

Other Requisition Scenarios

Introduction

In the previous topic, you learned to manage Notifications and approve Requisitions. In this topic, you will learn about other more complex scenarios that you may encounter as an IAS user. These scenarios include situations where a specific procedure must be followed throughout the process, such as when accounting must be changed after an Award had already been made, and slightly less complex circumstances where Requisitioners have little in the way of strict instructions because most of the complexity exists on the Acquisition side, such as a Hanging Commitment or a Recurring Invoice. Many of the topics in this section cause issues for users. This section should provide adequate guidance so that users can effectively handle many difficult procurement questions appropriately.

Objectives

In this topic you will learn how to:

- Change a Requisition from IQ-NOCOMMIT to IQ-COMMIT (Continuing Resolution)
- Modify a Requisition with new accounting before an Award is made
- Handle changing the accounting once an Award has already been associated with a Requisition
- Understand Hanging Commitments
- Understand Recurring Invoices

Let's begin by learning more about changing Requisitions from IQ-NOCOMMIT to IQ-COMMIT.

Changing IQ-NOCOMMIT Requisitions to IQ-COMMIT

Often a Requisitioner will create a Requisition for goods or services knowing the funds are not yet available for commitment at that time. To accommodate this situation, the Requisitioner will create the Requisition as an IQ-NOCOMMIT. Once the funds are available for the total amount of the Requisition, the Requisitioner will need to change the Requisition to reflect that the funding is now available for commitment. This change can be reflected in the Requisition by changing the status from IQ-NOCOMMIT to IQ-COMMIT.

Note: If you only receive part of the funds to initiate your commitment, please refer to the Continuing Resolution section that immediately follows this section.

Procedures for Modifying the IQ-NOCOMMIT Requisition

Here are the step by step instructions for modifying a Requisition from IQ-NOCOMMIT to IQ-COMMIT. At this point, a Requisition has been created by the Requisitioner with a *Transaction Code* of **IQ-NOCOMMIT**.

NOTE: These steps were covered in the  *ating a Simple Requisition* section.

The Requisitioner has submitted a Requisition for goods and has submitted it to IAS. The Requisition has also been approved by the Management Approver and the Budget Approver.

Note: The Requisition could have been awarded as well, and the steps will remain the same. When the Contracting Officer gets an IQ-NOCOMMIT Requisition, he or she can award it by creating an Award that is marked "Subject to the Availability of Funds," which is the Acquisition equivalent of an IQ-NOCOMMIT. This Award serves as a notification of intent to purchase goods and services from a certain vendor. Requisitioners can still change the IQ-NOCOMMIT Requisition without issues, because no funds are involved.

At this point, the Requisitioner is made aware that complete funding is available for the goods to be purchased. The Requisitioner will need to go in and change the *Transaction Code*. The example that follows begins at this step.

First, as the Requisitioner, log into IAS. The *Shop* page will be displayed upon login.

ORACLE iProcurement

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange Oracle.com Go Advanced Search

Stores
Main Store Exchange Oracle.com

My Requisitions

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67414	VCI projectors	101000.00	Approved			
67131	computer monitors	29559.80	Incomplete			
67130	computer monitors	0.00	Cancelled			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

My Notifications

Type	From	Subject	Sent
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-63X0-P-07-0001	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-1358-P-07-0004	05-Jan-2007
Requisition	MANAGER, BARRY	Purchase Requisition 67414 has been approved	05-Jan-2007

Shopping Cart: Your cart contains 2 lines. Recently Added Lines: VCI screen... 40 EACH, VCI projecto... 40 EACH.

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It is important to check the status of the Requisition before making changes to it to understand where it currently lies in the cycle. To do this, locate the appropriate Requisition in the list of your Requisitions and click on the *Status* link. In this example, the *Status* link reads **Approved**. Click **Approved**.

ORACLE iProcurement

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange Oracle.com Go Advanced Search

Stores
Main Store Exchange Oracle.com

My Requisitions

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67414	VCI projectors	101000.00	Approved			
67131	computer monitors	29559.80	Incomplete			
67130	computer monitors	0.00	Cancelled			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

My Notifications

Type	From	Subject	Sent
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-63X0-P-07-0001	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	- You are the designated Receiving Proxy of items on order AG-1358-P-07-0004	05-Jan-2007
Requisition	MANAGER, BARRY	Purchase Requisition 67414 has been approved	05-Jan-2007

Shopping Cart: Your cart contains 2 lines. Recently Added Lines: VCI screen... 40 EACH, VCI projecto... 40 EACH.

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Note: If the Requisition you want to select is not listed in the *My Requisition* section, click on the **Full List** button and search for the appropriate Requisition.

Clicking on the *Status* link takes you to the *Approval History* for your Requisition. As you can see in our example, the Requisition was submitted by the Requisitioner, approved by both the Management and Budget Approver and validated by FFIS.

Sequence	Approver	Organization Name	Status	Action	Action Date	Notes
1	REQUISITIONER_SEAN	USDA	✓	Submitted	04-Jan-2007 11:08:54	
2	REQUISITIONER_SEAN	USDA	✓	Forwarded	04-Jan-2007 11:08:56	
3	MANAGER_LAURA	USDA	✓	Approved	04-Jan-2007 11:21:41	
4	MANAGER_BARRY	USDA	✓	Approved	04-Jan-2007 11:22:48	
5	INTERFACE_FINANCIAL	USDA	✓	Approved	05-Jan-2007 08:12:24	

Now, the change needs to be made to the Requisition to make sure funds are correctly allocated by FFIS. Click the **OK** button to return to the *Shop* page.

Once you are on the *Shop* page, click on the **Change** icon, , in the *Change* column for your Requisition.

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67414	VCI projectors	101000.00	Approved			
67131	computer monitors	29559.80	Incomplete			
67130	computer monitors	0.00	Cancelled			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

Note: There are many ways to initiate a change in a Requisition. Please refer to the Change Requisition section of this document on page 88.

A *Warning* page will appear on your screen. The message will inform you that if you continue, this Requisition will be removed from the current process so you can make changes. Then you will have to resubmit the Requisition for approval and it will start the process from the beginning. Because you are making a change to your Requisition, this is the correct choice. Click the **Yes** button.

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Warning

Please note the following:

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. Your cart currently contains items. If you continue, your existing cart will be saved and available from the Requisitions tab.

Would you like to continue?

Yes No

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

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The Requisition is removed from the process and the line items in the Requisition are taken back to the *Shopping Cart* page. Click the **Checkout** button to proceed to Checkout.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	VCI projectors		EACH	40	1375 USD	55000.00	
2	VCI screen, hanging		EACH	40	1150 USD	46000.00	
Total						101000.00	

Return to Shopping

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

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Now you are on the *Checkout: Requisition Information* section.

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Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

* Requisition Description VCI projectors

Delivery

* Need-By Date 11-Jan-2007 00:00:00
(example: 25-Dec-2006 19:45:00)

Requester REQUISITIONER, SEAN

* Deliver-To Location 001G

Billing

* Taxable No

* Transaction Code IQ-NOCOMMIT

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

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

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This, as detailed earlier, is the first of three steps in the checkout process. The change to the *Transaction Code* can be made in Step 1 of the Checkout process. Change the *Transaction Code* to **IQ-COMMIT**, which will commit funds to the goods in this Requisition.

Warning! It is strongly discouraged to have mixed type Requisitions with both IQ-COMMIT and IQ-NOCOMMIT lines, although IAS allow IQ-NOCOMMIT and IQ-COMMIT line items in the same Requisition. 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. That is why we are modifying the entire Requisition to be an IQ-COMMIT Requisition. If you only receive part of the funds to initiate your commitment, please refer to the Continuing Resolution section that immediately follows this section.

Once you change the Requisition to IQ-COMMIT, you should verify that the accounting is correct. Click on the **Edit Lines (Delivery, Billing, Accounts, and Attachments)** button to go to the *Accounts* tab.

Simply follow the same procedures for changing the accounting as described originally in the "Create a Complex Requisition – Stage 5: Checkout" section starting on page 55.

Remember! It is important to verify that the *Transaction Code* is changed for each line item in the Requisition. This can also be verified and/or changed on the *Accounts* tab. This was covered in the "Create a Complex Requisition – Stage 5: Checkout" section starting on page 55.

Once you have verified or corrected the accounting, return to the *Checkout: Requisition Information* page by clicking on the **Return** button.

Once you have returned to the *Checkout: Requisition Information* page and verified that the Requisition information is correct, click the **Next** button to proceed to Step 2 of Checkout.

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Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

(Cancel) (Save) Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 (Next)

* Requisition Description VCI projectors

Delivery **Billing**

* Need-By Date 11-Jan-2007 00:00:00
(example: 25-Dec-2006 19:45:00)

Requester REQUISITIONER, SEAN

* Deliver-To Location 001G

* Taxable No

* Transaction Code IQ-COMMIT

(Cancel) (Save) Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 (Next)

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

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You should see the *Checkout: Review Approver List* page on your screen. This is Step 2 of the Checkout process. If you need to make adjustments to your Approvers or add Attachments to your Requisition, you can do it here. For this example, we will not be making any adjustments to this page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers.

(Save) (Submit) (Back) Step 2 of 3 (Next)

(Change First Approver)

Approver Name	Delete
MANAGER, LAURA	
MANAGER, BARRY	

(Add Approver)

Justification (240 chars max)

Note To Buyer (240 chars max)

Attachments

(Add Attachments)

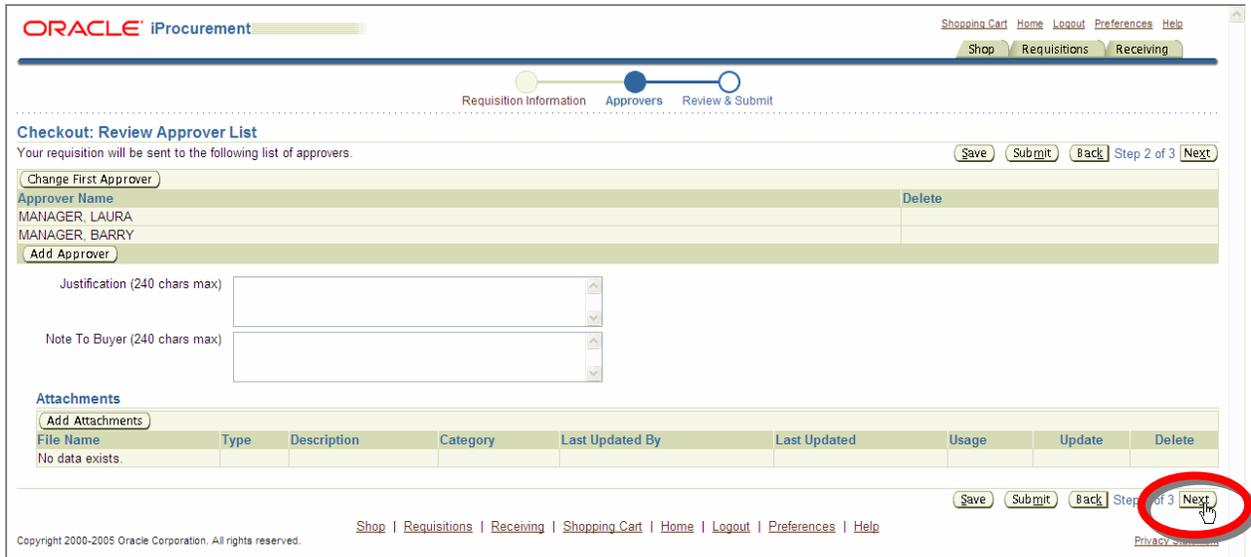
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

(Save) (Submit) (Back) Step 2 of 3 (Next)

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

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Click on the **Next** button to advance to Step 3 of the Checkout process.

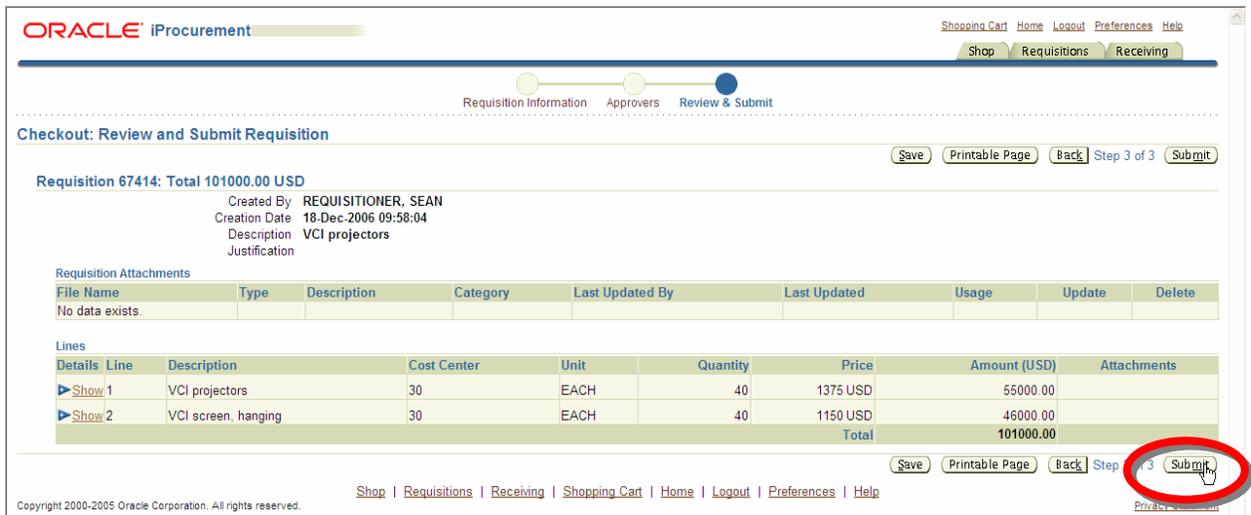


The third step of the Checkout process is the *Checkout: Review and Submit Requisition* page.

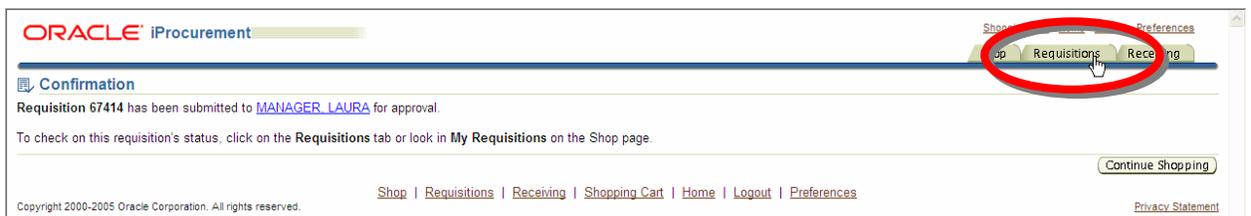
NOTE: This page allows you to review details of your Requisition prior to submission. Navigation of this page was detailed earlier in the Create a Simple Requisition section.



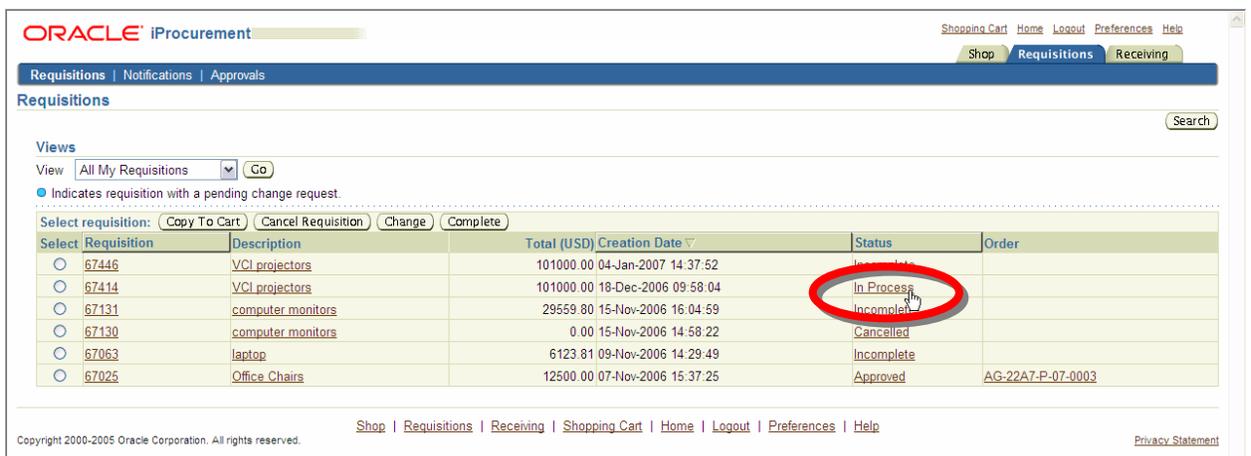
Once you have reviewed your Requisition and its details, click the **Submit** button to submit your Requisition.



You will receive a confirmation message letting you know that your Requisition has been submitted. To ensure your Requisition has been resubmitted and proceeded on the proper path, click on the **Requisitions** tab.



The *Requisitions* page will appear on your screen. Select the appropriate Requisition to review its current status. For our example Requisition, the *Status* reads **In Process** letting us know that our Requisition is in process. Click the **In Process** link to see where the Requisition lies in the entire process.



This takes you back to the *Approval History* for your Requisition. Here you can see entire sequence of actions and statuses for your Requisition.

Sequence	Approver	Organization Name	Status	Action	Action Date	Notes
1	REQUISITIONER_SEAN	USDA	✓	Submitted	04-Jan-2007 11:08:54	
2	REQUISITIONER_SEAN	USDA	✓	Forwarded	04-Jan-2007 11:08:56	
3	MANAGER_LAURA	USDA	✓	Approved	04-Jan-2007 11:21:41	
4	MANAGER_BARRY	USDA	✓	Approved	04-Jan-2007 11:22:48	
5	INTERFACE_FINANCIAL	USDA	✓	Approved	05-Jan-2007 08:12:24	
6	REQUISITIONER_SEAN	USDA	✓	Withdrawn	09-Jan-2007 15:43:50	
7	REQUISITIONER_SEAN	USDA	✓	Submitted	09-Jan-2007 15:49:10	
8	REQUISITIONER_SEAN	USDA	✓	Forwarded	09-Jan-2007 15:49:11	
9	MANAGER_LAURA	USDA	✓	Pending		
10	MANAGER_BARRY	USDA	-			

First, the example Requisition was Withdrawn so that the changes could be made. Then, it was then submitted again by the Requisitioner after the *Transaction Code* was changed from IQ-NOCOMMIT to IQ-COMMIT. Finally it was Forwarded to the first Approver upon completion of the changes.

Now that we have reviewed how to change a transaction code, let's talk about how to handle a Continuing Resolution in IAS.

Simple Continuing Resolutions

There are many scenarios in which a Requisitioner may need to work with Continuing Resolutions. One of the most common is a situation where a Requisitioner creates an IQ-NOCOMMIT Requisition expecting to get funding later, but the funding only comes in a little bit at a time. This is different from the last scenario in that all of the funding for that Requisition came in at once.

Handling a partially funded IQ-NoCOMMIT Requisition is a little different from handling a fully funded one. Since it is highly discouraged to have mixed transaction type Requisitions (where there are IQ-NOCOMMIT lines and IQ-COMMIT lines on the same Requisition), it's best to create a new IQ-COMMIT Requisition for each block of funding as it comes in. That is precisely how this example will proceed.

Tip! For more information about Continuing Resolutions, please refer to the comprehensive Continuing Resolution guide located on the IAS Portal Web Site (<http://www.ias.usda.gov/> -> Guidance -> Annual Close Procedures -> Continuing Resolution Guide).

Here is a brief overview of the process:

- 1) Create the IQ-NOCOMMIT Requisition, which then goes through the normal Approval process to FFIS.
- 2) The Contracting Officer creates an award that is "Subject to the Availability of Funds."
- 3) Partial Funding is made available.
- 4) The Requisitioner creates a new IQ-COMMIT Requisition using the original one as a template.
- 5) The Requisition goes through the normal approval process and then to FFIS.
- 6) The Contracting Officer modifies the Award so that the new Requisition item(s) is included in the Award.
- 7) The Contracting Officer then adjusts the amount "obligated" in IAS.

Next, you will learn about modifying a Requisition's accounting information if it does not have an award associated with it.

Modifying Requisition Accounting Pre-Award

Sometimes after a Requisition has been created and approved by the Funds Approver, adjustments have to be made to the accounting so that different funds are used to pay for the goods or services being purchased in the Requisition. This can happen for a variety of fiscal reasons. If the accounting must be changed after the Requisition has been created, it is easiest to do it before the award has been created against the Requisition. In fact, the accounting cannot be changed on the Requisition at all once the Award has been created. This more complicated situation will be covered later in this document.

Process Flow

Once it is determined that the accounting must be changed, the Requisitioner should go back into IAS and change the Requisition. This will withdraw the Requisition and resubmit it for approval. The Requisition will then have to go through the entire approval process again.

Warning! The Budget Approver must have the FFIS permissions to commit funds for the new fund.

Once the Requisition successfully proceeds through the Approval process, it will go to the Contracting Officer for award following the normal workflow.

Procedures for Modifying the Requisition Accounting

At this stage, your Requisition has been created and submitted. The Requisition has processed through the appropriate Approval chain. It has been approved by FFIS. You as the Requisitioner, now want to make changes to the funds allocation or accounting codes.

Begin by logging into IAS as the Requisitioner. Upon login, the *Shop* page will be displayed.

The screenshot displays the Oracle iProcurement 'Shop' page. At the top, there is a navigation bar with 'Shop', 'Requisitions', and 'Receiving' tabs. Below this is a search bar with 'Exchange Oracle.com' entered and a 'Go' button. The main content area is divided into several sections:

- Stores:** Shows 'Main Store' as 'Exchange Oracle.com'.
- My Requisitions:** A table listing requisitions with columns for Requisition, Description, Total (USD), Status, Copy, Change, and Receive.

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67414	VCI projectors	101000.00	Approved	[Icon]	[Icon]	
67131	computer monitors	29559.80	Incomplete	[Icon]		
67130	computer monitors	0.00	Cancelled	[Icon]		
67063	laptop	6123.81	Incomplete	[Icon]		
67025	Office Chairs	12500.00	Approved	[Icon]	[Icon]	[Icon]
- My Notifications:** A table listing notifications with columns for Type, From, Subject, and Sent.

Type	From	Subject	Sent
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-63X0-P-07-0001	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-1358-P-07-0004	05-Jan-2007
Requisition	MANAGER, BARRY	Purchase Requisition 67414 has been approved	05-Jan-2007
- Shopping Cart:** A sidebar on the right showing 'Your cart contains 2 lines.' and 'Recently Added Lines' with items like 'VCI screen ... 40 EACH' and 'VCI projecto... 40 EACH'. A 'View Cart and Checkout' button is present.

At the bottom of the page, there is a copyright notice: 'Copyright 2000-2005 Oracle Corporation. All rights reserved.' and a 'Privacy Statement' link.

Again, please check the status of the Requisition before making changes to it to understand where it currently lies in the cycle. To do this, locate the appropriate Requisition in the list of your Requisitions and click on the *Status* link. In this example, the *Status* link reads **Approved**. Click **Approved**.

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Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange.Oracle.com Go Advanced Search

Stores
Main Store Exchange.Oracle.com

My Requisitions Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67414	VCI projectors	101000.00	Approved			
67131	computer monitors	29559.80	Incomplete			
67130	computer monitors	0.00	Cancelled			
67063	laptop	6123.81	Incomplete			
67025	Office Chairs	12500.00	Approved			

My Notifications Full List

Type	From	Subject	Sent
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-510N-P-07-0004	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-63X0-P-07-0001	05-Jan-2007
PO Confirm Receipt	REQUISITIONER, DAVE	-- You are the designated Receiving Proxy of items on order AG-1358-P-07-0004	05-Jan-2007
Requisition	MANAGER, BARRY	Purchase Requisition 67414 has been approved	05-Jan-2007

TIP Vacation Rules - Redirect or auto-respond to notifications.

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

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Reminder! If the Requisition you want to select is not listed in the *My Requisition* section, click on the **Full List** button and search for the appropriate Requisition.

Clicking on the *Status* link takes you to the *Approval History* for your Requisition. As you can see in our example, the Requisition was submitted by the Requisitioner, approved by both the Management and Budget Approver and approved by FFIS.

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Requisitions | Notifications | Approvals

Shop Stores >

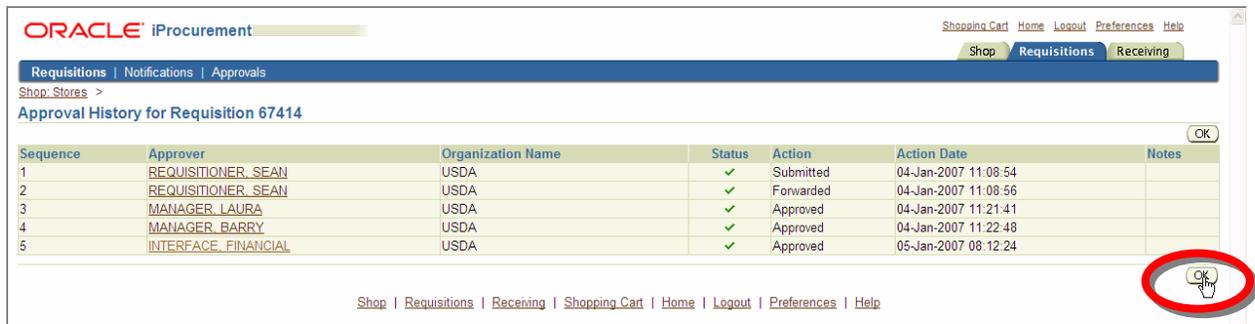
Approval History for Requisition 67414 OK

Sequence	Approver	Organization Name	Status	Action	Action Date	Notes
1	REQUISITIONER, SEAN	USDA	✓	Submitted	04-Jan-2007 11:08:54	
2	REQUISITIONER, SEAN	USDA	✓	Forwarded	04-Jan-2007 11:08:56	
3	MANAGER, LAURA	USDA	✓	Approved	04-Jan-2007 11:21:41	
4	MANAGER, BARRY	USDA	✓	Approved	04-Jan-2007 11:22:48	
5	INTERFACE, FINANCIAL	USDA	✓	Approved	05-Jan-2007 08:12:24	

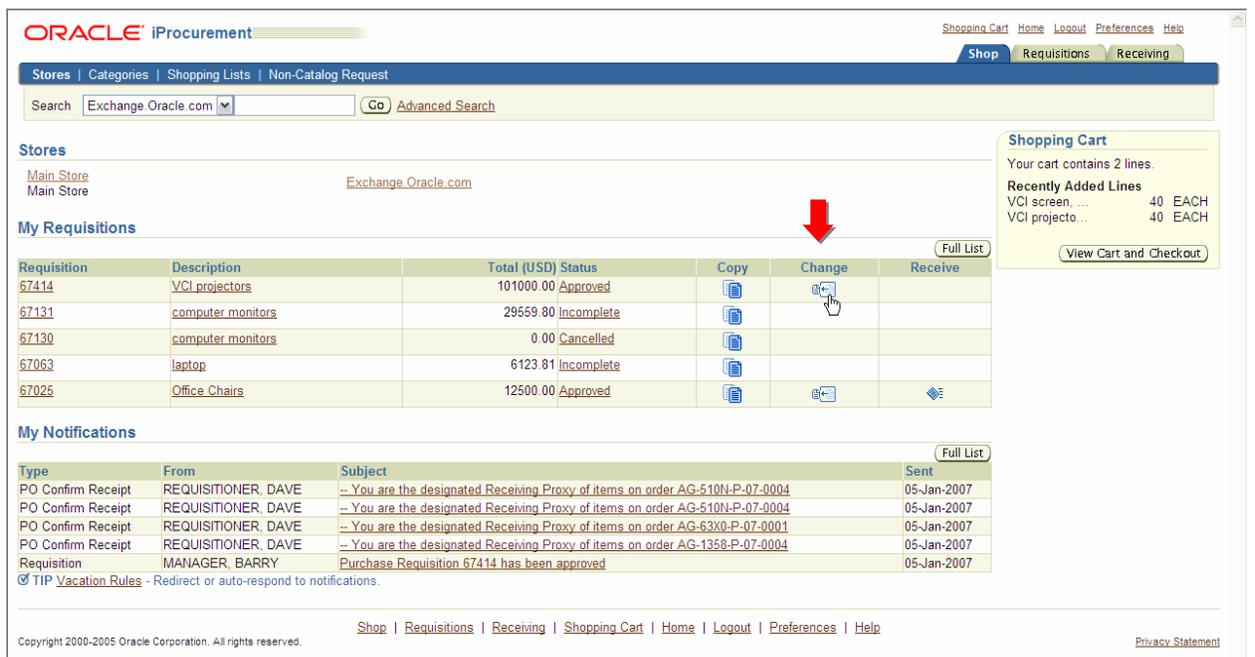
Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help

Now, the change needs to be made to the Requisition to make sure funds are correctly allocated by FFIS. Click the **OK** button to return to the *Shop* page.



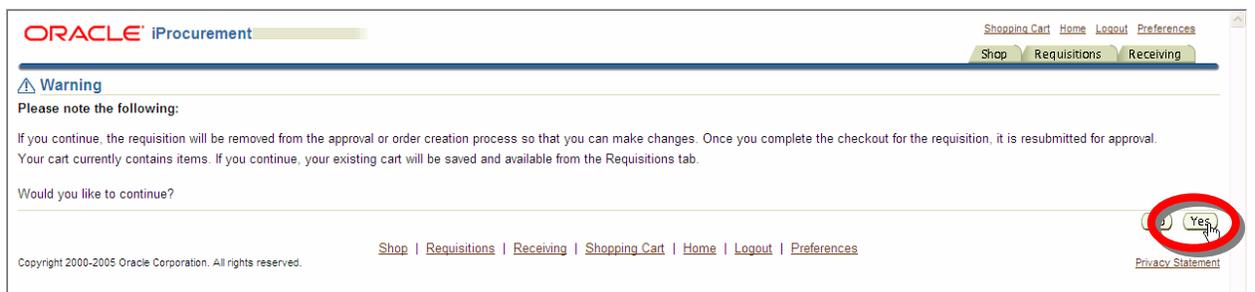


Once you are on the *Shop* page, click on the **Change** icon, , in the *Change* column for your Requisition.



Note: There are many ways to initiate a change in a Requisition. Please refer to the Change Requisition section of this document on page 88.

A *Warning* page will appear on your screen. The message will inform you that if you continue, this Requisition will be removed from the current process so you can make changes. Then you will have to resubmit the Requisition for approval and it will start the process from the beginning. Because you are making a change to your Requisition, this is the correct choice. Click the **Yes** button.



The Requisition is removed from the process and the line items in the Requisition are taken back to the *Shopping Cart* page. Click the **Checkout** button to proceed to Checkout.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	VCI projectors		EACH	40	1375 USD	55000.00	
2	VCI screen, hanging		EACH	40	1150 USD	46000.00	
						Total	101000.00

Return to Shopping

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

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Now you are on the *Checkout: Requisition Information* section.

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

* Requisition Description VCI projectors

Delivery Billing

* Need-By Date 06-Jan-2007 00:00:00
(example: 20-Dec-2006 19:45:00)

Requester REQUISITIONER, SEAN

* Deliver-To Location 001G

* Taxable No

* Transaction Code IQ-COMMIT

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

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

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Now, you need to change the Accounting codes for the appropriate lines. To do this, click the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button.

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Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

* Requisition Description VCI projectors

Delivery Billing

* Need-By Date 06-Jan-2007 00:00:00
(example: 20-Dec-2006 19:45:00)

Requester REQUISITIONER, SEAN

* Deliver-To Location 001G

* Taxable No

* Transaction Code IQ-COMMIT

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

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

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This should take you to the *Requisition Information: Edit Lines* page. Click on the **Accounts** tab to view the current Charge Accounts associated with the Requisition lines.

Requisition Information: Edit Lines

* Indicates required field

Delivery **Accounts** Billing Attachments

Select Object: Update Copy Delete

Select Line	Description	Need-By Date	Requester	Deliver-To Location
<input type="checkbox"/> 1	VCI projectors	06-Jan-2007 00:00:00	REQUISITIONER, SEAN	001G
<input type="checkbox"/> 2	VCI screen, hanging	06-Jan-2007 00:00:00	REQUISITIONER, SEAN	001G

Delivery Billing **Accounts** Attachments

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On the *Accounts* tab, click the charge account for the line item you want to change.

Requisition Information: Edit Lines

* Indicates required field

Delivery Billing **Accounts** Attachments

Select Lines: Update Copy Delete

Select Line	Description	Charge Account	Transaction Code	Split
<input type="checkbox"/> 1	VCI projectors	30 07 22 222222 222222 22 222222 77 7000000000 0210 22 222222 77 2222	IQ-COMMIT	
<input type="checkbox"/> 2	VCI screen, hanging	30 07 22 222222 222222 22 222222 77 7000000000 0210 22 222222 77 2222	IQ-COMMIT	

TIP Click on a Split icon to allocate costs to multiple accounts.

Delivery Billing **Accounts** Attachments

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Once you have selected the **Charge Account** you want to change, you will be taken to the *Requisition Information: Split Cost Allocation* screen.

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 VCI projectors	EACH	40	1375 USD	55000.00

Charge Accounts

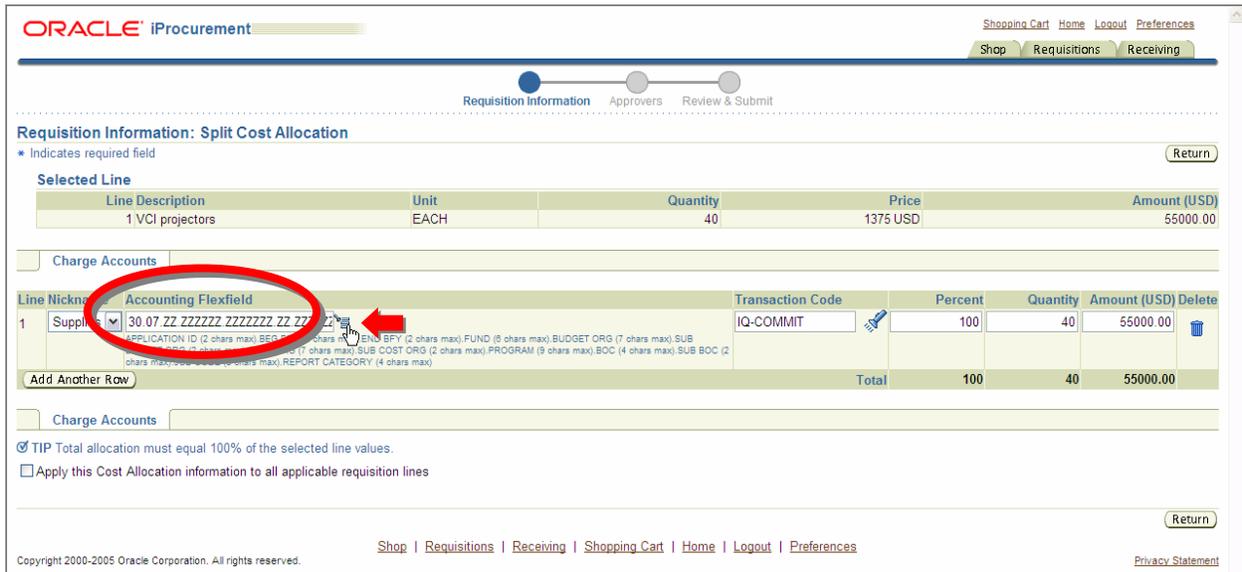
Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Supplies	30 07 22 222222 222222 22 222222	IQ-COMMIT	100	40	55000.00	
Total			100	40	55000.00	

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

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Delete the current Charge Account out of the *Accounting Flexfield* for that line item. Then find and enter a new Charge Account in the *Accounting Flexfield* by clicking on the **Search and Select** feature icon .



Requisition Information: Split Cost Allocation

Indicates required field Return

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 VCI projectors	EACH	40	1375 USD	55000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1	30 07 22 ZZZZZZ ZZZZZZ ZZ ZZZZZZ	IQ-COMMIT	100	40	55000.00	
Total			100	40	55000.00	

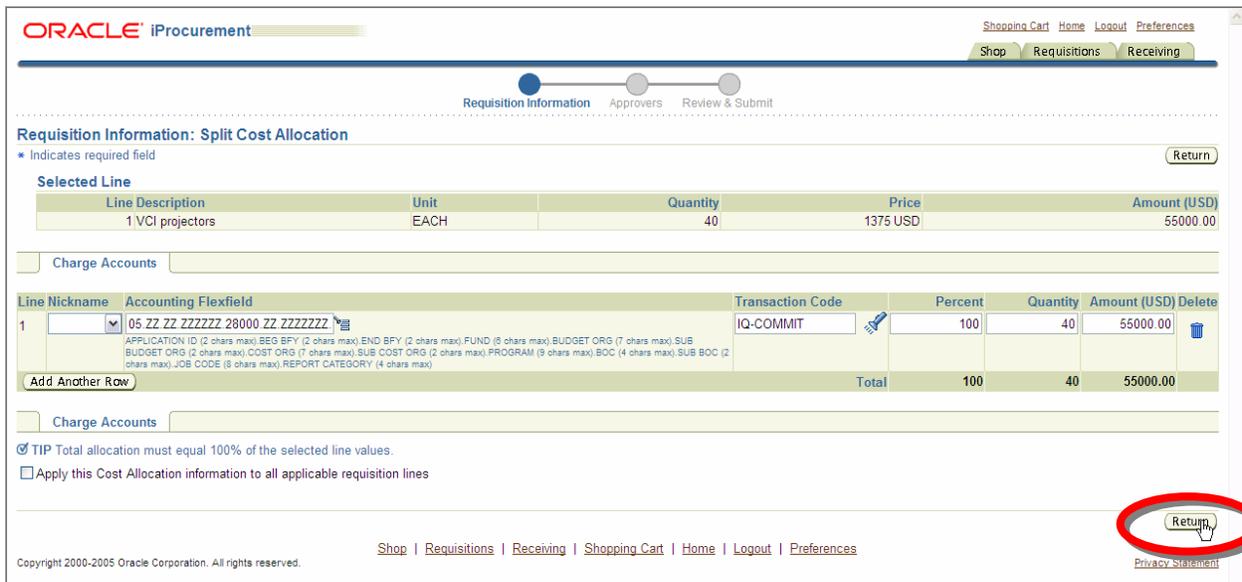
Charge Accounts

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Return

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For our example, we have entered a new Charge Account. Now, we are ready to proceed with the *Checkout* process. Click the **Return** button to go to the *Requisition Information: Edit Lines* page.



Requisition Information: Split Cost Allocation

Indicates required field Return

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 VCI projectors	EACH	40	1375 USD	55000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1	05 22 ZZ ZZZZZZ 28000 ZZ ZZZZZZ	IQ-COMMIT	100	40	55000.00	
Total			100	40	55000.00	

Charge Accounts

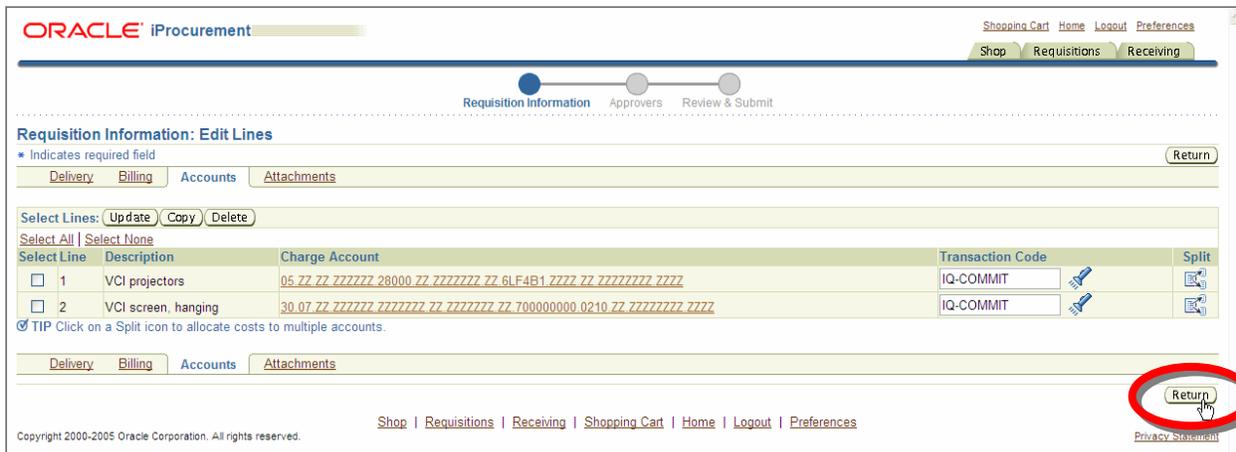
TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Return

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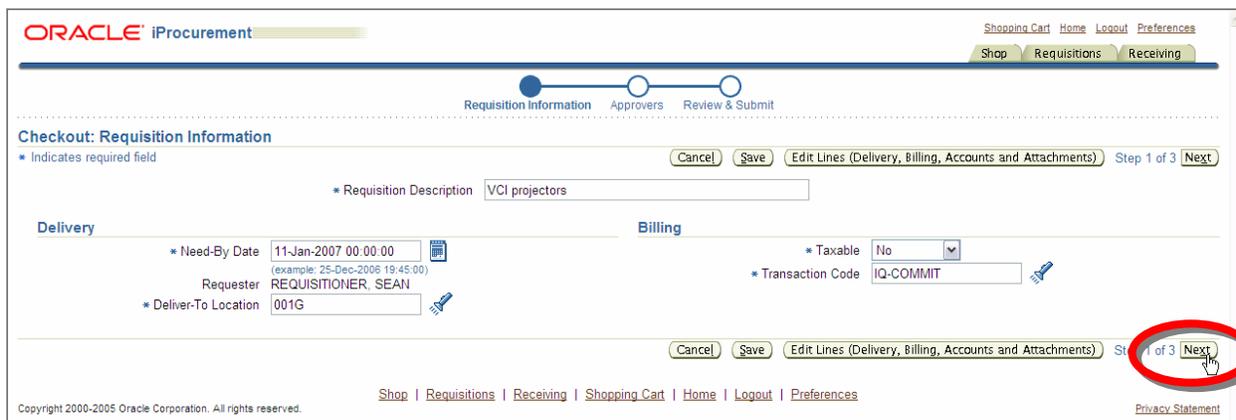
Now we have returned to the *Requisition Information: Edit Lines* page. We can see that our *Charge Account* has been changed for line 1 of our Requisition.

Note: For this example, we are only changing the accounting information for one line item of our Requisition. If you need to make changes to additional line items of a Requisition, please use the same steps detailed above to do so.



Once you have reviewed the Requisition Information on this page, click the Return button to return to the *Checkout: Requisition Information* page.

Once you have returned to the *Checkout: Requisition Information* page and verified that the Requisition information is correct, click the **Next** button to proceed to Step 2 of Checkout.



You should see the *Checkout: Review Approver List* page on your screen. This is Step 2 of the Checkout process. If you need to make adjustments to your Approvers or add Attachments to your Requisition, you can do it here. For this example, we will not be making any adjustments to this page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers. [Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

[Change First Approver](#)

Approver Name	Delete
MANAGER, LAURA	
MANAGER, BARRY	

[Add Approver](#)

Justification (240 chars max)

Note To Buyer (240 chars max)

Attachments

[Add Attachments](#)

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

[Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

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

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Click on the **Next** button to advance to Step 3 of the Checkout process.

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Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers. [Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

[Change First Approver](#)

Approver Name	Delete
MANAGER, LAURA	
MANAGER, BARRY	

[Add Approver](#)

Justification (240 chars max)

Note To Buyer (240 chars max)

Attachments

[Add Attachments](#)

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

[Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

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

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The third step of the Checkout process is the *Checkout: Review and Submit Requisition* page.

NOTE: This page allows you to review details of your Requisition prior to submission. Navigation of this page was detailed earlier in the Create a Simple Requisition section.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 67414: Total 101000.00 USD

Created By REQUISITIONER, SEAN
Creation Date 18-Dec-2006 09:58:04
Description VCI projectors
Justification

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
Show	1	VCI projectors	30	EACH	40	1375 USD	55000.00	
Show	2	VCI screen, hanging	30	EACH	40	1150 USD	46000.00	
Total							101000.00	

Save Printable Page Back Step 3 of 3 Submit

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

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Once you have reviewed your Requisition and its details, click the **Submit** button to submit your Requisition.

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Shop Requisitions Receiving

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 67414: Total 101000.00 USD

Created By REQUISITIONER, SEAN
Creation Date 18-Dec-2006 09:58:04
Description VCI projectors
Justification

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
Show	1	VCI projectors	30	EACH	40	1375 USD	55000.00	
Show	2	VCI screen, hanging	30	EACH	40	1150 USD	46000.00	
Total							101000.00	

Save Printable Page Back Step 3 of 3 Submit

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

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You will receive a confirmation message letting you know that your Requisition has been submitted. To ensure your Requisition has been resubmitted and is on the proper path, click on the **Requisitions** tab.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Confirmation

Requisition 67414 has been submitted to [MANAGER, LAURA](#) for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping

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

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Remember! It is important to review the Approval History of your Requisition after submitting your Requisition by going to the *Requisitions* tab. The steps to review Approval History are described earlier in this "Other Requisition Scenarios" section. Further information is also available in the  "Tracking Requisition Status" section.

Modifying Requisition Accounting Post-Award

Once again, it is possible that a Requisition can be created and an Award can be made before it is determined that different funds need to be used for a particular purchase. Once a Requisition has been placed on an award and submitted for approval, the accounting cannot be changed.

Warning! If the Award has been Rejected, please contact the IAS Help Desk for assistance with removal of the Requisition.

Also, the Contracting Officer cannot change the accounting at the Award stage because of the way that funds are connected throughout the procurement process.

The only work around for this is to create a new Requisition for which ever line or lines need the new accounting, and then create a new award line for this new Requisition. The whole process is briefly summarized below.

- 1) The Contracting Officer cancels the award line or award that includes the incorrect accounting.

Note: Accounting changes can be made at the line level. That means that if you have a Requisition with multiple lines, you only have to cancel the line with the accounting that needs to be changed. You do NOT have to cancel the whole Requisition.

Warning! If only one line is on the Award, DO NOT CANCEL that line until the new Requisition has been placed on the Award. Canceling the line of a single line Award will cancel the entire Award in FFIS and FFIS will not allow any additional modifications to go through.

- 2) The Requisitioner creates a new Requisition for the line or lines that need new accounting.

Note: The easiest way to create a new Requisition is to copy the old one to your cart and then adjust it with the appropriate accounting information. This is the process that will be followed in the example below.

- 3) The Requisitioner submits the new Requisition for approval.
- 4) The Approvers review and approve the Requisition.
- 5) The Contracting Officer creates a new Award line referencing the new Requisition.

Note: Contracting Officers can reuse the original Award for the new Requisition. That will keep all of the items that were originally together on the Requisition, together during Receiving as well. This will be discussed later on in this section.

- 6) The Requisitioner cancels the original Requisition line(s).

Note: If you would like to use the original Requisition to create the new Requisition using the copy to cart, it is important to copy the Requisition to the shopping cart before you cancel it. That way all of the original lines will transfer over.

Warning! Cancelling the Requisition will cause an error, regardless of who cancels it. This is unavoidable since the Commitment is liquidated when the Obligation is

created. This is the only time a Requisitioner should cancel an IQ-COMMIT Requisition after it has been approved. The Requisitioner should work with the Commitment Document Resolution Manager so that they can file the error associated with this cancellation.

7) The procurement process continues as normal.

Before the modification process gets started, it is important to view the difference between an obligated line item and a non-obligated line item by tracking the Requisition status.

Tracking the Requisition Status

First, the Requisitioner should go into IAS and look up the original Requisition. In this example, the Requisition is still shown on the *Shop page*, in the *My Requisitions* section. If your Requisition does not appear there, either click on the **Full List** button at the top right of the *My Requisitions* section or click on the **Requisitions** tab and search for your Requisition there. Either way, go to the *Requisition Details* page by clicking on the Requisition number or the **Requisition Description**.

The screenshot displays the Oracle iProcurement interface. At the top, there are navigation tabs for 'Shop', 'Requisitions', and 'Receiving'. Below the search bar, the 'My Requisitions' section contains a table of requisitions. The first row is highlighted with a red circle around the description 'Contract to maintain grounds of local reserve'. A red arrow points to the 'Full List' button in the top right corner of this section. Below the requisitions table is the 'My Notifications' section, which contains a table of notification details.

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67464	Contract to maintain grounds of local reserve	1000000.00	Approved			
67448		1000000.00	Approved			
67445	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	21000.00	Approved			
67442	Contract for cleaning the office	6720.00	Approved			
67293	Networking Equipment for Reorganizing the office	125.00	Approved			

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67464 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67448 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67448 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67445 has been approved	05-Jan-2007

Once you are on the *Requisition Details* page, you can see that all of the Requisition lines are still associated with the Obligation. This is shown by having the Order number in the *Order* column of the *Details* section.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67464

Copy To Cart Cancel Requisition Change Receive

Description Contract to maintain grounds of local reserve
 Created By REQUISITIONER, DAVE
 Creation Date 05-Jan-2007 16:39:40
 Deliver-To 1407 UNION AVENUE SUITE 701 MEMPHIS, , TN, 38104-3627
 Justification

Status Approved
 Change History No
 Urgent Requisition No
 Attachment None
 Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Contract to maintain grounds of local reserve	26-Mar-2007 00:00:00	FNS-FSP-MEMPHIS	DOLLAR US	250000	1 USD	250000.00		AG-510N-P-07-0004
2	Contract to manage security for the reserve area	23-Jul-2007 01:00:00	FNS-FSP-MEMPHIS	DOLLAR US	750000	1 USD	750000.00		AG-510N-P-07-0004
Total							1000000.00		

Return Copy To Cart Cancel Requisition Change Receive

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

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As you can see, the link is still active, which means you can still look at the details of the Award because it is Released in FFIS. Click on the **Order number link** to go to the *Award Details* page.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67464 > Standard PO : AG-510N-P-07-0004 Revision 0 (Total USD 1000000.00)

Ok

Order Information

General Information

Standard PO AG-510N-P-07-0004
 Total 1000000.00 (USD)
 Supplier DEAN FAMILY TRUST
 Supplier Site 486248278 A
 Address BOX 648
 486248278 A
 MADISON, KS 66860
 Buyer CONTRACTING OFFICER, JANICE
 Order Date 05-Jan-2007 17:13:39
 Description Contract to maintain grounds of local reserve
 Status Approved
 Note to Supplier
 Organization USDA-OU
 Supplier Order Number
 Attachments None

Terms and Conditions

Payment Terms
 Carrier
 FOB
 Freight Terms
 Shipping Control

Bill-To Address

Bill-To Address 3101 PARK CENTER DRIVE
 ROOM 906
 ALEXANDRIA, VA 22302

Ship-To Address

Ship-To Address 1407 UNION AVENUE
 SUITE 701
 MEMPHIS, TN 38104-3627

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	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	1	Goods				Contract to maintain grounds of local reserve	DOLLAR US	250000	1	250000.00		Open				
Show	2	Goods				Contract to manage security for the reserve area	DOLLAR US	750000	1	750000.00		Open				

Ok

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

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Notice that the status of each line item is Open. This is how the Requisition looks before the Award line is cancelled. In the following example, the first line, which originally had split accounting codes will only be funded by one account. This is not the only situation where these procedures are applicable. Any accounting change after the Award is created, such as changing from one fund to another or splitting funding between more than one budget, should be done this way.

In the next section, the actual modification process will be covered.

The Modification Process

Once it is determined that the accounting must be changed on a Multi-Line Award, the Contracting Officer should be contacted so that he or she can cancel the appropriate line(s).

Warning! If only one line is on the Award, DO NOT CANCEL that line until the new Requisition has been placed on the Award. Canceling the line of a single line Award will cancel the entire Award in FFIS and FFIS will not allow any additional modifications to go through.

This will cancel the appropriate Obligation and return the money to the old fund. Before making any modifications to the Requisition, the Requisitioner should view the Requisition details to make sure that the award is no longer associated with the line.

Remember! Accounting changes can be made at the line level. That means that if you have a Requisition with multiple lines, you only have to cancel the line with the accounting that needs to be changed. You do NOT have to cancel the whole Requisition.

In the following example, only one line needs adjustment so the CO only canceled one line, so the Requisitioner only has to cancel one line.

The Original Requisition

To do this, the Requisitioner should login to IAS and look up the original Requisition. In this example, the Requisition is still shown on the *Shop page*, in the *My Requisitions* section. If your Requisition does not appear there, either click on the **Full List** button at the top right of the *My Requisitions* section or click on the **Requisitions** tab and search for your Requisition there. Either way, go to the *Requisition Details* page by clicking on the Requisition number.

The screenshot displays the Oracle iProcurement interface. At the top, there are navigation tabs for 'Shop', 'Requisitions', and 'Receiving'. Below this is a search bar with 'Exchange.Oracle.com' selected. The main content area is titled 'My Requisitions' and contains a table with the following data:

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67464	Contract to maintain grounds of local reserve	1000000.00	Approved	[Icon]	[Icon]	[Icon]
67448	[Description]	1000000.00	Approved	[Icon]	[Icon]	[Icon]
67445	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	21000.00	Approved	[Icon]	[Icon]	[Icon]
67442	Contract for cleaning the office	6720.00	Approved	[Icon]	[Icon]	[Icon]
67293	Networking Equipment for Reorganizing the office	125.00	Approved	[Icon]	[Icon]	[Icon]

Below the requisitions table is a 'My Notifications' section with a table of notification details:

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67464 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67448 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67448 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67445 has been approved	05-Jan-2007

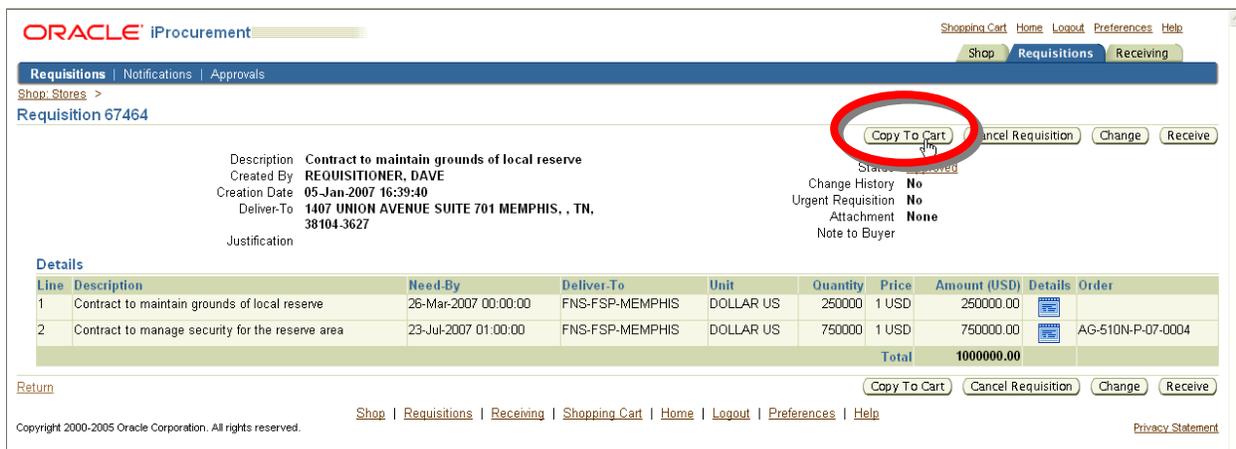
A red arrow points to the 'Full List' button in the top right corner of the requisitions section. The requisition number 67464 and its description are circled in red.

Once you are on the *Requisition Details* page, you can see that the Award number is no longer visible with the line.



The New Requisition

Now that you know the Award line has been cancelled, you can proceed. Rather than canceling the Requisition line at this point, the original Requisition will be used to create the new Requisition. To create the new Requisition, copy this Requisition to the cart. Click on the **Copy to Cart** button.



Tip! This will transfer all of the original information to the new Requisition, including the original accounting. Be sure to review the accounting for accuracy before completing the Requisition. That will be shown to you in this example.

Copying the Requisition to the Shopping Cart will immediately take you to the *Shopping Cart* page, with all of the items from the Requisition in your cart.



Since the second line item is not needed, it will be removed by clicking on the **Trash Can** icon  in the second line.



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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	Contract to maintain grounds of local reserve		DOLLAR US	250000	1 USD	250000.00	
2	Contract to manage security for the reserve area		DOLLAR US	750000	1 USD	750000.00	
						Total	1000000.00

Return to Shopping

Save Checkout

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

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Once the line is removed, click on the **Checkout** button to continue to the checkout process.



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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	Contract to maintain grounds of local reserve		DOLLAR US	250000	1 USD	250000.00	
						Total	250000.00

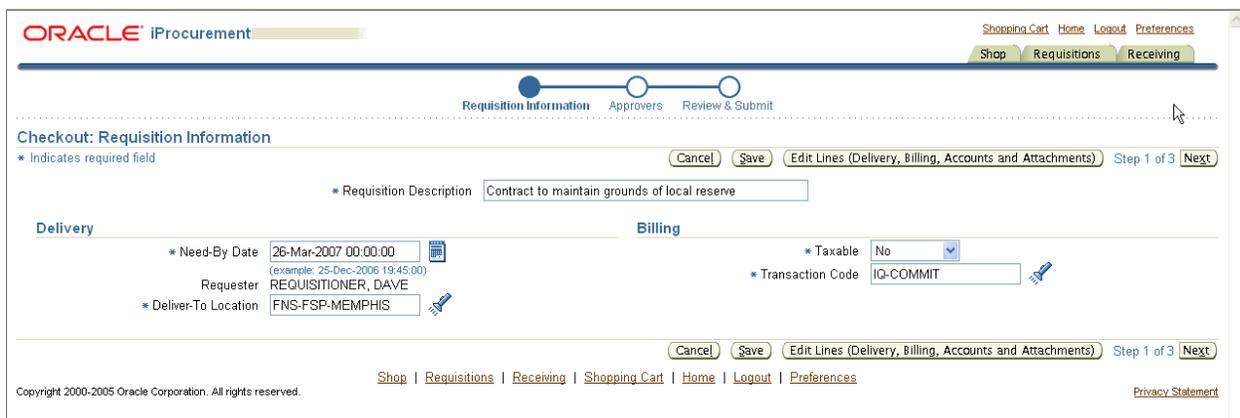
Return to Shopping

Save Checkout

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

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



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Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

* Requisition Description Contract to maintain grounds of local reserve

Delivery Billing

* Need-By Date 26-Mar-2007 00:00:00 
(example: 25-Dec-2006 19:45:00)

Requester REQUISITIONER, DAVE

* Deliver-To Location FNS-FSP-MEMPHIS 

* Taxable No

* Transaction Code IQ-COMMIT 

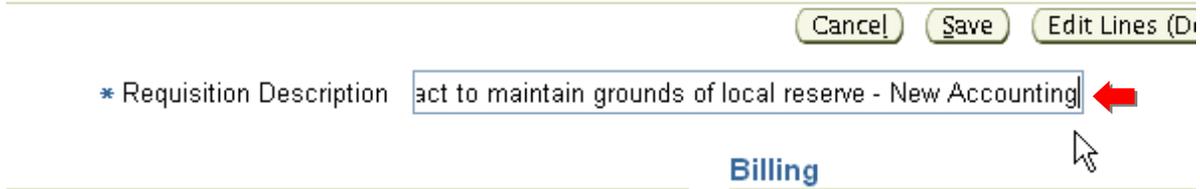
Cancel Save Edit Lines (Delivery, Billing, Accounts and Attachments) Step 1 of 3 Next

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

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Tip! It is recommended that you change the Description of the Requisition a little to distinguish it from the original Requisition.

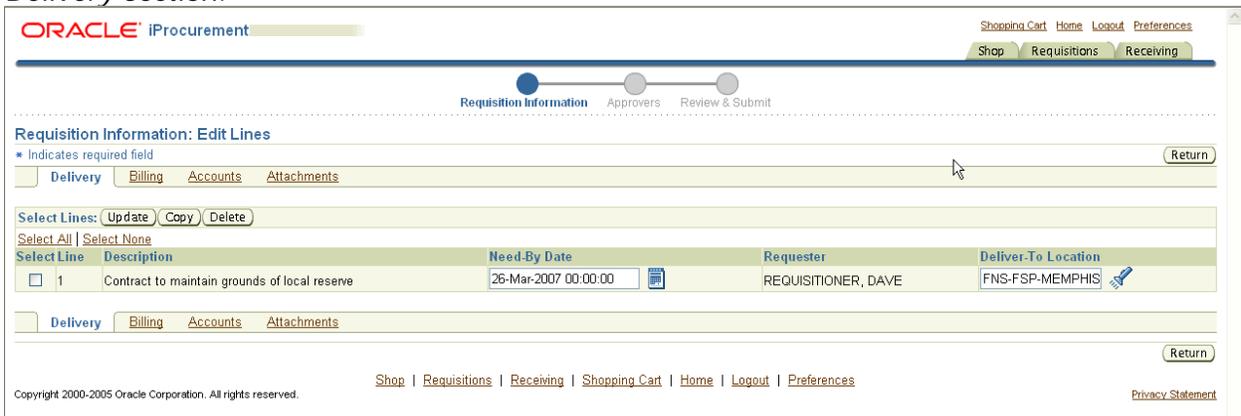
In this example, the *Requisition Description* is changed to differentiate it from the original Requisition.



Next, go to the *Accounts* section of the *Requisition Information: Edit Lines* pages to edit the lines of accounting. Click on the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button to proceed.



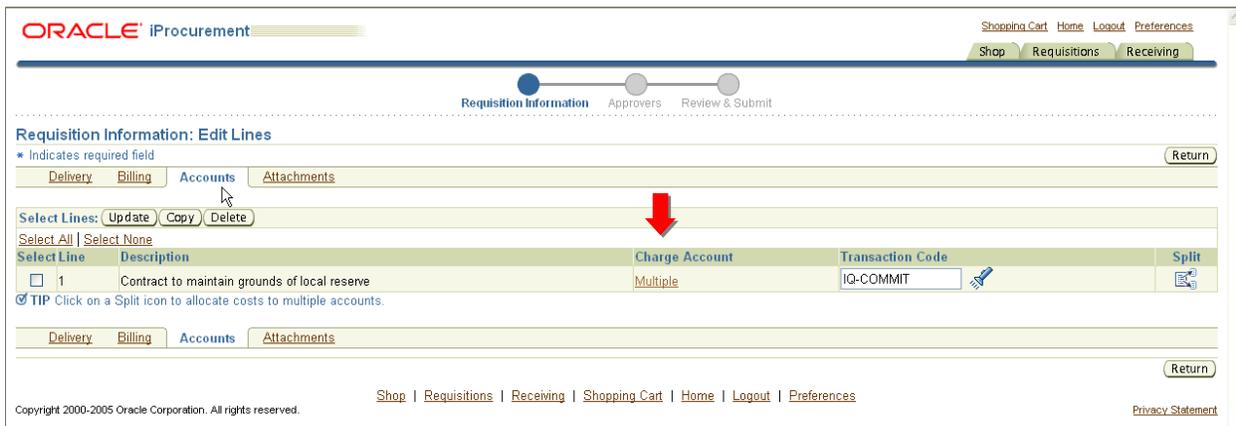
This will take you to the *Requisition Information: Edit Lines* page and start you in the *Delivery* section.



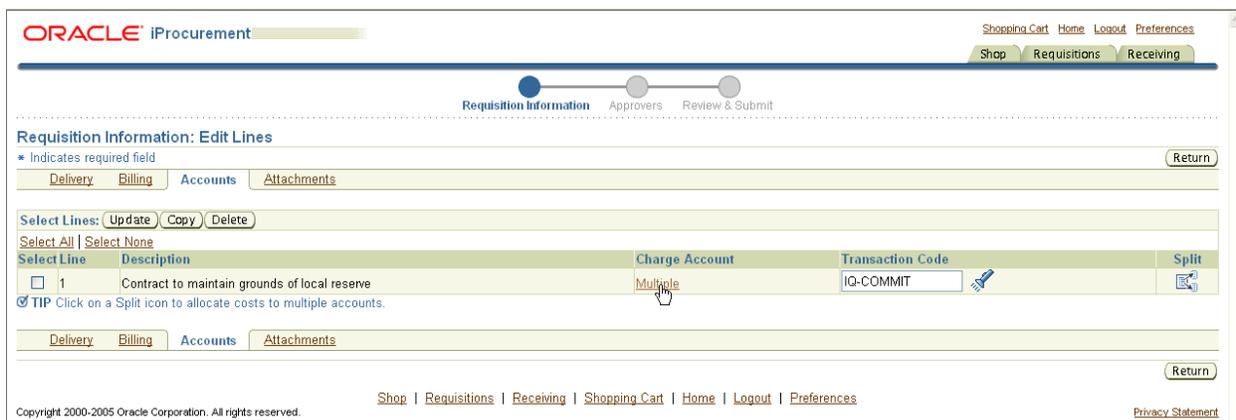
Continue to edit the accounting by the same method you would usually use to edit accounting on a new Requisition. In this example, the **Accounts** link is clicked to go to the *Accounts* section.



On the *Accounts* section of the *Requisition Information: Edit Lines* page allows you to see the basic accounting information for your Requisition lines. Since this new Requisition was copied to the cart from the original, the original accounting information for the line copied over exactly. There were multiple lines of accounting, so "Multiple" shows in the *Charge Account* column.



Again, this Requisition line item is going to change from a split accounting line to a single accounting line. Click on the link in the *Charge Account* column to be taken directly to the *Requisition Information: Split Cost Allocation* page. In this example, click on the **Multiple** link to proceed.



On the *Requisition Information: Split Cost Allocation* page, the second line of accounting will be removed since the first line has the correct fund information.

Requisition Information: Split Cost Allocation

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 Contract to maintain grounds of local reserve	DOLLAR US	250000	1 USD	250000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Secondary Account	30.07.ZZ.111111.111111.11.111111	IQ-COMMIT	45	112500	112500.00	
2 Standard Account	30.07.ZZ.111111.111111.11.111111	IQ-COMMIT	55	137500	137500.00	
Total			100	250000	250000.00	

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Click on the Trash Can icon to delete the accounting line.

Requisition Information: Split Cost Allocation

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 Contract to maintain grounds of local reserve	DOLLAR US	250000	1 USD	250000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Secondary Account	30.07.ZZ.111111.111111.11.111111	IQ-COMMIT	45	112500	112500.00	
2 Standard Account	30.07.ZZ.111111.111111.11.111111	IQ-COMMIT	55	137500	137500.00	
Total			100	250000	250000.00	

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

This will remove the line of accounting.

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 Contract to maintain grounds of local reserve	DOLLAR US	250000	1 USD	250000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Secondary Account	30.07 ZZ /ZZZZZZ /ZZZZZZ /Z /ZZZZZZ	IQ-COMMIT	45	112500	112500.00	
			Total	45	112500	112500.00

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Warning! The Budget Approver must have the FFIS permissions to commit funds for the new fund.

In this example, the funding is changing between previously used accounts making the verification that the Budget Approver has the proper commitment authority easy. Once the Requisition successfully proceeds through the Approval process, it will go to the Contracting Officer for award following the normal workflow.

Once the extra line is removed, change the first line so that the line item will be fully funded by this account. Change the **Percent** in the *Percent* column to 100.

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 Contract to maintain grounds of local reserve	DOLLAR US	250000	1 USD	250000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Secondary Account	30.07 ZZ /ZZZZZZ /ZZZZZZ /Z /ZZZZZZ	IQ-COMMIT	100	250000	250000.00	
			Total	100	250000	250000.00

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Note: Entering 100 in the percent field will automatically update the other fields to reflect the total *Amount* and *Quantity* for that line.

With the accounting changes complete, you can return to the Checkout process. To do so, return to the *Requisition Information: Edit Lines* page by clicking on the **Return** button at the top or bottom right side of the page.

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Requisition Information: Split Cost Allocation

Indicates required field

Selected Line

Line Description	Unit	Quantity	Price	Amount (USD)
1 Contract to maintain grounds of local reserve	DOLLAR US	250000	1 USD	250000.00

Charge Accounts

Line Nickname	Accounting Flexfield	Transaction Code	Percent	Quantity	Amount (USD)	Delete
1 Secondary Account	30.07.ZZ.ZZZZZZ.ZZZZZZ.ZZ.ZZZZZZ	IQ-COMMIT	100	250000	250000.00	
APPLICATION ID (2 chars max) BEG BFY (2 chars max) END BFY (2 chars max) FUND (8 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 (8 chars max) REPORT CATEGORY (4 chars max)						
Total			100	250000	250000.00	

Charge Accounts

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Return

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

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To return to the *Checkout: Requisition Information* page from the *Requisition Information: Edit Lines* page, click on the **Return** button at the top or bottom right side of the page.

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Requisition Information: Edit Lines

Indicates required field

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Charge Account	Transaction Code	Split
<input type="checkbox"/> 1	Contract to maintain grounds of local reserve	30.07.ZZ.ZZZZZZ.ZZZZZZ.ZZ.ZZZZZZ.77.702104000.0210.ZZ.ZZZZZZZZ.ZZZZZZ	IQ-COMMIT	

TIP Click on a Split icon to allocate costs to multiple accounts.

Delivery Billing Accounts Attachments

Return

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

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Once you have returned to the *Checkout: Requisition Information* page, you can continue forward to the next stage in the Checkout process, *Approvers*.

In this example, no further changes to the Requisition are made. Since no further changes are made, it is only necessary to verify the Requisition details before submitting the Requisition. Below is the *Checkout: Review and Submit Requisition* page for this Requisition, with the details showing.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition Save Printable Page Back Step 3 of 3 Submit

Requisition 67466: Total 250000.00 USD

Created By: REQUISITIONER, DAVE
 Creation Date: 09-Jan-2007 15:55:14
 Description: Contract to maintain grounds of local reserve - New
 Accounting: Accounting
 Justification:

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Lines

Details Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
1	Contract to maintain grounds of local reserve	30	DOLLAR US	250000	1 USD	250000.00	

Requester: REQUISITIONER, DAVE
 Need-By Date: 26-Mar-2007 00:00:00
 Item Number:
 Category Description: LANDSCAPING/GROUNDSKEEPING SERVICES
 P-Card Used: No
 Taxable: No

Deliver-To Location: FNS-FSP-MEMPHIS
 Destination Type: Expense
 Supplier:
 Supplier Site:
 Supplier Contact:
 Contact Phone:
 Supplier Item:

Billing Information

Charge Account	USSGL Transaction Code	Percent
30.07 ZZ ZZZZZZ ZZZZZZ ZZ ZZZZZZ ZZ.702104000.0210 ZZ ZZZZZZ ZZZZ	IG-COMMIT	100
Total		250000.00

Save Printable Page Back Step 3 of 3 Submit

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

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Since the Requisition is complete and correct, click on the **Submit** button to continue.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition Save Printable Page Back Step 3 of 3 **Submit**

Requisition 67466: Total 250000.00 USD

Created By: REQUISITIONER, DAVE
 Creation Date: 09-Jan-2007 15:55:14
 Description: Contract to maintain grounds of local reserve - New
 Accounting: Accounting
 Justification:

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Lines

Details Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
1	Contract to maintain grounds of local reserve	30	DOLLAR US	250000	1 USD	250000.00	

Requester: REQUISITIONER, DAVE
 Need-By Date: 26-Mar-2007 00:00:00
 Item Number:
 Category Description: LANDSCAPING/GROUNDSKEEPING SERVICES
 P-Card Used: No
 Taxable: No

Deliver-To Location: FNS-FSP-MEMPHIS
 Destination Type: Expense
 Supplier:
 Supplier Site:
 Supplier Contact:
 Contact Phone:
 Supplier Item:

Billing Information

Charge Account	USSGL Transaction Code	Percent
30.07 ZZ ZZZZZZ ZZZZZZ ZZ ZZZZZZ ZZ.702104000.0210 ZZ ZZZZZZ ZZZZ	IG-COMMIT	100
Total		250000.00

Save Printable Page Back Step 3 of 3 Submit

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

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Once the submission is complete, you will receive a confirmation page.



After the submission is complete, the Requisition follows the normal Approval process and then Acquisition process.

Cancel the Unused Line on the Original Requisition

After you have completed the new Requisition, it is recommended that the original line item be canceled out of the original Requisition.

Note: Though it was stated previously that Requisitioners should not cancel Requisitions (or Requisition lines) that have been approved by Budget Approvers, IN THIS ONE INSTANCE it can be done.

The reason that approved Requisitions should not be cancelled is that once the Commitment is made, the Requisitioner does not have the authority in FFIS to cancel it and so the action will create a Document Resolution Message. When the Requisition is Awarded, the commitment is liquidated and the funds are moved over to the Obligation. When the Award is cancelled, the Obligation is removed and the funds are returned to the Budget. So, once the Award was cancelled allowing the Requisitioner to create a new Requisition, the commitment is already gone.

Canceling the Requisition or Requisition line at this time will simply allow IAS to appropriately match FFIS.

Warning! Canceling the Requisition or Requisition line will still cause a Document Resolution Message because canceling the Requisition at this point. Notify your Commitment Document Resolution Manager so that he/she can file the error.

To cancel the Requisition line, go to the Original Requisition. In this example, the Requisition is still listed in the *My Requisitions* section of the *Shop* page. Click on the Requisition Number or **Requisition Description** to go to the *Requisition Details* page.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Stores | Categories | Shopping Lists | Non-Catalog Request

Search Exchange.Oracle.com [Advanced Search](#)

Stores
Main Store Exchange.Oracle.com

My Requisitions Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67466	Contract to maintain grounds of local reserve	250000.00	In Process			
67464	Contract to maintain grounds of local reserve	1000000.00	Approved			
67448	Contract to maintain grounds of local reserve	1000000.00	Approved			
67445	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	21000.00	Approved			
67442	Contract for cleaning the office	6720.00	Approved			

My Notifications Full List

Type	From	Subject	Sent
Requisition	MANAGER, CHARLIE	Purchase Requisition 67464 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67442 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67448 has been approved	05-Jan-2007
Requisition	MANAGER, CHARLIE	Purchase Requisition 67445 has been approved	05-Jan-2007

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On the *Requisition Details* page, verify once more that the Order number is no longer associated with the Requisition line.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Requisitions | Notifications | Approvals

Shop Stores > **Requisition 67464**

Description: Contract to maintain grounds of local reserve
 Created By: REQUISITIONER, DAVE
 Creation Date: 05-Jan-2007 16:39:40
 Deliver-To: 1407 UNION AVENUE SUITE 701 MEMPHIS, , TN, 38104-3627
 Justification:

Status: Approved
 Change History: No
 Urgent Requisition: No
 Attachment: None
 Note to Buyer:

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Contract to maintain grounds of local reserve	26-Mar-2007 00:00:00	FNS-FSP-MEMPHIS	DOLLAR US	250000	1 USD	250000.00		
2	Contract to manage security for the reserve area	23-Jul-2007 01:00:00	FNS-FSP-MEMPHIS	DOLLAR US	750000	1 USD	750000.00		AG-510N-P-07-0004
Total							1000000.00		

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Next, click on the **Cancel Requisition** button at the top of the page.

Remember! Clicking on the Cancel Requisition button will still give you the option to cancel only a single line.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Requisitions | Notifications | Approvals

Cancel Requisition 67464 (1000000.00 USD): Select Lines

Indicates cancelled line
 ■ Indicates line has been modified by a buyer

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Select	Reason
<input type="button" value="Show"/>	1	Contract to maintain grounds of local reserve	Purchase		26-Mar-2007 00:00:00	DOLLAR US	250000	1 USD	250000.00	<input type="checkbox"/>	
<input type="button" value="Show"/>	2	Contract to manage security for the reserve area	Purchase	AG-510N-P-07-0004	23-Jul-2007 01:00:00	DOLLAR US	750000	1 USD	750000.00	<input type="checkbox"/>	

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Note: Notice that IAS does not give you the option to cancel the line that is still associated with the Award. That is because you should never cancel a Requisition or Requisition line that is still associated with an Award.

To cancel the first line of the Requisition, click on the **Select Box** in the *Select* column in the first line.



Then click on the **Continue** button.



This will take you to the *Cancel Requisition: Review and Submit* page.



Review the Requisition to make sure that only the line you want to cancel says “Yes” in the *Cancel Line* column. Then click on the **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)** button to submit the cancellation.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Cancel Requisition 67464: Review and Submit

Request Created By **REQUISITIONER, DAVE**
 Old Requisition Total **1000000.00 USD**
 New Requisition Total **750000.00 USD**

Request Creation Date **09-Jan-2007 16:01:28**
 Old Total Estimated Tax **0.00 USD**
 New Total Estimated Tax **0.00 USD**

Return to Requisition Back **Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)**

Cancel Requisition Details

Indicates cancelled line
 Indicates line has been modified by a buyer

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line Reason
Show	1	Contract to maintain grounds of local reserve	Purchase		26-Mar-2007 00:00:00	DOLLAR US	250000	1 USD	250000.00	Yes
Show	2	Contract to manage security for the reserve area	Purchase	AG-510N-P-07-0004	23-Jul-2007 01:00:00	DOLLAR US	750000	1 USD	750000.00	

Return to Requisition Back Submit (Only Funds Officers can cancel Approved or Pre-Approved requisitions)

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

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Once the submission is complete, you will get a confirmation screen.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Confirmation

Your cancellation request(s) for Requisition 67464 have been submitted for processing. View status of the cancellation request(s) from the Requisition Status page.

Cancel Requisition 67464: Confirmation Details

Request Created By **REQUISITIONER, DAVE**
 Old Requisition Total **1000000.00 USD**
 New Requisition Total **750000.00 USD**

Request Creation Date **09-Jan-2007 16:01:28**
 Old Total Estimated Tax **0.00 USD**
 New Total Estimated Tax **0.00 USD**

Return to Requisition Details

Cancel Requisition Details

Indicates cancelled line
 Indicates line has been modified by a buyer

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line Reason
Show	1	Contract to maintain grounds of local reserve	Purchase		26-Mar-2007 00:00:00	DOLLAR US	250000	1 USD	250000.00	Yes
Show	2	Contract to manage security for the reserve area	Purchase	AG-510N-P-07-0004	23-Jul-2007 01:00:00	DOLLAR US	750000	1 USD	750000.00	

Return to Requisition Details

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

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Finishing the Accounting Change Process

Once the Approver(s) approves the new Requisition with the correct accounting, it will move into the Acquisition module. At that point, the Contracting Officer can do a modification to the original Award and add this Requisition and the goods or services in it to the original Award. Once that is complete, you will be able to see the Award number in the Requisition details of the new Requisition.

First, when you look at the Requisition listing, either in the My Requisition section as in this example or in the listing on the Requisitions page, you will notice that the total amount listed in the *Total* column reflects the total without the cancelled amount. In this case, only \$750,000 remains on the Requisition.

My Requisitions Full List

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67467	Samsung LCD 19" Syncmaster 190mp Monitors	6885.00	Approved			
67466	Contract to maintain grounds of local reserve - New Accounting	250000.00	Approved			
67464	Contract to maintain grounds of local reserve	750000.00	Approved			
67448	Contract to maintain grounds of local reserve	1000000.00	Approved			
67445	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	21000.00	Approved			

The Requisition Details of the original are below.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67464

Copy To Cart Cancel Requisition Change Receive

Description: Contract to maintain grounds of local reserve
 Created By: REQUISITIONER, DAVE
 Creation Date: 05-Jan-2007 16:39:40
 Deliver-To: 1407 UNION AVENUE SUITE 701 MEMPHIS, . TN, 38104-3627
 Justification:

Status: **Approved**
 Change History: **No**
 Urgent Requisition: **No**
 Attachment: **None**
 Note to Buyer:

Details

Line has been cancelled

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Contract to maintain grounds of local reserve	26-Mar-2007 00:00:00	FNS-FSP-MEMPHIS	DOLLAR US	250000	1 USD	0.00		
2	Contract to manage security for the reserve area	23-Jul-2007 01:00:00	FNS-FSP-MEMPHIS	DOLLAR US	750000	1 USD	750000.00		AG-510N-P-07-0004
Total							750000.00		

Return Copy To Cart Cancel Requisition Change Receive

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

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Notice that the cancelled line has an Amount of "0.00" listed in the *Amount* column. This reflects the fact that the line was cancelled and so there is no dollar amount associated with it. The original amount is still listed in the *Quantity* column though.

If you view the details of the Award by clicking on the Order Number in the *Order* column, you will only see the one line that is obligated from this Requisition.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67464 > Standard PO : AG-510N-P-07-0004 Revision 1 (Total USD 750000.00) Ok

Order Information

General Information

Standard PO: AG-510N-P-07-0004
 Total: 750000.00 (USD)
 Supplier: DEAN FAMILY TRUST
 Supplier Site: 486248278 A
 Address: BOX 648, 486248278 A, MADISON, KS 66860
 Buyer: CONTRACTING OFFICER, JANICE
 Order Date: 11-Jan-2007 12:08:07
 Description: Contract to maintain grounds of local reserve
 Status: **Approved**
 Note to Supplier:
 Organization: USDA-OU
 Supplier Order Number:
 Attachments: **None**

Terms and Conditions

Payment Terms:
 Carrier:
 FOB:
 Freight Terms:
 Shipping Control:
Bill-To Address
 Bill-To Address: 3101 PARK CENTER DRIVE, ROOM 906, ALEXANDRIA, VA 22302
Ship-To Address
 Ship-To Address: 1407 UNION AVENUE, SUITE 701, MEMPHIS, TN 38104-3627

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	Item	Supplier	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	2	Goods					Contract to manage security for the reserve area	DOLLAR US	750000	1	750000.00		Open				

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

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Notice that the order number is AG-510N-P-07-0004. This same order number will be reflected on the new Requisition once that is awarded as well.

Next, the details of the new Requisition will be reviewed.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores >

Requisition 67466

Copy To Cart Cancel Requisition Change Receive

Description Contract to maintain grounds of local reserve -
New Accounting
Created By REQUISITIONER, DAVE
Creation Date 09-Jan-2007 15:55:14
Deliver-To 1407 UNION AVENUE SUITE 701 MEMPHIS, . TN,
38104-3627
Justification

Status Approved
Change History No
Urgent Requisition No
Attachment None
Note to Buyer

Details

Line	Description	Need By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Contract to maintain grounds of local reserve	26-Mar-2007 00:00:00	FNS-FSP-MEMPHIS	DOLLAR US	250000	1 USD	250000.00		AG-510N-P-07-0004
							Total	250000.00	

Return Copy To Cart Cancel Requisition Change Receive

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

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Notice that, as previously stated, the order number listed in the Order column is the same as the original Requisition. When you click on the **Order Number** to go to the Award details, only the line from this Requisition that is listed on the Award is listed.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67466 >

Standard PO : AG-510N-P-07-0004 Revision 2 (Total USD 1000000.00)

Ok

Order Information

General Information

Standard PO AG-510N-P-07-0004
Total 1000000.00 (USD)
Supplier DEAN FAMILY TRUST
Supplier Site 486248278 A
Address BOX 648
486248278 A
MADISON, KS 66860
Buyer CONTRACTING OFFICER, JANICE
Order Date 11-Jan-2007 14:20:12
Description Contract to maintain grounds of local reserve
Status Approved
Note to Supplier
Organization USDA-OU
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms
Carrier
FOB
Freight Terms
Shipping Control

Bill-To Address

Bill-To Address 3101 PARK CENTER DRIVE
ROOM 906
ALEXANDRIA, VA 22302

Ship-To Address

Ship-To Address 1407 UNION AVENUE
SUITE 701
MEMPHIS, TN 38104-3627

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	Amount (USD)	Contractor Name	Status	Reason	Agreement	Attachments	Price Differentials
Show	3	Goods			Contract to maintain grounds of local reserve	DOLLAR US	250000	1	250000.00		Open				

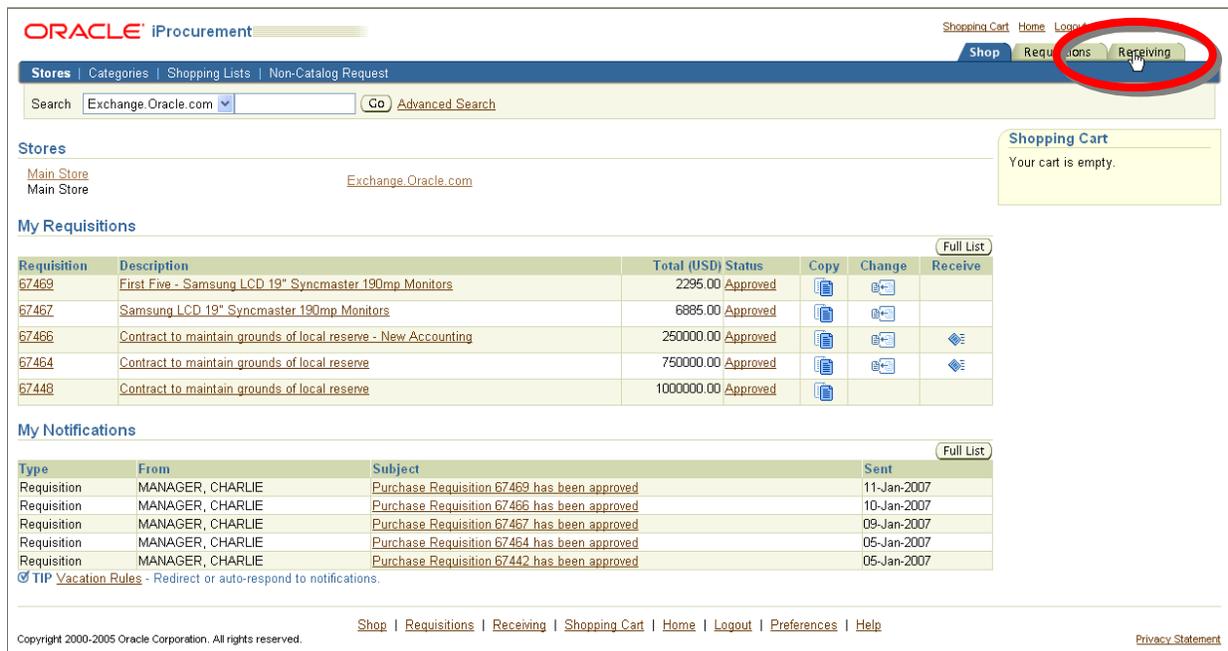
Ok

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

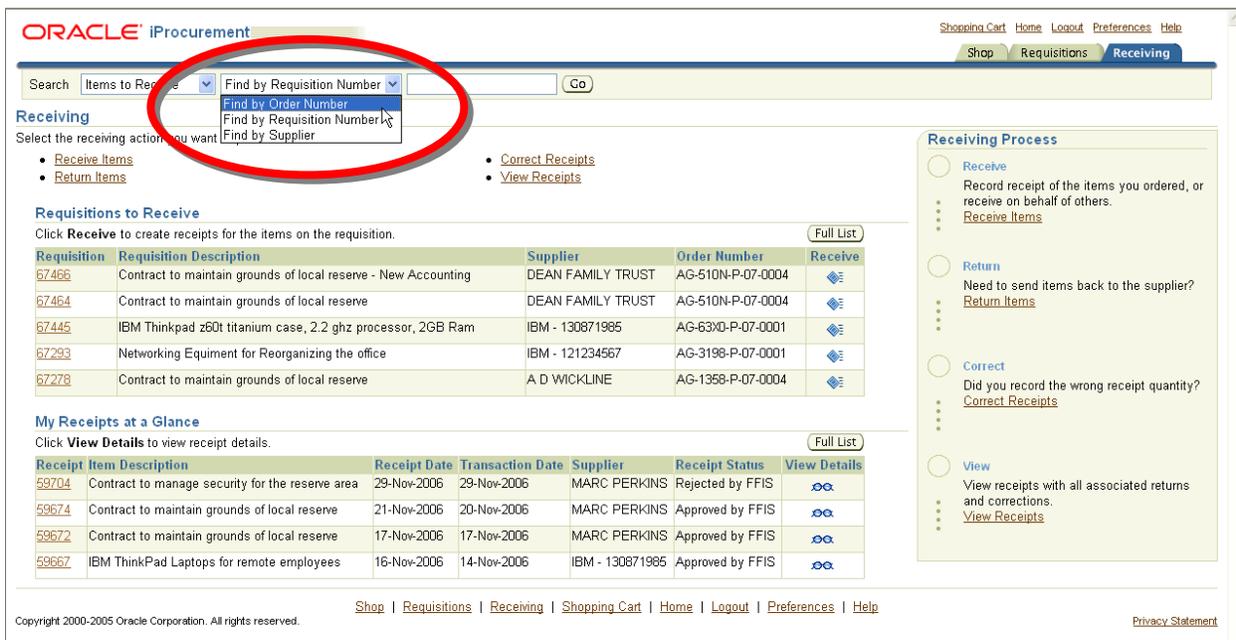
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The only place to see the lines together in the IProcurement is in the Receiving area. In the Receiving area, you can search for items to receive based on a Purchase Order number. In the following example, the steps to do this are shown.

First, navigate to the *Receiving* page from the *Shop* page by clicking on the **Receiving** tab.



On the Receiving page, go to the Search area and choose **Find by Order Number** from the second search menu.



Then enter the order number in the text field.

The screenshot shows the Oracle iProcurement interface. At the top, there is a search bar with the text "Items to Receive" and "Find by Order Number". The search criteria is "AG-510N-P-07-0004". A red arrow points to the "Go" button next to the search bar. Below the search bar, there are sections for "Receiving" (with links for Receive Items, Return Items, Correct Receipts, and View Receipts), "Requisitions to Receive" (with a table of requisitions), and "My Receipts at a Glance" (with a table of receipts). On the right side, there is a "Receiving Process" sidebar with options: Receive, Return, Correct, and View.

Finally, click on the **Go** button to complete the search.

This screenshot is identical to the one above, but the "Go" button in the search bar is circled in red, indicating the next step in the process.

This will take you to the *Receive Items: Select Items* page with your search results and both Requisition lines will be listed.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Select Items Receipt Information Review & Submit

Receive Items: Select Items Cancel Clear Changes Step 1 of 3 Next

Requester 

Include employees from all organizations

Requisition Number 

Supplier 

Order Number AG-510N-P-07-00 

Shipment Number 

Items Due **Any Time** 

(Enter at least one additional search criterion when selecting Items Due Any Time)

Select	Requisition	Description	Need-By	Unit	Receipt Quantity	Ordered	Received	Supplier	Order Type	Order Number	Shipment Number
<input type="checkbox"/>	67464	Contract to manage security for the reserve area	23-Jul-2007 01:00:00	DOLLAR US	750000	750000	0	DEAN FAMILY TRUST	Purchase	AG-510N-P-07-0004	
<input type="checkbox"/>	67466	Contract to maintain grounds of local reserve	26-Mar-2007 00:00:00	DOLLAR US	250000	250000	0	DEAN FAMILY TRUST	Purchase	AG-510N-P-07-0004	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Next, you will learn about Hanging Commitments.

Hanging Commitments

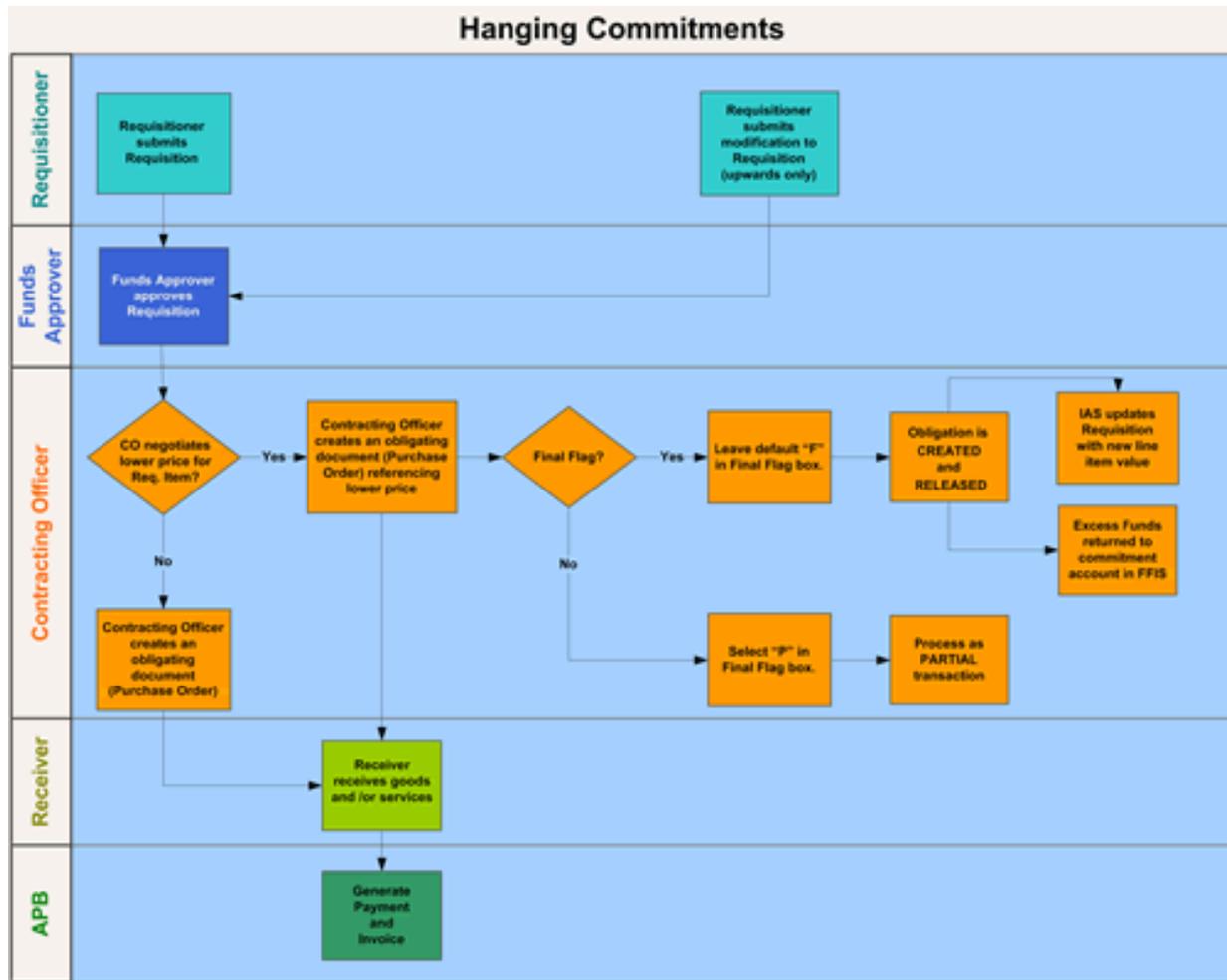
Overview

After a Requisitioner submits a Requisition and that Requisition is goes through the proper approval channels, the funds are approved and committed in FFIS. A Contracting Officer may negotiate a lower item price. A Hanging Commitment occurs when the amount obligated for a requisitioned item is less than the amount submitted by the Requisitioner. If the money is to be used for other things, the difference needs to be returned to the available balance in the fund in FFIS. The Contracting Officer is responsible for obligating funds or having excess funds de-committed. A Final Flag is used to indicate that any surplus of funds should be released and returned to the budget. The Requisition document is automatically updated to show whether the excess funds were decommitted in FFIS, the obligated amount, and changes to quantity.

Process Flow

The Requisitioner and Approvers follow the standard procurement processes for requesting goods or services. The Contracting Officer negotiates lower item prices, and creates an Obligation document. By default the Final Flag is set to "F" (Final) which means excess funds will be made available again in FFIS. This information is automatically updated in the Requisition. The Contracting Officer can change the Final Flag to "P" (Partial) if required so that the excess funds will not be returned to FFIS. A commitment for the balance of the funds will be retained, to be obligated at a later date.

The diagram below depicts the Hanging Commitments workflow:



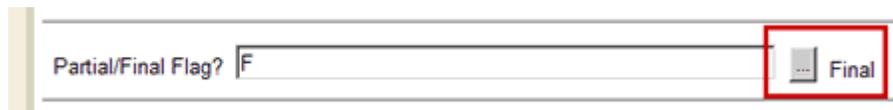
For example, an IAS Requisitioner creates a Requisition with one line for \$1000. The Requisition is approved by the appropriate approvers and a commitment is created. IAS sends the Requisition to the Contracting Officer (CO) to create an Award Document. The Contracting Officer negotiates the purchase for \$800. The CO ensures that the *Final Flag* is set to "F", and issues a Purchase Order referencing the Requisition for \$800. The \$800 is obligated and the remaining \$200 is automatically released and returned to the available balance in the fund in FFIS.

Final/Partial Flag

The Final Flag is applied at the line level, it cannot be applied to the document overall. The system automatically sets the flag to "F" (Final) by default. This Final Flag field is located in the Acquisition Management Module of IAS.

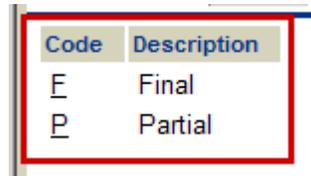


The Contracting Officer can change this flag to “P” to obligate the award document amount and retain the commitment for the balance of the funds to be obligated at a later date, such as when making partial awards. To change the Final Flag click on the Final button.



A screenshot of a web form. On the left, there is a label 'Partial/Final Flag?' followed by a text input field containing the letter 'F'. To the right of the input field is a button with three dots and the word 'Final' next to it. A red rectangular box highlights the 'Final' button.

Then select “P” for Partial.



A screenshot of a dropdown menu. The menu has two columns: 'Code' and 'Description'. There are two options listed: 'E Final' and 'P Partial'. A red rectangular box highlights the entire dropdown menu.

Code	Description
E	Final
P	Partial

Once set and approved, the Final Flag cannot be reset.

Viewing Obligation Details

The Requisitioner can view the updated information on the Requisition Details page of the IAS Requisition module.

Although the requisition line summary still displays the original, committed amount, you can view the difference between the commitment amount and the final obligated amount in the line detail information.

Three new fields display in the item description on the requisition:

- Final\Partial Flag in FFIS
- Obligated Quantity in FFIS
- Obligated Amount in FFIS

These fields will be populated with the data only if the corresponding obligation line is obligated successfully in FFIS. Otherwise the values in the fields are left blank.

To view the obligation details, find the Requisition you are looking for using one of the methods described previously in this document. Once again, other methods for finding your Requisition include:

- Clicking on the **Full List** button in the *My Requisitions* section of the *Shop* page.
- Clicking on the **Requisition number** in the *My Requisitions* section of the *Shop* page.
- Clicking on the **Requisitions** tab and finding it in the list of Requisitions there.
- Searching for the Requisition using the **Search** link on the *Requisitions* page.

In this example, the Requisition is located in the *My Requisitions* section of the *Shop* page. Click on the Requisition Number or the **Requisition Description** in the *My Requisitions* section of the *Shop* page.

The screenshot shows the Oracle iProcurement interface. At the top, there are navigation links for 'Stores', 'Categories', 'Shopping Lists', and 'Non-Catalog Request'. A search bar contains 'Exchange.Oracle.com'. Below this, the 'My Requisitions' section displays a table with the following data:

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
67448	Contract for cleaning the office	1000000.00	Approved			
67445	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	21000.00	Approved			
67293	Networking Equipment for reorganizing the office	125.00	Approved			
67278	Contract to maintain grounds of local reserve	557825.00	Approved			

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

The screenshot shows the 'Requisition Details' page for requisition number 67445. The main description is 'IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram'. Other details include 'Created By: REQUISITIONER, DAVE', 'Creation Date: 04-Jan-2007 10:25:23', and 'Deliver-To: 3101 PARK CENTER DRIVE ROOM 906 ALEXANDRIA, VA, 22302'. The status is 'Approved'. Below this is a table with line details:

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	06-Jan-2007 00:00:00	FNS-HQ-ADMIN	EACH	7	3000 USD	21000.00		AG-63X0-P-07-0001
							Total	21000.00	

This is the Requisition Details page for Requisition number 67445. Since the Partial/Final flag can be set at the line level, you will need to view the line details to see the Partial/Final flag information.

Note: The Partial/Final Flag information is NOT contained on the Order Information Details page, which you can access by clicking on the Order Number associated with the Requisition. This information is only on the *Requisition Line Details* page.

Click on the icon to view detailed information about the Requisition line.

This screenshot is similar to the previous one but shows the 'Requisition Line Details' page. The table below has a red oval around the 'Details' icon in the 'Details' column for line 1.

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram	06-Jan-2007 00:00:00	FNS-HQ-ADMIN	EACH	7	3000 USD	21000.00		AG-63X0-P-07-0001
							Total	21000.00	

This will take you to the *Requisition Line Details* page. This is the *Requisition Line Details* for Requisition number 67445, line 1.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop: Stores > Requisition 67445 >

Requisition 67445 Line 1: Details (OK)

Requisition

Description **IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram**
 Status **Approved**
 Change History **No**

▶ [Show Additional Information](#)

Current Approver
 Approver Phone
 Date Sent to Approver

Order

Order **AG-63XD-P-07-0001**
 Buyer **CONTRACTING OFFICER, JANICE**
 Supplier **IBM - 130871985**
 Supplier Contact

Status **Approved**
 Buyer Phone
 Supplier Site **130871985 8**
 Supplier Phone

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No data exists.					

Receipt

Receipt	Transaction Date	Received Unit	Received By	Received by Phone	Items Returned
No data exists.					

(OK)

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

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To view more detailed information about the line, including the Partial/Final flag information, click on the *Show Additional Information* link in the *Requisition* section of the page.

ORACLE[®] iProcurement

Requisitions | Notifications | Approvals

Shop: Stores > Requisition 67445 >

Requisition 67445 Line 1: Details

Requisition

Description **IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram**
 Status **Approved**
 Change History **No**

▶ [Show Additional Information](#)

Order

Order **AG-63XD-P-07-0001**
 Buyer **CONTRACTING OFFICER, JANICE**
 Supplier **IBM - 130871985**
 Supplier Contact

This will show the additional details of the Requisition line.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Shop Stores > Requisition 67445 >

Requisition 67445 Line 1: Details OK

Requisition

Description **IBM Thinkpad z60t titanium case, 2.2 ghz processor, 2GB Ram** Current Approver
 Status **Approved** Approver Phone
 Change History **No** Date Sent to Approver

▼ Hide Additional Information

Item Information

Requester **REQUISITIONER_DAVE** Deliver-To Location **FNS-HQ-ADMIN**
 Need-By Date **06-Jan-2007 00:00:00** Destination Type **Expense**
 Item Number Inventory Replenishment Request **No**
 Category Description **OFFICE INFORMATION SYSTEM EQUIPMENT** Supplier **CDW-G**
 P-Card Used **No** Supplier Site **363310735 C**
 Taxable **No** Supplier Contact
 Contact Phone
 Supplier Item
 Transaction Code **IO-COMMIT**
 Partial/Final Flag set by CO on the Obligation **P**
 Partial/Final Flag in FFIS **Partial**
 Obligated Quantity in FFIS **7**
 Obligated Amount in FFIS **19313**
 Buyer Name **Janice Contracting Officer**
 Buyer Phone **Unknown**
 Buyer Email **gmcDaniel@cri-solutions.com**

Charge Account

Charge Account	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
30.07 ZZ ZZZZZZ ZZZZZZ ZZ ZZZZZZ ZZ 700000000.0210 ZZ ZZZZZZ ZZZZ						100

Attachment

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Order

Order **AG-63XD-P-07-0001** Status **Approved**
 Buyer **CONTRACTING OFFICER, JANICE** Buyer Phone
 Supplier **IBM - 130871985** Supplier Site **130871985 8**
 Supplier Contact Supplier Phone

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No data exists.					

In the example below, the Contracting Officer has marked the Award as a Partial award and is holding the money as a commitment for later. The *Obligated Quantity in FFIS* is 7 and the *Obligated Amount in FFIS* is \$19,313. See the detailed view below for a closer look.

Deliver-To Location	FNS-HQ-ADMIN
Destination Type	Expense
Inventory Replenishment Request	No
Supplier	CDW-G
Supplier Site	363310735 C
Supplier Contact	
Contact Phone	
Supplier Item	
Transaction Code	IO-COMMIT
Partial/Final Flag set by CO on the Obligation	P
Partial/Final Flag in FFIS	Partial
Obligated Quantity in FFIS	7
Obligated Amount in FFIS	19313
Buyer Name	Janice Contracting Officer
Buyer Phone	Unknown
Buyer Email	gmcDaniel@cri-solutions.com

In addition, the Error Management screens allow the Error Manager to view the following fields:

- Final Flag set by the Contracting Officer
- De-committed in FFIS
- Obligated Quantity in FFIS

If the Final Flag is set but the funds have not been de-committed in FFIS this indicates that either the document has not yet been processed in FFIS, or the obligation failed and an error message needs to be processed.

Modifying Documents

The Requisitioner will still have the ability to modify the Requisition line upward by increasing the price or quantity after the final flag has been applied. However, the user will not be able to modify the Requisition downward to less than the obligated amount. This scenario represents a liquidated commitment with the funds either released or decommitted. There is therefore no need for the Requisitioner to modify downward.

Automated Recurring Payments

Introduction

Automated Recurring Payments (also called Recurring Invoices) are payments that occur at regular, repeated intervals. Examples include rents and leases or regular services which are always billed for the same amount. This functionality is similar to the PRCH Type 42 transaction type, the Recurring Miscellaneous Obligation (REMO) and Recurrent Payment Voucher (REPV) in FFIS.

The Contracting Officer is responsible for determining that an obligation can be paid on a recurring basis. For such obligations, he provides the payment information such as payment from and to dates, number of recurring periods, and frequency of the payments. When the obligation is released, IAS notifies specified APB personnel of the invoice/payment details. APB personnel then create a Recurring Invoices Template, which will generate the required number of invoices.

Note: Requisitioners are not responsible for creating Recurring Invoices. If you would like your Requisition to be a Recurring Payment, simply send the Buyer (Contracting Officer) a message using the **Note for Buyer** field in the checkout process.

Remember! Since the payments are predetermined and scheduled, there is no receiving process for Recurring Invoices. Requisitioners/Receivers CNOT create Receipts for Recurring Payments.

This topic provides an overview for all IAS users to understand the process and policy related to Automated Recurring Payments.

Scenario

Rent is due on the first of every month. Rather than create a requisition every month for the same amount and delivery address, you want to enter the information once and have IAS automatically generate the invoice and payment.

When to Implement Automated Recurring Payments

A payment must meet the following criteria to qualify as an Automated Recurring Payment:

- Same amount each period.
- Payment interval is consistent – i.e. always due on the 1st of the month.
- Payee name and mailing address does not change.

If any one of these criteria changes from payment to payment, an Automated Recurring Payments transaction should not be utilized.

There is one exception to these requirements. Up to two payments can be configured for different amounts, with the balance distributed equally across the remaining payments. An example of this would be if an initial deposit amount is required for an amount different from the regular payment.

Process Flow

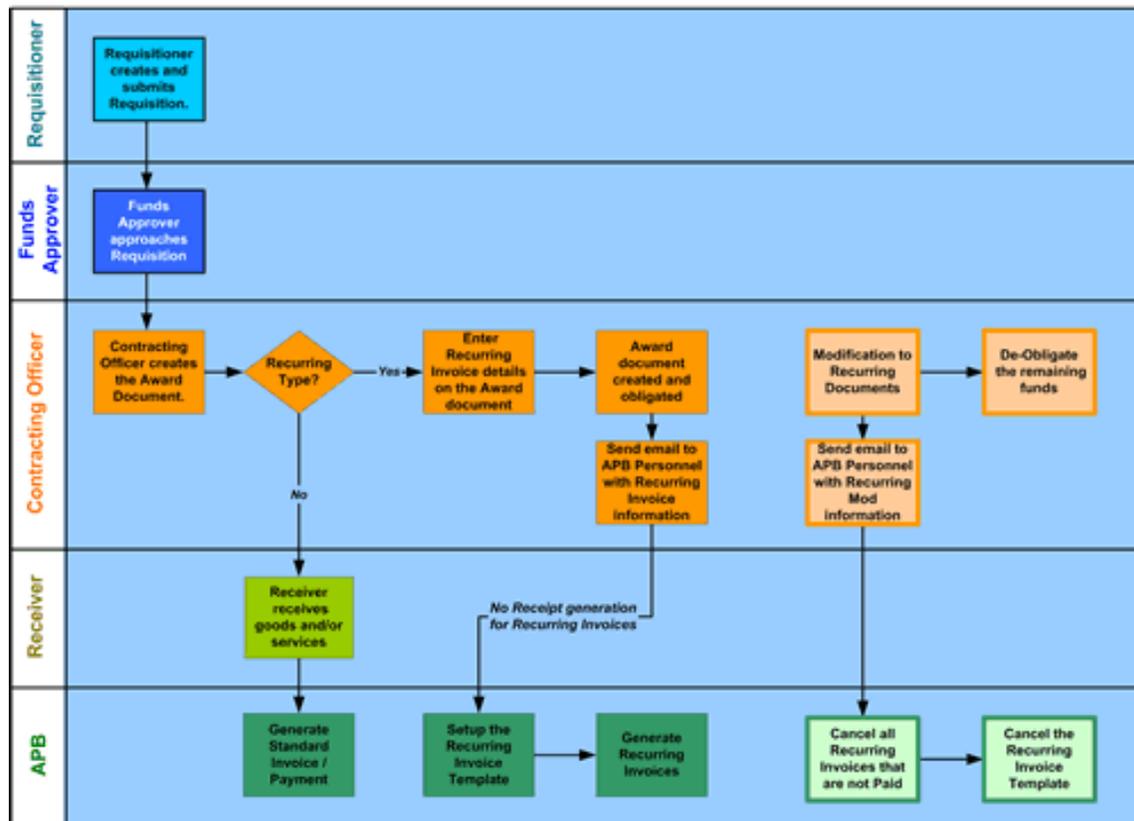
General

Automated Recurring Payments, also referred to as Recurring Invoices, are payments that occur at regular, repeated intervals. Examples of Automated Recurring Payments include rental and lease of equipment, and service contracts. No receiver documents are required for these payments which once set up, process automatically with no further user intervention.

This new IAS functionality is similar to the PRCH Type 42 transaction type, the Recurring Miscellaneous Obligation (REMO) and Recurrent Payment Voucher (REPV) in FFIS.

In the diagram below, you see the process for creating, canceling or modifying an Automated Recurring Invoice. You may find it useful to download and print a copy of this diagram for use with this CBT, as well as for future reference.

Recurring Invoices: Creation, Modification & Cancellation



The Requisitioner initiates this process within IAS by creating and submitting a Requisition for Recurring “Services.”

The Funds Approver reviews the Requisition, and if appropriate, provides Requisition approval.

Award Document and the Contracting Officer

The Contracting Officer receives the approved Requisition and makes the award. The Contracting Officer will make a determination on the award as to whether the obligation is to be paid as an automated recurring payment based on whether or not an invoice will be submitted by the vendor. If the vendor will be submitting an invoice to a designated payment office, then the contracting officer will set the recurring payment flag to "NO", meaning that this is not an obligation that will be paid via an automated recurring payment. If payment will be made automatically each period for a specified amount with no invoice coming from the vendor, then the Contracting Officer will set the recurring flag to "Yes" and fill in the recurring payment information fields on the obligation document in IAS.

The Contracting Officer selects "Additional Info" from the Options Menu to access specific data entry fields for creating an Automated Recurring Payments Purchase Order/Contract Document.

Field	Description
Recurring Payments?	Set to No by default. Change to Yes to send message to APB Personnel to set up automated recurring payments.
Recurring Payment – From Date	Enter the date of the first payment.
Recurring Payment – To Date	Enter the date of the last payment
Recurring Payment # of Periods	Enter the number of payment periods
Recurring Payment Frequency	Month, Week, Day
Recurring Payment – Notes to APB	Enter any other information for APB. Field allows 20 characters maximum.

Upon approval by the Contracting Officer the obligation document will be sent to FFIS.

This completes the information that a Contracting Officer is required to provide on the Award in order to set up an obligation that will be paid using the Automated Recurring Payment functionality in IAS.

An automated e-mail message containing the recurring payment information will be generated and sent to the Administrative Payments Branch (APB) at the National Finance Center notifying them to set up the automated recurring invoice template in IAS. A copy of the automated e-mail will also be sent to the Contracting Officer.

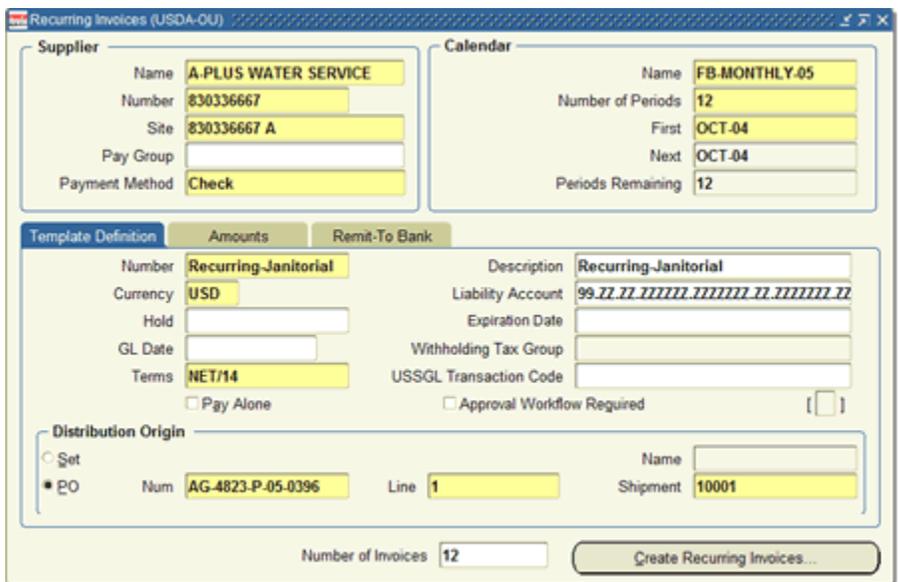
Contracting Officers - Please Note: If you do not receive prompt system-generated email notification of your Automated Recurring Payments transaction, check your Award Document for errors.

Recurring Invoice Template and the Invoice Approver

The APB at the National Finance Center retrieves the automated e-mail message generated from IAS and sets up the Recurring Invoice Template in the Invoice Module in IAS.



This is the Recurring Invoice Template used by APB to complete action on an Automated Recurring Payments transaction.



Once completed, IAS will generate the Recurring Invoices for payment of goods or services, and this completes the process of creating Automated Recurring Payments in IAS.

Note: No Receiver Document will be entered in IAS for an Automated Recurring Payment.

Receiving

No Receiver Document will be entered in IAS for an Automated Recurring Payment.

Back Payments

In the event that the Obligation is set up late for services already incurred, a recurring payment can still be established. The template will be created in IAS based on the actual timeframe the services are to be rendered, and FFIS will calculate Prompt Payment Interest for any overdue payments based on the invoice date.

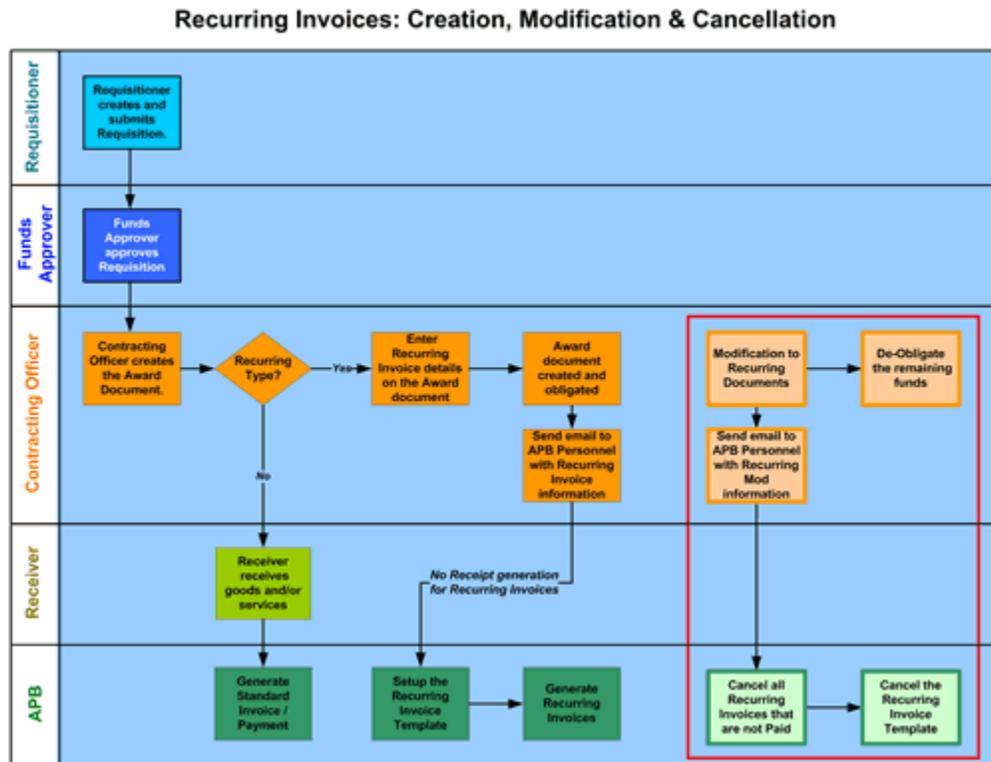
Consider the following scenario:

A USDA agency requires renewal of an ongoing monthly service contract but fails to renew it at the beginning of FY 05. The vendor continues to provide the service, but the agency Contracting Officer does not set up the recurring obligation document until December 30, 2004.

In this scenario the period of the recurring obligation is set to commence services on October 15, 2004 and continue through September 15, 2005 for a monthly amount of \$200. Upon approval of the obligation document by the Contracting Officer, an automated notification is generated to APB based on the Contracting Officer setting the recurring payment flag on the obligation document to "YES" and completing the payment interval, amount, and beginning and ending dates. When APB receives the automated e-mail notification, they will set up the recurring payment template in IAS. The period will be set to begin on October 15, 2004, and end on September 15, 2005. IAS will automatically create 12 invoices for \$200. However, it will only release the October, November, and December invoices to FFIS. Based on the invoice dates generated (i.e. October 15, November 15, and December 15) FFIS will automatically calculate prompt payment interest for the overdue invoices according to the Prompt Payment Act.

Canceling or Modifying Automated Recurring Payments

In order to modify an Automated Recurring Payment, you must first cancel any scheduled Automated Recurring Payments, as well as the associated Recurring Invoice Template.



The first step in canceling or modifying an Automated Recurring Payment is for the Contracting Officer to de-obligate the remaining funds associated with the Automated Recurring Payment transaction.

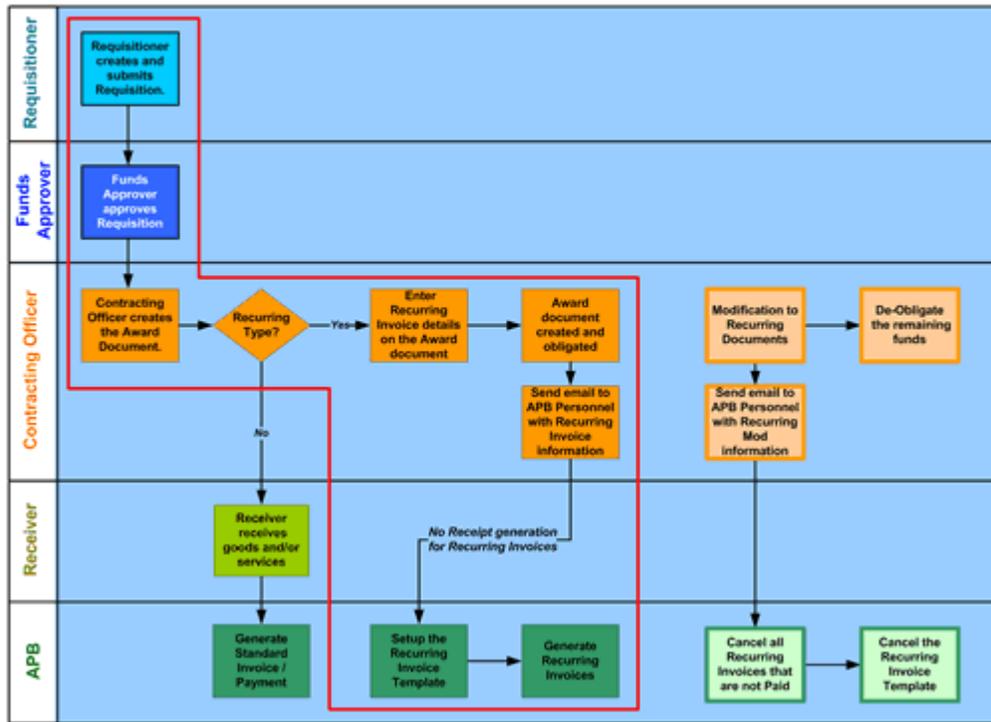
IAS will notify APB of this action via system-generated email notification.

Upon notification, APB will cancel any remaining scheduled payments, and then cancel the Recurring Invoice Template.

The Automated Recurring Payments transaction is now cancelled.

In order to Modify an Automated Recurring Payment (e.g. Amount, Date), you must first Cancel the Automated Recurring Payment following the process outlined above, and then Create a new Automated Recurring Payment.

Recurring Invoices: Creation, Modification & Cancellation



This process will again be initiated by the Requisitioner.