

Requisition Exercise #1

This example demonstrates splitting a purchase of multiple assets between two accounts by amount.

Click Requisition from the Main Menu

Document Overview tab

1. Enter Description: Training

Delivery tab

Update delivery location as needed; Final Delivery information defaults to that of the document initiator

2. Leave information as-is for this exercise

Vendor tab

Vendor Address sub-tab:

3. Click magnifying glass next to the Suggested Vendor field
4. Vendor Name: Dell Marketing Corp, click search
 - a. Helpful Hint: you can enter the first several letters of your vendor name and the % wildcard to get a list of vendors
5. Select return value for the vendor you are purchasing from, this will bring the vendor details in to your requisition document

Vendor Info and Additional Suggested Vendor Names sub-tabs are optional

Items tab

Enter information into the Items tab for each line item on your quote

6. Item Type: QUANTITY; Quantity: 2; UOM: EA; Description: Server; Unit Cost: 6,000 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button
7. Item Type: NO QUANTITY; Description: Shipping; Unit Cost: 1,000; click the **add** button

Item 1									
1	↑ ↓	QUANTITY	2.00	EA		Server		6,000.00	12,000.00
show Accounting Lines									
Item 2									
2	↑ ↓	NO QUANTITY				Shipping		1,000.00	1,000.00
show Accounting Lines									

Enter information into the Accounting Lines to set up accounts and amounts for each Item entered; in this example one department has agreed to pay for one server and the entire cost of shipping, and the other department will pay for the remaining server.

8. Click the **show** button on the Accounting Line for each Item
9. For Item 1 (two servers) - Chart: CO; Account Number: 1355410; Object: 8210; Amount: 6,000; click the **add** button
 - a. Add another accounting line for the second department's account - Chart: CO; Account Number: 1355400; Object: 8210; Amount: 6,000; click the **add** button
10. For Item 2 (shipping) - Chart: CO; Account Number: 1355410; Object: 8210; Amount: 1,000; click the **add** button

Capital Asset tab

Any time a capital asset object code is used in the Requisition document the Capital Asset tab must be completed; this will enable KFS to add all purchase information to the asset record when it is created.

11. Capital Asset System Type: One System
12. Capital Asset System State: New System
13. Click the **select** button on the Action line

Capital Asset		hide
System Selection		
Capital Asset System Type:	One System	▼
Capital Asset System State:	New System	▼
Action:	select	

System Detail sub-tab:

14. Capital Asset Note Text: Combine all lines to make two assets
 - a. Enter details about the Items within the document; designate which lines belong to which asset or system of assets.
15. Capital Asset System Description: Dell Server
 - a. Enter specific description/identification details of item(s)
16. Asset Type: 30255IS
 - a. Helpful Hint: use magnifying glass to lookup available codes
17. How Many Assets: 2
 - a. Enter number of assets to be created in total
18. Manufacturer: click **same as vendor** button
19. Model: DELL100X
 - a. Enter model number if available

Location sub-tab:

20. Item Quantity: 2
 - a. The Item Quantity should be 1 if each asset were going to be stored in different locations. In that case, continue to **add** a line for each location.
21. Building: click magnifying glass to lookup building codes; enter 0080 in the Building Code field; click **search** button; click return value on the retrieved building
22. Room: 318
23. Click the **add** button

System Detail			
Capital Asset Note Text:	Combine all lines to make two assets	Capital Asset System Description:	Server
Receiving Outside of Current Fiscal Year:	No <input type="button" value="select"/>	Manufacturer:	Dell Marketing Corp
Asset Type:	30255IS <input type="button" value="magnifying glass"/>	Model Number:	DELL100X
How Many Assets?:	2		
Location			
Item Quantity:	2.00		
Campus:	MC <input type="button" value="magnifying glass"/>	City:	FORT COLLINS
Building:	0080 <input type="button" value="magnifying glass"/> <input type="button" value="off campus"/>	State:	COLORADO
Address:	900 OVAL DR.	Postal Code:	80523
Room:	318 <input type="button" value="magnifying glass"/>	Country:	United States
<input type="button" value="add"/>			

Capital Asset Items sub-tab:

24. Capital Asset Transaction Type: New (for the servers)
25. Capital Asset Transaction Type: Other Service (for the shipping & handling)

Capital Asset Items						
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description
1	QUANTITY	2.00	EA			server
	<input type="button" value="hide"/> Capital Asset Capital Asset Transaction Type: NEW <input type="button" value="dropdown"/>					
	NO QUANTITY					
2	<input type="button" value="hide"/> Capital Asset					
	Capital Asset Transaction Type: OTHER SERVICE <input type="button" value="dropdown"/>					
	NO QUANTITY					

Notes and Attachments tab

Attach Quote and any additional details/notes needed to back up the requisition document.

26. Click the **submit** button when the Requisition document has been completed and is ready for routing. Message should indicate the document was successfully submitted. If an error message appears, correct issues as addressed or contact Property Management for assistance.

Requisition Exercise #2

This example demonstrates a purchase of replacement parts that significantly extend the useful life of an active asset (Modify Existing) and is distributed evenly to a single account.

Click Requisition from the Main Menu

Document Overview tab

1. Enter Description: Training

Delivery tab

Update delivery location as needed; Final Delivery information defaults to that of the document initiator

2. Leave information as-is for this exercise

Vendor tab

Vendor Address sub-tab:

3. Click magnifying glass next to the Suggested Vendor field
4. Vendor Name: Fisher Scientific Co, click search
 - a. Helpful Hint: you can enter the first several letters of your vendor name and the * wildcard to get a list of vendors
5. Select return value for the vendor you are purchasing from, this will bring the vendor details in to your requisition document

Vendor Info and Additional Suggested Vendor Names sub-tabs are optional

Items tab

Enter information into the Items tab for each line item on your quote

6. Item Type: QUANTITY; Quantity: 1; UOM: EA; Description: Replacement Piece; Unit Cost: 4,000; click the **add** button

The screenshot shows the 'Item 1' tab in a software interface. It contains several input fields: a dropdown menu set to 'QUANTITY', a text box with '1.00', a dropdown menu set to 'EA' with 'EACH' below it, a search icon, a text box, another search icon, a dropdown menu set to 'Replacement piece', and a text box with '4,000.00'. Below these fields is a 'show' button and the text 'Accounting Lines'.

7. Click the **show** button next to Accounting Lines

Enter information into the Accounting Lines to set up accounts and amounts for each Item entered; in this example a replacement piece is being purchased that will significantly extend the life of a currently Active asset.

8. Chart: CO; Account Number: 5331370; Object: 8240; Percent: 100.00 (default value); click the **add** button

Capital Asset tab

Any time a capital asset object code is used in the Requisition document the Capital Asset tab must be completed; this will enable KFS to add all purchase information to the asset record when it is created.

9. Capital Asset System Type: Multiple Systems
10. Capital Asset System State: Modify Existing System
11. Click the **select** button on the Action line
 - a. Helpful Hint: the screenshot below shows the buttons available after the **select** option is chosen; if anything needs to be changed in the Items or Accounting Lines after this selection has been made, then the user can click either the **change** or **update view** buttons.

The screenshot shows the 'Capital Asset' tab. It has a 'System Selection' section with two rows of information: 'Capital Asset System Type: Multiple Systems' and 'Capital Asset System State: Modify Existing System'. Below this is an 'Action:' label followed by two buttons: 'change' and 'update view'.

System Detail sub-tab:

12. Add Asset Number: 505377; click **add** button
13. Capital Asset Note Text: Add replacement part to decal 323388

Capital Asset Items sub-tab:

14. Capital Asset Transaction Type: Modify Existing

System Detail							
Add Asset Number:		<input type="text"/> <input type="button" value="add"/>					
Asset Numbers:		505377 <input type="button" value="delete"/>					
Capital Asset Note Text:		Add replacement part to decal 323388					
Capital Asset Items							
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost
1	QUANTITY	1.00	EA			Replacement piece	4000.00
<input type="button" value="hide"/> Capital Asset Capital Asset Transaction Type: <input type="text" value="MODIFY EXISTING"/>							

Notes and Attachments tab

Attach Quote and any additional details/notes needed to back up the requisition document.

15. Click the **submit** button when the Requisition document has been completed and is ready for routing. Message should indicate the document was successfully submitted. If an error message appears, correct issues as addressed or contact Property Management for assistance.

Requisition Exercise #3

This example demonstrates splitting a purchase of multiple assets across multiple line items, between two accounts by percent.

Click Requisition from the Main Menu

Document Overview tab

1. Enter Description: Training

Delivery tab

Update delivery location as needed; Final Delivery information defaults to that of the document initiator

2. Leave information as-is for this exercise

Vendor tab

Vendor Address sub-tab:

3. Click magnifying glass next to the Suggested Vendor field
4. Vendor Name: Zunesis Inc, click search
5. Select return value for the vendor you are purchasing from, this will bring the vendor details in to your requisition document

Vendor Info and Additional Suggested Vendor Names sub-tabs are optional

Items tab

Enter information into the Items tab for each line item on your quote

6. Item Type: QUANTITY; Quantity: 2; UOM: EA; Description: HP BL460c Gen8 CTO Blade; Unit Cost: 1,756.28 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button
7. Item Type: QUANTITY; Quantity: 2; UOM: EA; Description: HP BL460c Gen8 E5 2640 FIO Kit; Unit Cost: 856.87 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button
8. Item Type: QUANTITY; Quantity: 2; UOM: EA; Description: HP BL460c Gen8 E5 2640 Kit; Unit Cost: 1,195.85 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button
9. Item Type: QUANTITY; Quantity: 32; UOM: EA; Description: HP 16GB 2Rx4 PC3-12800R-11 Kit; Unit Cost: 218.06 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button
10. Item Type: QUANTITY; Quantity: 4; UOM: EA; Description: HP 146GB 6G SAS 15K 2.5in SC Ent HDD; Unit Cost: 237.94 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button

11. Item Type: QUANTITY; Quantity: 4; UOM: EA; Description: HP 5y 4h 24x7 BL4xxc Svr Bld HW; Unit Cost: 1,217.67 (enter cost of a single unit- the extended cost will be the quantity multiplied by the unit cost); click the **add** button

Current Items								
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost
Item 1								
1	QUANTITY	2.00	EA EACH			HP BL460c Gen8 CTO Blade	1,756.28	3,512.56
Accounting Lines								
Item 2								
2	QUANTITY	2.00	EA EACH			HP BL460c Gen8 ES 2640 FIO Kit	856.87	1,713.74
Accounting Lines								
Item 3								
3	QUANTITY	2.00	EA EACH			HP BL460c Gen8 ES 2640 Kit	1,195.85	2,391.70
Accounting Lines								
Item 4								
4	QUANTITY	52.00	EA EACH			HP 16GB 2Rx4 PC3-12800R-11 Kit	218.06	6,977.92
Accounting Lines								
Item 5								
5	QUANTITY	4.00	EA EACH			HP 146GB 6C SAS 15K 2.5in SC Ent	237.94	951.76
Accounting Lines								
Item 6								
6	QUANTITY	4.00	EA EACH			HP 5y 4h 24x7 BL4xxc Svr Bld HW	1,217.67	4,870.68
Accounting Lines								

12. Click the **setup distribution** button

Enter information into the Accounting Lines to set up accounts and amounts for each Item entered; in this example two departments have agreed to pay for one-half the cost.

13. Chart: CO; Account Number: 1356580; Object: 8210; Percent: 50.00; click the **add** button
14. Chart: CO; Account Number: 1357420; Object: 8210; Percent: 50.00; click the **add** button
15. Click the **distribute to items** button
 - a. This distributes the entire cost evenly between the two accounts.

Capital Asset tab

Any time a capital asset object code is used in the Requisition document the Capital Asset tab must be completed; this will enable KFS to add all purchase information to the asset record when it is created. In this example, all lines combine to create two assets, total cost for each asset is \$10,290.18.

16. Capital Asset System Type: One System
17. Capital Asset System State: New System
18. Click the **select** button on the Action line

Capital Asset		hide
System Selection		
Capital Asset System Type:	One System	
Capital Asset System State:	New System	
Action:	select	

System Detail sub-tab:

19. Capital Asset Note Text: All lines combine to create two assets
 - a. Enter details about the Items within the document; designate which lines belong to which asset or system of assets.
20. Capital Asset System Description: BladeServer System
 - a. Enter specific description/identification details of item(s)
21. Asset Type: 30255IS
 - a. Helpful Hint: use magnifying glass to lookup available codes
22. How Many Assets: 2
 - a. Enter number of assets to be created in total
23. Manufacturer: click **same as vendor** button

24. Model: BL460C

Location sub-tab:

25. Item Quantity: 2

26. Building: click magnifying glass to lookup building codes; enter 0004 in the Building Code field; click **search** button; click return value on the retrieved building

27. Room: 100

28. Click the **add** button

Capital Asset Items sub-tab:

29. Capital Asset Transaction Type: NEW (for each Item Line#)

Capital Asset Items								
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost
1	QUANTITY	2.00	EA			HP BL460c Gen8 CTO Blade	1756.28	3512.56
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						
2	QUANTITY	2.00	EA			HP BL460c Gen8 E5 2640 FIO Kit	856.87	1713.74
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						
3	QUANTITY	2.00	EA			HP BL460c Gen8 E5 2640 Kit	1195.85	2391.70
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						
4	QUANTITY	32.00	EA			HP 16GB 2Rx4 PC3-12800R-11 Kit	218.06	6977.92
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						
5	QUANTITY	4.00	EA			HP 146GB 6G SAS 15K 2.5in SC Ent HDD	237.94	951.76
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						
6	QUANTITY	4.00	EA			HP 5y 4h 24x7 BL4xxx Svr Bld HW Support	1217.67	4870.68
	<input type="checkbox"/> hide	Capital Asset Capital Asset Transaction Type: NEW						

Notes and Attachments tab

Attach Quote and any additional details/notes needed to back up the requisition document.

30. Click the **submit** button when the Requisition document has been completed and is ready for routing. Message should indicate the document was successfully submitted. If an error message appears, correct issues as addressed or contact Property Management for assistance.

Requisition 

- Document was successfully submitted.