CUNYFIRST
REQUISITIONS/ PURCHASING
PRESENTATION

CONTACT INFO:
SAABO@JJAY.CUNY.EDU
212.393.6341
1. WHAT IS PURCHASING?/ WHO HANDLES PURCHASING? (SLIDE 3)

2. GLOSSARY TERMS (SLIDE 4)

3. PROCUREMENT STEPS (SLIDE 5)

4. CHECKING BUDGET BALANCES (SIDES 6-8)

5. CREATING A REQUISITION ON CUNYFIRST (SLIDES 9-11)

6. THREE STAGES IN CREATION OF REQUISITIONS (SLIDES 12-23)
   • STAGE 1: DEFINE REQUISITION (SLIDES 13)
   • STAGE 2: ADD ITEMS AND SERVICES (SLIDES 14-16)
   • STAGE 3: REVIEWING AND SUBMITTING (SLIDES 17-22)

6. Merging Requisitions (SLIDE 24)

7. PURCHASE ORDER (SLIDE 25)

8. AMOUNT ONLY REQUISITIONS (SLIDE 26)

9. HOW TO EDIT REQUISITIONS WITH BUDGET ERROR STATUS (SLIDES 27-29)

10. HOW TO CANCEL A REQUISITION (SLIDES 30-32)
**WHAT IS PURCHASING?**

- PURCHASING IS THE PROCESS OF HOW GOODS AND SERVICES ARE ORDERED.

- PURCHASING CAN BE USUALLY DESCRIBED AS THE TRANSACTIONAL FUNCTION OF PROCUREMENT FOR GOODS AND SERVICES.

**WHO HANDLES PURCHASING?**

- PURCHASING WILL BE DONE SOLELY BY THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO) & JJC PROCUREMENT DEPARTMENT.

- GENERALLY, STUDENT ORGANIZATIONS AND DEPARTMENTS MUST SUBMIT PURCHASE REQUESTS AKA REQUISITIONS VIA CUNYFIRST AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPECTED DATE OF GOODS AND SERVICES. SOME REQUESTS MAY REQUIRE ADDITIONAL TIME.

ANY PURCHASES OR PROMISES MADE TO VENDORS BY ORGANIZATIONS AND/OR DEPARTMENTS WITHOUT THE APPROVAL OF THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE WILL BE AT THE EXPENSE OF THAT ENTITY.
GLOSSARY TERMS

• **REQUISITION**: ONLINE FORM OF REQUESTING ITEMS/SERVICES. AFTER YOU ENTER & SUBMIT A REQUISITION, YOU CAN ROUTE IT FOR APPROVAL. FOR ALL INTENTS AND PURPOSES, A REQUISITION IS WHAT WE WILL NOW CALL PURCHASE REQUEST.

• **INSPECTION**: EXAMINATION OF CERTAIN PURCHASES

• **PURCHASE ORDER**: USED BY A BUYER TO PLACE AN ORDER AND IS ISSUED BEFORE DELIVERY.

• **RECEIPT**: PROOF THAT GOODS/SERVICES WERE RECEIVED

• **VOUCHER**: A DOCUMENT USED TO GATHER AND FILE ALL OF THE SUPPORTING DOCUMENTS NEEDED TO APPROVE THE PAYMENT OF A LIABILITY.

• **QUERY**: A REQUEST FOR DATA OR INFO.

• **CHARTFIELD**: THE CHART OF ACCOUNTS IS COMPRISED OF INFO FIELDS THAT PROVIDE BASIC STRUCTURE TO SEGREGATE AND CATEGORIZE TRANSACTIONAL AND BUDGET DATA. EACH INFORMATIONAL FIELD IS CALLED A CHARTFIELD.
**PROCUREMENT STEPS**

1. **Budget Check** CUNYFirst system performs budget check to verify availability of funds. Requestor must monitor budget check status. CUNYFirst does NOT notify requestors when a requisition has failed budget check.

2. **Vendor ID Check** Entities need to confirm the vendor they want has a Vendor ID in CUNYFirst. If vendor is not in CUNYFirst, entities need to email saabo@jjay.cuny.edu with vendor’s CUNY Substitute W-9 Form and CUNY Vendor/Payee Direct Deposit (ePayment) Request Form to be submitted to the CUNY Vendor Management Unit for vetting and approval.

3. **Email Supporting Documents** Entities need to email saaboforms@jjay.cuny.edu with a document packet for all requests (forms will depend on type of request, ex: oral bid, contract request, etc.) Once supporting documents have been reviewed and approved, the entity will be notified to enter a requisition on CUNYFirst.

4. **Procurement** Purchasing reviews the requisition, determines & follows the appropriate procurement method, then issues a purchase order directly to the vendor. If a contract is required, the vendor must sign the contract before a purchase order can be issued.

5. **Receipt of Goods/Services** Selected vendor provides the goods/services. The requestor inspects goods for any material defects. If the goods/services are accepted, the requestor must create a receipt in CUNYFirst to initiate payment to the vendor.

6. **Submit Invoice for Payment** The vendor is required to submit an invoice to Accounts Payable (A/P). The requestor must approve the invoice in order for payment to be made by A/P. Invoices received directly from the vendor should be forwarded to saabo@jjay.cuny.edu for processing.

7. **Payment** A/P validates payment requests & creates payment vouchers. Vouchers are interfaced to the State Financial System (SFS) for payment to the vendor.
To check your budget balance for each account code for your department, these are following steps:

1. Click on ‘Reporting Tools’
2. Click on ‘Query’
3. Click on ‘Query Viewer’
4. Type in the Query Name below:

CU_BUDGET_OVR_EXP_DEPT_SR

5. Click ‘Search’

6. Click on the blue underlined HTML link or export the file into EXCEL for filtering.

TIP: you can add to favorite to find query easier next time
7. For **Budget Period**, type in the four-digit fiscal year
8. For **Unit**, type **JJC03**
9. For **Dept**, type in your 5-digit CUNYFirst Department Code
10. Click **View Results**
CUNY ACQUIRES GOODS AND SERVICES THROUGH A COMPETITIVE BIDDING PROCESS MANAGED BY THE PURCHASING DEPARTMENT.

STUDENT ORGANIZATIONS/DEPARTMENTS ARE REQUIRED TO CREATE A REQUISITION STATING THEIR BUSINESS NEEDS.

IT IS STRONGLY SUGGESTED THAT REQUESTERS RUN THE BUDGET OVERVIEW QUERY IN CUNYFIRST TO CONFIRM THE GENERAL AVAILABILITY OF FUNDS PRIOR TO CREATING A REQUISITION.

IF THE FUNDS ARE INSUFFICIENT, REQUISITIONS WILL FAIL THE BUDGET CHECKING PROCESS AND WILL NOT ROUTE TO THE PURCHASING DEPARTMENT.
SIGN INTO YOUR CUNY FIRST ACCOUNT AND FROM THE ENTERPRISE MENU, SELECT THE Financial Supply Chain LINK.

NAVIGATE TO: eProcurement > Create Requisition.
WHEN PROMPTED, ENTER BUSINESS UNIT, **JJC03** AND THEN CLICK ON **Ok**.
THREE STAGES IN THE CREATION OF A REQUISITION

STAGE 1: DEFINE REQUISITION

STAGE 2: ADD ITEMS AND SERVICES

STAGE 3: REVIEWING AND SUBMITTING
Define your Requisition

It is good practice to name your requisition.

This is intended to make it easier to search for and keep track of, as there will be multiple requisitions throughout the year.

The example showcases a requisition for computers that this department plans to purchase for Fiscal Year 2019.

Once named, click on Continue.
ADD ITEMS AND SERVICES

ALWAYS CLICK ON Special Request TAB AND THEN Special Item.

ENTER ALL THE REQUIRED INFO INCLUDING ITEM DESCRIPTION, PRICE, QUANTITY, CATEGORY CODE AND UNIT OF MEASURE. VENDOR ID IS NOT REQUIRED.

REMEMBER TO PROVIDE DETAILED INFORMATION ABOUT THE PURCHASE AND/OR CONTACT INFORMATION OF REPRESENTATIVE IN THE “Additional Information” BOX AND SELECT “show at receipt” AND “show at voucher” BEFORE ADDING ITEM.

FOR COMPLETE LIST OF CATEGORY CODES, RUN QUERY BUD_CATEGORY_CODES_OUPS_NTL
ENTER ALL INFORMATION AND CLICK ON Add Item.
THE ITEM WILL DISPLAY IN THE REQUISITION SUMMARY BOX TO YOUR LEFT. THE SYSTEM IS READY TO ENTER ANY ADDITIONAL REQUISITION LINES DETAILS AS NEEDED. FOR THIS EXAMPLE, WE WILL REVIEW THE SINGLE ITEM AND SUBMIT THE REQUISITION FOR APPROVAL AND BUDGET CHECK. CLICK ON **Review and Submit**.
ATTACHMENTS MUST BE A PDF DOCUMENT. MULTIPLE DOCS MUST BE COMBINED INTO ONE PDF FILE. ATTACHMENTS SHOULD ONLY BE ATTACHED TO THE FIRST LINE OF THE REQUISITION ONLY.
PURCHASING AGENTS WILL USE THE ATTACHED SUPPORT TO DOCUMENT THEIR DUE DILIGENCE & COMPLIANCE PROCESS.

CLICK ON THE CALLOUT ( ) ICON TO ADD SUPPORTING DOCUMENTATION.

CLICK **Add Attachment** ICON TO ADD ATTACHMENT(S), BROWSE TO SELECT THE FILE(S).

USE SHORT AND CONCISE FILE NAMING CONVENTION. THIS MEANS NAMING YOUR FILES IN A WAY THAT DESCRIBES WHAT THEY CONTAIN AND HOW THEY RELATE TO OTHER FILES. YOU CAN INCLUDE THINGS LIKE DATE, PROJECT NAME, VERSION OF FILE, ETC.

FOR EXAMPLE: NEEDS JUSTIFICATION; BUDGETARY QUOTE; ETC.

CLICK UPLOAD AND FINALLY **OK**.

Callout is now filled, indicating that comments and/or attachments exist.
ALL REQUESTERS HAVE A SET OF DEFAULT CHARTFIELDS (CUNYFIRST CODES THAT IDENTIFY THE TRANSACTIONS IN THE SYSTEM) WHEN THEY ARE INITIALLY SETUP IN CUNYFIRST.

EXAMPLE OF CHARTFIELDS ARE GL Unit, Account, Dept. #, Major Purpose Code, Budget Date and others. DEFAULT CHARTFIELDS CAN BE VIEWED AND CHANGED FOR EACH LINE IN THE REQUISITION.

YOU CAN SEE ALL OF THEM BY CLICKING ‘Chartfield1’, ‘Chartfield2’, ‘Chartfield3’ AND ‘Details’ TABS.
LINE ITEMS ON A REQUISITION CAN BE CREATED AS “QUANTITY BASED” FOR GOODS AND MATERIALS AND AMOUNT ONLY FOR SERVICES OR BLANKET PURCHASE ORDERS. THIS REQUISITION IS A QUANTITY BASED REQUISITION.

BY CLICKING ON Chartfields2 AND Chartfields3, YOU CAN REVIEW/CHANGE THE CHARTFIELDS ASSOCIATED WITH THIS REQUISITION.

EACH REQUESTOR HAS A SET OF DEFAULT CHARTFIELDS THAT WILL AUTOMATICALLY POPULATE A REQUISITION. THESE CHARTFIELDS CAN BE CHANGED DURING THE CREATION OF THE REQUISITION.
Once the requisition is ready to be saved, click on Save & preview approvals.

This will save the requisition by assigning a requisition ID and will illustrate the approval routing the requisition will follow.

Click submit to initialize the approval process.
ONCE YOU’VE REACHED THIS PAGE, YOUR REQUISITION HAS BEEN SUBMITTED AND IS NOW IN THE PROCESS OF GETTING APPROVED.

ALL REQUISITION APPROVERS (SUPERVISORS, DEPARTMENT APPROVERS, CATEGORY APPROVERS) WILL RECEIVE AN EMAIL NOTIFICATION WITH A LINK TO APPROVE PENDING REQUISITIONS.

ONCE ALL REQUISITION DETAILS HAVE BEEN REVIEWED AND SUPPORTING DOCUMENTS VERIFIED, THE REQUISITION IS READY TO BE APPROVED.
A FULLY APPROVED REQUISITION LOOKS LIKE THIS:
MANAGING REQUISITIONS

MANAGE REQUISITIONS PAGE WILL ENABLE YOU TO VIEW REQUISITIONS & TRACK THEIR PROGRESS FROM CREATION TO PAYMENT.

MOST IMPORTANTLY THIS TOOL WILL ADVISE BUDGET STATUS SINCE A REQUISITION WITH BUDGET ERROR STATUS DOES NOT ROUTE TO THE PURCHASING DEPARTMENT.

• STEP#1: NAVIGATE TO eProcurement>Manage Requisitions

• STEP#2: ENTER AS MUCH INFO TO LOCATE THE REQUISITION TO BE VIEWED.

• FOR EXAMPLE, Business Unit, ‘date from’ AND ‘date to’ HAS BEEN ENTERED. CLICK Search.

IN THIS EXAMPLE: REQUISITION 0000000202 HAS BEEN ROUTED TO THE PURCHASING DEPARTMENT WHERE A PURCHASE ORDER HAS BEEN CREATED & THE REQUESTOR HAS ADDED A RECEIPT.

REQUESTORS CAN TRACK ALL CHANGES TO THEIR REQUISITIONS FROM THIS PAGE INCLUDING APPROVALS, MANAGING BUDGET STATUS ERRORS, COPY AND CANCELLING REQUISITIONS.
THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO) & JJC PROCUREMENT DEPARTMENT FINALIZES PURCHASE ORDERS THROUGH AN EXTENSIVE DUE DILIGENCE AND COMPLIANCE PROCESS. SAABO IS THE ONLY UNIVERSITY AUTHORITY THAT WILL SEND A FULLY EXECUTED PURCHASE ORDER TO THE VENDOR AND WILL COPY THE REQUESTOR.

NOTE: THE REQUESTOR OR DEPARTMENT PERSONNEL MUST NOT PROVIDE THE VENDOR WITH THE PURCHASE ORDER NUMBER PRIOR TO THE RECEIPT OF A FULLY EXECUTED PURCHASE ORDER FROM THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO).
AMOUNT ONLY REQUISITION LINES

MAKING AN Amount Only requisition line offers flexibility to the requester when creating receipts.

Amount Only lines on a requisition are for services only. Examples: maintenance services, contractual series, supplies orders.

To make a line on a requisition on Amount Only line, click on the Line Details ( ) icon, place a check mark on the Amount Only check box, click Ok and finally click on Yes.
HOW TO EDIT A REQUISITION THAT HAS RECEIVED A BUDGET ERROR

IF FUNDS ARE NOT AVAILABLE IN THE CHARTFIELD STRING, REQUISITIONS WILL FAIL THE BUDGET CHECK PROCESS.

REQUESTERS MUST CONTACT THE BUDGET OFFICE TO CORRECT THE ERROR.

REQUISITIONS IN BUDGET ERROR DO NOT ROUTE TO THE PURCHASING DEPARTMENT.

NAVIGATE TO eProcurement>Manage Requisitions AND search FOR THE REQUISITION THAT IS IN Approved STATUS AND BUDGET Error.
‘Select Action’ DROPDOWN TO THE RIGHT OF ‘Total’, SELECT ‘Edit Requisition’ AND CLICK ON GO TO INVESTIGATE THE DETAILS OF THE ERROR.

READ THIS MESSAGE CAREFULLY. CLICK Ok.

SYSTEM INDICATES THAT CURRENT REQUISITION HAS FAILED BUDGET CHECK, CLICK Ok. CLICK ON THE Error HYPERLINK.
THERE ARE A FEW REASONS WHY A REQUISITION WILL FAIL A BUDGET CHECK PROCESS, THIS ONE READS ‘No Budget Exists’.

CLICK ON THE ‘Budget Chartfields’ TAB TO REVIEW ALL CHARTFIELDS INCLUDE BUDGETARY ACCOUNT.

NOTE: Requisitions with budget errors will not route to the Purchasing department.
HOW TO CANCEL A REQUISITION

IF GOODS OR SERVICES ARE NO LONGER REQUIRED AND A PO HAS NOT BEEN CREATED AGAINST THE REQUEST, THERE MAY BE TIMES WHEN A REQUISITION WILL NEED TO BE CANCELED. WHEN A REQUISITION IS CANCELED, THE PRE-ENCUMBRANCE IS RELEASED ONCE THE CANCELED REQUISITION IS BUDGET CHECKED.

NAVIGATE TO eProcurement > Manage Requisitions AND SEARCH FOR THE REQUISITION. CLICK ON THE ( ) AND SELECT ‘Cancel Requisition’ THEN CLICK ON THE ( ) BUTTON.
CLICK ON THE ‘Cancel Requisition’ BUTTON.

ONCE THE REQUISITION IS CANCELED, THE STATUS OF THE REQUISITION CHANGES TO ‘Canceled’.
REQUESTERS NEED TO DO A BUDGET CHECK TO ENSURE PRE-ENCUMBRANCE FUNDS RETURN BACK INTO THEIR BUDGET.

CLICK ON THE ( ) AND SELECT ‘Check Budget’ THEN CLICK ON THE ( ) BUTTON.

ONCE THE REQUISITION HAS BEEN BUDGET CHECKED, THE BUDGET STATUS OF THE REQUISITION CHANGES TO ‘Valid’.

THIS COMPLETES THE CANCEL PROCESS AND ENSURES FUNDS ARE RETURNED TO THE BUDGET FOR THE DEPARTMENT.