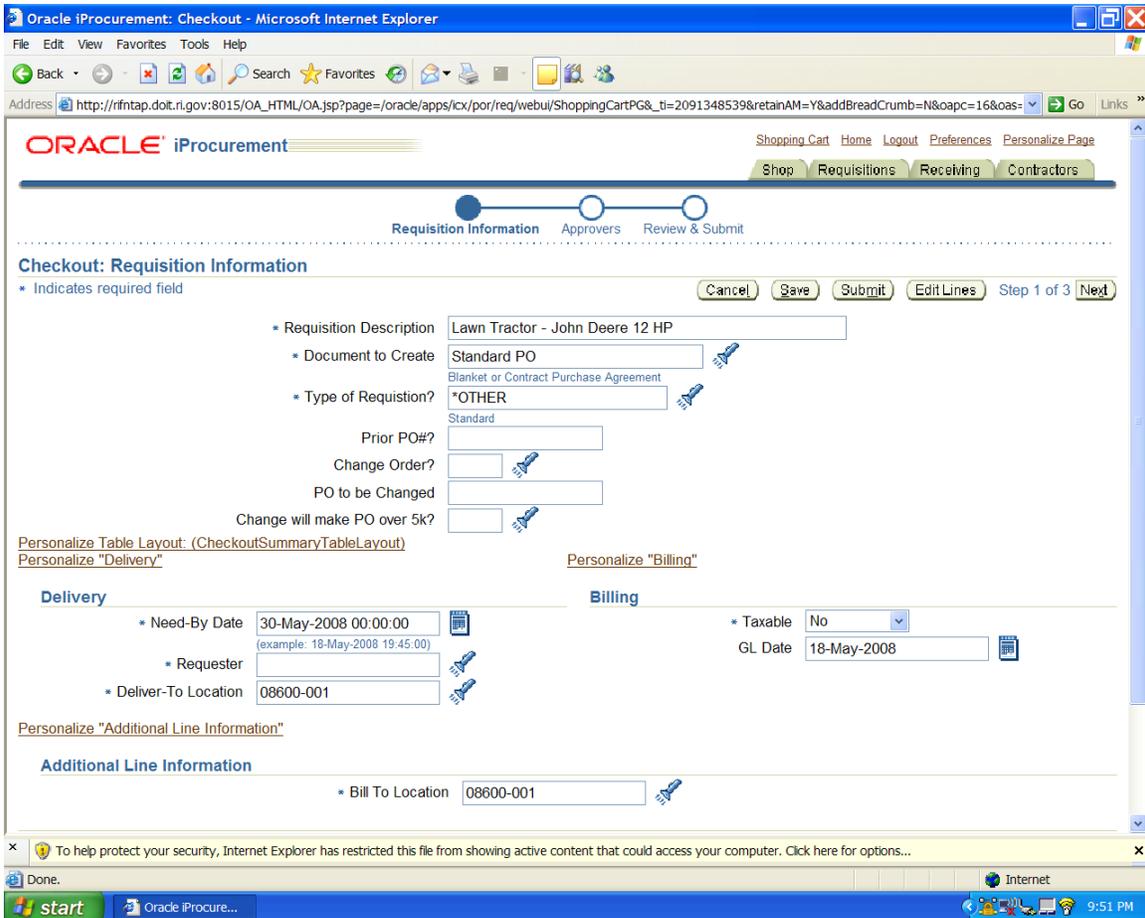


Oracle

RI-FANS

Rhode Island Financial Accounting System

Restricted Accounts Training Guide



In this example, Agency creates a Non-Catalog requisition for three tractors utilizing “Other” as Type of Requisition.

Oracle iProcurement: Checkout - Microsoft Internet Explorer

Address: http://ifntap.doit.ri.gov:8015/OA_HTML/OA.jsp?porMode=display&page=/oracle/apps/cx/por/req/webui/CheckoutUpdateSinglePG&_ti=2091348539&retainAM=Y&addBrea...

ORACLE iProcurement Shopping Cart Home Logout Preferences Personalize Page

Shop Requisitions Receiving Contractors

Requisition Information Approvers Review & Submit

Requisition Information: Split Cost Allocation

Indicates required field Return

Personalize "Selected Line"

Selected Line

Personalize Table: (SelectedLineItem)

Line Description	Unit	Quantity	Price	Amount (USD)
1 Lawn Tractor - John Deere 12 HP	Each	3	12000 USD	36,000.00

Projects Charge Accounts

Personalize Stack Layout: (AccountsDistsRN)

Personalize "This table shows the account information..."

Line	RI Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)	Cost Center	Delete
1	08.10.086.2807101.01.643190.00000 FY FUND AGENCY LINE SEQ.SOURCE.NATURAL PROJECT	18-May-2008	100	0	0.00		
Total			100	0	0.00		

Projects Charge Accounts

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

Apply this Cost Allocation information to all applicable requisition lines

Return

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Personalize Page

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start Oracle iProcure... Document1 - Mi... Internet 9:57 PM

Agency selects natural account 643190 based on requested item.

Oracle iProcurement: Notifications - Microsoft Internet Explorer

Address: http://ifntap.doit.ri.gov:8015/OA_HTML/OA.jsp?page=/oracle/apps/ix/por/vfw/vfw/txPorWfListPG&ti=2091348539&oapc=40&OAMC=77414_116_0&menu=Y&oaMen

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help Personalize Page

Shop Requisitions Receiving Contractors

View: Open Notifications Go

Personalize "Notification List"

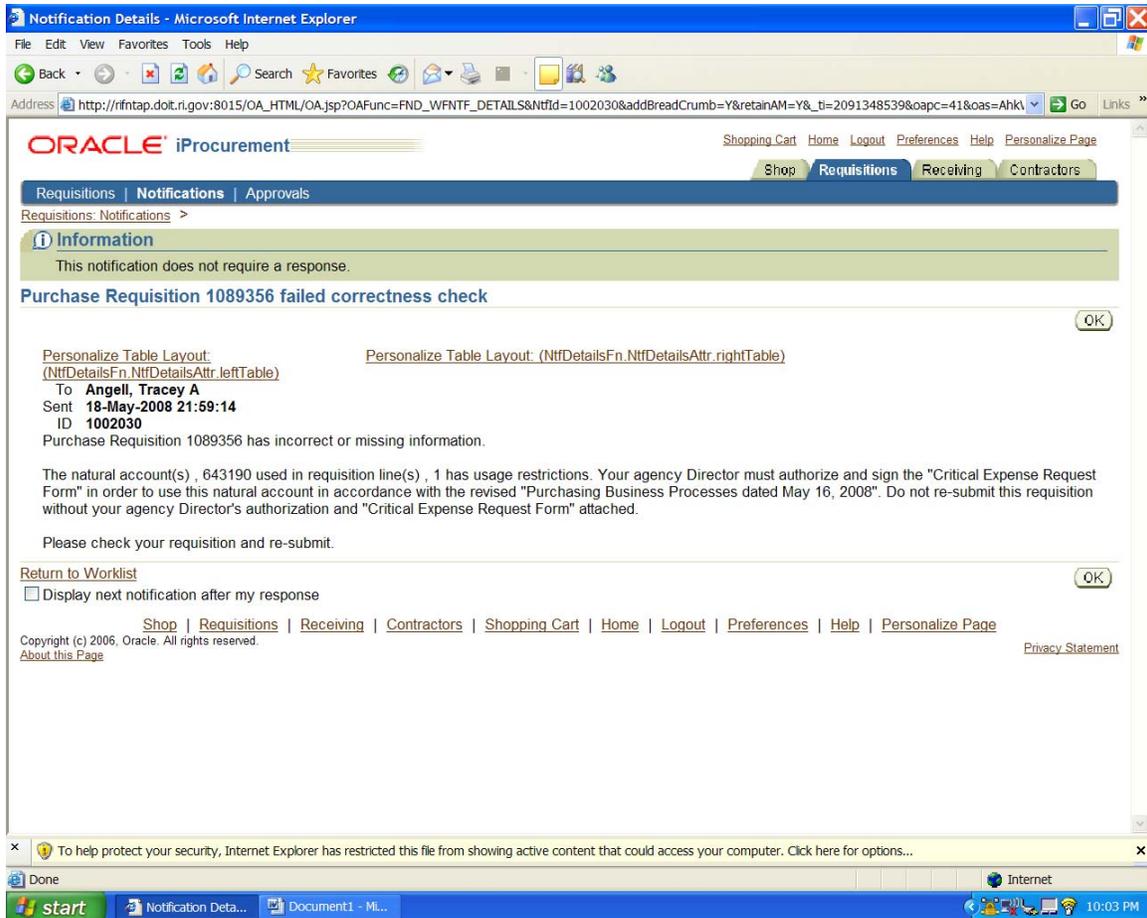
Select Notifications: Open Reassign Previous 1-100 Next 100

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	RI Requisition	Purchase Requisition 1089356 failed correctness check	18-May-2008	
<input type="checkbox"/> Hill, Lisa	PO Change Approval for Requester	Response to Requisition 1086124 Change Request(16,163.36 USD) for Angell, Tracey A	01-May-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1090539 has been approved	08-Apr-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1090292 has been approved	07-Apr-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1090052 has been approved	04-Apr-2008	
<input type="checkbox"/> Mullaney, Thomas A	RI Requisition	Purchase Requisition 1089387 has been approved	02-Apr-2008	
<input type="checkbox"/> Mullaney, Thomas A	RI Requisition	Purchase Requisition 1089323 has been approved	02-Apr-2008	
<input type="checkbox"/> Mullaney, Thomas A	RI Requisition	Purchase Requisition 1089321 has been approved	02-Apr-2008	
<input type="checkbox"/>	RI Requisition	Purchase Requisition 1089337 failed correctness check	28-Mar-2008	
<input type="checkbox"/>	RI Requisition	Purchase Requisition 1089327 failed correctness check	28-Mar-2008	
<input type="checkbox"/>	RI Requisition	Purchase Requisition 1087072 failed correctness check	28-Mar-2008	
<input type="checkbox"/>	RI Requisition	Purchase Requisition 1087059 failed correctness check	28-Mar-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1086124 has been approved	27-Mar-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1089153 has been approved	27-Mar-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1088854 has been approved	25-Mar-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1088830 has been approved	25-Mar-2008	
<input type="checkbox"/> Welly, George J	RI Requisition	Purchase Requisition 1087003 has been approved	24-Mar-2008	
<input type="checkbox"/> Mullaney, Thomas A	RI Requisition	Purchase Requisition 1087552 has been approved	18-Mar-2008	
<input type="checkbox"/> Mullaney, Thomas A	RI Requisition	Purchase Requisition 1087547 has been approved	18-Mar-2008	
<input type="checkbox"/> Angell, Tracey A	RI Requisition	Purchase Requisition 1087963 has been approved	17-Mar-2008	

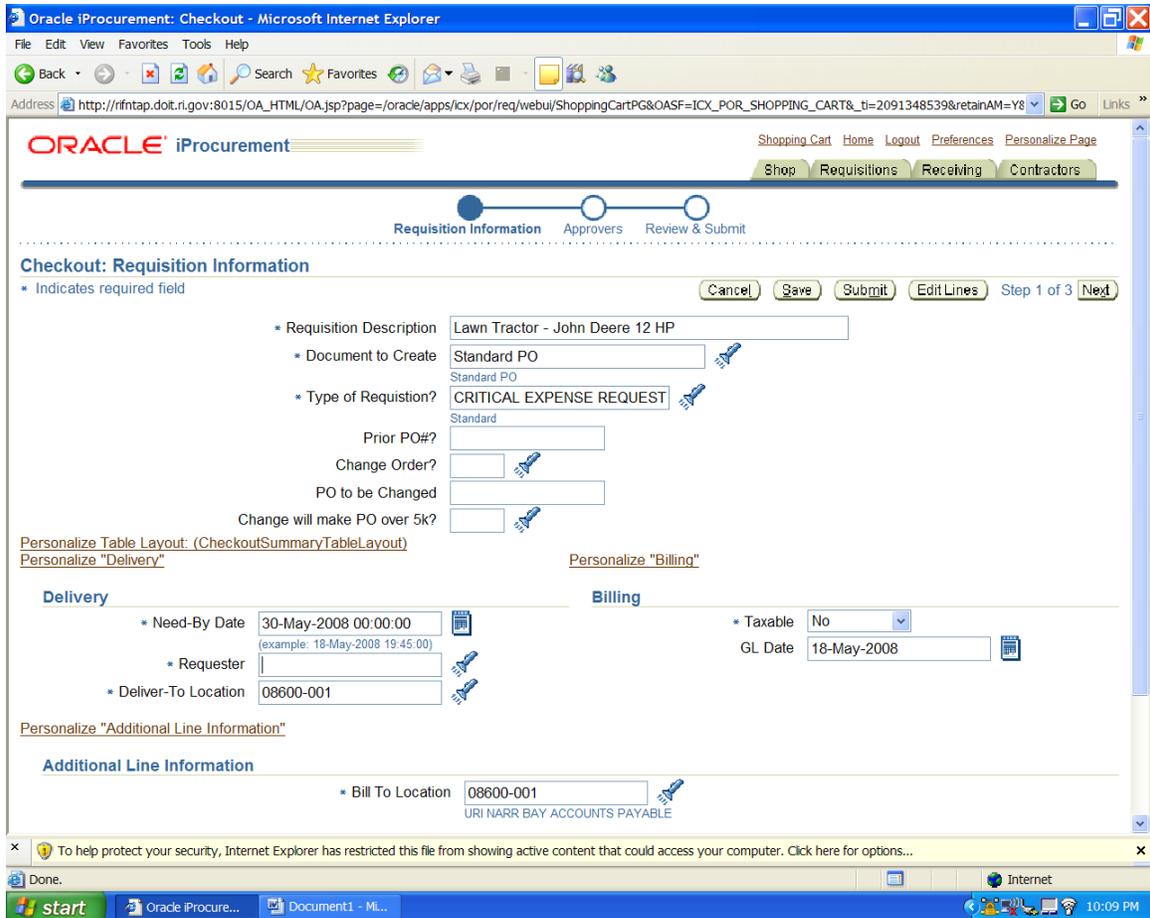
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Done. Oracle iProcure... Document1 - Mi... Internet 10:01 PM

Upon submitting requisition, Requisitioner receives notification stating that “Requisition Failed Correctness Check.”



By opening the notification a message appears stating that the natural account used is restricted.



In order to submit this requisition, the Requisitioner must attach the completed, signed, Critical Expense Request Form in PDF format. Create the attachment “Internal to the Requisition.” In addition, change the Type of Requisition to “Critical Expense Request.” Re-submit requisition.

Note: When completing the Critical Expense Request Form, include the actual Type of Requisition on the form. For example, if the requisition is a Sole Source, but includes restricted accounts, the Type of Requisition in RIFANS is “Critical Expense Request” and the Critical Expense Request Form Type of Requisition is “Sole Source.”