

Requisition to Purchase Order

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Gae Purivs

Procurement Analyst

Olivia Lara

IT Procurement Analyst





BEFORE WE GET STARTED

- This session will be recorded.
- The chat has been disabled, please use the Q&A function to submit questions.
- At the end of the session, time permitting, we will have a Q&A session.
- As a reminder, this preview session is not training. You will be introduced to new terms and concepts and see system sneak peeks!



SESSION TOPICS

Procure to Pay

New Concepts

Sneak Peeks

Preparation

Procure to Pay



A Few Reminders

Most people understand shopping online or shopping at a brick-and-mortar store, and those models are not how the majority of the purchasing activity occurs at the University.

The process truly should start well ahead of the actual time things are needed, have conversations with those you support or those who support you about what is needed, when, and why

Did You Know...

- Purchase orders (PO) are contracts between UCR and the supplier for obtaining goods/services
- Accounts Payable processes the supplier invoices to pay for those goods or services
 - *Generally, Accounts Payable will not make payment till the goods and/or services are marked as received by the department*
- Departments should anticipate the time required when purchasing goods/services using a PO.
 - *The PCard threshold was increased to \$10K to assist with department purchasing*

Resources

Here are a few resources to help guide your decisions and conversations:

- [Procurement Guidance issued on 2/1/2023](#)
- PCard Program & Payment Matrix Summit Session – live today at noon, then available on demand
- Upcoming Oracle: Buying & Paying Course and Workshop – part of the formal training program



Procure to Pay Steps

The Procure to Pay, often referred to simply as PTP, process has many steps that involve a range of individuals from across the University. Today, we are focused on the early steps of the process.

1

Enter a requisition

2

Pre-configured system required approvals

3

Issue Purchase Order to the Supplier





Procure to Pay Steps

Invoicing steps...

- Supplier submits invoice directly to AP, through Transcepta or apinvoice@ucr.edu for payment
- Department marks goods/services as received, so payment to the supplier occurs and is accurate.
- The AP specialist submits for payment
- Activity appears on financial reports within the University
- Supplier receives payment
- Treasury accounting/central bank reconciliation
- Activity appears on the financial statements of the University



Key Concepts



Key Concepts

A PCard first mindset

Submitting a requisition should not be your first action, first determine if you can use a PCard for the purchase.

- To assist in this effort the threshold was increased to 10k on 2/1/2023
- The PCard restricted items list remains the same, please keep this in mind and review this list - [Restricted Items | Procurement \(ucr.edu\)](#)
- This best practice was put in place on 2/1/2023

If a Requisition is under \$10K with no restrictions, a PO will automatically generate upon the completion of system required and pre-approvals.

Conditions for manual PO creation by Central Procurement

- If a Requisition is over \$10K
- If a Requisition is Restricted category
- If the Requisition indicates a partial tax exemption



Key Concepts

Approval Workflows

- Oracle Financials **requires a pre-approval workflow process**
- Individuals need to plan ahead and allow for the time needed for requests to move through the pre-configured system rules

Reduction in Miscoded Transactions

- ✓ System functionality is dependent on all users to entering accurate COA values
- ✓ In the future, cost transfers will be burdensome

Post Audit Notification (PAN)  Pre-Approval Workflow



- Oracle Financials **leverages Approval Groups**
 - This means that, in most scenarios, multiple individuals will receive a notification with an approval request, once any individual from that approval group reviews and approves the request will move to the next step

Increase Transparency

You can see where your items sit within the approval workflow

In this example, the requisition was for a restricted category, furniture and is currently awaiting approval. You can see the approval status and these views within the requisition.





Key Concept

Restricted categories are not changing in the future state.

Please ensure you are aware of these policies. You can access the restricted categories list [here](#).

- Restricted categories require additional levels of approval. In the future state, these **approvals will be pre-configured in the system**
- You should allow time for your requisition to move through these approvals
- Accurate entry will ensure a smooth process, if rejected you'll need to make the required edits and resubmit
- In the future state, cost transfers are burdensome. We must take the additional time upfront to ensure accurate entry

[Forms & Resources | Business & Financial Services \(ucr.edu\)](#)

Sneak Peeks



Requisition – Unrestricted Goods Under \$10k

- First, the Requestor would have investigated the use of a PCard.
- Once determined that the PCard is unable to be used for this purchase, then the requisition can begin
- This is a requisition for:
 - Non-Catalog
 - Unrestricted
 - Good under \$10k

The screenshot shows a web application interface for managing requisitions. The header includes the title "Requisitions" with a help icon, a search bar, and user information "Requester Colleen Newman". The main content area is divided into two sections: "Recent Requisitions" and "Recent Purchases".

Requisition ID	Description	Status
UCRR00000117	Buffer AE	Incomplete
UCRR00000115	Furniture for ResLife Lounge	Pending approval
UCRR00000114	Books Test	Rejected
UCRR00000113	Event Accessories	Incomplete
UCRR00000109	Base,Dell Latitude 7430 XCTO	Incomplete

The "Recent Purchases" section displays "No data to display." Below these sections is a "Top Categories" section with a "Punchout Catalog" icon.



Purchase Order- Unrestricted Goods Under \$10k

Once the approval workflow process is complete you can access the PO within the Procurement Module.

Purchase Order: UCRP00000044 View PDF Actions Refr

Main

General

Procurement BU	UCR BU	Supplier	WAXIE SANITARY SUPPLY	Ordered	4,053.78 USD
Requisitioning BU	UCR BU	Supplier Site	LOS ANGELES_3	Total Tax	354.71 USD
Sold-to Legal Entity	The Regents of the University of California Riverside	Supplier Contact		Total	4,408.49 USD
Bill-to BU	UCR BU	Communication Method	None	Description	Equipment
Order	UCRP00000044	Bill-to Location	UC Riverside Accounts Payable	Requisition	UCRR00000117
Status	Open	Ship-to Location	UC Riverside Central Receiving	Source Agreement	
Funds Status	Reserved			Supplier Order	
Buyer	Katherine Ensign				
Creation Date	02/23/2023				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 30	Freight Terms	Destination Prepay and Add
		FOB	

— Pay on receipt
— Confirming order

You can also download a PDF



Purchase Order #UCRP00000044



Order Number	UCRP00000044
Order Date	23-FEB-2023
Change Order Number	0
Change Order Date	
Order Total	4,053.78 USD
Buyer/Transactor	Katherine Ensign

Sold To **The Regents of the University of California Riverside**
900 University Ave
RIVERSIDE, CA 92521

Supplier **WAXIE SANITARY SUPPLY**
PO BOX 60227
LOS ANGELES, CA LOS ANGELES90060

Bill To **University of California Riverside**
Accounting Office - 2
RIVERSIDE, CA 92521-0123
UNITED STATES

Ship To **3401 Watkins Drive**
RIVERSIDE, CA 92521-0123
UNITED STATES

DO NOT MAIL INVOICES. As a Transcepta designated vendor, all invoices must be submitted via the Transcepta portal to the University of CA, Riverside

Supplier Number	Payment Terms	Freight Terms	Shipping Method
2000000626	Net 30	Destination Add Prepay and	

Buyer/Transactor
Katherine Ensign
Email **kathere@ucr.edu**

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	Equipment	1,351.26	3	Each	4,053.78	<input checked="" type="checkbox"/>

Total Tax	354.71
Freight & Shipping	
Total	4408.49

Notes:



Requisition for Sponsored Contract or Grant

When submitting a requisition for a project you will need to have the project number.

- A feature of Oracle is that once you enter the project number, the other required POETAF segments will auto-populate.
- You will also note, that having a complete POETAF chart string auto-populates the COA chart string which will post to the GL at the summary level.
- You are also able to see the status of the requisition as you wait for the required approvals

Line 1: Details

Delivery

* Requester Newman, Colleen

Urgent No

Requested Delivery Date 02/20/2023

Suggested Buyer

* Deliver-to Location UC Riverside Central Receiving

Deliver-to Address 3401 Watkins Drive, RIVERSIDE, CA 92521-0123, UNITED STATES

Billing

View Format Freeze Detach Wrap

Project Costing Details

Project Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	* Budget Date	* F
K01 I								02/13/2023	
Total									

Notes and Attachments

Note to Supplier

Attachments None

Source

Agreement Type Blanket Purchase Agreement

Supplier TAKARA BIO USA INC

Agreement UCRA00000003

Preparation



Be Aware



eBuy

New orders and change orders will be restricted in mid-June until Oracle Financials is available to the campus in early July

- Request PCards now to address procurement needs during the downtime
- Ensure current orders are promptly marked as received so related payments can be processed before data conversion commences
- Resolve outstanding PO and invoicing issues (e.g. PO Correction requests, SAA Escalation, etc.)
- Plan ahead and provide a sufficient lead time for non-agreement requisitions



Take Action

PCard Utilization

- Empower departments by increasing PCard transaction limits to \$10K for all cardholders effective 2/1.
- Identify PCard program personnel. A minimum of two cardholders are recommended in each unit to assist with purchasing goods and services
- Utilize PCard on all department unrestricted purchases under \$500
- Utilize PCard on other unrestricted purchases between \$500-\$5,000 whenever possible

Purchase Order Standards

- Utilize UC Supplier Agreements when possible. Pre-negotiated agreements will expedite orders.
- Limit DAPO and purchase order change order requests between now and July 1, unless requested by Accounts Payable. Older orders with multiple change orders present conversion challenges
- Do not add negative lines to any DAPO or PO for any reason
- Do not process FAU change orders (this will interfere with automatic conversion); use the applicable cost transfer application as needed

Significant efforts will be made to limit the impact of the cutover process on procurement operations.
Procurement Cards (PCards) will remain active throughout the cutover.

THANK YOU!

IMPACT23: Modernizing UC Riverside's Financial Systems

*EMAIL: Impact23@ucr.edu
WEBSITE: Impact23.ucr.edu*