Requisition Training

Presented By:

LBCC Fiscal Services Team

LONG BEACH
CITY COLLEGE

Housekeeping

- Please stay on mute for duration of the slides
- Workshop is being recorded
- Recording and slides will be posted on our website
- We will open discussion for Q&A at the of the presentation

Requisition Training Agenda

- Purpose of Requisitions
- Requisition Workflow
- Fiscal Services Requisition Approval Role
- Account String Coding
- Supporting Documentation
- Appropriateness of Expenditure
- Requisition error emails
- Where is my requisition now?
- Registration Questions
- Contact Us

Requisition Purpose

- A requisition is a request to purchase items or services **BEFORE** items or services are received/ordered/purchased.

- The purpose of the requisition is to **request approvals** to purchase items or services. Once all approvals are obtained, purchasing department works with vendor and department to issue a PO (purchase order). Think of a requisition as a vessel to create a PO

- Any items or services ordered or received without a valid, signed and approved PO in place becomes a personal, financial responsibility of the staff that ordered or received the services.

Requisition Workflow

START: Department ensures funds are available within budget lines by running Available Balance Report

**Fiscal Services Requisition Role is focused on these two main workflows

Workflow timing:
A-Overnight

B-Every Hour on the Half-Hour   C-Four times a day   D-Immediate workflow

Department Requisitioner Submits Requisition in Peoplesoft

A → Budget Administrator Approves Requisition in Peoplesoft

B → Fiscal** Services Accountant Approves (or Denies)

C → Peoplesoft** Budget Check

D → Requisition enters Buyers Queue.

OR

A → IITS Approves IITS items or services

D → Budget Administrator Approves Requisition in Peoplesoft

B → Fiscal** Services Accountant Approves (or Denies)

C → Peoplesoft** Budget Check
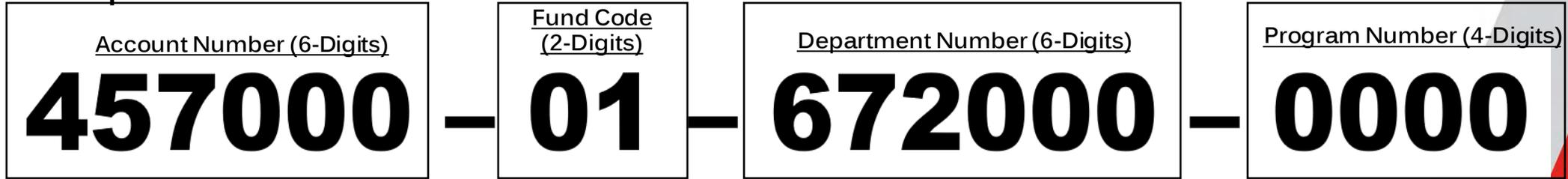
D → Requisition enters Buyers Queue.

Fiscal Services Requisition Approval Role

- Requisitions are received by respective accountant

- Accountant reviews account string coding

- Supporting documentation

- Appropriateness of expenditure

- Accountant will either approve or deny the req.

Account String Coding

Account string depends on items/services and on funding source

Example:

Account Number (6-Digits)	Fund Code (2-Digits)	Department Number (6-Digits)	Program Number (4-Digits)
457000 –	**01** –	**672000** –	**0000**

- Account Number - used to classify the type of expenditure

- Fund Code - used to classify the funding source

- Department Number - used to identify the department that the expenditure belongs to which also aligns with the purpose of the expenditure. Determines which budget administrator the requisition gets sent to for approval. If instructional department number, Account number needs to be instructional as well.

- Program – Program number is used to classify grants or other restricted funding. Program number determines which accountant the requisition gets sent to for approval

> **In this example**, we have a request to purchase Non-Instructional supplies & materials using district general funds for the fiscal services department.

Account String Coding

https://www.lbcc.edu/post/chart-accounts

Account String Coding

Accounts | Funds | Departments | Programs

Supplies & Materials

	Instructional Supplies & Materials
432000	Instructional Supplies & Materials
432100	Instructional Supplies & Materials – Specialized
432500	Duplicating Instructional
437000	Commencement Expenses
438000	Software Instructional

	Non - Instructional Supplies & Materials
455200	Contra Credit Card/Stock
456500	Duplicating Non-Instructional
456600	Contra Duplication Services

Dept #	Department Name	Department Description
130500	Child Development	Child Development
130600	Nutrition & Dietetics	Nutrition and Dietetics
150100	English	English
150200	Reading & Teacher Preparation	Reading & Teacher Preparation
150500	Writing Success Center	Writing Success Center
150510	Reading Success Center	Reading Success Center
150600	Communication Studies	Communication Studies
150800	English as a Second Language	English as a Second Language
160100	Library, Instructional	Library, Instructional
160200	Ctr for Learning Assist, Instr	Center for Learning Assistance, Instructional
170100	Mathematics & Engineering	Mathematics and Engineering
170200	Math Success Center	Math Success Center
190100	Physical Science	Physical Science
210100	Public Affairs & Services	Public Affairs and Services
220100	Social Science	Social Science
220300	Study Abroad Program	Study Abroad Program
220500	History & Political Science	History and Political Science
300200	Culinary Arts	Culinary Arts
492000	Multidisc Success Ctr, LAC	Multidisciplinary Success Center, Liberal Arts Campus
493000	Multidisc Success Ctr, PCC	Multidisciplinary Success Center, Pacific Coast Campus
493009	Supplemental Instruction	Supplemental Instruction
493072	Career Technology Success Ctr	Career Technology Success Center
499900	Interdisciplinary Prgm Coord	Interdisciplinary Program Coordination
499910	Workforce Development Edu	Workforce Development Education
499911	Institutional Resource Dev Edu	Institutional Resource Development Education
499912	CAED CTE Edu	College Advancement & Economic Development Career
590100	Retirement Benefits, Academic	Retirement Benefits, Academic
601100	Social & Behavioral Sciences	School of Social and Behavioral Sciences
601120	Visual-PerfArts & Cultrl Prgms	School of Visual, Performing Arts & Cultural Programs
601200	Language Arts & Communication	School of Language Arts and Communication
601300	Business, Education, HealthSci	School of Business, Education & Health Sciences

Account String Coding Examples

Accounts | Funds | Departments | Programs

Program	Program Description	Accountant
0000	General Operations	Juan Espinoza/Francine Baldwin
0010	General Education	Juan Espinoza
0011	Winter Interssion	Juan Espinoza
0015	Educational Master Plan	Juan Espinoza
0016	Ribbon Cutting	Juan Espinoza
0020	College Day Expenses	Juan Espinoza
0021	Commencement	Juan Espinoza
0023	One-time Mandated Costs	Francine Baldwin
0026	Energy Rebate Program Phase 2	Francine Baldwin
0028	Business Process Review	Juan Espinoza/Francine Baldwin
0029	S/P Office Discretionary Fund	Francine Baldwin
0030	HR Settlements	Juan Espinoza
0032	E-Sports	Francine Baldwin
0039	S/P Office Discretionary Fnd 2	Francine Baldwin
0070	Parking	Francine Baldwin
0075	Safe Parking	Francine Baldwin
0080	Summer School	Juan Espinoza/Francine Baldwin
0141	Phoenix Scholars Yr1	Felisha Amador
0142	Phoenix Scholars Yr2	Felisha Amador
0144	Phoenix Scholars Yr1 Support	Felisha Amador
0145	Phoenix Scholars Yr2 Support	Felisha Amador
0147	LB Youth Programming MiniGrant	Felisha Amador
0166	Rising Scholars	Felisha Amador
0167	Dream Resource Liaisons CY	Felisha Amador
0168	Dream Resource Liaisons CO	Felisha Amador
0171	NextUp 2018-2019	Felisha Amador
0172	Pritzker Foster Care	Felisha Amador
0173	Campus Safety & Sexual Assault	Elyse Nuguid

Supporting Documentation for Req.

- Quote
- Service Contract
- Something that supports the items/services and dollar amounts entered in your req
- If your req is for Food/Hospitality – 457300- a completed and signed in-service form must be submitted. The form can be found under Fiscal Services Department https://apps.lbcc.edu/lbccforms/
- Proforma Invoice (for vendors that require pre-payment)

Appropriateness of Expenditures

- It is the Budget Administrator's (Dean or Director) responsibility to know what expenditures are allowable or unallowable for each of the funding sources they manage. Deans &/or Directors should refer to the following to familiarize themselves with their respective funding sources:
  - Ed Code
  - Grant Spending Guidelines
  - Chancellor's Office Guidance
  - LBCCD Polices & Regulations

- Accountants serve as check and balance to ensure that expenditures align with funding regulations

- If Accountant receives a req for an unallowable or questionable expenditure per funding source guidance, the Accountant will deny the req and request justification for requisition

Requisition Errors

- DENIED – if the req is denied for any reason, the requisitioner will receive an email from VikingFinancials@lbcc.edu with Accountant's reason for denial
  - ➢ It is the department's responsibility to address any requisition corrections and to release requisition off hold after correcting and saving

- Budget Error- Once the accountant approves the req, there is a possibility that the req will run to budget error for insufficient budget in the account string used.
  - ➢ Requisitioner will receive Budget Error email from VikingFinancials@lbcc.edu.
  - ➢ A req in budget error will NOT route to the buyers.
  - ➢ Run your available balance report to find out why you have budget error
  - ➢ To clear a budget error, an AT (appropriation transfer) or Budget Revision must be submitted.

Requisition Errors

- Example Emails:
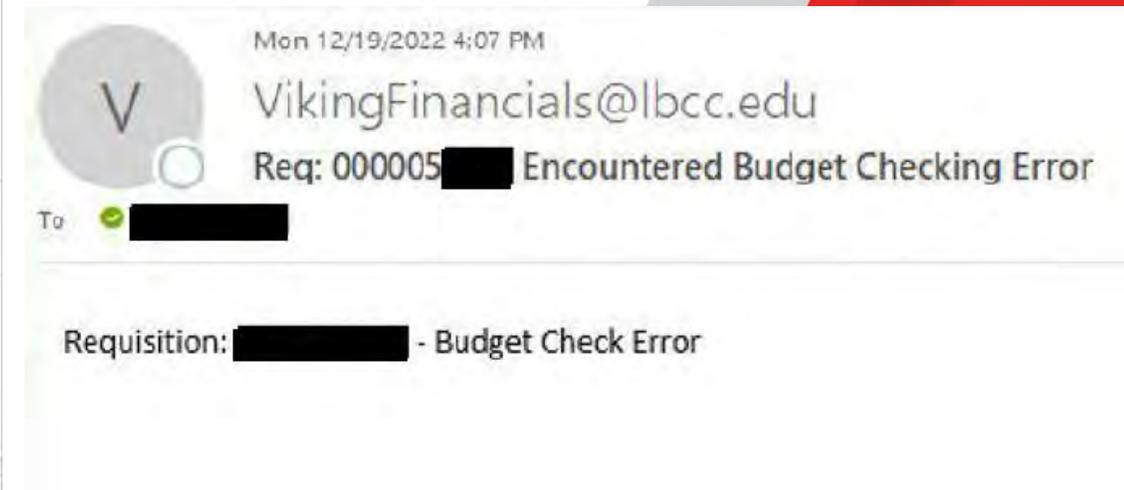
Where is my requisition?

- Once the overnight workflow runs, you can use the following queries to find out:

I. If your req is pending approval from budget admin or fiscal: LBC_REQ_APPROVAL_PENDING

II. If your req is denied by fiscal: LBC_REQ_DENIED_COMMENTS

III. If your req is in budget error: LBC_REQ_BUDGET_ERRORS

- Not in any of these? It's with purchasing.

- Purchasing also has a recorded training on requisitions. Please reference link below. They show an alternative method to check requisition status in their training: https://www.lbcc.edu/post/purchasing-and-contracts-workshops

LBC_REQ_APPROVAL_PENDING

LBC_REQ_APPROVAL_PENDING - Pending Reqs in Workflow

Entered By UserID [ ]

*Req Date From 07/01/2022

*Req Date To 07/01/2023

Dept 677100

Program [ ]

[View Results]

> You can enter either your ID# or Dept# or Prog#, or a combination of the three

Download results in : Excel SpreadSheet   CSV Text File   XML File   (2 kb)

View All   First 1-7 of 7 Last

> Name of Requisitioner

Row	Req ID	Req Date	In Worklist of	Status	Event Name	Hold	Requester ID	Requester Name	Account	Fund	Dept	Program
1	0000051900	01/26/2023	Elyse F Nuguid	Denied	Deny Req ChartFields	N	0770279	Elyse F Nuguid	432000	01	677100	0000
2	0000051902	01/26/2023	Robert Rapoza	Pending	Approve Req Amount	Y	0770279	Elyse F Nuguid	457000	01	677100	0000
3	0000051903	01/26/2023	Arne F Nystrom	Pending	Approve Req Amount	N	0770279	Elyse F Nuguid	646000	01	677100	0000
4	0000051903	01/26/2023	Mark C Guidas	Pending	Approve Req Amount	N	0770279	Elyse F Nuguid	646000	01	677100	0000
5	0000051904	01/26/2023	Robert Rapoza	Pending	Approve Req Amount	N	0770279	Elyse F Nuguid	566000	01	677100	0000
6	0000051905	01/26/2023	Francine D Baldwin	Pending	Approve Req ChartFields	N	0770279	Elyse F Nuguid	457000	01	677100	0000
7	0000051905	01/26/2023	Juan Espinoza	Pending	Approve Req ChartFields	N	0770279	Elyse F Nuguid	457000	01	677100	0000

> Needs action from the above person(s)

LBC_REQ_DENIED_COMMENTS

LBC_REQ_BUDGET_ERRORS

LBC_REQ_BUDGET_ERRORS - Budget Errors with Distrib

Requester ID [   ]

Dept [677100]

Program [   ]

[View Results]

> You can enter either your ID# or Dept# or Prog#, or a combination of the three

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-1 of 1 Last

Row	Req ID	Status	Budget Status	Hold	Req Date	Requisition Entered By	Line	Account	Fund	Dept	Program	Fiscal Approver
1	0000051901	Approved	Error	N	01/26/2023	Elyse F Nuguid	1	457000	01	677100	0000	Juan Espinoza

> Name of Requisitioner

> Name of Fiscal Accountant who approved the requisition

Registration Q&A

- **Q: What program codes to use when purchasing Technology or warranties?**
    - A: Account strings change based on what is being purchased and based on the funding source. Please refer to https://www.lbcc.edu/post/chart-accounts for list of account codes. If you're still unsure, please reach out to your fiscal accountant for guidance.
- **Q: What is the full process to PO generation, including timing?**
- A: Please see requisition Workflow slide on page 5 above for the workflow up to where the req reaches the buyers queue. For timing of a req turning into a PO, please reach out to purchasing staff.
- **Q: How to get updates on req approval status if you're not a requisitioner?**
    - A: You can request access for General Financials Role to Peoplesoft using the Request to Peoplesoft Financials form. With this access you can view pending approvals by running queries on slide 15.

Registration Q&A Continued

- Q: **When are invoices needed?**
  - A: Invoicing is part of the business process after a PO is created and services &/or items are received. Invoices must be routed through Laserfiche for payment as soon as possible. Please reach out to ap@lbcc.edu if you need immediate assistance with an invoice.
  - Please attend a future Accounts Payable workshop

- Q: **When to submit requisition to contracts?**
  - A1: If you have a purchasing contract from a vendor, 1)submit a contract request form to contracts department 2) DO NOT SIGN IT AND 3) submit a requisition with copy of contract attached
  - A2: Please watch the Contract's department recorded training on Contracts process

- Q: **When to use an Open PO?**
  - A: An open PO is used for recurring, consumable supply purchases which are expected to be from the same vendor on an "as-needed" basis through the fiscal year. Open PO's exclude equipment, furniture, computers, peripherals, software, printers, copiers, fax machines, gift cards, equipment service/maintenance contracts. The Open PO will include language listing exclusions.

Registration Q&A Continued

- Q: Who does what and which accountant to contact for account string questions?
    - A: Please see the "Contact Us" slide. Presentation will be posted online
- Q: Expected communication during the requisition process?
    - A: Fiscal services expects departments to
    - respond to emails sent directly from fiscal services staff
        1. address budget error notification emails
        2. address correction instructions sent in denial notification emails
        3. Reach out for help if you don't know how to address denial or budget error emails you receive. See the contact us slides for more information on who to contact in fiscal.
- Q: What common things cause delays?
    - A: From a Fiscal standpoint, delays are caused by not addressing budget errors and denial notification instructions. Check your requisition status to avoid delays.
- Q: Are there times of year that are best to submit larger volumes of REQs in order to avoid competing with the needs of other departments if possible?
    - A: Submit your requisitions as soon as you know what you need. Plan ahead. The sooner the better.

Q&A for Purchasing

- Q: What is the timeline once REQ & PO are approved for vendor to be issued PO?
  - Once Fiscal Services approves the req and it passes budget check, it goes to Purchasing to be turned into a PO. Please reach out to Purchasing for timeline of req to be turned into PO and sent to vendor

- Q: What steps to take when you need a PO ASAP?
  - Fiscal can help push a requisition through the initial workflow process but defer to Purchasing and their workload and ability to process a PO ASAP.

Q&A for Purchasing

- Q: Once PO is created, what is process to follow to order products?

- Q: When to use templates in Peoplesoft Financials?

- Q: When can a requester contact fiscal or buyer to obtain PO?
  - Fiscal does not create or issue PO's. Please reach out to purchasing staff or refer to purchasing department's recorded training on Requisitions.

Fiscal Contacts - Requisitions

- Who in Fiscal do I contact? Visit the Chart of Accounts website>click on Programs>See each accountant assigned by program number (https://www.lbcc.edu/post/chart-accounts)

- Accountant's Extensions:
    - Juan Espinoza Ext. 4152 *(District)*
    - Francine Baldwin Ext. 4641 *(District, Lottery, Block Grant)*
    - Elyse Nuguid Ext. 4103 *(Grants - WFD, CTE, SBDC)*
    - Felisha Amador Ext. 4905 *(Grants – Categorical & Student Support Svcs)*

Additional Fiscal Contacts

- Budget:
  - Chingmin Wu (Ext. 4515)
  - Sem Chao (Ext. 4119)
- Travel:
  - LaTonyua Harden (Ext. 4459)
- Account Payable
  - Carina Serrano (Ext. 4185)
  - Rosalind Monreal (Ext. 4537; Vendors A-G)
  - Linda Huynh (Ext. 4222; Vendors H-O)
  - Devin Fisher (Ext. 4027; Vendors P-Z)
  - Julie Chao (Ext. 4812; Contracts/memberships)
- Accounts Receivable:
  - Rachel Kempf (Ext. 4532)

Upcoming Fiscal Trainings

- Travel Process (Travel Authorization Application & Mileage Claim)

- Accounts Payable (Invoice payment processing, Laserfiche)

- Budget Cycle (Tentative/Adopted Budget, AT's & Budget Revisions)

- Peoplesoft Financial Reports (Available Balance Report, GL Expense Detail Report & PO Activity Listing)

Open Discussion

- Any Questions??