Steps for Entering an IAS Requisition

1. Open Requisition Module of IAS
2. Under the Navigator select USDA Requisitions
3. Under the **Shop** tab Click on **Non-Catalog Request**
4. Add Line Item*
   a. Change Item Type to **Goods or Services Billed by Amount**
   b. Enter **Item Description**
   c. Enter **Amount**
   d. Do not enter Supplier information
   e. Click on **Add to Cart** button
5. *Add additional line items following steps above as necessary until all line items for requisition are entered. Line Items will appear in Shopping Cart on the right side of the screen.
6. Click on **View Cart and Checkout** button in Shopping Cart
7. Review items in Shopping Cart
8. Click on **Checkout** button
9. Enter the Delivery Information
   a. Enter **Need-By Date** (DD/MM/YYYY)
   b. Change Deliver To-Location if necessary (click on Flashlight to see address information for default office code, or search for a different office code.
10. Review/Edit Billing Information
    a. **IQ-COMMIT** (default) select if funds are available in FMMI to commit to requisition
    b. **IQ-NOCOMMIT** select if funds are subject to availability (i.e., next year's funds).
11. Click the **Edit Lines (Delivery, Billing, Accounts, and Attachments)** button
12. Review/Edit Delivery, Billing, and [charge] Accounts (i.e., account codes) for each line item by clicking on the section to be reviewed.
13. Click on the box to select line to review/update
14. Click on the **Update** button
15. Under Billing, click on **Enter Charge Account**
16. Click on the **flashlight icon** to enter/edit account code
18. Enter Accounting information All files contain "Z"s except the following:
    a. Application ID: (i.e., "AR00" for ARS, "NI00" for NIFA, "ER00" for ERS, or "NS00" for NASS)
    b. Program Code: enter 10-digit program code. First digit is FY designation (i.e., "1" for FY 2011, "2" for FY 2012, etc.). The remaining nine digits are the FMMI account code.
    c. Budget Object Code (BOC) Enter the 4-digit BOC.
    d. Use the flashlight to search for the information in any of these fields.
    e. Click the **Create** button
    f. Click the radio button on the left side of the screen under "**Select**" to choose the new charge account you created; then click the **Select** button on the right side of the screen.
    g. The new charge account will show up under the line item.
    h. Click the **Add Another Row** button if you need to split the funding of the line item between multiple charge accounts, and repeat steps a to h until completed.
    i. Click the **Apply** button to continue.
19. Review the updated Billing information.

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20 Click the **Apply** button to continue
21 Click the **Next** Button to move to the next step - Review Approvals List. All requisitioners should have a default Approver set up in IAS.
22 If you do not need to change your Approver, leave it as is.
23 If you need to replace your default Approver with another, click **Manage Approvals** button – this will overwrite your default budget approver with a new Approver
24 Select action **Change Managerial Approver**
25 Search for and select another Approver
26 If you need to add another Approver in the approval chain, click **Insert Approver** button – this will add another approver in the approval chain. Unless you replace your default Approver, they will always be the "First Approver" in the approval chain. First Approver must aways be an individual whose role is "Budget Approver"
27 Add any justifications/notes to the buyer, if necessary.
28 Click the **Add Attachments** button, if there are any attachments you wish to send to the buyer (i.e., SOW, sole source justifications, quotes, AAR – IT Waivers, etc.)
29 Click the **Next** button to move to the final step.
30 Review the final version of the requisition,
31 If changes are necessary, click the **Back** button to make any changes.
32 At this point IAS will generate a requisition number.
33 To print a copy of this requisition, click **View** under items. The page will refresh
34 Click the **Printer-friendly Version of this page**, and print the requisition using the internet browser printer function.
35 Click the **Submit** button to route the requisition to the Approver.