

## eProcurement Job Aid

# **Creating a Requisition to Fund FY21 Copier Lease Payments & Usage Fees**

All purchase orders created to fund monthly lease payments and usage costs during FY20 **will be closed on August 28, 2020**. Departments will need to submit a requisition to encumber funds to cover these costs during FY21.

The following instructions are provided to assist you in creating a requisition for monthly lease payments and usage for your department copier(s).

If you have questions or need assistance after reviewing these instructions, don't hesitate to contact us at [Purchasing@utdallas.edu](mailto:Purchasing@utdallas.edu).

# Getting Started

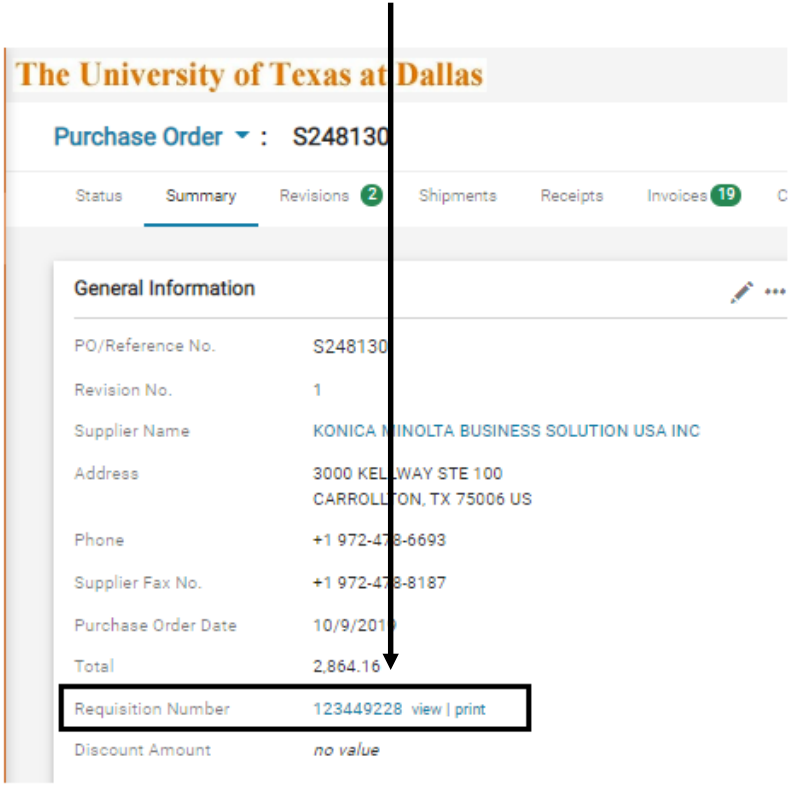
Create a cart to encumber funds for the period of time remaining in the lease agreement.

For example, if your lease expires on December 31, 2020, the requisition will be created to fund costs for 4 months in FY21. If the lease expires in 2022 or beyond, the requisition will be created to fund costs for the 12 months in FY21.

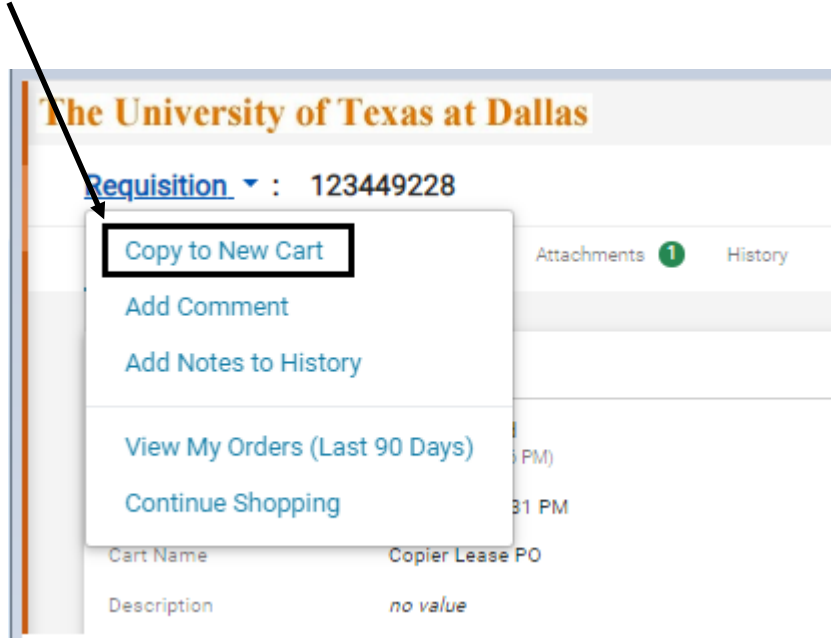
Before the cart can be created, it's necessary to access your department's current active copier purchase order. You will be copying the new one from that.

# STEP 1

Open your active PO  
in eProcurement.  
Click on the  
**requisition number.**

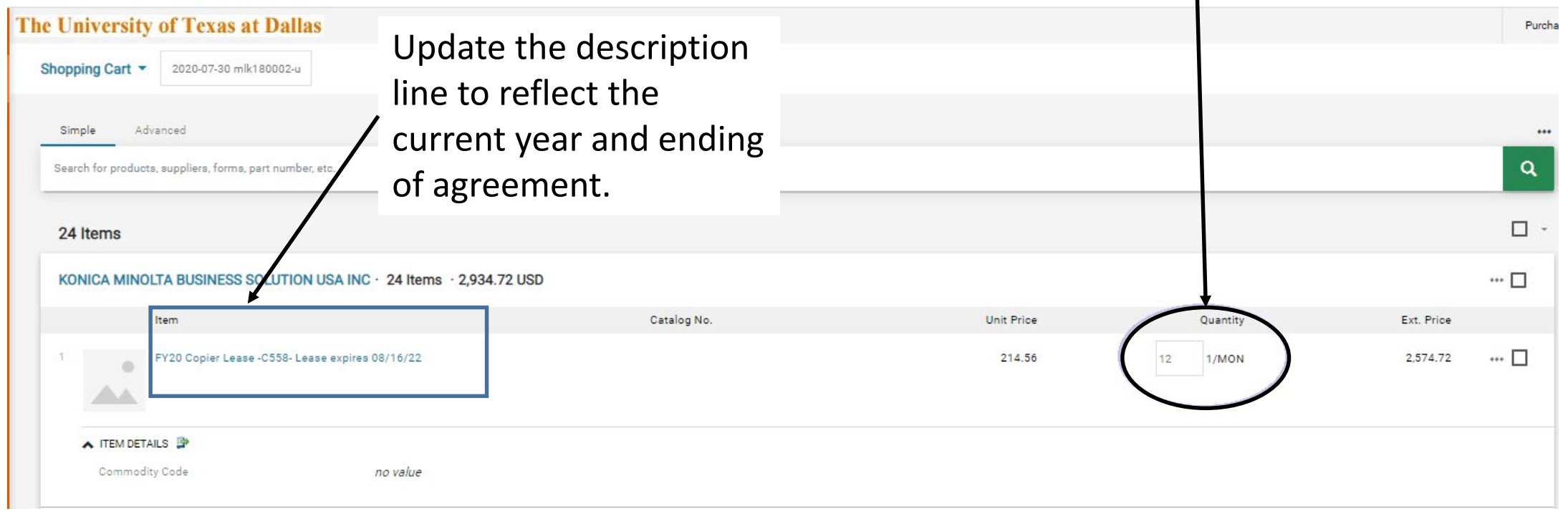


On the requisition,  
pull down the arrow  
and select **Copy to  
New Cart.**



# STEP 2

Go to your cart to revise the quantity of months. Change the quantity to less than 12 months if your lease agreement ends prior to 9/1/21. Your requisition may list more than one line item to pay for lease costs if you lease more than one copier.

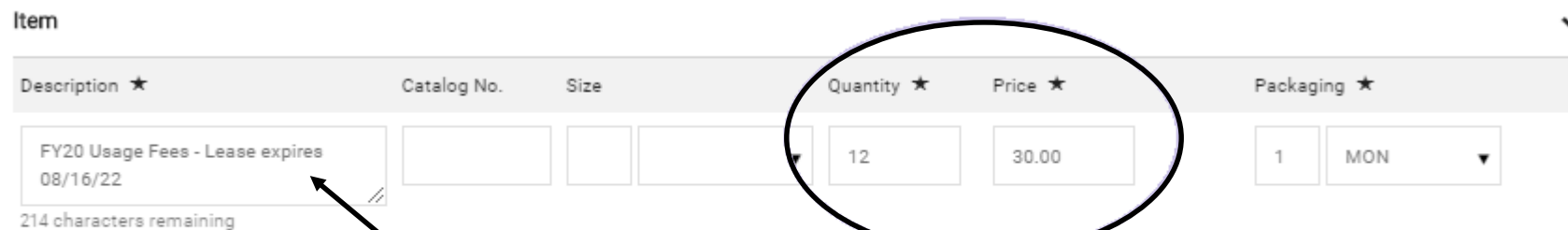


The screenshot shows a shopping cart interface for 'The University of Texas at Dallas'. The cart contains 24 items from 'KONICA MINOLTA BUSINESS SOLUTION USA INC' with a total value of 2,934.72 USD. A table lists the items with columns for Item, Catalog No., Unit Price, Quantity, and Ext. Price. The first item is 'FY20 Copier Lease -C558- Lease expires 08/16/22' with a unit price of 214.56 and a quantity of 12. Annotations include a box around the item description and an arrow pointing to it with the text 'Update the description line to reflect the current year and ending of agreement.', and a circle around the quantity field with an arrow pointing to it from the main text above.

Item	Catalog No.	Unit Price	Quantity	Ext. Price
FY20 Copier Lease -C558- Lease expires 08/16/22		214.56	12 1/MON	2,574.72

You will also have a line for usage fee. **Fairly estimate your department's monthly usage during FY21** and enter that amount in the price field.

Your requisition may list more than one line item for usage if you pay for color copies and may also include a line item for service maintenance. Costs for service maintenance (i.e. Gold Plan, etc.) are stated in the lease agreement.



Description ★	Catalog No.	Size	Quantity ★	Price ★	Packaging ★
FY20 Usage Fees - Lease expires 08/16/22 <small>214 characters remaining</small>			12	30.00	1 MON

Update the description line to reflect the current year and ending of agreement.

# STEP 3

Before proceeding to checkout, confirm that the name of the supplier on your requisition is correct. Then, click on “Proceed to Checkout”.



The screenshot shows the University of Texas at Dallas shopping cart interface. The header includes the university name, a search bar, and a total amount of 2,934.72 USD. The main content area shows a search bar and a list of 24 items. The first item is highlighted with a blue box: **KONICA MINOLTA BUSINESS SOLUTION USA INC** - 24 Items - 2,934.72 USD. Below this, a table lists item details:

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	FY20 Copier Lease -C558- Lease expires 08/16/22	214.56	12 1/MON	2,574.72

On the right side, a summary panel shows the total amount (2,934.72 USD) and two buttons: **Proceed To Checkout** (highlighted with a green box) and **Assign Cart**.

# STEP 4


On the requisition summary tab, click on the pencil icon and update the prepared by, prepared for, and your shipping information.

**The University of Texas at Dallas**

Requisition ▾ : 134301687

Summary Taxes/S&H PO Preview Comments Attachments 1 History

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**General** 


Cart Name 2020-07-30 mlk180002-utd 01

Description *no value*

Prepared by

Prepared for

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**Shipping** 

Ship To

Shipping address code SB 1.102D

Attn Lori Matthews

Rm/Bldg SSB 3.400

Telephone +1 972-883-7252

Email cxl141630@utdallas.edu

2811 N Floyd Road

CENTRAL RECEIVING

RICHARDSON, TX 75080

United States

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**Delivery Options**

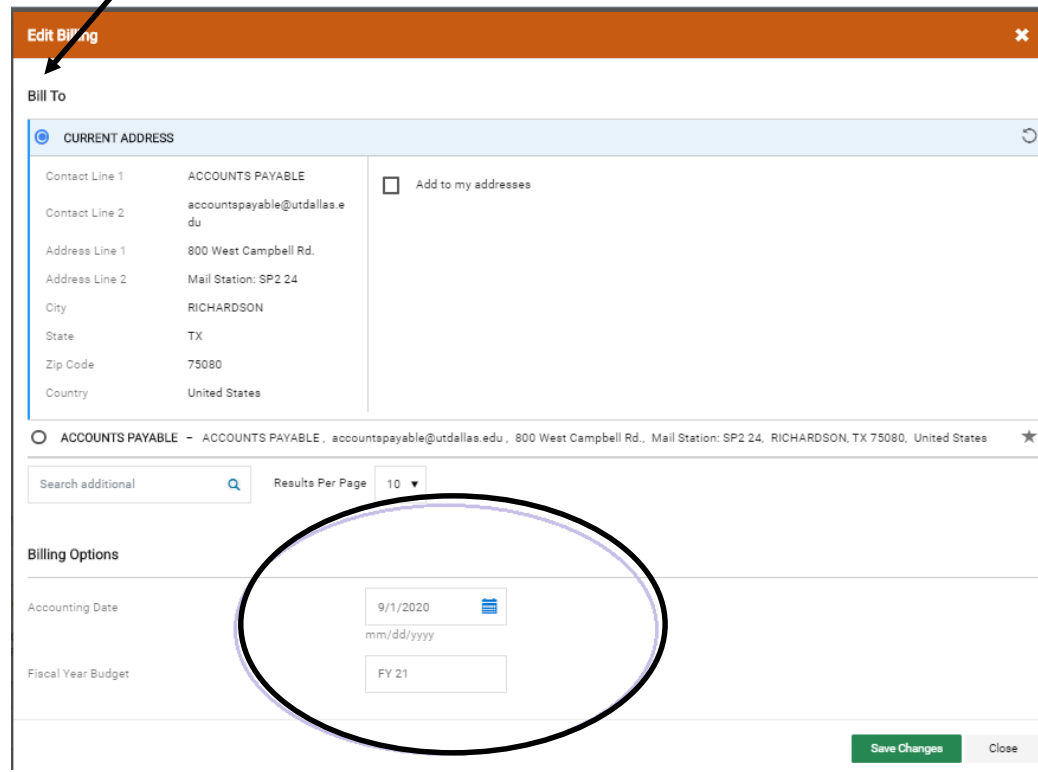
Ship Via Best Carrier-Best Way

Requested Delivery Date *no value*



# STEP 5


Click on the pencil icon to edit the Billing Information and update the Accounting Date and Budget Year to encumber FY21 funds.



The screenshot shows the 'Edit Billing' form. At the top, there is a pencil icon circled in black, which is the focus of the instruction. Below the form header, there is a 'Bill To' section with a 'CURRENT ADDRESS' tab. The address details are as follows:

Contact Line 1	ACCOUNTS PAYABLE	<input type="checkbox"/> Add to my addresses
Contact Line 2	accounts payable@utdallas.edu	
Address Line 1	800 West Campbell Rd.	
Address Line 2	Mail Station: SP2 24	
City	RICHARDSON	
State	TX	
Zip Code	75080	
Country	United States	

Below the address details, there is a search bar and a 'Results Per Page' dropdown set to 10. The 'Billing Options' section contains the following fields:

Accounting Date	9/1/2020  mm/dd/yyyy
Fiscal Year Budget	FY 21

At the bottom right of the form, there are two buttons: 'Save Changes' and 'Close'.

# STEP 6

Click on the pencil icon to edit the Accounting Codes and enter your cost center in the first field. Enter the account code (67004) for Office Equipment Rental.

**Edit Accounting Codes**

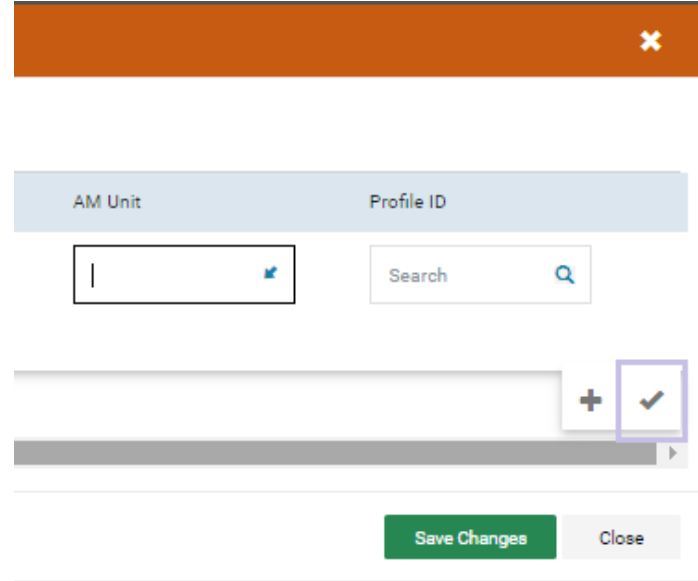
Accounting Codes

Speedchart Key	Business Unit GL	Fund Code	Account	Department ID	Function	Program Code	Cost Center	PC Business
40130021	DAL01	3000	67004	400100	713		40130021	

67004 - Rental - Office Equip

Accounting Date: 9/1/2020

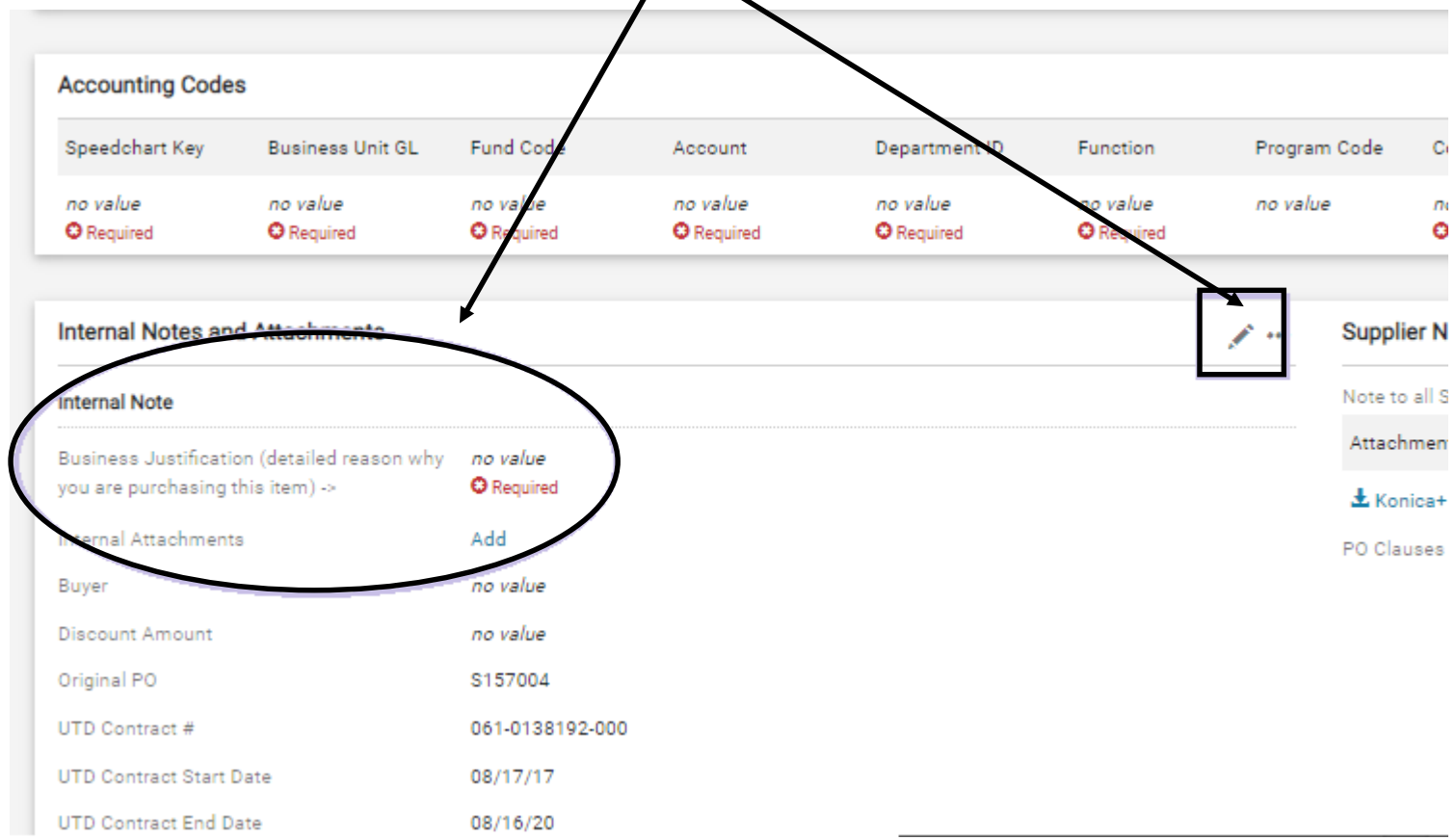
Click on the checkmark to populate the rest of the accounting code fields and save changes.

A screenshot of a software interface. At the top is a dark orange header with a white 'x' icon. Below it is a light blue header with two columns: 'AM Unit' and 'Profile ID'. Under 'AM Unit' is a text input field with a blue arrow icon. Under 'Profile ID' is a search box with the text 'Search' and a magnifying glass icon. Below these is a table with a scrollable area. The first row of the table has a plus sign icon and a checkmark icon. The checkmark icon is highlighted with a purple square. At the bottom of the form are two buttons: a green 'Save Changes' button and a grey 'Close' button.

All line items will be charged to the cost center entered at the header unless you change accounting codes at the line level. If you need to split costs between two or more cost centers, enter the split distribution at the line level.

# STEP 7

Click on the pencil icon to edit the Internal Notes and Attachments section and enter a brief justification for this purchase.



The screenshot displays a procurement system interface. At the top, there is a table for Accounting Codes with columns: Speedchart Key, Business Unit GL, Fund Code, Account, Department ID, Function, Program Code, and Cl. All fields in this table are marked as 'no value' and 'Required'. Below this is the 'Internal Notes and Attachments' section. A pencil icon is highlighted with a black box, and an arrow points from it to the 'Internal Note' field. The 'Internal Note' field is also circled in black. The 'Internal Note' field contains the text: 'Business Justification (detailed reason why you are purchasing this item) ->'. To the right of this field, it says 'no value' and 'Required'. Below the 'Internal Note' field, there is an 'Internal Attachments' section with an 'Add' button. Further down, there are fields for Buyer, Discount Amount, Original PO, UTD Contract #, UTD Contract Start Date, and UTD Contract End Date.

Speedchart Key	Business Unit GL	Fund Code	Account	Department ID	Function	Program Code	Cl
no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required	Required	Required		Required

**Internal Notes and Attachments**

**Internal Note**

Business Justification (detailed reason why you are purchasing this item) -> no value Required

**Internal Attachments** Add

Buyer no value

Discount Amount no value

Original PO S157004

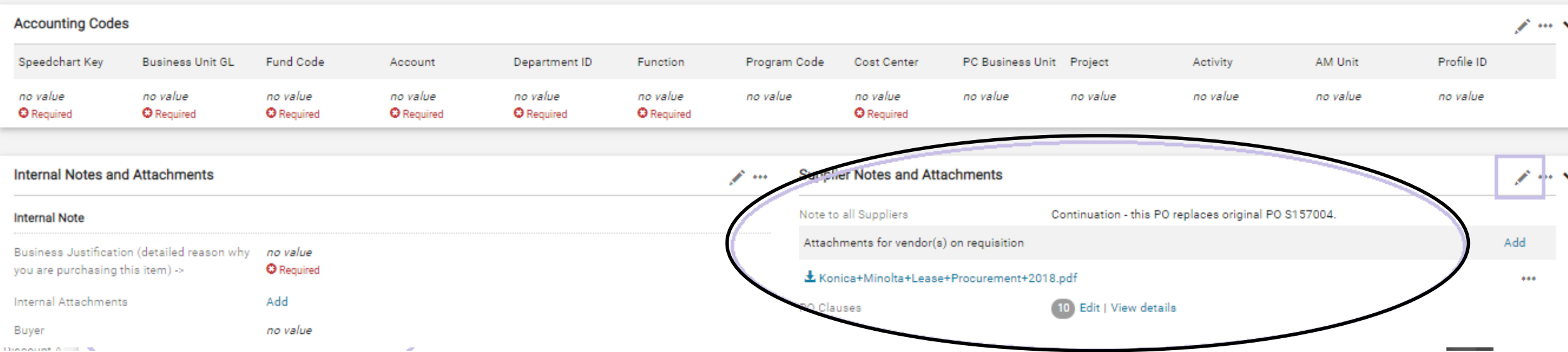
UTD Contract # 061-0138192-000

UTD Contract Start Date 08/17/17

UTD Contract End Date 08/16/20

# STEP 8

A copy of your lease agreement should have automatically attached to the requisition. If it is not attached, please attach a copy of the lease and any additional documents you may have. For example, if you have returned and replaced equipment during the lease period, attach a copy of your return authorization and revised lease agreement.



The screenshot displays two sections of a requisition system interface. The top section, 'Accounting Codes', is a table with 13 columns: Speedchart Key, Business Unit GL, Fund Code, Account, Department ID, Function, Program Code, Cost Center, PC Business Unit, Project, Activity, AM Unit, and Profile ID. Each cell contains the text 'no value' and a red 'Required' icon. The bottom section, 'Supplier Notes and Attachments', is highlighted with a black oval. It contains a note: 'Note to all Suppliers Continuation - this PO replaces original PO S157004.' Below the note is a section for 'Attachments for vendor(s) on requisition' with an 'Add' button. A PDF file named 'Konica+Minolta+Lease+Procurement+2018.pdf' is listed with a download icon. At the bottom of the highlighted area, there is a '10' in a circle and a link 'Edit | View details'.

Speedchart Key	Business Unit GL	Fund Code	Account	Department ID	Function	Program Code	Cost Center	PC Business Unit	Project	Activity	AM Unit	Profile ID
no value Required	no value Required	no value Required	no value Required	no value Required	no value Required	no value	no value Required	no value	no value	no value	no value	no value

**Supplier Notes and Attachments**

Note to all Suppliers Continuation - this PO replaces original PO S157004.

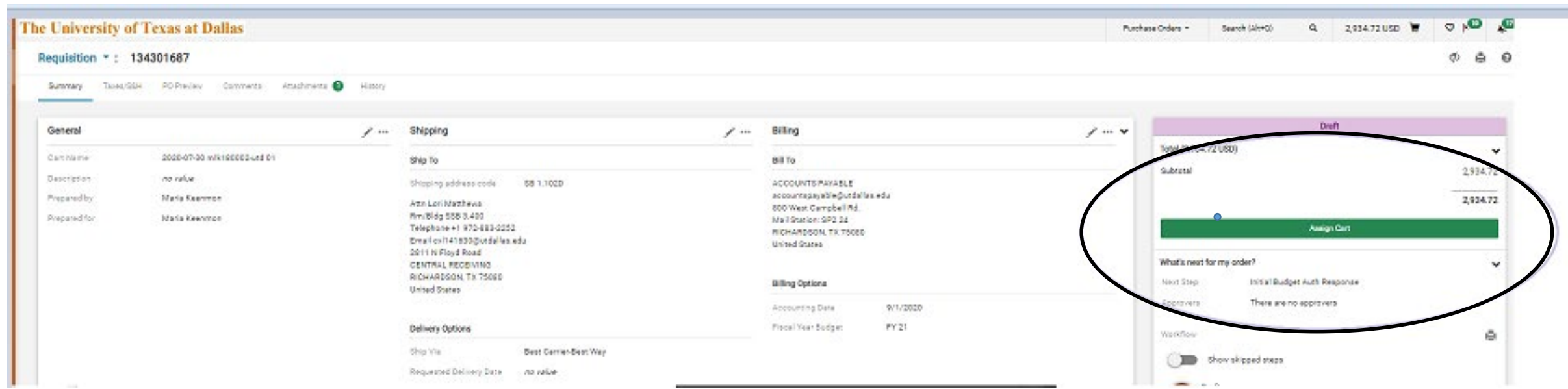
Attachments for vendor(s) on requisition [Add](#)

[Konica+Minolta+Lease+Procurement+2018.pdf](#)

10 [Edit | View details](#)

# SUCCESS!

Once you're satisfied that the information provided reflects your copier needs, click on 'Assign Cart' to submit the cart for approval and processing.



The screenshot displays a procurement system interface for 'The University of Texas at Dallas'. The main area shows requisition details for ID 134301687, including General, Shipping, and Billing sections. A sidebar on the right, titled 'Draft', contains a summary table and an 'Assign Cart' button. The 'Assign Cart' button is highlighted with a black oval.

Draft	
Total Amount (USD)	2,934.72
Subtotal	2,934.72
<b>Assign Cart</b>	

What's next for my order?

Next Step	Initial Budget Auth Response
Converters	There are no approvers

Workflow

Show skipped steps

Contact [Purchasing@UTDallas.edu](mailto:Purchasing@UTDallas.edu) if we can be of assistance.

Thank you!