you from having to enter the details each time you create a Requisition for these items.

Click the **Add to Favorites** button to save the Requisition details for this item to your Favorites.

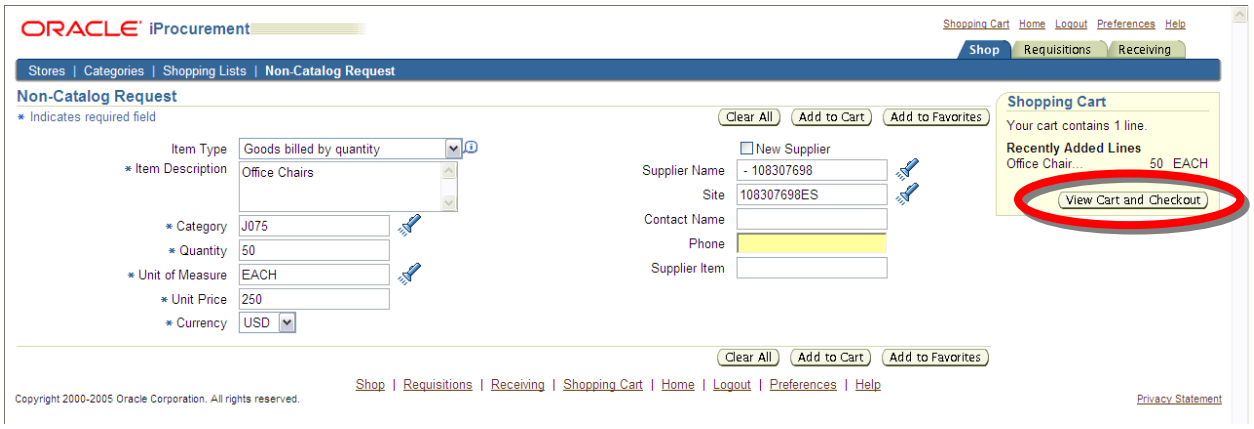


After selecting the **Add to Favorites** button, a confirmation message will be displayed at the top of the *Non-Catalog Request* screen stating that the item was added to your *Favorites List*.

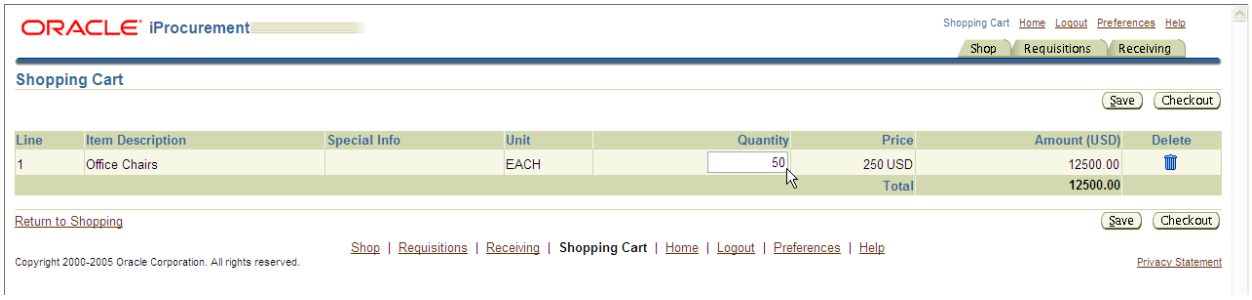


Stage 4: Reviewing Requisition Items

Now that your simple Requisition item has been added to the *Shopping Cart*, click on the **View Cart and Checkout** button in the *Shopping Cart* Quick Reference on the right side of the screen.



This will take you to the *Shopping Cart* screen.



Shopping Cart

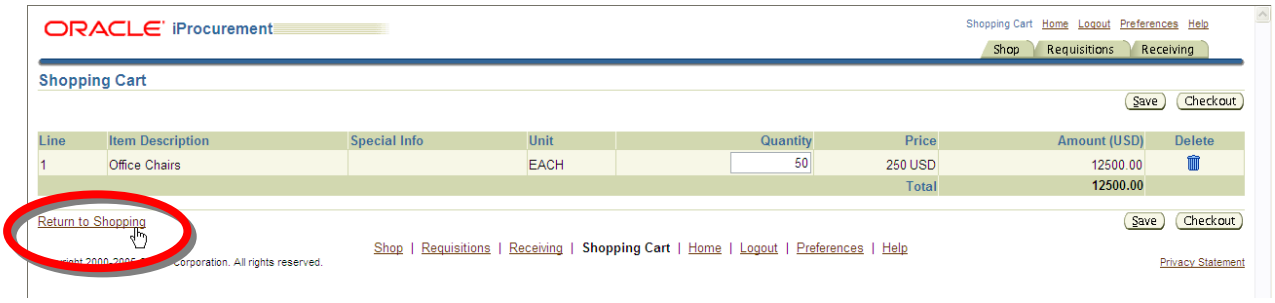
The Shopping Cart allows you to view each line item that you have entered as a part of your Requisition.

> **Tip!** After entering all items, it is recommended that you click the **Save** button. This action will protect work-to-date on the Requisition in the event of a power loss or network failure. This will also allow you to continue the checkout process at a later time.

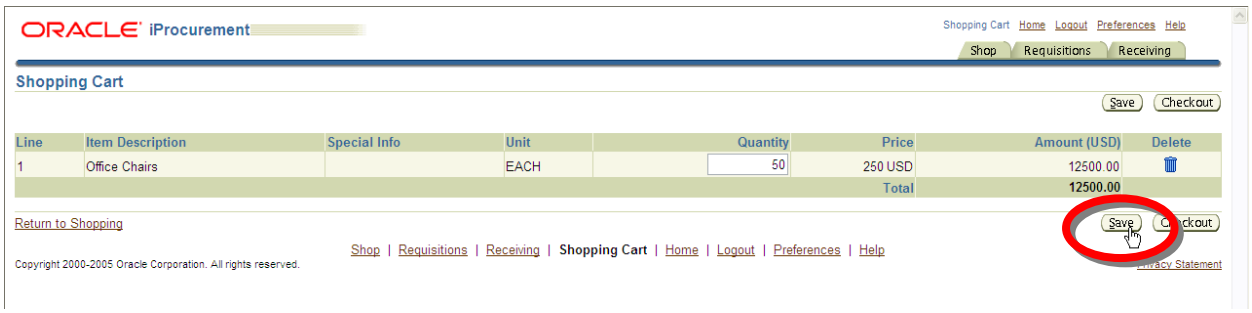
Helpful Features

If you want to remove a line item, click on the **Trash Can** icon in the *Delete* column and row of the item you would like to remove.

If you want to add an additional line item or make a change to a listed line item, click on the **Return to Shopping** link located below the *Line* column.



To change the quantity of a line item, change the number in the box listed in the Quantity column. Then click on the **Save** button located at the bottom of the *Amount* column.

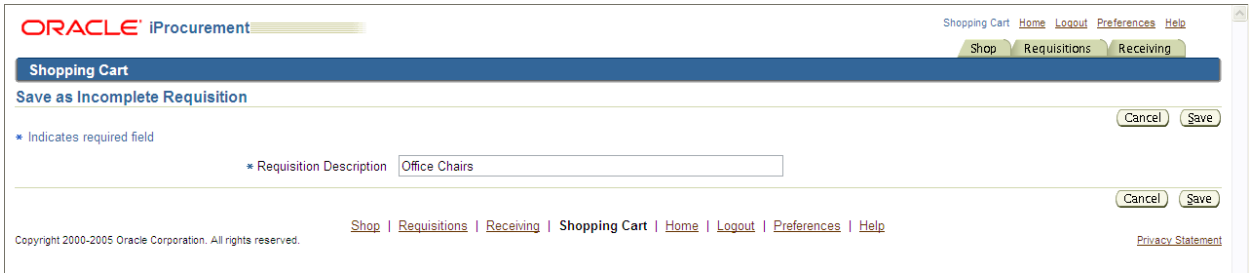


Saving an Incomplete Requisition

As stated in the Shopping Cart section, an incomplete Requisition can be saved on the *Shopping Cart* page.

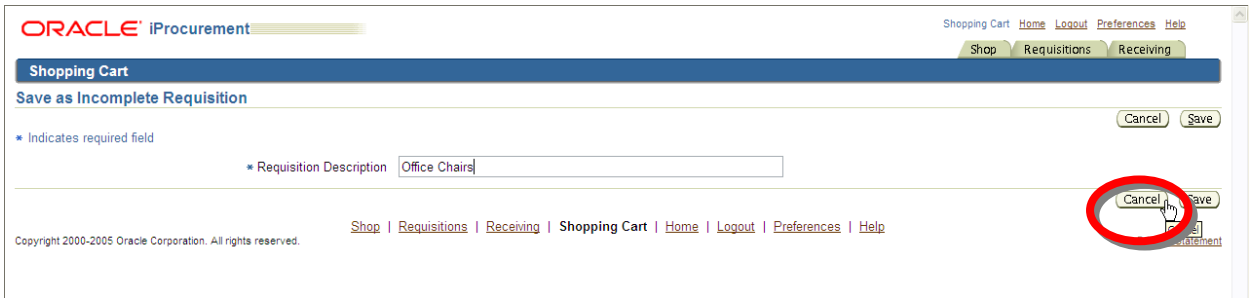
> **Tip!** Not only is it a good practice to save your Requisitions in case of an error, it can be a useful to have saved carts in the system so that you can reuse them. This works similarly to the Favorite Items on the *Non-Catalog Request* screen. For example, if you are in charge of procuring all of the basic supplies for every new hire, it would be good to have a saved cart that contains all of the items required for each new hire.

After clicking the **Save** button, the *Shopping Cart – Save as Incomplete Requisition* screen will be displayed.

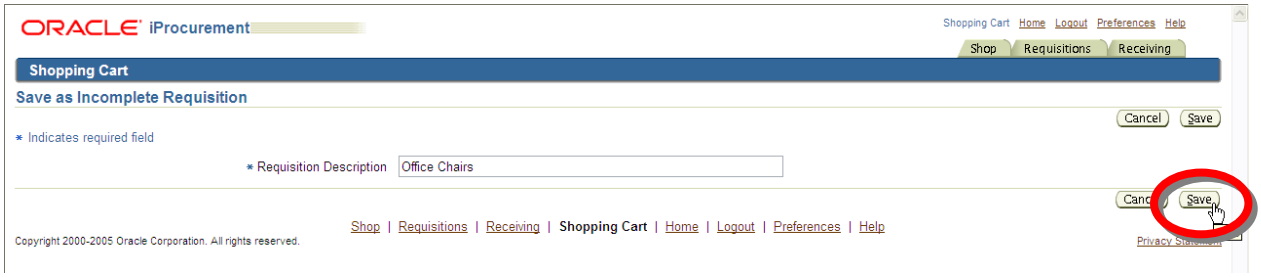


The *Requisition Description* field will be pre-populated with the *Item Description* of the first line item of your Requisition. In our example, "Office Chairs" pre-populates this field. You have the option to change the *Requisition Description* at this time.

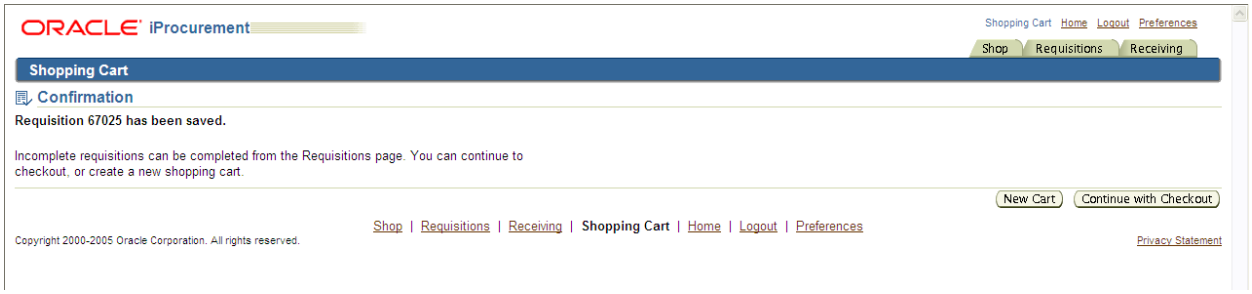
If you decide not to save your incomplete Requisition, click the **Cancel** button to return to the *Shopping Cart* page.



To finalize the process of saving your incomplete Requisition, click the **Save** button.

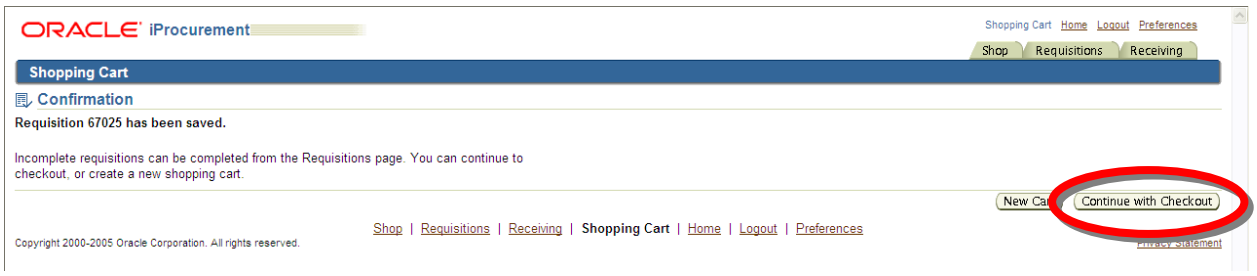


A *Confirmation* page will be displayed on your screen when a Requisition is saved correctly.



This confirmation contains a Requisition number which can be used as reference for locating this Requisition in the future.

The *Confirmation* page allows a user to start a new Requisition by clicking the **New Cart** button. If you wish to continue entering the details of your Requisition for submission, please click the **Continue with Checkout** button.



For this simple Requisition example, click on the **Continue with Checkout** button and return to the *Shopping Cart* page.

Now that you have learned how to Save an Incomplete Requisition, you can finalize and submit your Requisition in the *Checkout* section. Select the **Checkout** button on the *Shopping Cart* screen to continue to the *Checkout* page.

Stage 5: Checkout

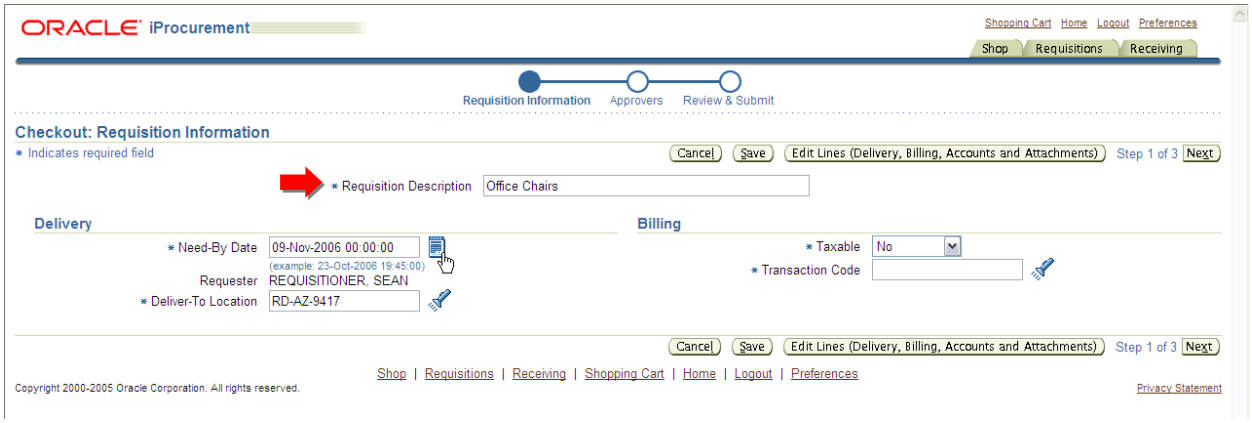
There are three steps in the Checkout process: (1) *Requisition Information*, (2) *Approvers*, and (3) *Review & Submit*.

You can track your progress through the Checkout process by following the indicator bar at the top of the screen. The shaded blue circles will indicate which step you are at in your checkout process.

Step 1 - Enter/Change Requisition Information

Notice that the information from your Profile settings has pre-populated the *Delivery* and *Billing* information fields. This information can be changed as required.

First, confirm or change the *Requisition Description*.



Requisition Description (Required)

This is the title of the Requisition. IAS automatically fills this in based on the description of the first line item in the Requisition. Change this as necessary.

Next, confirm or change the *Delivery* information:

Need-By Date (Required)

This is the day you want to receive the item(s) or the completion date for services. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

Note: If you have created a User Profile as instructed, the Need-By Date and Deliver-To Date should be pre-populated with the User Profile information.

Warning! It is very important to enter an accurate **Need-By Date**. This date is sent to PRISM and used by the system to determine if your document can be processed further down in the procurement process.
It can also be critical during audits. Financial statement audits closely examine the period of performance – the duration of time between the expected delivery date of goods/services and the actual receipt date. The "Need-By Date" is the date that the goods/services are expected to be delivered.

Tip! You should check with your IAS Agency Lead or a procurement specialist for your Agency about what this date should be. Many Agencies have strict rules for which date should be entered here.

There are two ways to change the Need-By Date: (1) manual entry or (2) using the calendar feature. To use the calendar feature, simply click on the calendar icon located beside the *Need-By Date* field to select your desired date.

Requester (Required)

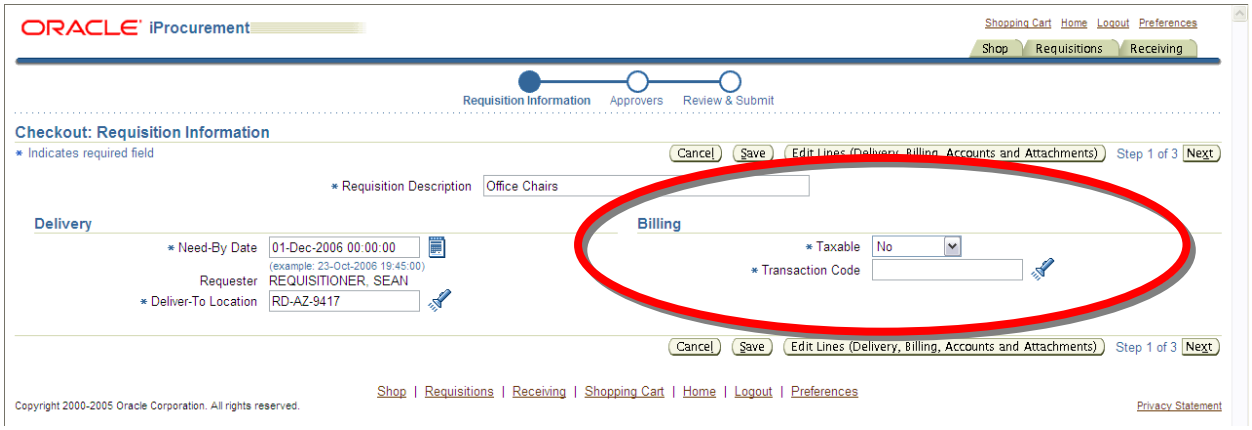
This field should be populated with your name or ID number. Do not change this information as this indicates who will receive the items on this requisition.

Deliver to Location (Required)

This is the default location established in your profile. If you need to send the goods or services somewhere else, you can search for that location using the *Search and Select* function by clicking on the **Flashlight icon**.

Note: The *Deliver-To Location* code is also the Fed-Strip ID of the location. If you do not know this ID, it can be searched for in the *Deliver-To Location* field. Please note that the address of the Deliver-To location will be visible.

Now, confirm or change the *Billing* information:

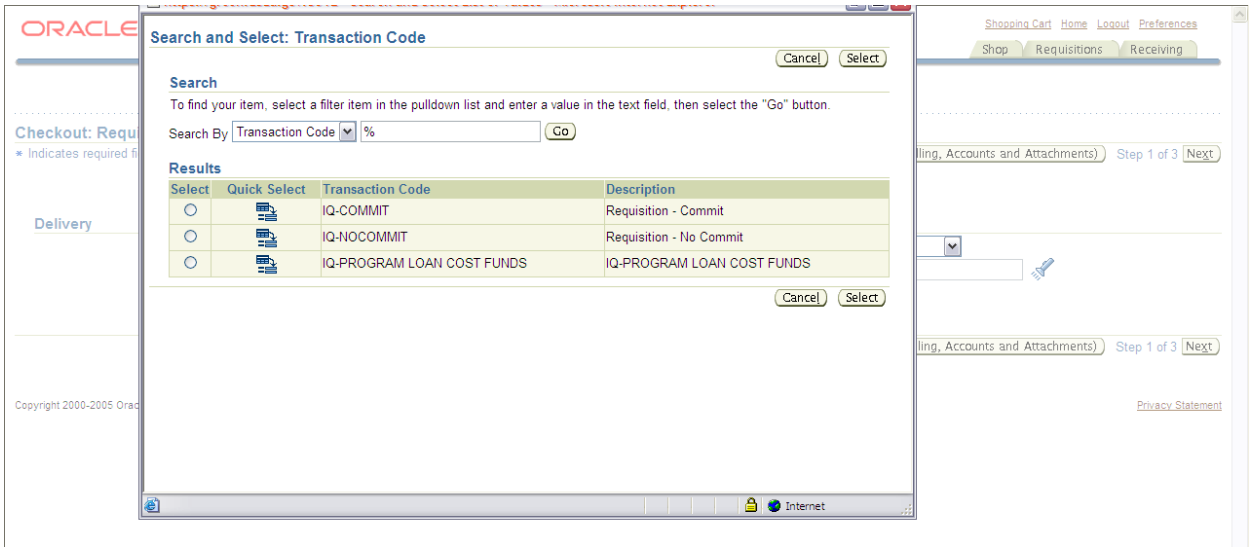


Taxable (Required)

The default setting for this field is "No" since IAS does not calculate tax. As all Federal purchases are text exempt, this default should be left as "No." Do not select Yes as there are no tax codes available to select.

Transaction Code (Required)

You can use the *Search and Select* tool by clicking on the **Flashlight icon** to help you with the Transaction Code.



There are three types of transactions for Requisitions: (1) IQ-COMMIT, (2) IQ-NOCOMMIT, and (3) Program Loans Cost Funds (PLCF).

IQ-COMMIT (Default)

This will commit funds from the budget for this Requisition. This transaction type should be selected when funding is available for line items.

IQ-NOCOMMIT

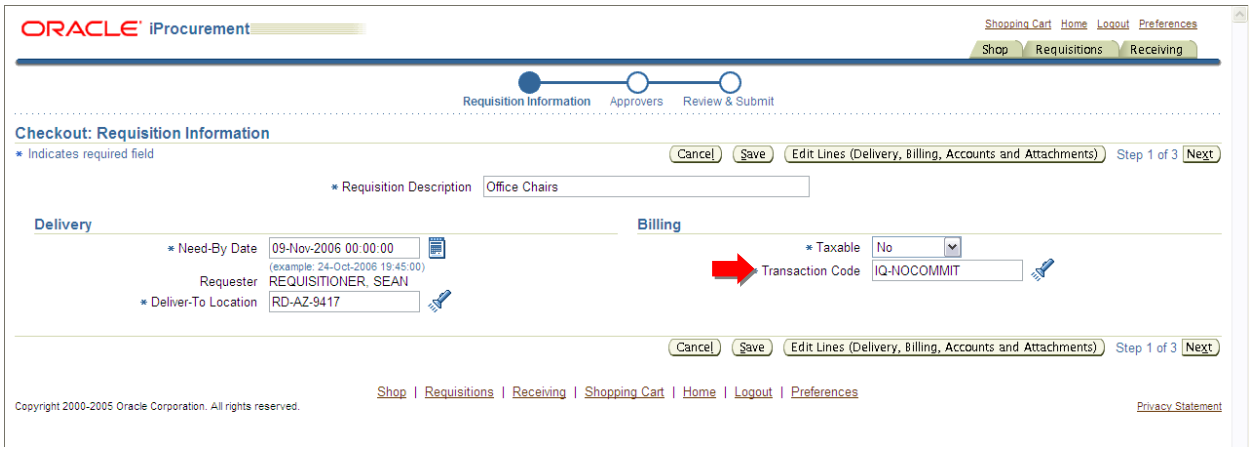
This transaction code will store the information into IAS without committing funds from the budget. Use this item when no funding is currently available for your line items.

IQ-PROGRAM LOAN COST FUNDS

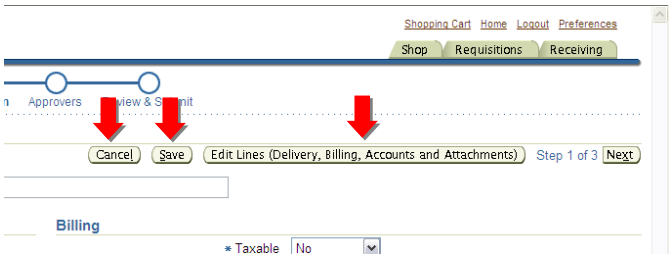
This transaction code is designed for use by RD, FSA and other agencies managing Program Loan Cost Funds. This code is more commonly known as Type-60 Funds.

> **Note:** The Agency must be enabled for PLCF transactions within IAS before users are able to successfully make *IQ-PROGRAM LOAN COST FUNDS* acquisitions. *IQ-PROGRAM LOAN COST FUNDS* transactions attempted by non-enabled agencies will reject in FFIS and generate an Error Message.

For this simple Requisition example, you will choose **IQ-Commit** as your choice for the *Transaction Code* field.



Below the *Billing* section of the *Checkout: Requisition Information* page, there are three options: (1) **Cancel**, (2) **Save**, and (3) **Edit Lines (Delivery, Billing, Accounts, and Attachments)**.



Cancel Button

If you select Cancel, your entry in the *Checkout: Requisition Information* screen will be cleared, and IAS will return you to the *Shopping Cart* for this Requisition.

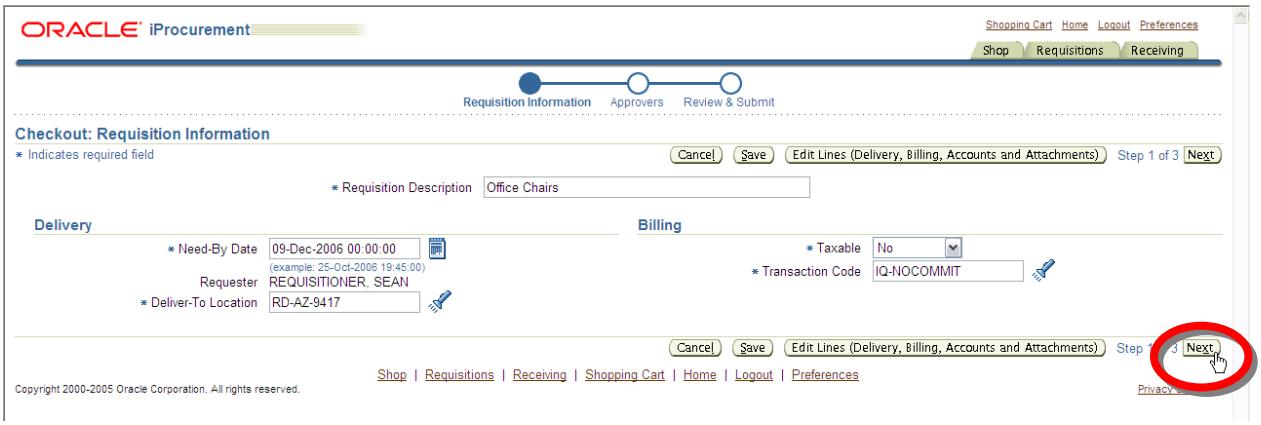
Save Button

The IAS will save your incomplete Requisition and assign it a number.

Edit Lines (Delivery, Billing, Accounts, and Attachments) Button

Selecting this button will take you to a new screen which allows you to edit Delivery, Billing, Accounts, and Attachments information for each Requisition. Remember, the information in this section is pre-populated with the information stored in your profile settings. This information can be changed as required.

For the simple Requisition, you will not need to make changes using the *Edit Lines* section. That will be covered in more detail in the next section; *Creating a Complex Requisition*. Click on the **Next** button to move to stage two of Checkout, *Approvers*.



Step 2 – Review / Add Approvers

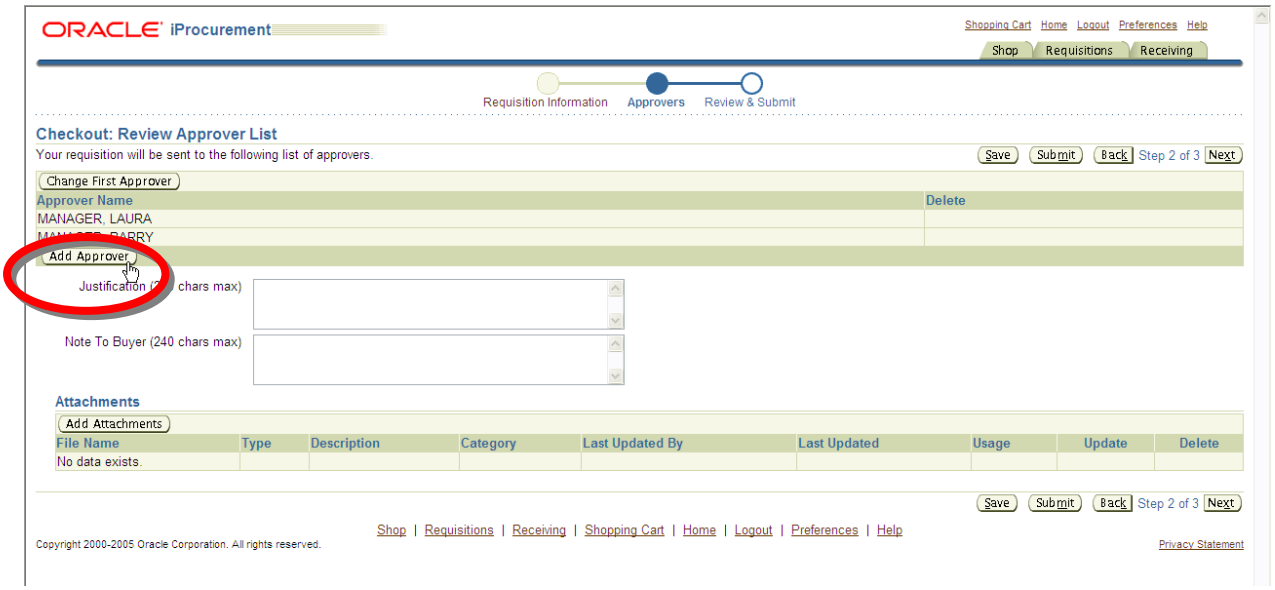
In the second step of Checkout, Approvers can be changed and/or added for the Requisition being created. The *Checkout: Review Approver List* page should be displayed at this time.

NOTE: A list of Approvers is also known as an Approval Chain. If an Approver is not "Required", then it may be removed manually by the user. If the Approver is "Required," then the Approver may only be changed to another Approver with the same budget authorization as the original required approver.

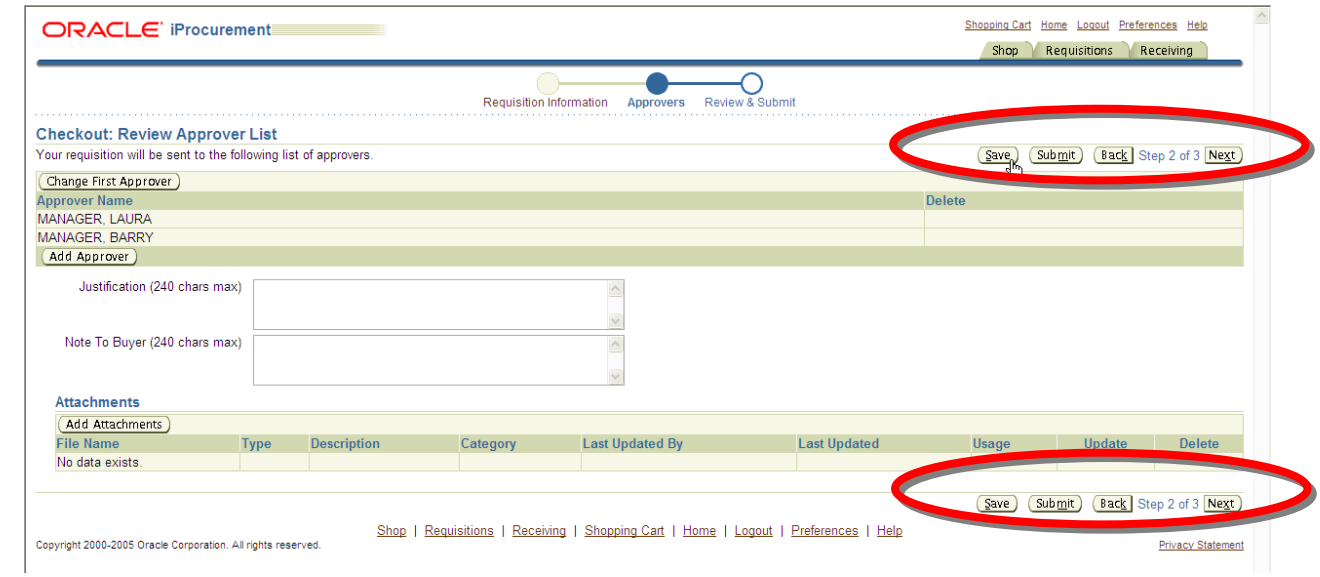
For this simple Requisition, no changes to the Approval Chain are needed. Adding and changing Approvers will be discussed in the next section; *Creating a Complex Requisition*.

You also have the option to add notes for your Approver, as well as attach justifications. When adding Approvers, make sure that the final Approver has rights to commit funds in FFIS for the account specified in the Requisition, e.g. the final Approver has budget authori

Warning! Never attempt to add a Contracting Officer to the Approval Chain. The Requisition will be automatically routed to the Acquisition Management module per pre-defined routing rules.



This page has four buttons in the top-right of the screen for users to navigate and/or take action: (1) the **Back** button, (2) the **Next** button, (3) the **Submit** button and (4) the **Save** button.



Back *button*

The **Back** button allows you to navigate back to Step 1 - Enter/Change Requisition Information.

Next *button*

The **Next** button allows you to move forward to Step 3 – Review and Submit.

Submit *button*

If you have no additions or changes to make to your Requisition, you can immediately submit your Requisition by clicking on the **Submit** button.

> **Note:** it is strongly recommended that you go to the next step. Step 3 allows you to check your work, review your Requisition, and print out the details of the Requisition in an easy-to-read format.

Save *button*

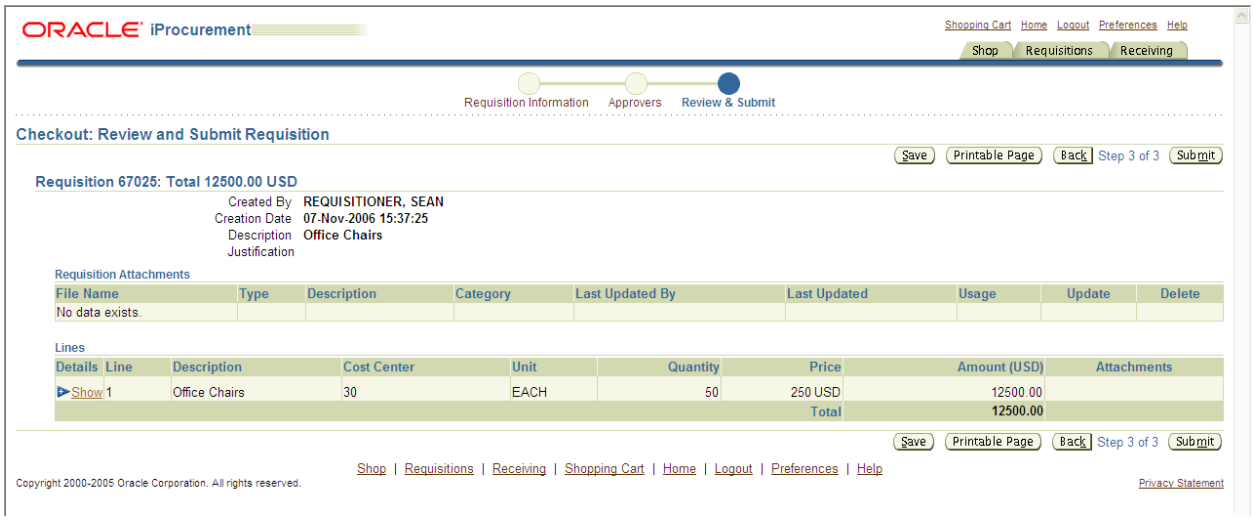
The **Save** button allows you to save the Requisition for a later time.

> **Tip!** Saving your Requisition at each available opportunity ensures your Requisition details are preserved in case of browser failure or inadvertent computer shutdowns.

For this simple Requisition, no changes to the *Checkout: Approver List* page are needed. Click the **Next** button to proceed to Step 3 of the Checkout process.

Step 3 – Review and Submit

The *Review and Submit* page provides a user the opportunity to review the details of the Requisition prior to submission. The *Checkout: Review and Submit Requisition* page should be displayed.

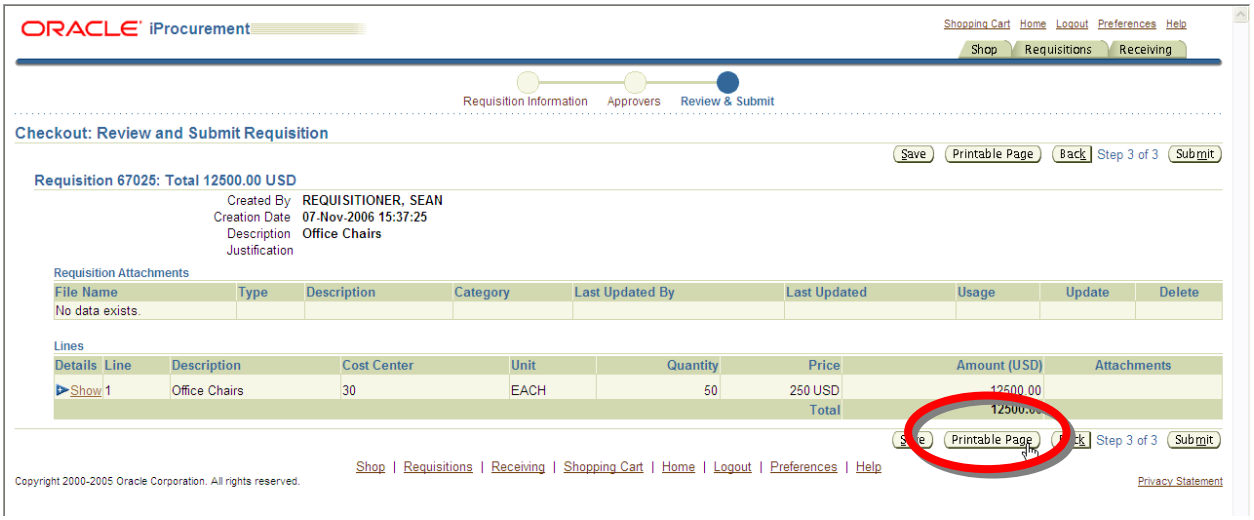


If you need to make corrections, use the **Back** button to edit the Requisition.

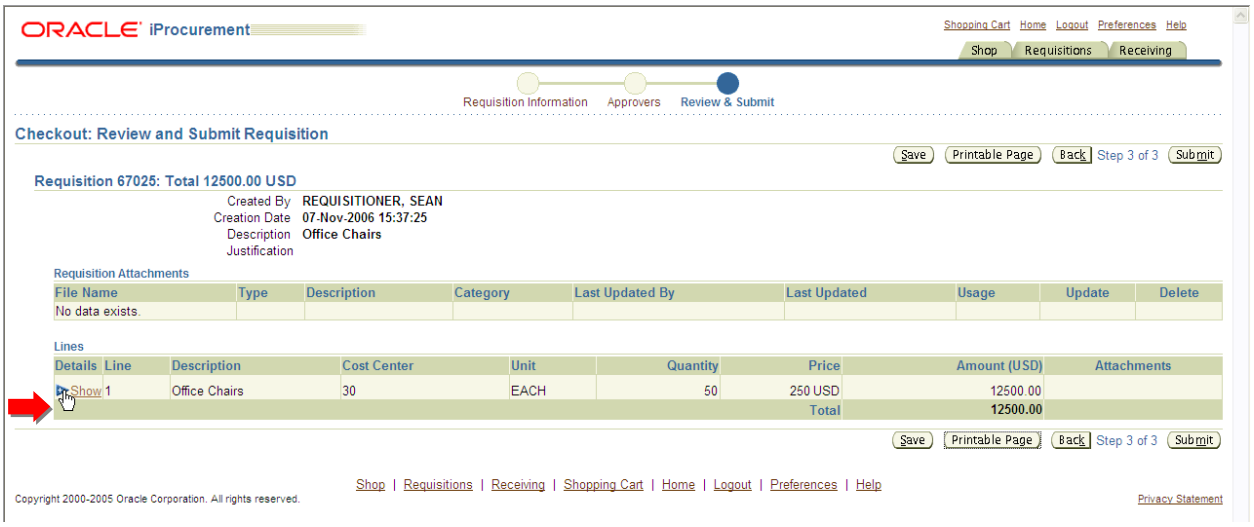
This page also provides a user the option to save, print, and submit a Requisition.

Printing Your Requisition Details

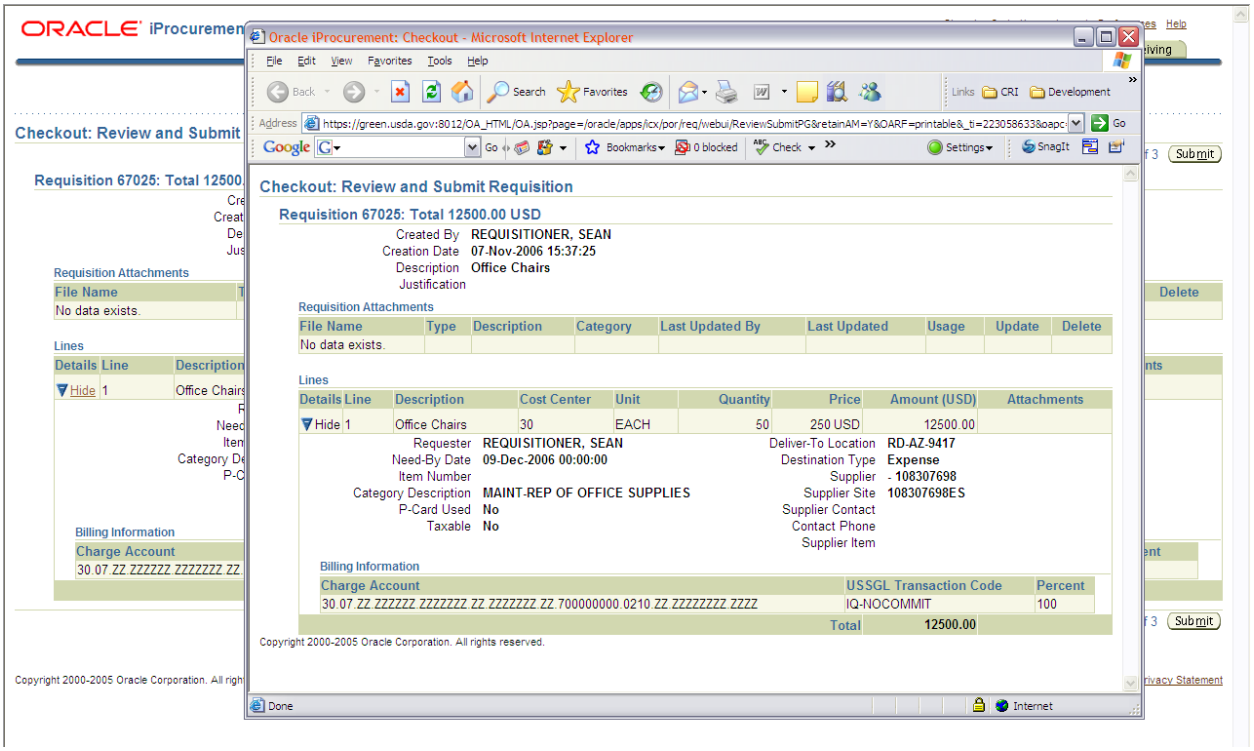
If you would like to print out your Requisition information, the option to do so is available from the *Checkout: Review and Submit Requisition* page. To get the printer-friendly version, click on the **Printable Page** link on the right-hand side of the screen.



Tip! To get a printer-friendly version containing a detailed view of each line item in your Requisition, click the **Show** link next to each line item prior to clicking on the **Printable Page** link.



A new printer-friendly window will open up containing your Requisition details.

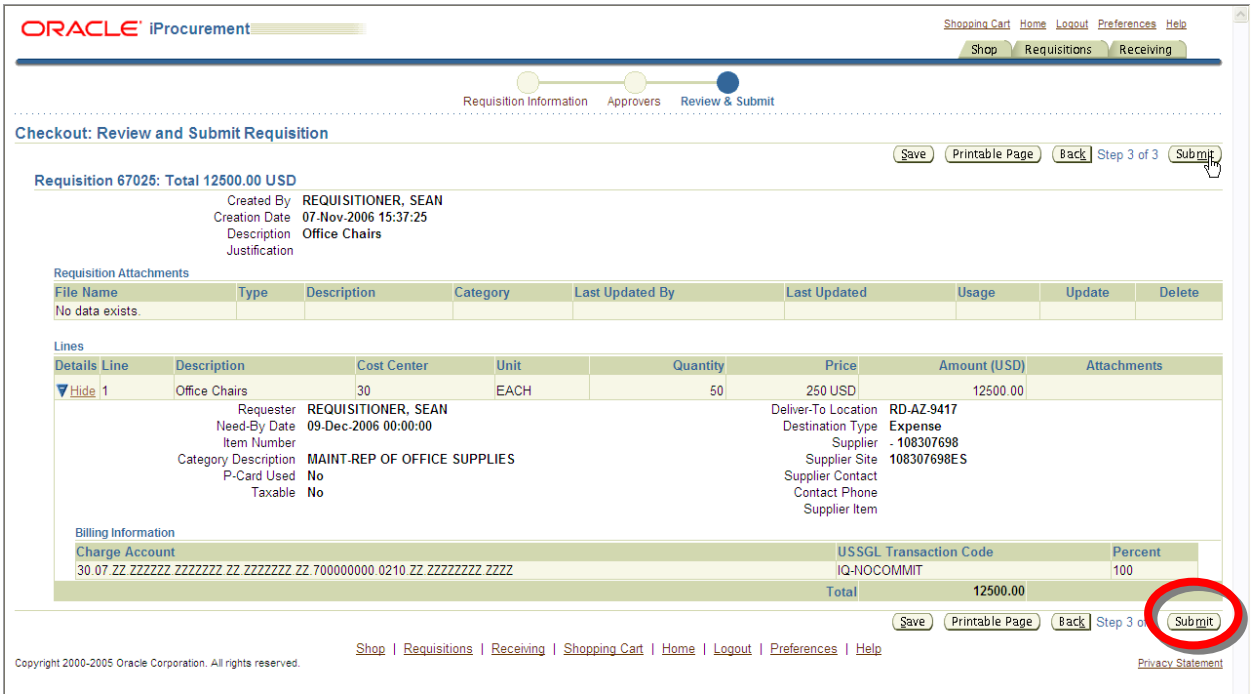


To print this page, use the print function in your browser.

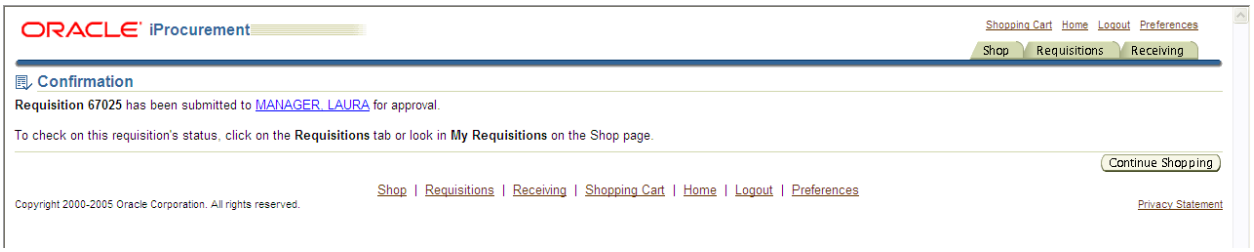
- Click on the **File** menu located in the top-right corner of the toolbar, then select **Print**, or,
- click on the **Printer** icon in your browser.

This will print your Requisition with all of the associated details. Close the window to return to the *Checkout: Review and Submit Requisition* screen.

If satisfied with your Requisition information, click on the **Submit** button.



You will receive a blue confirmation message that indicates a Requisition has been successfully created. Below it will be the Requisition number.



At this point, the first Approver in your Approval Chain is notified that a Requisition is awaiting approval.

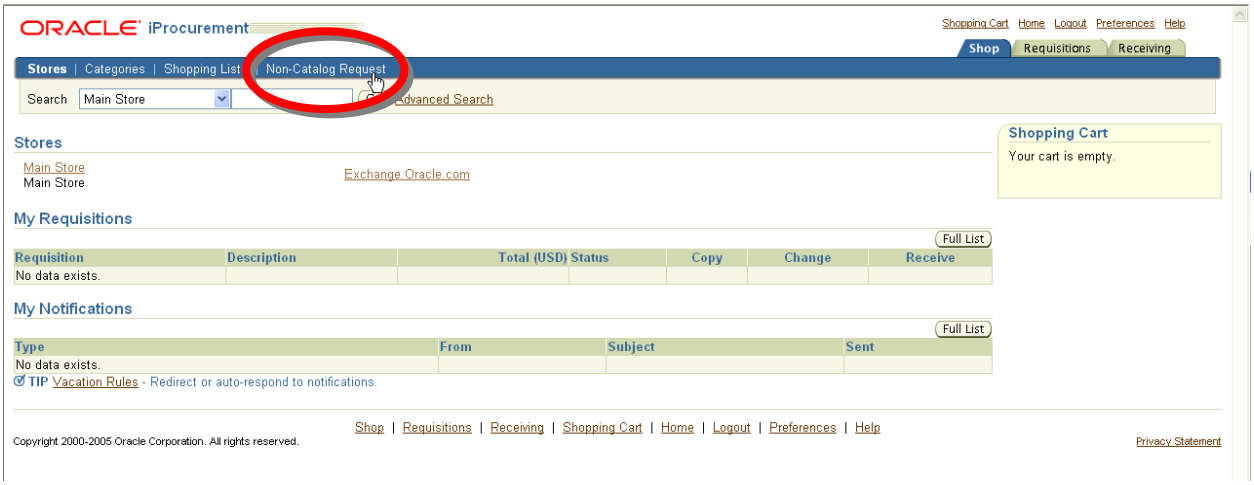
> **NOTE:** In your confirmation message, clicking on the Approver's name generates an email message to the Approver regarding the Requisition submitted. This email will appear in a new window, and allow you to enter any additional information needed by this Approver.

Creating a Complex Requisition

In this section, another Requisition will be created, this time utilizing more of the options available in IAS. This next Requisition will be for a couple of related contracts where one service contract will have two different accounting codes. These are contracts that we will need to pay over time, as the service is rendered. This contract will not be paid by the hour but rather, a dollar amount will be paid as the invoices are received. Creating a Requisition for *Services billed by quantity* would make creating a Receipt for dollars very difficult. Therefore, a Requisition for *Goods or Services billed as an amount* will be created to accommodate the payment constraints.

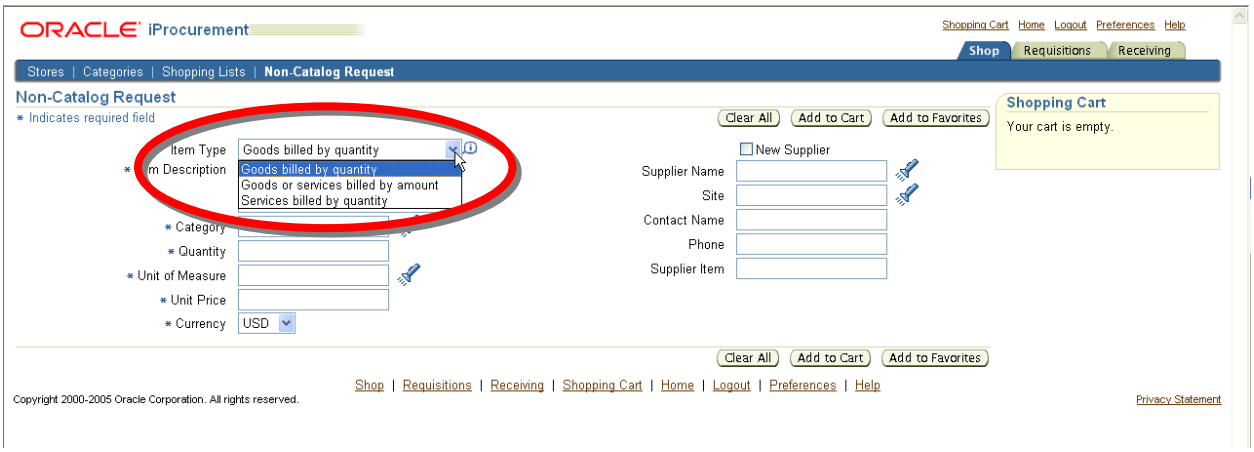
Stage 1: Starting a Requisition

To begin, you start at the *Shop* page of IAS just like the simple Requisition created earlier. Then you click on the **Non-Catalog Request** link as you did for the simple Requisition.

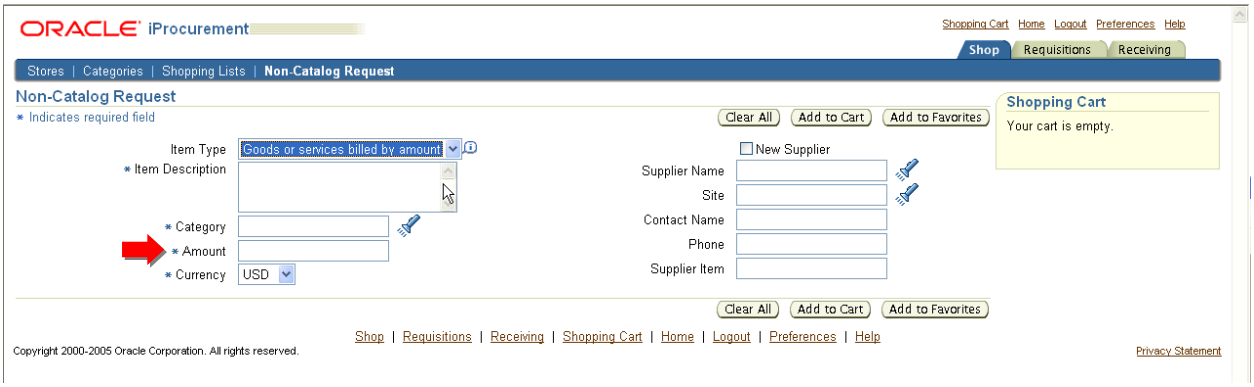


Stage 2: Add a Line Item - Enter Requisition Details

This takes you to the *Non-Catalog Request* page. The *Item Type* drop down menu defaults to *Goods billed by quantity*. Change the *Item Type* to *Goods or Services billed as an amount* by clicking on the down arrow next to *Goods billed by quantity*, then selecting *Goods or Services billed as an amount* from the menu.



Once you select *Goods or Services billed as an amount* from the menu, the page will update. This update removes the *Quantity*, *Unit of Measure* and *Unit Price* fields from the page, and replaces them with a simple *Amount* field.



New Field - *Amount* (Required)

This is the text field where users enter the entire dollar amount for the line.

> **Remember!** Enter any delivery costs as a separate line item.

To continue, fill out all the information for the Requisition. Enter an appropriate category from the *Category* field for the contract or use the *Search and Select* feature by clicking on the **Flashlight** icon. Fill in the *Item Description* with a brief description of the contract, just like you did for the goods in the *Creating a Simple Requisition* section.

> **Remember!** Additional information can be included in the *Attachments* section later during the Requisition creation process.

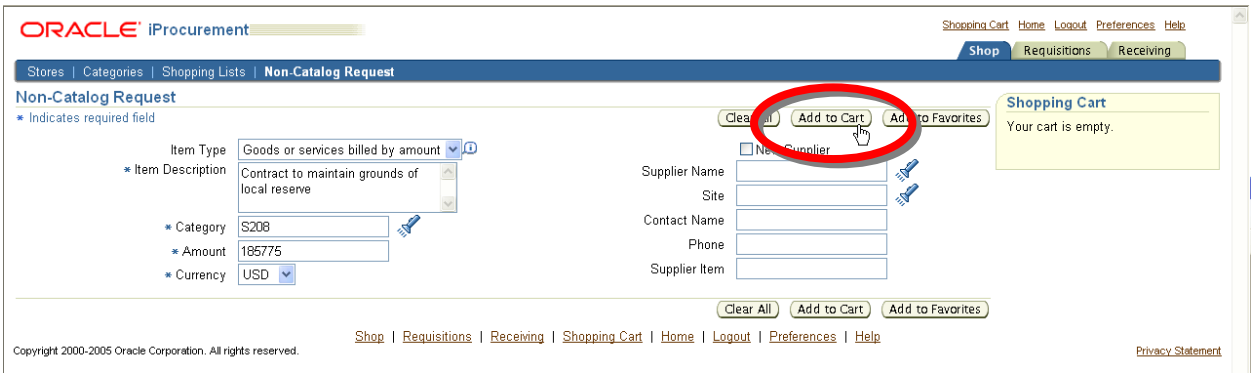
The next field is *Currency*. As with the simple Requisitions, the currency remains US Dollars. The last required field is the *Amount*. You still have the option to add supplier information as before.

> **Remember!** Though the supplier information you enter here goes to the Contracting Officer, it only appears in the Requisition section of PRISM. This information does not automatically populate the award.

Next, you will add this item to the cart.

Stage 3: Adding, Clearing, and Saving Requisition Items

Once all of the information has been entered, click on the **Add to Cart** button to add the line to your Requisition. In this example, a couple of line items will be created to work with.



Once you add the item to your cart, IAS lists that item in a box on the right-hand side of the screen. This is your *Shopping Cart Quick Reference*.

Tip! When you add an item to the cart, IAS keeps all the information you just entered in the fields. If you would like to clear out that information, click on the **Clear All** button.

Note: Clicking on the **Clear All** button will not change the *Item Type* field. If you want to use a different *Item Type* for your next line, you will have to change it manually.

Stage 4: Reviewing Requisition Items

Once you've finished adding all of the lines to your Requisition, click on the **View Cart and Checkout** button. This button will take you to the *Shopping Cart* page.

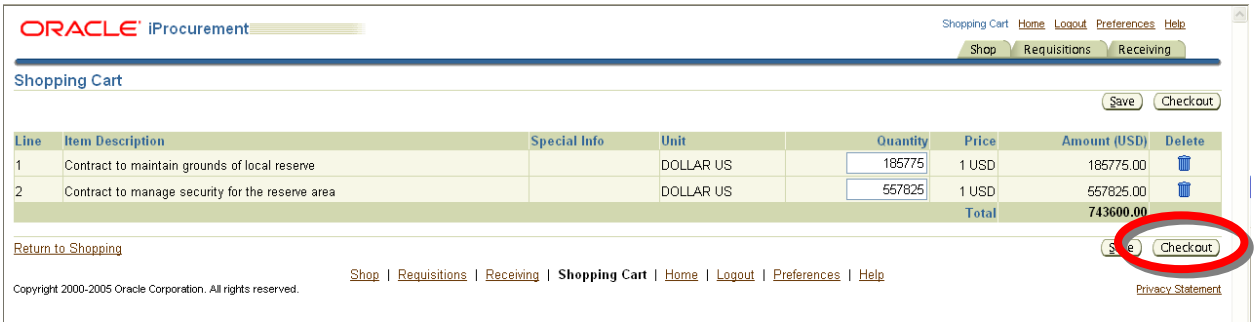
Note: There is only one check out process. You can access as many or as few options to as you like to complete your Requisition.

Again, the Shopping Cart allows you to view each line item that you have entered as a part of your Requisition.

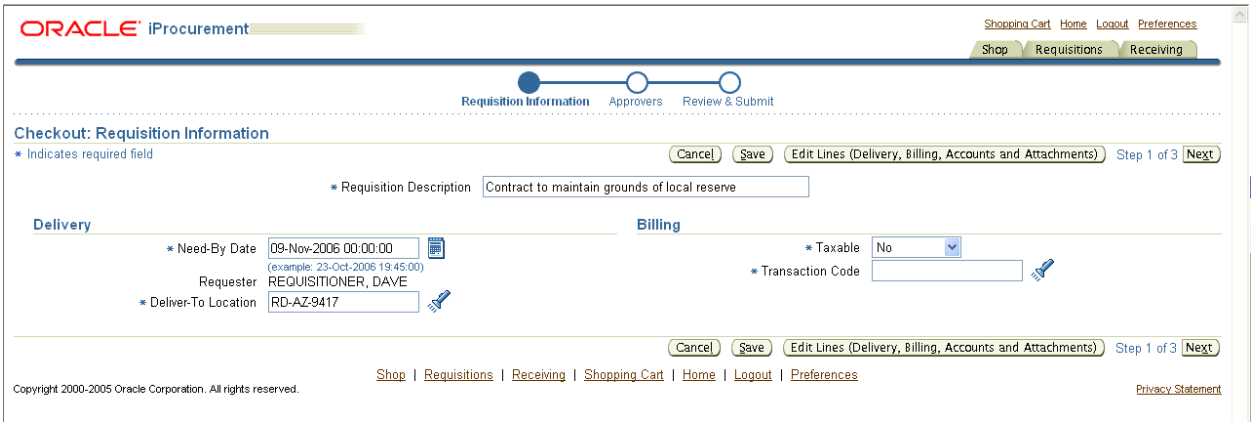
Remember! After entering all items, it is recommended that you click the **Save** button. This action will protect work–to-date on the Requisition in the event of a power loss or network failure. This will also allow you to continue the check out process at a later time.

Stage 5: Checkout

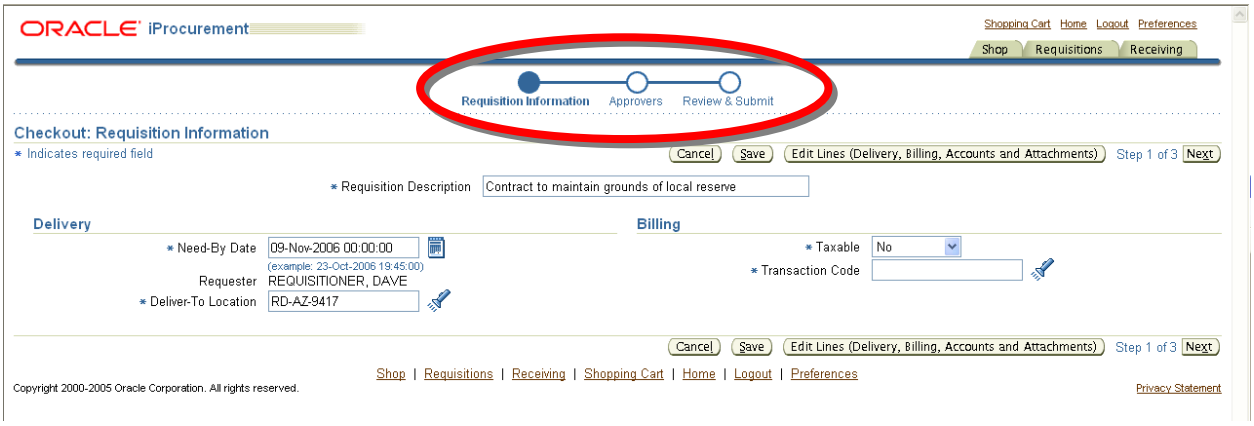
Click on the **Checkout** button to continue.



This will take you to the *Checkout: Requisition Information* page.



There are three steps in the Checkout process: (1) *Requisition Information*, (2) *Approvers*, and (3) *Review & Submit*.



You can track your progress through the Checkout process by following the indicator bar at the top of the screen. The shaded blue circles indicate which step you are at in the Checkout process.

Step 1 - Enter/Change Requisition Information

Notice that the information from your Profile settings has pre-populated the *Delivery* and *Billing* information fields. On this page, you can enter a different delivery location for the entire Requisition, or set the transaction code for the Requisition.

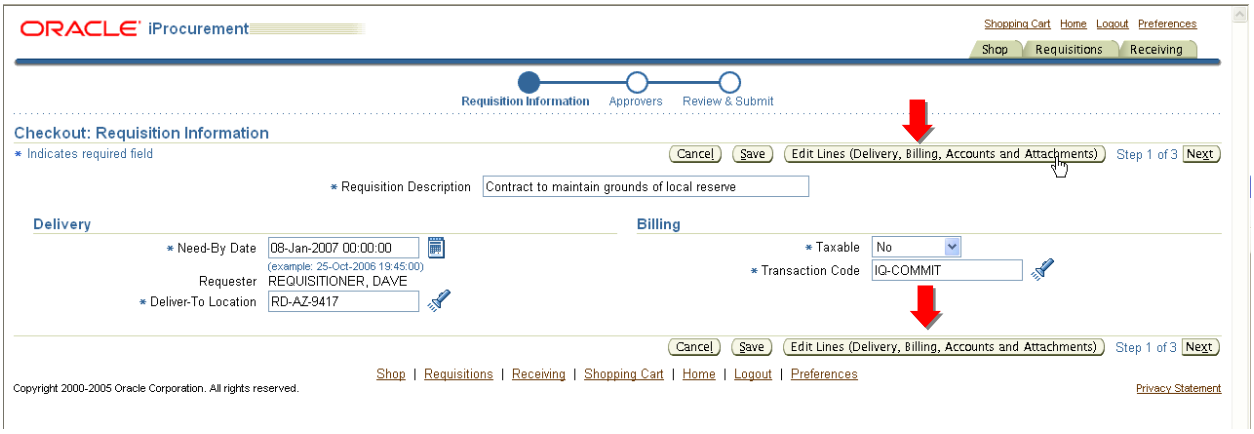
> **Remember!** You can save your cart here for later use and editing.

First, confirm or change the *Requisition Description*. Next, confirm or change the *Delivery* information, including updating the *Need-By Date*.

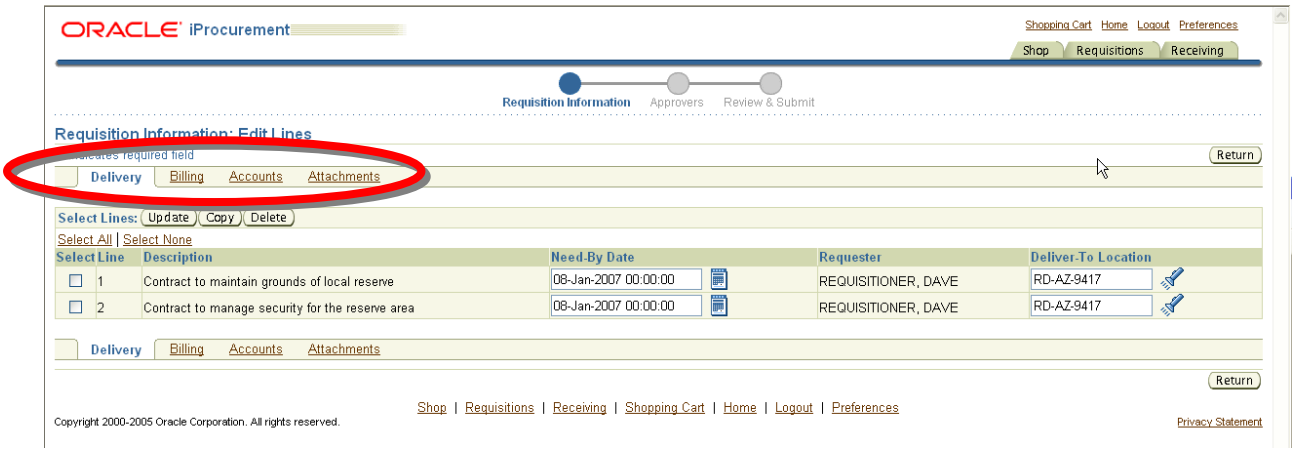
> **Remember!** It is very important to enter an accurate **Need-By Date**. This date is sent to PRISM and used by the system to determine if your document can be processed further down in the procurement process. It can be critical during audits. Financial statement audits closely examine the period of performance – the duration of time between the expected delivery date of goods/services and the actual receipt date. The "Need-By Date" is the date that the goods/services are expected to be delivered.
>
> **Tip!** You should check with your IAS Agency Lead or a procurement specialist for your Agency about what this date should be. Many Agencies have strict rules for which date should be entered here.

Also confirm the billing information. Once you have completed the information on this page so your satisfaction, you can continue to edit the document by clicking on either of the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button. This is where you can change the accounting codes from their defaults.

> **Tip!** You should always ensure that the correct Budget Object Code (BOC) is used, especially when purchasing reportable property. This will ensure that accurate details are sent to the property system.



This takes you to the *Requisition Information: Edit Lines* page. If you would like to edit the accounting information for the entire Requisition or each individual line, you can click on the links at the top of the page; *Delivery*, *Billing*, *Accounts* and *Attachments*. These links represent the different kinds of information you can edit about your Requisition.



Note: There are many ways to change the Requisition details in IAS Release 3.0. Feel free to navigate and explore the system.

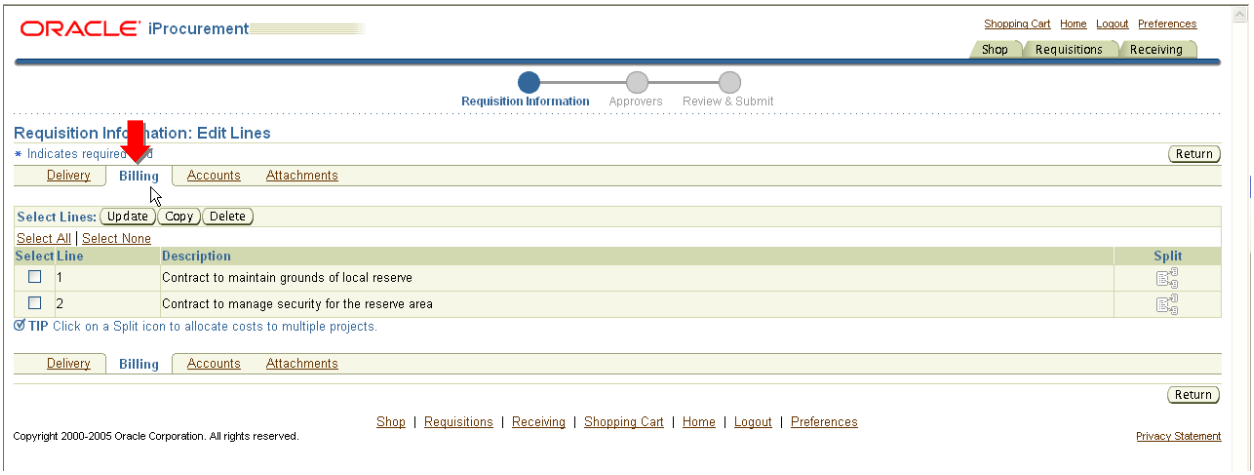
Delivery

The *Delivery* section allows users to make changes to the *Need-By Date*, *Requester*, *and Deliver-To Location*.

Reminder! The *Need-By Date* field is searchable using the **Calendar** icon shown below. The *Requester* and *Deliver-To Location* fields are searchable using the **Flashlight** icon.

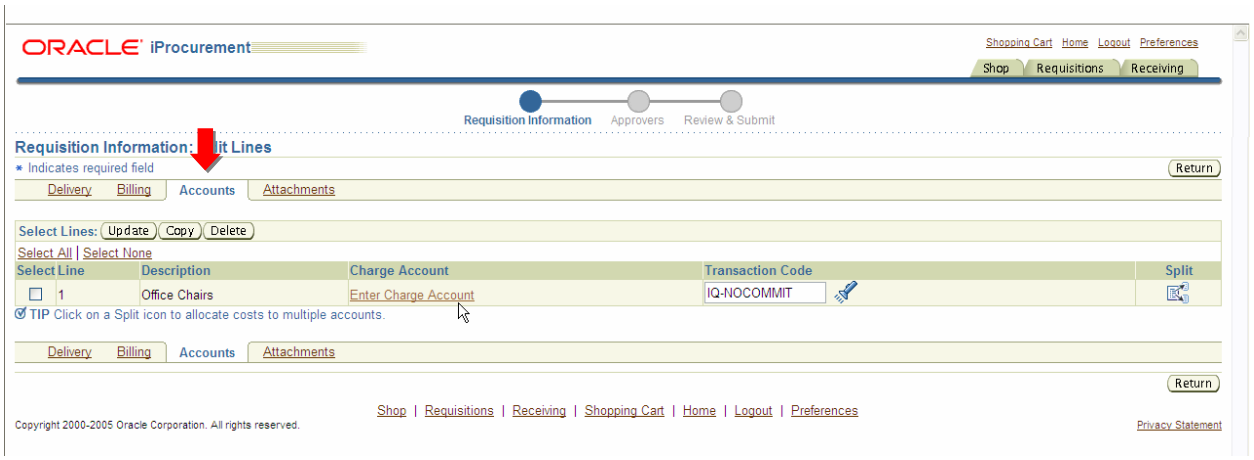
Billing

In IAS, the *Billing* section does not provide any additional functionality. This may change in future releases.



Accounts

The *Accounts* tab allows you to edit the *Charge Account* and *Transaction Code* for each individual line item of the Requisition.



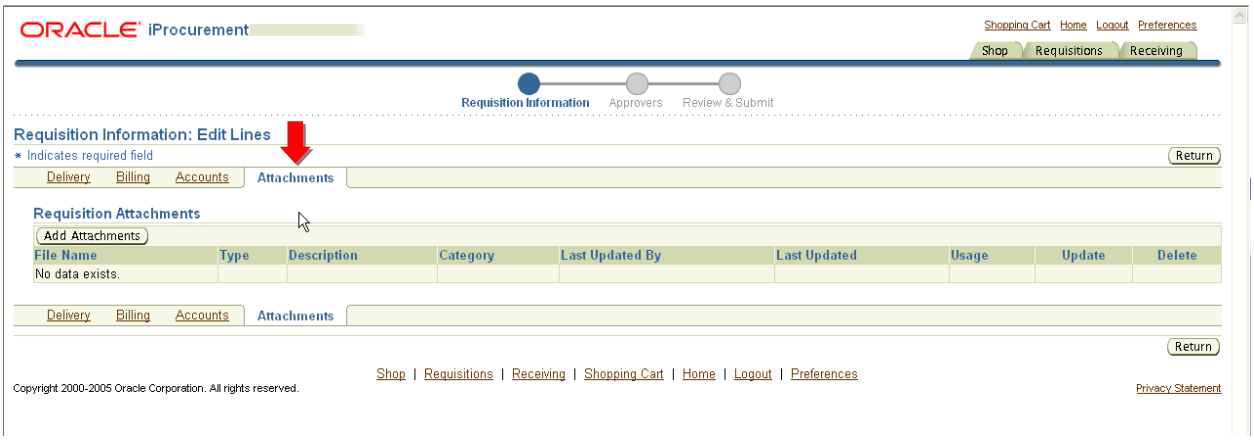
Your default Charge Account will be inserted for the item(s) you selected.

> **Tip!** You should check to make sure that the correct account code and fiscal year are being used to prevent errors.
>
> **Note:** The "Z's" in the charge code are neutral placeholders for accounting segments not currently in use by an Agency.

To enter or edit the charge account information, you need to navigate to the *Requisition Information: Split Cost Allocation* page. You can get to it several ways, such as clicking on the **Split** icon on the *Billing* section or the *Accounts* section. Changing accounting codes will be covered a little further down, including how to enter the account information.

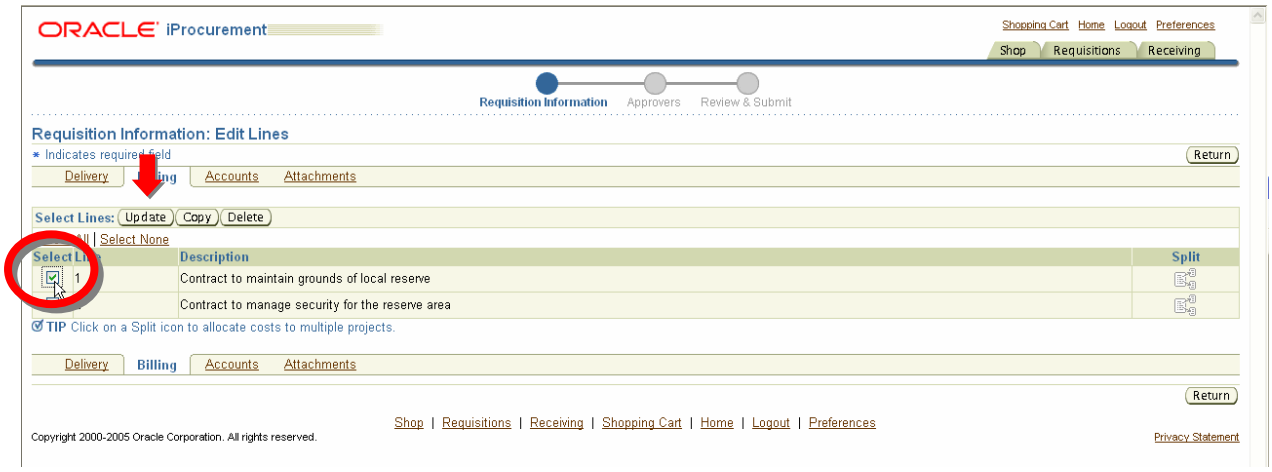
Attachments

The *Attachments* section allows a user to attach files or text to the Requisition. It provides an opportunity to communicate with other parties who have interest in the Requisition being created (e.g. Buyers and Approvers).

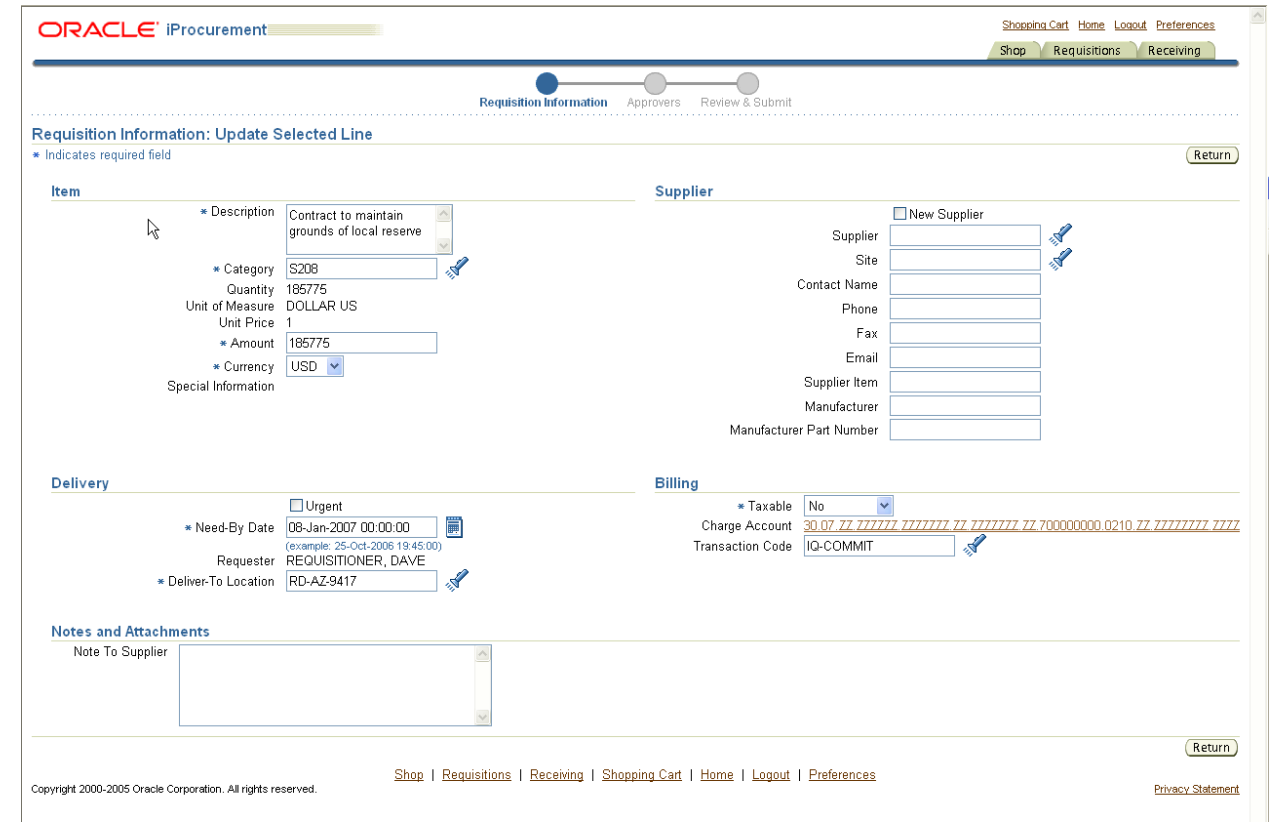


Adding attachments will be covered later.

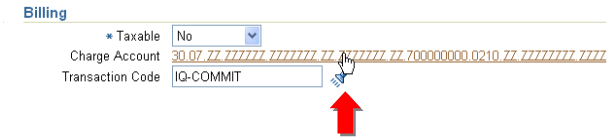
Alternatively, you can change the details for each line item by viewing the line details on the *Requisition Information: Update Selected Line* page. To get to this page, simply click on the **check box** next to the line you would like to edit, and then click on the **Update** button.



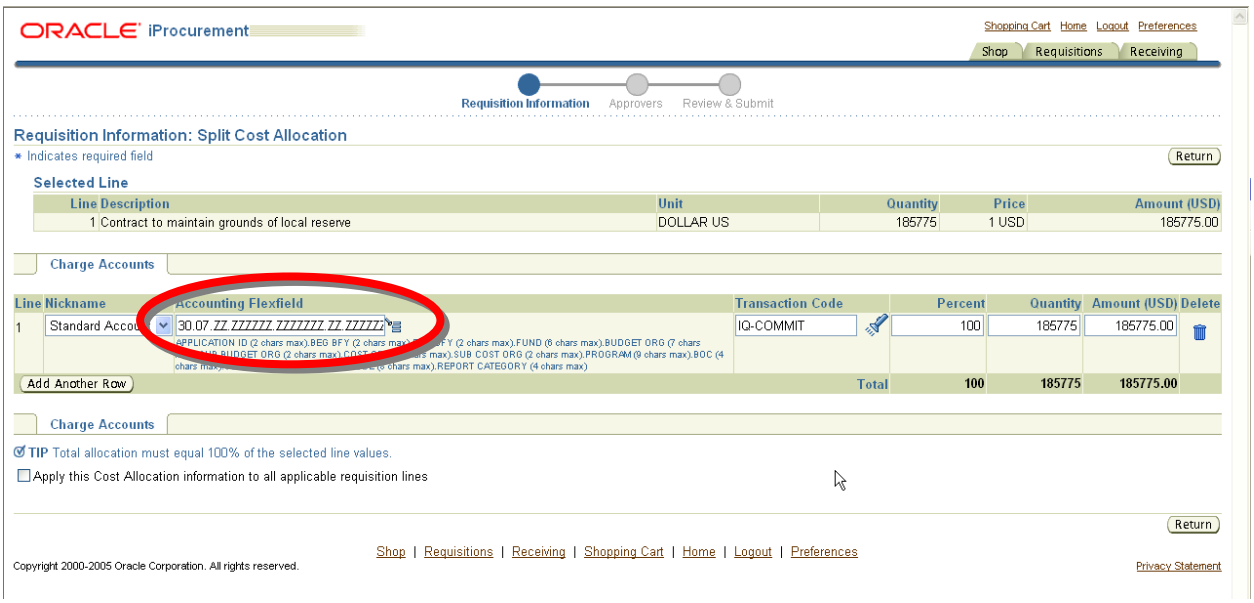
The *Requisition Information: Update Selected Line* page should be displayed.



Here you can update much of the information associated with that line including *Category*, *Amount*, *Need-By Date*, or add notes to the supplier. Especially important is that you can edit the *Charge Account* code. In the following example, the charge account information for this item will be updates to split the cost between two budget codes. Click on the **Charge Account Number** to proceed.

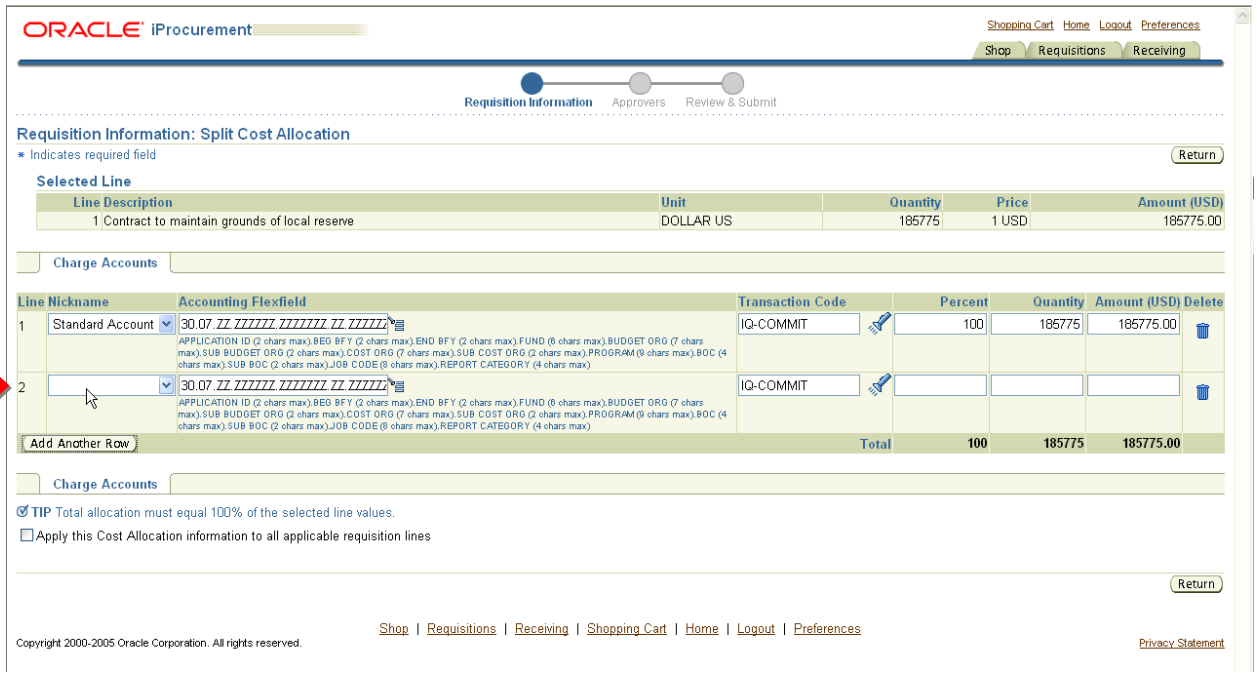


This will take you to the *Requisition Information: Split Cost Allocation* page, where you can edit existing lines of accounting or add additional lines. Since you set up a favorite accounting code, the system will initially default to that accounting code.



Warning! Though you can have IQ-NOCOMMIT and IQ-COMMIT line items in the same Requisition, it is highly discouraged. When the IQ-COMMIT line items are awarded, it locks the Requisition so the IQ-NOCOMMIT line items cannot be changed to IQ-COMMIT lines. See the **Changing a Requisition** section (page 86) for more information on how to change Requisitions.

To add an additional line of accounting, click on the **Add Another Row** button. It will automatically create a new accounting line to enter in more information. It defaults to the favorite accounting code you set up in your preferences. The *Transaction Code* for the new line defaults to IQ-COMMIT, just as the first line did.

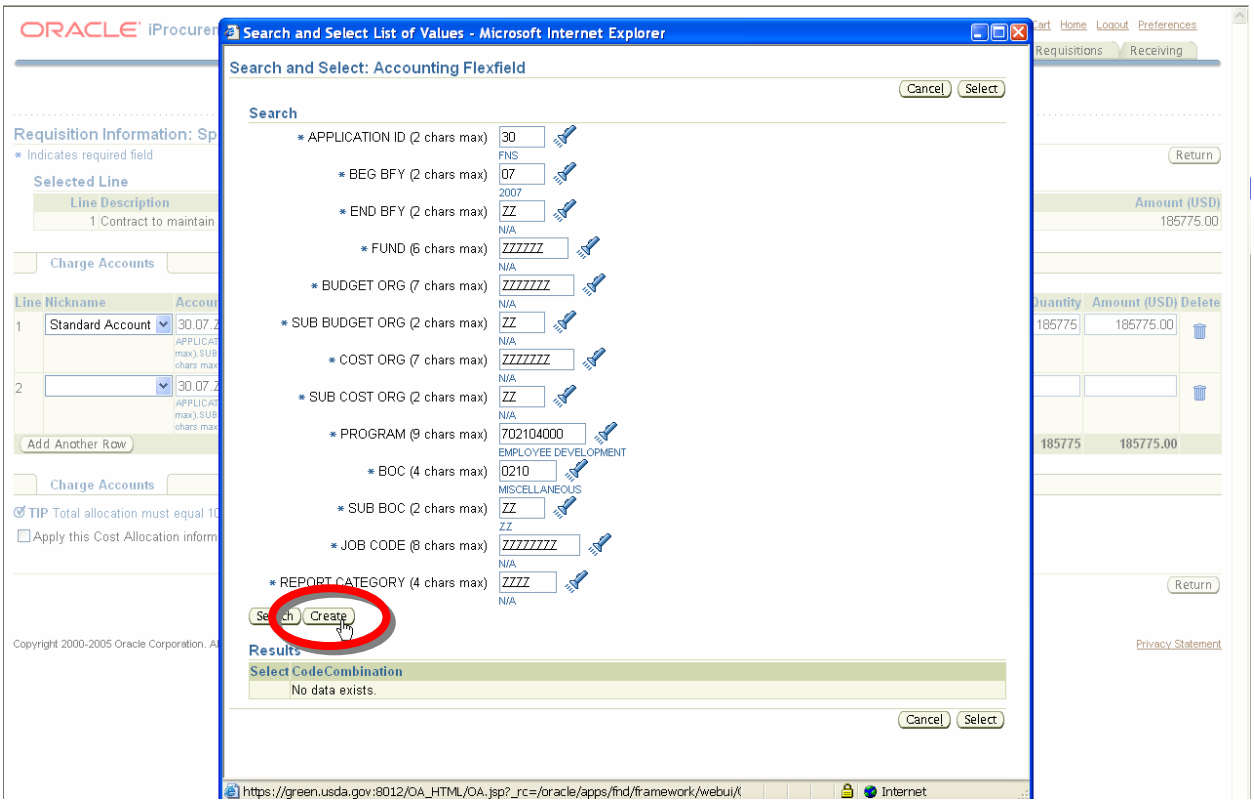


Click on the **Accounting Search** icon next to the empty accounting line. This will open a new window where you can enter in the proper accounting information.

Change the accounting information as necessary.

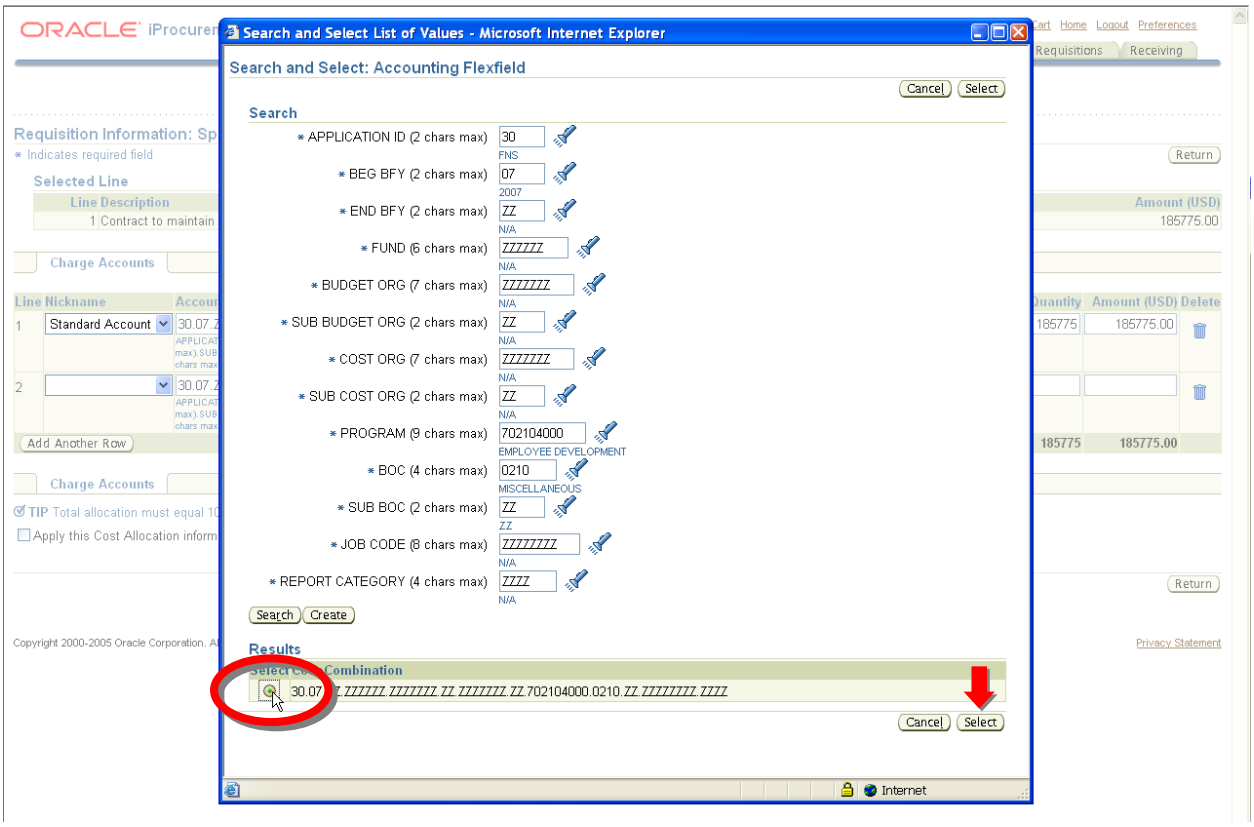
> **Note:** As you enter information into the fields, the page may refresh and add information for you. This can take a few minutes, depending on the speed of your network connection and the resource usage within IAS. Wait for the page to finish loading, then continue to add information until all appropriate fields are filled.
>
> **Tip!** If you don't know what your accounting codes are, please contact your Manager. The Budget Approver for your agency should have this information. It is important that all the fields are completed with the correct number of characters. IAS now displays the required character number next to each field.
>
> You can also find more information about accounting codes in the System Procedures Document For IAS Release 2.6 (IAS Portal Site -> Guidance -> Additional Topics -> IAS Systems Procedures Document).

Once you have entered the correct accounting code, click on the **Create** button below the fields.



This will create an accounting line in the *Results* area. Click on the radio button next to the accounting line you just created, then click on the **Select** button at the bottom of the window.

Tip! You may need to scroll down to see the **Select** button.



Once you have selected the accounting line, the *Search and Select: Accounting Flexfield* pop up window will automatically close and the information will populate the *Accounting Flexfield* text box. The *Percent*, *Quantity*, and *Amount (USD)* fields will not populate automatically.

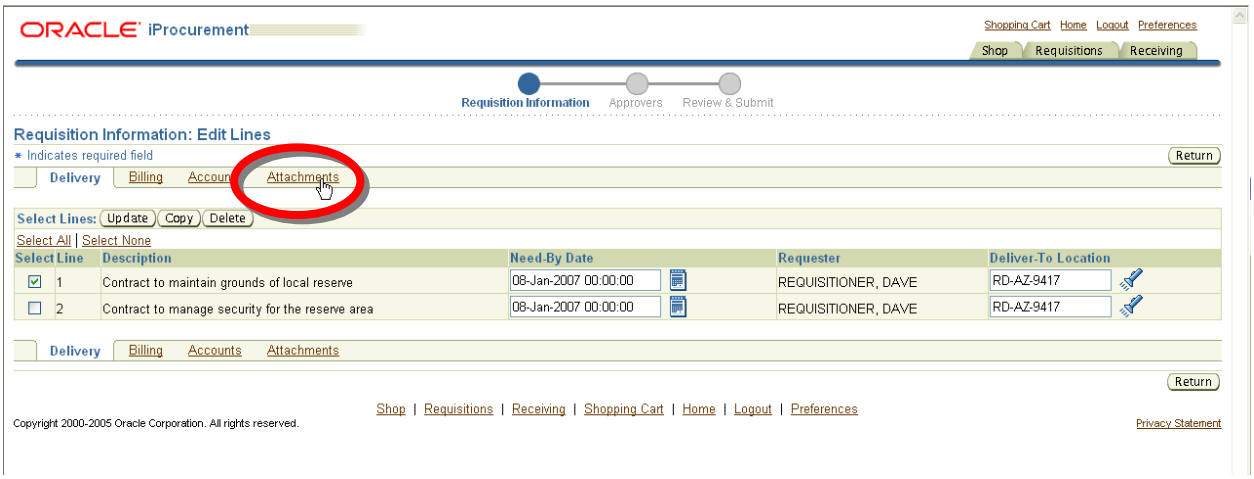
> **Tip!** You can use any of the three fields to update the other two. Here's how it works: if you enter in a percentage in the *Percent* field, then click anywhere else on the page, the *Quantity* and *Amount (USD)* fields will update automatically for that line. Alternatively, if you were doing a quantity based Requisition for 6 items, and you wanted two items to be paid by a certain accounting code, you would just enter "2" in the *Quantity* field and the *Percent* would automatically update to be 33.333333333% and the *Amount (USD)* field would reflect the cost of two items. You can also enter the dollar amount for each account and the percent and quantity will be automatically updated.
>
> **Note:** This works on a line by line basis.
>
> **Warning!** Before continuing, make sure that the *Total* line at the bottom comes to 100%.

Once you have finished adjusting the accounting, you can click on the **Return** button to go back to *Requisition Information: Update Selected Line* page. Review the page again to check for information that may need to be adjusted.

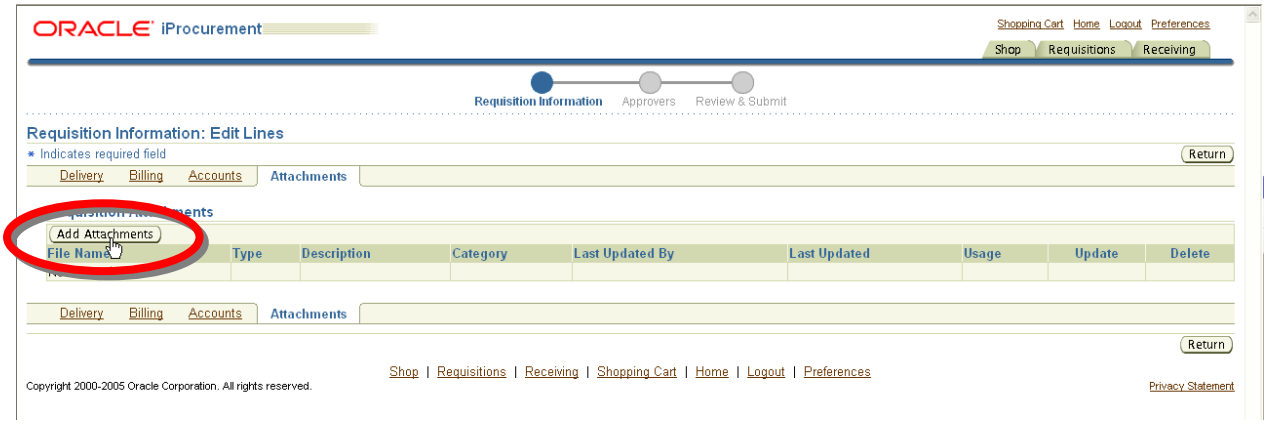
> **Note:** The *Charge Account* field now says "Multiple" to reflect the multiple lines of accounting.

Once all of the information has been verified, click on the **Return** button to go to the *Requisition Information: Edit Lines* page. Here you can continue to add information to your Requisition.

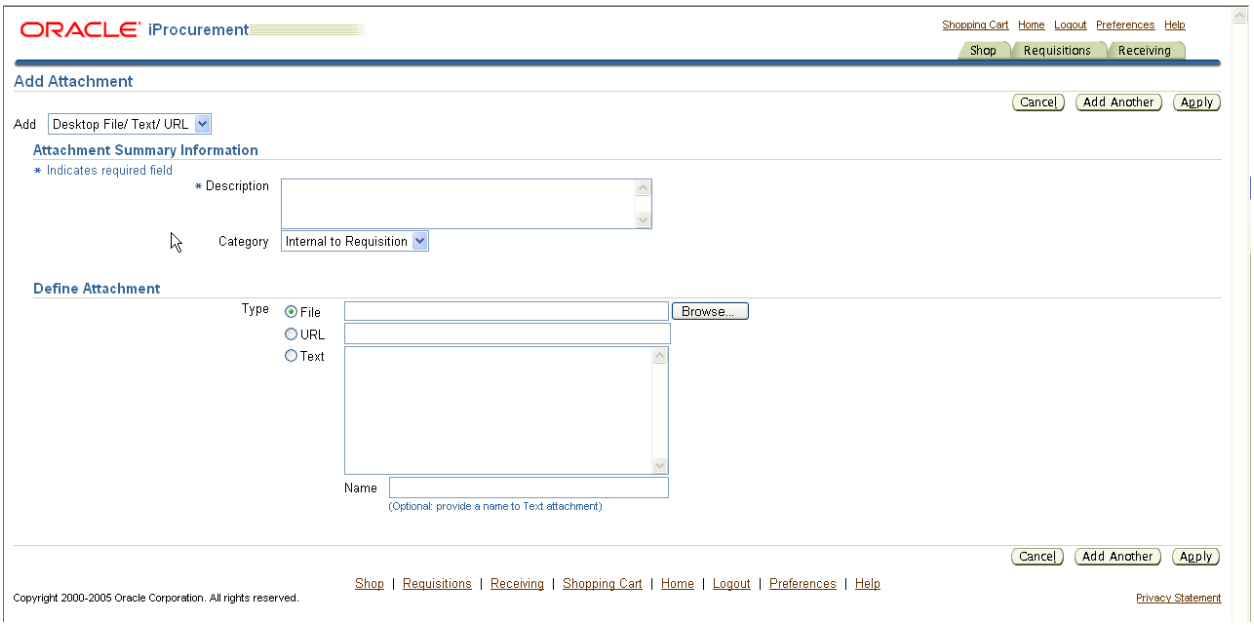
Next, an attachment will be added to the Requisition. If you need to describe your Requisition needs in more detail than the text field allows, then place that information in a document and attach it to the Requisition. Once you have your document ready in an easily accessible location on your computer, click on the ***Attachments*** link at the top of the page to go to the *Attachments* section of the *Requisition Information: Edit Lines* page.



Click on the **Add Attachments** button to create a new attachment.



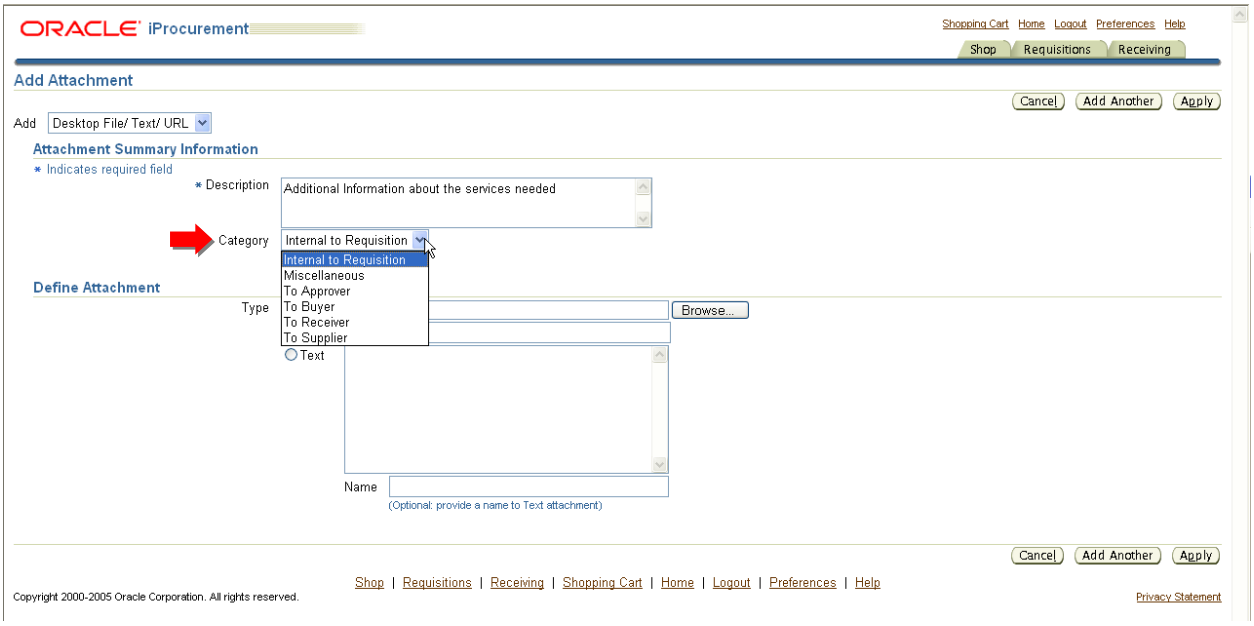
This will bring you to the *Add Attachment* page.



Here you can create your attachment. First, enter a description for your attachment in the *Description* field.

> **Warning!** The description should be short, as this field is limited to 255 characters. Entering more characters will result in an error.

Then select the *Category*. This allows you to specify the recipients of the attachment.

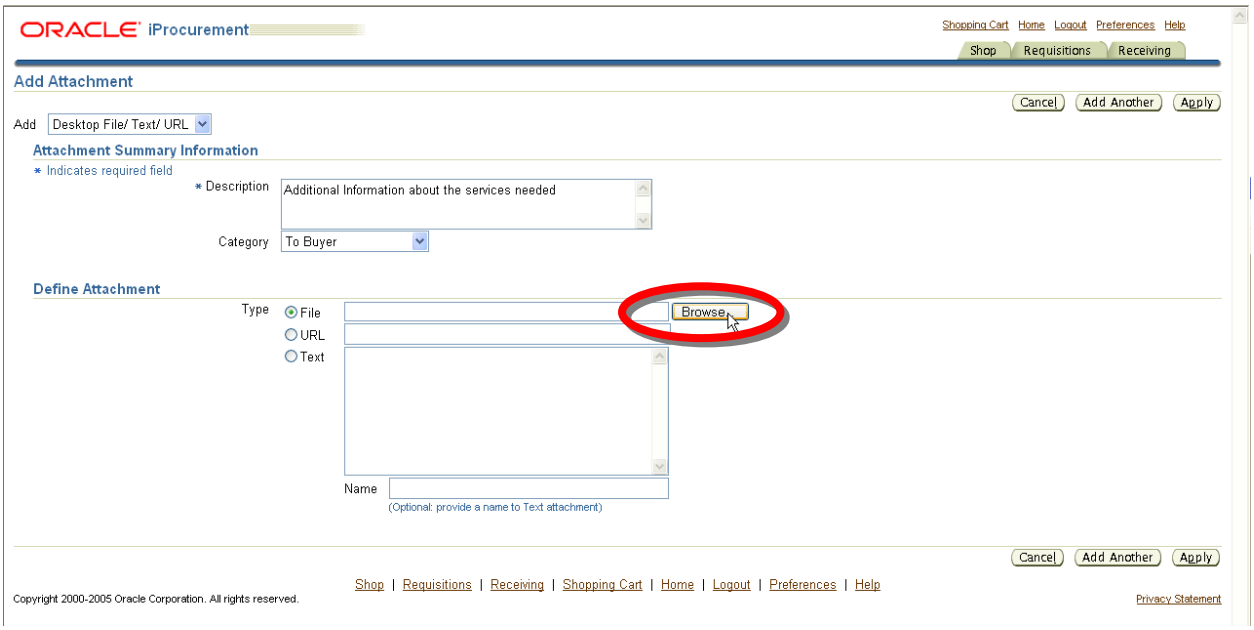


The options are:

- Internal to Requisition
- Miscellaneous

- To Approver
- To Buyer
- To Receiver
- To Supplier

Choose the appropriate recipient, and then move on to the *Define Attachment* section. To attach a file from your computer, click on the **Browse** button.



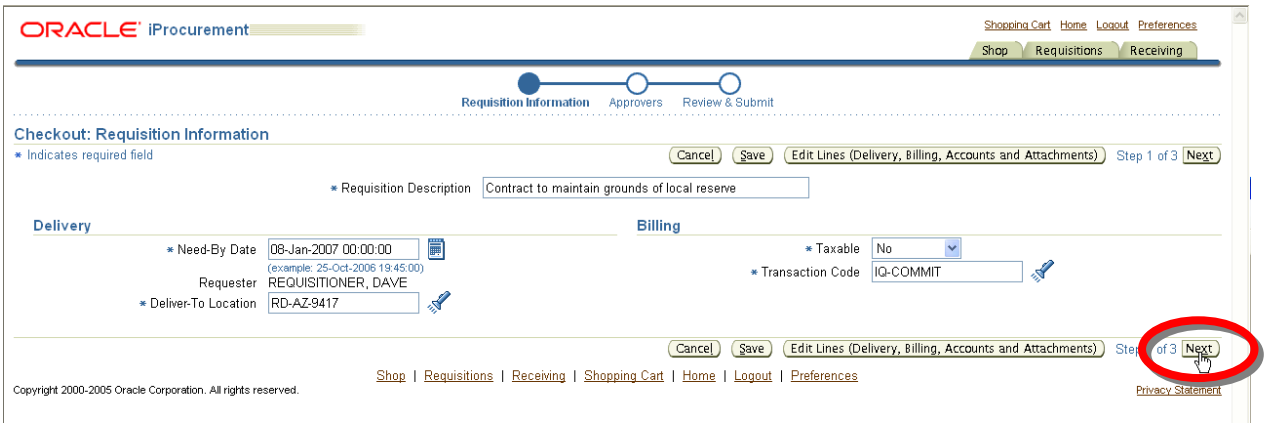
> **WARNING!** Attachment file names cannot exceed 50 characters. If the name exceeds this limitation, attachment will not be sent to the Acquisition Management module with the Requisition.

A pop up window will appear allowing you to view the files on our computer and navigate to the document you want to attach. If you don't want to attach a document, you can enter a web site address into the *URL* field or type your notes directly into the *Text* field. When you have finished, click on the **Apply** button to submit your attachment.

> **Note:** You can add more than one attachment in a row. Simply click on the **Add Another** button to save the current attachment and move on to another.

When you click on the **Apply** button, it will take you back to the *Attachments* section of the *Requisition Information: Edit Lines* page. There you will be able to see your attachment(s). Click on the **Return** button to go back to the *Checkout: Requisition Information* page.

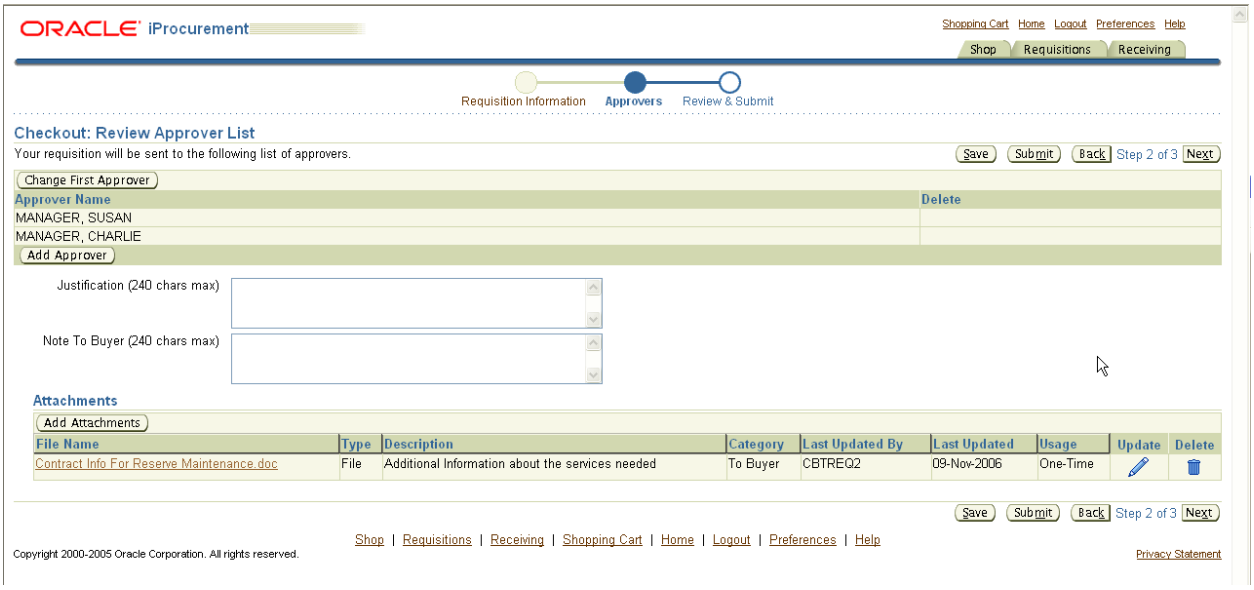
Once you have finished making all of your changes, click on the **Next** button to continue through the checkout process.



This will take you to Step 2 of the checkout process – Add/Change Approvers.

Step 2 – Review / Add Approvers

In the second step of Checkout, Approvers can be changed and/or added for the Requisition being created. The *Checkout: Review Approver List* screen should be displayed at this time.



This is where you can change the list of Approvers who will review your Requisition.

Note: A list of Approvers is called an Approval Chain. If an Approver is not "Required," then it may be removed manually by the user. If the Approver is "Required," then the Approver may only be changed by the user to another approver with budget authority.

Warning! If you change your normal Approval Chain, make sure that a Budget Approver is the LAST person on the list of Approvers. If the last person approving the Requisition does not have budget authority, the money for the Requisition cannot be committed and you will receive an error message. Additionally, only one Budget Approver can be included in the chain.

Tip! Do not add the contracting staff to the approval chain. Once the Requisition is approved it will automatically route to the Acquisition Module.

To change just the first Approver, click on the **Change First Approver** button.

Tip! If you want to add an Approver anywhere else in the chain, click on the **Add Approver** button. This option will allow you to specify precisely where you want the new Approver to be inserted – before or after any Approver already on the list.

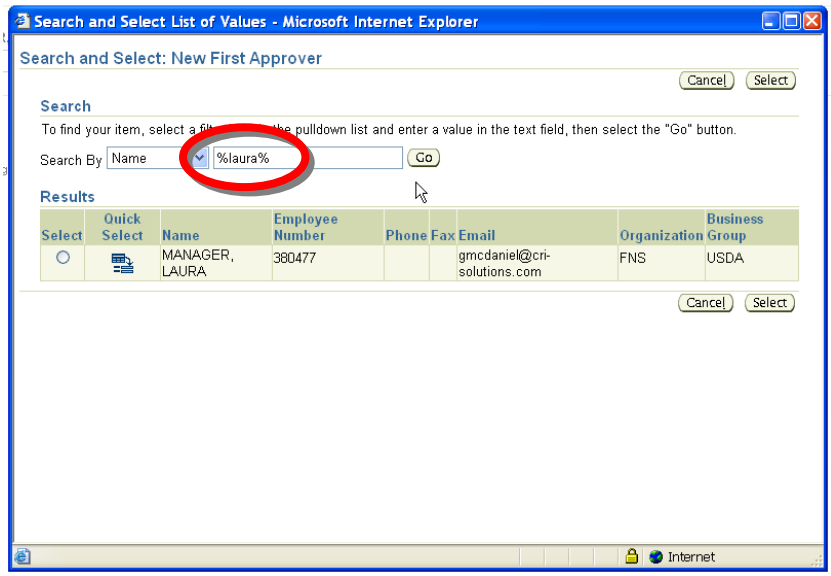
When you click on the **Change First Approver** button, it will take you to the *Checkout: Select Approver* page.

Tip! To reset the entire Approval Chain, change the first Approver to the Budget Approver and add Management Approvers before the Budget Approver.

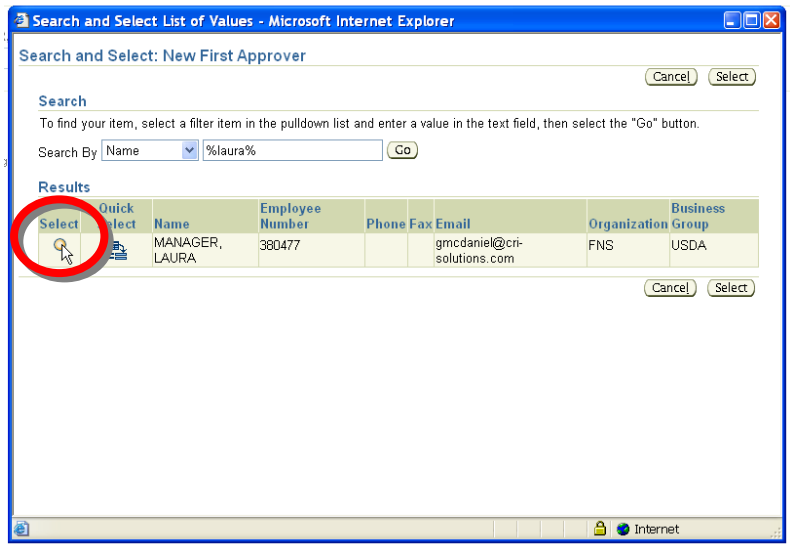
Tip! Saving your Requisition each available opportunity is recommended to ensure your Requisition details are saved in case your browser fails or computer shuts down.

This works just like the other Search and Select in the system. Click on the **Flashlight** icon to open the *Search and Select: New First Approver* page. Enter the name of the user you would like to search for. Utilized the wildcard (%) as previously described.

Tip! In IAS, all user names are listed in the following manner: LAST_NAME, FIRST_NAME. When you are searching for a user, enter their last name first, or use the wild card character (%) in front of the first name.

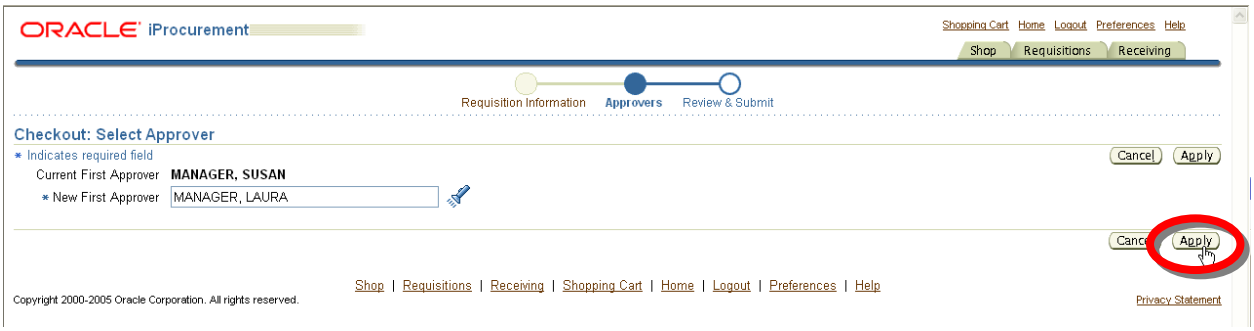


When you've found the Approver you want to be the first Approver in the Approval Chain, click on the **Select** radio button next to the manager you want, and then click on the **Select** button.

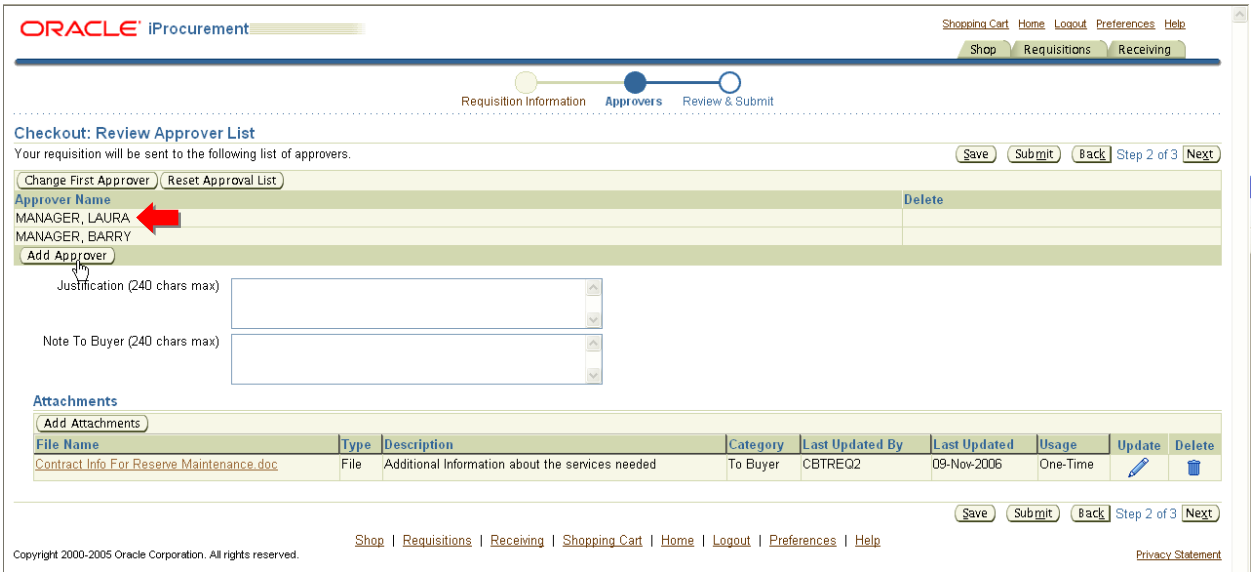


Tip! Click on the Quick Select icon to quickly select the appropriate Approver and close the window in one step.

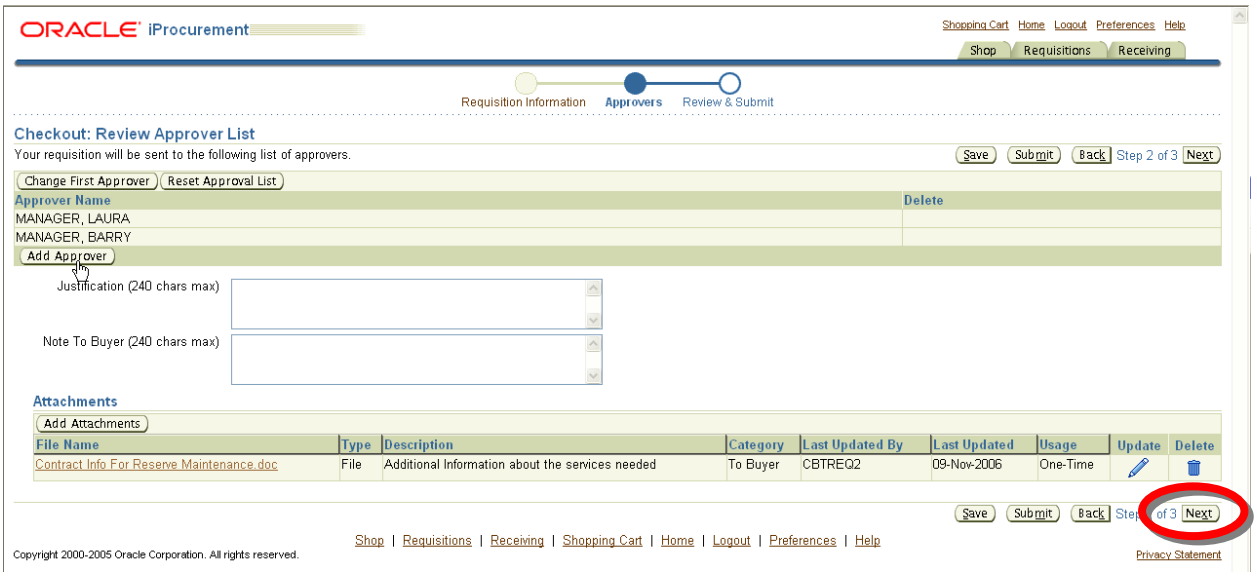
Clicking on the **Select** button will bring you back to the *Checkout: Select Approver* page. The Manager you chose will appear in the *New First Approver* text field. Click on the **Apply** button to continue.



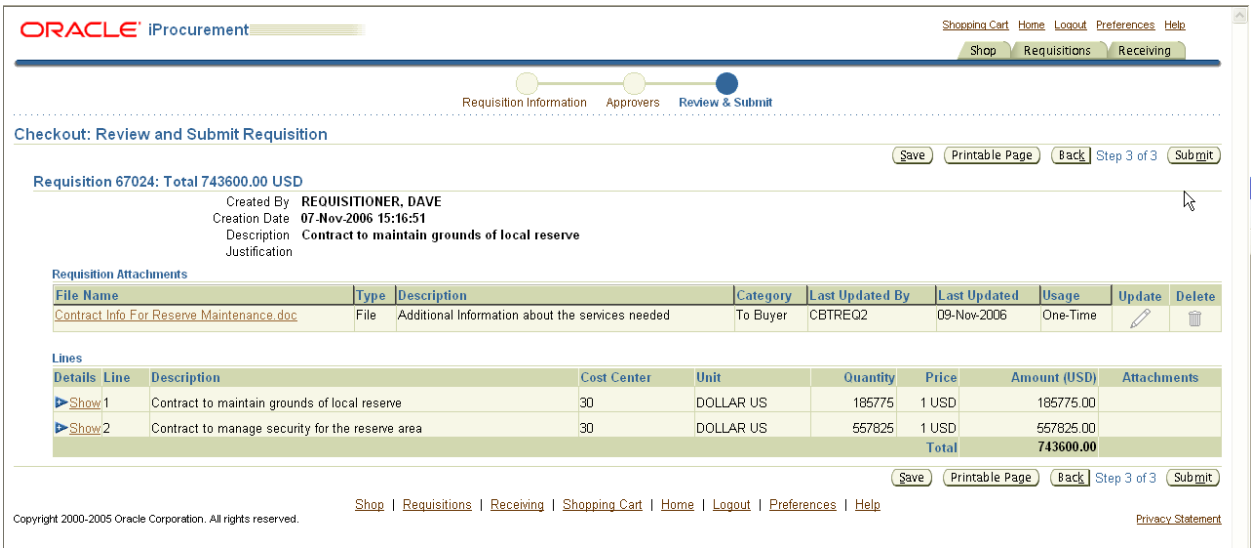
This will take you back to the *Checkout: Review Approver List* page. Notice that your new Approval Chain appears on screen.



When you are finished adding Approvers, click on the **Next** button to go to the final step of the Requisition process.



This will take you to the final checkout page called *Checkout: Review and Submit Requisition*.

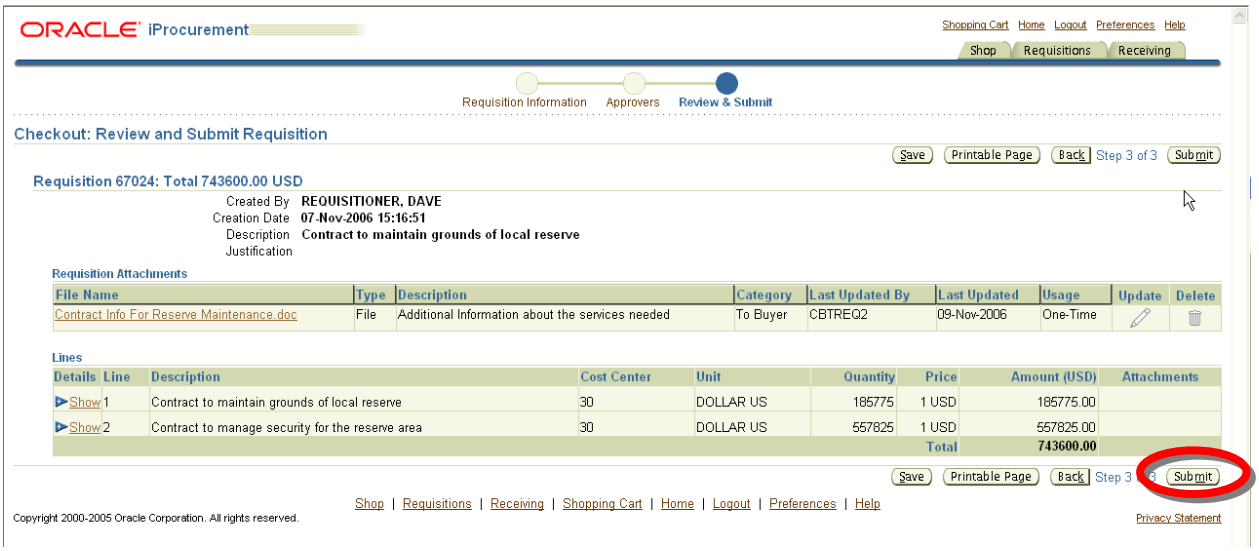


Step 3 – Review and Submit

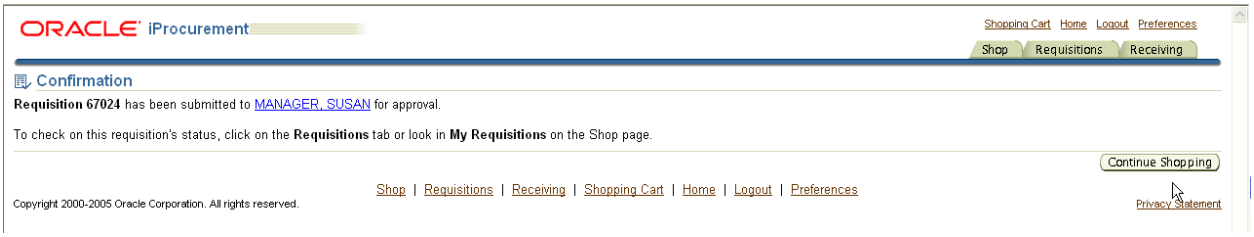
The *Checkout: Review and Submit Requisition* page provides a user with the opportunity to review the details of the Requisition prior to submission.

> **Remember!** To print out the details of the final page, open up the details for each line by clicking on the **Show** link next to each line. When they are all open, click on the **Printable Page** button to open up the printer-friendly page. Click on the **Printer** icon in your browser. Then you can close the window.

Once you are certain that all the details are correct, click on the **Submit** to complete your Requisition.

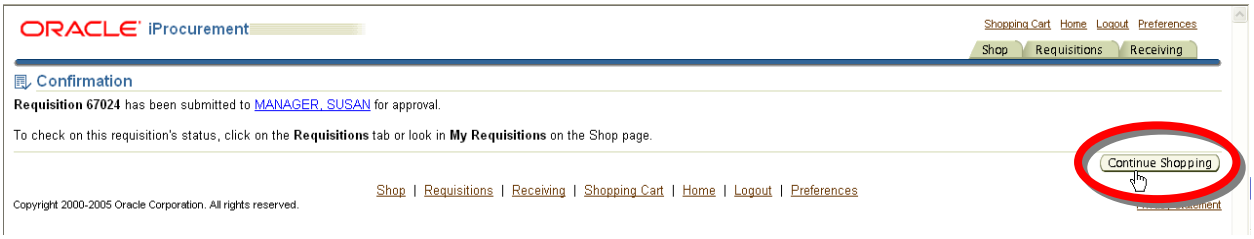


Once the Requisition is submitted to the appropriate Approver, IAS will send you to the Confirmation page.



This page will show your Requisition number and the Manager who will be the first to review your Requisition.

To return to the IAS main page, click on the **Shop** tab in the top-right corner of the page, or click on the **Continue Shopping** button on the right side of the page.



Now you are back to the *Shop* page, and your new Requisition should appear in the *My Requisitions* section of that page.

Tracking Requisition Status

Overview

In this section, the meaning of the messages that IAS generates will be explained along with how to use those messages track the status of your Requisition through key stages of the procurement process.

First, let's review the IAS messages.

When a Requisition is created and submitted, a history of Document Approval begins within IAS. At each approval point, the history will be updated with information about the Approver and the action taken. After the Requisition has been approved in FFIS, it is routed to the Acquisition Management module. An Award document is then created by the contracting staff. As the Award document is created after FFIS approval, it is not documented in the Approval History. At present, the approval information from the Acquisition Management module does not flow back into the Requisition Management module.

> **Tip!** It is very important to track the status of your Requisition in IAS. There are several points in the Procurement process when the options for your Requisition change. For example, when the requisition is approved by the Budget Approver and accepted by FFIS, you can no longer edit the price of your items. Another example is when the Requisition gets tied to an award, the accounting and billing information can no longer be updated.

The Document Approval History is displayed on the *Approval History* page under the *Requisitions* tab in the IAS Requisition Management Module. It is also displayed on the *Route History* tab in the Acquisition Management module of IAS.

> **New Feature!** In IAS Release 3.0, a user can track the status of the Receipt documents in FFIS. This feature will be covered later in this section.
>
> **Tip!** Though the Requisition Management Module does not track the Document Approval History through the Acquisition process, a user can still determine when their document has been awarded to a vendor. To do this, simply go to the *Requisition Details* page and select the appropriate Requisition. If there is a Purchase Order number listed in the *Order* field, the Requisition has been awarded.
>
> **Note:** Requisitions that have not been submitted do not have a status. They exist only in the shopping cart.

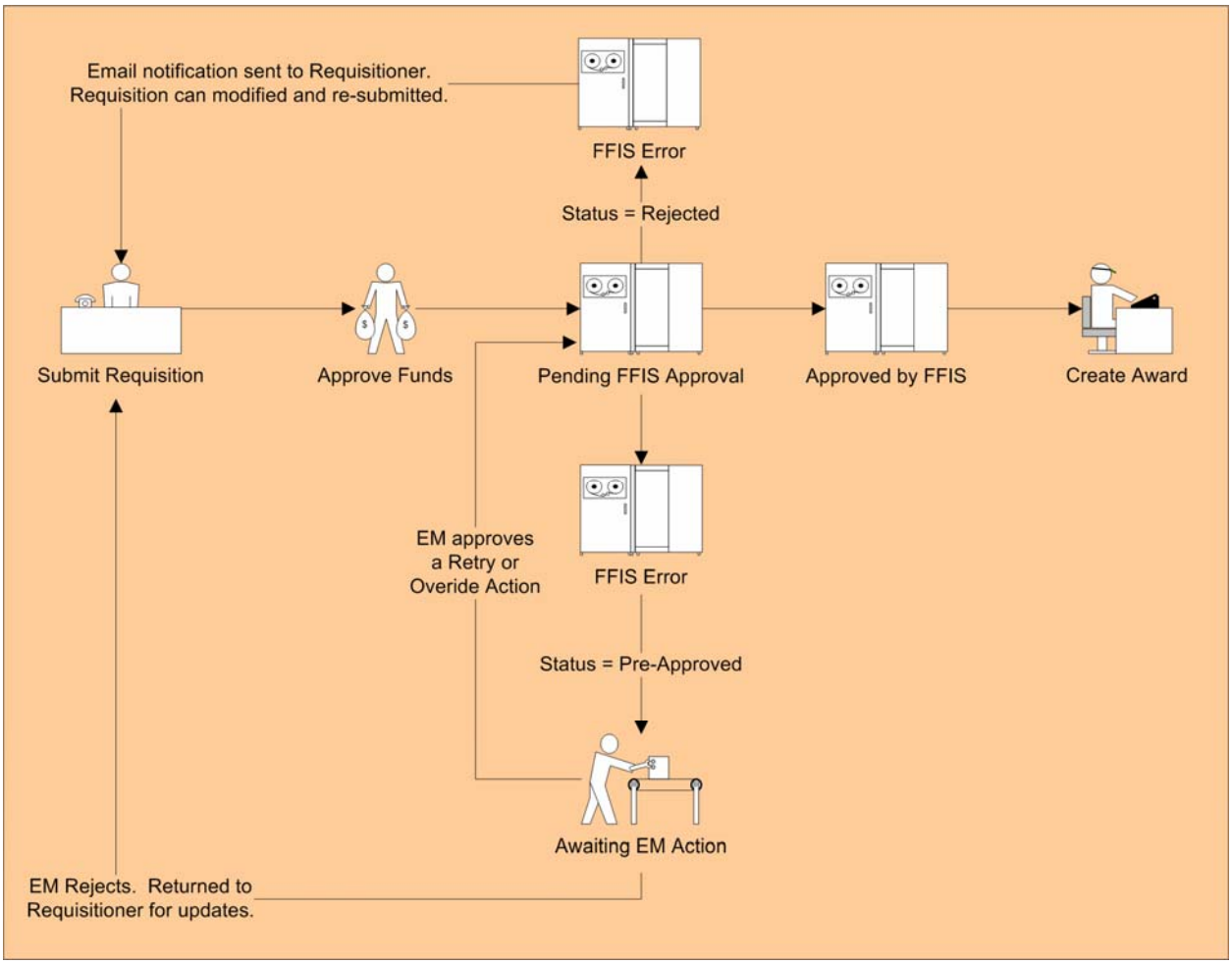
Requisition Workflow

A Requisition can be Approved or Rejected by FFIS. As stated above, when a Requisition is approved, it is routed to the Acquisition Management module. An Award document is then created in IAS by the contracting staff. If an error occurs in FFIS, the Requisition will not be approved and the status may remain as Pre-Approved or change to Rejected.

- FFIS Document Resolution Messages with a status of Pre-approved require action by a Document Resolution Manager. These messages, called Actionable Errors, are more commonly referred to as Soft Errors.

- FFIS Document Resolution Messages with a status of Rejected require action by the Requisitioner or the Budget Approver, who may request assistance from the Document Resolution Manager to understand and resolve the document. These messages are called Non-Actionable Errors, or are more commonly known as Hard Errors.

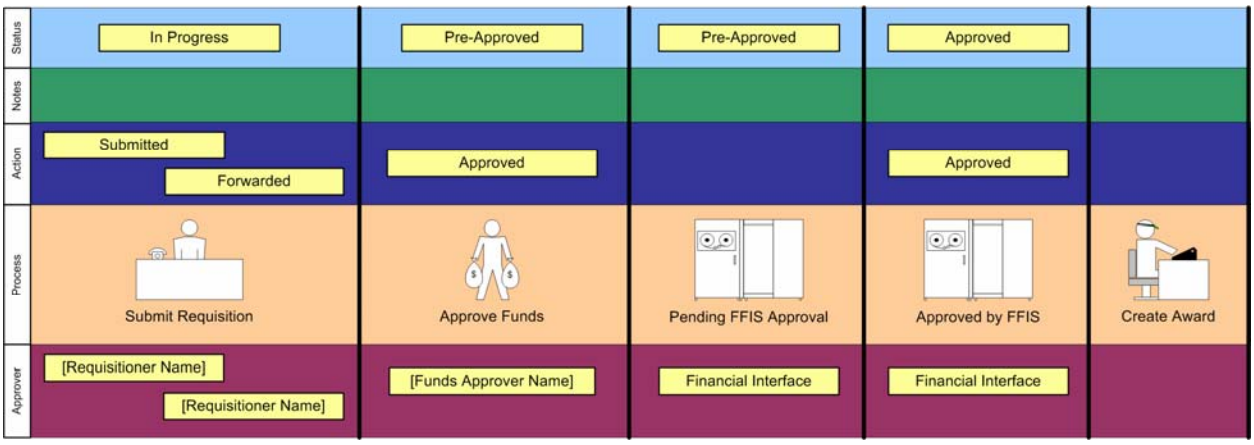
The following diagram depicts the Document Approval Workflow, including action required for Requisitions Approved or Rejected by FFIS.



See a full sized version of this flow chart at the end of this document.

Documents in Approved Status

The following diagram indicates points in the approval process at which the Document Approval History is updated, the associated approvers and messages.

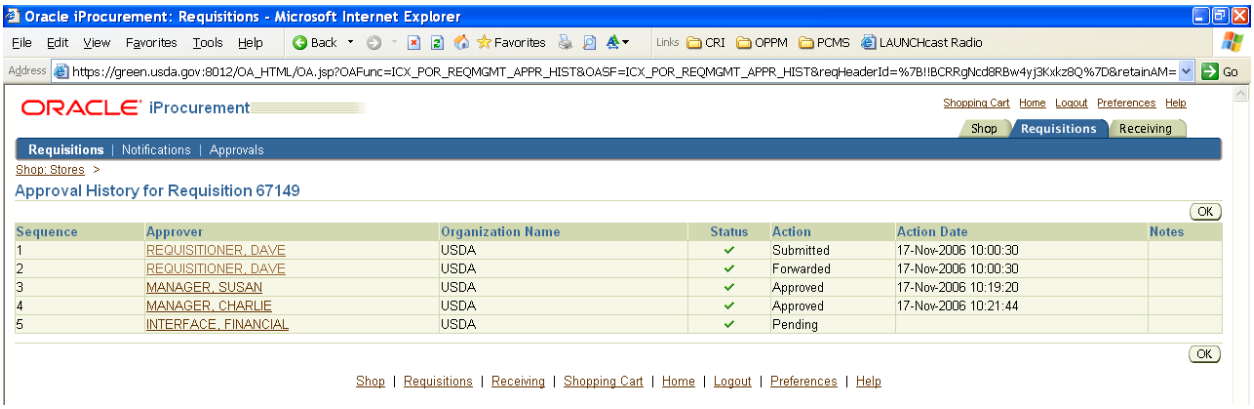


See a full sized version of this flow chart at the end of this document.

First, the user submits the Requisition and IAS logs the Requisition with *Action* "Submitted". Then, IAS forwards the Requisition to the appropriate Approver and logs the Requisition as Action "Forwarded." The Requisitioner's name appears in the *Approver* field. Additionally, all of the Approvers in the Approval Chain for that Requisition are displayed.

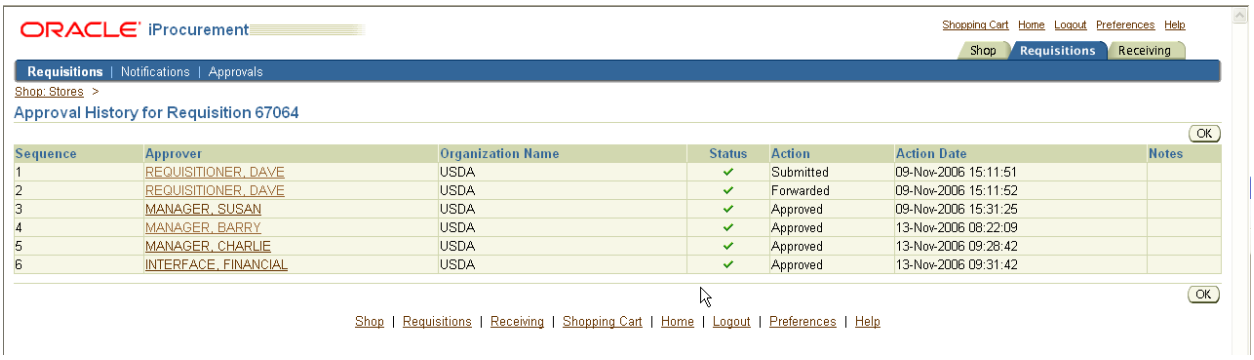
Since IAS is waiting for the first Approver in the chain to take action, IAS logs the current *Action* as "Pending." Once an Approver approves the Requisition, even if there is another Approver in the process, IAS changes the status of the Requisition to "Pre-Approved" and logs the action for that Approver as "Approved."

Once all of the Approvers have approved the Requisition, IAS sends the Requisition to FFIS for approval. At this point the status remains "Pre-Approved," IAS lists the *Approver* as "Interface, Financial," and logs the *Action* as "Pending." Below is an example of the Approval History for a Requisition that is pending FFIS Approval.

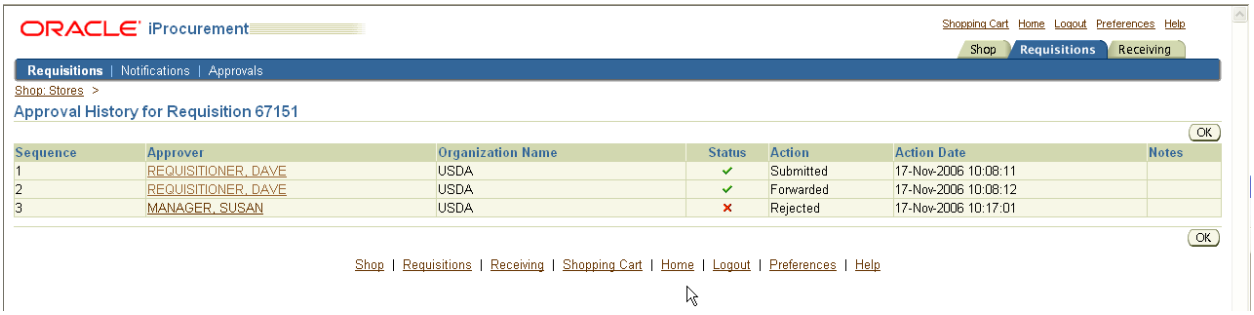


Once FFIS accepts the Requisition, IAS changes the status of the Requisition to "Approved" and logs the *Action* as "Approved."

Below is an example of a fully-approved Requisition.



If the Requisition is rejected by an Approver, then IAS changes the status of the Requisition to "Rejected" and logs the *Action* as "Rejected." Below is an example of how that appears in the IAS Approval History.



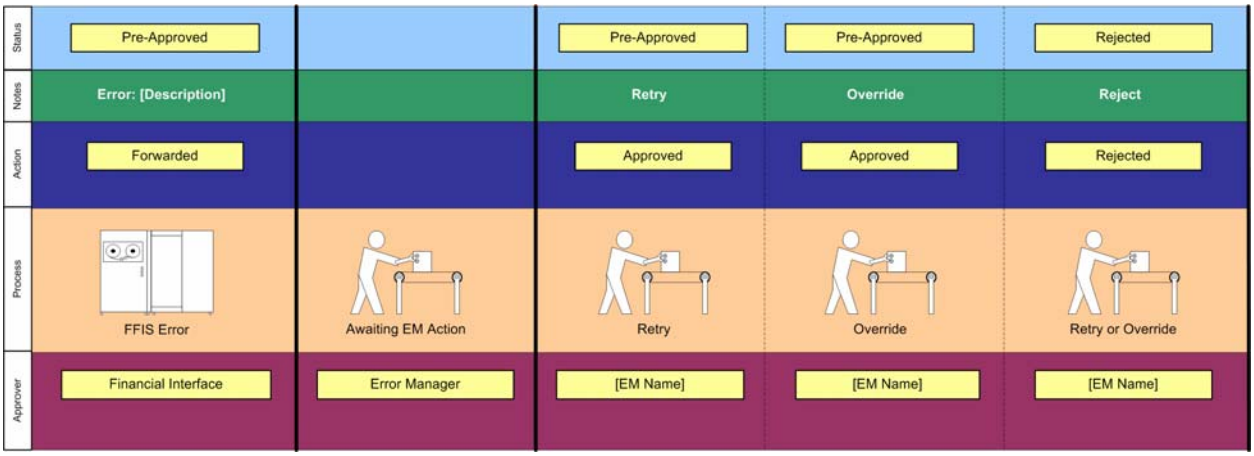
Documents Requiring Resolution – Pre-Approved Status

If a Document Resolution Message is generated and the Requisition has a Pre-approved status, the Document Approval History updates to indicate that the document is awaiting a response from a Document Resolution Manager. At this point, the title Document Resolution Manager is displayed as the Approver, as a specific individual has not yet been identified.

Once a Document Resolution Manager has responded to the message, the Document Approval History updates the name of the Document Resolution Manager who took action on the document, as well as the date and a description of the action. For instance, a Document Resolution Manager may take any of the following actions; *Override*, *Retry* or *Reject*.

Insufficient apportionment or allocation funds are examples of Actionable messages that leave the document in Pre-Approved status. A Document Resolution Manager needs to perform an action, such as executing a Retry, before the Requisition can be approved in FFIS.

The following diagram indicates the points in the approval process at which the Document Approval History is updated, who is listed in the *Approvers* field and which messages are logged by IAS.



See a full sized version of this flow chart at the end of this document.

Let's look at another example. The Requisition is rejected by FFIS because of *Insufficient Allocation and Insufficient Apportionment of Funds*. The Document Approval History at this point would indicate that the Requisition is awaiting action from a Document Resolution Manager yet to be identified.

Approval History for Requisition 6535

Sequence	Approver		Action	Action Date	Notes
1	REQUISITIONER, RALPH TEST	✓	Submitted	02-MAY-2005	
2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC150INSUFFICIENT ALLOCATION FUNDS;SC200INSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL		Pending		

The Document Resolution Manager enters an *Override* action to re-submit the document to FFIS for approval.

Approval History for Requisition 6535

Sequence	Approver		Action	Action Date	Notes
1	REQUISITIONER, RALPH TEST	✓	Submitted	02-MAY-2005	
2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC15OINSUFFICIENT ALLOCATION FUNDS;SC20OINSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL	✓	No action taken	02-MAY-2005	
7	INTERFACE_MGR, RD1 TEST	✓	Approved	02-MAY-2005	Action By Error Manager - Override

The document is finally *Approved* by FFIS.

Approval History for Requisition 6535

Sequence	Approver		Action	Action Date	Notes
1	REQUISITIONER, RALPH TEST	✓	Submitted	02-MAY-2005	
2	REQUISITIONER, RALPH TEST	✓	Reserved	02-MAY-2005	
3	REQUISITIONER, RALPH TEST	✓	Forwarded	02-MAY-2005	
4	MANAGER, ANN TEST	✓	Approved	02-MAY-2005	
5	INTERFACE, FINANCIAL	✓	Forwarded	02-MAY-2005	First two errors are: SC15OINSUFFICIENT ALLOCATION FUNDS;SC20OINSUFFICNT APPROPRIATION FUNDS
6	MANAGER, ERROR POOL	✓	No action taken	02-MAY-2005	
7	INTERFACE_MGR, RD1 TEST	✓	Approved	02-MAY-2005	Action By Error Manager - Override
8	INTERFACE, FINANCIAL	✓	Approved	02-MAY-2005	

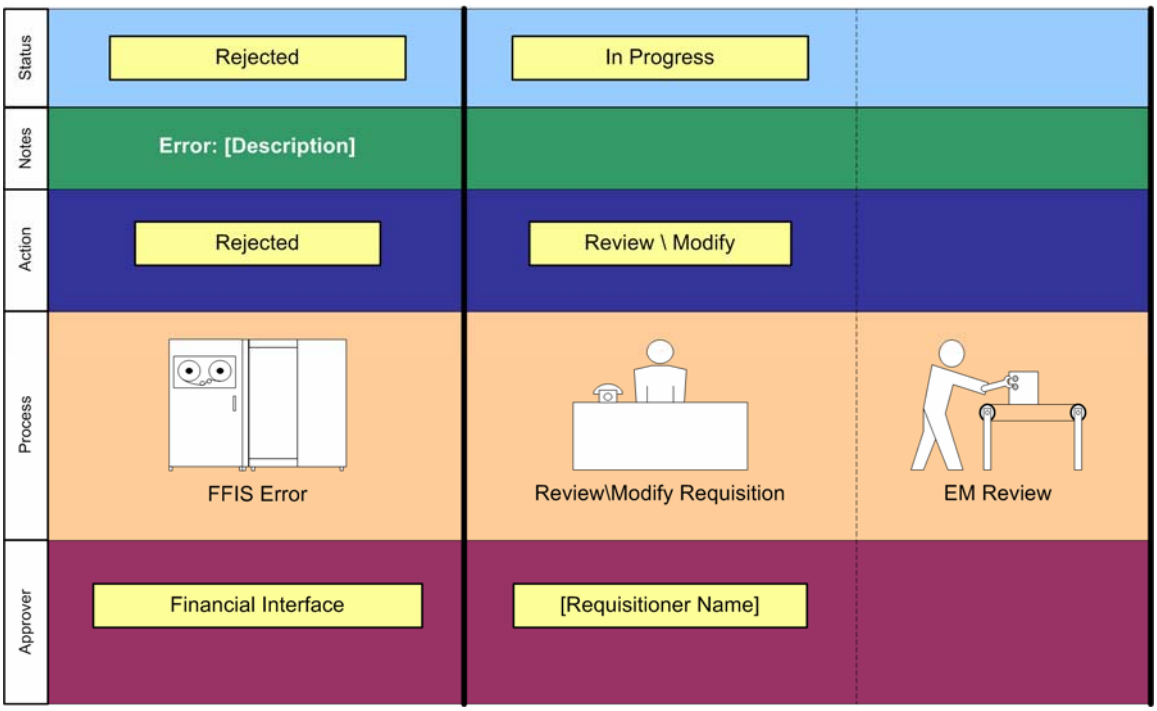
Documents Requiring Resolution – Rejected Status

For document messages with a status of Rejected, action is required by the Requisitioner and a summary of the message is given in the Document Approval History. After the Requisition has been modified, it is re-submitted and forwarded per the normal document approval workflow.

Invalid Budget Code is a common example of this type of error. If the Budget Code entered for a Requisition is not available for Commitment or doesn't have sufficient available funds, the document will be rejected by FFIS and requires action from the Requisitioner or Budget Approver to update the document with a new Budget Code.

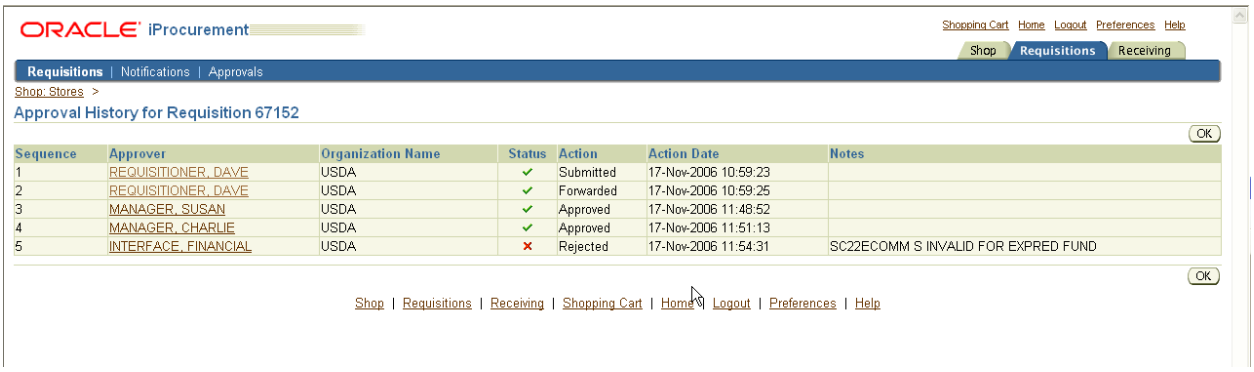
> **Tip!** Although the Requisitioner or Budget Approver may contact the Document Resolution Manager for assistance with interpreting the FFIS message, action from the Document Resolution Manager is not required.

The following diagram indicates the points in the approval process that the Document Approval History is updated, the associated *Approvers* and *messages*.

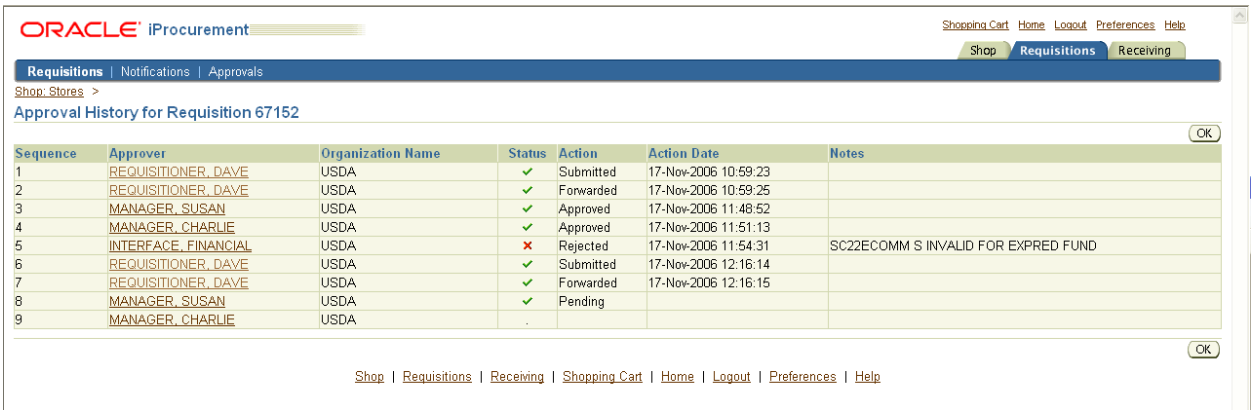


See a full sized version of this flow chart at the end of this document.

In the Approval History, the action of *Rejected* is entered, alerting the Requisitioner that action is required for the Requisition to be approved by FFIS.

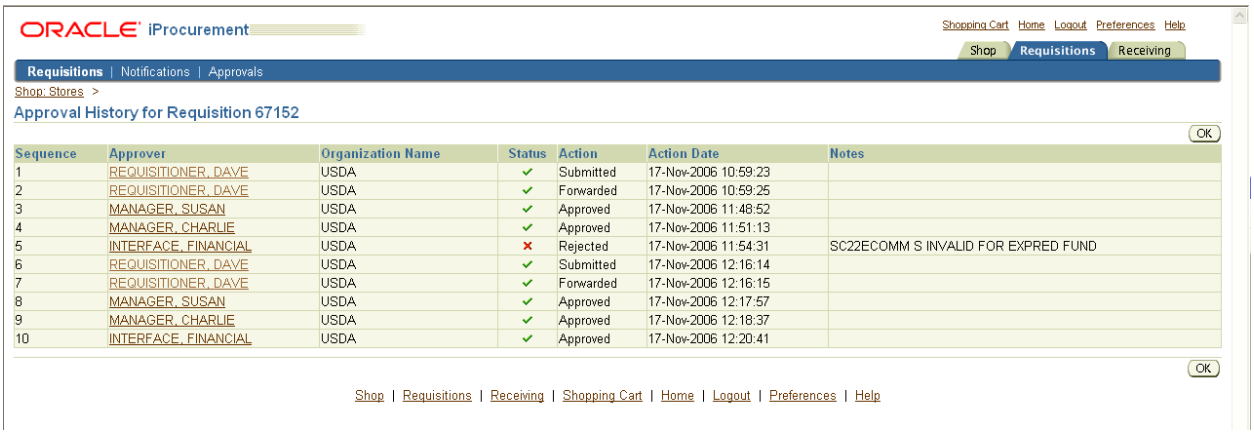


The original Requisitioner then updates the document with the correct information and resubmits the Requisition to the Funds Approver. Although the Document Resolution Manager does not take any action, they may still review the error message and may be contacted by the Requisitioner for assistance.



Sequence	Approver	Organization Name	Status	Action	Action Date	Notes
1	REQUISITIONER, DAVE	USDA	✓	Submitted	17-Nov-2006 10:59:23	
2	REQUISITIONER, DAVE	USDA	✓	Forwarded	17-Nov-2006 10:59:25	
3	MANAGER, SUSAN	USDA	✓	Approved	17-Nov-2006 11:48:52	
4	MANAGER, CHARLIE	USDA	✓	Approved	17-Nov-2006 11:51:13	
5	INTERFACE, FINANCIAL	USDA	✗	Rejected	17-Nov-2006 11:54:31	SC22ECOMM S INVALID FOR EXPRED FUND
6	REQUISITIONER, DAVE	USDA	✓	Submitted	17-Nov-2006 12:16:14	
7	REQUISITIONER, DAVE	USDA	✓	Forwarded	17-Nov-2006 12:16:15	
8	MANAGER, SUSAN	USDA	✓	Pending		
9	MANAGER, CHARLIE	USDA	.			

If the Requisition details are now correct then the document should be approved by FFIS.



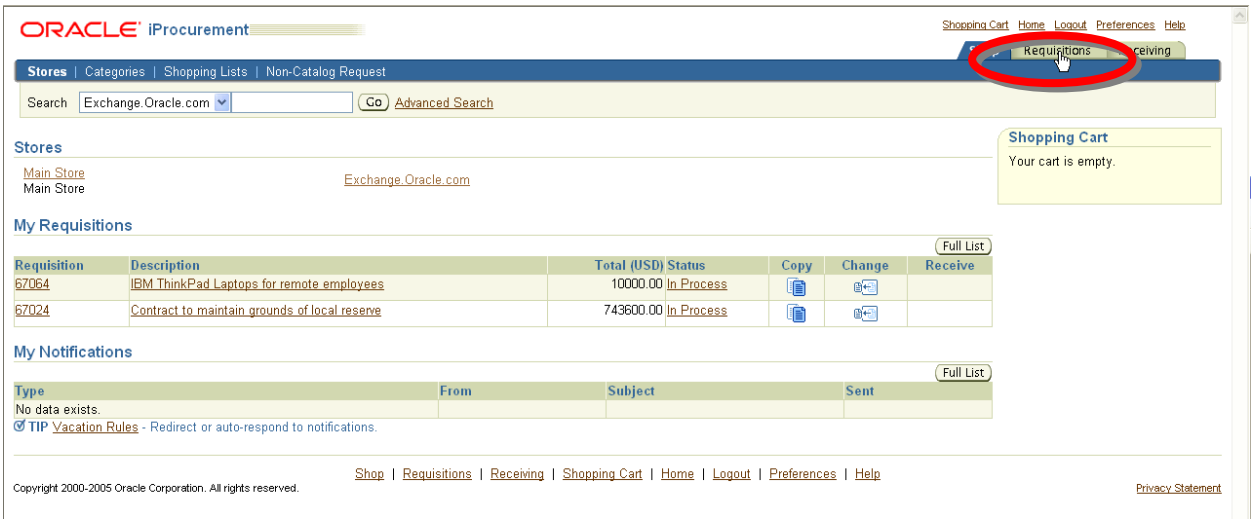
Sequence	Approver	Organization Name	Status	Action	Action Date	Notes
1	REQUISITIONER, DAVE	USDA	✓	Submitted	17-Nov-2006 10:59:23	
2	REQUISITIONER, DAVE	USDA	✓	Forwarded	17-Nov-2006 10:59:25	
3	MANAGER, SUSAN	USDA	✓	Approved	17-Nov-2006 11:48:52	
4	MANAGER, CHARLIE	USDA	✓	Approved	17-Nov-2006 11:51:13	
5	INTERFACE, FINANCIAL	USDA	✗	Rejected	17-Nov-2006 11:54:31	SC22ECOMM S INVALID FOR EXPRED FUND
6	REQUISITIONER, DAVE	USDA	✓	Submitted	17-Nov-2006 12:16:14	
7	REQUISITIONER, DAVE	USDA	✓	Forwarded	17-Nov-2006 12:16:15	
8	MANAGER, SUSAN	USDA	✓	Approved	17-Nov-2006 12:17:57	
9	MANAGER, CHARLIE	USDA	✓	Approved	17-Nov-2006 12:18:37	
10	INTERFACE, FINANCIAL	USDA	✓	Approved	17-Nov-2006 12:20:41	

Next, you will learn how to view the Document Approval History in IAS.

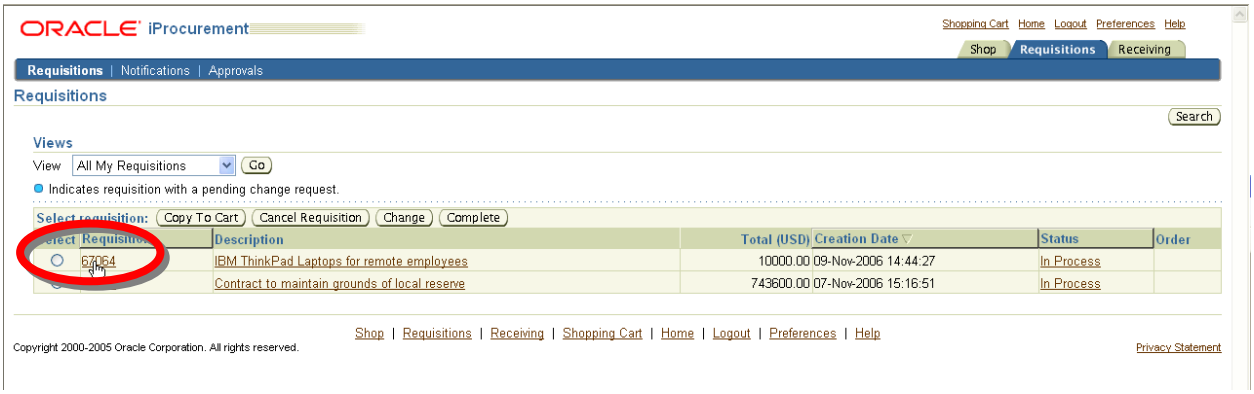
Accessing the Approval History in IAS

There are several ways to access this information. Though we will cover different paths to access the status information, most can be used at any stage of the Requisition process.

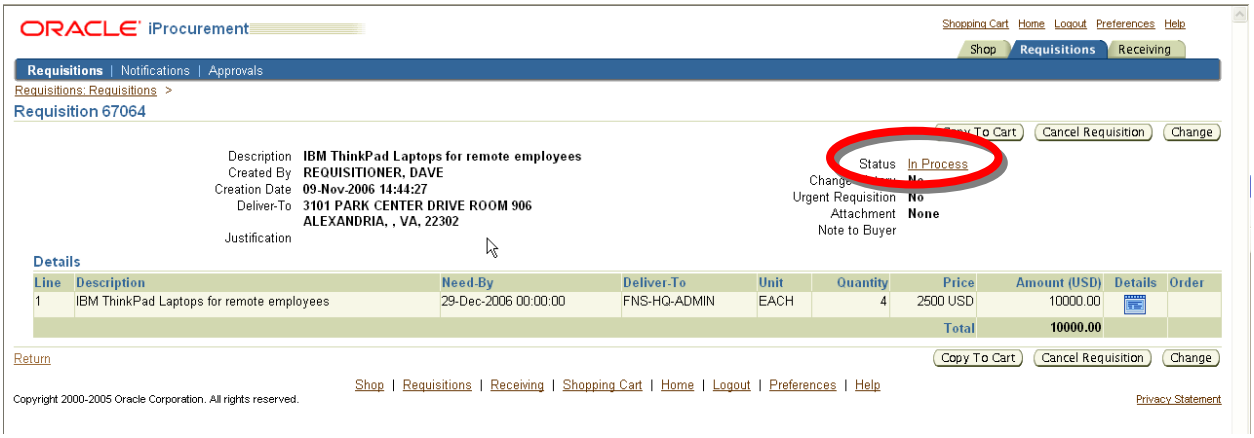
First, you will begin with a Requisition that has already been submitted to IAS. The first way to get to the *Approval History* page is through the *Requisition Details* page. Starting at the *Home* page, click on the **Requisitions** tab in the top-right corner of the screen.



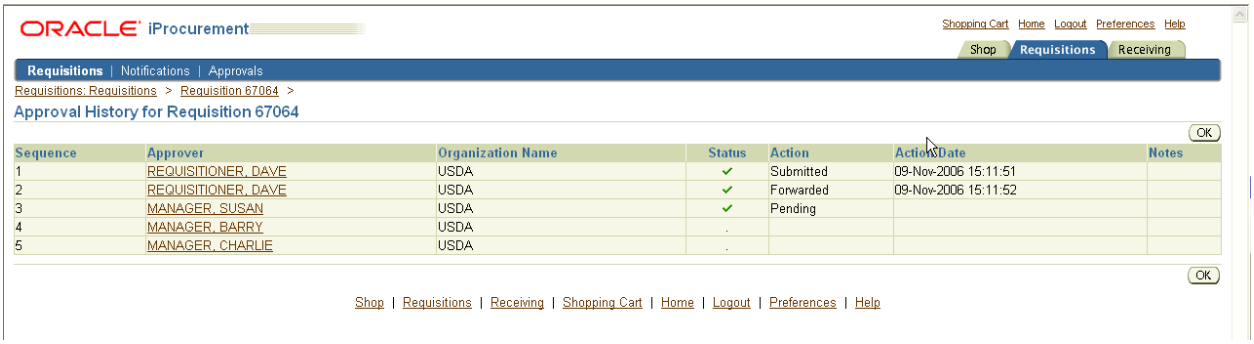
This will take you to the *Requisitions* page. This is where all of the Requisitions you've previously created are listed. Find the Requisition that you would like to track, and click on the name of the Requisition or the Requisition number.



This will take you to the *Requisition Details* page. This shows you the basic information about your Requisition. You can see the current status of your Requisition in the upper right section of the screen. Since the Requisition has just been submitted, the *Status* field says "In Process."

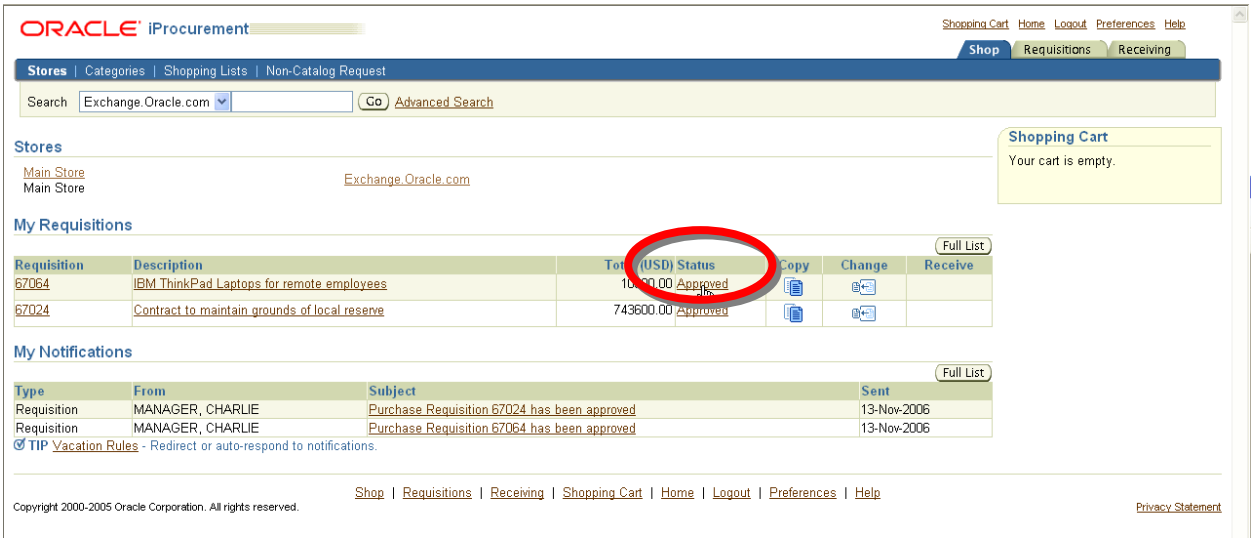


From here, click on the link stating the current status, "In Process" in our example. This will take you to the *Requisition Approval History* page.



Notice that all of the Approvers in the Approval Chain are listed here. As they approve or reject the Requisition, this information will update and the status of the document will change appropriately.

IAS also allows you to navigate to the *Requisition Approval History* page from the main *Shop* page. Simply click on the status link there.



Tip! Every time you see the status of a Requisition on any page, it is usually a link directly to the Document Approval History for that Requisition. Just click on it to see the Document Approval History.

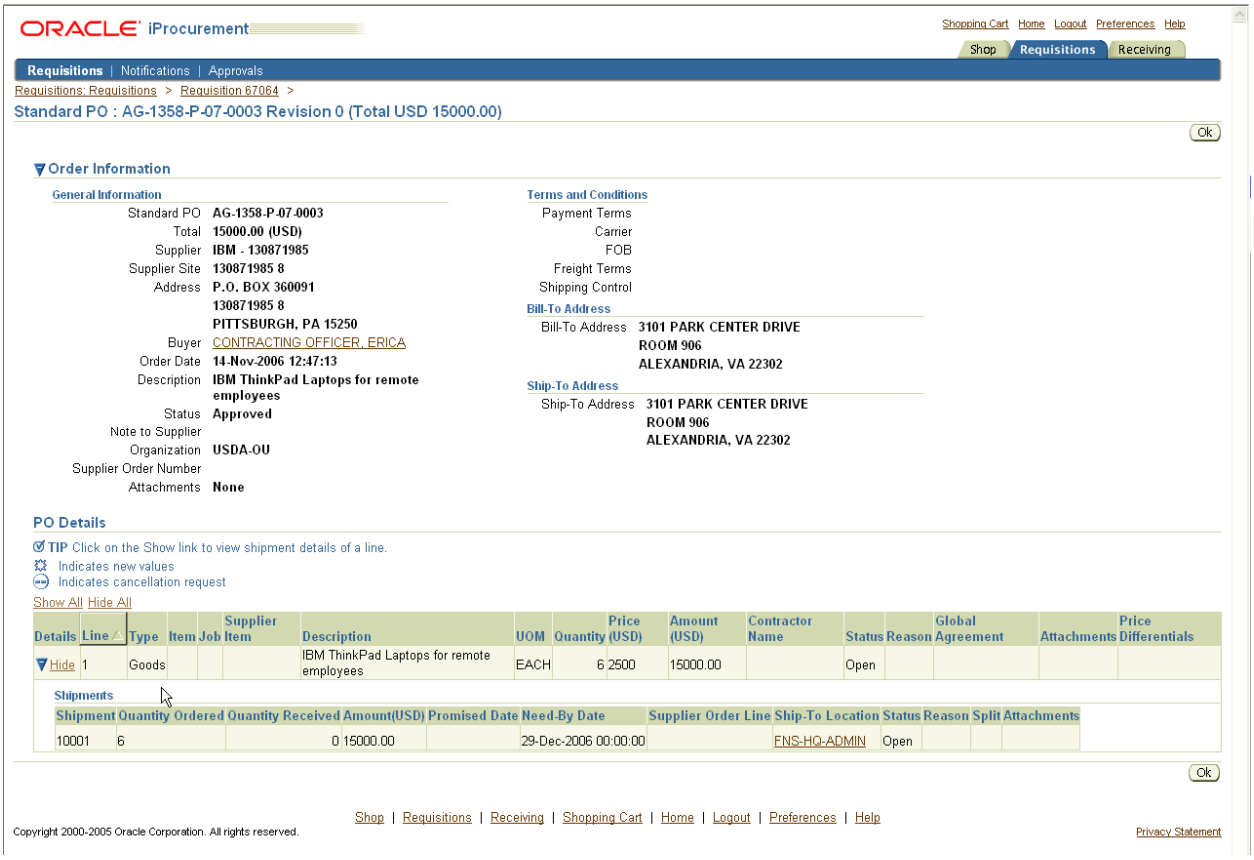
Seeing Acquisition Information in the Requisition Module

Previously in IAS, you could see that there was an award associated with your Requisition, but the information you could see about the award was limited. In IAS Release 3.0, Requisitioners have access to enhanced section that details more about the Awards.

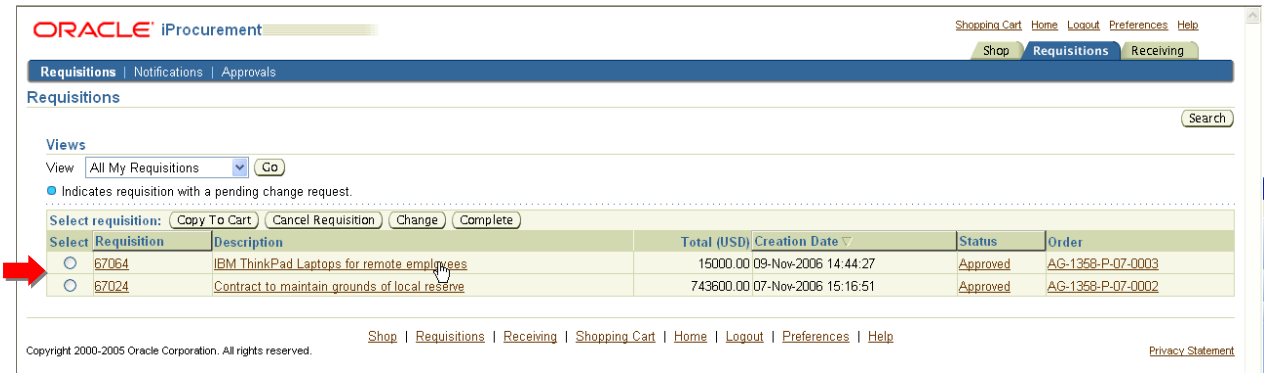
On the *Requisition - Award Details* page the Requisitioner can now see the following information:

- Order number, date and status

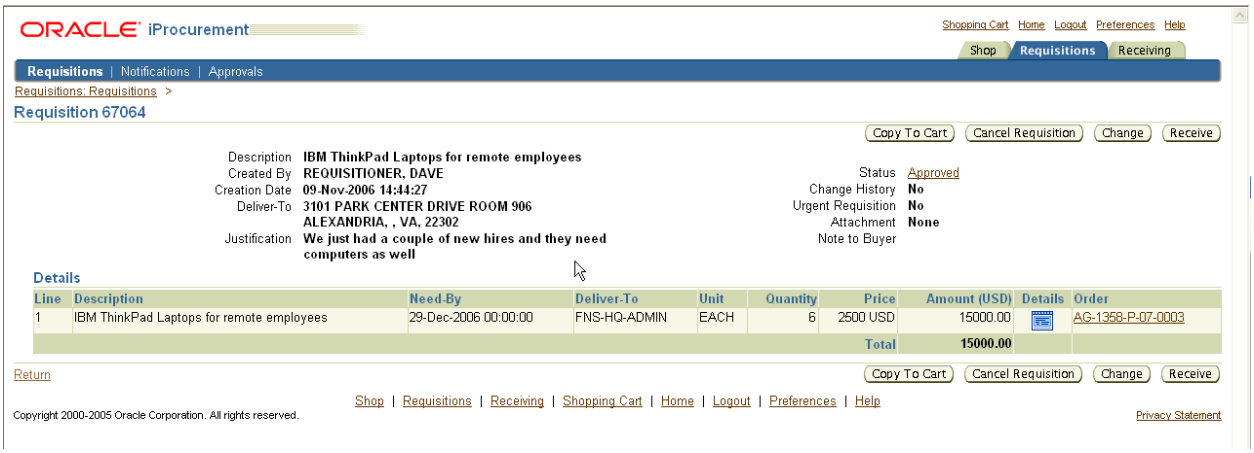
- Total amount obligated
- Supplier's name, location and address
- Buyer's name and a link that will allow the Requisitioner to email the Buyer
- Term's and Conditions of the order
- Billing and Shipping Addresses
- Detailed line item information



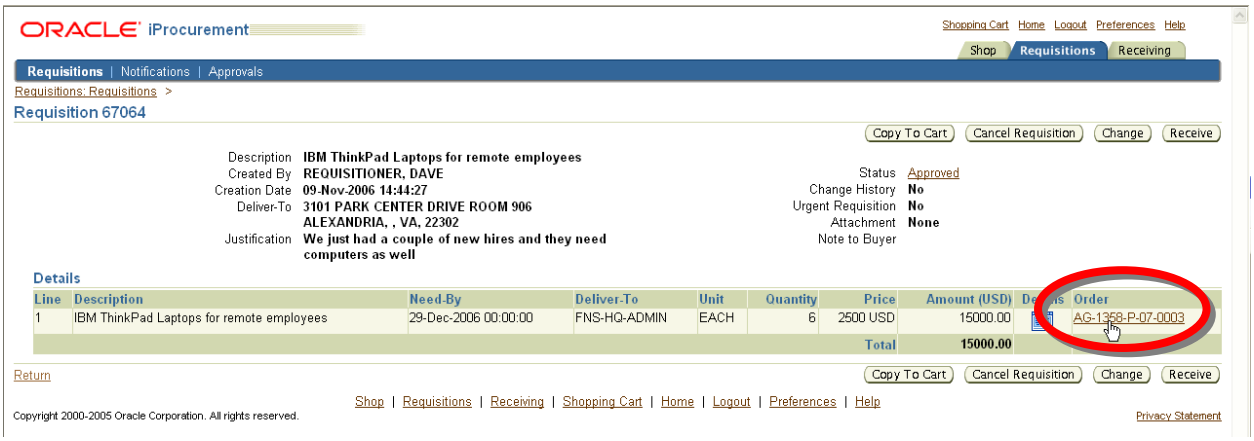
The link to this information is on the *Requisition Details* page. To get there, find your Requisition by one of the methods detailed above. In the following example, the Requisition is recent and so it is listed on the main *Requisitions* page.



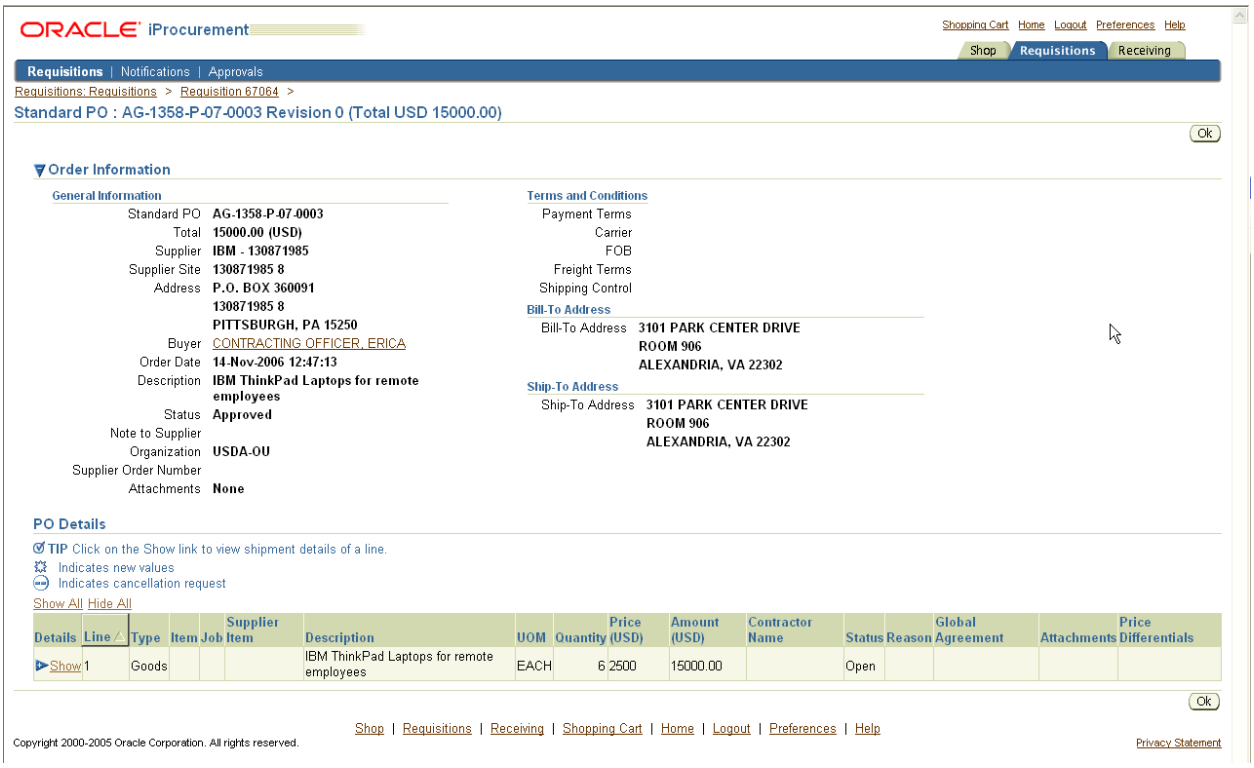
Click on the **Requisition name**, as in the above example, or the Requisition number to get to the *Requisition Details* screen.



Notice that there is an order number listed in the *Order* column, and that the number is a link. Click on the Order Number link.



This will take you to the *Requisition - Award Details* page.



You can view more information about the line items by clicking on the **Show** link under the *Details* column in the *PO Details* section.

This will open up the line item information.

PO Details

TIP Click on the Show link to view shipment details of a line.
Indicates new values
Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	Job	Supplier Item	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Hide	1	Goods				IBM ThinkPad Laptops for remote employees	EACH	6	2500	15000.00		Open				

Shipments

Shipment	Quantity Ordered	Quantity Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attachments
10001	6	0	15000.00		29-Dec-2006 00:00:00		FNS-HQ-ADMIN	Open			

Ok

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

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Privacy Statement

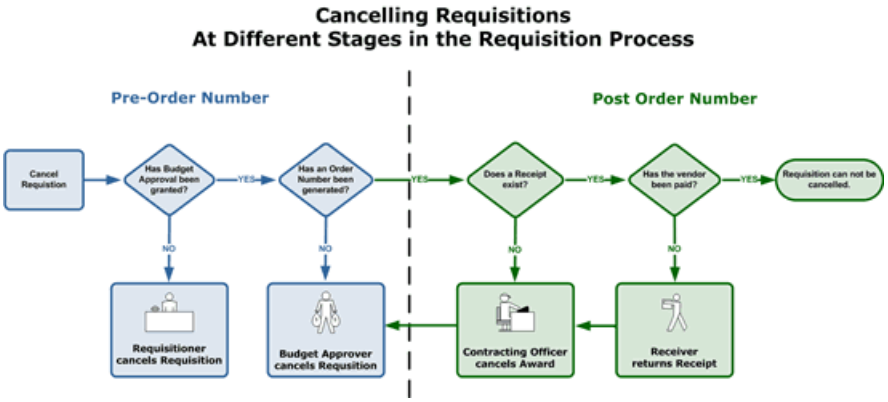
Changing a Requisition

Business Process

Different processes are used to change or cancel a Requisition. The process used is dependent on the assignment of an Order Number to the Requisition. Order Numbers are assigned to a Requisition within IAS when an obligation document, e.g. PO or Contract, is created. The primary difference between these methods is the number of fields available for modification. It is also important to note that only certain people have rights to make changes or cancellations at various stages of the requisition process.

A Requisitioner can make changes to a Requisition both before and after an Order Number has been assigned, but can only cancel a requisition if the funds have not been committed by a Budget Approver. After commitment of funds only a Budget Approver has FFIS authority to cancel a Requisition.

As a Requisition progresses further through the approval process associated documents may need to be cancelled before a Budget Approver is able to cancel a Requisition. For instance, if a receipt has been created, but payment has not been made the receipt must be returned and the Award document must be cancelled before a Requisition can be cancelled. After payment has been made to the vendor, however, the procurement process can not be reversed and a Requisition can no longer be cancelled. The diagram below illustrates the steps that must be taken to cancel a Requisition at various stages of the procurement process.



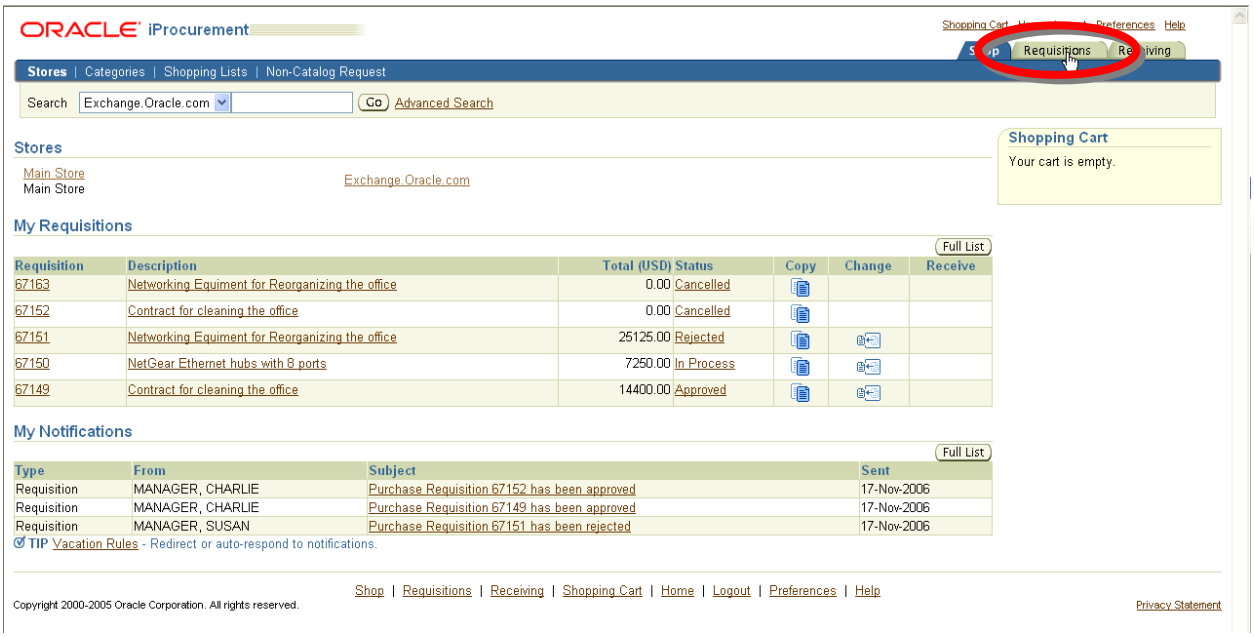
See a full sized version of this flow chart at the end of this document.

Remember: Check the status of your document before you try to change or cancel the document. Refer to the Tracking Requisition Status section on page 74 for more information on how to find your Requisition Status and whether it is associated with an award. Checking the status of Receipts is covered later on in this document.

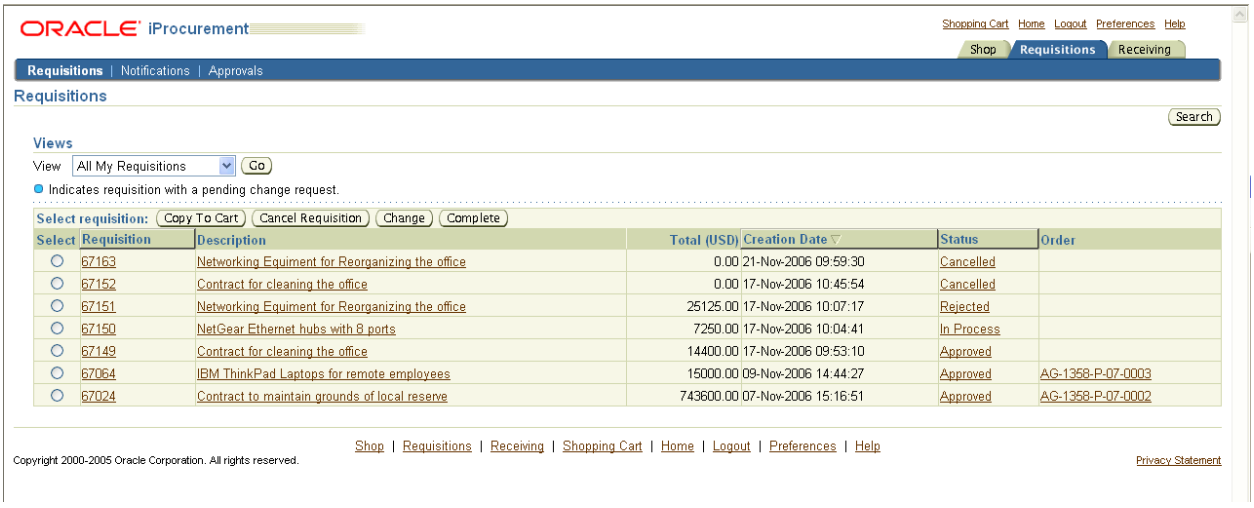
Pre-Order Number Changes & Cancellations

This section will cover how to go into IAS as a Requisitioner and change a Requisition. In the following example, the Requisition for cleaning services that are billed by dollar amount has been approved by a Budget Approver. When the Contracting Officer tried to get a vendor for the contract, the bid came in higher than the original cost. To allow the Contracting Officer to award the Requisition, the Requisitioner has to go back in and increase the dollar amount. This then sends the Requisition back through the standard approval chain before it goes back to the Contracting Officer for award.

To change a Requisition, access the Requisition by clicking on the **Requisitions** tab at the top-right corner of the screen.



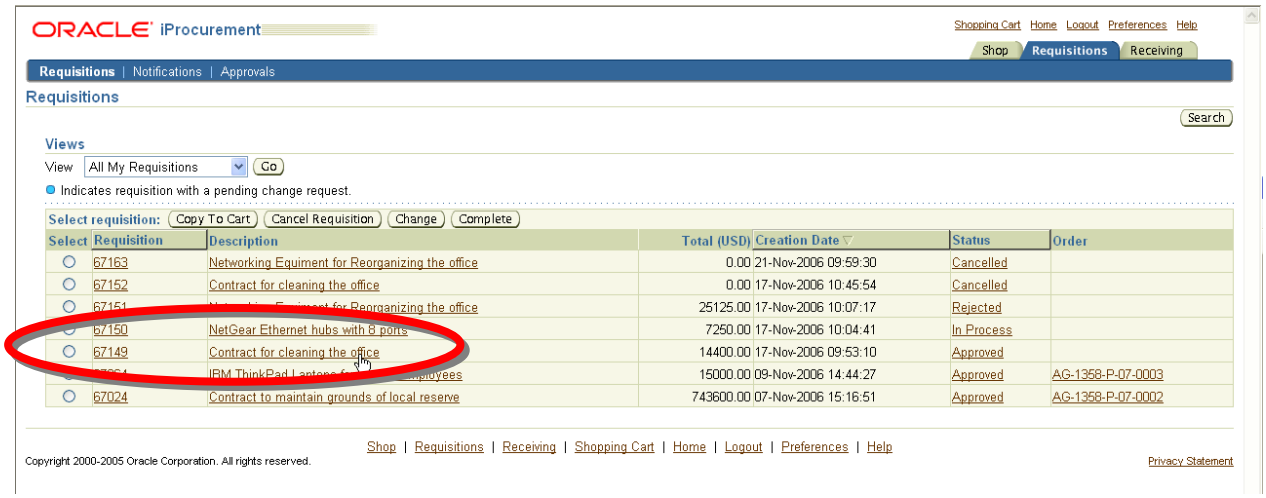
This will take you to the *Requisitions* page.



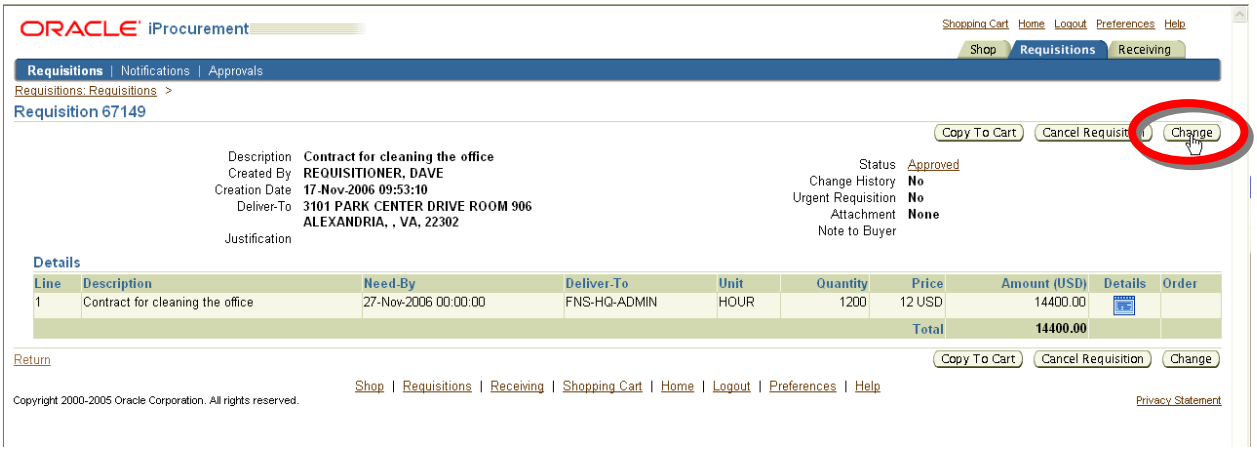
In this example, the Requisition number 67419 will be modified. Notice that the Requisition has the status of "Approved" but there is no order number in the *Order* field. That means that the Requisition has been approved by all managers and has been validated by FFIS. If there were an order number in the *Order* field like the two Requisitions below number 67419, then that would mean the Requisition has been awarded. You will learn how to change an awarded Requisition later in this section.

> **Remember!** It's always important to check on the status of your document before editing it.

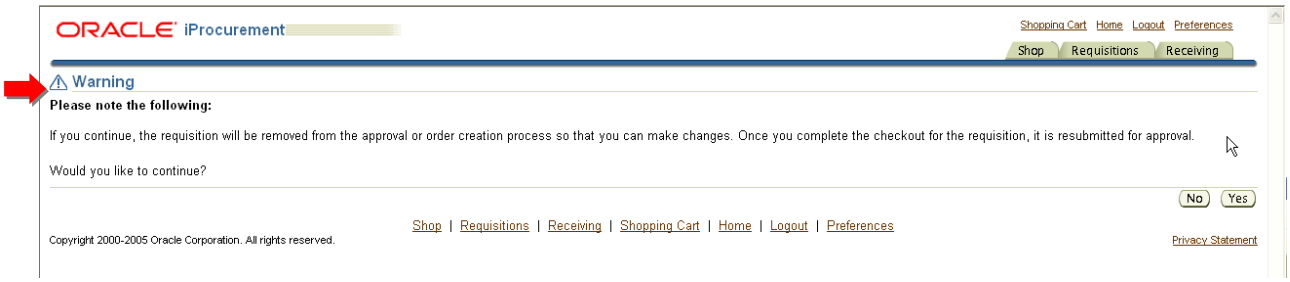
Click on the title or Requisition number to go to the *Requisition Details* page.



Click on the **Change** button to send this Requisition back to the *Shopping Cart*.



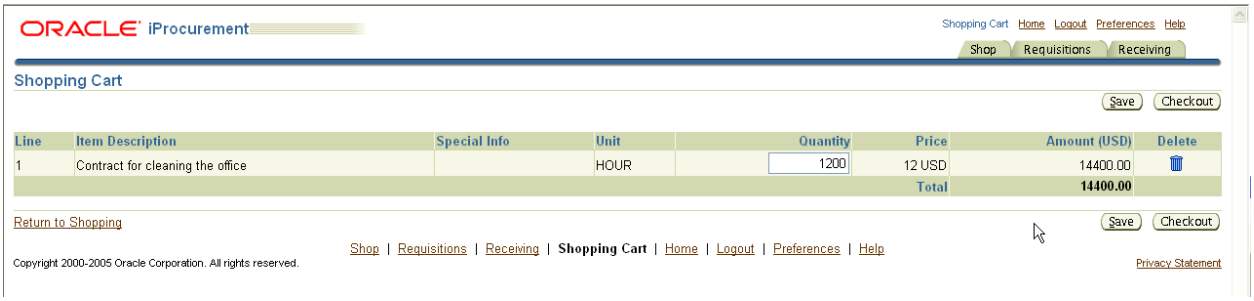
Before you get to the *Shopping Cart*, IAS gives you a warning screen.



The warning states:

> "If you continue, the requisition will be removed from the approval or order creation process so that you can make changes. Once you complete the checkout for the requisition, it is resubmitted for approval.
>
> Would you like to continue?"

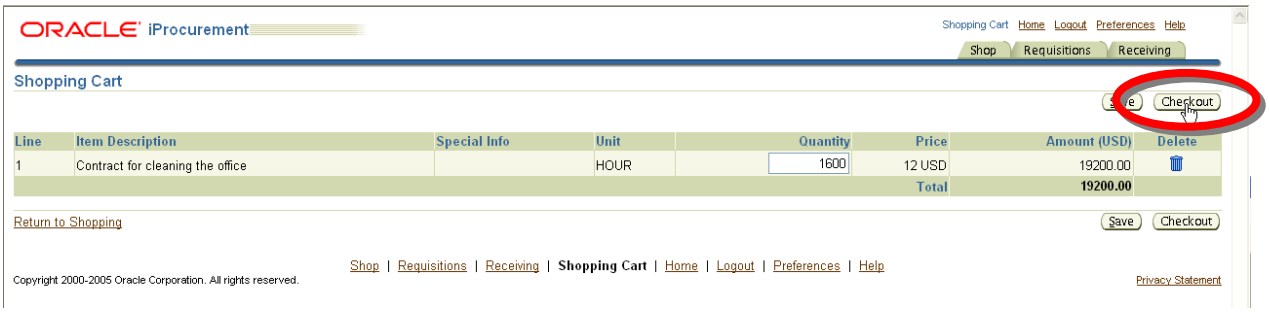
This warning is to notify you that the Requisition is going to be resubmitted for approval. This is the proper process. If you are ready to continue, click the **Yes** button. This will bring you to the *Shopping Cart* page.



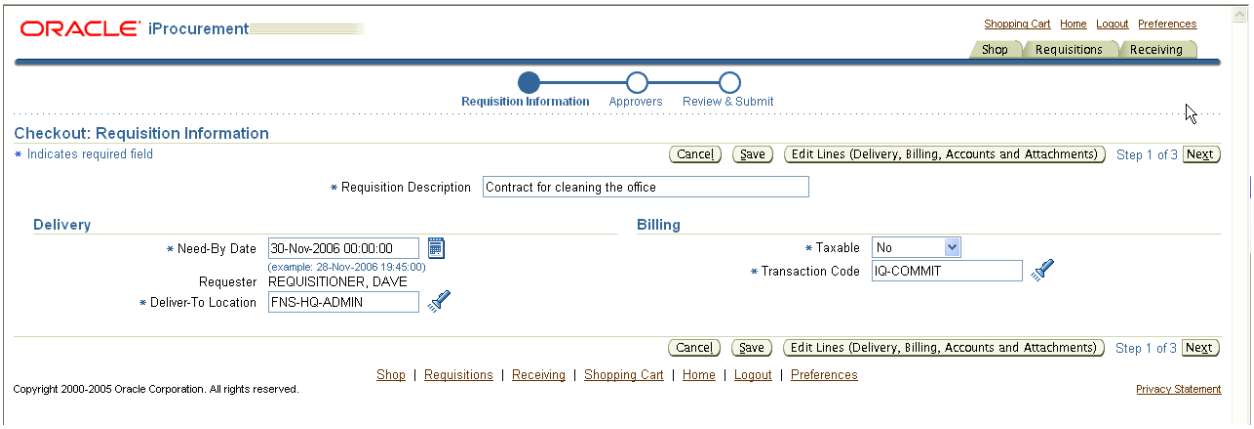
The *Shopping Cart* and *Checkout* Screens in the change Requisition process work essentially the same as they did in the Requisition creation process. The biggest difference is that you cannot change the price of an existing line item. You can only change the quantity.

> **Tip!** If you would like to add an additional line to the Requisition, return to the *Shop* page by clicking on the **Shop** tab and then click on the **Non-Catalog Request** link. Though it seems like you are creating a new Requisition, you are simply adding items to the Shopping Cart you just reopened.

To continue, update the quantity appropriately, and click on the **Checkout** button to move on to the checkout process.



This will take you to the first step in the checkout process, Enter/Change Requisition Information.



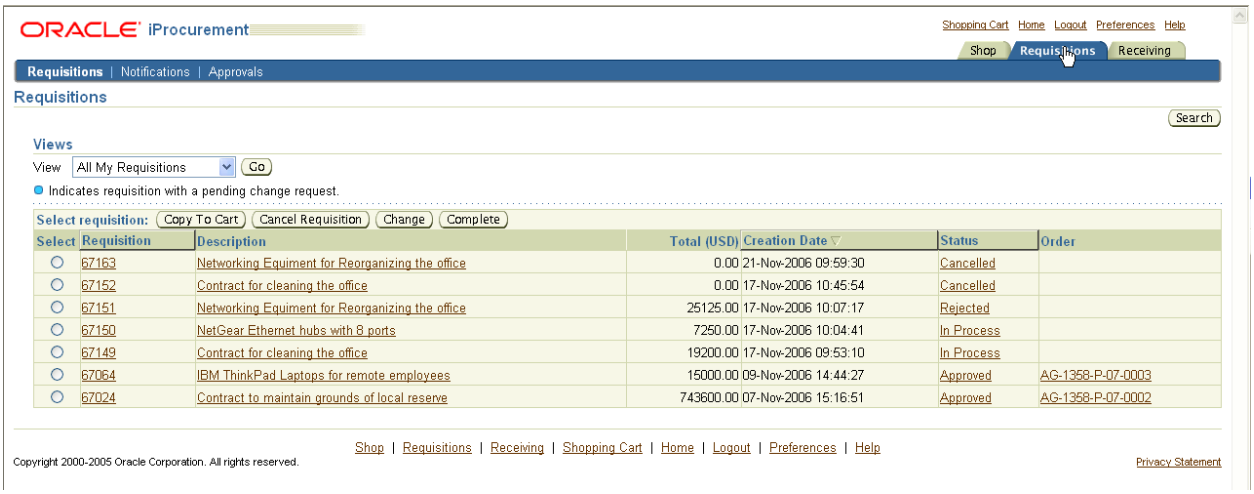
From here, continue through the checkout process normally. If you need further information, review the **Create a Simple Requisition | Stage 5 - Checkout** section (page 41) to go through the checkout process without making additional changes. If you would like to make additional changes to the accounting or the Approval Chain, refer to the **Create a Complex Requisition | Stage 5 - Checkout** section (page 55) for additional information.

Post-Order Number Changes

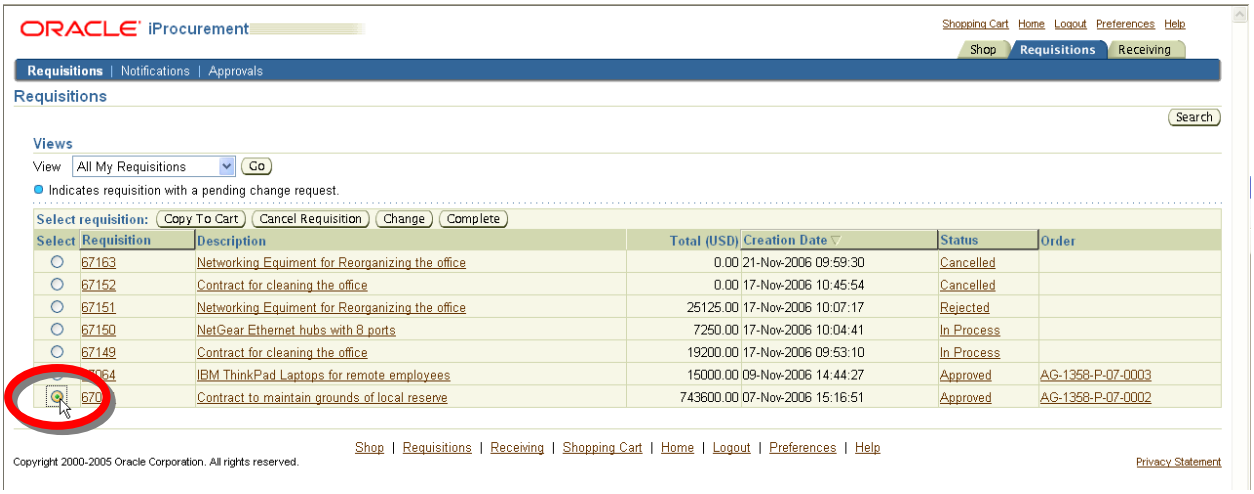
To begin the change Requisition process after the Requisition has been awarded, view the Requisition using the normal access process. In this example, the Requisition is selected from the *Requisition* screen. In the example below, the Requisition is number 67024.

Notice that the Requisition has a status of "Approved" and there is an order number in the *Order* field. That means the Requisition has been approved by all managers, validated by FFIS, and completed the obligation process successfully. Refer to the Tracking Requisition Status section for more information on how to view the status of your Requisition and what information about your award you can see.

> **Remember!** It's always important to check on the status of your document before editing it.

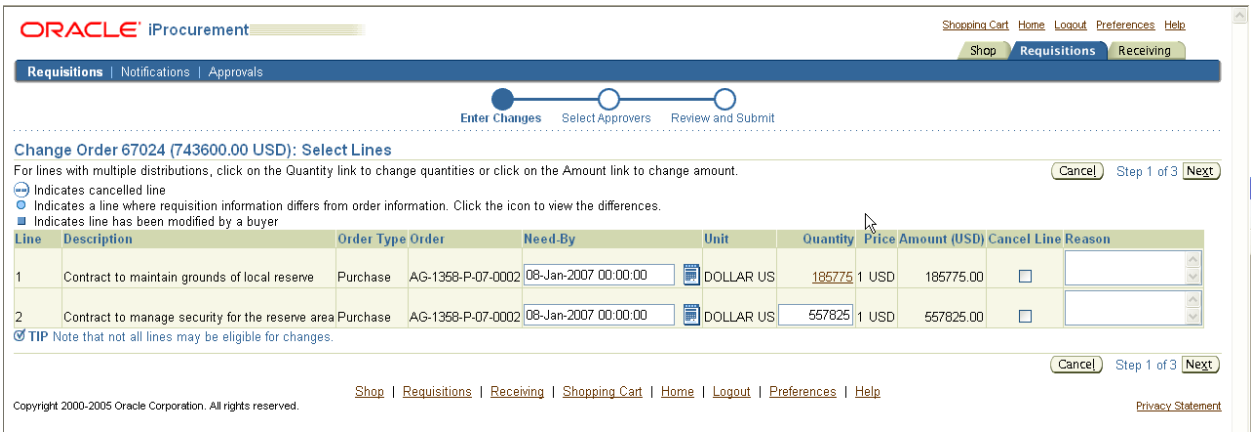


Click on the **Select Radio button** in the *Select* column next to the Requisition that needs to be changed. When the radio button is filled in, click on the **Change** button.



This will start the Change Order process. There are three steps to the Change Order process: (1) Enter Changes, (2) Select Approvers and (3) Review and Submit.

The first step, Enter Changes, will take you to the *Change Order: Select Lines* page.

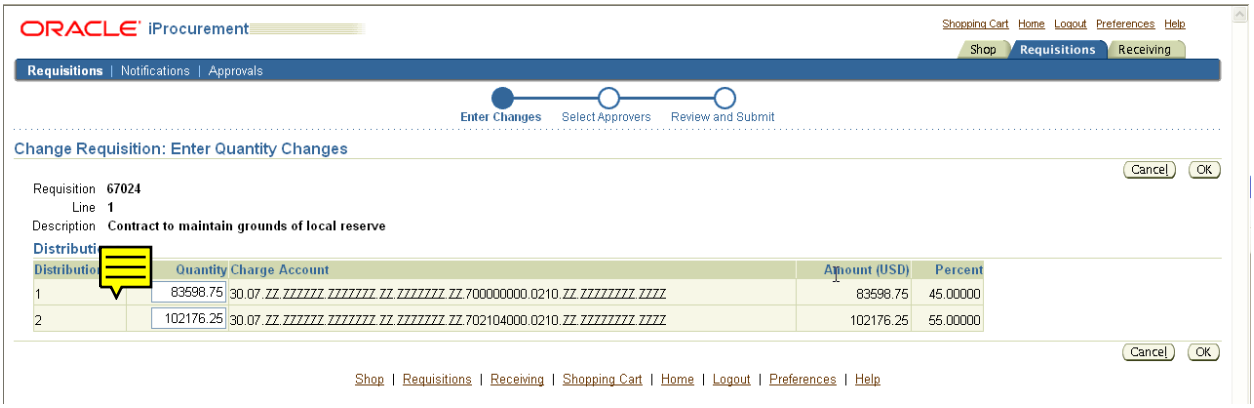


Note: The progress bar at the top of the page indicates the current step in the Change Order process.

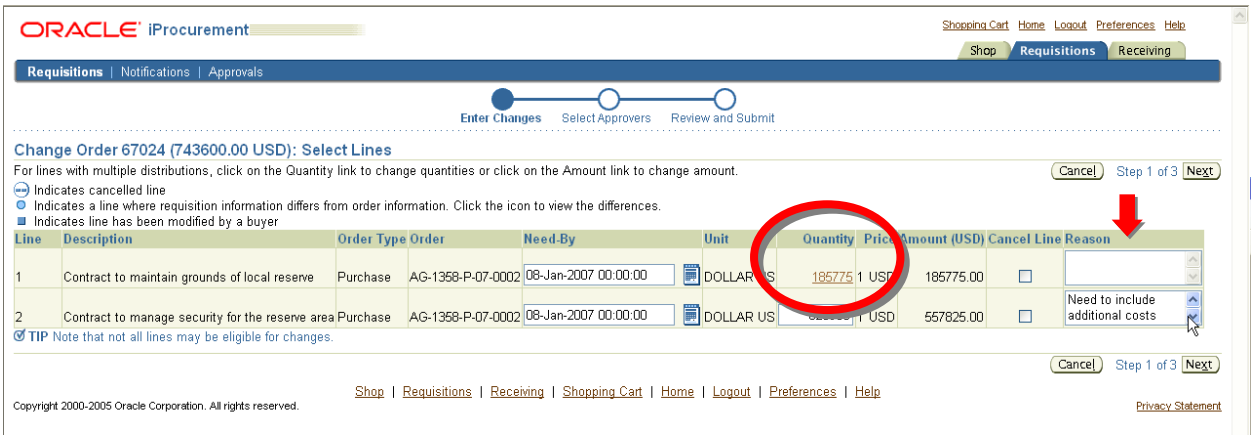
Several changes can be made on this page. A Requisitioner can change the *Need-By Date* or update the quantities. Only a Budget Approver has the authority to cancel a line or the entire Requisition.

Tip! Notice that in this example, the Quantity for the first line is a link instead of a text box. The link allows you to see more details about that line, and edit the amounts for each accounting line.

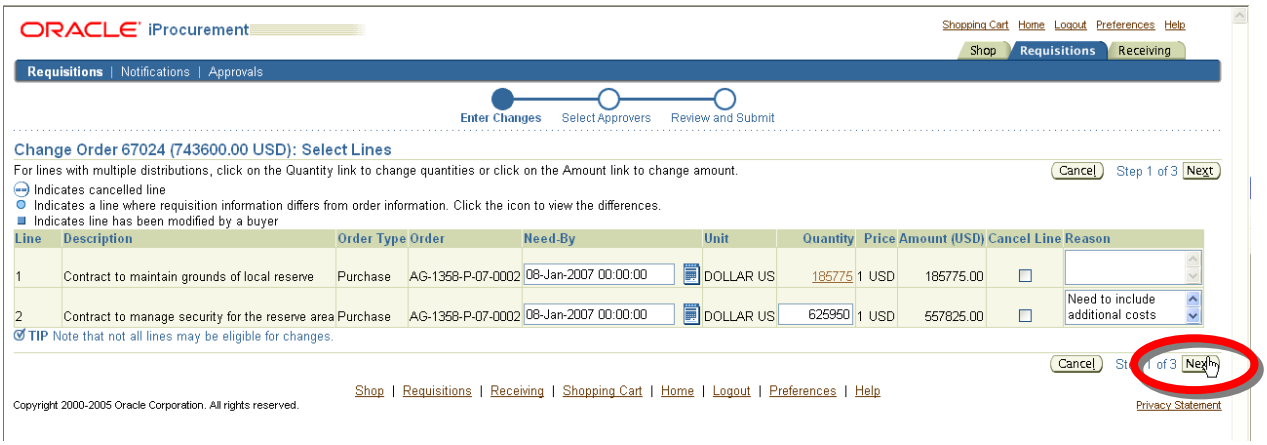
Tip! When you are changing quantities for multiple account codes, enter the Reason first, and then make the quantity changes.



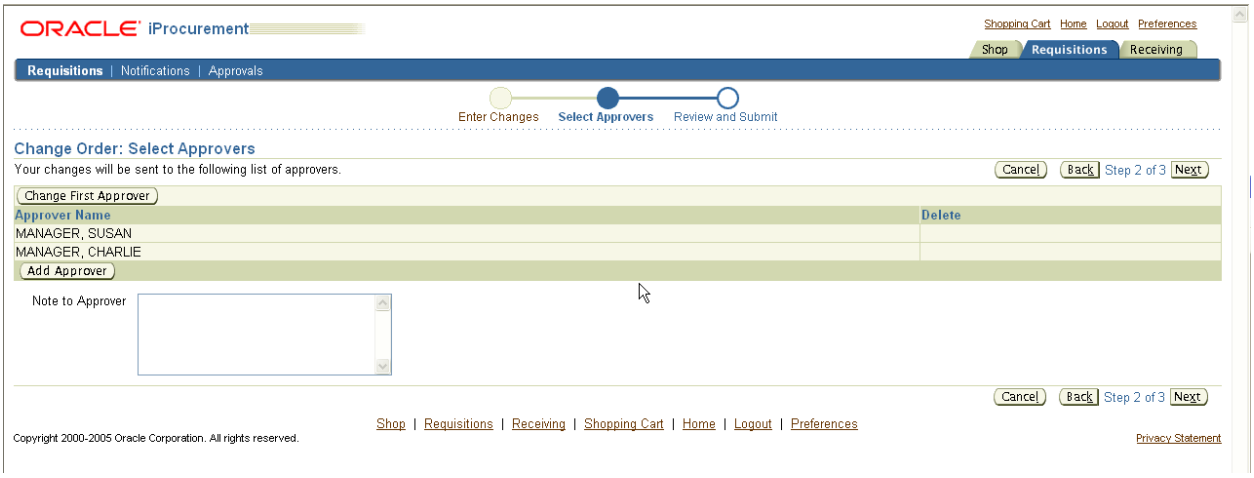
In this example, the line for security of the reserve area is the only one that needs to be edited. Change the *Quantity* appropriately, then enter a reason for the changes.



Once all of the necessary changes have been made, click on the **Next** button to continue.

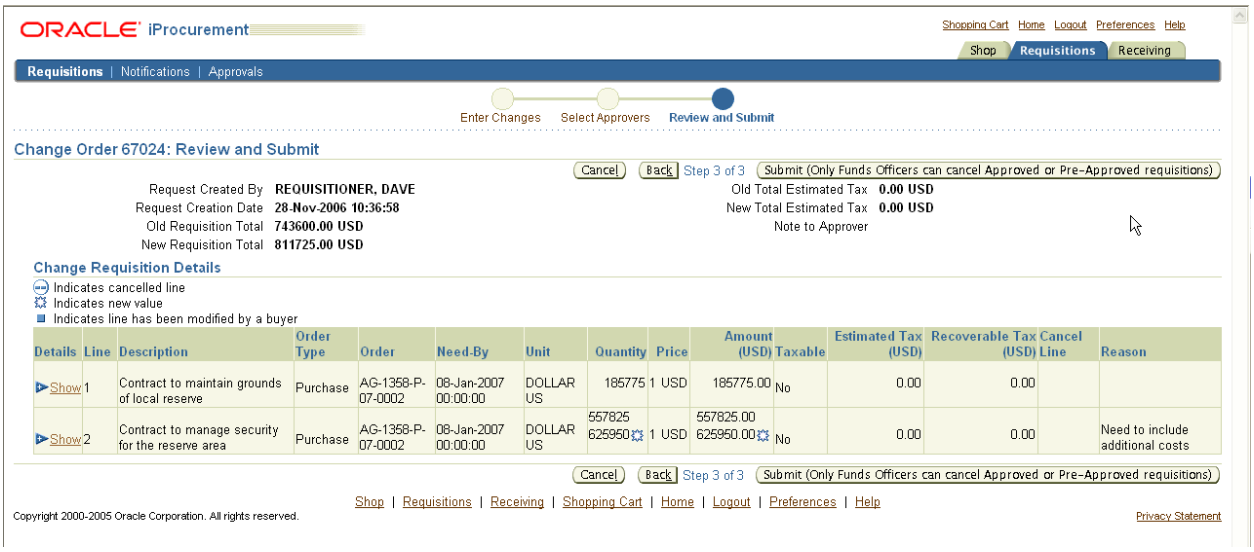


This will take you to Step 2 – Select Approvers.



On the *Change Order: Select Approvers* page, change the Approval Change as necessary. If you need to review how to adjust an approval history, refer to the **Create a Complex Requisition | Stage 5 - Checkout** section (page 55) for additional information.

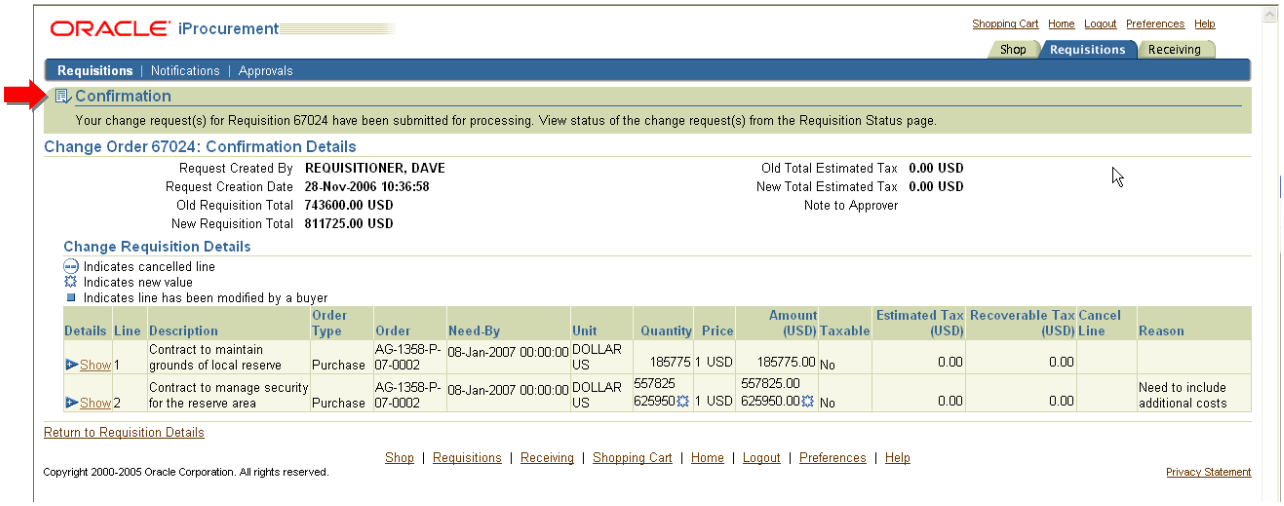
To continue, click on the **Next** button to go to Step 3 – Review and Submit.



In Step 3, review the changes that have been made to the Requisition. On this page, the user has several options:

- If the changes no longer need to be made, click on the **Cancel** button to erase all the changes made.
- If further changes need to be made, click on the **Back** button next to the *Cancel* button to return to the previous step.
- To view the details about each line item, click on the **Show** link in the *Details* column for more information.
- To finalize the changes and submit the Requisition for approval, click on the **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)**.

In this example, the Requisition is submitted for approval. Once the submission is complete, IAS sends the user to a confirmation screen.



Please note that if you need to update the account information or add a new line item, the proper procedure to follow is to first contact the Contracting Officer to cancel the appropriate line, then copy the requisition to the cart to retrieve the information for that line. Delete the extra line items from the original Requisition, then continue through the checkout process and update the accounting as appropriate. Finally, submit the Requisition for approval. Once you have submitted the new Requisition with the new information, go back to the original Requisition and cancel the original line item. Once the Requisition is approved by the Approvers and FFIS, the Contracting Officer can create a new line on the same award based on the new Requisition you just submitted.

> **Note:** It is recommended that you copy the Requisition to the cart before you cancel out the line. When you cancel out the line item, the information for that line will not be entered into the new Requisition when you copy it to the cart.
>
> **Warning!** A common misconception regarding canceling Requisitions is that an award can be disassociated from a Requisition. Although PRISM provides the functionality to disassociate an award, it **does not** update Oracle and therefore **does not** update FFIS. An award **cannot** be disassociated from a requisition under any circumstances. The **only** way to update FFIS is to cancel the award.
>
> **Tip!** This is a complex process. If you need more detailed instructions, please contact the IAS Help Desk.

Canceling Requisitions

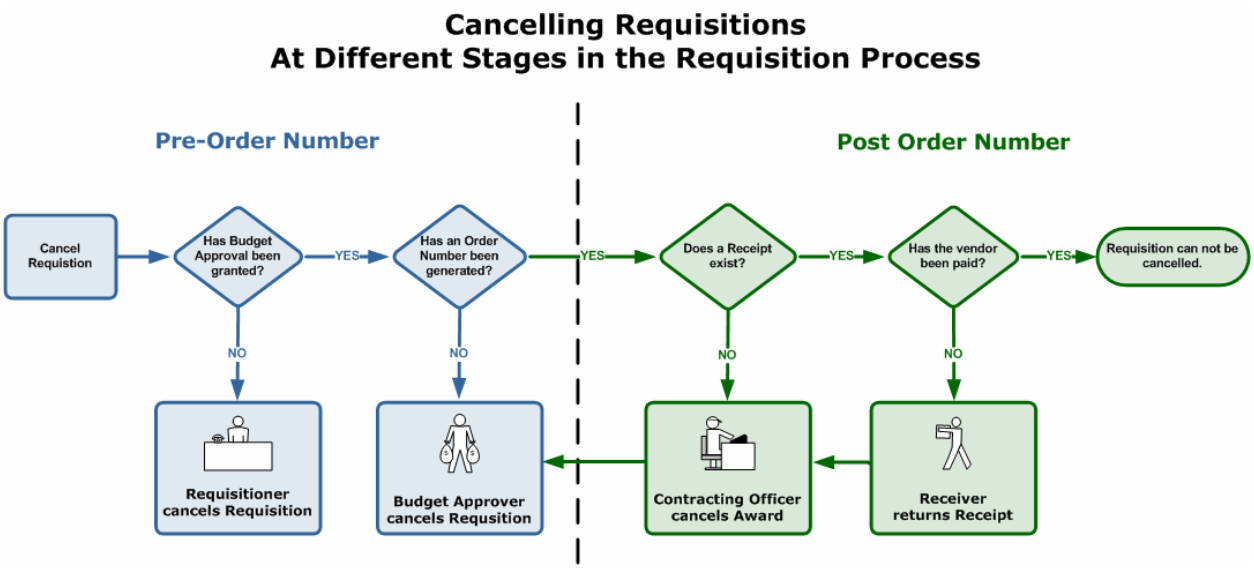
In this section, we will learn how a Requisitioner, can cancel a Requisition. A Requisitioner can only cancel a Requisition if the funds have not been committed by a Budget Approver. After commitment of funds, only a Budget Approver has FFIS authority to cancel a Requisition.

> **Warning!** Only Funds Officers can cancel Approved or Pre-Approved IQ-COMMIT Requisitions.
>
> Always check the status of your Requisition before attempting to cancel it. For more information on checking the status of your Requisition, refer back to the Tracking Requisition Status section.

Business Process Guidelines

Requisitioners may need to cancel some Requisitions. Once the Requisition gets approved by the Funds Approvers and successfully submitted to FFIS, the system creates a commitment in the budget for that document. Once that happens, only the Budget Approver can cancel the Requisition, since only he/she has the proper rights in FFIS to decommit funds.

As a Requisition progresses further through the approval process associated documents may need to be cancelled before a Budget Approver is able to cancel a Requisition. For instance, if a receipt has been created, but payment has not been made the receipt must be returned and the Award document (or associated award line) must be cancelled before a Requisition can be cancelled. After payment has been made to the vendor, however, the procurement process can not be reversed and a Requisition can no longer be cancelled. The diagram below illustrates the steps that must be taken to cancel a Requisition at various stages of the procurement process.



> **Warning!** If there is an Invoice associated with the Receipt, STOP! Contact the Help Desk before you cancel anything. The repercussions of canceling a Receipt that

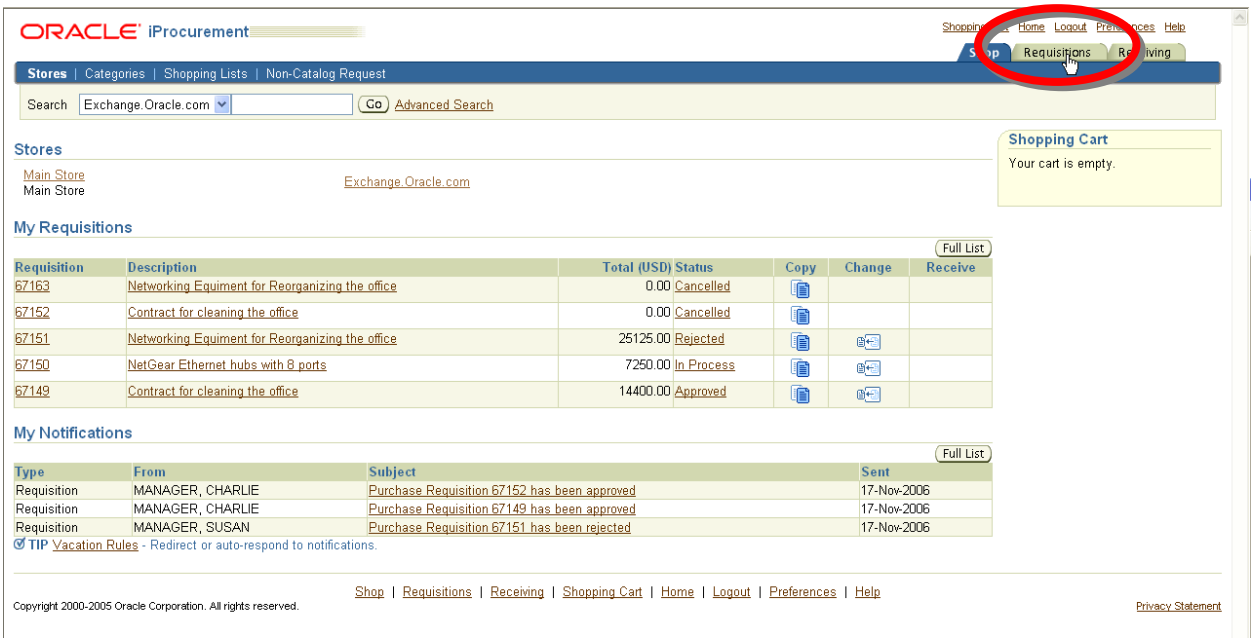
has been sent for payment are grave. The Help Desk staff can assist you if this is truly necessary.

A Requisition can only be cancelled if it is NOT associated with a released award, at which point an Order Number has been created. To cancel a Requisition once an Order Number exists, the following procedure must be followed:

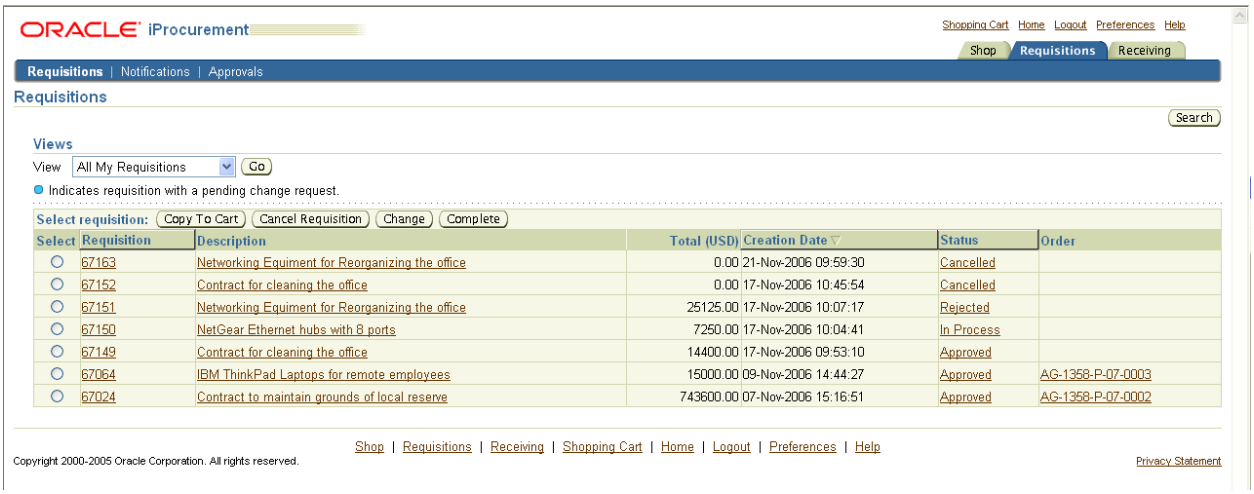
1. The Contracting Officer must cancel the line or the whole award for that requisition;
2. The cancellation is then approved by FFIS;

The Budget Approver can then cancel the line or the whole Requisition.

If you are not sure whether a Requisition has been awarded, you can go to the Requisition Details page to see if there is an Order number for the Requisition (or the individual lines). Search for the Requisition by clicking on the **Requisitions** tab in the top-right corner of the screen.



This will take you to the *Requisitions* page.



Notice the Requisitions listed at the bottom of the page. They have Purchase Order numbers listed in the *Order* column. These Requisitions are associated with Awards.

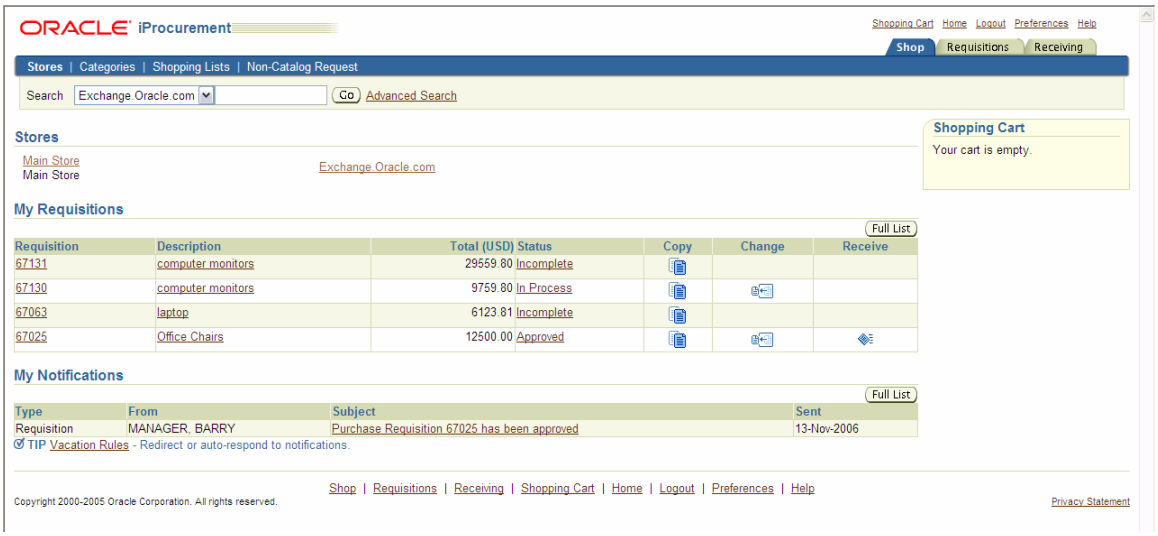
> **Note:** You can also search for a particular Requisition by using the search function. Simply click on the **Search** button in the top-right corner of the screen and enter the appropriate criteria.

Notice that Requisition numbers 62064 and 67024 both have order numbers listed in the *Order* column. Those Requisitions have been associated with awards. To cancel them, the Budget Approver would need to talk to the Contracting Officer and get the Award cancelled first.

> **Remember!** A common misconception regarding canceling Requisitions is that an award can be disassociated from a Requisition. Although PRISM provides the functionality to disassociate an award, it **does not** update Oracle and therefore **does not** update FFIS. An award **cannot** be disassociated from a requisition under any circumstances. The **only** way to update FFIS is to cancel the award.

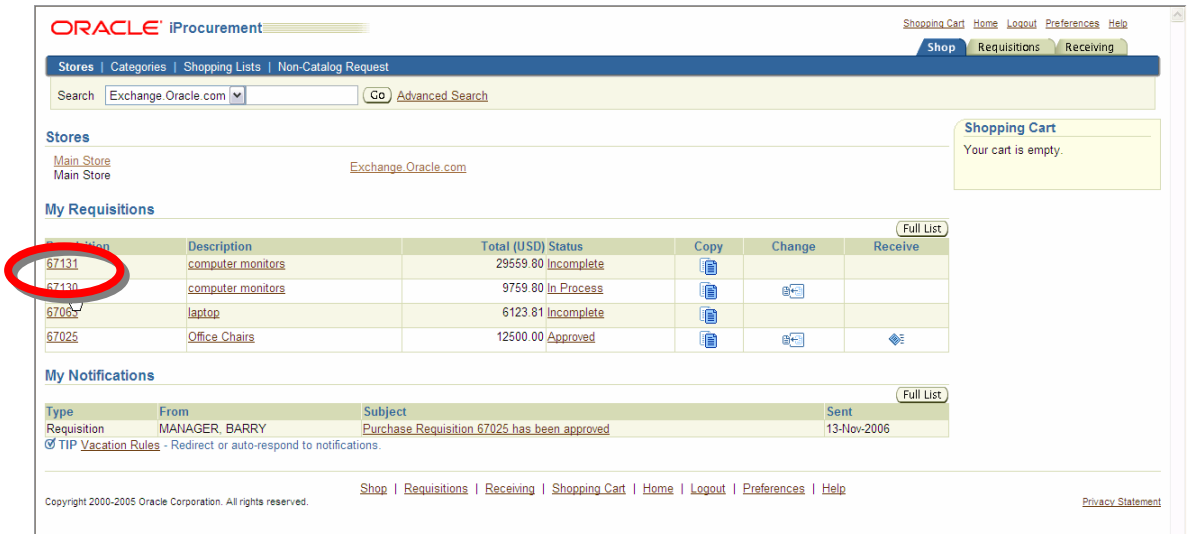
Cancelling Requisitions In IAS as a Requisitioner

This example demonstrates the steps involved in canceling a Requisition that has been submitted but is still in the pre-award status. To begin canceling your Requisition, navigate to the *Shop* page.



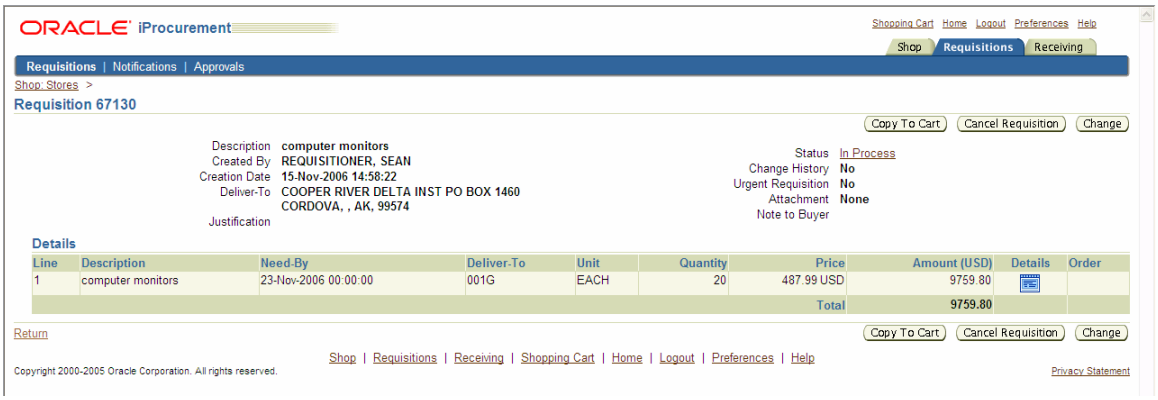
Locate the Requisition you want to cancel under the *My Requisitions* section, and select the corresponding Requisition number. In the following example we are canceling Requisition number 67130. Notice that the Requisition has a status of "In Progress." That means that the Requisition has not been approved by any managers yet and the Requisitioner can continue to cancel it without issues.

> **Remember!** It's always important to check on the status of your document before canceling it.



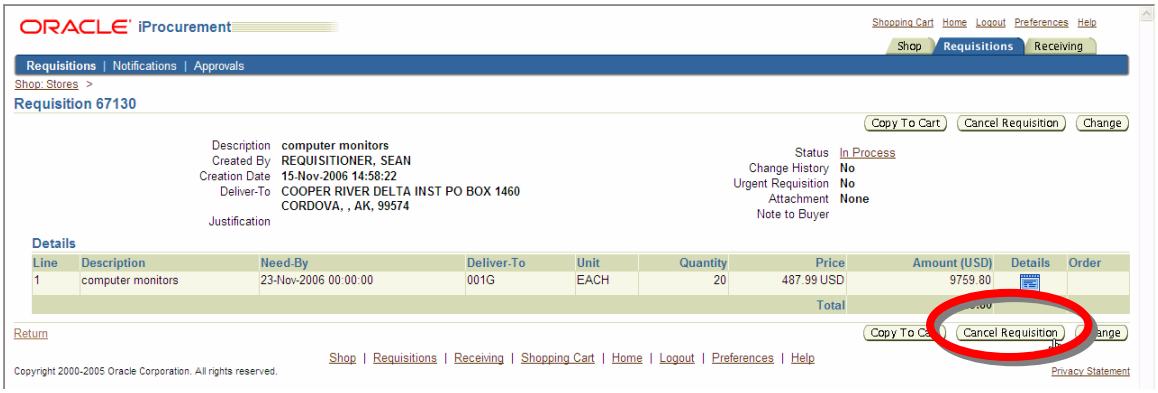
> **Remember!** If you don't see the Requisition you are looking for displayed, use the **Full List** button feature to located your Requisition.

This will take you to a page which displays details for your Requisition.

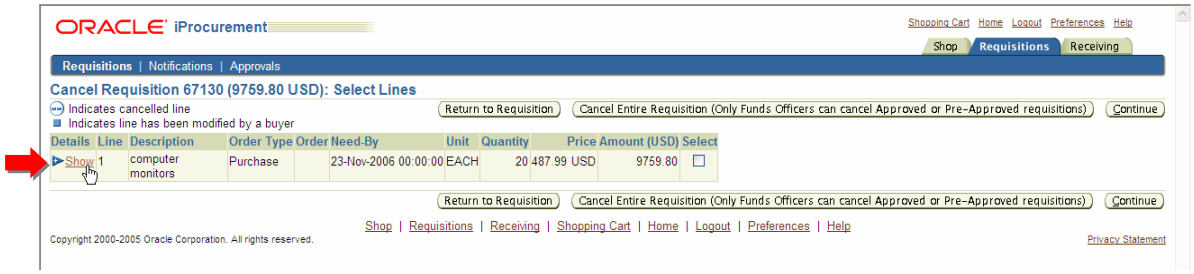


Remember! If you want to view further details for your Requisition, select the **Details** icon, .

Once you have finished reviewing the details and verifying you selected the correct Requisition to cancel, click on the **Cancel Requisition** button.



This will take you to the *Cancel Requisition: Select Lines* page.



Tip! If you want to see charge account information for a line item in your Requisition, click the **Show** button to display it.

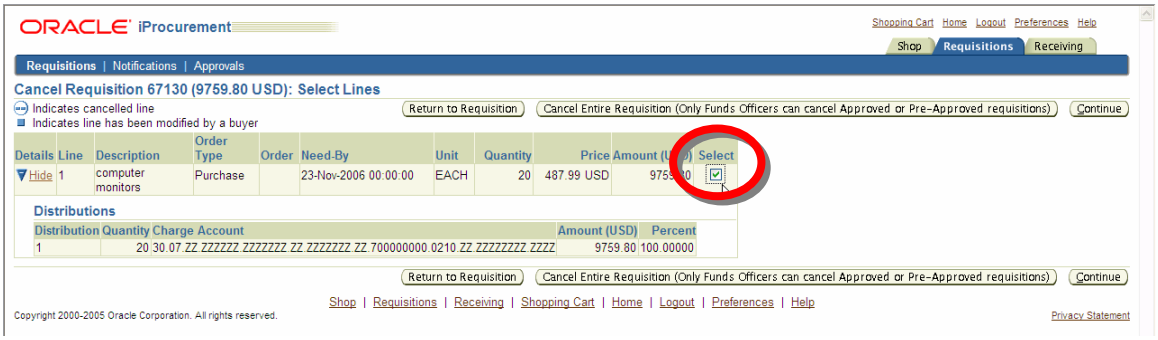
Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Select
Hide	1	computer monitors	Purchase		23-Nov-2006 00:00:00	EACH	20	487.99 USD	9759.80	☐

Distributions

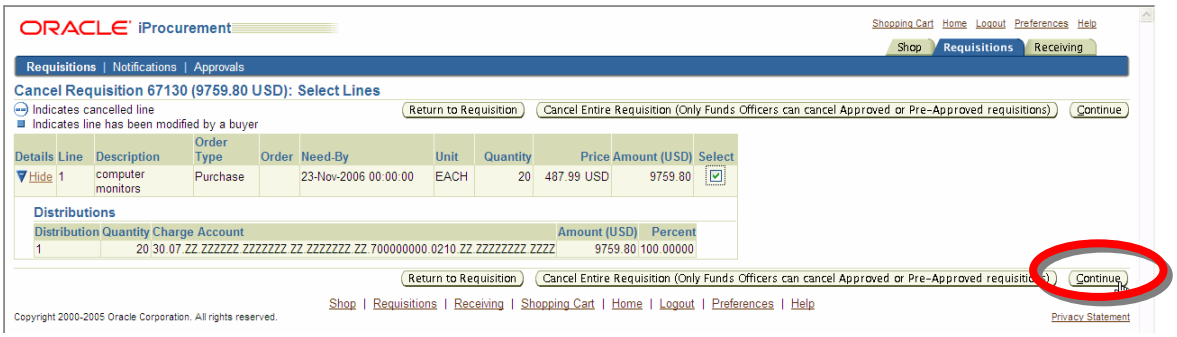
Distribution	Quantity	Charge Account	Amount (USD)	Percent
1	20	30.07.ZZ.ZZZZZZ.ZZZZZZZ.ZZ.ZZZZZZZ.ZZ.700000000.0210.ZZ.ZZZZZZZZ.ZZZZ	9759.80	100.00000

On the *Cancel Requisitions: Select Lines* page, you can select the individual lines that you want to cancel by checking the box in the *Select* column. If you had a Requisition with multiple line items, and you decided to cancel the entire Requisition, you can select the **Cancel Entire Requisition** button.

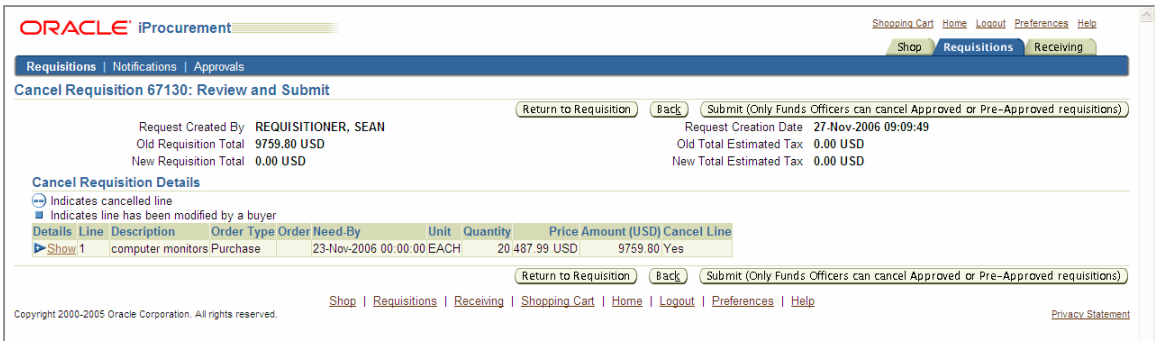
> **Tip!** If you cancel all of the lines in a Requisition, it will automatically mark the entire Requisition as cancelled. This is different from canceling a single line of a Requisition with multiple lines. Since the main Requisition is still in Approved status, it will continue to appear as Approved, as long as at least one line remains.



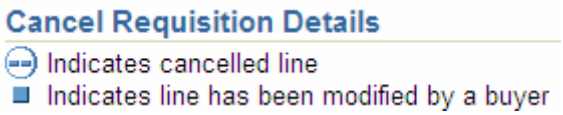
After selecting which items to cancel, click the **Continue** button.



You should now see the *Cancel Requisition: Review and Submit* page.



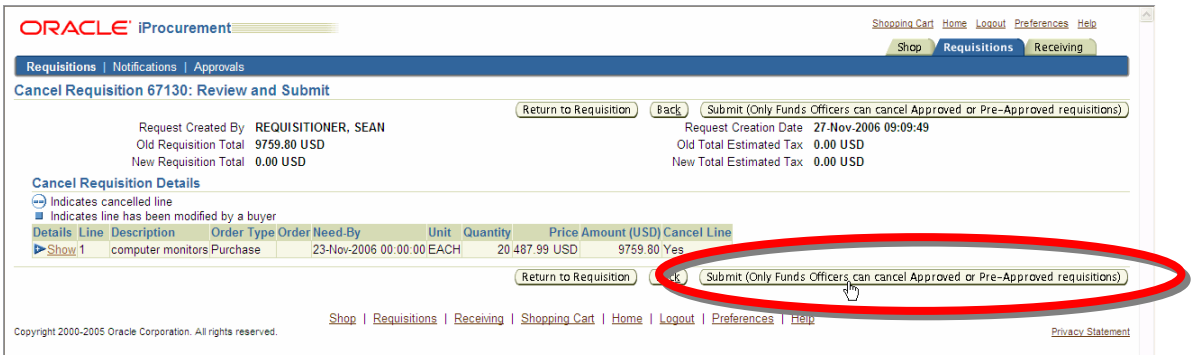
Note: The Cancel Requisition Details section gives detail about two icons that will be displayed next to line items that have been canceled, , or line items that have been modified by a buyer, .



On this page, please review and make sure that all appropriate line items have been selected for cancellation. There is a *Cancel Line* column that will give a "Yes" or "No" response to the cancellation of that line.

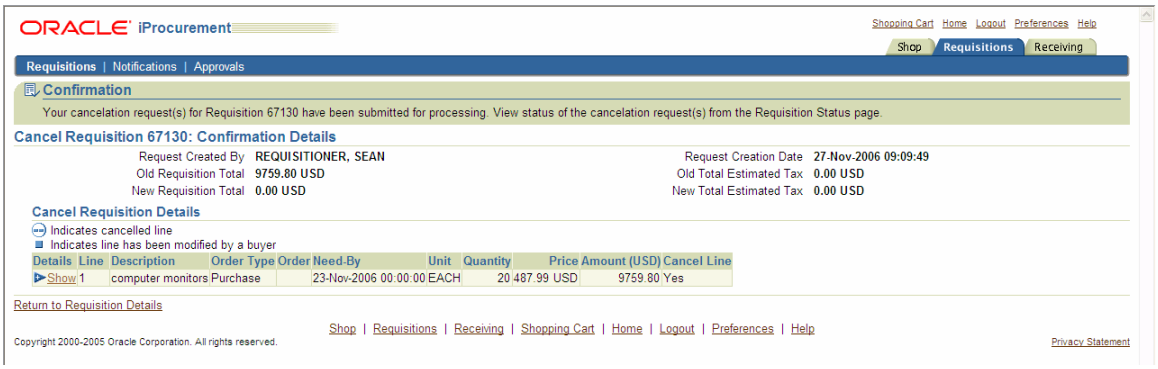
Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line
Show	1	computer monitors	Purchase		23-Nov-2006 00:00:00	EACH	20	487.99 USD	9759.80	Yes

If you want to make further changes before canceling your Requisition, select the Back button next to the Return to Requisition button. If you are satisfied with your cancellation, click the **Submit** button.



Remember! Cancellations of Requisitions that have been sent to FFIS can not be initiated by a Requisitioner. If a Requisitioner attempts to cancel these Requisitions, it will result in a Document Resolution Message from FFIS.

After submission, the *Cancel Requisition: Confirmation Details* page will display on your screen. You will receive a confirmation message at the top of this page.



This completes the Requisition canceling process. The next section will cover approving Requisitions as a Management Approver and a Budget (Funds) Approver.

Requisition Approval

Introduction

In the previous topic, you learned about how work with Requisitions from the Requisitioner's point of view. In this topic, the Requisition approval process will be covered.

Objectives

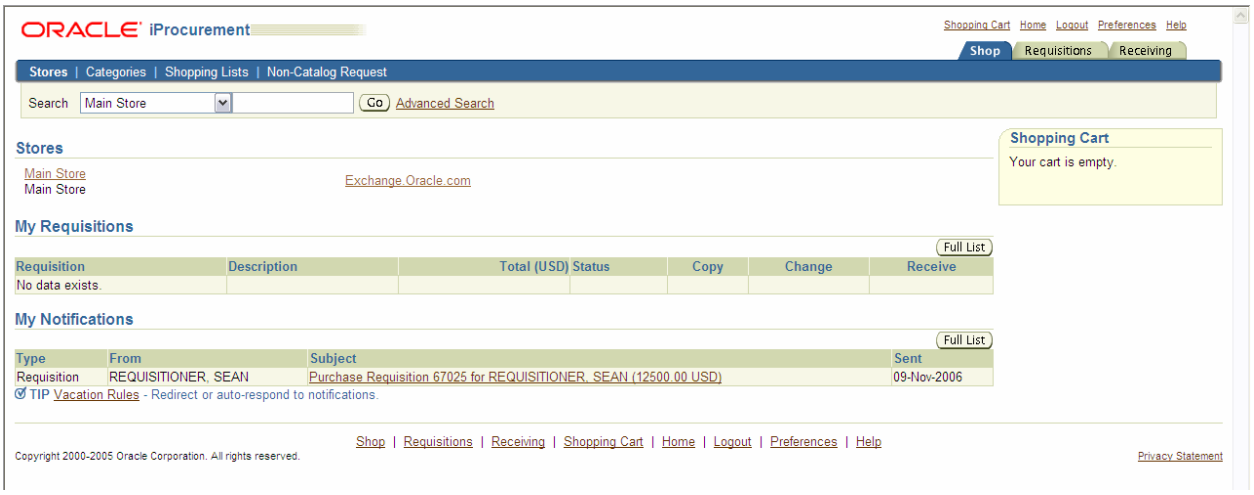
In this topic you will learn how to:

- Approve a Requisition as a Management Approver
- Approve a Requisition as a Budget (Funds) Approver
    - Reviewing the Requisition Details
    - How to Respond to Requisition Approvals and Change the Requisition
    - Edit the Requisition as the Approver
- Cancel Requisitions
    - Business Process Guidelines
    - Cancel Requisition Process in IAS
- Manage Notifications
    - Reassign Notification During Absence

Management Approval

The function of a Management Approver, also called Requisition Approver, in IAS is to review Requisitions as submitted by a Requisitioner for technical, property, or management approval. In addition, they may ensure all purchase requests are necessary. In this section, you will learn how to process a basic approval of a Requisition, with no adjustments or additions. In the next section, Requisition approval with changes will be covered.

When a Management Approver logs into IAS, the *Shop* page will be displayed on your screen. In the *My Notifications* section, a portion of your Requisitions will be displayed.



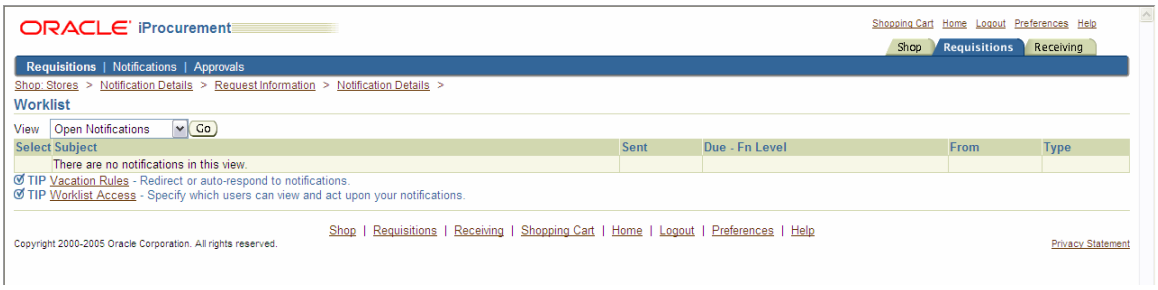
The *My Notifications* section of the *Shop* page is similar to the *To Do List* in the previous version of IAS.

> **REMEMBER**: The *My Notifications* section of the *Shop* page may not display the entire list of all Requisitions awaiting approval.

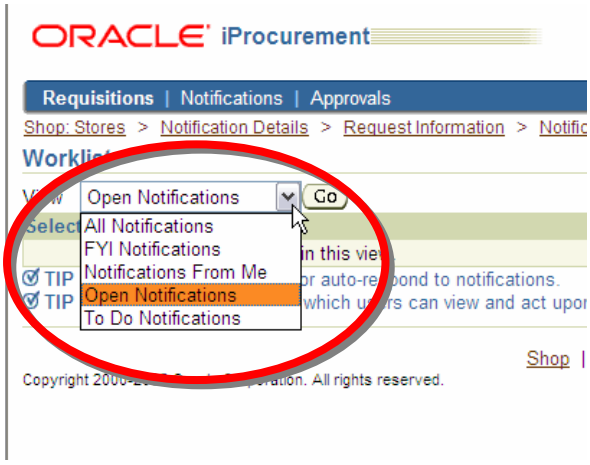
To review the entire list of Requisitions pending approval, click the **Full List** button. This will take you to the *Worklist* page under the *Requisitions* tab.

The *Worklist* Page

The *Worklist* page allows you to view and sort all *Notifications*.



The *View* dropdown menu allows you to view *All Notifications*, *FYI Notifications*, *Notifications from Me*, *Open Notifications*, and *To Do Notifications*.



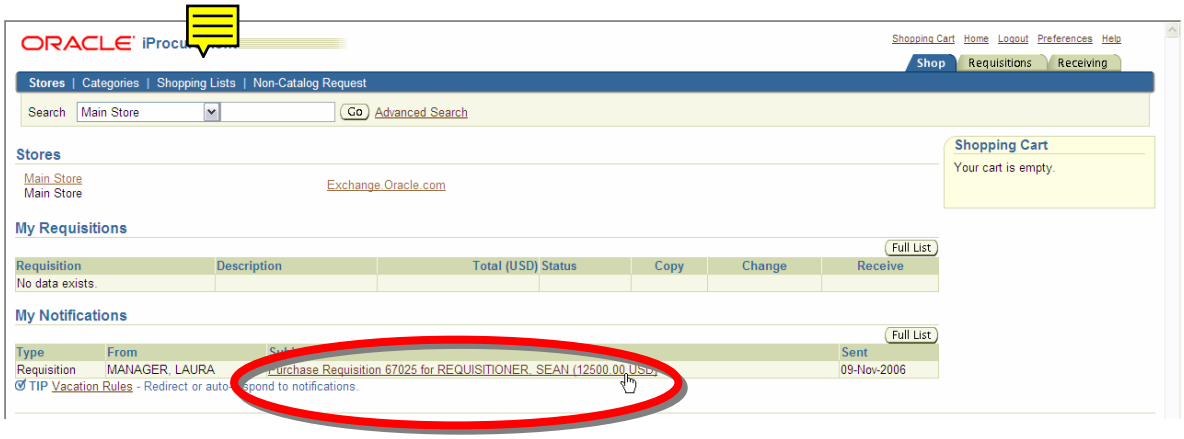
From the *Worklist* page, there are two links which may be useful: the Vacation Rules link and the Worklist Access link.

You can create rules to redirect or auto-respond to your Notifications using the *Vacation Rules* link. This feature will be covered further in the Managing Notifications Section on page 140.

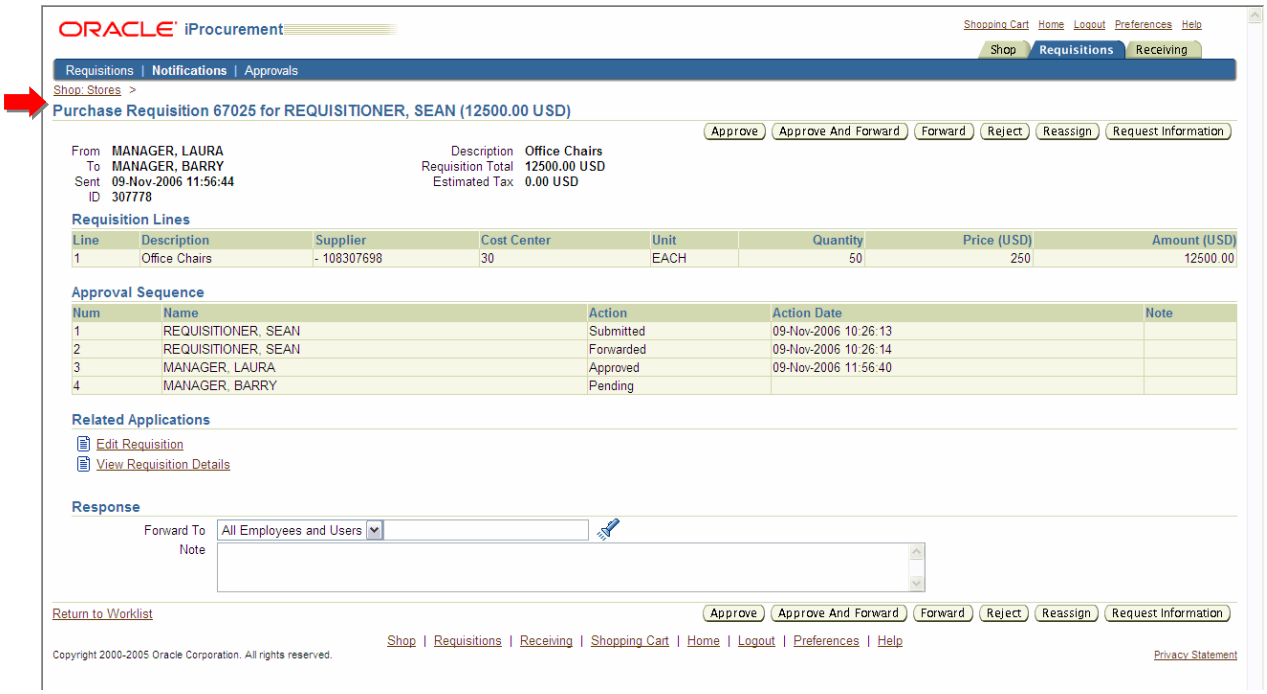
In addition, the *Worklist Access* is a new feature that can allow Approvers to have group approvers, similar to the way that Requisitions can go to a group of Contracting Officers for Acquisition.

> **Tip!** If you think you and your Agency would like to utilize this feature, please contact the IAS Help Desk for further assistance and instructions on how to use this feature. Using this feature without Help Desk assistance is HIGHLY DISCOURAGED.

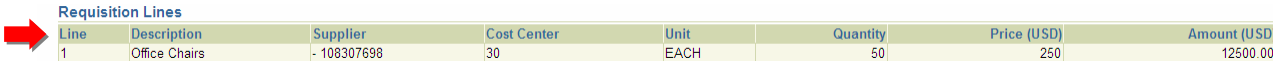
Now that the *Worklist* page has been reviewed, let's continue the Requisition Approval process. From the *Shop* page in the *My Notifications* section, select the Requisition to be approved.



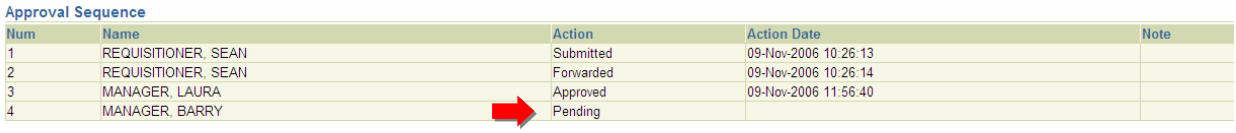
You should see the *Purchase Requisition* page for the Requisition selected for approval. To ensure you are on the correct page, look at the Title Bar which should include the Requisition number, the name of the original Requisitioner, and the total amount of the Requisition. In the case of our selection, the Requisition number is 67025, the Requisitioner's name is Sean Requisitioner, and the amount of the Requisition is $12,500.



On this page, you will see general information about the selected Requisition in the *Requisition Lines* section including Line Items, Quantity, Price, Cost Center, Supplier and Amount.

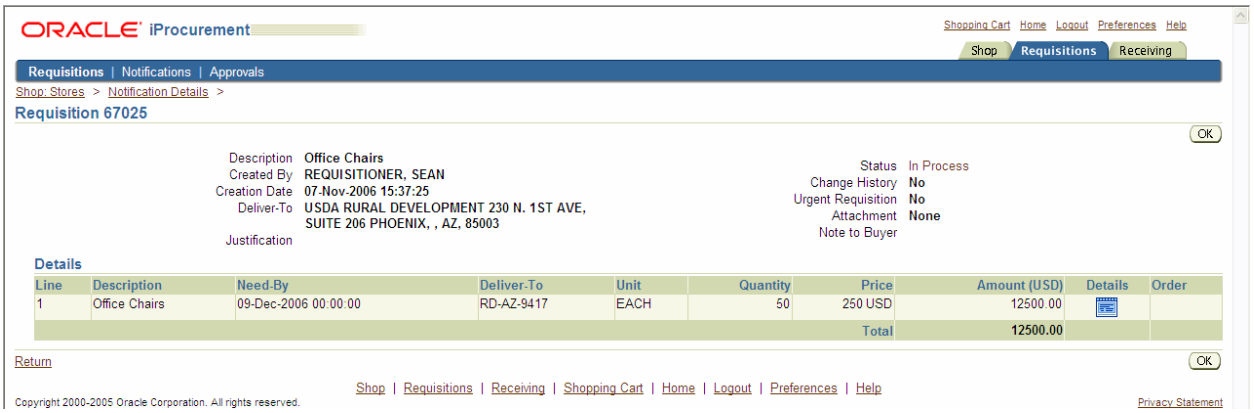


You will also see the *Approval Sequence* of the Requisition up through this point in time, including your name and the pending status of the Requisition. In our example, the login *Name* is Barry Manager and the *Action* status is *Pending*. This *Pending* status indicates that the Requisition is currently in the care of Barry Manager for approval.

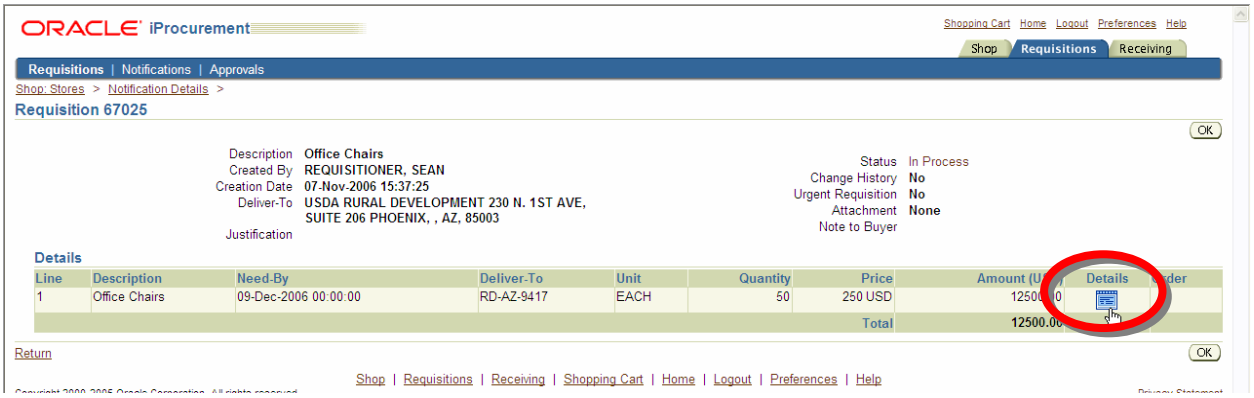


The *Related Applications* section of the *Purchase Requisition* page allows you to edit this Requisition using the **Edit Requisition** link. More detail will be provided about editing a Requisition in the next section.

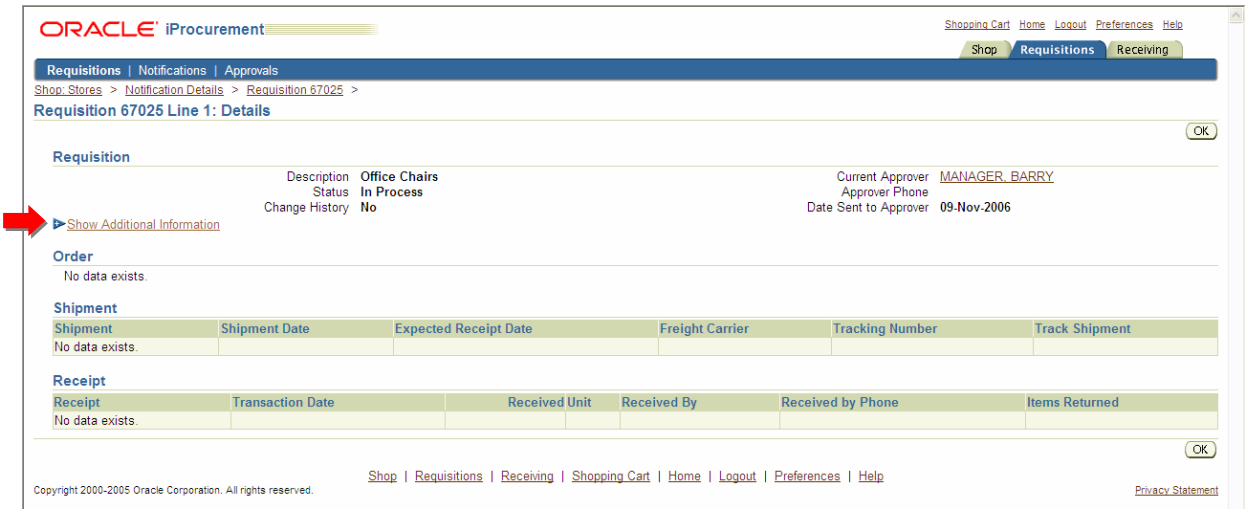
The *Related Applications* section of the *Purchase Requisition* page allows you to review the details of a Requisition using the **View Requisition Details** link. Click on this link now to review the details of your Requisition.



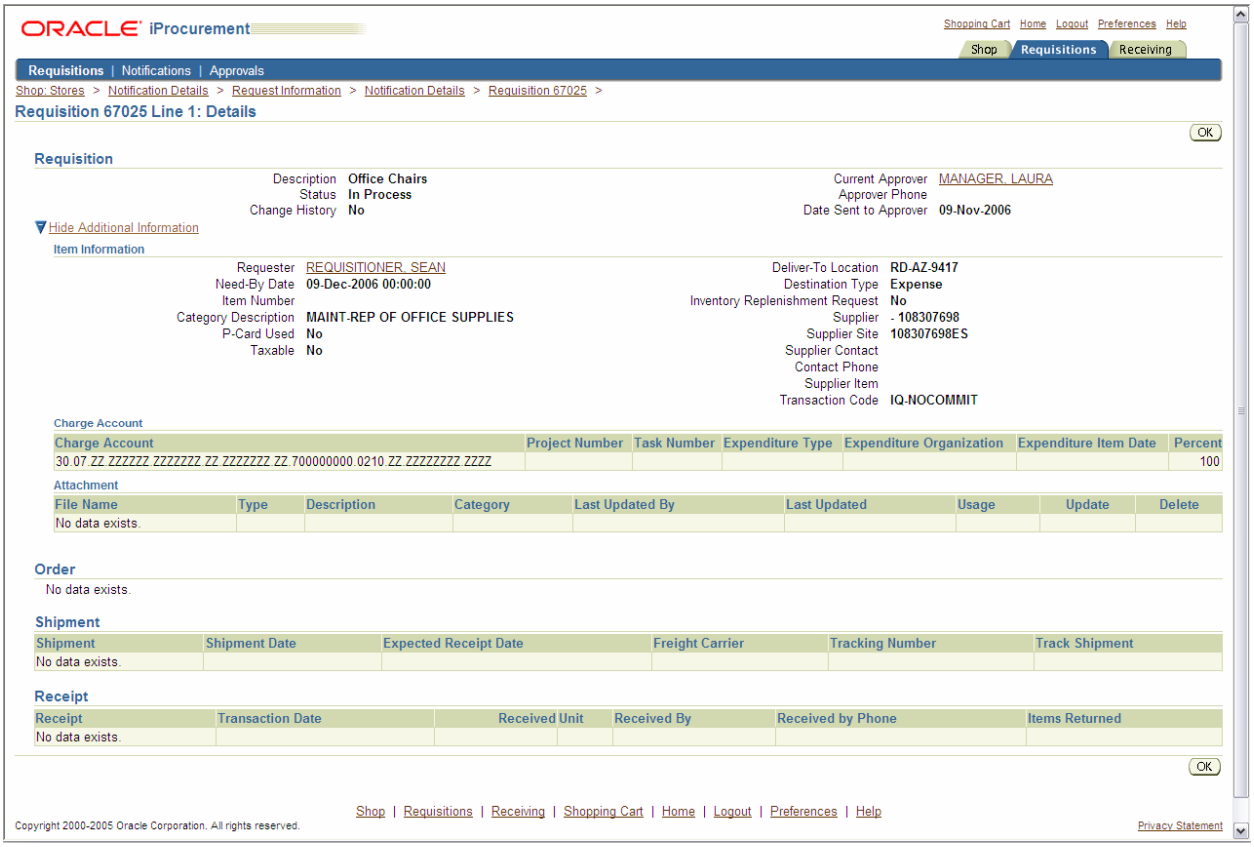
Now, you will see a new page in your window displaying the general details of your Requisition. To see further details about Line Items in your Requisition, click the **Details** icon in the *Details* column of the page.



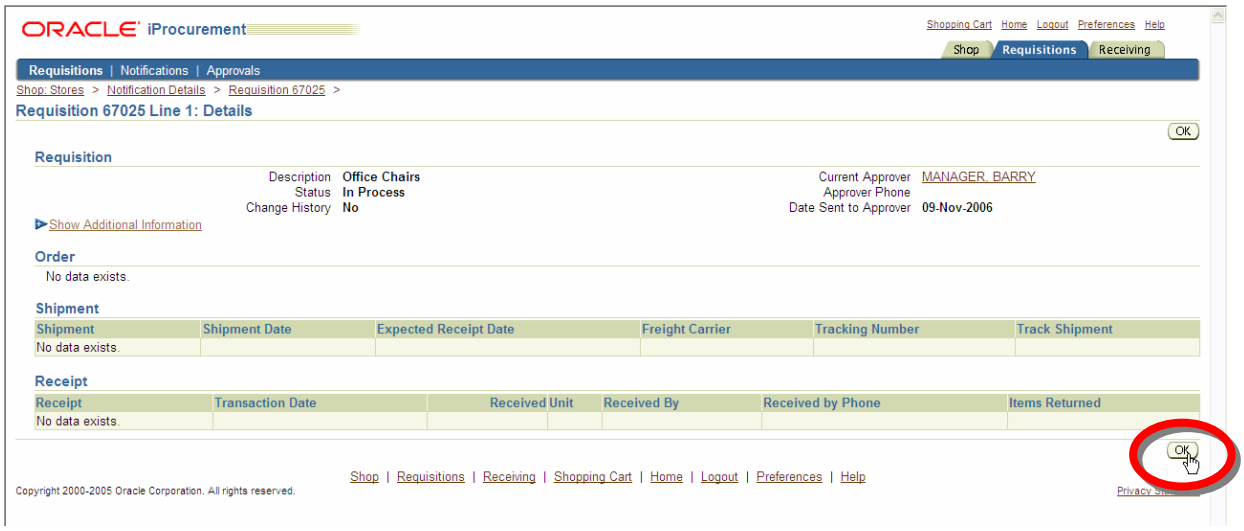
You should see a page displaying further details for that line item.



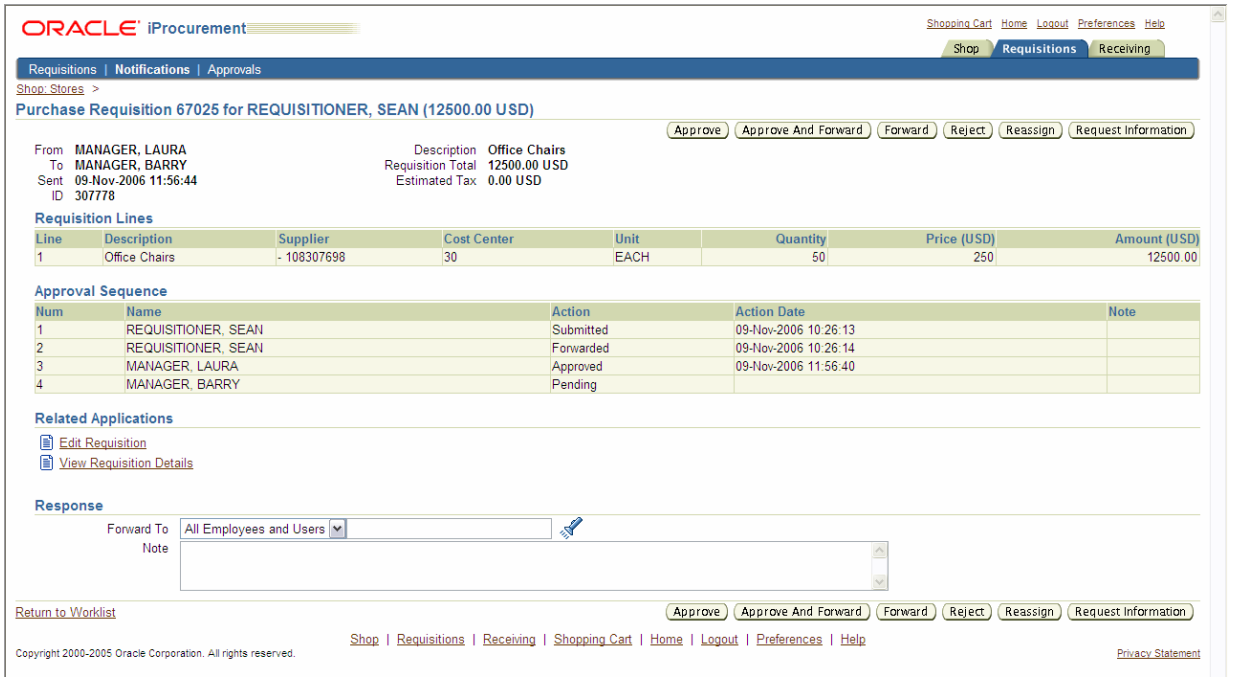
Tip! To see a third level of details, click the **Show Additional Information** link located in the *Requisition* section of this page.



Now that details for your Requisition have been reviewed, click on the **OK** button to return to the previous details screen.

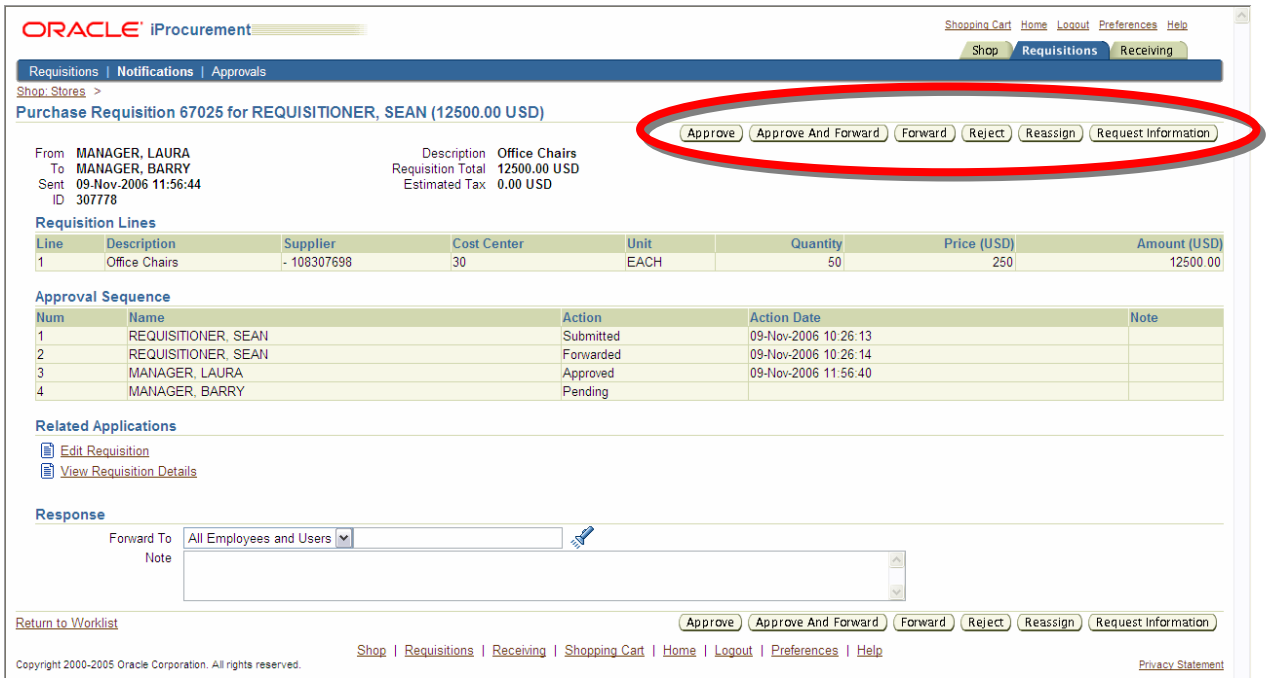


Select the **OK** button one additional time to return to the *Purchase Requisition* screen.



On this *Purchase Requisition* page, there is also a *Response* section If you are forwarding this document to another person, please select this person from the selection list using the following format: LAST_NAME, FIRST_NAME. Only use this when forwarding or approving and forwarding. Please leave the selection to All Employees and Users as the other option is not supported at this time.

The navigation area on the *Purchase Requisition* page is located along the top-right and bottom-right of the screen. It provides you, the Approver, six options: *Approve*, *Approve and Forward*, *Forward*, *Reject*, *Reassign*, and *Request Information.*



Approve

The **Approve** button allows you to continue with the process of approving a Requisition.

Approve and Forward

The **Approve and Forward** button is used when an Approver wants to acknowledge they approve a Requisition but also want to obtain the approval of another party. For example, in the case of an IT purchase when approval is also needed from the IT department.

Forward

The **Forward** button allows you to forward a Requisition to another Approver for approval and review. A good example of when this is useful is when you need to forward the Requisition to another department for approval. Often times, Requisitions for technological equipment, like computers or monitors, need to be forwarded to the IT department for approval.

> **Tip!** Do not attempt to forward a Requisition to a Contracting Officer, as the Requisition will be sent to the Acquisition Management module per pre-determined rules.

Reject

The **Reject** button allows you to reject a Requisition.

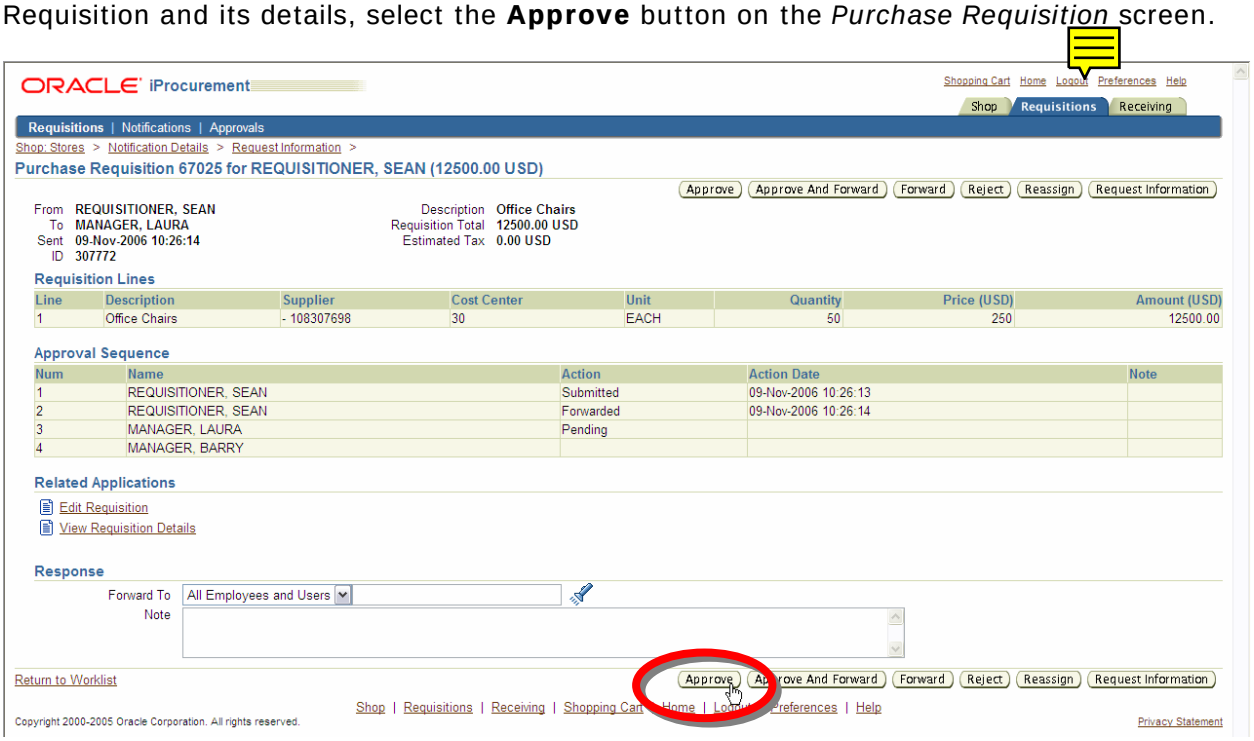
Reassign

The **Reassign** button allows you to reassign a Requisition to another party for Approval. Reassigning a Requisition takes you out of the Approval Chain and allows another user to act on your behalf.

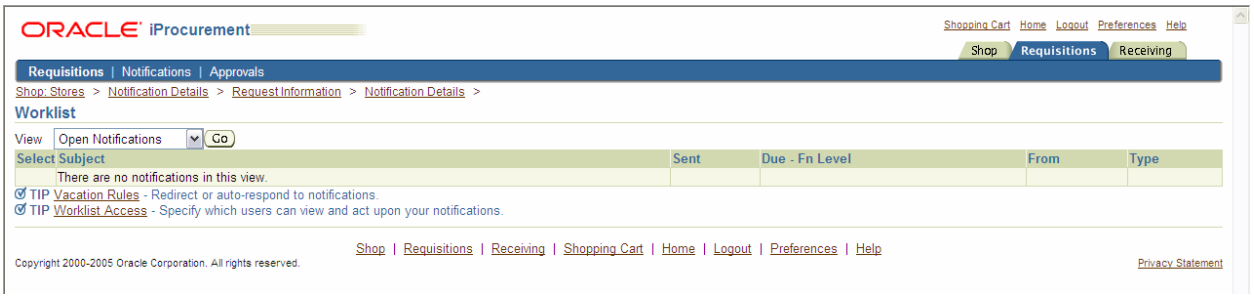
Request Information

The **Request Information** button allows you to request additional information from the Requisitioner regarding a Requisition.

Let's continue and quickly approve your Requisition. Once you are satisfied with the Requisition and its details, select the **Approve** button on the *Purchase Requisition* screen.



You have just approved a Requisition. Doing so will take you directly to the *Worklist* page. The Worklist page is also known as the *Notifications* page.

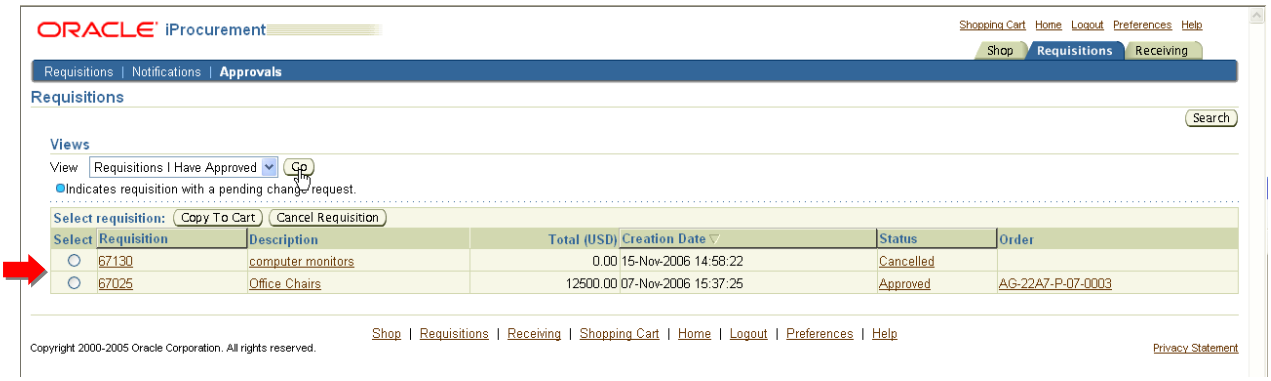


Note: To ensure the Requisition was approved and submitted to the next approval level, Click on the **Approvals** link in the blue task bar at the top of the page.

This will take you to the *Requisition Approvals* page.

This page defaults to viewing the Requisitions that await the user's approval. To see the Requisitions that have already been approved, click on the *View* drop down menu and select **Requisitions I have Approved**. Then click on the **Go** button to change the view.

This will change the view to show all the Requisitions that have been approved.

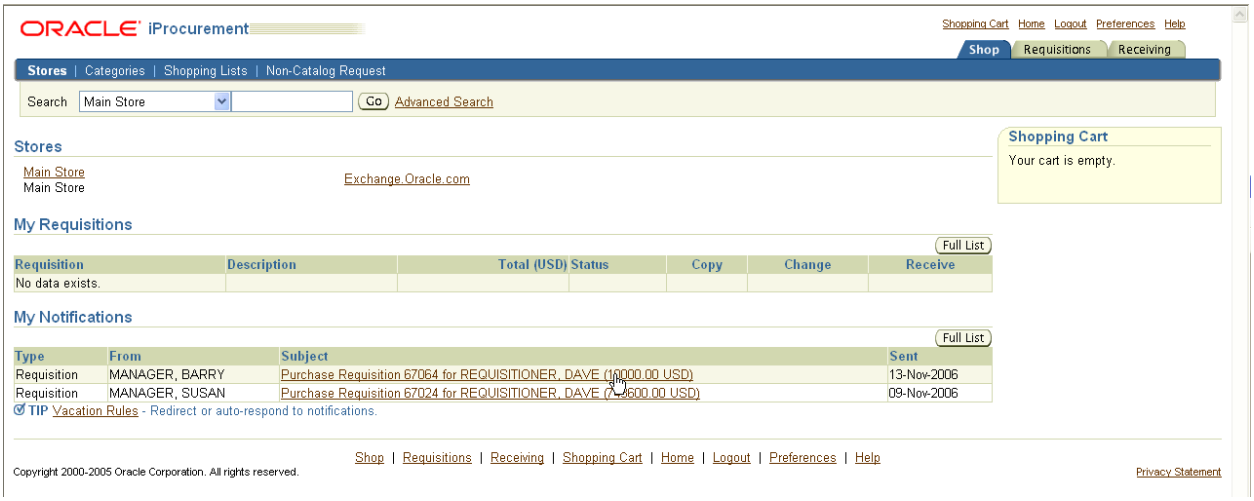


Notice that in this example, the Requisition number 67025 that was approved by the Management Approver earlier has gone through the Requisition and Acquisition processes. This is shown by the order number in the *Order* column. When you first approve the Requisition, it will appear as Pre-Approved until the Budget Approver and FFIS have approved the document. To find out more about the Requisition Status, please refer to the **Requisitions – Tracking Requisition Status** section (page 73) of this document.

Budget (Funds) Approval

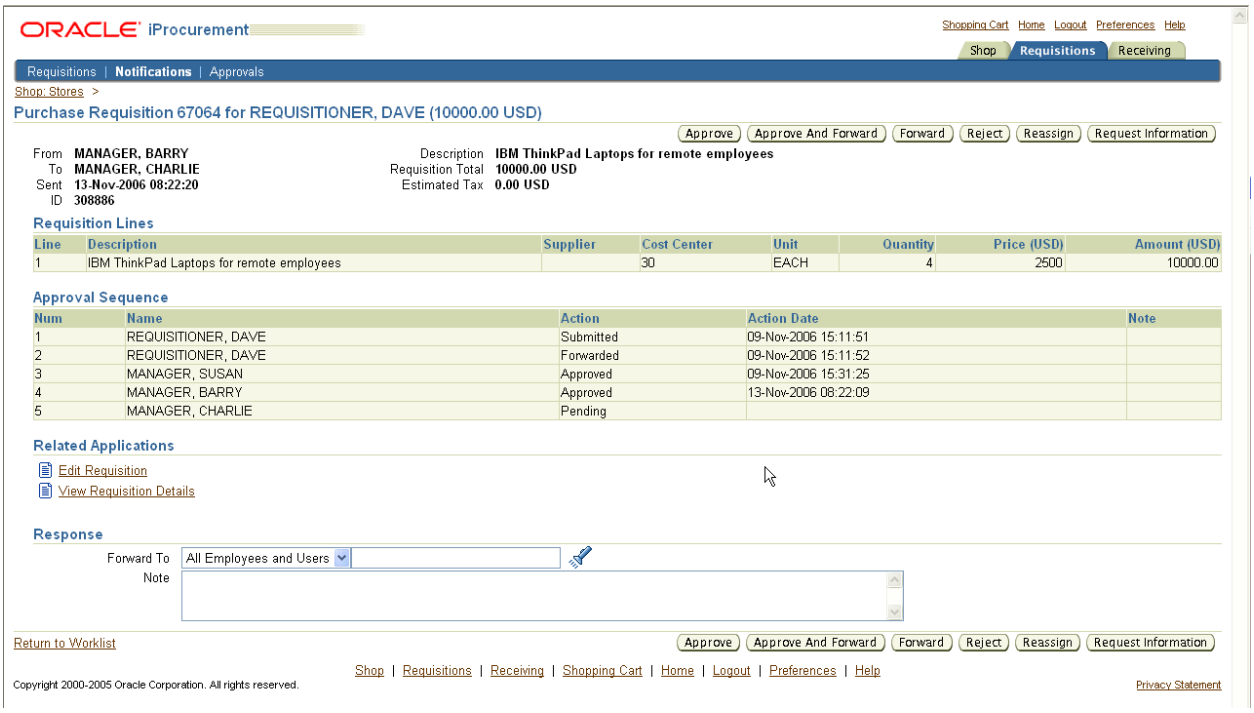
The function of a Budget Approver, also called Funds Approver, in IAS is to review and approve Requisitions as submitted by Requisitioners. Budget Approvers ensure the accuracy of the Budget Codes and ensure that the funds have the proper apportionment before Requisitions are made against them. In this section, you will learn how to check the accounting codes of a Requisition and edit them if necessary.

When a Budget Approver logs into IAS, the *Shop* page will be displayed on your screen. It will look just like the *Shop* page looks for a Management Approver. In the *My Notifications* section, a portion of your Requisitions will be displayed.



Remember! The *My Notifications* section of the *Shop* page may not display the entire list of all Requisitions awaiting approval.

To continue, click on the subject of the Notification. This will take you to the *Purchase Requisition* page. You should see the *Purchase Requisition* page for the Requisition selected for approval. This page is more commonly known as the *Notification Details* page.

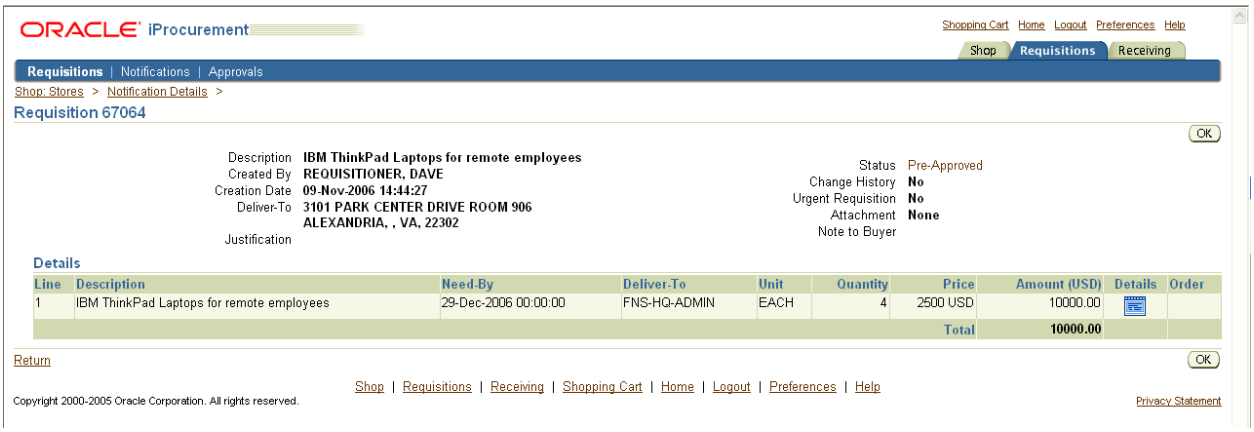


Tip! To ensure you are on the correct page, look at the Title Bar which should include the Requisition number, the name of the original Requisitioner, and the total amount of the Requisition. In this case, the Requisition number is 67064, the Requisitioner's name is Dave Requisitioner, and the amount of the Requisition is $10,000.

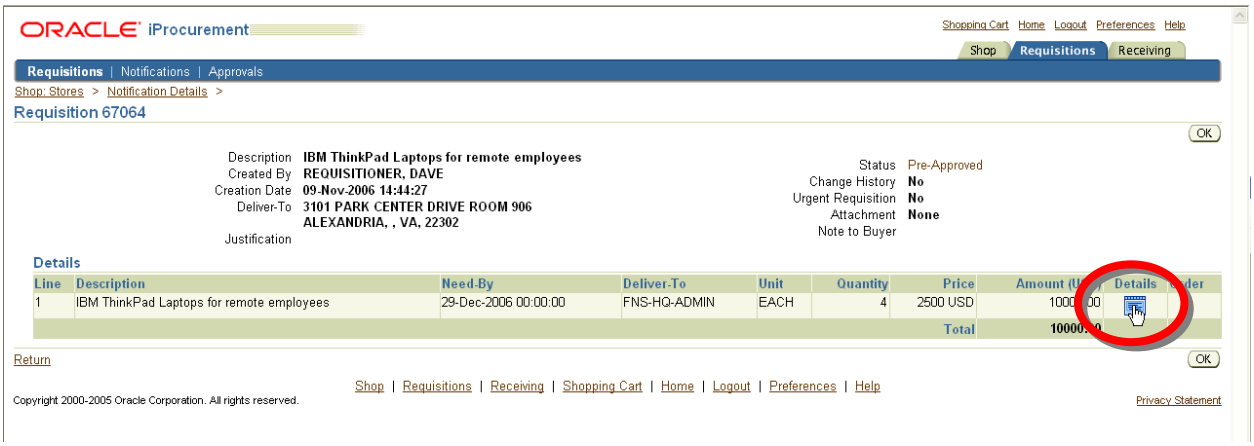
Reviewing the Requisition Details

Again, the basic information about the Requisition is available here. To see additional details, including the accounting information, click on the **View Requisition Details** link under the *Related Applications* section, just like the Management Approver did.

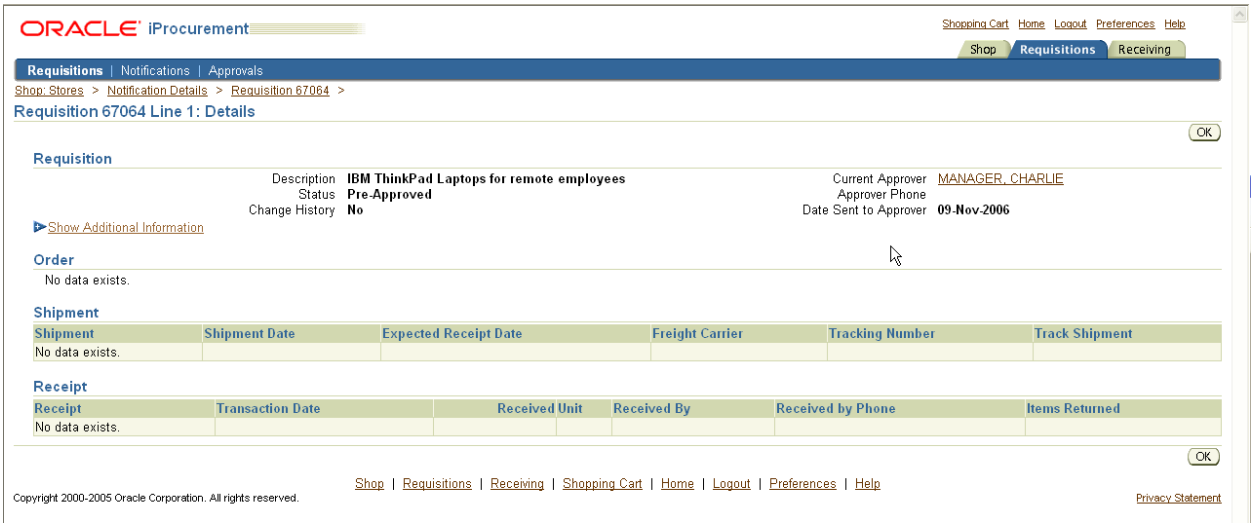
This takes you to the *Requisition Details* page.



As with the Management Approval process, you can see further details about Line Items in your Requisition by clicking on the **Details** icon in the *Details* column of the page.

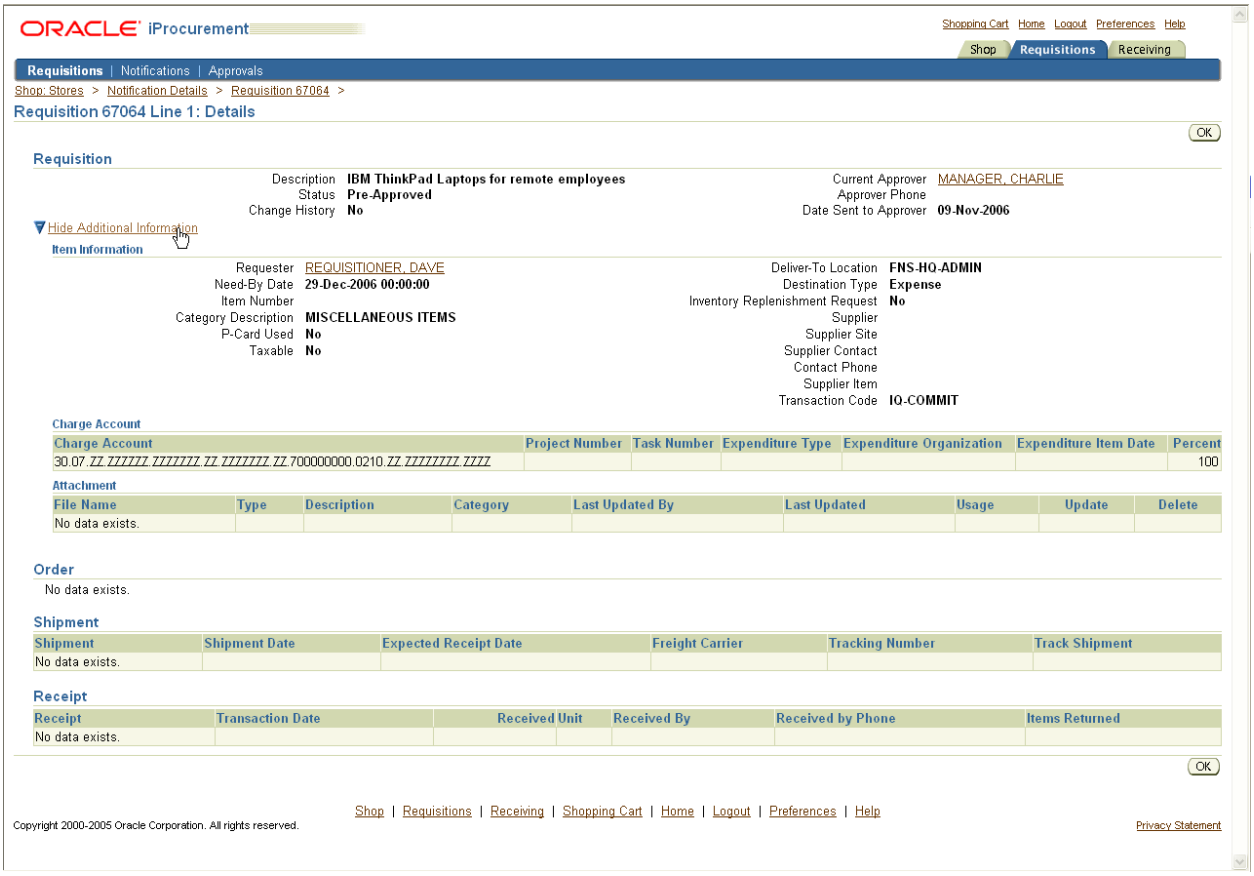


You should see a page displaying further details for that line item.

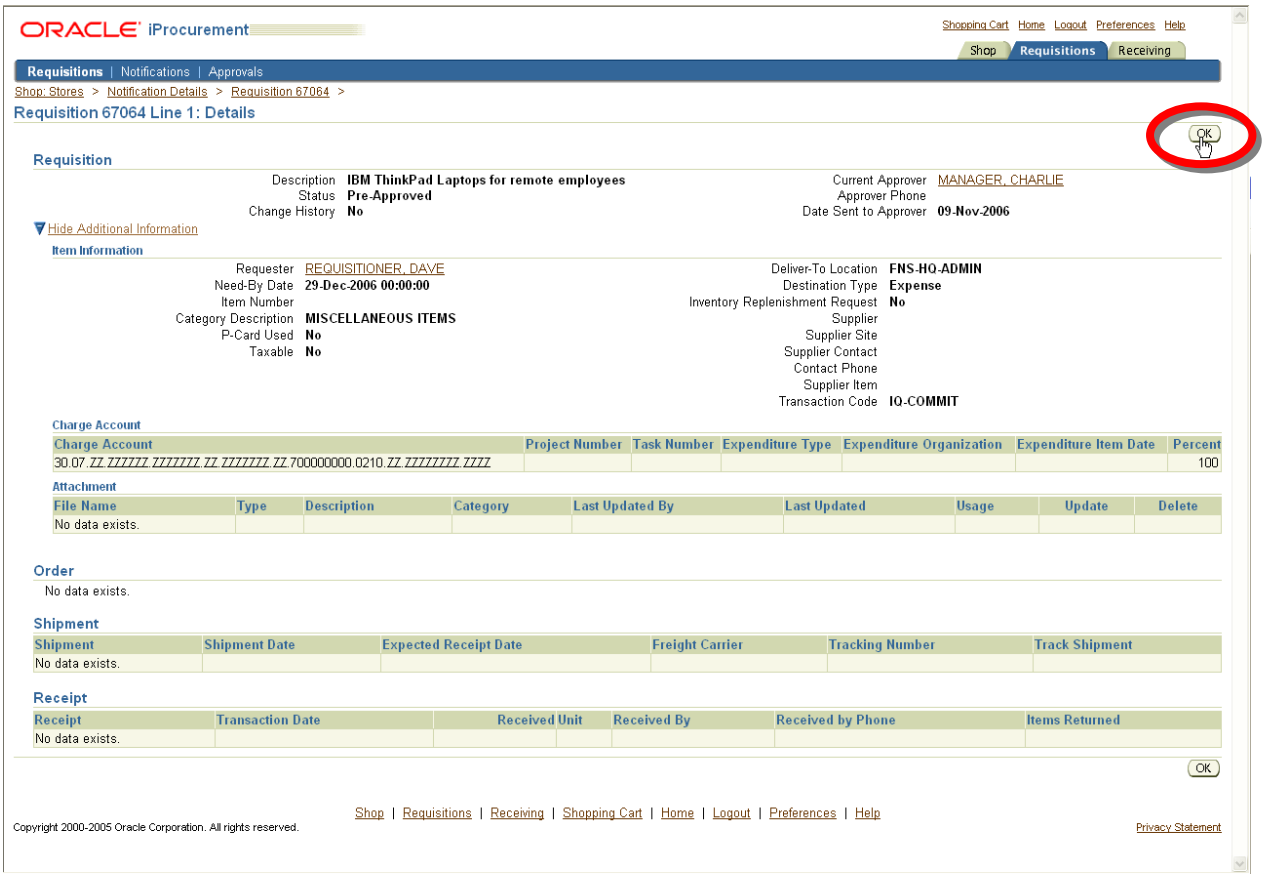


Tip! To see a third level of details, click the **Show Additional Information** link located in the *Requisition* section of this page. This is where you can find the Accounting information.

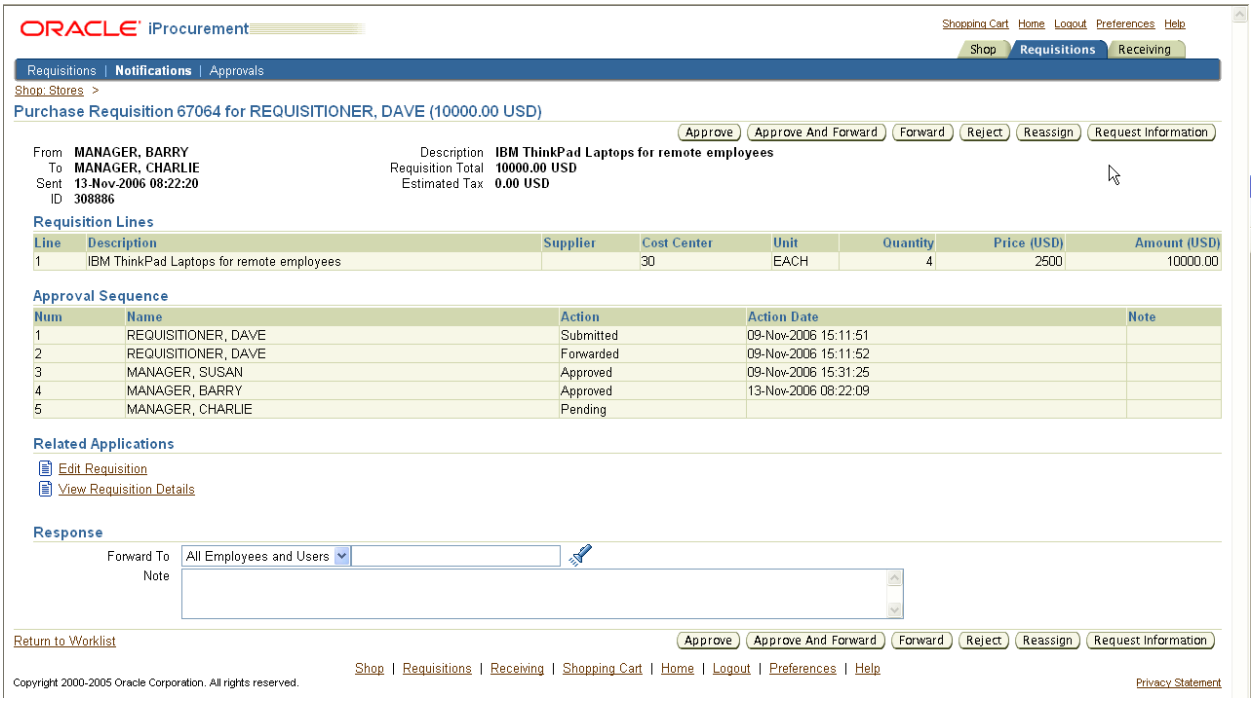
Remember! It's very important to review the Accounting Information. Many avoidable errors occur because of incorrect Accounting Codes.



In this example, the accounting code was set use money from the wrong budget. As the Budget Approver, you can edit the Requisition so that it uses the correct account code. First, return to the *Requisition* screen. Click on the **OK** button to return to the previous details screen.



Select the **OK** button one additional time to return to the *Purchase Requisition* screen.



To edit the Accounting codes, you will have to take the Requisition back through the checkout process. Click on the **Edit Requisition** link in the *Related Applications* section where you went to view the Requisition Details. This will allow you to edit the Requisition information by going through the Approver Checkout Process.

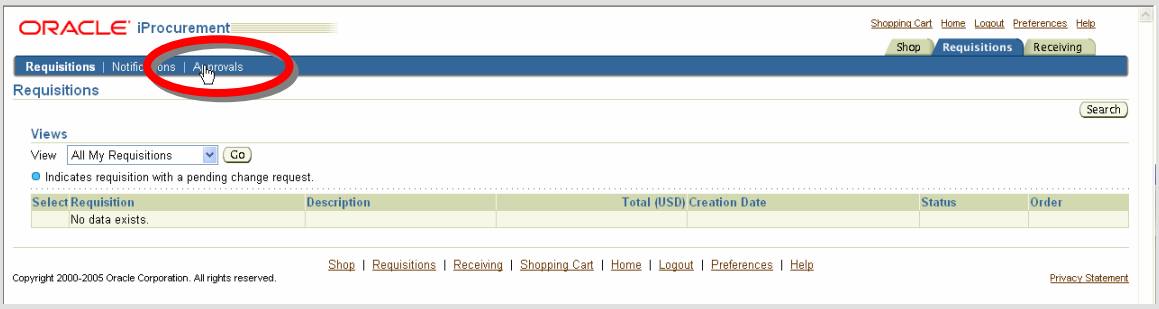
HOW TO: Respond to Requisition Approvals and Change the Requisition

As an Approver, when editing a Requisition, you may be used to accessing it from the *Requisition: Approvals* page. You may know this as the *Notification: Approvals* page.

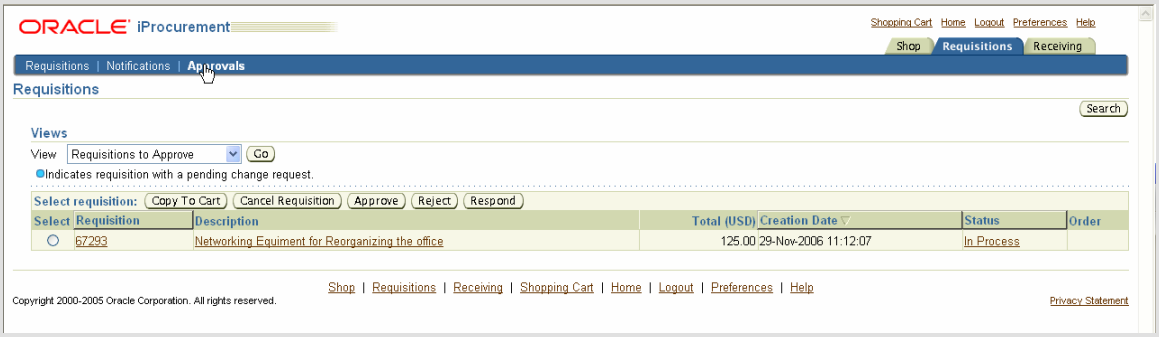
If you are used to editing Requisitions in this manner, **DO NOT COPY TO CART!** Copying to Cart actually creates a new Requisition. If you create a new Requisition, your Requisitioners will not be able to receive items.

Here is how it works.

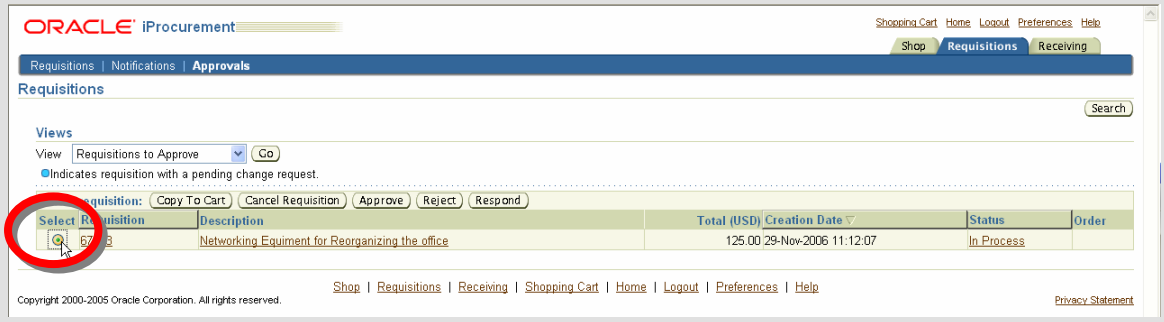
From the *Requisitions* tab, click the **Approvals** link in the Navigation bar.



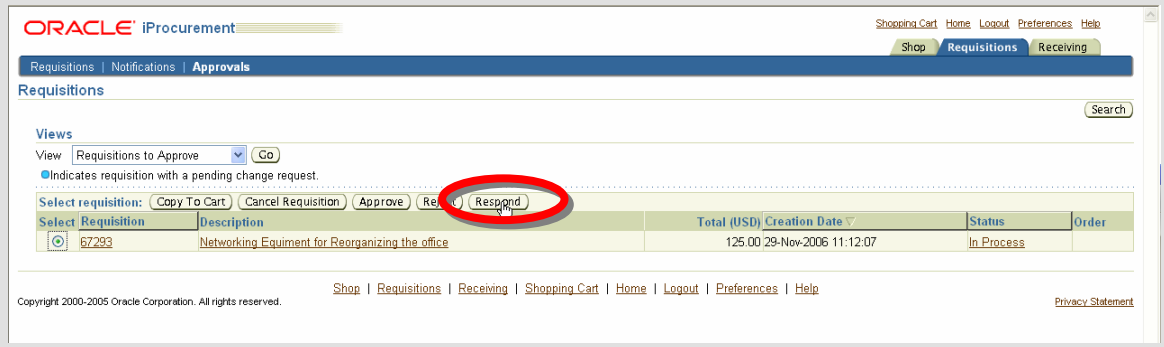
The *Requisitions: Approvals* page will now be displayed. Often this page is referred to by users as the *Notifications: Approvals* page.



Select the appropriate Requisition from the list by clicking the **Select** radio button ○ on this page.



Then select the **Respond** button.

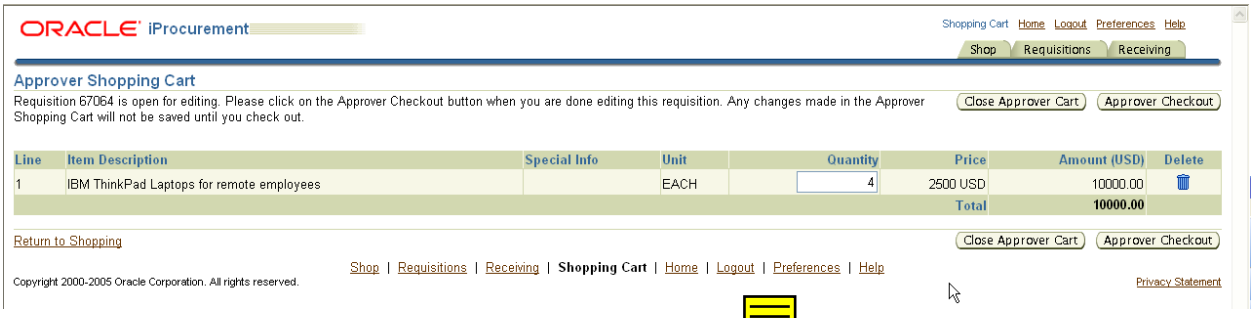


This will take you to the *Purchase Requisition* page. From there, click on the **Edit Requisition** link in the *Related Applications* section where you went to view the Requisition Details. This will allow you to edit the Requisition information by going through the Approver Checkout Process.

Remember! DO NOT COPY TO CART! This creates a new Requisition and your Requisitioners will not be able to receive items.

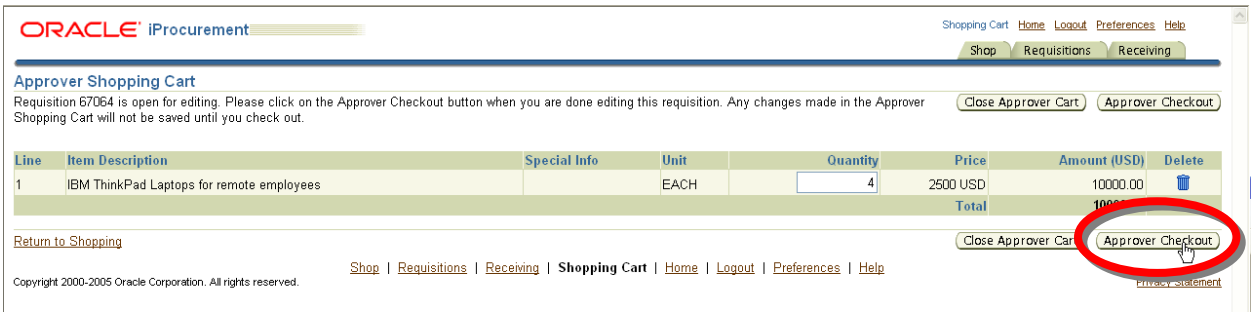
Edit the Requisition as the Approver

The first page of the Approver Checkout Process is the *Approver Shopping Cart*.

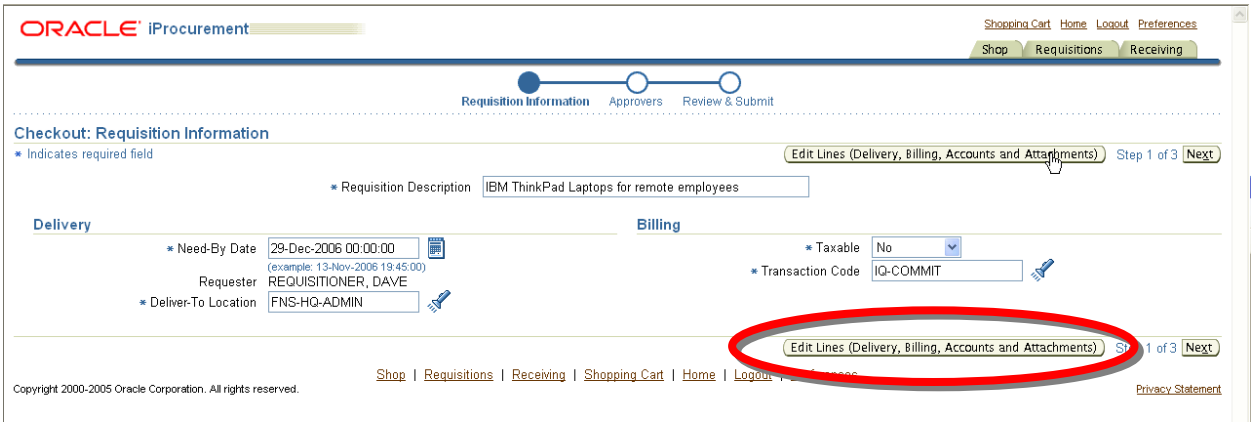


Here you can change many aspects of the Requisition. In this example, the only change that needs to be made is the budget code. Otherwise you could change the quantity or delete the line item just as if you were a Requisitioner changeing the Requisition.

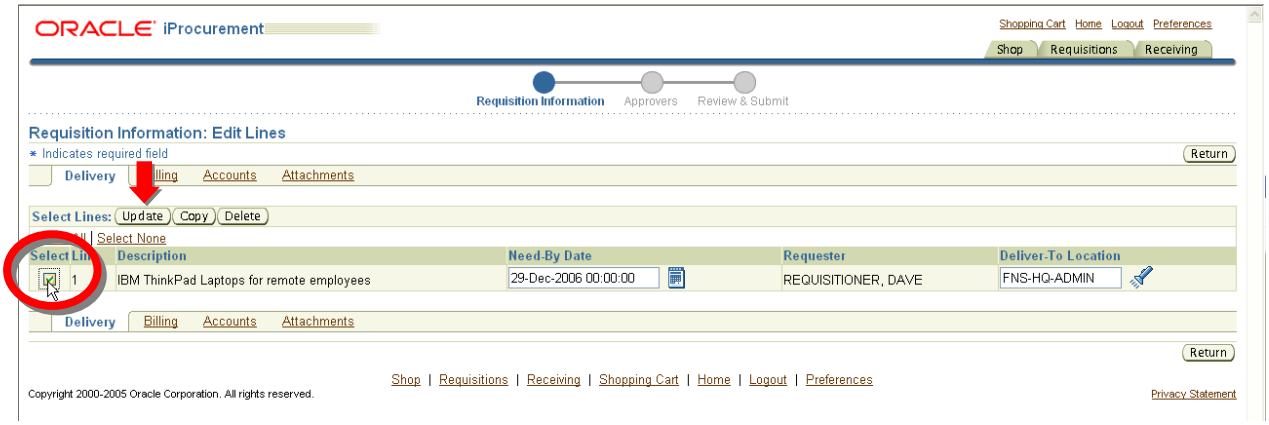
To continue, click on the **Approver Checkout** button.



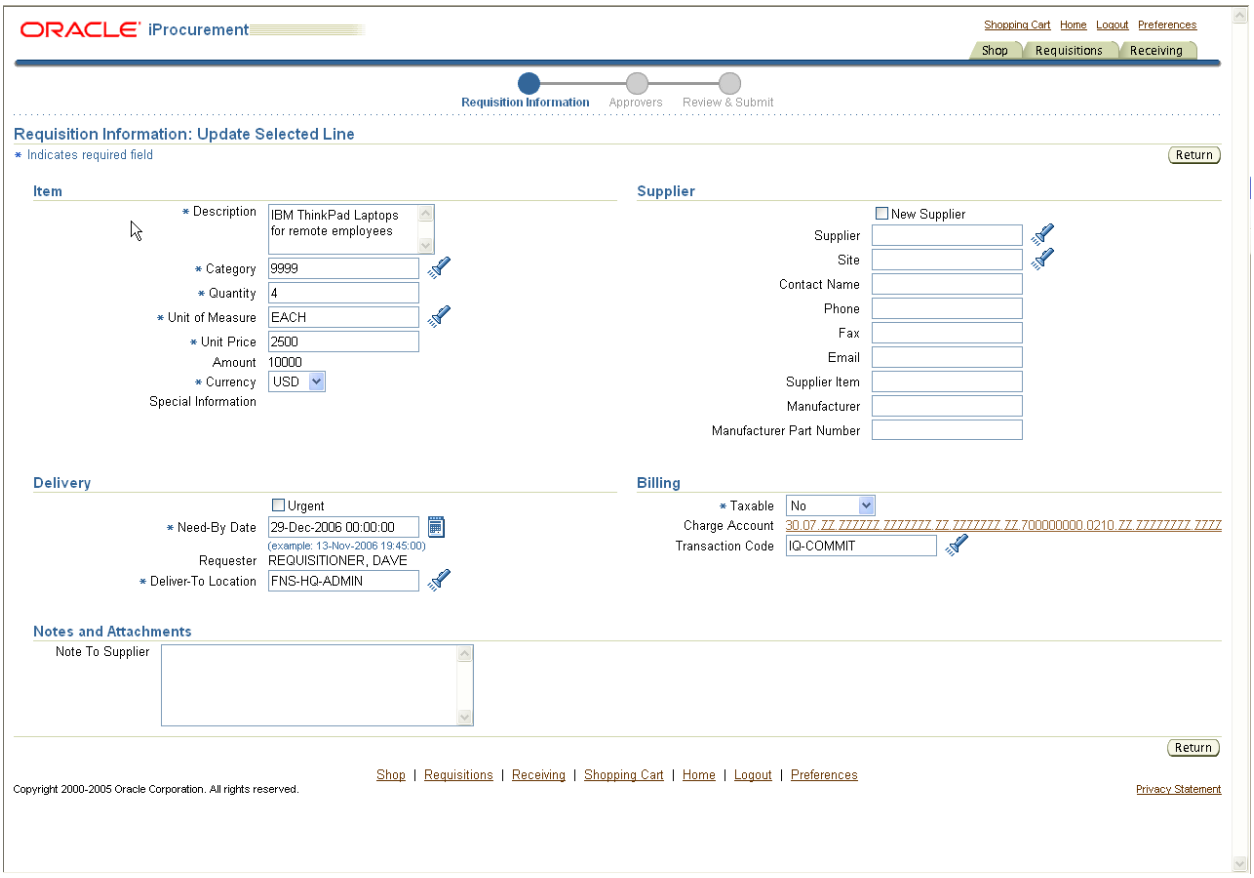
This will take you to the *Checkout: Requisition Information* page. This looks, and works, just like the *Checkout: Requisition Information* page in the Requisitioner's section. To edit the accounting information, click on the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button.



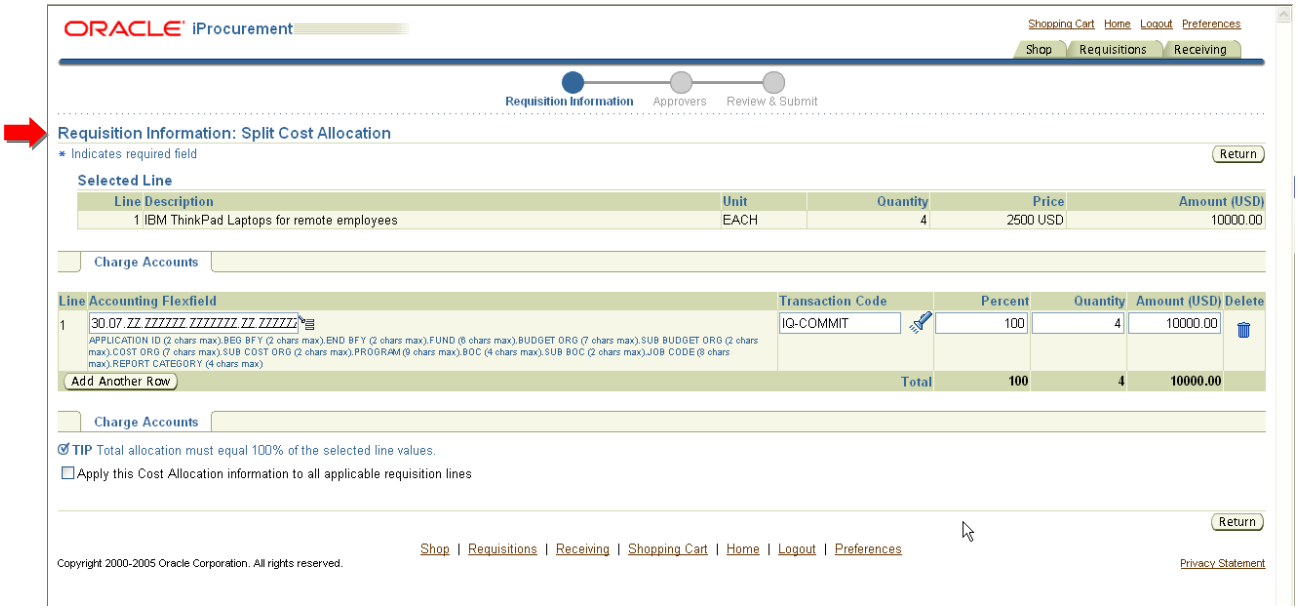
This will take you to the *Requisition Information: Edit Lines* page. Click on the **checkbox** in the *Select* column, and then click on the **Update** button.



This will take you to the *Requisition Information: Update Selected Line* page.

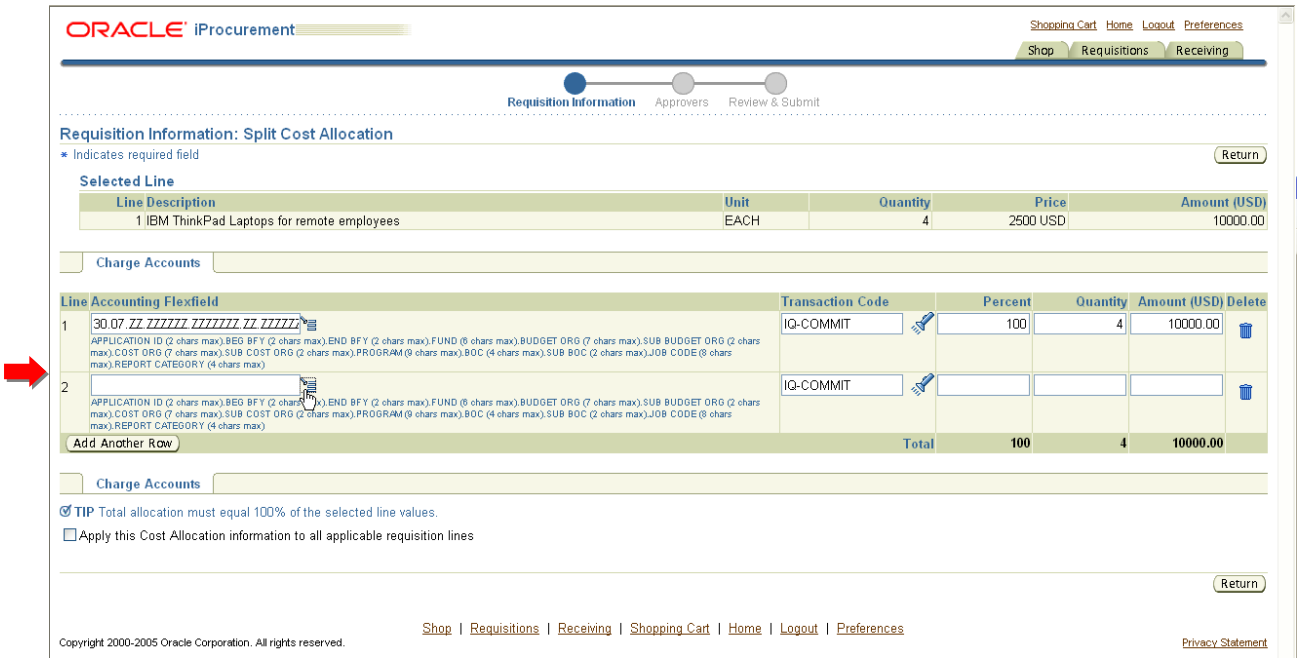


Click on the **accounting code** link to go to the *Requisition Information: Split Cost Allocation* page.

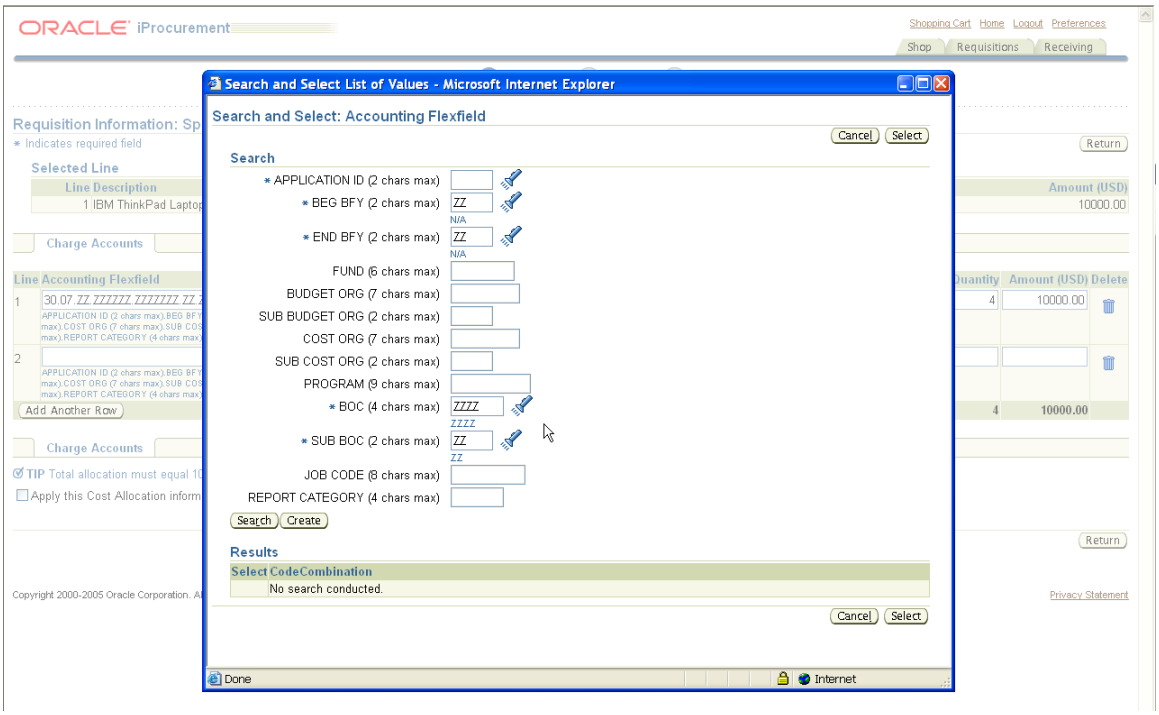


Since the accounting code has already been set for the Requisition, the accounting code here will not default to the accounting code you set up in your profile.

To add an additional line of accounting, click on the **Add Another Row** button. It will automatically create a new accounting line to enter in more information. It defaults to the favorite accounting code you set up in your preferences. Since Management and Budget Approvers do not have to set up default profiles, as they are not creating Requisitions, the field will be blank for those who have not set up a profile. The *Transaction Code* for the new line defaults to IQ-COMMIT, just as the first line did.



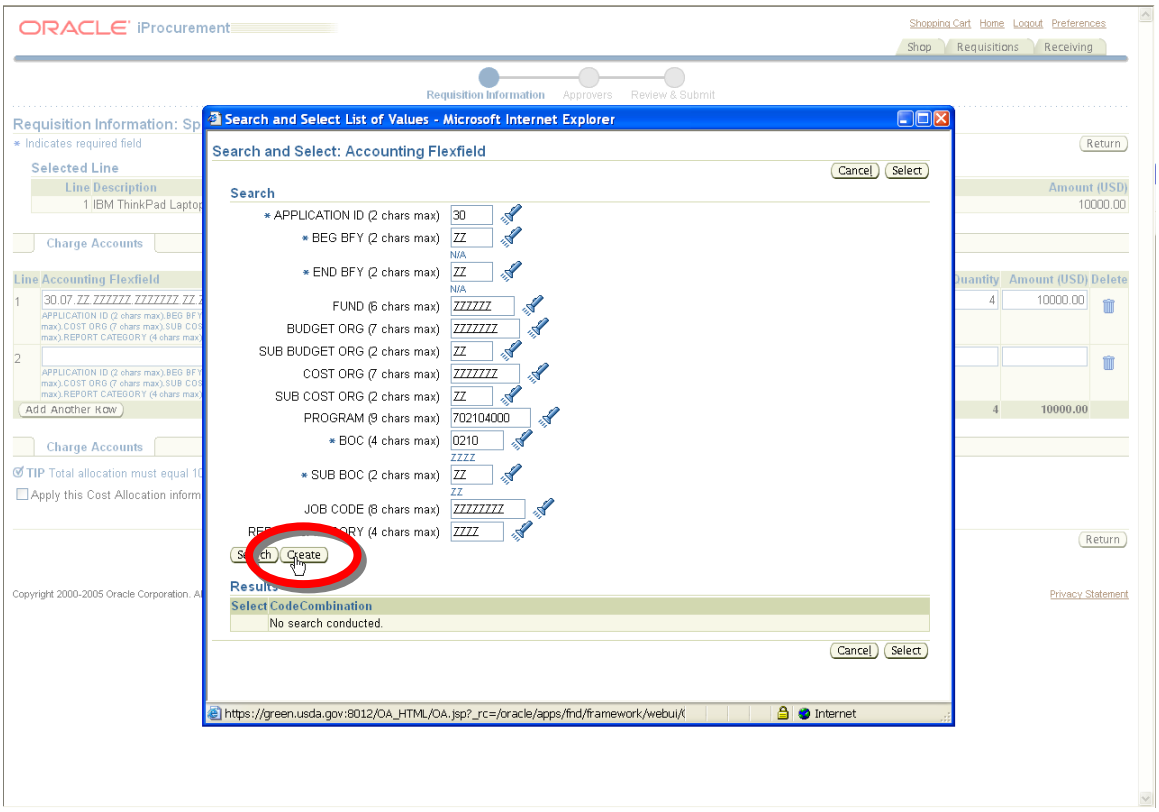
Click on the **Accounting Search** icon next to the empty accounting line. This will open a new window where you can enter in the proper accounting information.



Change the accounting information as necessary.

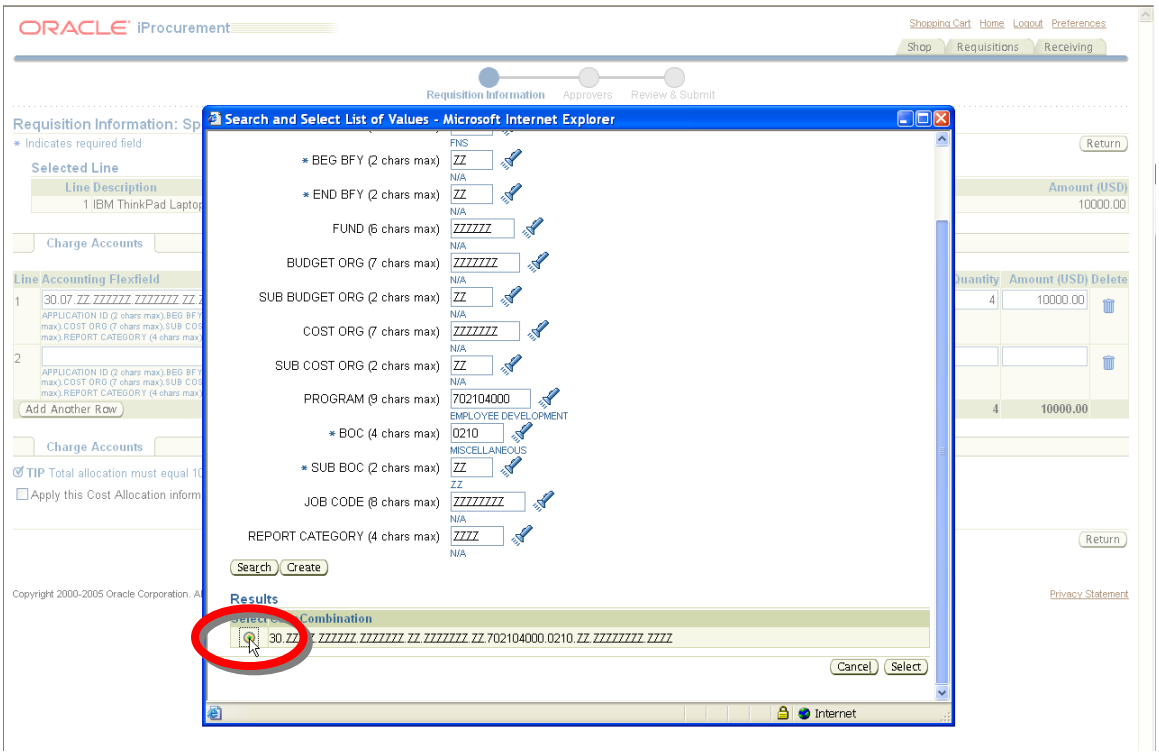
> **Note:** As you enter information into the fields, the page may refresh and add information for you. This can take a few minutes, depending on the speed of your network connection and the resource usage within IAS. Wait for the page to finish loading, then continue to add information until all appropriate fields are filled.

Once you have the accounting code correct, click on the **Create** button below the fields.

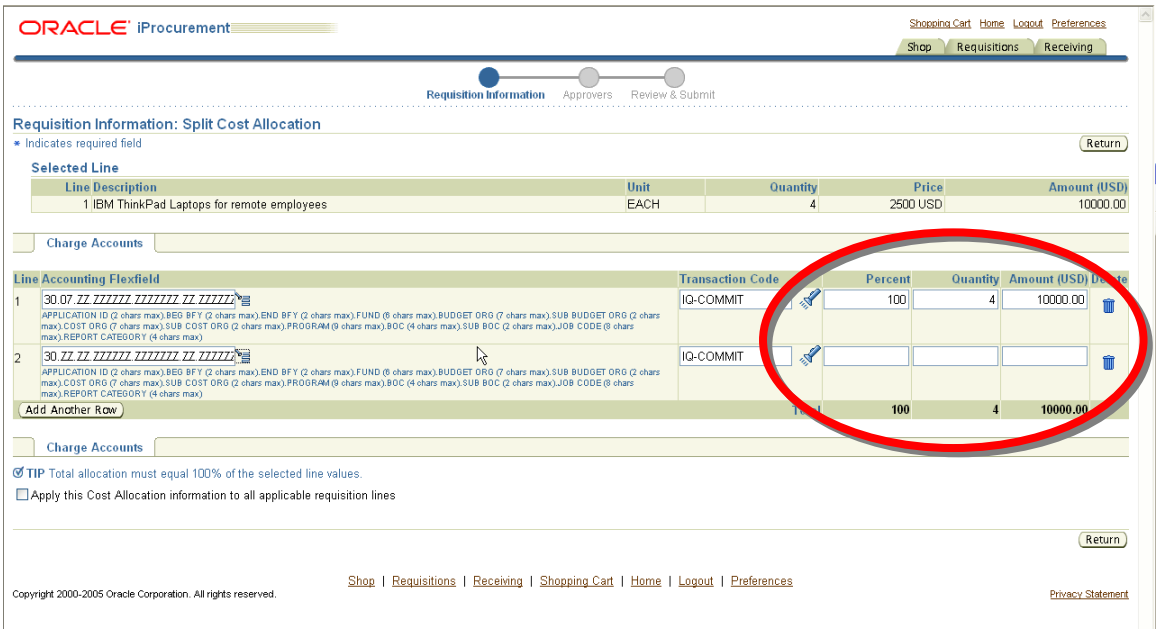


This will create an accounting line in the *Results* area. Click on the radio button next to the accounting line you just created, then click on the **Select** button at the bottom of the window.

Tip! You may need to scroll down to see the **Select** button.



Once you have selected the accounting line, the *Search and Select: Accounting Flexfield* pop up window will automatically close and the information will populate the *Accounting Flexfield* text box. The *Percent*, *Quantity*, and *Amount (USD)* fields will not populate automatically.



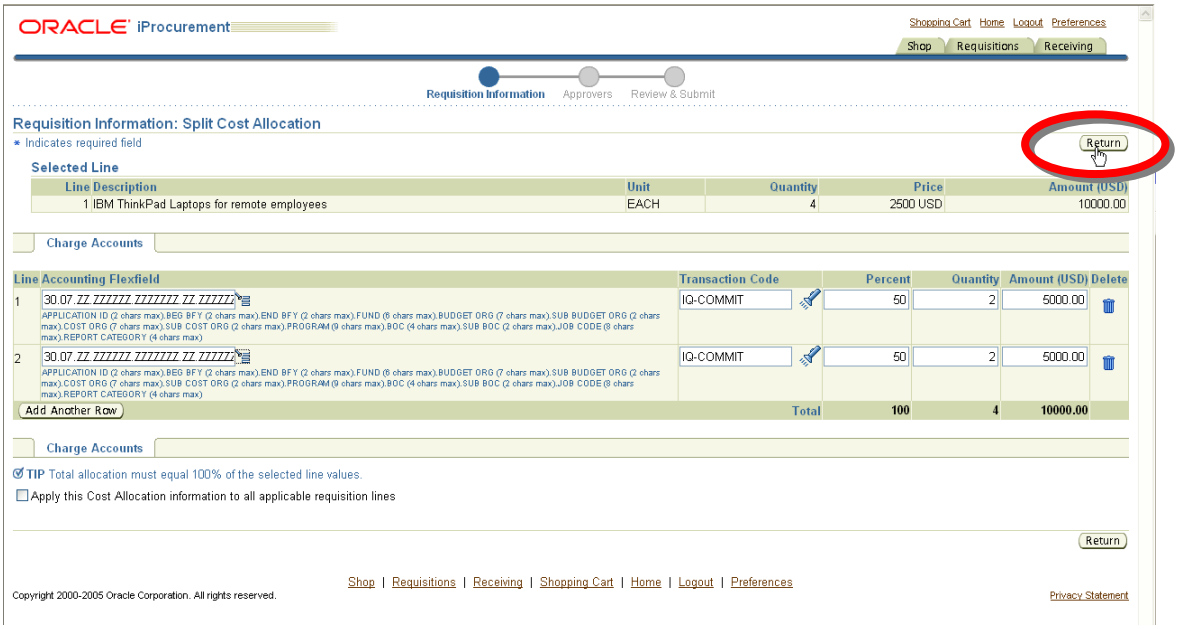
Tip! You can use any of the three fields to update the other two. Here's how it works: if you enter in a percentage in the *Percent* field, then click anywhere else on the page, the *Quantity* and *Amount (USD)* fields will update automatically for that line. Alternatively, if you were doing a quantity based Requisition for 6 items, and

you wanted two items to be paid by a certain accounting code, you would just enter "2" in the *Quantity* field and the *Percent* would automatically update to be 33.333333333% and the *Amount (USD)* field would reflect the cost of two items.

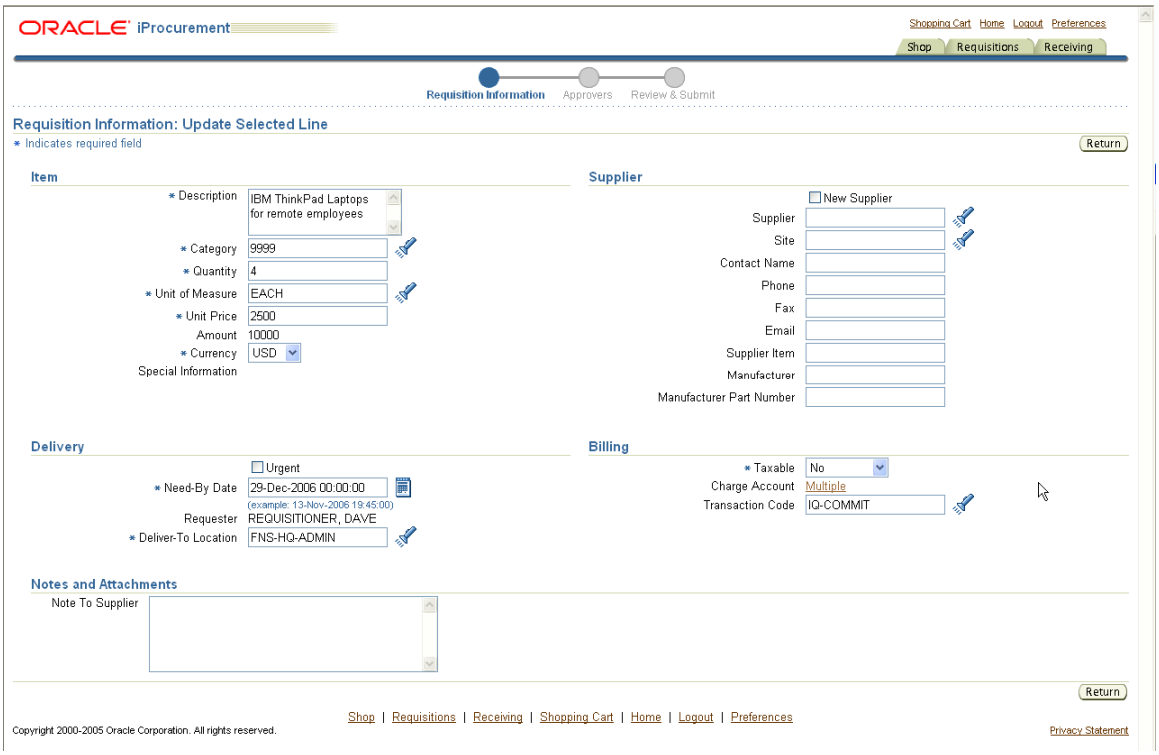
Note: This works on a line by line basis.

Warning! Before continuing, make sure that the *Total* line at the bottom comes to 100%.

Once you have finished adjusting the accounting, you can click on the **Return** button to go back to *Requisition Information: Update Selected Line* page.

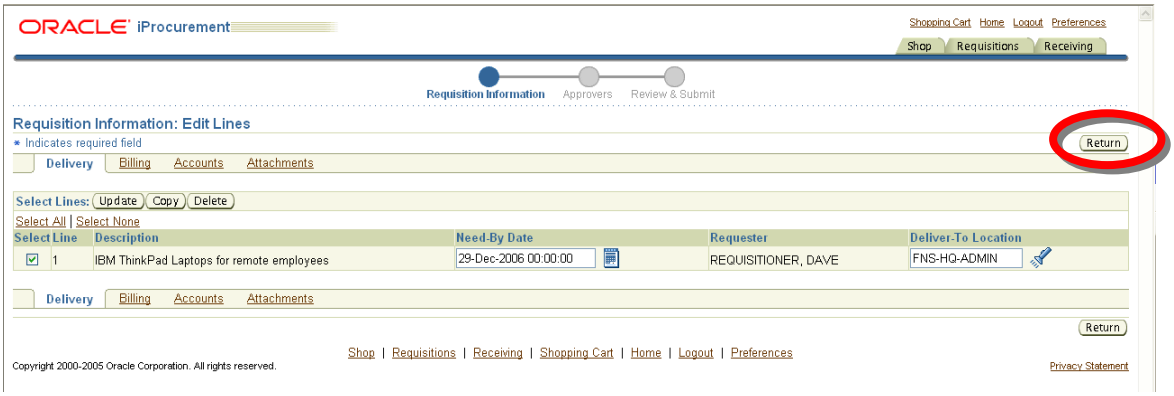


Review the page again to check for information that may need to be adjusted.

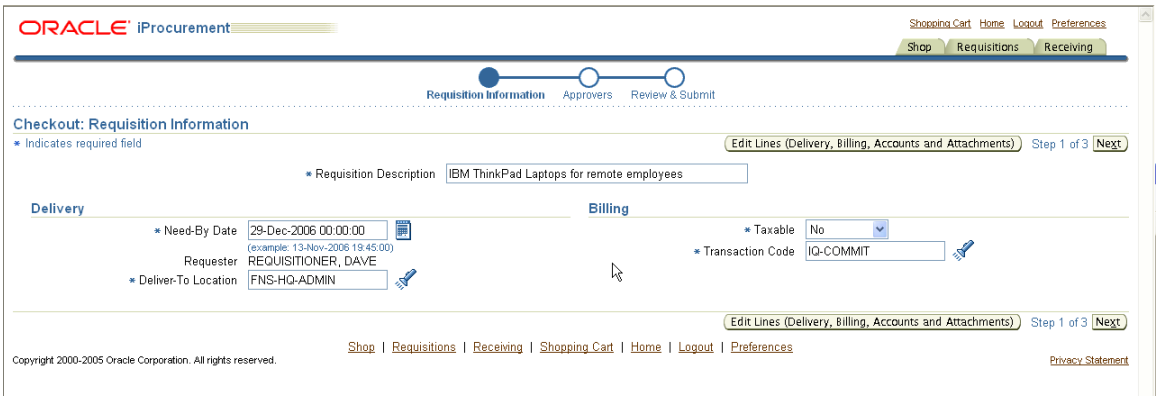


Note: The *Charge Account* field now says "Multiple" to reflect the multiple lines of accounting.

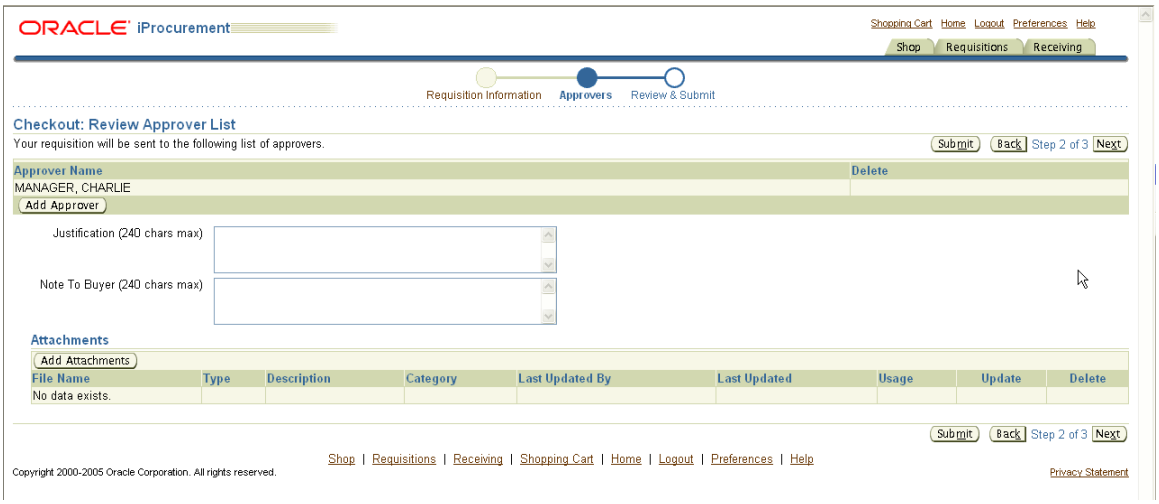
Once all of the information has been verified, click on the **Return** button to go to the *Requisition Information: Edit Lines* page.



Verify that all of this information is correct, and then click on the **Return** to go back to the *Checkout: Requisition Information* page.

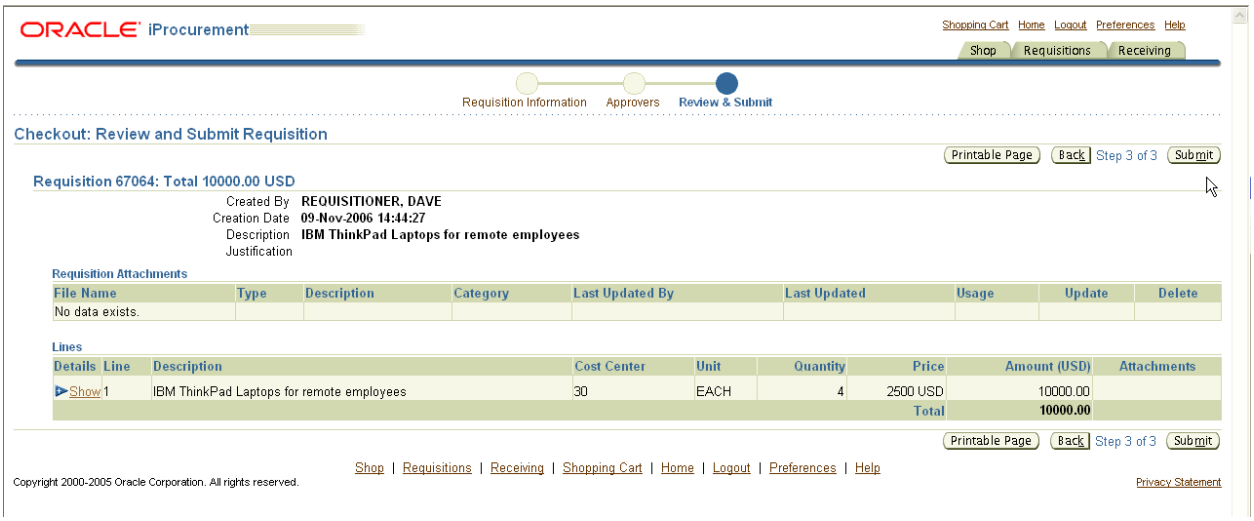


Now that you've finished editing the Requisition, click on the **Next** button to continue and complete the Approver Checkout process. This will take you to Step 2: *Review Approver List*.



In this example, Charlie Manager is the last approver in the chain so he is the only one listed in the approver list. If the Management Approver, or any intermediate Approver in the chain, edited the Requisition, the Approver List would reflect the names of the approvers in the chain that still had to approve the Requisition.

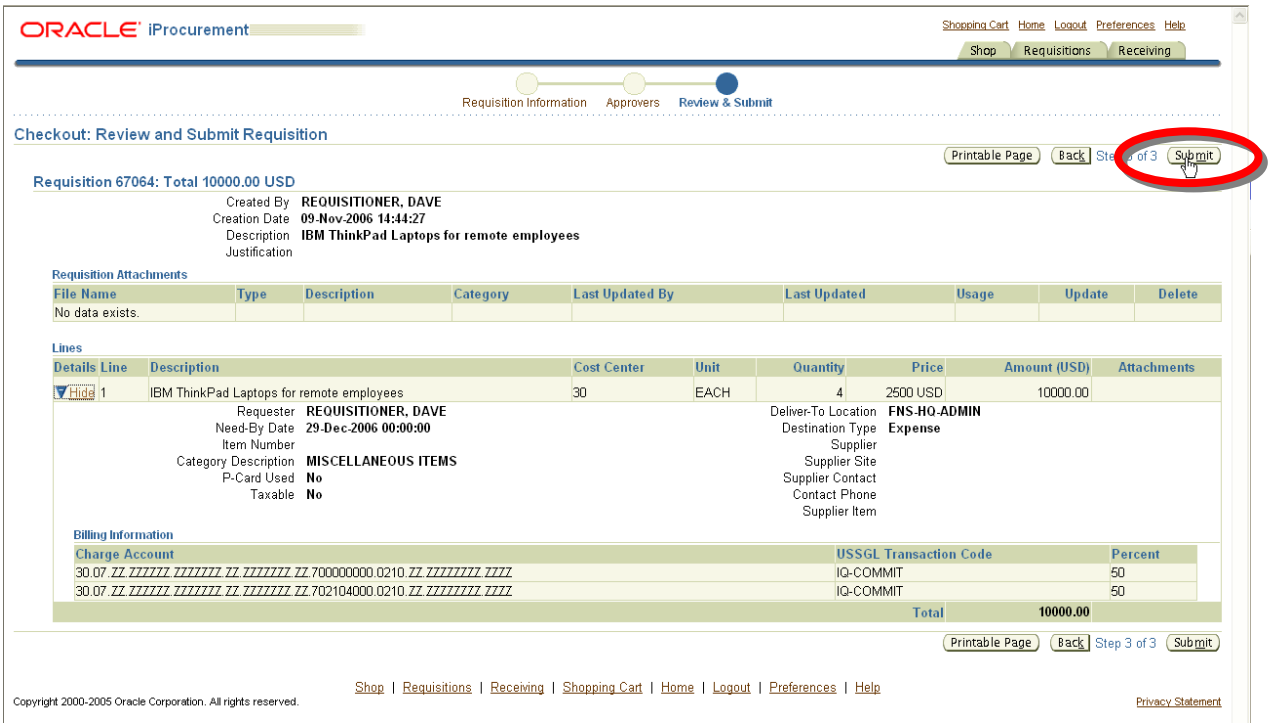
Click on the **Next** button to continue to the final step in the Checkout process – *Review and Submit*.



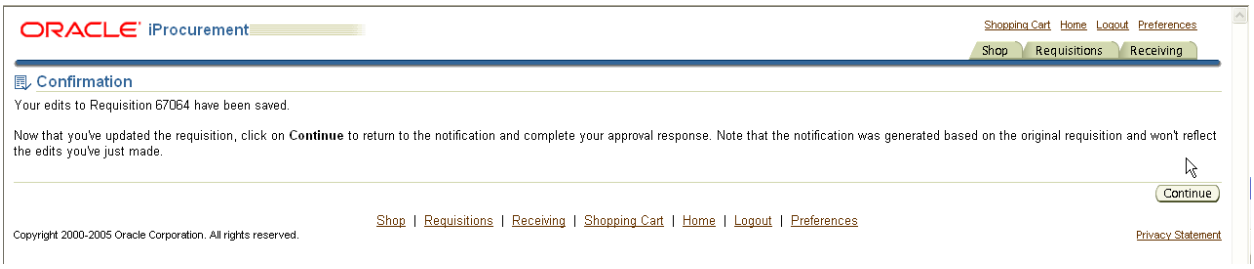
Here you can review the details of the Requisition one last time before submitting it.

> Remember! Click on the **Show** link in the *Details* column of the *Lines* section to see the details for each line. As with the final checkout page for Requisitioners, Approvers can get a printer-friendly version of the page by clicking on the **Printable Page** button.

To finalize the changes made, click on the **Submit** button.

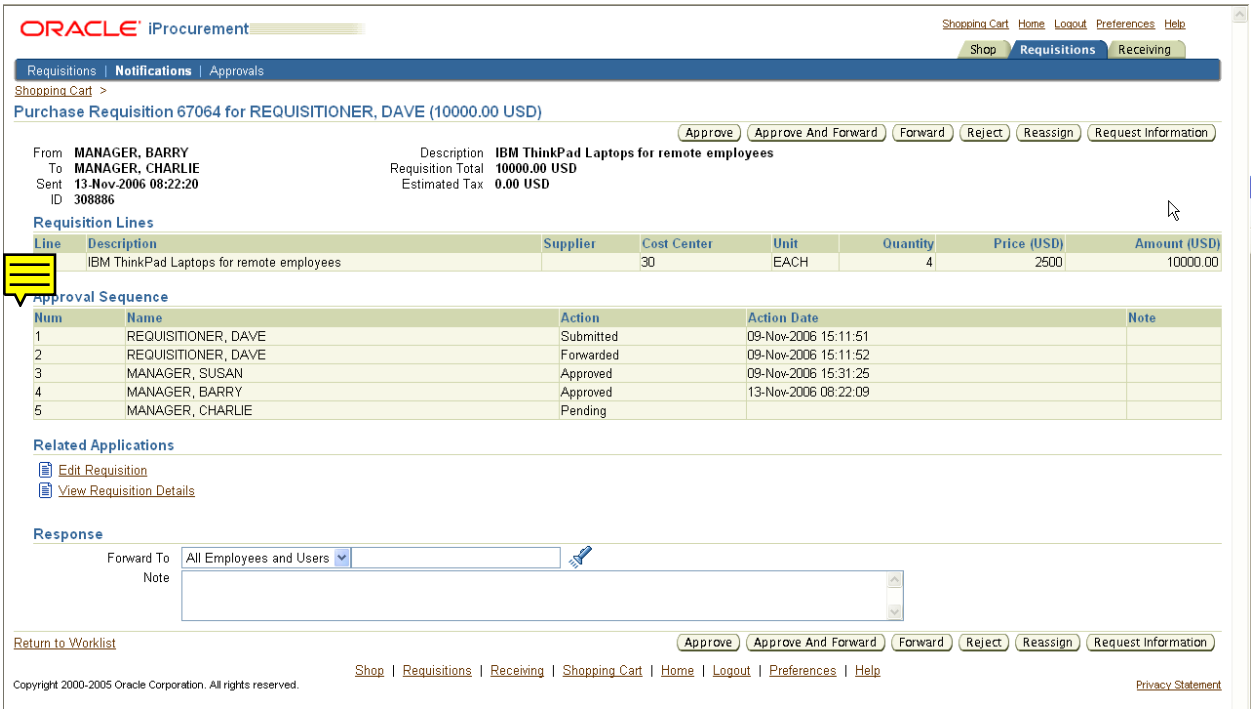


This will take you to a confirmation page stating that your edits have been saved.



Note: This only completes the checkout/editing process. The Requisition has NOT been approved at this point.

Click on the **Continue** button to go back to the *Purchase Requisition* page and approve the Requisition.



Warning! This notification was generated from the original Requisition. The detail information will NOT reflect the changes just made to the Requisition.

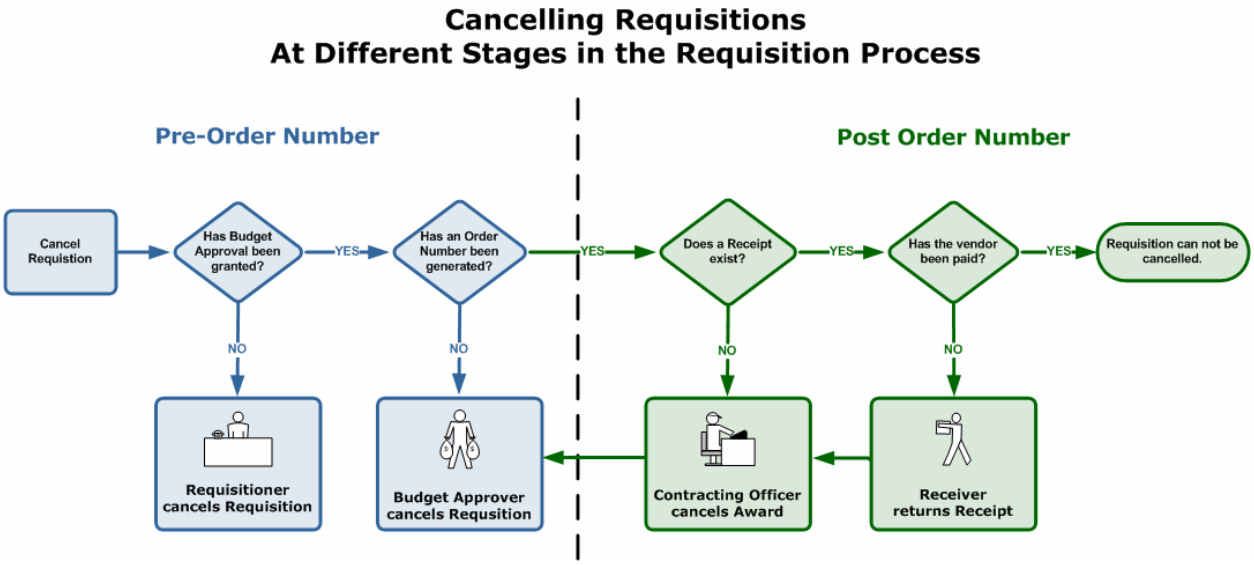
Now you can complete the Approval Process by clicking on the **Approve** button. This will take you back to your *Worklist* page, displaying all of the remaining notifications.

Canceling Requisitions

Business Process Guidelines

Budget Approvers may be tasked with canceling some Requisitions. Once the Requisition gets approved by the Funds Approvers and successfully submitted to FFIS, the system creates a commitment in the budget for that document. Once that happens, only the Budget Approver can cancel the Requisition, since only he/she has the proper rights in FFIS to decommit funds.

As a Requisition progresses further through the approval process associated documents may need to be cancelled before a Budget Approver is able to cancel a Requisition. For instance, if a receipt has been created, but payment has not been made the receipt must be returned and the Award document must be cancelled before a Requisition can be cancelled. After payment has been made to the vendor, however, the procurement process can not be reversed and a Requisition can no longer be cancelled. The diagram below illustrates the steps that must be taken to cancel a Requisition at various stages of the procurement process.

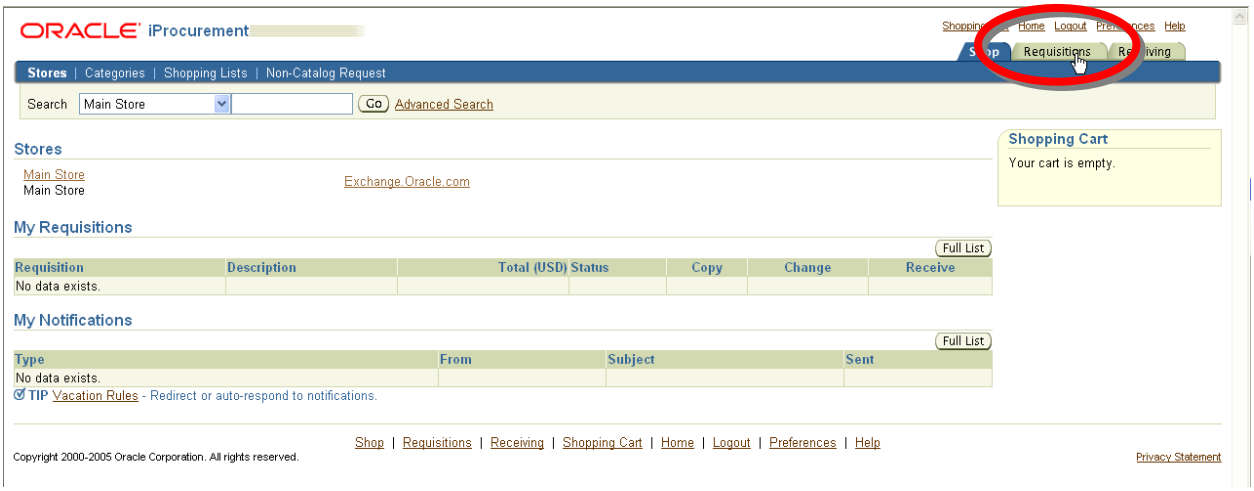


A Requisition can only be cancelled if it is NOT associated with a released award, at which point an Order Number has been created. To cancel a Requisition once an Order Number exists, the following procedure must be followed:

3. The Contracting Officer must cancel the line or the whole award for that requisition;
4. The cancellation is then approved by FFIS;

The Budget Approver can then cancel the line or the whole Requisition.

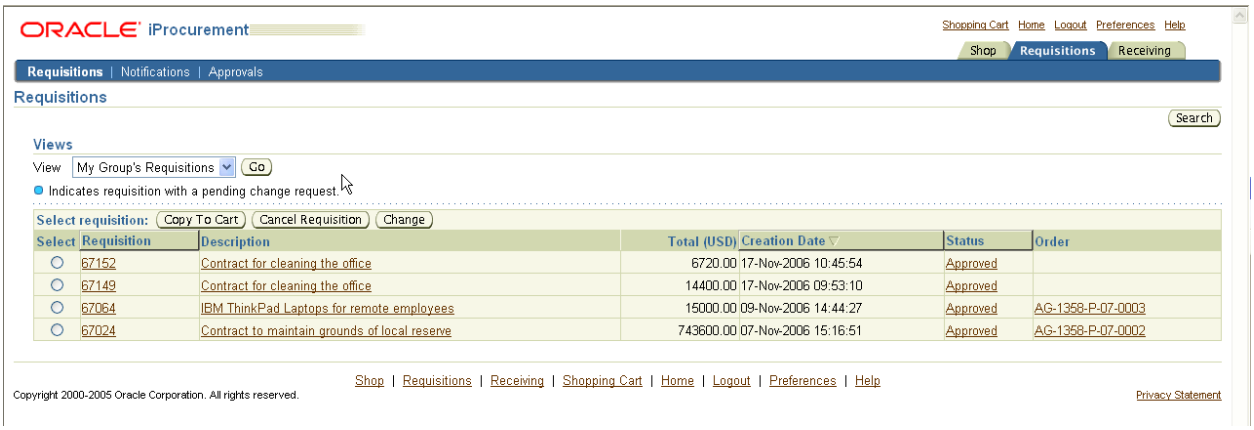
If you are not sure whether a Requisition has been awarded, you can go to the Requisition Details page to see if there is an Order number for the Requisition (or the individual lines). Search for the Requisition by clicking on the **Requisitions** tab in the top-right corner of the screen.



This will take you to the *Requisitions* page.

Notice that no Requisitions appear in this example. There are no Requisitions because the Budget Approver hasn't made any Requisitions. Budget Approvers can see all of the Requisitions sent to them, though, by changing the view options. Simply click on the arrow for the *View* menu and select **My Group's Requisitions** from the menu then click on the **Go** button.

This will allow you to see all Requisitions that you have worked (approved or rejected).



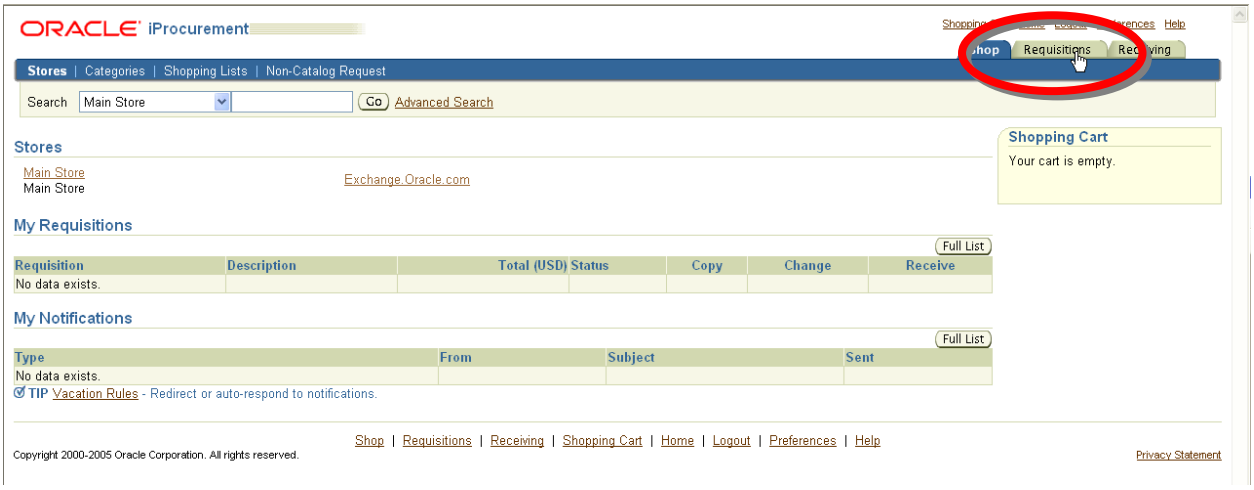
Note: You can also search for a particular Requisition by using the search function. Simply click on the **Search** button in the top-right corner of the screen and enter the appropriate criteria.

Notice that Requisition numbers 62064 and 67024 both have order numbers listed in the *Order* column. Those Requisitions have been associated with awards. To cancel them, the Budget Approver would need to talk to the Contracting Officer and get the Award cancelled first.

Remember! A common misconception regarding canceling Requisitions is that an award can be disassociated from a Requisition. Although PRISM provides the functionality to disassociate an award, it **does not** update Oracle and therefore **does not** update FFIS. An award **cannot** be disassociated from a requisition under any circumstances. The **only** way to update FFIS is to cancel the award.

Cancel Requisition Process in IAS

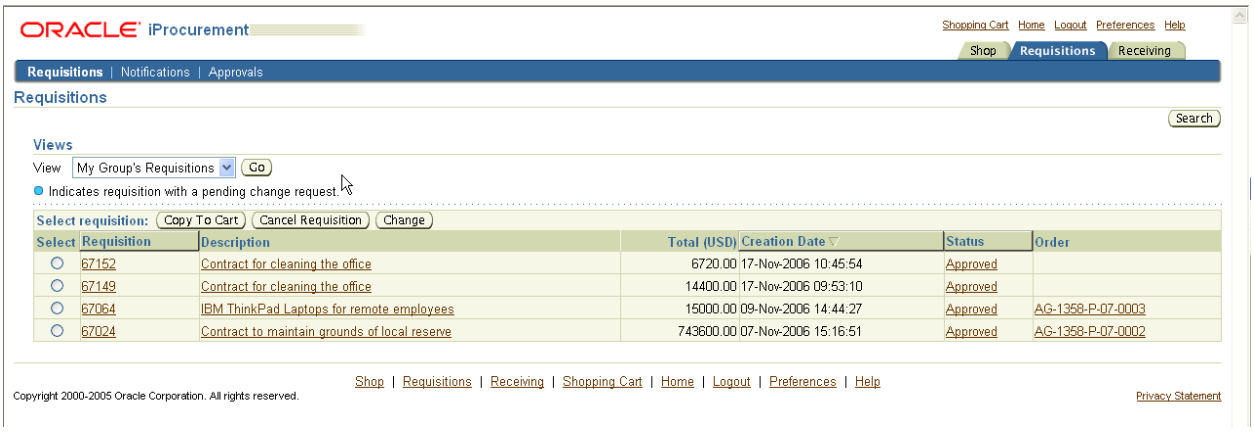
Here's how you cancel a Requisition. First, navigate to the *Requisitions* section by clicking on the **Requisitions** tab at the top-right of the window.



This will take you to the *Requisitions* page.

Notice that no Requisitions appear in this example. There are no Requisitions because the Budget Approver hasn't made any Requisitions. Budget Approvers can see all of the Requisitions sent to them, though, by changing the view options. Simply click on the arrow for the *View* menu and select **My Group's Requisitions** from the menu then click on the **Go** button.

This will allow you to see all Requisitions that you have worked (approved or rejected).

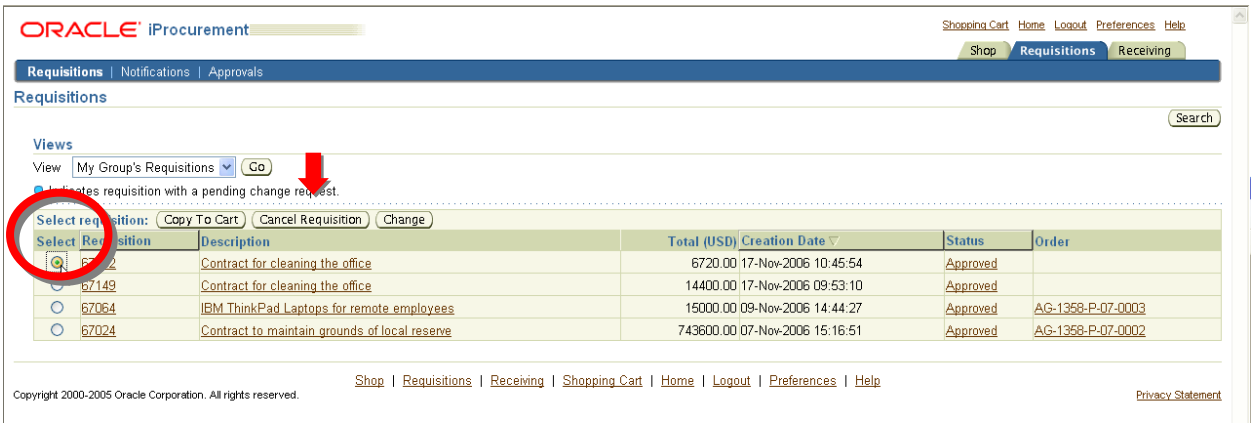


Note: You can also search for a particular Requisition by using the search function. Simply click on the **Search** button in the top-right corner of the screen and enter the appropriate criteria.

Check the Select Radio button in the *Select* column and then click on the **Cancel Requisition** button to cancel the Requisition. In the following example, Requisition number 67152 will be cancelled.

Notice that the Requisition has a Status of "Approved" but there is no order number in the *Order* field. That means that the Requisition has been validated by FFIS but has not been obligated by a Contracting Officer. Therefore, as a Budget Approver, you can cancel the Requisition without issue.

Remember! It's always important to check on the status of your document before canceling it.

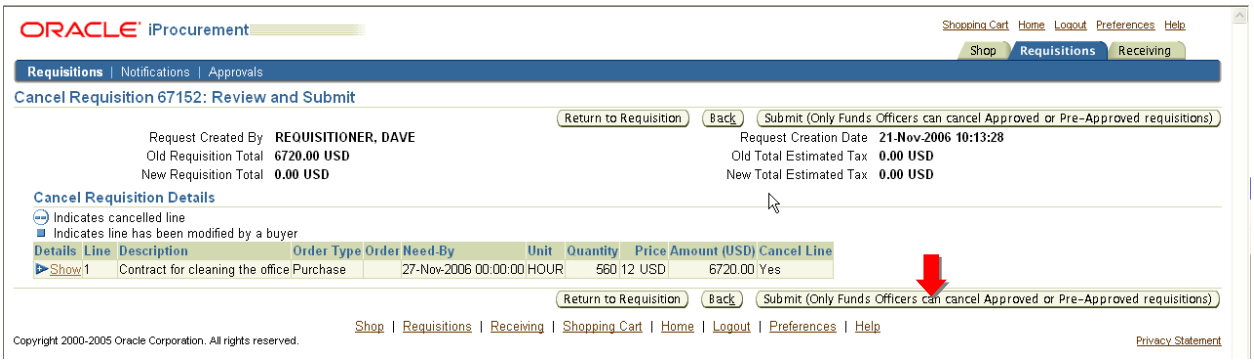


Tip! You can also cancel the Requisition by going to the *Requisition Details* page and clicking on the **Cancel Requisition** button there.

This will take you to the *Cancel Requisition* screen.

Tip! Though this example only has one line item, this page will allow you to cancel a single line item, multiple line items or the entire Requisition.

Review this information carefully to ensure that you won't accidentally cancel the wrong requisition. Once you are satisfied that this is the right Requisition, click on the **Cancel Entire Requisition (Only Funds Officers can cancel Approved or Pre-Approved requisitions)** button to go to the *Cancel Requisition: Review and Submit* page.



Review the information about the Requisition one final time. When you are ready, click on the **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)** button to finalize the cancellation. This will take you to the Co*nfirmation* page.

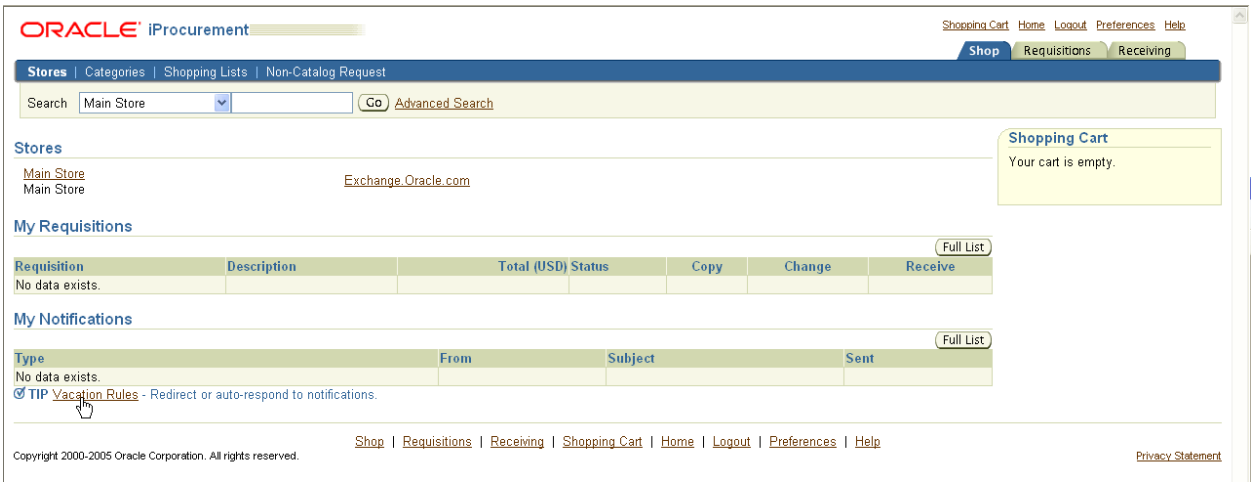
Managing Notifications

Reassign Notifications During Absence

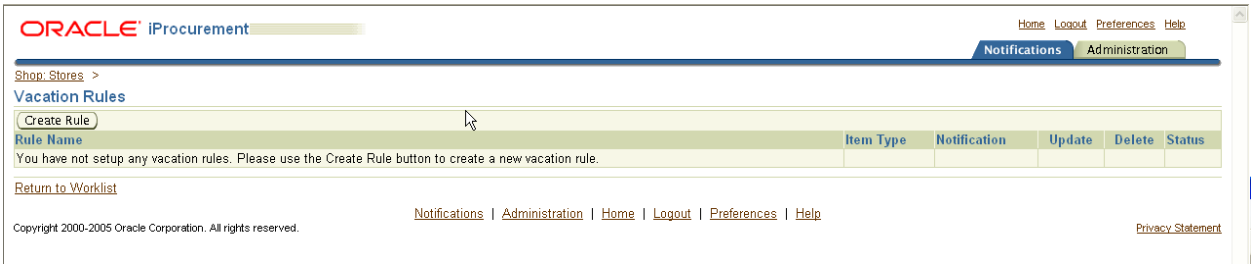
Management and Budget Approvers can create Notification Rules which automatically forward Requisition Approval Notifications to an alternate Approver when the original Approver unavailable to manage their Notifications directly, such as when they are absent for vacation. This allows a designated alternate to act in the place of the original Approver. This designated alternate is referred to as a **Proxy**.

> **Tip!** It is highly recommended that you check with the person who will be acting on your behalf before setting him/her up as a Proxy. In addition to being courteous, it will help ensure that the Proxy Approver will be available during your absence to handle your Notifications.

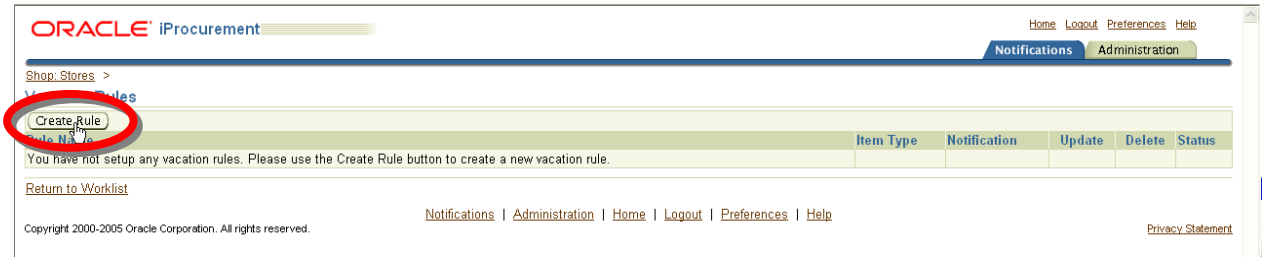
To reassign Notifications, click on the **Vacation Rules** link under the *My Notifications* section on the *Shop* page.



That takes you to the *Vacation Rules* page.

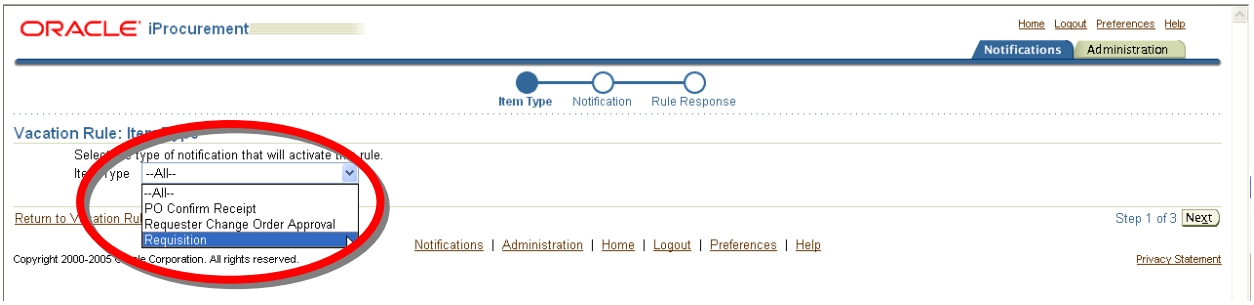


On the *Vacation Rules* page, click on the **Create Rule** button to be guided through the following three steps: (1) Notification Type, (2) Notification Format, and (3) Define Rule.



Step 1: Item Type

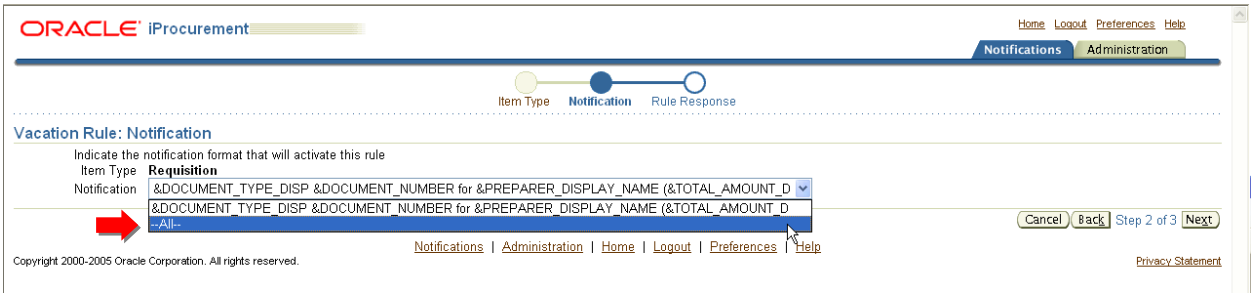
The options displayed will differ based on the rights and privileges assigned to your UserID. This is the page where you can choose what type of Notification Rule you want to create. An Approver wishing to have another Approver act in his/her stead should choose **Requisition** from the *Item Type* drop down menu.



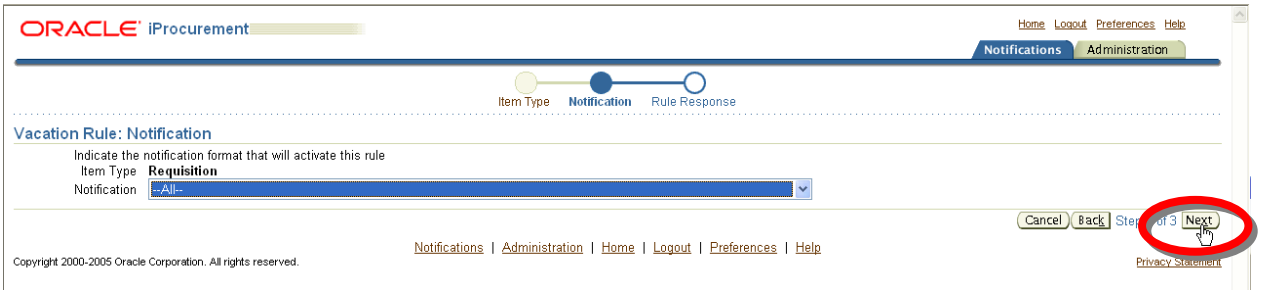
Once you have changed the *Item Type*, click on the Next button to move on to Step 2: Notification

Step 2: Notification

This is the page where you select the format in which the Notification will be sent to the Proxy. The default only covers one message type. Click on the arrow of the drop down menu and select **All** from the menu.



When the **All** is selected for *Notification*, click on the **Next** button to continue to Step 3 – Vacation Rule: Rule Response.



Step 3: Rule Response

IAS provides a number of options to define your Notification Rule. This is where you set the duration of the Notification Rule and what rights you want to give the Approver who will be acting as your proxy.

Enter in the appropriate information.

Start Date

This is the date and time you would like your rule to begin. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Note:** This will default to the current date and time.
>
> **Tip!** You can use the calendar feature for this date, just like the Need-By Date used when creating a Requisition. Simply click on the **Calendar** icon to quickly find a date.

End Date

This is the date and time you would like your rule to end. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Tip!** It is highly recommended that users set up an End Date for any Notification rules they create. If there is no End Date, you will have to remove the Notification Rule yourself.

Message

This is the message that the Proxy Approver will get with each Notification sent out.

Reassign

This option allows you to reassign your notifications to another user to act on your behalf. There are two types of reassignments: (1) Delegate your response and (2) Transfer Notification Ownership.

1. **Delegate your response**: This allows you to have another Approver work on your behalf, but you will retain the ownership of the document. That way, if there are errors that you need to correct later, you will still be able to find the document.

2. **Transfer notification ownership**: This option allows you to transfer ownership of a document to another user.

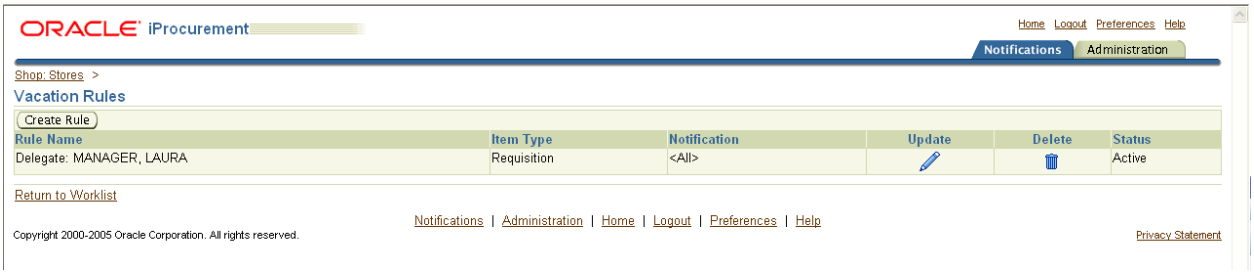
   Warning! If you transfer ownership of a document, you will not be able to work on that document in the future, even after the rule has ended or been removed.

Deliver Notifications to me Regardless of any general rules

This option allows you to override all previous rules created. This has the same effect as erasing all of the rules.

Once you have updated all the field appropriately, click on the **Apply** button to complete the rule setup.

This will take you to the *Vacation Rules* page where you can see your Rule.



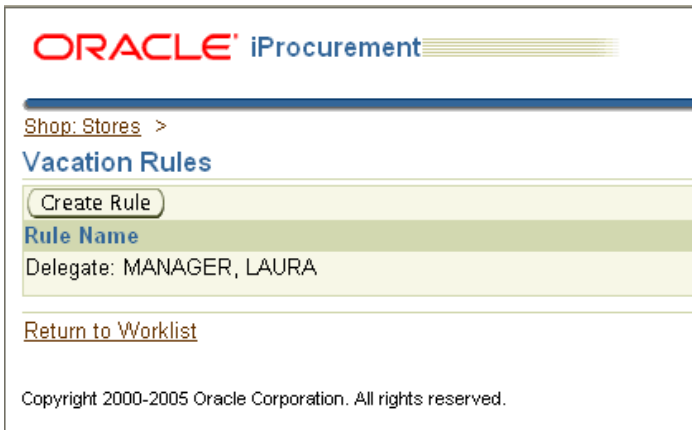
Note: The rule set up in this example has a status of *Active* because it was set to start immediately. If the rule you create is set up to start at some future date, it will be listed as *Inactive* until it goes into effect.

Warning! Rules can take up to 1 hour to take effect, even if they are set to go into effect immediately.

If you need to update the rule, simply click on the **Pencil** icon in the *Update* column.

If you need to delete the rule, click on the **Trash Can** icon in the *Delete* column.

To return to the *Shop* page, click on the **Shop: Stores** link in the top-left corner of the screen.



Receiving

Introduction

In the previous topic, you learned to manage Notifications and approve Requisitions. In this topic, you will learn how to receive goods and services, and correct Receipts.

Objectives

In this topic you will learn how to:

- Why Receipts are Important
- Use the Receiving Page
- Create a Full Receipt
- Create a Partial Receipt
- Viewing Receipts
- Correct Receipts
- Return Receipts
- Receiving Proxy Notification

Let's begin by learning more about Receipts and why they are necessary.

Why Receipts are Important

For many, the creation of Receipts is a new step in the procurement process. When the OCFO requested an enterprise wide procurement system for the USDA, it was decided that more duties would be separated from one another. For example, Contracting Officers cannot make the requests for goods and services because they award the contracts for those goods and services.

When the duties were being separated, it allowed for the opportunity to match up the different monetary document types, such as the IQ document for commitments, to ensure that funds were not being lost. This way, Commitments created during the Requisition process could be matched to the Obligations created during the Acquisition process. Then Obligations are matched to the Receipts that are created during the Receiving process and Receipts are matched to the Invoices created during Invoicing. When all the documents match up, according to both USDA and Agency Specific tolerance rules, then there is a 4-way match and the documents are validated.

The creation of Receipts allows for another check to ensure that the USDA is indeed receiving all of the good and services that are being requested and that the USDA is not over paying for those goods and services.

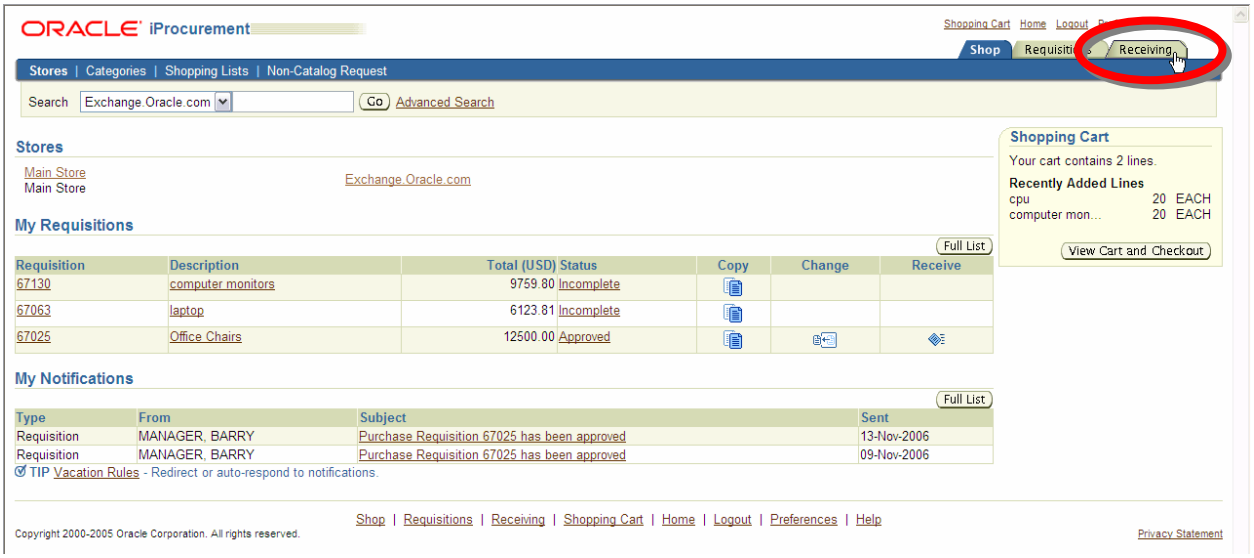
Next is the review of the *Receiving* page.

The Receiving Page

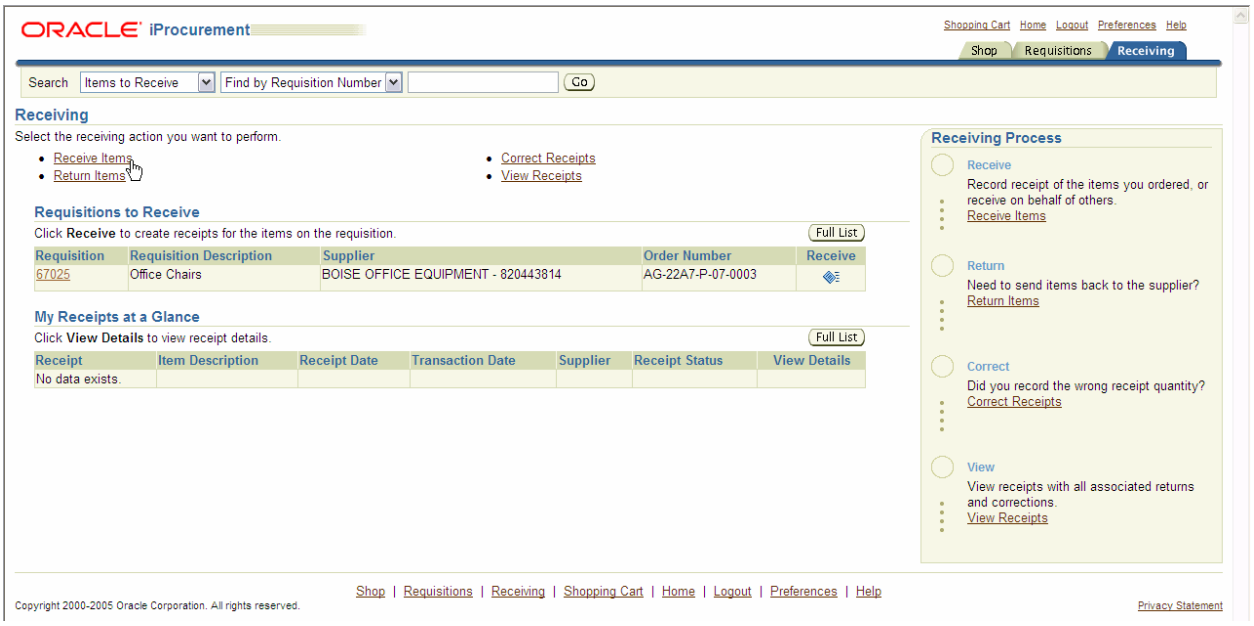
Receiving in IAS is required so that invoices may be processed. It is the system-based (IAS) process for acceptance of goods or services from a vendor. Receiving within IAS is a

simple, three-step process: (1) Selecting Items, (2) Entering Receipt Information, and (3) Submitting the Receipt.

When you log into the system, the main *Shop* page is displayed. To begin the Receiving process, click on the **Receiving** tab.

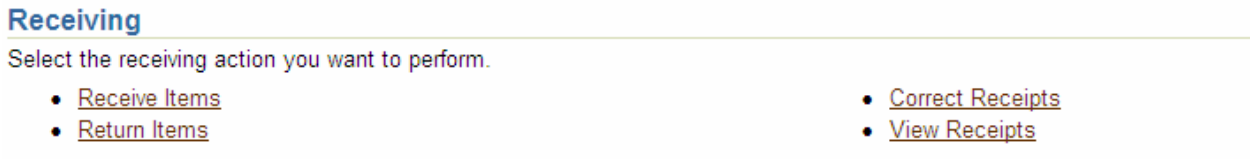


You should now see the Receiving page.



The *Receiving* page provides users with a number of receiving options.

In the *Receiving* section, users can choose to *Receive Items*, *Return Items*, *Correct Receipts*, and *View Receipts*.



Receive Items link

The **Receive Items** link allows you to record receipt of the items and/or services you ordered, or receive on behalf of others.

Return Items link

The **Return Items** link allows items and/or services to be returned and sent back to the supplier.

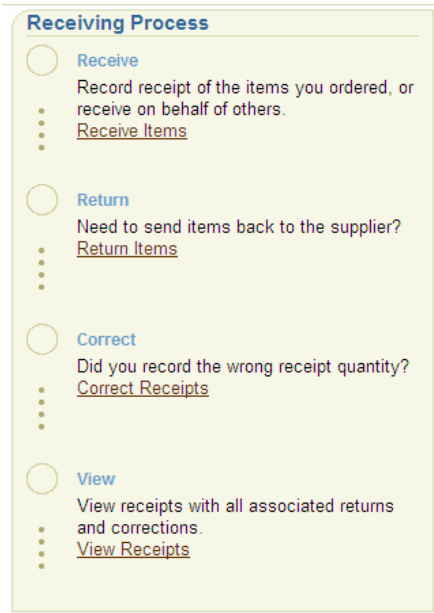
Correct Receipts link

The **Correct Receipts** link allows you to make corrections to your receipt, specifically quantity.

View Receipts link

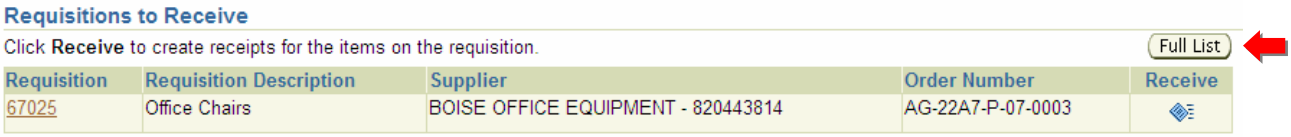
The **View Receipts** link allows receipts to be viewed with all associated returns and corrections.

These same options are offered to users on the right side of the *Receiving* page in the *Receiving Process* section.

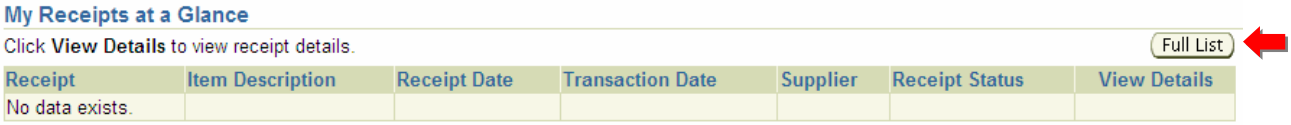


These links work just like the links along the top, allowing you to quickly access lists of requisitions or receipts categorized by what action you want to take: *Receive Items*, *Return Items*, *Correct Receipts* or *View Receipts*.

The *Requisitions to Receive* section of the *Receiving* page provides a partial list of Requisitions awaiting action. To view all Requisitions pending receipt, click on the **Full List** button in this section.



The *My Receipts at a Glance* section of the *Receiving* page provides a partial list of Receipts that have already been created. To view a short list of Receipts that you have created, click on the **Full List** button in this section.

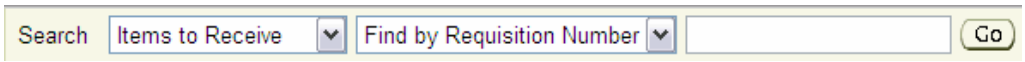


Note: If the *Full List* is too large to manage, use the **Search and Select** tool to refine your results.

You can begin receiving items in a variety of ways:

- Click on the **Full List** button, and select a specific Requisition to receive.
- Click on the **Receive Items** link at the top of the page under the Receiving heading.
- Click on the **Receive Items** link in the Receiving Process box on the right hand side of the screen.
- Search for a particular requisition to receipt against using the *Search Box* at the top of the page.

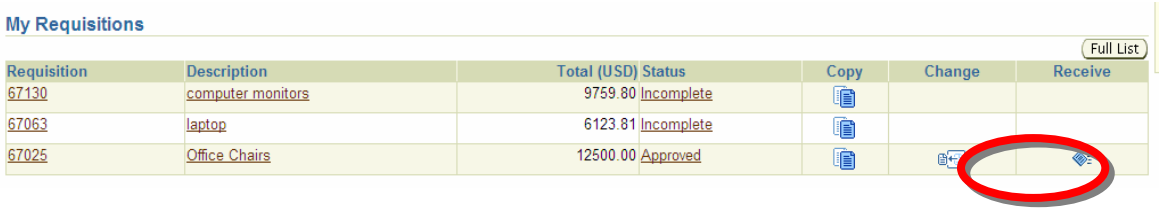
With the search tool you can quickly access a particular Requisition or Receipt using information about that document.



The first search box allows you to pick which type of document you would like to search for: (1) Items to Receive, (2) Items to Return, (3) Receipts to Correct, or (4) Receipts to View.

Once you select the type of document you want to retrieve, you can then search by three different criteria: (1) Order Number, (2) Requisition Number, or (3) Supplier.

Tip! You can also Receive for a specific Requisition by clicking on the Receive icon in the *My Requisitions* section of the *Shop* page.



Note: Express Receiving functionality has been removed from IAS. The Receiving process has been simplified in this new release to ensure quick, accurate receiving for users.

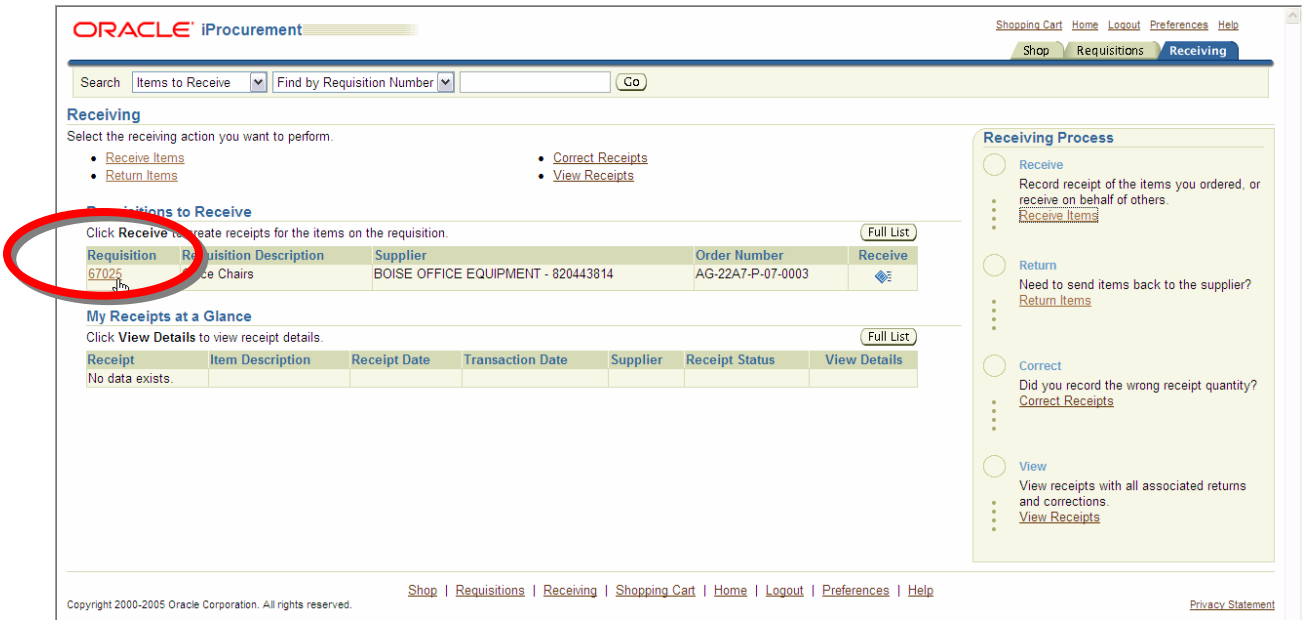
Simple Receiving – Full Receipt

Now, let's take a closer look at the Receiving process. Receiving within IAS is a simple, three-step process: (1) Selecting Items, (2) Entering Receipt Information, and (3) Submitting the Receipt.

Step 1: Selecting Items

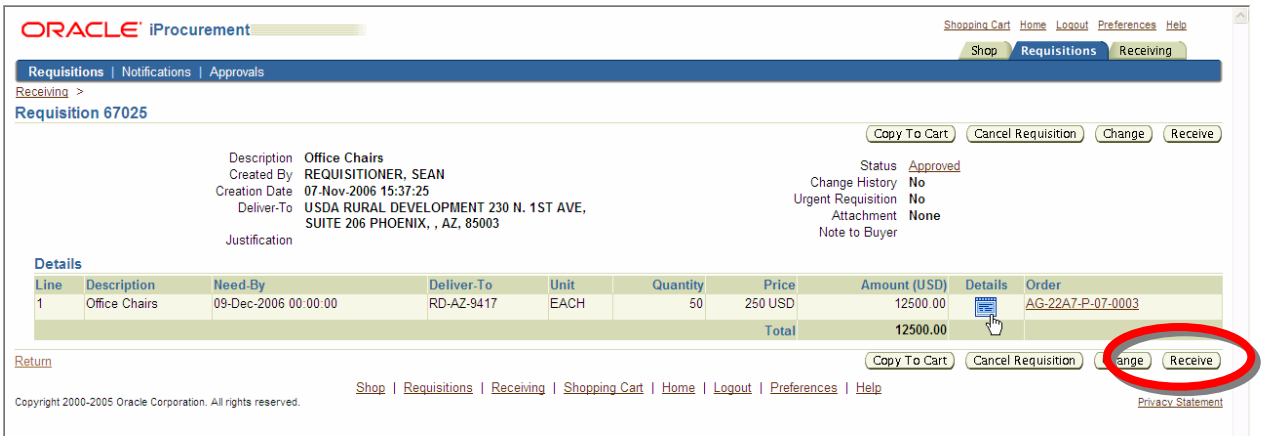
The first step in the full Receipt process is to find the Requisition that is associated with the goods/services that were received. If it is a Requisition that you created, it will be in the list of *Requisitions to Receive* section of the *Receiving page*. That is where we will find the first Requisition we are going to work on.

Click on the link for the appropriate Requisition in the *Requisition* column of the *Requisitions to Receive* section of the *Receiving* page.



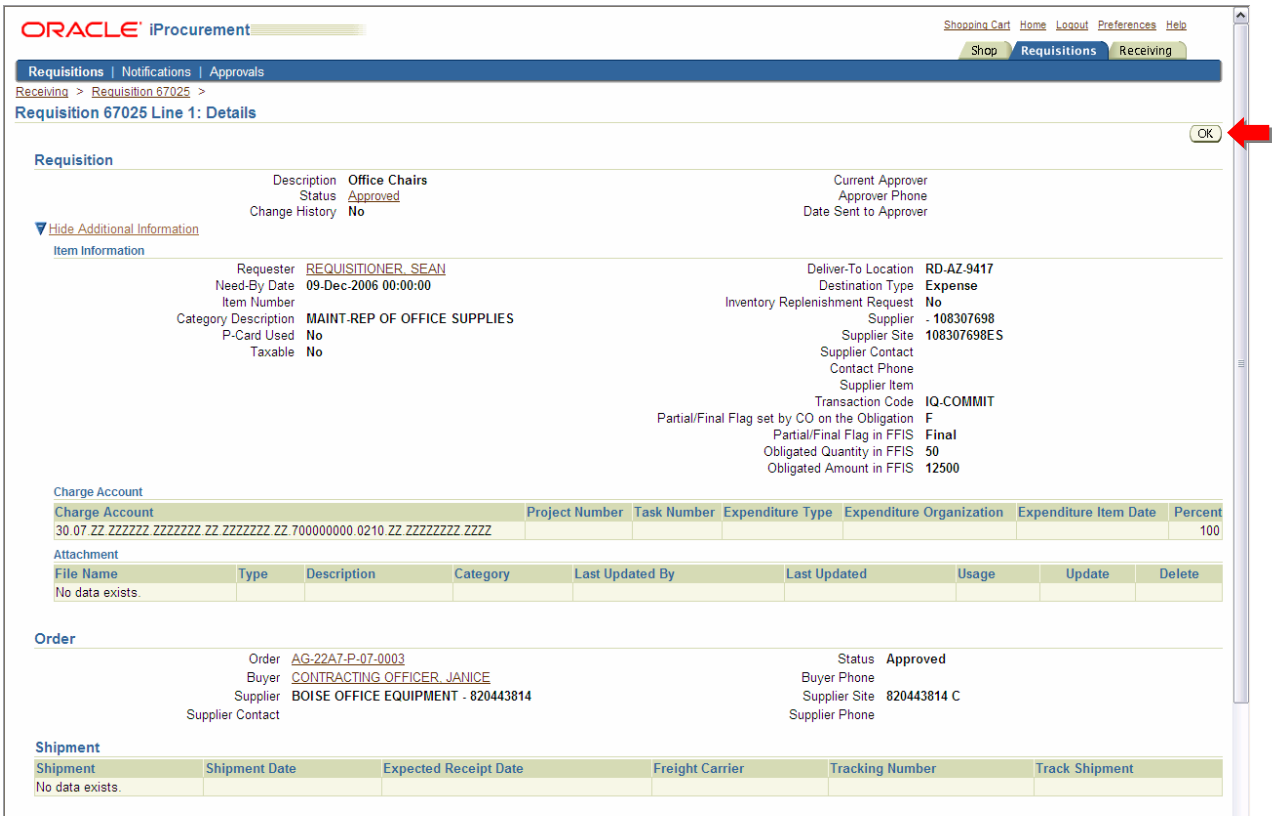
This will take you to a page displaying the details of your Requisition. Notice that the Requisition has a Purchase Order number listed in the *Order* column. That means that the Requisition has been awarded and Receipts can be entered into IAS.

Next, click on the **Receive** button at the bottom of the *View Requisition Details page*.

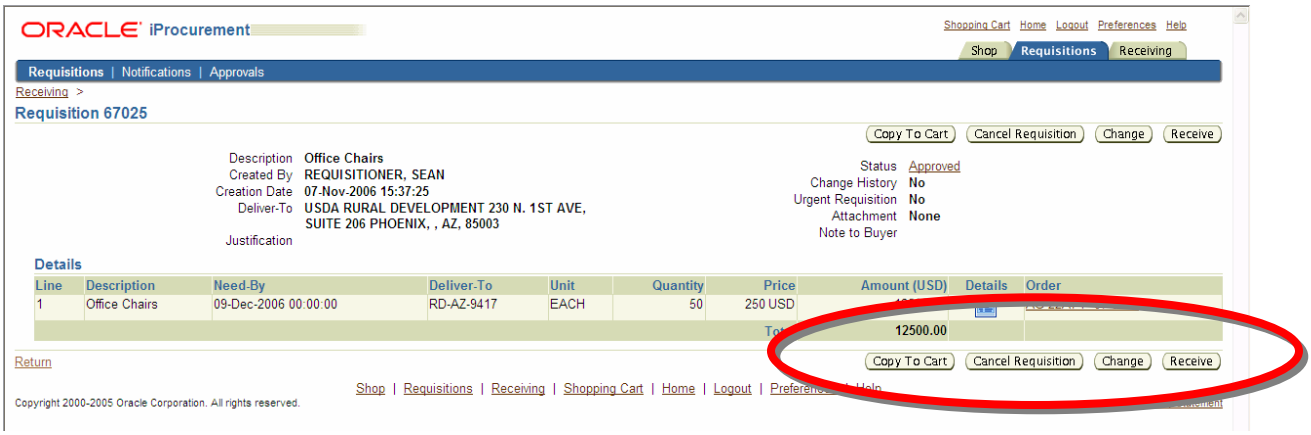


Note: Click on the **View Details** icon in the *Details* column to access additional line details.

Clicking the **Show Additional Information** link will provide a further level of detail.



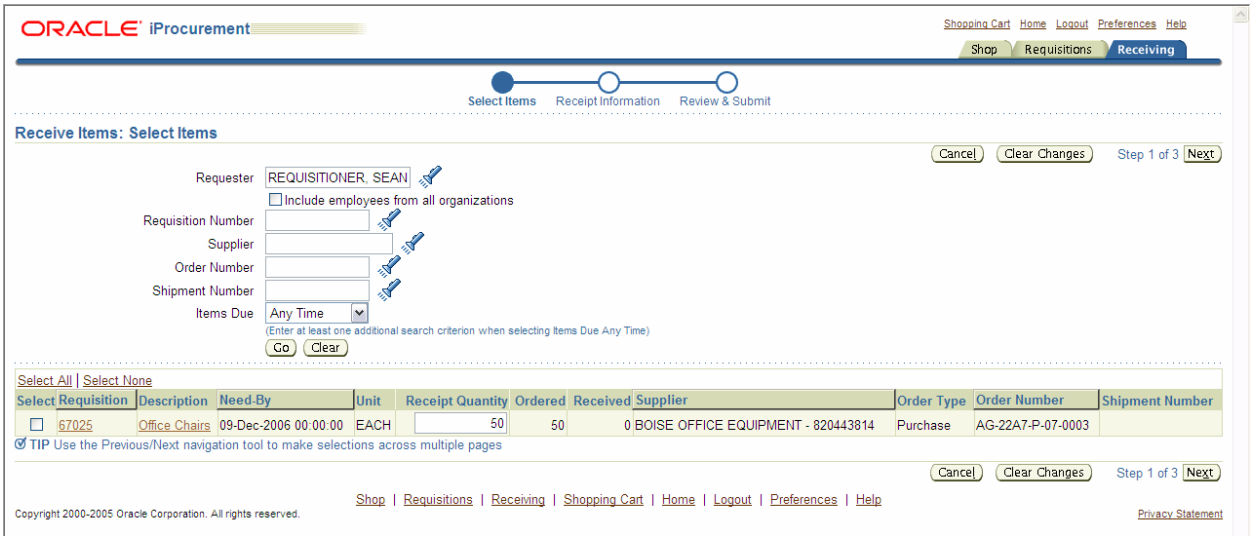
Once you have reviewed the details of your Requisition, click the **OK** button to return to the first Requisition detail page.



From this page, you are presented with four options:

- **Copy to Cart** – This button allows you to copy the line items to your *Shopping Cart* to add them to a new Requisition.
- **Cancel Requisition** – This button allows you to begin the process of canceling your Requisition. This process will be covered in another section.
- **Change** – This button allows you to begin the process of changing your Requisition.
- **Receive** – This button allows you to start the Receiving and Receipting process.

Click the **Receive** button to continue. This will take you to the *Receive Items: Select Items* page.

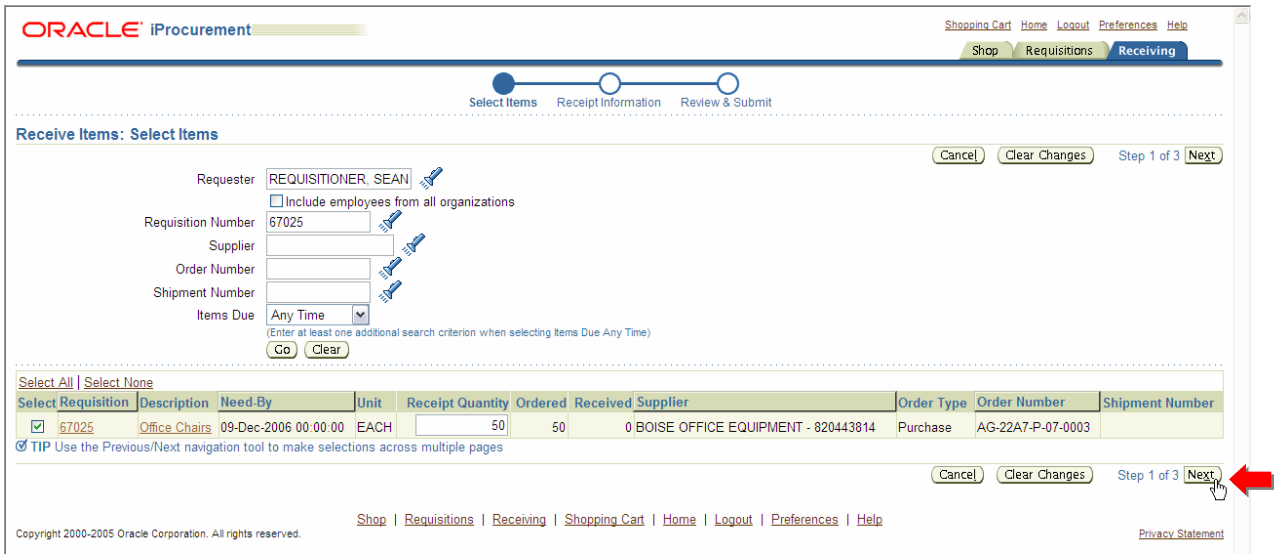


Tip! Notice that the Progress Bar at the top serves as an indicator to which step you are currently in during the Receiving Process.

On the *Receive Items: Select Items* page, select the Requisition Line Item for action. For this example, we are viewing a Requisition that contains only one Line Item. Enter in the amount/quantity you wish to receive in the *Receipt Quantity* field.

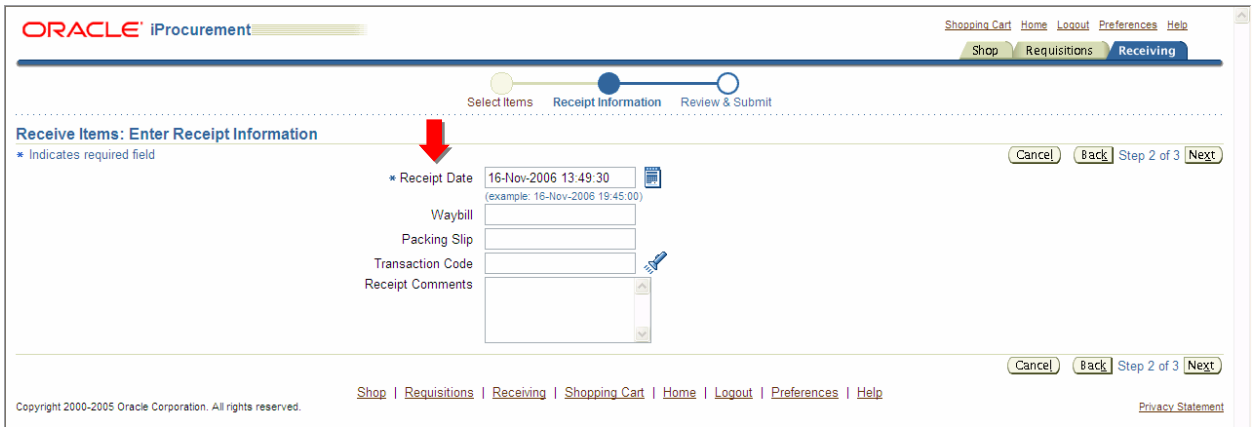
Select	Requisition	Description	Need-By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
☐	67025	Office Chairs	09-Dec-2006 00:00:00	EACH	50	50	0	BOISE OFFICE EQUIPMENT - 820443814	Purchase	AG-22A7-P-07-0003	

The system defaults to what is open to Receipt. If you wish to change this amount, click in the field and enter the correct amount. Finally, click on the **Next** button to proceed.



Step 2: Entering Receipt Information

Step two of the Receiving process is to enter your Receipt Information into IAS. This will take you to the *Receive Items: Enter Receipt Information page*. This page provides an opportunity to document Receipt information not already captured.



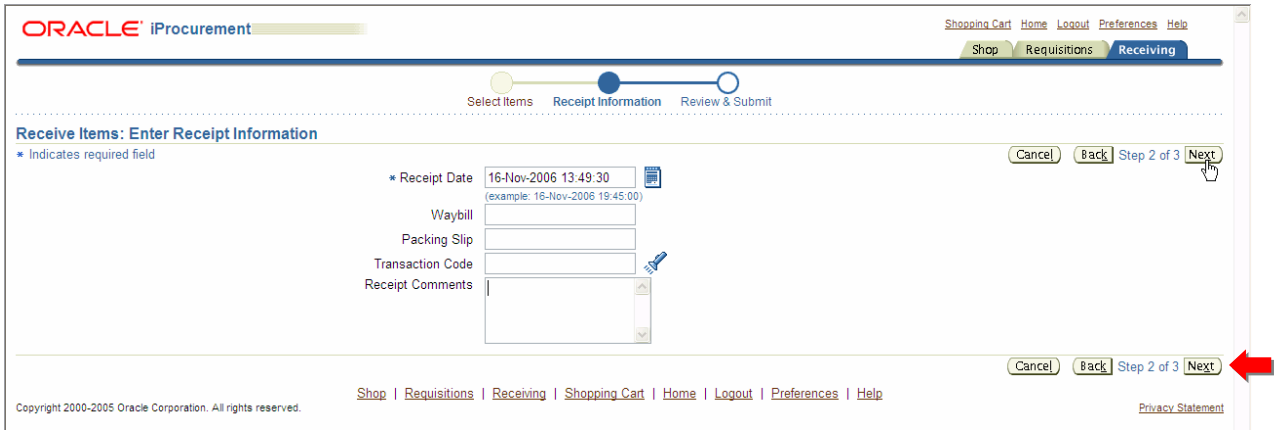
The *Receipt Date* is the date you received and accepted the items. This field populates with the current date by default. If you did not accept the items today, change this date to reflect the actual acceptance date. To update it you can click in the field and type the date, it must be in the correct format: **DD-MMM-YYYY HH:MM:SS**. For example, August 7, 2006 at 2:45 pm will look like 07-Aug-2006 14:45:00.

You can also utilize the calendar function to update the date.

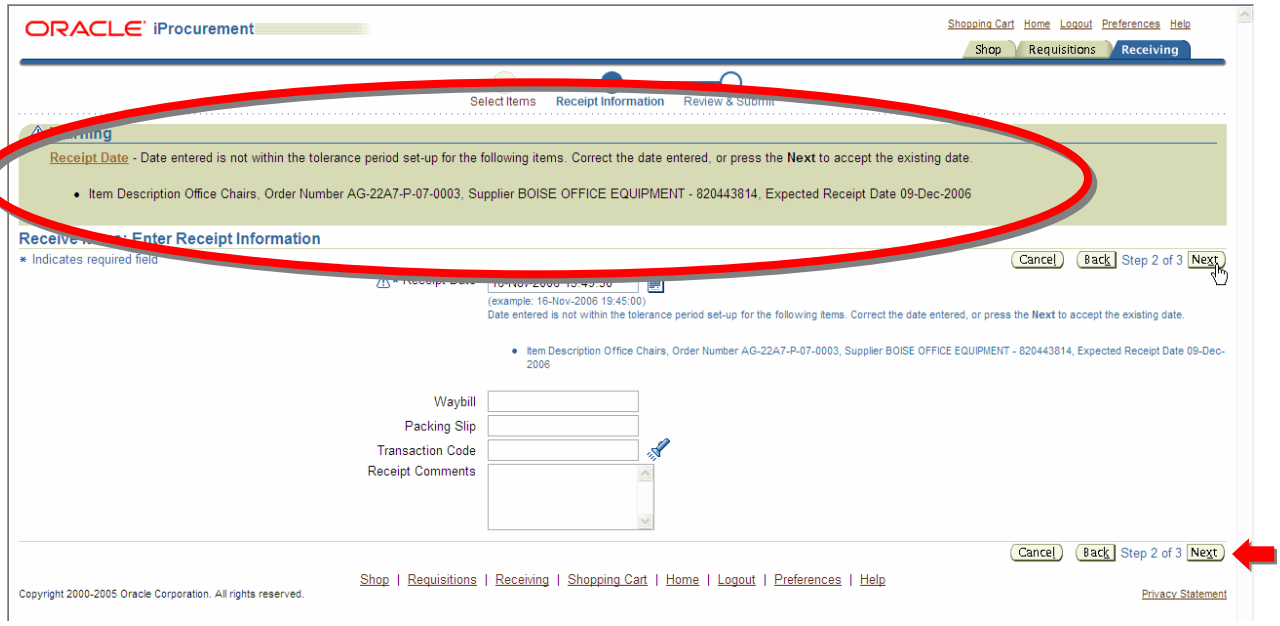
Note: A date from the past may be entered if that was when the goods or services were accepted.

Warning! This date is critical to processing invoice in accordance with Prompt Pay guidelines. For more information on the Prompt Pay Act, please refer to the Prompt Pay Web site - http://www.fms.treas.gov/prompt/regulations.html.

After entering your Receipt information, click the **Next** button to proceed.

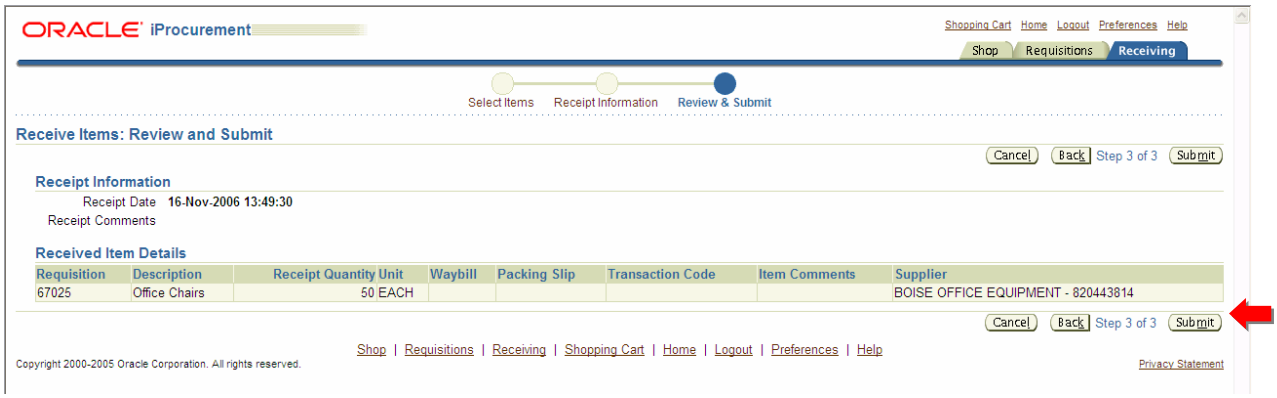


Warning! When you select the **Next** button, you might receive a **Warning** at the top of the *Receive Items: Enter Receipt Information* screen. If you want to keep the existing date you have entered, click **Next** again to continue on to Step 3.
This **Warning** will not keep you from completing the Receiving process. It serves as a check to make sure you have correctly entered your *Receipt Date*.



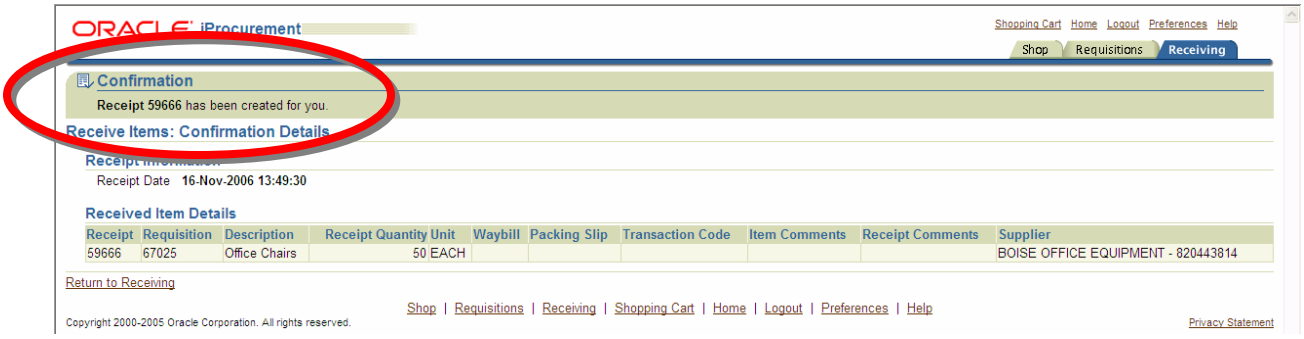
Step 3: Submitting the Receipt

The final step in the Receiving process is to submit your Receipt.



Before you complete the Receipt, it is always a good idea to review the Receipt details. Use the browser's Back button to edit any information on previous pages.

Click the **Submit** button to complete the Receipt. The *Confirmation* page will indicate the Receipt has been successfully created and a Receipt number will appear below the *Confirmation* heading.



Remember! Verify that you have the confirmation and Receipt number. This will indicate the transaction has been sent to FFIS for validation. If there are any messages from FFIS, you will receive an email with the details. You will need to contact your Document Resolution Manager (DRM) for assistance if there are any reject messages from FFIS.

Complex Receiving – Partial Receipt

Partial Receipt Business Process

If only some of the items requested are delivered or if the Requisition was for a contract that will be paid out over time, a partial Receipt must be created. You should create the Receipt as soon as possible after receiving the goods or services. This is especially important for Prompt Pay Rules.

Prompt Pay Act

The Prompt Pay Act limits the amount of time within which a Vendor must be paid, once they have rendered and billed for a good or service depending on the type of good or services, before interest payments are incurred. This duration is calculated from the date the goods were received (i.e. the Receive Date entered in IAS) or the date the Invoice was received from the Vendor, whichever one is later. If the Vendor is not paid within Prompt Pay Act allotted time frame, then the Vendor is due interest on the goods or services.

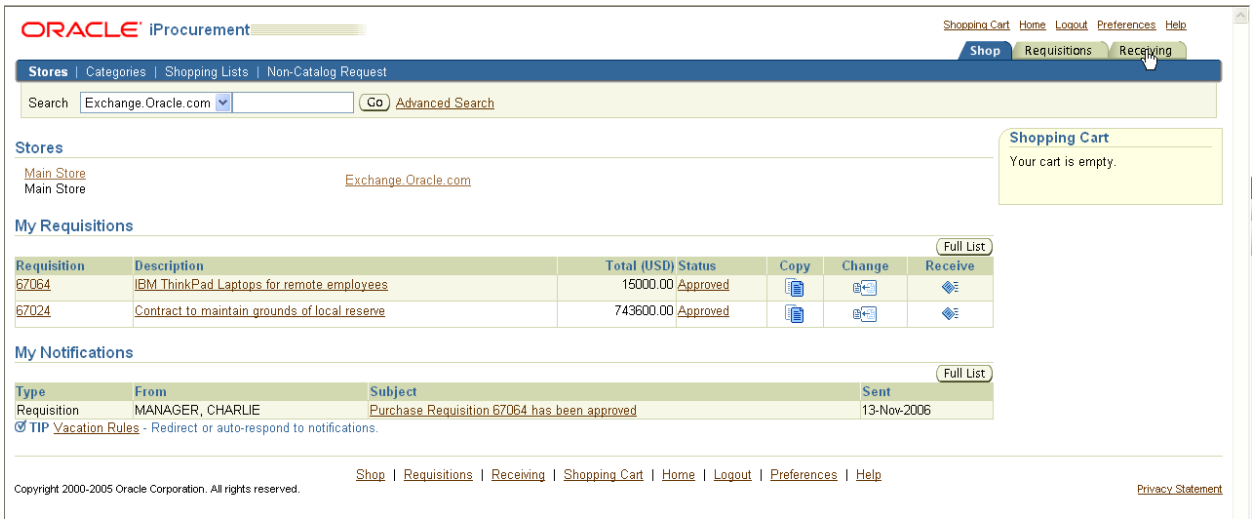
> **Tip!** It is very important to enter in Receipts in a timely fashion so that Invoices can be processed quickly and the Vendors can get paid.

For more information on the Prompt Pay act, including details on how the interest is calculated or the turn around time for Vendor payment is calculated, please refer to the Prompt Pay Web site - http://www.fms.treas.gov/prompt/regulations.html.

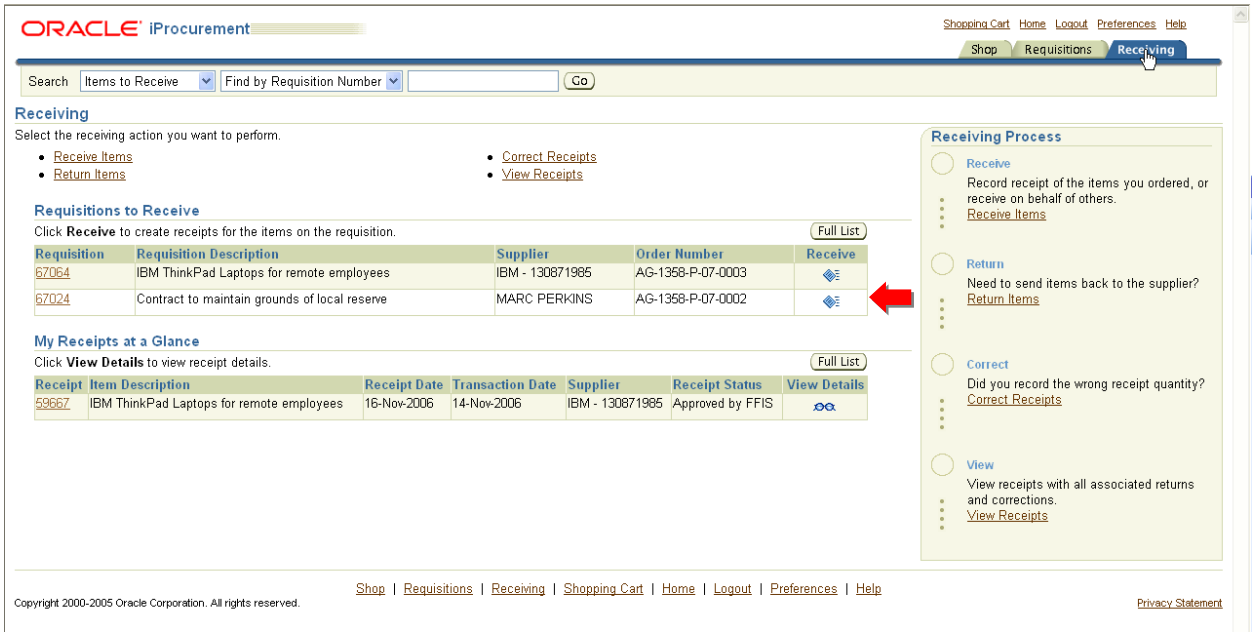
Creating a Partial Receipt

There are many ways to access the Receiving function in IAS. To quickly access the receiving from the *Shop* page, look for your Requisition in the *My Requisitions* section. If your Requisition has been awarded, then your Requisition will have a Receive icon in the *Receive* column. Simply click on the **Receive** icon to jump straight to the *Receive Items: Select Items* page.

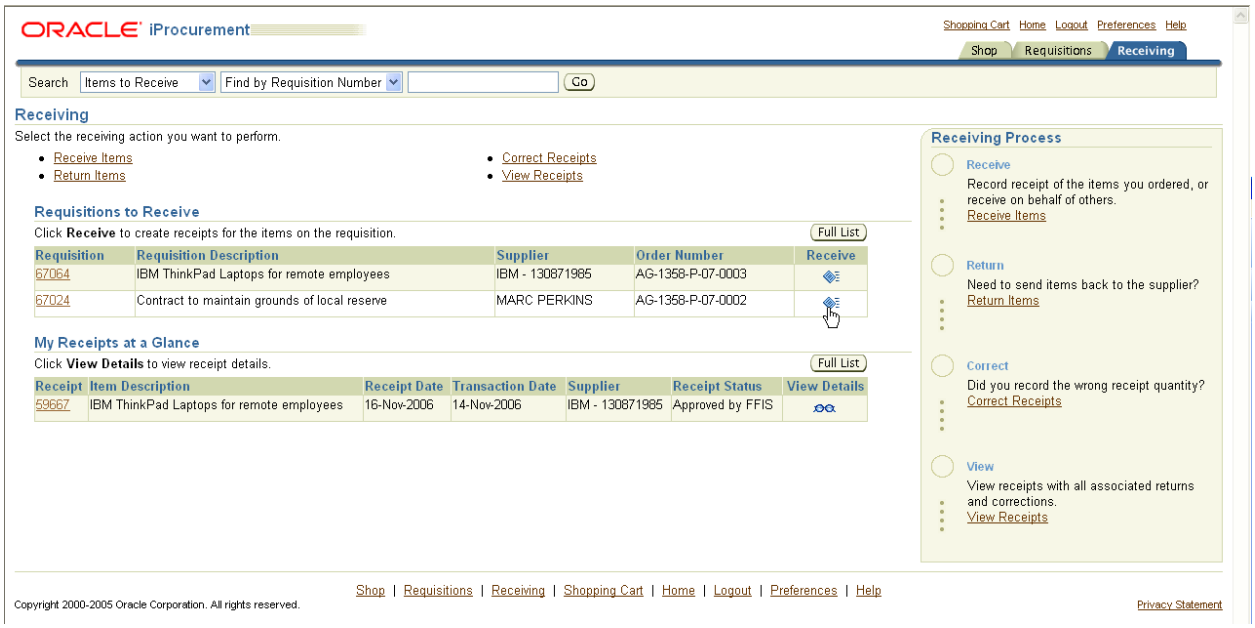
If your Requisition doesn't appear in the *My Requisitions* section of the *Shop* page, then you can access the Requisition from the *Receiving* section of the Requisitioning Module. Click on the **Receiving** tab to go to the *Receiving* page.



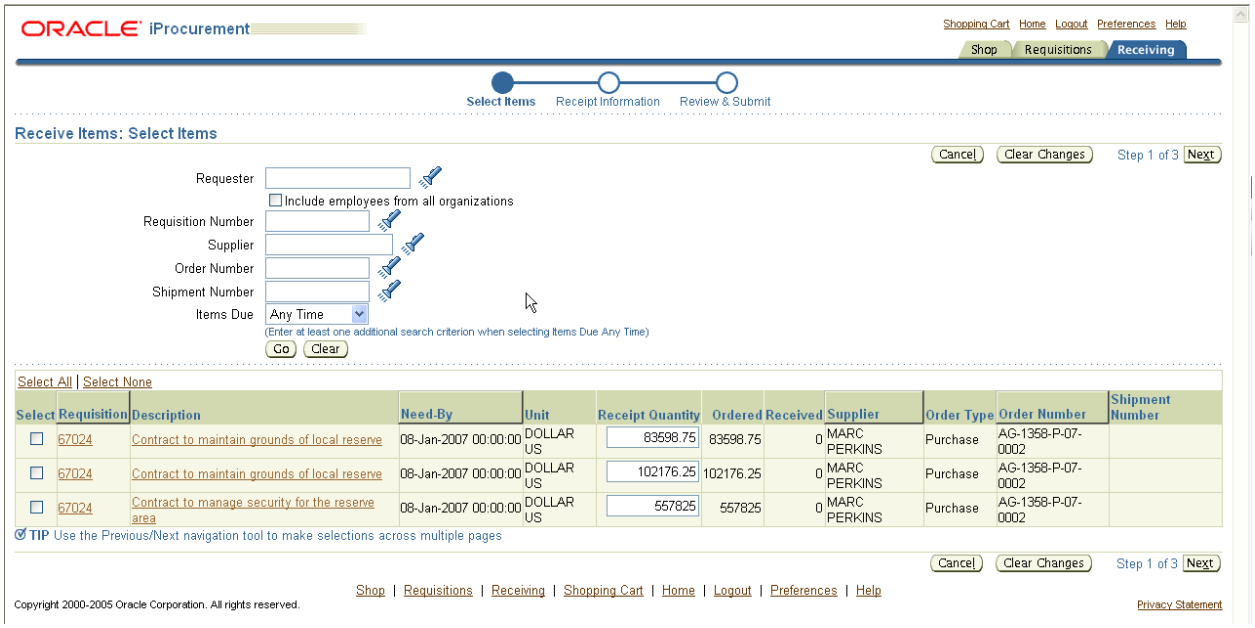
On the *Receiving* Page, you can see the Receipts that you've created and the Requisitions that are ready for Receiving. You can also search for Requisitions using the Search feature.



In this example, some of the services for the "Contract to maintain grounds of local reserve" have been completed. To Receive for that Requisition, number 67024, click on the **Receive Items** icon .

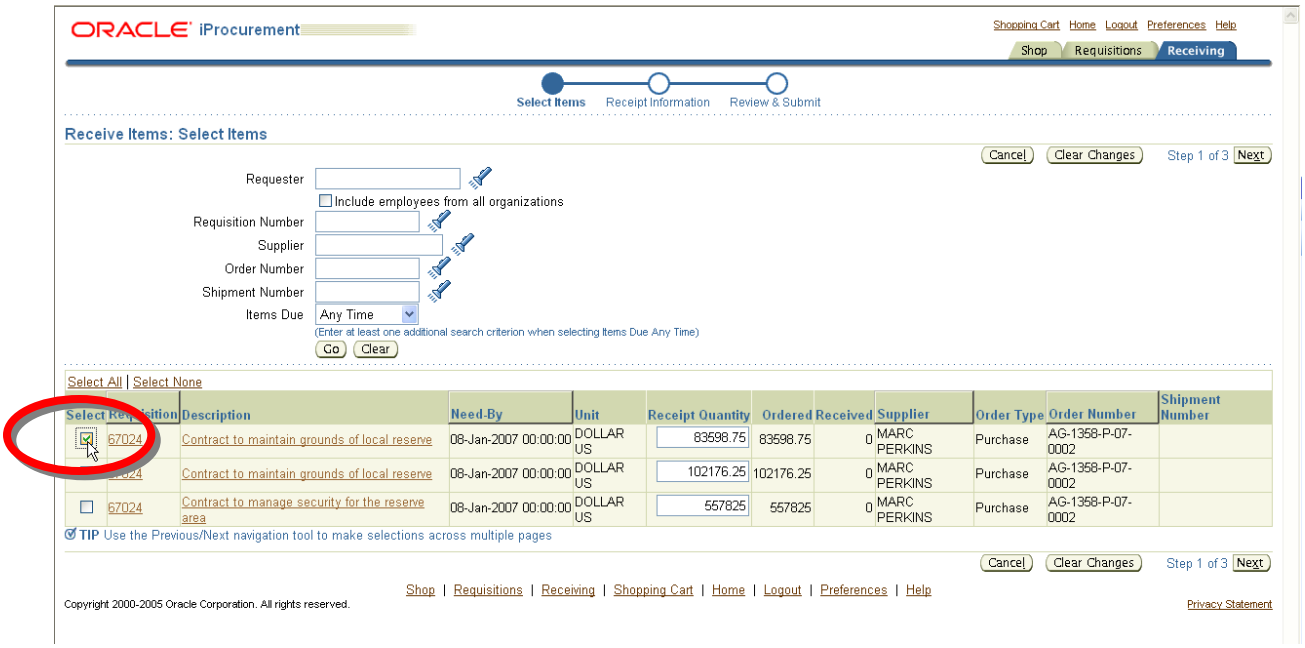


This will take you to the *Receive Items: Select Items* page.

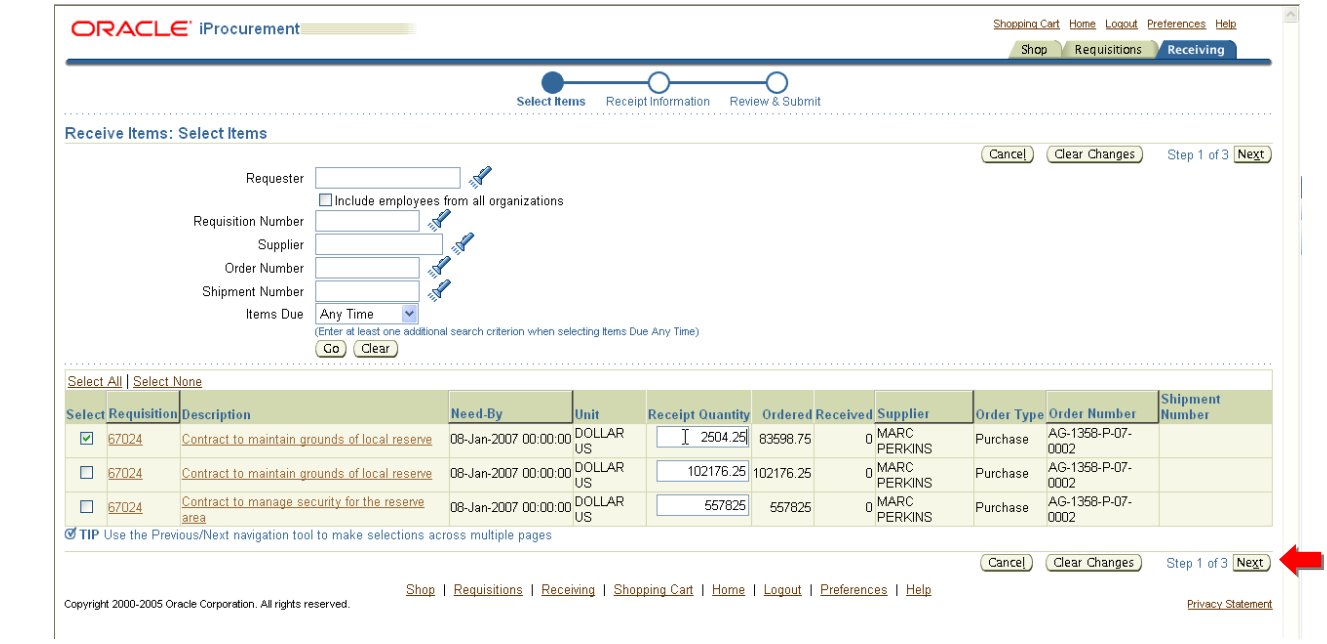


Notice that this Requisition has three line items, two line items with for the same thing. The line items in the *Receiving* section correspond to the Accounting lines set up in the Requisition. This allows you to Receive for the appropriate accounts.

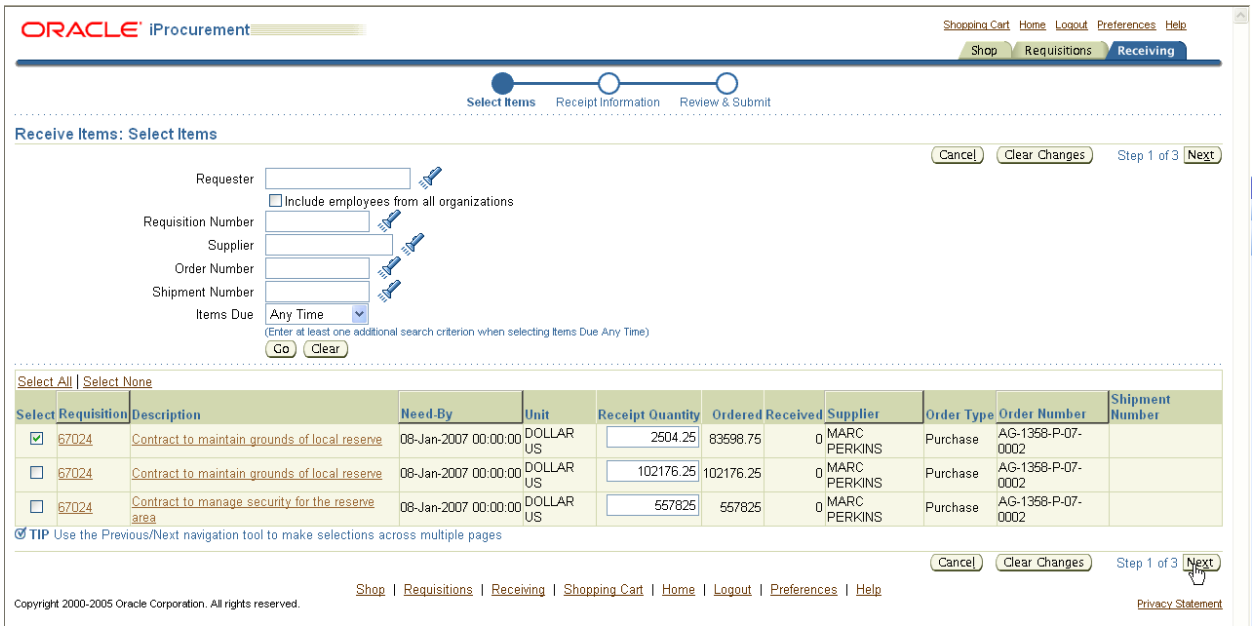
On the *Receive Items: Select Items* page, pick the line item for which you want to create a Receipt. Check the **Select Check Box** in the *Select* column.



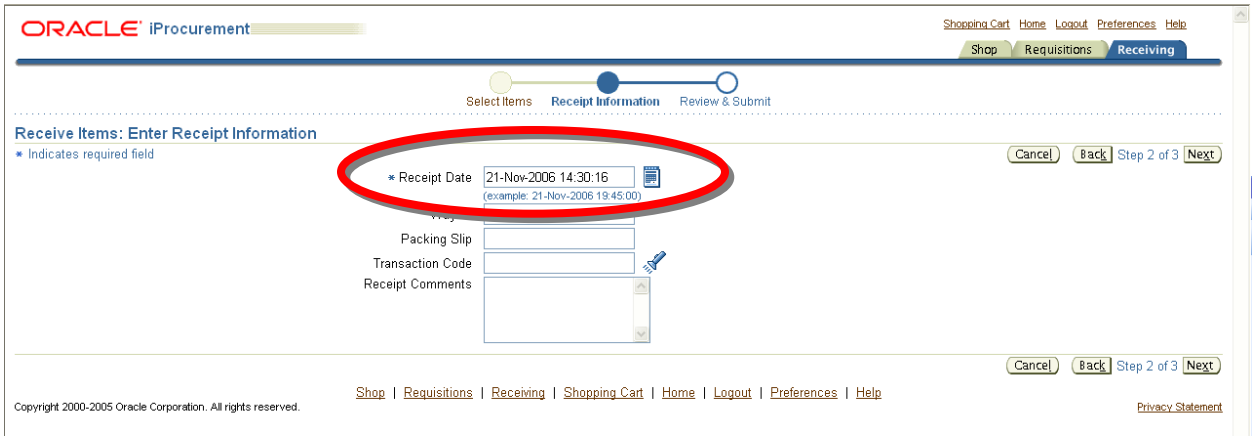
Then enter the amount received in the *Receipt Quantity* field.



Once you have completed the appropriate fields, continue through the Receiving process by clicking on the **Next** button.



This will take you to the *Receive Items: Enter Receipt Information* page.

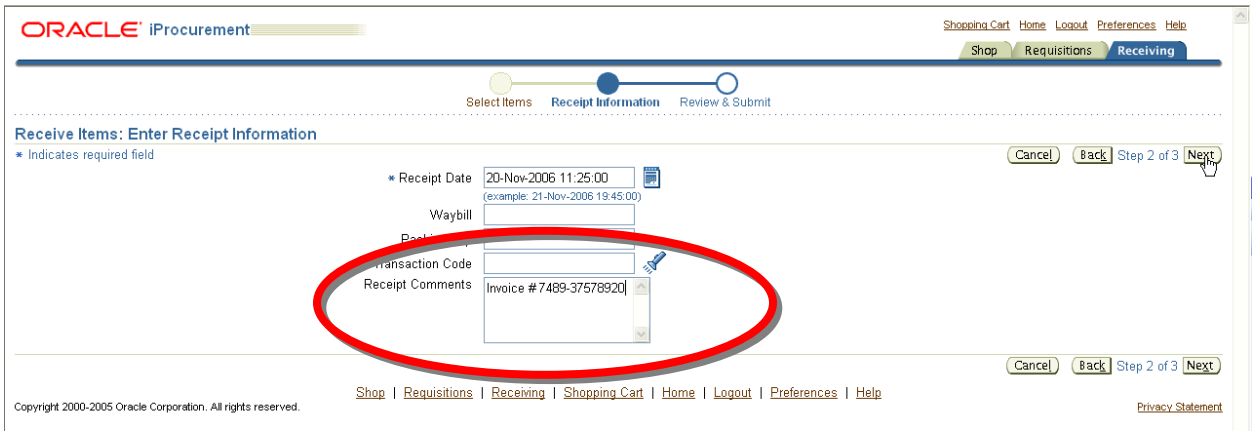


Adjust the *Receipt Date* to the day you actually received the goods. In the case of prolonged contracts where you receive the goods over time, enter the last date of services reflected in the amount received. For example, if you are paying for a service contract, you will probably be entering the Receipt for the services when you get the invoice for those services. The Receipt date is the last day services were rendered. In this example, the last date services were rendered was November 20th, 2006 at 11:25 am, so that is the date entered into the Receipt field.

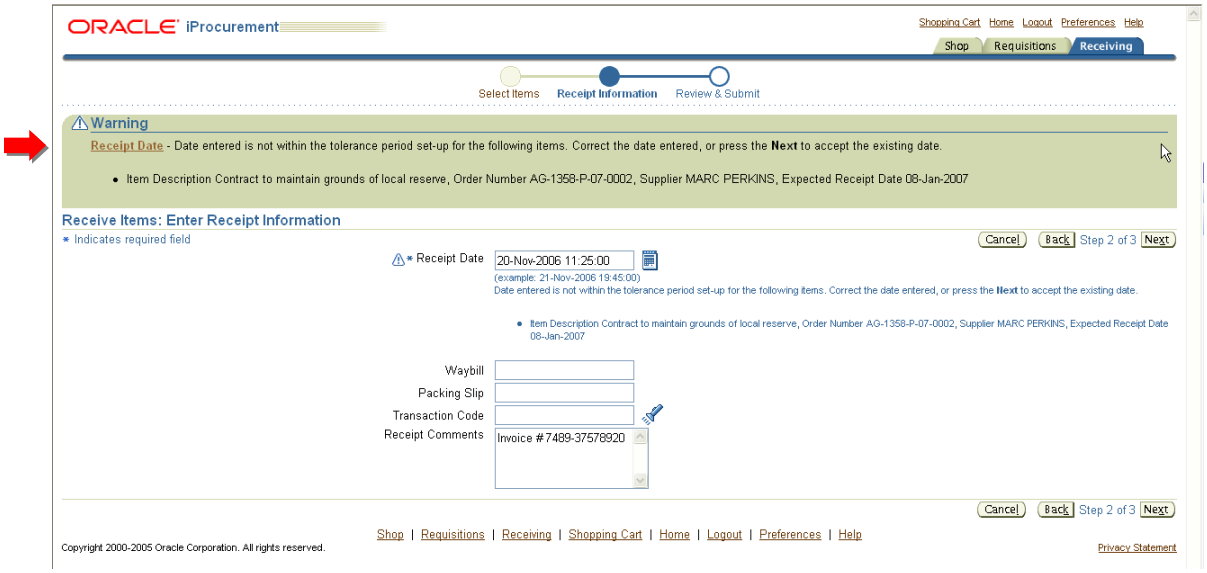
Enter any comments necessary in the *Receipt Comments* field, such as the Invoice number for future reference.

> **Tip!** It is recommended that you use the Receipt Comments field for information such as the Invoice number or that the receipt is final. This will help to troubleshoot any errors associated with your Receipt, and provide a reference if you need to view the Receipt again later.

When you have filled in all the appropriate fields, click the **Next** button to continue through the receiving process.



Note: IAS has default tolerances set up for the *Receipt Date* field. IAS expects you to receive your items within 2 days of the *Need-by Date* originally set up with the Requisition. If your *Receipt Date* does not fall within those parameters, IAS will give you a warning when creating your Receipt.

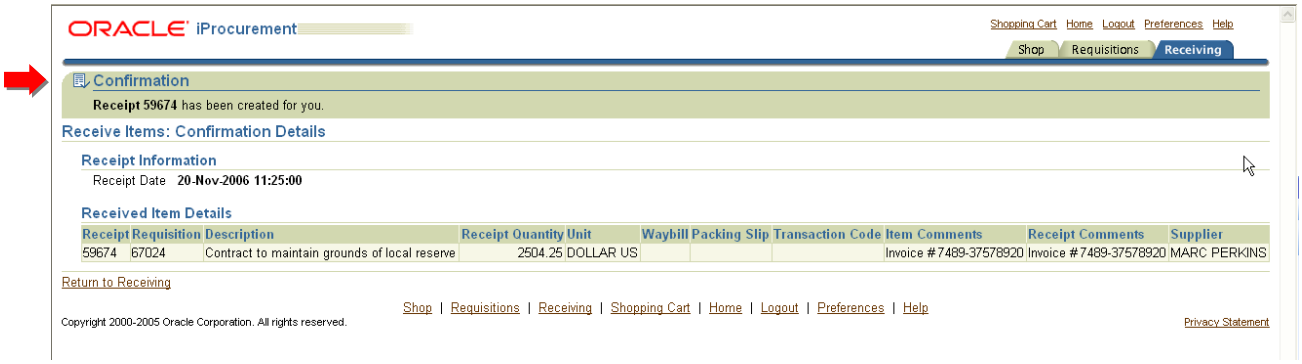


This warning is to help you make sure you are entering the correct receipt date. If the date is correct, then simply click the **Next** button again to continue to the final step.

This will take you to the *Receive Items: Review and Submit* page.

Review your Receipt one last time. When you are sure that everything is correct, click on the **Submit** button to complete the Receipt.

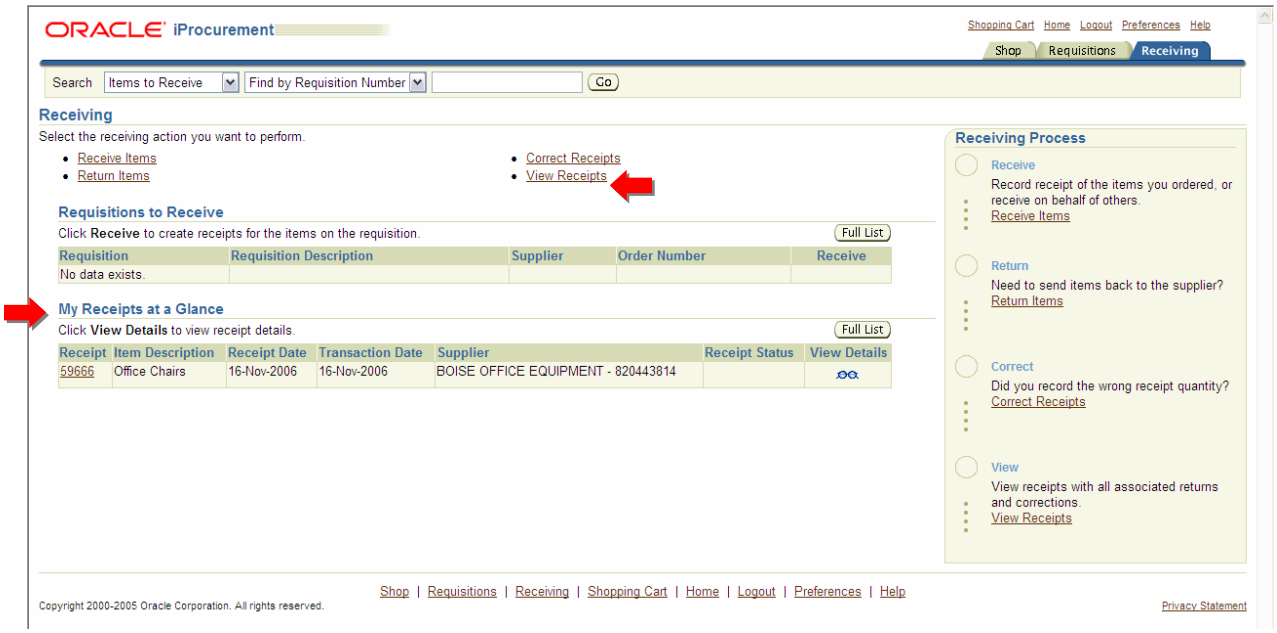
This will take you to the *Receive Items: Confirmation Details*.



Now, the Receipt is complete.

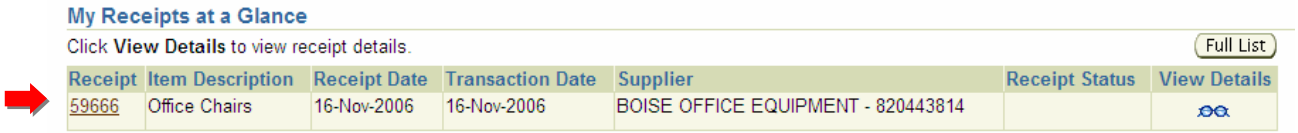
Viewing Receipts

From the Receiving home page you can view all of your Receipts. If you need to make a correction or return an item, you can begin doing so from here.

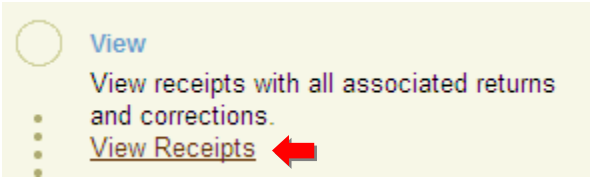


You can view your Receipts in a variety of ways:

- Click on the **View Receipts** link at the top of the page under Receiving.
- Click on the links in the *My Receipts at a Glance* section.



- Click on the links in the Receiving Process box on the right hand side of the page.



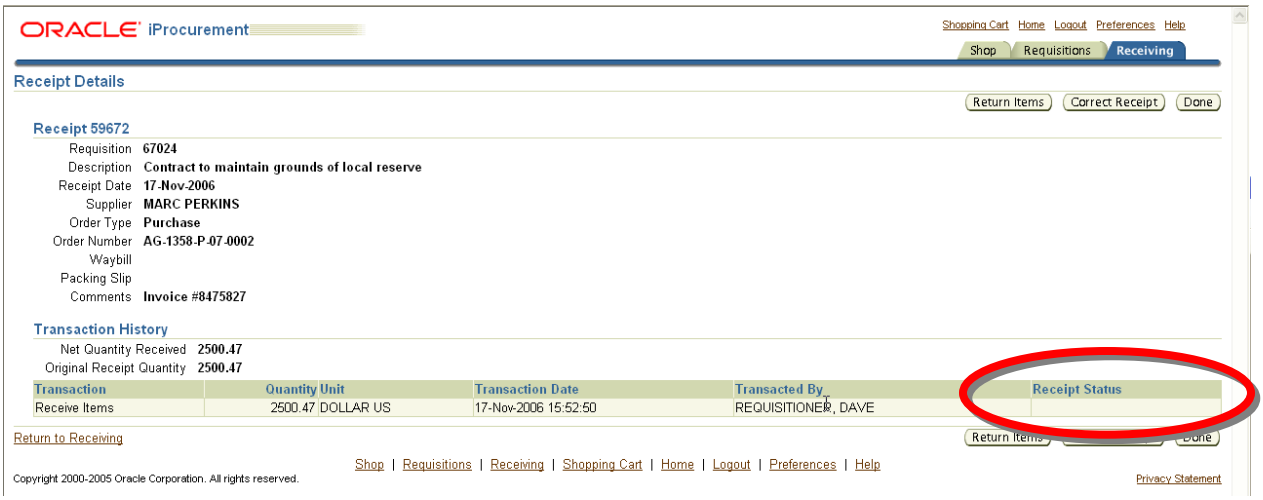
- Click on the Glasses icon in the View Details column.
- Select the Full List button and select a Receipt from the View Receipts page.

Accessing the Receipt Status in IAS

As previously stated, in IAS Release 3.0, a user can view the status of Receipts in FFIS by viewing the Receipt Details. There are 3 status messages: Blank (no message), Approved by FFIS, or Rejected by FFIS.

Blank Status (no message)

The status field is blank when the Receipt is first submitted to FFIS. Since FFIS has not yet processed the Receipt, it has not sent a message back to IAS.



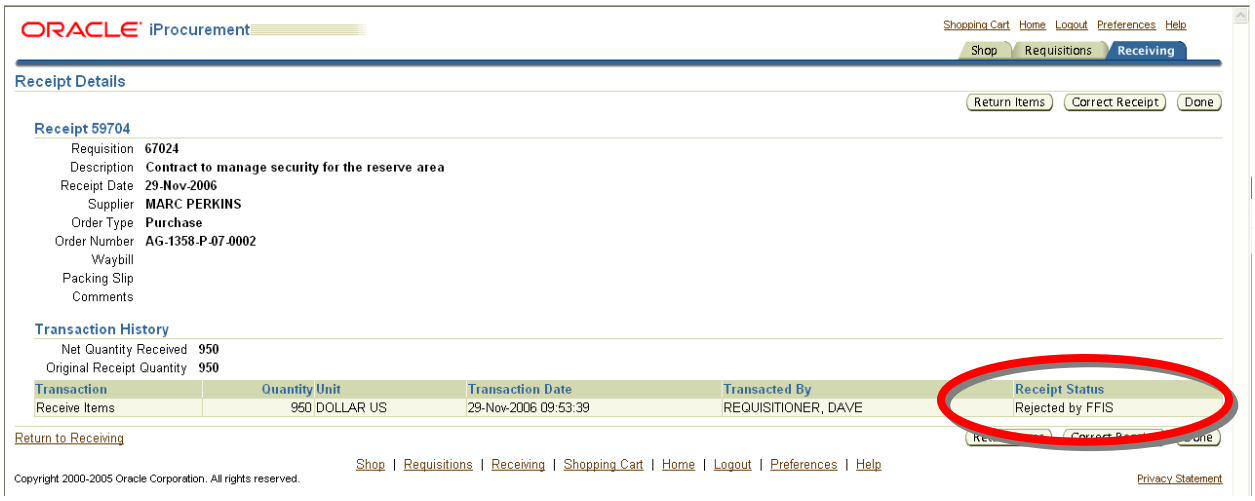
Approved by FFIS

The Receipt was sent to FFIS and there were no errors. The Receipt is now complete in the system.

Rejected by FFIS

The Receipt was sent to FFIS and there were errors. The Receipt must now be corrected or returned. At this point, the user should contact their Receipt Document Resolution Manager

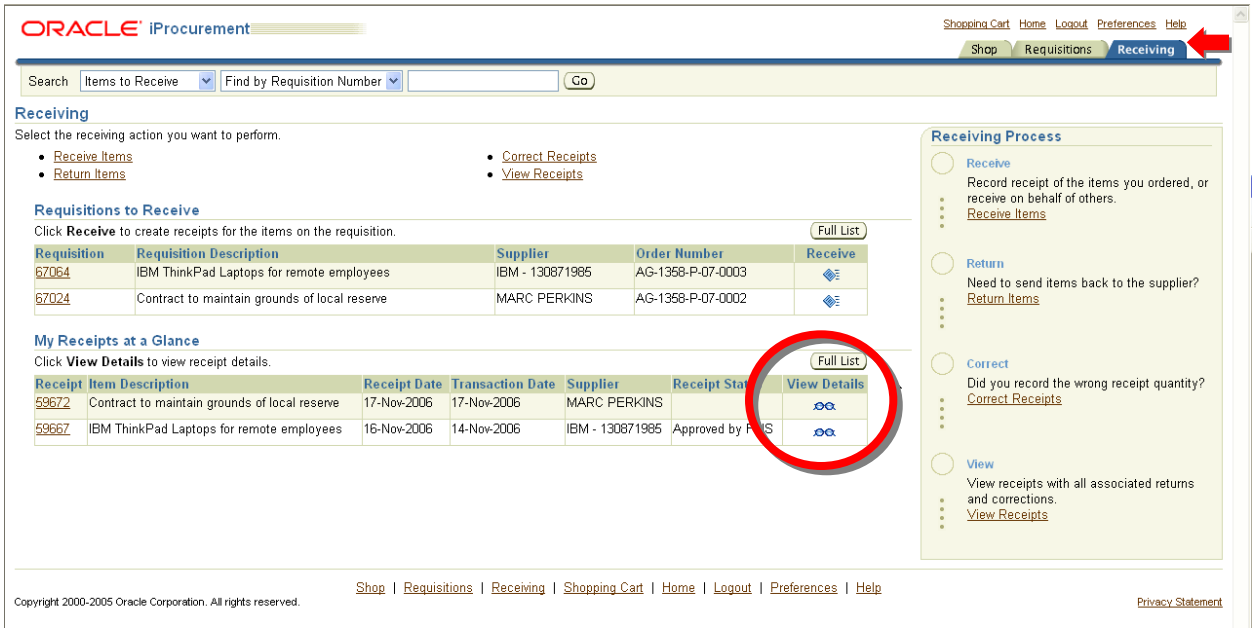
for further details about the nature of the issue and attempt to resolve those in a timely manner.



Note: Invoices cannot be paid if the associated Receipts need resolution. All Invoices are matched to a Receipt.

Navigating to the Receipt Status Information

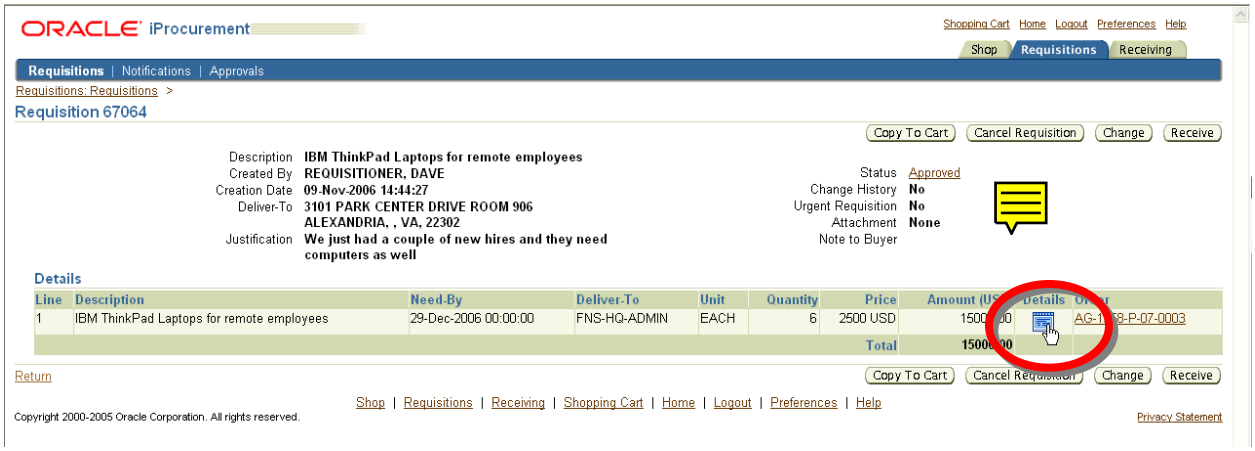
It is very easy to access the Receipt Status information. From the *Shop* page in IAS, click on the **Receiving** tab. If the Receipt is recent, it will show under the *My Receipts at a Glance* section of the page. The *Status* field shows the current status of the Receipt.



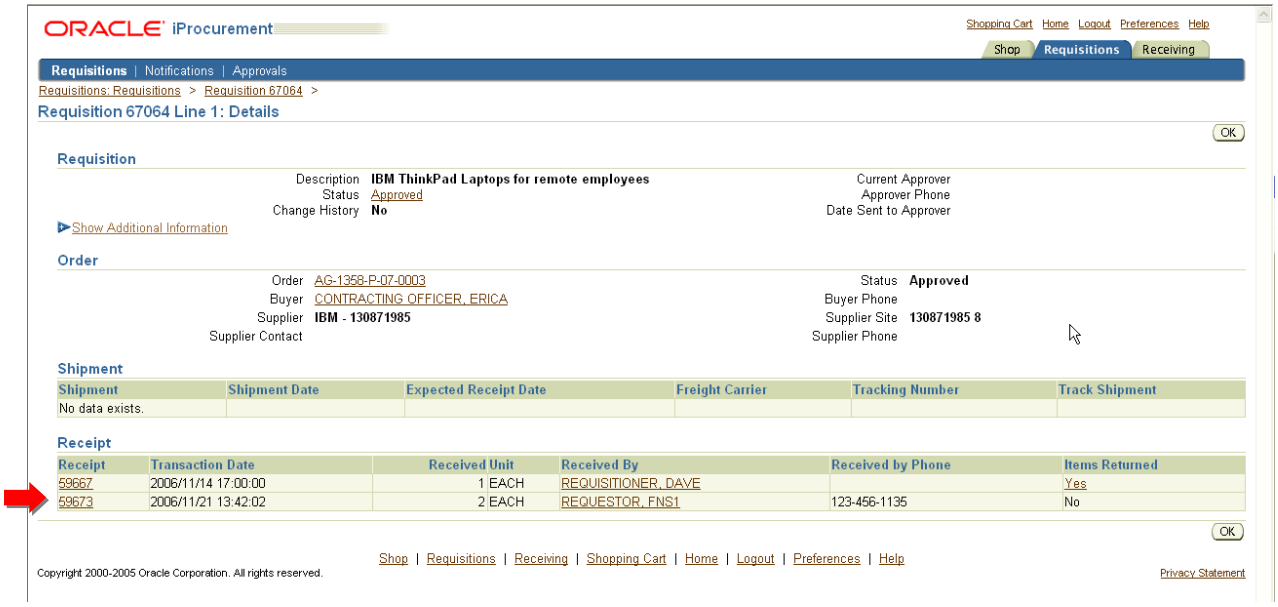
Additionally, if you go to the *Receipt Details* page, the *Receipt Status* field is also displayed there. The fastest way to get to the *Receipt Details* page is to click on **Eyeglasses** icon under the *View Details* field in the *My Receipts at a Glance* section of the main *Receiving*

page. If your Receipt is not listed in the *My Receipts at a Glance* section, then you can still search for the Receipt using the Search menu at the top of the *Receiving* page.

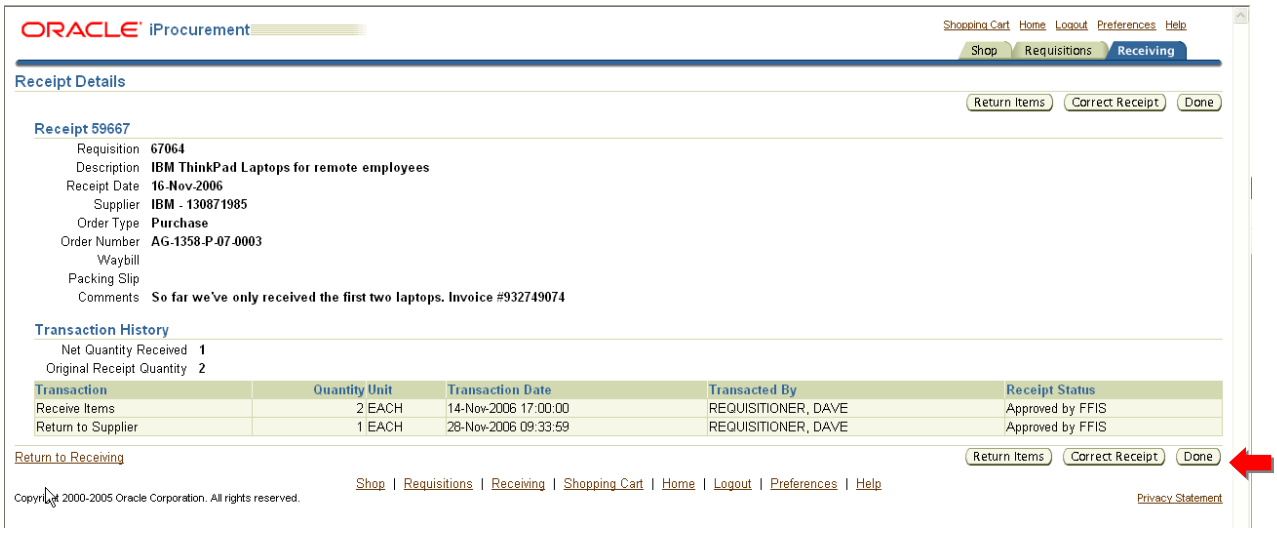
New Feature! In IAS 3.0 users can now access the Receipt information for a Requisition from the *Requisition Details* page. Simply click on the **Details** icon to access the details for the line item.



This will take you to the *Requisition Line Details* page.



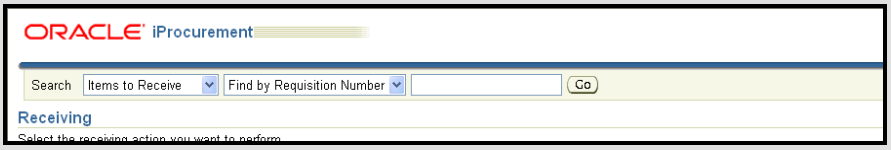
The *Receipts* section is near the bottom of the page. To access the Receipt details, click on the Receipt number. That will take you to the *Receipt Details* page.



When you are finished reviewing the Receipt information, click on the **Done** button to return to the *Requisition Line Details* page.

HOW TO: Search for Receipts

When you are on the main *Receiving* page, there is a Search Tool near the top of the page.



With the search tool you can quickly access a particular requisition or receipt using information about that document. The first search box allows you to pick which type of document you would like to search for: *Items to Receive*, *Items to Return*, *Receipts to Correct*, and *Receipts to View*.

Items to Receive

This option allows the user to search through the Requisitions for those that have items available for Receiving.

Items to Return

This option allows the user to search through the Requisitions for those that have Receipts against them.

Receipts to Correct

This option allows the user to search through the Requisitions for those that have Receipts against them but only the ones where the Receipts can be

modified.

Receipts to View

This option allows the user to search through the Requisitions for all Requisitions that have Receipts against them.

Once you select the type of document you want to retrieve, you can then search by three different criteria: *Order Number*, *Requisition Number*, or *Supplier*.

Order Number

This option allows the user to search for Requisitions associated with a specific Purchase Order number.

Requisition Number

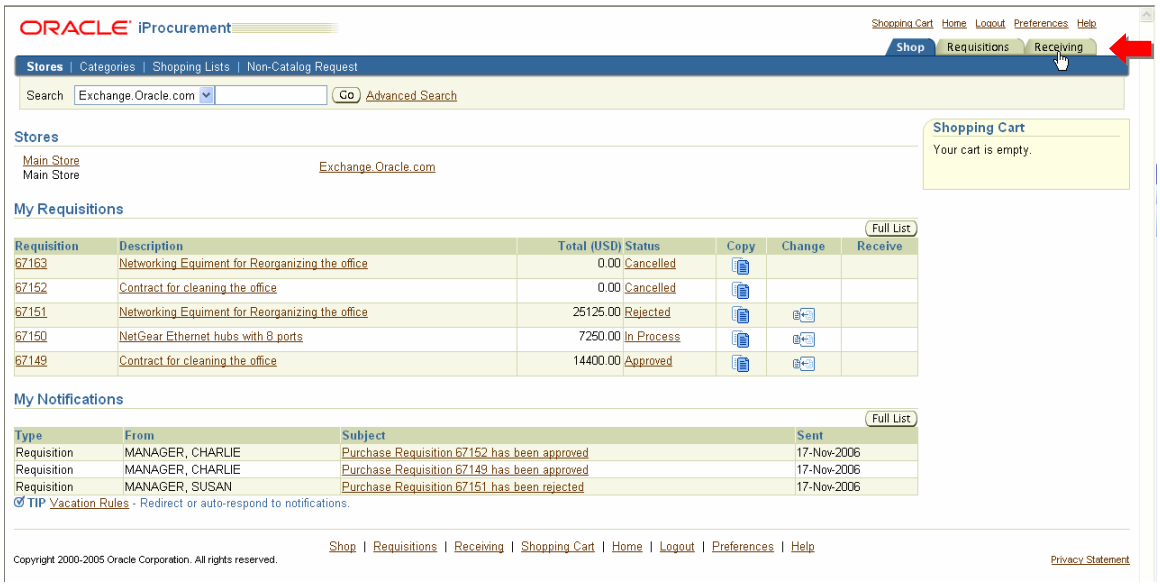
This option allows the user to search for Requisitions by the Requisition Number.

Supplier

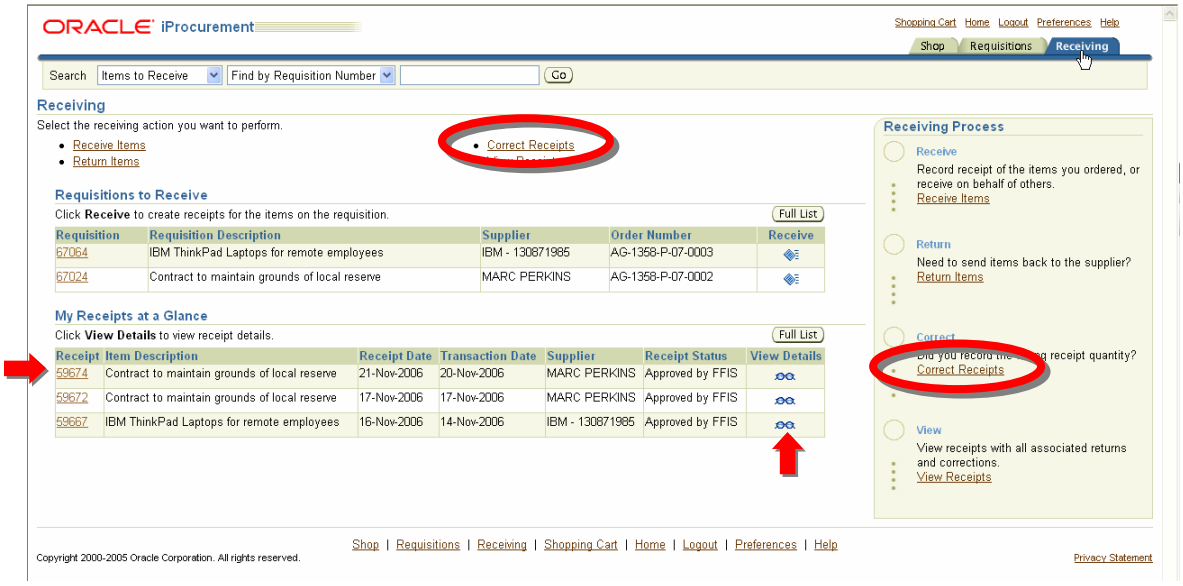
This option allows the user to search through the Requisitions that have been awarded to a particular supplier.

Correcting Receipts

In this section, you will learn how a Requisitioner can make corrections to a Requisition. To begin correcting a Receipt, click on the *Receiving* tab.



The *Receiving* page should be displayed on your screen.



You can view and correct Receipts in a variety of ways from this page:

- Click on the **Correct Receipts** link in the *Receiving* section.
- Click on the **Correct Receipts** in the *Receiving Process* section.
- Click on the link for the Receipt number in the *Receipt* column of the *My Receipts at a Glance* section.

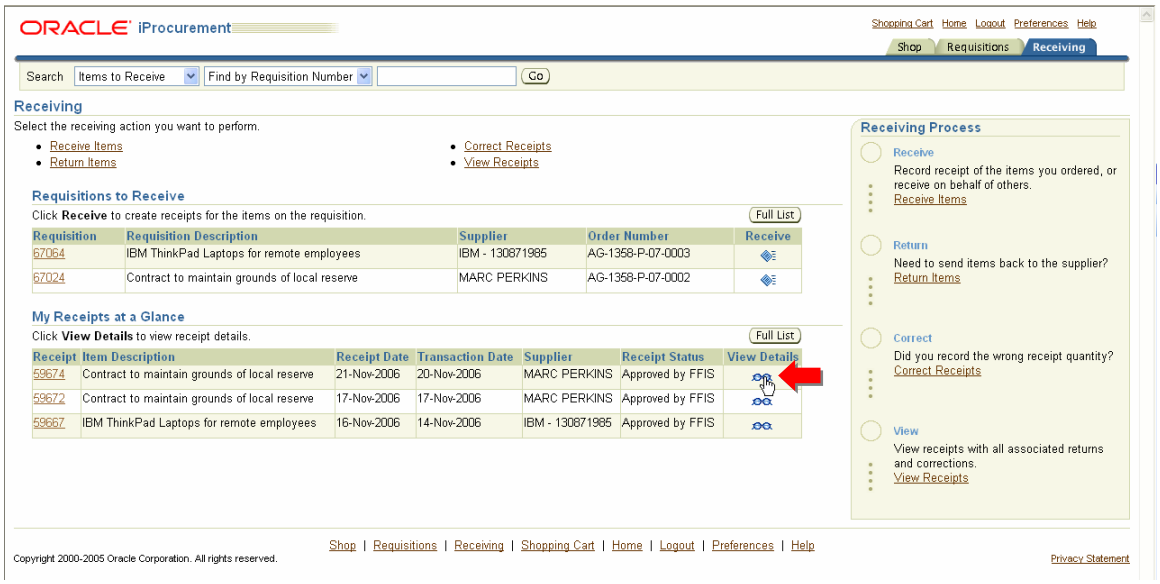
- Click the **Glasses** icon, , in the *View Details* section of the *My Receipts at a Glance* section for the appropriate Receipt.

  Remember! All of these options allow you to correct your Receipt.

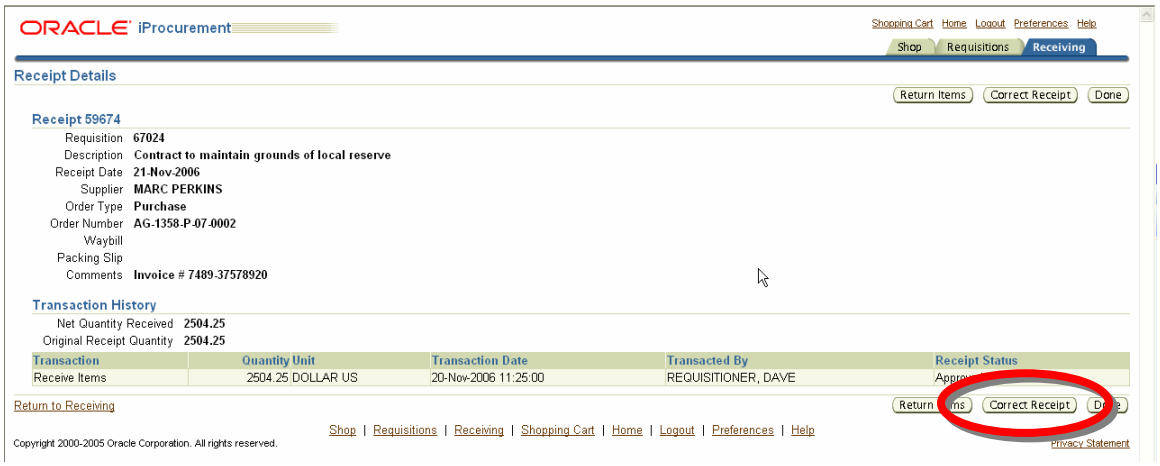
In this example, Receipt number 59674 will be modified. Notice that the Receipt has a status of "Approved by FFIS" which means that FFIS has validated the Receipt. If the Receipt has been approved by FFIS, then you can correct it because it exists in FFIS.

> **Note:** If the Receipt was initially rejected by FFIS, then the Receipt was never entered into the system and correcting it will generate an error. If you have a rejected Receipt, return the Receipt and create a new one. Returning the Receipt will generate an error with FFIS as well, but it will clear the Receipt out of IAS and allow you to start fresh. Returning a Receipt will be covered in the next section.
>
> **Remember!** It's always important to check on the status of your document before editing it.

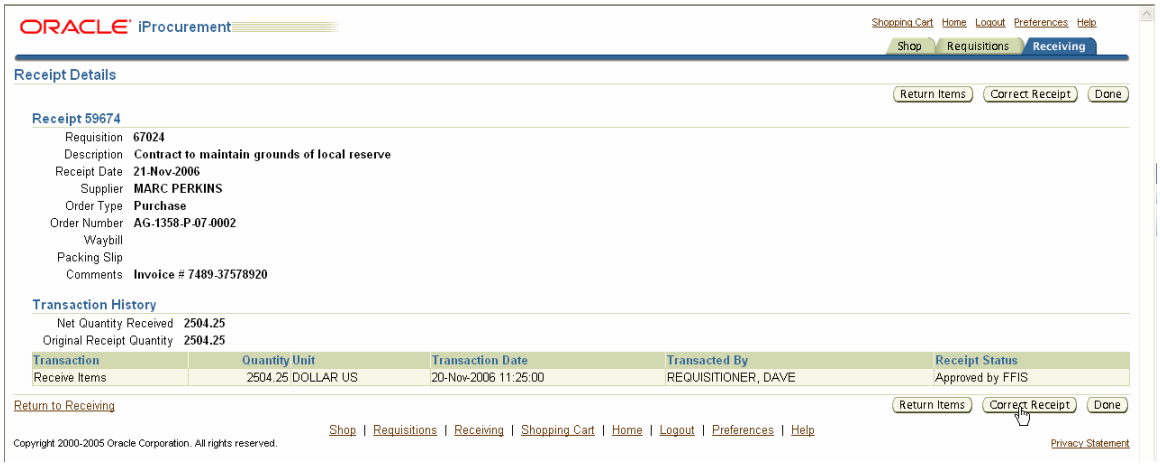
Click on the **Glasses** icon at the end of the row to select Receipt number 59674.



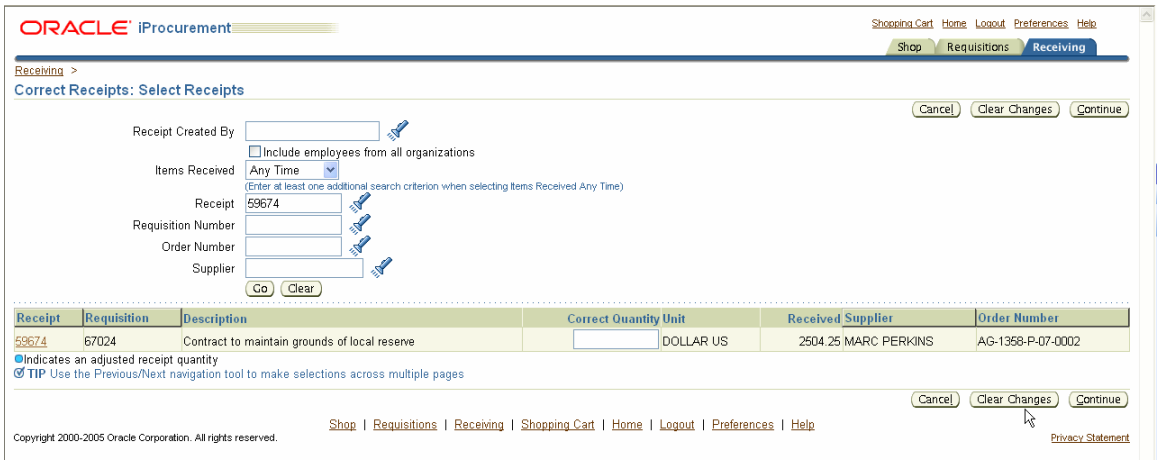
Now, the *Receipt Details* page is displayed. It provides details on the *Transaction History* and Order information for items contained in your Receipt.



Click the **Correct Receipt** button to continue.

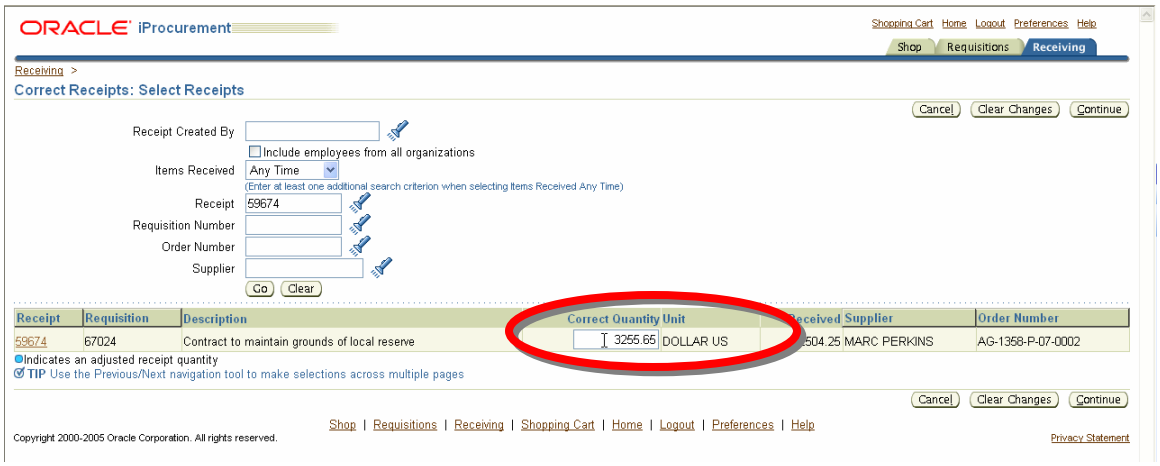


The *Correct Receipts: Select Receipts* page should now be displayed on your screen.

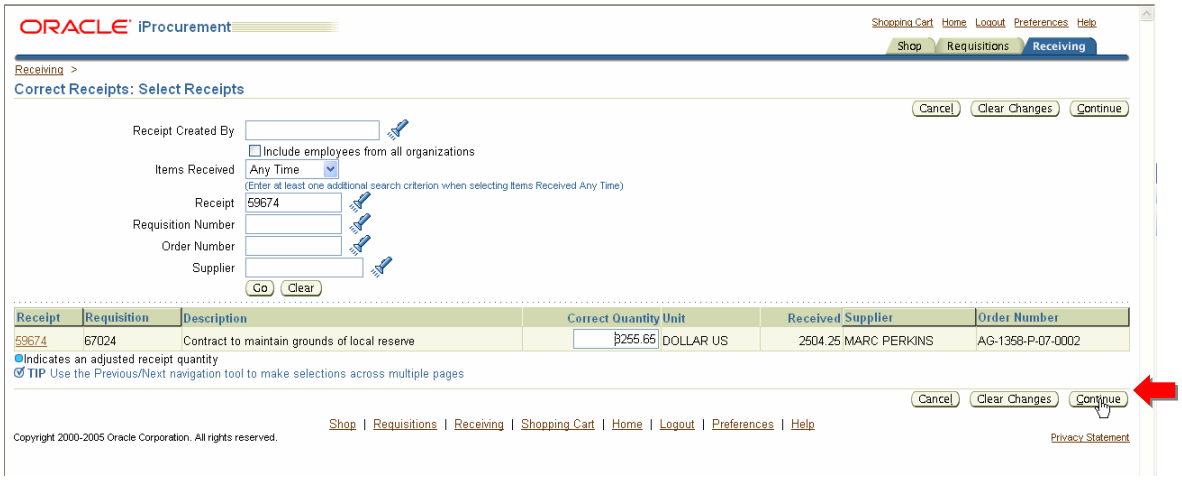


NOTE: If a Receipt quantity has been previously adjusted, a blue circle will be displayed next to that line item.

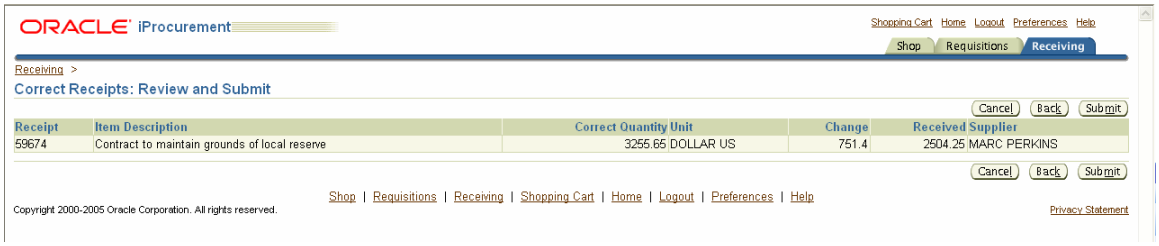
Enter the corrected quantity into the **Correct Quantity** field.



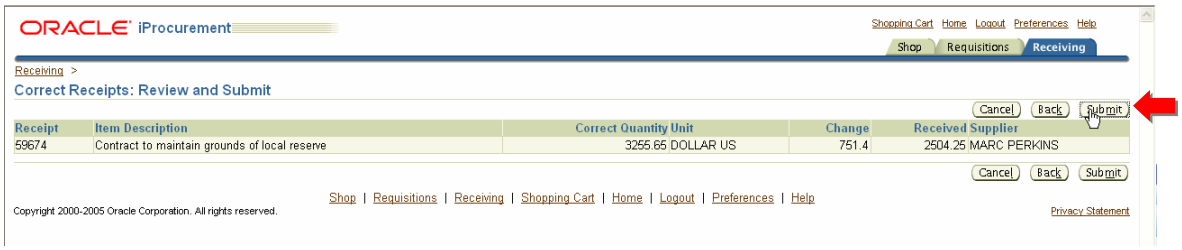
Next, click the **Continue** button.



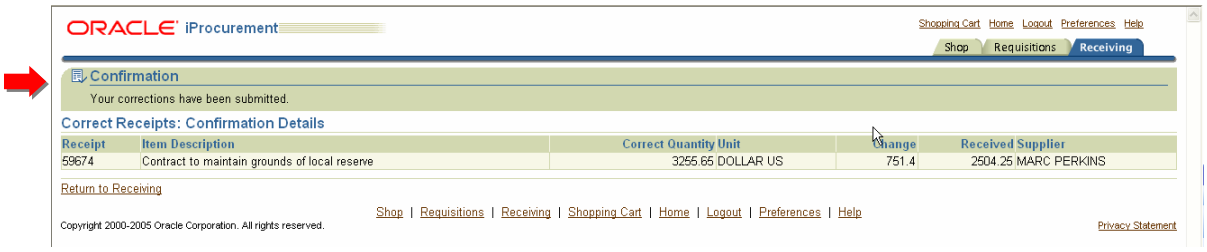
The *Correct Receipts: Review and Submit* page should be displayed at this time.



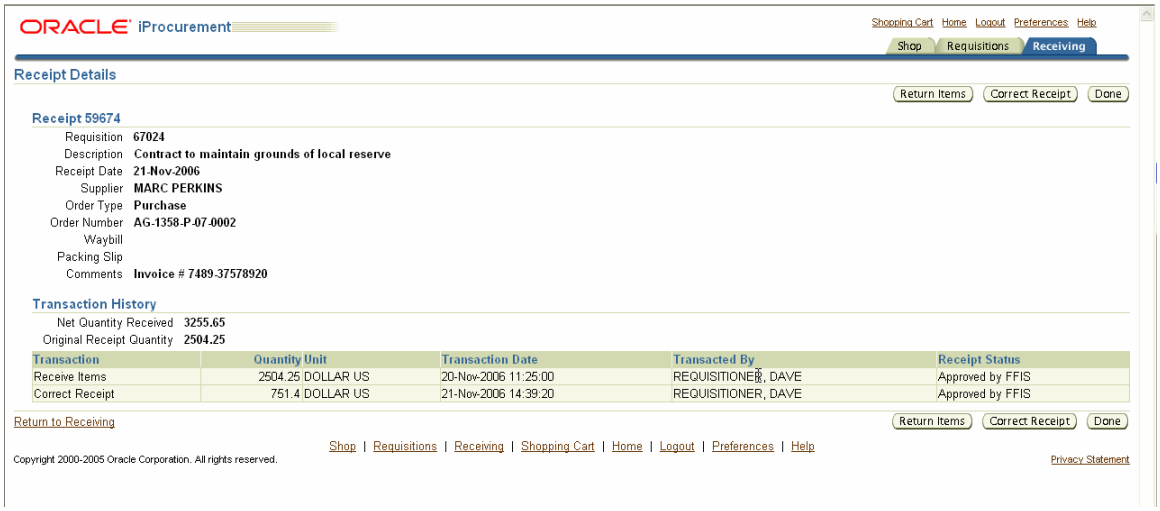
Please review your changes to ensure accuracy. If you need to make additional changes to the Receipt, click the **Back** button. After confirming changes, please select the **Submit** button.



The *Correct Receipts: Confirmation Details* page will be displayed. A confirmation message will appear across the top of this page ensuring your corrections have been submitted.



As a Requisitioner, you can track the status of each of your Receipts. On the *Receipt Details* page, you will see a note in the *Transaction History* section displaying the correction to your Receipt.



Return Receipts

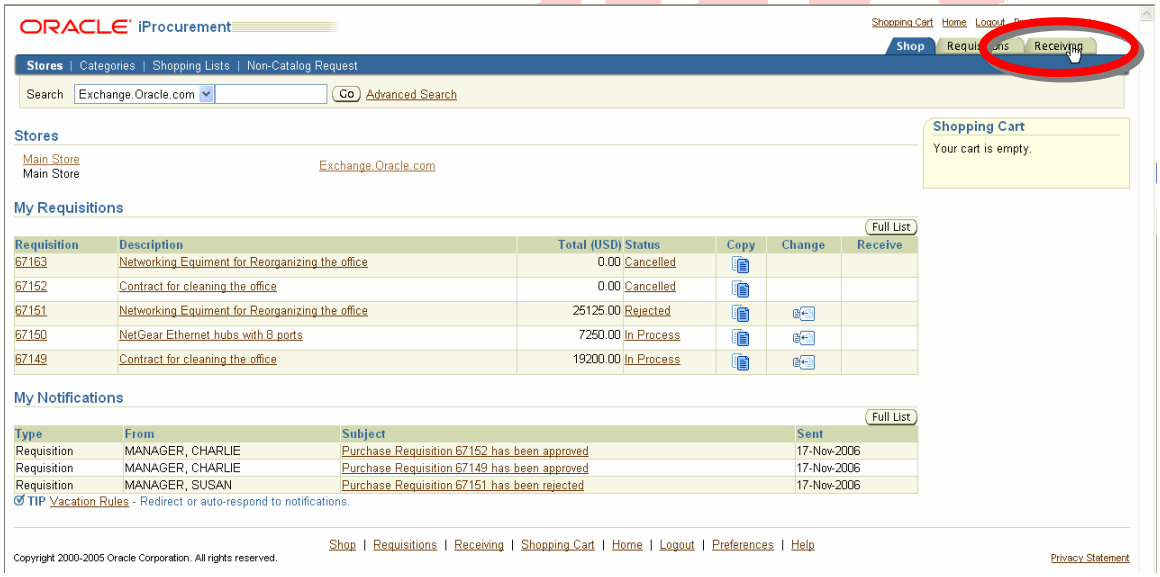
In this section, you will learn how a Requisitioner can return a Requisition.

Warning! Do not return a Receipt that has been paid. If your Contracting Officer suggests that you return a Receipt, confirm with him/her whether they want you to return the Receipt, or return the remainder (remaining funds that have not been

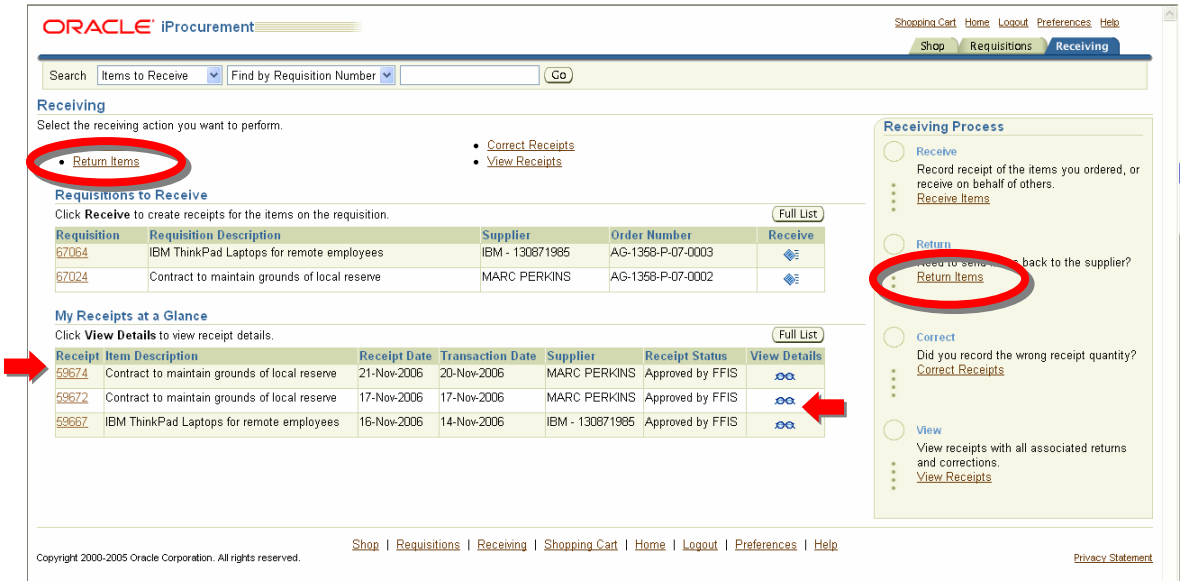
paid). If they mean the latter, you should use the correct a receipt process described in the Correcting Receipts on page 164 of this document.

Remember! If there is an Invoice associated with the Receipt, STOP! Contact the Help Desk before you cancel anything. The repercussions of canceling a Receipt that has been sent for payment are grave. The Help Desk staff can assist you if this is truly necessary.

To get started, navigate to the *Receiving* page by clicking on the *Receiving* tab.



The *Receiving* page should be displayed on your screen.



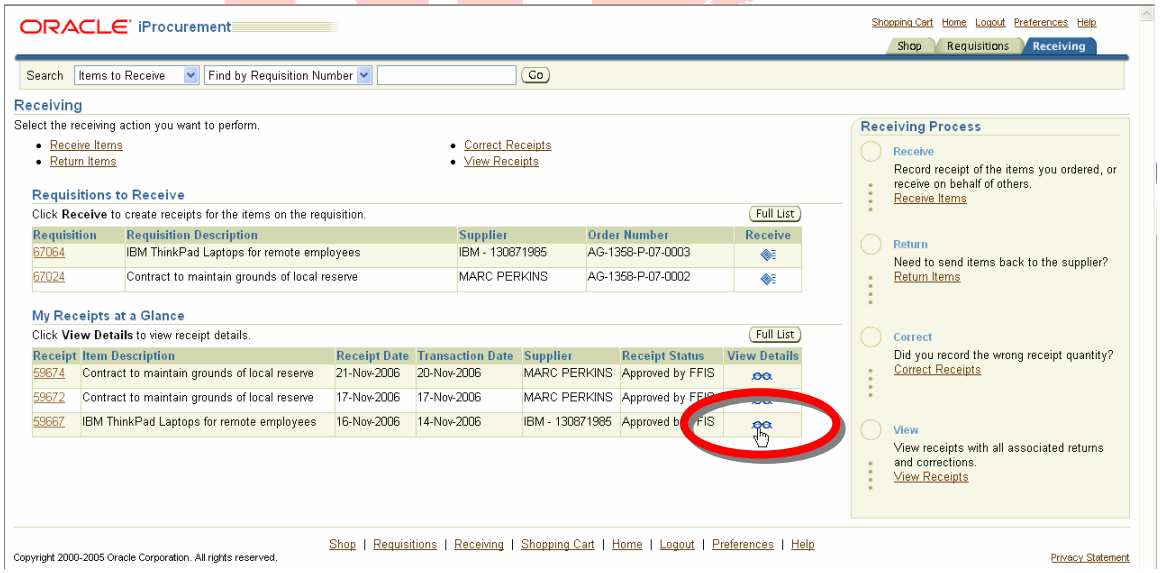
You can return Receipts in a variety of ways from this page:

- Click on the **Return Items** link in the *Receiving* section.
- Click on the **Return Items** in the *Receiving Process* section.

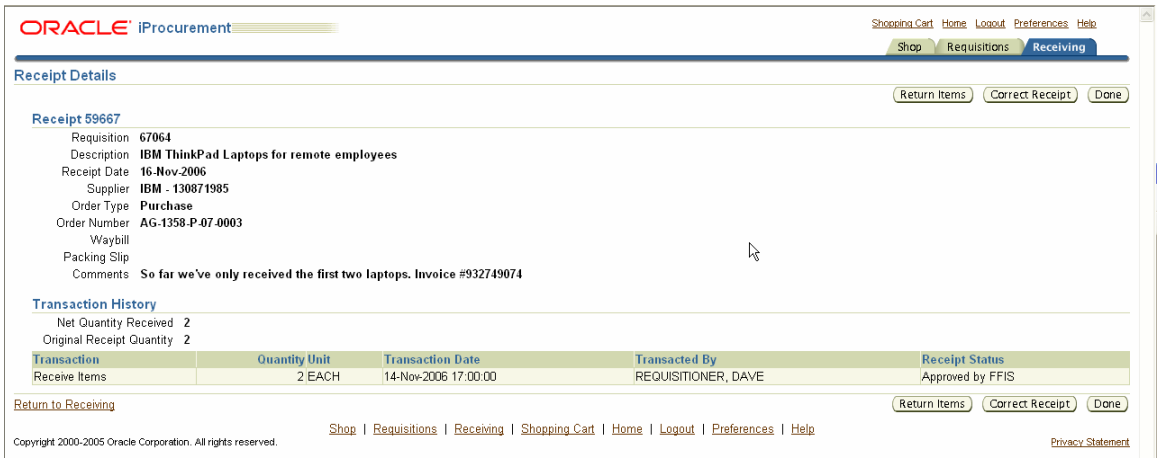
- Click on the link for the Receipt number in the *Receipt* column of the *My Receipts at a Glance* section.
- Click on the **Glasses** icon in the *View Details* column of the *My Receipts at a Glance* section.

For this example, the Receipt details will be accessed by clicking on the **Glasses** icon. Any of the methods listed above will allow you to return items.

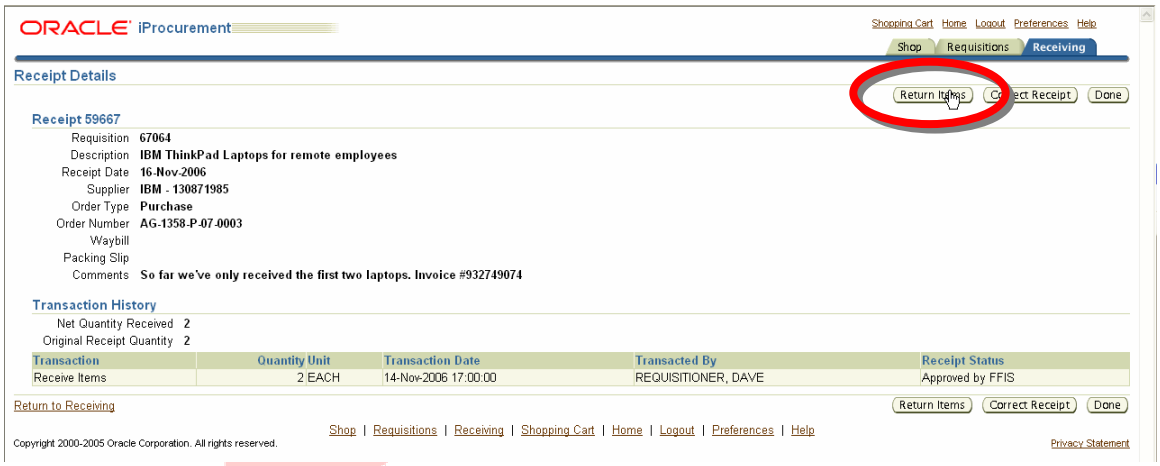
In this example, one of the laptops received was not the correct model. The Receipt for that transaction is number 59667. Click on the **Glasses** icon at the end of the row to select that Receipt.



The *Receipt Details* page should be displayed on your screen.



Click the **Return Items** button to begin returning your Receipt.



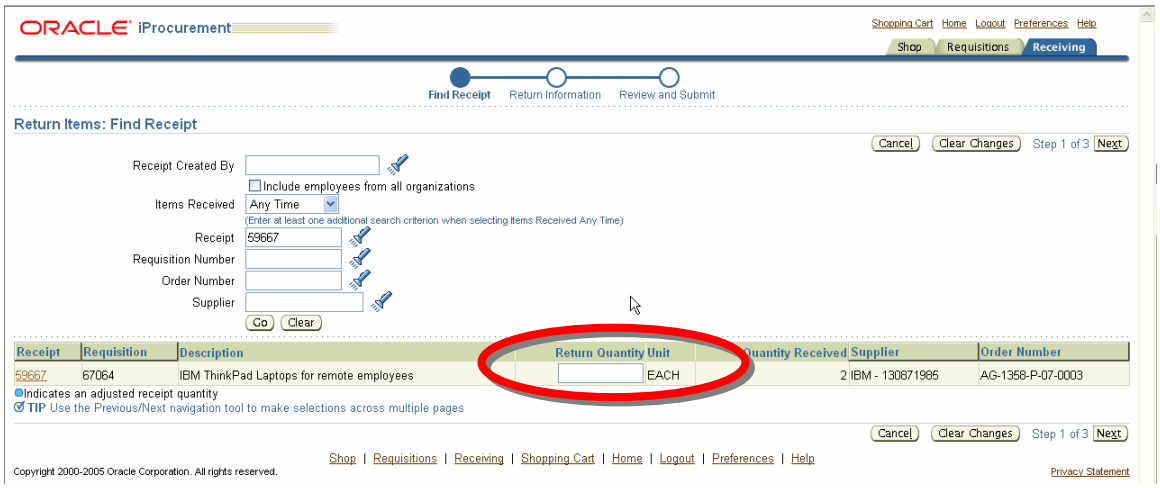
There are three major steps in the process of returning a Receipt:

1. Find Receipt
2. Return Information
3. Review and Submit

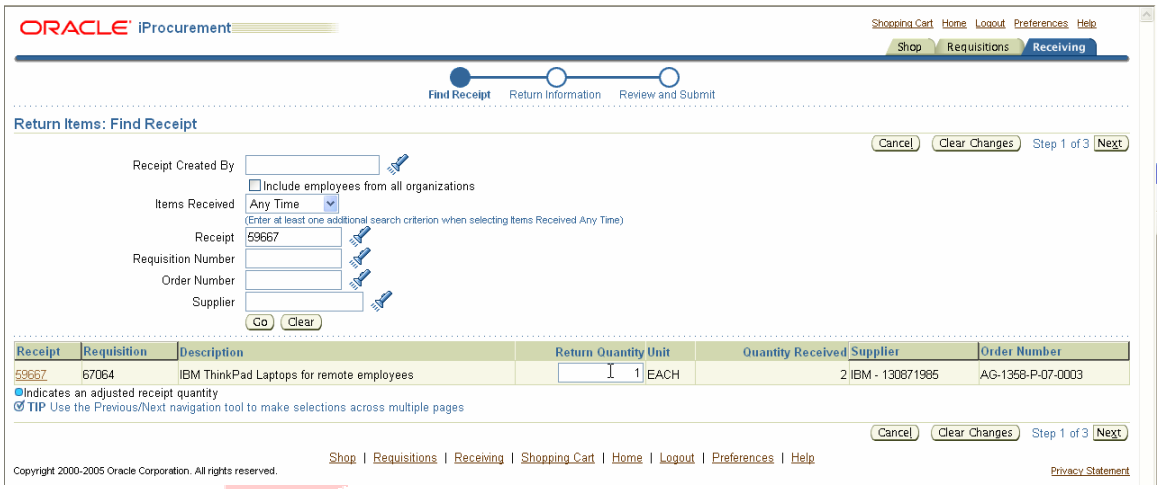
Remember! The Progress Bar at the top of the screen allows you to keep track of your progress through the return Receipts process.

Step 1: Find Receipt

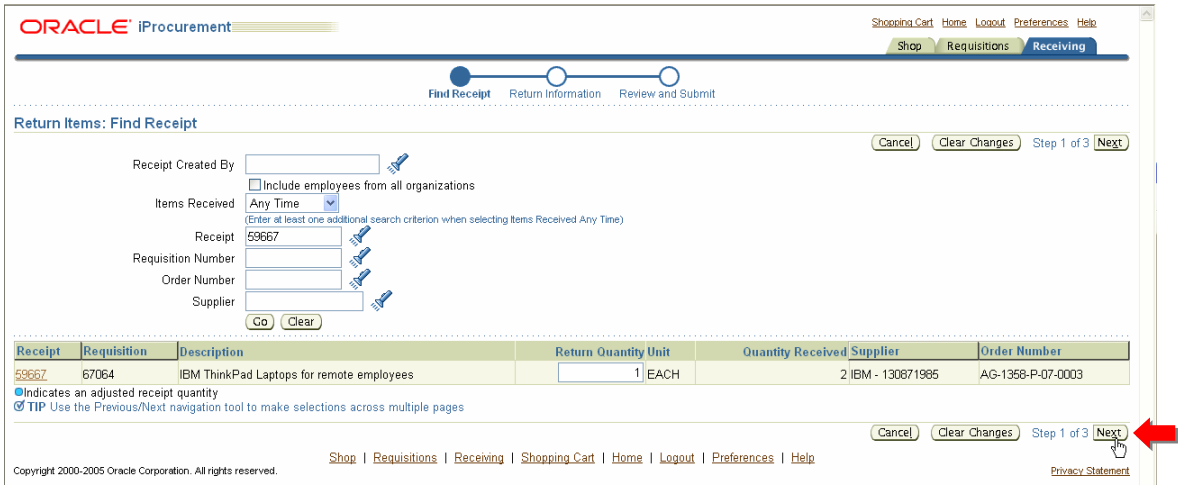
The *Return Items: Find Receipt* page should now be displayed on your screen. This is the first major step of the return Receipt process.



Enter the quantity you want to return into the **Return Quantity** field. Notice, in this example, 1 of the two IBM ThinkPad Laptops for remote employees is being received.

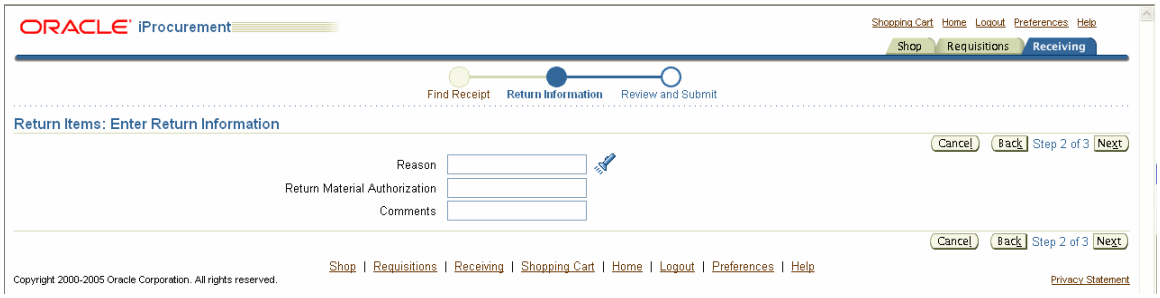


Next, click the **Next** button.

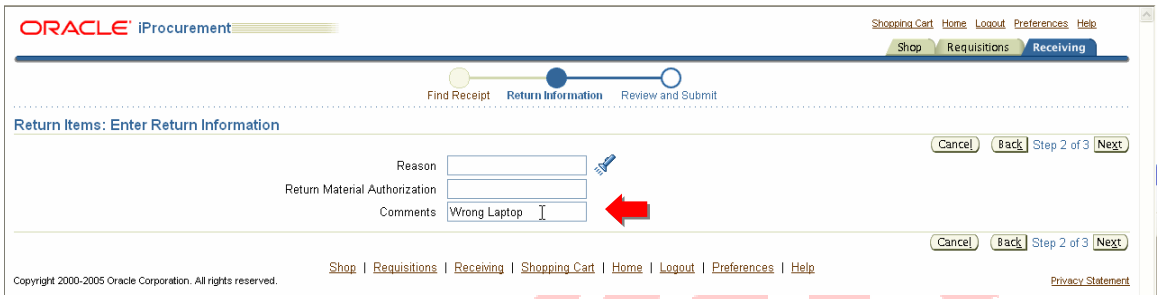


Step 2: Return Information

The *Return Items: Enter Return Information* page should be displayed at this time.

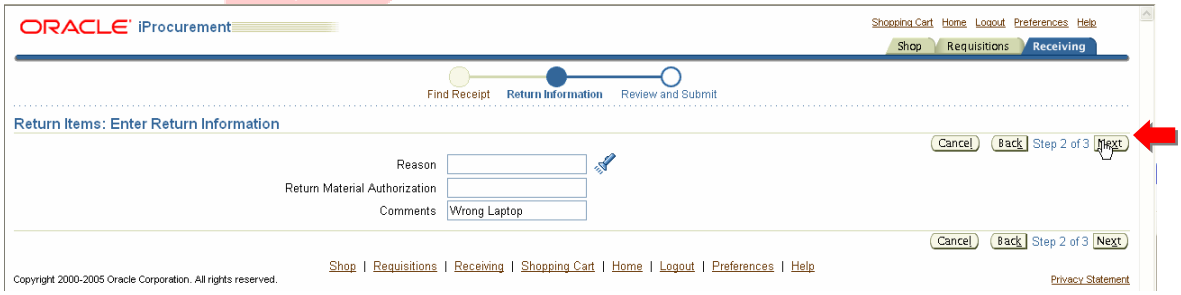


In the **Comments** field, enter any information pertaining to or explaining the reason for the return Receipt.



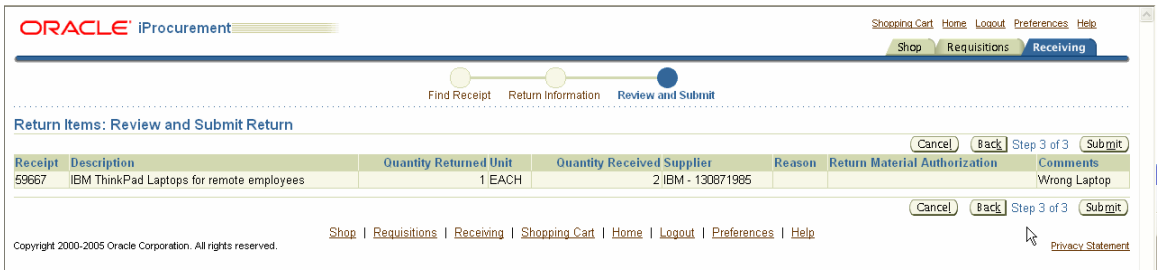
Note: No entries in the fields on this page are required, but the Comments field is highly recommended.

After entering your comments, please click the **Next** button.

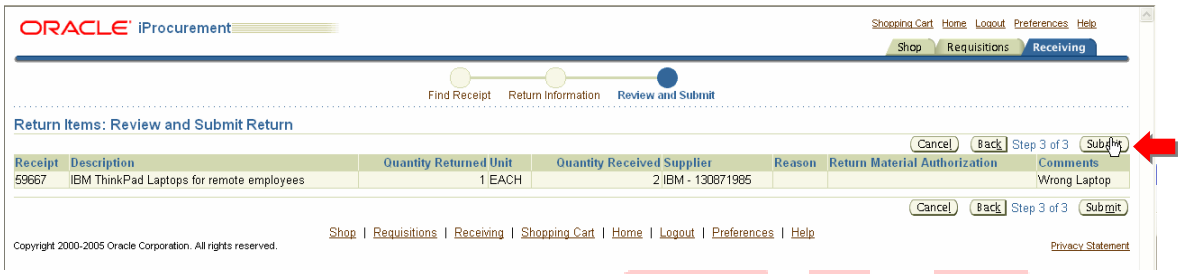


Step 3: Review and Submit

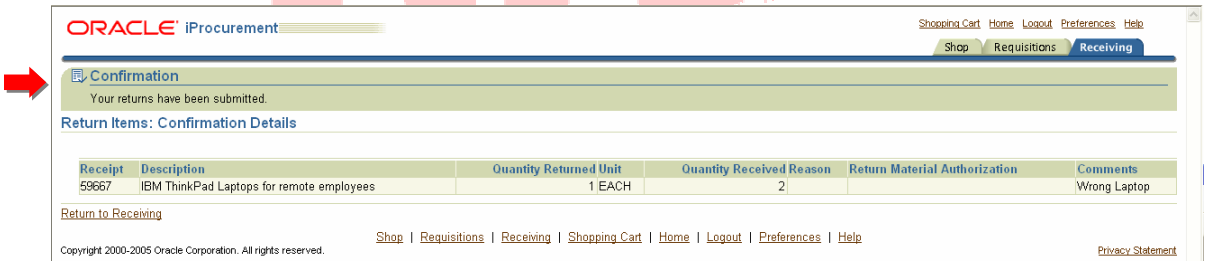
The *Return Items: Review and Submit Return* page should be displayed on your screen.



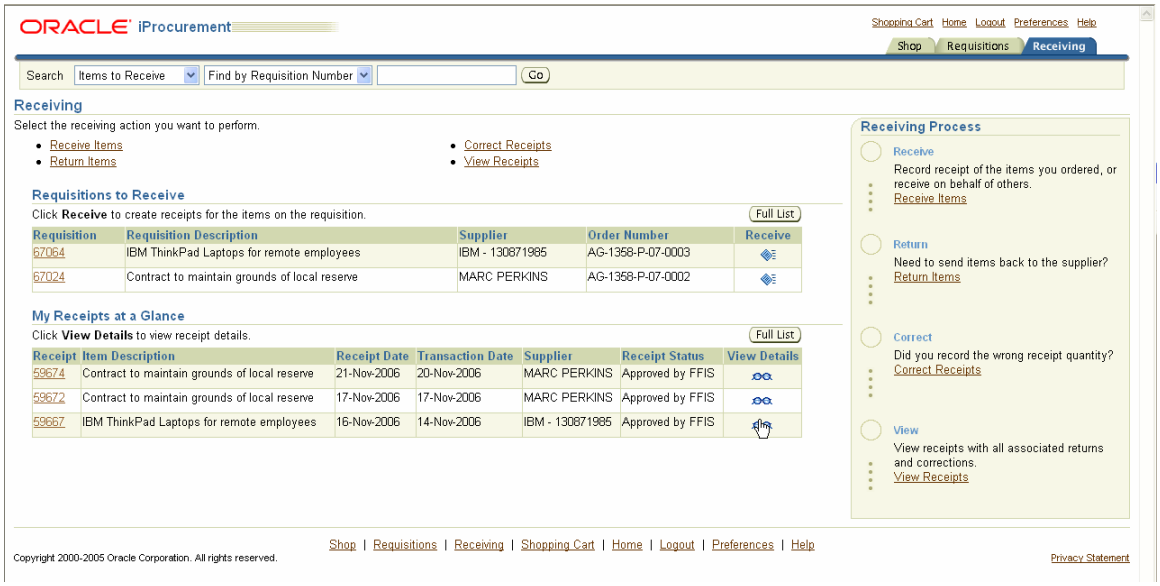
Please review your changes to ensure accuracy. If you need to make additional changes or corrections to the Receipt, click the **Back** button. After confirming changes, please select the **Submit** button.



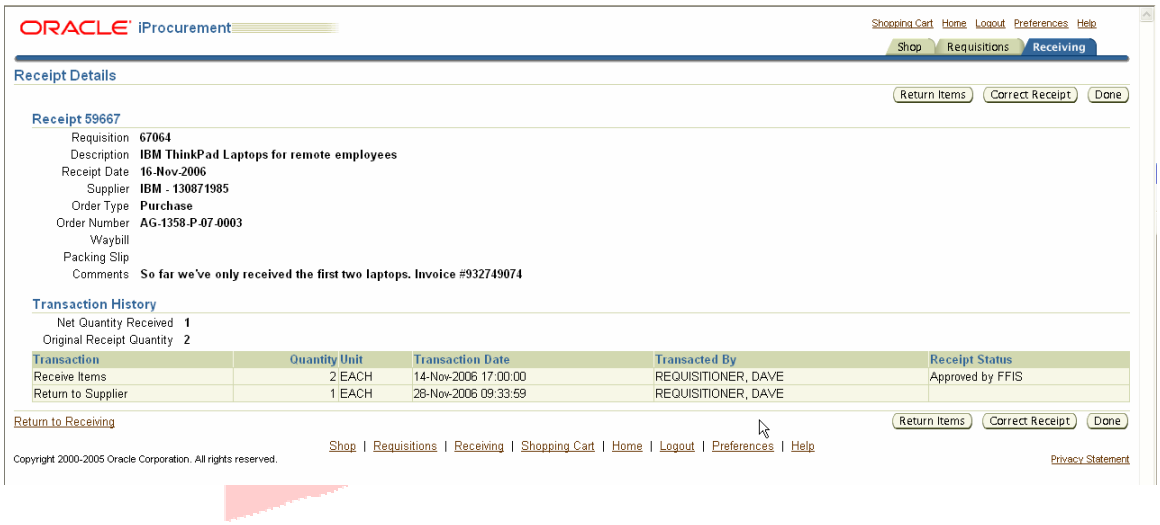
The *Return Items: Confirmation Details* page will be displayed. A confirmation message will appear across the top of this page ensuring your returns have been submitted.



You can track the Status of your Receipts by clicking on the Glasses icon, , for a specific Receipt in the *My Receipts at a Glance* section of the *Receiving* page.



This brings up the *Receipt Details* page on your screen. The return Receipt in this example can be viewed on the *Receipt Details* page in the *Transaction History* section.



Receiving Proxy Notifications

Introduction

In this sub-topic you will learn about the Notifications functionality available to Receivers. The following topics will be covered within this section: (1) Notifications Review, (2) Business Process, (3) Receiving Proxy Notification Rule, and (4) Receiving as a Proxy.

Notifications Review

This topic area will review what you should already know about Notifications.

Business Process

This topic area covers the correct procedures to follow when preparing to have someone perform receiving actions in IAS on your behalf.

Receiving Proxy Notification Rule

This topic area covers the process of creating a Notification Rule to designate a Receiving Proxy within IAS.

Receiving as a Proxy

This topic area covers creating a receipt as a proxy within IAS.

Notifications Review

Definition: Proxy

prox·y

n. pl. prox·ies

1. A person authorized to act for another; an agent or substitute.
2. The authority to act for another.
3. The written authorization to act in place of another.

In earlier releases of IAS, Budget Approvers have had the ability to create Notification Rules which automatically forward Requisition Approval Notifications to an alternate Budget Approver when they are unavailable to manage their Notifications directly, such as when they are absent for vacation. This allows a designated alternate to act in the place of the original Budget Approver. This designated alternate is referred to as a **Proxy**.

A Proxy is a person authorized to act for another.

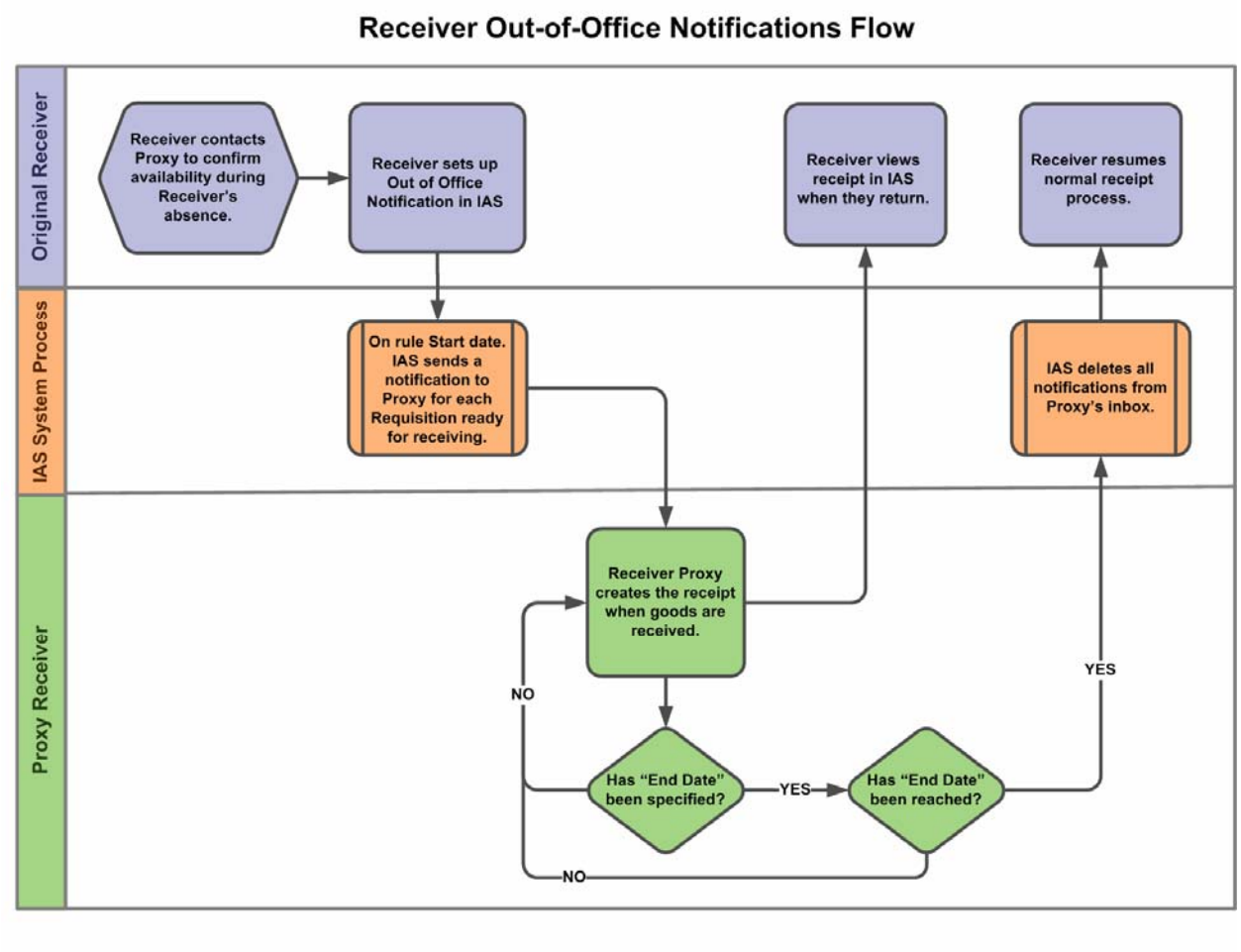
Previously, the only kind of Notifications that could be reassigned were Approval Notifications. In IAS Release 2.5, Receivers were given the ability to reassign Notifications to a designated alternate IAS user with Receipting authority, to receive goods on their behalf.

IAS allows you to create Rules for reassignment of Notifications. Each rule is specific to a user and can apply to any or all messages of a specific item type, such as the Confirm Receipts Item Type, and/or message name. A rule can result in one of two actions; reassigning the Notification to another user or responding to or closing the Notification automatically.

Note: IAS users may choose to reassign their Notifications to another user for a specified or limited period of time. This practice is highly recommended.

Notifications Business Process

Before delegating authority to receive notification in IAS, the underlying system process should be thoroughly understood. Below is a process flow diagram that illustrates this step-by-step process by user-role.



If you are scheduling a planned absence, contact the colleague you will be designating as your Proxy, and confirm with that individual two very important prerequisites:

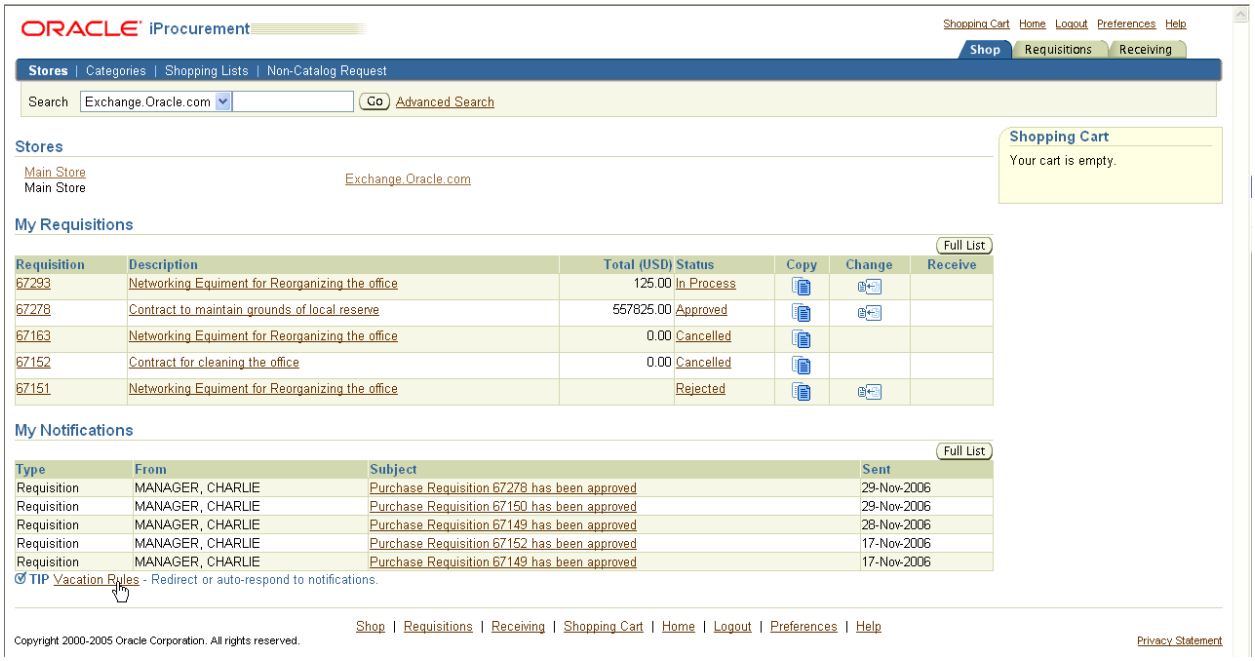
1. The Proxy must be *willing* <u>and</u> *available* during that time period to manage your Receipts.
2. The Proxy must be an IAS user with receiving privileges.

Once the Notification Rule goes into effect (the Start Date), IAS sends Notifications to the Proxy for all of the open Requisitions ready for receiving. The notification states that they have been designated with the authority to receipt for goods and services in IAS on your behalf. If a Requisition has been created but not yet placed on an approved award, a Notification will be sent to the Proxy after the award is approved. When the Proxy physically receives the goods or services, he/she can create the Receipt in IAS on the Receivers behalf. Upon their return, the Receiver will be able to view all receipts created in their absence.

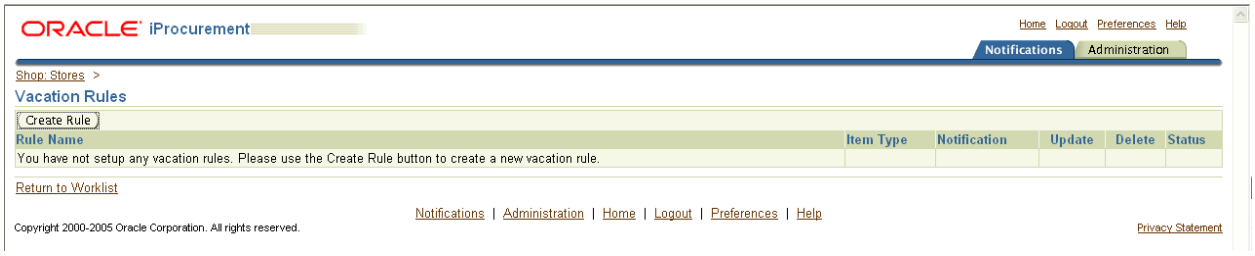
> **Remember!** It is important to note that when a notification reassignment is established, a Start Date must be specified and a End Date is optional. If an End Date for the Proxy designation has not been specified, the Proxy will continue to receive Notifications indefinitely. For this reason, it is suggested that an End Date is always specified when setting up a Receiver Proxy.

Receiving Proxy Notification Rule

To reassign Notifications, click on the **Vacation Rules** link under the *My Notifications* section on the *Shop* page.

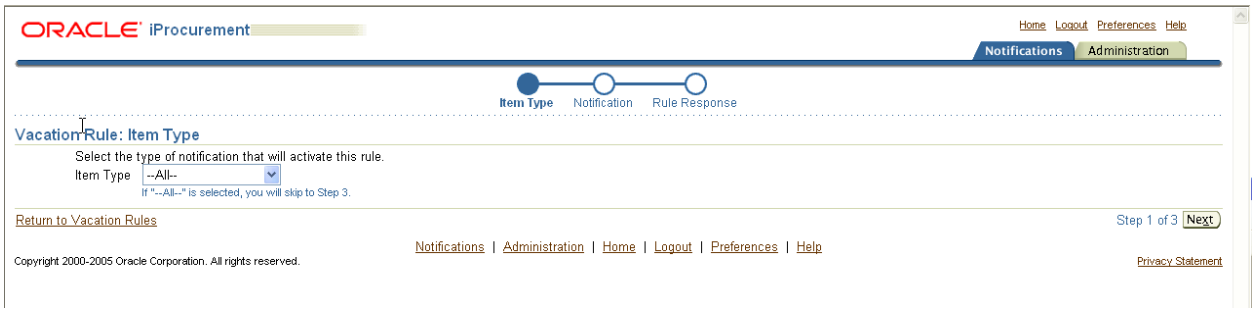


That takes you to the *Vacation Rules* page.



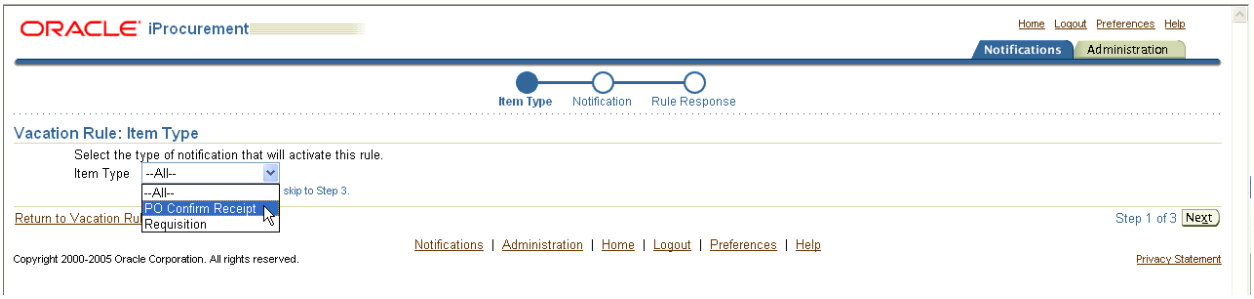
On the *Vacation Rules* page, click on the **Create Rule** button to be guided through the following three steps: (1) Notification Type, (2) Notification Format, and (3) Define Rule.

Step 1: Item Type



The options displayed will differ based on the rights and privileges assigned to your UserID. This is the page where you can choose what type of Notification Rule you want to create. A

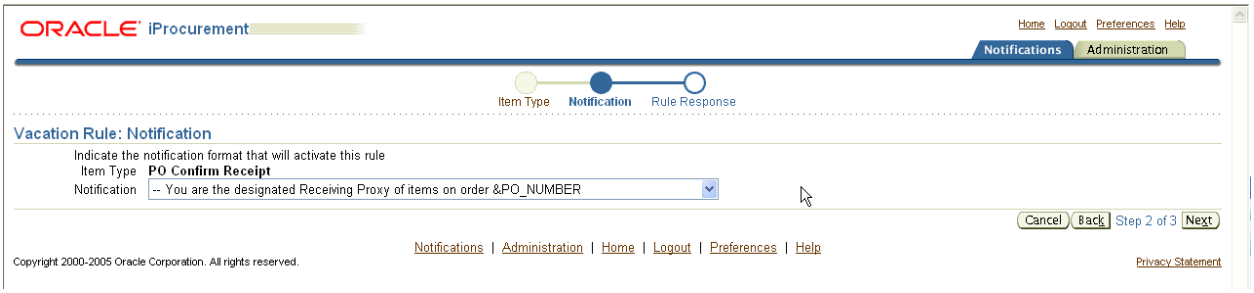
Receiver wishing to have another Receiver act in his/her stead should choose **PO Confirm Receipt** from the *Item Type* drop down menu.



Once you have changed the *Item Type*, click on the **Next** button to move on to Step 2: Notification.

Step 2: Notification

This is the page where you select the format in which the Notification will be sent to the Proxy. This field defaults to the correct format so it should not be changed.



When you have finished Reviewing this page, click on the **Next** button to continue to Step 3 – Vacation Rule: Rule Response.

Step 3: Rule Response

IAS provides a number of options to define your Notification Rule. This is where you set the duration of the Notification Rule and what rights you want to give the Receiver who will be acting as your proxy.

Enter in the appropriate information.

Start Date

This is the date and time you would like your rule to begin. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Note:** This will default to the current date and time.
>
> **Tip!** You can use the calendar feature for this date, just like the Need-By Date used when creating a Requisition. Simply click on the **Calendar** icon to quickly find a date.

End Date

This is the date and time you would like your rule to end. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Tip!** It is highly recommended that users set up an End Date for any Notification rules they create. If there is no End Date, you will have to remove the Notification Rule yourself.

Message

This is the message that the Proxy Receiver will get with each Notification sent out.

Reassign

This option allows you to reassign your notifications to another user to act on your behalf. The first section is where you choose the user who will become your proxy.

> **Warning!** When reassigning your receiving notifications to another user, always leave the "All Employees and Users" option in the first drop down menu. Though there is a second option, that functionality is not yet operational.

There are two types of reassignments: (1) Delegate your response and (2) Transfer Notification Ownership.

1. **Delegate your response**: This allows you to have another Receiver work on your behalf, but you will retain the ownership of the document. That way, if there are errors that you need to correct later, you will still be able to find the document.

2. **Transfer notification ownership**: This option allows you to transfer ownership of a document to another user.

   Warning! If you transfer ownership of a document, you will not be able to work on that document in the future, even after the rule has ended or been removed.

Respond

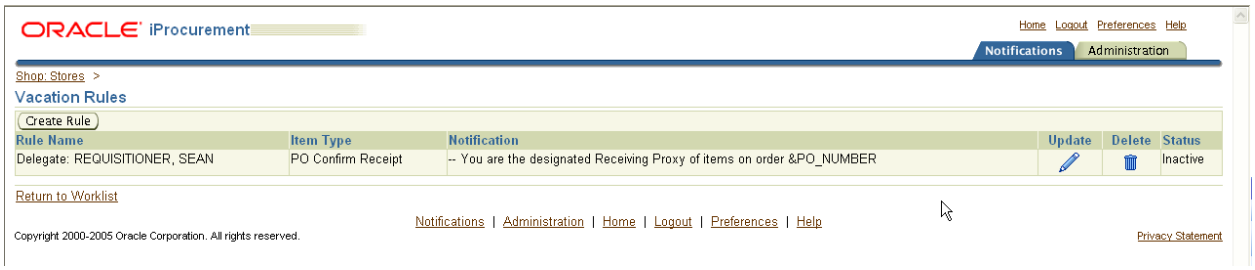
This option automatically responds to the Notification by sending the Requester the Receipt details. This is the only option in the Respond category.

Deliver Notifications to me Regardless of any general rules

This option allows you to override all previous rules created. This has the same effect as erasing all of the rules.

Once you have updated all the fields appropriately, click on the **Apply** button to complete the rule setup.

This will take you to the *Vacation Rules* page where you can see your Rule.



Note: The rule set up in this example has a status of *Inactive* because it was set to start at a later date. If the rule you create is set up to start immediately, it will be listed as *Active*.

Warning! Rules can take up to 1 hour to take effect, even if they are set to go into effect immediately.

If you need to update the rule, simply click on the **Pencil** icon in the *Update* column.

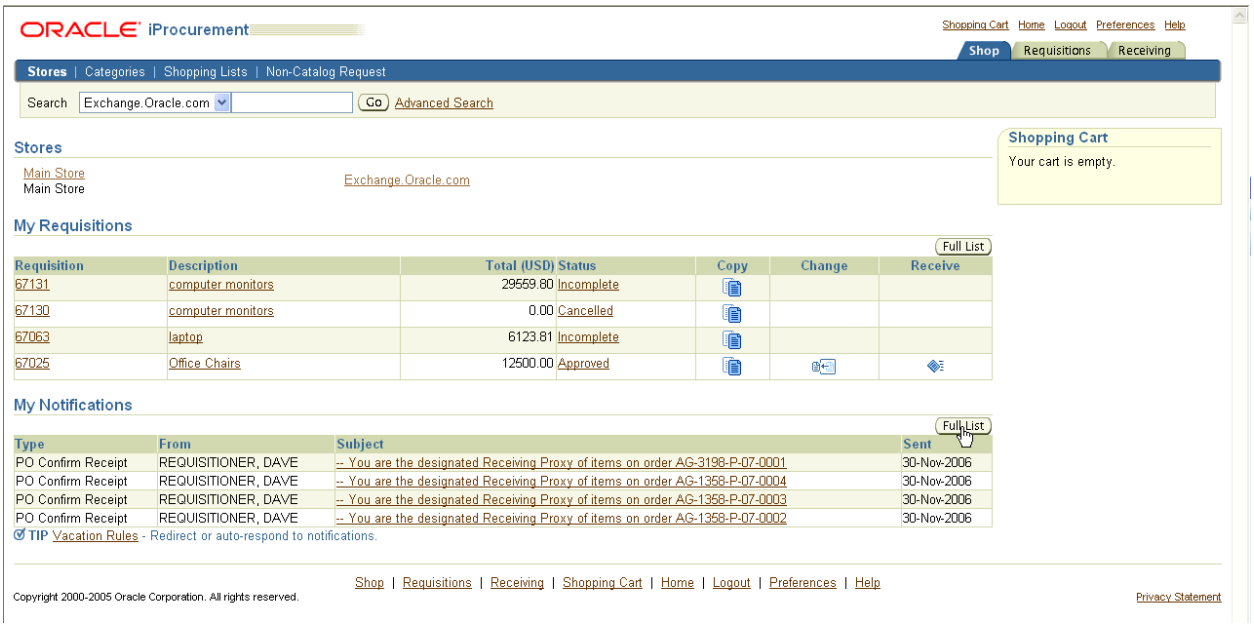
If you need to delete the rule, click on the **Trash Can** icon in the *Delete* column.

To return to the *Shop* page, click on the **Shop: Stores** link in the top-left corner of the screen.

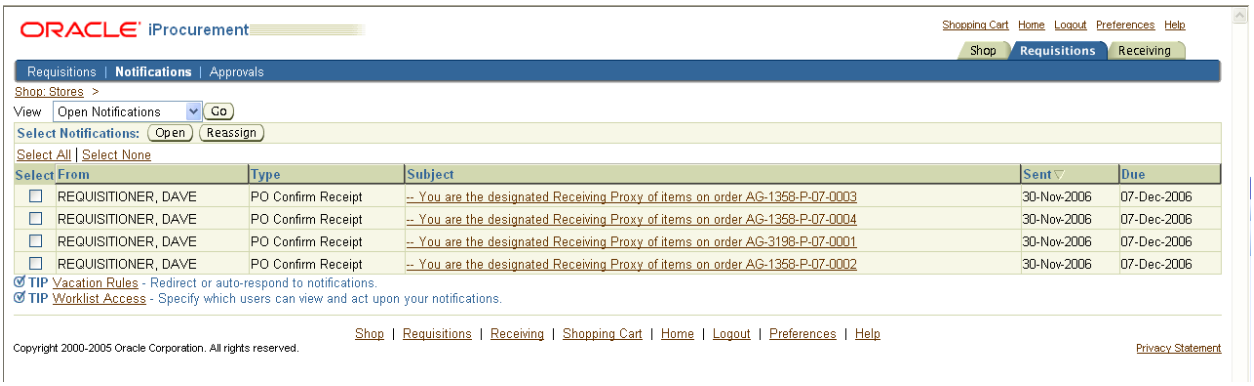
Receiving as a Proxy

The next part of this process involves the designated Proxy. To access the Notifications, the Proxy must first log onto IAS. From the *Shop* page, click on the **Requisition Status Tab** which will take you to the *Requisition Status* page. At the *Requisition Status* page, click on the **Notifications** link at the top of the page.

In the following example, the user clicks on the **Full List** button in the *My Notifications* section of the *Shop* page.

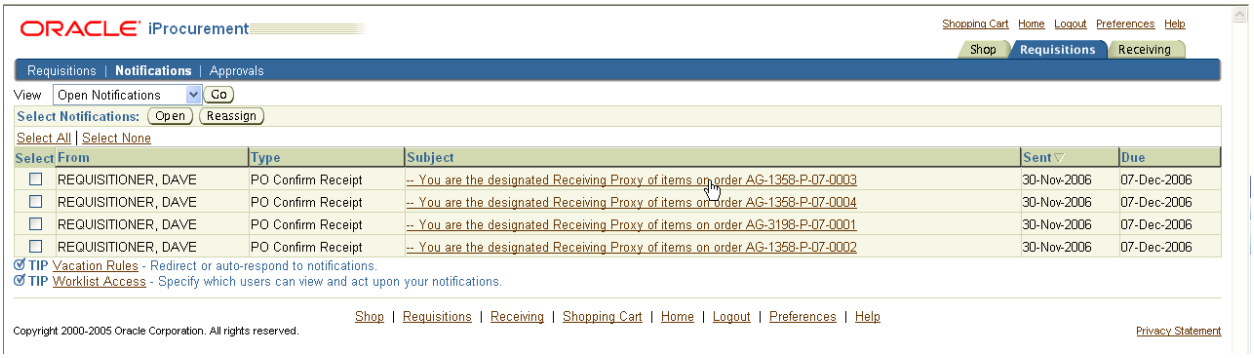


This will take you to the *Requisitions Notifications* page.

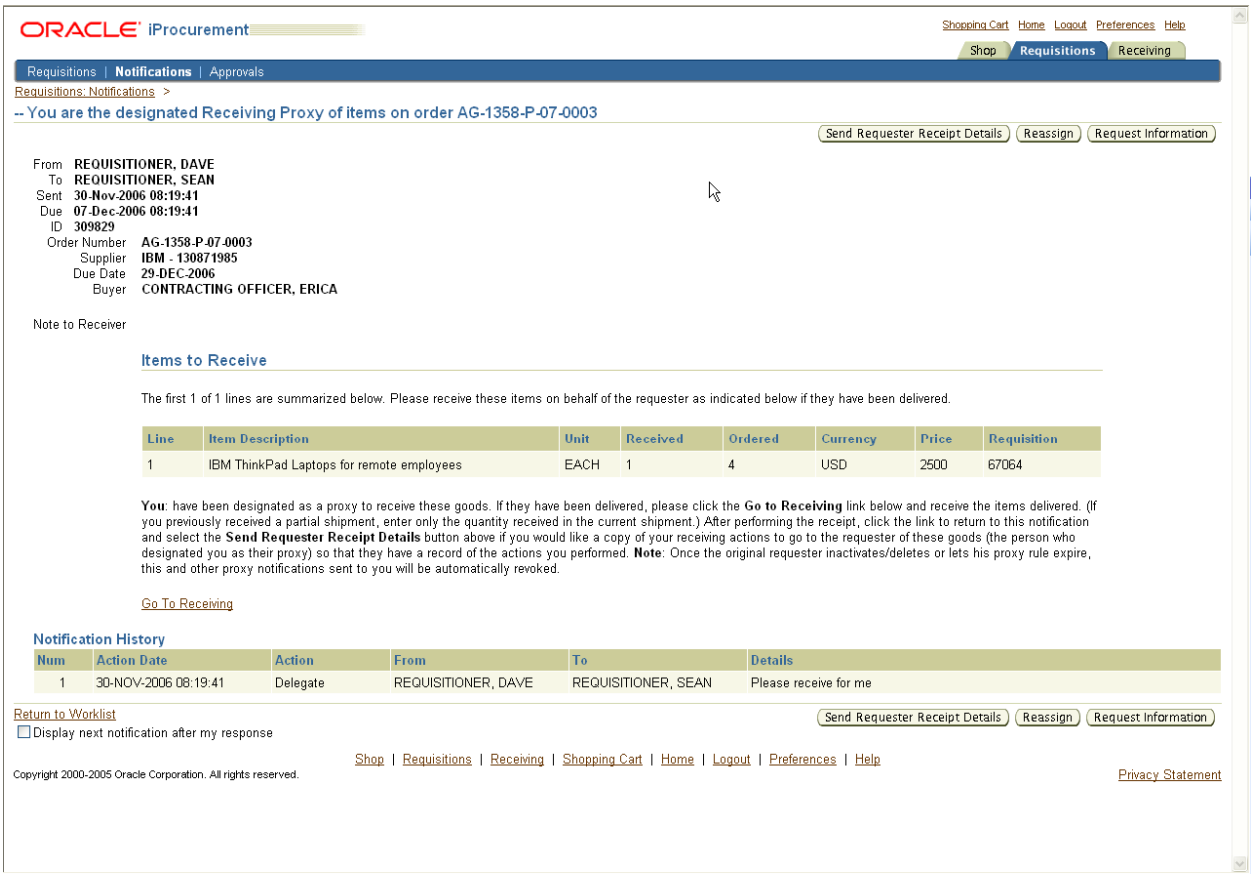


You will get notifications for any awarded Requisition the original Receiver had open for Receipt.

Choose the appropriate Notification to match the goods you received. In this case, the items received are associated to with Order Number AG-1358-P-07-0003. Click on the notification link to access the Receiving process.

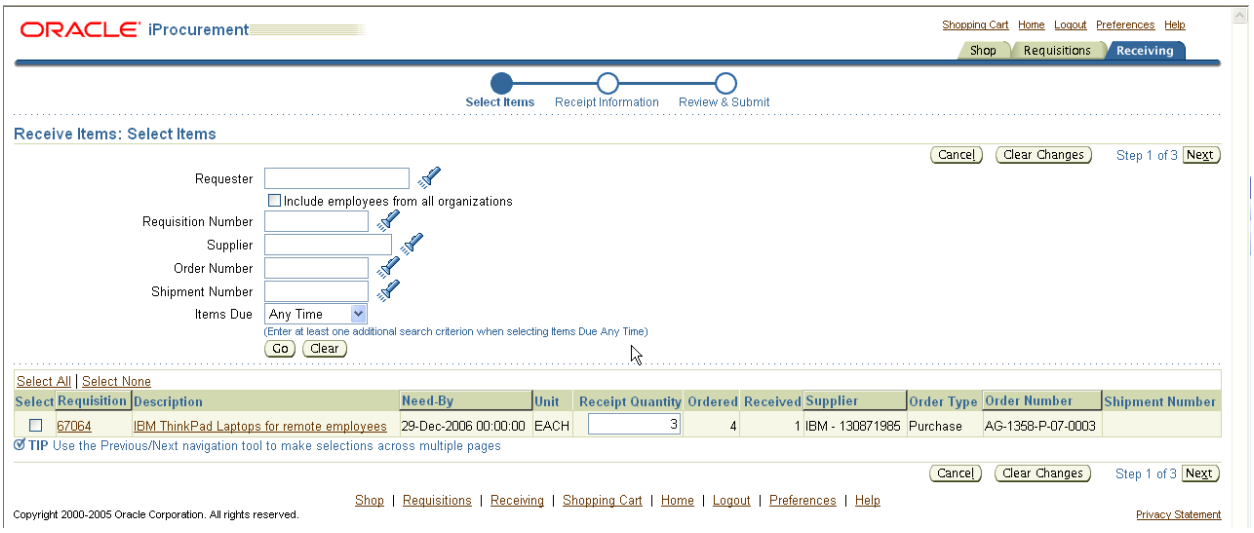


This will take you to the *Notification Details* page.



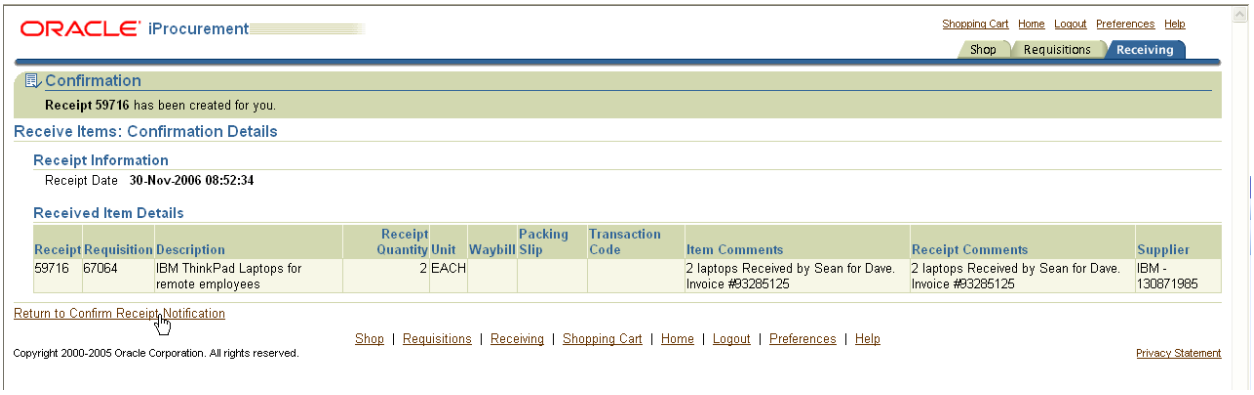
To create a Receipt for any items associated with this Award, click on the **Go To Receiving** link underneath the *Items to Receive* section.

This will take you to the standard Receiving Process.



Continue through the Receiving Process as previously detailed. If you need to create a full Receipt, refer back to the Receiving – Simple Receiving section. If you need to create a partial Receipt, refer back to the Receiving – Complex Receiving section.

There is one final step. When you receive the Confirmation as a proxy receiver, IAS allows you to go back to the *Notification Details* page. Simply click on the **Return to Confirm Receipt Notification** link underneath the confirmation.



This will take you back to the Notification for this Award.

You can send the original Receiver a notification that you have received items for him/her. Simply click on the **Send Requester Receipt Details** button at the top or bottom of the notification.

Once the Receiver returns to duty, he/she can view this information in several ways.

From the *Receiving* page, the Requisitioner can search for the Receipt by the **Purchase Order Number,** which is included in the email notification sent by the Proxy Receiver using the *Send Requester Receipt Details* button. Alternatively, the Receiver can go to the *Requisition Details* page and click on the **View Receipts** link that appears over the *Attachments* area.

Conclusion

You have reached the end of the **IAS Release 3.0 Desktop User Guide**. This guide was designed to provide an understanding of the basics of navigating through the Requisition Management and Receiving modules.

Attached at the end of this document are a few of the diagrams and flow charts that may have been too small to see. Please refer to them in their full-sized, printer-friendly format below.

Additional Resources

IAS Help Desk

If you need assistance with the IAS system, you can contact the IAS Help Desk via the IAS Help Desk web site at www.iashelpdesk.com. You can also call them at **1-866-IAS-8686** or send them a message via email at support@iashelpdesk.com.

IAS Portal Site

Procurement Systems Division's IAS Customer Service Team maintains the IAS Portal site as an information resource for the IAS User Community. This frequently-updated site is a rich repository of information containing IAS News Updates, System Updates, Quick Tips, FAQs and other useful user tools. Visit this site at http://www.ias.usda.gov soon, and make it part of your IAS "toolkit."