FMS – Create Requisition

You create Requisitions in the Financial Management System (FMS) to **request** goods and services. All Requisitions require a supplier's quote.

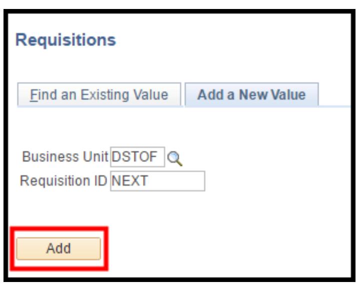
Do NOT order anything until the Requisition is transferred to a Purchase Order.

You will get an email notifying you when your Requisition has been transferred to a Purchase Order. Your Purchase Order # will be included.

Create a Requisition

1. Log into FMS using your MEID and Password.
2. Click NavBar 

in the upper-right corner, then click Navigator.
3. Purchasing > Requisitions > Add/Update Requisitions.
4. In the Requisitions page, click Add.



5. In Requisition Name, enter a Requisition name.

- Example: Conf. Table for Room DO 303
- The Header section auto populates.

Requester Field

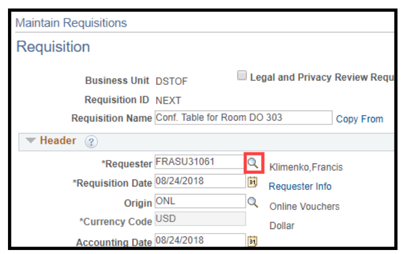
FMS auto-fills the Requester field with the information of the person creating the requisition.

If the person creating the requisition will ***not*** be the person approving the invoices, you need to change it to the person who will.

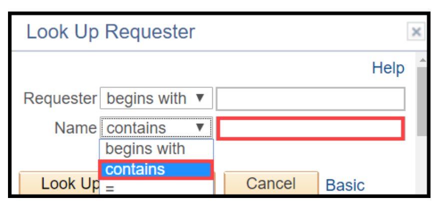
For example, your Manager wants to approve all invoices, therefore, you must change the Requester from yourself to your Manager.

Note: The Requester, will receive all email notification(s) of when the Requisition is approved and information for the Purchase Order.

1. In the Requester field, click the Look Up icon.



2. In the Name drop-down, click and select contains; and in second field, enter the new Requester's name, then click Look Up.



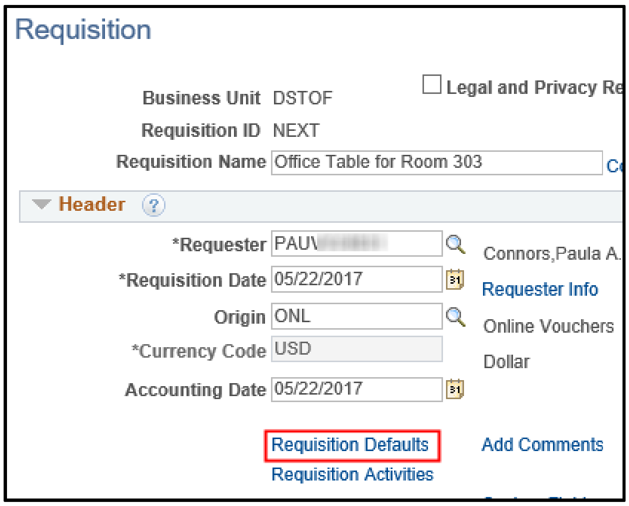
3. Select the new Requester's name from the Search Results.
4. Click OK on the Message window.

- All Default settings will now change to reflect the new Requester's information.

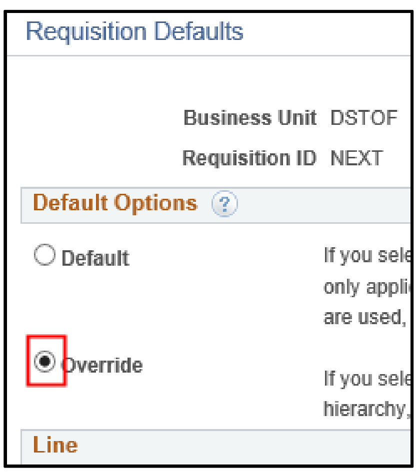
Requisition Defaults

The information you enter in Requisition Defaults applies to every line on the Requisition. This means you only have to enter the Supplier, the Category Code, Unit of Measure, and budget information once, and this information is applied to everything you order. No repetitive entries!

1. In the Header area, click Requisition Defaults.

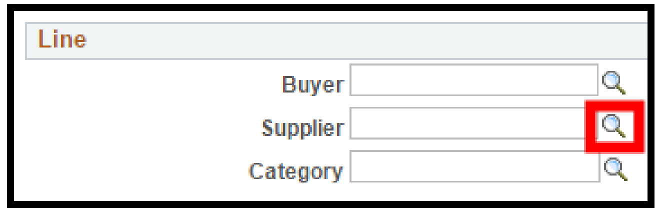


2. In Default Options, **ALWAYS** select Override.

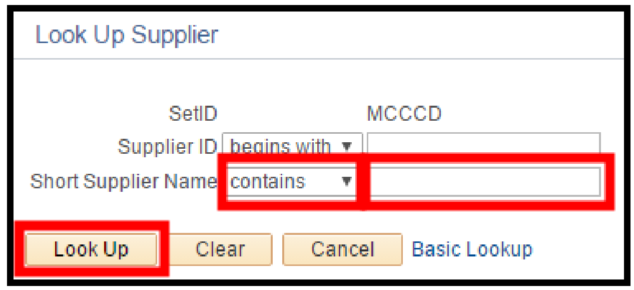


- This option overrides any system defaults. This means the information you enter is now the default information for this Requisition.

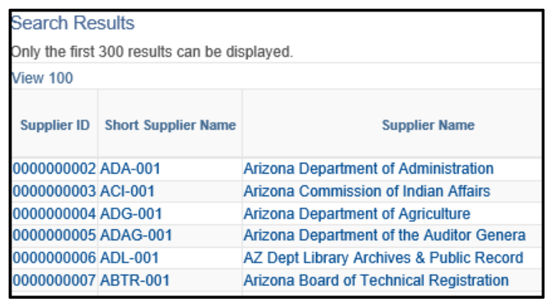
3. In the Line section, in Supplier, click Look Up.



4. Click in the first Short Supplier Name field, and select contains; click in the second field, and enter a key word in the supplier's name; then click Look Up.

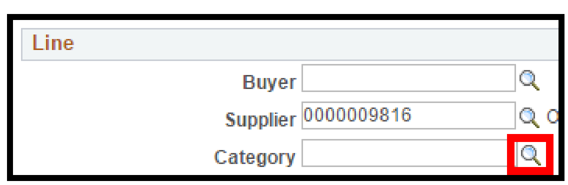


5. From the Search results, click your Supplier.



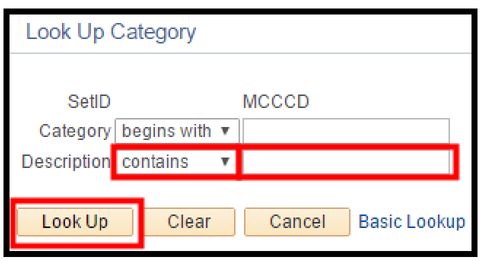
- If your Supplier is not listed, they are not a registered vendor with Maricopa. They must complete the vendor registration form using the Supplier Registration Portal before doing business with them.

6. In Category, click Look Up to search for the appropriate purchasing category code.



- Category codes that start with an "A_" are linked to a Capital Asset Account. These Requisitions will be routed to Capital Assets.
- Capital Assets are equipment or furniture over $1,000: computers, iPads, laptops; and library books.
- If you must use this Category Code, and the items are not truly capital assets, follow the steps on the Capital Category Code Correction training guide to make the required correction.
- The Category code you select auto-fills the Account field in the background of this Requisition.

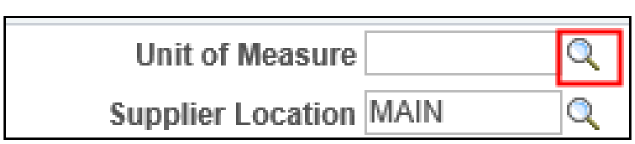
7. Click in the first Description field, and select contains; click in the second field, and enter a key word in the category; then click Look Up.



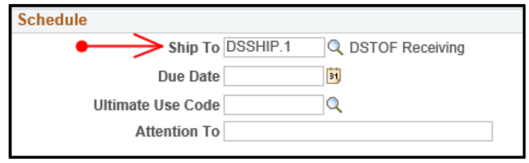
8. Click the correct purchasing category code.

9. In Unit of Measure, click Look Up, and select the unit of measure to apply to all the lines. If ordering "Services," select Each.

- If each line will be a different UOM, skip this.



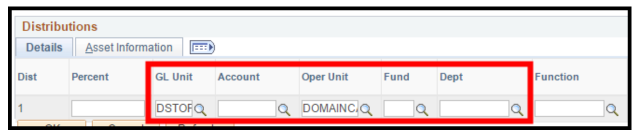
10. In the Schedule section, the Ship To auto-fills.



- If this is correct, leave as-is.
- If not correct, click Look Up and select the appropriate Ship To location.
- If split-coding, select the appropriate location.

11. **Skip** the Distribution SpeedChart section.

12. **REQUIRED**!!! In the Distribution**s** section, enter or edit the required budget information.



- GL Unit – populates with your main college.

13. Account – Leave blank! This Account number populates in the background of the Requisition based on the Category Code selected in step 8.

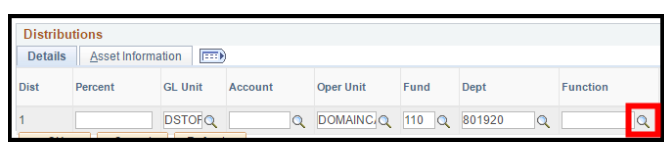
- **NOTE:** If you selected a Capital Asset Category Code, and this is not a Captital Asset, enter 54100 as the Account number to indicate this is for General Supplies.
- Oper Unit – populates with your college site.

14. Fund – enter the type of budget fund.

15. Dept – enter the department budget number.

- If split-coding a Requisition, see page 8.

16. In Function, click Look Up.



- Please see the following Function descriptions.

17. Select your department's appropriate Function.

Academic Support: Expenses that indirectly help carry out the primary functions of instruction, research, and public service. (ex: libraries, computer labs not part of instruction, galleries, dental clinics, audio visual, academic deans, department chairs who don't teach, separately budgeted course/curriculum development)

Auxiliary Enterprises: Expenses related to operations that are self-supporting to provide a service for a fee - only used in Fund 200 accounts. (ex: food services and bookstores)

Instruction: Expenses directly related to teaching – both credit and noncredit courses. (ex: Faculty, department chairs who also teach, teaching supplies, and IT including computer labs directly related to classroom)

Institutional Support: Expense related to day-to-day operations at the Colleges and District Office. (ex: legal, fiscal operations, HR, central IT, software licensing, safety, security, insurance, mail and copy services).

Operation/Maintenance of Plant: Expense related to buildings. (ex: physical plant administration, building maintenance, custodial, utilities, major repairs and renovations).

Public Service: Expenses related to activities to benefit external parties. (ex: radio stations, community services, conferences, public lectures).

Student Financial Assistance: Scholarships and financial aid awards. (ex: scholarships, stipends, prizes, and awards).

Student Services: Activities centered around students. (ex: enrollment services, student activities, counseling, veterans' services, student organizations, cultural events, athletics, and student newspaper).

18. After selecting your Function, click Ok.

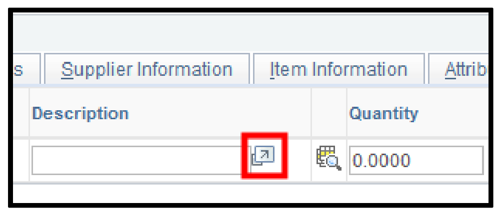
Requisition Lines

When entering line items, they will be either Goods or Services. This type determines the information entered in some of the line fields.

Goods are tangible items received, processed, and delivered through the Receiving Department.

Services are services for which you are paying a specific dollar amount. Ex., catering is a service.

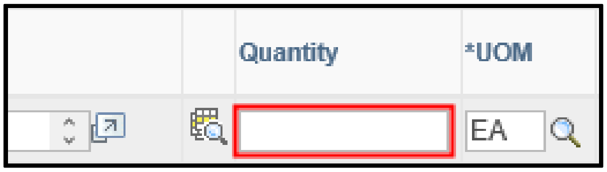
1. **ALWAYS** skip the Item field!
2. In Description, click the expansion arrow, enter your item information, and click Return.



- **Important!** The line Description is very important. This field prints on the Purchase Order that is provided to the Supplier to fill your order or complete a service.
- This description must match your quote.
- If ordering "Goods", enter the item's name, description, model, part number, color, etc.
  - When appropriate, include building and room number, e.g., "Conference table for DO-303, item #1234, standard size, Oak".
- If ordering "Services", enter a **detailed** scope of work and dates of service for services.
  - Requisitions for employee travel expenses must include the traveler's name, dates of travel, destination, conference title, etc.
- If you have any information for Accounts Payable, enter it here in the Description. Ex: "This is a pre-pay. Return check to Requestor."

3. In Quantity:

- If ordering "Goods", enter the number of unit items you are ordering.



- If ordering "Services" enter the number 1.
- The UOM and Category fields populate from the Requisition Defaults.

4. In Price:

- If ordering "Goods", enter the **unit** (single) price for the item.
- If ordering "Services", enter the total dollar amount for this service.

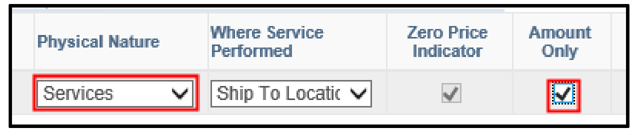
- This price must match the quote.

5. Above the UOM field, click the Attributes tab.

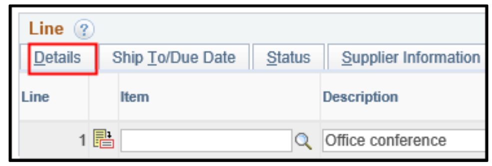
6. Click in Physical Nature:

- If ordering "Goods", select Goods.
- If ordering "Services", select Services.

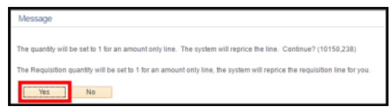
7. If ordering **Services**, click the Amount Only checkbox to the right. (If "Goods", skip this.)



8. Click the Details tab to return to the Requisition.



9. If ordering Services, click Yes to continue.

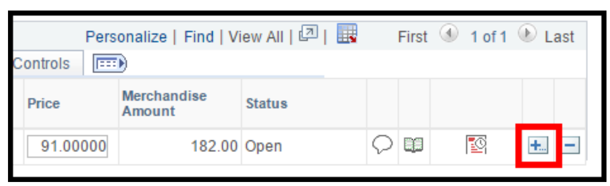


- FMS keeps a running total in Total Amount.

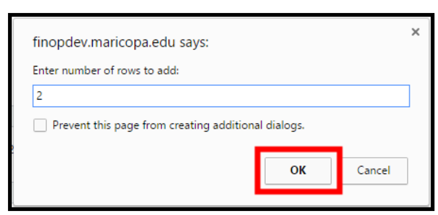
10. In the bottom-left corner, click Save.

- Once saved, the system generates a Requisition ID number at the top.

11. To add an additional Requisition line, click the + sign at the end of the first Line row.



12. In the prompt window (at the top), enter the number of rows to add, and click OK.



13. Repeat steps 1 – 10 for additional items, including tax and shipping.
14. When finished, click Save.
15. Record the Requisition ID # for reference.

Required Documentation

ALL Requisitions require the supplier's quote.

Some Requisitions also require additional documentation.

If any of your documents require approval, they must be approved and signed **before** attaching them to the Requisition (ex: Official Function Form).

Examples of required documentation may include:

- Supplier Quote (always required!)
- An approved Official Function Form
- An approved Membership Worksheet
- A signed Contract and accompanying Privacy and Security Questionnaire for Screening

All documentation must be in pdf format.

ALWAYS attach documents on the last line of the Requisition. This is the best way for your approvers, and your Fiscal Office, to see that there are required documents to review.

Please refer to the [Requisition Process video]() for more information on required documentation.

Contract or Agreement – Legal Department

Important! All documents going to Legal must be in pdf format and saved into one document.

When including contracts or quotes from other suppliers as competitive quotes, write "Competitive Quote" at the top of those contracts or quotes.

Examples of documents that go to legal include:

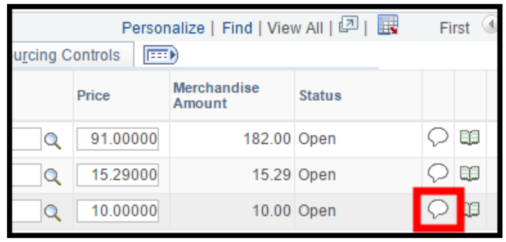
- Privacy and Security Questionnaire for Screening
- Risk Assessment Form
- Vendor (Supplier) Due Diligence Questionnaire
- Please refer to the [Legal Dept. Supplemental Handout]() for more information.

Attach Required Documents

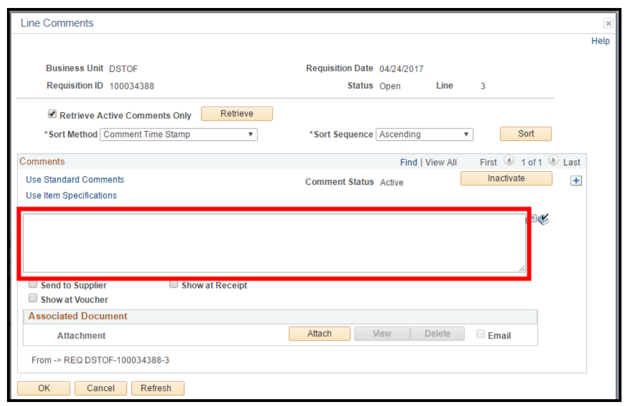
All documentation must be in pdf format.

All documents going to Legal must be in pdf format and saved into one document.

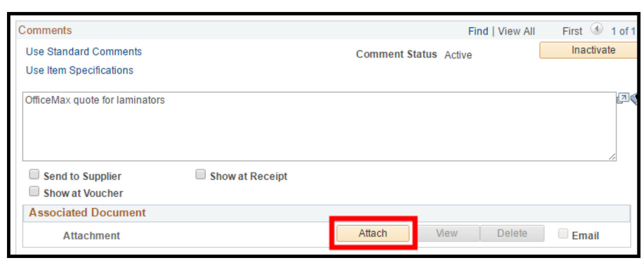
1. On the last line of the Requisition, click the Line Comments icon.



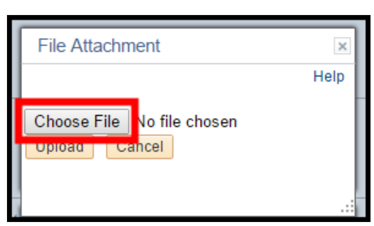
2. In Comments, enter the supplier name and a short description of the document. (Ex: Furniture ABC Quote).



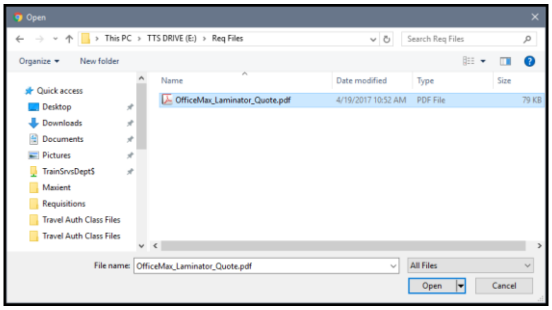
3. Click Attach.



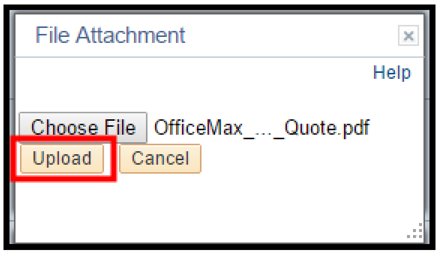
4. Click Choose File to find your document.



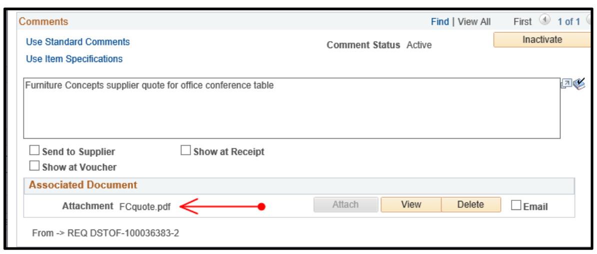
5. Locate and double-click your document.



6. Click Upload.

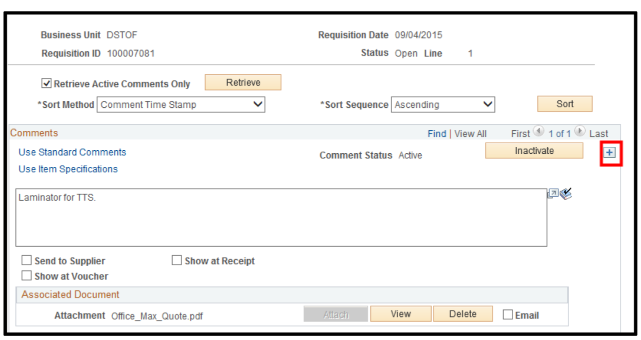


- Your document is now attached.



- Note that the Attach button is now disabled.

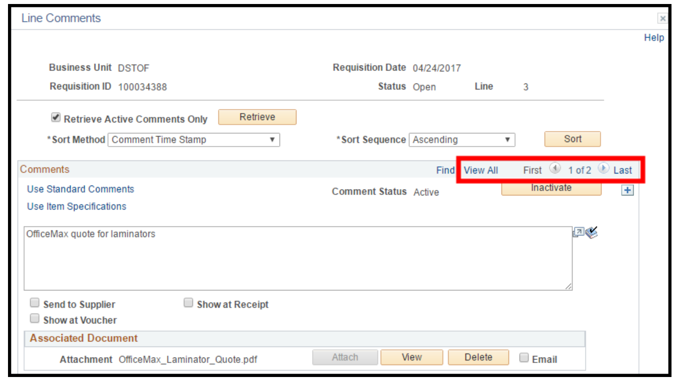
7. To add an additional document, on the right side, click the + sign.



- The Attach button is now enabled with a new comments screen for the new attachment.

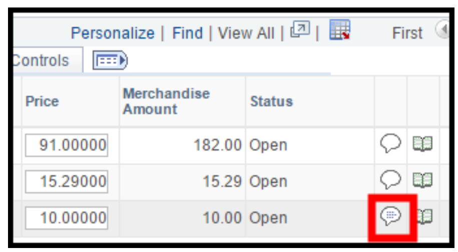
8. To add additional documents, repeat steps 2-6.

9. Click through your attachments using the Previous and Next Arrows. To see all of your attachments, click View All.

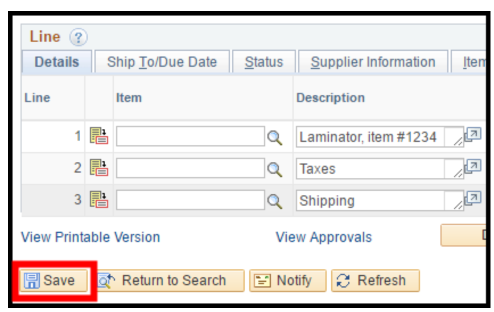


10. When finished attaching your required documents, click OK.

- Text in the Comment bubble indicates there are comments or attachments for this Requisition.



11. Click Save to save your Requisition.



- **NOTE:** if you selected a Capital Asset category code, and this is not a capital asset, see the Capital Asset Category Code Correction QRG for additional steps to complete before submitting your Requisition.

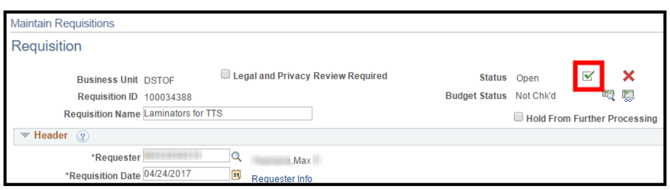
Submit Requisition

1. To submit your Requisition, scroll to the top.
2. If your Requisition has documents that require the Legal Department's signature and/or review, you <u>must</u> click the Legal and Privacy Review Required checkbox before submitting your Requisition.

- Checking this box routes this Requisition and the attached documents to the Legal Dept.

- For documents going to the Legal Department, ensure you have attached all required documents in <u>one</u> pdf.
- For instructions on attaching documents, please see page 6.

3. To submit the Requisition for approval, click the green check mark .

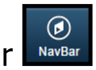


- The Status changes from Open to Pending.
- The Requisition is sent to the Department Budget Manager(s) for approval.

4. Sign out of FMS.

Find & Track a Requisition

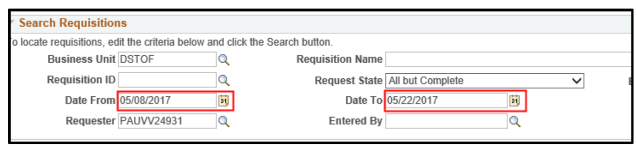
Once you have submitted a Requisition for approval, you can find, view and track the Requisition from creation to invoice liquidation.

1. Log into FMS using your MEID and password.
2. Click NavBar  in the upper-right corner, then click Navigator.

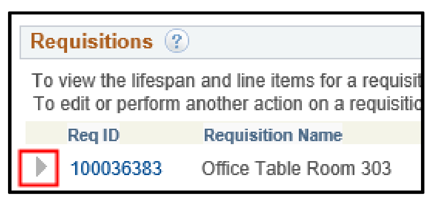
3. Employee Self-Service > Procurement > Manage Requisitions.

- Your Manage Requisitions page displays.
- **Note:** By default, only your Requisitions submitted within the past week are listed.

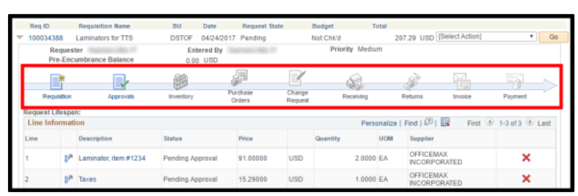
4. If applicable, change the Date fields.



5. If needed, enter additional search criteria.
6. Click Search.
7. In the Requisitions section, click the Expand Section arrow to the left of the Req ID.



- View and track the status of your Requisition.



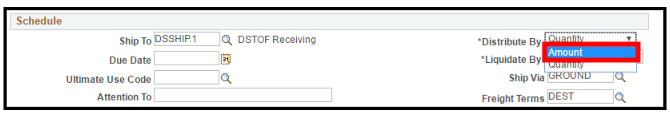
- The icons for steps that are completed or in progress will display in color. Steps that are not yet active will be grayed out.

Split-Coding

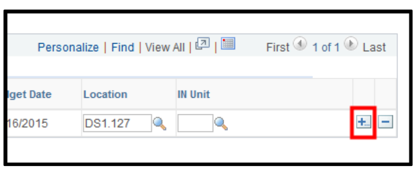
Split-coding is charging the cost of one Requisition to multiple budgets. Split-coding is done in the Requisition Defaults.

1. In the Requisition, click Requisition Defaults.
2. In Default Option, **ALWAYS** select Override.

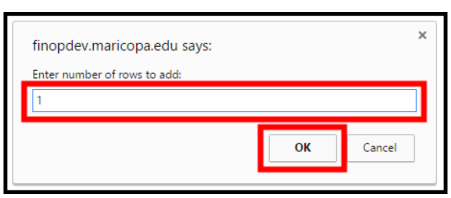
3. In the Schedule section, to the right in Distribute By field, click the drop-down menu and **ALWAYS** select Amount.



4. In the Distribution**s** section, use the scrollbar at the bottom to scroll all the way to the right, and click the + button to add a new row.



5. Enter the number of rows needed, click OK.



- The new row is inserted below the first.

6. Adjust the fields in each row accordingly, specifically the Percent and Dept fields.
7. Click OK when finished.
8. Continue with your defaults if applicable.