

Chapter 1 Concepts

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OVERVIEW

This section addresses the entire requisition process. This process is divided into two categories: user and purchasing. The user category includes entering requisitions, entering requisition lines, gaining approvals and obtaining funds. The purchasing category includes buyer review of the requisition, obtaining approvals and preparing the requisition to be attached to a solicitation.

Requisition Header**Table**

The purposes of the requisition header table are:

- To provide a transaction for recording a purchase requirement in AGPS and titling the requirement
- To provide a process whereby a purchase requirement will be assigned a unique number for identification within AGPS
- To provide identification of the requesting agency
- To provide identification of the purchasing agency
- To provide identification of the ship-to and bill-to agency, etc.

The requisition header table is used to establish and maintain all pertinent agency data required for processing a purchase requirement within AGPS.

Requisition Line**Table**

The purposes of the requisition line table are:

- To provide a transaction for recording a purchase requirement's commodities in AGPS and maintaining the commodity requirement
- To provide a process whereby a quantity required may be identified
- To provide a process for estimating cost of the purchase requirement
- To provide the capability to establish and maintain commodity bidding requirements, method of evaluation, etc.

The requisition line table is used to establish and maintain all pertinent commodity data required for processing a purchase requirement within AGPS.

**Requisition
Commodity
Changes Table**

The purpose of the requisition commodity changes table is to provide the capability to copy and modify commodity description text for a specific requisition line record.

**Requisition
Accounting
Distribution
Table**

The purposes of the requisition accounting distribution table are:

- To provide a transaction for recording a purchase requirement's accounting distribution codes
- To provide the capability to use a funding method of proportional distribution or for a specific requisition line or range of lines
- To provide a record from which accounting interface transactions will be created for processing pre-encumbrance
- To provide the capability to adjust a pre-encumbrance after initial posting in accounting

The requisition accounting distribution table is used to establish and maintain all pertinent requisition funding data required for processing a purchase requirement within AGPS.

**Requisition
Text Key
Range Table**

The purposes of the requisition text key range table are:

- To provide the capability to identify text references from the Text Database to be used for processing/print of additional specifications of a requisition, or to add new specification text references to requisition
- To provide a reference point for change of additional specifications of a requisition
- To provide a reference point for print of additional specifications of a requisition

The requisition text key range table is used to identify additional specifications for a requisition and to provide a reference point for retrieval and change of text reference.

Requisition
Text Line
Changes Table

The purposes of the requisition text line changes table are:

- To provide the capability to modify text from the Text Database for a requisition without changing the Text Database.
- To provide the capability to add specification text to a requisition when desired specifications do not exist in the Text Database.

The requisition text line changes table is used to maintain lengthy specification text of a requisition when the commodity specification text is inadequate.

Terminology

The following terms are used throughout this unit:

Accounting Distribution Data Entry Fields. This term is used to refer to the data entry fields that relate distribution labels that will be displayed on the requisition accounting distribution record from the BLBL table based on the paying agency's executive agency.

Accounting Distribution Labels. This term is used to refer to the labels that will be displayed on the requisition accounting distribution record from the BLBL table based on the paying agency's executive agency.

Action Code. This term is used to refer to two different transactions. If referring to the requisition accounting distribution record, it refers to the action to be taken with those funds. If referring to the requisition commodity change record, it refers to the processing action to be performed in regards to text line(s).

Agency Requisition Number. This term is used to refer to a unique number assigned by the requisitioning agency. In addition to the system assigned number, it is used for identification and tracking of a requisition document within AGPS.

Award Code. This term is used to refer to a code used to define the required purchase processing of a requisition document.

Base Discount Off Catalog. Identifies a consortium base discount percent off a catalog item.

Base Unit Price. Identifies a consortium base unit price. The contract line will show a base discount or a base unit price but not both.

Bid Evaluation Type. This term is used to refer to a code used to define the type of bid evaluation to be used for solicitation processing of a requisition line.

Bid Tabulation Type. This term is used to refer to a code used to define the type of bid tabulation to be used for solicitation processing of a requisition line.

Bill-To. This term is used to refer to data relating to the agency/sub-agency responsible for payment of a purchase action resulting from this requisition.

Budget Year. This term is used to refer to the fiscal year that money was appropriated for a particular purchase.

Buyer Code. This term is used to refer to a code assigned to a purchasing agent. This code is then assigned to a requisition to identify the person responsible for purchase processing of a requisition document.

Calculated Amount. An automatic system calculation of the catalog price entered by the user, less any discount or markup percentage of the catalog item.

Catalog item/indicator. A series of numbers used by the vendor to identify a specific catalog item. The indicator identifies different tier pricing for the catalog item.

Consortium. An association between a single vendor and multiple vendors for the purpose of supplying various foods and services to satisfy a single contract.

Discount/Markup Percent. The discount is a percentage rate decrease from the catalog price and the markup is a percentage rate increase from the catalog price, e.g., the discount may show 20% decrease but the markup will show 120% for an increase.

Cause Code. This term is used to refer to a code used in the requisition record to define reason for failure to comply with the requisition schedule as listed in the requisition header and displayed on the RQS3 screen.

Change Number. This term is used to refer to the requisition accounting distribution record, it refers to the number of a change to the basic accounting record.

Contract Shopping. This term is used to refer to a process performed by adding requisition lines for a contract release order requisition. When the line is added, if the contract number and contract line are left blank, the system will read the awarded commodities table to determine items on contract and lowest cost available. Once identified and lowest cost determined, that contract commodity is then used to update the requisition line pricing.

Document Type. This term is used to refer to a code assigned to a requisition that defines the purpose of the requisition document.

File Number. This term is used to refer to State Purchasing's file number on those requisitions handled by State Purchasing.

From/To Line. This term is used to refer to the method of funding on the requisition accounting distribution record. This may be used to identify a specific requisition line to be funded by this record or a range of requisition lines.

Geographic Bid Code. This term is used to refer to a code used to define the geographic region(s) of the state where delivery of the requisitioned items is to be made.

GFS. This term is used to refer to Government Financial System more commonly referred to as accounting.

Grouping Indicator. This term is used to refer to a code used to group requisition lines for bidding/award purposes.

Inventory Item Number. This term is used to identify an item in an agency's warehouse from which a stock replenishment requisition has been generated.

Line Amount. This term is used to refer to the line amount field of the requisition accounting distribution record.

Line Number. This term is used to refer to two different transactions. If referring to the requisition accounting distribution record, it refers to the number of the accounting record. If referring to the requisition line record, it refers to the commodity line number for the requisition.

Nature of Purchase. This term is used to refer to a code used to define the nature of purchase of a requisition document, i.e., routine, complex, difficult.

Price Sheet Style. This term is used to refer to a code used to define the style of price sheet to be used for solicitation processing of a requisition line.

Purchasing Agency. This term is used to refer to an agency identified as being responsible for the purchase action of this requisition.

Reason Code. This term is used to refer to a code used to define the reason for a requisition accounting distribution record failing to process through accounting.

Requisitioning Agency. This term is used to refer to an agency identified as being responsible for initiating the requisition document.

Requisition Number. This term is used to refer to a unique number assigned to a requisition document for processing and tracking within AGPS.

Requisition Shopping. This term is used to refer to a process where the user "shops" from a commodity listing (RSHP) and on change of the shopping requisition status, creates all required requisition types for processing to award.

Set-Aside Code. This term is used to refer to a code used to designate a requisition as a set-aside requisition to be bid by only those vendors meeting the set-aside criteria.

Ship-To. This term is used to refer to data relating to the agency/sub-agency responsible for receipt of a purchase action resulting from this requisition.

Solicitation Code. This term is used to refer to a code used to define the required solicitation processing of a requisition document.

Warehouse Code. This term is used to refer to a code used to identify an agency's warehouse from which a stock replenishment requisition has been generated.

Key Concepts

Overview

A requisition is another of the key fundamental components of the purchasing process. Requisition processing is that part of AGPS where the user identifies a requirement and as such initiates the purchasing process. The data entered on the requisition travels with the requisition to the solicitation and ultimately on to the order or contract. The requisition identifies and describes the supplies or services to be purchased and when and where those are to be delivered and associates the funds to be used to pay for the supplies or services. The purchasing agency uses the information recorded during requisition processing to issue the solicitation that will result in the award of a contract or issue the order for the supplies or services.

Requisition Components

The requisition is composed of four major components including requisition header, requisition lines, specification changes and accounting distribution. To start the requisition process the user enters data on the requisition header such as the requisition title, the ship-to and bill-to addresses, and the contact person and phone. The supplies and services to be purchased are identified in the requisition line table. Commodity descriptions are copied and, if needed, modified on the specification changes table or supplemented with the requisition text tables. The funds and associated amounts to be used to pay for the items or services are entered on the requisition accounting distribution table. As the account codes are entered, they are edited for correctness.

Accounting Distributions

There are two types of accounting distributions: line-to-line and proportional. These two types serve distinct purposes based on how the users wish to pay for the items. The line-to-line distribution relates specific commodity lines to specific account codes. This can be on a one-to-one (commodity to account code) or many to one relationship. The proportional distribution allows all commodity lines to be paid for on a percentage basis out of one or more account codes. This can be a many-to-one or many-to-many relationship. Both line-to-line and proportional may not be used on the same requisition.

Types of Requisitions

There are three basic types of requisitions defined as document types which determine the process to be used to accomplish the purchase. The document type determines the various logical paths to be taken in the purchasing process. In essence, the document type tells AGPS what should be done. The three basic document types are contract release order requisitions, contract requisitions, and open market requisitions. Requisitions for which there is an existing contract are processed as contract release orders. Requisitions for recurring requirements go through the solicitation process and then create contracts. Requisitions for one time purchases for non-contract items are processed through the solicitation process and establish open market purchase orders.

Requisition Approvals

As a requisition is created in AGPS, approvals related to organization, commodities, and objects are automatically created from predetermined approver tables. Additional approvals may be manually added by the requisitioning agency. All approvals must be obtained or cancelled in order that the requisition can proceed to the next step in the requisition process.

Requisition Shopping

The requisition shopping process provides a process for a user to create all required types of requisitions for processing from a single requisition document. The process is begun by adding a requisition header with a **SHP** document type. The user then leafs to the RSHP screen where they shop for commodities from a commodity listing accessed by commodity description and code. Shopping is done by indicating the commodity to add to the shopping requisition.

Requisition Status

The requisition status code tells AGPS when to perform a task. The agency or buyer must set the status code in order for AGPS to process the requisition to the next step in the requisition life-cycle. When status codes are changed, AGPS creates a history record for each of the status code changes to show the requisition number, status code, and USERID making the change and date and time the change was made.

Requisition Pre-Encumbrance

A requisition may be pre-encumbered before or after approvals are obtained. To initiate the pre-encumbrance, the user need only change the requisition status code. This status code change executes the on-line interface with GFS and creates a pre-encumbrance in GFS for the account code and in the amount identified on each requisition accounting record.

Requisition Management

The requisition process provides excellent management tools to determine the status of each purchase requisition and the history of each requisition. The requisition process also facilitates buyer assignment to requisitions, buyer workload management, exception reporting and milestone reporting.

Discussion of Transactions**Requisition Header Table (RQS4/RQS2)**

The RQS4 transaction is used to initially add the requisition header and maintain requisitioning agency data. RQS4 is also used for requisition approval processing and pre-encumbrance of the requisition. The RQS2 transaction is for purchasing processing of a requisition. This includes buyer/supervisor review, scheduling, assigning buyer, preparation for solicitation, etc. and processing of any purchasing level approvals.

Requisition Line Table (RLI2/RLI3)

The requisition line is established and maintained by use of RLI2/RLI3. Once the line is added and basic characteristics are established with RLI2 (commodity number, quantity, unit of measure, etc), using RLI3 bid characteristics may be established for the line (price sheet style, bid tabulation type, bid evaluation, etc.).

Requisition Commodity Changes Table (RMOD)

The requisition commodity changes table (RMOD) is used to copy and modify commodity description text for a specific requisition line record. Text may be changed, deleted or inserted. Commodity description text may be retrieved from KMOD/CSPC if item is on contract or CSPC if not on contract.

Requisition Text Tables (RTXT/RTXL)

The requisition text key range table (RTXT) is used to attach specification text from the text database to a requisition. The requisition text line table (RTXL) is used to modify text from the text database for a requisition, or to create new specification text for a commodity.

Requisition Accounting Distribution Table (RACG)

The requisition accounting distribution table is used to record accounting information for the requisition. The accounting information will be entered using the RACG transaction and will include validation edits of those entries and amount. The transaction is prepared for processing to accounting by a status code change to 1 using RACG.