

## Create a Requisition Using a State Fund



This job aid describes how to create a one line requisition using a State Fund. A state fund requisition is description-only with a State Fund Code that begins with the number 1. The following tasks will be performed:

- ◆ Assign a State Fund SpeedChart Key.
- ◆ Submit the requisition to workflow.
- ◆ Verify the State PO Flag box is checked off on the UMASS Req Info page.



A PS State Fund PO should never cut a check. Checks are created in the Commonwealth's MMARS System.

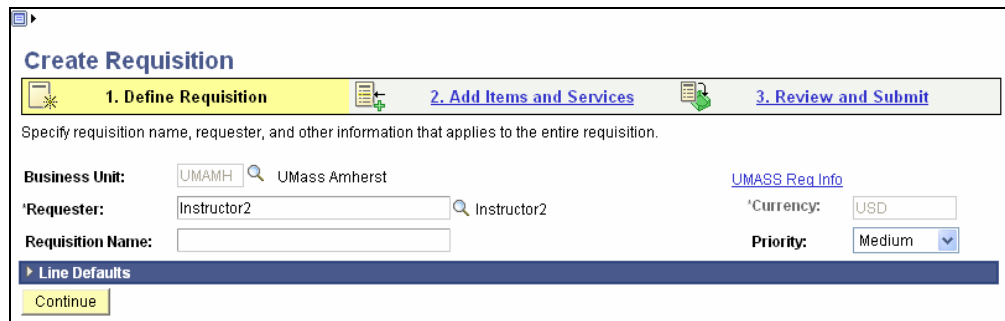
- Step 1.** Log into the e\*mpac Finance Application with your FIN Username and Password.



Navigate to the following path:

*eProcurement* → *Create Requisition*

The *Create Requisition – Define Requisition* page opens.



- Step 2.** Verify the Business Unit and Requestor.

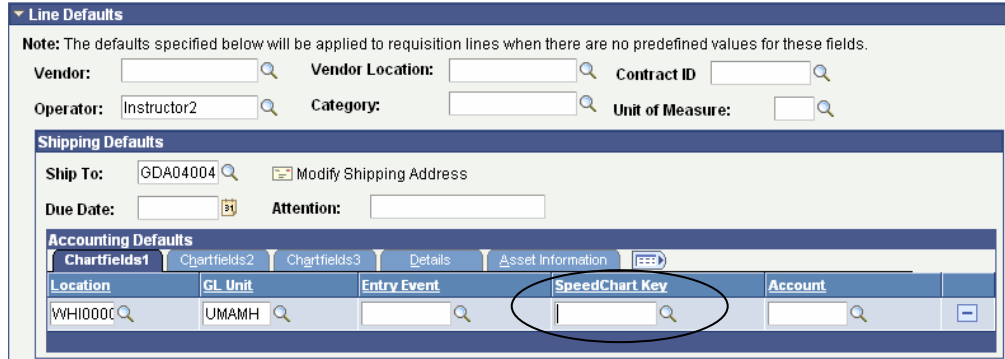


**Note:** The **Business Unit** and **Requestor** will default based on your user preferences. You should use your campus PO business unit and your logon as the requestor.

- Step 3.** Enter a *Requisition Name* (optional).

**Step 4.** Click the expansion icon (▶) for the **Line Defaults** section.

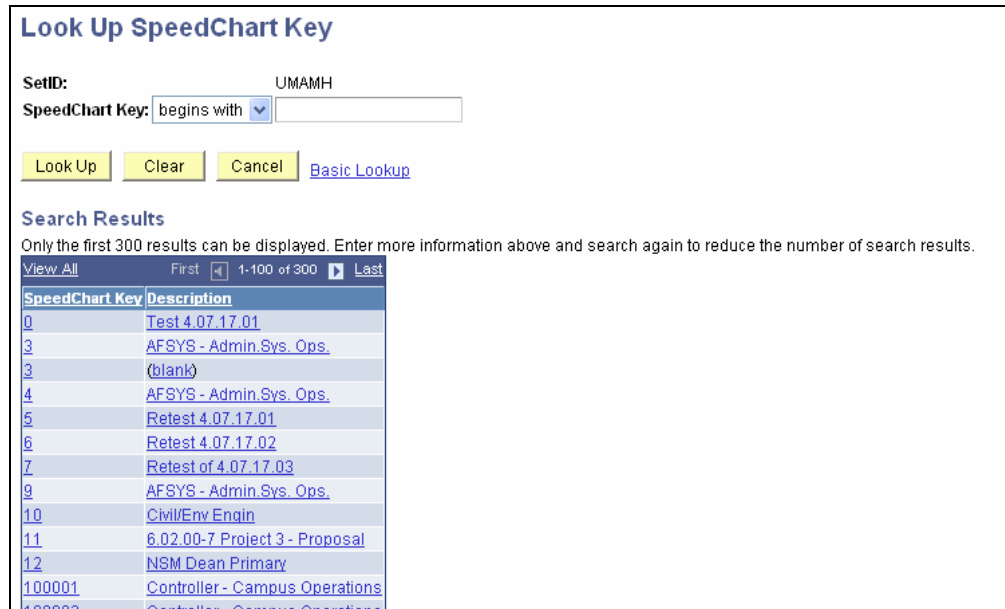
The **Line Defaults** section expands.



**Step 5.** Verify the **Operator** field (User ID defaults in).

**Step 6.** Click on the look up icon (🔍) for the **SpeedChart Key** field in the **Accounting Defaults – Chartfields1** section.

The **Look Up SpeedChart Key** page opens.



**Look Up SpeedChart Key**

SetID: UMAMH

SpeedChart Key: begins with [ ]

Look Up Clear Cancel Basic Lookup

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

SpeedChart Key	Description
0	Test 4.07.17.01
3	AFSYS - Admin.Sys_Ops.
3	(blank)
4	AFSYS - Admin.Sys_Ops.
5	Retest 4.07.17.01
6	Retest 4.07.17.02
7	Retest of 4.07.17.03
9	AFSYS - Admin.Sys_Ops.
10	Civil/Env Engin
11	6.02.00-7 Project 3 - Proposal
12	NSM Dean Primary
100001	Controller - Campus Operations
100002	Controller - Campus Operations

**Step 7.** Enter the search criteria in the **SpeedChart Key** box.



**Note:** Please remember that you must use your campus assigned State Fund SpeedChart Key.

**Step 8.** Click the **Look Up** button.

The **Search Results** appear.

### Look Up SpeedChart Key

SetID:

SpeedChart Key:

[Basic Lookup](#)

#### Search Results

View All    First  1-8 of 8  Last

SpeedChart Key	Description
<a href="#">100001</a>	<a href="#">Controller - Campus Operations</a>
<a href="#">100002</a>	<a href="#">Controller - Campus Operations</a>
<a href="#">100003</a>	<a href="#">Aux.Central - Administration</a>
<a href="#">100004</a>	<a href="#">Bursar - Campus Operations</a>
<a href="#">100005</a>	<a href="#">HumRes Campus Operations</a>
<a href="#">100006</a>	<a href="#">HumRes Campus Operations</a>
<a href="#">100007</a>	<a href="#">Controller - Campus Operations</a>
<a href="#">100008</a>	<a href="#">HumRes Campus Operations</a>

**Step 9.** Click the appropriate **SpeedChart Key** link.

The **Line Defaults** section reopens.

#### Line Defaults

**Note:** The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:     
 Vendor Location:     
 Contract ID:

Operator:     
 Category:     
 Unit of Measure:

#### Shipping Defaults

Ship To:

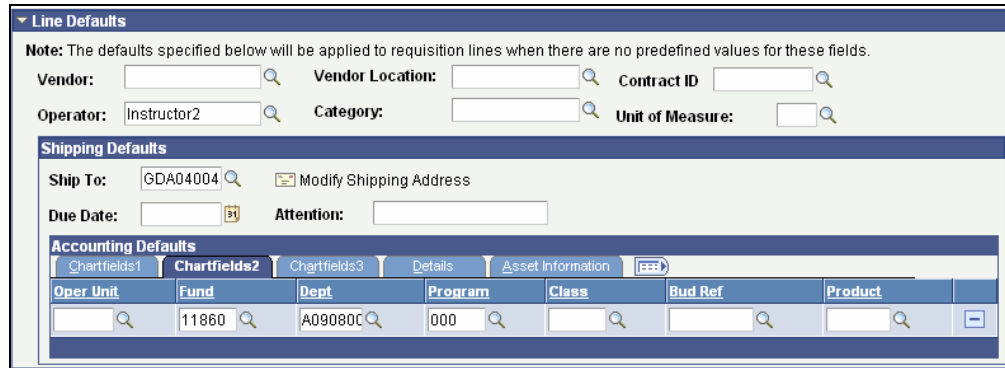
Due Date:     
 Attention:

#### Accounting Defaults

Location	GL Unit	Entry Event	SpeedChart Key	Account
<input type="text" value="WH1000"/> <input type="button" value="Q"/>	<input type="text" value="UMAMH"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

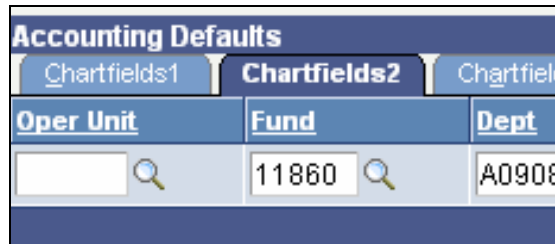
**Step 10.** Click the **Chartfields2** tab in the **Accounting Defaults** section.

The **Accounting Defaults – Chartfields2** section opens.




**Note:** The **SpeedChart Key** you selected has auto-populated the chartfield information.

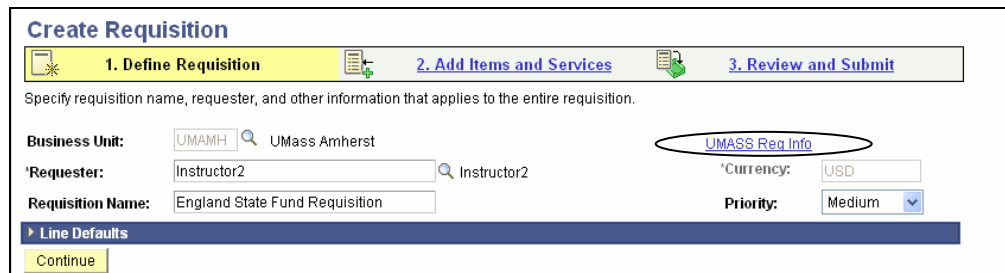
**Step 11.** View the Fund Code verifying you used a SpeedChart Key associated with a State Fund.




**Note:** All State **Fund Codes** should begin with the number "1."

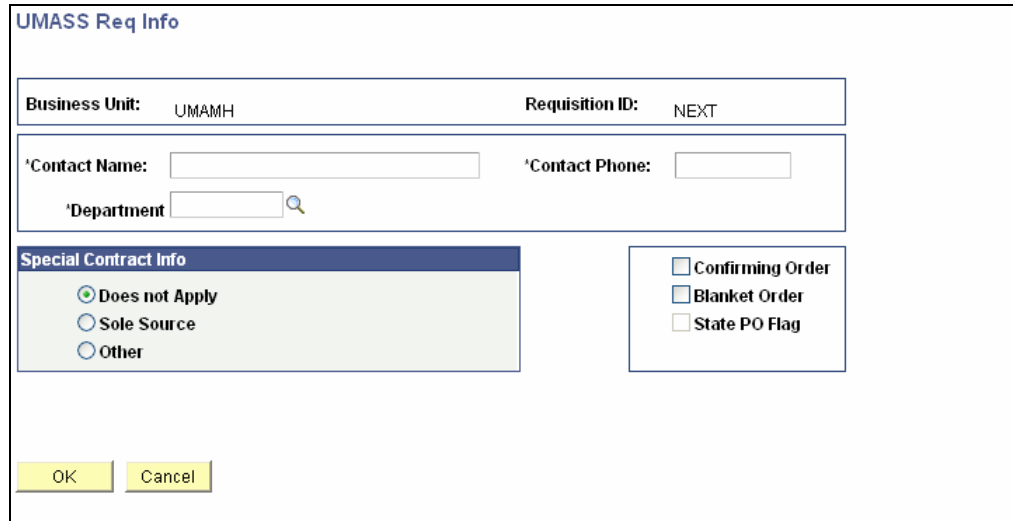
**Step 12.** Click the collapse icon (▾) for the **Line Defaults** section.

The **Line Defaults** section collapses.




**Step 13.** Click the [UMASS Req Info](#) link.

The **UMASS Req Info** page opens.



The screenshot shows the 'UMASS Req Info' web form. At the top, it has a title 'UMASS Req Info'. Below the title are two input fields: 'Business Unit' with the value 'UMAMH' and 'Requisition ID' with the value 'NEXT'. Underneath these are three input fields: 'Contact Name', 'Contact Phone', and 'Department'. The 'Department' field has a magnifying glass icon next to it. Below the input fields is a section titled 'Special Contract Info' with three radio button options: 'Does not Apply' (selected), 'Sole Source', and 'Other'. To the right of this section are three checkbox options: 'Confirming Order', 'Blanket Order', and 'State PO Flag'. At the bottom of the form are two buttons: 'OK' and 'Cancel'.

**Step 14.** Enter the following fields:

- ◆ **Contact Name: Required.** The specific format is last name, comma (“,”), first name with no spaces. The field is not case-sensitive.
- ◆ **Contact Phone: Required.** The specific format is 10-digits, starting with your area code. Use no spaces, formatting, or punctuation.
- ◆ **Department: Required.** May default based on User ID. If not, then click on the Magnifying Glass  and perform a search to locate the description that best identifies the full name of the Contact's department.



**Note:** Information entered on the **UMass Req Info** page applies to **all lines** of the requisition and cannot vary from line to line or vendor to vendor. The **Contact Name, Contact Phone, and Department** fields are transmitted to the vendor.

**Step 15.** Scroll down to the **Special Contract Info** section.

**Special Contract Info**

Does not Apply  
 Sole Source  
 Other

Confirming Order  
 Blanket Order  
 State PO Flag

OK Cancel



**Note:** None of the options under **Special Contract Info** apply to the **UMass Marketplace**.

**Step 16.** Click the OK button.

The **Create Requisition – Define Requisition** page reopens.

**Create Requisition**

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:**  UMass Amherst [UMASS Req Info](#)  
**'Requester:**  Instructor2 **'Currency:**   
**Requisition Name:**  **Priority:**

**Line Defaults**

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

**Vendor:**  **Vendor Location:**  **Contract ID:**   
**Operator:**  **Category:**  **Unit of Measure:**

**Shipping Defaults**

**Ship To:**   Modify Shipping Address  
**Due Date:**  **Attention:**

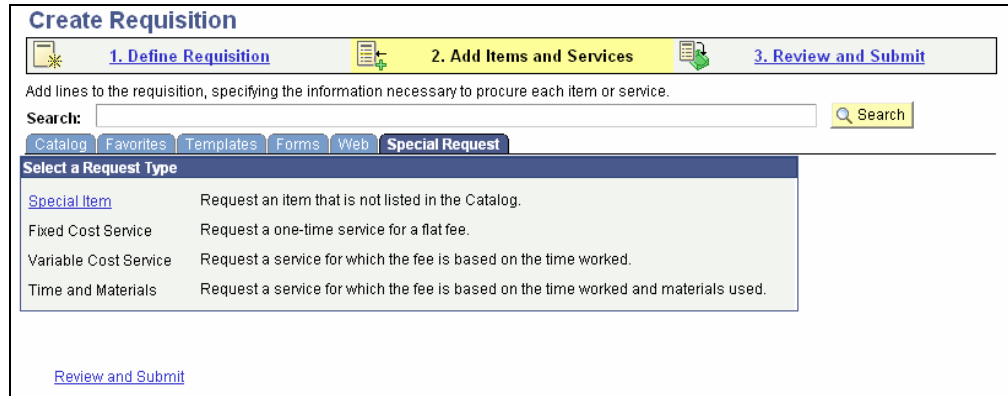
**Accounting Defaults**

Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
<input type="text"/>	<input type="text" value="21018"/>	<input type="text" value="A831 20C"/>	<input type="text" value="000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue

**Step 17.** Click the [Add Items and Services](#) link.

The **Add Items and Services – Special Request** page opens.



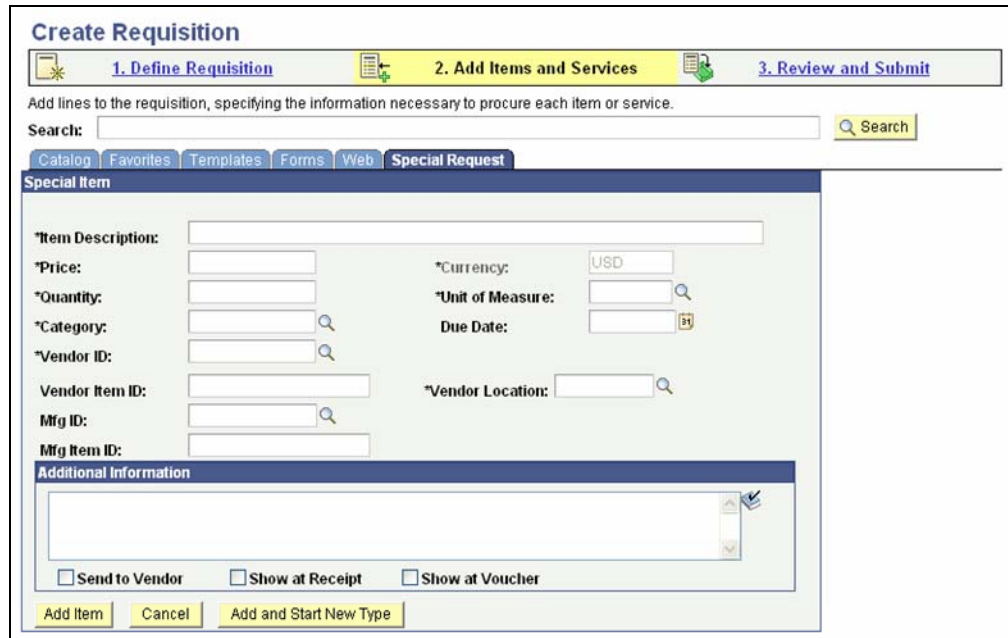
The screenshot shows the 'Create Requisition' interface. At the top, there are three tabs: '1. Define Requisition', '2. Add Items and Services' (which is highlighted in yellow), and '3. Review and Submit'. Below the tabs, there is a search bar and a 'Search' button. A navigation menu includes 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request'. The main content area is titled 'Select a Request Type' and contains a table with the following items:

<a href="#">Special Item</a>	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

At the bottom of the table, there is a 'Review and Submit' link.

**Step 18.** Click the [Special Item](#) link.

The **Add Items and Services – Special Request – Special Item** page opens.



The screenshot shows the 'Create Requisition' interface with the 'Special Item' form open. The 'Special Request' tab is selected in the navigation menu. The form contains the following fields:


- \*Item Description: [Text Field]
- \*Price: [Text Field]
- \*Quantity: [Text Field]
- \*Category: [Text Field]
- \*Vendor ID: [Text Field]
- Vendor Item ID: [Text Field]
- Mfg ID: [Text Field]
- Mfg Item ID: [Text Field]
- \*Currency: [Text Field] (set to USD)
- \*Unit of Measure: [Text Field]
- Due Date: [Text Field]
- \*Vendor Location: [Text Field]

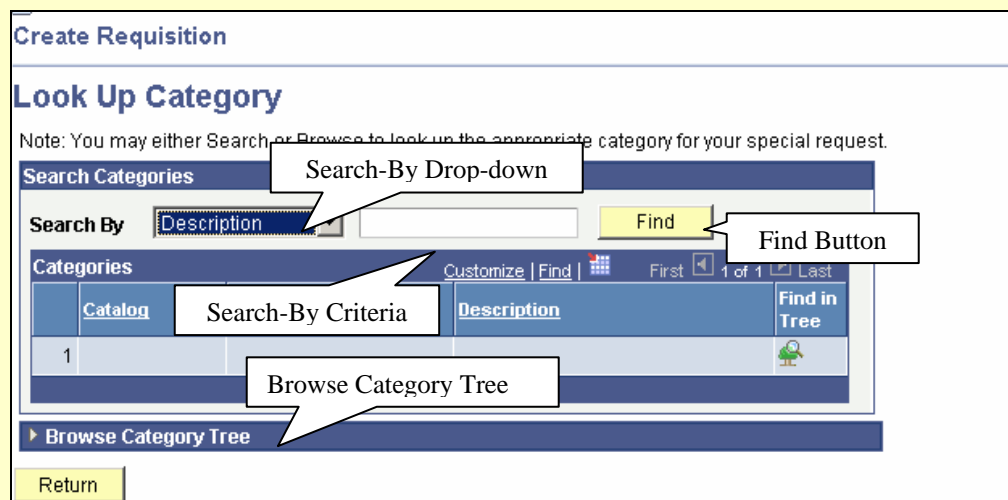
Below the form is an 'Additional Information' section with a large text area and three checkboxes: 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher'. At the bottom of the form are three buttons: 'Add Item', 'Cancel', and 'Add and Start New Type'.

**Step 19.** Enter the following fields:

- ◆ **Item Description**
- ◆ **Price**
- ◆ **Quantity**
- ◆ **Category**
- ◆ **Unit of Measure**
- ◆ **Additional Information** (Optional)



**Tip:** To search for categories, use the look up icon  next to the Category field. The **Look Up Category** page appears.



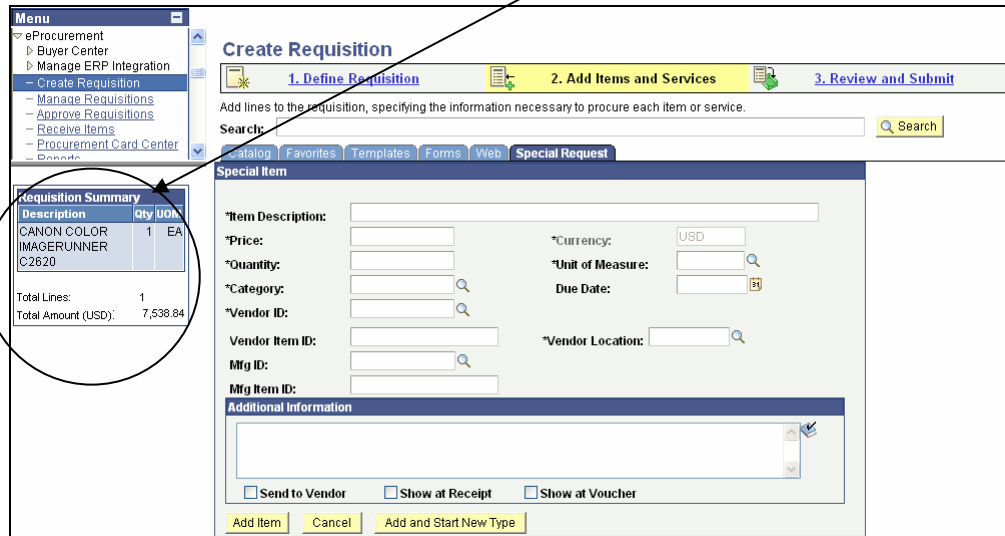
The screenshot shows the 'Look Up Category' interface. At the top, there is a 'Search Categories' section with a 'Search By' dropdown menu set to 'Description' and a 'Find' button. Below this is a table with columns for 'Catalog', 'Description', and 'Find in Tree'. A 'Browse Category Tree' link is visible below the table. Callouts point to the 'Search-By Drop-down', the 'Find Button', the 'Search-By Criteria' (the table header), and the 'Browse Category Tree' link.

In 8.9, Categories mimic the University's Account Codes and their values. The appropriate category and account code for this service must be assigned.

You can use the **Search By** box or expand the **Browse Category Tree**, to view the list of categories.

Step 20. Click the **Add Item** button.

The **Add Items and Services – Special Request – Special Items** page refreshes with a new blank page. The **Requisition Summary** on the left shows the description, quantity, and amount for the line.



**Menu**

- eProcurement
  - Buyer Center
  - Manage ERP Integration
    - Create Requisition
    - Manage Requisitions
    - Approve Requisitions
    - Receive Items
    - Procurement Card Center
    - Reports

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

**Special Item**

\*Item Description:

\*Price:  \*Currency: USD

\*Quantity:  \*Unit of Measure:

\*Category:  Due Date:

\*Vendor ID:

Vendor Item ID:  \*Vendor Location:

Mfg ID:

Mfg Item ID:

**Additional Information**

Send to Vendor  Show at Receipt  Show at Voucher

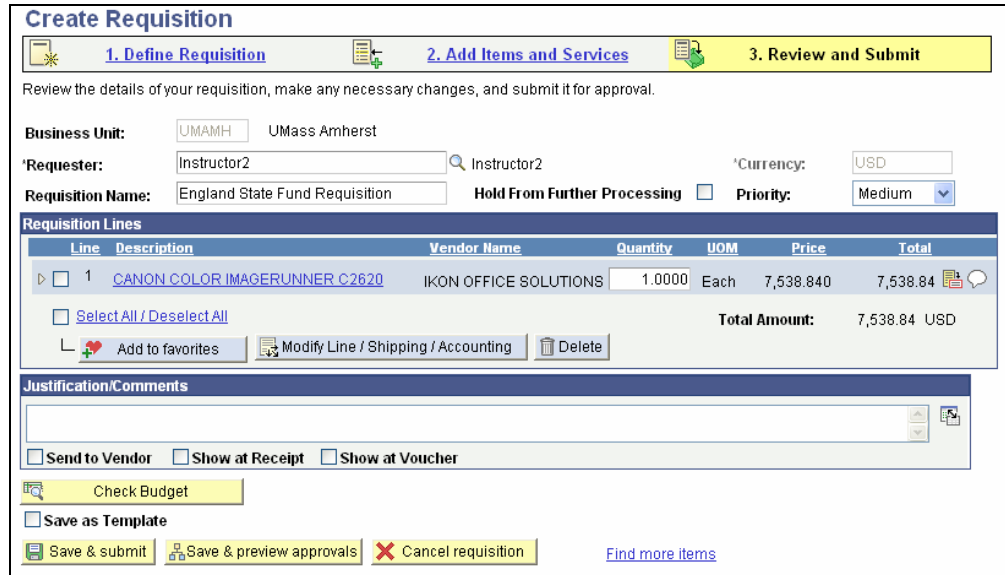
**Requisition Summary**

Description	Qty	UOM
CANON COLOR IMAGERUNNER C2620	1	EA

Total Lines: 1  
Total Amount (USD): 7,538.84

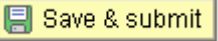
**Step 21.** Click the [Review and Submit](#) link.

The **Create Requisition – Review and Submit** page opens.




**Note:** The Requisition **Line** is available for editing. You can click on the [Select All / Deselect All](#) link to select the item and click the [Modify Line / Shipping / Accounting](#) button to make any modification to the chartfields.

You can also save the requisition in the “Open” status by clicking the [Save & preview approvals](#) button. Remember that this will stop the requisition from entering workflow and in order for the requisition to be approved, you must remember to initiate workflow.

**Step 22.** Click the  button at the bottom of the page.

“Processing” appears in the top right corner of the page.

The **Confirmation** page opens.

### Confirmation

---

<b>Requested For:</b>	Instructor2	<b>Number of Lines:</b>	1
<b>Requisition Name:</b>	England State Fund Requisition	<b>Total Amount:</b>	7,538.89 USD
<b>Requisition ID:</b>	R000000103		
<b>Business Unit:</b>	UMAMH		
<b>Priority:</b>	Medium		
<b>Budget Status:</b>	Not Checked		

#### Department Approval

Line 1: Pending [Start New Path](#)

CANON COLOR IMAGERUNNER C2620

Department Approver - Dist 01

Pending

Multiple Approvers

PO Dept Approver 1 - Dist 1

→

Not Routed

Multiple Approvers

PO Dept Approver 2 - Dist 1

→

#### Account and Fund Approval

Line 1: Awaiting Further Approvals [Start New Path](#)

CANON COLOR IMAGERUNNER C2620

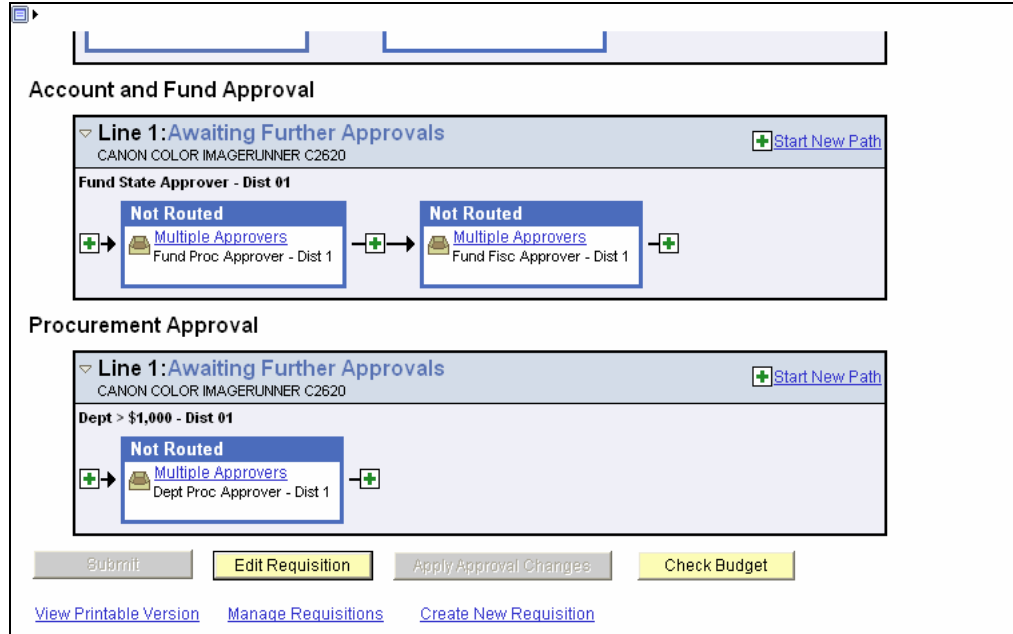
Fund State Approver - Dist 01



**Note:** You can scroll down to view all Approval levels for the requisition. The Requisition ID has been generated.

**Step 23.** Note the **Requisition ID:** \_\_\_\_\_.

**Step 24.** Scroll down to the bottom of the page.



**Account and Fund Approval**

Line 1: Awaiting Further Approvals  
CANON COLOR IMAGERUNNER C2620

Fund State Approver - Dist 01

Not Routed  
Multiple Approvers  
Fund Proc Approver - Dist 1

Not Routed  
Multiple Approvers  
Fund Fisc Approver - Dist 1

**Procurement Approval**

Line 1: Awaiting Further Approvals  
CANON COLOR IMAGERUNNER C2620

Dept > \$1,000 - Dist 01

Not Routed  
Multiple Approvers  
Dept Proc Approver - Dist 1

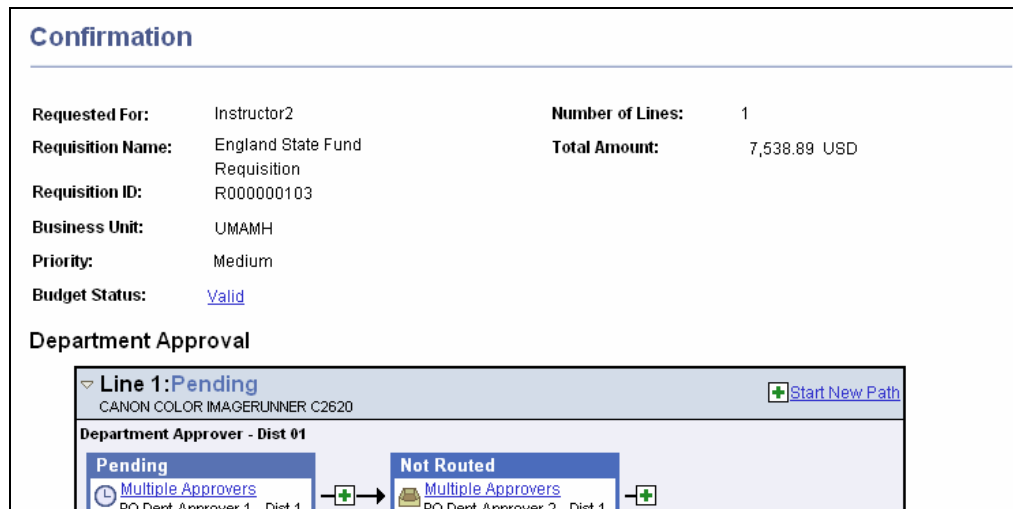
Submit Edit Requisition Apply Approval Changes Check Budget

[View Printable Version](#) [Manage Requisitions](#) [Create New Requisition](#)

**Step 25.** Click the **Check Budget** button.

“Processing” appears.

The **Confirmation** page refreshes.



**Confirmation**

<b>Requested For:</b>	Instructor2	<b>Number of Lines:</b>	1
<b>Requisition Name:</b>	England State Fund Requisition	<b>Total Amount:</b>	7,538.89 USD
<b>Requisition ID:</b>	R000000103		
<b>Business Unit:</b>	UMAMH		
<b>Priority:</b>	Medium		
<b>Budget Status:</b>	<a href="#">Valid</a>		

**Department Approval**

Line 1: Pending  
CANON COLOR IMAGERUNNER C2620

Department Approver - Dist 01

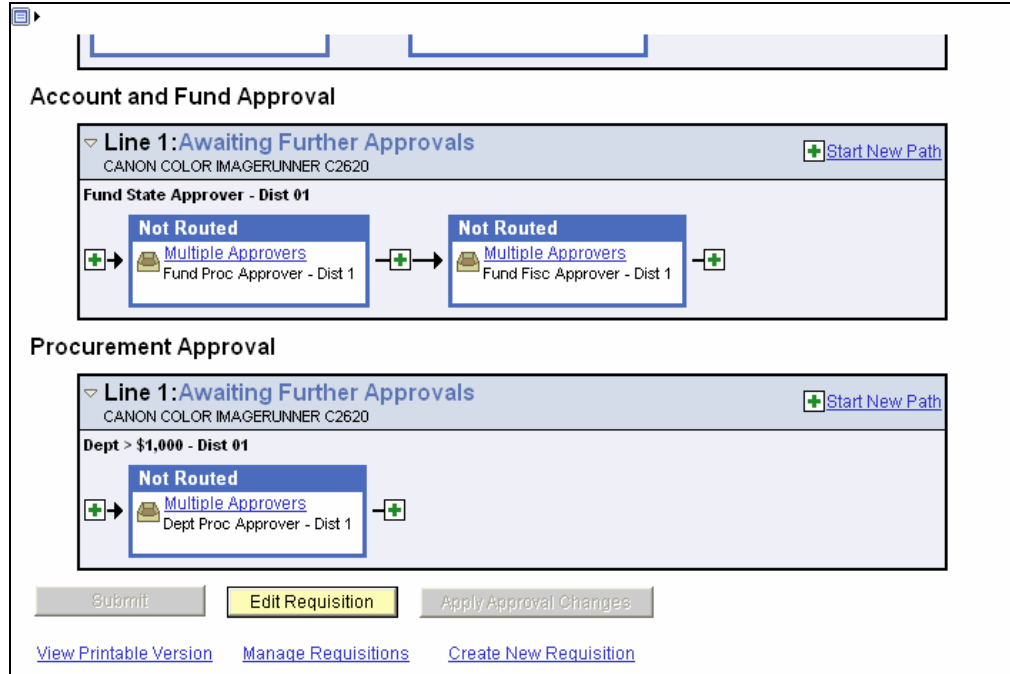
Pending  
Multiple Approvers  
PO Dept Approver 1 - Dist 1

Not Routed  
Multiple Approvers  
PO Dept Approver 2 - Dist 1



**Note:** The **Budget Status** reads “Valid.”

**Step 26.** Scroll down to the bottom of the page.



**Account and Fund Approval**

Line 1: Awaiting Further Approvals  
 CANON COLOR IMAGERUNNER C2620

Fund State Approver - Dist 01

Not Routed  
 Multiple Approvers  
 Fund Proc Approver - Dist 1

Not Routed  
 Multiple Approvers  
 Fund Fisc Approver - Dist 1

**Procurement Approval**

Line 1: Awaiting Further Approvals  
 CANON COLOR IMAGERUNNER C2620

Dept > \$1,000 - Dist 01

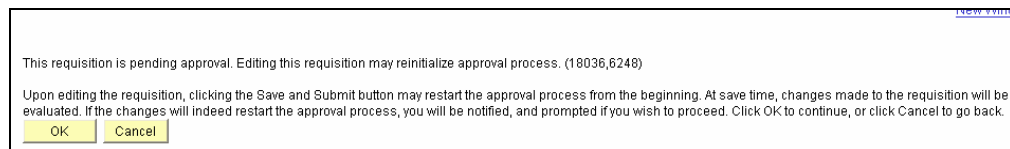
Not Routed  
 Multiple Approvers  
 Dept Proc Approver - Dist 1

Submit Edit Requisition Apply Approval Changes

[View Printable Version](#) [Manage Requisitions](#) [Create New Requisition](#)

**Step 27.** Click the **Edit Requisition** button.

A warning message appears.



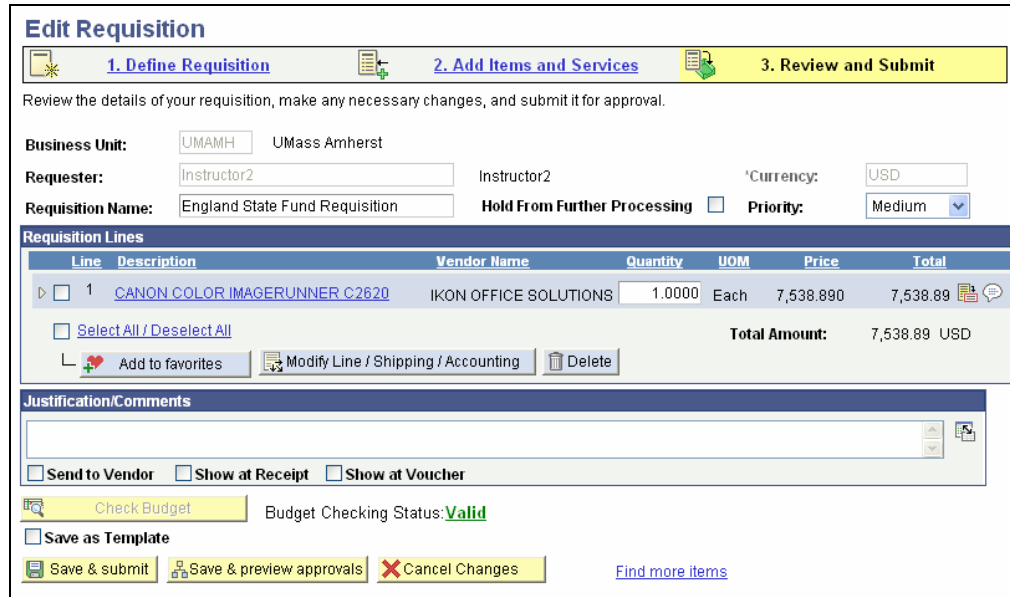
This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,6248)

Upon editing the requisition, clicking the Save and Submit button may restart the approval process from the beginning. At save time, changes made to the requisition will be evaluated. If the changes will indeed restart the approval process, you will be notified, and prompted if you wish to proceed. Click OK to continue, or click Cancel to go back.

OK Cancel

**Step 28.** Click the **OK** button.

The **Edit Requisition – Review and Submit** page opens.



**Edit Requisition**

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** UMAMH UMass Amherst

**Requester:** Instructor2 Instructor2 'Currency: USD

**Requisition Name:** England State Fund Requisition **Hold From Further Processing**  **Priority:** Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	CANON COLOR IMAGERUNNER C2820	IKON OFFICE SOLUTIONS	1.0000	Each	7,538.890	7,538.89

**Total Amount:** 7,538.89 USD

**Justification/Comments**

Send to Vendor  Show at Receipt  Show at Voucher

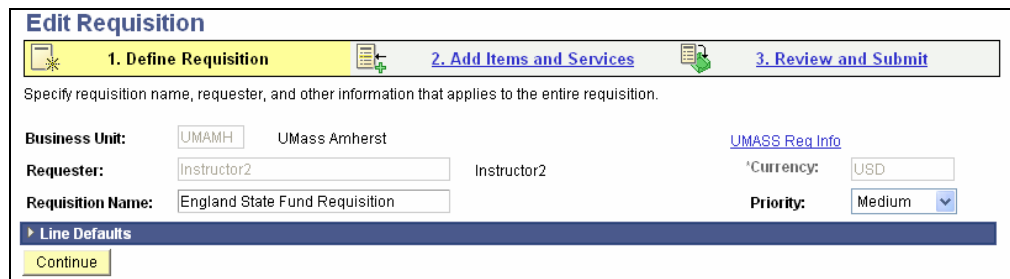
**Check Budget** Budget Checking Status: **Valid**

Save as Template

**Save & submit** **Save & preview approvals** **Cancel Changes** [Find more items](#)

**Step 29.** Click on the [Define Requisition](#) link.

The **Edit Requisition – Define Requisition** page opens.



**Edit Requisition**

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

**Business Unit:** UMAMH UMass Amherst [UMASS Req Info](#)

**Requester:** Instructor2 Instructor2 'Currency: USD

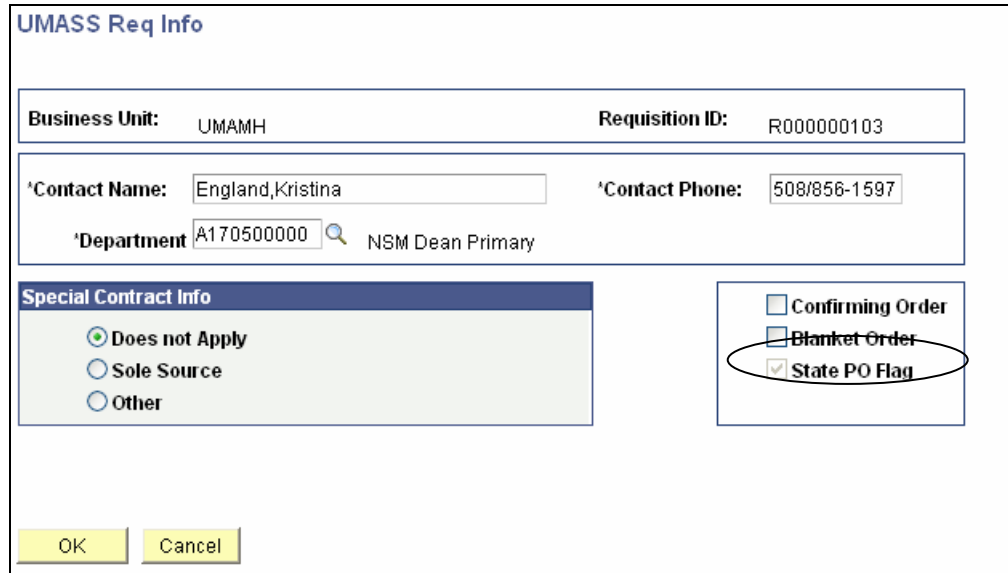
**Requisition Name:** England State Fund Requisition **Priority:** Medium

**Line Defaults**

**Continue**

Step 30. Click on the [UMASS Req Info](#) link.

The *UMASS Req Info* page opens.



The screenshot shows the 'UMASS Req Info' page. It contains several fields: 'Business Unit' (UMAMH), 'Requisition ID' (R000000103), 'Contact Name' (England, Kristina), 'Contact Phone' (508/856-1597), and 'Department' (A170500000 NSM Dean Primary). There is a 'Special Contract Info' section with radio buttons for 'Does not Apply' (selected), 'Sole Source', and 'Other'. To the right, there are three checkboxes: 'Confirming Order', 'Blanket Order', and 'State PO Flag' (checked and circled). At the bottom, there are 'OK' and 'Cancel' buttons.



**Note:** The *State PO Flag* checkbox defaults as selected. This is an automatic default set up in the system for any requisition with a State Fund Code. You cannot change the default.

END OF JOB AID



---

<b>Last Edited Date</b>	<b>3/13/2007</b>
<b>Last Edited By</b>	<b>Kristina England</b>