

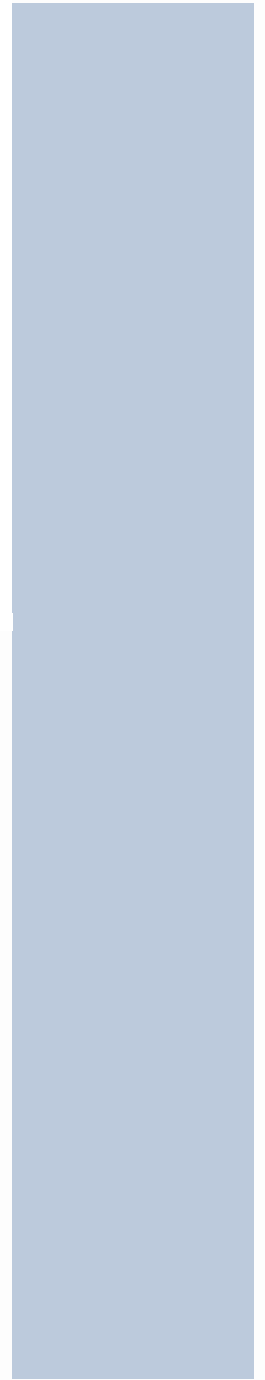
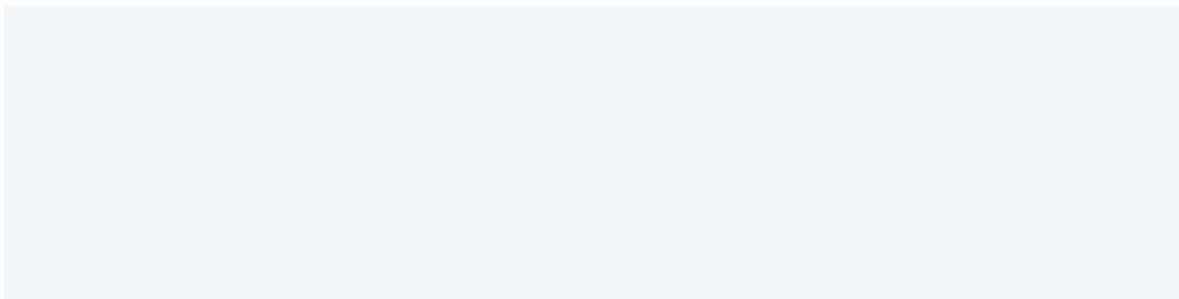
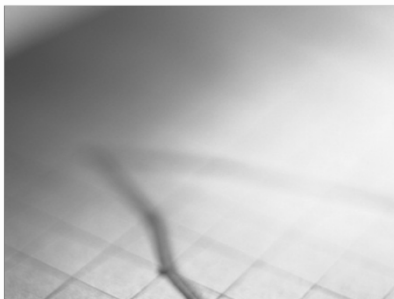
IFIS  
presentation



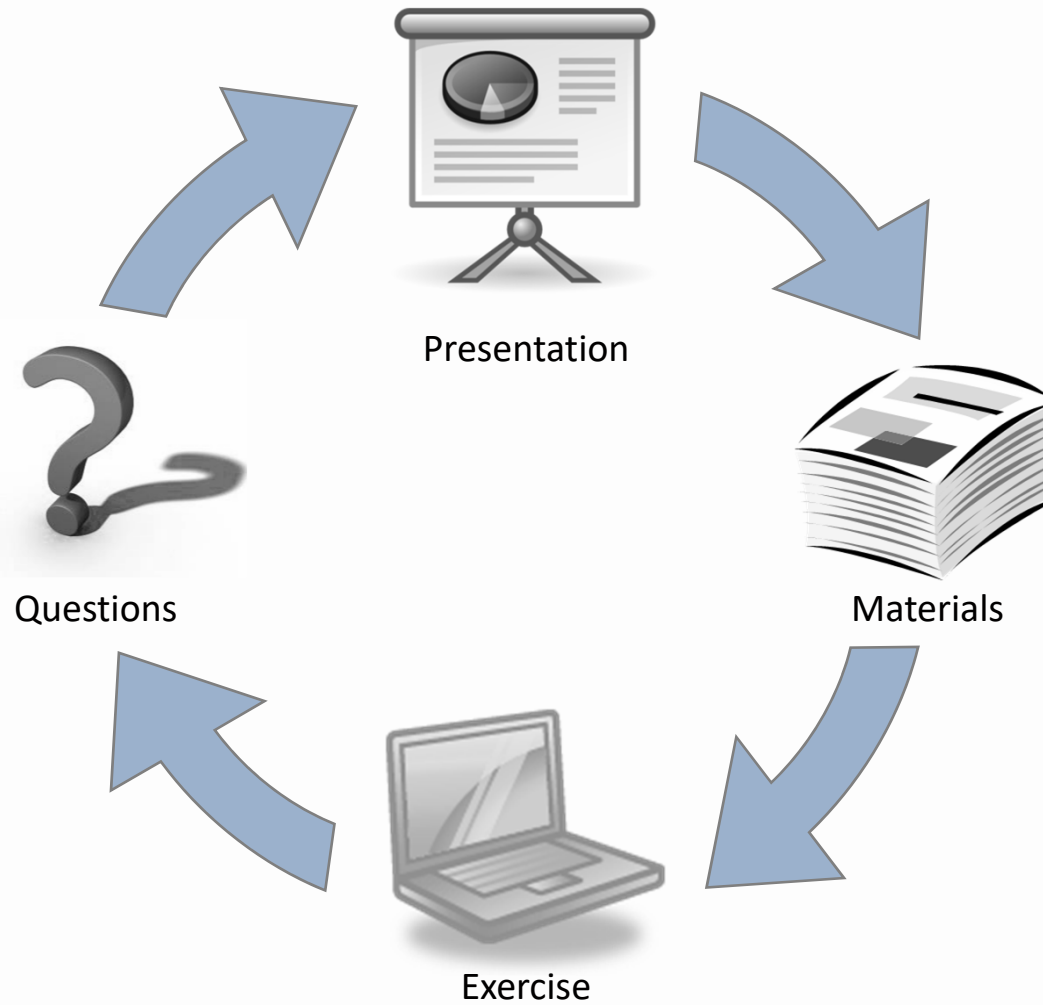
# iProcurement Essentials

## Multi-Year Requisitions

Developed by Lindsay Piché for Business Education Services



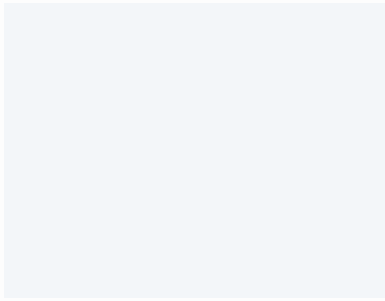
# Presentation Structure



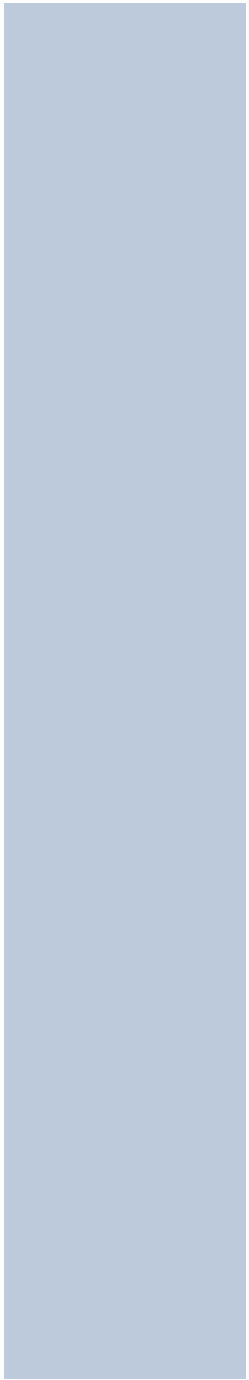
# Learning Objectives

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

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
▼ Hide	1	Promotional pamphlets and posters for launch of updated training services per VOR OSS 089237.	431841	Each	5000	0.15 CAD	750.00	
		Requester Need-By Date Item Number Category Description P-Card Used			Deliver-To Location <b>9076 Wellington Ave.</b> Destination Type <b>Expense</b> Supplier <b>BABCO OFFICE SERVICES</b> Supplier Site <b>123 HANDLE LANE</b> Supplier Contact Contact Phone Supplier Item			
		Requester <b>TRAIN11,</b> Need-By Date <b>16-Mar-2014 00:00:00</b>						
		Category Description <b>546015 - Publications, Forms, Posters etc.</b>						
		P-Card Used <b>No</b>						
<b>Billing Information</b>								
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Expenditure Item	Percent
012-120101-0000-431841-546015-0000-0000-0000	11-Mar-2014							100
<b>Total</b>							<b>750.00</b>	

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
▼ Hide	1	CC431821 - Deko Lite Life window blinds per VOR OSS-078996 - Freight prepaid	431841	Each	5	3000 CAD	15,000.00	
		Requester Need-By Date Item Number Category Description P-Card Used			Deliver-To Location <b>45 Bathurst St.</b> Destination Type <b>Expense</b> Supplier <b>ADA BUILDING SUPPLIES INC.</b> Supplier Site <b>123 HOLLOW ST</b> Supplier Contact Contact Phone Supplier Item			
		Requester <b>TRAIN11,</b> Need-By Date <b>17-Mar-2014 00:00:00</b>						
		Category Description <b>551510 - Office furniture standalone and fixtures, file cabinets, fixtures, desks</b>						
		P-Card Used <b>No</b>						
<b>Billing Information</b>								
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Expenditure Item	Percent
012-120101-0000-431841-551510-0000-0000-0000	12-Mar-2014							100
<b>Total</b>							<b>15,000.00</b>	
▼ Hide	2	CC431901 - Deko Lite Life window blinds per VOR OSS-078996 - Freight prepaid	431841	Each	5	3000 CAD	15,000.00	
		Requester Need-By Date Item Number Category Description P-Card Used			Deliver-To Location <b>45 Bathurst St.</b> Destination Type <b>Expense</b> Supplier <b>ADA BUILDING SUPPLIES INC.</b> Supplier Site <b>123 HOLLOW ST</b> Supplier Contact Contact Phone Supplier Item			
		Requester <b>TRAIN11,</b> Need-By Date <b>17-Mar-2014 00:00:00</b>						
		Category Description <b>551510 - Office furniture standalone and fixtures, file cabinets, fixtures, desks</b>						
		P-Card Used <b>No</b>						
<b>Billing Information</b>								
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Expenditure Item	Percent
012-120101-0000-431841-551510-0000-0000-0000	12-Mar-2014							100
<b>Total</b>							<b>30,000.00</b>	

# Multi-Year Requisitions

## What is different?

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
▼ Hide	1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	431101	Dollars	8000	1 CAD	8,000.00	
		Requester <b>TRAIN4,</b>	Deliver-To Location <b>9076 Wellington Ave.</b>					
		Need-By Date <b>20-Dec-2013 00:00:00</b>	Destination Type <b>Expense</b>					
		Item Number	Supplier <b>NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.</b>					
		Category Description <b>544320 - IT Professional Services</b>	Supplier Site <b>96 AUGUSTA DR</b>					
		P-Card Used <b>No</b>	Supplier Contact					
			Contact Phone					
			Supplier Item					
<b>Billing Information</b>								
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	
012-120101-0000-431101-544320-0000-0000-0000	20-Dec-2013						100	
▼ Hide	2	FY2014/15 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	431841	Dollars	15000	1 CAD	15,000.00	
		Requester <b>TRAIN4,</b>	Deliver-To Location <b>9076 Wellington Ave.</b>					
		Need-By Date <b>01-Apr-2014 00:00:00</b>	Destination Type <b>Expense</b>					
		Item Number	Supplier <b>NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.</b>					
		Category Description <b>544320 - IT Professional Services</b>	Supplier Site <b>96 AUGUSTA DR</b>					
		P-Card Used <b>No</b>	Supplier Contact					
			Contact Phone					
			Supplier Item					
<b>Billing Information</b>								
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	
012-120101-0000-431841-544320-0000-0000-0000	01-Apr-2014						100	
<b>Total</b>							<b>23,000.00</b>	

# Multi-Year Requisitions

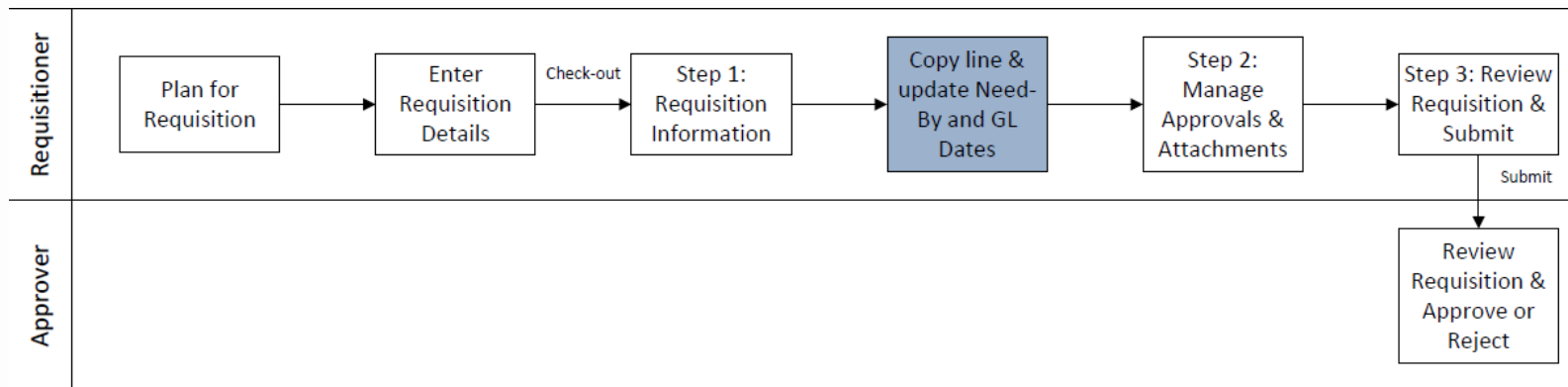
Description

Need-By Date

GL Date

Details	Line Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
▼ Hide	1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland River Contract QWE-987 from January 1, 2014 to June 30, 2014.	431101	Dollars	8000	1 CAD 8,000.00	
Requester		TRADIA		Deliver-To Location		9076 Wellington Ave.	
Need-By Date		20-Dec-2013 00:00:00		Destination Type		Expense	
Item Number				Supplier		NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.	
Category Description		544320 - IT Professional Services		Supplier Site		96 AUGUSTA DR	
P-Card Used		No		Supplier Contact			
				Contact Phone			
				Supplier Item			
<b>Billing Information</b>							
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
012-120101-0000-431101-544320-0000-0000-0000	20-Dec-2013						100
▼ Hide	2	FY2014/15 Preliminary Technical Review of the hydro-dynamics of the Holland River Contract QWE-987 from January 1, 2014 to June 30, 2014.	431841	Dollars	15000	1 CAD 15,000.00	
Requester		TRADIA		Deliver-To Location		9076 Wellington Ave.	
Need-By Date		01-Apr-2014 00:00:00		Destination Type		Expense	
Item Number				Supplier		NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.	
Category Description		544320 - IT Professional Services		Supplier Site		96 AUGUSTA DR	
P-Card Used		No		Supplier Contact			
				Contact Phone			
				Supplier Item			
<b>Billing Information</b>							
Charge Account	GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
012-120101-0000-431841-544320-0000-0000-0000	01-Apr-2014						100
<b>Total</b>						<b>23,000.00</b>	

# 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*

**Requisition Information: Edit Lines**  
\* Indicates required field Apply

**Delivery** | Billing | Accounts | Attachments

Select Lines: Update **Copy** Delete

Select All | Select None

Select Line	Description	Urgent Need-By Date	Requester	Deliver-To Location
<input checked="" type="checkbox"/> 1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/> 20-Dec-2013 0	TRAIN4,	9076 Wellington Av <small>Enter one-time address</small>

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: Update Copy Delete

Select All | Select None

Select Line	Description	Urgent Need-By Date	Requester	Deliver-To Location
<input type="checkbox"/> 1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/> 20-Dec-2013	TRAIN4,	9076 Wellington Av <small>Enter one-time address</small>
<input type="checkbox"/> 2	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/> 01-Apr-2014	TRAIN4,	9076 Wellington Av <small>Enter one-time address</small>

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 – Describe Your Item							
ITEM TYPE:		<input type="checkbox"/> Goods Billed by Quantity <input type="checkbox"/> Services Billed by Quantity <input checked="" type="checkbox"/> Goods or Services Billed as an Amount			CATEGORY:		
					CONSULTING SERVICES.RESEARCH		
ITEM DESCRIPTIONS:							
1. FY __ \_ Research of Holland River hydro-dynamics per Contract JHG-9876- Jan __ – Mar __ 2. FY __ \_ Research of Holland River hydro-dynamics per Contract JHG-9876- Apr __ – Jun __							
CURRENCY:		UNIT OF MEASURE:		QUANTITY:		SERVICE AMOUNT:	
CDN <input checked="" type="checkbox"/> US <input type="checkbox"/>						1) 15,000.00 2) 15,000.00	
RECOMMENDED SUPPLIER (Optional)		Name: NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.					
		Address:					
		City:		Prov:		Postal Code:	
		Phone #:		Fax:			
Delivery							
NEED BY DATE: <b>see above</b>				REQUESTOR:			
DELIVER TO ADDRESS:		Name:					
		Address: 9076 Wellington Ave.					
		City:		Prov:		Postal Code:	
Billing							
TAX CODE: ONHST <input checked="" type="checkbox"/> ONHST 5 <input type="checkbox"/> ONHST 0 <input type="checkbox"/>							
ACCOU NT CODES:	Balancing Unit (3)	Program (5)	Business Unit (4)	Cost Centre (6)	Account (6)	Initiative (4)	G/L Date DD-MMM-YY
	1) 012	120101	0000	431841	544510	0000	TODAY
	2) 012	120101	0000	431841	544510	0000	01-APR-XX
Notes							
NOTES TO APPROVER: Please approve this research on the Holland River hydro-dynamics per contract JHG-9876.				NOTES/ ATTACHMENTS TO BUYER: Refer to standing Agreement JHG-9876			
Approvers							
APPROVER: Ann Mowat				2 <sup>ND</sup> APPROVER: Shilpa Patel (if applicable)			
Phone:		E-Mail:		Phone:		E-Mail:	
						/Phone:	

LINE \_\_ (multi-line) \_\_

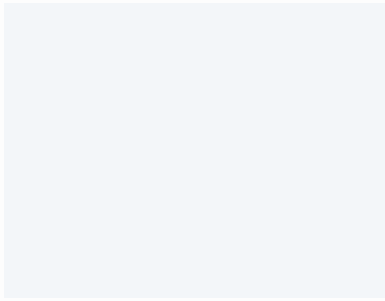
Requestor Signature

# Checkpoint

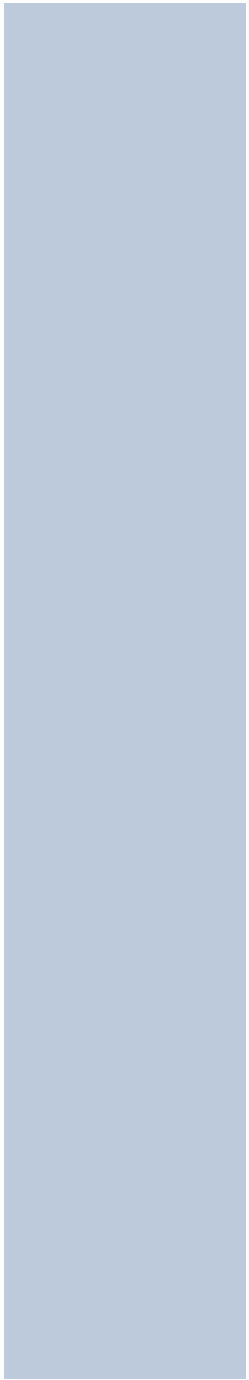


Which of the following are required by the requisitioner to create a multi-year requisition?

- 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

## Requisition Information: Edit Lines

\* Indicates required field

Check Funds Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All Select None

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 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	20-Dec-2013	 
<input type="checkbox"/> 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	 
<input type="checkbox"/> 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	 
<input type="checkbox"/> 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	 

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

# Recommended Best Practices


<b>Recommendation</b>	<b>What if not followed?</b>
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 → Business Services → Procurement

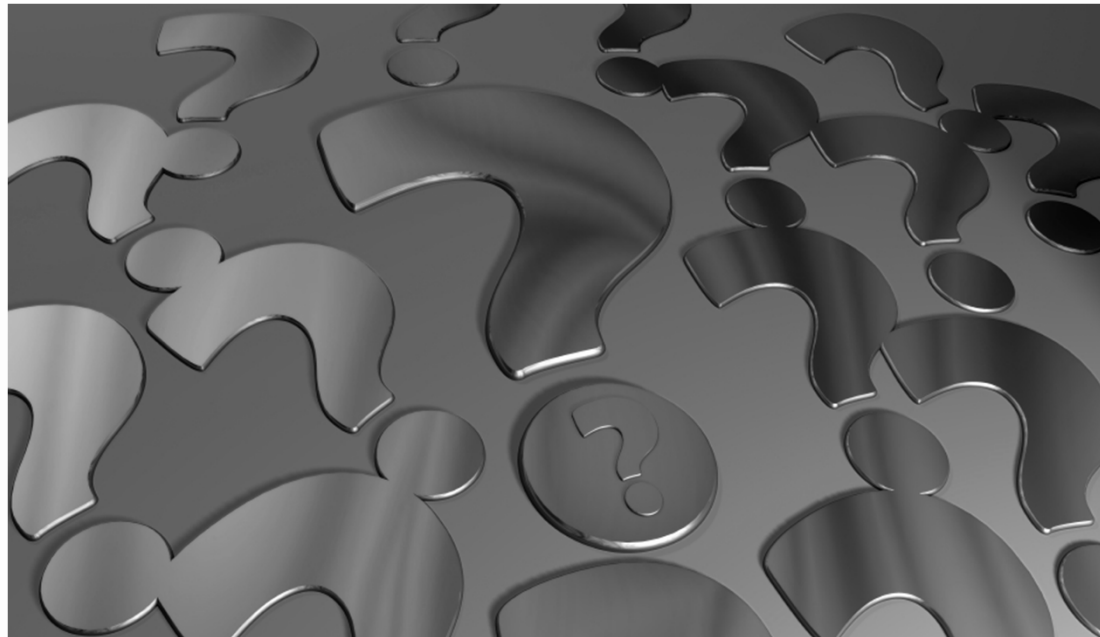
MyOPS → Directives, Acts, and Policies → Directives & Policies → Procurement

# 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

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
<b>Overall Training Experience</b>					
The course content was relevant to my IFIS responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course met its stated objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I will be able to apply the knowledge I have learned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient time was allotted for the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training facilities were adequate and comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This training met my expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# 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



## 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.

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# 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

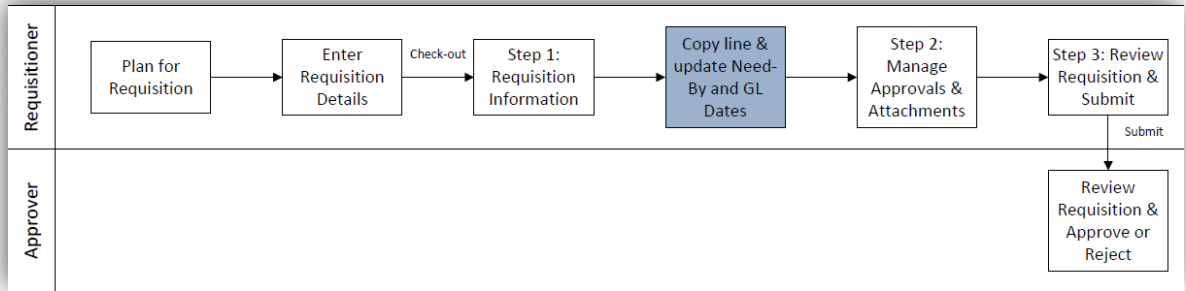
Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments	
Hide	1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland River Contract QWE-987 from January 1, 2014 to June 30, 2014.	431101	Dollars	8000	1 CAD	8,000.00		
Requester Need-By Date Item Number Category Description P-Card Used			Requester TRAMA 20-Dec-2013 00:00:00		Deliver-To Location Destination Type Supplier Supplier Site Supplier Contact Contact Phone Supplier Item				
544320 - IT Professional Services			9076 Wellington Ave. Expense NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.						
No			96 AUGUSTA DR						
Billing Information									
Charge Account			GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
012-120101-0000-431101-544320-0000-0000-0000			20-Dec-2013						100
Hide	2	FY2014/15 Preliminary Technical Review of the hydro-dynamics of the Holland River Contract QWE-987 from January 1, 2014 to June 30, 2014.	431841	Dollars	15000	1 CAD	15,000.00		
Requester Need-By Date Item Number Category Description P-Card Used			Requester TRAMA 01-Apr-2014 00:00:00		Deliver-To Location Destination Type Supplier Supplier Site Supplier Contact Contact Phone Supplier Item				
544320 - IT Professional Services			9076 Wellington Ave. Expense NATURAL RESOURCE ENGINEERING ASSOCIATES LTD.						
No			96 AUGUSTA DR						
Billing Information									
Charge Account			GL Date	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
012-120101-0000-431841-544320-0000-0000-0000			01-Apr-2014						100
							Total	23,000.00	

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**

**Requisition Information: Edit Lines**

\* Indicates required field

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Urgent	Need-By Date	Requester	Deliver-To Location
<input checked="" type="checkbox"/>	1 FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/>	20-Dec-2013 0	TRAIN4,	9076 Wellington Av <a href="#">Enter one-time address</a>

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

**Requisition Information: Edit Lines**

\* Indicates required field

Apply

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Urgent	Need-By Date	Requester	Deliver-To Location
<input type="checkbox"/>	1 FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/>	20-Dec-2013	TRAIN4,	9076 Wellington Av <a href="#">Enter one-time address</a>
<input type="checkbox"/>	2 FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	<input type="checkbox"/>	01-Apr-2014	TRAIN4,	9076 Wellington Av <a href="#">Enter one-time address</a>

6. Continue to Manage Approvals and Attachments





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	<i>Add correct fiscal year identifier to the beginning</i> <b>FY YY/ZZ</b> 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**



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	<i>Add correct fiscal year identifier to the beginning</i> <b>FY YY/ZZ</b> 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	<b>After</b> 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 un-received 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

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 year's budget will be impacted.  Complications arise if the GL Date is not prior to receipt or cancellation.
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).	

## 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.  Example: Line 1 - FY 2014/15 Consulting Contract... Line 2 - FY 2015/16 Consulting Contract...	The approver, buyer, receiver, and accounts payable group will not be able to differentiate between the lines.  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**









\* Indicates required field


Check Funds Apply

Delivery Billing **Accounts** Attachments

Select Lines: Update Copy Delete

Select All | Select None

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 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	 
<input type="checkbox"/> 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	 
<input type="checkbox"/> 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	 
<input type="checkbox"/> 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	 

 TIP 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 <http://intra.ops.myops.gov.on.ca> 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 (<https://intra.sse.gov.on.ca/sites/fin/apps/FM>) 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 <http://intra.ops.myops.gov.on.ca> 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 <http://intra.ops.myops.gov.on.ca> → 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**.

The screenshot shows the 'Policy Finder' interface. At the top, there is a search bar labeled 'Policy Finder:' and a dropdown menu set to 'Display 10 Items'. Below this is a navigation bar with tabs for 'Category', 'Directives', 'Policies', 'Guidelines', and 'Tools & Resources'. The main content area displays a grid of results:

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

Figure 1 - Policy Finder on the Financial Management Gateway

### Selected OPC Practices and Guidelines

Path and Practice	Content
<b>Policies</b> → Search <b>Chart of Accounts</b> → <b>Chart of Accounts Policy</b>	How IFIS Chart of Accounts is organized and is to be used
<b>Policies</b> → Search <b>Chart of Accounts</b> → <b>Chart of Accounts Guideline</b>	How to apply Chart of Accounts Policy
<b>Policies</b> → Search <b>Encumbrance</b> → <b>Encumbrances Policy</b>	Sets out the requirements for recording encumbrances in IFIS.
<b>Policies</b> → Search <b>Encumbrance</b> → <b>Recording Encumbrances in IFIS</b>	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

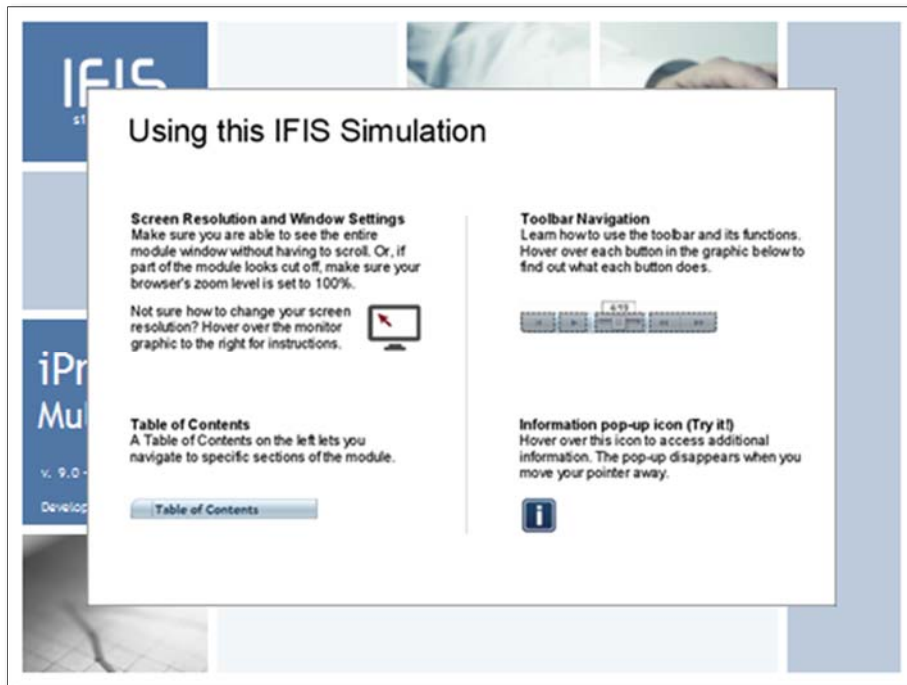
# Storyboard – Multi-Year Requisition

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## Screen 1: Title Slide



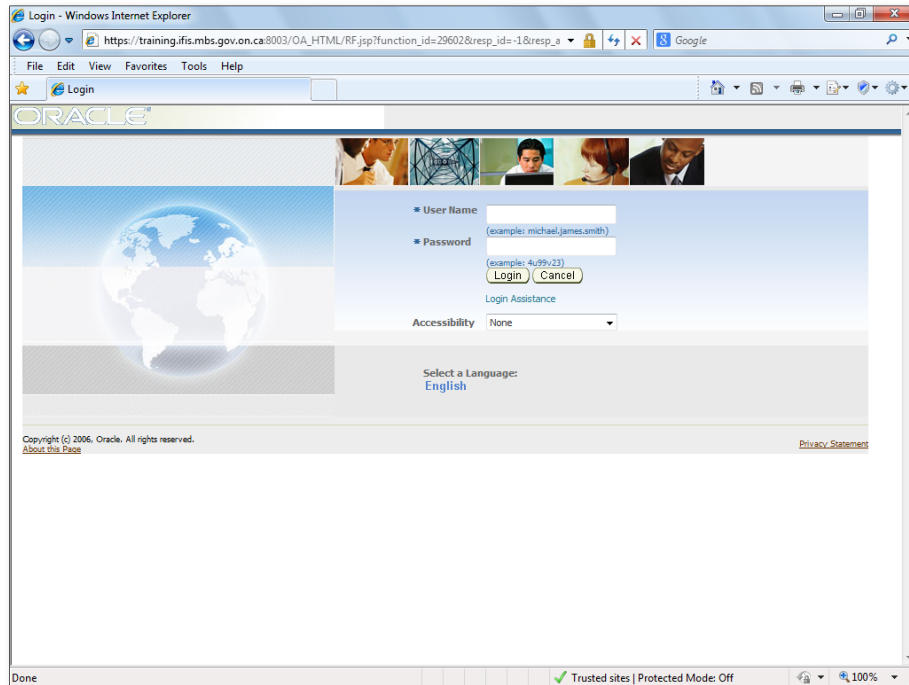
## Screen 2: Instructions



## Screen 3: Scenario with log in background greyed out

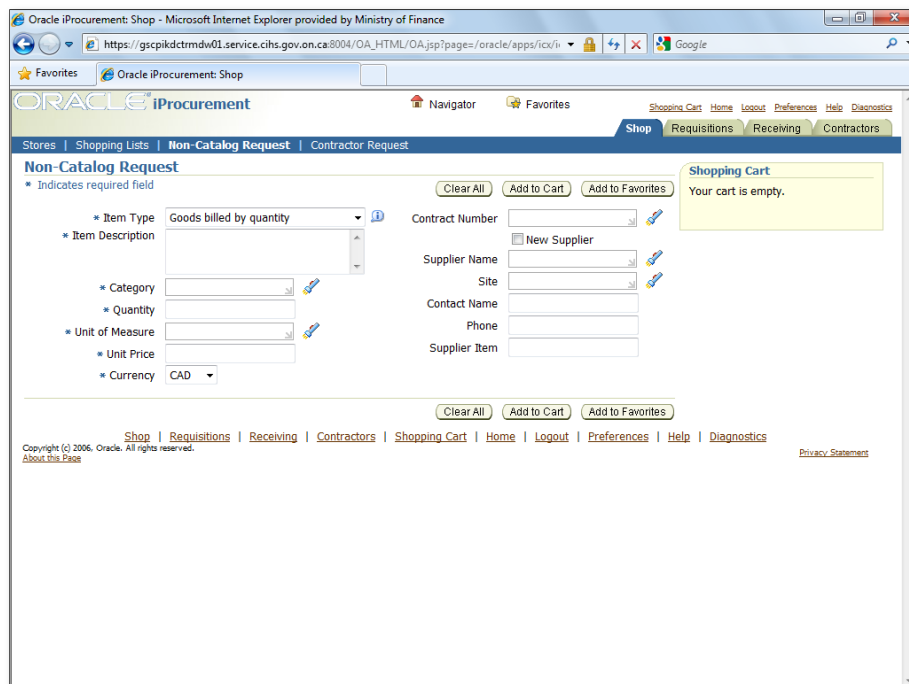
# Storyboard – Multi-Year Requisition

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



Screen 7: Click Item Type dropdown arrow

## Storyboard – Multi-Year Requisition

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### Screen 8: Select item Type from dropdown

The screenshot shows the Oracle iProcurement Shop interface in Microsoft Internet Explorer. The browser address bar displays the URL: [https://gscpkdctmrdw01.service.cihg.gov.on.ca:8004/OA\\_HTML/OA.jsp?page=/oracle/apps/ixc/i](https://gscpkdctmrdw01.service.cihg.gov.on.ca:8004/OA_HTML/OA.jsp?page=/oracle/apps/ixc/i). The page title is "Oracle iProcurement Shop". The main navigation bar includes "Stores", "Shopping Lists", "Non-Catalog Request", and "Contractor Request". The "Non-Catalog Request" section is active, showing a form with the following fields and controls:

- Item Type:** Goods or services billed by amount (dropdown menu)
- Item Description:** Text input field
- Category:** Text input field with a flashlight icon (Quick Select)
- Amount:** Text input field
- Currency:** CAD (dropdown menu)
- Contract Number:** Text input field
- Supplier Name:** Text input field with a flashlight icon
- Site:** Text input field with a flashlight icon
- Contact Name:** Text input field
- Phone:** Text input field
- Supplier Item:** Text input field

Buttons at the top of the form include "Clear All", "Add to Cart", and "Add to Favorites". A "Shopping Cart" notification box on the right states "Your cart is empty." The footer contains copyright information: "Copyright (c) 2006. Oracle. All rights reserved." and a "Privacy Statement" link.

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

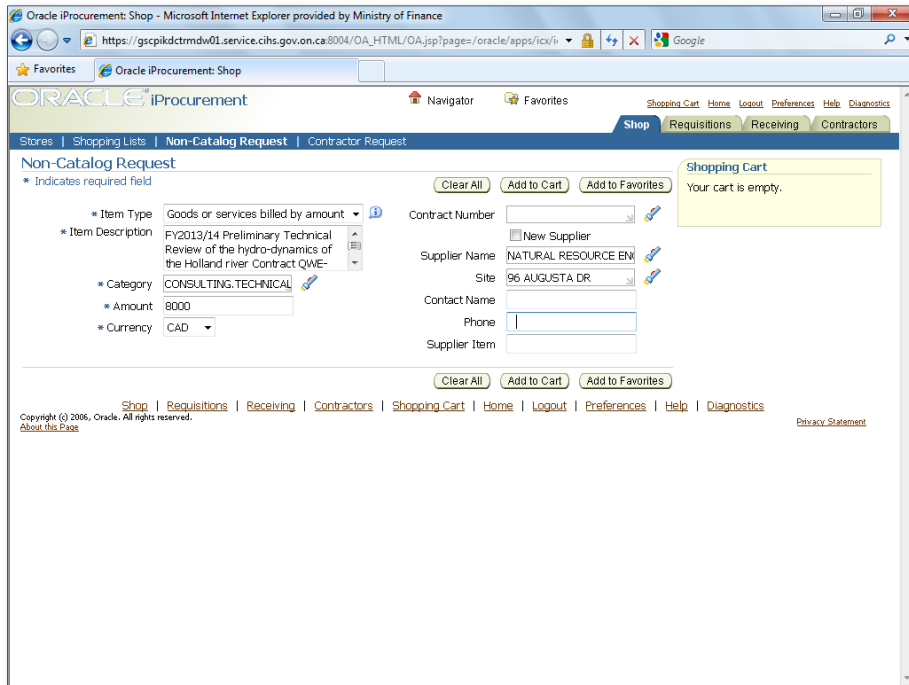
Screen 16: Click the empty search box to enter search criteria

Screen 17: Click Go

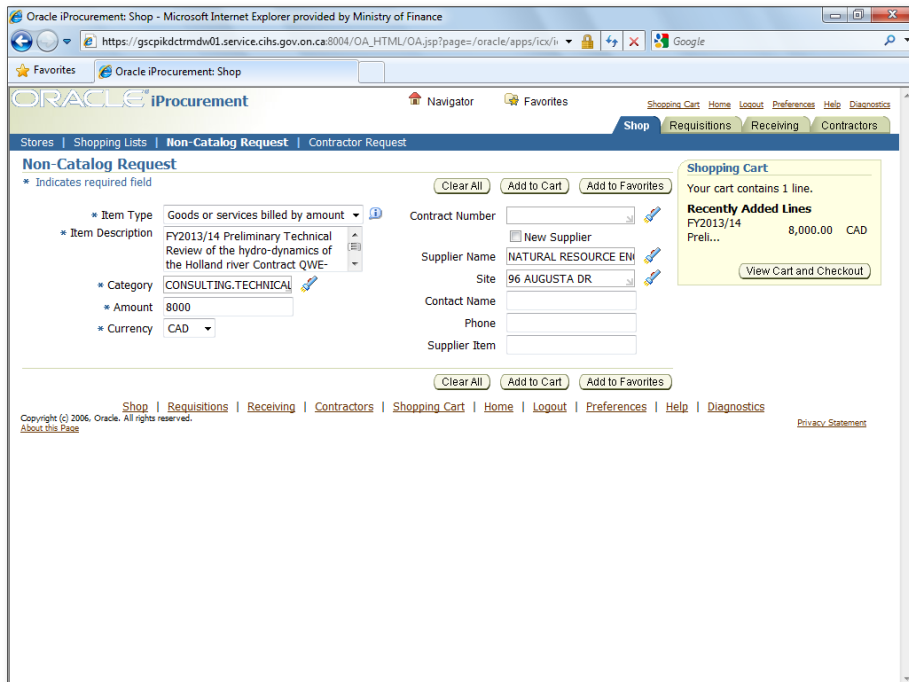
Screen 18: Use Quick Select icon to select the correct supplier

# Storyboard – Multi-Year Requisition

## Screen 19: Click Add to Cart button



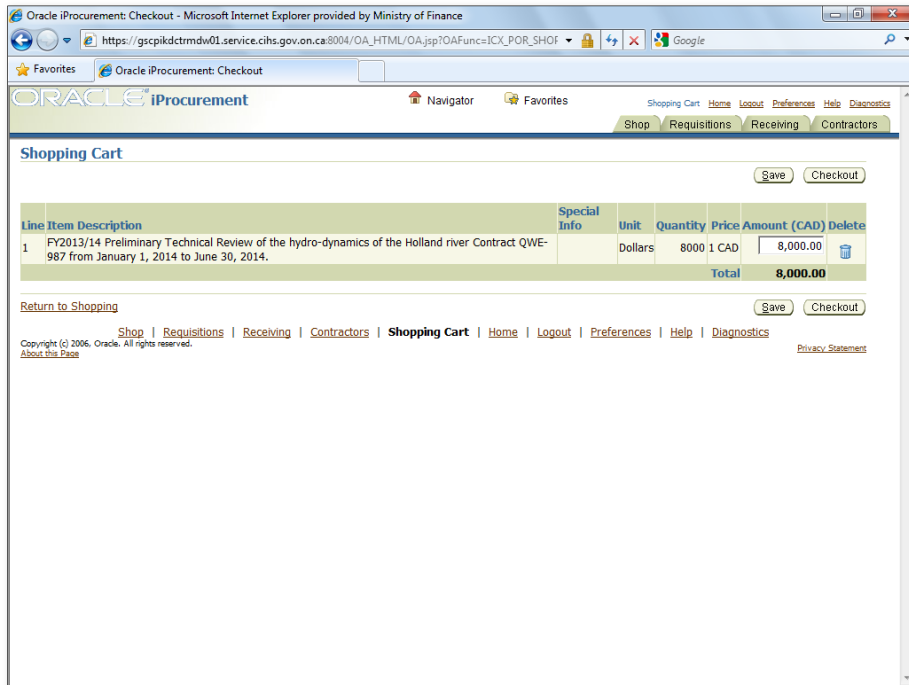
## Screen 20: Click View Cart and Checkout



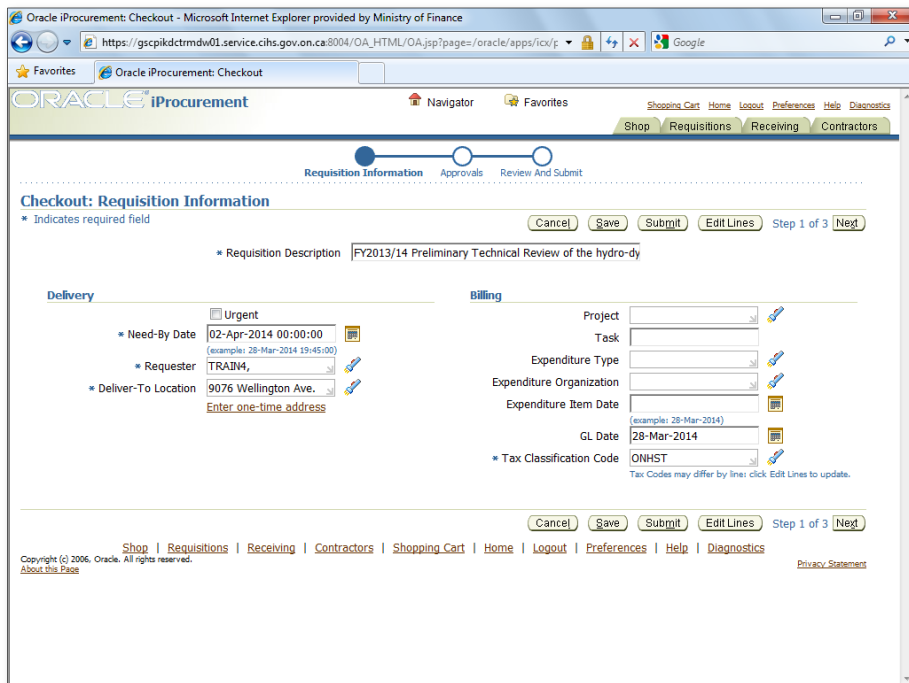


# Storyboard – Multi-Year Requisition

## Screen 21: Click Checkout



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

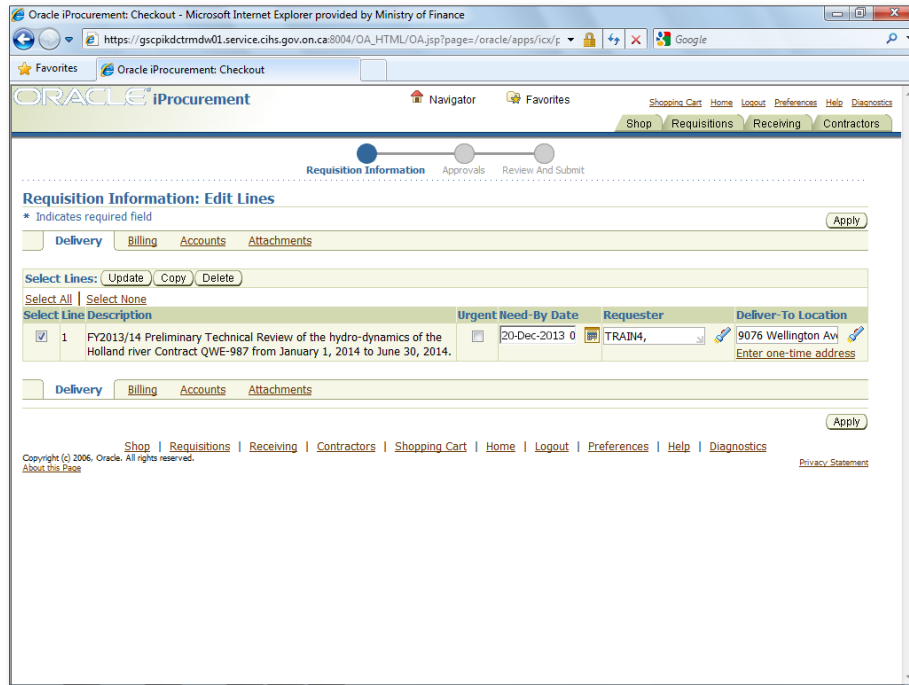


## Screen 23: Click Edit Lines button

## Storyboard – Multi-Year Requisition

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### Screen 24: Click Line 1's checkbox



### 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

## Storyboard – Multi-Year Requisition

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

The screenshot displays the Oracle iProcurement 'Checkout' interface. The browser title is 'Oracle iProcurement: Checkout - Microsoft Internet Explorer provided by Ministry of Finance'. The URL is 'https://gscpkidctmrdw01.service.cchs.gov.on.ca:8004/OA\_HTML/OA.jsp?page=/oracle/apps/ixc/f'. The page features a navigation bar with 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. Below this is a breadcrumb trail: 'Requisition Information' (selected), 'Approvals', and 'Review And Submit'. The main heading is 'Requisition Information: Update Selected Line'. A note states '\* Indicates required field'. An 'Apply' button is located in the top right corner. The form is divided into several sections: 'Item' (Description: 'FY2014/15 Preliminary Technical Review of the hydro-dynamics of the', Category: 'CONSULTING, TECHNICAL', Quantity: '8000', Unit of Measure: 'Dollars', Unit Price: '1', Amount: '15000', Currency: 'CAD'), 'Supplier' (New Supplier checkbox, Supplier: 'NATURAL RESOURCE EN', Site: '96 AUGUSTA DR', Contact Name, Phone, Fax, Email, Supplier Item, Manufacturer, Manufacturer Part Number), 'Delivery' (Urgent checkbox, Need-By Date: '05-Apr-2014 00:00:00', Requester: 'TRAVIVA', Deliver-To Location: '9076 Wellington Ave.'), and 'Billing' (Project, Task, Expenditure Type, Expenditure Organization, Expenditure Item Date, Charge Account: '012-120101-0000-431101-544320-0000').

**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**

# Storyboard – Multi-Year Requisition

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

Oracle iProcurement: Checkout - Microsoft Internet Explorer provided by Ministry of Finance

https://gspikdctmrdw01.service.cih.gov.on.ca:8004/OA\_HTML/OA.jsp?porMode=display&page

ORACLE iProcurement

Shop | Requisitions | Receiving | Contractors

Requisition Information | Approvals | Review And Submit

### Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

\* Requisition Description Preliminary Technical Review of the hydro-dynamics of t

**Delivery**

Urgent

Need-By Date Multiple

\* Requester TRAIM,

\* Deliver-To Location 9076 Wellington Ave. Enter one-time address

**Billing**

Project

Task

Expenditure Type

Expenditure Organization

Expenditure Item Date

GL Date Multiple (example: 31-Mar-2014)

\* Tax Classification Code ONHST Tax Codes may differ by line: click Edit Lines to update.

Cancel Save Submit Edit Lines Step 1 of 3 Next

Shop | Requisitions | Receiving | Contractors | Shopping Cart | Home | Logout | Preferences | Help | Diagnostics

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

Oracle iProcurement: Checkout - Microsoft Internet Explorer provided by Ministry of Finance

https://gspikdctmrdw01.service.cih.gov.on.ca:8004/OA\_HTML/OA.jsp?pages=/oracle/apps/ixl/g

ORACLE iProcurement

Shop | Requisitions | Receiving | Contractors

Requisition Information | Approvals | Review And Submit

### Checkout: Approvals and Notes

You do not have the authority to approve this requisition. Select the **Manage Approvals** button to add at least one approver before you proceed to the next step.

Save Submit Back Step 2 of 3 Next

**Approvals** Manage Approvals

Approval List could not be generated

**Notes**

Justification

**Attachments**

(Add Attachment...)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Save Submit Back Step 2 of 3 Next

Shop | Requisitions | Receiving | Contractors | Shopping Cart | Home | Logout | Preferences | Help | Diagnostics

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## Storyboard – Multi-Year Requisition

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### Screen 44: Select flashlight beside Approver entry field



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

## Storyboard – Multi-Year Requisition

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### Screen 50: Click Add Attachment

The screenshot shows the Oracle iProcurement 'Add Attachment' form. The browser window title is 'Oracle iProcurement: Add Attachment - Microsoft Internet Explorer provided by Ministry of Finance'. The URL is 'https://gscpkdctmrdw01.service.cih.gov.on.ca:8004/OA\_HTML/OA.jsp?page=/oracle/apps/ixl/f'. The page header includes 'ORACLE iProcurement' and navigation links for 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. The form is titled 'Add Attachment' and has a dropdown menu set to 'Desktop File/ Text/ URL'. Below this, there are three sections: 'Attachment Summary Information' with fields for 'Title', 'Description', and 'Category' (set to 'Internal to Requisition'); 'Define Attachment' with radio buttons for 'File', 'URL', and 'Text', and a 'Browse...' button; and a footer with 'Cancel', 'Add Another', and 'Apply' buttons. Copyright information for 2006 is visible at the bottom.

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

# Storyboard – Multi-Year Requisition

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

Oracle iProcurement: Checkout - Microsoft Internet Explorer provided by Ministry of Finance

https://gscpkdctmrdw01.service.cih.gov.on.ca:8004/OA\_HTML/OA.jsp?page=oracle/apps/ixc/f

ORACLE iProcurement

Shop Requisitions Receiving Contractors

Requisition Information Approvals **Review And Submit**

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 958: Total 23,000.00 CAD

Created By TRAIN4  
Creation Date 28-Mar-2014 15:20:54  
Description Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.  
Justification Please approve per Contract QWE-987

Requisition Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Contract Details	Short Text	Contract Details	Internal to Requisition	TRAIN4	31-Mar-2014	One-Time		

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
Show	1	FY2013/14 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	431101	Dollars	8000	1 CAD	8,000.00	
Show	2	FY2014/15 Preliminary Technical Review of the hydro-dynamics of the Holland river Contract QWE-987 from January 1, 2014 to June 30, 2014.	431841	Dollars	15000	1 CAD	15,000.00	
							<b>Total</b>	<b>23,000.00</b>

Save Printable Page Back Step 3 of 3 Submit

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help Diagnostics

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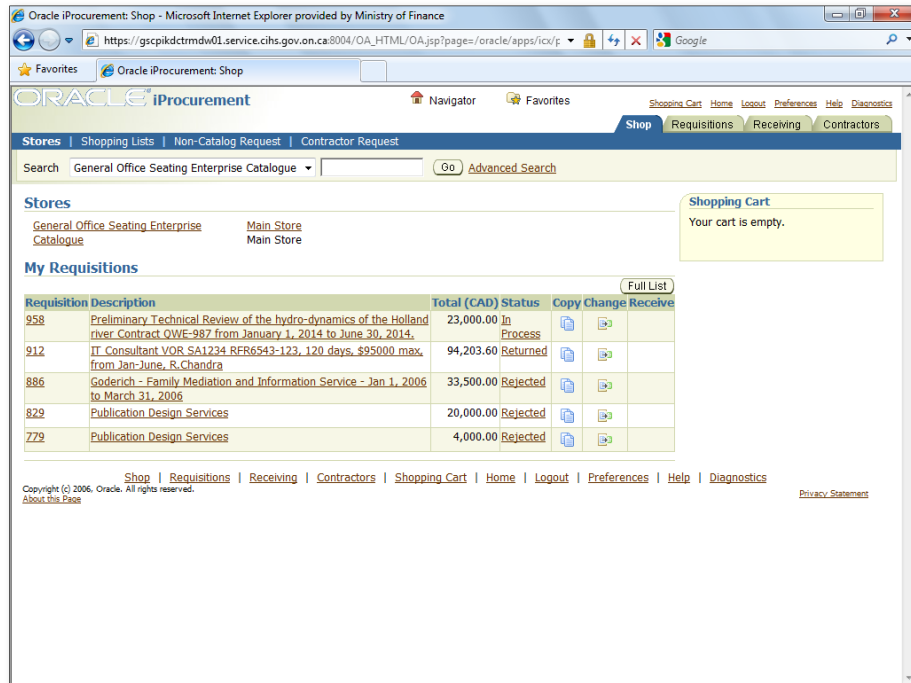
Screen 60: Scroll down

Screen 61: Click the Show link for line 2

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

## Storyboard – Multi-Year Requisition

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



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