Commerce Business Systems (CBS)

Achieving Excellence in Financial Management

NOAA

C.Request

Exercises

for

FY 2015 Training

Version 1.1

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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	11/10/2014	New FY 2015 Training Exercises – Updated to current FY	E.Cobbs/FSD CSB – Training
V1.1	2/6/2014	Updated exercises to reflect the changes due to new system 9.3	E.Cobbs/FSD CSB – Training

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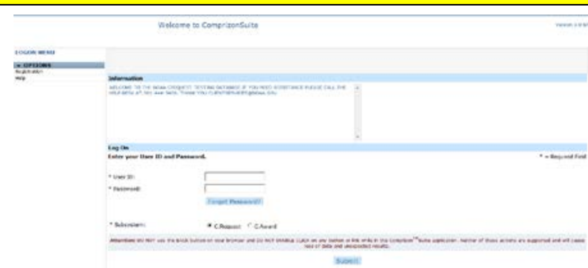
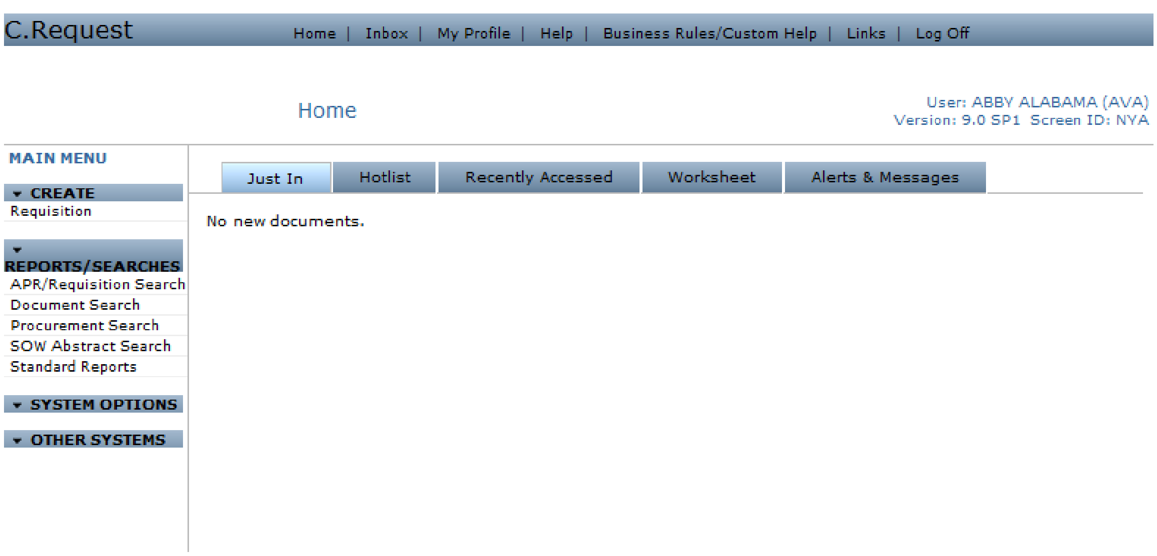
Exercise #1: Login to C.Request

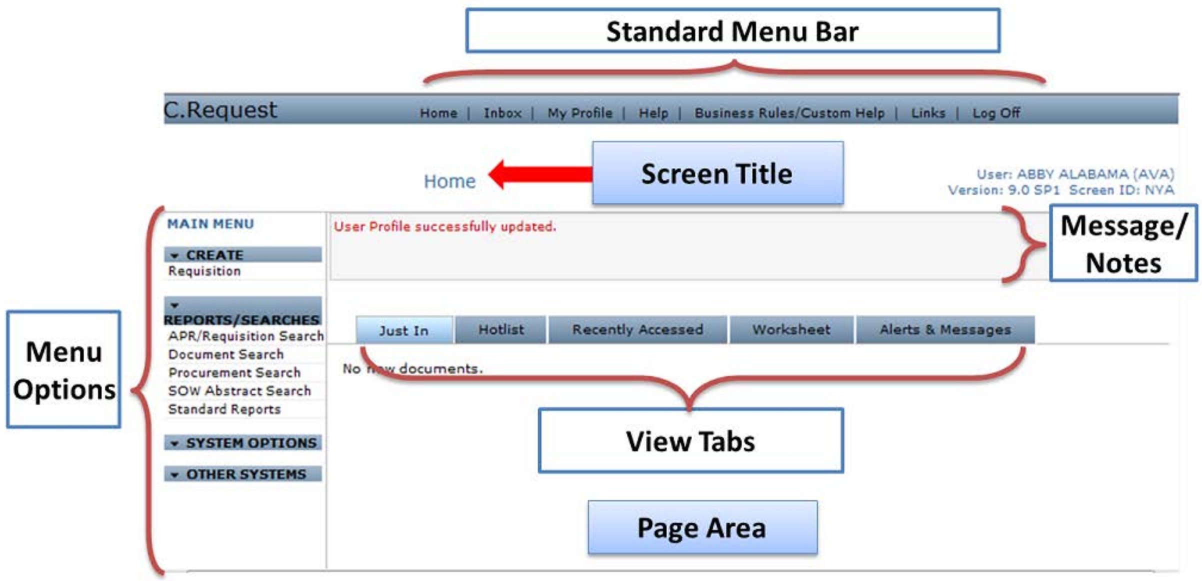
Objectives:

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

Instructions: Execute the following steps:

Step	Action
1	➢ Open Internet Explorer ➢ Go to the URL provided to you by the instructor
	Note: *NOAA's Production's URL is:* *https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon*
2	On the **Login Screen** ➢ Enter your ***username*** ➢ Enter ***temporary password*** ➢ Click on ***Submit*** 
	Note: *On the Login Screen, there is a link "Forgot Password?" that will allow a user to reset their own password.*
3	The **Home** screen appears 

Navigation Terms

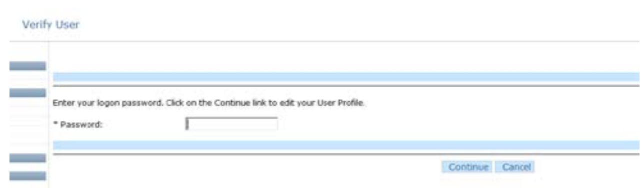
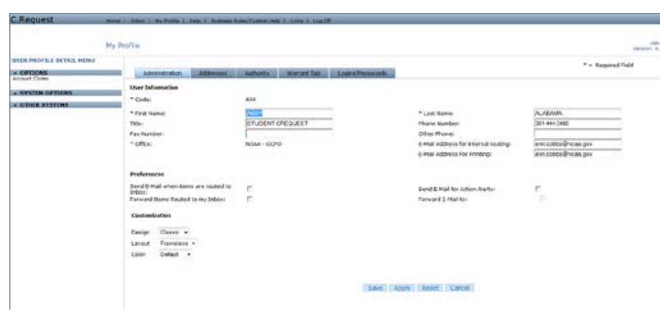


Exercise #2: Navigate to My Profile and Change Information

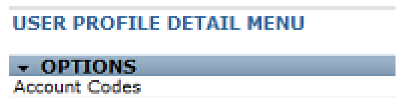
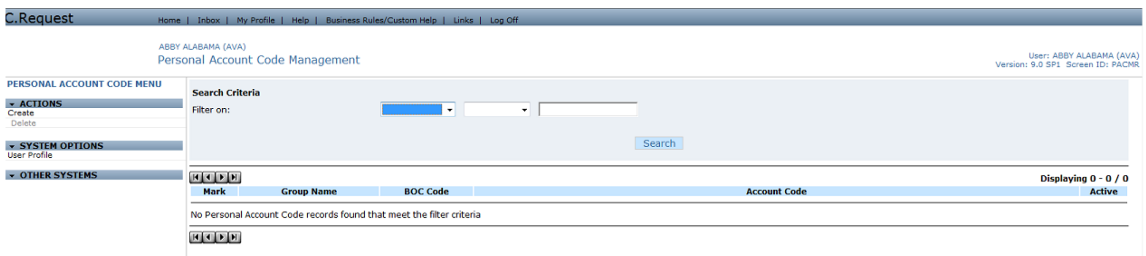
Objectives:
- Navigate to my profile
- Add your email address
- Change your password
- Change your signature PIN
- Add Personal Account Codes

Instructions: Execute the following steps:

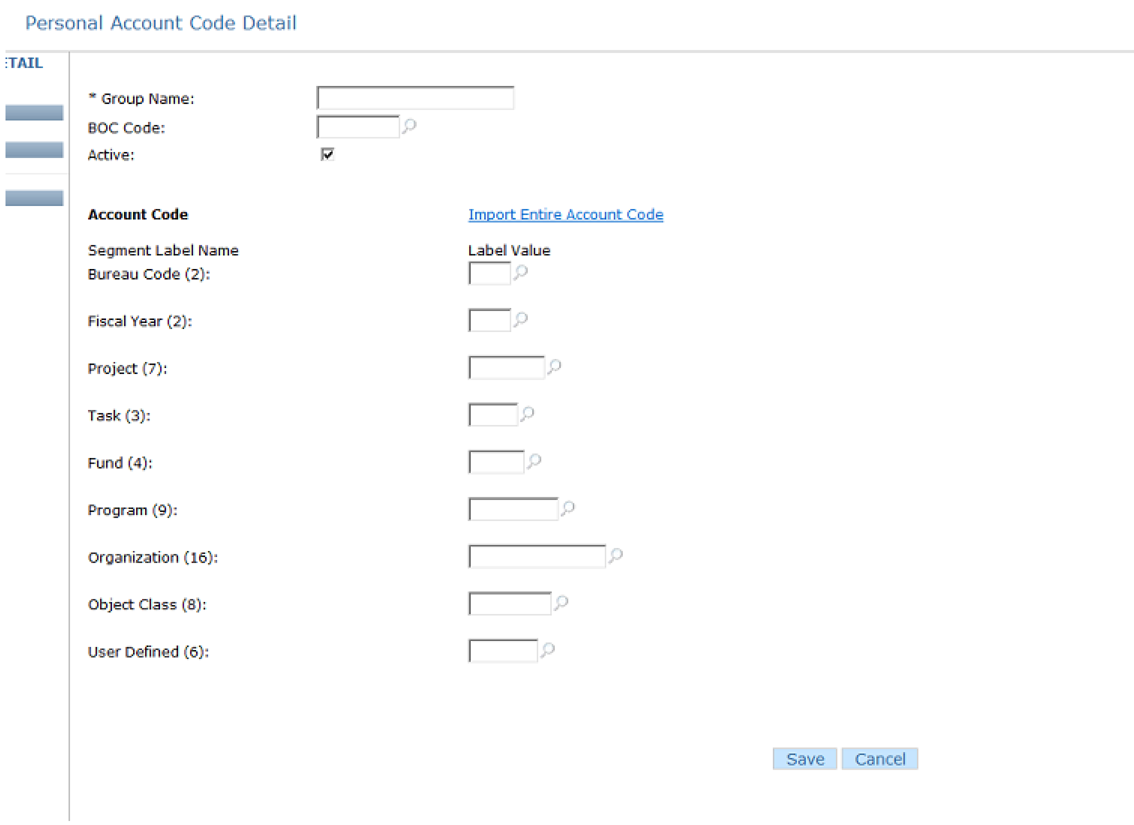
You have just received access to C.Request. The first time you log into the system you will need to update some fields on My Profile. You will need to go to My Profile – add your email address, change your default password and default signature PIN and add Personal Account Codes.

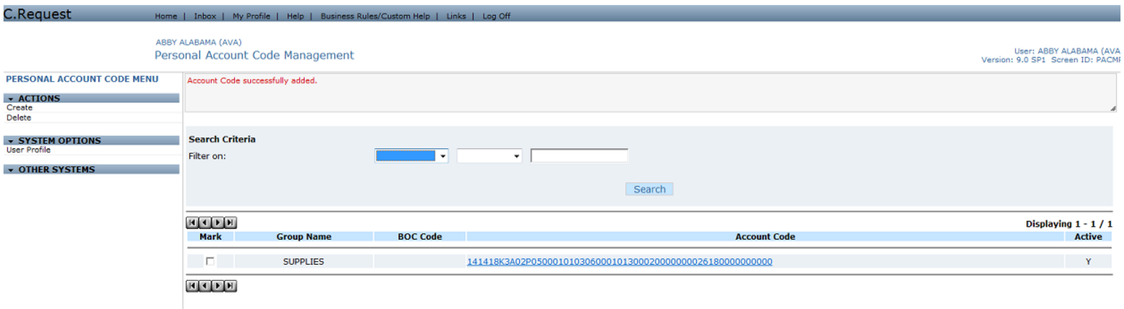
Step	Action
1	From the **Home** screen ➢ Click ***My Profile*** menu option on the *Standard Menu Bar*
2	The **Verify User** screen appears ➢ Enter your *temporary password* ➢ Click ***Continue*** 
3	The **My Profile** screen appears. Under the *Administration* view tab ➢ Enter your *email address* ➢ Check the box for emails to be sent when items sent to inbox ➢ Check the box for sending emails for action items ➢ Click the *Addresses* view tab 

Step	Action
	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.* *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.)* *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.* *There is also a new section that will allow you to customize how C.Request displays on screen.*
4	Under the *Addresses* view tab ➢ Verify that the first three address fields are filled out ➢ Click the *Logins/Passwords* view tab 
	Note: *In production, you would want to set up all of your addresses here in order for them to automatically populate on your requisition.*
5	Under the *Logins/Passwords* view tab ➢ Check the box **Change Logon Password** ➢ Check the box **Change Signature Password** ➢ Enter & Confirm *New Password* ➢ Enter & Confirm *New Signature PIN* ➢ Click ***Apply*** 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Notes:
✓ Clicking Apply will save the information but keep you on the same screen.
✓ Clicking Save will save the information but leave the screen.</td></tr>
<tr><td>6</td><td>From the My Profile screen after saving:
Click Account Codes under the Menu Options.

</td></tr>
<tr><td>7</td><td>The Personal Account Code Management screen appears.


➢ Click on the Create menu option</td></tr>
<tr><td></td><td>Note: This functionality allows a user to add accounting codes to their profile, in order to add them more easily to their requisitions.</td></tr>
</table>

Step	Action
8	The **Personal Account Code Detail** screen appears.  ➢ Enter the name you wish to give this ACCS in the *Group Name* field (i.e. **Supplies**) ➢ Enter all values of the ACCS (e.g., bureau, fund, etc) ➢ *14-15-28LEF28-B00-0001-022116001-3021000200000000-26180000-000000* ➢ Click ***Save***
	Notes: ✓ *Each field name has a number in parentheses; this represents the number of characters that the field must contain.* ✓ *Enter all field values in capital letters.* ✓ *Any fields that end with zero, you can hold down on your keyboard the system will know when to stop.* ✓ *You can also leave some fields blank (like object class) so that you have a default template ACCS.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>You’ll be returned to the Personal Account Code Management screen, where your new ACCS will appear and you’ll see a message at the bottom stating it has been successfully added.


➢ Click on the Home link in the Standard Menu Bar.</td></tr>
<tr><td>10</td><td>The Home screen appears</td></tr>
</table>

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Exercise #3: Create a Basic Requisition (Default Accounting)

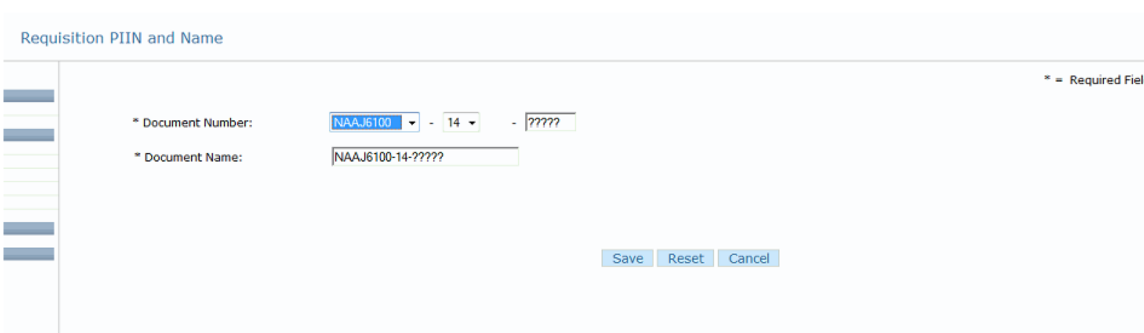
Objectives:

- 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 *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish. (i.e. Multipurpose paper [date]) ➢ Click ***Save*** 

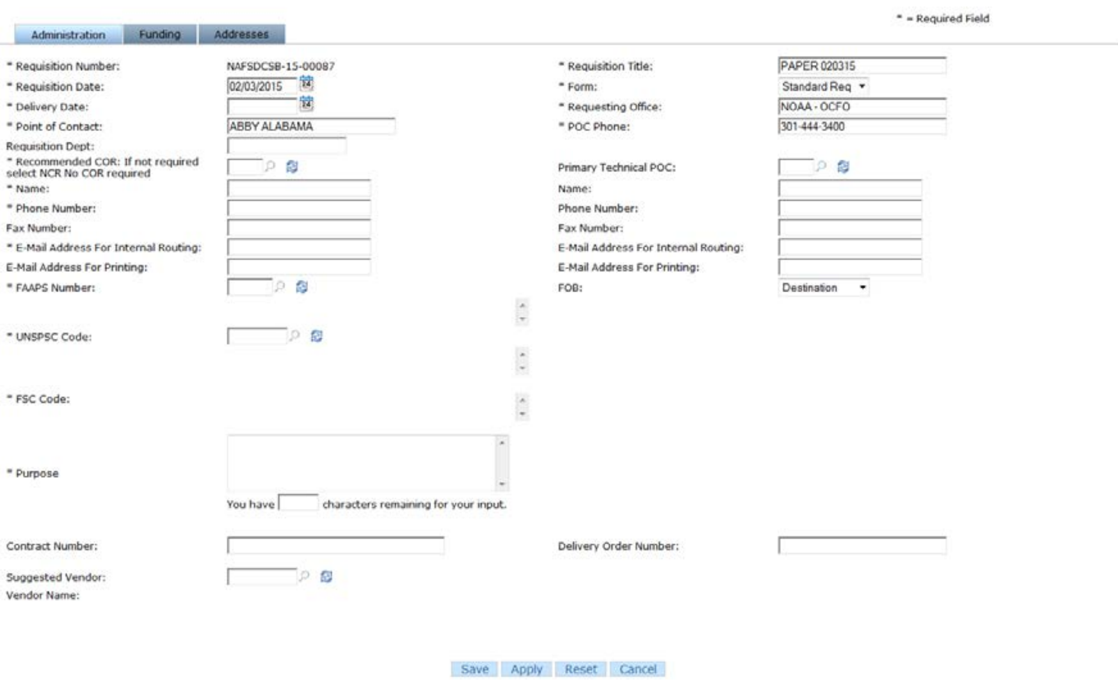
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

Notes:

- ✓ *The user's codes for their office will show in the PICKLIST.*
- ✓ *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.*

</td></tr>
<tr><td>3</td><td>

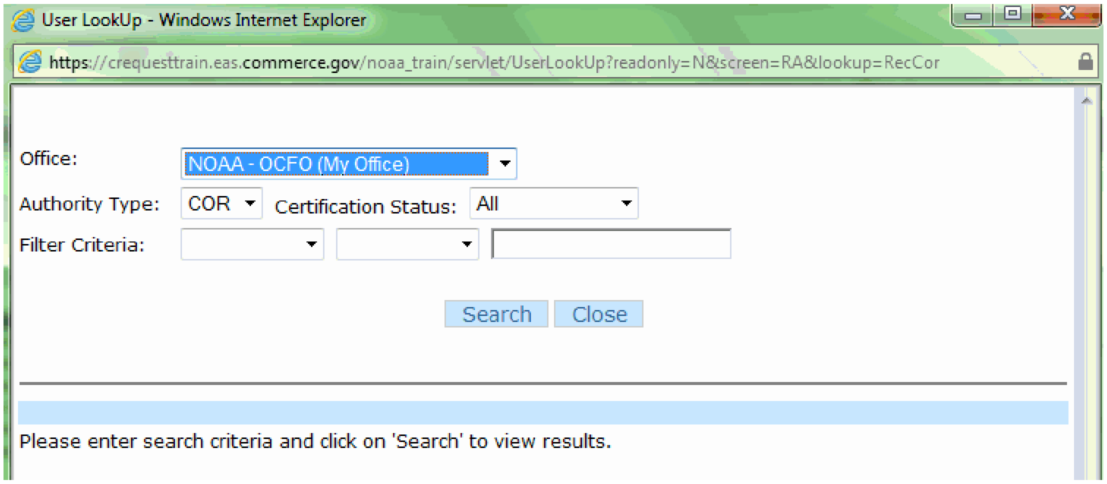
The **Requisition Administration** screen appears.



</td></tr>
</table>

Step	Action
3a	On the *Administration* view tab: The following fields should be automatically filled in based off your Profile information: • **Requisition Number** (system generated) • **Requisition Title** (although this can still be changed here) • **Requisition Date** (populates with the current system date) • **Form** (Should always read Standard Req) • **Requesting Office** (populated from My Profile and should be filled with your office) • **Point of Contact** (populated from My Profile and should be filled with your name) • **POC Phone** (populated from My Profile and should be filled with your number)
3b	On the *Administration* view tab you will need to: ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***Purpose*** (i.e. REPLENISH FAX/COPY PAPER) ➢ Click on the ***Lookup*** icon for the ***Recommended COR*** field
	Notes: ✓ *Delivery Date should be at least a month out from when submitting the requisition to give the acquisition's office time to procure.* ✓ *Any acquisition that is $150,000 or less is considered a simplified acquisition and will use 5 zeroes in the FAAPs# field. Do not use more than 5!* ✓ *Any acquisition over $150,000 must have a specific FAAPs#* ✓ *If you can't find a specific FAAPs#, go this website to find your POC for your office: http://fido.gov/doc/aap/default.asp* ✓ *Technical POC is not a required field.*

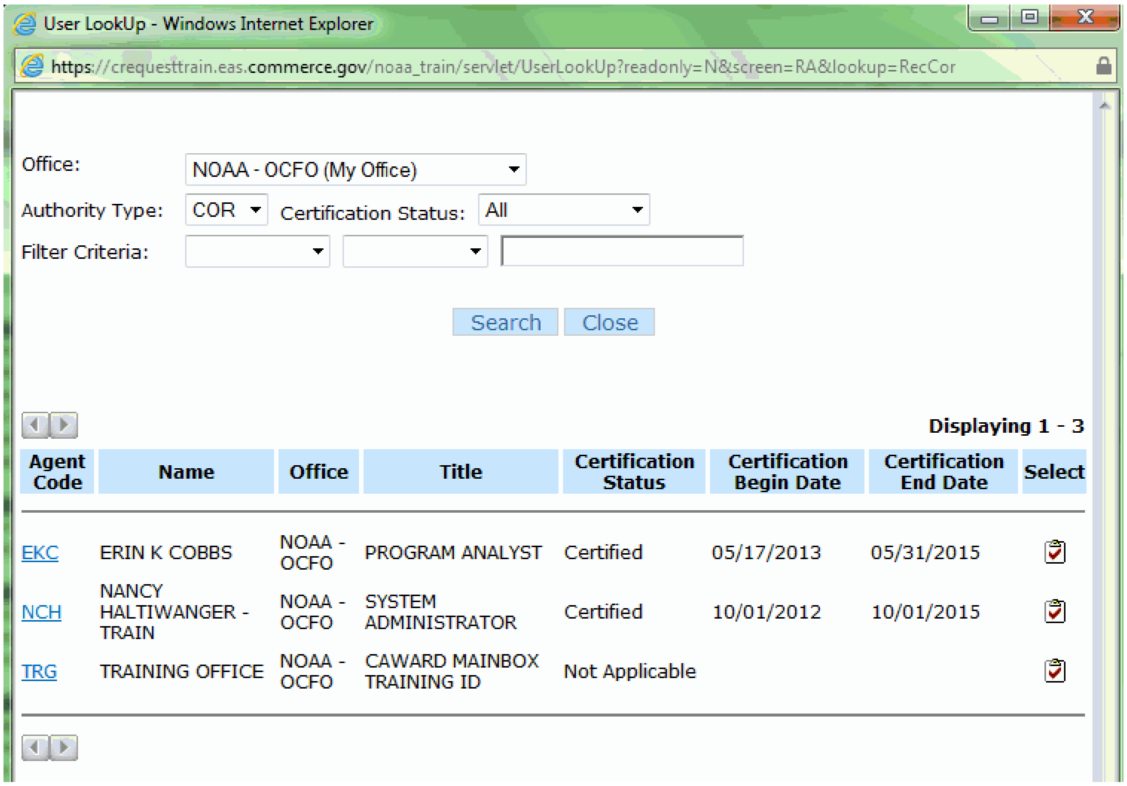
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b1</td><td>A new window opens:



The **Office** field will default to your office and the **Authority Type** will default to COR.

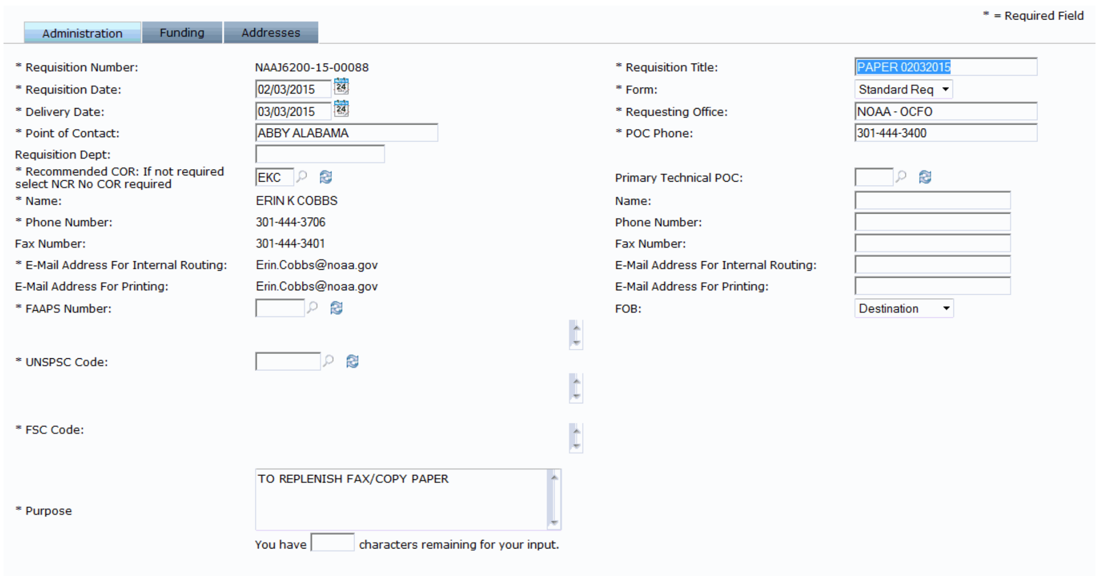
- Click ***Search*** to bring back all CORs from your office</td></tr>
<tr><td></td><td>***Note:*** *If you are unable to find the person within your office, change the Office drop-down selection to ALL and click Search again.*</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b2</td><td>
The screen will refresh bring back all CORs for your office:



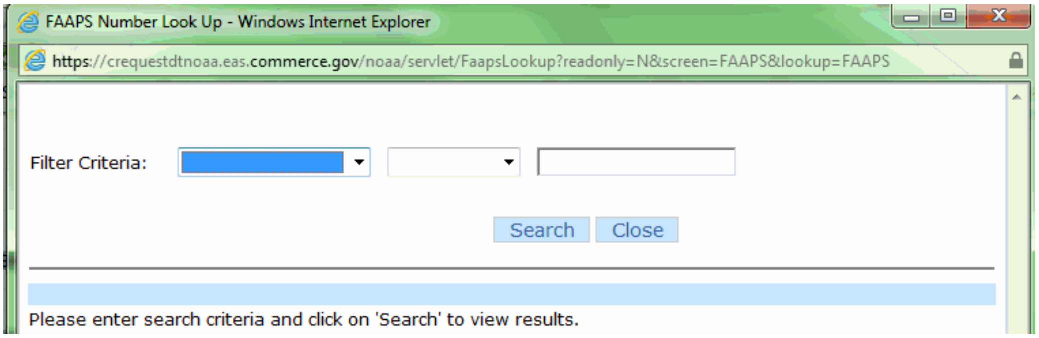
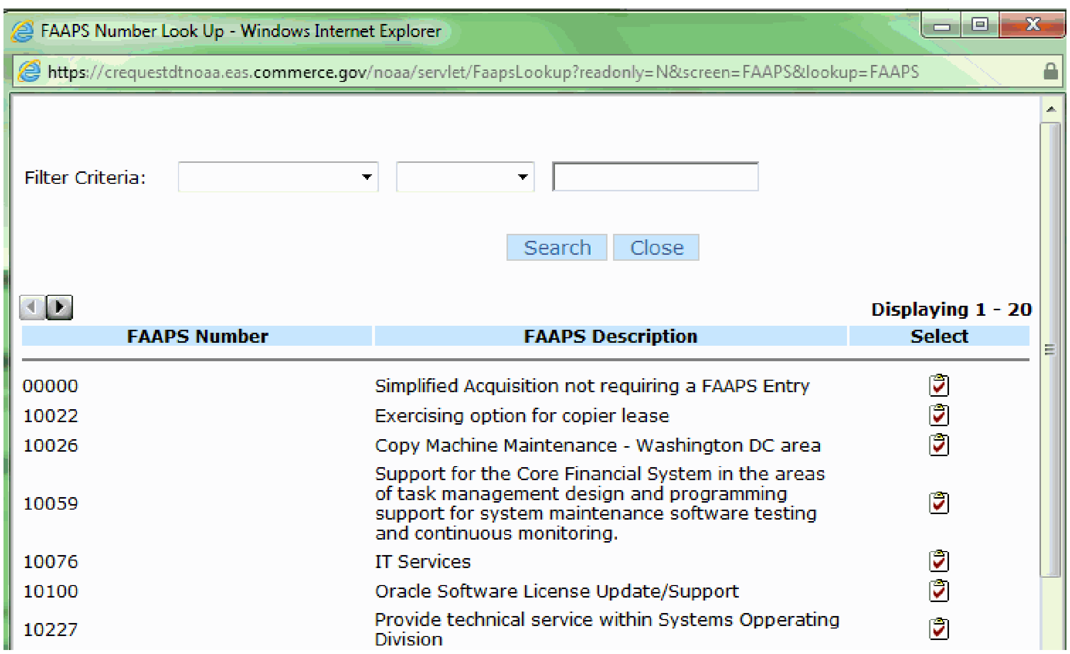
➢ Click the *Select* icon of the code you want to choose (i.e. EKC)
</td></tr>
</table>

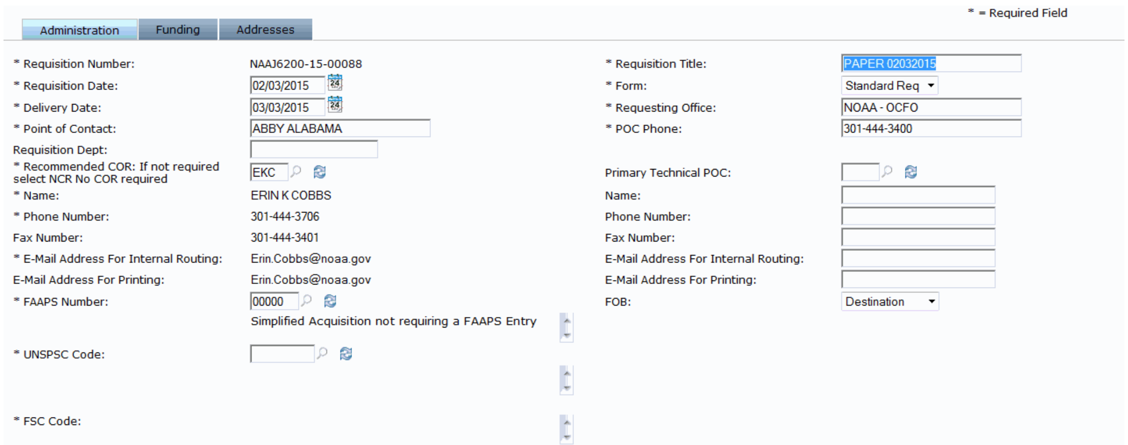
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b3</td><td>
The selection will then populate the other fields related to the COR on the screen:



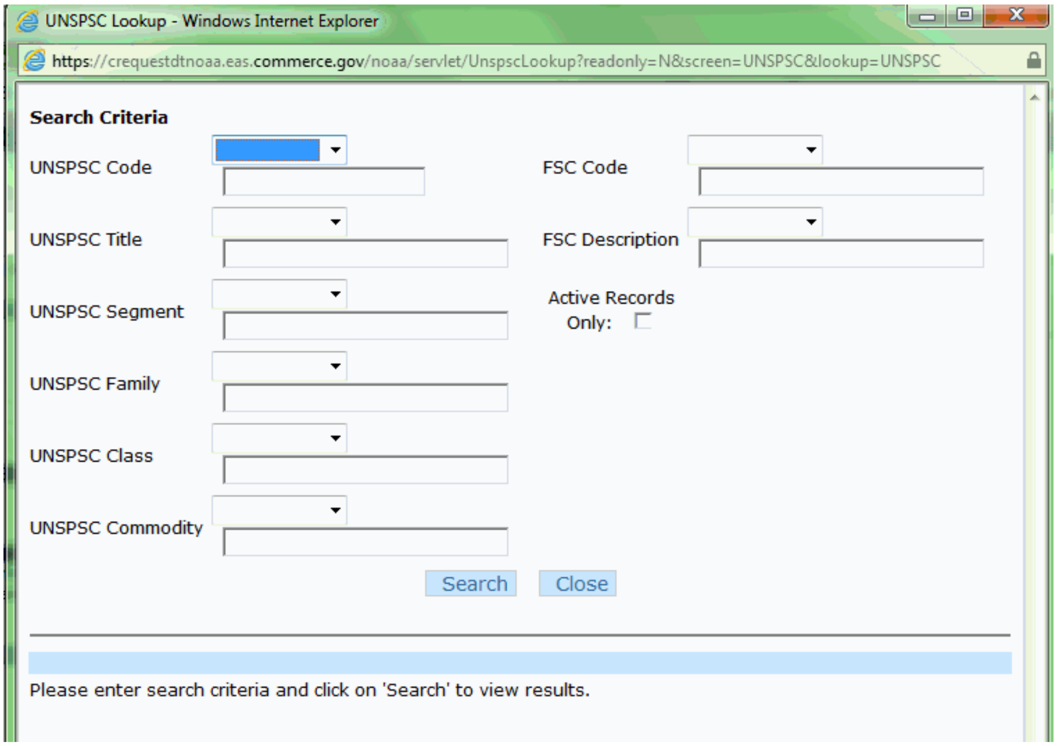
➢ Click on the ***Lookup*** icon for the ***FAAPs#***
</td></tr>
<tr><td></td><td>

Note: *If you do not know who your Contracting Officer Representative (COR) is you can type in NCR in capital letters and click on the refresh icon. The fields below will then populate with default system information.*
</td></tr>
</table>

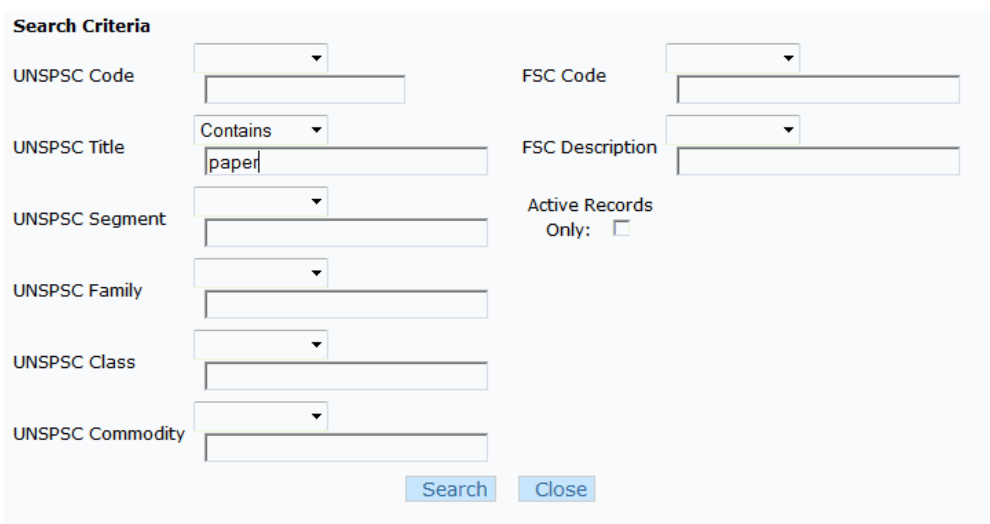
Step	Action
3b4	A new window opens:  The filter criteria fields will be blank. Either use the drop-downs and enter your criteria or ➢ Click ***Search*** to bring back all FAAPs  ➢ Click the *Select* icon of the code you want to choose (i.e. 00000)

Step	Action
3b5	The selection will then populate that field on screen:  ➢ Click on the ***Lookup*** icon for the ***UNSPSC Code***
	Note: *This is now a mandatory field. You will no longer be able to enter the FSC code. However, when you select a UNSPSC code, the FSC Code related will populate automatically. If you are unable to find the code in the system, check the website: http://www.unspsc.org/ If found on there, then fill out this form: https://docs.google.com/a/noaa.gov/forms/d/161rcj8oCbcWeo01gEOZD0v7XI-2N8CQrjaQ3-wDMAvc/viewform and submit it so that it can be added to the system by the system administrators.*

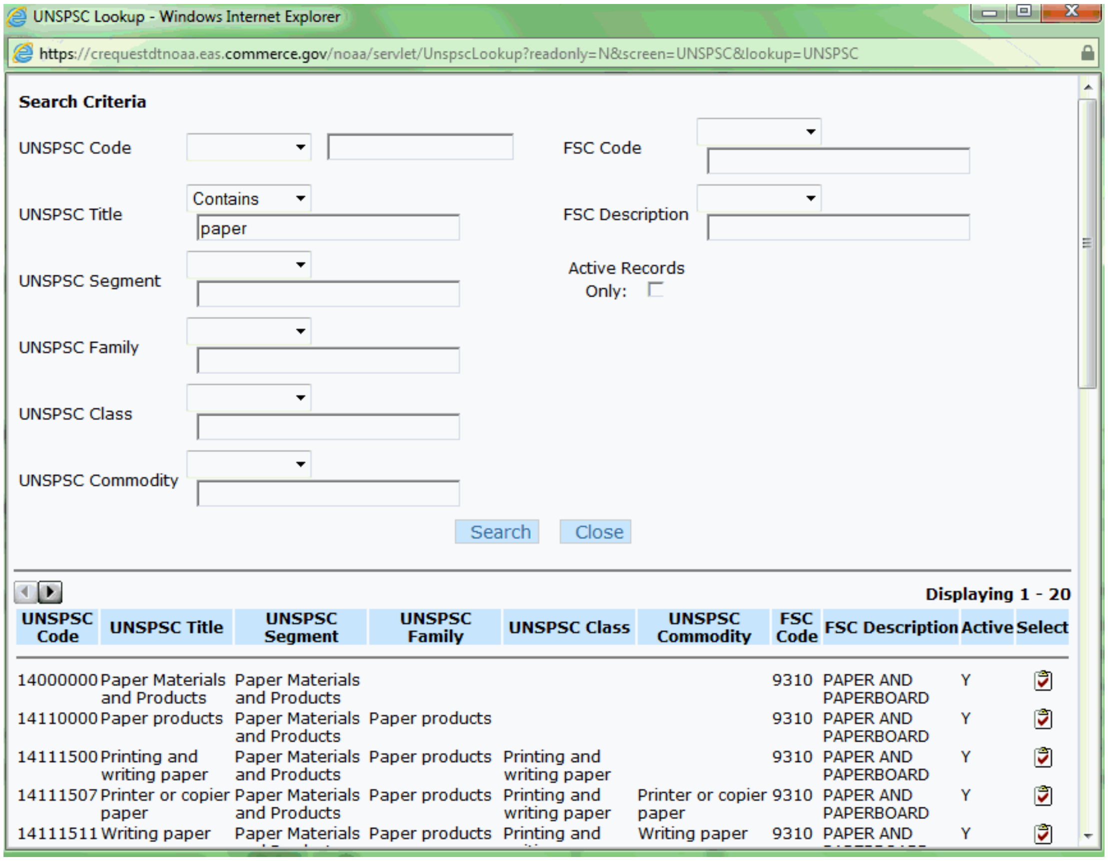
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b6</td><td>
A new window opens:

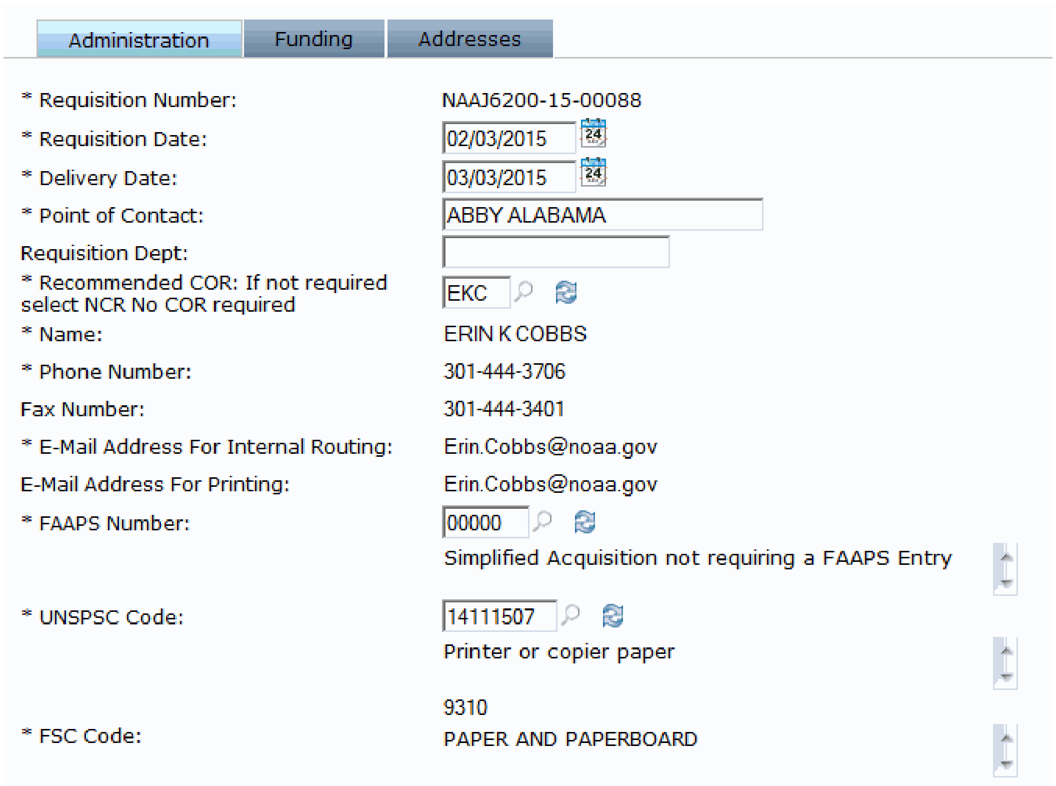


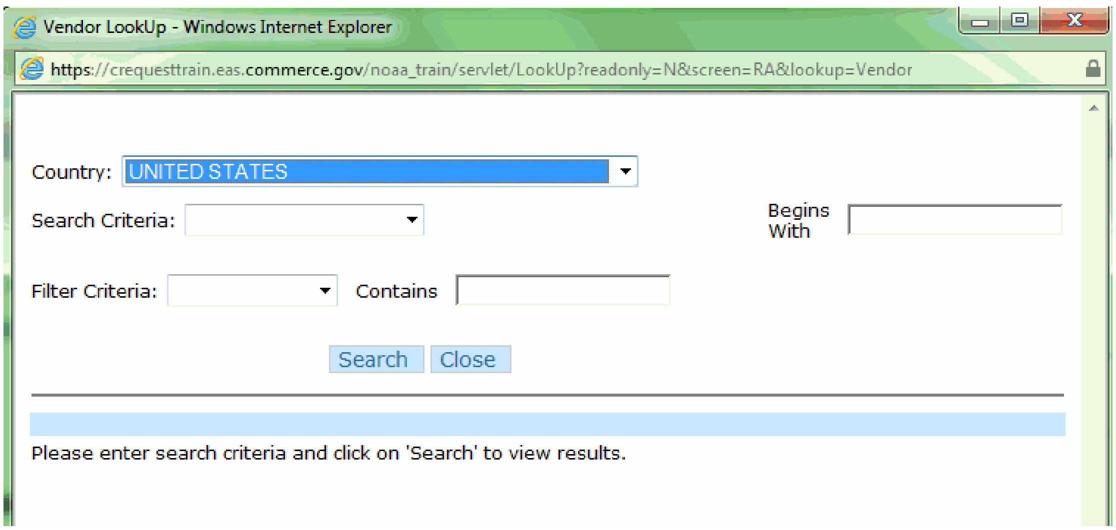
The filter criteria fields will be blank. Either use the drop-downs and enter your criteria



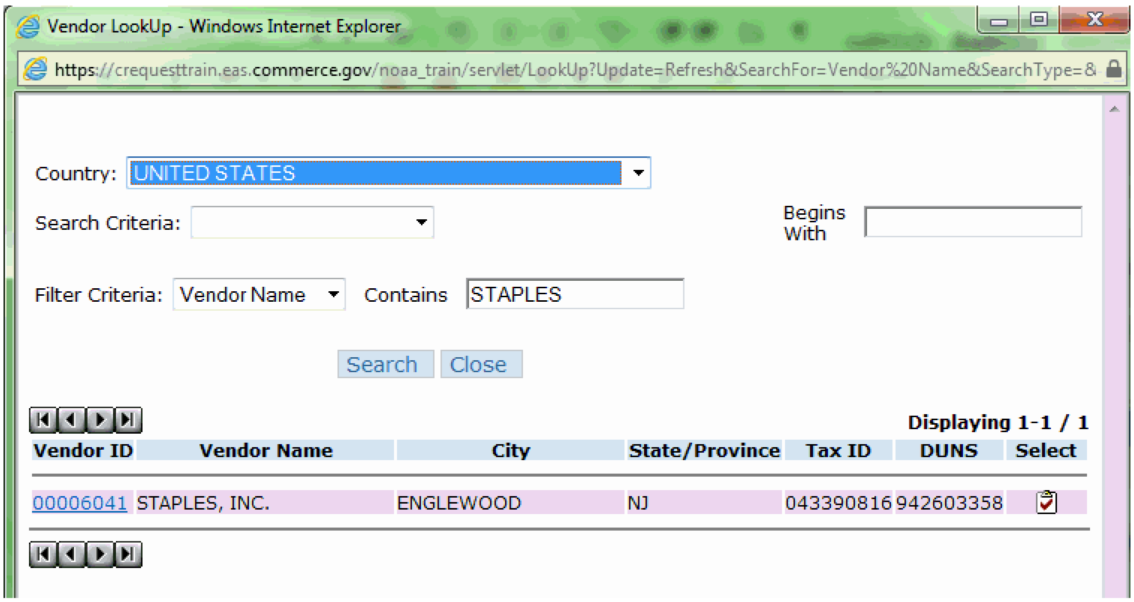
➢ Click ***Search*** to bring back all that match the criteria you are searching on
</td></tr>
</table>

Step	Action
3b61	The screen will populate with information if found:  ➢ Click the *Select* icon of the code you want to choose (i.e. 14111507)

Step	Action
3b7	The **Requisition Administration** screen appears with the UNSPSC and FSC codes filled in:  ➢ Click on the ***Lookup*** icon for the ***Suggested Vendor*** field

Step	Action
3b8	A new window opens that allows the preparer enter criteria to filter the selections shown.  ➢ Select ***Vendor Name*** in the *Filter Criteria* field ➢ Enter ***Staples*** in the *Contains* field ➢ Click ***Search***
	Note: *If you are unable to find the vendor, change the Country drop-down selection to ALL and click Search again.*

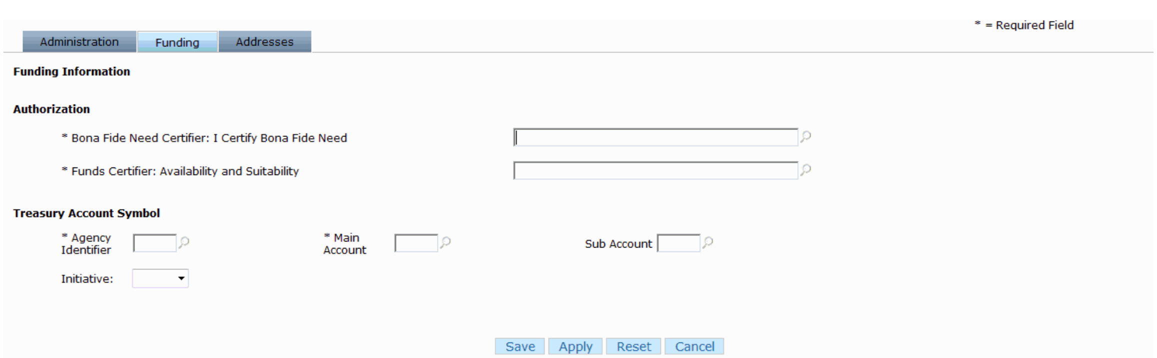
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b9</td><td>
The system will refresh the screen with the available options that matched the criteria searched upon:



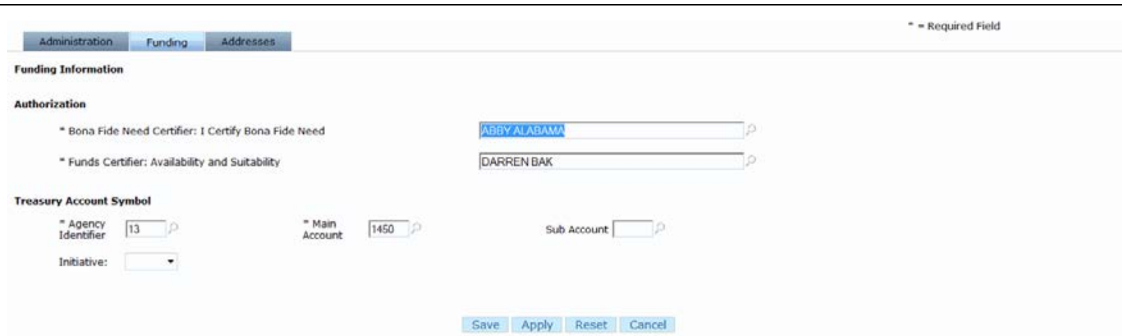
➢ Click the *Select* icon of the code you want to choose (i.e. Staples)
</td></tr>
<tr><td></td><td>
Notes:

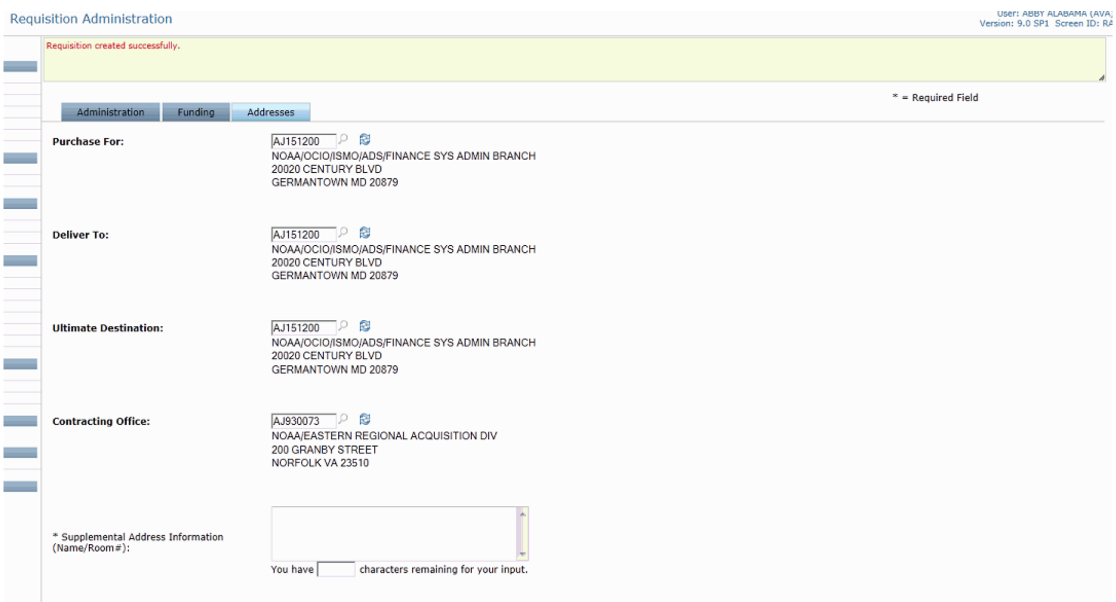
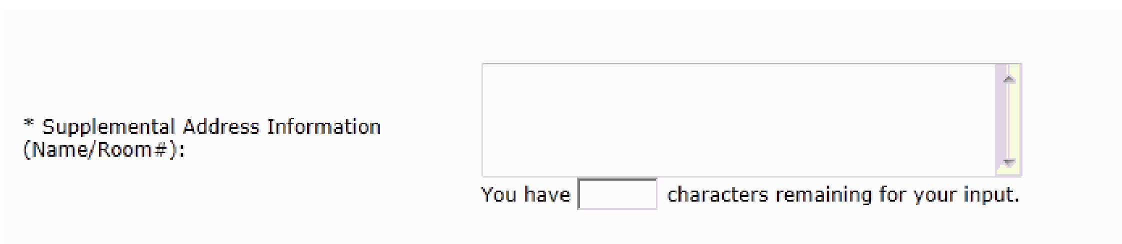
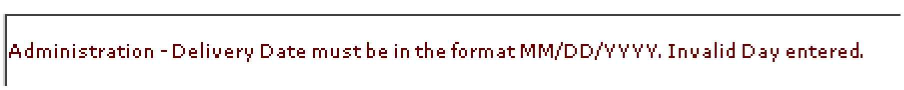
- ✓ *If the Vendor ID link is clicked on, a new window will open showing the details of the vendor. It will not select the vendor.*
- ✓ *Selecting the vendor does not mean acquisitions will use that vendor.*
- ✓ *When searching in the system, less entered will bring back more values.*
</td></tr>
<tr><td>3b10</td><td>
The **Requisition Administration** screen appears with the new code filled in.

➢ Click on *Funding* view tab
</td></tr>
<tr><td>4</td><td>
The *Funding* view tab now has mandatory fields.



</td></tr>
</table>

Step	Action
4a	Under the **Authorization** section, you will need to fill out the following fields: *I certify bonafide need* field (i.e. Your Training ID Name) *I certify funds are available* field (i.e. DAB) The lookup icon can be used if these individuals are in the system. If they are, they should also be included in your routing. If they're not, you can type their names in. Just remember to do them in upper case. If the individuals are not in the system, any outside documentation where they have approved this requisition should be scanned and attached as a supporting document.
	Notes: ✓ *You can type in the field or use the lookup icon to search.*
4b	The **Treasury Account Symbol** section, you will need to enter the following fields: *Agency Identifier* (i.e.13) *Main Account* (i.e. 1450) **Please use the lookup icons for these fields as it can cause issues down the line if you type them in.** You should **<u>never</u>** enter the Sub Account field. The initiative field is only entered if this requisition has to do with the American Recovery and Reinvestment Act (ARRA).
4c	 ➢ Click on *Addresses* view tab

Step	Action
4d	 The addresses populate from your Profile. If none were set up initially you'd have to use the lookup icon to find the codes for the specific address you wish to use. You might also need to scroll down to view all of the fields.
4e	 There is a **mandatory** field -- Supplemental Address Information that needs to be filled in. If none are applicable enter "**N/A**". When finished Click **Save**.
4e1	If any errors are found they will show in the message area like the following:  Fix them and click **Save** again.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

Notes:

- ✓ *The preparer may have to use the scroll bar to view all the mandatory fields.*
- ✓ *Apply allows the preparer to save their changes without changing the current screen.*
- ✓ *Save allows the preparer to save their changes, but the screen will change.*
- ✓ *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.*

</td></tr>
<tr><td>5</td><td>

The **Requisition Summary** screen appears

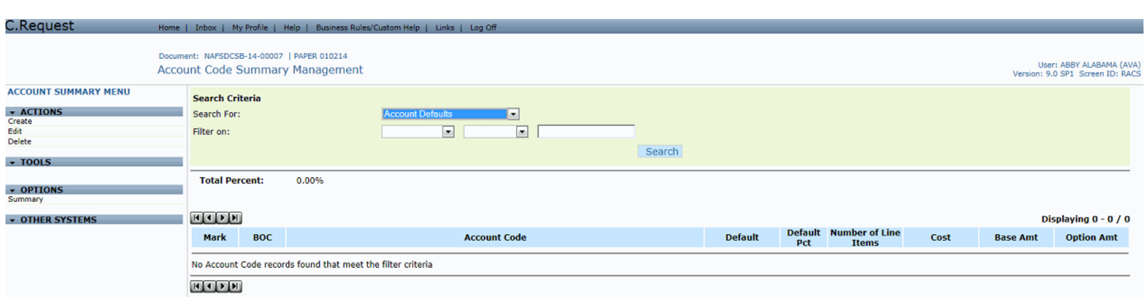
- ➢ Click ***Add to Hotlist*** from the *Menu Options*
- ➢ Click ***Accounting*** from the *Menu Options*

</td></tr>
<tr><td></td><td>

Note: *The Requisition Summary screen is the "home" screen for the requisition. It shows the preparer all information pertaining to the requisition at a summary level.*

</td></tr>
<tr><td>6</td><td>

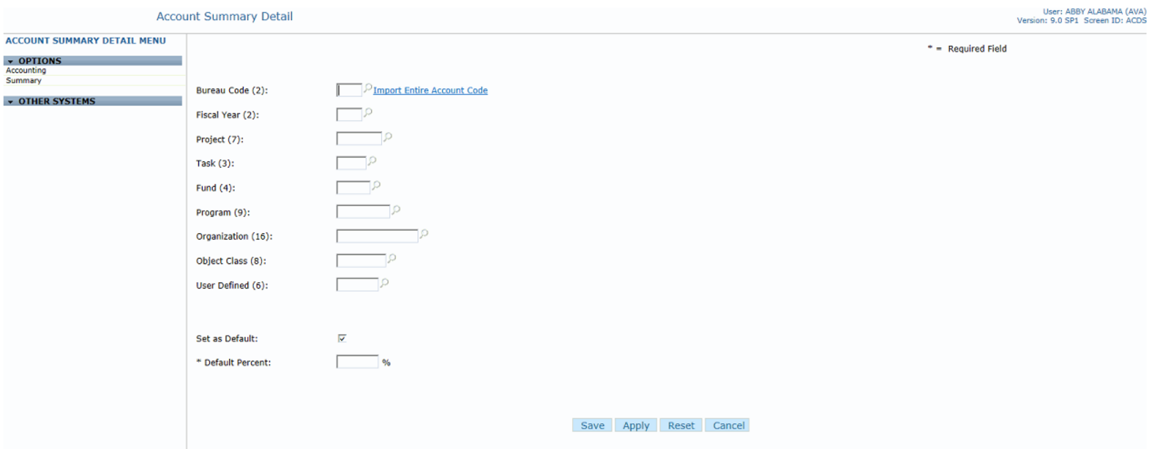
The **Account Code Summary Management** screen appears



- ➢ Click ***Create*** from the *Menu Options*

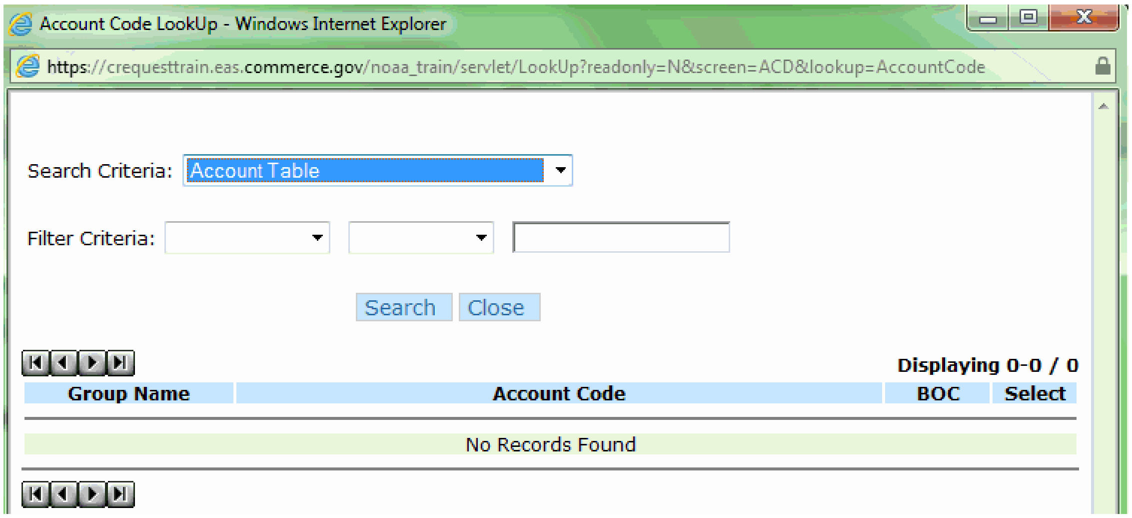
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>The **Account Summary Detail** screen appears

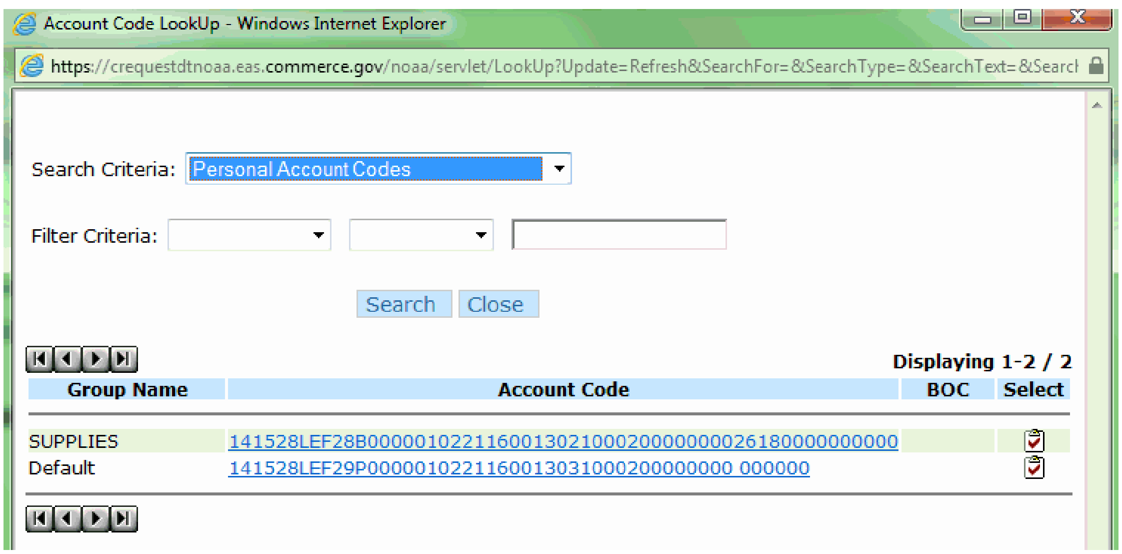


➢ Click the "**Import Entire Account Code**" link</td></tr>
</table>

Step	Action
7a	A new window will open:



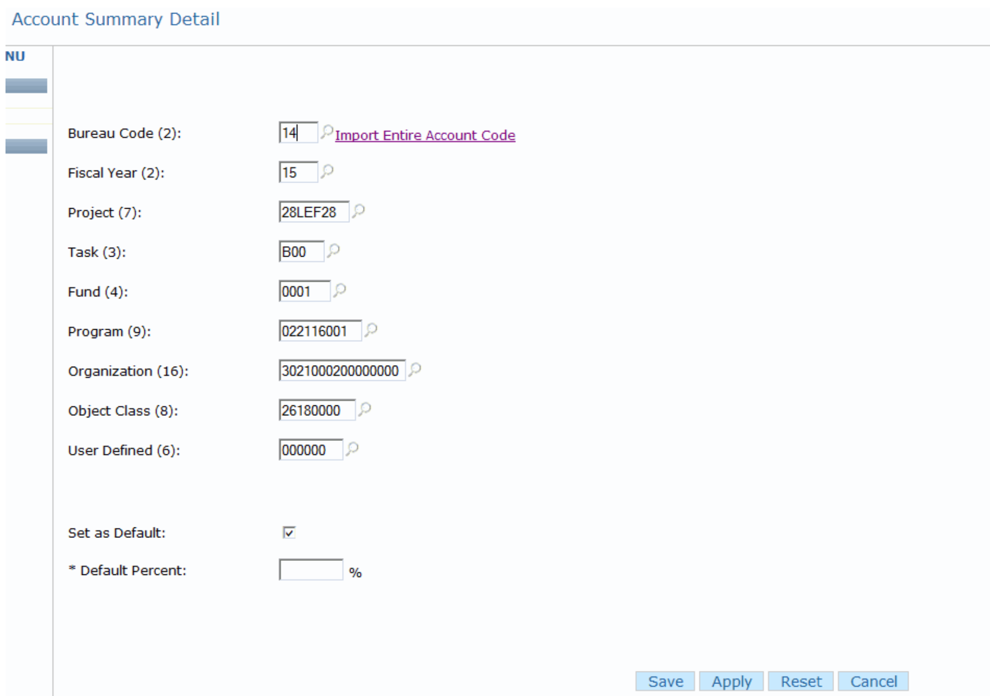
The default will be Account table. You'll need to click on the drop-down Search Criteria field to bring back the selection Personal Account Codes and click ***Search***.



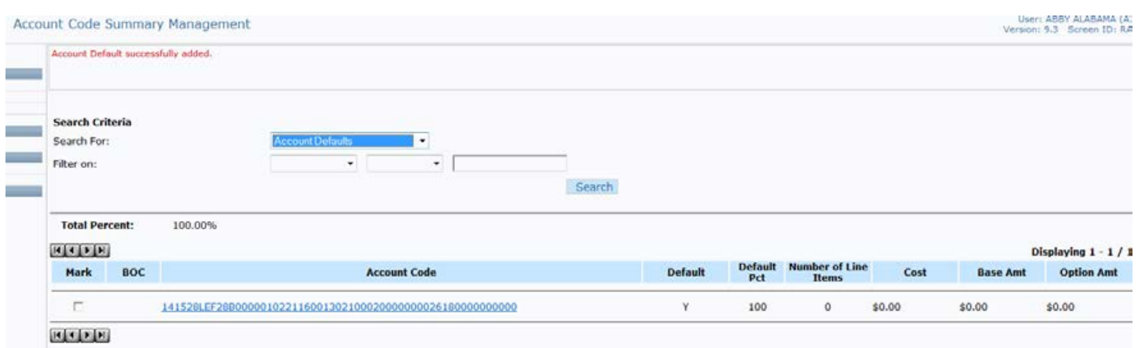
All Account Codes you had entered on your Profile will show up here.

- Click the *Select* icon of the code you want to choose

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7b</td><td>
The fields then will populate with the values from the account code selected.



- Enter the ***Default Percentage*** (i.e. 100)
- Click ***Save***
</td></tr>
<tr><td>8</td><td>
The **Account Code Summary Management** screen appears and a message in the notes area stating that the Account Default was successfully added.



- Click ***Summary*** from the *Menu Options*
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

Notes:

- ✓ *If using Default Accounting, it needs to be created prior to adding line items.*
- ✓ *The system will automatically put the default accounting(s) to the line once the line is created.*
- ✓ *Any changes to Default Accounting after lines have been added will only appear with new lines, it will not affect lines already there.*
- ✓ *If you add Default Accounting – do NOT do Line Accounting. This will cause you to have issues.*

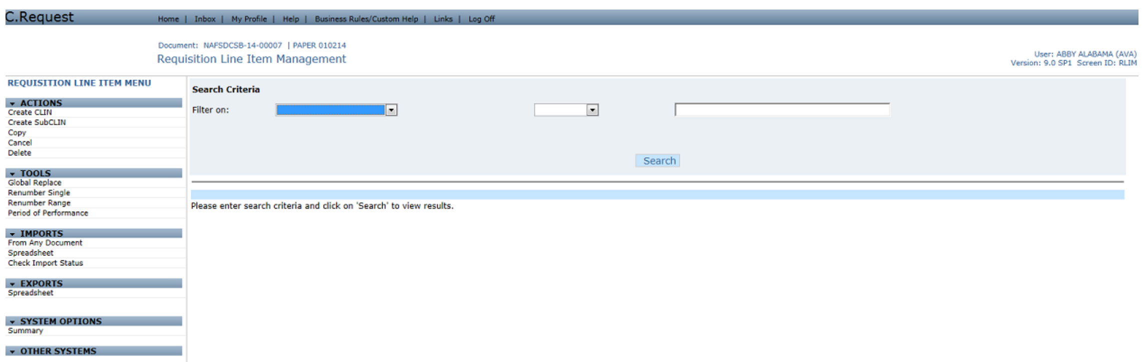
</td></tr>
<tr><td>9</td><td>

The **Requisition Summary** screen appears

➢ Click ***Line Items*** from the *Menu Options*

</td></tr>
<tr><td>10</td><td>

The **Requisition Line Item Management** screen appears

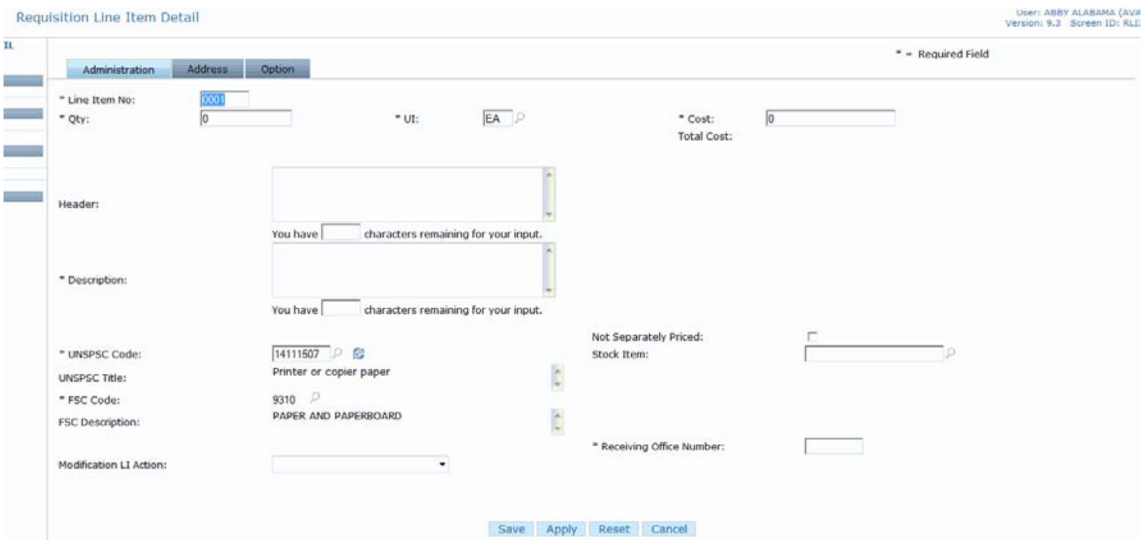


➢ Click ***Create CLIN*** from the *Menu Options*

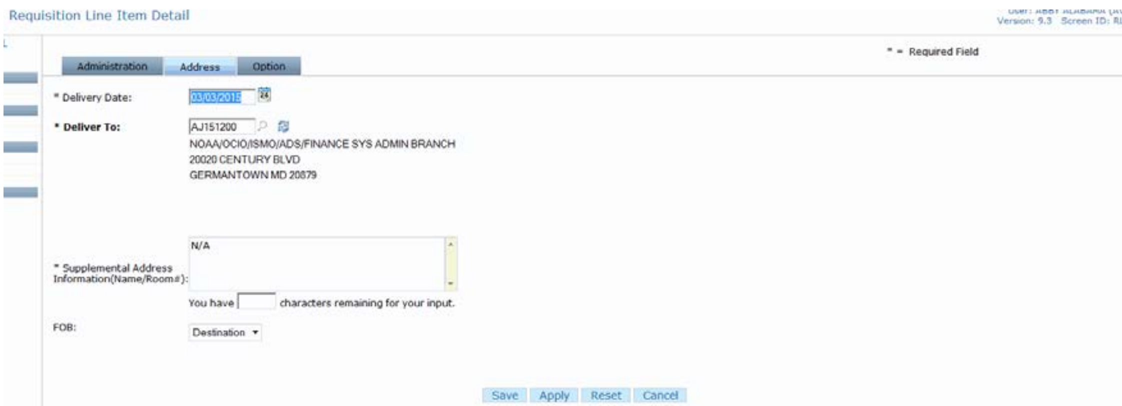
</td></tr>
<tr><td></td><td>

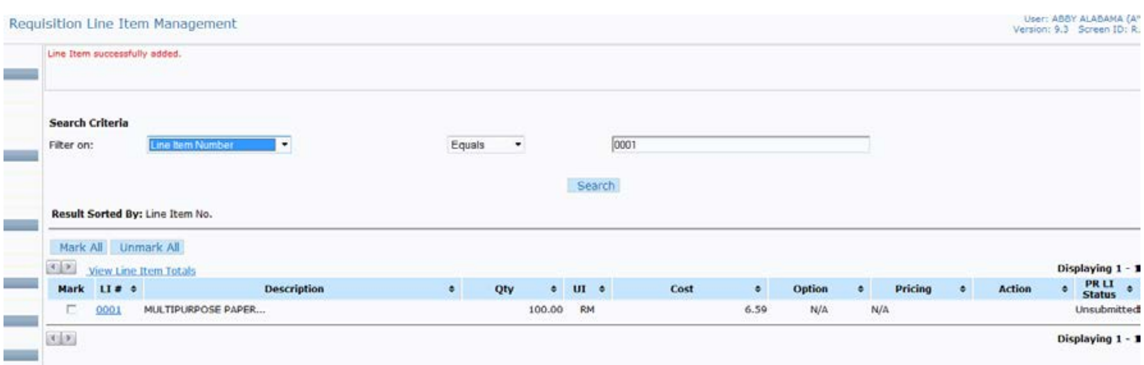
Note: *There is now also a new option for creating a Sub CLIN. Sub CLINs would be created under a CLIN.*

</td></tr>
</table>

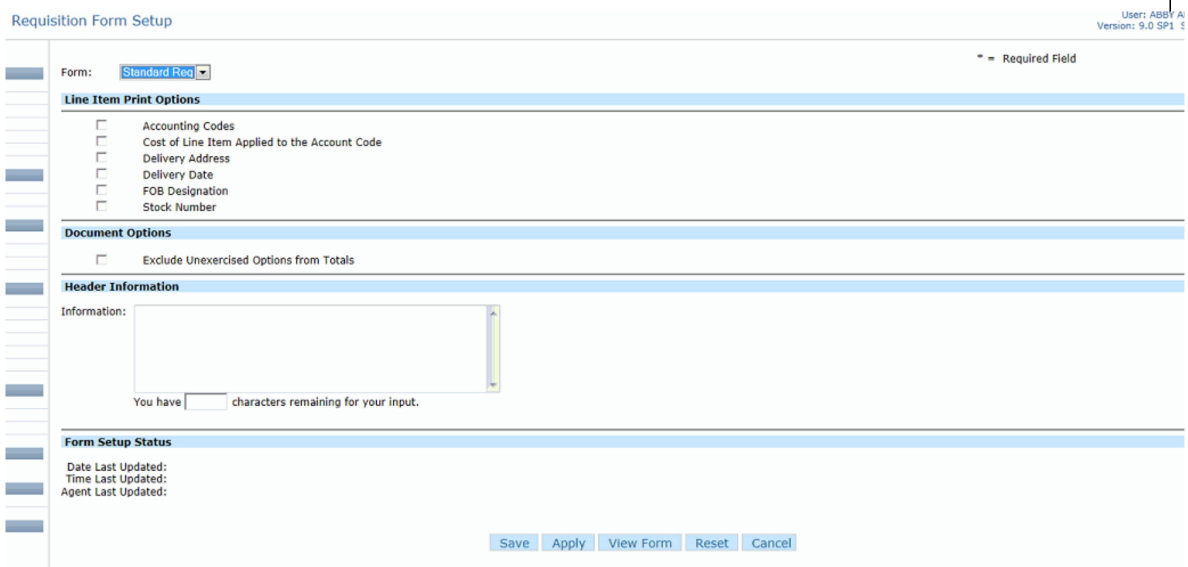
Step	Action
11	The **Requisition Line Item Detail** screen appears 
11a	From the *Administration* view tab ➢ Enter ***Qty*** (i.e. 100) ➢ Enter ***UI*** (i.e. Ream) ➢ Enter ***Cost*** (i.e. 6.59) ➢ Enter ***Description*** (i.e. Multipurpose Paper) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab
	Notes: ✓ *The UNSPSC & FSC for the line item will default from what was provided on the Administration screen.* ✓ *If any code needs to be changed, utilize the lookup icon or enter the new code for that field.* ✓ *The Header information entered on this screen will appear on the printed form above the line information.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11b</td><td>
From the Address view tab

➢ Verify Deliver To & Supplemental Address
o Should be Germantown & N/A


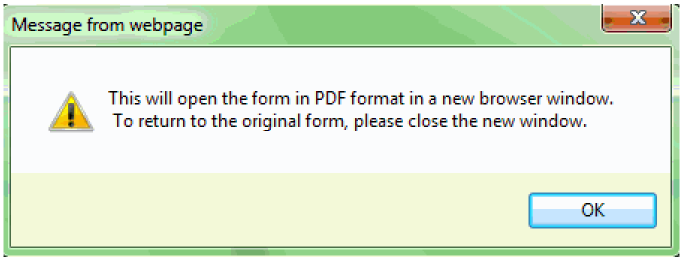
➢ Click Save
</td></tr>
<tr><td></td><td>
Notes:
✓ Address Tab's information is extracted from the information provided on the Administration screen.
✓ Each line item's address area can be edited to have its own shipping information and delivery date(s).
✓ The Option Tab <u>should only</u> be used when dealing with base and option years.
</td></tr>
<tr><td>12</td><td>
The Requisition Line Item Management screen appears with the new line item entered and a message in the Notes area saying it was successfully entered.


➢ Click Summary from the Menu Options
➢ Click Forms from the Menu Options
</td></tr>
</table>

Step	Action
	Notes: *The column headings on the Requisition Line Item Management screen are now sortable in ascending or descending order.*
13	The **Requisition Form Setup** screen appears  ➢ Click ***Accounting Codes*** checkbox ➢ Click ***Cost of Line Item Applied to the Account Code*** checkbox ➢ Click ***Delivery Address*** checkbox ➢ Click ***Delivery Date*** checkbox ➢ Click ***View Form***
	Notes: ✓ *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.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15</td><td>

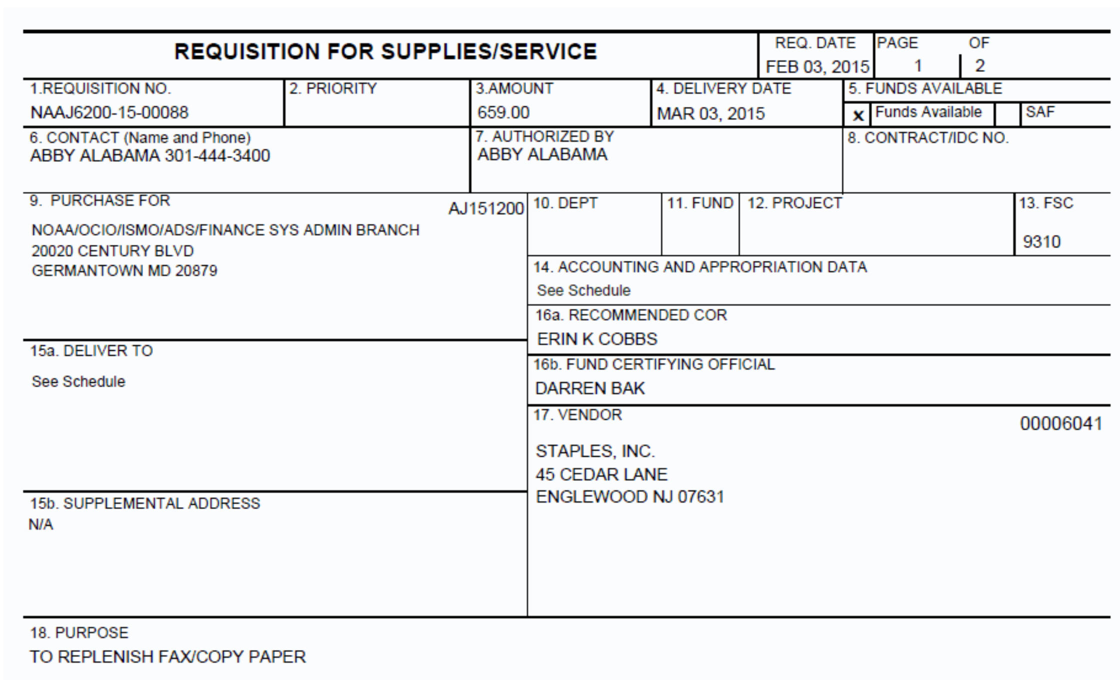
A warning message will appear



➢ Click ***OK***

</td></tr>
<tr><td>16</td><td>

A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.



REQUISITION FOR SUPPLIES/SERVICE

REQ. DATE: FEB 03, 2015 | PAGE 1 OF 2

1.REQUISITION NO.: NAAJ6200-15-00088

2. PRIORITY

3.AMOUNT: 659.00

4. DELIVERY DATE: MAR 03, 2015

5. FUNDS AVAILABLE: x Funds Available | SAF

6. CONTACT (Name and Phone): ABBY ALABAMA 301-444-3400

7. AUTHORIZED BY: ABBY ALABAMA

8. CONTRACT/IDC NO.

9. PURCHASE FOR: AJ151200
NOAA/OCIO/ISMO/ADS/FINANCE SYS ADMIN BRANCH
20020 CENTURY BLVD
GERMANTOWN MD 20879

10. DEPT

11. FUND

12. PROJECT

13. FSC: 9310

14. ACCOUNTING AND APPROPRIATION DATA: See Schedule

15a. DELIVER TO: See Schedule

16a. RECOMMENDED COR: ERIN K COBBS

16b. FUND CERTIFYING OFFICIAL: DARREN BAK

17. VENDOR: 00006041
STAPLES, INC.
45 CEDAR LANE
ENGLEWOOD NJ 07631

15b. SUPPLEMENTAL ADDRESS: N/A

18. PURPOSE: TO REPLENISH FAX/COPY PAPER

➢ Close out the window

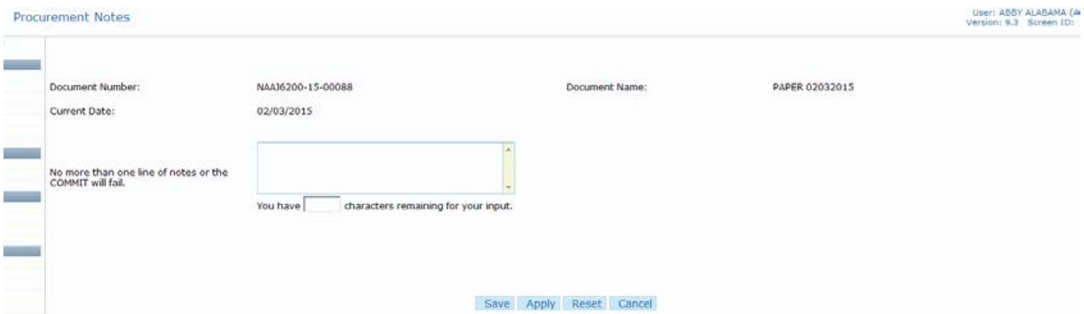
➢ Click ***Notes*** from the *Menu Options*

</td></tr>
<tr><td></td><td>

Notes: *A Supplementary Page will appear with the print out. Do not worry about it.*

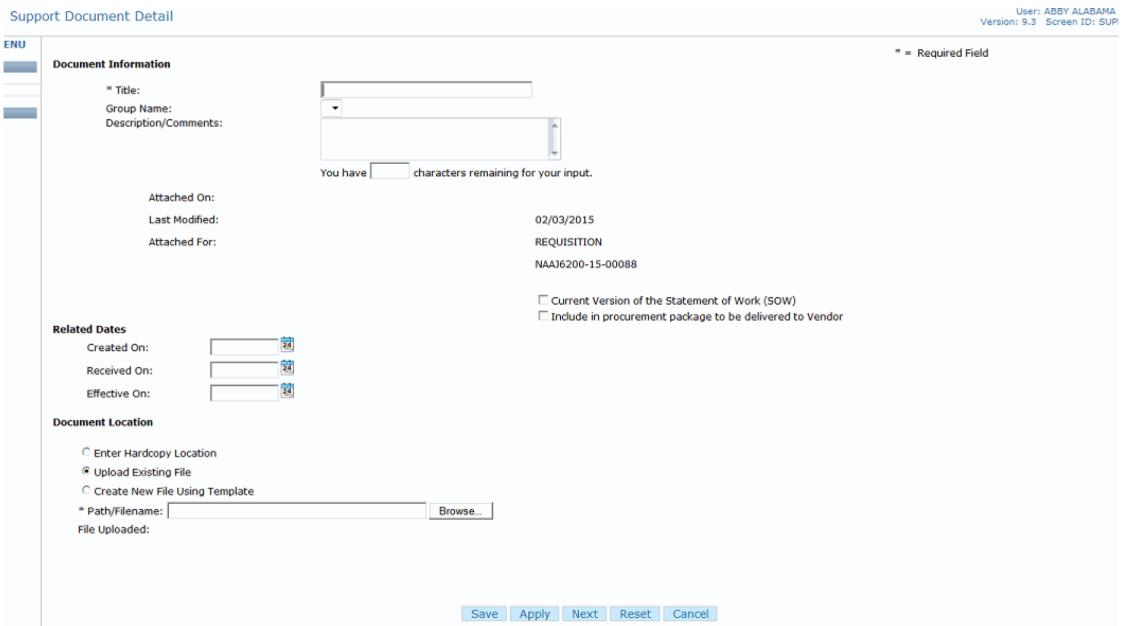
</td></tr>
</table>

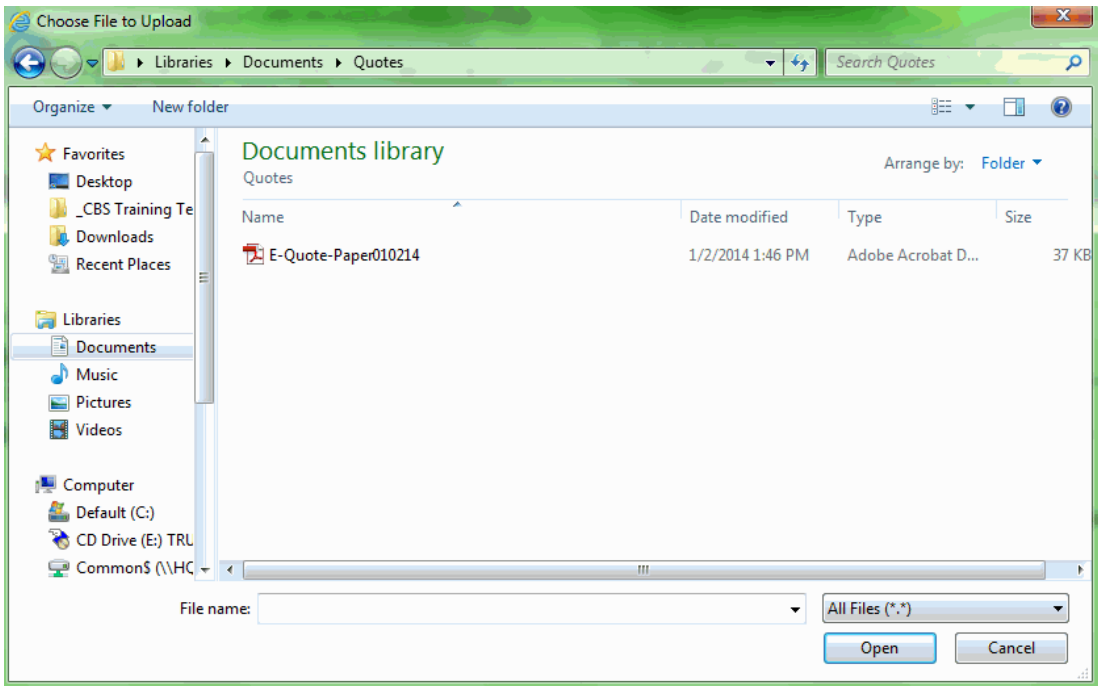
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>17</td><td>The **Procurement Notes** screen appears. This allows you to enter any special information about the requisition. However, this is limited to one line. Any longer and the commit will fail.

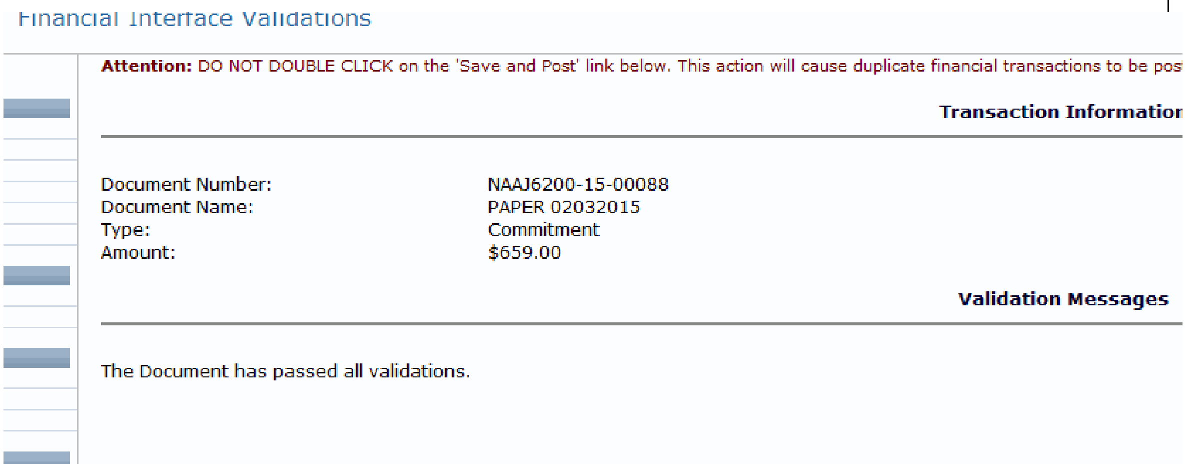


- Click ***Save*** if notes added
- Click ***Support Documents*** from the *Menu Options* (found under ***Procurement***)</td></tr>
<tr><td></td><td>***Note:*** *The requisitioner may enter an appropriate procurement note for this action. These notes will only show on the Requisition Summary screen. They do not appear on the form. They will go over to C.Award.*</td></tr>
<tr><td>18</td><td>The **Support Document Management** screen appears. This is an area if you had supporting documentation that was electronic you could attach it to the requisition.

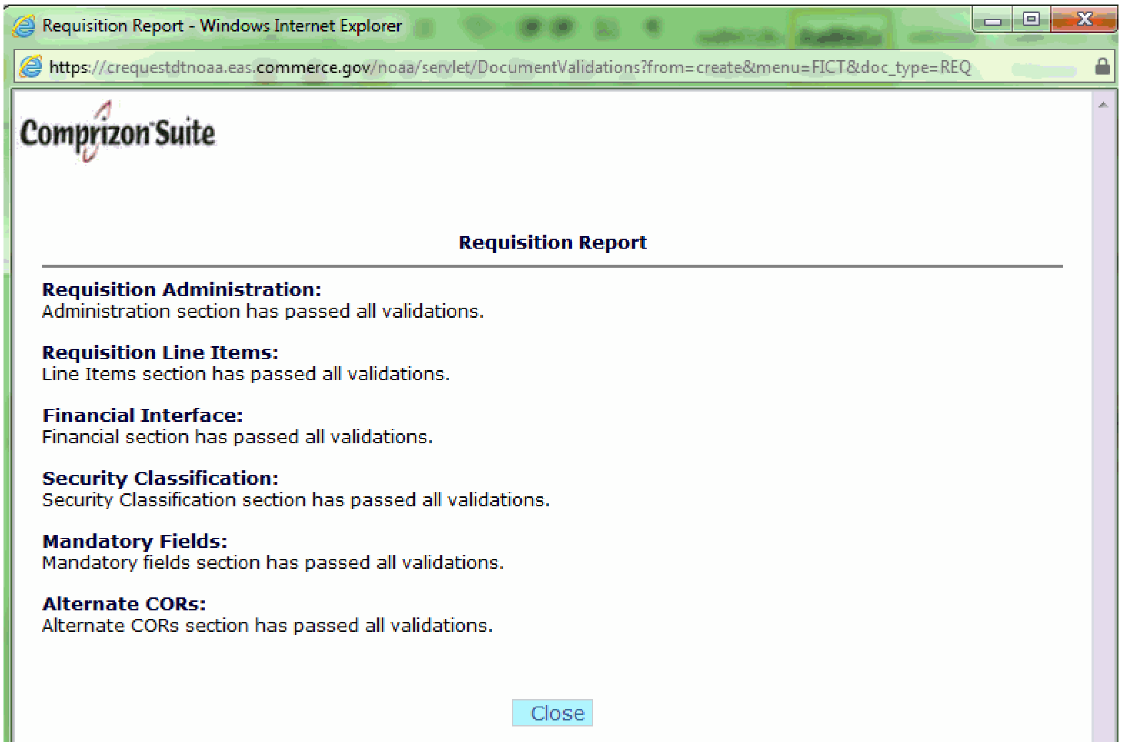
- Click ***Create*** from the *Menu Options*</td></tr>
</table>

Step	Action
18a	The **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. 

Step	Action
18a1	➢ Click  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.  Once the file has been selected click ***Save***

Step	Action
18a2	The **Support Document Management** screen appears now showing the support document.  ➢ Click ***Summary*** from the *Menu Options* At this point you would follow the procedures that had been set up in your office. For TRAINING, we are following the flow of Committing before sending it for approval. ➢ Click ***Commit*** from the *Menu Options*
	Notes: ✓ *Any support document file names should not have any special characters or spaces.* ✓ *The length of the file name should not be longer than 20 characters.* ✓ *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.* ✓ *Best supported documents extensions: .txt, .doc/.docx, .xls/.xlsx, & pdf.* ✓ *You will need to load each document separately.* ✓ ***You will need to share the file with the BFNC prior to committing if you do not have the role to release the routing.***

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19</td><td>A new window will appear. You will need to verify that everything has passed all validations.

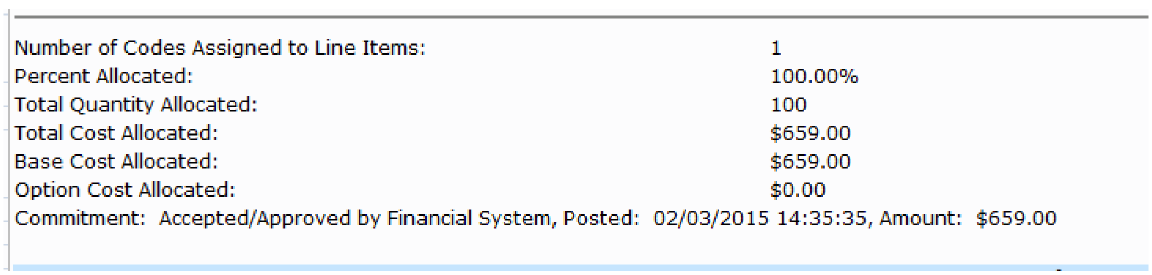


If it did, click Close.

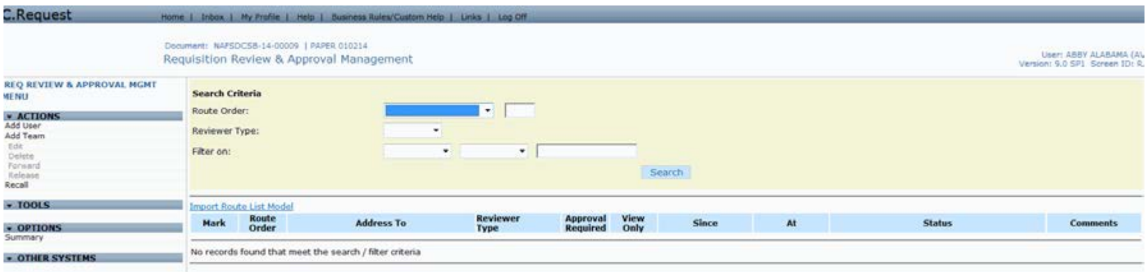
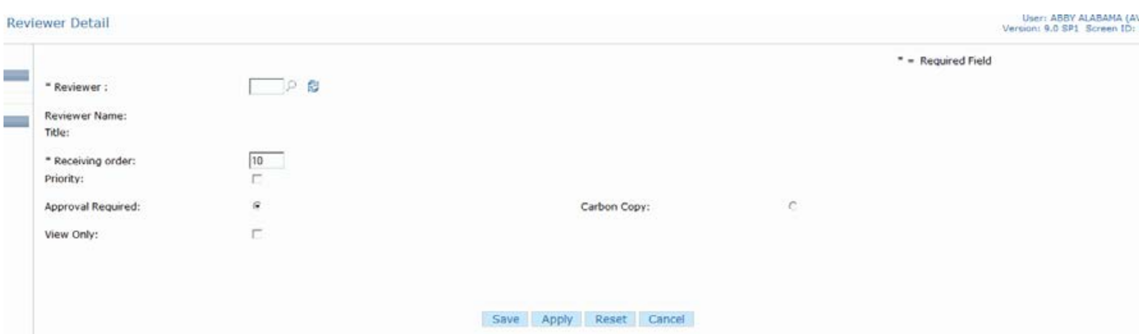
If it didn’t, click Close and then fix any errors and try committing again.</td></tr>
<tr><td>20</td><td>The Financial Interface Validations screen will appear if there were no errors.

➢ Validate the dollar amount
➢ Click Save and Post</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Note: Please only click the Save and Post link once. Double-clicking will cause issues within CFS.</td></tr>
<tr><td>21</td><td>The Requisition Summary screen appears. You should now have in the Account Summary area that a commitment has been sent.


➢ Click Summary from the Menu Options to refresh the screen</td></tr>
<tr><td>22</td><td>Once you receive the message that the commitment went through do the following:


➢ Click on Manage Reviewers/Approvers from the Menu Options</td></tr>
<tr><td></td><td>Note: You have to route your requisition to the FCO now in order to submit to Acquisitions.</td></tr>
</table>

Step	Action
23	The **Requisition Review & Approval Management** screen appears. It is here where you will set up the routing your document will go through.  ➢ Click ***Add User*** from the *Menu Options*
	Notes: ✓ *Offices that have set up route models can select IMPORT ROUTE LIST MODEL.* ✓ *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.*
24	The **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.  ➢ Enter the ***Reviewer Code*** (i.e. PMG – Must be in CAPS) ➢ Leave the ***Receiving Order*** the number it is ➢ Make sure ***Approval Required*** radio button is selected ➢ Check the ***View Only*** checkbox ➢ Click ***Save***

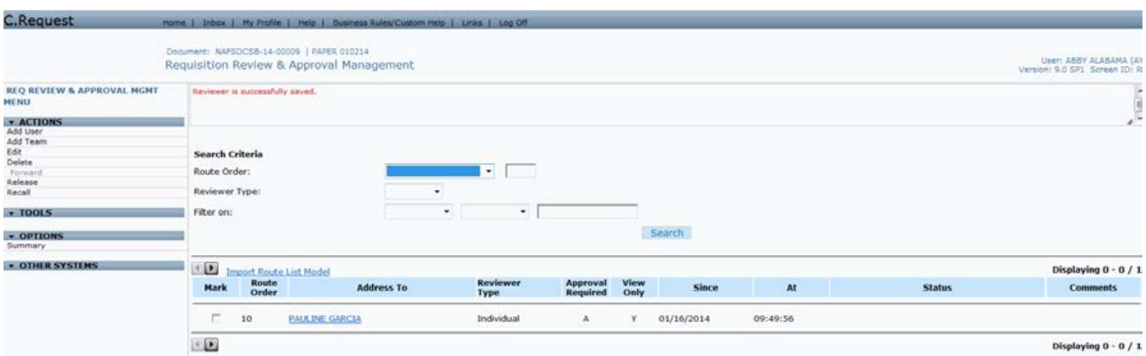
Step	Action

Notes:

- ✓ *If entering the code, make sure to click the Refresh Icon to make sure you have the correct person entered in the field.*
- ✓ *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.*
- ✓ *View only should be checked with the Approval button, for the approvers NOT FCO.*
- ✓ *If the document is already committed, you will not have to check the View Only checkbox for the approvers.*

25

The **Requisition Review & Approval Management** screen appears with your first reviewer/approver showing.



We need to now add the FCO to the routing list, so do the following.

- ➢ Enter the ***Reviewer Code*** (i.e. DAB – Must be in CAPS)
- ➢ Leave the ***Receiving Order*** the number it is
- ➢ Make sure ***Approval Required*** radio button is selected
- ➢ Click ***Save***

Import Route List Model

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At
☐	10	PAULINE GARCIA	Individual	A	N	02/03/2015	14:41:17
☐	20	DARREN BAK	Individual	A	N	02/03/2015	14:41:23

Now we're ready to send it to those on the approving list:

- ➢ Click ***Release*** from the *Menu Options*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

Notes:

✓ *Code under Approval Requested:*
A = Approval Required
C = Carbon Copy

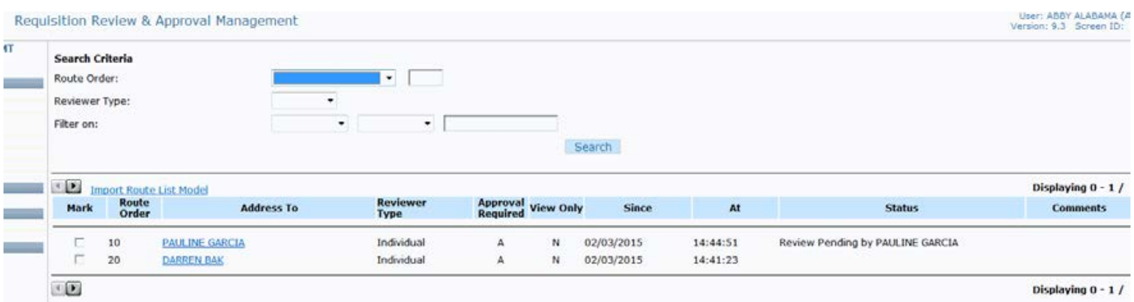
✓ *Codes under View Only:*
Y = Yes, Read Only Access
N = No, Full Read/Write Access

✓ *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.*

</td></tr>
<tr><td>26</td><td>

The **Requisition Review & Approval Management** screen will then show the date/time and status of the review.



- Click ***Summary*** from the *Menu Options*
- Click ***Home*** from the *Standard Menu Bar*

</td></tr>
<tr><td></td><td>

Note:

✓ *The recall option may be used if the status is not Reviewed or Approved.*

</td></tr>
<tr><td colspan="2">

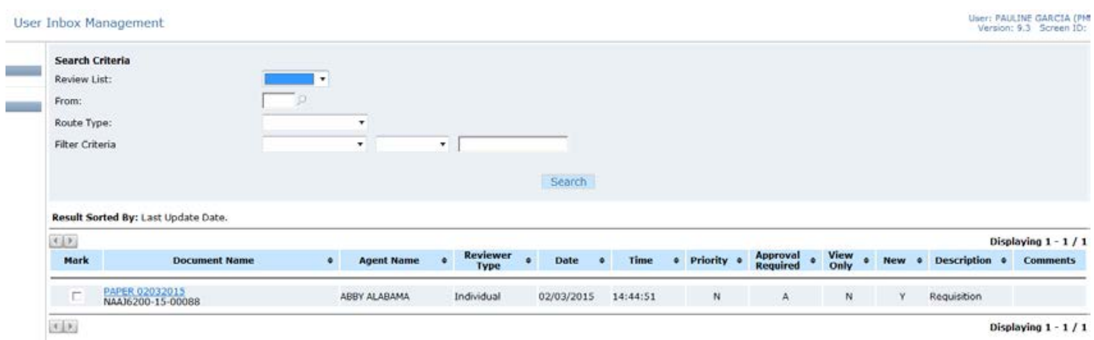
DEMONSTRATION - APPROVAL & SUBMIT PROCESS

</td></tr>
<tr><td>A1</td><td>

If the person who is on the routing list has set up in their profile to be notified when things come to their inbox, they will receive an email notification when it's sent to them. If they do not, you may have to contact them in order to have them do the approval.

</td></tr>
</table>

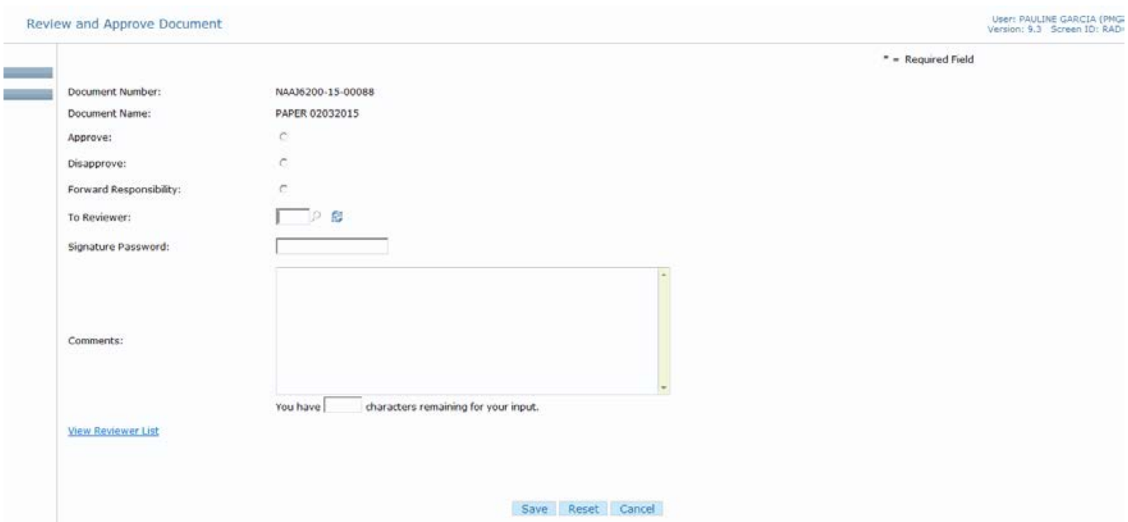
Step	Action
A2	Once logged into C.Request: ➢ Click ***Inbox*** from the *Standard Menu Bar* ➢ Click ***Search***



Step	Action
	➢ Click on the ***Document Name to be approved***
A3	The **Requisition Summary** screen appears:

Step	Action
	The approver would then review all pieces of the requisition. When finished and they are ready to approve: ➢ Click ***Review and Approve*** from the *Menu Options*
	Note: *If you did the view only in the routing, the person will only be able to view the requisition, not be able to make changes. If you forgot to make it view only, but the requisition is committed, they will not be able to make changes.*

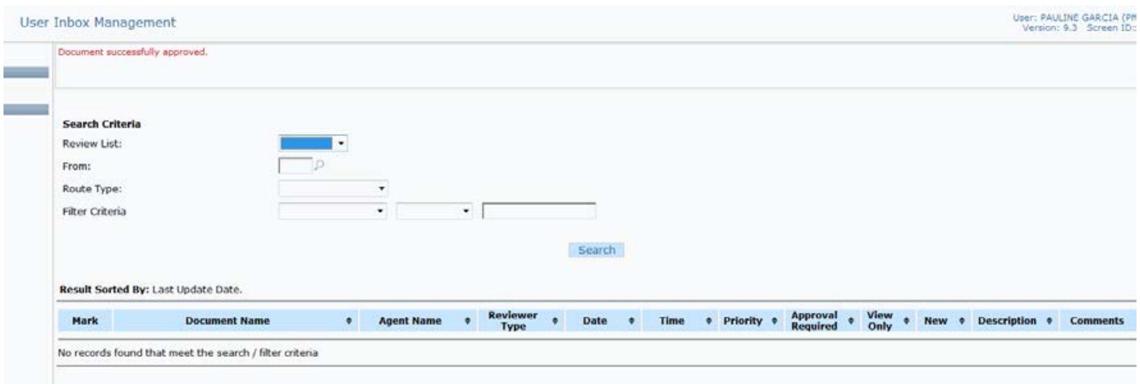
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>A4</td><td>
The **Review Document** screen appears.



- Check the ***Approve*** radio button
- Enter your ***Signature Password***
- Enter any ***Comments***
- Click ***Save***
</td></tr>
<tr><td></td><td>

Notes:

- ✓ *If as an approving official, you were to disapprove the document, make sure to enter comments as to why it's being disapproved.*
- ✓ *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.*
- ✓ *To view the whole routing list, click on View Reviewer List link on the screen.*
</td></tr>
</table>

Step	Action
A5	The **User Inbox Management** screen appears and the document is now gone from their inbox and has been routed to the next person on the list. The requisitioner will receive an email stating the approval and who's it has been routed to next, if notifications in the profile have been set up. 
S1	In our training exercise, the next person on the routing list is the Funds Certifying Officer (FCO). Just like the other approver, they will have to log in and then go to their inbox to open up the requisition.
S2	Once on the **Requisition Summary** screen and after reviewing all parts of the requisition, instead of approving they will:  ➢ Click ***Submit*** from the *Menu Options*

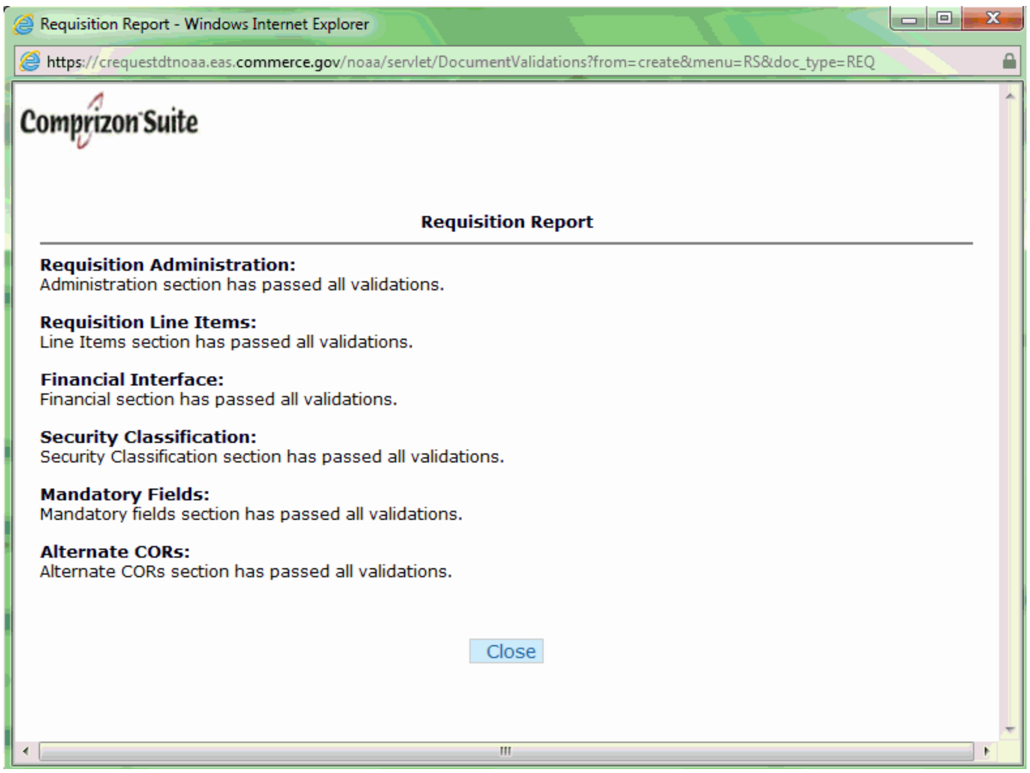
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

Notes:

- ✓ *You will be unable to submit until the commitment has been approved. If the requisitioner did not commit before routing, the FCO has the ability to do the commitment.*
- ✓ *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.*

</td></tr>
<tr><td>S3</td><td>

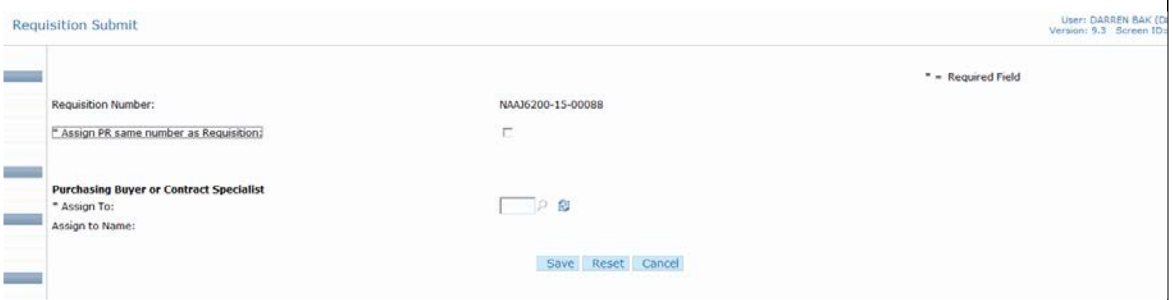
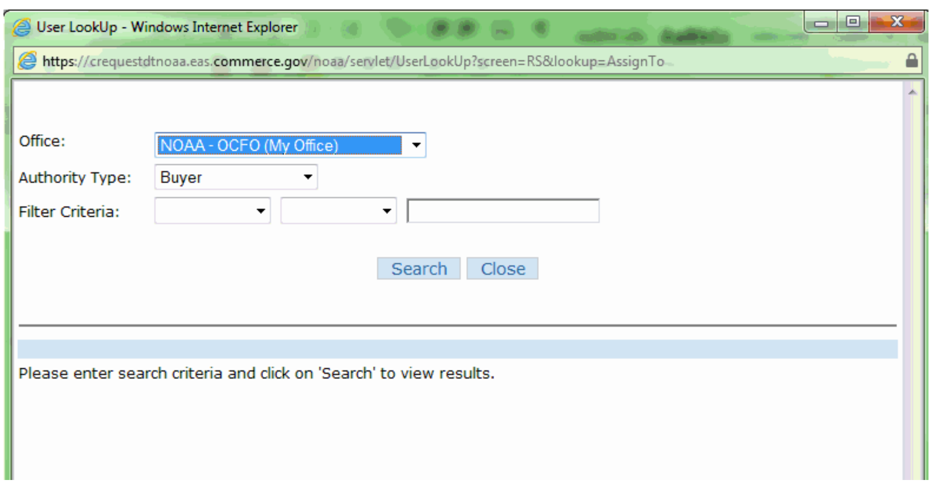
A new window will appear. You will need to verify that everything has passed all validations.



If it did, click ***Close***.

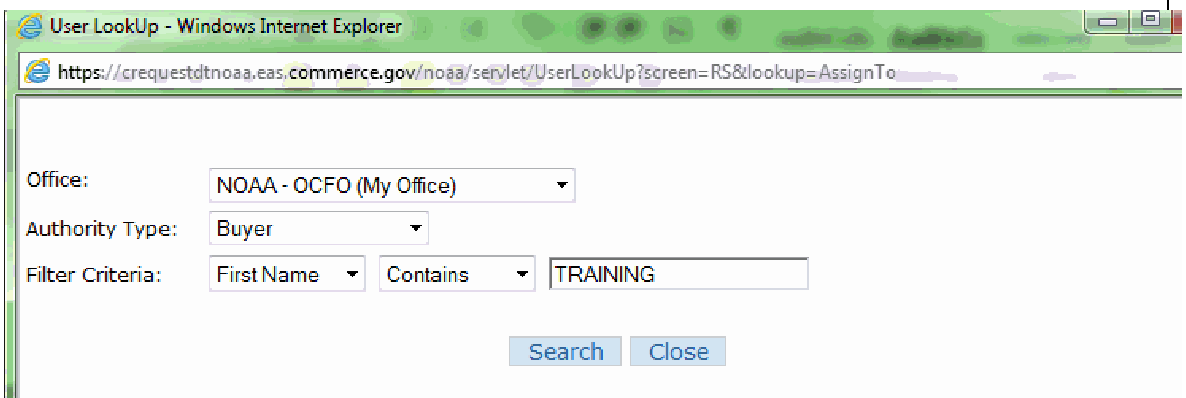
If it didn't, click ***Close*** and then return back to the requisitioner and have them fix the issue and re-route.

</td></tr>
</table>

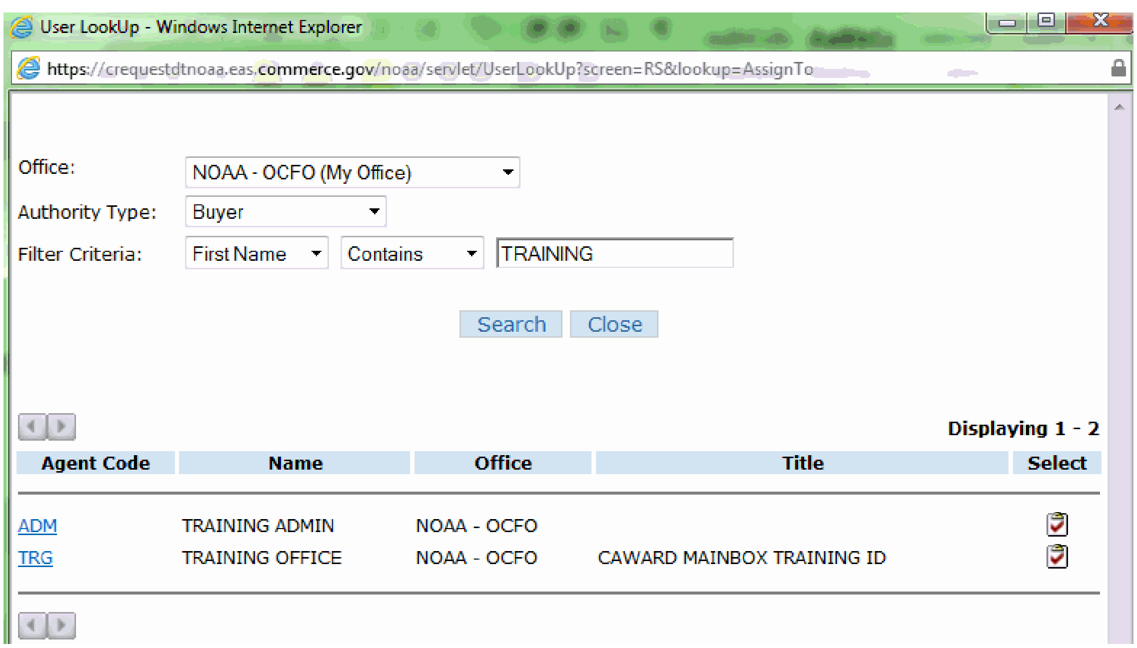
Step	Action
S4	The **Requisition Submit** screen appears  ➢ Check the ***Assign PR same number as Requisition*** checkbox ➢ Click on the ***Lookup*** icon for the ***Purchasing Buyer or Contract Specialist*** field
S5	A new window opens which allows the user to find a buyer or contract specialist for a particular office. 
	Notes: ✓ *The Office will default to your default office and the Authority Type will default to Buyer.* ✓ *If you are unable to find the buyer change the Office drop-down selection to ALL and click Search again.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>S6</td><td>

- Select ***First Name*** in the first field for Filter Criteria
- Select ***Contains*** in the second field
- Enter ***TRAINING*** in the third field
- Click ***Search***



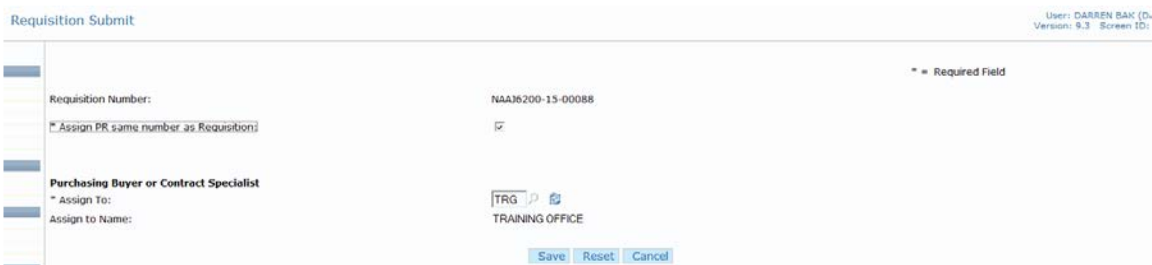
</td></tr>
<tr><td>S7</td><td>



- Click the *Select* icon of the code you want to choose (i.e. TRG)

Note: *Most Acquisition Offices have a general box where the requisition will appear in C.Award however, you may be told to send it to a specific person.*

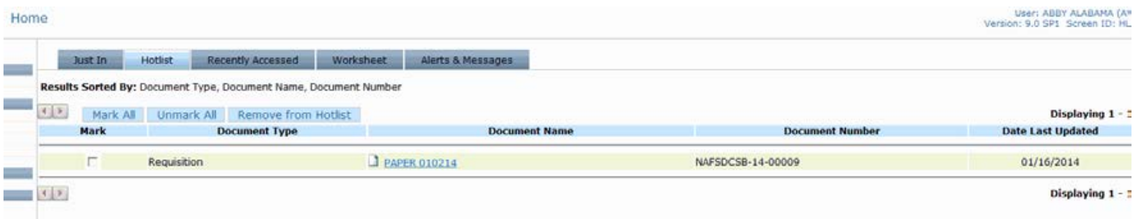
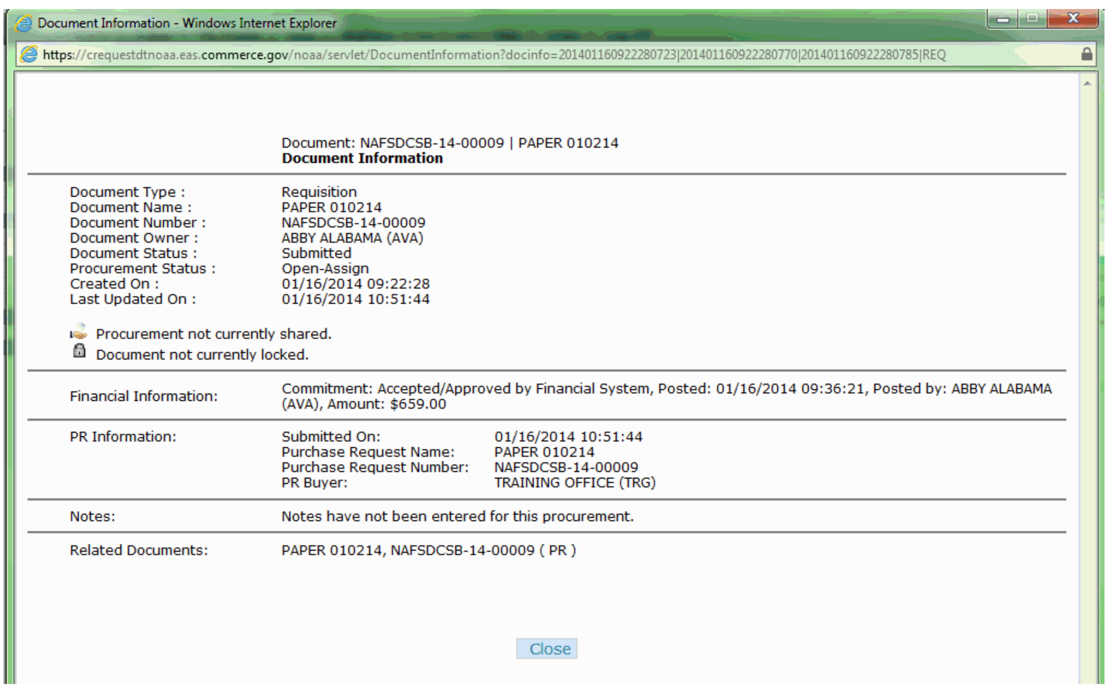
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>S8</td><td>The Requisition Submit screen appears with your selection.


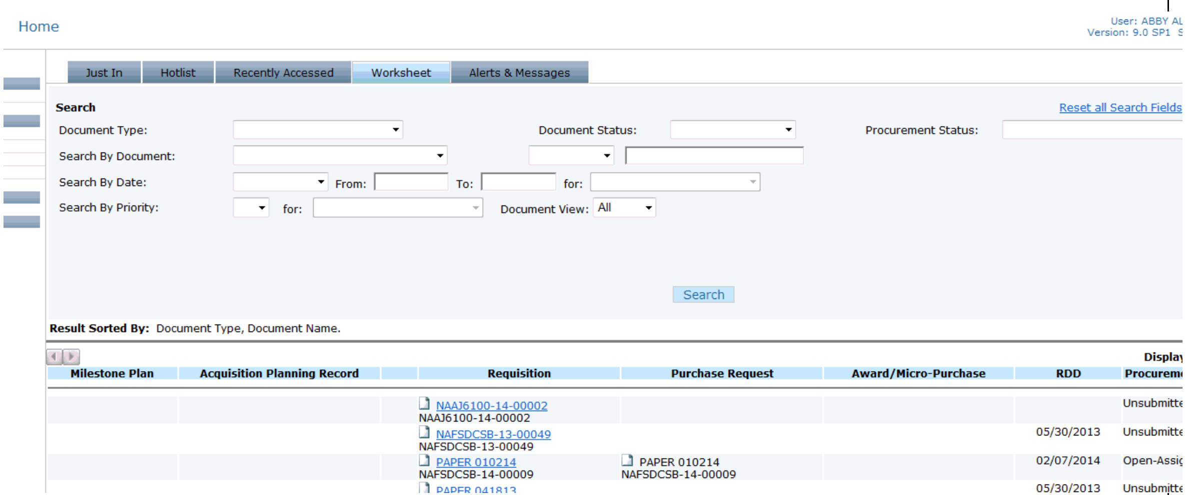
➢ Click Save</td></tr>
<tr><td>S9</td><td>The Requisition Summary screen appears. At the bottom of the screen in the Message area you should get a message that the requisition has been successfully submitted.


➢ Click Review and Approve from the Menu Options</td></tr>
<tr><td>S10</td><td>The Review Document screen appears.

➢ Check the Approve radio button
➢ Enter your Signature Password
➢ Enter any Comments
➢ Click Save</td></tr>
<tr><td>S11</td><td>The User Inbox Management screen appears and the document is now gone from their inbox. They can now log out of the system or go to another requisition to submit and approve.</td></tr>
<tr><td colspan="2">INFORMATION FOR REQUISITIONER TO VIEW STATUS</td></tr>
</table>

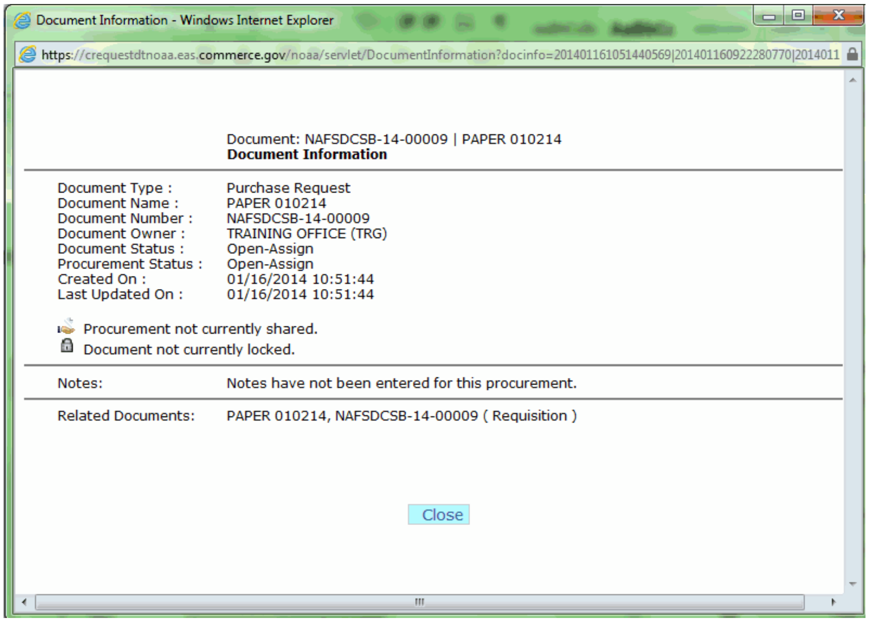
Step	Action
IN1	To view the status of your document once it has been submitted, you can either go to your **Hot List** or **Recently Accessed** view tabs  ➢ Click the ***paper icon***
IN2	A new window will open showing the status of the document as well as where it is in the procurement process.  When finished reviewing the information: ➢ Click ***Close***

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>IN3</td><td>
Or from the worksheet tab:



You can click the paper icon for the Purchase Request, rather than requisition to view the status
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>IN4</td><td>
A new window will open showing the status:



Document Information - Windows Internet Explorer
https://crequestdtnoaa.eas.commerce.gov/noaa/servlet/DocumentInformation?docinfo=20140116105144056920140116092228077020140 11

Document: NAFSDCSB-14-00009 | PAPER 010214
Document Information

Document Type : Purchase Request
Document Name : PAPER 010214
Document Number : NAFSDCSB-14-00009
Document Owner : TRAINING OFFICE (TRG)
Document Status : Open-Assign
Procurement Status : Open-Assign
Created On : 01/16/2014 10:51:44
Last Updated On : 01/16/2014 10:51:44

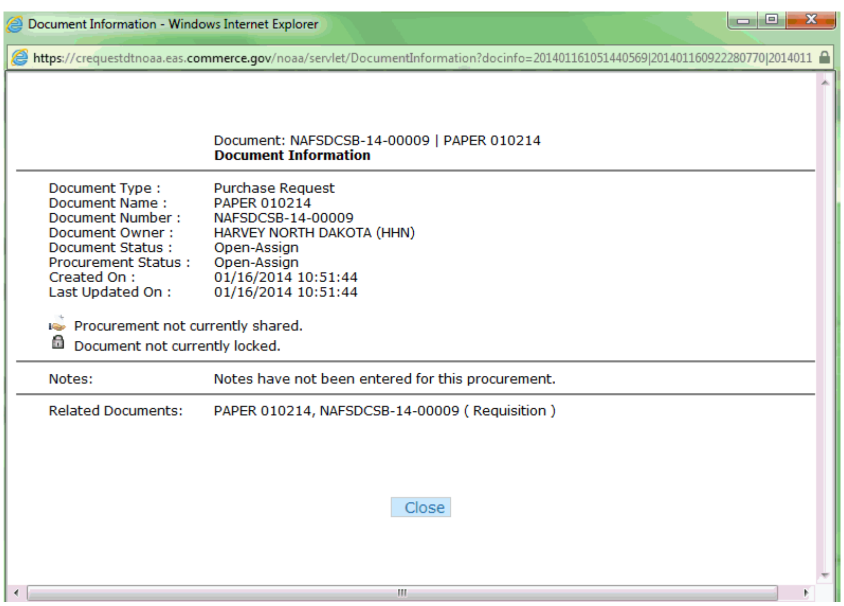
Procurement not currently shared.
Document not currently locked.

Notes: Notes have not been entered for this procurement.

Related Documents: PAPER 010214, NAFSDCSB-14-00009 (Requisition)

Close

Or if it has been assigned to a specific acquisition staff member:



Document Information - Windows Internet Explorer
https://crequestdtnoaa.eas.commerce.gov/noaa/servlet/DocumentInformation?docinfo=20140116105144056920140116092228077020140 11

Document: NAFSDCSB-14-00009 | PAPER 010214
Document Information

Document Type : Purchase Request
Document Name : PAPER 010214
Document Number : NAFSDCSB-14-00009
Document Owner : HARVEY NORTH DAKOTA (HHN)
Document Status : Open-Assign
Procurement Status : Open-Assign
Created On : 01/16/2014 10:51:44
Last Updated On : 01/16/2014 10:51:44

Procurement not currently shared.
Document not currently locked.

Notes: Notes have not been entered for this procurement.

Related Documents: PAPER 010214, NAFSDCSB-14-00009 (Requisition)

Close
</td></tr>
</table>

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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:

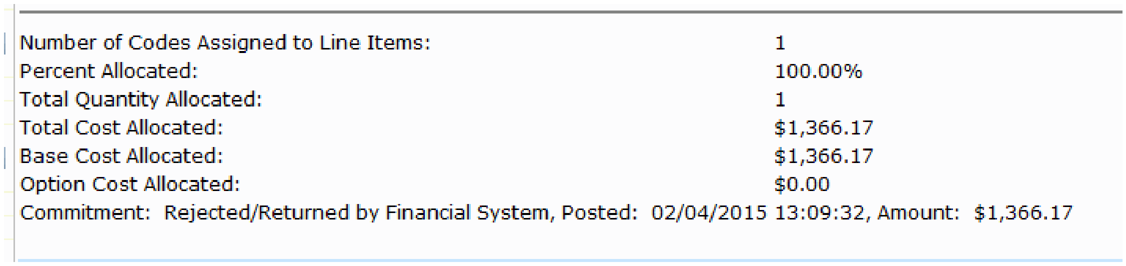
Notes: If a default accounting was rejected from CFS, there are some specific steps that must be taken in order to fix it so it correctly goes over to C.Award.

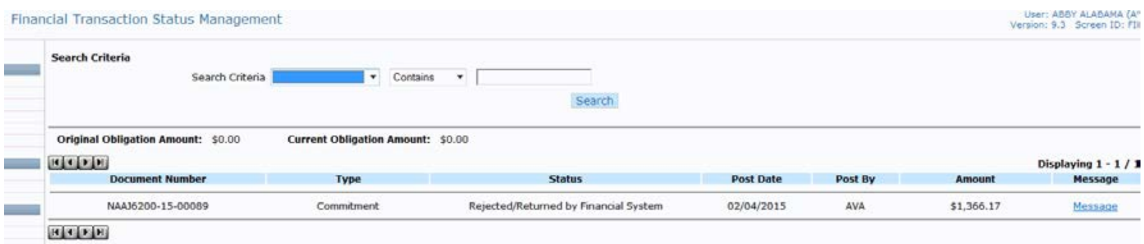
Your office is in need of a Laser Jet Printer. You go to GSA Advantage and find the following: HP COLOR LASER JET CP4025N PRINTER under contract (GS-35F-0103N) for $1,366.17.

Step	Action
1	From the **Home** screen ➢ Click ***Create Requisition*** from the *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish ➢ Click ***Save***
3a	The **Requisition Administration** screen appears. From the *Administration* view tab ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***Purpose*** (i.e. TO PROCURE A COLOR LASER JET PRINTER FOR THE OFFICE) ➢ Choose the ***FAAPS#*** (i.e. 5 zeros) ➢ Enter the ***COR*** (i.e. EKC – make sure to use the refresh icon if typing) ➢ Look up the ***UNSPSC*** code and select it (i.e. PRINTER) ➢ Enter the ***Contract Number*** (i.e. GS-35F-0103N) ➢ Click on *Funding* view tab
3b	From the *Funding* view tab ➢ Enter the ***Certifies bonafide need*** field (i.e. TRAINING ID name) ➢ Enter the ***Certifies funds available*** field (i.e. DAB) ➢ Enter the ***Agency Identifier*** (i.e. 13) ➢ Enter the ***Main Account*** (i.e. 1450) ➢ Click on *Addresses* view tab

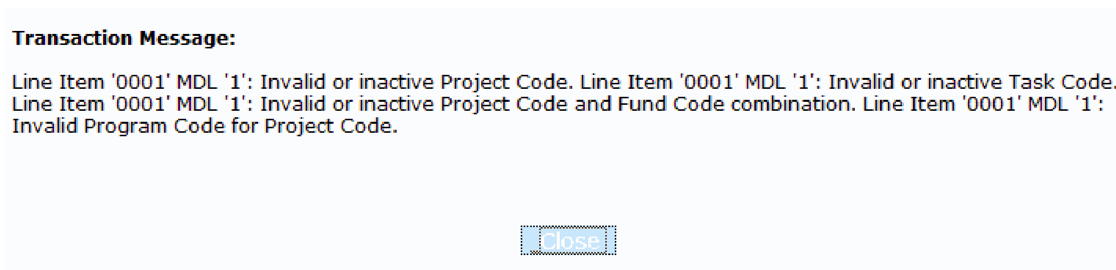
Step	Action
4	From the *Addresses* view tab ➢ Enter/Verify all applicable addresses including ***Supplemental Address Information*** ➢ Click ***Save***
5	The **Requisition Summary** screen appears ➢ Click ***Add to Hotlist*** from the *Menu Options* ➢ Click ***Accounting*** from the *Menu Options*
6	The **Account Code Summary Management** screen appears ➢ Click ***Create*** from the *Menu Options*
7	The **Account Summary Detail** screen appears ➢ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ *14-15-N8PFS89-P00-1027-060102000-0602000401000000-31230000-000000* ➢ Check the *Set as Default* checkbox ➢ Enter the ***Default Percentage*** (i.e. 100) ➢ Click ***Save***
8	The **Account Code Summary Management** screen appears ➢ Click ***Summary*** from the *Menu Options*
9	The **Requisition Summary** screen appears ➢ Click ***Line Items*** from the *Menu Options*
10	The **Requisition Line Item Management** screen appears ➢ Click ***Create CLIN*** from the *Menu Options*

Step	Action
11	The **Requisition Line Item Detail** screen appears From the *Administration* view tab (Line 0001) ➢ 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-0103N) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab From the *Address* view tab ➢ Verify addresses are correct ➢ Click ***Save*** ➢ Click ***Summary*** from the *Menu Options* ➢ Click ***Forms*** from the *Menu Options*
12	The **Requisition Form Setup** screen appears ➢ Click ***Accounting Codes*** checkbox ➢ Click ***Cost of Line Item Applied to the Account Code*** checkbox ➢ Click ***Delivery Date*** checkbox ➢ Click ***View Form*** A warning message will appear ➢ Click ***OK***
13	A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document. ➢ Close out the window ➢ Click ***Save***
14	➢ Click ***Commit*** from the *Menu Options*
15	The **Financial Interface Validations** screen appears. ➢ Validate the dollar amount ➢ Click ***Save and Post*** ➢ Click ***Summary*** from the *Menu Options* to refresh the screen

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16</td><td>If receiving an error message back from CFS you will need to do the following:


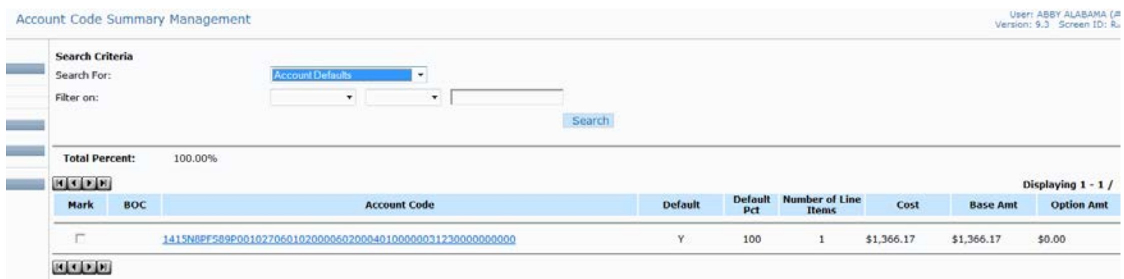
Under the Financial on the Menu Options
➢ Click View Status</td></tr>
<tr><td>17</td><td>The Financial Transaction Status Management screen appears.


➢ Click on Message

A window will pop up giving you the errors of why it did not commit correctly


Read the error message.

➢ Click Close
➢ Click Accounting from the Menu Options</td></tr>
</table>

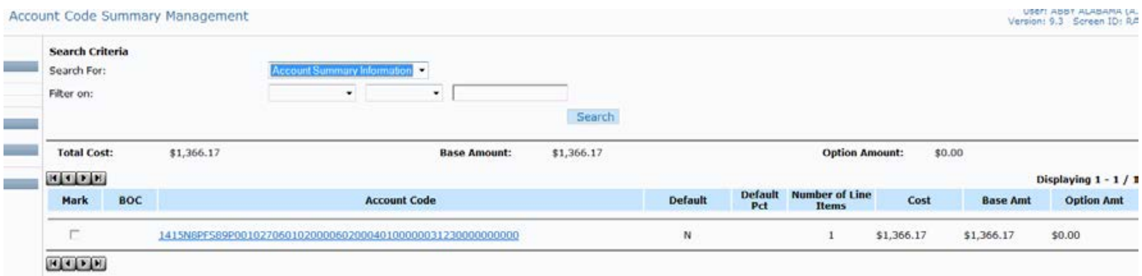
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Notes:
✓ Usually if there is a problem with the project code, there will probably be messages also for the task code, fund code and program code.
✓ If default accounting was used and there were multiple lines, the same errors will probably appear for each line and will need to be fixed on each line.</td></tr>
<tr><td>18</td><td>The Account Code Summary Management screen appears.


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.Award.

➢ Check the Mark checkbox in front of the accounting
➢ Click Delete in the Menu Options

At the prompt Click OK

➢ Click the Search For drop-down arrow
➢ Select Account Summary Information
➢ Click Search</td></tr>
</table>

Step	Action
19	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.  ➢ Check the ***Mark*** checkbox in front of the accounting ➢ Click ***Edit*** in the *Menu Options*
20	The *Account Summary Detail* screen appears:  You can individually change different fields on the screen or if you have personal account codes saved, you can click the Import Entire Account Codes to select the new code replacing the invalid one. Once done: ➢ Click ***Save*** ➢ Click ***Summary*** from the *Menu Options*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Note:
✓ Doing this step will change that accounting code on every line the accounting was one and saves you the step in having to go to each individual line to change the accounting.
✓ Remember to change your personal account code, if used and it rejected.</td></tr>
<tr><td>21</td><td>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.

➢ Click Commit from the Menu Options
➢ Validate the dollar amount
➢ Click Save and Post
➢ Click Summary from the Menu Options to refresh the screen
➢ Click Home from the Standard Menu Bar</td></tr>
<tr><td></td><td>Note: Because CFS Rejected the accounting, there was not a record created in CFS. This is why we are able to change the accounting and re-commit.</td></tr>
<tr><td>23</td><td>For training purposes on this exercise, you will not be doing the REVIEW & APPROVAL process.</td></tr>
</table>

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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:

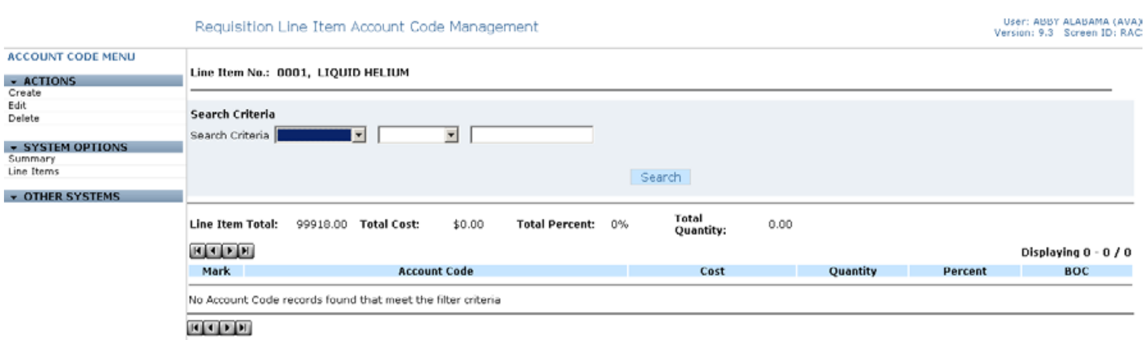
Notes: Line Accounting can be utilized instead of Default Accounting.

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 *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish. ➢ Click ***Save***
3a	The **Requisition Administration** screen appears. From the *Administration* view tab ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***Purpose*** (i.e. TO PURCHASE 18,200 LITERS OF LIQUID HELIUM AT $5.49/LITER FOR 3 MONTHS) ➢ Enter the ***FAAPS#*** (i.e. 5 zeros) ➢ Enter the ***COR*** (i.e. EKC – make sure to use the refresh icon if typing) ➢ Look up the ***UNSPSC*** code and select it (i.e. HELIUM) ➢ Enter the ***Vendor*** (i.e. MOTE MARINE LABORATORY, INC) ➢ Click on *Funding* view tab
3b	From the *Funding* view tab ➢ Enter the ***Certifies bonafide need*** field (i.e. TRAINING ID name) ➢ Enter the ***Certifies funds available*** field (i.e. DAB) ➢ Enter the ***Agency Identifier*** (i.e. 13) ➢ Enter the ***Main Account*** (i.e. 1450) ➢ Click on *Addresses* view tab
4	From the *Addresses* view tab ➢ Enter/Verify all applicable addresses including ***Supplemental Address Information*** ➢ Click ***Save***

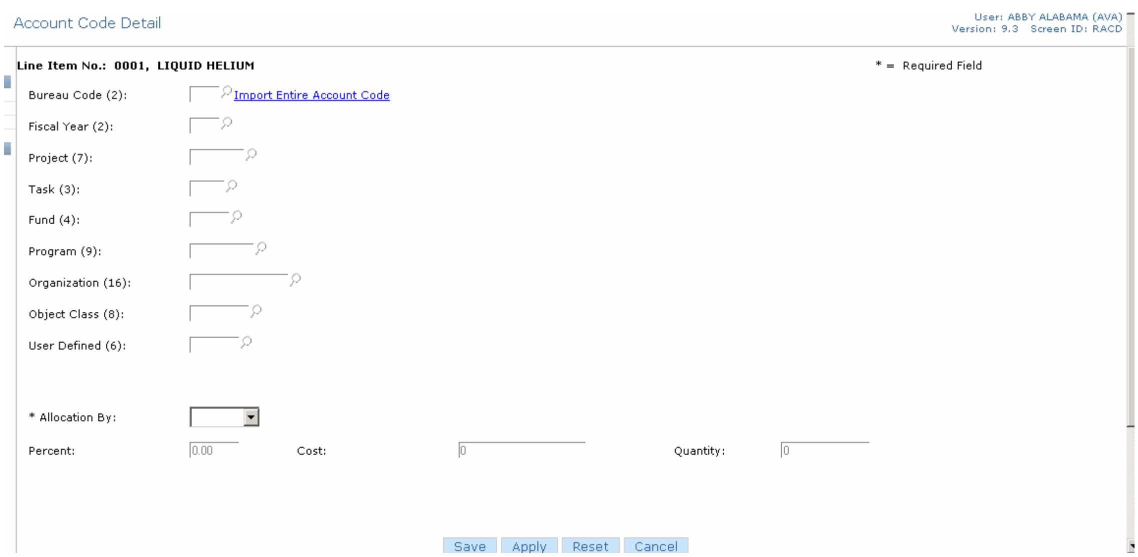
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>The Requisition Summary screen appears
➢ Click Add to Hotlist from the Menu Options
➢ Click Line Items from the Menu Options</td></tr>
<tr><td>6</td><td>The Requisition Line Item Management screen appears
➢ Click Create CLIN from the Menu Options</td></tr>
<tr><td>7</td><td>The Requisition Line Item Detail screen appears

From the Administration view tab (Line 0001)
➢ Enter Qty (i.e. 18200)
➢ Enter UI (i.e. LITER)
➢ Enter Cost (i.e. 5.49)
➢ Enter Description (i.e. LIQUID HELIUM)
➢ Enter Receiving Office Number (i.e. copy an Address Code)
➢ Click on Address view tab

From the Address view tab
➢ Verify addresses are correct
➢ Click Apply
➢ Click Accounting from the Menu Options</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>8</td><td>The Account Code Management screen appears.

➢ Click Create from the Menu Options</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>

The **Account Code Detail** screen appears.



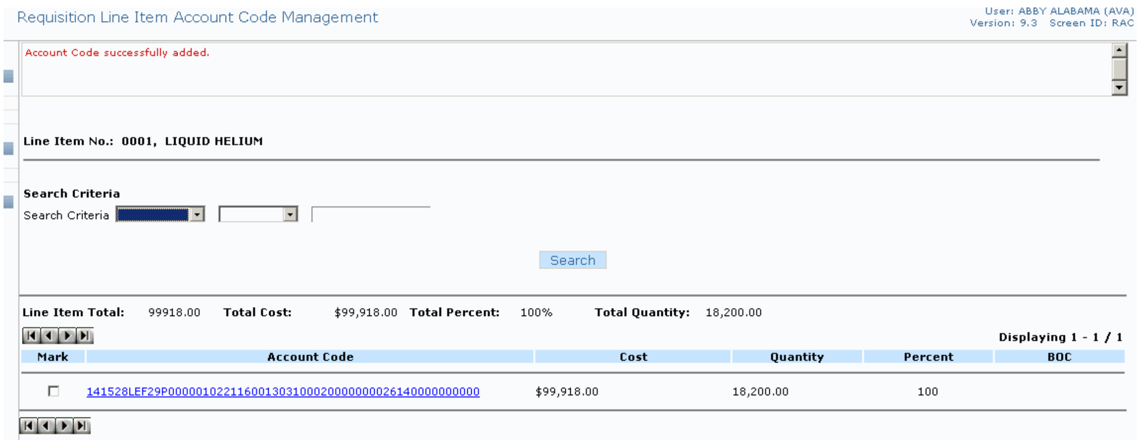
- Import your Personal Account Code
- Change the Object Class to: ***26140000***
- Select ***Allocation By*** (i.e. Percent)
- Enter ***Percent*** (i.e.100)
- Click ***Save***

Notes:

- ✓ *Line Accounting allows a user to enter the amount on the ACCS by Percent, Cost and/or Quantity.*
- ✓ *Depending upon which one you choose, different fields will need to be entered.*

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>The Account Code Management screen appears with the accounting now listed.



➢ Click Summary from the Menu Options
➢ Click Forms from the Menu Options</td></tr>
<tr><td>11</td><td>The Requisition Form Setup screen appears

➢ Click Accounting Codes checkbox
➢ Click Cost of Line Item Applied to the Account Code checkbox
➢ Click Delivery Date checkbox
➢ Click View Form

A warning message will appear
➢ Click OK</td></tr>
<tr><td>12</td><td>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.

➢ Close out the window
➢ Click Save</td></tr>
</table>

Step	Action
13	➢ Click ***Commit*** from the *Menu Options* ➢ Review the Requisition Report (pop-up) and Close it ➢ Validate the dollar amount on the **Financial Interface Validations** screen ➢ Click ***Save and Post*** ➢ Click ***Summary*** from the *Menu Options* to refresh the screen When finished verifying the accounting was approved/accepted: ➢ Click ***Home*** from the *Standard Menu Bar*
14	**For training purposes on this exercise, you will not be doing the REVIEW & APPROVAL process**

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

Objectives:

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

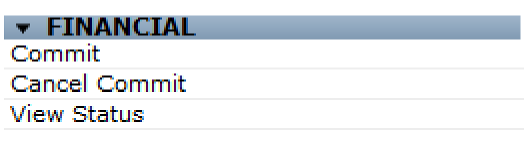
Instructions: Execute the following steps:

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)

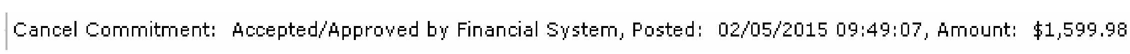
Step	Action
1	From the **Home** screen ➢ Click ***Create Requisition*** from the *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish. ➢ Click ***Save***
3a	The **Requisition Administration** screen appears. From the *Administration* view tab ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***Purpose*** (i.e. TO PURCHASE FILE CABINETS) ➢ Enter the ***FAAPS#*** (i.e. 5 zeros) ➢ Enter the ***COR*** (i.e. EKC – make sure to use the refresh icon if typing) ➢ Look up the ***UNSPSC*** code and select it (i.e. CABINET) ➢ Enter the ***Vendor*** (i.e. OFFICE DEPT --MD) ➢ Click on *Funding* view tab
3b	From the *Funding* view tab ➢ Enter the ***Certifies bonafide need*** field (i.e. TRAINING ID name) ➢ Enter the ***Certifies funds available*** field (i.e. DAB) ➢ Enter the ***Agency Identifier*** (i.e. 13) ➢ Enter the ***Main Account*** (i.e. 1450) ➢ Click on *Addresses* view tab

Step	Action
4	From the *Addresses* view tab ➢ Enter/Verify all applicable addresses including ***Supplemental Address Information*** ➢ Click ***Save***
5	The **Requisition Summary** screen appears ➢ Click ***Add to Hotlist*** from the *Menu Options* ➢ Click ***Line Items*** from the *Menu Options*
6	The **Requisition Line Item Management** screen appears ➢ Click ***Create CLIN*** from the *Menu Options*
7	The **Requisition Line Item Detail** screen appears From the *Administration* view tab (Line 0001) ➢ Enter ***Qty*** (i.e. 2) ➢ Enter ***UI*** (i.e. EA) ➢ Enter ***Cost*** (i.e. 799.99) ➢ Enter ***Description*** (i.e. HON 800 SERIES LATERAL FILES WITH LOCK, 36 INCHES, 5-DRAWER, PUTTY) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab From the *Address* view tab ➢ Verify addresses are correct ➢ Click ***Apply*** ➢ Click ***Accounting*** from the *Menu Options*
8	The **Account Code Management** screen appears. ➢ Click ***Create*** from the *Menu Options*
9	The **Account Code Detail** screen appears. ➢ Import your Personal Account Code ➢ Change the Object Class to: ***26280000*** ➢ Select ***Allocation By*** (i.e. Percent) ➢ Enter ***Percent*** (i.e.100) ➢ Click ***Save***
10	The **Account Code Management** screen appears with the accounting now listed. ➢ Click ***Summary*** from the *Menu Options* ➢ Click ***Forms*** from the *Menu Options*

Step	Action
11	The **Requisition Form Setup** screen appears ➢ Click ***Accounting Codes*** checkbox ➢ Click ***Cost of Line Item Applied to the Account Code*** checkbox ➢ Click ***Delivery Date*** checkbox ➢ Click ***View Form*** A warning message will appear Click ***OK***
12	A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document. ➢ Close out the window ➢ Click ***Save***
13	➢ Click ***Commit*** from the *Menu Options* ➢ Review the Requisition Report (pop-up) and Close it ➢ Validate the dollar amount on the **Financial Interface Validations** screen ➢ Click ***Save and Post*** ➢ Click ***Summary*** from the *Menu Options* to refresh the screen
14	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.
15	Under **Requisitions Summary Menu/Financial** ➢ Click ***Cancel Commit*** from the *Menu Options* 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16</td><td>
The Financial Interface Validations screen appears.

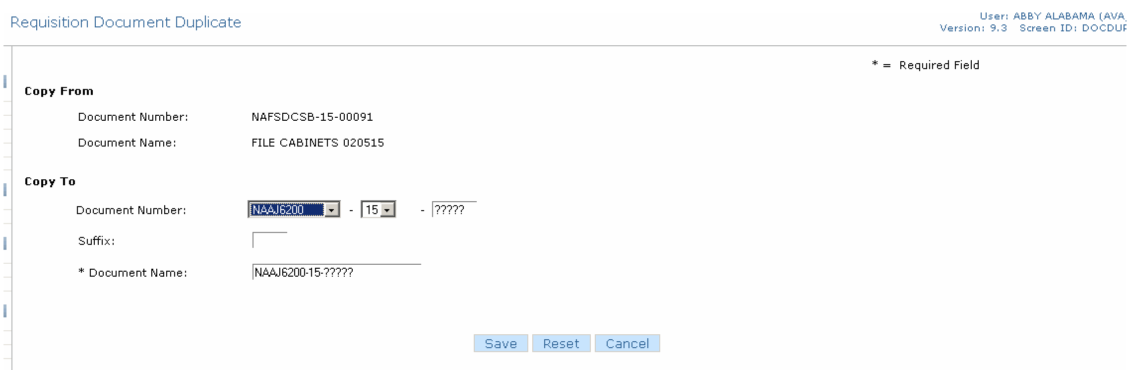
➢ Validate the dollar amount
➢ Click Save and Post
➢ Click Summary from the Menu Options to refresh the screen
</td></tr>
<tr><td>17</td><td>
After the cancel commitment has been approved/accepted, you will need to change the quantity and thus to the amount of the requisition. To do this you will need to copy the requisition and then make the update(s) to the copy of the requisition.



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.Award/CFS when trying to obligate the purchase. This includes cost, quantity, ACCS and any other mistakes or additions forgotten.

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.
</td></tr>
<tr><td>18</td><td>
From the Requisition Summary screen do the following:

➢ Click Copy from the Menu Options
</td></tr>
</table>

Step	Action
19	The **Requisition Document *Duplicate*** screen appears.  ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** ➢ Click ***Save***
	Note: *Do NOT check the Free-form checkbox. ALWAYS use the PICKLIST.*
20	The **Requisition Administration** screen appears. Make any changes that are needed on this screen. When finished do the following: ➢ Click ***Save*** ➢ Add to ***Hotlist*** ➢ Click ***Line Items*** from the *Menu Options*
21	In the **Search Criteria**: ➢ Click ***Search*** All line items will then be listed. ➢ Click on ***001***
22	➢ Change the Qty field to the correct quantity ➢ Click ***Save*** ➢ Click ***Summary*** from the *Menu Options* ➢ Click ***Forms*** from the *Menu Options*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td rowspan="2">23</td><td>The Requisition Form Setup screen appears

➢ Click Accounting Codes checkbox
➢ Click Cost of Line Item Applied to the Account Code checkbox
➢ Click Delivery Date checkbox
➢ Click View Form

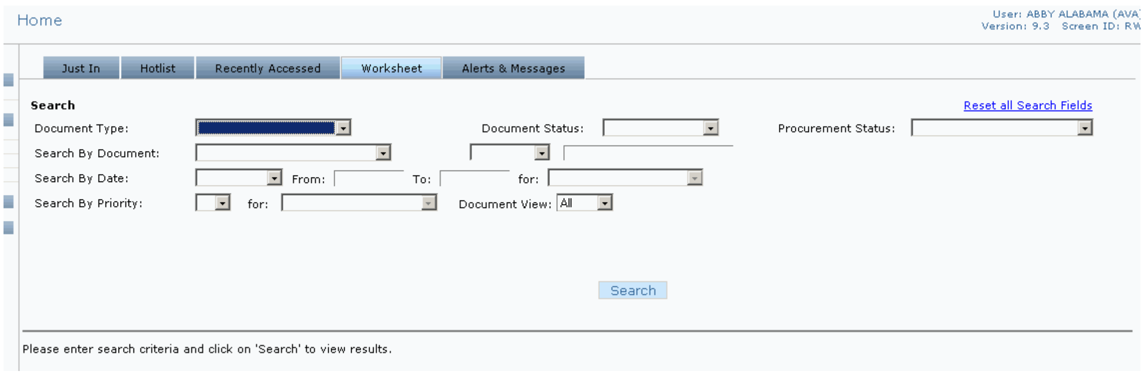
A warning message will appear
➢ Click OK</td></tr>
<tr><td>Note: The requisition form should be re-saved and re-printed since a change was made.</td></tr>
<tr><td rowspan="2">24</td><td>A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document.

➢ Close out the window
➢ Click Save
➢ Click on Commit from the Menu Options</td></tr>
<tr><td>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.</td></tr>
<tr><td>25</td><td>The Financial Interface Validations screen appears.

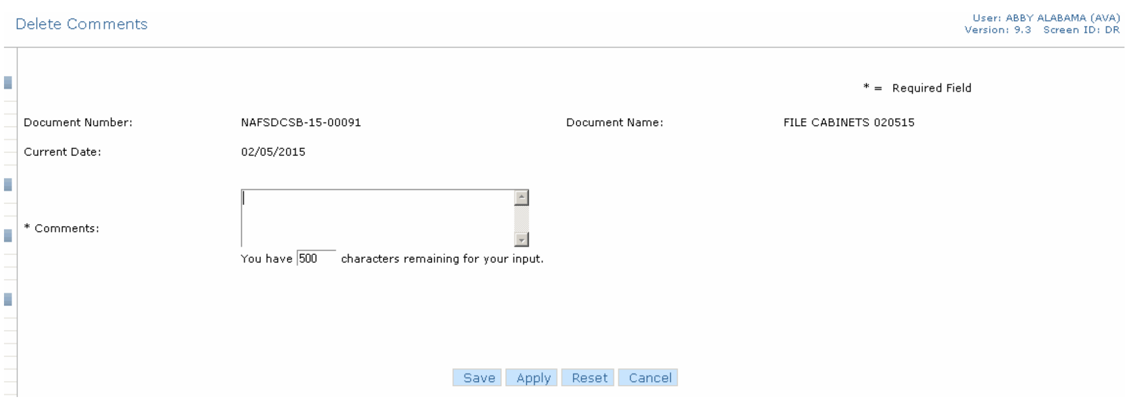
➢ Review the Requisition Report (pop-up) and Close it
➢ Validate the dollar amount on the Financial Interface Validations screen
➢ Click Save and Post</td></tr>
<tr><td>25a</td><td>For training purposes on this exercise, you will not be doing the REVIEW & APPROVAL process</td></tr>
<tr><td>26</td><td>➢ Click Home from the Standard Menu Bar</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td rowspan="2">27</td><td>You should now go and cancel/delete the previous requisition, since it is no longer valid. To do this, from the Requisition Summary screen:

➢ Click on the Worksheet view tab


</td></tr>
<tr><td>Note: You should use your office's policy of cancel or delete. If your office does not currently have a policy, know that the following will happen:
✓ Cancel will cancel that requisition so it may not be used again, but will keep a record on hand.
✓ Delete will permanently delete the record and will no longer be available.</td></tr>
<tr><td>28</td><td>One the Worksheet View Tab, 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</td></tr>
<tr><td>29</td><td>The Requisition Summary screen appears. To cancel/delete this requisition:

➢ Click on Cancel or Delete from the Menu Options</td></tr>
</table>

Step	Action
30	The **Cancel Comments** or **Delete Comments** screen appears. On this page you will need to enter the comments as to why this requisition is being canceled.   ➢ Enter ***Comments*** (i.e. Quantity/Cost changed. Copied document and recommitted/submitted with updated information) ➢ Click ***Save***
31	The screen will refresh back to the **Home** screen, *Worksheet View Tab* and a message should appear at the bottom of the screen: Requisition successfully cancelled. Document was successfully deleted.
	Note: *Once a requisition has been cancelled, you will no longer be able to commit or submit this document. Once a requisition has been deleted, you will no longer be able to see it.*

Exercise #7: Create a Requisition (Multiple Lines of Accounting, & Rounding Issue)

Objectives:

- Navigate through C.Request
- Create Multiple Accountings for a line
- Use Rounding Worksheet to figure out multiple accounting costs
- Follow flow chart

Instructions: Execute the following steps:

Your boss has emailed you with the details of the ergonomic chairs needed to be ordered for the office staff. Please use the details in the email to set up your requisition.

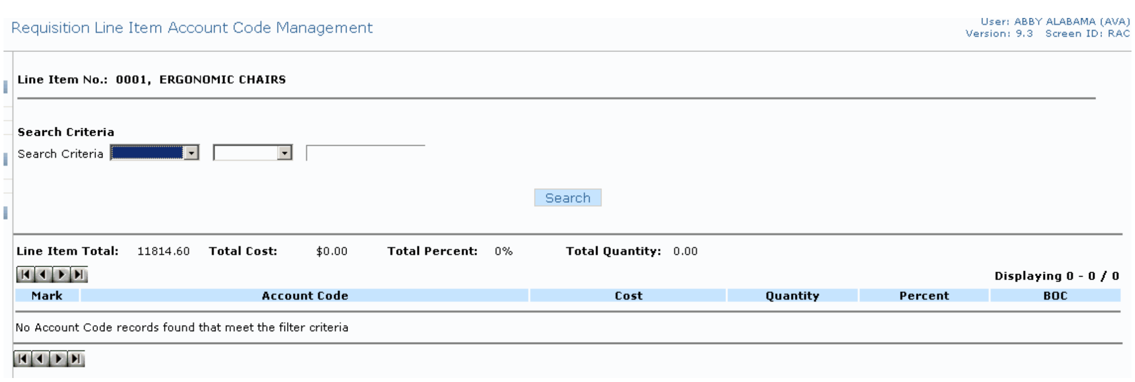
Subject: Chair Order
From: Your Boss <yourboss@noaa.gov>
Date: Mon, Current Date 08:10:20 – 0500
To: You <yourname@noaa.gov>

We need 30 new ergonomic chairs. Below are the specs. Use GSA # GS-27-F-0024V and the following accounting codes for these purchases.

(30) BIG AND TALL MESH CHAIR WITH MESH SEAT
Brand: Office Star Space Collection
Dimensions: 27"W x 26-1/2"D x 42"H
GS-27F-0024V $393.82/ea

ACCS:
14.15.28LEF28.B00.0001.022116001.3021000200000000.2625 $5000.25
14.15. 28LEF29.P00.0001.022116001.3031000200000000.2625 $1500.10
14.15.42MC103.FBJ.0016.040401001.2006000001000000.2625 $2500.15
14.15.GTASDIR.P00.2029.010203004.0602000401000000.2625 $2814.10

Step	Action
1	From the **Home** screen ➢ Click ***Create Requisition*** from the *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish ➢ Click ***Save***
3a	The **Requisition Administration** screen appears. From the *Administration* view tab ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***FAAPS#*** (i.e. 5 zeros) ➢ Enter the ***COR*** (i.e. EKC – make sure to use the refresh icon if typing) ➢ Look up the ***Federal Supply Class*** code and select it (i.e. Office Furniture) ➢ Enter the ***Purpose*** (i.e. Purchase of Ergonomic Chairs for the Office) ➢ Enter *Contract* (i.e. GS-27F-0024V) ➢ Click on *Funding* view tab
3b	From the *Funding* view tab ➢ Enter the ***Certifies bonafide need*** field (i.e. TRAINING ID name) ➢ Enter the ***Certifies funds available*** field (i.e. DAB) ➢ Enter the ***Agency Identifier*** (i.e. 13) ➢ Enter the ***Main Account*** (i.e. 1450) ➢ Click on *Addresses* view tab
4	From the *Addresses* view tab ➢ Enter/Verify all applicable addresses including ***Supplemental Address Information*** ➢ Click ***Save*** ➢ Click ***Add to Hotlist*** from the *Menu Options*
5	The **Requisition Summary** screen appears ➢ Click ***Line Items*** from the *Menu Options*
6	The **Requisition Line Item Management** screen appears ➢ Click ***Create CLIN*** from the *Menu Options*

Step	Action
6a	From the *Administration* view tab (Line 0001) ➢ Enter ***Qty*** (i.e. 30) ➢ Enter ***UI*** (i.e. EA) ➢ Enter ***Cost*** (i.e. 393.82) ➢ Enter ***Description*** (i.e. BIG AND TALL MESH CHAIR WITH MESH SEAT, Brand: Office Star Space Collection, Dimensions: 27 IN W x 26-1/2 IN D x 42 IN H, GSA Contract: GS-27F-0024V) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab From the *Address* view tab ➢ Verify addresses are correct ➢ Click ***Apply*** ➢ Click ***Accounting*** from the *Menu Options*
	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.*
6b	The **Account Code Management** screen appears. 

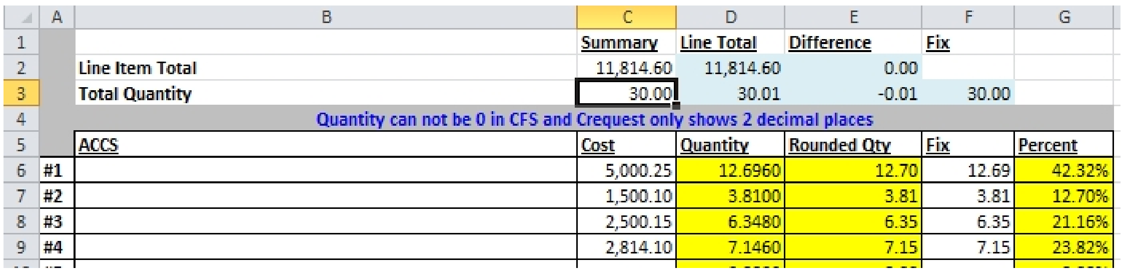
Step	Action
6b1	Because there are more than three accounting codes that will need to added to this line and because your boss has asked that it be done by cost, you may end up with what is called a rounding issue. This happens because C.Request only allows for two decimal points in the quantity but CFS 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. So when you add accounting to the line the following must be there: Line Item Total = Total Cost (accounting) Total Percentage = 100% Total Quantity (accounting) = Quantity on Line To make this easier in calculating and easier to enter into C.Request, we have come up with a worksheet that will help.

Step	Action
6b2	The Rounding Worksheet is done in Excel.

	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%

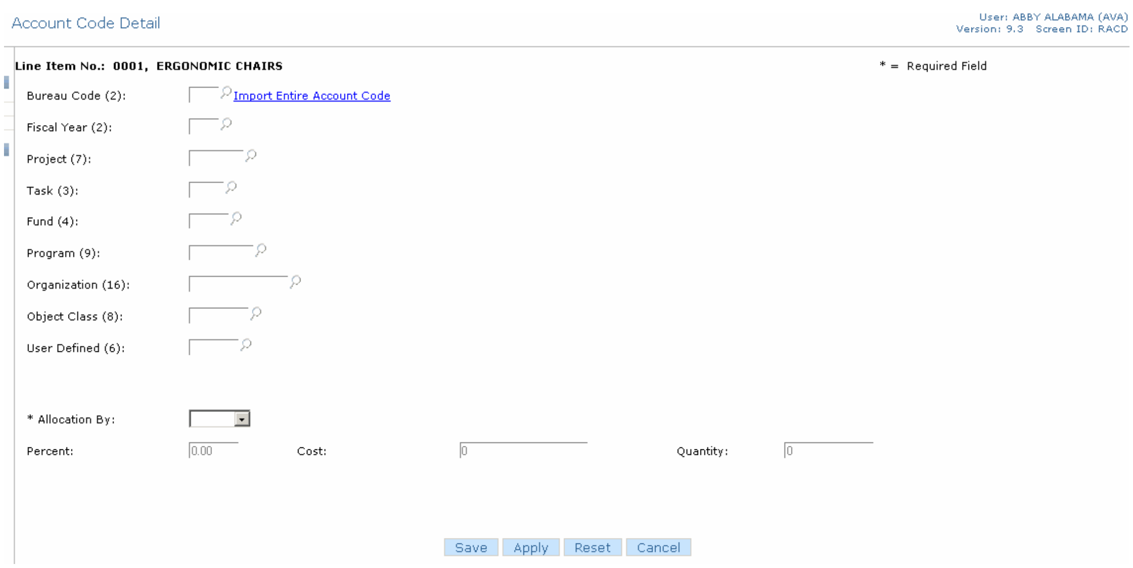
The colored boxes do all of the calculations for you. Notice there are two columns for quantity. The first is for the CFS side showing the four positions after the decimal point. The second column shows what C.Request does to "round" the quantity to two positions after the decimal point. If any value 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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6b21</td><td>
For our exercise we have 4 accounting codes to add. We’ll do this into the worksheet first:



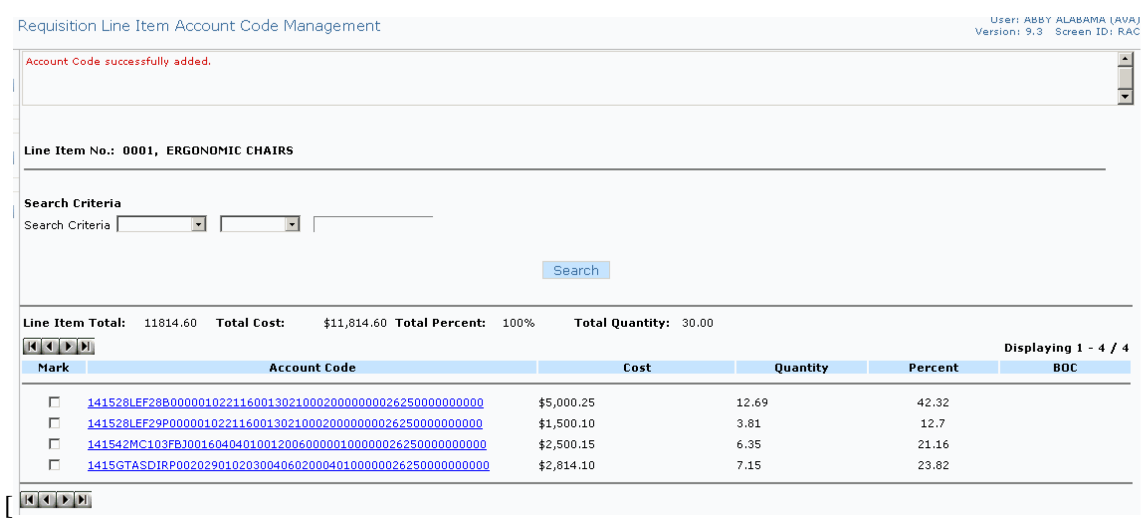
<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr>
<tr><td>1</td><td></td><td></td><td>Summary</td><td>Line Total</td><td>Difference</td><td>Fix</td><td></td></tr>
<tr><td>2</td><td></td><td>Line Item Total</td><td>11,814.60</td><td>11,814.60</td><td>0.00</td><td></td><td></td></tr>
<tr><td>3</td><td></td><td>Total Quantity</td><td>30.00</td><td>30.01</td><td>-0.01</td><td>30.00</td><td></td></tr>
<tr><td>4</td><td colspan="7">Quantity can not be 0 in CFS and Crequest only shows 2 decimal places</td></tr>
<tr><td>5</td><td></td><td>ACCS</td><td>Cost</td><td>Quantity</td><td>Rounded Qty</td><td>Fix</td><td>Percent</td></tr>
<tr><td>6</td><td>#1</td><td></td><td>5,000.25</td><td>12.6960</td><td>12.70</td><td>12.69</td><td>42.32%</td></tr>
<tr><td>7</td><td>#2</td><td></td><td>1,500.10</td><td>3.8100</td><td>3.81</td><td>3.81</td><td>12.70%</td></tr>
<tr><td>8</td><td>#3</td><td></td><td>2,500.15</td><td>6.3480</td><td>6.35</td><td>6.35</td><td>21.16%</td></tr>
<tr><td>9</td><td>#4</td><td></td><td>2,814.10</td><td>7.1460</td><td>7.15</td><td>7.15</td><td>23.82%</td></tr>
</table>

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.
Any changes to the quantity should be done in the FIX column and if that is the case, you will need to make sure to enter that column’s quantity into C.Request.
You are also then able to print this worksheet out for easy entry into the system.
</td></tr>
<tr><td>6c</td><td>
Going back to C.Request from the Account Code Management screen:
Click Create from the Menu Options
</td></tr>
</table>

Step	Action
6c1	The **Account Code Detail** screen appears.  ➢ Enter all values of the first ACCS (e.g., bureau, fund, etc) from your worksheet ✓ *14-15-28LEF28-B00-0001-022116001-3021000200000000-26250000-000000* ➢ Select ***Allocation By*** (i.e. Cost) ➢ Enter ***Cost*** (i.e. 5000.25) ➢ Enter ***Quantity*** (i.e. 12.69) ➢ Click ***Save***
6c2	➢ Click ***Create*** from the *Menu Options* ➢ Enter all values of the ACCS (e.g., bureau, fund, etc) ✓ *14-15-28LEF29-P00-0001-022116001-3021000200000000-26250000-000000* ➢ Select ***Allocation By*** (i.e. Cost) ➢ Enter ***Cost*** (i.e. 1500.10) ➢ Enter ***Quantity*** (i.e. 3.81) ➢ Click ***Save***

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6c3</td><td>
➢ Click Create from the Menu Options
➢ Enter all values of the ACCS (e.g., bureau, fund, etc)
✓ 14-15-42MC103-FBJ-0016-040401001-2006000001000000-26250000-000000

➢ Select Allocation By (i.e. Cost)
➢ Enter Cost (i.e. 2500.15)
➢ Enter Quantity (i.e. 6.35)
➢ Click Save
</td></tr>
<tr><td>6c4</td><td>
➢ Click Create from the Menu Options
➢ Enter all values of the ACCS (e.g., bureau, fund, etc)
✓ 14-15-GTASDIR-P00-2029-010203004-0602000401000000-26250000-000000

➢ Select Allocation By (i.e. Cost)
➢ Enter Cost (i.e. 2814.10)
➢ Enter Quantity (i.e. 7.15)
➢ Click Save
</td></tr>
<tr><td>6d</td><td>
➢ Verify Line Item Total equals Total Cost
➢ Verify Total Percentage equals 100%
➢ Verify Total Quantity equal the total line item quantity


</td></tr>
<tr><td>7</td><td>
➢ If finished click Summary from the Menu Options
➢ Click Forms from the Menu Options
</td></tr>
</table>

Step	Action
8	The **Requisition Form Setup** screen appears ➢ Click ***Accounting Codes*** checkbox ➢ Click ***Cost of Line Item Applied to the Account Code*** checkbox ➢ Click ***Delivery Date*** checkbox ➢ Click ***View Form*** A warning message will appear ➢ Click ***OK***
9	A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document. ➢ Close out the window ➢ Click ***Save***
10	➢ Click ***Commit*** from the *Menu Options* ➢ Validate the dollar amount ➢ Click ***Save and Post*** ➢ Click ***Summary*** from the *Menu Options* to refresh the screen When finished verifying the accounting was approved/accepted: ➢ Click ***Home*** from the *Standard Menu Bar*
11	**For training purposes on this exercise, you will not be doing the REVIEW & APPROVAL process**

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Demonstration #1: Create a Requisition – Simple Contract with Option Year

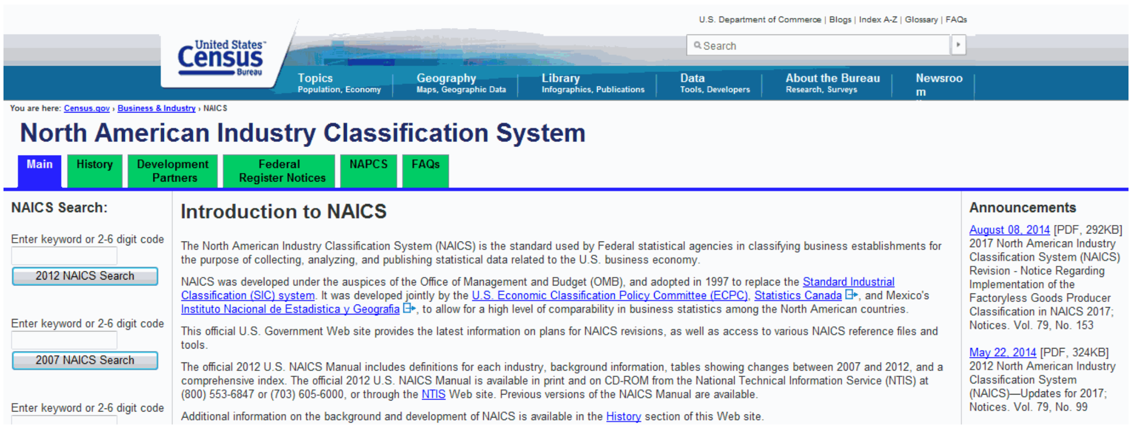
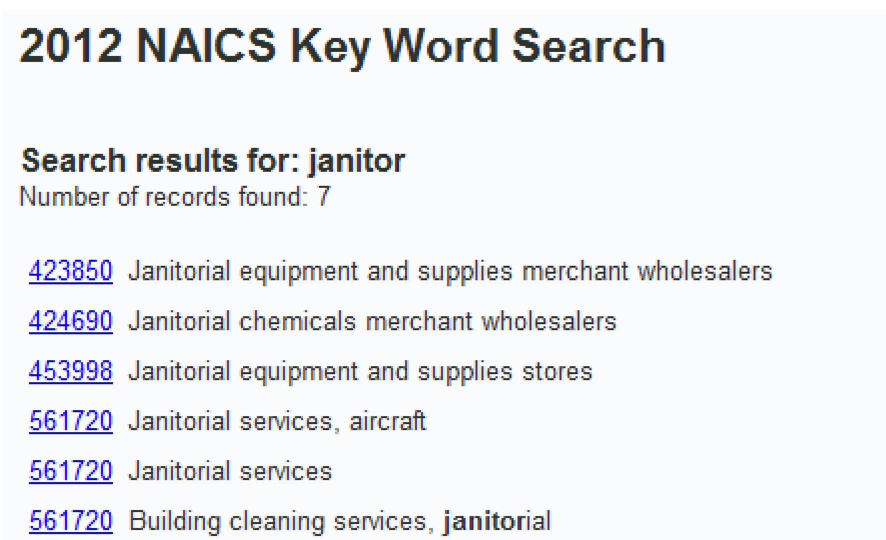
Objectives:

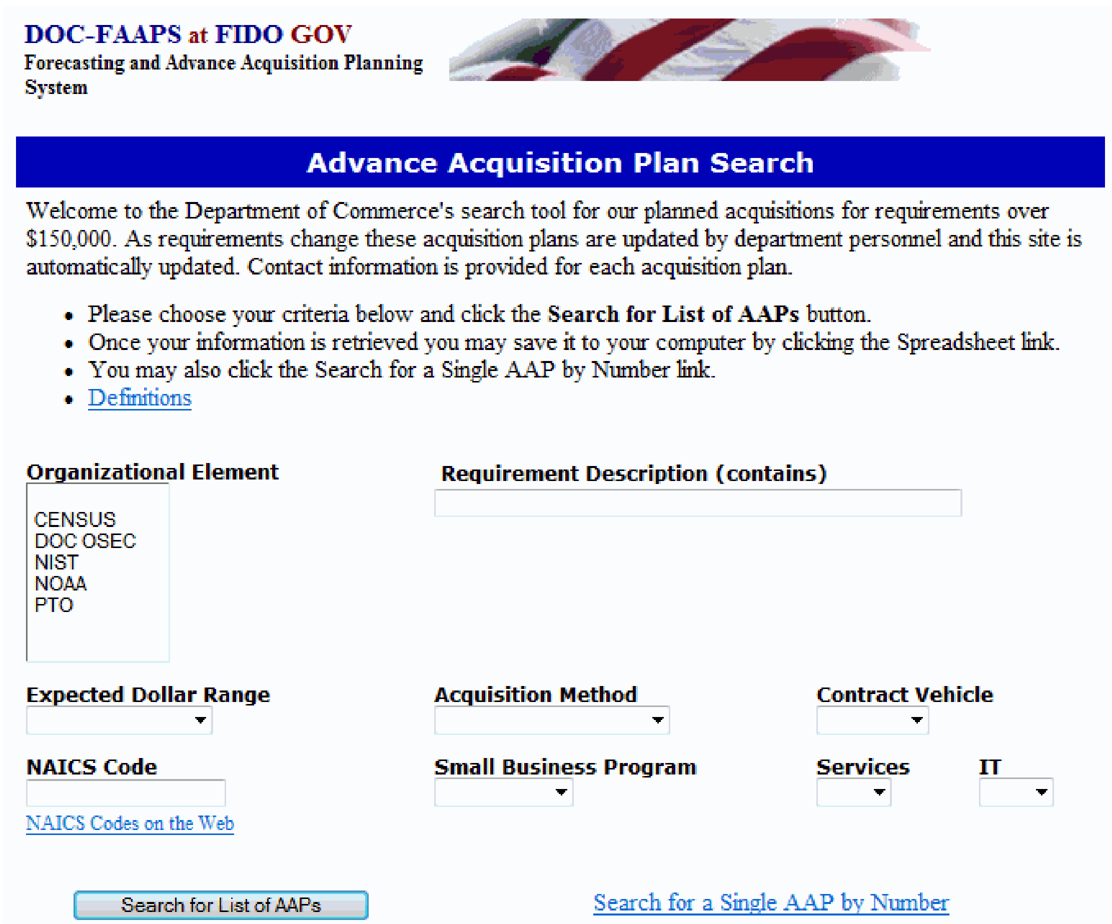
- Navigate through C.Request
- Create a Requisition for a Simple Contract
- Use the Option View Tab
- Follow flow chart
- Learn about how to lookup a FAAPs#

Instructions: Execute the following steps:

Your office needs janitorial services for various locations. You'll need to create a requisition for the first year and add an option year.

Step	Action
1	From the **Home** screen ➢ Click ***Create Requisition*** from the *Menu Options*
2	The **Requisition PIIN and Name** screen appears ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** if you wish. ➢ Click ***Save***
3a	The **Requisition Administration** screen appears. From the *Administration* view tab ➢ Enter the ***Delivery Date*** (i.e. MM/DD/YYYY) ➢ Enter the ***Purpose*** (i.e. TO PROCURE JANITORIAL SERVICES) ➢ Enter the ***COR*** (i.e. EKC – make sure to use the refresh icon if typing) ➢ Look up the ***UNSPSC*** code and select it (i.e. JANITOR)

Step	Action
3b	Reminder you will need to use a FAAPs number for anything over $150,000 or is a type of service that has no dollar level. So, in order to find out that number, one of the easiest ways to figure it out is to look up your NAICS code. Go to: http://www.census.gov/eos/www/naics/ 
3b1	In the 2012 NAICS Search field, enter what you're looking for. In this case we're going to enter janitor and click the Search button. The results (if any) will display:  Copy the number of the one that fits what you're looking to procure. In this case we would select **561720**.

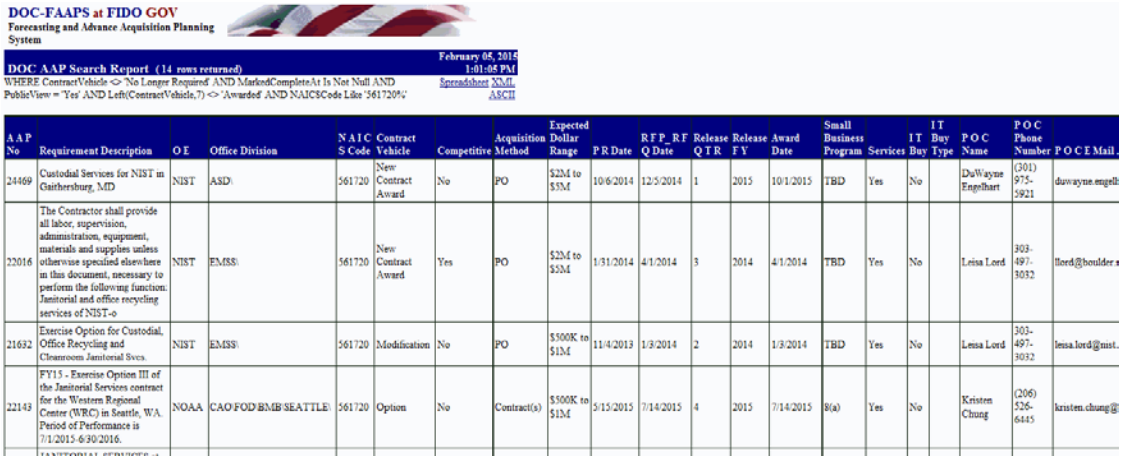
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b2</td><td>
We would then go to the FAAPs lookup website:
http://fido.gov/doc/aap/publicview.asp

DOC-FAAPS at FIDO GOV
Forecasting and Advance Acquisition Planning System
Advance Acquisition Plan Search
Welcome to the Department of Commerce's search tool for our planned acquisitions for requirements over $150,000. As requirements change these acquisition plans are updated by department personnel and this site is automatically updated. Contact information is provided for each acquisition plan.

Please choose your criteria below and click the Search for List of AAPs button.
Once your information is retrieved you may save it to your computer by clicking the Spreadsheet link.
You may also click the Search for a Single AAP by Number link.
Definitions

Organizational Element
CENSUS
DOC OSEC
NIST
NOAA
PTO
Requirement Description (contains)
Expected Dollar Range
Acquisition Method
Contract Vehicle
NAICS Code
NAICS Codes on the Web
Small Business Program
Services
IT
Search for List of AAPs
Search for a Single AAP by Number

When searching on this page, less is more. So only enter the NAICS code and possibly select our bureau under Organizational Element. When that has been entered, click on the Search button.
</td></tr>
</table>

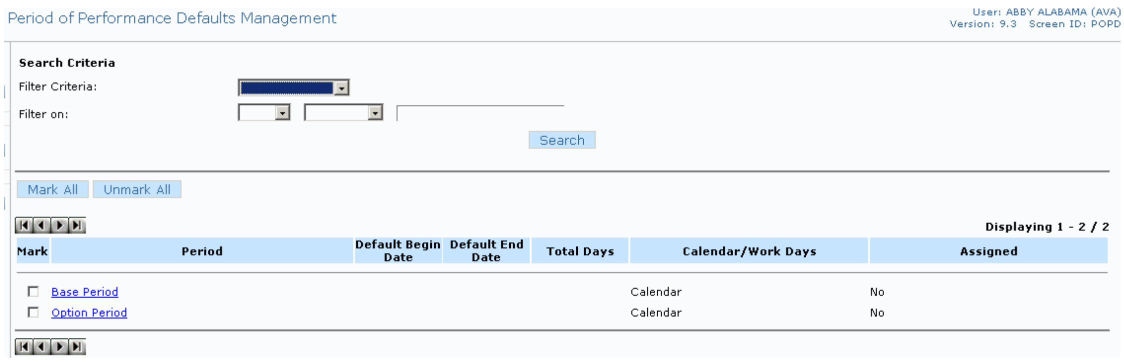
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3b3</td><td>The results (if any) will display:

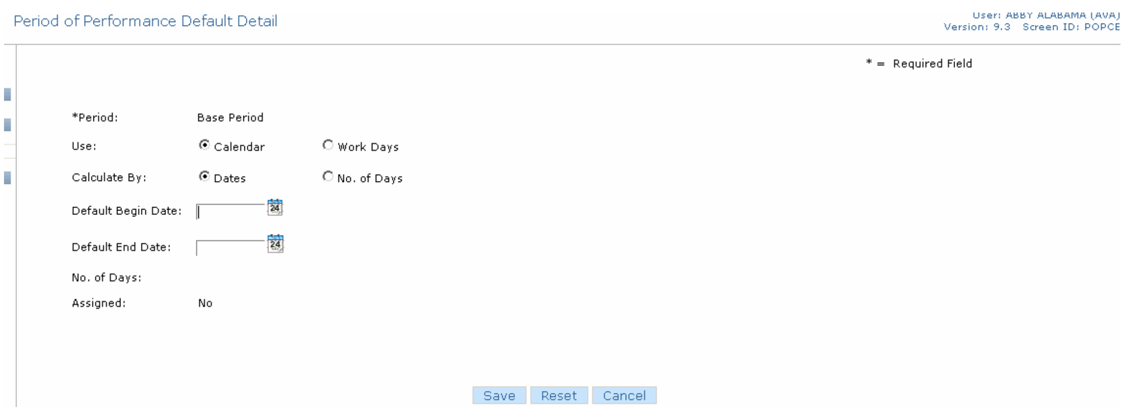


<table>
<tr><th>AAP No</th><th>Requirement Description</th><th>OE</th><th>Office Division</th><th>NAICS Code</th><th>Contract Vehicle</th><th>Competitive</th><th>Acquisition Method</th><th>Expected Dollar Range</th><th>PR Date</th><th>RFP_RFQ Date</th><th>Release QTR</th><th>Release FY</th><th>Award Date</th><th>Small Business Program</th><th>Services</th><th>IT Buy</th><th>IT Buy Type</th><th>POC Name</th><th>POC Phone Number</th><th>POC EMail</th></tr>
<tr><td>24469</td><td>Custodial Services for NIST in Gaithersburg, MD</td><td>NIST</td><td>ASD\</td><td>561720</td><td>New Contract Award</td><td>No</td><td>PO</td><td>$2M to $5M</td><td>10/6/2014</td><td>12/5/2014</td><td>1</td><td>2015</td><td>10/1/2015</td><td>TBD</td><td>Yes</td><td>No</td><td></td><td>DuWayne Engelhart</td><td>(301) 975-5921</td><td>duwayne.engelh</td></tr>
<tr><td>22016</td><td>The Contractor shall provide all labor, supervision, administration, equipment, materials and supplies unless otherwise specified elsewhere in this document, necessary to perform the following function: Janitorial and office recycling services of NIST-o</td><td>NIST</td><td>EMSS\</td><td>561720</td><td>New Contract Award</td><td>Yes</td><td>PO</td><td>$2M to $5M</td><td>1/31/2014</td><td>4/1/2014</td><td>3</td><td>2014</td><td>4/1/2014</td><td>TBD</td><td>Yes</td><td>No</td><td></td><td>Leisa Lord</td><td>303-497-3032</td><td>llord@boulder.</td></tr>
<tr><td>21632</td><td>Exercise Option for Custodial, Office Recycling and Cleanroom Janitorial Svcs.</td><td>NIST</td><td>EMSS\</td><td>561720</td><td>Modification</td><td>No</td><td>PO</td><td>$500K to $1M</td><td>11/4/2013</td><td>1/3/2014</td><td>2</td><td>2014</td><td>1/3/2014</td><td>TBD</td><td>Yes</td><td>No</td><td></td><td>Leisa Lord</td><td>303-497-3032</td><td>leisa.lord@nist.</td></tr>
<tr><td>22143</td><td>FY15 - Exercise Option III of the Janitorial Services contract for the Western Regional Center (WRC) in Seattle, WA. Period of Performance is 7/1/2015-6/30/2016.</td><td>NOAA</td><td>CAO\FOD\BMB\SEATTLE\</td><td>561720</td><td>Option</td><td>No</td><td>Contract(s)</td><td>$500K to $1M</td><td>5/15/2015</td><td>7/14/2015</td><td>4</td><td>2015</td><td>7/14/2015</td><td>8(a)</td><td>Yes</td><td>No</td><td></td><td>Kristen Chung</td><td>(206) 526-6445</td><td>kristen.chung@</td></tr>
</table>

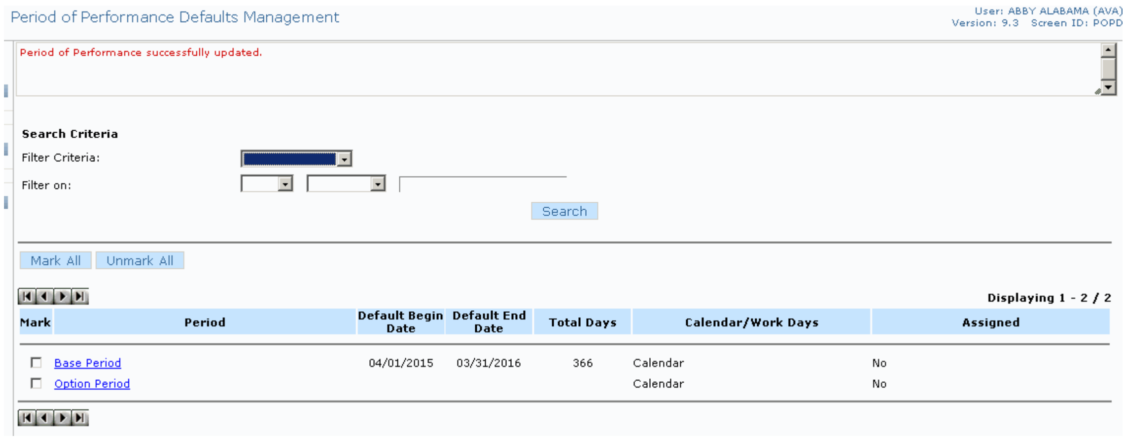
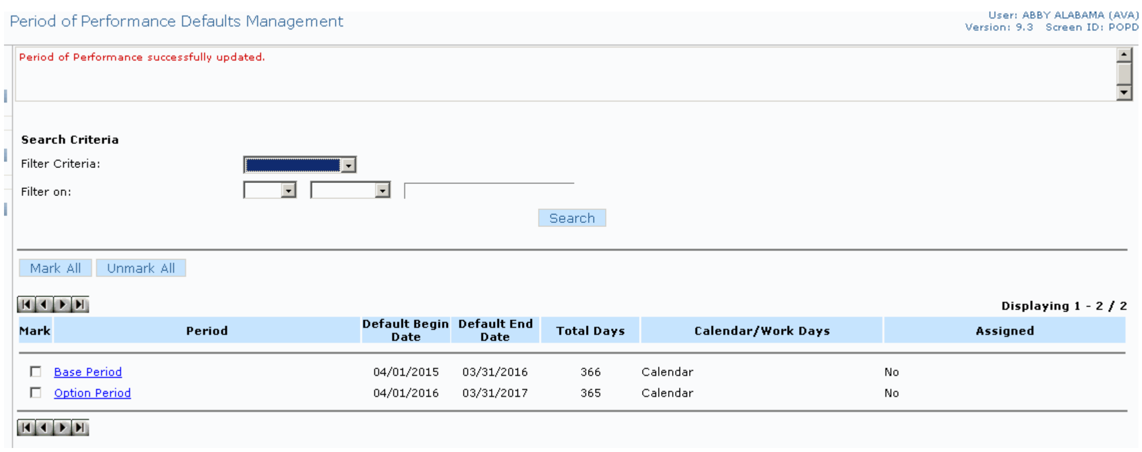
Scroll through the listings. If one doesn't exist, you may have to create a new FAAPs plan. On this website is a listing of people for the line offices that can give you access to the system as well as videos to help you create one.</td></tr>
<tr><td>3b4</td><td>Go back to C.Request to:

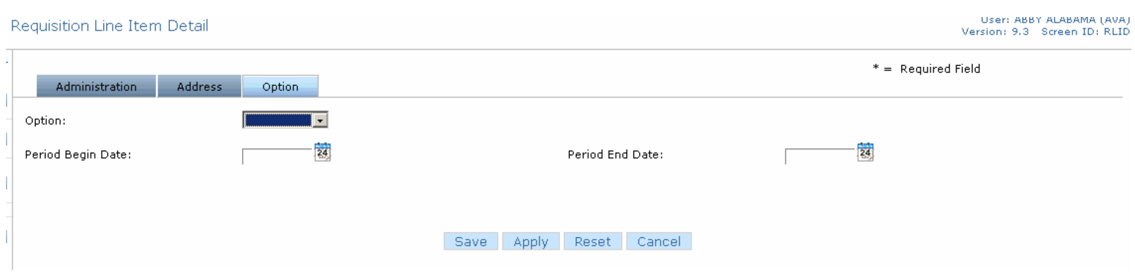
➢ Enter the FAAPs#
➢ Click on Funding view tab</td></tr>
<tr><td>3b5</td><td>From the Funding view tab
➢ Enter the Certifies bonafide need field (i.e. TRAINING ID name)
➢ Enter the Certifies funds available field (i.e. DAB)
➢ Enter the Agency Identifier (i.e. 13)
➢ Enter the Main Account (i.e. 1450)
➢ Click on Addresses view tab</td></tr>
<tr><td>3b6</td><td>From the Addresses view tab
➢ Enter/Verify all applicable addresses including Supplemental Address Information
➢ Click Save</td></tr>
<tr><td>4</td><td>The Requisition Summary screen appears
➢ Click Add to Hotlist from the Menu Options
➢ Click Period of Performance Defaults from the Menu Options</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>The Period of Performance Defaults Management screen appears:


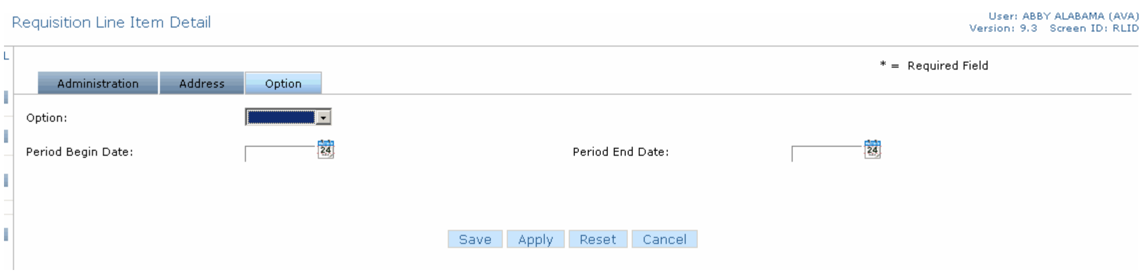
➢ Click Base Period</td></tr>
<tr><td>5a</td><td>The Period of Performance Default Detail screen appears:


➢ Choose Use (i.e. Calendar)
➢ Choose Calculate By (i.e. Dates)
➢ Enter Default Begin Date
➢ Enter Default End Date
➢ Click Save</td></tr>
</table>

Step	Action
5b	The **Period of Performance Default Detail** screen appears with your new period listed:  ➢ Edit Option Period dates
5c	The **Period of Performance Default Detail** screen appears with your new period listed:  When finished adding your Period of Performances ➢ Click ***Line Items*** from the *Menu Options*
6	The **Requisition Line Item Management** screen appears ➢ Click ***Create CLIN*** from the *Menu Options*

Step	Action
7	The **Requisition Line Item Detail** screen appears From the *Administration* view tab (Line 0001) ➢ Enter ***Qty*** (i.e. 12) ➢ Enter ***UI*** (i.e. MONTHS) ➢ Enter ***Cost*** (i.e. 1800) ➢ Enter ***Description*** (i.e. BASE-YEAR JANITORIAL SVCS {DATES} ➢ SERVICES NON-PERSONAL TO FURNISH ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM SERVICES IN ACCORDANCE WITH SOW ATTACHED.) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab From the *Address* view tab ➢ Verify addresses are correct ➢ Click on *Option* view tab
8	From the *Option* view tab (Line 0001):  ➢ Choose the ***Option*** (i.e. Base Period) – Dates will automatically fill in from what you had from the Period of Performance. ➢ Click ***Apply*** ➢ Click ***Accounting*** from the *Menu Options*
	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.*
9	The **Account Code Management** screen appears. ➢ Click ***Create*** from the *Menu Options*

Step	Action
10	The **Account Code Detail** screen appears. ➢ Import your Personal Account Code ➢ Change the Object Class if needed (i.e. 25-27) ➢ Select ***Allocation By*** (i.e. Percent) ➢ Enter ***Percent*** (i.e.100) ➢ Click ***Save***
11	The **Account Code Management** screen appears with the accounting now listed. ➢ Click ***Line Items*** from the *Menu Options*
12	The **Requisition Line Item Management** screen appears ➢ Click ***Create CLIN*** from the *Menu Options*
13	The **Requisition Line Item Detail** screen appears From the *Administration* view tab (Line 0002) ➢ Enter ***Qty*** (i.e. 12) ➢ Enter ***UI*** (i.e. MONTHS) ➢ Enter ***Cost*** (i.e. 1800) ➢ Enter ***Description*** (i.e. OPTION YEAR 1 - JANITOR SERVICES – SPECS IN ATTACHED SUPPORT DOC) ➢ Enter ***Receiving Office Number*** (i.e. copy an Address Code) ➢ Click on *Address* view tab From the *Address* view tab ➢ Verify addresses are correct ➢ Click on *Option* view tab

Step	Action
14	From the *Option* view tab (Line 0002):  ➢ Choose the ***Option*** (i.e. Option Period) ➢ Click ***Save*** (option periods are not funded) ➢ Click ***Summary*** from the *Menu Options* ➢ Click ***Forms*** from the *Menu Options* ***Note:*** *For option years you don't add accounting to those lines. As long as one line has accounting the option year lines will go through.*
15	The **Requisition Form Setup** screen appears ➢ Click ***Accounting Codes*** checkbox ➢ Click ***Cost of Line Item Applied to the Account Code*** checkbox ➢ Click ***Delivery Date*** checkbox ➢ Click ***View Form*** A warning message will appear ➢ Click ***OK***
16	A new window will open showing your requisition form in Adobe (pdf) format. You can then print or save your document. ➢ Close out the window ➢ Click ***Save***
17	You would then add any support documentation and get the commitment approved before sending it for review and approval and have the FCO submit to acquisitions.

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Demonstration #2: Create a Requisition – Exercising Option Year

Objectives:

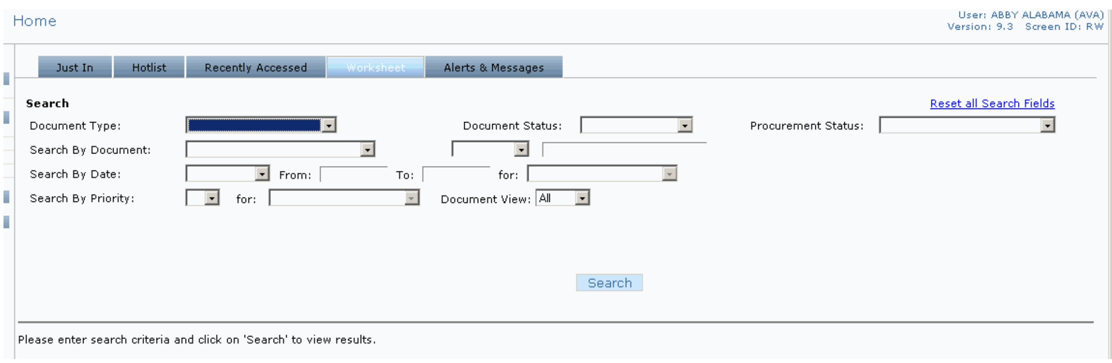
- Navigate through C.Request
- Create a Requisition to Exercise Option Year
- Copy previous requisition
- Use the Option View Tab
- Follow flow chart

Instructions: Execute the following steps:

Your office still needs janitorial services for your location(s). You'll need to create a requisition to exercise the option year already contained on the initial contract. You'll copy the original requisition, delete the original base line and make changes to your option line.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Home screen

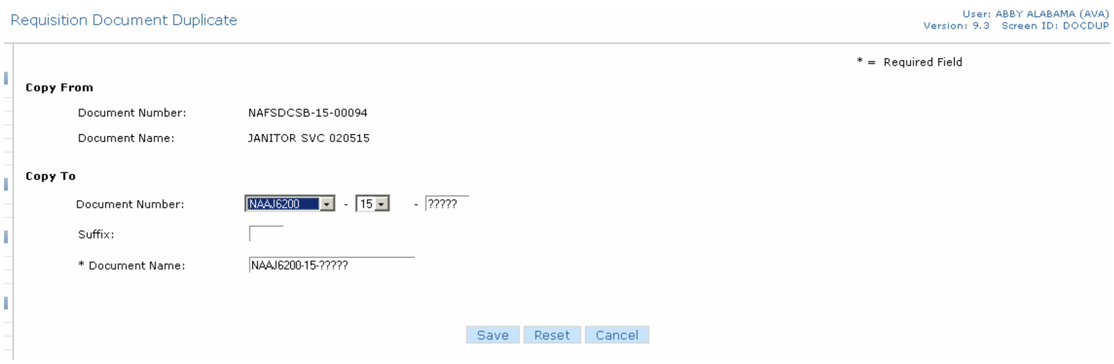
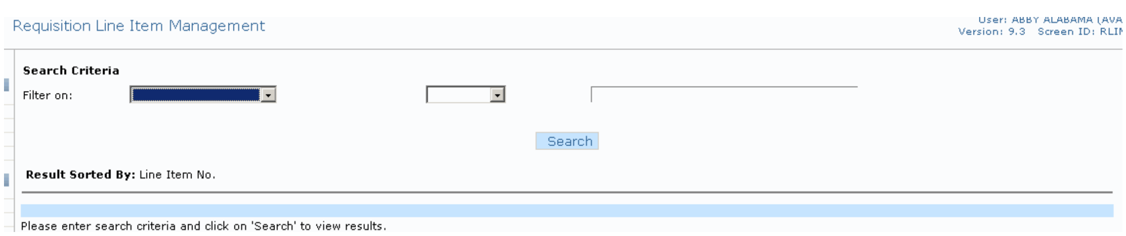
➢ Click on the Worksheet view tab



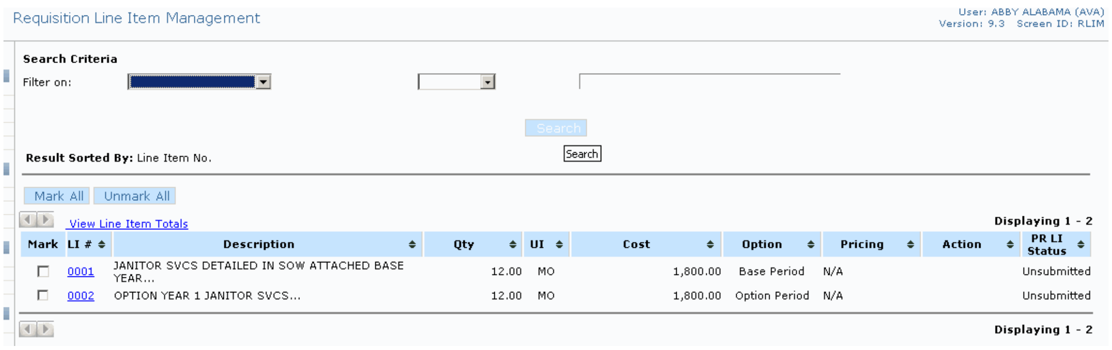
One the Worksheet View Tab, there is an area to search for an existing requisition or you can click Search to view all of your documents. Find the one that had the base and option year.

➢ Click on the Document Name</td></tr>
<tr><td>2</td><td>From the Requisition Summary screen do the following:

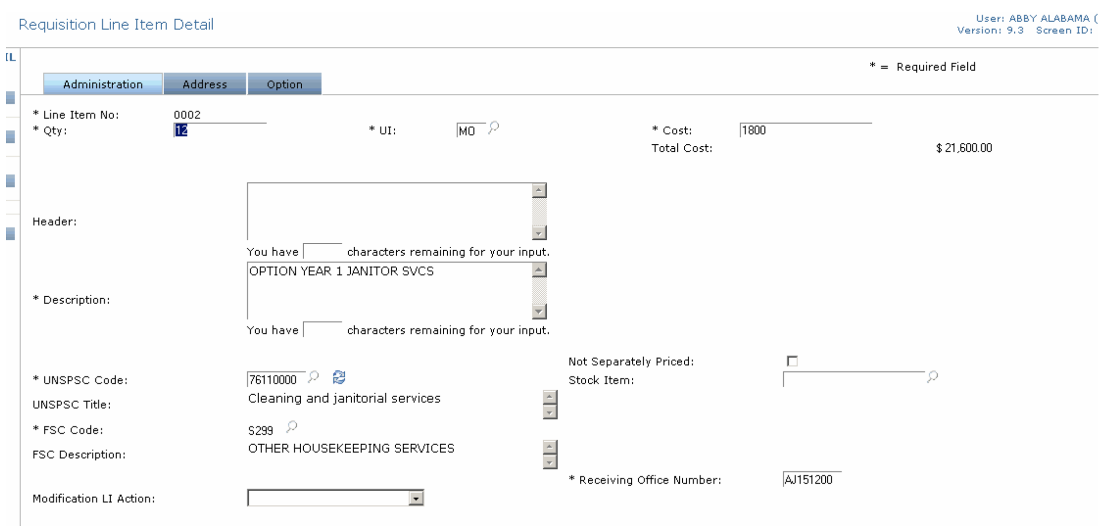
➢ Click Copy from the Menu Options</td></tr>
</table>

Step	Action
3	The **Requisition Document *Duplicate*** screen appears.  ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** ➢ Click ***Save***
	Note: *Do NOT check the Free-form checkbox. ALWAYS use the PICKLIST.*
4	The **Requisition Administration** screen appears. Make any changes that are needed on this screen. When finished do the following: ➢ Click ***Save*** ➢ Add to ***Hotlist*** ➢ Click ***Line Items*** from the *Menu Options*
5	The **Requisition Line Item Management** screen appears.  ➢ Click ***Search***

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>All lines will appear.



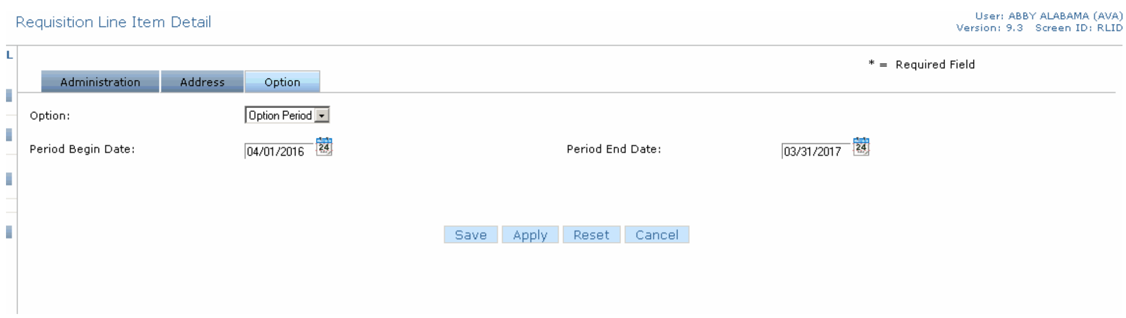
➢ Click Mark checkbox for Line 0001
➢ Select Delete from the Menu Options
➢ Click OK from the message prompt
➢ Click 0002 from the Line Items to edit it</td></tr>
<tr><td>7</td><td>The Requisition Line Item Detail screen appears.



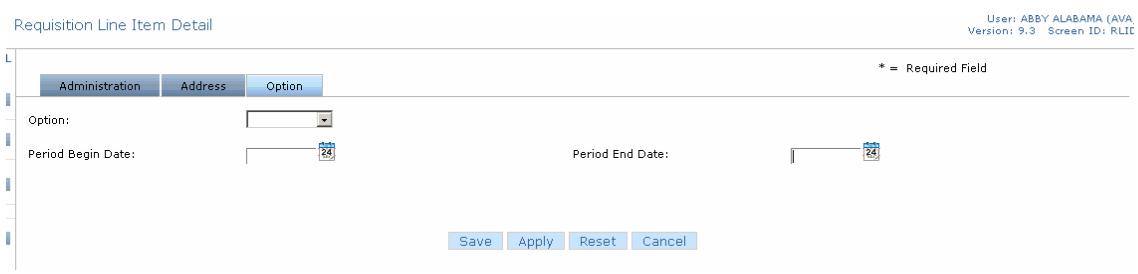
➢ Change the Modification LI Action to:

➢ Click on the Option view tab</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7a</td><td>



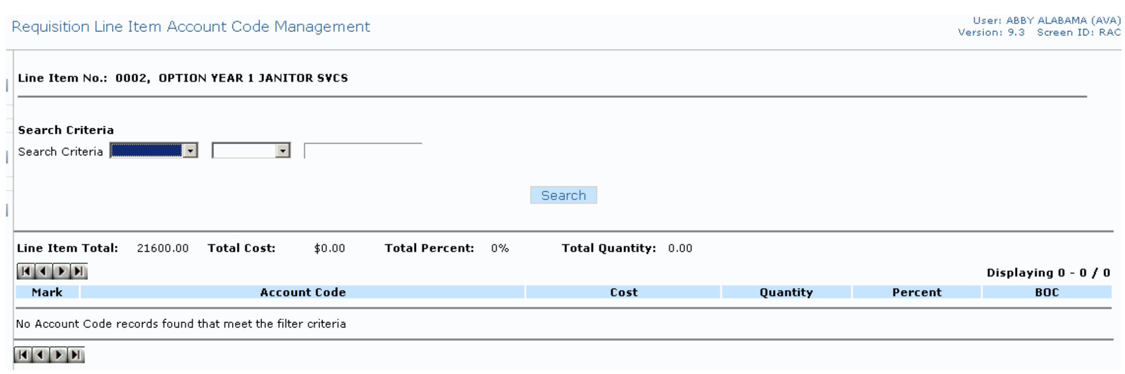
- Change the option to “blank”
- Delete the Period Begin and End Dates



- Click ***Apply***
- Click ***Accounting***

</td></tr>
<tr><td>8</td><td>

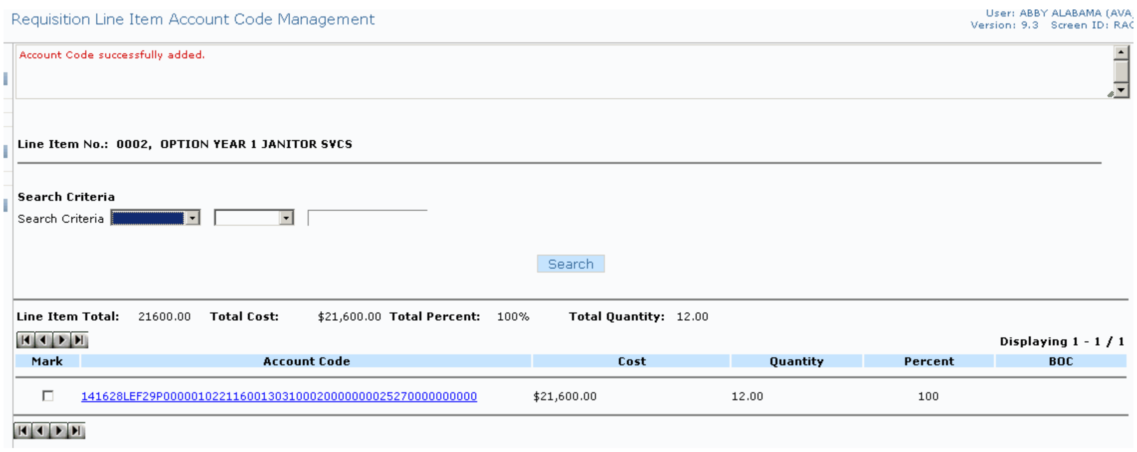
The **Requisition Line Item Account Code Management** screen appears:



- Select ***Create*** from the *Menu Options*

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>The Account Code Detail screen appears.

➢ Import your Personal Account Code
➢ Change the Object Class if needed (i.e. 25-27)
➢ Select Allocation By (i.e. Percent)
➢ Enter Percent (i.e.100)
➢ Click Save</td></tr>
<tr><td>10</td><td>➢ Verify Line Item Total equals Total Cost
➢ Verify Total Percentage equals 100%
➢ Verify Total Quantity equal the total line item quantity


➢ Click Summary from the Menu Options</td></tr>
<tr><td>11</td><td>Finish the process:

➢ Add Supporting Document(s)
➢ View Form
➢ Set up Routing
➢ Commit after final approval
➢ Submit after Commitment Approval</td></tr>
</table>

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Demonstration #3: Create a Requisition – To De-Obligate Funding

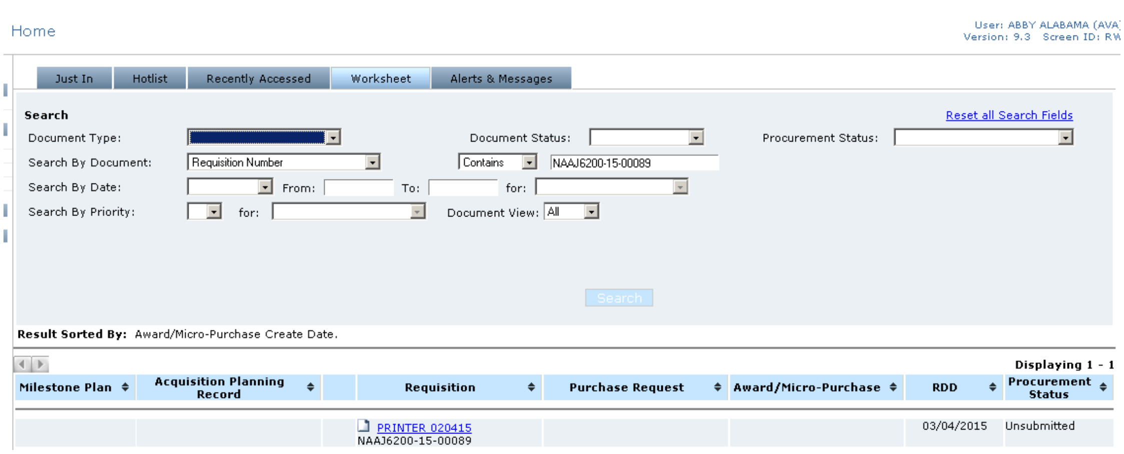
Objectives:
- Navigate through C.Request
- Create a Requisition to de-obligate funding
- Copy previous requisition
- Follow flow chart

Instructions: Execute the following steps:

Notes:

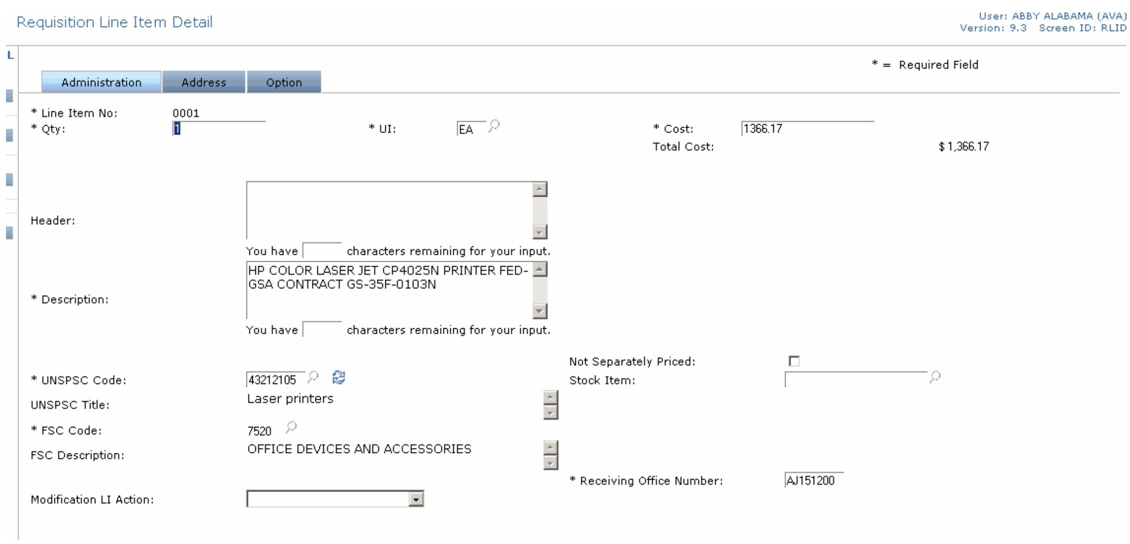
- *Any modifications to awards will always be done through a new requisition. However, the new requisition will have to have the line number(s) of the original award.*
- *For de-obligations, the new requisition must have the correct negative amount still left on the obligation lines. A report can be run that will help you find out what are those amounts.*

Your original requisition was sent to acquisitions, awarded and obligated. Not all of the funds were used. You will now need to create a new requisition to de-obligate those funds. There are different reports to be utilized in figuring out what is left to de-obligate. Depending on the situation, an AGO officer may end up sending you the details of what needs to be sent. Or you can run the FMC Obligation Discoverer Workbook.

Step	Action
1	After running the report or getting something from budget/AGO, you see that you will need to deobligate the left over amount.
2	Once you know the value, log into C.Request and locate your initial requisition – through Hotlist, Recently Access, and/or Worksheet tab. Once found open it. 

Step	Action
4	From the **Requisition Summary** screen do the following: ➢ Click ***Copy*** from the *Menu Options*
5	The **Requisition Document *Duplicate*** screen appears. ➢ Choose ***NAFSDCSB*** from the *PICKLIST* ➢ Change the ***Document Name*** ➢ Click ***Save***
6	The **Requisition Administration** screen appears. Make any changes that are needed on this screen. When finished do the following: ➢ Enter the ***Purpose*** to be about de-obligating money ➢ Click ***Save*** ➢ Add to ***Hotlist*** ➢ Click ***Line Items*** from the *Menu Options*
7	The **Requisition Line Item Management** screen appears. ➢ Click ***Search***
8	All lines will appear. ➢ Click ***0001*** from the Line Items to edit it

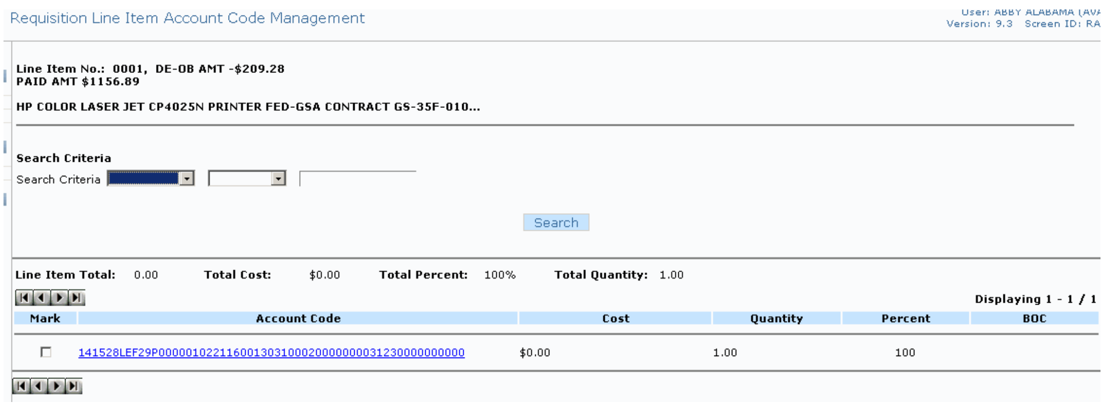
Step	Action
9	The **Requisition Line Item Detail** screen appears.



- Leave the ***Modification LI Action*** at blank
- Change your **Cost** to the **zero** for the line (i.e. 0.00)
- In the ***Description*** field enter the amount to be de-obligated (-209.28) & Amount paid (1156.89)
- Click ***Apply***
- Click on ***Accounting***

Notes:

- ✓ *Negative amounts are no longer allowed in the cost field, de-ob and paid amounts should be entered in the description.*
- ✓ *It's important to let the Contract Specialist know the amount to be de-obligated as well as what was paid in the CFS system.*
- ✓ *It's also important to check accounting, as depending upon how it was added (cost/qty versus percentage) you may have to make adjustments so that it captures the new cost information you just changed.*

Step	Action
10	The **Requisition Line Item Account Code Management** screen appears:  If the following is there: Line Item Total = ACCS Cost = Total Cost Total Quantity = ACCS Quantity Total Percent = ACCS Percent Then you do not need to modify this accounting.  If the amounts do not match and you now see a no percentage or quantity, then you will need to modify this accounting.
11	When finished with the Accounting: ➢ Click ***Summary*** from the *Menu Options*

Step	Action
12	Finish the process: ➢ Add Supporting Document(s) ➢ View Form ➢ Set up Routing ➢ Commit after final approval ➢ Submit after Commitment Approval
	Note: ✓ *With the Discoverer report being able to be exported as an excel document, might be helpful to attach it to the requisition for the Contracting Specialist.*