

iProcurement Essentials Multi-Year Requisitions

Developed by Lindsay Piché for Business Education Services



Presentation Structure



Learning Objectives

At the end of this presentation, you should be able to:

- Identify the requirements for multi-year requisitioning
- Create and submit a multi-year requisition
- Find additional resources



Multi-Year Requisitions

Single and Multi-Line Requisitions

Single Line Requisitions

iProcurement Essentials 2

Multi-Line Requisitions→ iProcurement Essentials 3

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Total 30,000.00		012-1 5515	10-00	1-0000-431841- 00-0000-0000		12-Mar-2014												100
														Tota		30,000.00		

Multi-Year Requisitions

What is different?

Det	ails	Line	Description						Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
₽н	<u>ide</u>	1	FY2013/14 Preliminar river Contract QWE-9	y Techr 87 from	ical Review o January 1, 20	f the hydro-dyn 014 to June 30,	amics of the I 2014.	Holland	431101	Dollars	8000	1 CAD	8,000.00	
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	Billin	ig Inf	ormation											
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	012-120101-0000-431841-544320- 01-Apr-2014 0000-0000-0000													100
												Total	23,000,00	

Multi-Year Requisitions

Description Need-By Date

Detai	is L	Line Description						Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachme	ents
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0.	012-120101-0000-431841-544320- 0000-0000-0000 100-00000 100-0000 100-0000 100-00000000													

GL Date

Business Process: Prepare a Multi-Year Requisition



Multi-Year Requisitions in iProcurement

- 1. Enter requisition information and checkout
- 2. Edit lines, select Line 1 and update
- 3. Select Line 1 and copy



4. Select Line 2 and update (description, need-by and GL dates)

Requisition Information: Edit Lines										
Indicates required field (Apply)										
Delivery Billing Accounts Attachments										
Select Lines: (Lindate) (Conv.) Delete										
Select Lines. Opuale Copy Delete										
Select All Select None										
Select Line Description	Urgent Need-By Date Requester Deliver-To Location									
FY2013/14 Preliminary Technical Review of the hydro-dynamics of the	🔲 20-Dec-2013 📻 TRAIN4, 🚽 🖋 9076 Wellington Av									
Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014	Enter one-time address									
2 FY2013/14 Preliminary Technical Review of the hydro-dynamics of the	01-Apr-2014 🔲 TRAIN4, 🚽 🖋 9076 Wellington Av									
Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014	Enter one-time address									

5. Continue to Manage Approvals and Attachments

Exercise: Create a multi-year requisition



- Create a multi-year requisition
- Ensure you have the correct information for:
 - Need-By Dates
 - GL Dates
 - Description



Refer to page 8 in your Quick Guide

Shopping	Cart - Des	cribe	Your Item								
ITEM TY	PE:	_	Goods Billed	by Quantity		CATEGORY:					
	_	_	Services Bille	ed by Quantity		CONSULTI	NG SERVICES.	RESEARCH			
	_	X	Goods or Ser	vices Billed as a	n Amount						
ITEM DE	SCRIPTIC	ONS:									
1.	FY_\	_Re	search of Hol	land River hyd	lro-dynamics p	er Contract J	HG-9876- Jan	Mar			
2.	FY__	_Re	search of Hol	land River hyd	lro-dynamics p	er Contract J	HG-9876- Apr	Jun			
CURREN	CY:		UNIT OF ME	QUANTITY:		SERVICE A	MOUNT:				
CDN X	_US	_					1) 15,0	00.00			
							2) 15,0	00.00			
RECOM	RECOMMENDED Name: NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.										
SUPPLIE	R	Ad	dress:								
(Optional))	Cit	y:		Prov:		Postal Code:				
		Pho	one#:		Fax:						
Delivery											
NEED BY	DATE: s	ee ab	ove		REQUESTOR:						
DELIVER	R TO	Nat	ne:								
ADDRES	S:	Ad	dress: 9076 V	Vellington Ave							
		Cit	y:		Prov:		Postal Code:				
Billing											
TAX COL	E: ONHS	т_х	ONHST	5ONH	ST 0						
ACCOU	Balancing U	Init	Program	Business Unit	Cost Centre	Account	Initiative	G/L Date			
NT CODES:	(3)		(6)	(4)	(6)	(6)	(4)	DD-MMM-YY			
CODDO.	1)	012	120101	0000	431841	544510	0000	TODAY			
	2)	012	120101	0000	431841	544510	0000	01-APR-XX			
Notes											
NOTES T	O APPRO	VER	: Please appr River hydro	ove this	NOTES/ATTA	ACHMENTS	TO BUYER:				
contract J	JHG-9876	i.	Kiver nyuro	uynamics per	Refer to stand	ding Agreem	ent JHG-9876				
Approvers	5										
APPROV	ER: Ann N	fow	at		2 ND APPROV	ER: Shilp	a Patel				
					(If applicable)						
Phone:		E-M	ell		Phone:	E	Mail				
				_			/Phone:				
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Checkpoint

?

Which of the following are required by the requisitioner to create a multi-year requisition?

- a) Need-By and GL dates
- b) Chart of accounts coding
- c) Supplier invoice numbers
- d) Bank account details for the supplier

e) Payment amounts for each fiscal year



GL Dates



How to Use GL Dates Correctly

- Encumber in the correct fiscal years
- Separate line per fiscal year
- Correctly enter description, need-by date, GL date

Requ	uisit	tion Information: E	dit Lines			
* Indi	icates	required field			Check Funds)	(Apply)
]	Delive	ery Billing Account	Attachments			
Selec	t Lin:	es: Update Copy De	lete			
Select	t All	Select None				
Selec	t Line	e Description		Charge Account	GL Date	Split
	1	Toshiba eSTUDIO 550, 30 year 1 FY 2013/14	5 month - 01 Jan 2014-31 Dec 2016,	012-120101-0000-431841-550110-0000-0000-0000	20-Dec-2013	
	2	Toshiba eSTUDIO 550, 30 year 2 FY 2014/15	5 month - 01 Jan 2014-31 Dec 2016,	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2014	
	3	Toshiba eSTUDIO 550, 30 year 3 FY 2015/16	5 month - 01 Jan 2014-31 Dec 2016,	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2015	
	4	Toshiba eSTUDIO 550, 30 year 4 FY 2016/17	5 month - 01 Jan 2014-31 Dec 2016,	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2016	

TIP Click on a Split icon to allocate costs to multiple accounts.

GL Date: The Rules

Rule	What if not followed?
If encumbering and receiving this fiscal year, let the GL Date default to the <i>current date</i> .	If the GL Date does not reflect the
If encumbering and receiving in a future fiscal year, change the GL Date to <i>01-APR-20YY</i> (first day of fiscal year impacted).	future fiscal year, the current fiscal year's budget will be impacted.

Recommended Best Practices

Recommendation	What if not followed?
Fiscal year at start of description Example: Line 1 - FY 2014/15 Consulting Contract Line 2 - FY 2015/16 Consulting Contract	Unable to differentiate between the lines
Need-by date = expected receipt/delivery	Supplier may deliver goods on the wrong day
Enter lines in order to be received	Receiver or AP may select the wrong line

Exercise: Multi-year planning



You need to create a requisition for a consulting contract totaling \$30,000. The contract provides the following payment details:

Payment Date	Supplier Invoice Amount
September 30, 2014	\$10,000
March 31, 2015	\$10,000
June 30, 2015	\$10,000



Remember to use one requisition line per *fiscal year*

- a) How many lines will this requisition require?
 Two lines September 30, 2014 and March 31, 2015 are in the same fiscal year
- b) What should the dollar amount be per line?
 Line 1 \$20,000 (September & March), Line 2 \$10,000
- c) What should the GL Date(s) be on each line? Line 1 - Today's Date, Line 2 - 01-APR-2015



Resources, Summary & Evaluation

Procurement Resources

IFIS Intranet Site http://intra.ops.myops.gov.on.ca/IFIS

- Courses → By Topic → Procurement
 - Training Guide
 - Quick Reference Card (QRC)
 - Simulations
 - Additional iProcurement Essentials Courses

MyOPS \rightarrow Business Services \rightarrow Procurement

MyOPS \rightarrow Directives, Acts, and Policies \rightarrow Directives & Policies \rightarrow Procurement

Course Summary

Now that you have completed this course, you should be able to:

- Identify the requirements for multi-year requisitioning
- Create and submit a multi-year requisition
- Find additional resources

Final Questions or Comments?



Congratulations!



Course Evaluation

Please complete the evaluation and return it to the instructor.





Feedback on your experience is important to us. This survey will take less than 3 minutes to complete.

Course Name:	iProcurement Essentials – Multi-Year Requisitions
Instructor:	Lindsay Piché
Course Delivery Method:	Classroom
10001	

Please select your ministry:

*

1. Please rate your level of satisfaction with the following aspects of your training experience:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Overall Training Experience					
The course content was relevant to my IFIS responsibilities	0	0	0	0	0
The course met its stated objectives	0	0	0	0	0
I will be able to apply the knowledge I have learned	0	0	0	0	0
Sufficient time was allotted for the course	0	0	0	0	0
The training facilities were adequate and comfortable	0	0	0	0	0
This training met my expectations	0	0	0	0	0



IFIS Quick Guide

Course Developer: Lindsay Piché, Business Education Services

Date: May 20XX

Version: 1.0

Audience: Internet Procurement users

iProcurement Essentials: Multi-Year Requisitions

Enterprise Financial Services and Systems Ontario Shared Services Ministry of Government Services



Change History

Date	Ver.	Author	Change Description
2-May-20XX	1.0	Lindsay Piché	Developed to accompany iProcurement Essentials courses



Keeping it Green

If you downloaded this guide as a PDF file from the IFIS Intranet site, the default print option will be duplex mode, to save paper. If there is an unavoidable need for one-sided printing, override this green option in the print properties prior to printing.

Change History	2
INTRODUCTION	4
Welcome Prerequisites Course Objectives About this Training Guide Summary	4 4 4 4 5
MULTI-YEAR REQUISITIONS	6
What is Different? Business Process Exercise: Create a multi-year requisition Checkpoint	6 7 8 13
GL DATES	14
Using GL Dates Correctly The Rules for Entering GL Date Recommended Best Practices for Multi-Year Requisitions Exercise: GL Dates for a multi-year requisition	14 15 15 17
RESOURCES AND COURSE SUMMARY	
IFIS Site Financial Management Gateway MyOPS Site OSS Contact Centre and Additional Resources Course Summary Congratulations Course Evaluation	
APPENDIX A: OPC DIRECTIVES, POLICIES AND GUIDELINES	
Selected OPC Practices and Guidelines	
APPENDIX B: ANSWERS	21

Table of Contents

Introduction

Welcome

Welcome to the iProcurement Essentials: Multi-Year Requisitions course.

By the end of this course, you should have a clear understanding of creating multi-year requisitions using the Internet Procurement (iProcurement) module of IFIS.

Prerequisites

To get the most out of this course, you should have already completed the following prerequisites:

- iProcurement Essentials 1: Overview
- iProcurement Essentials 2: Single Line Requisitions
- iProcurement Essentials 3: Multi-Line Requisitions

Course Objectives

After completing this course, you should be able to:

- Identify the requirements for multi-year requisitioning
- Create and submit a multi-year requisition
- Find additional resources

About this Training Guide

Underlying Concepts

Concept sections discuss the "why" of a chapter. Concepts deal with business issues, output and the cross-functionality that link IFIS to the operation of the OPS, showing how your role in IFIS contributes to the operation of the OPS.

Exercises

Exercises let you to try out new skills, as well as gauging your understanding and application.

Window and Screen Titles

IFIS window titles are in bold throughout this guide, e.g. the Navigator - IFIS AR Invoice Entry window. IFIS screen titles are in small caps in the exercises, e.g., JOURNAL ENTRY INQUIRY: OPS **OPERATING GL**

Field Names and Entries

We format IFIS system field names and corresponding field entries in bold, e.g., In the Credit (CAD) field, enter 5,000.00.

Icons

Notes and Tips provide additional system and process information



Important points, included to emphasize or bring attention to a significant detail



Keyboard shortcuts are a faster alternative to the mouse. Some, e.g. Copy (CTRL-C), are Windows-based, increasing efficiency across applications.

Summary

In this chapter, we have:

- Identified prerequisite courses that you should have already completed so that you will get • the most out of this course
- Reviewed the agenda and structure of this course •

Multi-Year Requisitions

What is Different?

There are three main differences that we need to focus on when creating a multi-year requisition:

- Description
- Need-By Date
- GL Date

etails Line Description					Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachment
Hide 1 FY2013/14 Preliminary Ten	chnical Review	of the hydro- 2014 to June 3	dynamics of the 30, 2014.	e Holland	431101	Dollars	8000	1 CAD	8,000.00	
Requester Need-By Date Item Number Category Description 544 P-Card Used No	114 Dec-2013 00: 1320 - IT Profe	00:00 essional Serv	vices		Deliver-T Destin Suppli Con Sup	o Locati ation Ty Supplier S ier Conta tact Pho pplier Ite	on 9076 pe Exper ASSO ASSO te 96 Al act me	Wellin Ise RAL R CLATE JGUST	igton Ave. ESOURCE ENGINI S LTD. A DR	ERING
Charge Account	GL Date	Project Number	Task Number	Expense	liture	Expension	liture zation		Expenditure Ite Date	m Percer
012-120101-0000-431101-544320- 0000-0000-0000	20-Dec-201	13								100
Hide 2 FY2014/15 Preliminary Ten river Contract QWE-987 fr	chnical Review om January 1,	of the hydro- 2014 to June 2	dynamics of the 30, 2014.	e Holland	431841	Dollars	15000	1 CAD	15,000.00	
Requester Need-By Date Item Number Category Description 544 P-Card Used No	пи Apr-2014 00:(320 - IT Profe	00:00	vices		Deliver-T Destin Suppli Con Sup	o Locati ation Ty Supplier pplier S ter Conta tact Pho pplier Ite	on 9076 pe Exper NATU ASSO ite 96 AU ect m	Wellin Ise RAL R CIATE JGUST	igton Ave. ESOURCE ENGINI S LTD. A DR	ERING
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	01-Apr-201	14								100
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Since you have already completed both single and multi-line requisitions in the prerequisite iProcurement Essentials courses, our focus in this course will be new information related to multi-year requisitions and how to create an effective multi-year requisition.

If you have not completed the prerequisite courses listed in the beginning of this quick guide, please complete them before continuing.

Business Process



- 1. Plan for the requisition
- 2. Enter requisition information and checkout
- 3. Edit lines, select Line 1 and update
- 4. Select Line 1 and copy



5. Select Line 2 and update (need-by and GL dates, description)



6. Continue to Manage Approvals and Attachments

Exercise: Create a multi-year requisition

In this exercise, you will enter a multi-year requisition on your own. Imagine you have another request made on paper, with pre-IFIS procurement activities complete. You need to create a requisition, change Need-By Dates and GL Dates, account code on each line, create a text attachment and select two approvers.

Shopping	Cart – De	scrib	e Your Item					
ITEM TY	PE: _		Goods Billed b	y Quantity		CATEGORY:		
	_	Services Billed by Quantity				CONSULTIN	G SERVICES.	RESEARCH
	_	x	Goods or Serv	ices Billed as a	n Amount			
ITEMDE	SCRIPTI	DNS:						
1.	FY_\	_Re	search of Holl	and River hyd	ro-dynamics pe	er Contract JI	IG-9876-Jan_	Mar
2.	FY_\	_Re	search of Holl	and River hyd	ro-dynamics po	er Contract JI	IG-9876-Apr_	Jun_
CURREN	CY:		UNIT OF ME.	ASURE:	QUANTITY:		SERVICE AN	MOUNT:
CDN X	_US_	_					1) 15,00	0.00
							2) 15,00	0.00
RECOMN	ENDED	Na	me: NATURAI	L RESOURCE	E ENGINEERI	NG ASSOCL	TES LTD.	
SUPPLIE	R	Ad	dress:					
(Optional))	Cit	y:		Prov:	I	ostal Code:	
		Ph	one #:		Fax:			
Delivery								
NEED BY	DATE: s	ee at	ove		REQUESTOR	5		
DELIVER	R TO	Na	me:					
ADDRES	S:	Ad	dress: 9076 W	ellington Ave	•			
		Cit	y:		Prov:	I	ostal Code:	
Billing								
TAX COL	DE: ONHS	т_Х	ONHST:	5 ONH	ST 0			
ACCOU	Balancing	Juit	Program	Business Unit	Cost Centre	Account	Initiative	G/L Date
CODES:	(3)	012	(6)	(4)	(6)	(6)	(4)	DD-MMM-YY
	1)	012	120101	0000	451841	544510	0000	ALAR VY
Matur	- 2)	012	120101	0000	431841	544510	0000	UI-APR-AA
Notes								
NOTES T	O APPRO	VER	C Please appro River hydro-(ve this lynamics per	NOTES/ATTA	ACHMENTS T	OBUYER:	
contract J	JHG-987	i.	, and available of	.,	Refer to standing Agreement JHG-9876			
Approvers	5							
APPROV	ER: Ann l	fow	at		2ND APPROV	ER: Shilpa	Patel	
					(If applicable)			
Phone:		E-M	ail		Phone:	E-M	al .	
		L				I	/Phone:	

LINE_(multi-line)___

Requestor Signature

1. Start this task at the **Oracle iProcurement Shop** page

ORACLE IPROCUREMENT: SHOP

2. Click Non-Catalog Request

ORACLE IPROCUREMENT: SHOP: NON-CATALOG REQUEST

3. As required, complete the following fields

Field Name	Value/Example
Item Type	Goods or services billed by amount
Item Description	Research of Holland River hydro-dynamics per Contract JHG- 9876 – Jan 20YY to Jun 20YY
Category	CONSULTING.SERVICES.RESEARCH 🗃
Amount	15000
Supplier Name	NATURAL RESOURCE ENGINEERING ASSOCIATES LTD. 🗃

- 4. Click Add to Cart
- 5. Click **Add to Cart** again
- 6. Click View Cart and Checkout

ORACLE IPROCUREMENT: CHECKOUT: SHOPPING CART

7. Click **Checkout**

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION

8. Click Save, and then click Continue with Checkout

9. Click Edit Lines (you require 2 lines; inform instructor if you don't have 2 lines)

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: EDIT LINES

- 10. Click Line 1's **checkbox**
- 11. Click Update

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: UPDATE SELECTED LINE

12.	As required,	update the	following	fields:
-----	--------------	------------	-----------	---------

Field Name	Value/Example
Description	Add correct fiscal year identifier to the beginning
	FY YY/ZZ Research of Holland River hydro-dynamics per Contract JHG-9876 – Jan YY to Mar YY
Need-By Date	Depends on creation date of requisition

Field Name	Value/Example
GL Date	Depends on creation date of requisition

13. Click the Charge Account link

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: SPLIT COST ALLOCATION

14. As required, review the following field:

Field Name	Value/Example
OPS Operating GL AFF	012-120101-0000-431841-544510-0000-0000-0000

15. Click Apply



1 When editing lines, always edit the charge account last and then click return. iProcurement can revert the charge account, and also the GL date, to a default value, when other fields are changed. Confirm the charge account and GL date on the review page before submitting

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: UPDATE SELECTED LINE

16. Click Apply

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: EDIT LINES

- 17. Check Line 2's checkbox
- 18. Click Update

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: UPDATE SELECTED LINE

19.	As required,	update the	following	fields:
-----	--------------	------------	-----------	---------

Field Name	Value/Example
Description Add correct fiscal year identifier to the beginning	
	FY YY/ZZ Research of Holland River hydro-dynamics per Contract JHG-9876 – Apr YY to Jun YY
Need-By Date	Depends on creation date of requisition
GL Date	Depends on creation date of requisition

When editing lines, always edit the charge account last and then click return. iProcurement can revert the charge account, and also the GL date, to a default value, when other fields are changed. Confirm the charge account and GL date on the review page before submitting

20. Click the Charge Account link

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION: SPLIT COST ALLOCATION

21. As required, review the following field:

Field Name	Value/Example
OPS Operating GL AFF	012-120101-0000-431841-544510-0000-0000-0000

22. Click Apply

ORACLE IPROCUREMENT REQUISITION INFORMATION: UPDATE SELECTED LINE

23. Click Apply

ORACLE IPROCUREMENT: REQUISITION INFORMATION: EDIT LINES

24. Click **Apply** again

ORACLE IPROCUREMENT: CHECKOUT: REQUISITION INFORMATION

25. Click Next

ORACLE IPROCUREMENT: CHECKOUT: APPROVALS AND NOTES

26. Click Manage Approvals

ORACLE IPROCUREMENT: CHECKOUT: MANAGE APPROVALS

27. As required, complete the following fields

Field Name	Value/Example	
Approver	Mowat, Ann	

28. Click **Submit**

ORACLE IPROCUREMENT: CHECKOUT: APPROVALS AND NOTES

29. Click Manage Approvals

ORACLE IPROCUREMENT: CHECKOUT: MANAGE APPROVALS

30. As required, complete/update the following fields:

Field Name	Value/Example	
Approver	Patel, Miss Shilpa	
Second field	After Mowat, Ann	

31. Click Submit

ORACLE IPROCUREMENT: CHECKOUT: APPROVALS AND NOTES

32. As required, complete the following fields:

Field Name	Value/Example	
Justification	Please approve this research on Holland River hydro- dynamics per Contract JHG-9876.	

33. Click Add Attachment...

ORACLE IPROCUREMENT: ADD ATTACHMENT

34. As required, complete the following fields:

Field Name	Value/Example	
Title	click here	
Description	Standing agreement	
Category	To Buyer	
Text	Refer to standing agreement JHG-9876	

35. Click Apply

ORACLE IPROCUREMENT: CHECKOUT: APPROVALS AND NOTES

36. Click Next

ORACLE IPROCUREMENT: CHECKOUT: REVIEW AND SUBMIT REQUISITION

- 37. Click the **Show** link in the Details column for each line
- Confirm the charge account and GL date on the review page before submitting. iProcurement can revert these values to their defaults when other fields are changed
 - 38. Click Submit

ORACLE IPROCUREMENT: CONFIRMATION

39. Click Continue Shopping

ORACLE IPROCUREMENT: SHOP

40. Click the **In Process** link in the Status column

ORACLE IPROCUREMENT: APPROVAL HISTORY FOR REQUISITION

41. As required, review the following fields:

Field Name	Value/Example	
Approver	Mowat, Ann	
Action	Pending	

42. Click **OK** to return to **Oracle iProcurement: Shop** page

Checkpoint

- 1. Which of the following pieces of information are required to create a multi-year requisition?
 - a) Need-By and GL dates
 - b) Chart of accounts coding
 - c) Supplier invoice numbers
 - d) Bank account details for the supplier
 - e) Payment amounts

GL Dates

Using GL Dates Correctly

Incorrect General Ledger Dates (GL Dates) have accounted for 25% of all requisitioner errors. Follow these rules:

- Charging a line to this fiscal year, then enter the current date;
- Charging to a future fiscal year, then enter 1-Apr-20YY.

If a contract implies or states that a portion of product will be received before 31-March and another portion after that date, then you must encumber funds for both this fiscal year and the next. Use a separate line for each fiscal year with quantities reflecting the expected receipt for that period. This is called making a multi-year requisition. Use each line's GL Date to start its encumbrance, choosing the earliest dates within each period. For lines encumbering this fiscal year, always use the current date. For lines encumbering future fiscal years, use 1-Apr-20YY for first date of the period. You may encumber any fiscal year for which MBC has allocated budget, which is typically three future years.

Confirm the future year you wish to encumber, has available budget, e.g. contact your ministry controllership office. For example, in 2009, budget amounts were approved for only two future years' budget, FY 2010/11 and FY 2011/12.

If you ignore the GL Date when planning for receipt over multiple fiscal years, then you encumber the entire purchase within the current year. That is poor encumbrance management. When you receive and invoice portions of the purchase, IFIS relieves encumbrance and increases expenditure. At fiscal year-end, the remaining encumbrance expires with the budget. Funds encumbered from one fiscal year cannot be used in the next. IFIS will encumber the remaining unreceived portion from the new fiscal year's budget.

Do not encumber funds for purchases you will not receive before year-end. To help prevent funds from lapsing, use a multi-year requisition, and encumber the correct amounts in the fiscal years in which you will receive the purchase.

Add a separate line for each fiscal year so each line may reflect a correct GL Date – the date the encumbrance is to begin. Future-year line items must be entered properly, with careful attention to these three fields: GL Date, Need-by Date, and the line's Item description. If the purchase requires encumbrance in future years where no budget has been yet approved, add the amounts for those years to the most future line that can be encumbered, and then amend the requisition when more future year budgets are allocated.

The Rules for Entering GL Date

(i)

Rule	What if not followed?
If you will be encumbering and receiving this fiscal year, let the GL Date default to the <i>current date</i> .	If the GL Date does not reflect the future fiscal year, the current fiscal
If you will be encumbering and receiving in a future fiscal year, change the GL Date to <i>01-APR-20YY</i> (the first day of the fiscal year impacted).	Complications arise if the GL Date is not prior to receipt or cancellation.

Recommended Best Practices for Multi-Year Requisitions

Recommendation	What if not followed?
Refer to the fiscal year at the start of your description to clearly identify the impacted fiscal year.	The approver, buyer, receiver, and accounts payable group will not be able to differentiate between the lines.
Example: Line 1 - FY 2014/15 Consulting Contract Line 2 - FY 2015/16 Consulting Contract	Requisition lines with identical descriptions can merge on the purchase order, which will cause complications in the future.
The need-by date should reflect the expected date of receipt/delivery of the goods or services.	The supplier may deliver goods on the wrong day.
Enter the lines in the order you anticipate they will be received.	Receiver or accounts payable may select the wrong line.

Buyers can add requisition lines to the PO in alphabetical order according to line item description, or in the same order as the requisition. Unless you advise otherwise, they will choose the later.

Examine this multi-year requisition for an equipment rental starting mid-year. Note how the descriptions indicate that the

- Contract is common to all lines, whereas the fiscal years are unique
- Quantities are those expected to be received within each fiscal year
- Need-by Dates inform the supplier when their activities should begin, and
- GL Dates are set as early within each fiscal year as possible, considering that this requisition was submitted on 28 Nov 2013.

Requisition Information: Edit Lines					
* India	ates	required field		Check Funds	Apply
D	elive	ry Billing Accounts Attachments			
Select	t Line	es: (Update)(Copy)(Delete)			
Select	All	Select None			
Select	Line	e Description	Charge Account	GL Date	Split
	1	Toshiba eSTUDIO 550, 36 month - 01 Jan 2014-31 Dec 2016, year 1 FY 2013/14	012-120101-0000-431841-550110-0000-0000-0000	13-Mar-2014	III I
	2	Toshiba eSTUDIO 550, 36 month - 01 Jan 2014-31 Dec 2016, year 2 FY 2014/15	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2014	II K
	3	Toshiba eSTUDIO 550, 36 month - 01 Jan 2014-31 Dec 2016, year 3 FY 2015/16	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2015	II K
	4	Toshiba eSTUDIO 550, 36 month - 01 Jan 2014-31 Dec 2016, year 4 FY 2016/17	012-120101-0000-431841-550110-0000-0000-0000	01-Apr-2016	III K
🧭 ΤΙΡ Click on a Split icon to allocate costs to multiple accounts.					

Exercise: GL Dates for a multi-year requisition

You need to create a requisition for a consulting contract totaling \$30,000. The contract provides the following payment details:

Payment Date	Supplier Invoice Amount	
September 30, 2014	\$10,000	
March 31, 2015	\$10,000	
June 30, 2015	\$10,000	

a)	How many lines will this requisition require?	
b)	What should the dollar amount be per line?	
c)	What should the GL Date(s) be on each line?	

Resources and Course Summary

IFIS Site

This site at <u>http://intra.ops.myops.gov.on.ca</u> provides extensive resources. Use the following paths to reach the resources listed:

- IFIS Support in my Ministry
- Forms and Templates
- Courses A Z or Courses by Subject
- Register for Online Training

Financial Management Gateway

This site (<u>https://intra.sse.gov.on.ca/sites/fin/apps/FM</u>) contains an extensive range of resources. Examples of useful paths are:

- Operational Activities (OBTB) → Period Closing Instructions
- Operational Activities (OBTB) → Chart of Accounts

See **Appendix A** for a list of relevant policies, best practices and toolkits.

MyOPS Site

The site at <u>http://intra.ops.myops.gov.on.ca</u> hosts a range of resources. Use the following paths to reach the resources listed:

- Business Services → Financial Services → Electronic Delegation of Authority
- Business Services → Directives, Acts and Policies → Directives & Policies
- Business Services → Administrative Services → Forms Management Services

OSS Contact Centre and Additional Resources

If you cannot find the answer you need, contact your ministry enrolment coordinator (MEC). To locate your MEC, go to the IFIS website <u>http://intra.ops.myops.gov.on.ca</u> \rightarrow IFIS Support In My Ministry

You can also contact the OSS Contact Centre:

- In the GTA, phone: 416-326-9300
- Outside the GTA, phone: 1-866-979-9300
- TTY/Teletypewriter: 416-327-3851
- Email: AskOSS@ontario.ca

Course Summary

Now that you have completed this course, you should be able to:

- Identify the requirements for multi-year requisitioning
- Create and submit a multi-year requisition
- Find additional resources

Congratulations

You have successfully completed the iProcurement Essentials: Multi-Year Requisitions course!

Course Evaluation

Please complete the course evaluation available in your course package and submit it to the instructor.

Appendix A: OPC Directives, Policies and Guidelines

Corporate Financial Directives, Policies and Guidelines that assist you with your financial work are available on the OPS Financial Management Gateway at https://intra.sse.gov.on.ca/sites/fin/apps/FM/Pages/default.aspx.

Click on **Policies** to search and filter for relevant directives, policies and guidelines using the **Policy Finder**.

Display 10 🔻 Iten	ns		Policy Finder:	
√Category *	Directives	Policies *	Guidelines	Tools & Resources
Capital & Asset Management	• Cash Management Directive		 Control Procedures for Handling Cash and Cash Discrepancies 	 Province Guide for Deriving Cash Penny Elimination Accounting and Internal Controls FAQ Penny Elimination Rounding Cash Transactions FAQ
Capital & Asset Management		 Bank Account Policy 	 Control of Facsimile Signatures and the Destruction of Cheque Stock Guidelines 	

Figure 1 - Policy Finder on the Financial Management Gateway

Selected OPC Practices and Guidelines

Path and Practice	Content
Policies → Search Chart of Accounts → Chart of Accounts Policy	How IFIS Chart of Accounts is organized and is to be used
Policies → Search Chart of Accounts → Chart of Accounts Guideline	How to apply Chart of Accounts Policy
Policies → Search Encumbrance → Encumbrances Policy	Sets out the requirements for recording encumbrances in IFIS.
Policies → Search Encumbrance → Recording Encumbrances in IFIS	This toolkit should be read with the Encumbrance Policy.

Appendix B: Answers

Checkpoint: Which of the following pieces of information are required to create a multi-year requisition?

- a) Need-By and GL dates
- b) Chart of accounts coding
- c) Supplier invoice numbers
- d) Bank account details for the supplier
- e) Payment amounts

Exercise: GL Dates for a multi-year requisition: You need to create a requisition for a consulting contract totaling \$30,000. The contract provides the following payment details:

Payment Date	Supplier Invoice Amount
September 30, 2014	\$10,000
March 31, 2015	\$10,000
June 30, 2015	\$10,000

a)	How many lines will this requisition require?	Two lines – September 30, 2014 and March 31, 2015 are in the same fiscal year
b)	What should the dollar amount be per line?	Line 1 - \$20,000 (September & March), Line 2 - \$10,000
c)	What should the GL Date(s) be on each line?	Line 1 - Today's Date, Line 2 - 01-APR-2015

Screen 1: Title Slide



Screen 2: Instructions



Screen 3: Scenario with log in background greyed out

Login - Windows Internet Explorer	
Elle Edit View Eavorites Tools Help	L/RF.jsp?function_id=29602&tresp_id=-1&tresp_a ▼ 🕌 ↔ × 🔯 Google
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	* User Name
	(example: michael,james.smith) ★ Password
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	Login Assistance
	Select a Language: English
Copyright (c) 2006. Oracle. All rights reserved. About this Page	Privacy_Statement
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Screen 4: Blank log in screen and click in User Name field

Screen 5: Log in details entered by simulation (username & password), click Login button

Screen 6: From home page, click Non-Catalogue Request

Oracle iProcurement: Shop	Microsoft Internet Explorer provided	I by Ministry	of Finance	e/apps/icy/iu 🔻		Google		
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Stores Shopping Lists	Non-Catalog Request Contr	ractor Reque	est					
Non-Catalog Reque	est					Sho	pping Cart	
 Indicates required field 			Clear All	Add to Cart	Add to Favori	tes) Your	r cart is empty.	
* Item Type	Goods billed by quantity	- 🗊	Contract Number		3	1		
* Item Description		~		New Supp	lier			
		-	Supplier Name		ы 🎸	1		
* Category			Site		ы 🍕	1		
* Quantity			Contact Name					
* Unit of Measure			Phone					
* Unit Price			Supplier Item					
* Currency	CAD -							
* currency	ChU I							
<u>Shop</u> Dopyright (c) 2006, Oracle. All rights r About this Page	Requisitions <u>Receiving</u> <u>Con</u> reserved.	tractors :	Clear All	(Add to Cart) me Logout	(Add to Favorit	ies) <u>Help</u>	<u>Diagnostics</u>	Privacy Statement

Screen 7: Click Item Type dropdown arrow

Screen 8: Select item Type from dropdown

🏉 Oracle iProcurement: Shop ·	Microsoft Internet Explorer provided by Ministry	r of Finance					- 0 X
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* Item Description	*		New Supp	olier			
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* Category	🖋	Site		2	<i>.</i>		
* Amount		Contact Name					
* Currency	CAD -	Phone Supplier Item					
		Supplier Rell					
		Clear All	Add to Cart	Add to Fav	orites		
Shop Copyright (c) 2006, Oracle, All rights	Requisitions Receiving Contractors	Shopping Cart Ho	me <u>Logout</u>	Preference	es <u>He</u> l	p Diagnostics	
About this Page							Privacy Statement

Screen 9: Enter item description

Screen 10: Select flashlight beside Category entry field

Screen 11: Click the empty search box to enter search criteria

Screen 12: Click Go

Screen 13: Use Quick Select icon to select the correct category

Screen 14: Click the Amount field to enter the amount of the requisition

Screen 15: Click the flashlight beside Supplier Name entry field

Screen 16: Click the empty search box to enter search criteria

Screen 17: Click Go

Screen 18: Use Quick Select icon to select the correct supplier

Screen 19: Click Add to Cart button

🥖 Oracle iProcureme	ent: Shop -	Microsoft Internet Explore	er provided by Ministry	of Finance							x
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* Ite	em Type	Goods or services bille	d by amount 👻 💷	Contract Number		Ы	1				
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*C	ategory	CONSULTING. TECHNIC	AL 🛷	Site	96 AUGUSTA	DR 🔄	<i>്</i>				
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Copyright (c) 2005, Oracle About this Page	<u>Shop</u> le. All rights re	Requisitions Receivi	ng Contractors :	Supplies Lettin	(Add to Cart)	(Add to Fave	orites) Is I Help	2 Diagn	ostics En	vary Stillensey	4

Screen 20: Click View Cart and Checkout

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Screen 21: Click Checkout



Screen 22: Review requisition Information and click the Requisition Description to update the description

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Screen 23: Click Edit Lines button

Screen 24: Click Line 1's checkbox

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Screen 25: Click Update button

Screen 26: Review the information and update the Need-By Date by clicking the calendar icon

Screen 27: Select the appropriate date using the calendar

Screen 28: Click Apply to apply the changes to Line 1

Screen 29: Click Line 1's checkbox

Screen 30: Click Copy button

Screen 31: Click Line 2's checkbox

Screen 32: Click Update button

Screen 33: Review the information and update the description with the correct fiscal year

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Screen 34: Update the amount to reflect the correct amount for the second fiscal year

Screen 35: Update the Need-By Date by clicking the calendar icon

Screen 36: Select the appropriate date using the calendar

Screen 37: Scroll down

Screen 38: Update the GL Date by clicking the calendar icon

Screen 39: Select the appropriate date using the calendar

Screen 40: Click Apply to apply the changes to Line 2

Screen 41: Click Apply a second time to return to reviewing the requisition information

Screen 42: Click Next to proceed to step 2 of 3

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Screen 43: Approvals and notes screen, click Manage Approvals button

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Screen 44: Select flashlight beside Approver entry field

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Screen 45: Search for approver

Screen 46: Click Go

Screen 47: Use Quick Select icon to select correct approver

Screen 48: Click Submit

Screen 49: Enter justification

Screen 50: Click Add Attachment

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Screen 51: Enter attachment title

- Screen 52: Enter attachment description
- Screen 53: Click category dropdown menu
- Screen 54: Select "To Buyer" from category dropdown
- Screen 55: Click radio button beside "Text" to define attachment type
- Screen 56: Enter text details
- Screen 57: Click apply to apply the attachment changes
- Screen 58: Click Next to proceed to step 3 of 3

Screen 59: Review requisition details and click the Show link for line 1



Screen 60: Scroll down

Screen 61: Click the Show link for line 2

Screen 62: Confirm the correct GL dates and line information and click Submit

Screen 63: Confirm approver name on confirmation message and click Continue Shopping

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Screen 64: Click In Process link to view requisition approval history

- Screen 65: Click Ok to return to Shop tab
- Screen 66: Click forward to view summary
- Screen 67: Summary note and End Simulation