# EDUCATION AUTHORITY

# iProcurement
# Requisitioner's User Guide

# 2020

# Contents

## 1. INTRODUCTION & NAVIGATION

iProcurement or iProc is short for Oracle internet procurement.  It is the new method to allow you to request goods or services for your school or section in the Education Authority (EA). It uses web based forms similar to those used on many internet shopping sites.

Oracle iProcurement provides the user with more information on products and aims to be both more intuitive and faster than previous Oracle Requisitioning.

### 1.1  Logging On To EA Financial System

To access the EA Financial system an Oracle logon is located on your PC desktop.   For schools, the C2K Manager can add the iFS Oracle shortcut to your PC.   Click on the icon.



Alternatively open the Internet Browser and enter the URL:  https://ebs.int.erp-sop.co.uk  (If you accessing the system external e.g. laptop, ipad, nursery school enter https://ebs.erp-sop.co.uk)    It is advised that you save this URL to your browser favourites for quick and easy future access.



Favourites – click & add as favourite 'EA Finance HR Payroll system

The following screen will appear:

➤ Enter '**User Name**'; this will be your employee number with a prefix e.g. 0679468 could be 40679468

➤ Enter '**Password**' (passwords are case sensitive and must be 10+ characters, include capital and number).  Please be aware that the EA Financial System will include your personal HR and Payroll details, therefore we advise that you keep your password confidential and do not share.

➤ Click '**Login'** or press return

The following screen – 'Home' page will appear listing all the responsibilities you have been set up with (responsibilities are allocated as per job requirements).



List of Responsibilities

A notifications in the worklist is information regarding your transactions within the system e.g. letting you know a requisition has been approved or a receipt reminders reminding you to receipt if you have received the goods or service.

## 1.2    Navigating iProcurement

➢ Click on a responsibility.  The menu of functions available within that responsibility will be listed
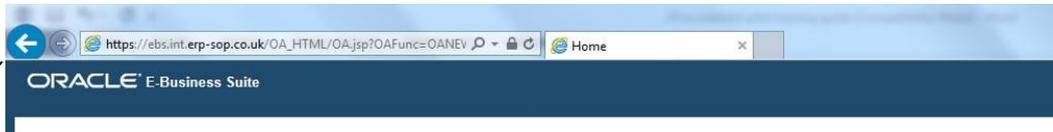


TIP:  Do not use back button as this is the Internet Browser back buttons.  To return to previous sections click on 'Shop', 'Requisition' or 'Receiving' tab or click on the return link at the bottom of the screen.

➢ Click on one of the function links, e.g. **iProcurement Home Page.**

➢ Screen opens into Oracle iProcurement **Stores** page within the **Shop** Tab.

Displays the Employee number of the user logged in
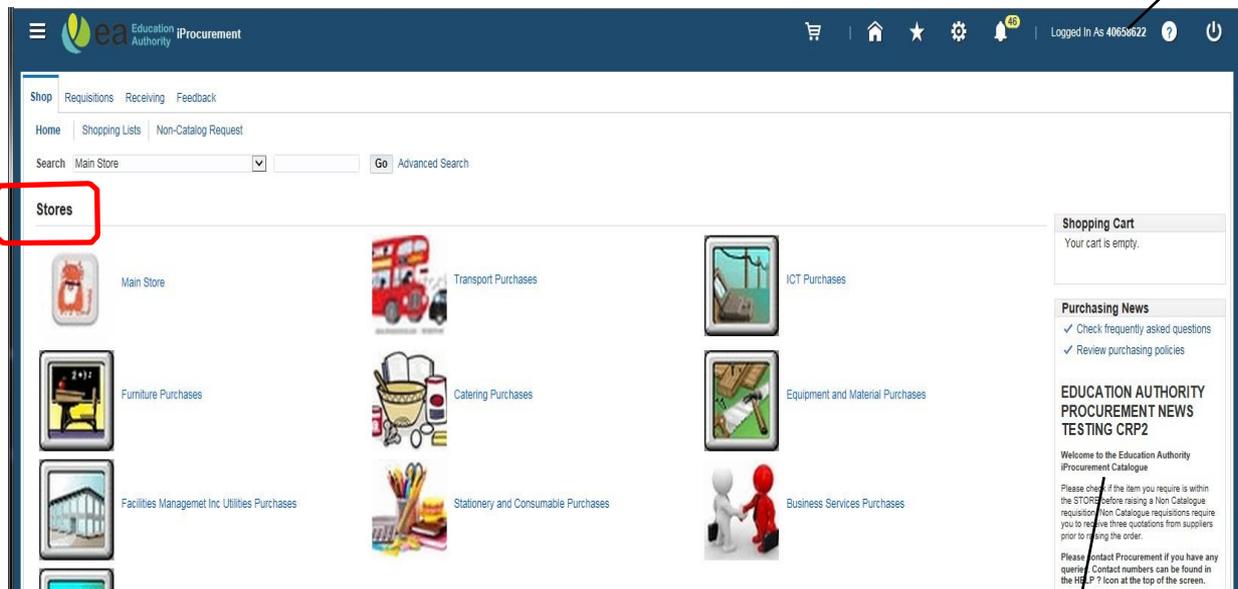


Information Section contains: Purchasing News, Frequently Asked Questions and EA Procurement policies

**iProcurement icons:**

| | |
|---|---|
| 🛒 | Shopping Cart |
| 🏠 | Home – This icon will open the EA Finance HR Payroll System home page |
| ⊘ | Navigator – This icon allows you to navigate to another responsibility and subsequent menus e.g. School Reports |
| ★ | This is Oracle Favourites (not your shopping list favourites) |
| ⚙ | Settings – This icon is where you setup the preference to receive notifications by email as well |
| 🔔99+ | Worklist – This icon enables you to view your personal worklist notification e.g. notification that a requisition has been approved or notification to receipt item. |
| ❓ | Oracle Help Facility – This icon will open a Help section which includes further information and contact details |
| ⏻ | Exit/Log out |

## 1.3    Search options within iProcurement

iProcurement has powerful search capabilities.  There are a two ways to search for an item within the Catalogue either by the Search field or the Store icons.
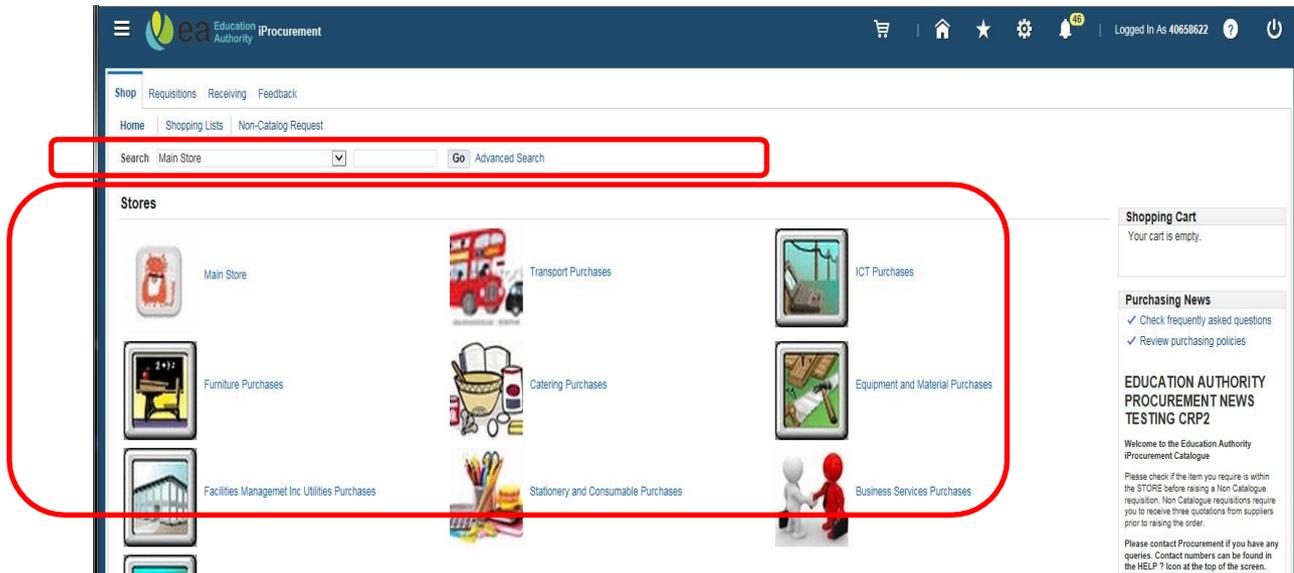


### 1.3.1  Search Field

The Main Store defaults into first field of the Search facility. The search criteria is entered into the second field, this can range from partial item descriptions, categories, supplier names and contract numbers to specific product attributes (such as colour or size) and part numbers.

➢ Enter search criteria in search field e.g. **Supplier Item reference** from EA Contract Schedule, and click 'Go'.
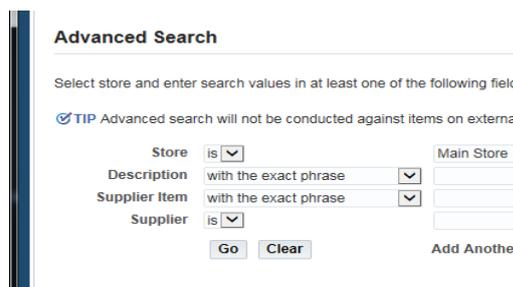


Additional advanced search enables requesters to refine their search.  This facility can be used by clicking on link.

➢ Item searched for will be displayed.
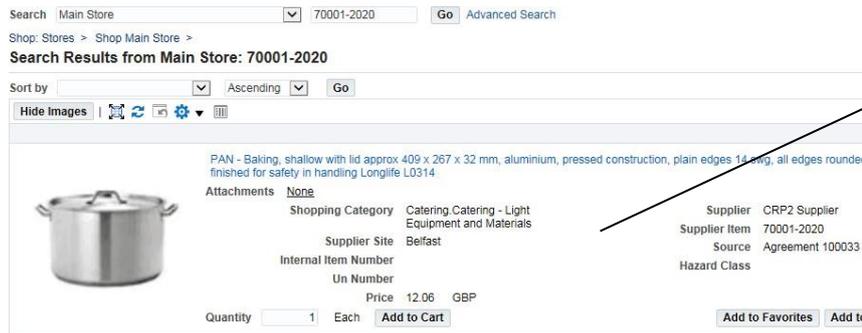


Individual Item Results will include:
- Category
- Price
- Supplier details
- Supplier Item Reference Number
- EA Agreement Number

Alternatively you can use key words or parts of the item description. A useful tip is to put a % at the start and end of the word to narrow the search.

For example: **CN046AE (HP 951XL Cyan) - Cyan, HP Original Inkjet Printer Cartridge. 1,500 Pages** you can use the following searches.

- Searching only **%951%** or only **%HP%**; or

- User can further narrow down this search by using **%HP% %951%** or vice versa (use a space in between ). Entered space ensures that both keywords entered between %'s i.e. HP and 951 are searched; or

- If user is searching for Printer Cartridges they can use **%Printer% %Cartridge%** with a space for a better search.
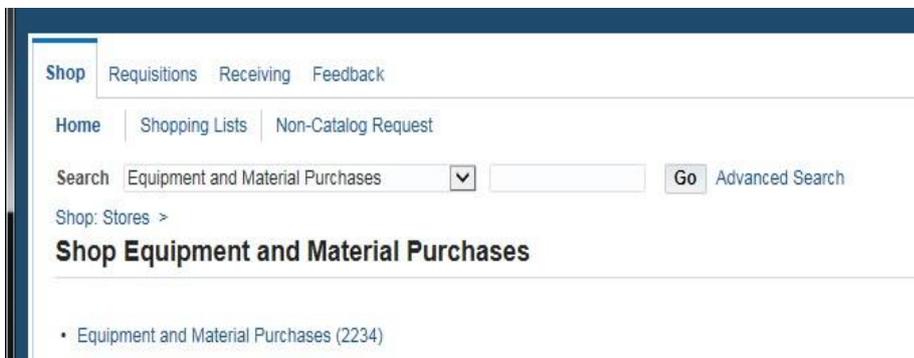
Click 'Go'.

### 1.3.2 Store Icons

Oracle iProcurement uses the concept of Stores i.e. a Category of items. Each store includes a combination of minor categories e.g. 'Equipment and Material Purchases' store includes Sports, Games and Gym & Materials, etc.
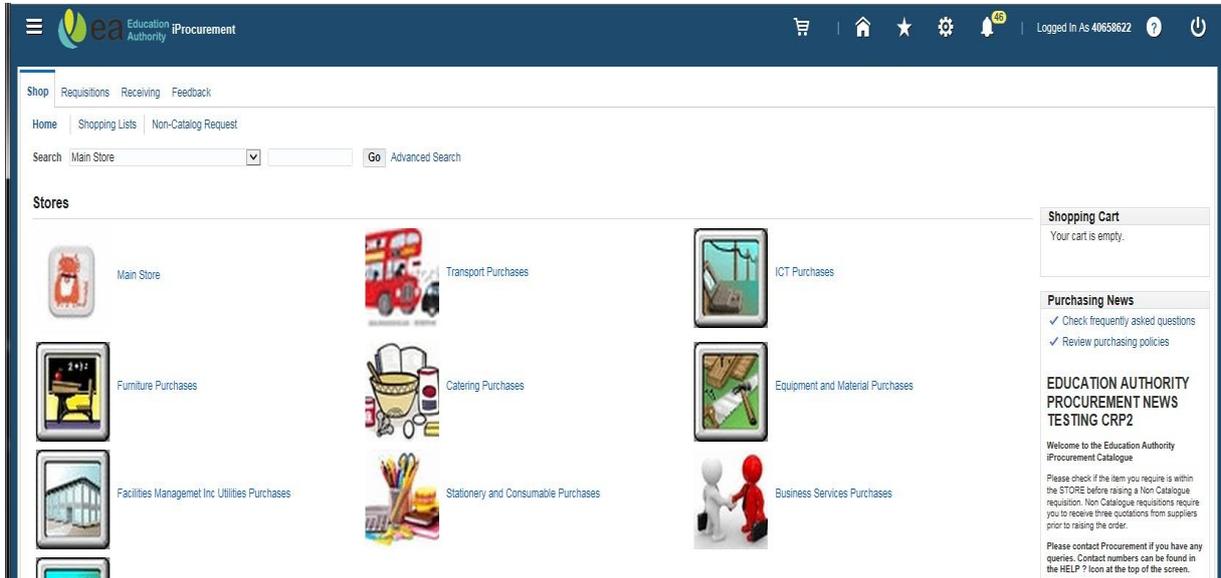


➢ Click on the 'Equipment and Material Purchases' store icon.

➢ Drill down to the relevant item by selecting the category links.

> ➢ Each store has a number of Minor Categories which are displayed within each Store Icon. The minor category will detail the number of items within the category in brackets.

> ➢ Click on Minor Category link and items will be displayed. Only items linked to the category will be displayed.



Note: The Main Store Icon contains all the other Stores and their minor categories in one place.

## 2. iPROCUREMENT – CREATE AND EDIT REQUISITION

### 2.1 Create and Edit Store (Catalogue) Requisition

The 'Stores' tab contains all the individual items and services that EA has contracts for. You should always check the Stores for the items or service you want before Requisitioning
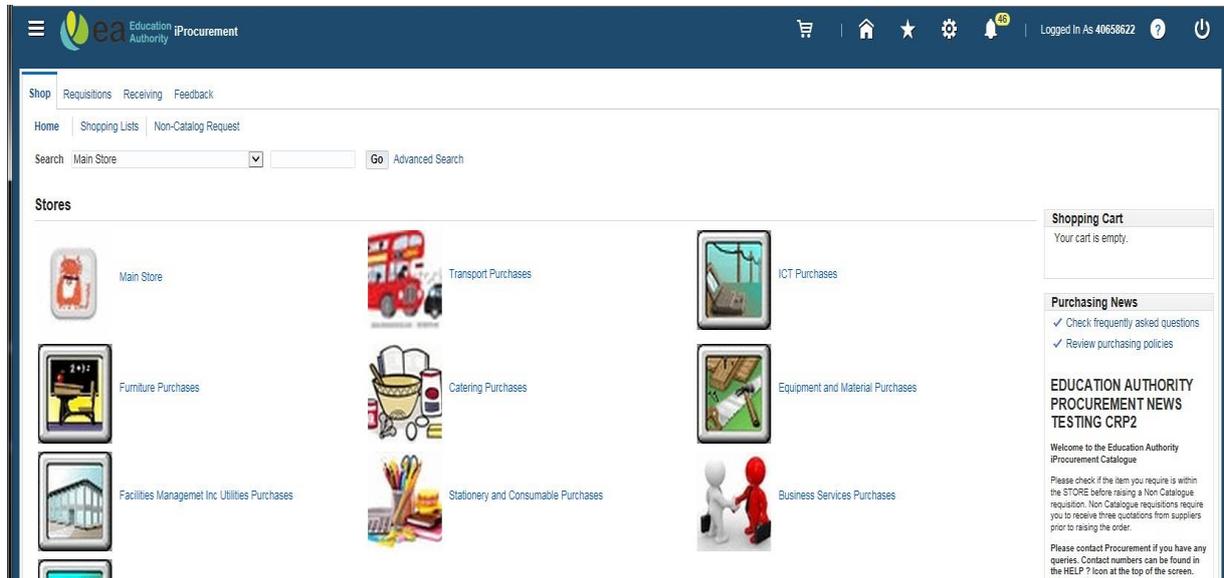


2.1.1 Enter search criteria in the 'Search' field and click 'Go' e.g. Filing or supplier item reference from EA Contract Schedule. It is quicker if you use the supplier item reference from the EA Contract Schedule as it will instantly bring you back the item you require.

Please note if you can't find the items you are looking for within the store contact Procurement who will advise which contract reference to use or if an non catalog request is required.
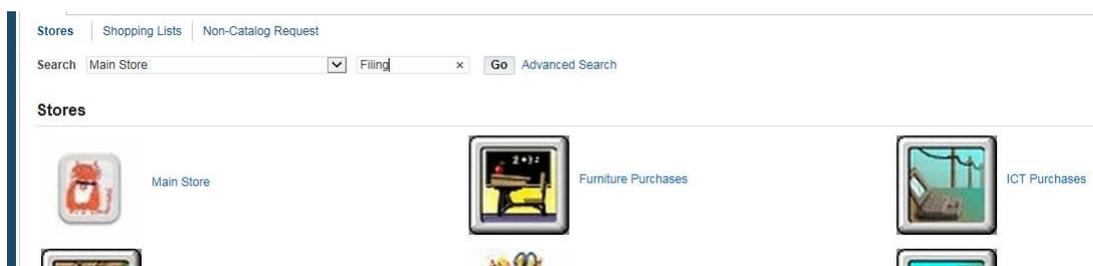


2.1.2 A list of all items matching the search criteria will be returned. Review the search results and choose the item you require and enter the desired quantity into the 'Quantity' field. Enter a valid value e.g. 22.
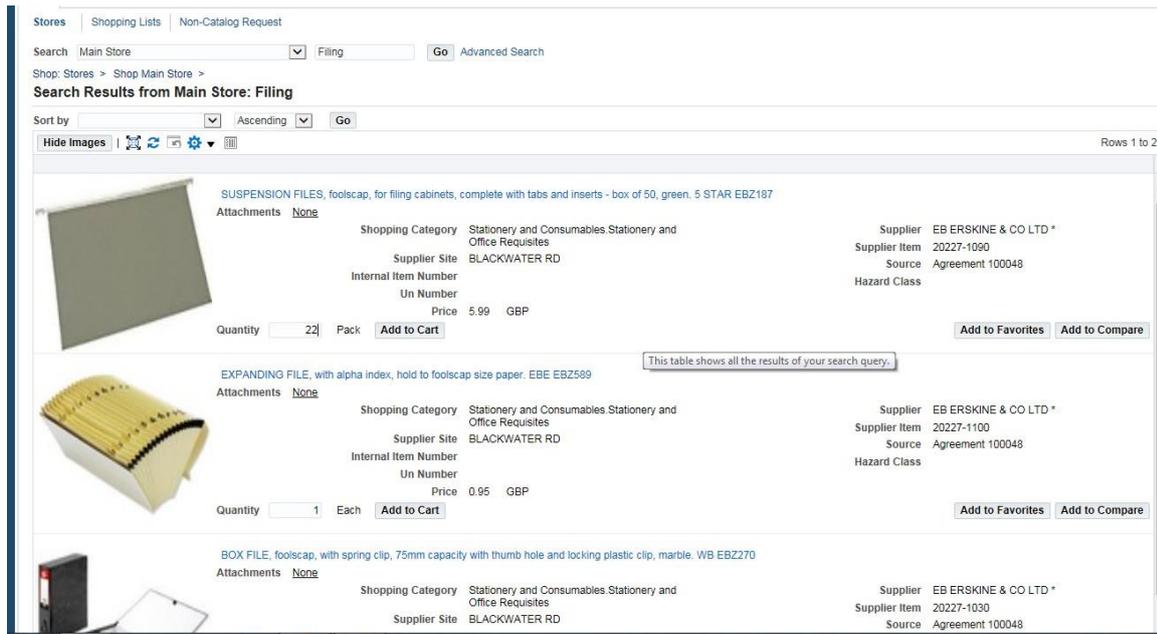
**2.1.3** Click on 'Add to Cart' for required items. The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.
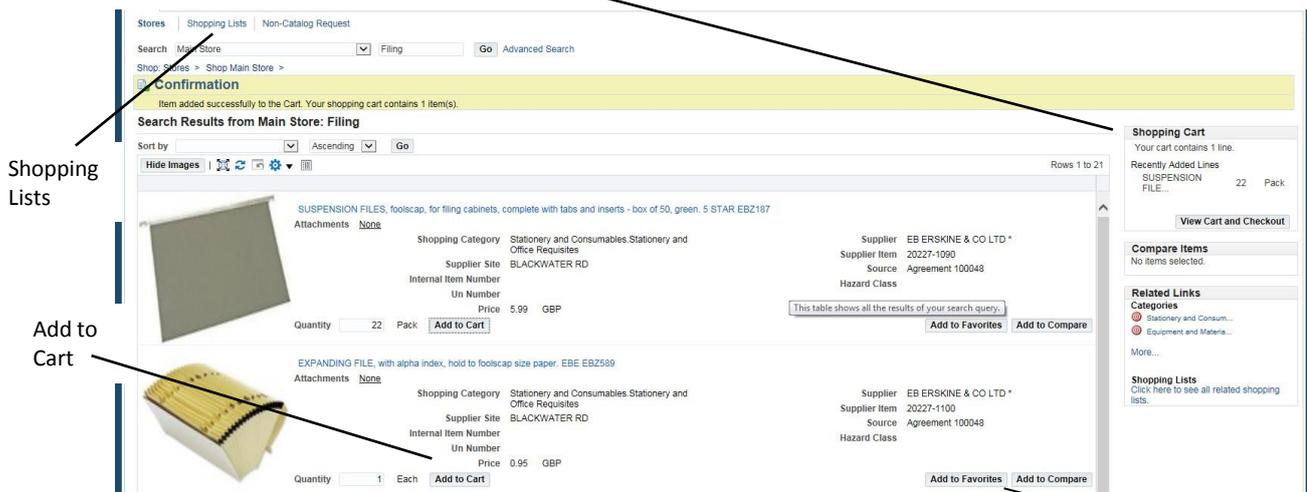
Shopping Lists

Add to Cart



TIP: If this item is a regularly requisitioned item click on 'Add to Favorites' to create a shopping list to speed up future requisitioning. (see Step 2.2 for further information on Shopping List)

**2.1.4** If the item is an item that you order on a regular basis you can click on 'Add to Favourites' to add to your Shopping Cart. This means that when you need to order this item again, click into the Shopping List rather than search again.

**2.1.5** Repeat searching for items and 'Add to Cart' until the Shopping Cart is filled with the items you require.

**2.1.6** Click on 'View Cart and Checkout.

Requisition Description

2.1.7 The requisition description will default to the first item description we recommend you change it to something more meaningful by highlighting and typing in the Requisition Description field. E.g. from *SUSPENSION FILES, foolscap, for filing cabinets, complete with tabs and inserts - box of 50, green. 5 STAR EBZ187* to *Stationery for Classroom 6* or 1006 Mrs Smith's June 2018 requisition

2.1.8 If required, enter the reason for the requisition in the 'Justification' field. This is a note to the Approver (Budget holder) and is a desirable field.



Date defaults to 7 days after current date

2.1.9    Click in the 'Function Code' field to enter a function code to be used for this requisition. If there is no function code to be used, enter 00000. This field is a mandatory field.

2.1.10   Area Code in Oracle = Department Code in Schools. If no department is required the default Area Code 0000 should be used when raising a requisition.

2.1.11   The 'When do you need these Items' date can be changed by clicking the Calendar button. **The requisitioner should indicate a realistic date if they know the items or service is not going to be delivered for a period of time**. This date is *internal* to the requisition and does not go to the supplier, it helps generate the receipt reminders notifications/emails. These are to remind you to receipt only when you have received the goods/service.

2.1.12   The 'Requester' will have defaulted as your name and the ''Where do they need to be delivered?'' as your location. It is worth noting that the cost centre defaults from your name (Requester). Normally you won't need to change any of these and you can proceed to Step 2.1.18. The Suggested Buyer MUST NOT be amended even if blank.



2.1.13   Change Requester by clicking on the magnifying glass       to the right of Requester field.

2.1.14   In the Search and Select screen, enter the Surname or first few letters and click 'Go'. Click on 'Quick Select'       button attached to relevant Requester.
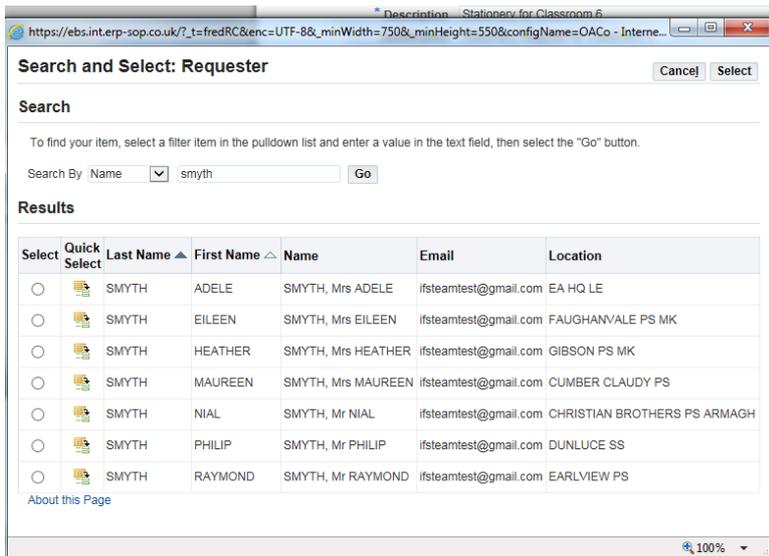
**2.1.15** Returns to Delivery screen with Requester Changed. <u>Note: Deliver-to-Location will have automatically changed (in addition to cost centre, resource and area coding).</u>
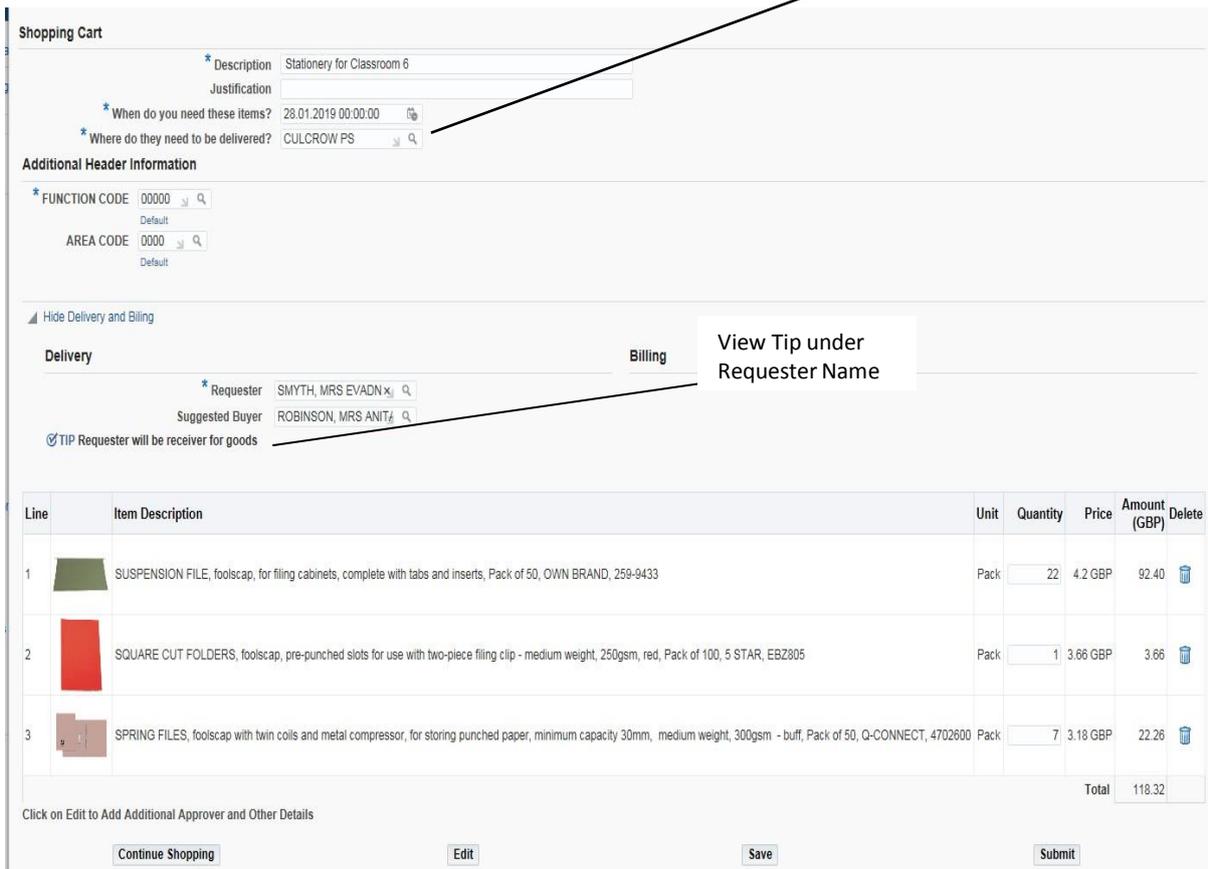


**2.1.16** If you need to change the Deliver-to-Location click on the magnifying glass to the right of the 'Where do they need to be delivered?' field. (Please note changing the deliver to location only changes the address not any coding).

2.1.17   In the Search and Select screen, enter the first few letters of the Location required or put part of the location name with % at either end to narrow down search e.g. %PILOT% and click 'Go'.  Click on 'Quick Select' button attached to relevant Requester.



2.1.18   Returns to Shopping Cart with Deliver-To-Location changed.



2.1.19   Scroll down page to view the details of the items added to Shopping Cart.  The buttons at the bottom are:

> 'Continue Shopping' to add more items to Cart
> 'Edit' to view or amend code or code combination, split costs, change approver, insert note to supplier or add an attachment.
> 'Submit' sends requisition to budgetholder for Approval.

**Shopping Cart**

| | | |
|---|---|---|
| * Description | Stationery for Classroom 6 | |
| Justification | | |
| * When do you need these items? | 28.01.2019 00:00:00 | |
| * Where do they need to be delivered? | EA HEADQUARTERS Q | |

**Additional Header Information**

| | | |
|---|---|---|
| * FUNCTION CODE | 00000 | |
| | Default | |
| AREA CODE | 0000 | |
| | Default | |

⊿ Hide Delivery and Billing

**Delivery**                                                          **Billing**

| | | |
|---|---|---|
| * Requester | SMYTH, MRS EVADNE | |
| Suggested Buyer | ROBINSON, MRS ANITA | |

☑TIP Requester will be receiver for goods

| Line | Item Description | Unit | Quantity | Price | Amount (GBP) | Delete |
|---|---|---|---|---|---|---|
| 1 | SUSPENSION FILE, foolscap, for filing cabinets, complete with tabs and inserts, Pack of 50, OWN BRAND, 259-9433 | Pack | 22 | 4.2 GBP | 92.40 | 🗑 |
| 2 | SQUARE CUT FOLDERS, foolscap, pre-punched slots for use with two-piece filing clip - medium weight, 250gsm, red, Pack of 100, 5 STAR, EBZ805 | Pack | 1 | 3.66 GBP | 3.66 | 🗑 |
| 3 | SPRING FILES, foolscap with twin coils and metal compressor, for storing punched paper, minimum capacity 30mm,  medium weight, 300gsm  - buff, Pack of 50, Q-CONNECT, 4702600 | Pack | 7 | 3.18 GBP | 22.26 | 🗑 |
| | | | | Total | 118.32 | |

Click on Edit to Add Additional Approver and Other Details

| Continue Shopping | | Edit | | Save | | Submit |
|---|---|---|---|---|---|---|

2.1.20   Click on 'Edit' button and view Requisition details.



Function code and area code can be changed here to update all lines.   Enter required codes, once complete, click the Save button above.   A Saved confirmation message will be displayed.

Manage Approvals button.

2.1.21   View the Approval Path. .  The Approvals will show your immediate Line Manager or your Line Manager with the relevant Approval limit.  If you do not need to amend move on to Step 2.1.23.

2.1.22  To change the Approver, click the 'Manage Approvals' button.  Select the relevant 'circle' for the Action e.g. Change Managerial Approver' or 'Insert Approver' if it is required that a second person should also approve the requisition.  Using the Magnifying glass to search for Approver.  Click 'Submit'.
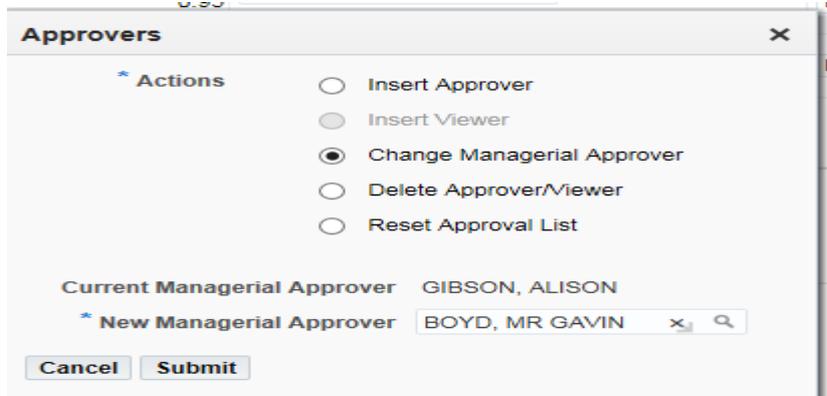


2.1.23  On some requisitions it may be necessary to add a note to Supplier.  Scroll to the bottom of screen and enter the relevant information in the Note to Supplier Header' Field e.g. Please do not deliver between 1 July 2018 to 25 August 2018 or Please put on the delivery note 'For the Attention' of Mrs Smith.  The information entered in this note appears on the EA Purchase Order as a special instruction.   If this not required move on to Step 2.1.24.
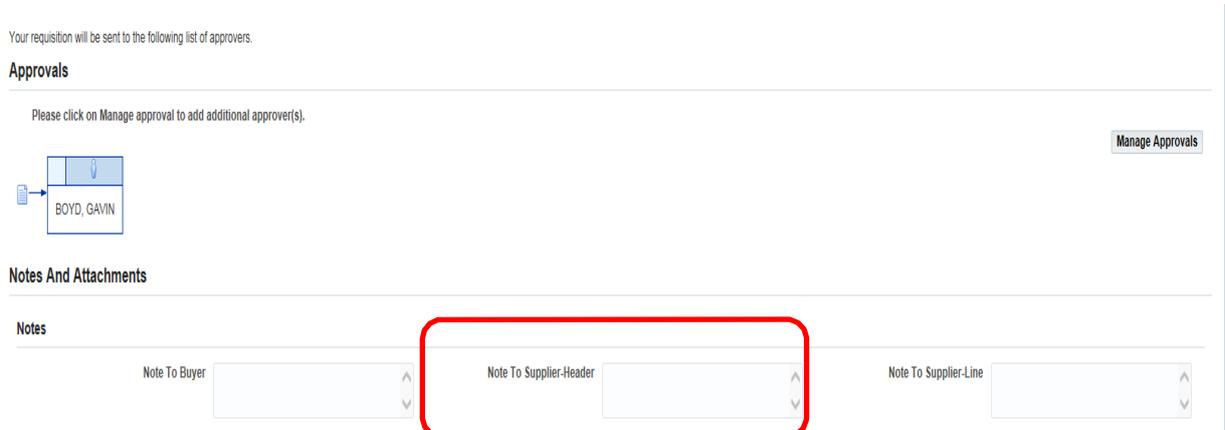


2.1.24  It may be necessary to send an attachment to the Supplier.  In the Attachment section at the bottom of screen click on the 'Add Attachment' button.  Enter Title, Description and add attachment file.  If this is not required move on to Step 2.1.25.

2.1.25  To view coding that is automatically generated for this requisition click on the 'Details' triangle.   The supplier details can be viewed, including the email address where the purchase order will be sent to.



2.1.26  The coding can be amended. The charge account defaults from the name of the Requester (cost centre and resource code) and type of goods you have requested (finance code). Normally you won't need to change any of these and you can proceed to Step 2.1.31

2.1.27  To add code or amend code combination click on tick box against the Line to be updated and the Update button.

**2.1.28** The Update line screen opens.   To edit coding click on magnifying glass [icon] to right of charge account 'EA Accounting Flexfield' field.



**2.1.29** The code combination screen opens. Enter code into relevant field or click on magnifying glass to the right of the Code to be amended to use pick list e.g. Cost Centre code.  Click 'Search'.

2.1.30   To accept the amended Code Combination click on Create, click on the Select circle and then click on Select.



2.1.31   If all the lines in the shopping cart are to have the same coding click on the tick box beside 'Apply this Cost Allocation to all applicable requisition lines', then click Apply.

2.1.32  The details of the requisition are correct, click the 'Submit' button.



2.1.33  Returns to shop Screen showing confirmation and Requisition Number and the Approver it has been submitted to.  Click 'Continue Shopping'.

The requisition number is an internal number to your requisition.  The requisition will be automatically be sent to the approver.   Once approved by the Approver an EA Purchase Order will be automatically created with an EA Order number and sent to the supplier within minutes by email, or if the supplier receives their orders by mail it will be posted that afternoon.

**2.2    Using iProcurement Shopping List for Store (Catalogue) Requisition**

If there are items that are regularly requisitioned these items can be added to a Shopping List. Using the shopping list rather than searching each time for your items will speed up your requisitioning.

If an item is updated by Procurement e.g. price, description or no longer available to requisition, this automatically updates in iProcurement including in the shopping list.

Adding Item to Shopping List

2.2.1    To add an item to your shopping list search for an item that is regularly requisitioned item, click on 'Add to Favorites'.  This will add it to your shopping list.



2.2.2    To view the items that you have added to your shopping list, click on the 'Shopping Lists' link within the Store tab.

Create Multiple Shopping Lists

2.2.3    It may be useful to create multiple shopping lists for example, stationery items, cleaning items, Mrs Smith's items, General Office Supplier, etc.

2.2.4    Within the iProcurement homepage click on the Setting icon and select Preferences.
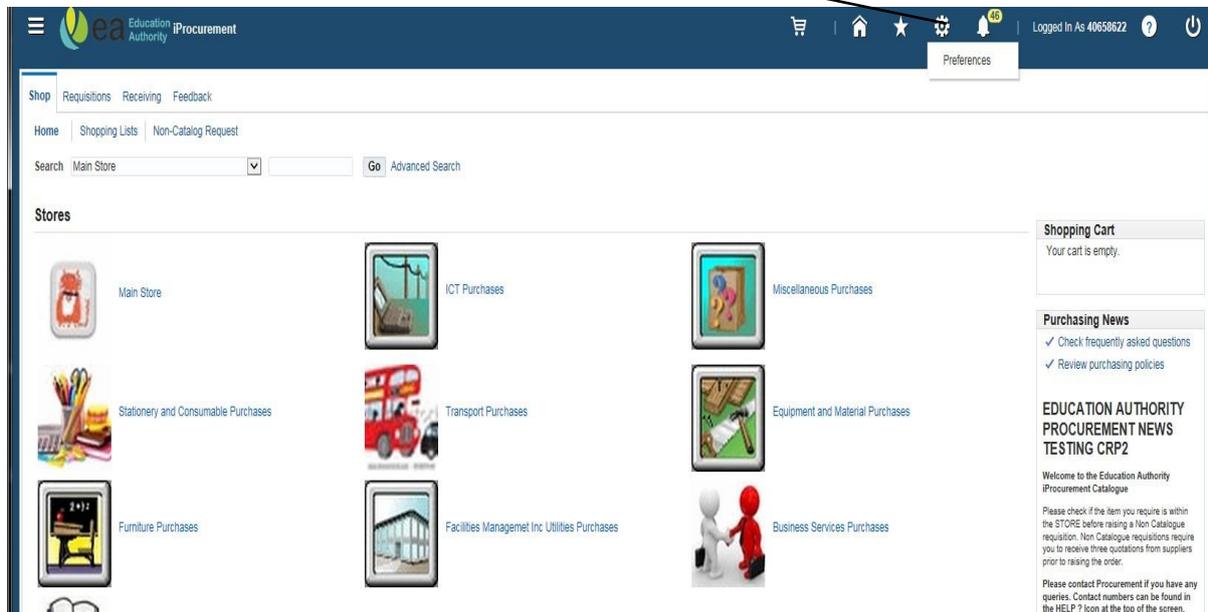


2.2.5    The General Preferences screen will be displayed.  Click on the iProcurement Preferences hyperlink.
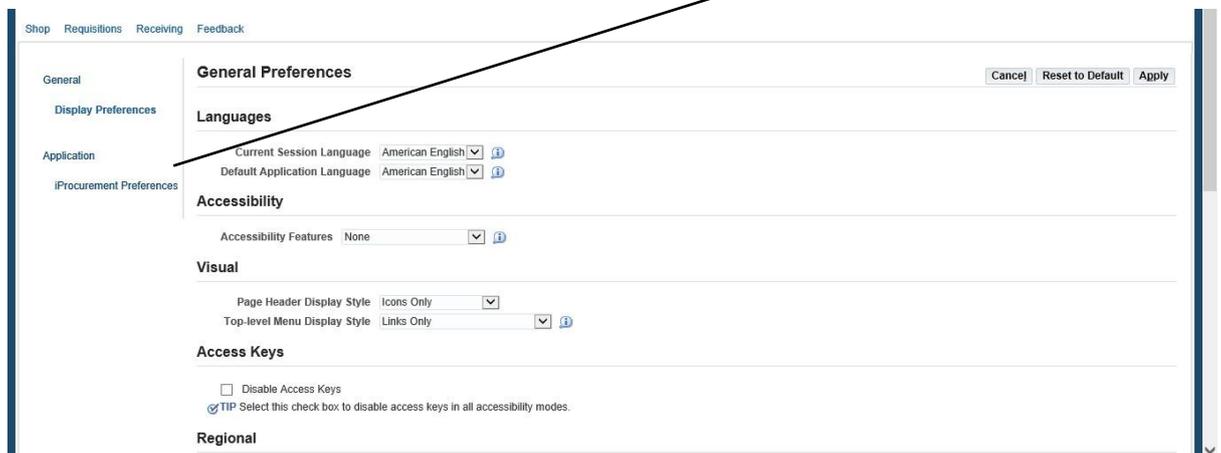


2.2.6    The iProcurement Preferences will be displayed.   Within this screen additional Shopping Lists can be created within the Favourite Lists.

iProcurement Preferences                                                          Cancel  Apply

* Indicates required field

**Shopping**

| | | Shopping Search Results Layout |
| --- | --- | --- |
| * My Favorite Store | Main Store | ○ Grid View |
| * Search Results Per Page | 10 | ● Paragraph View |
| | For best performance, enter a number between 1 and 100. | ☐ Hide Thumbnail Images |
| * Shopping Search Results Per Page | 7 | |
| | For best performance, enter a number between 1 and 25. | |
| Sort Shopping Search Results By | No Preference   Ascending | |

**Favorite Lists**

Use the Select column to set your primary favorite list.
Select Favorite List:  Set as Primary  |  ✛ ✂ ↻ ⬚ ⚙ ▼ ▥

| Select | * Favorite List Name | Primary | Delete |
| --- | --- | --- | --- |
| ○ | Personal Favorites | ▥ | 🗑 |

**One Time Address**

Add Address   Delete Address  |  ✂ ↻ ⬚ ⚙ ▼ ▥

2.2.7    Click on the Add another Row icon.

iProcurement Preferences                                                          Cancel  Apply

* Indicates required field

**Shopping**

| | | Shopping Search Results Layout |
| --- | --- | --- |
| * My Favorite Store | Main Store | ○ Grid View |
| * Search Results Per Page | 10 | ● Paragraph View |
| | For best performance, enter a number between 1 and 100. | ☐ Hide Thumbnail Images |
| * Shopping Search Results Per Page | 7 | |
| | For best performance, enter a number between 1 and 25. | |
| Sort Shopping Search Results By | No Preference   Ascending | |

**Favorite Lists**                    Add Another Row

Use the Select column to set your primary favorite list.
Select Favorite List:  Set as Primary  |  ✛ ✂ ↻ ⬚ ⚙ ▼ ▥

| Select | * Favorite List Name | Primary | Delete |
| --- | --- | --- | --- |
| ○ | Personal Favorites | ▥ | 🗑 |

**One Time Address**

2.2.8    An additional line will be displayed.   Enter the name of the Shopping List within the 'Favorite List Name' field e.g. Cleaning Items.

**Shopping**

| | | Shopping Search Results Layout |
| --- | --- | --- |
| * My Favorite Store | Main Store | ○ Grid View |
| * Search Results Per Page | 10 | ● Paragraph View |
| | For best performance, enter a number between 1 and 100. | ☐ Hide Thumbnail Images |
| * Shopping Search Results Per Page | 7 | |
| | For best performance, enter a number between 1 and 25. | |
| Sort Shopping Search Results By | No Preference   Ascending | |

**Favorite Lists**

Use the Select column to set your primary favorite list.
Select Favorite List:  Set as Primary  |  ✛ ✂ ↻ ⬚ ⚙ ▼ ▥

| Select | * Favorite List Name | Primary | Delete |
| --- | --- | --- | --- |
| ○ | Personal Favorites | ▥ | 🗑 |
| ○ | | | 🗑 |

**One Time Address**

Add Address   Delete Address  |  ✂ ↻ ⬚ ⚙ ▼ ▥

| Select Alias | * One Time Address | Delete |
| --- | --- | --- |
| No results found. | | |

**Delivery**

2.2.9    Additional lists can be created by adding more lines as indicated in Step 2.27.



2.2.10   Click Apply.  A confirmation will be displayed.



2.2.11   The Personal Favorites list is the default shopping list that your items are added to when you click 'Add to Favourites' within the Shop.   The default shopping that you can add to and view within the Store can be changed.   If you do not want to change default click Apply, otherwise proceed to next step.

2.2.12   Click on the 'Select' circle to left of the Favorite List Name you wish as default.
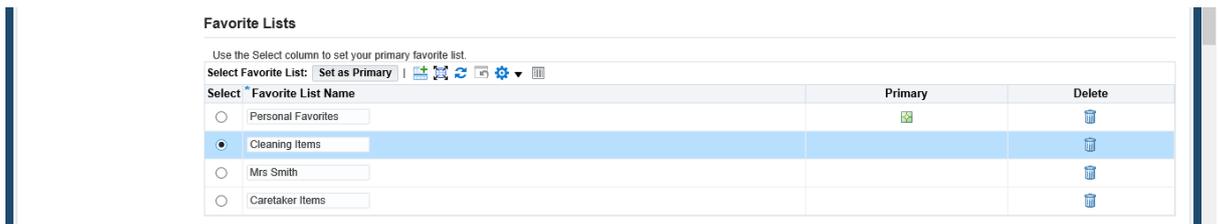


2.2.13   Click on the 'Set as Primary' button and click Apply.   The change will be confirmed.
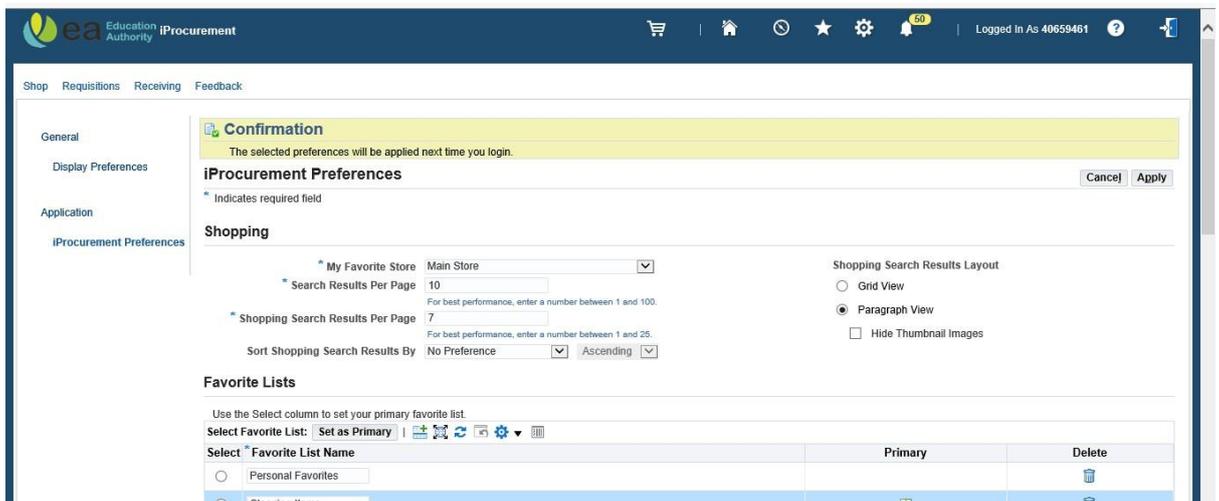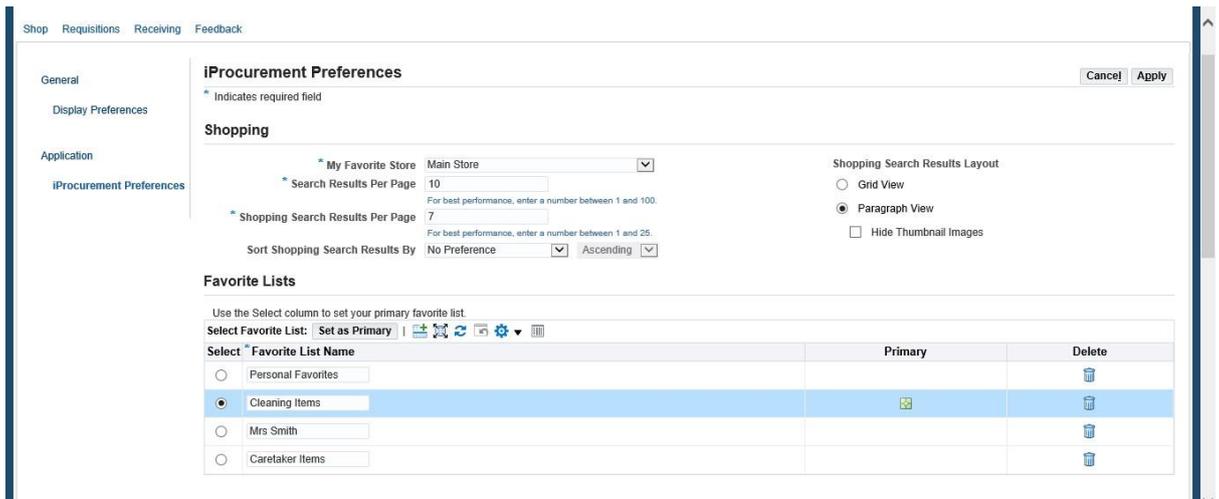




<u>Add items to different Shopping Lists</u>

2.2.14   Click on the 'Add to Favorites' button to add the item to the Shopping Lists.

*Remember: The additional favourite lists need to be setup first as in Step 2.2.3 to 2.2.10.*
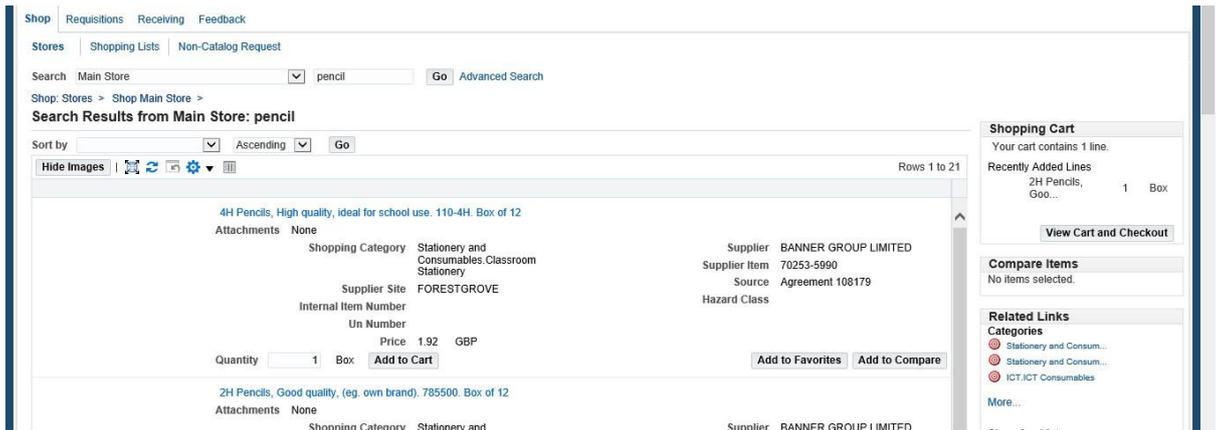
2.2.15    A message will be displayed confirming that the item has been added to your primary favourites list.
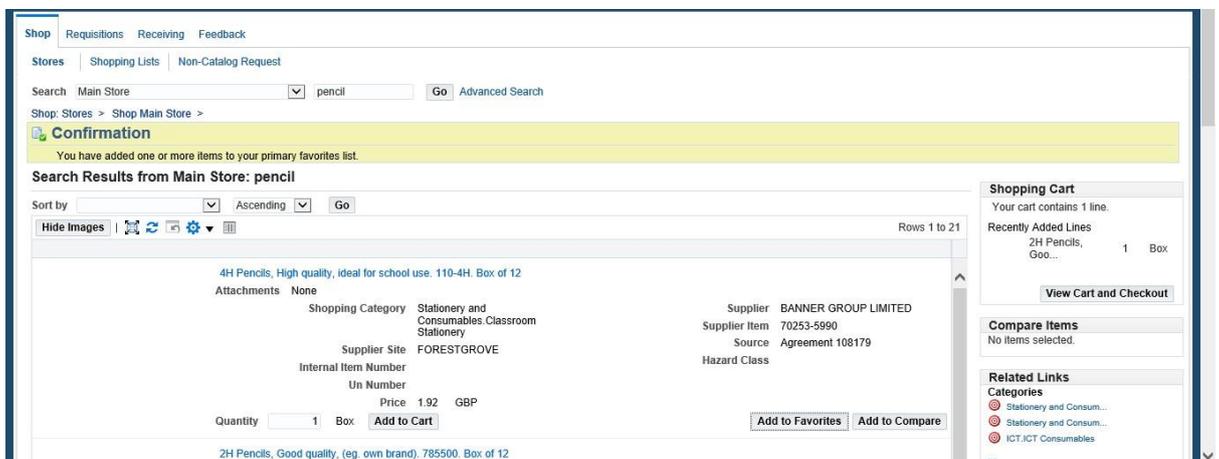


2.2.16    To add the list to a list other than your primary favorites list, click on the arrow beside the 'List' field.
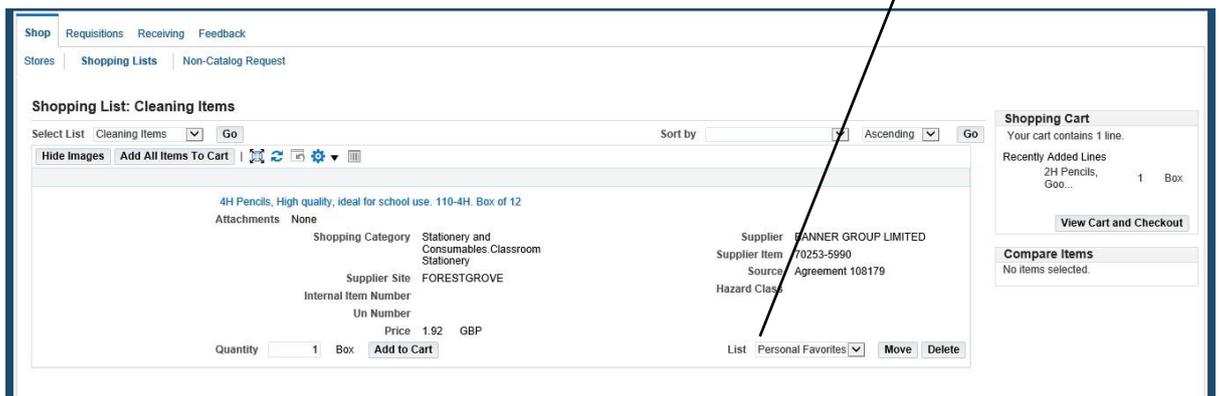


2.2.17    Select the list you wish to move the item to e.g. Mrs Smith, click 'Move'.
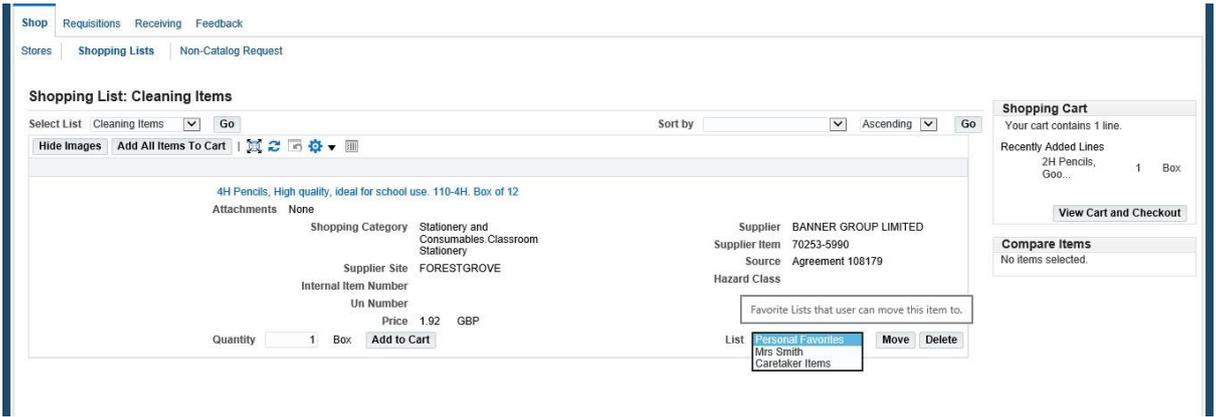
**2.2.18** A message confirming the item has been moved.   The Item will no longer be available in the first shopping list.



**2.2.19** The individual shopping lists and their items can be viewed by clicking on 'Select List' and 'Go', e.g. Mrs Smith.
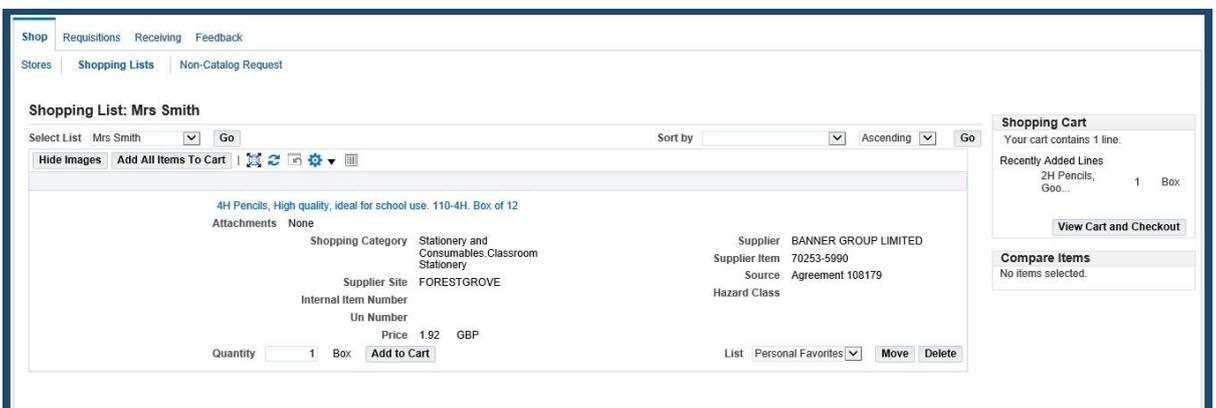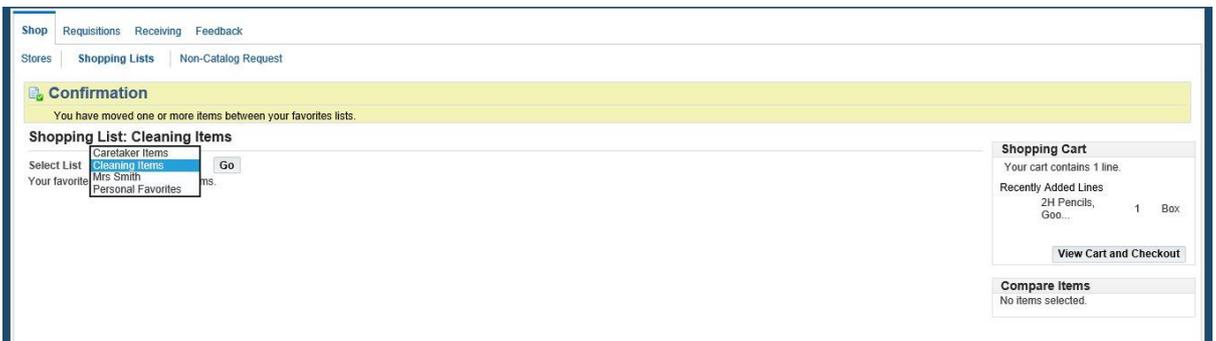
2.2.20   The items within a shopping list can be sorted by a variety of attributes, e.g. description, supplier, price, etc.   Click on the arrow in the 'Sort by' field.   Select the required attribute and click 'Go'.

| Shop | Requisitions | Receiving | Feedback |
|------|-------------|-----------|----------|

Stores | **Shopping Lists** | Non-Catalog Request

**Shopping List: Mrs Smith**

Select List  Mrs Smith  [v]  [Go]            Sort by [ ]            Ascending [v]  [Go]

[ Hide Images ] [ Add All Items To Cart ]  |  ⛶ ⟳ ⬓ ⚙ ▾ ▦

| | |
|--|--|
| Currency | |
| Description | |
| Functional Currency Price | |
| Hazard Class | |
| Internal Item Number | |
| Long Description | |
| Price | |
| Shopping Category | |
| Source | |
| Supplier | |
| Supplier Item | |
| Supplier Site | |
| Un Number | |
| Unit | |

4H Pencils, High quality, ideal for school use. 110-4H. Box of 12

Attachments  None

Shopping Category  Stationery and
Consumables.Classroom
Stationery                                   ROUP LIMITED

Supplier Site  FORESTGROVE

Internal Item Number                                        108179

Un Number

Price  1.92  GBP

Quantity  [1]  Box  [ Add to Cart ]            List [ Personal Favorites v ]  [ Move ] [ Delete ]

**Shopping Cart**
Your cart contains 1 line.
Recently Added Lines
2H Pencils,        1    Box
Goo...

[ View Cart and Checkout ]

**Compare Items**
No items selected.

**2.3    How to Split Coding within a Requisition**

2.3.1    Within the 'View Shopping Cart and Checkout' screen click on EDIT to amend or change line.

2.3.2    Opens in Edit and Submit Requisition screen and save. Requisition number is allocated and showing in screen.



2.3.3    Click on the tick box for the line required to be amended or changed and click the Update button.
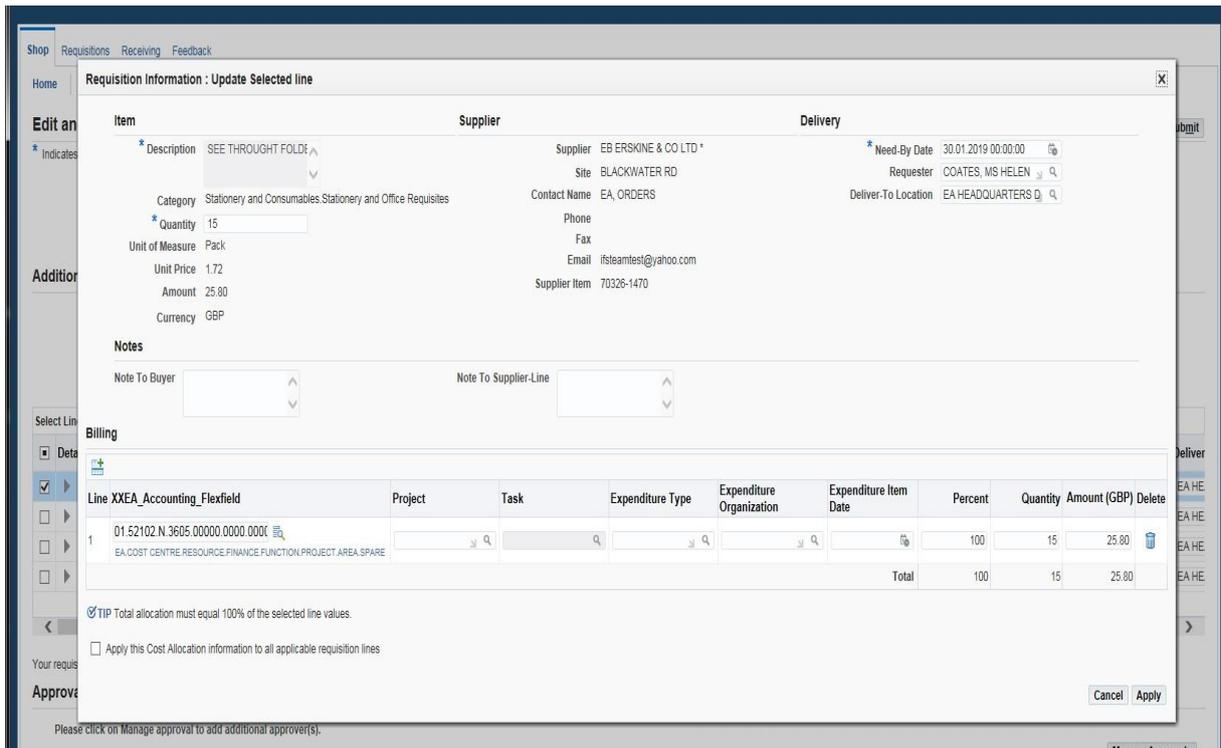
2.3.4    Opens in Requisition Information: Update Selected Line Screen. To split the coding between

two locations click on add another row symbol ⊞ and a line will be added with the coding defaulted in from the line above. To split the value and change the coding to the correct location click on the magnifying glass to the right of the code combination line to be amended.
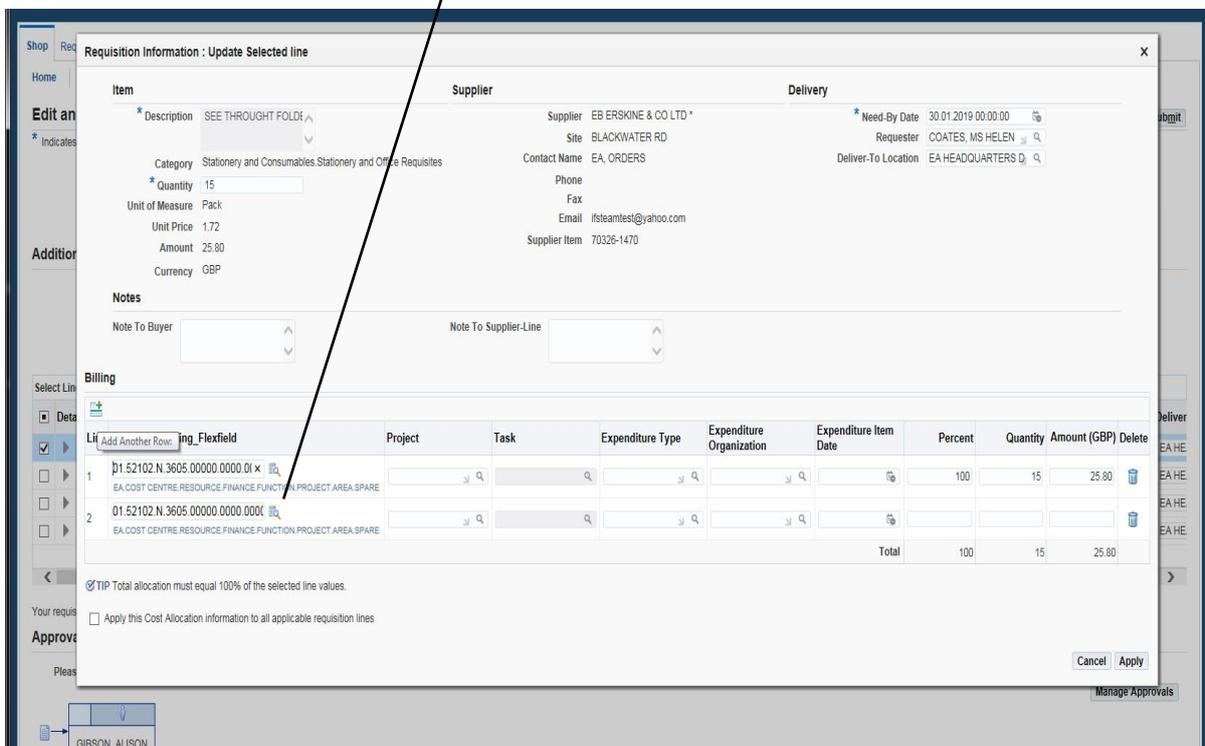


2.3.5    Click on the magnifying glass beside the code to be amended and choose code required.

2.3.6    Click on 'Search' then 'Select'.  If the combination does not appear with the Results, click on 'Create' then 'Select'.



2.3.7    Returns to update line screen with amended coding.

2.3.8     Move to far right of screen and input the percent split which <u>must add to 100%</u> or either the quantity required for each location. Either the percentage or quantity field must be completed. If you do not complete these you will get an error message reminding you to enter percentage.

| Task | Expenditure Type | Expenditure Organization | Expenditure Item Date | Percent | Quantity | Amount (GBP) | Delete |
|---|---|---|---|---|---|---|---|
| | | | | 75 | 75 | 180.00 | 🗑 |
| | | | | 25 | 25 | 60.00 | 🗑 |
| | | | Total | 100 | 100 | 240.00 | |

2.3.9     If you have selected more than one line to be amended and these codes apply to all the lines, tick the tick box beside the 'Apply this Cost Allocation information to all applicable requisition lines' message. ▪Click on Apply.



2.3.10    Returns to Requisition screen. Click Details icon in line changed to view the split coding and costs.

2.3.11   Save and a confirmation message is shown the Requisition has been saved.



2.3.12   Continue with Checkout to complete the requisition.

**2.4    Create and Edit Non Catalogue Requisition**

If you need to create a Requisition for goods that aren't on contract then follow the procedure below.  You should always check the Stores for the items or service you want before Requisitioning. *Note: Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.*

If a non catalogue requisition is submitted for items that should have been requisitioned from an EA Contract via the store, it will not be processed by Procurement but will be returned back to the requisitioner with guidance on how to proceed.

Please note: A non catalogue requisition should be only be raised for one supplier at a time.

2.4.1    Click the 'Non-Catalog Request' link.
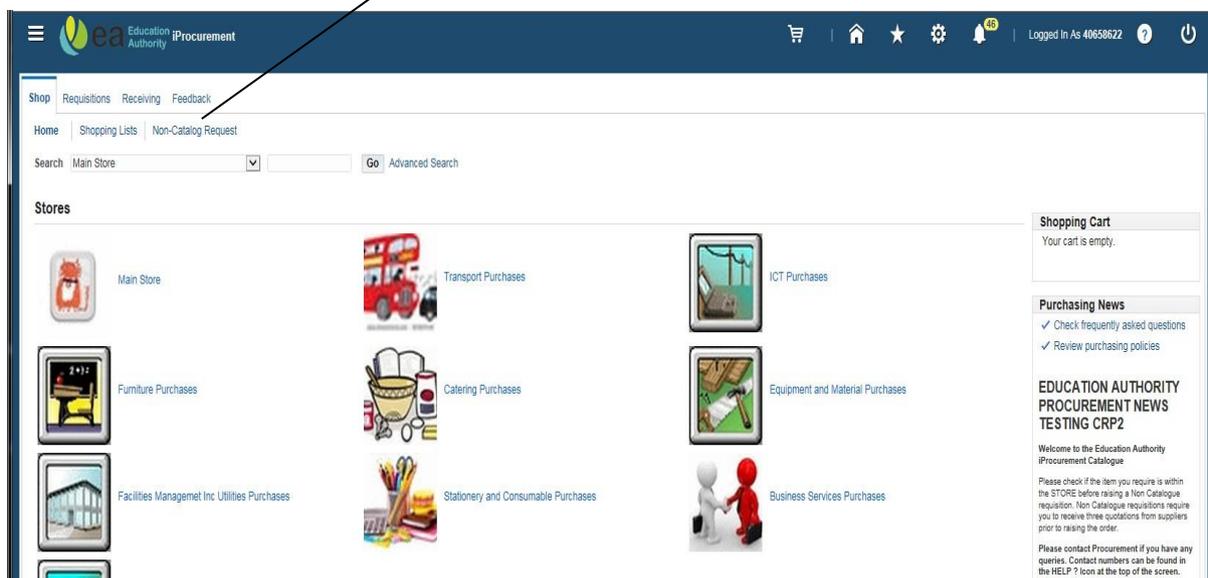


2.4.2    Click on the arrow to the right of the Item Type field, select 'Goods I can provide description, item price and quantity'.
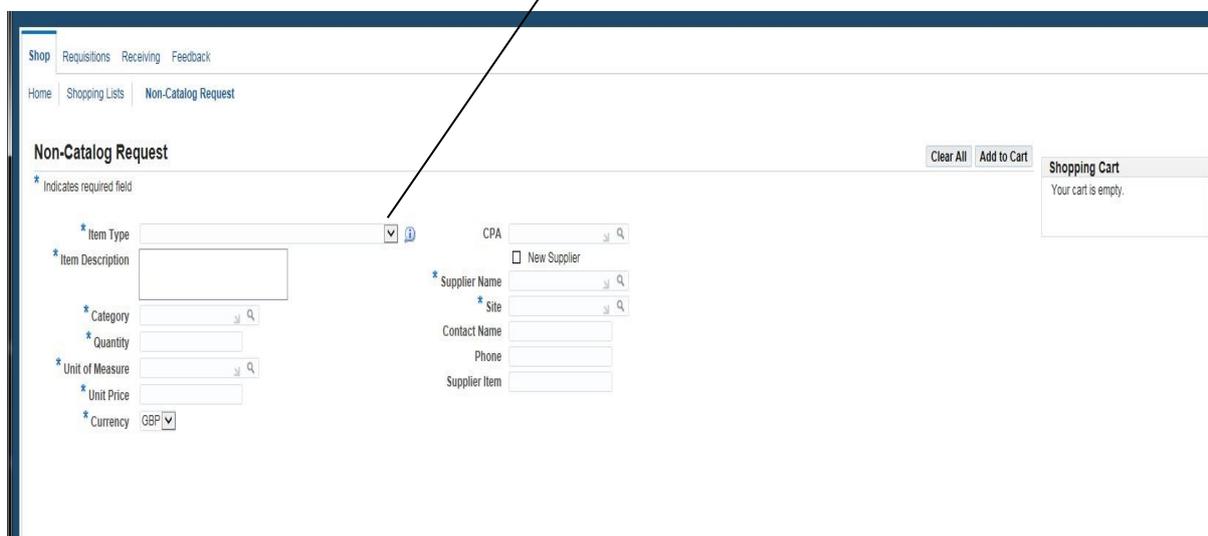
2.4.3    Enter the desired information into the Item Description field giving as much detail as possible so that the supplier knows exactly what is required e.g. include description, item reference or if it is for a bus trip include all the details from date, pick up and drop locations, times, size of bus, etc.

2.4.4    Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category (A full category list is included in Appendix A).
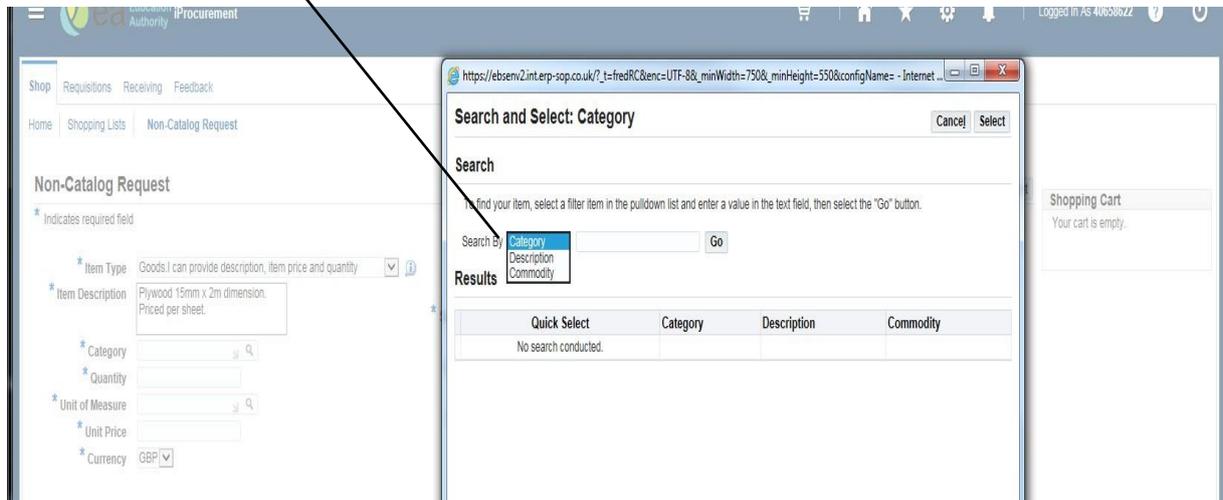


2.4.5    Choose 'Description' in the Search By field.   Enter a partial valid value e.g. "Stat" for Stationery in the adjacent field.  A useful tip is to put a % at the start and end of the word to narrow the search e.g. %office% or %towel%  etc. Click 'Go'.

**\* DO NOT USE MISCELLANEOUS \***
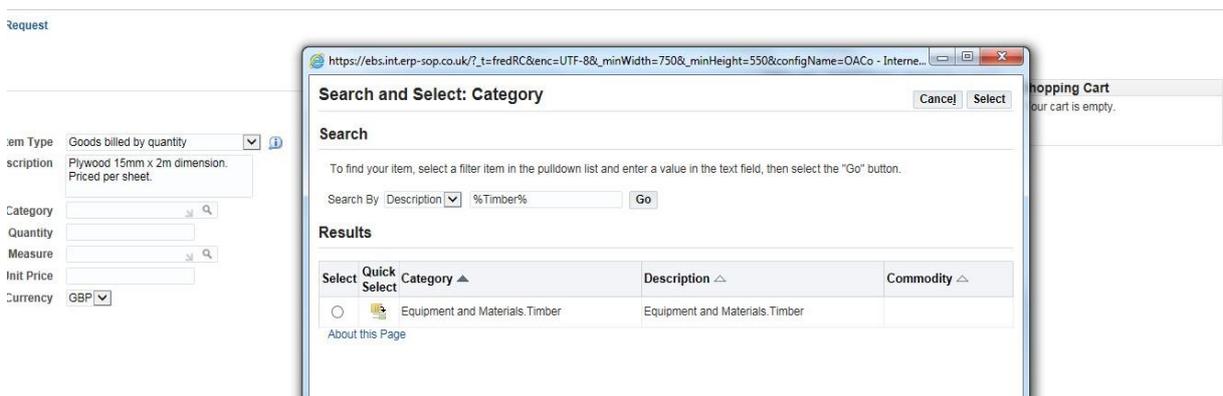


2.4.6    Click the Quick Select button against the required category.

2.4.7    The Category field will be populated.

2.4.8    Enter the quantity required in the Quantity field.

2.4.9     To change the Unit of Measure (UOM), click on the Magnifying Glass.   Enter the required UOM search field e.g. Each, Pack, Session, etc., click 'Go'.  Use the 'Quick Select' button against the relevant UOM.

**\* DO NOT USE UNIT OF MEASURE AMOUNT \*  To raise an Amount Based order go to Step 2.4.18**

2.4.10    Enter the price for one item (**before VAT and including any discount**) into the Unit Price field. Enter a valid value e.g. "2.25".

2.4.11    The CPA field should be left blank unless an EA department or Procurement have requested and provided a CPA number to use.

2.4.12    The New Supplier tick box does not create a new supplier, it should ignored.



2.4.13    Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'.   A useful tip is to put a % at the start and end of the word to narrow the search e.g. search for the supplier B McCaffrey & Sons, %MCCAFFREY%   or %B%MCCAFFREY%  etc.  If unsure of the Supplier's name contact the Procurement section.

2.4.14    Other details can also be entered e.g. contact name, phone number.  Please do not enter any information in the Supplier Item field.

2.4.15   Click on 'Add to Cart' for required items.   The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.



2.4.16   To add further items for this requisition, highlight and delete the current item description and enter the next item's description, update category, quantity, unit of measure, unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.

2.4.17   Click on 'View Cart and Checkout.

2.4.18   Repeat Steps 2.1.6 to 2.1.33 to complete requisition.



2.4.19   To complete other types of non-catalogue requests, click the downward arrow at 'Item Type' to see choices. *If in doubt speak to your Procurement section before using these options.*

Click on '**Goods or Services I can provide description and Total Amount'** and complete in a similar manner to 'Goods billed by quantity'. However, in this case in the Amount you enter the _VALUE_ of the Goods before VAT rather than the quantity, e.g. (£) 95.99 total amount excluding VAT in the amount field.  Also when you come  to receipt the  goods it's the value rather than the quantity that you receipt.

Alternatively you can use 'Services I can provide description, rate and quantity' e.g. for photocopier charges, and complete in a similar manner to 'Goods I can provide description, item price and quantity' for Services rather than Goods.

2.4.20   There are occasions when you need to create a **Requisition for an estimated quantity of goods** that aren't on contract.   A non-catalog request should be completed as detailed above, further examples of estimated requisitions are available within Appendix C

**3.      USING THE REQUISITION TAB**

All requisitions raised via iProcurement will be viewable within the Requisition tab. Within this tab you view all the information and transactions associated with your requisition, from the order through to the invoice and payment.   Also within this tab you can quickly recreate new requisitions from any requisitions previously raised rather than having to pick the items again or rekey.

**3.1.      Navigating the Requisition tab**
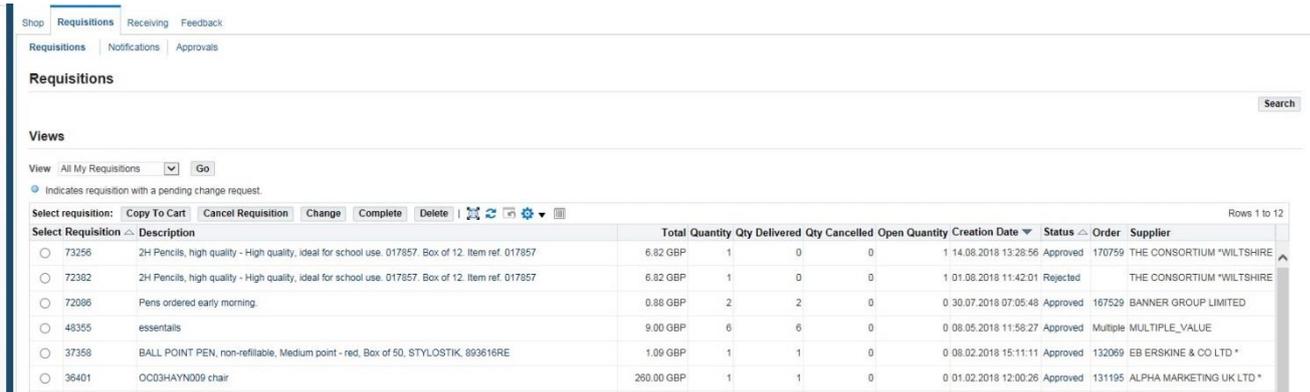


3.1.1   Requisition Status: Within this screen you can see the status of the requisitions that you have raised.
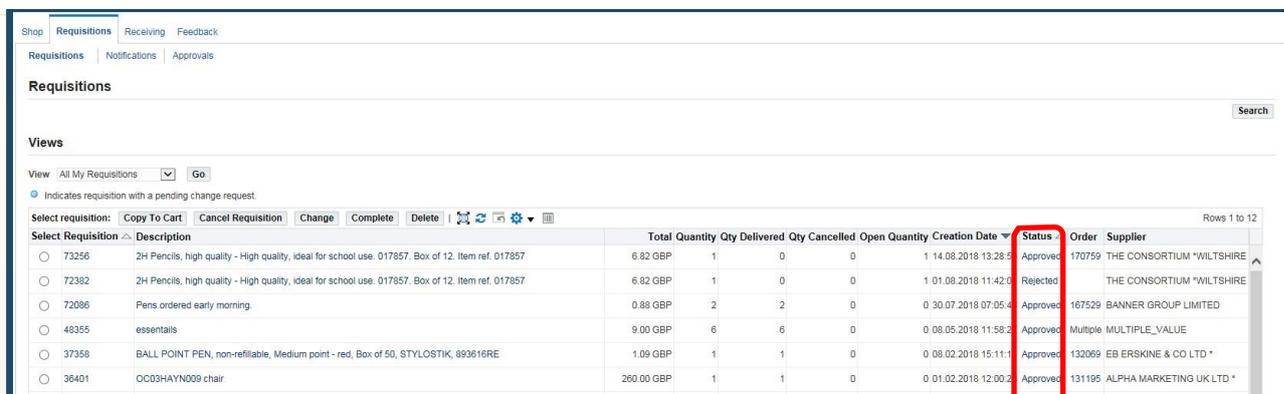


There are six statuses that a requisition can be in.

| Requisition Status | Meaning |
|---|---|
| Incomplete | The requisition has been saved but not submitted.  To submit an incomplete requisition click on the Complete button. |
| In Process | The requisition has been submitted to an Approver. |
| Approved | The requisition has been approved by the Approver. |
| Rejected | The requisition has been rejected by the Approver as not required. |
| Returned | The requisition has been approved by the Approver but has been Returned by Procurement.  Click on the Returned status to view the reason why returned. |
| Cancelled | The requisition has been cancelled. |

In iProcurement where there is a hyperlink there is further information contained within the link, for example if you click on the status e.g. Approved, view dates when it was submitted, approved and by whom.
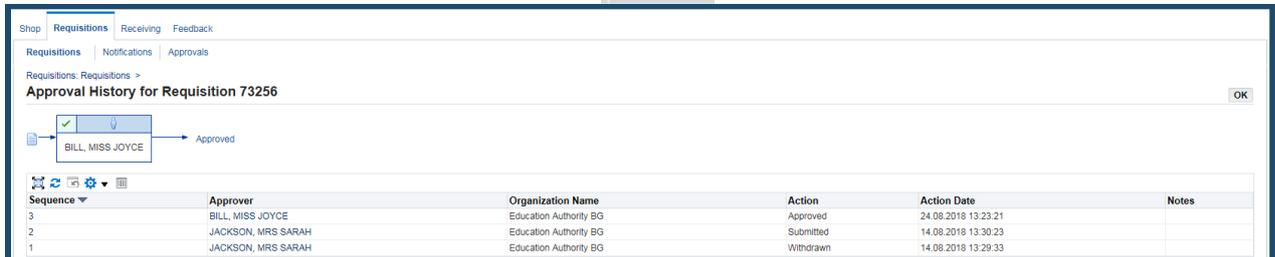


3.1.2    Requisition Details: If you wish to see the details of the items contained in the requisition, click on the 'Requisition Number' or 'Requisition Description'.



> The requisition information will be displayed.

➢ If you wish to view further details associated with the requisition click on the Details icon.



➢ To view the coding or notes to suppliers, supplier details, etc. Click on the 'Show Additional Information' link.

➢ Additional information is displayed e.g. procurement buyer, notes, contract reference, etc.



3.1.3 <u>Purchase Order Number</u>:  When the requisition has been approved and an official EA Purchase Order created the Order number will be displayed within the Order column.   This is the number that the Supplier will receive.



➢ If the order number is blue and hyperlinked (if you hover the mouse over the number a hand appears) this means that Order has been sent to the supplier either via email or post whichever the supplier had initial requested.   The majority of suppliers receive their orders via email.

➢ If the order number is black and not hyperlinked this means that a Purchase Order has been generated but it has not yet been approved and sent to the supplier.

➢ If the order number is 'Multiple', this means that the requisition created was for multiple suppliers which created multiple order numbers.   If you wish to view the individual orders numbers click on the requisition number.

> ➢ If there is no order number displayed and the requisition is approved, it is currently with Procurement.   All non catalogue requisitions will automatically go to Procurement to process.

**3.1.4**   Purchase Order, Receipt, Invoice and Payment Details:  Within iProcurement the requisitioner can view all the transactions associated with the requisition from the purchase order through to the payment.

> ➢ Click on the order number to view the purchase order details.

➢ The Purchase Order details will be displayed. The Summary box is a useful overview.



➢ The Summary shows:
- Total value of the Purchase Order,

- Received: the value that has been receipted on the system. If the value is 0.00 it has not be receipted. If the requisition has been partially receipted it will show the value of the partial receipt. To view the Receipt details click on the received value hyperlink.



This screen will show all the receipts and receipt details including receipt number, receipt amount and receipt date.



- Invoiced: the value that has been invoiced on the system. If the value is 0.00 an invoice has not been received by EA Accounts Dundonald. . If a part invoice has

been received and enter in Accounts it will show the value of the partial invoice. To view the Invoice details click on the Invoiced value hyperlink.



This screen will show all the invoices and invoice details including invoice number, invoice amount and invoice date and payment status.



The invoice can be viewed by clicking on the invoice number hyper link.



- Payment Status: This will indicate if it has been paid, partially paid or unpaid.   Click on the Payment status hyperlink to view the Payments.    The Payment details including payment date and amount is detailed.

**3.2. Search within Requisition tab**

3.2.1    Within the Requisition tab you can search for previous requisitions.   Click on the 'Search' button.
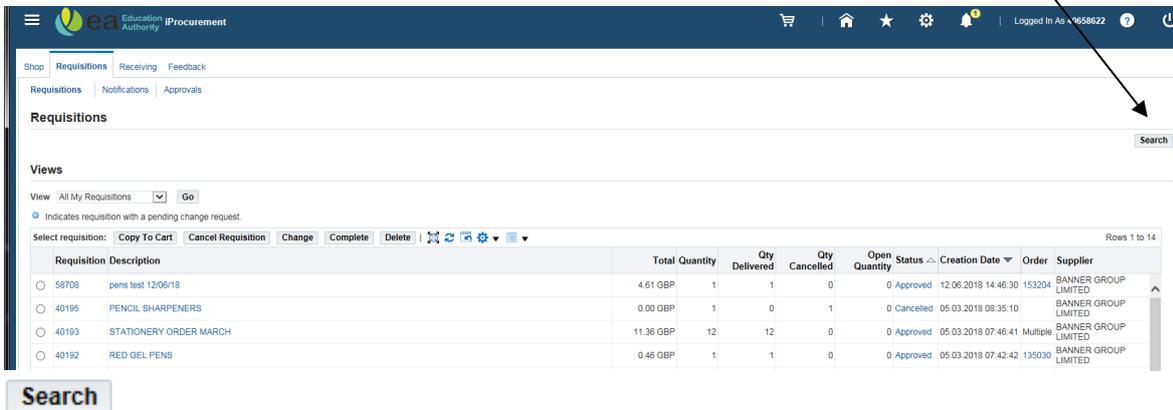


3.2.2    The Requisition Search screen will be displayed.  Change the 'Requisition Created' from Last 7 days to Any Time.



3.2.3    Enter the criteria you wish to search by e.g. Order Number, by Supplier or by Requisition Description (this is the description that you entered at the top of your shopping cart), or a mixture of etc.  Click 'Go'.
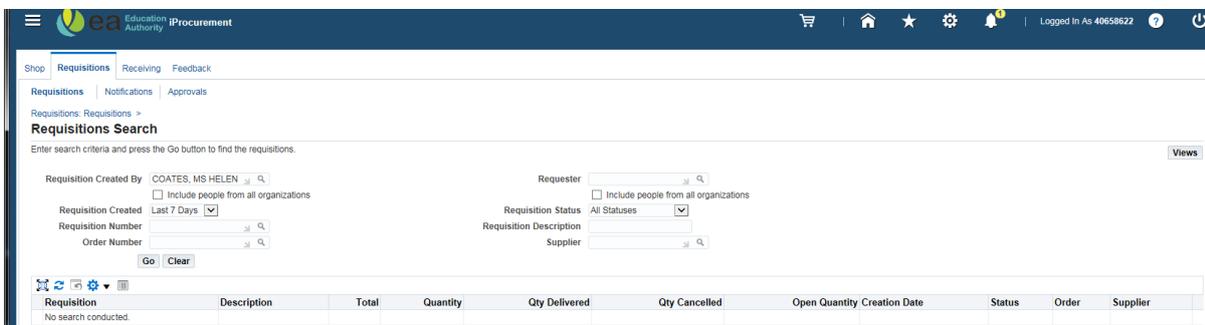


3.2.4    The requisitions that meeting the criteria searched will be displayed.

### 3.3.    Withdraw an 'In Process' Requisition to amend or edit

When a requisition is submitted to the approver the status is 'In Process', this means that the requisitioner is in control of the requisition until it has the status 'Approved'.     If a requisition needs to be withdrawn to be amended or deleted the Change button will be used.

3.3.1    Click on the 'Requisition' tab.
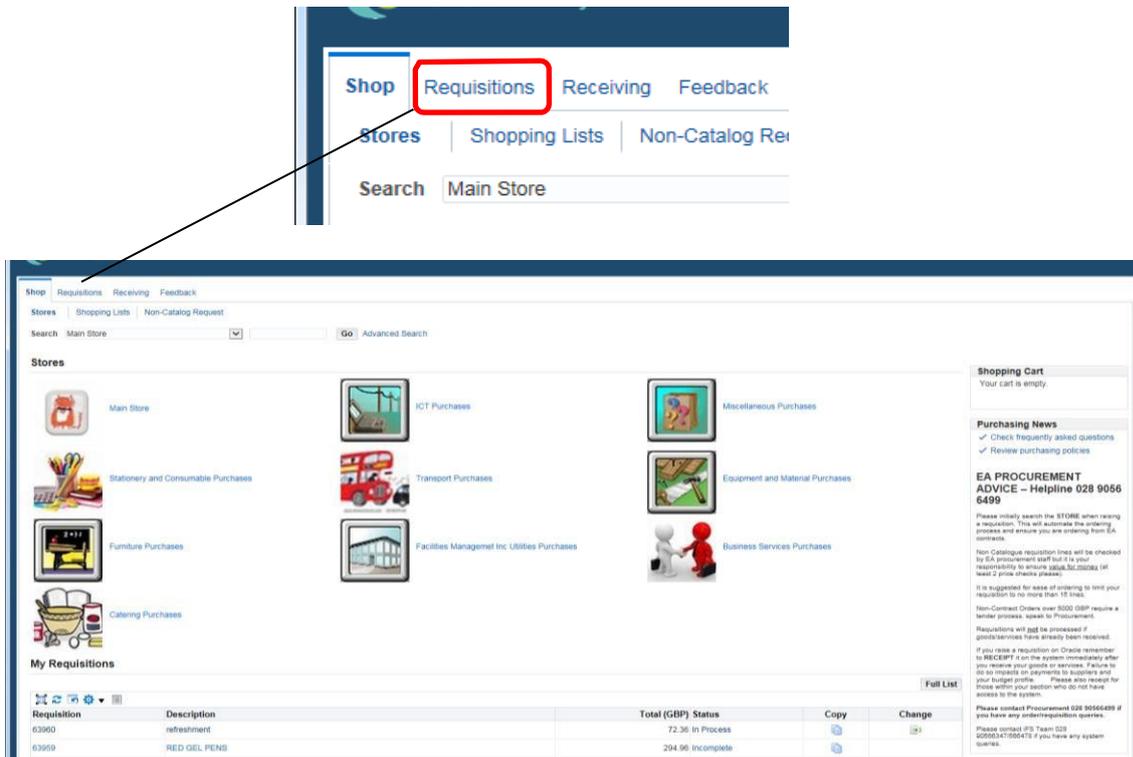


3.3.2    Click on the Select circle to the left of the requisition number with the status In Process that you wish to call back to amend.  The line will highlight blue.
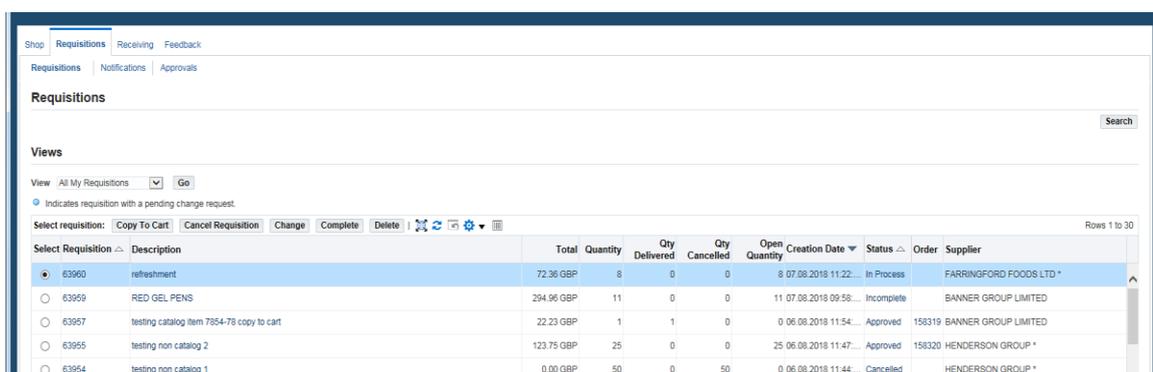


3.3.3    Click on the 'Change' button.

3.3.4    A warning message will appear on screen to warn that the requisition is being retrieved from the approval process. Click on Yes.

**3.3.5** The Requisition is returned to the cart for amendment, with the Edit and Submit Requisition screen being displayed.
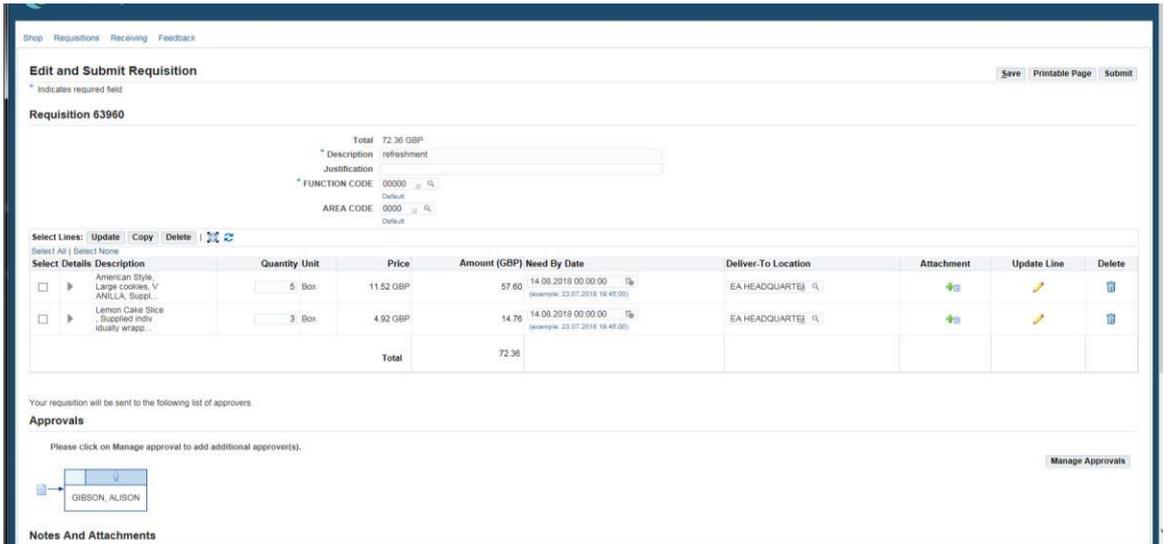


**3.3.6** Amend requisition as required or click on Shop tab to add additional items.

**3.3.7** When amendments are completed, click on Submit.

**3.3.8** A Confirmation will be displayed detailing the requisition number and approver. Click 'Continue Shopping'.

**3.4.    Copy a previous requisition**

This is a quick and easy way to create a new requisition for items or services that you have requisitioned previously and wish to reorder.  Rather that search again or rekey the 'Copy to Cart' button copies the previous requisition and puts it in to a new shopping cart ready to amend.

If it is store (catalogue) items that you wish to reorder, once the items are copied into the new shopping cart the prices and descriptions will update automatically if there has been any changes since your previous requisition.    However, if it is a non catalog requisition that you are copying you will need to manually update the price if it has changed since your previous requisition.

3.4.1    Click on the 'Requisition' tab.



3.4.2    Click on the Select circle to the left of the requisition number that you wish to copy.  The line will highlight blue.

3.4.3    Click on the 'Copy to Cart' button.



3.4.4    The Edit and Submit Requisition screen will be displayed.  Update where required e.g. update requisition description, area code, quantity, price (if non catalogue requisition) approver, etc. or click on Shop tab to add additional items.

Please remember you cannot mix store catalogue items and non-catalogue items on the one requisition.

**3.4.5** When amendments are completed, click on Submit.

**3.4.6** A Confirmation will displayed detailing the requisition number and approver. Click 'Continue Shopping'.

### 3.5. Cancel a Returned Requisition

There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g. not enough information in the description for the supplier or the item is available on contract and should be ordered via the Store.   The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisitions that is not fit to be processed but will process those that can.   The requisition lines returned will need to be cancelled within iProcurement before creating a new requisition.

3.5.1    Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned.  Procurement will detail why it has been returned e.g. Item is available on contract please order from contract 703264 supplier item reference 703264-56.

3.5.2    Click on the Select circle to the left of the requisition number that you wish to cancel.  The line will highlight blue.

3.5.3    Click on the 'Cancel Requisition' button.



3.5.4    Click on select for each line and enter the reason then click on Continue.  The Select tick box will only be displayed for those lines that need to be cancelled and have not been processed by Procurement.
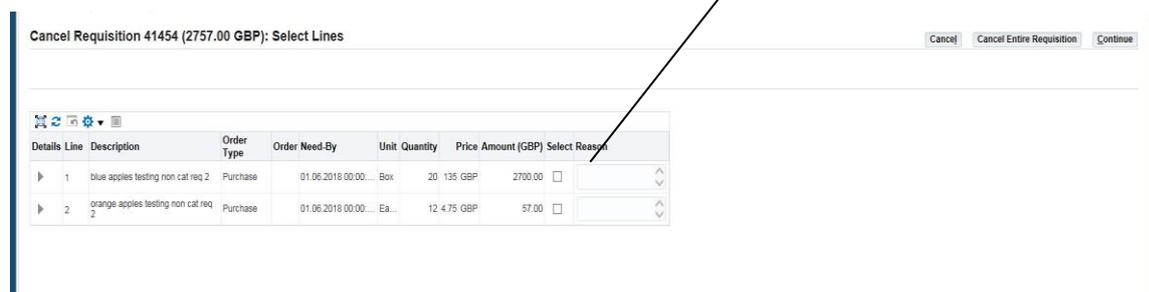


3.5.5    Review and submitted screen opens allowing a final check before clicking on Submit.
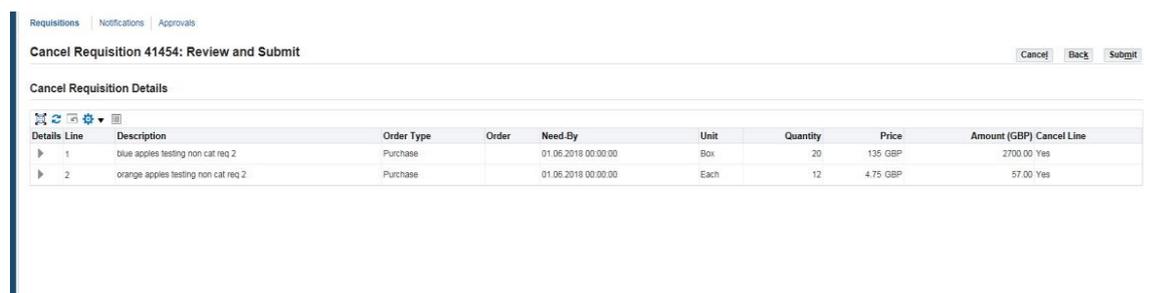


3.5.6    A Confirmation will be received with the requisition number.

**Confirmation**

Your cancelation request(s) for Requisition 41454 have been submitted for processing. View status of the cancelation request(s) from the Requisition Status page.

**Cancel Requisition 41454: Confirmation Details**

| | |
|---|---|
| Request Created By | COATES, MS HELEN |
| Old Requisition Total | 2757.00 GBP |
| New Requisition Total | 0.00 GBP |

| | |
|---|---|
| Request Creation Date | 25.05.2018 09:08:37 |
| Old Non-Recoverable Tax | 0.00 GBP |
| New Non-Recoverable Tax | 0.00 GBP |

**Cancel Requisition Details**

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (GBP) | Cancel Line |
|---|---|---|---|---|---|---|---|---|---|---|
| ▶ | 1 | blue apples testing non cat req 2 | Purchase | | 01.06.2018 00:00:00 | Box | 20 | 135 GBP | 2700.00 | Yes |
| ▶ | 2 | orange apples testing non cat req 2 | Purchase | | 01.06.2018 00:00:00 | Each | 12 | 4.75 GBP | 57.00 | Yes |

Return to Requisition Details

3.5.7    A Confirmation will be displayed detailing the requisition number.

3.5.8    Click on Requisition tab and view Status which is now showing Cancelled.  Click on requisition number to open requisition and view lines.



3.5.9    Cancelled lines will display with blue dashes.



3.5.10   If the items are still required a new requisition will need to be created.

### 3.6. Amend a Returned Requisition

There may be occasions when a requisition will be returned to the requisitioner from Procurement e.g. not enough information in the description for the supplier.   The requisition will be returned with the status 'Returned'.

Procurement will return the whole requisition if it is not fit to be processed or will return the individual lines on a requisitions that is not fit to be processed but will process those that can. The requisition lines returned will need to be either cancelled or if it is a change of information, updated within iProcurement before resubmitting.

3.6.1   Click on the 'Requisition' tab. Click on the Status 'Returned' to view the reason in the note section detailing why the requisition has been returned.  Procurement will detail why it has been returned.
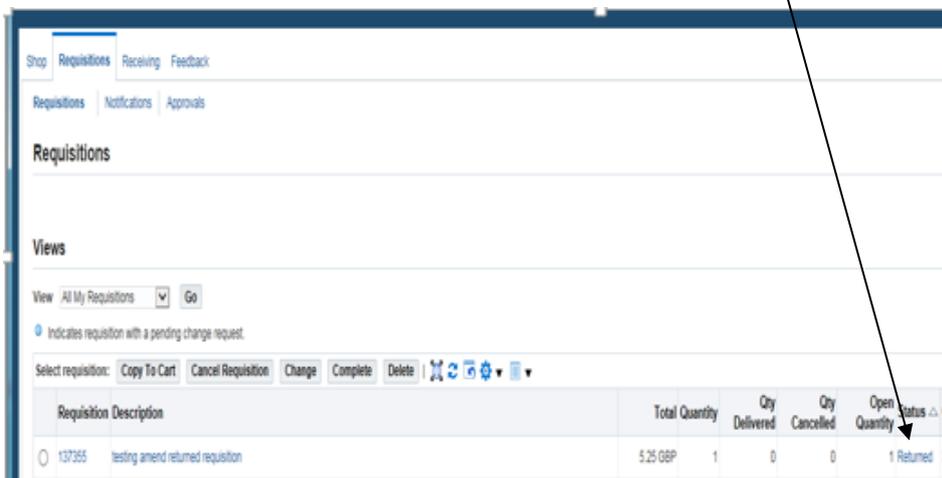


3.6.2.   Click on the Select circle to the left of the requisition number that you wish to amend. The line will highlight blue.



3.6.3.   Click on the Change button.

### 3.6.4. Opens in the Edit and Submit screen



### 3.6.5. Tick on the square at the left of the line and the line will turn blue then click on Update button.



### 3.6.6. The Requisition information: Update Line screen opens where details can be amend e.g. incorrect supplier, details or incorrect Unit of Measure can be amended.

3.6.7.   Once details have been amended, click on the Apply button.



3.6.8.   Requisition can be resubmitted for approval by clicking on the Submit button.
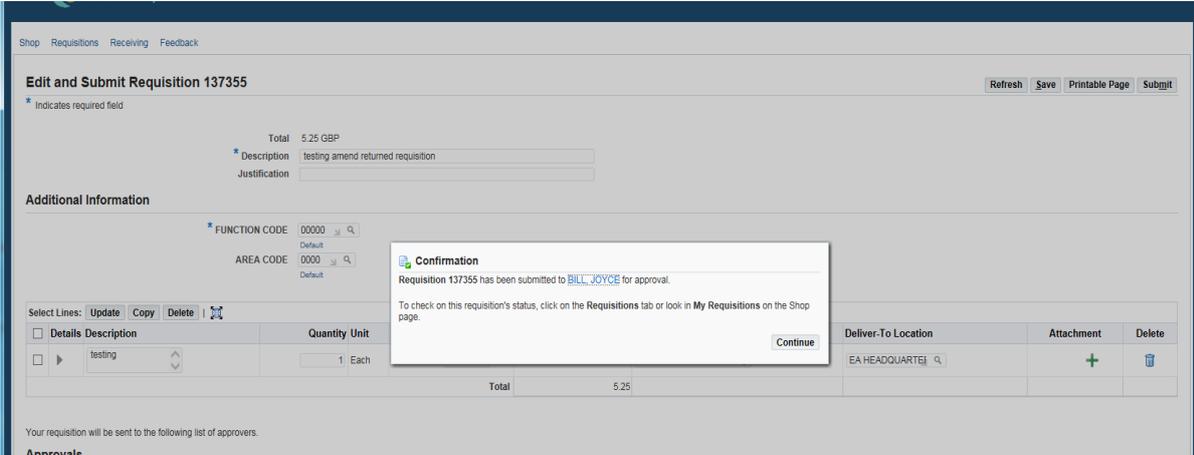
## 4.    RECEIPTING

All requisitions raised via iProcurement must be receipted in order for Accounts Payable to pay the Supplier's invoice.  It is important to receipt on the system when you receive the goods or services, even if you only receive part of your order. There are a number of ways to receipt: express receipt, search by requisition/order number and using the Receive Items link.

### 4.1    Express Receipt

This is the quickest and easiest way to receipt but use only if you are sure you have received **ALL** the goods/service you requested.

4.1.1    Click on the 'Receiving' tab.

The Receiving home page details the most recent Requisitions to Receive and completed Receipts.

Full lists can be obtained by clicking on the 'Full List' button



4.1.2    Click on 'Express Receive' icon [icon] against the relevant Requisition within the Requisition to Receive section.   Only use this button if you have received all goods/services in this requisition and you intend to fully receipt.

4.1.3    View Details to receipt and click 'Submit'.



4.1.4    A confirmation message will be displayed with the Receipt number.  It may be useful to write this number on your delivery note.

## Confirmation

Receipt 80 has been created for you.

**Receive Items: Confirmation Details**

**Receipt Information**

Receipt Date    17.10.2016 16:41:24

**Received Item Details**

| Receipt | Requisition | Description | Receipt Quantity | Unit | Waybill | Packing Slip | Item Comments | Receipt Comments | Supplier | Attachments |
|---------|-------------|-------------|------------------|------|---------|--------------|---------------|------------------|----------|-------------|
| 80 | 10182 | DIVIDERS (BPA NUMBER OF LINES TESTINTG) SET OF 643 | 5 | Each | | | | | EB ERSKINE & CO LTD * | |

Return to Receiving

## 4.2      Receipt using Search Method

The items to receive can be retrieved by either by using the Search section of the Receiving tab or clicking on the 'Receive Items' link.



4.2.1    Click on the 'Search Attribute', select either 'Find by Requisition Number' or 'Find by Order Number'.  Enter the number in the Search Value field.  Click 'Go'.



4.2.2    Alternatively click on the 'Receive Item' link.



4.2.3    The Receive Items: Select Items screen is displayed.  Enter search criteria, e.g. Requisition Number, Order Number, Supplier, Items due 'Last 7 days' or 'Any time', etc.  Click 'Go'.
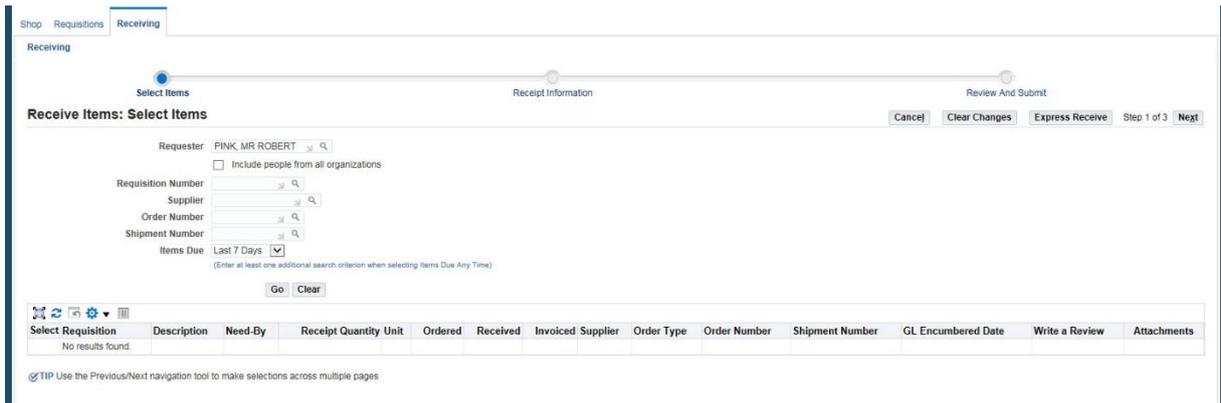
4.2.4    The items that match the criteria entered are displayed below. .
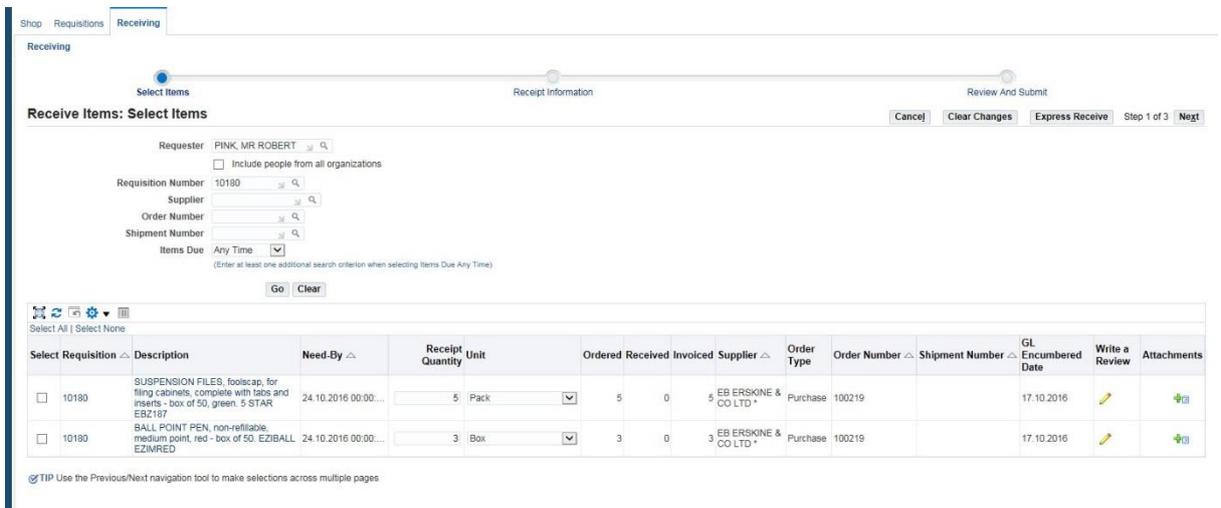


4.2.5    Review the item details to receipt.  Click on the 'Select' box to the left of the lines that need
         to be receipted. Amend the quantity, if the quantity is less that the quantity in the 'Receipt
         Quantity field'.
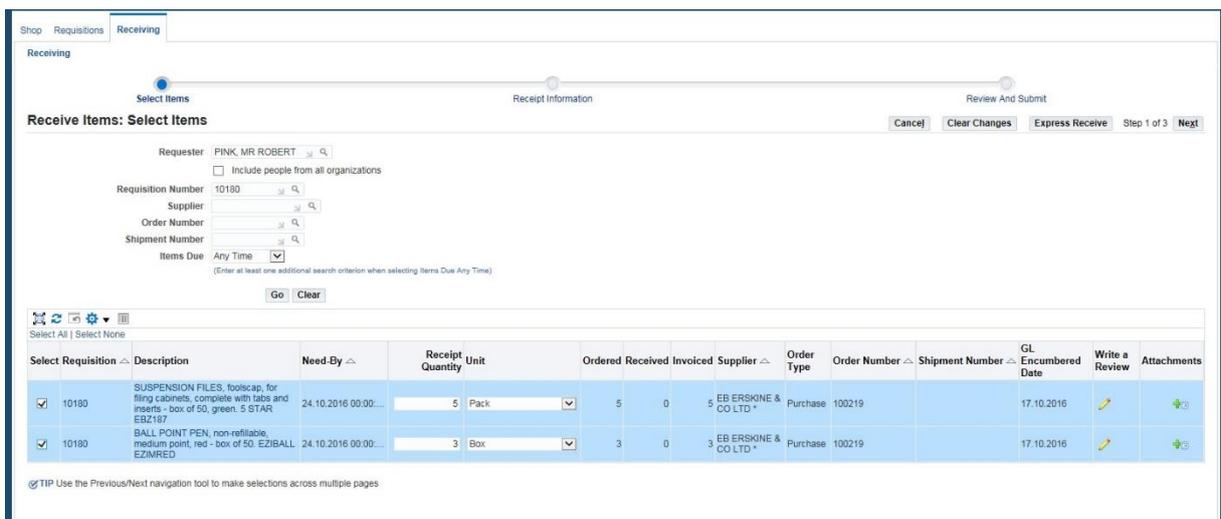


4.2.6    Click 'Next' if you wish to enter a comment or attach a copy of the delivery note.   If this is
         not required click 'Express Receive' and go to Step 4.2.10

4.2.7    Enter Receipt comments if required.    The Receipt Date can be amended to date you
         received the goods/services.

         An attachment can be added to the receipt by clicking on the 'Add Attachment' button.

                                                                          Add Attachment button



4.2.8    Click 'Next'.

4.2.9    Review details of receipt and click 'Submit'.



4.2.10   A confirmation message will be displayed with the Receipt Number. It may be useful to write
         this number on your delivery note.

**4.3      Using the Receipt Items Link**

The 'Receipt Items' link is useful to view all the items that you have not receipted on the system. The view can be changed to sort by needby date so that you see the oldest first.

4.3.1      Within the search criteria change the 'Items due by' to Anytime.  Click Go.
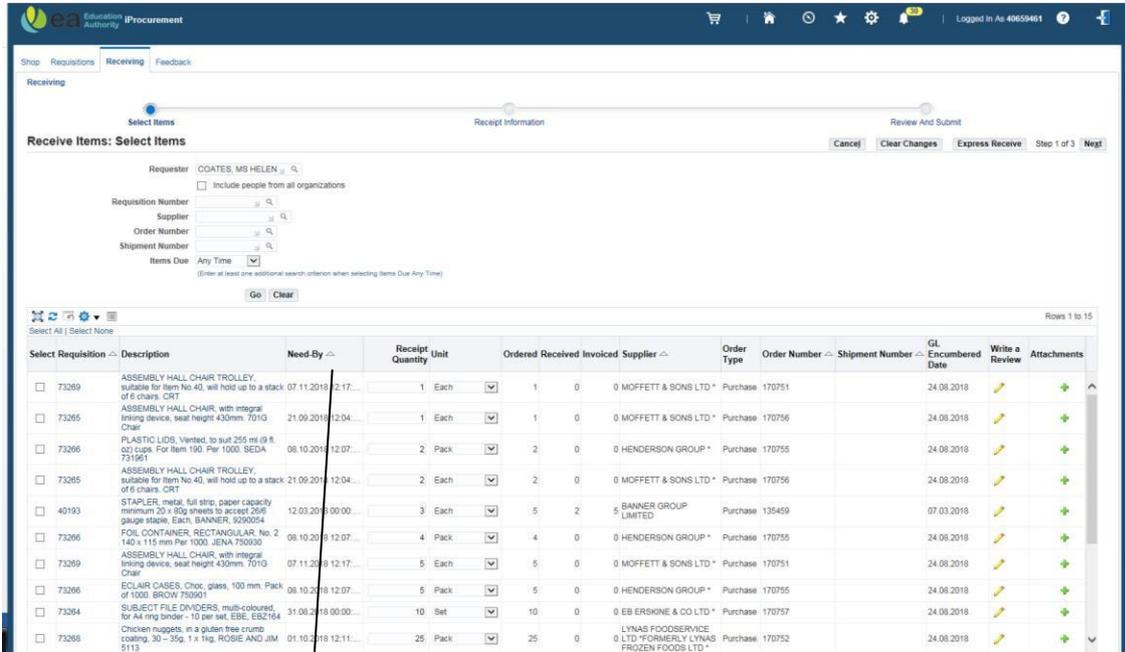


4.3.2      Click on the ⌂ icon beside the 'Need By'.

4.3.3      If there is any items listed that you have received but forgot to receipt on the system, these can be receipted within this screen.   Click on the select box for the lines that you wish to receipt and updating the quantity if required.   Click Express Receipt and Submit.

4.3.4      If there is an item or items listed that you will not receive as the goods or services will not be fulfilled by the supplier, these need to be cancelled from the order.   Take note of the item details and order number, contact Procurement requesting these items are cancelled off the Purchase Order.   When Procurement cancel the items these will no longer be viewable within the 'Receive Items' link and the value is returned to your budget.

**4.4     Receipt Reminders**

The system generates receipt reminders to remind the user to receipt items/services that they have received or if they have not received the items to follow up with the supplier.

The following reminders are generated:

- The <u>day after the 'When  do  you  need  these  items' date on their requisition</u> they would receive an initial receipt reminder reminding them that if they have received the goods they need to receipt on the system.  If they didn't receive them you could ignore it.

- A week later the requisitioner would receive an email saying that the initial reminders was cancelled and an email with a first reminder is generated.  This email reminds the requisitioner if they have received the goods to please receipt on the system or follow up with the supplier.

- Another week later the requisitioner would receive an email saying the first reminders was cancelled and an email with a second reminder is generated.   This again reminds them to receipt if they have got the goods.

**It is important for a requisitioner to receipt the items upon delivery.  If the items are receipted the system will not generate further receipt reminders with regards to this order.**

If the requisitioner no longer requires the items e.g. items discontinued or service cancelled,  they need to contact Procurement to cancel these off the order, this will also stop the system reminding the user to receipt.   It may take a period of time for the cancellation of the items off the order to be complete as there may be associated invoices/credits notes against the order that need to be completed first.

**4.5     View Receipts**

All receipts carried out within iProcurement can be viewed including the full action history.   The receipts are viewed in the 'My Receipts at a Glance' within the Receiving tab.



4.5.1    The last five receipts are displayed at the bottom of the 'Receiving' tab or the full list can be viewed by clicking on the 'Full list' button.

4.5.2    The View Receipts screen is displayed.    The Item Received time can be changed to suit, e.g. last 30 days, etc.  Use the scroll bar to search for Receipt or enter search criteria, e.g. Receipt number, Requisition number, Order Number, Supplier, etc.  Click 'Go'.

4.5.3    The Receipt results are displayed, including the details e.g. Transaction date,
         Supplier, order number, etc.



4.5.4    Click on the Receipt number to view details.    Details include Transacted by,
         Transaction History, any attachments if added e.g. scanned delivery note or
         email confirmation of delivery, etc.

**4.6  Returning Receipts**

There may be occasions where you have receipted an item or items within iProcurement but the item has had to be returned to the supplier e.g. damaged, but cannot be replenished.   The item(s) will need to be returned within iProcurement and cancelled from the Purchase Order.

4.6.1    Click on the 'Receiving' tab then click on the 'Return Items' link.



4.6.2    The 'Return Items' search screen opens. Using the dropdown arrow at 'Items Received', select 'Any Time'.  Enter search detail e.g. receipt, requisition or order number.  Click 'Go'.



4.6.3    The Receipt(s) will be returned.  Enter the quantity to be returned in the 'Return Quantity' field. Click Next.

4.6.4    Enter reason for return, click on magnifying glass in the Reason field.



4.6.5    The Search and Select screen will be displayed, click on 'Go' to view a list of reasons to choose from.



4.6.6    Click on the 'Quick Select' button to the left of the reason why you are processing the return.



4.6.7    The Reason will be populated.  There is an option to leave Comments if required.   Click 'Next'.

4.6.8    The Review and Submit screen will be displayed giving an opportunity to review the returned quantity and if correct click 'Submit'.
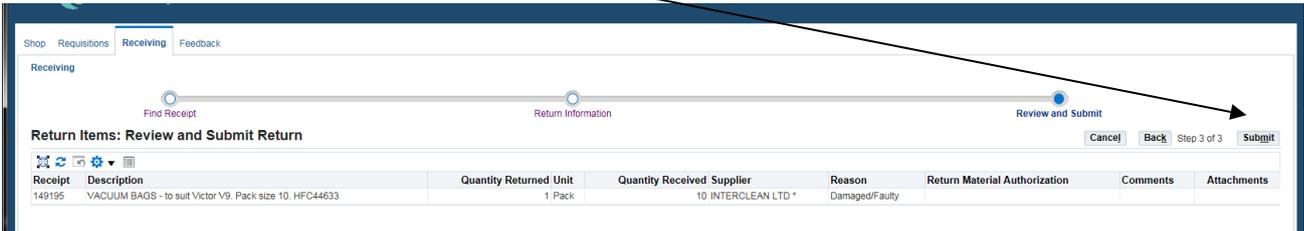


4.6.9    A Confirmation will show that your return has been submitted.
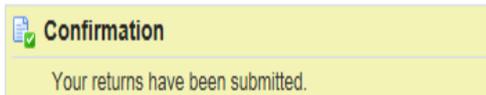


4.6.10   If required the receipt can be re-queried to view the correct quantity received is now showing. The blue circle means that a change has been made.
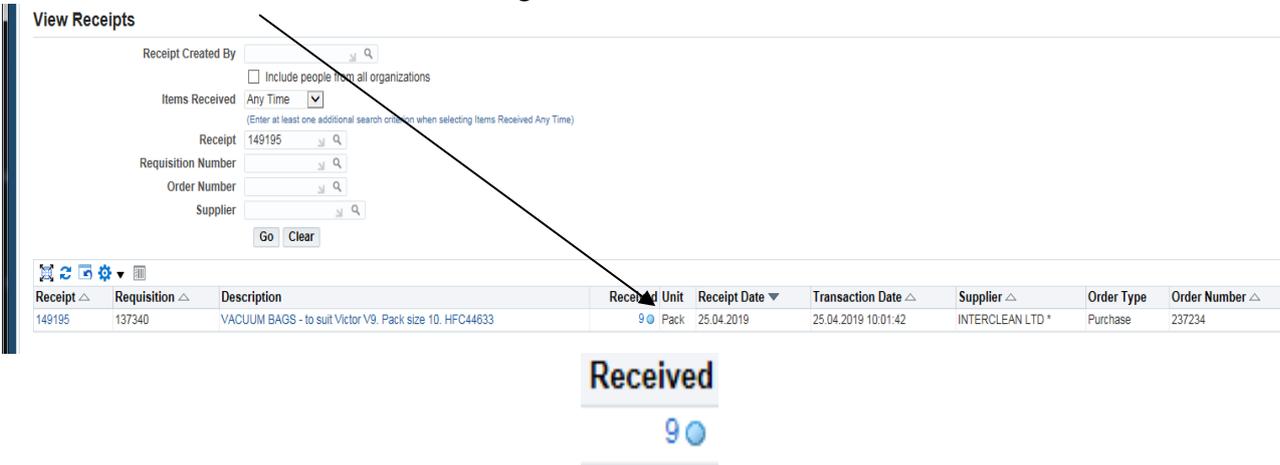
**4.7**        **Correcting Receipts**

There may be occasions where you have accidentally receipted an item or items within iProcurement. The item(s) will need to be corrected within iProcurement.   This action can only be done within a short period of time from receipting e.g. within the day.   This is because an invoice may have been pending the receipt and possibly paid prior to your correction.

4.7.1    Click on Receiving Tab then click on Correct Receipts
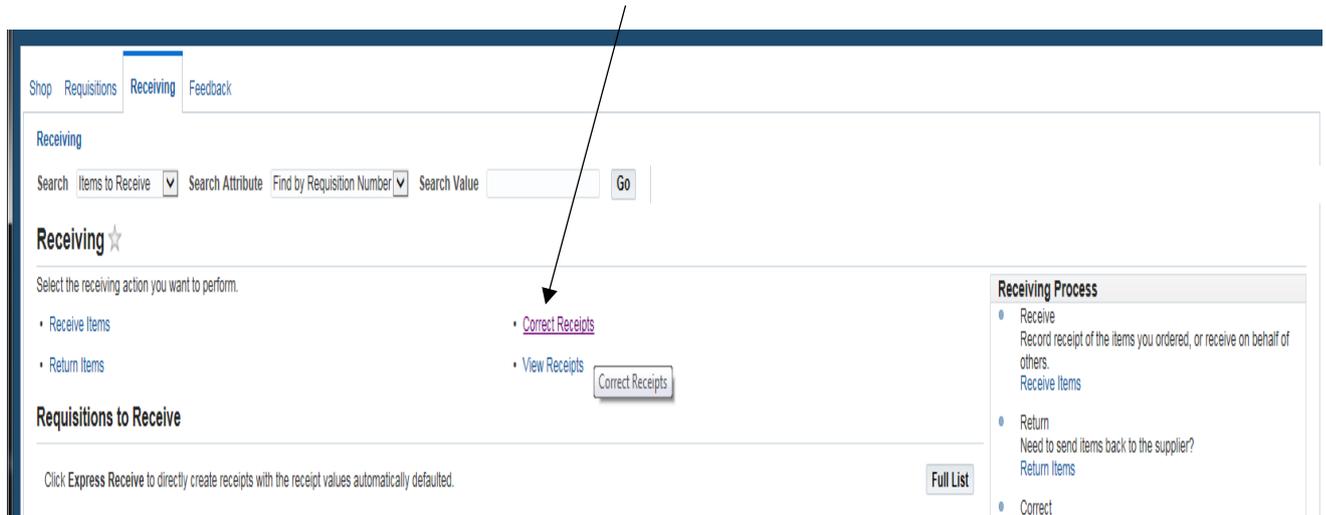


4.7.2   The Correct Receipts screen opens. Click Clear to reset 'Items Received to 'Any Time'.



70
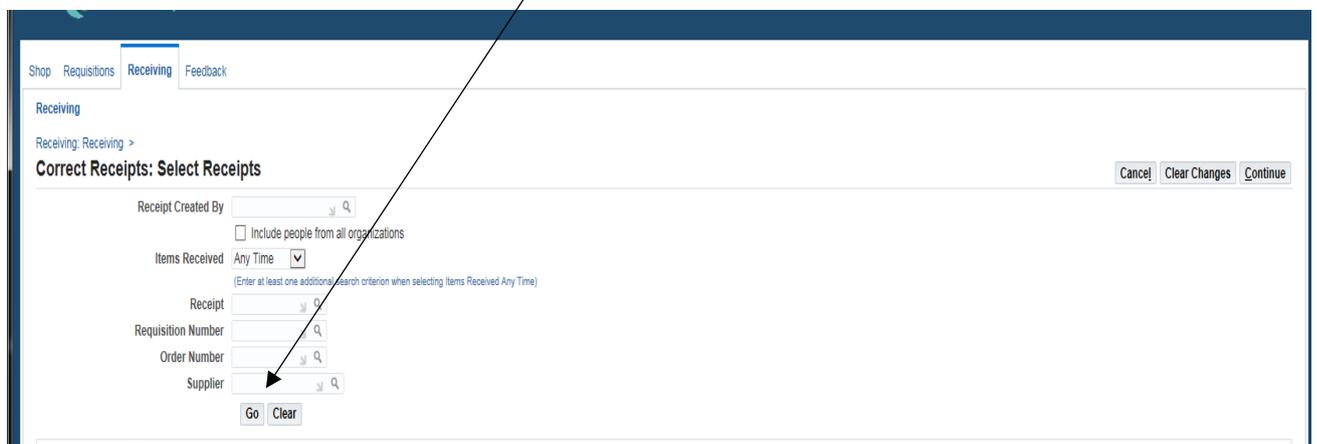
4.7.3 Enter Receipt number and click on Go and the Receipt will be returned.  Enter the correct quantity that should have been receipted.



4.7.4 Enter the correct quantity which should have been receipted into the Correct Quantity box and click on Continue.

4.7.5 Review and Submit screen opens showing the amended quantity and if correct then click on Submit
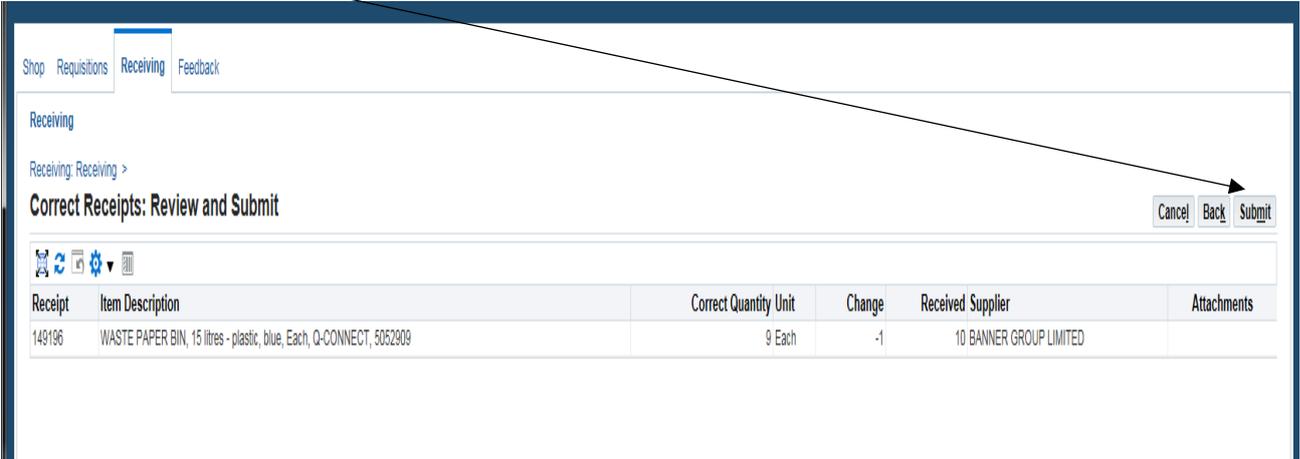


4.7.6 A Confirmation will show that your corrections have been submitted.



4.7.7 Call back the receipt and correct quantity received is now showing.
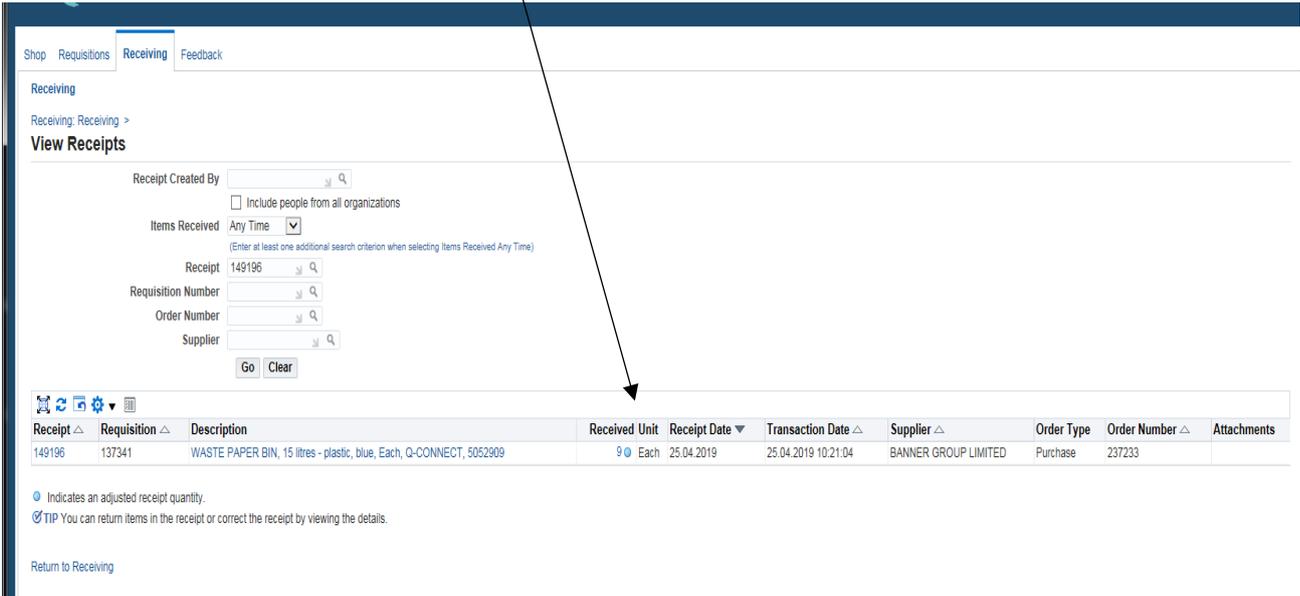
**APPENDIX A - iProcurement Non Catalog Requisition – Categories**

For requisitions that could not be sourced from the iProcurement store (EA Contract items) a non catalog requisition should be raised.   Part of the information required when entering the details for the non catalog requisition is the category.   This populates the finance code in the requisition.
Full details on how to raise a non catalog requisition is outlined in the iProcurement Requisitioner user guide.   You can search for the category using the magnifying glass beside the category field.   A useful tip is to put a % at the start and end of the word to narrow the search e.g. %office%   or %towel%  etc.

Below is a full list of the categories available within the iProcurement Category search.

| Full Category Code | Finance Code |
|---|---|
| Business Services.Accommodation - Office Inc Rental | 3101 |
| Business Services.Advertising- Other than Recruitment | 3704 |
| Business Services.Advertising- Recruitment | 3701 |
| Business Services.Advertising- Tenders | 3702 |
| Business Services.Agency and Temporary Staff Services | 2651 |
| Business Services.Agency and Temporary Staff Services(Teaching) | 2652 |
| Business Services.Archiving Services | 3608 |
| Business Services.Banking Services | 4752 |
| Business Services.Business Travel (Non Teaching) | 2311 |
| Business Services.Business Travel (Teaching) | 2312 |
| Business Services.Conference Expenses Inside NI | 2585 |
| Business Services.Conference Expenses Outside NI | 2585 |
| Business Services.Conference Facs & Hotel Acc Outside NI | 2585 |
| Business Services.Conference Facs & Hotel Accom Inside NI | 2585 |
| Business Services.Consultancy - Finance | 3852 |
| Business Services.Consultancy - HR, Educ & Training | 3859 |
| Business Services.Consultancy - Internal (Shared Service) | 3891 |
| Business Services.Consultancy - IT | 3854 |
| Business Services.Consultancy - Legal Services | 3857 |
| Business Services.Consultancy - Mktg & Communication | 3858 |
| Business Services.Consultancy - Organisation & Change Mgt | 3853 |
| Business Services.Consultancy - Procurement | 3856 |
| Business Services.Consultancy - Prog & Project Mgt | 3860 |
| Business Services.Consultancy - Research | 3857 |
| Business Services.Consultancy - Strategy | 3851 |
| Business Services.Consultancy - Technical | 3861 |
| Business Services.Consultancy -Design, Dev & Implem | 3862 |
| Business Services.Consultancy -Property&Construc (non cap) | 3855 |
| Business Services.Consultancy -Staff Subsitut(Specialist) | 3891 |
| Business Services.Consultancy -Staff Subsitution (Addit) | 3892 |
| Business Services.Counselling Services | 3859 |
| Business Services.Courier Services | 3601 |
| Business Services.Course and Tuition Fees | 4601 |
| Business Services.Design Services | 3862 |
| Business Services.Environmental Charges | 3118 |
| Business Services.Exhibition Services | 3708 |

| Full Category Code | Finance Code |
|---|---|
| Business Services.Legal and Insurance Services | 3104 |
| Business Services.Legal Services | 8802 |
| Business Services.Managed Services  - IT | 3874 |
| Business Services.Managed Services - Contract Mgt | 3882 |
| Business Services.Managed Services - Design, Dev & Implem | 3883 |
| Business Services.Managed Services - Finance | 3872 |
| Business Services.Managed Services - HR, Educ & Training | 3879 |
| Business Services.Managed Services - Legal Services | 3877 |
| Business Services.Managed Services - Mktg & Communication | 3878 |
| Business Services.Managed Services - Org & Change Mgt | 3873 |
| Business Services.Managed Services - Procurement | 3876 |
| Business Services.Managed Services - Prog & Project Mgt | 3880 |
| Business Services.Managed Services - Property&Construction | 3875 |
| Business Services.Managed Services - Strategy | 3871 |
| Business Services.Managed Services - Technical | 3881 |
| Business Services.Ophthalmic Services | 2552 |
| Business Services.Photocopying Charges | 3606 |
| Business Services.Photography | 3707 |
| Business Services.Postage, Carriage | 3601 |
| Business Services.Printing Services | 3604 |
| Business Services.Promotion and Marketing Services | 3707 |
| Business Services.Quality Award Assessment | 3608 |
| Business Services.Room Hire | 3804 |
| Business Services.Seminar Fees | 2581 |
| Business Services.Subscriptions and Membership Fees | 4505 |
| Business Services.Training - Non Teaching | 2581 |
| Business Services.Training - Teaching | 2581 |
| Business Services.Translation Services | 3859 |
| Business Services.TV Licenses | 4504 |
| Catering.Bottled Water and Coolers | 3753 |
| Catering.Bread and Bakery | 3752 |
| Catering.Cash Registers Inc maintenance | 6002 |
| Catering.Catering - Heavy Equipment and Materials | 6002 |
| Catering.Catering - Light Equipment and Materials | 6002 |
| Catering.Catering Equipment over £1000 | 8301 |
| Catering.Catering Services | 3752 |
| Catering.Chilled Chips and Potato Products | 3752 |
| Catering.Confectionery and Potato Crisps | 3752 |
| Catering.Disposable Catering Products | 3754 |
| Catering.Fish | 3752 |
| Catering.Frozen Food | 3752 |
| Catering.Fruit and Vegetables | 3752 |
| Catering.Groceries | 3752 |
| Catering.Ice Cream | 3752 |
| Catering.Maint of Cash Registers | 3402 |
| Catering.Maint of Catering Equipment | 3402 |
| Catering.Meat | 3752 |
| Catering.Milk and Dairy Produce | 3751 |
| Catering.Pork | 3752 |

| Full Category Code | Finance Code |
|---|---|
| Catering.Poultry | 3752 |
| Catering.Prepared Sandwiches | 3752 |
| Catering.Soft Drinks | 3753 |
| Catering.Vending Machines | 3755 |
| Equipment and Materials.Art, Craft and Infant Play Materials | 4501 |
| Equipment and Materials.Audio Visual Equipment and Materials | 6002 |
| Equipment and Materials.Education Equipment over £1000 | 8301 |
| Equipment and Materials.Educational Visits | 4610 |
| Equipment and Materials.Electrical Equipment and Materials | 6002 |
| Equipment and Materials.Fax Machines | 6002 |
| Equipment and Materials.Gases and Accessories | 6002 |
| Equipment and Materials.Hire of Equipment and Materials | 3804 |
| Equipment and Materials.Home Economics Heavy Equip and Materials | 6002 |
| Equipment and Materials.Home Economics Light Equip and Materials | 6002 |
| Equipment and Materials.Initial Provision | 6005 |
| Equipment and Materials.Interactive Touchscreens | 6003 |
| Equipment and Materials.Interactive Whiteboards | 6002 |
| Equipment and Materials.Maintenance of Education Equipment | 3402 |
| Equipment and Materials.Maintenance of Pcopiers & Off Machines | 3402 |
| Equipment and Materials.Maintenance of Playground Equip | 3402 |
| Equipment and Materials.Maintenance of Sports, Games & Gym Equip | 3402 |
| Equipment and Materials.Metalwork Materials | 4501 |
| Equipment and Materials.Music Equipment and Materials | 6002 |
| Equipment and Materials.Musical Instruments and Materials | 6002 |
| Equipment and Materials.Office Equipment over £1000 | 8301 |
| Equipment and Materials.Office Machines | 6002 |
| Equipment and Materials.Outdoor Pursuits | 6002 |
| Equipment and Materials.Photocopiers - Purchase | 6002 |
| Equipment and Materials.Photocopiers - Rental | 3606 |
| Equipment and Materials.Photographic Equipment and Materials | 6002 |
| Equipment and Materials.Pianos | 6002 |
| Equipment and Materials.Play Ground Markings | 3351 |
| Equipment and Materials.Playground Equipment and Materials | 6002 |
| Equipment and Materials.Power and Hand Tools | 6002 |
| Equipment and Materials.Printed Music | 4501 |
| Equipment and Materials.Reference and Library Books | 4501 |
| Equipment and Materials.Reprographics Equipment and Materials | 6002 |
| Equipment and Materials.Science Equipment and Materials | 6002 |
| Equipment and Materials.Sharpening of Saws,Chisels & Plane Irons | 3402 |
| Equipment and Materials.Special Needs Equipment and Materials | 6002 |
| Equipment and Materials.Sports, Games and Gym Equip & Materials | 6002 |
| Equipment and Materials.Technology and Design  Materials | 6002 |
| Equipment and Materials.Textbooks, Educational Books etc | 4501 |
| Equipment and Materials.Timber | 4501 |
| Facilities Management Inc Utilities.Air Hand Dryers | 6002 |
| Facilities Management Inc Utilities.Alarms Inc Maintenance | 3402 |
| Facilities Management Inc Utilities.Bottled Gas | 3111 |
| Facilities Management Inc Utilities.Building Purchase | 8101 |
| Facilities Management Inc Utilities.Cleaning Materials, Refuse Sacks etc | 3115 |

| Full Category Code | Finance Code |
|---|---|
| Facilities Management Inc Utilities.Contract Cleaners | 3802 |
| Facilities Management Inc Utilities.Contract Services | 3116 |
| Facilities Management Inc Utilities.Electrical Accessories | 6002 |
| Facilities Management Inc Utilities.Electricity | 3106 |
| Facilities Management Inc Utilities.Facilities Management | 3116 |
| Facilities Management Inc Utilities.Facs Mgmt, Health & Safety Equip >£1000 | 8301 |
| Facilities Management Inc Utilities.Fire Fighting Equipment and Materials | 6002 |
| Facilities Management Inc Utilities.Fire Safety Training | 2581 |
| Facilities Management Inc Utilities.First Aid Materials | 4503 |
| Facilities Management Inc Utilities.First Aid Training | 2581 |
| Facilities Management Inc Utilities.Floor Maintenance Machines | 6002 |
| Facilities Management Inc Utilities.Flooring | 3301 |
| Facilities Management Inc Utilities.Grounds Maint Machines & Equip >£1000 | 8301 |
| Facilities Management Inc Utilities.Grounds Maintenance Equipment | 6002 |
| Facilities Management Inc Utilities.Grounds Maintenance Machines | 6002 |
| Facilities Management Inc Utilities.Grounds Maintenance Materials | 3352 |
| Facilities Management Inc Utilities.Health and Safety Training | 2581 |
| Facilities Management Inc Utilities.Heating Oil | 3105 |
| Facilities Management Inc Utilities.Lamps, Lightbulbs, Tubes and Batteries | 6002 |
| Facilities Management Inc Utilities.Land Purchase | 8001 |
| Facilities Management Inc Utilities.Laundry Services | 3801 |
| Facilities Management Inc Utilities.Lifts Inc Maintenance | 6002 |
| Facilities Management Inc Utilities.Litter Bins & Lifting Equip & Materials | 3122 |
| Facilities Management Inc Utilities.LPG | 3111 |
| Facilities Management Inc Utilities.Maint of Fire Fighting Equip & Materials | 3402 |
| Facilities Management Inc Utilities.Maintenance of Floor Maint Machines | 3402 |
| Facilities Management Inc Utilities.Maintenance of Grounds Services | 3402 |
| Facilities Management Inc Utilities.Maintenance of Laundry Equipment | 3402 |
| Facilities Management Inc Utilities.Natural Gas | 3111 |
| Facilities Management Inc Utilities.Paper Towels and Toilet Tissue | 3110 |
| Facilities Management Inc Utilities.Pest Control | 3115 |
| Facilities Management Inc Utilities.Portable Appliance Testing | 3402 |
| Facilities Management Inc Utilities.Protective Clothing | 2554 |
| Facilities Management Inc Utilities.Renewable Fuel Inc Wood Pellets | 3108 |
| Facilities Management Inc Utilities.Sanitary, Med & Clinical Waste Disposal | 3122 |
| Facilities Management Inc Utilities.Security Services | 3805 |
| Facilities Management Inc Utilities.Sewerage | 3122 |
| Facilities Management Inc Utilities.Soft Furns, Blinds, Curtains & Textiles | 6001 |
| Facilities Management Inc Utilities.Staff Uniforms | 2555 |
| Facilities Management Inc Utilities.Stationery-accident bks, H&S Law Posters | 3609 |
| Facilities Management Inc Utilities.Telephone | 3501 |
| Facilities Management Inc Utilities.Temporary Accommodation Purchase | 8151 |
| Facilities Management Inc Utilities.Washing Equipment and Materials | 3110 |
| Facilities Management Inc Utilities.Waste disposal - Chemicals and Hazardous | 3122 |
| Facilities Management Inc Utilities.Waste disposal - Confidential Documents | 3610 |
| Facilities Management Inc Utilities.Waste disposal - Electrical | 3122 |
| Facilities Management Inc Utilities.Waste disposal - General Refuse | 3112 |
| Facilities Management Inc Utilities.Waste disposal - Recycling | 3120 |
| Facilities Management Inc Utilities.Waste disposal - Skip hire | 3122 |

| Full Category Code | Finance Code |
|---|---|
| Facilities Management Inc Utilities.Water | 3109 |
| Facilities Management Inc Utilities.Window Cleaning | 3113 |
| Furniture.Assembly Hall Chairs and Trolleys | 6001 |
| Furniture.Classroom Furniture | 6001 |
| Furniture.Furniture over £1000 | 8301 |
| Furniture.General Furniture | 6001 |
| Furniture.General Storage Furniture | 6001 |
| Furniture.Library Furniture and Shelving | 6001 |
| Furniture.Nursery Furniture | 6001 |
| Furniture.Office, Staffroom & Reception Furniture | 6001 |
| Furniture.Science and Technology Furniture | 6001 |
| Furniture.Special Needs Furniture | 6001 |
| Furniture.Staging | 6001 |
| ICT.Data Communications Hardware | 6003 |
| ICT.Data Communications Software | 6003 |
| ICT.ICT Consumables | 3551 |
| ICT.ICT Hardware over £200 | 8351 |
| ICT.ICT Hardware under £200 | 6003 |
| ICT.ICT Installation Services | 6003 |
| ICT.ICT Licences Fees (non software) | 4504 |
| ICT.ICT Maintenance, Repairs and Support | 3403 |
| ICT.ICT Software over £200 | 8351 |
| ICT.ICT Training | 2581 |
| ICT.Internet Service Provision | 3556 |
| ICT.Internet Services and Websites | 3806 |
| ICT.Managed Service and Support | 3874 |
| ICT.Network Equipment and Materials | 6003 |
| ICT.Server Systems | 6003 |
| ICT.Software - Upgrades, Licenses and Media | 3554 |
| ICT.Structured Cabling | 6003 |
| ICT.Telco Data Lines | 3502 |
| ICT.Telco Voice Lines | 3502 |
| ICT.Telecommunications Services | 3502 |
| ICT.Voice Communications Hardware | 6003 |
| ICT.Voice Communications Software | 3502 |
| Stationery and Consumables.Classroom Stationery | 4501 |
| Stationery and Consumables.Examination Materials | 4602 |
| Stationery and Consumables.Examination Papers | 4602 |
| Stationery and Consumables.Examination Stationery | 4602 |
| Stationery and Consumables.Headed Paper and logo stationery | 3605 |
| Stationery and Consumables.Multimedia Materials incl DVDs and CDs | 4509 |
| Stationery and Consumables.Npapers, Journals, Periodicals & Mags | 3607 |
| Stationery and Consumables.Paper | 3605 |
| Stationery and Consumables.Stationery and Office Requisites | 3605 |
| Transport.Bus Runs Home to School | 4212 |
| Transport.Diesel and Petrol | 4202 |
| Transport.Garage Consumables | 4205 |
| Transport.MOT Servicing | 4204 |
| Transport.MOT Testing | 4204 |

| Full Category Code | Finance Code |
|---|---|
| Transport.Other Statutory Vehicle Charges | 4203 |
| Transport.Private Hire of Buses | 4212 |
| Transport.Private Hire of Taxis | 4210 |
| Transport.Satellite Navigation Systems | 4205 |
| Transport.Special Transport | 4212 |
| Transport.Taxi Runs Home to School | 4211 |
| Transport.Translink Home to School | 4208 |
| Transport.Transport Equipment over £1000 | 8301 |
| Transport.Vehicle – Repairs | 4204 |
| Transport.Vehicle Hire - Other | 4212 |
| Transport.Vehicle Hire - Private contractors | 4212 |
| Transport.Vehicle Hire - Translink | 4212 |
| Transport.Vehicle Oil, Anti-freeze,Lubs etc | 4204 |
| Transport.Vehicle Parts tyres,tubes,batteries etc | 4205 |
| Transport.Vehicle Servicing | 4204 |
| Transport.Vehicle Tax | 4201 |
| Transport.Vehicles Single Purchase | 8401 |
| Transport.Windscreen Services | 4204 |

**APPENDIX B – Area Department Code Guidance - Schools**

**Area Code (Oracle) = Department Code (School)**

*Please see notes at end (pages 4-7) re using the Area code in iProcurement*

The Area code has been set up in Oracle to facilitate raising requisitions and monitoring expenditure at department level within schools.

The Area (Department) code can be used to identify the school department you require a requisition to be coded to, such as the English department, Primary 1, Mrs Smith, etc.

If no department is required the default Area code 0000 will be used when raising a requisition. You cannot use area codes 9995 to 9999 for delegated requisitions.

There are currently 100 Area (department) codes setup within Oracle (contact ifs.queries@eani.org.uk if more are required). These codes are generic, in that they have been set up as numbered departments, as schools do not have a common departmental structure. Schools can assign Area codes to departments at their discretion – see examples below. The department allocated to an Area code can be different in every school. Each school should maintain their own internal list of the departments assigned; this list will be known to the school only and will not be held at HQ.

The Area code is ready to use once you decide how many your school wishes to use and your internal descriptions; iFS do not need to be informed.

Example 1:

| Area Code | Area Code Description | School Internal Description |
|---|---|---|
| 1001 | Department 1 | ENGLISH |
| 1002 | Department 2 | MATHS |
| 1003 | Department 3 | FRENCH |
| | Etc | |

Example 2:

| Area Code | Area Code Description | School Internal Description |
|---|---|---|
| 1001 | Department 1 | PRIMARY 1 |
| 1002 | Department 2 | PRIMARY 2 |
| 1003 | Department 3 | PRIMARY 3 |
| | Etc | |

Example 3:

| Area Code | Area Code Description | School Internal Description |
|---|---|---|
| 1001 | Department 1 | MRS SMITH |
| 1002 | Department 2 | MR JONES |
| 1003 | Department 3 | MISS WHITE |
| | Etc | |

School Reports

All spend against the Area codes will be detailed in the school reports.  In relation to the **B&E** (both versions) and the **DTR** allow the reports to complete first with the default parameters, then select the relevant Area code from the available picklist and click on **Apply**.

The **Encumbrance** & the **Requisition** reports both provide Area detail as well.


Invoices

Invoices related to goods requisitioned on iProcurement should be sent directly to the Accounts department in Dundonald by the supplier.  If the supplier sends such invoices to the school, you should forward to Accounts in Dundonald, highlighting the PO number and that it is an iProcurement order.  *Do not attach an FMS coding slip.*

If you want an area (department) code included on any non iProcurement invoices, add the area code to the coding slip and it will be processed by your local Accounts.

Function Code

Please note, when raising a requisition the default function code 00000 should always be used unless it is for a special initiative.  In such instances the function code required should be provided by the HQ section funding the initiative.


Please contact iFS ifs.queries@eani.org.uk Tel: 028 9056 6478 if you require any further information.

| Area Code | EA Area Description | School Internal Description |
|---|---|---|
| 1001 | Department 1 | |
| 1002 | Department 2 | |
| 1003 | Department 3 | |
| 1004 | Department 4 | |
| 1005 | Department 5 | |
| 1006 | Department 6 | |
| 1007 | Department 7 | |
| 1008 | Department 8 | |
| 1009 | Department 9 | |
| 1010 | Department 10 | |
| 1011 | Department 11 | |
| 1012 | Department 12 | |
| 1013 | Department 13 | |
| 1014 | Department 14 | |
| 1015 | Department 15 | |
| 1016 | Department 16 | |
| 1017 | Department 17 | |
| 1018 | Department 18 | |
| 1019 | Department 19 | |
| 1020 | Department 20 | |
| 1021 | Department 21 | |
| 1022 | Department 22 | |
| 1023 | Department 23 | |
| 1024 | Department 24 | |
| 1025 | Department 25 | |
| 1026 | Department 26 | |
| 1027 | Department 27 | |
| 1028 | Department 28 | |
| 1029 | Department 29 | |
| 1030 | Department 30 | |
| 1031 | Department 31 | |
| 1032 | Department 32 | |
| 1033 | Department 33 | |
| 1034 | Department 34 | |
| 1035 | Department 35 | |
| 1036 | Department 36 | |
| 1037 | Department 37 | |
| 1038 | Department 38 | |
| 1039 | Department 39 | |
| 1040 | Department 40 | |
| 1041 | Department 41 | |
| 1042 | Department 42 | |
| 1043 | Department 43 | |
| 1044 | Department 44 | |
| 1045 | Department 45 | |
| 1046 | Department 46 | |
| 1047 | Department 47 | |
| 1048 | Department 48 | |
| 1049 | Department 49 | |
| 1050 | Department 50 | |

## Using the Area Code in iProcurement

*For full instructions on raising requisitions see **iProcurement Requisitioner School User Guide** on the EANI website*

### Entering the Department (Area) Code

### Option 1: Recommended

After selecting all the items required click on **View Cart and Checkout**.  The **Shopping Cart** screen opens.  <u>Enter the Area Code required into this screen</u> (i.e. overwrite the default)



Click on **Submit** (or **Edit** if you need to change something, e.g. Approver)

**Option 2: Use if you have forgotten to use Option 1**
If you have proceeded to the **Edit and Submit Requisition** screen or saved your requisition without entering the department code in the **Shopping Cart** screen you must enter the codes as follows:

Navigate to the **Edit and Submit Requisition** screen
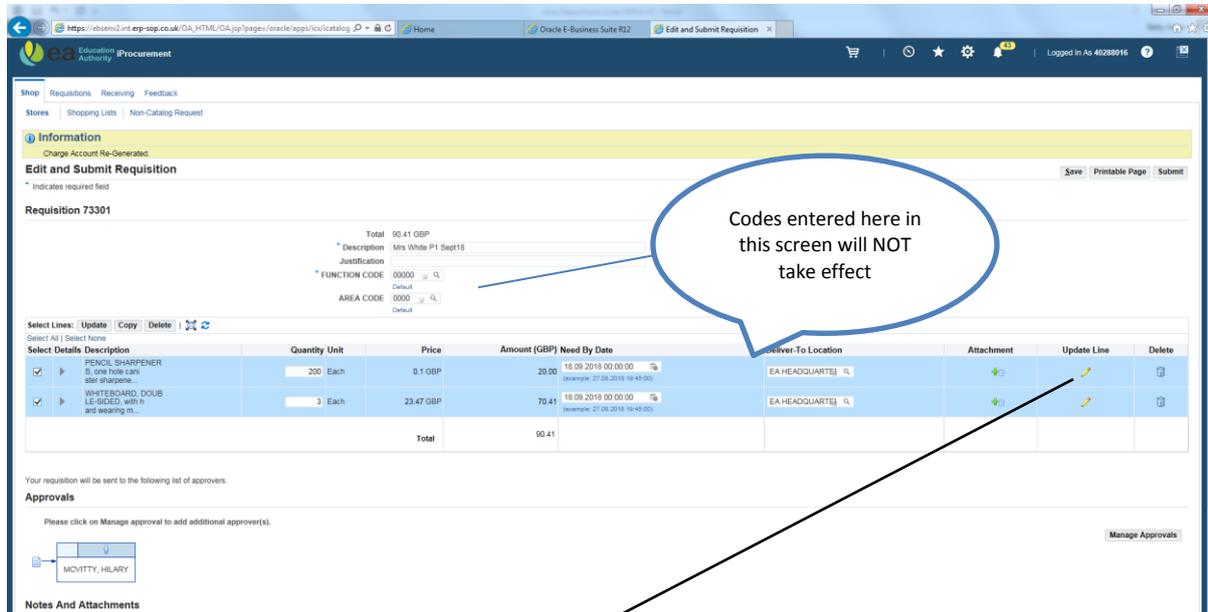


Click on the pencil symbol for the line required to be amended or changed.
If more than one line needs to be changed click on the tick box to the left of all the lines that need amended or changed. Click on the update line pencil on the first (top) line.
The **Update Line** screen opens. Scroll down to **Billing**. To enter the Area code click on the magnifying glass to the right of the code combination line to be amended.
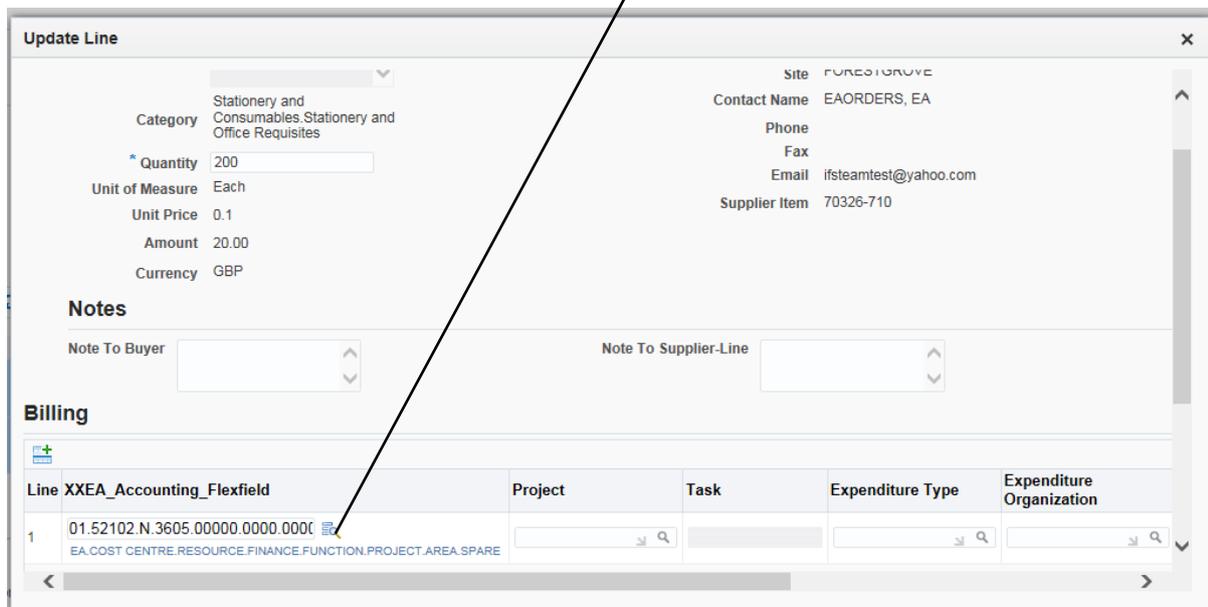


The **Search and Select: XXEA Accounting Flexfield** screen appears. Overwrite the default code in the **Area** field and click on **Create.** This will create a valid code combination. Click on **Select**

## Search and Select: XXEA_Accounting_Flexfield

Cancel   Select

### Search

|  |  |  |
|---|---|---|
| * EA | 01 | |
| | EA | |
| * COST CENTRE | 52102 | |
| | Integrated Financial Systems (iFS) | |
| * RESOURCE | N | |
| | Non Delegated | |
| * FINANCE | 3605 | |
| | Stationery & Office Requisites | |
| * FUNCTION | 00000 | |
| | Default | |
| * PROJECT | 0000 | |
| | Default | |
| * AREA | 1020 | |
| | Department 20 | |
| * SPARE | 0000 | |
| | Default | |

Search   Clear

### Results

Create |

| Select | Code Combination |
|---|---|
| ⦿ | 01.52102.N.3605.00000.0000.1020.0000 |

Cancel   Select

If correct codes are now in place, click on **Apply**

## Update Line   ✕

| Note To Buyer | | Note To Supplier-Line | |
|---|---|---|---|

### Billing

| Line | XXEA_Accounting_Flexfield | Project | Task | Expenditure Type | Expenditure Organization |
|---|---|---|---|---|---|
| 1 | 01.52102.N.3605.00000.0000.1020( <br> EA.COST CENTRE.RESOURCE.FINANCE.FUNCTION.PROJECT.AREA.SPARE | | | | |

☑ **TIP** Total allocation must equal 100% of the selected line values.

☐ Apply this Cost Allocation information to all applicable requisition lines

↩ Close     ✔ Apply

If you forgot to click all the lines earlier in the **Edit and Submit Requisition** screen & wish to apply the Area code to them all, tick the box beside **Apply this Cost Allocation to all applicable lines.** Click on **Apply**

This returns you to the **Edit and Submit Requisition** screen. Click on **Submit**
The requisition has now been submitted to the Approver for approval

# APPENDIX C – Estimate Requisitions

There may be occasions when you need to create a Requisition for an estimated quantity of goods that aren't on contract.   (Full details on how create a non catalog request is detailed in the EA iProcurement Requisitioner users guide)

*Note: Depending on the goods being requested or if you are unsure how to requisition a particular type of service you should contact Procurement first.*
**Procurement have advised that one requisition is raised per photocopier with a separate lines for black/white and colour copies.**
e.g.

| Description | Category | Quantity | Unit of Measure | Unit Price |
|---|---|---|---|---|
| Photocopier charges for photocopier Rx2343 Estimated usage Black/white copies for April 2019 – March 2020 | Business Services.Photocopying Charges | 10000 | Each | 0.02 |
| Photocopier charges for photocopier Rx2343 Estimated usage Colour copies for April 2019 – March 2020 | Business Services.Photocopying Charges | 2000 | Each | 0.04 |

1. Creating requisition

Click the 'Non-Catalog Request' link in the iProcurement Home page.

Within the Item Type select 'Goods I can provide description, rate and quantity'.



Enter the desired information into the Item Description field giving as much detail as possible e.g. Photocopier serial number, estimated copies for the require period e.g. April 2019 – March 2020, black/white or colour copies etc.

Enter Category using the picklist, click on the magnifying glass to 'search and select' the relevant Category.



Choose 'Description' in the Search By field. Enter a partial valid value e.g. "Photo" for Photocopying in the adjacent field e.g. %Photo%. Click 'Go'.

Click the Quick Select button against the required category.

The Category field will be populated.

Enter the estimated quantity required in the Quantity field.



Enter the required UOM search field e.g. Each. **'Amount' should never be used.**
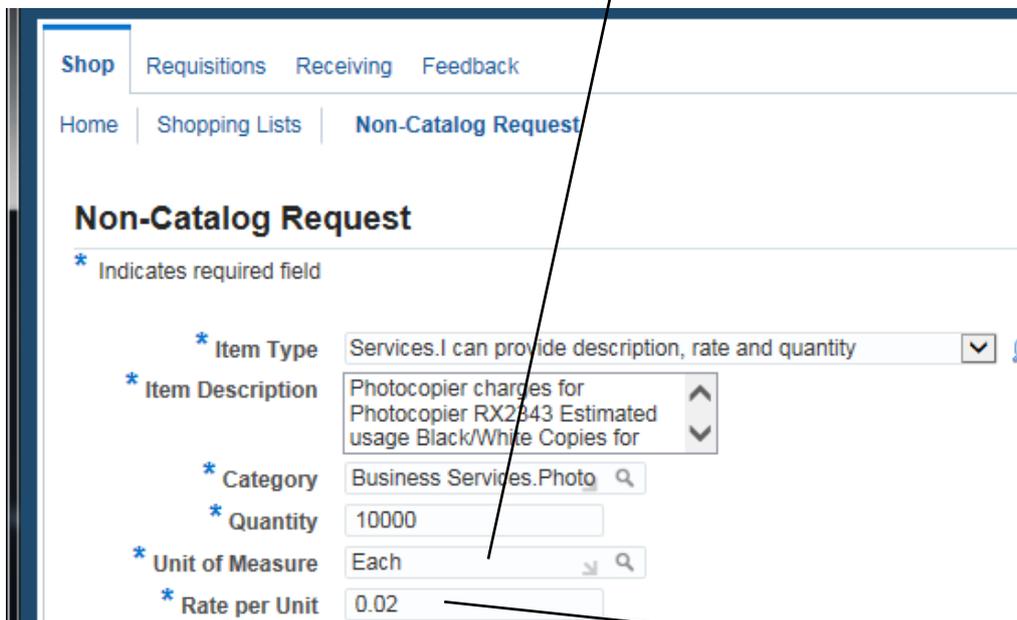


Enter the rate for one item e.g. per copy (before VAT and including any discount) into the Rate per Unit field. Enter a valid value e.g. "0.02".

Search for Supplier's Name by clicking on the Magnifying Glass and 'Search and Select'. If unsure of the Supplier's name contact the Procurement section.

Click on 'Add to Cart' for required items.   The Item, quantity and unit of measure will be displayed in the 'Shopping Cart' on the right of the screen.



Repeat for further items e.g. colour copies by overtyping the description, updating the quantity and unit price and 'Add to Cart' until the Shopping Cart is filled with the items you require.



Click on 'View Cart and Checkout.

Complete checkout of requisition.


2.  Informing Supplier of copies used and receipting in iProcurement.

You will still provide the number of copies (clicks) to your supplier in the manner that you currently do e.g. emailing supplier.    This enables the supplier to invoice EA for the number of copies used.

It is important to **receipt** in iProcurement the number of copies that you have received i.e. told the supplier you have used.    (Full details on how to receipt a purchase order is detailed in the EA iProcurement Requisitioner users guide, Receipting)

**APPENDIX D – Encumbrance Reports – Schools**

An encumbrance is created when a purchase order has been approved (and sent to the supplier). The rationale is that once the purchase order has been sent to the supplier, EA has an obligation to pay the supplier once the goods are delivered, so the budget is already committed.
When the goods are received and receipted on the system, the actual expenditure is recorded on reports and the encumbrance is reversed.
There is a new version of the budget and expenditure report called **LMS B&E with Encumbrances** which includes encumbrances.

This means that when you order goods to the value of £100, your reports will look like this:

| Budget | Expenditure | Encumbrance | Balance Available |
|---|---|---|---|
| 1000 | 0 | 100 | 900 |

When you receipt the goods, it will look like this:

| Budget | Expenditure | Encumbrance | Balance Available |
|---|---|---|---|
| 1000 | 100 | 0 | 900 |

An Encumbrance is created when a Purchase Order (PO) has been raised but the goods have not been receipted on the system.  The **Encumbrance column** displays the total outstanding encumbrance for the school (i.e. from December 2016 to date).  On receipt the encumbrance becomes an actual; the value in the encumbrance column is reduced and the value in the spend column (for that period) increases.

A PO will remain as an outstanding encumbrance if it is not receipted on the system.  If for any reason all or part of the goods will not be received by the school, the school should contact the Procurement section and ask for the PO to be closed.  This will clear the encumbrance value.

**Encumbrance reports**

Navigate > Oracle Financials > EA School Principal – 12345 > OBIEE > OBIEE Dashboard > Dashboard > School Principal.  The reports appear in tab form.  The encumbrance & iProcurement reports have been added after the current reports.

**1. LMS B&E with Encumbrances Report**

1.1 Navigate to the **LMS B&E with Encumbrances** tab.  Like the standard B&E report, this report is designed to be run for the full year and, on opening, automatically runs for the current year.  If your school is using iProcurement this version of the B&E is recommended for use.

Please do not select a **Fiscal Period**.  Selecting 1**+ Fiscal Period** returns misleading data for the **Annual Budget** and **Encumbrance** columns, i.e. data for the selected periods only, not to date.
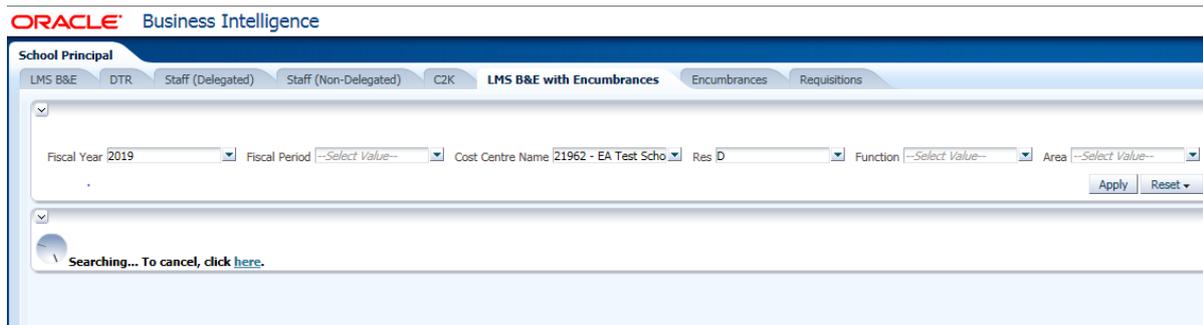
## 1.2  To process this (or any) report by **school department:**

- ➢ allow the report to complete for the year (this retrieves the data for all the school)
- ➢ click on ⇩ arrow beside the **Area** filter and the available departments will be displayed as shown below
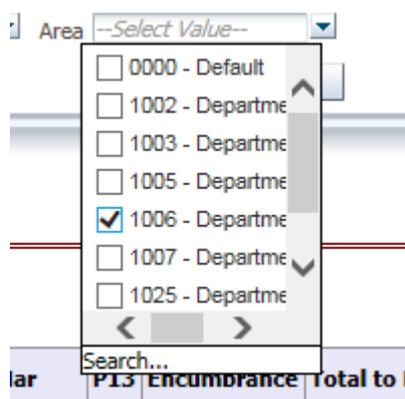


- ➢ tick ✔ the relevant department and click on **Apply**

- ➢To view a sample report click below



LMS B&E -
Encumbrance TEST D

## 2.    **Encumbrances Report**

Navigate to the **Encumbrances** tab.  This report automatically runs for all open encumbrances for the school.  The total **amount outstanding** should equal the **total encumbrance** on the B&E
- ➢ To view a sample report click below



Encumbrance
report TEST DATA.xls

If you wish, this report can be filtered by Finance, Resource, Function, Project or Area (department) When you first run this report, it may show very old encumbrances.  The most likely explanation for this is that a Purchase order was raised on the system, but the goods were not receipted and the invoice was paid without matching to the PO.  We recommend that you review any old purchase orders on the

report and, unless you know that you are still expecting to receive these goods, ask Procurement to cancel the old order. This will remove it from your encumbrances on both reports.

3. **Requisitions Report**

Navigate to the **Requisitions** tab. This report automatically runs for all **Requisitions** that have been raised on the system since the beginning of the current financial year. It is sorted by area (department).
   ➢ To view a sample report click below



Requisition report
PO TEST DATA.xlsx

This report is designed to let individual department heads monitor their in year expenditure in order to manage their budgets. Note that any requisition that has not yet been approved or has been returned by procurement will not appear on this report.

If the requisition has already been turned into a Purchase order, the details of the purchase order will also be shown on the report.

You can choose to run the report by individual area (department) or for a number of different departments (selected individually from the picklist).

4. **Features of OBIEE Reports**

Note the following features on all the reports:

1. All reports can be exported to Excel and sorted to suit
2. All reports are 'live' and include data in the current period, up to 6pm on the previous day. Remember that you need to wait until the next day to see transactions that you have processed.
3. The report will automatically run each time you open it. Any changes you made in the past will not be retained.