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 <u>BEFORE</u> items or services are <u>received/ordered/purchased.</u>

The purpose of the requisition is to <u>request approvals</u>

Fiscal Services Requisition Approval Role

Requisitions are received by respective accountant

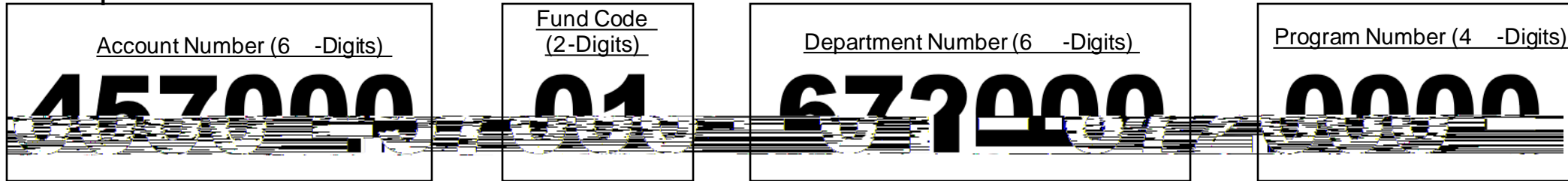Accountant reviews account string coding

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	673000	0000

Account Number - used to classify the type of expenditure
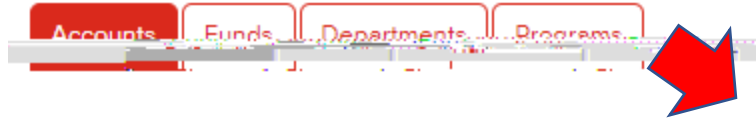
Fund Code - used to classify the funding source

Department Number-

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

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Account String Coding Examples

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 457300a

Appropriateness of Expenditures

It is the Budget Administrator's Dean or 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 99 (t)-13.998 (h)-12 98 <0003>22 <00

Requisition Errors

DENIED – if the req is denied for any reason, the requisitioner will receive an email from VikingFinancials@lbcc.edu Z L W K $ F F R X Q W D Q p V U H D V R Q for denial

¾ , W L V W K H G H S D U W P H Q W p V U H V S R Q V L E L O L W \ W R D G G U H V V D Q \ U H 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.

¾ Requisitioner will receive Budget Error email from VikingFinancials@lbcc.edu .

¾ A req in budget error will NOT route to the buyers.

¾ Run your available balance report to find out why you have budget error

¾ 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_REPORTO:

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

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

View Results

Name of Requisitioner

View All

First 1-7 of 7 Last

			Status		Hold					

000051903 01/26/2023 Mark G Guidas Pending Approve Req Amount N 077027A Elyse E Nuquid 646000 01 677100 0800

Needs action from the above person(s)

LBC_REQ_DENIED_COMMENTS

LBC_REQ_BUDGET_ERRORS

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](https://www.lbcc.edu/post/chart-accounts) I R U   O L V W   R I   D F F R X Q W   F R G H V   , I   \ R X p U H   V W L O O   X Q V X U H   S O 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.

4   + R Z   W R   J H W   X S G D W H V   R Q   U H T   D S S U R Y D O   V W D W X V   L not a requisitioner?

Registration Q&A Continued

Q: Who does what and which accountant to contact for account string questions?

    $ 3 O H D V H   V H H   W K H   q & R Q W D F W   8 V r   V O L G H   3 U H V H Q W D W L R Q   Z L O O   E H   S R V W H G

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. 5 H D F K   R X W   I R U   K H O S   L I   \ R X   G R Q p W   N Q R Z   K R Z   W R   D G G U H V V   G H Q L D O   R U   E X G J H W   H U U
   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&A for Purchasing

Q: What is the timeline once REQ & PO are approved for vendor to be issued PO?

Q&A for Purchasing

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

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)

$ F F R X Q W D Q W p V   ([W H Q V L R Q V

Juan Espinoza Ext. 4152 *(District)*
Francine Baldwin Ext. 4641 *(District, Lottery, Block Grant)*

Upcoming Fiscal Trainings

Travel Process (Travel Authorization Application & Mileage Claim)

Accounts Payable (Invoice payment processing, Laserfiche)

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& Budget Revisions)

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

Open Discussion

Any Questions??