IFIS Quick Guide

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Audience: Internet Procurement users

iProcurement Essentials: Multi-Year Requisitions

Enterprise Financial Services and Systems
Ontario Shared Services
Ministry of Government Services

IFIS
Integrated Financial Information System

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:

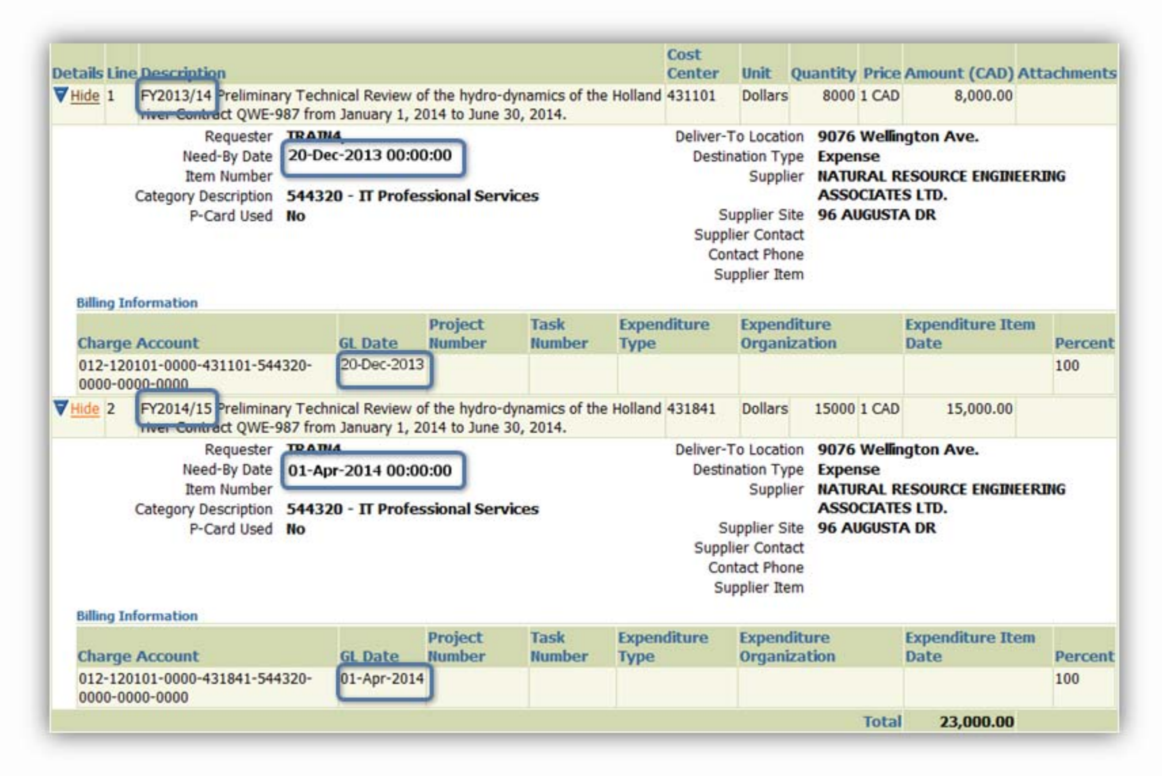
- Identified prerequisite courses that you should have already completed so that you will get the most out of this course
- Reviewed the agenda and structure of this course

Multi-Year Requisitions

What is Different?

There are three main differences that we need to focus on when creating a multi-year requisition:

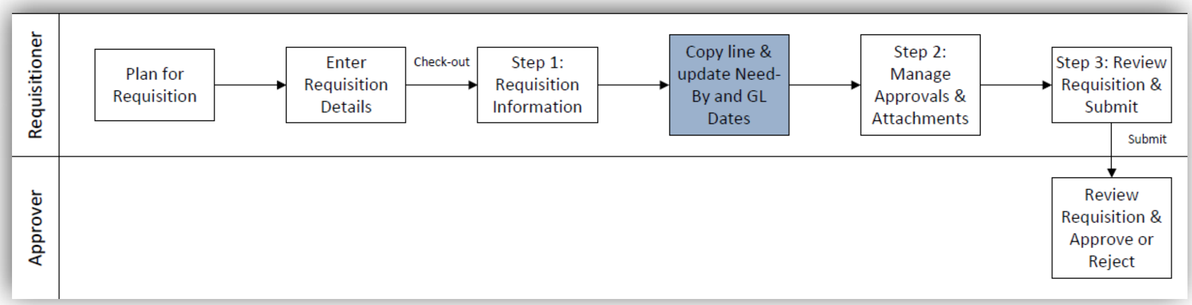
- Description
- Need-By Date
- GL Date



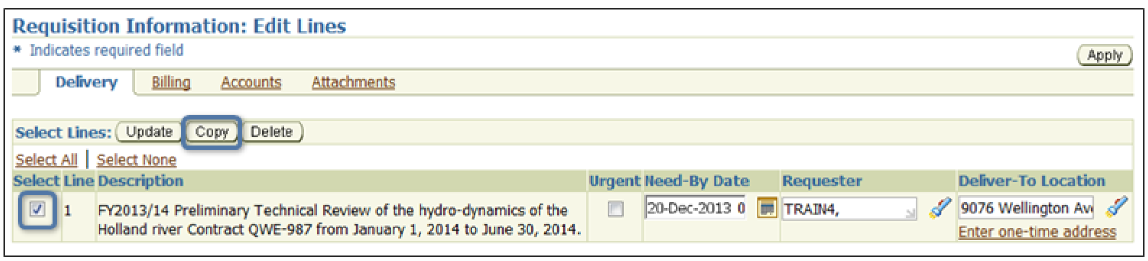
Since you have already completed both single and multi-line requisitions in the prerequisite iProcurement Essentials courses, our focus in this course will be new information related to multi-year requisitions and how to create an effective multi-year requisition.

If you have not completed the prerequisite courses listed in the beginning of this quick guide, please complete them before continuing.

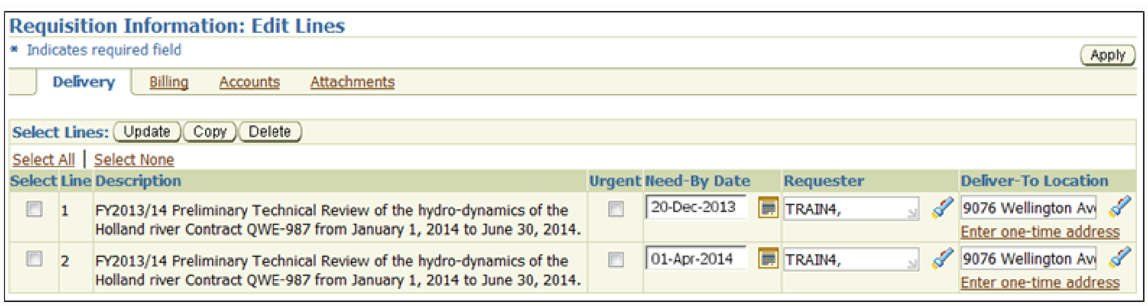
Business Process



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***



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



6. Continue to Manage Approvals and Attachments

Exercise: Create a multi-year requisition

In this exercise, you will enter a multi-year requisition on your own. Imagine you have another request made on paper, with pre-IFIS procurement activities complete. You need to create a requisition, change Need-By Dates and GL Dates, account code on each line, create a text attachment and select two approvers.

Shopping Cart – Describe Your Item

ITEM TYPE: ____ Goods Billed by Quantity ____ Services Billed by Quantity _X_ 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 _X_ US ____			**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: **see above**	REQUESTOR:

DELIVER TO ADDRESS:	
	Name:
	Address: **9076 Wellington Ave.**
	City: Prov: Postal Code:

Billing

TAX CODE: ONHST _X_ ONHST 5 ____ ONHST 0 ____

ACCOUNT CODES:	Balancing Unit (3)	Program (6)	Business Unit (4)	Cost Centre (6)	Account (6)	Initiative (4)	GL 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**		2ND APPROVER: **Shilpa Patel** (If applicable)	
Phone:	E-Mail	Phone:	E-Mail

/Phone:

LINE__(multi-line)___ Requestor Signature

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	*Add correct fiscal year identifier to the beginning* **FY YY/ZZ** 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	*Add correct fiscal year identifier to the beginning* **FY YY/ZZ** 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	**After** 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

<table>
<tr><th>Rule</th><th>What if not followed?</th></tr>
<tr><td>If you will be encumbering and receiving this fiscal year, let the GL Date default to the current date.</td><td rowspan="2">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.</td></tr>
<tr><td>If you will be encumbering and receiving in a future fiscal year, change the GL Date to 01-APR-20YY (the first day of the fiscal year impacted).</td></tr>
</table>

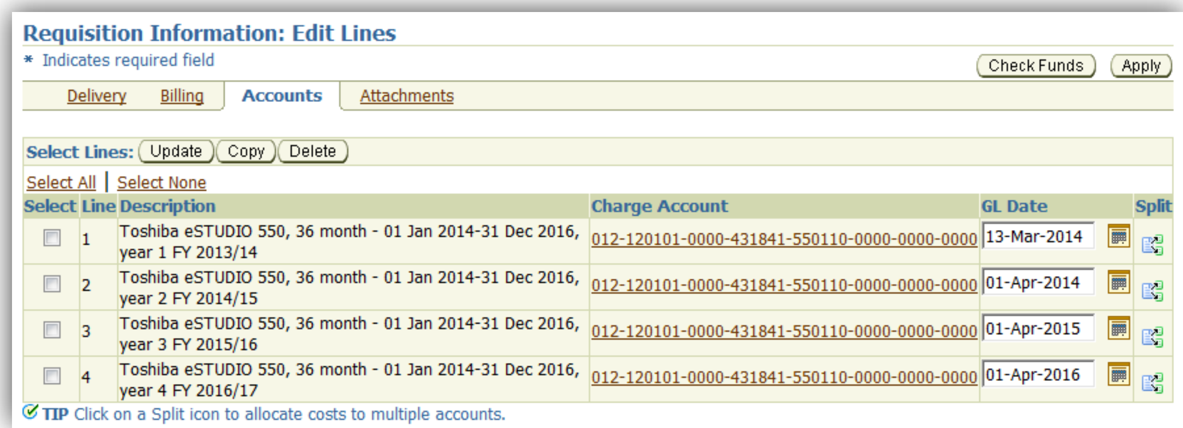
Recommended Best Practices for Multi-Year Requisitions

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
☐	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	
☐	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	
☐	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	
☐	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!

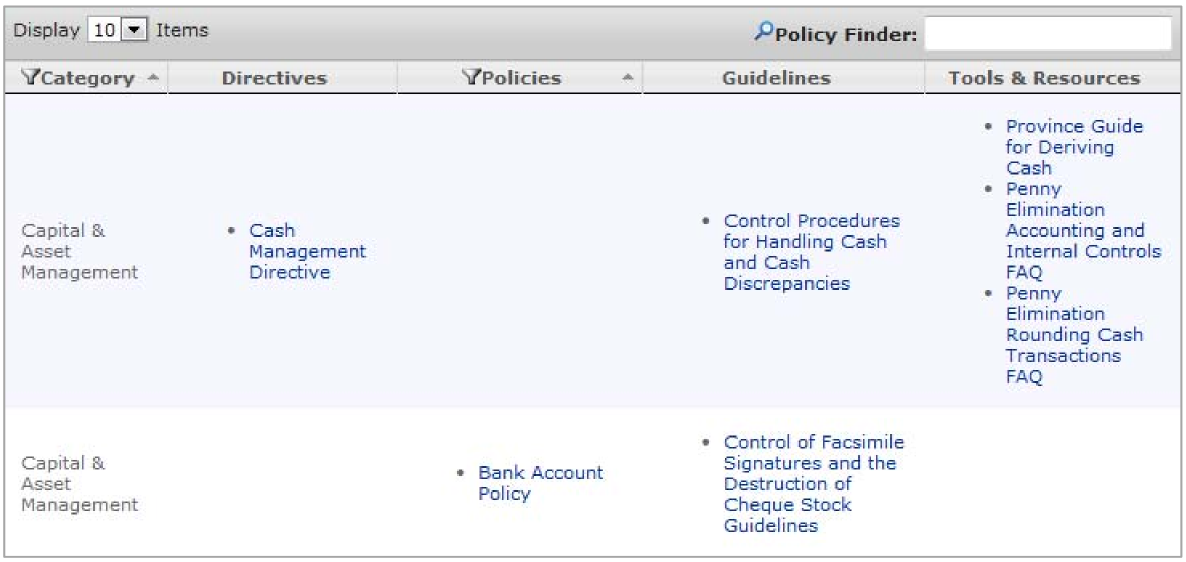
Course Evaluation

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.**



Display 10 Items | Policy Finder:

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

Figure 1 - Policy Finder on the Financial Management Gateway

Selected OPC Practices and Guidelines

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