



NOAA
C.Request
Exercises
for
FY 2011 Training
Version 1.2

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Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/Organization
V1.0	10/01/2010	New FY 2011 Training Exercises	E.Cobbs/FSD CSB – Training
V1.1	10/07/2010	Updated Exercise #7 – corrected dollar amount in email and broke out a step to show that the second line is to have multiple (split) ACCS.	E.Cobbs/FSD CSB – Training
V1.2	11/12/2010	Updated all exercises with the correct TAS for the fund code used in the exercises. Reorganized exercises to address flow of training.	E.Cobbs/FSD CSB – Training

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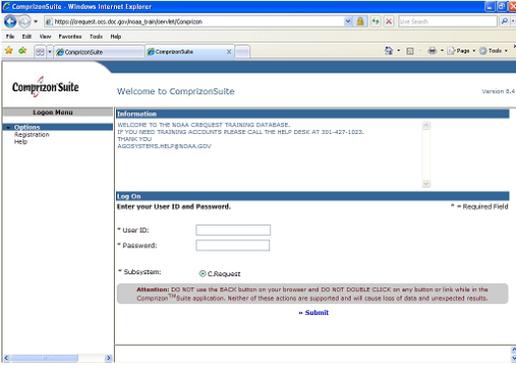
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Exercise #1: Login to C.Request

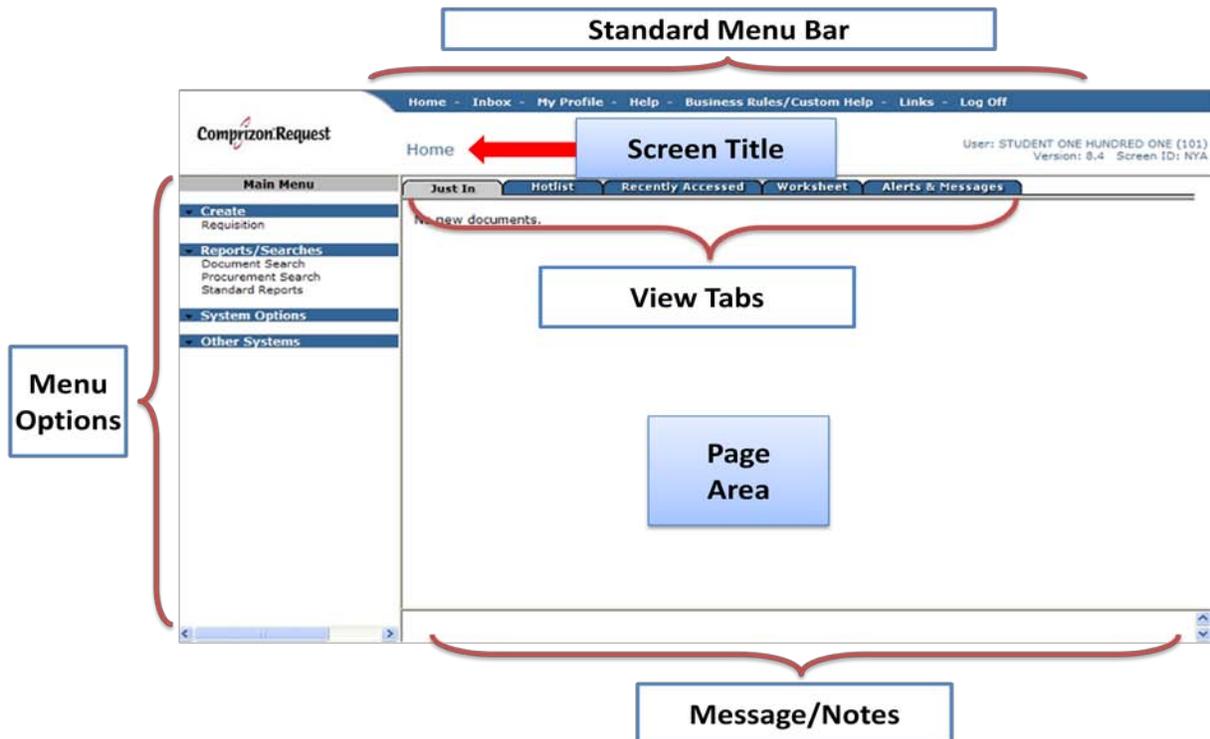
- Objectives:*
- Successfully Login to C.Request
 - Access C.Request Home Page
 - Understand the Navigation Terms

Instructions: Execute the following steps:

Step	Action
1	<p>➤ Open Internet Explorer</p> <p>➤ Go to the following URL: https://crequesttrain.eas.commerce.gov/</p> <p>➤ Click on Comprizon C.Request NOAA – Training</p> 
<p><i>Note: NOAA’s Production’s URL is: https://crequestnoaa.eas.commerce.gov</i></p>	
2	<p>➤ Enter your username & temporary password on the Login Page</p> <p>➤ Click on Submit</p> 

Step	Action
3	<p>Home screen appears</p>

Navigation Terms



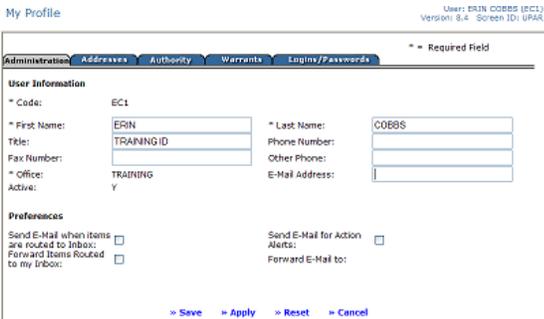
Exercise #2: Navigate to My Profile and Change Information

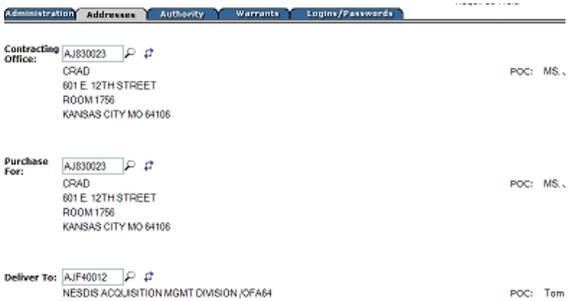
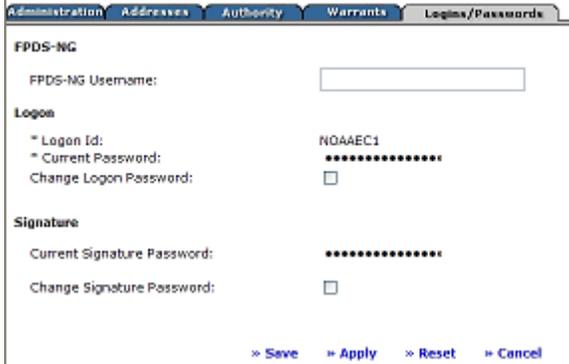
- Objectives:
- Navigate to my profile
 - Add your email address
 - Change your password
 - Change your signature PIN

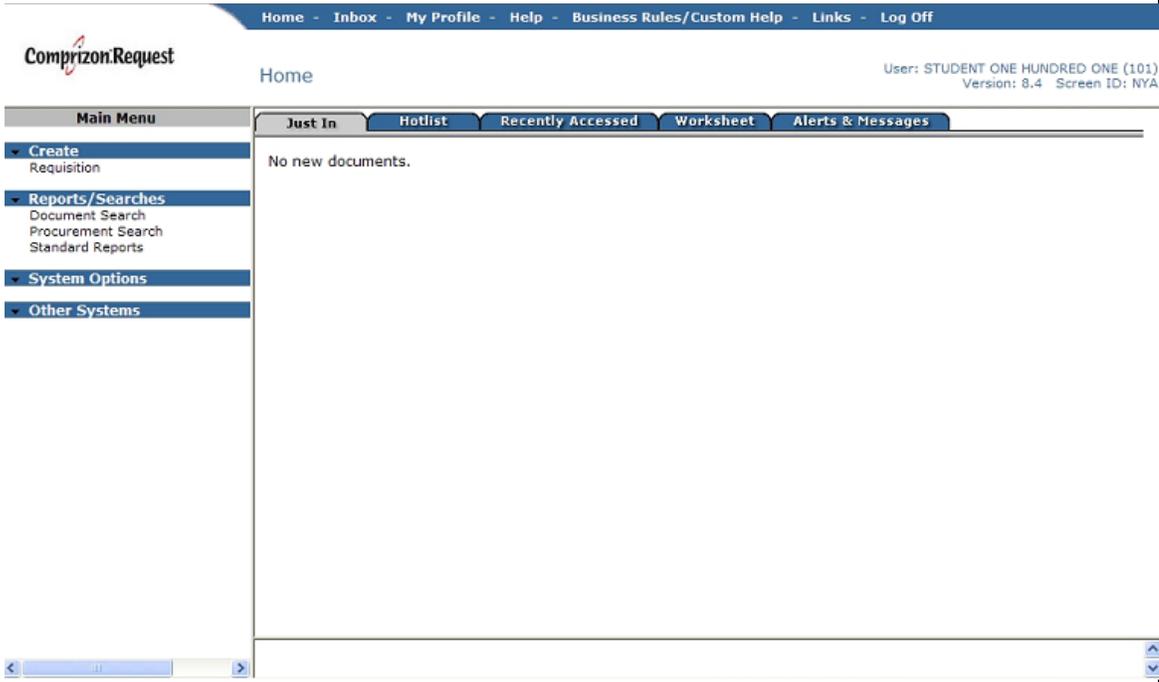
Instructions: Execute the following steps:

You have just received access to C.Request. The first time you log into the system you will need to update some fields on My Profile. You will need to go to My Profile – add your email address, change your default password and default signature PIN.

Step	Action
1	From the Home screen ➤ Click My Profile on the <i>Standard Menu Bar</i>
2	Verify User screen appears ➤ Enter your <i>default password</i> ➤ Click Continue
3	My Profile screen appears. Under the <i>Administration</i> view tab ➤ Enter your <i>email address</i> ➤ Check the box for emails to be sent when items sent to inbox ➤ Check the box for sending emails for action items ➤ Click the <i>Addresses</i> view tab
<p><i>Notes: In production, you would only be verifying the information was correct in the fields. These fields are populated by the information provided by the users when signing up for access to C.Request.</i></p> <p><i>Under the preferences section, a general requisitioner would only check the box for action items. This would then have the system sending you emails when things need to be done or have been done (i.e. whom it was sent to for approval, final approval, rejected or accepted by CFS, etc).</i></p>	



Step	Action
	<p><i>A reviewing/approving official would want to have the checkbox checked when items are sent to their inbox. This would send emails when something is awaiting their review/approval. They also have the capability to forward requisitions sent to them to another approving official. They would check the checkbox for forward and then enter the other approving official's code in the box provided.</i></p>
<p>4</p>	<div style="display: flex;"> <div style="flex: 1;"> <p>Under the <i>Addresses</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify that the first three address fields are filled out ➤ Click the <i>Logins/Passwords</i> view tab </div> <div style="flex: 2;">  </div> </div> <p><i>Notes: In production, you would want to set up all of your addresses here in order for them to automatically populate on your requisition.</i></p>
<p>5</p>	<div style="display: flex;"> <div style="flex: 1;"> <p>Under the <i>Logins/Passwords</i> view tab</p> <ul style="list-style-type: none"> ➤ Check the box Change Logon Password ➤ Check the box Change Signature Password ➤ Enter & Confirm <i>New Password</i> ➤ Enter & Confirm <i>New Signature PIN</i> ➤ Click <i>Apply</i> ➤ Click <i>Save</i> </div> <div style="flex: 2;">  </div> </div> <p><i>Notes:</i></p> <ul style="list-style-type: none"> ✓ <i>Clicking Apply will save the information but keep you on the same screen.</i> ✓ <i>Clicking Save will save the information but leave the screen.</i>
<p>6</p>	<p>Home screen appears</p>

Step	Action
	

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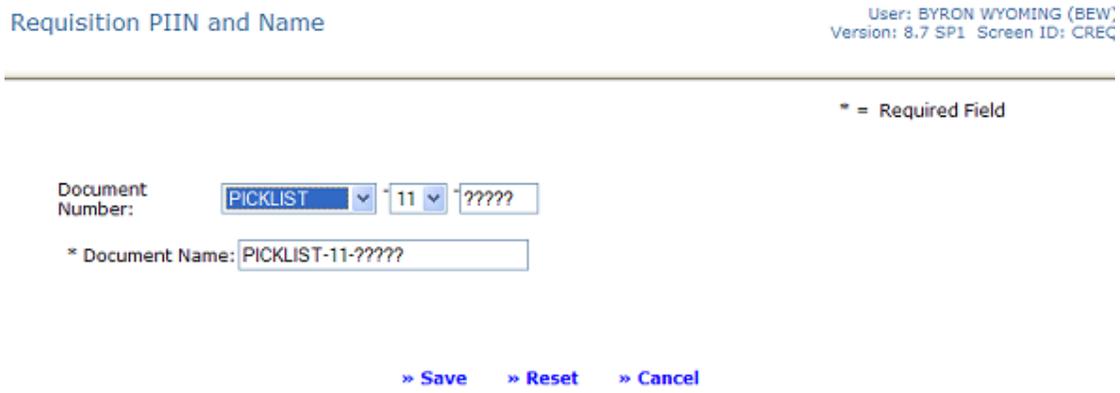
Exercise #3: Create a Basic Requisition

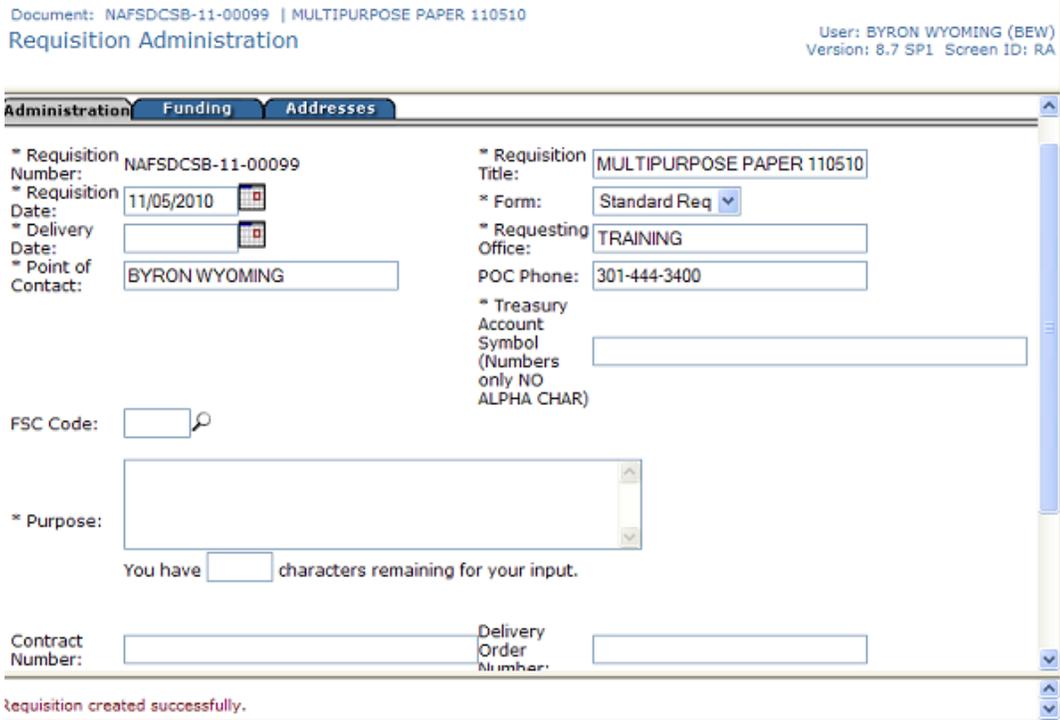
- Objectives:*
- Navigate through C.Request
 - Create a Requisition
 - Understand Default Accounting
 - Follow flow chart

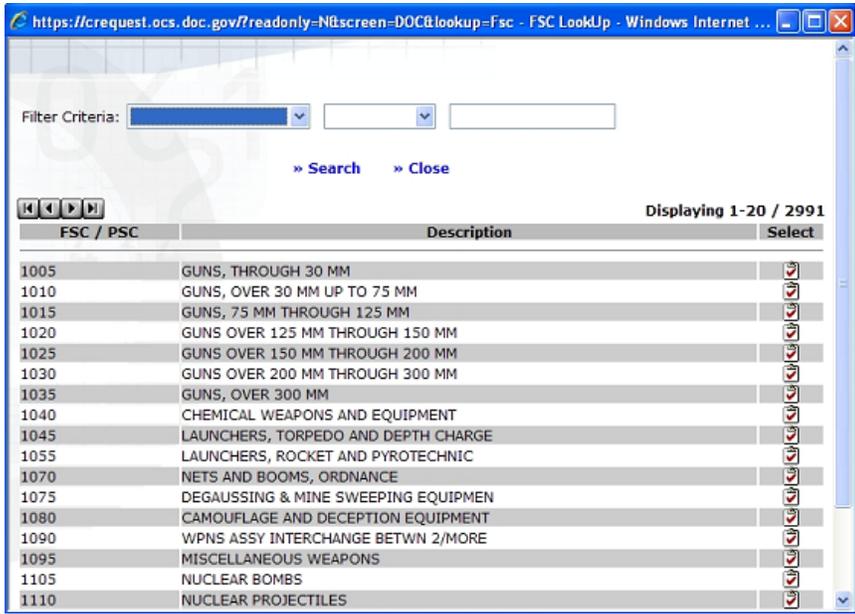
Instructions: Execute the following steps:

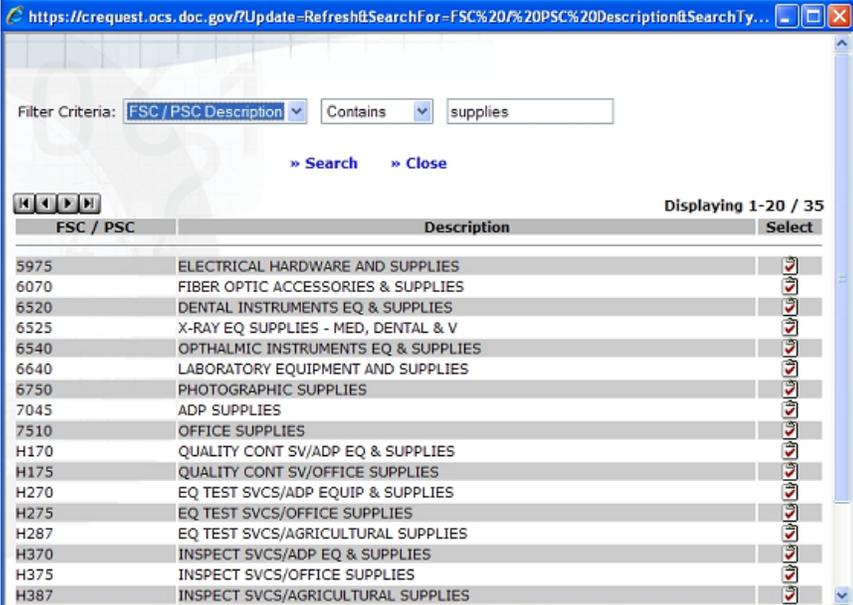
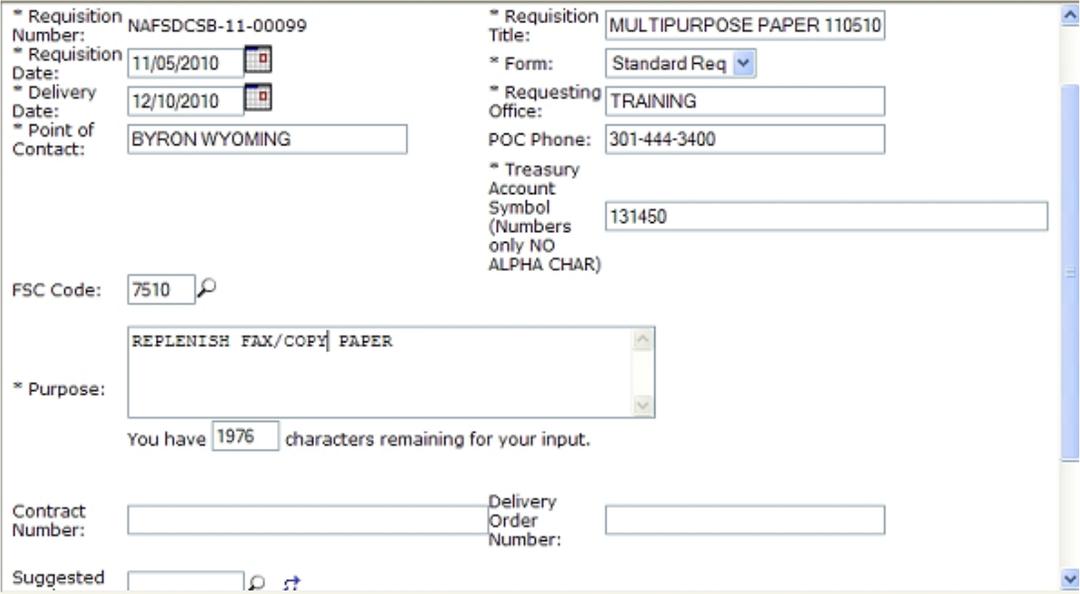
Notes: Default Accounting can be used if the same accounting is going to be utilized for multiple lines.

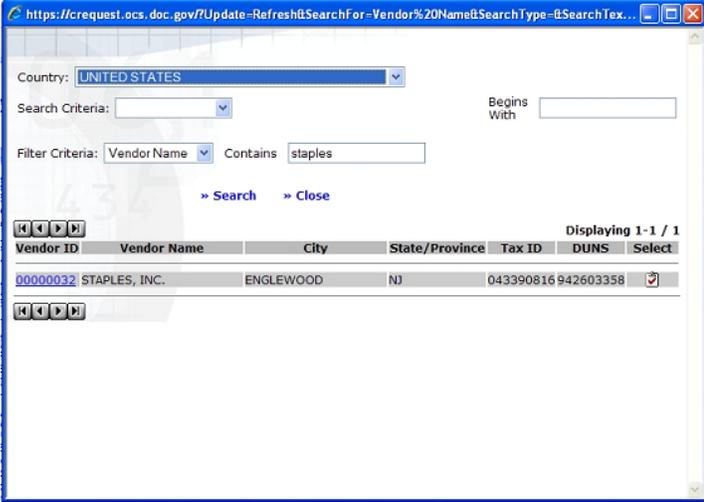
Your office is close to running out of copier/fax paper. You need to create a requisition after getting a quote for 10 boxes that would contain 10 reams per box. The quote you got from Staples was \$6.59 per ream for 70+ reams.

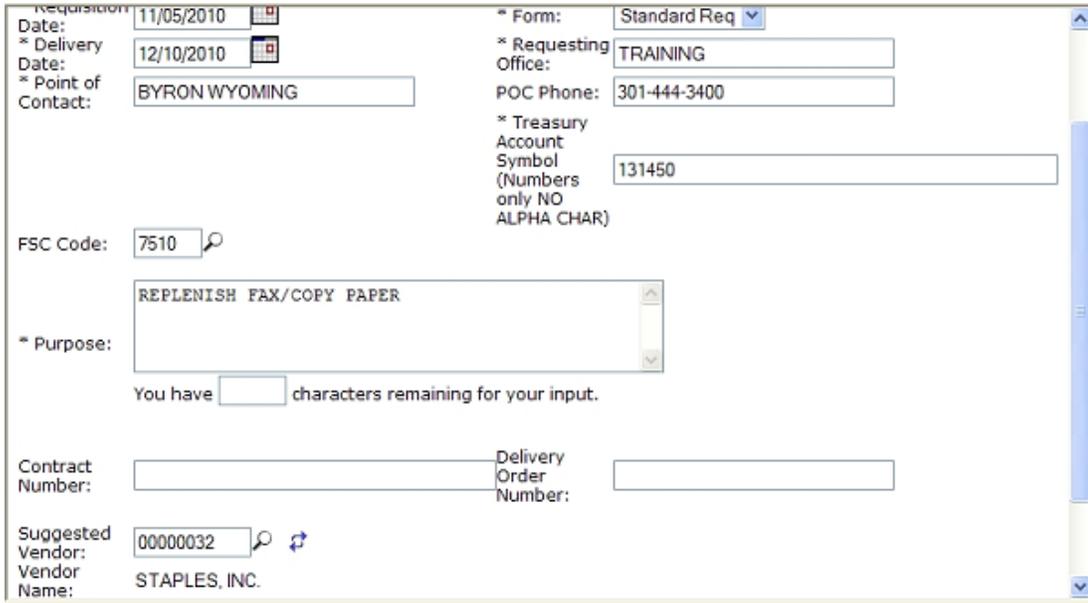
Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	<p>Requisition PIIN and Name screen appears</p> <ul style="list-style-type: none"> ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Change the Document Name if you wish. (i.e. Multipurpose paper [date]) ➤ Click Save 

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The preparer must choose something other than PICKLIST otherwise the requisition process will not work. ✓ Once you click the PICKLIST dropdown for a listing, you may type your office code to have the system go to it. ✓ The document number is made up of the office code, fiscal year and a system generated number. ✓ A preparer may change the document name to something that is specific to them; however, there is approximately a 30 character limit. If the preparer does not want to change it, the system will default the name to the Document Number. ✓ If changing the Document Name you may want to add a date at the end of the name letting you know when this requisition was created. ✓ Any field containing an asterisk (*) is a mandatory field that needs to be entered.
<p>3</p>	<p>Requisition Administration screen appears.</p>  <p>The screenshot shows the 'Requisition Administration' screen with the following details:</p> <ul style="list-style-type: none"> Document: NAFSDCSB-11-00099 MULTIPURPOSE PAPER 110510 User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RA Navigation tabs: Administration (selected), Funding, Addresses * Requisition Number: NAFSDCSB-11-00099 * Requisition Title: MULTIPURPOSE PAPER 110510 * Requisition Date: 11/05/2010 * Form: Standard Req * Delivery Date: [empty] * Requesting Office: TRAINING * Point of Contact: BYRON WYOMING POC Phone: 301-444-3400 * Treasury Account Symbol (Numbers only NO ALPHA CHAR): [empty] FSC Code: [empty] * Purpose: [empty] Contract Number: [empty] Delivery Order Number: [empty] <p>A message at the bottom states: 'Requisition created successfully.'</p>
<p>3a</p>	<p>From the <i>Administration</i> view tab</p> <ul style="list-style-type: none"> ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Purpose (i.e. REPLENISH FAX/COPY PAPER) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Click on the Lookup icon for the Federal Supply Class (FSC) Code field

Step	Action
3a1	<p data-bbox="289 285 1421 317">A new window opens that allows the preparer enter criteria to filter the selections shown.</p>  <p data-bbox="289 1003 917 1144"> <ul style="list-style-type: none"> ➤ Select <i>FSC/PSC Description</i> in the first field ➤ Select <i>Contains</i> in the second field ➤ Enter <i>Supplies</i> in the third field ➤ Click <i>Search</i> </p>

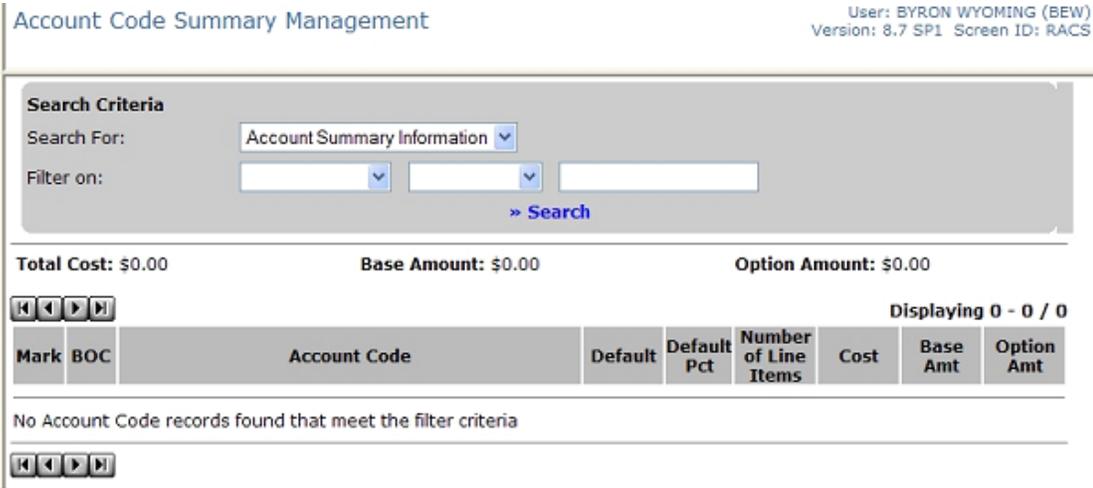
Step	Action
3a2	<p>The system will refresh the screen with the available options that matched the criteria searched upon:</p>  <p>» Click the <i>Select</i>  icon of the code you want to choose (i.e. Office Supplies)</p>
3a3	<p>Requisition Administration screen appears with the new code filled in.</p>  <p>» Click on the <i>Lookup</i>  icon for the <i>Suggested Vendor</i> field</p>

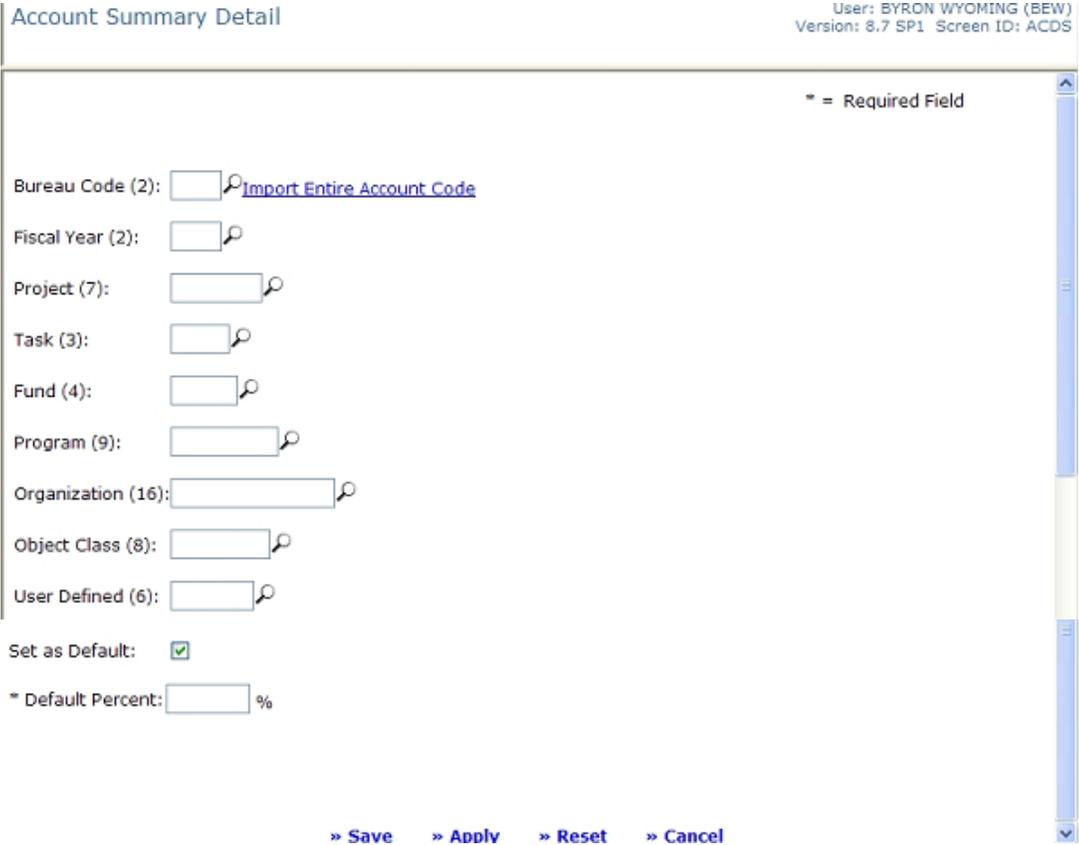
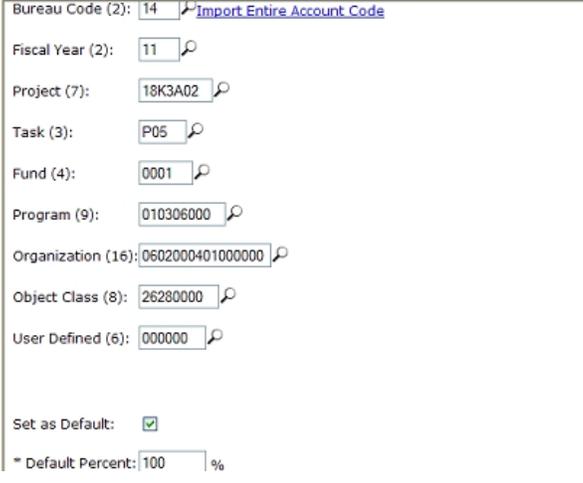
Step	Action
3a4	<p>A new window opens that allows the preparer enter criteria to filter the selections shown.</p>  <ul style="list-style-type: none"> ➤ Select <i>Vendor Name</i> in the <i>Filter Criteria</i> field ➤ Enter <i>Staples</i> in the <i>Contains</i> field ➤ Click <i>Search</i>
3a5	<p>The system will refresh the screen with the available options that matched the criteria searched upon:</p>  <ul style="list-style-type: none"> ➤ Click the <i>Select</i> <input checked="" type="checkbox"/> icon of the code you want to choose (i.e. Staples) <p><i>Note: If the Vendor ID link is clicked on, a new window will open showing the details of the vendor. It will not select the vendor.</i></p>

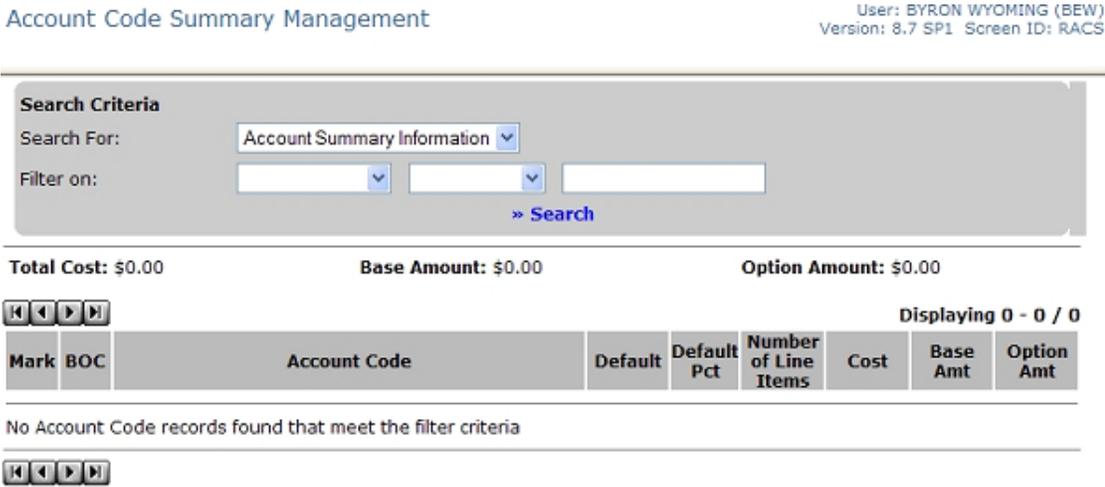
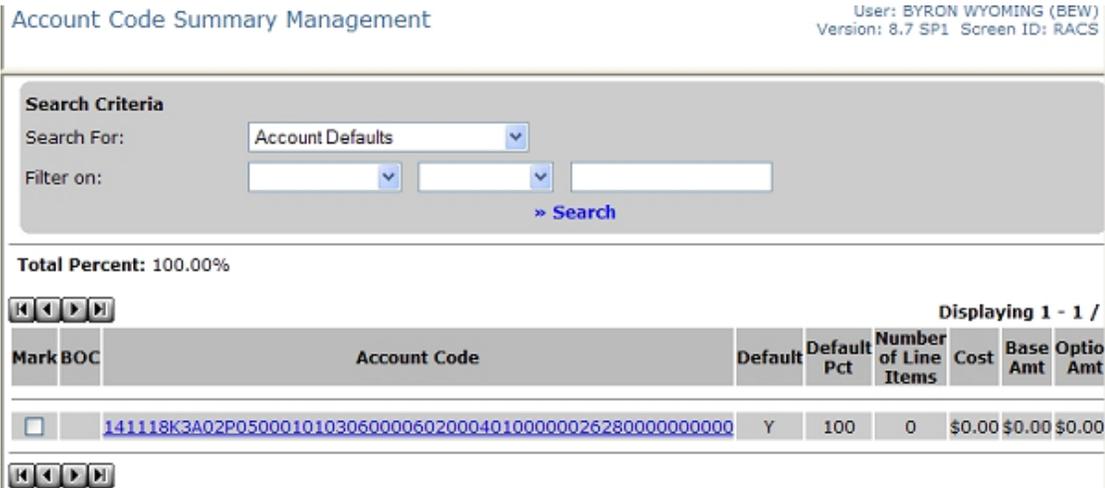
Step	Action
3a6	<p>Requisition Administration screen appears with the new code filled in.</p>  <p>➤ Click on <i>Addresses</i> view tab</p>

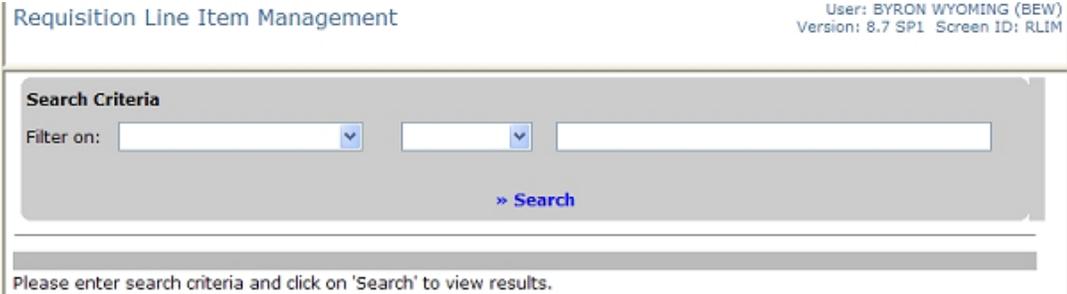
Step	Action
4	<p>The <i>Address</i> view tab will default to all the addresses set up in the Preparer's Profile. If no addresses were set up in the profile, the preparer will have to enter addresses for the mandatory fields for each requisition.</p> <ul style="list-style-type: none"> ➤ Enter all applicable addresses including Supplemental Address Information <ul style="list-style-type: none"> ○ <i>Purchase/Deliver (Germantown)</i> ○ <i>Contracting Office (ERAD)</i> ○ <i>Supplemental Address (N/A)</i> ➤ Click Save <div data-bbox="289 646 948 1262" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Administration Funding Addresses</p> <hr/> <p>Purchase For: <input type="text" value="AJ151200"/>   NOAA/OCIO/ISMO/ADS/FINANCE SYS ADMIN BRANCH 20020 CENTURY BLVD GERMANTOWN MD 20879</p> <p>Deliver To: <input type="text" value="AJ151200"/>   NOAA/OCIO/ISMO/ADS/FINANCE SYS ADMIN BRANCH 20020 CENTURY BLVD GERMANTOWN MD 20879</p> <p>Ultimate Destination: <input type="text" value="AJ152000"/>   NOAA/OCIO/ISMO/FINANCIAL & ADMIN COMPUTING DIV 1221-D CARAWAY COURT, ITC5 LARGO MD 20774</p> </div> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The preparer may have to use the scroll bar to view all the mandatory fields.</i> ✓ <i>Apply allows the preparer to save their changes without changing the current screen.</i> ✓ <i>Save allows the preparer to save their changes, but the screen will change.</i> ✓ <i>The system will give error messages in Red at the bottom of the screen in the Message/Notes section if fields are entered incorrectly or not filled out.</i> ✓ <i>Make sure to fill the Administration screen out prior to leaving or being kicked out of the system, otherwise the requisition will be incomplete and a user will not be able to find it on their hotlist or Recently Accessed view tabs. They will have to go to their worksheet to find that incomplete requisition.</i>

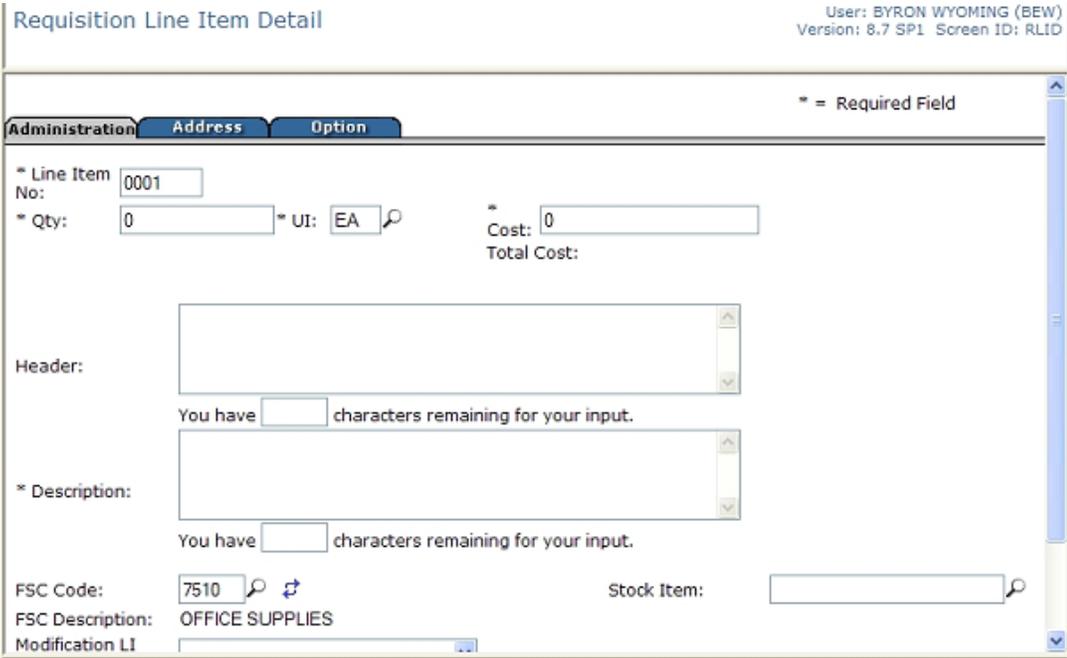
Step	Action
5	<p>Requisition Summary screen appears</p> <p>Requisition Summary</p> <p>User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RSM</p> <p>Administration</p> <p>Purchase For: NOAA/OCIO/ISMO/ADS/FINANCE SYS ADMIN BRANCH AJ151200 Delivery Date: 12/10/2010 Point of Contact: BYRON WYOMING Purpose: REPLENISH FAX/COPY PAPER Document Status: Unsubmitted Procurement Status: Unsubmitted</p> <p>Account Summary</p> <p>Number of Codes Assigned to Line Items: 0 Number of Default Codes: 0 Percent Allocated: 0% Total Default Percentage: 0% Total Quantity Allocated: 0 Total Cost Allocated: \$0.00 Base Cost Allocated: \$0.00 Option Cost Allocated: \$0.00 No Financial Transaction Information.</p> <p>Line Item</p> <p>Number of Line Items: 0 Total Cost: \$0.00 Base Amount: \$0.00 Option Amount: \$0.00</p> <p>Requisition successfully updated.</p> <ul style="list-style-type: none"> ➤ Click <i>Add to Hotlist</i> from the <i>Menu Options</i> ➤ Click <i>Accounting</i> from the <i>Menu Options</i>
<p>Note: The <i>Requisition Summary</i> screen is the “home” screen for the requisition. It shows the preparer all information pertaining to the requisition at a summary level.</p>	

Step	Action
6	<p>Account Code Summary Management screen appears</p>  <p>➤ Click <i>Create</i> from the <i>Menu Options</i></p>

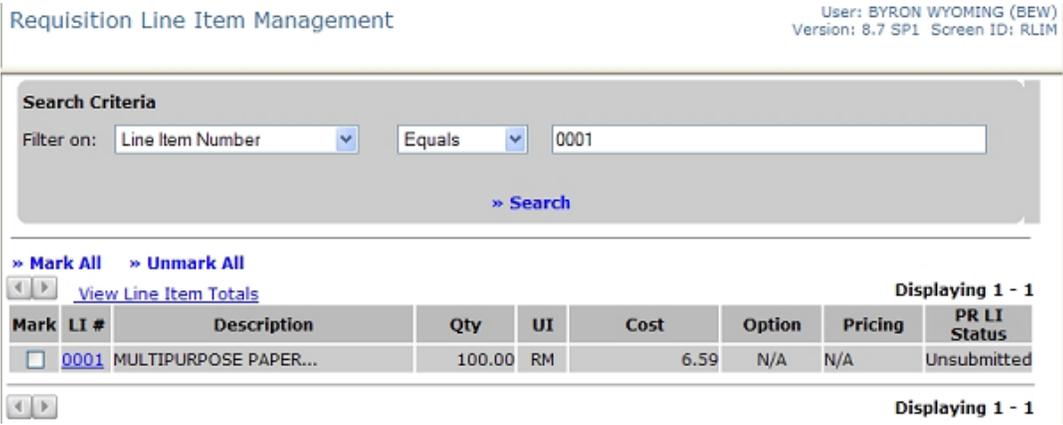
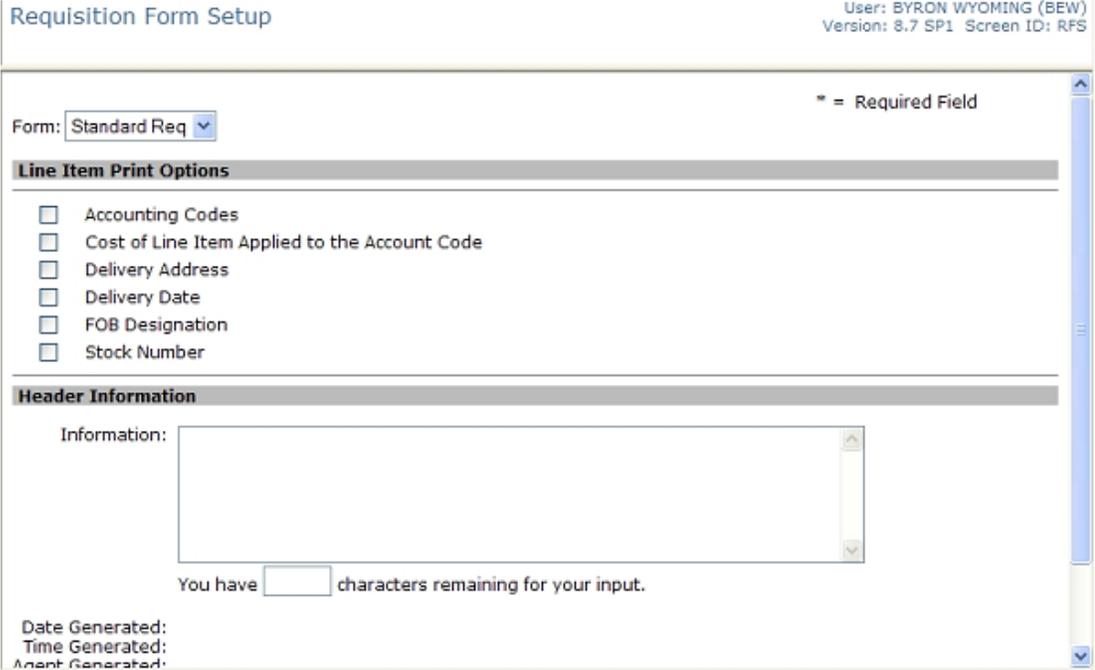
Step	Action
7	<p>Account Summary Detail screen appears</p>  <p>Account Summary Detail</p> <p>User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: ACDS</p> <p>* = Required Field</p> <p>Bureau Code (2): <input type="text"/> Import Entire Account Code</p> <p>Fiscal Year (2): <input type="text"/></p> <p>Project (7): <input type="text"/></p> <p>Task (3): <input type="text"/></p> <p>Fund (4): <input type="text"/></p> <p>Program (9): <input type="text"/></p> <p>Organization (16): <input type="text"/></p> <p>Object Class (8): <input type="text"/></p> <p>User Defined (6): <input type="text"/></p> <p>Set as Default: <input checked="" type="checkbox"/></p> <p>* Default Percent: <input type="text"/> %</p> <p>» Save » Apply » Reset » Cancel</p> <ul style="list-style-type: none"> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ➤ <i>14-11-18K3A02-P05-0001-010306000-0602000401000000-26280000-000000</i> ➤ Verify the <i>Set as Default</i> checkbox is checked ➤ Enter the <i>Default Percentage</i> (i.e. 100)  <p>Bureau Code (2): 14 Import Entire Account Code</p> <p>Fiscal Year (2): 11</p> <p>Project (7): 18K3A02</p> <p>Task (3): P05</p> <p>Fund (4): 0001</p> <p>Program (9): 010306000</p> <p>Organization (16): 0602000401000000</p> <p>Object Class (8): 26280000</p> <p>User Defined (6): 000000</p> <p>Set as Default: <input checked="" type="checkbox"/></p> <p>* Default Percent: 100 %</p> <ul style="list-style-type: none"> ➤ Click <i>Save</i>

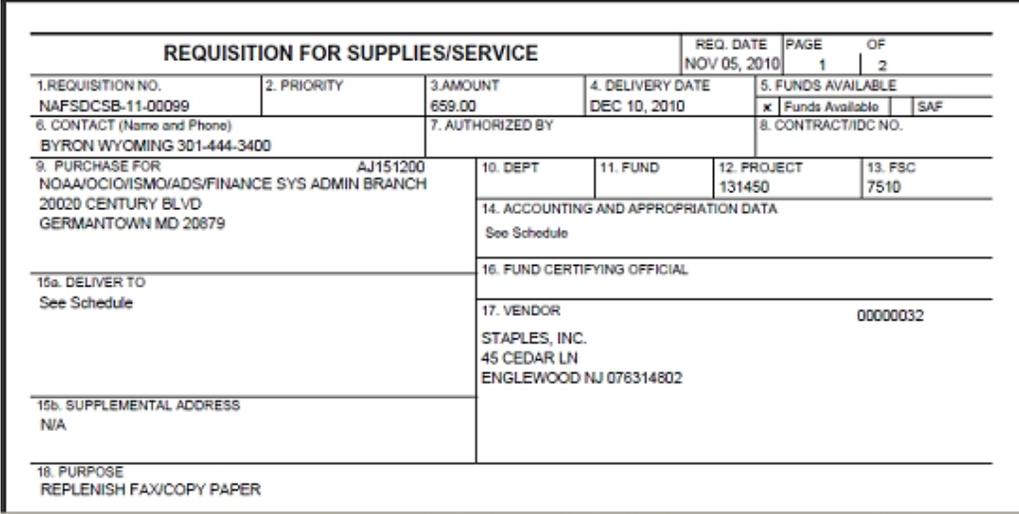
Step	Action																		
	<p><i>Note: Each field name has a number in parentheses; this represents the number of characters that the field must contain.</i></p>																		
<p>8</p>	<p>Account Code Summary Management screen appears.</p>  <p>Account Code Summary Management User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RACS</p> <p>Search Criteria Search For: Account Summary Information Filter on: [] [] [] » Search</p> <p>Total Cost: \$0.00 Base Amount: \$0.00 Option Amount: \$0.00</p> <p>Displaying 0 - 0 / 0</p> <table border="1"> <thead> <tr> <th>Mark</th> <th>BOC</th> <th>Account Code</th> <th>Default</th> <th>Default Pct</th> <th>Number of Line Items</th> <th>Cost</th> <th>Base Amt</th> <th>Option Amt</th> </tr> </thead> <tbody> <tr> <td colspan="9">No Account Code records found that meet the filter criteria</td> </tr> </tbody> </table>	Mark	BOC	Account Code	Default	Default Pct	Number of Line Items	Cost	Base Amt	Option Amt	No Account Code records found that meet the filter criteria								
Mark	BOC	Account Code	Default	Default Pct	Number of Line Items	Cost	Base Amt	Option Amt											
No Account Code records found that meet the filter criteria																			
<p>8a</p>	<p>To view the accounting that was just entered:</p> <ul style="list-style-type: none"> ➤ Change <i>Search For</i> to Account Defaults ➤ Click Search  <p>Account Code Summary Management User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RACS</p> <p>Search Criteria Search For: Account Defaults Filter on: [] [] [] » Search</p> <p>Total Percent: 100.00%</p> <p>Displaying 1 - 1 /</p> <table border="1"> <thead> <tr> <th>Mark</th> <th>BOC</th> <th>Account Code</th> <th>Default</th> <th>Default Pct</th> <th>Number of Line Items</th> <th>Cost</th> <th>Base Amt</th> <th>Option Amt</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>141118K3A02P050001010306000060200040100000026280000000000</td> <td>Y</td> <td>100</td> <td>0</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click Summary from the <i>Menu Options</i> 	Mark	BOC	Account Code	Default	Default Pct	Number of Line Items	Cost	Base Amt	Option Amt	<input type="checkbox"/>		141118K3A02P050001010306000060200040100000026280000000000	Y	100	0	\$0.00	\$0.00	\$0.00
Mark	BOC	Account Code	Default	Default Pct	Number of Line Items	Cost	Base Amt	Option Amt											
<input type="checkbox"/>		141118K3A02P050001010306000060200040100000026280000000000	Y	100	0	\$0.00	\$0.00	\$0.00											

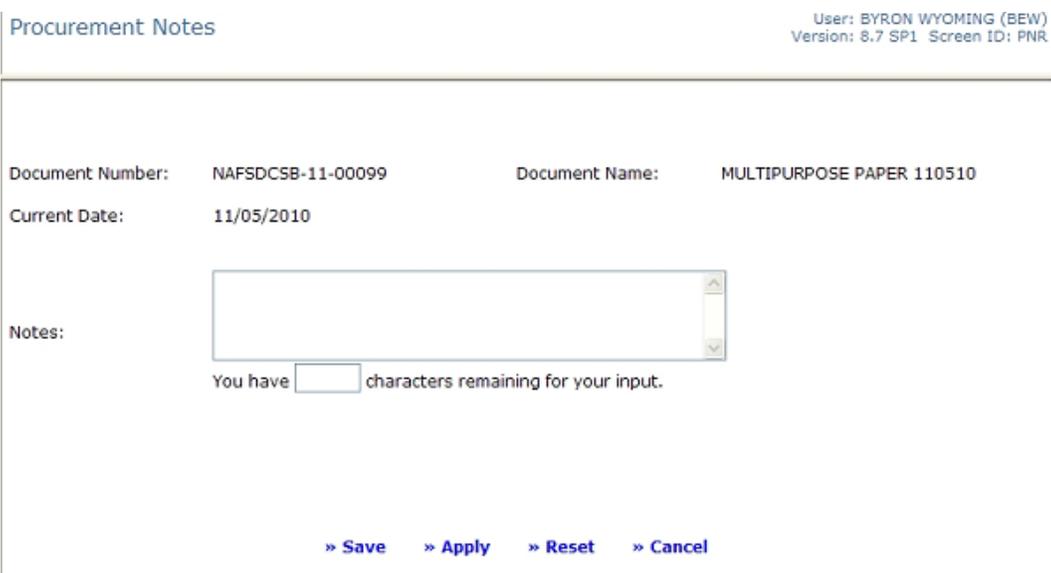
Step	Action
	<p><i>Notes:</i></p> <ul style="list-style-type: none"> ✓ <i>Default Accounting needs to be created prior to adding line items.</i> ✓ <i>The system will automatically write the default accounting to the line once it is created.</i> ✓ <i>If default accounting is created or modified after the lines that default accounting will not copy down to existing lines. It will only appear for new lines.</i>
9	<p>Requisition Summary screen appears</p> <p>➤ Click <i>Line Items</i> from the <i>Menu Options</i></p>
10	<p>Requisition Line Item Management screen appears</p>  <p>➤ Click <i>Create</i> from the <i>Menu Options</i></p>

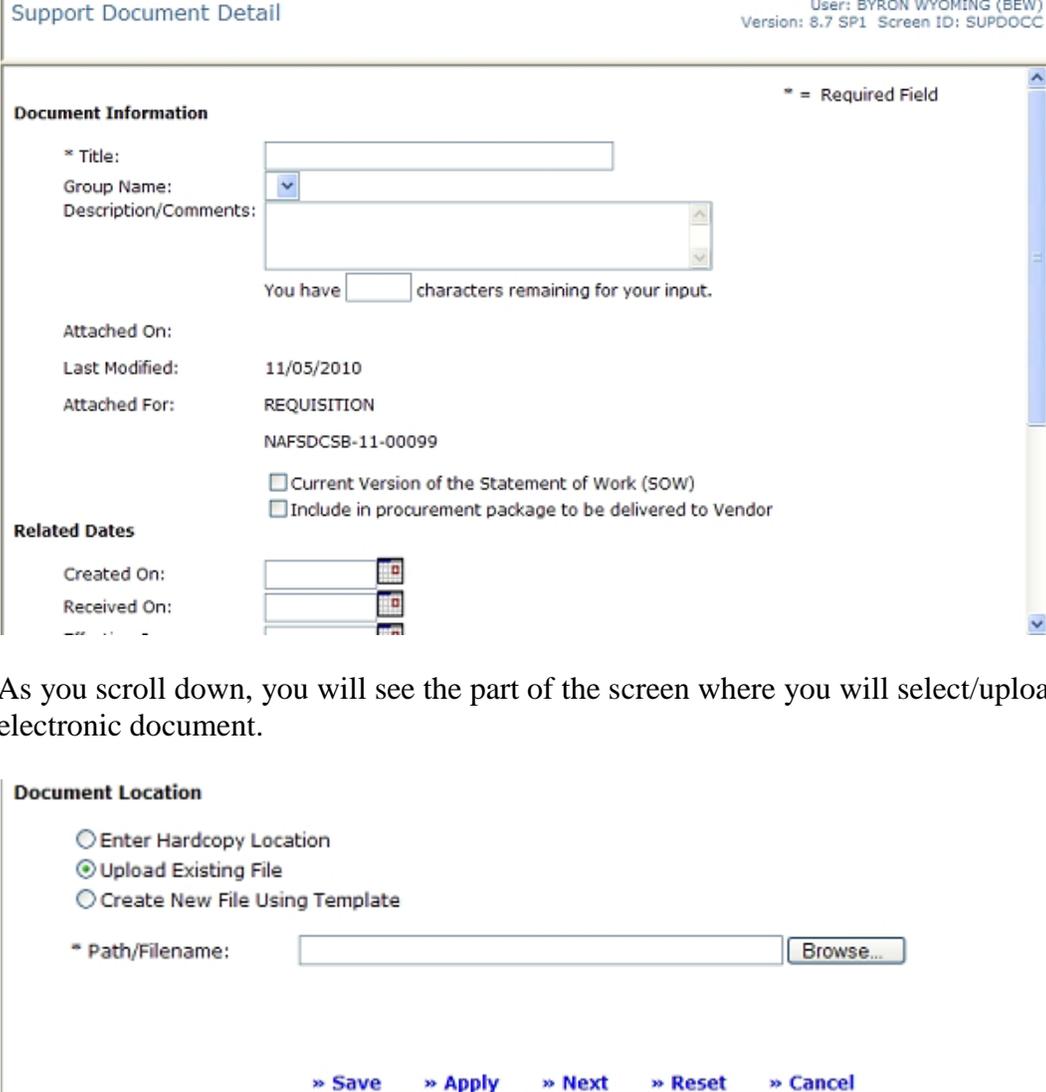
Step	Action
11	<p>Requisition Line Item Detail screen appears</p> 
11a	<p>From the <i>Administration</i> view tab</p> <ul style="list-style-type: none"> ➤ Enter <i>Qty</i> (i.e. 100) ➤ Enter <i>UI</i> (i.e. Ream) ➤ Enter <i>Cost</i> (i.e. 6.59) ➤ Enter <i>Description</i> (i.e. Multipurpose Paper) ➤ Click on <i>Address</i> view tab <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The FSC code for the line item will default from what was provided on the Administration screen.</i> ✓ <i>If any code needs to be changed, utilize the lookup icon or enter the new code for that field.</i> ✓ <i>If a code is not known, utilize the lookup icon.</i> ✓ <i>The Header information entered on this screen will appear on the printed form above the line information.</i>

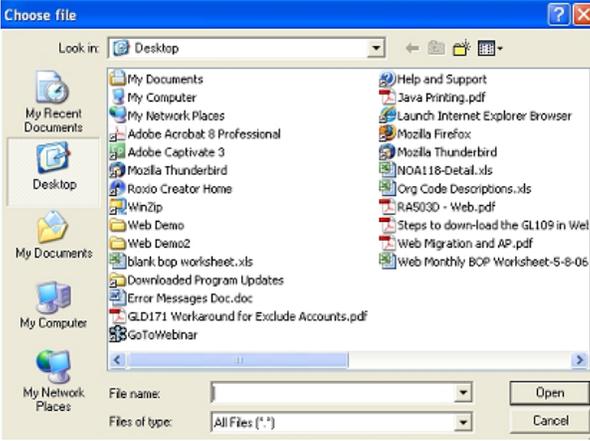
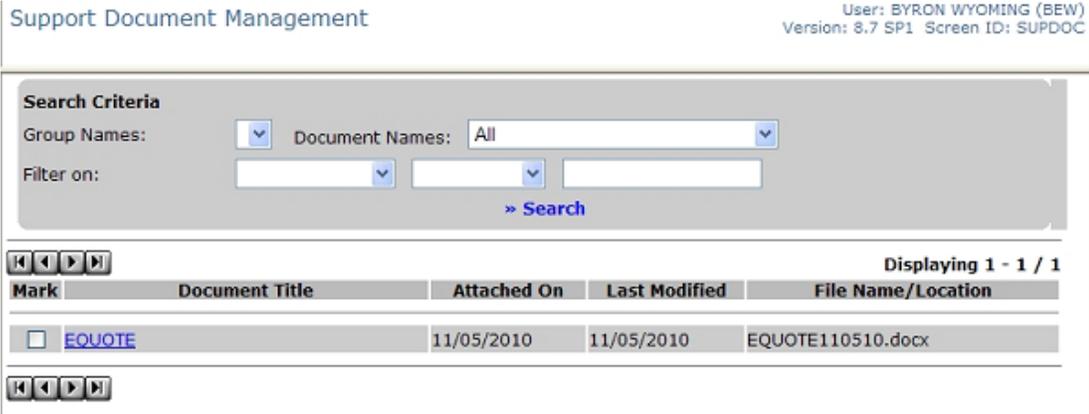
Step	Action
11b	<p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify Deliver To & Supplemental Address <ul style="list-style-type: none"> ○ Should be <i>Germantown & N/A</i> <div data-bbox="289 457 1360 1066" style="border: 1px solid gray; padding: 5px;"> <p>Requisition Line Item Detail User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RLID</p> <p style="text-align: right;">* = Required Field</p> <p>Administration Address Option</p> <p>* Delivery Date: 12/10/2010</p> <p>* Deliver To: AJ151200 NOAA/OCIO/ISMO/ADS/FINANCE SYS ADMIN BRANCH 20020 CENTURY BLVD GERMANTOWN MD 20879</p> <p>* Supplemental Address Information: N/A</p> <p>FOB: Destination</p> </div> <ul style="list-style-type: none"> ➤ Click <i>Save</i>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Address Tab's information is extracted from the information provided on the Administration screen.</i> ✓ <i>Each line item's address area can be edited to have its own shipping information.</i>

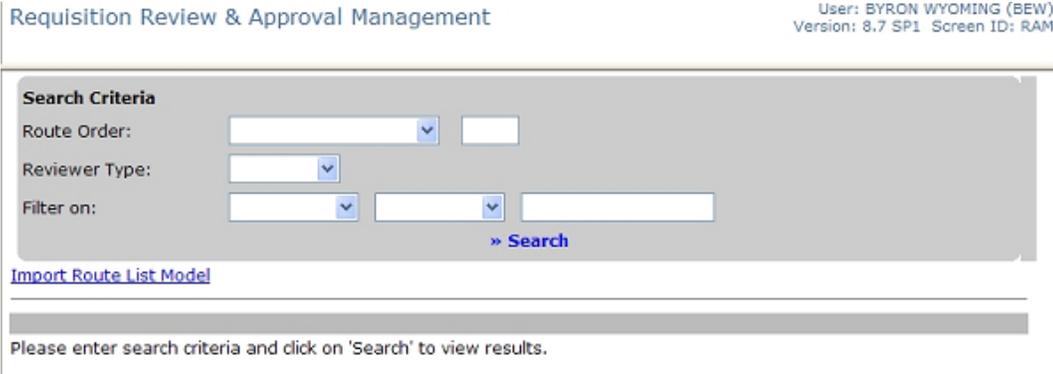
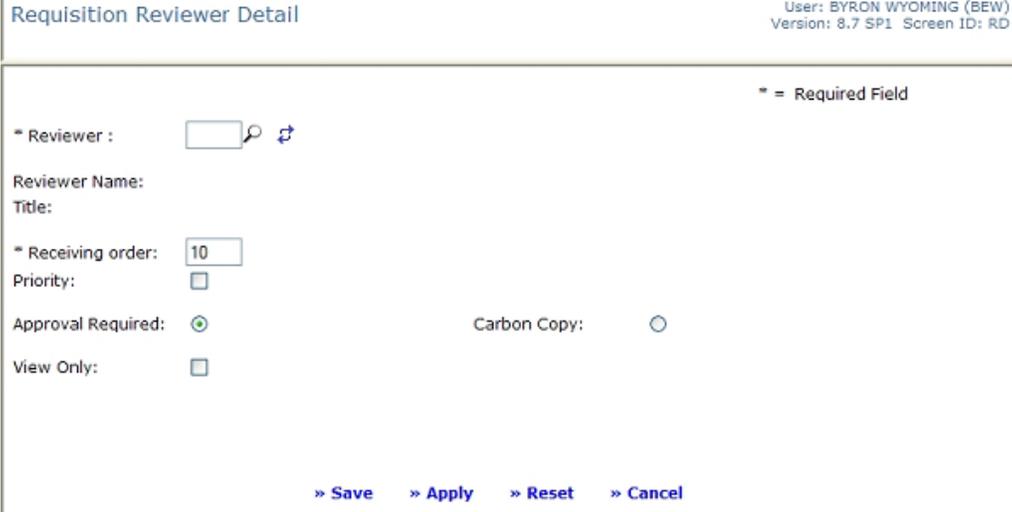
Step	Action
12	<p>Requisition Line Item Management screen appears with the new line item entered</p>  <p>» Click <i>Summary</i> from the <i>Menu Options</i></p> <p>» Click <i>Forms</i> from the <i>Menu Options</i></p>
13	<p>Requisition Form Setup screen appears</p>  <p>» Click <i>Accounting Codes</i> checkbox</p> <p>» Click <i>Cost of Line Item Applied to the Account Code</i> checkbox</p> <p>» Click <i>Delivery Address</i> checkbox</p> <p>» Click <i>Delivery Date</i> checkbox</p> <p>» Click <i>View Form</i></p>

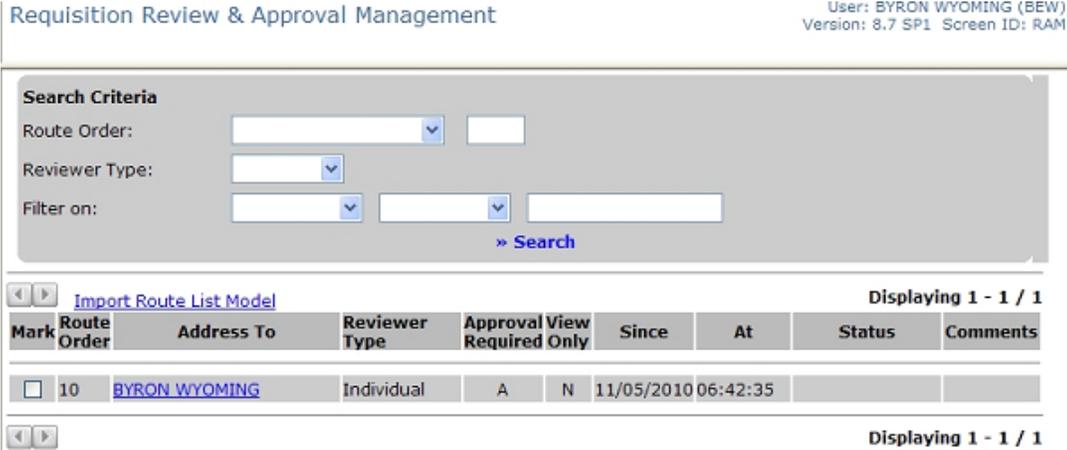
Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ Each checkbox that is checked will show that information on the printed copy of the requisition. ✓ There is only one mandatory checkbox that must be checked. All others are optional to the requisitioner. ✓ The Header information will print above the line items on the printed form.
15	<p>A warning message will appear</p>  <p>➤ Click OK</p>
16	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p>  <p>➤ Close out the window</p> <p>➤ Click Save</p> <p>➤ Click Notes from the <i>Menu Options</i></p>

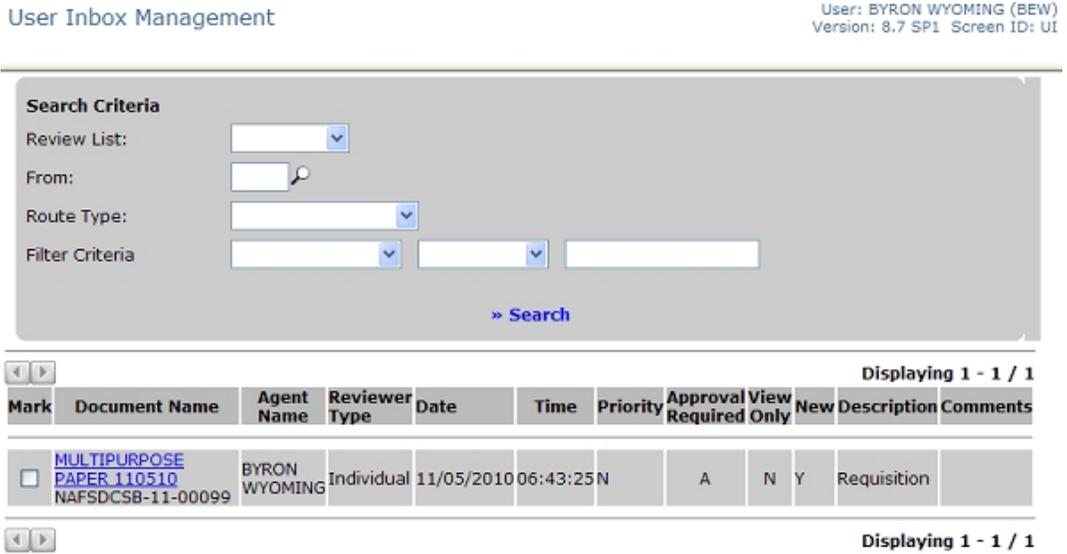
Step	Action
17	<p>Procurement Notes screen appears. This allows you to enter any special information about the requisition. You have 1000 characters.</p>  <p>➤ Click <i>Support Documents</i> from the <i>Menu Options</i> (found under <i>Procurement</i>)</p> <p><i>Note: The requisitioner may enter an appropriate procurement note for this action. These notes will only show on the Requisition Summary screen.</i></p>
18	<p>Support Document Management screen appears. This is an area if you had supporting documentation that was electronic you could attach it to the requisition.</p>  <p>➤ Click <i>Create</i> from the <i>Menu Options</i></p>

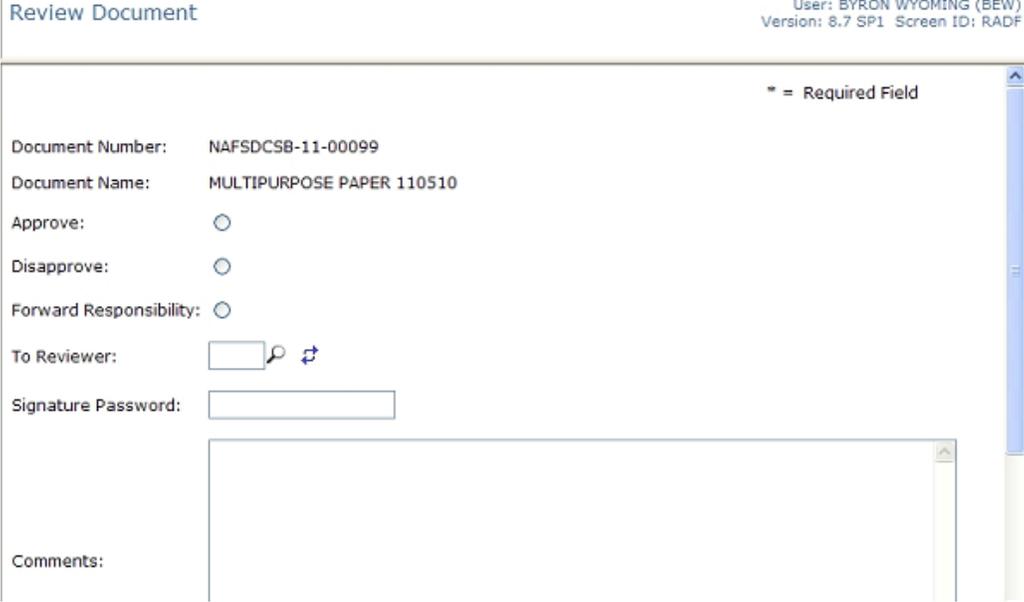
Step	Action
18a	<p>Support Document Detail screen appears. There are a lot of fields that can be entered, but the only mandatory field is the title of the document.</p>  <p>As you scroll down, you will see the part of the screen where you will select/upload the electronic document.</p>

Step	Action
18a1	<p>➤ Click </p> <p>This will bring up a dialog box that will allow the requisitioner to select the file to attach to the requisition. This should be a file that has additional information pertaining to the requisition, such as an e-quote.</p>  <p>Once the file has been selected click <i>Save</i></p>
18a2	<p>Support Document Management screen appears now showing the support document.</p>  <p>➤ Click <i>Summary</i> from the <i>Menu Options</i></p> <p>➤ Click on <i>Review and Approval</i> from the <i>Menu Options</i></p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ Any support document file names should not have any special characters or spaces. ✓ If you have multiple documents with different file extensions (xls, doc, pdf) make sure to rename them different file names, otherwise you will receive error messages.

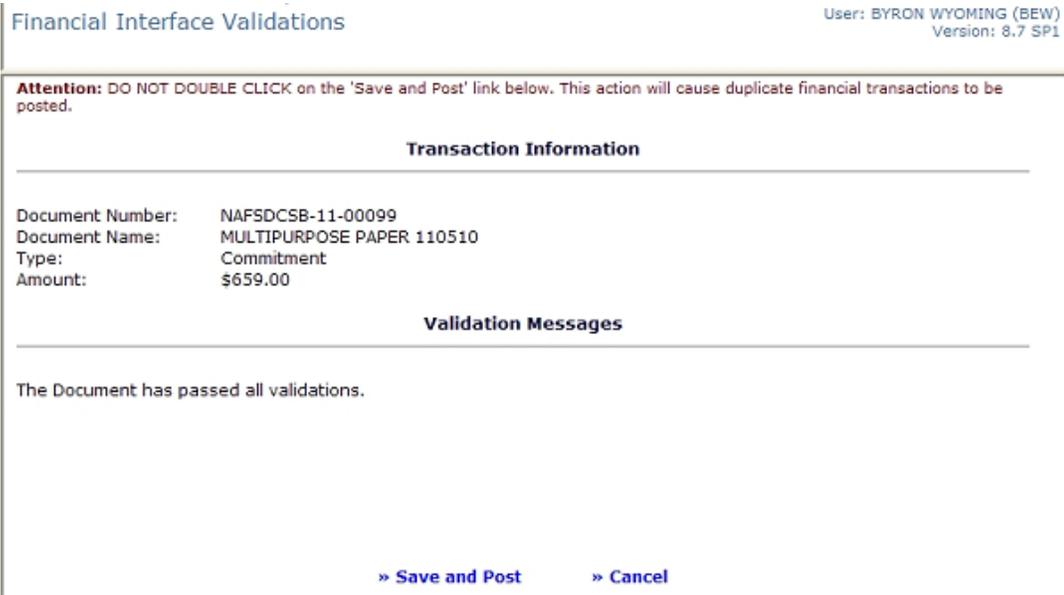
Step	Action
19	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p>  <p>➤ Click Add User from the <i>Menu Options</i></p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Offices that have set up route models can select IMPORT ROUTE LIST MODEL.</i> ✓ <i>If an office would like a Route List Model set up, because their reviewers/approvers do not change, will have to contact the NOAA Client Services Help Desk to do so.</i>
20	<p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p>  <p>➤ Enter the Reviewer Code (i.e. choose your Training ID Code – Must be in CAPS)</p> <p>➤ Leave the Receiving Order the number it is</p> <p>➤ Make sure Approval Required radio button is selected</p> <p>➤ Click Save</p>

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The system automatically creates each “receiving order” number in increments of 10. ✓ If you need additional people to review before the final approval you may enter them as 10, 11, 12, etc. ✓ If you have a reviewer prior to an approver, you will need to select Carbon Copy. That will automatically change it to view only.
21	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p>  <p>➤ Click Release from the <i>Menu Options</i></p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ Code under Approval Requested: A = Approval Required C = Carbon Copy ✓ Codes under View Only: Y = Yes, Read Only Access N = No, Full Read/Write Access ✓ You could have multiple people listed in the same route order number. ✓ In order for the requisition to be sent to the people listed, Release must be clicked.

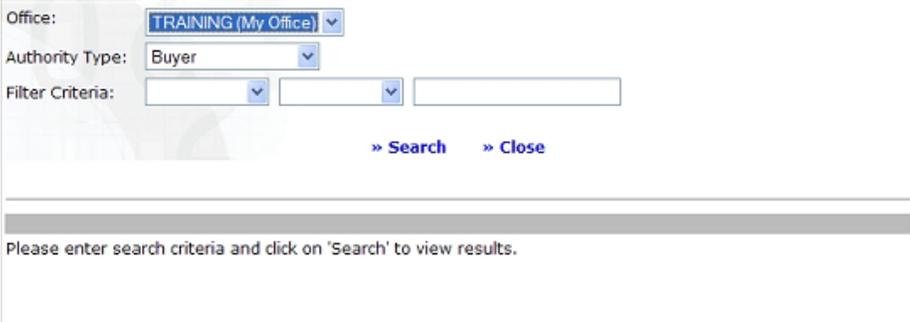
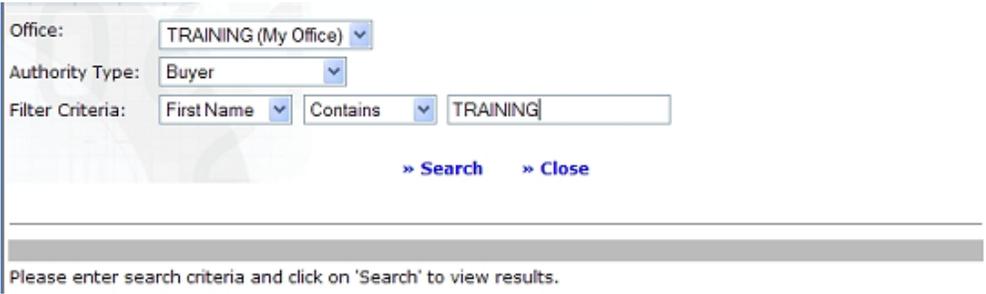
Step	Action
22	<p>Requisition Review & Approval Management screen will then show the date/time and status of the review.</p>  <p>➤ Click Summary from the <i>Menu Options</i></p> <p>➤ Click Home from the <i>Standard Menu Bar</i></p>
23	<p>In normal instances, you will have to wait until the approval is completed. But for Training Purposes, we are going to have you approve your own requisition.</p> <p>➤ Click Inbox from the <i>Standard Menu Bar</i></p> <p>➤ Click Search</p> <p>➤ Check the checkbox for the document you wish to review/approve</p> <p>➤ Click Review from the <i>Menu Options</i></p> 

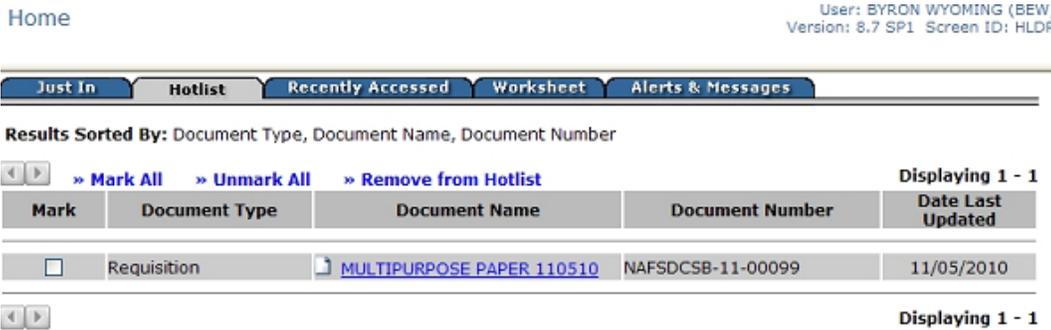
Step	Action
24	<p>Review Document screen appears.</p>  <ul style="list-style-type: none"> ➤ Check the <i>Approve</i> radio button ➤ Enter your <i>Signature Password</i> ➤ Enter any <i>Comments</i> ➤ Click <i>Save</i>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If as an approving official, you were to disapprove the document, make sure to enter comments as to why it's being disapproved.</i> ✓ <i>If as an approving official, you needed to someone else to review/approve, you would click the radio button Forward Responsibility and enter the code of the person in the To Review field.</i>

Step	Action								
25	<p>User Inbox Management screen appears and the document is now gone. As the person that created the requisition, once that final approval happens, you will receive an email.</p> <div data-bbox="293 394 938 485" style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Subject: Information: Document Final Approved : MULTIPURPOSE PAPER 072710 From: Erin.Cobbs@noaa.gov Date: 7/27/2010 7:25 AM To: Erin.Cobbs@noaa.gov</p> </div> <p>The following procurement document has been final approved by ERIN K COBBS Document Number: NAFSDCSB-10-00548 Document Name: MULTIPURPOSE PAPER 072710 Final Approved at: 07/27/2010 06:25:36</p> <p>You would then have to log back into C.Request to open your document up to finish the process. In training, we will do the following steps:</p> <ul style="list-style-type: none"> ➤ Click <i>Home</i> from the <i>Standard Menu Bar</i> ➤ Click <i>Hotlist</i> view tab ➤ Click <i>Document Name</i> 								
26	<p>Requisition Summary screen appears. If you scroll down the screen you should now see in the Review and Approval area the status of Approved, who approved it and when it was done.</p> <div data-bbox="293 1037 1292 1171" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center; padding: 2px;">Review and Approval</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Status:</td> <td style="padding: 2px;">Approved</td> </tr> <tr> <td style="padding: 2px;">Last Reviewed:</td> <td style="padding: 2px;">BYRON WYOMING (BEW)</td> </tr> <tr> <td style="padding: 2px;">Review Time:</td> <td style="padding: 2px;">11/05/2010 06:45:58</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click <i>Commit</i> from the <i>Menu Options</i> <p style="background-color: yellow; padding: 5px;">Note: The requisitioner should <u>not</u> commit their requisition until the final approval has happened.</p>	Review and Approval		Status:	Approved	Last Reviewed:	BYRON WYOMING (BEW)	Review Time:	11/05/2010 06:45:58
Review and Approval									
Status:	Approved								
Last Reviewed:	BYRON WYOMING (BEW)								
Review Time:	11/05/2010 06:45:58								

Step	Action
27	<p>Financial Interface Validations screen appears.</p>  <p>➤ Validate the dollar amount</p> <p>➤ Click <i>Save and Post</i></p>
28	<p>Requisition Summary screen appears. You should now have in the <i>Account Summary</i> area that a commitment has been sent.</p>  <p>➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen</p>

Step	Action														
29	<p>Once you receive the message that the commitment went through do the following:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Account Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Number of Codes Assigned to Line Items: 1</td> <td style="width: 50%;">Number of Default Codes: 1</td> </tr> <tr> <td>Percent Allocated: 100.00%</td> <td>Total Default Percentage: 100%</td> </tr> <tr> <td>Total Quantity Allocated: 100</td> <td></td> </tr> <tr> <td>Total Cost Allocated: \$659.00</td> <td></td> </tr> <tr> <td>Base Cost Allocated: \$659.00</td> <td></td> </tr> <tr> <td>Option Cost Allocated: \$0.00</td> <td></td> </tr> <tr> <td colspan="2">Commitment: Accepted/Approved by Financial System, Posted: 11/05/2010 06:47:17, Amount: \$659.00</td> </tr> </table> </div> <p>➤ Click Submit from the <i>Menu Options</i></p> <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ You will be unable to submit until the commitment has been approved. ✓ The commitment is not actually doing a funds check, it is only verifying that the ACCS information is a valid and active one in CFS. </div>	Number of Codes Assigned to Line Items: 1	Number of Default Codes: 1	Percent Allocated: 100.00%	Total Default Percentage: 100%	Total Quantity Allocated: 100		Total Cost Allocated: \$659.00		Base Cost Allocated: \$659.00		Option Cost Allocated: \$0.00		Commitment: Accepted/Approved by Financial System, Posted: 11/05/2010 06:47:17, Amount: \$659.00	
Number of Codes Assigned to Line Items: 1	Number of Default Codes: 1														
Percent Allocated: 100.00%	Total Default Percentage: 100%														
Total Quantity Allocated: 100															
Total Cost Allocated: \$659.00															
Base Cost Allocated: \$659.00															
Option Cost Allocated: \$0.00															
Commitment: Accepted/Approved by Financial System, Posted: 11/05/2010 06:47:17, Amount: \$659.00															
30	<p>Requisition Submit screen appears</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Requisition Submit User: BYRON WYOMING (BEW) Version: 8.7 SP1 Screen ID: RS </div> <hr/> <p style="text-align: right;">* = Required Field</p> <p>Requisition Number: NAFSDCSB-11-00099</p> <p>Purchasing Buyer or Contract Specialist</p> <p>* Assign To: <input type="text"/> </p> <p>Assign to Name:</p> <p style="text-align: center;">» Save » Reset » Cancel</p> </div> <p>➤ Click on the Lookup icon for the Purchasing Buyer or Contract Specialist field</p>														

Step	Action															
30a	<p>A new window opens which allows the user to find a buyer or contract specialist for a particular office.</p>  <p>Please enter search criteria and click on 'Search' to view results.</p>															
<p>Note: The Office will default to your default office and the Authority Type will default to Buyer.</p>																
30b	<ul style="list-style-type: none"> ➤ Select First Name in the first field for Filter Criteria ➤ Select Contains in the second field ➤ Enter TRAINING in the third field ➤ Click Search  <p>Please enter search criteria and click on 'Search' to view results.</p>															
30c	 <p style="text-align: right;">Displaying 1 - 2</p> <table border="1" data-bbox="293 1608 1235 1734"> <thead> <tr> <th>Agent Code</th> <th>Name</th> <th>Office</th> <th>Title</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>ADM</td> <td>TRAINING ADMIN</td> <td>TRAINING</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>TRG</td> <td>TRAINING OFFICE</td> <td>TRAINING</td> <td>CBUY TRAINING ID</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the Select <input checked="" type="checkbox"/> icon of the code you want to choose (i.e. TRG) 	Agent Code	Name	Office	Title	Select	ADM	TRAINING ADMIN	TRAINING		<input type="checkbox"/>	TRG	TRAINING OFFICE	TRAINING	CBUY TRAINING ID	<input type="checkbox"/>
Agent Code	Name	Office	Title	Select												
ADM	TRAINING ADMIN	TRAINING		<input type="checkbox"/>												
TRG	TRAINING OFFICE	TRAINING	CBUY TRAINING ID	<input type="checkbox"/>												

Step	Action
	<p><i>Note: Most Acquisition Offices have a general box where the requisition will appear in C.Buy, however, you may be told to send it to a specific person.</i></p>
<p>30d</p>	<p>Requisition Submit screen appears with your selection.</p>  <p>➤ Click <i>Save</i></p>
<p>31</p>	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p>  <p>➤ Click <i>Home</i> from the <i>Standard Menu Bar</i></p>
<p>32</p>	<p>To view the status of your document once it has been submitted, you can either go to your Hot List or Recently Accessed view tabs</p>  <p>➤ Click the <i>paper icon</i> </p>

Step	Action
33	<p>A new window will open showing the status of the document as well as where it is in the procurement process.</p>  <p>When finished reviewing the information:</p> <p>➤ Click <i>Close</i></p>

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Exercise #4: Create a Basic Requisition (Rejected Commitment)

- Objectives:*
- Navigate through C.Request
 - Create a Requisition
 - Understand Default Accounting
 - Understand how to fix a rejected ACCS
 - Follow flow chart

Instructions: Execute the following steps:

Notes: If a default accounting was rejected from CFS, there are some specific steps that must be taken in order to fix it so it correctly goes over to C.Buy.

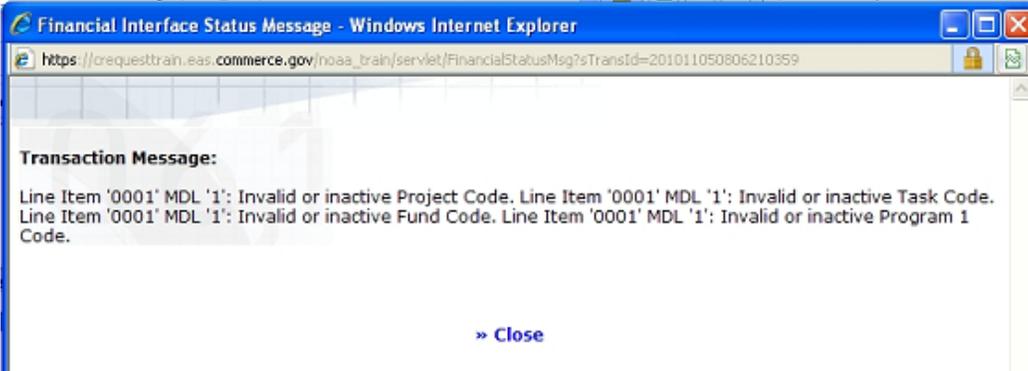
Your office is in need of a Laser Jet Printer. You go to GSA Advantage and find the following: HP COLOR LASER JET CP4025N PRINTER under contract (GS-35F-0103N) for \$1,366.17.

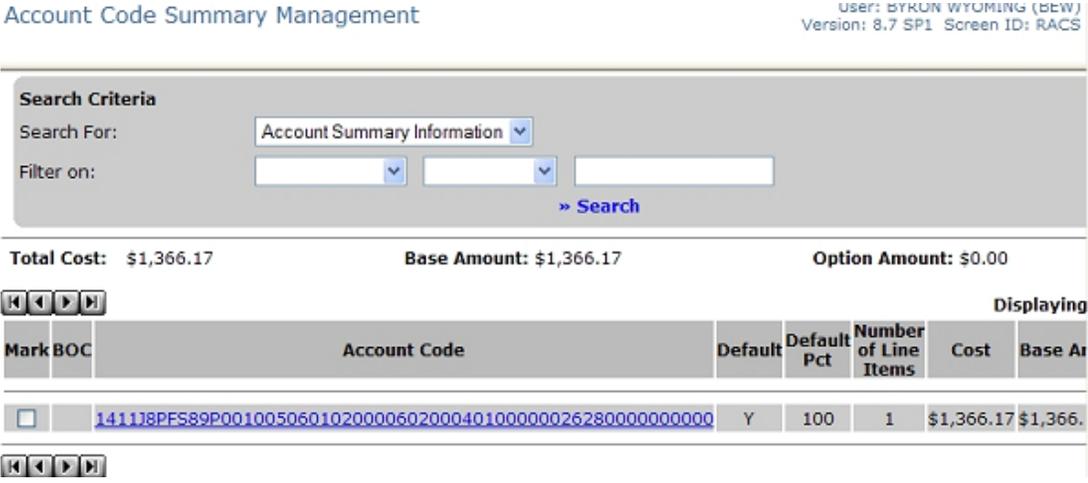
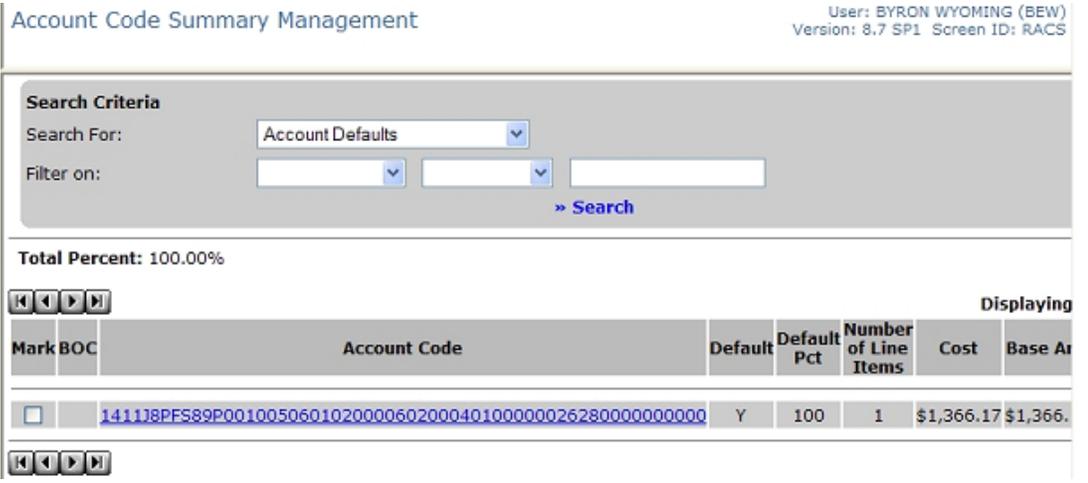
Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	Requisition PIIN and Name screen appears ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Click Save
3	Requisition Administration screen appears. From the <i>Administration</i> view tab ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Look up the Federal Supply Class code and select it (i.e. ADP INPUT/OUTPUT & STORAGE DEVICES) ➤ Enter the Purpose (i.e. TO PROCURE A COLOR LASER JET PRINTER FOR THE OFFICE) ➤ Click on <i>Addresses</i> view tab
4	From the <i>Addresses</i> view tab ➤ Enter/Verify all applicable addresses including Supplemental Address Information ➤ Click Save
5	Requisition Summary screen appears ➤ Click Add to Hotlist from the <i>Menu Options</i> ➤ Click Accounting from the <i>Menu Options</i>
6	Account Code Summary Management screen appears ➤ Click Create from the <i>Menu Options</i>

Step	Action
7	<p>Account Summary Detail screen appears</p> <ul style="list-style-type: none"> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-J8PFS89-P00-1005-060102000-0602000401000000-26280000-000000</i> ➤ Check the <i>Set as Default</i> checkbox ➤ Enter the Default Percentage (i.e. 100) ➤ Click Save
8	<p>Account Code Summary Management screen appears</p> <ul style="list-style-type: none"> ➤ Click Summary from the <i>Menu Options</i>
9	<p>Requisition Summary screen appears</p> <ul style="list-style-type: none"> ➤ Click Line Items from the <i>Menu Options</i>
10	<p>Requisition Line Item Management screen appears</p> <ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i>
11	<p>Requisition Line Item Detail screen appears</p> <p>From the <i>Administration</i> view tab (Line 0001)</p> <ul style="list-style-type: none"> ➤ Enter Qty (i.e. 1) ➤ Enter UI (i.e. EA) ➤ Enter Cost (i.e. 1366.17) ➤ Enter Description (i.e. HP COLOR LASER JET CP4025N PRINTER FED-GSA CONTRACT GS-35F-4663G) ➤ Click on <i>Address</i> view tab <p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify addresses are correct ➤ Click Save ➤ Click Summary from the <i>Menu Options</i> ➤ Click Forms from the <i>Menu Options</i>
12	<p>Requisition Form Setup screen appears</p> <ul style="list-style-type: none"> ➤ Click Accounting Codes checkbox ➤ Click Cost of Line Item Applied to the Account Code checkbox ➤ Click Delivery Date checkbox ➤ Click View Form <p>A warning message will appear</p> <ul style="list-style-type: none"> ➤ Click OK

Step	Action
13	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <ul style="list-style-type: none"> ➤ Close out the window ➤ Click <i>Save</i> ➤ Click on <i>Review and Approval</i> from the <i>Menu Options</i>
14	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click <i>Add User</i> from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the <i>Reviewer Code</i> (i.e. choose yours) ➤ Leave the <i>Receiving Order</i> the number it is ➤ Make sure <i>Approval Required</i> radio button is selected ➤ Click <i>Save</i>
15	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click <i>Release</i> from the <i>Menu Options</i> ➤ Click <i>Summary</i> from the <i>Menu Options</i> ➤ Click <i>Home</i> from the <i>Standard Menu Bar</i>
16	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click <i>Inbox</i> from the <i>Standard Menu Bar</i> ➤ Click <i>Search</i> ➤ Check the checkbox for the document you wish to review/approve ➤ Click <i>Review</i> from the <i>Menu Options</i> ➤ Check the <i>Approve</i> radio button ➤ Enter your <i>Signature Password</i> ➤ Enter any <i>Comments</i> ➤ Click <i>Save</i>
17	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click <i>Home</i> from the <i>Standard Menu Bar</i> ➤ Click <i>Hotlist</i> view tab ➤ Click <i>Document Name</i> ➤ Click <i>Commit</i> from the <i>Menu Options</i>

Step	Action																																
18	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none"> ➤ Validate the dollar amount ➤ Click <i>Save and Post</i> ➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen 																																
19	<p>If receiving an error message back from CFS you will need to do the following:</p> <div data-bbox="305 569 1442 835" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; background-color: #cccccc;">Account Summary</th> </tr> </thead> <tbody> <tr> <td>Number of Codes Assigned to Line Items:</td> <td style="text-align: right;">1</td> <td>Number of Default Codes:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Percent Allocated:</td> <td style="text-align: right;">100.00%</td> <td>Total Default Percentage:</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Total Quantity Allocated:</td> <td style="text-align: right;">1</td> <td></td> <td></td> </tr> <tr> <td>Total Cost Allocated:</td> <td style="text-align: right;">\$1,366.17</td> <td></td> <td></td> </tr> <tr> <td>Base Cost Allocated:</td> <td style="text-align: right;">\$1,366.17</td> <td></td> <td></td> </tr> <tr> <td>Option Cost Allocated:</td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Commitment: Rejected/Returned by Financial System, Posted: 11/05/2010 08:06:21, Amount: \$1,366.17</td> </tr> </tbody> </table> </div> <p>Under the <i>Financial</i> on the <i>Menu Options</i></p> <ul style="list-style-type: none"> ➤ Click <i>View Status</i> 	Account Summary				Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1	Percent Allocated:	100.00%	Total Default Percentage:	100%	Total Quantity Allocated:	1			Total Cost Allocated:	\$1,366.17			Base Cost Allocated:	\$1,366.17			Option Cost Allocated:	\$0.00			Commitment: Rejected/Returned by Financial System, Posted: 11/05/2010 08:06:21, Amount: \$1,366.17			
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Option Cost Allocated:	\$0.00																																
Commitment: Rejected/Returned by Financial System, Posted: 11/05/2010 08:06:21, Amount: \$1,366.17																																	

Step	Action
20	<p>Financial Transaction Status Management screen appears.</p>  <p>➤ Click on <i>Message</i></p> <p>A window will pop up giving you the errors of why it did not commit correctly</p>  <p>Read the error message.</p> <p>➤ Click <i>Close</i></p> <p>➤ Click <i>Accounting</i> from the <i>Menu Options</i></p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ Usually if there is a problem with the project code, there will probably be messages also for the task code, fund code and program code. ✓ If default accounting was used and there were multiple lines, the same errors will probably appear for each line.

Step	Action
21	<p>The <i>Account Code Summary Management</i> screen appears.</p>  <p><i>Note:</i> ✓ <i>Default Accounting gets added to a line once the line is created. Once that happens the accounting will also appear here under the Account Summary Information.</i></p>
22	<p>From the <i>Account Code Summary Management</i> screen:</p> <ul style="list-style-type: none"> ➤ Click the Search For drop-down arrow ➤ Select Account Defaults ➤ Click <i>Search</i> 

Step	Action
23	<p>The default accounting will then appear on the screen. This must be deleted prior to fixing the accounting; otherwise it will appear incorrect when sent to C.Buy.</p> <ul style="list-style-type: none"> ➤ Check the checkbox in front of the accounting ➤ Click Delete in the <i>Menu Options</i> <p>At the prompt Click OK</p> <ul style="list-style-type: none"> ➤ Click the Search For drop-down arrow ➤ Select Account Summary Information ➤ Click Search
24	<p>We will be editing this accounting from here rather than going into the individual lines and editing it there. Changing it under the Account Summary Information will also change it on any lines that have that accounting.</p> <ul style="list-style-type: none"> ➤ Check the checkbox in front of the accounting ➤ Click Edit in the <i>Menu Options</i> <p>The <i>Account Summary Detail</i> screen appears</p> <ul style="list-style-type: none"> ➤ Enter all values of the corrected ACCS (e.g., bureau, fund, etc) ✓ 14-11-18K3A02-P05-0001-010306000-0602000401000000-26280000-000000 ➤ Click Save ➤ Click Summary from the <i>Menu Options</i>
25	<p>The next step would be to have it go through your approving official again, because the accounting has changed. However, due to training time constraints, we will be skipping that step.</p> <ul style="list-style-type: none"> ➤ Click Commit from the <i>Menu Options</i> ➤ Validate the dollar amount ➤ Click Save and Post ➤ Click Summary from the <i>Menu Options</i> to refresh the screen
26	<p>Once you receive the message that the commitment went through do the following:</p> <ul style="list-style-type: none"> ➤ Click Submit from the <i>Menu Options</i>
27	<p>Requisition Submit screen appears</p> <ul style="list-style-type: none"> ➤ Select the Training Office (i.e. TRG) ➤ Click Save

Step	Action
28	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p> <p>➤ Click <i>Home</i> from the <i>Standard Menu Bar</i></p>

Exercise #5: Create a Basic Requisition (Line Accounting)

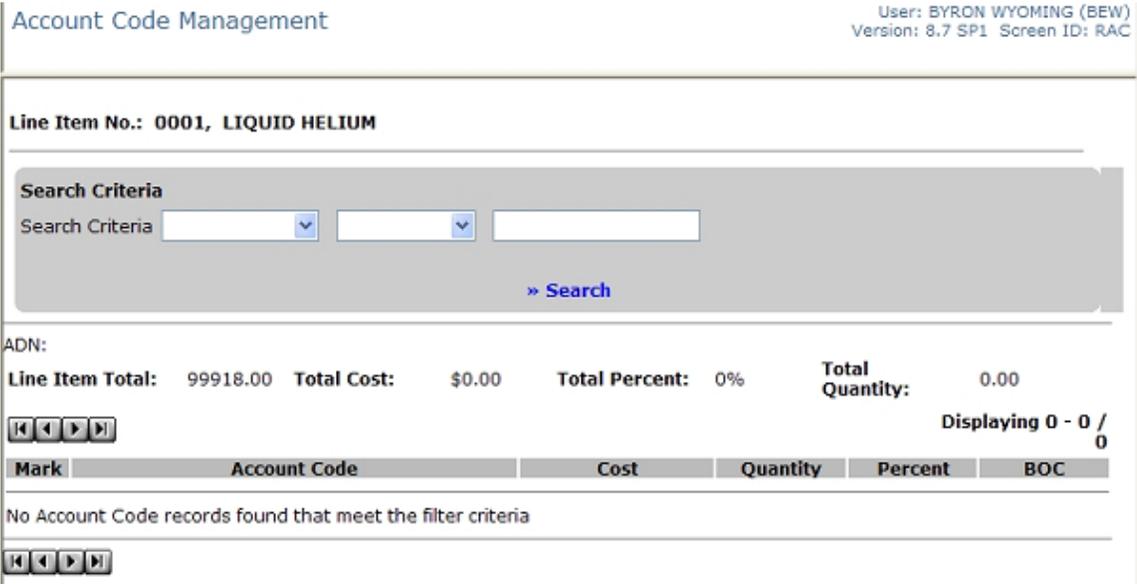
- Objectives:*
- Navigate through C.Request
 - Create a Requisition
 - Understand Line Accounting
 - Follow flow chart

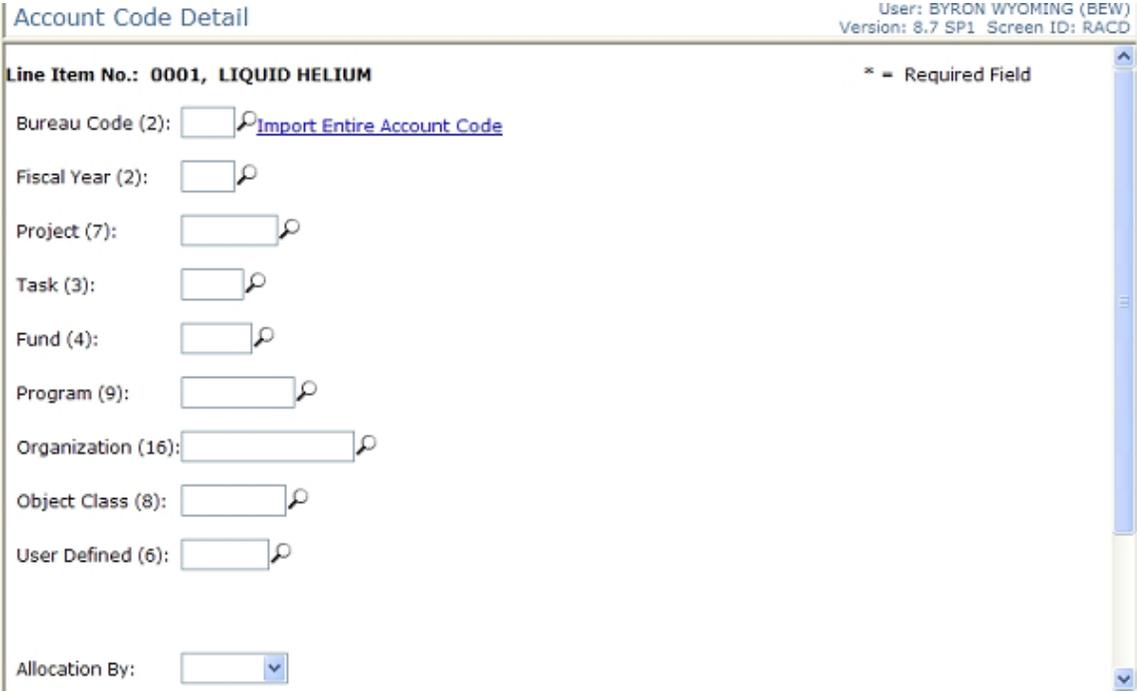
Instructions: Execute the following steps:

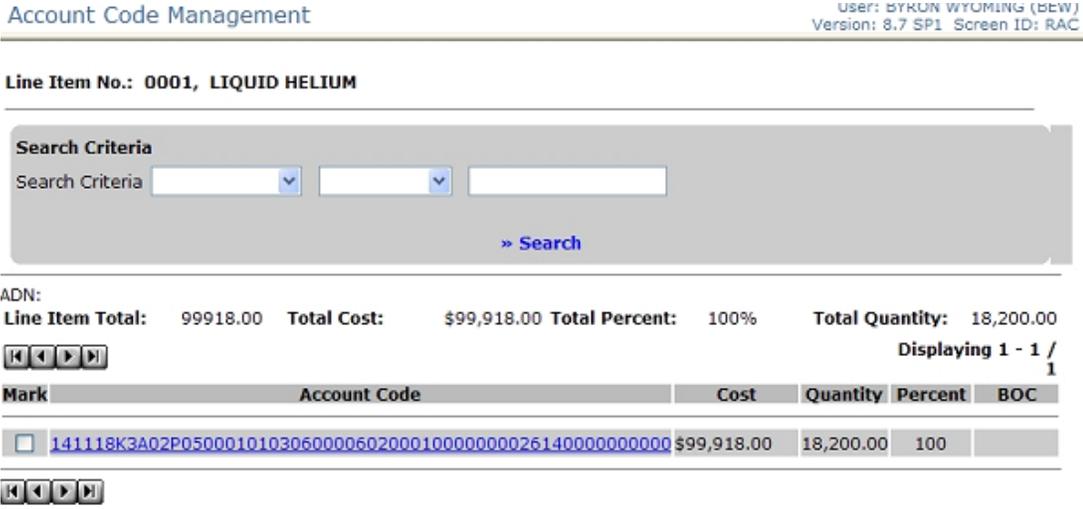
Notes: Line Accounting can be utilized instead of Default Accounting.

You are purchasing for your office some Liquid Helium that should last the office for 3 months.

Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	Requisition PIIN and Name screen appears ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Enter a Document Name ➤ Click Save
3	Requisition Administration screen appears. From the <i>Administration</i> view tab ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Look up the Federal Supply Class code and select it (i.e GASES: COMPRESSED AND LIQUIFIED) ➤ Enter the Purpose (i.e. TO PURCHASE 18,200 LITERS OF LIQUID HELIUM AT \$5.49/LITER FOR 3 MONTHS) ➤ Enter the Vendor (i.e. MOTE MARINE LABORATORY, INC) ➤ Click on <i>Addresses</i> view tab
4	From the <i>Addresses</i> view tab ➤ Enter/Verify all applicable addresses including Supplemental Address Information ➤ Click Save
5	Requisition Summary screen appears ➤ Click Add to Hotlist from the <i>Menu Options</i> ➤ Click Line Items from the <i>Menu Options</i>
6	Requisition Line Item Management screen appears ➤ Click Create from the <i>Menu Options</i>

Step	Action
7	<p>Requisition Line Item Detail screen appears</p> <p>From the <i>Administration</i> view tab (Line 0001)</p> <ul style="list-style-type: none"> ➤ Enter <i>Qty</i> (i.e. 18200) ➤ Enter <i>UI</i> (i.e. EA) ➤ Enter <i>Cost</i> (i.e. 5.49) ➤ Enter <i>Description</i> (i.e. LIQUID HELIUM) ➤ Click on <i>Address</i> view tab <p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify addresses are correct ➤ Click <i>Apply</i> ➤ Click <i>Accounting</i> from the <i>Menu Options</i> <p><i>Note: Apply needs to be done here because it will save our line information and give us the ability to then add line accounting. If save was done instead of apply, the user would have to re-open the line in order to see the Accounting option for the line.</i></p>
8	<p>Account Code Management screen appears.</p>  <p>➤ Click <i>Create</i> from the <i>Menu Options</i></p>

Step	Action
9	<p>Account Code Detail screen appears.</p>  <p>➤ Enter all values of the first ACCS (e.g., bureau, fund, etc) from your worksheet ✓ <i>14-11-18K3A02-P05-0001-010306000-0602000100000000-26140000-000000</i></p> <p>Allocation By: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Allocation By: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Percent: <input type="text" value="0.00"/> Cost: <input type="text" value="0"/> Quantity: <input type="text" value="0"/></p> <p>➤ Select Allocation By (i.e. Percent) ➤ Enter Percent (i.e.100) ➤ Click Save</p>

Step	Action
10	<p>Account Code Management screen appears with the accounting now listed.</p>  <p>➤ Click <i>Summary</i> from the <i>Menu Options</i></p> <p>➤ Click <i>Forms</i> from the <i>Menu Options</i></p>
11	<p>Requisition Form Setup screen appears</p> <p>➤ Click <i>Accounting Codes</i> checkbox</p> <p>➤ Click <i>Cost of Line Item Applied to the Account Code</i> checkbox</p> <p>➤ Click <i>Delivery Date</i> checkbox</p> <p>➤ Click <i>View Form</i></p> <p>A warning message will appear</p> <p>➤ Click <i>OK</i></p>
12	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <p>➤ Close out the window</p> <p>➤ Click <i>Save</i></p> <p>➤ Click on <i>Review and Approval</i> from the <i>Menu Options</i></p>

Step	Action
13	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click Add User from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the Reviewer Code (i.e. choose yours) ➤ Leave the Receiving Order the number it is ➤ Make sure Approval Required radio button is selected ➤ Click Save
14	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click Release from the <i>Menu Options</i> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Home from the <i>Standard Menu Bar</i>
15	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click Inbox from the <i>Standard Menu Bar</i> ➤ Click Search ➤ Check the checkbox for the document you wish to review/approve ➤ Click Review from the <i>Menu Options</i> ➤ Check the Approve radio button ➤ Enter your Signature Password ➤ Enter any Comments ➤ Click Save
16	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i> ➤ Click Hotlist view tab ➤ Click Document Name ➤ Click Commit from the <i>Menu Options</i>

Step	Action
17	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none">➤ Validate the dollar amount➤ Click <i>Save and Post</i>➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen <p>If committed successfully:</p> <ul style="list-style-type: none">➤ Click <i>Submit</i> from the <i>Menu Options</i>
18	<p>Requisition Submit screen appears</p> <ul style="list-style-type: none">➤ Select the <i>Training Office</i> (i.e. TRG)➤ Click <i>Save</i>
19	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p> <ul style="list-style-type: none">➤ Click <i>Home</i> from the <i>Standard Menu Bar</i>

Exercise #6: Create a Basic Requisition (Cancel Commit/Copy Req/Delete Req)

- Objectives:*
- Navigate through C.Request
 - Cancel a commitment
 - Copy an existing requisition
 - Delete an incorrect requisition
 - Follow flow chart

Instructions: Execute the following steps:

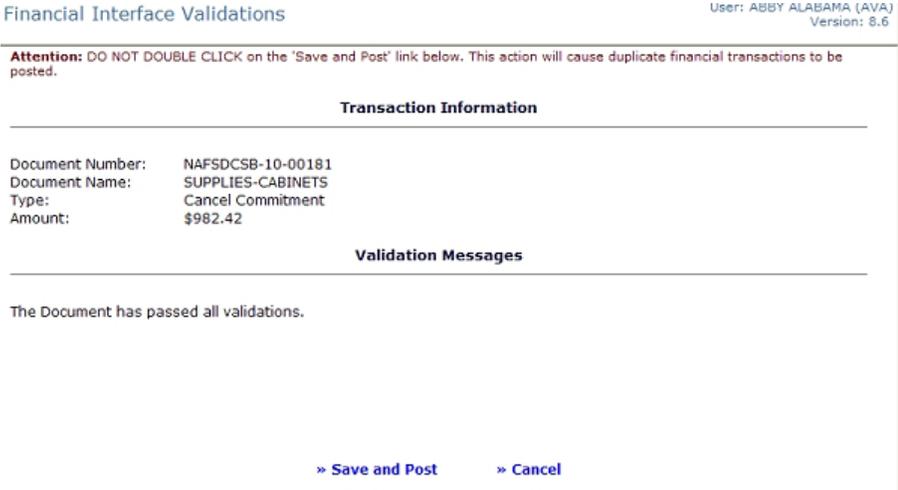
Your office is in need of some file cabinets. You have received the following quote from **Office Depot**:

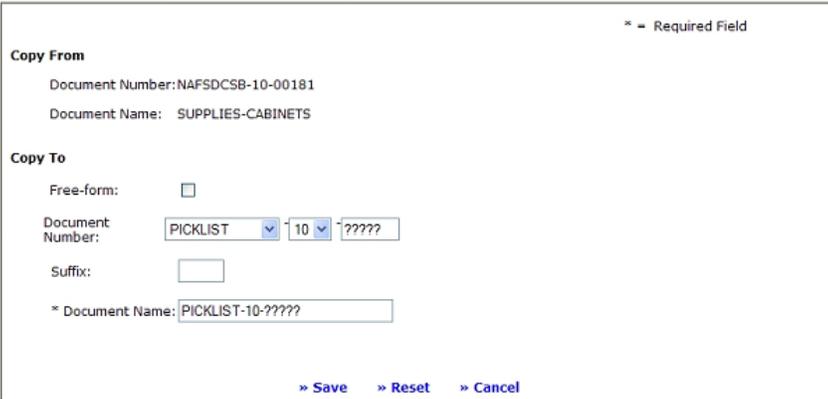
HON 800 Series Lateral Files with Lock, 36", 5-Drawer, Putty @ 799.99 (3)

Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	Requisition PIIN and Name screen appears ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Click Save
3	Requisition Administration screen appears. From the <i>Administration</i> view tab ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Look up the Federal Supply Class code and select it (i.e. Office Furniture) ➤ Enter the Purpose (i.e. To Purchase File Cabinets) ➤ Enter the Vendor (i.e. Office Depot) ➤ Click on <i>Addresses</i> view tab
4	From the <i>Addresses</i> view tab ➤ Enter/Verify all applicable addresses including Supplemental Address Information ➤ Click Save
5	Requisition Summary screen appears ➤ Click Add to Hotlist from the <i>Menu Options</i> ➤ Click Line Items from the <i>Menu Options</i>
6	Requisition Line Item Management screen appears ➤ Click Create from the <i>Menu Options</i>

Step	Action
7	<p>Requisition Line Item Detail screen appears</p> <p>From the <i>Administration</i> view tab (Line 0001)</p> <ul style="list-style-type: none"> ➤ Enter <i>Qty</i> (i.e. 2) ➤ Enter <i>UI</i> (i.e. EA) ➤ Enter <i>Cost</i> (i.e. 799.99) ➤ Enter <i>Description</i> (i.e. HON 800 Series Lateral Files with Lock, 36”, 5-drawer, Putty) ➤ Click on <i>Address</i> view tab <p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify addresses are correct ➤ Click <i>Apply</i> ➤ Click <i>Accounting</i> from the <i>Menu Options</i>
8	<p>Account Code Management screen appears.</p> <ul style="list-style-type: none"> ➤ Click <i>Create</i> from the <i>Menu Options</i>
9	<p>Account Code Detail screen appears.</p> <ul style="list-style-type: none"> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3A02-P05-0001-010306000-0602000401000000-26280000-000000</i> ➤ Select <i>Allocation By</i> (i.e. Percent) ➤ Enter <i>Percent</i> (i.e.100) ➤ Click <i>Save</i>
10	<p>Account Code Management screen appears with the accounting now listed.</p> <ul style="list-style-type: none"> ➤ Click <i>Summary</i> from the <i>Menu Options</i> ➤ Click <i>Forms</i> from the <i>Menu Options</i>
11	<p>Requisition Form Setup screen appears</p> <ul style="list-style-type: none"> ➤ Click <i>Accounting Codes</i> checkbox ➤ Click <i>Cost of Line Item Applied to the Account Code</i> checkbox ➤ Click <i>Delivery Date</i> checkbox ➤ Click <i>View Form</i> <p>A warning message will appear Click <i>OK</i></p>

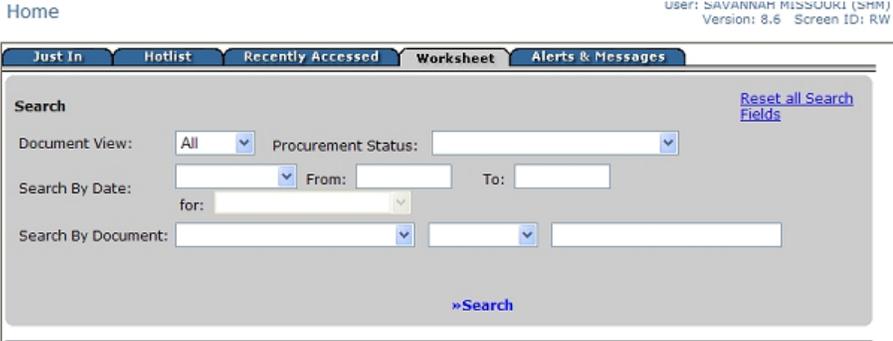
Step	Action
12	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <ul style="list-style-type: none"> ➤ Close out the window ➤ Click Save ➤ Click on Review and Approval from the <i>Menu Options</i>
13	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click Add User from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the Reviewer Code (i.e. choose yours) ➤ Leave the Receiving Order the number it is ➤ Make sure Approval Required radio button is selected ➤ Click Save
14	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click Release from the <i>Menu Options</i> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Home from the <i>Standard Menu Bar</i>
15	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click Inbox from the <i>Standard Menu Bar</i> ➤ Click Search ➤ Check the checkbox for the document you wish to review/approve ➤ Click Review from the <i>Menu Options</i> ➤ Check the Approve radio button ➤ Enter your Signature Password ➤ Enter any Comments ➤ Click Save
16	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i> ➤ Click Hotlist view tab ➤ Click Document Name ➤ Click Commit from the <i>Menu Options</i>

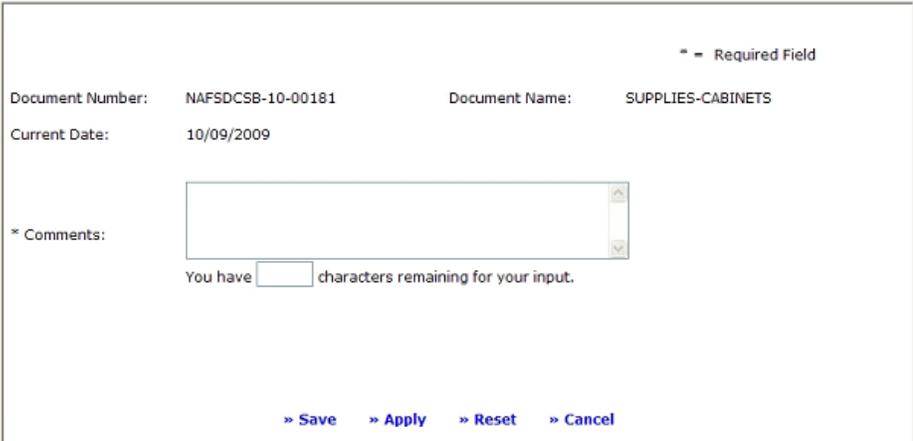
Step	Action
17	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none"> ➤ Validate the dollar amount ➤ Click <i>Save and Post</i> ➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen
18	<p>You continue on with your workload until you receive the message from the system that it has been successfully committed. At that point, you realize after looking at your printout that you have put the wrong quantity on the line. Because the line has already been committed you can not make changes until you cancel the commitment.</p>
19	<p>Under Requisitions Summary Menu/Financial</p> <ul style="list-style-type: none"> ➤ Click <i>Cancel Commit</i> from the <i>Menu Options</i> 
20	<p>Financial Interface Validations screen appears.</p>  <p>The screenshot shows the 'Financial Interface Validations' screen. At the top right, it says 'User: ABBY ALABAMA (AVA) Version: 8.6'. Below that is an attention message: 'Attention: DO NOT DOUBLE CLICK on the 'Save and Post' link below. This action will cause duplicate financial transactions to be posted.' The main content is divided into two sections: 'Transaction Information' and 'Validation Messages'. Under 'Transaction Information', the details are: Document Number: NAFSDCSB-10-00181, Document Name: SUPPLIES-CABINETS, Type: Cancel Commitment, Amount: \$982.42. Under 'Validation Messages', it says 'The Document has passed all validations.' At the bottom, there are two buttons: '» Save and Post' and '» Cancel'.</p> <ul style="list-style-type: none"> ➤ Validate the dollar amount ➤ Click <i>Save and Post</i> ➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen

Step	Action
21	<p>After the cancel commitment has been approved/accepted, you will need to change the quantity and thus to the amount of the requisition. To do this you will need to copy the requisition and then make the update(s) to the copy of the requisition.</p> <p>The reason for copying the requisition is because CFS does not update the original commitment, nor does it overwrite it. This will cause problems down the line within C.Buy/CFS when trying to obligate the purchase.</p> <p><i>Note: This copying process is extremely important not only when there are changes to the quantity or cost, but also for an ACCS that did get committed and now needs to be changed.</i></p>
22	<p>From the Requisition Summary screen do the following:</p> <ul style="list-style-type: none"> ➤ Click <i>Copy</i> from the <i>Menu Options</i>
23	<p>Requisition Document Duplicate screen appears.</p>  <ul style="list-style-type: none"> ➤ Choose <i>NAFSDCSB</i> from the <i>PICKLIST</i> ➤ Change the <i>Document Name</i> ➤ Click <i>Save</i>
24	<p>Requisition Administration screen appears. Make any changes that are needed on this screen. When finished do the following:</p> <ul style="list-style-type: none"> ➤ Click <i>Save</i> ➤ Add to <i>Hotlist</i> ➤ Click <i>Line Items</i> from the <i>Menu Options</i>

Step	Action
25	<p>In the Search Criteria:</p> <ul style="list-style-type: none"> ➤ Click Search <p>All line items will then be listed.</p> <ul style="list-style-type: none"> ➤ Click on 001
26	<ul style="list-style-type: none"> ➤ Change the Qty field to the correct quantity ➤ Click Save ➤ Click Summary from the <i>Menu Options</i> ➤ Click Forms from the <i>Menu Options</i>
27	<p>Requisition Form Setup screen appears</p> <ul style="list-style-type: none"> ➤ Click Accounting Codes checkbox ➤ Click Cost of Line Item Applied to the Account Code checkbox ➤ Click Delivery Date checkbox ➤ Click View Form <p>A warning message will appear</p> <ul style="list-style-type: none"> ➤ Click OK <p><i>Note: The requisition form should be re-saved and re-printed since a change was made.</i></p>
28	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <ul style="list-style-type: none"> ➤ Close out the window ➤ Click Save ➤ Click on Review and Approval from the <i>Menu Options</i> <p><i>Notes: Anytime accounting or dollar amounts are being changed the requisition should be sent to the reviewing/approving official again. If it was a typographical error, such as a misspelling, those types of errors do not necessarily have to go through the approval process again.</i></p>

Step	Action
29	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click Add User from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the Reviewer Code (i.e. choose yours) ➤ Leave the Receiving Order the number it is ➤ Make sure Approval Required radio button is selected ➤ Click Save
30	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click Release from the <i>Menu Options</i> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Home from the <i>Standard Menu Bar</i>
31	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click Inbox from the <i>Standard Menu Bar</i> ➤ Click Search ➤ Check the checkbox for the document you wish to review/approve ➤ Click Review from the <i>Menu Options</i> ➤ Check the Approve radio button ➤ Enter your Signature Password ➤ Enter any Comments ➤ Click Save
32	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i> ➤ Click Hotlist view tab ➤ Click Document Name ➤ Click Commit from the <i>Menu Options</i>
33	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none"> ➤ Validate the dollar amount ➤ Click Save and Post ➤ Click Summary from the <i>Menu Options</i> to refresh the screen

Step	Action
34	<p>If committed successfully:</p> <ul style="list-style-type: none"> ➤ Click Submit from the <i>Menu Options</i>
35	<p>Submit screen appears</p> <ul style="list-style-type: none"> ➤ Select the Training Office (i.e. TRG) ➤ Click Save
36	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i>
37	<p>You should now go and delete the previous requisition, since it is no longer valid. To do this, from the Requisition Summary screen:</p> <ul style="list-style-type: none"> ➤ Click on the Worksheet view tab  <p>The screenshot shows a web interface with a navigation bar containing 'Home', 'Just In', 'Hotlist', 'Recently Accessed', 'Worksheet', and 'Alerts & Messages'. The 'Worksheet' tab is active. Below the navigation bar is a search section titled 'Search' with a 'Reset all Search Fields' link. The search section includes: <ul style="list-style-type: none"> Document View: All (dropdown) Procurement Status: (dropdown) Search By Date: (dropdown) From: (text) To: (text) for: (dropdown) Search By Document: (dropdown) (text) (dropdown) »Search button Below the search section is a message: 'Please enter search criteria and click on 'Search' to view results.'</p>
38	<p>One the <i>Worksheet View Tab</i>, there is an area to search for an existing requisition or you can click Search to view all of your documents. Find the one that you copied from and click on the Document Name</p>
39	<p>Requisition Summary screen appears. To delete this requisition:</p> <ul style="list-style-type: none"> ➤ Click on Delete from the <i>Menu Options</i>

Step	Action
40	<p>Delete Comments screen appears. On this page you will need to enter the comments as to why this requisition is being deleted.</p>  <p>➤ Enter <i>Comments</i> (i.e. Quantity/Cost changed. Copied document and recommitted/submitted with updated information)</p> <p>➤ Click <i>Save</i></p>
41	<p>The screen will refresh back to the Home screen, <i>Worksheet View Tab</i> and a message should appear at the bottom of the screen:</p> 

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Exercise #7: Create a Basic Requisition (Multiple Lines & Splitting Accounting)

- Objectives:*
- Navigate through C.Request
 - Create a Requisition that has multiple lines
 - Know how to split accounting
 - Follow flow chart

Instructions: Execute the following steps:

Your office and sister office are in need of some new computers and dual flat screen monitors. Your office will be entering the requisition, but the payment will be split equally between the offices. You have received the following quote from **Dell**:

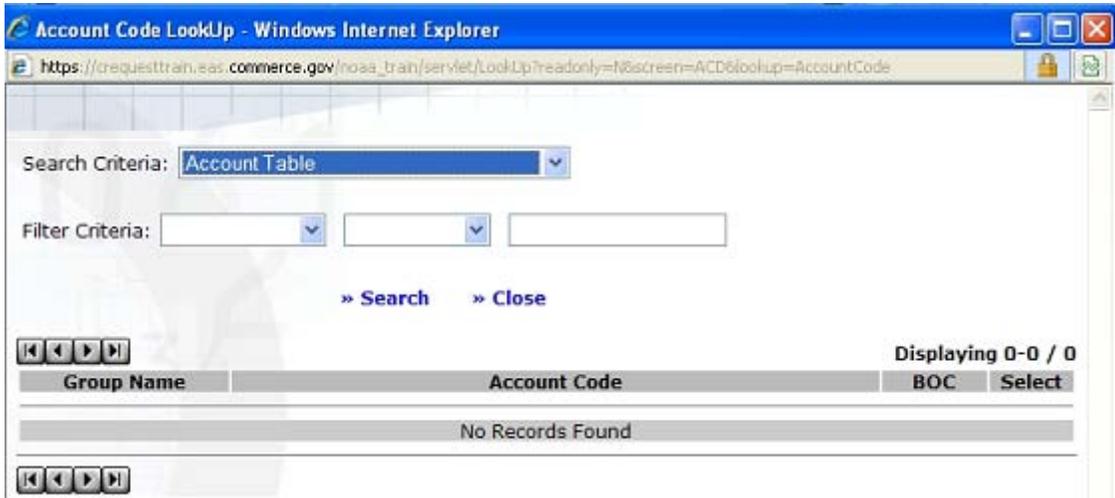
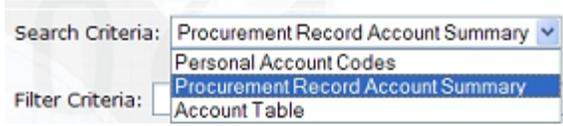
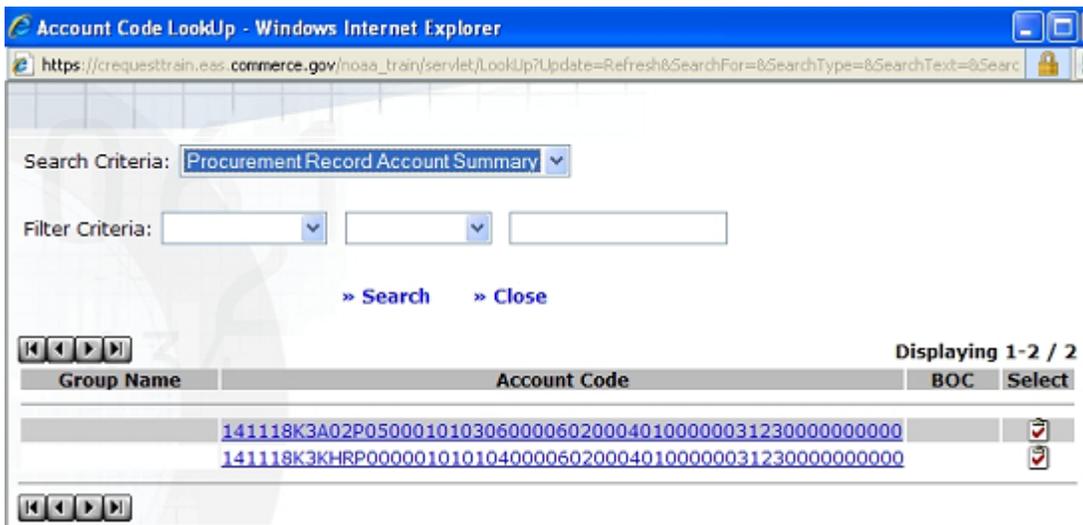
Dell UltraSharp 2007FP Flat Panel with Height Adjustable Stand, 20.0 inch VIS, Optiplex and Precision, Customer in (320-4687) @\$439.00 (40)

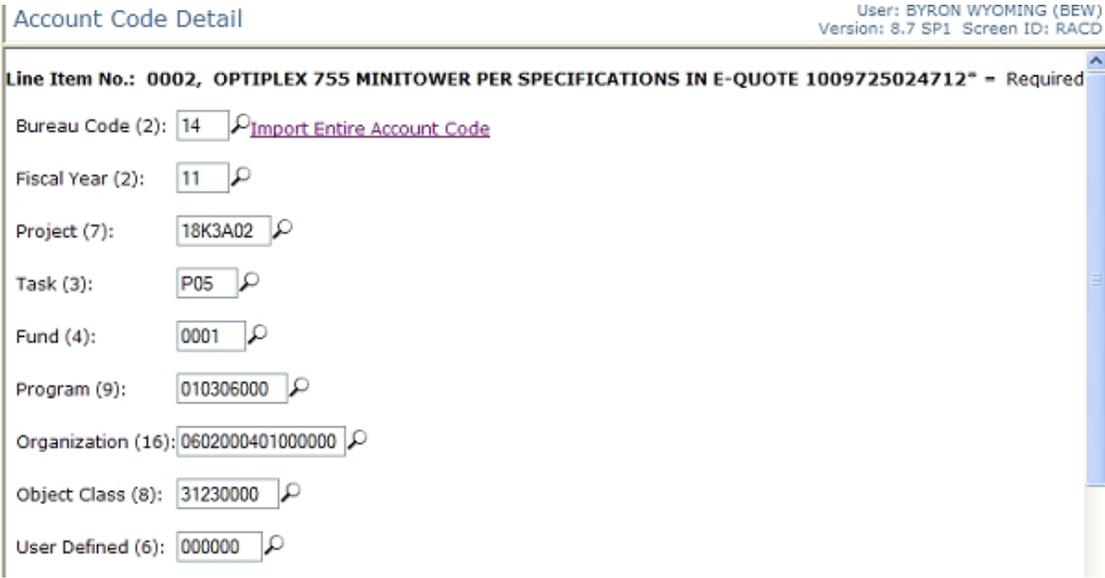
Optiplex 755 Minitower per specifications in E-Quote 1009725024712 @\$1346.89 (20)

Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	Requisition PIIN and Name screen appears ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Click Save
3	Requisition Administration screen appears. From the <i>Administration</i> view tab ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Look up the Federal Supply Class code and select it (i.e. ADP Support Equipment) ➤ Enter the Purpose (i.e. To Purchase Computers & Dual Monitors) ➤ Enter the Vendor (i.e. Dell) ➤ Click on <i>Addresses</i> view tab Note: ADP stands for Automatic Data Processing which is the term used for computers.
4	From the <i>Addresses</i> view tab ➤ Enter/Verify all applicable addresses including Supplemental Address Information ➤ Click Save
5	Requisition Summary screen appears ➤ Click Add to Hotlist from the <i>Menu Options</i> ➤ Click Line Items from the <i>Menu Options</i>

Step	Action
6	<p>Requisition Line Item Management screen appears</p> <ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i>
7	<p>Requisition Line Item Detail screen appears</p> <p>From the <i>Administration</i> view tab (Line 0001)</p> <ul style="list-style-type: none"> ➤ Enter Qty (i.e. 40) ➤ Enter UI (i.e. EA) ➤ Enter Cost (i.e. 439.00) ➤ Enter Description (i.e. Dell UltraSharp 2007FP Flat Panel with height Adjustable Stand, 20.0 inch VIS, Optiplex and Precision, Customer in 320-4687) ➤ Click on <i>Address</i> view tab <p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify addresses are correct ➤ Click Apply ➤ Click Accounting from the <i>Menu Options</i>
8	<p>Account Code Management screen appears.</p> <ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i>
9	<p>Account Code Detail screen appears.</p> <ul style="list-style-type: none"> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3A02-P05-0001-010306000-0602000401000000-31230000-000000</i> ➤ Select Allocation By (i.e. Percent) ➤ Enter Percent (i.e.50) ➤ Click Save
10	<p>Account Code Management screen appears with the accounting.</p> <ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i>
11	<p>Account Code Detail screen appears.</p> <ul style="list-style-type: none"> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3KHR-P00-0001-010104000-0602000401000000-31230000-000000</i> ➤ Select Allocation By (i.e. Percent) ➤ Enter Percent (i.e.50) ➤ Click Save
12	<p>Account Code Management screen appears with the accounting now listed.</p> <ul style="list-style-type: none"> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Line Items from the <i>Menu Options</i>
13	<p>Requisition Line Item Management screen appears</p> <ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i>

Step	Action
14	<p>Requisition Line Item Detail screen appears</p> <p>From the <i>Administration</i> view tab (Line 0002)</p> <ul style="list-style-type: none"> ➤ Enter <i>Qty</i> (i.e. 20) ➤ Enter <i>UI</i> (i.e. EA) ➤ Enter <i>Cost</i> (i.e. 1346.89) ➤ Enter <i>Description</i> (i.e. Optiplex 755 Minitower per specifications in E-Quote 1009725024712) ➤ Click on <i>Address</i> view tab <p>From the <i>Address</i> view tab</p> <ul style="list-style-type: none"> ➤ Verify addresses are correct ➤ Click <i>Apply</i> ➤ Click <i>Accounting</i> from the <i>Menu Options</i>
15	<p>Account Code Management screen appears.</p> <ul style="list-style-type: none"> ➤ Click <i>Create</i> from the <i>Menu Options</i>
16	<p>Account Code Detail screen appears.</p> <p>Instead of adding in all fields of the exact same accounting, there is a shortcut that can be used, once your accounting has been added to the requisition.</p> <ul style="list-style-type: none"> ➤ Click on <i>Import Entire Account Code</i>  <p>The screenshot shows the 'Account Code Detail' screen. At the top right, it displays 'User: BYRON WYOMING (BEW)' and 'Version: 8.7 SP1 Screen ID: RACD'. Below this, a line item is listed: 'Line Item No.: 0002, OPTIPLEX 755 MINITOWER PER SPECIFICATIONS IN E-QUOTE 1009725024712* = Required'. Underneath the line item, there are three input fields with magnifying glass icons: 'Bureau Code (2):', 'Fiscal Year (2):', and 'Project (7):'. A blue link labeled 'Import Entire Account Code' is positioned to the right of the Bureau Code field.</p>

Step	Action												
17a	<p>A new window opens:</p>  <p>Select <i>Procurement Record Account Summary</i> from the drop down listing under <i>Search Criteria</i>.</p>  <p>Click <i>Search</i></p>												
17b	<p>The screen will return all previously entered accounting:</p>  <table border="1" data-bbox="305 1648 1356 1774"> <thead> <tr> <th>Group Name</th> <th>Account Code</th> <th>BOC</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td></td> <td>141118K3A02P050001010306000060200040100000031230000000000</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>141118K3KHRP000001010104000060200040100000031230000000000</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Group Name	Account Code	BOC	Select		141118K3A02P050001010306000060200040100000031230000000000		<input checked="" type="checkbox"/>		141118K3KHRP000001010104000060200040100000031230000000000		<input checked="" type="checkbox"/>
Group Name	Account Code	BOC	Select										
	141118K3A02P050001010306000060200040100000031230000000000		<input checked="" type="checkbox"/>										
	141118K3KHRP000001010104000060200040100000031230000000000		<input checked="" type="checkbox"/>										

Step	Action
17c	<p>Click on the <i>select</i> () icon of the accounting you wish to use. The window will close and the screen will now display all of the accounting information.</p>  <p>The allocation information will still need to be entered manually.</p> <ul style="list-style-type: none"> ➤ Select <i>Allocation By</i> (i.e. Percent) ➤ Enter <i>Percent</i> (i.e.50) ➤ Click <i>Save</i>
18	<p>Account Code Management screen appears with the accounting. Repeat the above steps to select the other accounting code for this line.</p>
19	<ul style="list-style-type: none"> ➤ When finished click <i>Summary</i> from the <i>Menu Options</i> ➤ Click <i>Forms</i> from the <i>Menu Options</i>
20	<p>Requisition Form Setup screen appears</p> <ul style="list-style-type: none"> ➤ Click <i>Accounting Codes</i> checkbox ➤ Click <i>Cost of Line Item Applied to the Account Code</i> checkbox ➤ Click <i>Delivery Date</i> checkbox ➤ Click <i>View Form</i> <p>A warning message will appear</p> <ul style="list-style-type: none"> ➤ Click <i>OK</i>

Step	Action
21	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <ul style="list-style-type: none"> ➤ Close out the window ➤ Click Save ➤ Click on Review and Approval from the <i>Menu Options</i>
22	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click Add User from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the Reviewer Code (i.e. choose yours) ➤ Leave the Receiving Order the number it is ➤ Make sure Approval Required radio button is selected ➤ Click Save
23	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click Release from the <i>Menu Options</i> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Home from the <i>Standard Menu Bar</i>
24	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click Inbox from the <i>Standard Menu Bar</i> ➤ Click Search ➤ Check the checkbox for the document you wish to review/approve ➤ Click Review from the <i>Menu Options</i> ➤ Check the Approve radio button ➤ Enter your Signature Password ➤ Enter any Comments ➤ Click Save
25	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i> ➤ Click Hotlist view tab ➤ Click Document Name ➤ Click Commit from the <i>Menu Options</i>

Step	Action
26	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none">➤ Validate the dollar amount➤ Click <i>Save and Post</i>➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen <p>If committed successfully:</p> <ul style="list-style-type: none">➤ Click <i>Submit</i> from the <i>Menu Options</i>
27	<p>Requisition Submit screen appears</p> <ul style="list-style-type: none">➤ Select the <i>Training Office</i> (i.e. TRG)➤ Click <i>Save</i>
28	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p> <ul style="list-style-type: none">➤ Click <i>Home</i> from the <i>Standard Menu Bar</i>

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Exercise #8: Create a Requisition – Multiple Lines – Line Accounting*Objectives:*

- Navigate through C.Request
- Create Multiple Lines
- Create Accounting on each line
- Use Spreadsheet to figure out multiple accounting costs
- Follow flow chart

Instructions: Execute the following steps:

Your boss has emailed you with the details of laptops/cases she wants ordered for the office teleworkers. Please use the details in that email to set up your requisition.

Subject: Laptop Order

From: Your Boss <yourboss@noaa.gov>

Date: Mon, Current Date 08:10:20 – 0500

To: You <yourname@noaa.gov>

We need 3 new laptops and cases. Below are the specs. Please order using Dell and use the following accounting codes for these purchases.

(3) Latitude E6510, YD 12413, 224-8069
 Specs defined in E-Quote= DELL093829201
 \$3875.25/ea

ACCS:

14.11.18K3A02.P05.0001.010306000.0602000100000000.3123 \$5000.25
 14.11.18K3KHR.P00.0001.010104000.0602000100000000.3123 \$1500.10
 14.11.18K3B80.P00.0001.010102000.0602000100000000.3123 \$2500.15
 14.11.18K3B81.P11.0001.010102000.0602000100000000.3123 \$2625.25

(3) Meridian II Messenger Case - Dell Part #A1734722

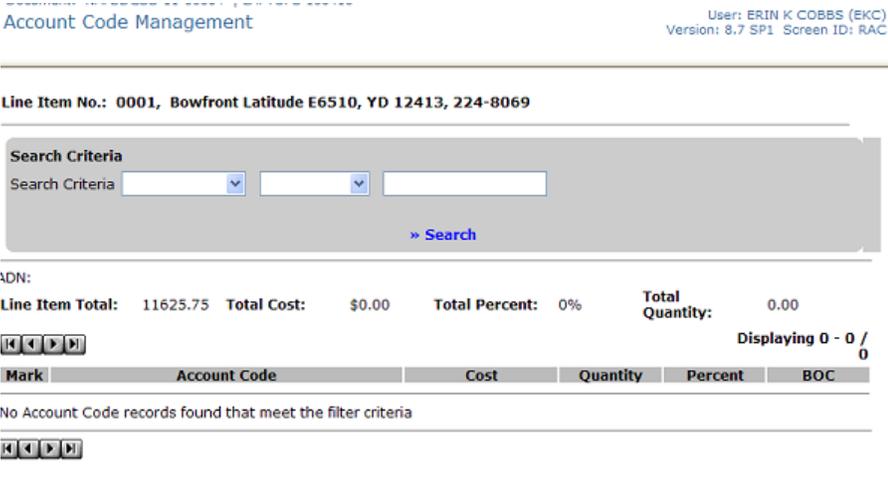
Model#: YD12415

\$38.75/ea

ACCS:

14.11.18K3KHR.P00.0001.010104000.0602000100000000.2625 \$50.00
 14.11.18K3A02.P05.0001.010306000.0602000100000000.2625 \$25.00
 14.11.18K3B80.P00.0001.010102000.0602000100000000.2625 \$15.00
 14.11.18K3B81.P11.0001.010102000.0602000100000000.2625 \$26.25

Step	Action
1	From the Home screen ➤ Click Create Requisition from the <i>Menu Options</i>
2	Requisition PIIN and Name screen appears ➤ Choose NAFSDCSB from the <i>PICKLIST</i> ➤ Click Save
3	Requisition Administration screen appears. From the <i>Administration</i> view tab ➤ Enter the Delivery Date (i.e. MM/DD/YYYY) ➤ Enter the Treasury Account Symbol (i.e. 131450) ➤ Look up the Federal Supply Class code and select it (i.e. Support Equipment) ➤ Enter the Purpose (i.e. Laptops/Cases purchase) ➤ Enter the Vendor (i.e. Dell) ➤ Click on <i>Addresses</i> view tab
4	From the <i>Addresses</i> view tab ➤ Enter/Verify all applicable addresses including Supplemental Address Information ➤ Click Save ➤ Click Add to Hotlist from the <i>Menu Options</i>
5	Requisition Summary screen appears ➤ Click Line Items from the <i>Menu Options</i>
6	Requisition Line Item Management screen appears ➤ Click Create from the <i>Menu Options</i>
6a	From the <i>Administration</i> view tab (Line 0001) ➤ Enter Qty (i.e. 3) ➤ Enter UI (i.e. EA) ➤ Enter Cost (i.e. 3875.25) ➤ Enter Description (i.e. Latitude E6510, YD 12413, 224-8069) ➤ Click on <i>Address</i> view tab From the <i>Address</i> view tab ➤ Verify addresses are correct ➤ Click Apply ➤ Click Accounting from the <i>Menu Options</i> <div style="background-color: yellow; padding: 5px;"> <p>Note: <i>Apply needs to be done here because it will save our line information and give us the ability to then add line accounting. If save was done instead of apply, the user would have to re-open the line in order to see the Accounting option for the line.</i></p> </div>

Step	Action
6b	<p>Account Code Management screen appears.</p> 
6b1	<p>Because there are more than three accounting codes that will need to added to this line and because your boss has asked that it be done by cost, you may end up with what is called a rounding issue. This happens because C.Request only allows for two decimal points in the quantity but CFS requires four. However, CFS does not allow for a 0 quantity. So if the quantity broken out equals something along the lines of 0.0040 it would round to zero, but you would have to put at least 0.01 in C.Request in order for it to go through in CFS.</p> <p>So when you add accounting to the line the following must be there:</p> <p>Line Item Total = Total Cost (accounting) Total Percentage = 100% Total Quantity (accounting) = Quantity on Line</p> <p>To make this easier in caclulating and easier to enter into C.Request, we have come up with a worksheet that will help.</p>

Step	Action																																																																																																																																																																																																																																																																			
6b2	<p>The Rounding Worksheet is done in Excel.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 5%;">A</th> <th style="width: 40%;">B</th> <th style="width: 10%;">C</th> <th style="width: 10%;">D</th> <th style="width: 10%;">E</th> <th style="width: 10%;">F</th> <th style="width: 10%;">G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td style="text-align: right;">Summary</td> <td style="text-align: right;">Line Total</td> <td style="text-align: right;">Difference</td> <td style="text-align: right;">Fix</td> <td></td> </tr> <tr> <td>2</td> <td>Line Item Total</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">0.00</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Total Quantity</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td>4</td> <td colspan="6" style="text-align: center;">Quantity can not be 0 in CFS and Crequest only shows 2 decimal places</td> </tr> <tr style="background-color: #cccccc;"> <td>5</td> <td>ACCS</td> <td style="text-align: right;">Cost</td> <td style="text-align: right;">Quantity</td> <td style="text-align: right;">Rounded Qty</td> <td style="text-align: right;">Fix</td> <td style="text-align: right;">Percent</td> </tr> <tr> <td>6</td> <td>#1</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">1.0000</td> <td style="text-align: right;">1.00</td> <td></td> <td style="text-align: right;">100.00%</td> </tr> <tr> <td>7</td> <td>#2</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>8</td> <td>#3</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>9</td> <td>#4</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>10</td> <td>#5</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>11</td> <td>#6</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>12</td> <td>#7</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>13</td> <td>#8</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>14</td> <td>#9</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>15</td> <td>#10</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>16</td> <td>#11</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>17</td> <td>#12</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>18</td> <td>#13</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>19</td> <td>#14</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>20</td> <td>#15</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>21</td> <td>#16</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>22</td> <td>#17</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>23</td> <td>#18</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>24</td> <td>#19</td> <td></td> <td style="text-align: right;">0.0000</td> <td style="text-align: right;">0.00</td> <td></td> <td 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Notice there are two columns for quantity. The first is for the CFS side showing the four positions after the decimal point. The second column shows what C.Request does to “round” the quantity to two positions after the decimal point. If any value in the Rounded Qty column has rounded to 0.00 or the subtotal of that column is more than the line quantity, you will need to use the FIX column to fix the quantities to make sure they equal the line quantity. Any column that is white is a fillable field and will allow you to enter your data.</p>	A	B	C	D	E	F	G	1		Summary	Line Total	Difference	Fix		2	Line Item Total	500.00	500.00	0.00			3	Total Quantity	1.00	1.00	0.00	0.00		4	Quantity can not be 0 in CFS and Crequest only shows 2 decimal places						5	ACCS	Cost	Quantity	Rounded Qty	Fix	Percent	6	#1	500.00	1.0000	1.00		100.00%	7	#2		0.0000	0.00		0.00%	8	#3		0.0000	0.00		0.00%	9	#4		0.0000	0.00		0.00%	10	#5		0.0000	0.00		0.00%	11	#6		0.0000	0.00		0.00%	12	#7		0.0000	0.00		0.00%	13	#8		0.0000	0.00		0.00%	14	#9		0.0000	0.00		0.00%	15	#10		0.0000	0.00		0.00%	16	#11		0.0000	0.00		0.00%	17	#12		0.0000	0.00		0.00%	18	#13		0.0000	0.00		0.00%	19	#14		0.0000	0.00		0.00%	20	#15		0.0000	0.00		0.00%	21	#16		0.0000	0.00		0.00%	22	#17		0.0000	0.00		0.00%	23	#18		0.0000	0.00		0.00%	24	#19		0.0000	0.00		0.00%	25	#20		0.0000	0.00		0.00%	26	#21		0.0000	0.00		0.00%	27	#22		0.0000	0.00		0.00%	28	#23		0.0000	0.00		0.00%	29	#24		0.0000	0.00		0.00%	30	#25		0.0000	0.00		0.00%	31	#26		0.0000	0.00		0.00%	32	#27		0.0000	0.00		0.00%	33	#28		0.0000	0.00		0.00%	34	#29		0.0000	0.00		0.00%	35	#30		0.0000	0.00		0.00%	36	Subtotal	500.00	1.0000	1.00	0.00	100.00%
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6b21	<p>For our exercise we have 4 accounting codes to add. We'll do this into the worksheet first:</p> <table border="1" data-bbox="305 390 1218 1163"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Summary</td> <td>Line Total</td> <td>Difference</td> <td>Fix</td> <td></td> </tr> <tr> <td>2</td> <td>Line Item Total</td> <td>11,625.75</td> <td>11,625.75</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Total Quantity</td> <td>3.00</td> <td>3.01</td> <td>-0.01</td> <td>3.00</td> <td></td> </tr> <tr> <td>4</td> <td colspan="6">Quantity can not be 0 in CFS and Crequest only shows 2 decimal places</td> </tr> <tr> <th>5</th> <th>ACCS</th> <th>Cost</th> <th>Quantity</th> <th>Bounded Qty</th> <th>Fix</th> <th>Percent</th> </tr> <tr> <td>6</td> <td>#1 14-11-18K3A02-P05-0001-010306000-0602000100000000-3123000</td> <td>5,000.25</td> <td>1.2900</td> <td>1.29</td> <td>1.29</td> <td>43.01%</td> </tr> <tr> <td>7</td> <td>#2 14-11-18K3K1R-P00-0001-010104000-0602000100000000-3123000</td> <td>1,500.10</td> <td>0.3870</td> <td>0.39</td> <td>0.39</td> <td>12.90%</td> </tr> <tr> <td>8</td> <td>#3 14-11-18K3B00-P00-0001-010102000-0602000100000000-3123000</td> <td>2,500.15</td> <td>0.6450</td> <td>0.65</td> <td>0.65</td> <td>21.51%</td> </tr> <tr> <td>9</td> <td>#4 14-11-18K3B11-F11-0001-010102000-0602000100000000-3123000</td> <td>2,625.25</td> <td>0.6774</td> <td>0.68</td> <td>0.67</td> <td>22.58%</td> </tr> <tr> <td>10</td> <td>#5</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>11</td> <td>#6</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>12</td> <td>#7</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>13</td> <td>#8</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>14</td> <td>#9</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>15</td> <td>#10</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>16</td> <td>#11</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>17</td> <td>#12</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>18</td> <td>#13</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>19</td> <td>#14</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>20</td> <td>#15</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>21</td> <td>#16</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>22</td> <td>#17</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>23</td> <td>#18</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>24</td> <td>#19</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>25</td> <td>#20</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>26</td> <td>#21</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>27</td> <td>#22</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>28</td> <td>#23</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>29</td> <td>#24</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>30</td> <td>#25</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>31</td> <td>#26</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>32</td> <td>#27</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>33</td> <td>#28</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>34</td> <td>#29</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>35</td> <td>#30</td> <td></td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00%</td> </tr> <tr> <td>36</td> <td>Subtotal</td> <td>11,625.75</td> <td>3.0000</td> <td>3.01</td> <td>3.00</td> <td>100.00%</td> </tr> </tbody> </table> <p>The worksheet will automatically calculate the quantity and percentage to be added to C.Request. By the subtotal and total areas, you will see if there are any differences that need to be corrected.</p> <p>Any changes to the quantity should be done in the FIX colum and if that is the case, you will need to make sure to enter that column's quantity into C.Request.</p> <p>You are also then able to print this worksheet out for easy entry into the system.</p>	A	B	C	D	E	F	G	1		Summary	Line Total	Difference	Fix		2	Line Item Total	11,625.75	11,625.75	0.00			3	Total Quantity	3.00	3.01	-0.01	3.00		4	Quantity can not be 0 in CFS and Crequest only shows 2 decimal places						5	ACCS	Cost	Quantity	Bounded Qty	Fix	Percent	6	#1 14-11-18K3A02-P05-0001-010306000-0602000100000000-3123000	5,000.25	1.2900	1.29	1.29	43.01%	7	#2 14-11-18K3K1R-P00-0001-010104000-0602000100000000-3123000	1,500.10	0.3870	0.39	0.39	12.90%	8	#3 14-11-18K3B00-P00-0001-010102000-0602000100000000-3123000	2,500.15	0.6450	0.65	0.65	21.51%	9	#4 14-11-18K3B11-F11-0001-010102000-0602000100000000-3123000	2,625.25	0.6774	0.68	0.67	22.58%	10	#5		0.0000	0.00		0.00%	11	#6		0.0000	0.00		0.00%	12	#7		0.0000	0.00		0.00%	13	#8		0.0000	0.00		0.00%	14	#9		0.0000	0.00		0.00%	15	#10		0.0000	0.00		0.00%	16	#11		0.0000	0.00		0.00%	17	#12		0.0000	0.00		0.00%	18	#13		0.0000	0.00		0.00%	19	#14		0.0000	0.00		0.00%	20	#15		0.0000	0.00		0.00%	21	#16		0.0000	0.00		0.00%	22	#17		0.0000	0.00		0.00%	23	#18		0.0000	0.00		0.00%	24	#19		0.0000	0.00		0.00%	25	#20		0.0000	0.00		0.00%	26	#21		0.0000	0.00		0.00%	27	#22		0.0000	0.00		0.00%	28	#23		0.0000	0.00		0.00%	29	#24		0.0000	0.00		0.00%	30	#25		0.0000	0.00		0.00%	31	#26		0.0000	0.00		0.00%	32	#27		0.0000	0.00		0.00%	33	#28		0.0000	0.00		0.00%	34	#29		0.0000	0.00		0.00%	35	#30		0.0000	0.00		0.00%	36	Subtotal	11,625.75	3.0000	3.01	3.00	100.00%
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6c	<p>Going back to C.Request from the Account Code Management screen:</p> <ul style="list-style-type: none"> ➤ Click <i>Create</i> from the <i>Menu Options</i> 																																																																																																																																																																																																																																																																			

Step	Action
6c1	<p>Account Code Detail screen appears.</p> <p>Account Code Detail User: ERIN K COBBS (EK Version: 8.7 SP1 Screen ID: RAI</p> <hr/> <p>Line Item No.: 0001, Bowfront Latitude E6510, YD 12413, 224-8069 * = Required Field</p> <p>Bureau Code (2): <input type="text"/> Import Entire Account Code</p> <p>Fiscal Year (2): <input type="text"/></p> <p>Project (7): <input type="text"/></p> <p>Task (3): <input type="text"/></p> <p>Fund (4): <input type="text"/></p> <p>Program (9): <input type="text"/></p> <p>Organization (16): <input type="text"/></p> <p>Object Class (8): <input type="text"/></p> <p>User Defined (6): <input type="text"/></p> <p>Allocation By: <input type="text"/></p> <hr/> <p>➤ Enter all values of the first ACCS (e.g., bureau, fund, etc) from your worksheet ✓ <i>14-11-18K3A02-P05-0001-010306000-0602000100000000-31230000-000000</i></p> <p>Allocation By: <input type="text"/></p> <p>Percent: <input type="text" value="0.00"/> Cost: <input type="text" value="0"/> Quantity: <input type="text" value="0"/></p> <p>➤ Select Allocation By (i.e. Cost) ➤ Enter Cost (i.e. 5000.25) ➤ Enter Quantity (i.e. 1.29) ➤ Click Save</p>
6c2	<p>➤ Click Create from the <i>Menu Options</i> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3KHR-P00-0001-010104000-0602000100000000-31230000-000000</i> ➤ Select Allocation By (i.e. Cost) ➤ Enter Cost (i.e. 1500.10) ➤ Enter Quantity (i.e. 0.39) ➤ Click Save</p>

Step	Action
6c3	<ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3B80-P00-0001-010102000-0602000100000000-31230000-000000</i> ➤ Select Allocation By (i.e. Cost) ➤ Enter Cost (i.e. 2500.15) ➤ Enter Quantity (i.e. 0.65) ➤ Click Save
6c4	<ul style="list-style-type: none"> ➤ Click Create from the <i>Menu Options</i> ➤ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ <i>14-11-18K3B81-P11-0001-010102000-0602000100000000-31230000-000000</i> ➤ Select Allocation By (i.e. Cost) ➤ Enter Cost (i.e. 2625.25) ➤ Enter Quantity (i.e. 0.67) ➤ Click Save
6d	<ul style="list-style-type: none"> ➤ Verify Line Item Total equals Total Cost ➤ Verify Total Percentage equals 100% ➤ Verify Total Quantity equal the total line item quantity
7	<ul style="list-style-type: none"> ➤ Click Line Items from the <i>Menu Options</i> ➤ Enter any additional line(s) and accounting code(s) as listed part of this exercise. Utilize the worksheet to verify the quantities are correct. ➤ When finished click Summary from the <i>Menu Options</i> ➤ Click Forms from the <i>Menu Options</i>
8	<p>Requisition Form Setup screen appears</p> <ul style="list-style-type: none"> ➤ Click Accounting Codes checkbox ➤ Click Cost of Line Item Applied to the Account Code checkbox ➤ Click Delivery Date checkbox ➤ Click View Form <p>A warning message will appear</p> <ul style="list-style-type: none"> ➤ Click OK
9	<p>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.</p> <ul style="list-style-type: none"> ➤ Close out the window ➤ Click Save ➤ Click on Review and Approval from the <i>Menu Options</i>

Step	Action
10	<p>Requisition Review & Approval Management screen appears. It is here where you will set up the routing your document will go through.</p> <ul style="list-style-type: none"> ➤ Click Add User from the <i>Menu Options</i> <p>Requisition Reviewer Detail screen appears. It is here where you will be entering your information pertaining on how your requisition will route through the system.</p> <ul style="list-style-type: none"> ➤ Enter the Reviewer Code (i.e. choose yours) ➤ Leave the Receiving Order the number it is ➤ Make sure Approval Required radio button is selected ➤ Click Save
11	<p>Requisition Review & Approval Management screen appears with your first reviewer/approver showing.</p> <ul style="list-style-type: none"> ➤ Click Release from the <i>Menu Options</i> ➤ Click Summary from the <i>Menu Options</i> ➤ Click Home from the <i>Standard Menu Bar</i>
12	<p>Approve your requisition:</p> <ul style="list-style-type: none"> ➤ Click Inbox from the <i>Standard Menu Bar</i> ➤ Click Search ➤ Check the checkbox for the document you wish to review/approve ➤ Click Review from the <i>Menu Options</i> ➤ Check the Approve radio button ➤ Enter your Signature Password ➤ Enter any Comments ➤ Click Save
13	<p>Open up the document to finish the process:</p> <ul style="list-style-type: none"> ➤ Click Home from the <i>Standard Menu Bar</i> ➤ Click Hotlist view tab ➤ Click Document Name ➤ Click Commit from the <i>Menu Options</i>

Step	Action
14	<p>Financial Interface Validations screen appears.</p> <ul style="list-style-type: none">➤ Validate the dollar amount➤ Click <i>Save and Post</i>➤ Click <i>Summary</i> from the <i>Menu Options</i> to refresh the screen <p>If committed successfully:</p> <ul style="list-style-type: none">➤ Click <i>Submit</i> from the <i>Menu Options</i>
15	<p>Submit screen appears</p> <ul style="list-style-type: none">➤ Select the <i>Training Office</i> (i.e. TRG)➤ Click <i>Save</i>
16	<p>Requisition Summary screen appears. At the bottom of the screen in the <i>Message</i> area you should get a message that the requisition has been successfully submitted.</p> <ul style="list-style-type: none">➤ Click <i>Home</i> from the <i>Standard Menu Bar</i>