



STRIPES 6.5 Quick Guide

Approving and Amending a Subject to Availability of Funds (SAF) Requisition

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Quick Guide – Approving and Amending a SAF Requisition

Table of Changes¹

Version Number	Date	Summary of Changes	Page	Revised By	Reviewed By
1.0	01/24/2012	Create new guide	All		

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Introduction

The purpose of this guide is to assist *experienced* Budget Approvers to amend a requisition that has utilized the **Subject to Availability of Funds (SAF)** process in STRIPES. This is not meant to be an instructional guide for amending standard requisitions and will limit focus to the steps required by the Chicago Budget Office.

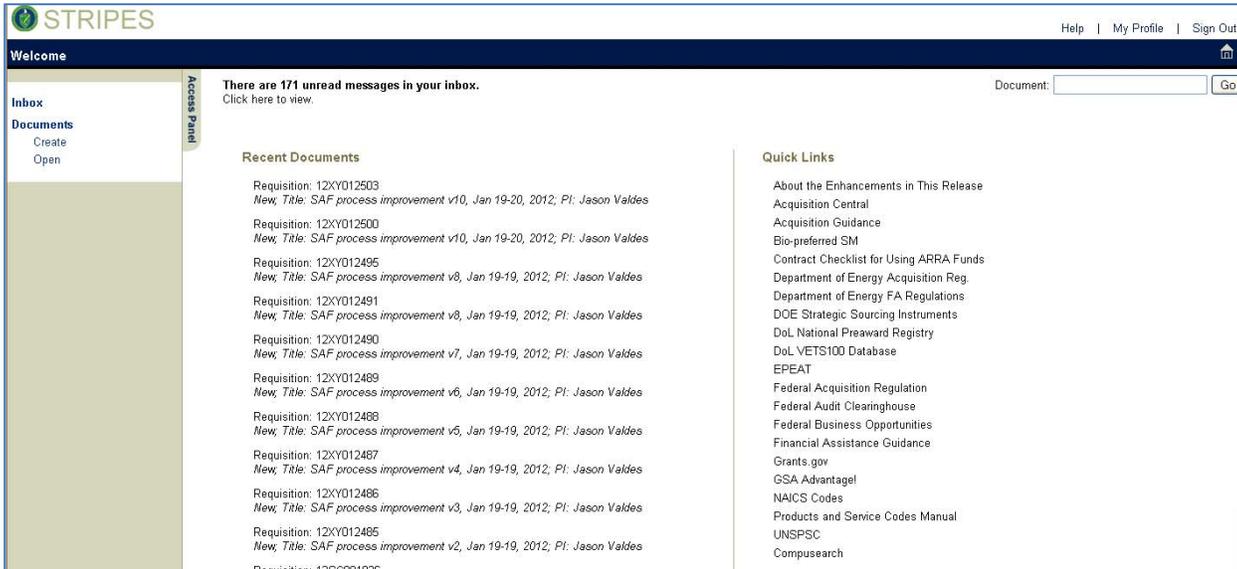
The SAF requisition process should only be used when funds are not available in the STARS Financial System. This process will allow a requisition to be approved and sent to the Acquisition Office for processing by the Contract Specialist (CS) prior to availability of funds. Once funds have been placed into STARS, the requisition will be amended to add the appropriate commitment allowing the CS to finish processing the award. By utilizing this process, work can be initiated further in advance which will level off the workload by the Chicago Acquisition Office.

PART 1 will start with the steps needed to approve the SAF requisition. Please note that these steps are not new to the process; however, the guide will provide additional data points to be verified before approving the requisition.

PART 2 provides the new steps required to amend the requisition to place the money back onto the award after the funds have been made available in STARS.

Approving and Amending a SAF Requisition

PART 1: Approving



1. Log into STRIPES and go into you **Inbox** to approve the initial SAF requisition.



2. Click on the requisition number to open it.

Quick Guide – Approving and Amending a SAF Requisition

STRIPES

Change Route | Approve | Disapprove | ?

Requisition

Requisition Number: 12XY012487 Stage: Requisition Number of Items: 1
 Version: BASE-Pending Net View: Off Total Amount: \$1.00
 Commitment: \$0.00

General Information

Owner: Karin Leslie Runion
 Requisition Date: 01/18/2012
 Requisitioner: Karin Leslie Runion Phone: 301-903-9135
 Buyer:
 Source PPT Name: (None)
 Primary Product / Service Code: 0000
 Primary Product / Service Code Description: Financial Assistance
 Received Date: 01/19/2012
 Security Classification: For Official Use Only
 Print Security Classification to Cover Page and Clauses: No

Notice that the **Commitment** is \$0.00 and the **Total Amount** is positive and reflects the intended amount that will be committed. This is an indication that this is a SAF requisition; however, you'll need to look at the accounting page of the requisition to verify that this is a SAF requisition.

STRIPES

Requisition Information

Requisition Number: 12XY012487 Description: KP160101
 Version: BASE
 Item Number: 00001 Amount: \$1.00

Delivery Location / Accounting Detail

Amount: 1
 Delivery: (NONE)

Accounting

Account ID	Accounting Code	Amount	Committed	Unawarded
1	KP160101	\$1.00	\$0.00	\$0.00

Percent: 100
 Amount: \$1.00
 Committed: \$0.00
 Committed Amount: \$0.00
 Unobligated: \$0.00
 Funds Type: Appropriated
 Treasury Account Symbol: 69-0222
 Program Name: GENERAL SCIENCE AND RESEARCH ACTIVITIES, OPERATING
 Includes Recovery Act Funds: No
Subject to Availability of Funds: Yes
 Payment Office:
 Accounting Code: KP160101
 Fund: 00500
 Appr Year: 2012
 Allottee: 61
 Reporting Entity: 481037
 Object Class: 41000
 Program: 2924200
 Project: 0000000
 WFO: 0000000
 Local Use: 0000000

The screen shot above displays the accounting page of this requisition. The **“Subject to Availability Funds”** field is marked as **“Yes”**.

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<h1 style="margin: 0;">REQUISITION</h1>				PROCUREMENT REQUEST NO. 12XY012487		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT JASON VALDES/201-902-1186				REQUISITION DATE 01/18/2012		
3. ORIGINATING OFFICE DATA Office of Science (SC-23, BER)				2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____		
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)						
5. APPROVALS				6. CONSIGNEE AND DESTINATION OFFICE OF SCIENCE - CHICAGO US DEPARTMENT OF ENERGY OFFICE OF ACQUISITION ASSISTANCE 9800 SOUTH CASS AVENUE ARGONNE IL 60439		
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING			
			INITIALS (D)			ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Karin Runion	SC	01/23/2012				
(2) Financial Interface	COTS	01/23/2012				
(3) Ramona Nykodem	CH	01/23/2012			7. DATE(S) REQUIRED	
(4)					8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 8 of instructions on next page.)	
9. DESCRIPTION OF ITEMS OR SERVICES						
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST		
00001	Sec Clearance: NO Fund: 00500 Appr Year: 2012 Allottee: 61 Report Entity: 481037 Object Class: 41000 Program: 2924200 Project: 0000000 WFO: 0000000 Local Use: 0000000 Period of Performance: 01/19/2012 to 01/25/2012 KP160101 Accounting Info: KP160101 Fund: 00500 Appr Year: 2012 Allottee: 61 Report Entity: 481037 Object Class: 41000 Program: 2924200 Project: 0000000 WFO: 0000000 Local Use: 0000000 Refer to Subject of Availability of Funds Clause in the Contract. \$1.00 Refer to Subject of Availability of Funds Clause in the Contract.					

In addition, the printed PDF copy of the requisition will also indicate that this is a SAF requisition.

Quick Guide – Approving and Amending a SAF Requisition

The screenshot shows the STRIPES interface for a requisition. The top navigation bar includes 'Change Route', 'Approve', and 'Disapprove'. The 'Approve' button is circled in red. Below the navigation bar, the 'Requisition Information' section displays: Requisition Number: 12XY012487, Stage: Requisition, Number of Items: 1, Version: BASE-Pending, Net View: Off, Total Amount: \$1.00, and Commitment: \$0.00. The 'General Information' section lists: Owner: Karin Leslie Runion, Requisition Date: 01/18/2012, Requisitioner: Karin Leslie Runion, Phone: 301-903-9135, Buyer: (None), Source PPT Name: (None), Primary Product / Service Code: 0000, Primary Product / Service Code Description: Financial Assistance, Received Date: 01/19/2012, Security Classification: For Official Use Only, Print Security Classification to Cover Page and Clauses: No, and Includes Recovery Act Funds: No.

3. Once you have completed reviewing the requisition, click the **Approve** button.

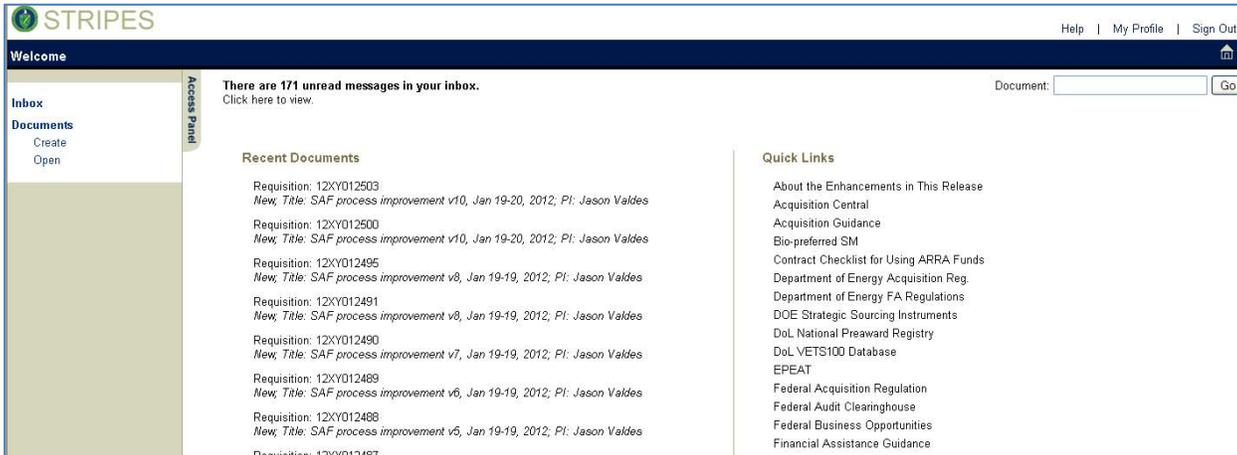
The screenshot shows the STRIPES interface for approving a requisition. The top navigation bar includes a question mark icon. The 'Requisition Information' section displays: Requisition Number: 12XY012487, Status: Pending, Number of Items: 1, Version: BASE, Stage: Requisition, Total Amount: \$1.00, Net View: Off, and Commitment: \$0.00. The 'Approve Document' section includes an 'Approval Password' field with masked characters, a 'Comments (up to 4000 characters)' text area, and two buttons: 'Mark Approved' and 'Cancel'. The 'Mark Approved' button is circled in red. A yellow sticky note on the left side of the screen reads: 'Click Mark Approved to confirm approval.'

4. Enter your approval password and then click the **Mark Approved** button.

The SAF requisition will pass financial validation in the STARS system since it is being sent over with zero dollars. Once the SAF requisition is released by STARS it will be assigned to the appropriate CS for processing. These procedures allow the requisition to be created and approved in STRIPES before funding is available.

The second part of this guide will walk you through amending the requisition to put the money back on after the funds have been updated in STARS.

PART 2: Amending

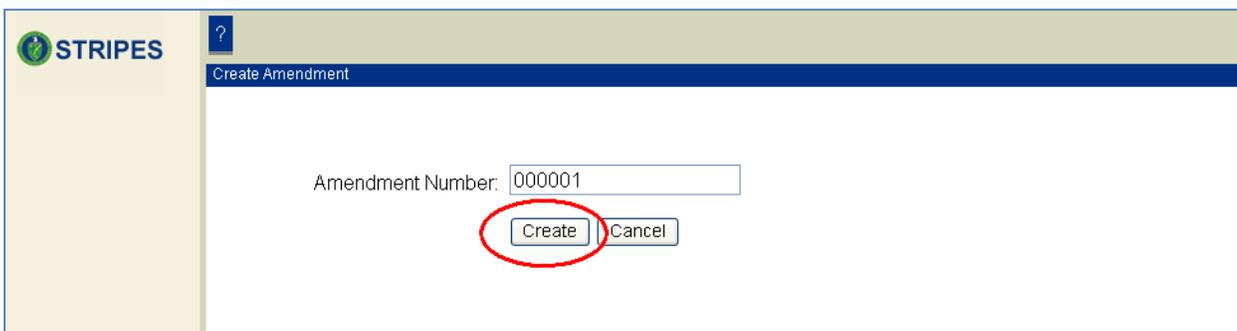


5. Open the SAF requisition that needs to be amended.



Notice that the requisition is in a **Released** version and that it has gone into the **Award** stage.

6. Click the **Amend** button.



7. On this screen click **Create**.

Quick Guide – Approving and Amending a SAF Requisition

STRIPES | Route | Self Approve | Amend | Delete | Net View Off | Renumber | ?

Requisition Information

Requisition Number: 12XY012487 | Stage: Amended Requisition | Number of Items: 1
Version: 000001-In Progress | Net View: On | Total Amount: \$1.00
Commitment: \$0.00

General Information

Owner: Ramona F. Nykodem
Requisition Date: 01/23/2012
Requisitioner: RUNIONK
Buyer: RILEYW
Buyer Assign Date: 01/23/2012
Originating Office: 00203
Primary Product / Service Code: 0000
Received Date: 01/19/2012
Security Classification: For Official Use Only
Print Security Classification to Cover Page and Clauses:

You have now created the first amendment to the requisition but the commitment still displays zero. You need to complete the steps to add the commitment.

8. Click the **Items** menu option.

STRIPES | Add | Edit | Delete | Copy | Renumber | Change Status | Net View Off | Import | ?

Requisition Information

Requisition Number: 12XY012487 | Status: In Progress | Number of Items: 1
Version: 000001 | Stage: Amended Requisition | Total Amount: \$1.00
Net View: On | Commitment: \$0.00

Items

Item	Description	Option	Status	Quantity	Amount	Version	Action
00001 K	160101		Item Active		\$1.00 BASE		Add

9. Click on the item number.

Quick Guide – Approving and Amending a SAF Requisition

The screenshot shows the STRIPES interface. At the top, a navigation bar contains buttons: First, Previous, Next, Last, Add, Copy, and Modify. The 'Modify' button is circled in red. Below the navigation bar is the 'Item Information' section, which displays 'Requisition Number: 12XY012487', 'Item Number: 00001', and 'of 1'. Below this is the 'Item General' section, which includes fields for 'Item Number: 00001', 'UNSPSC: (None)', and 'Description: KP160101'. Other fields include 'Calculate By Percentage: No', 'Qualifier: By Dollars', 'Unit of Issue:', 'Quantity:', 'Unit Price:', and 'Amount: 1.00'. On the left side, a 'Requisition' menu is visible with options: General, Additional Info, Ship To / Acct, Text, Summary, Validations, and Return.

10. Click the **Modify** button.

The screenshot shows the STRIPES interface after clicking the 'Modify' button. The navigation bar now includes a '?' button. The 'Item Information' section is the same. The 'Item General' section now has a dropdown menu labeled 'ABC' next to the 'Item Number' field. The 'Item Number' field contains the value '1'. The 'UNSPSC' field is empty with a search icon. The 'Description' field contains 'KP160101'. The 'Calculate By Percentage' field has an unchecked checkbox. The 'Qualifier' field is a dropdown menu set to 'By Dollars'. The 'Unit of Issue' field is empty with a search icon. The 'Quantity' field is empty. The 'Unit Price' field is empty. The 'Amount' field contains '1.00'. On the left side, the 'Requisition' menu is visible, and the 'Ship To / Acct' option is circled in red.

11. Click the **Ship To / Acct** menu option.

Quick Guide – Approving and Amending a SAF Requisition

STRIPES

Requisition

- General
- Additional Info
- Ship To / Acct
- Text
- Summary
- Validations
- Return

Item Information

Requisition Number: 12XY012487 Item Number 00001 of 1

Item Number:

Add Edit Delete

Ship To / Accounting

Select	Ship To ID	Ship To	Mark For	Quantity	Amount	Deliver By
<input type="checkbox"/>	1	06001			\$1.00	(NONE)

12. Click the Ship To code.

STRIPES

Requisition Information

Requisition Number: 12XY012487 Description: KP160101
 Version: 000001
 Item Number 00001 Amount \$1.00

Delivery Location / Accounting Detail

Ship To - 1

Ship To: Mark For: ...

Amount:

Delivery Date: OR Days After:

Accounting

Account ID	Accounting Code	Fund	Appr Year	Allottee	Reporting Entity	Object Class	Program	Project	WFO	Local Use	Project Number	Task Number	Amount	Committed	Unawarded
<input type="checkbox"/>	KP160101	00500	2012	61	481037	41000	2924200	0000000	0000000	0000000	(None)	(None)	\$1.00	\$0.00	\$0.00

13. Click on the Account ID number.

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STRIPES

Requisition Information

Requisition Number: 12XY012487 Ship To Code: 06001
Version: 000001 Item: 00001 Ship To Value: \$1.00

Accounting Information Detail

Object Class: 41000
Program: 2924200
Project: 0000000
WFO: 0000000
Local Use: 0000000

Percent: 100
Amount: 1.00
Committed Amount: .00 Unobligated: .00
Funds Type: Appropriated
Treasury Account Symbol: 89-0222
Program Name: GENERAL SCIENCE AND RESEARCH ACTIVITIES, OPERATING
Includes Recovery Act Funds: No
Subject to Availability of Funds:
Project Number: _____
Task Number: _____
Payment Office: 00504 Edit ...

Calculate **Submit** Cancel

14. Scroll down to the bottom of the page.

IMPORTANT: When you first open this page the “Subject to Availability of Funds” box will be checked

15. Uncheck the “Subject to Availability of Funds” box then click **Submit**.

STRIPES

Requisition Information

Requisition Number: 12XY012487 Description: KP160101
Version: 000001
Item Number: 00001 Amount: \$1.00

Delivery Location / Accounting Detail

Ship To - 1
Ship To: 06001 Mark For: _____ Edit ...
Amount: 1
Delivery Date: _____ OR Days After: Award

Accounting Add Edit Delete

Account ID	Accounting Code	Fund	Appr Year	Allottee	Reporting Entity	Object Class	Program	Project	WFO	Local Use	Project Number	Task Number	Amount	Committed	Unawarded
1	KP160101	00500	2012	61	481037	41000	2924200	0000000	0000000	0000000	(None)	(None)	\$1.00	\$1.00	\$1.00

Submit Cancel

16. Click **Submit** again.

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The screenshot shows the STRIPES Requisition interface. The left sidebar contains a menu with the following items: Requisition, General, Additional Info, Ship To / Acct, Text, Summary, Validations, and Return. The 'Return' option is circled in red. The main content area displays 'Item Information' for Requisition Number 12XY012487 and Item Number 00001. Below this, there are buttons for 'Add', 'Edit', and 'Delete'. A table titled 'Ship To / Accounting' shows one row with columns: Select, Ship To ID, Ship To, Mark For, Quantity, Amount, and Deliver By. The row contains: a right-pointing triangle, 1, 06001, (blank), \$1.00, and (NONE).

17. Click **Return**.

The screenshot shows the STRIPES Requisition interface after clicking 'Return'. The left sidebar menu now includes: Requisition, Main, Items, Vendors, Package, Supporting Docs, Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home. The 'Validations' option is circled in red. The main content area displays 'Requisition Information' for Requisition Number 12XY012487, Version 000001, Status In Progress, Stage Amended Requisition, Net View On, Number of Items 1, Total Amount \$1.00, and Commitment \$1.00. A red arrow points to the Commitment amount. Below this, there is an 'Items' table with columns: Item, Description, Option Item, Status, Quantity, Amount, Version, and Action. The table contains one row: 00001, KP160101, (blank), Item Active, (blank), \$1.00, 000001, and Edit. A 'Total Items: 1' label is also present.

You have now added the commitment amount to the requisition and are ready to validate the information in STRIPES and STARS.

18. Click the **Validations** menu option.

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The screenshot shows the STRIPES interface. On the left is a navigation menu with options: Requisition, Main, Items, Vendors, Package, Supporting Docs, Validations, STRIPES Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home. The main content area is titled 'Requisition Information' and displays: Requisition Number: 12XY012487, Status: In Progress, Number of Items: 1, Version: 000001, Stage: Amended Requisition, Total Amount: \$1.00, and Net View: On, Commitment: \$1.00. Below this is a section for 'STRIPES Validations' with the text 'No Errors Found'. A red oval highlights a hyperlink that reads 'Click here to continue to Financial Validations'.

19. When the STRIPES validations have completed click on the Financial Validations hyperlink.

This screenshot shows the same STRIPES interface as above, but with the 'Main' option in the left navigation menu highlighted with a red oval. The 'Financial Validations' section in the main content area is now active, displaying 'No Errors Found'.

20. After completing both validations click on the **Main** menu option.

Quick Guide – Approving and Amending a SAF Requisition

The screenshot shows the STRIPES system interface. At the top, a navigation bar contains buttons for 'Route', 'Self Approve', 'Amend', 'Delete', 'Net View Off', 'Renumber', and a help icon. The 'Self Approve' button is circled in red. Below the navigation bar, the 'Requisition Information' section displays: Requisition Number: 12XY012487, Stage: Amended Requisition, Number of Items: 1, Version: 000001-In Progress, Net View: On, Total Amount: \$1.00, and Commitment: \$1.00. The 'General Information' section includes: Owner: Ramona F. Nykodem, Requisition Date: 01/23/2012, Requisitioner: RUNIONK, Buyer: RILEYW, Buyer Assign Date: 01/23/2012, Originating Office: 00203, Primary Product / Service Code: 0000, Received Date: 01/19/2012, and Security Classification: For Official Use Only. There are also checkboxes for 'Print Security Classification to Cover Page and Clauses' and 'Includes Recovery Act Funds'.

STRIPES has been configured so that you can “Self Approve” these amendments.

21. To approve this amendment click the **Self Approve** button.

The screenshot shows the STRIPES system interface. The 'STRIPES Validations' section displays 'No Errors Found'. A red circle highlights the text 'Click here to continue Approving the document'.

The amendment goes through one last STRIPES validation.

22. Click on the hyperlink to continue.

Quick Guide – Approving and Amending a SAF Requisition

The screenshot shows the STRIPES system interface. On the left, there is a sidebar with the STRIPES logo and a yellow sticky note that reads: "Click Mark Approved to confirm approval." The main content area is titled "Requisition Information" and displays the following details:

Requisition Number: 12XY012487	Status: In Progress	Number of Items: 1
Version: 000001	Stage: Amended Requisition	Total Amount: \$1.00
Net View: On		Commitment: \$1.00

Below this information is a section titled "Self Approve Document" with a dropdown menu showing "ABC". Underneath, there is a field for "Approval Password:" containing ten dots, which is highlighted with a red rectangle. Below the password field is a text area for "Comments (up to 4000 characters):". At the bottom right of the form, there are two buttons: "Mark Approved" and "Cancel", with the "Mark Approved" button circled in red.

23. Enter your approval password.

24. Click the **Mark Approved** button and return to the STRIPES homepage.

This concludes the process needed to place the commitment on the SAF requisition. Once the amendment is released by STARS a notification will be sent to the original CS and it will be automatically assigned back to him/her to finish processing the award.