

STRIPES 6.5 Quick Guide

Processing a Subject to Availability of Funds (SAF) Requisition on a Grant

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Table of Changes¹

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Introduction

The purpose of this guide is to assist *experienced* Contract Specialists (CS) to understand the differences when processing 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 creating grants and will limit focus to the steps required by the Chicago Acquisitions 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.

Processing a SAF Requisition on a Grant

Viewing the SAF Requisition

1. Log into STRIPES and go into your **Buyer Workload** folder to view the SAF requisition that was assigned to you.

Select	Requisitioner	Requisition Number	Requisition Date	Amount	Assigned Date	Group Title	Lead Req
<input checked="" type="checkbox"/>	Karin Leslie Runion	<u>12XY012486</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012490</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012490</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012491</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12SC001036</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012485</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012491</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012488</u>	01/18/12	\$0.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012488</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012489</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012489</u>	01/18/12	\$1.00	01/18/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012500</u>	01/19/12	\$1.00	01/19/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012503</u>	01/19/12	\$1.00	01/19/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012503</u>	01/19/12	\$1.00	01/19/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012487</u>	01/23/12	\$1.00	01/23/12		
<input type="checkbox"/>	Karin Leslie Runion	<u>12XY012487</u>	01/18/12	\$1.00	01/23/12		
<input type="checkbox"/>	Linda Shariati	<u>12SC000632</u>	11/04/11	\$0.00	11/16/11		
<input type="checkbox"/>	Robin S. Felder	<u>12SC000673</u>	11/08/11	\$114,953.00	11/18/11		
<input type="checkbox"/>	Wanda A. Morris	<u>12SC000690</u>	11/08/11	\$1,393,000.00	11/23/11		
<input type="checkbox"/>	Pandoria L. Stribbling	<u>12SC000881</u>	11/29/11	\$700,000.00	11/30/11		

2. Click on the requisition number to open it.

STRIPES Route Amend Closeout ?

Requisition Information
 Requisition Number: 12XY012486 Stage: Released Requisition Number of Items: 1
 Version: BASE-Released 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: Warren Riley Phone: 630-252-2485
 Buyer Assign Date: 01/18/2012
 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
 Includes Recovery Act Funds: No

Originating Office Code: 00203
 Name: Office of Science (SC-23, BER)
 Address 1: U.S. Department of Energy
 Address 2: Office of Science
 Address 3: Germantown Building

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

STRIPES ?

Requisition Information
 Requisition Number: 12XY012486 Description: KP160101
 Version: BASE
 Item Number 00001 Amount \$1.00

Delivery Location / Accounting Detail
 Amount: 1
 Delivery: (NONE)

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: 89-0222
 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 information page of this requisition. The **“Subject to Availability Funds”** field is marked as **“Yes”**.

<h1 style="margin: 0;">REQUISITION</h1>				PROCUREMENT REQUEST NO. 12XY012486	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT JASON VALDES/301-903-1186				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	
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)				B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
				C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
5. APPROVALS				6. CONSIGNEE AND DESTINATION	
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		OFFICE OF SCIENCE - CHICAGO US DEPARTMENT OF ENERGY OFFICE OF ACQUISITION ASSISTANCE 9800 SOUTH CASS AVENUE ARGONNE IL 60439
(1) AUTHORIZED REQUISITIONER			INITIALS (D)	ROUTING SYMBOL (E)	
Karin Runion	SC	01/23/2012			
(2) Financial Interface	COTS	01/23/2012			
(3) Ramona Nykodem	CH	01/23/2012			
(4)					7. DATE(S) REQUIRED
				8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see per. 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	
				UNIT (E)	AMOUNT (F)
00001	Sec Clearance: NO Fund: 00500 Appr Year: 2012 Allottee: 61 Report Entity: 481037 Object Class: 41000 Program: 2924200 Project: 00000000 WFO: 00000000 Local Use: 00000000 Period of Performance: 01/19/2012 to 01/25/2012 KP160101 Accounting Info: KP160101 Fund: 00500 Appr Year: 2012 Allottee: 61				

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

Creating the Grant from the SAF Requisition

Document Create

Document Type
Grant

Create From
Requisition

Grant Numbering Masks
Grant (XY) (DE-XY#)

Section Template
(None)

Continue Cancel

- Start by selecting the appropriate setting on this screen as you would normally then click **Continue**.

Search Criteria Display Hide Search Criteria Cancel ?

Requisition Number

Site CH

Include Related Sites:

Requisitioner

Buyer RILEYW

Originating Office

Released Date Range
Start Date: End Date:

Sort by Requisition Number

Max Results 100

Results per Page 5

Create Grant from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner	Buyer	Site	Orig Office
Y	12XY012485	01/18/2012	Karin Leslie Runion	JASON VALDES	Karin Leslie Runion	Warren Riley	CH	00203
Y	12XY012486	01/18/2012	Karin Leslie Runion	JASON VALDES	Karin Leslie Runion	Warren Riley	CH	00203
Y	12XY012487	01/23/2012	Karin Leslie Runion	JASON VALDES	Ramona F. Nykodem	Warren Riley	CH	00203
Y	12XY012488	01/18/2012	Karin Leslie Runion	JASON VALDES	Karin Leslie Runion	Warren Riley	CH	00203
Y	12XY012489	01/18/2012	Karin Leslie Runion	JASON VALDES	Karin Leslie Runion	Warren Riley	CH	00203

Prev Next Page 2 of 3 (14 results found)

Line Item Selection

Select	Item Number	Description	Product	Qualifier	Unit	Quantity	Amount	Line Item Type
<input checked="" type="checkbox"/>	00004	KP160101	0000	By Dollars			\$1.00	Not Specified

Select All Create

- Include the line item from the requisition and click **Create**.

STRIPES

Route Delete FAADS / Plus Renumber ?

Grant

Grant Number: DE-XY0012490 Stage: Award → Obligation: \$0.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$1.00
 Number of Items: 1 Total Amount: \$1.00

General Information

Owner: Warren Riley
 Award Date: 01/23/2012
 Type of Agreement: Select One
 Agreement Category: Select One
 Award Type: Fixed-price
 Effective Date: 01/23/2012
 Completion Date:
 Admin Office: 06001 [Edit ...]
 Issuing Office: 06001 [Edit ...]
 Sponsoring Office: [Edit ...]
 Invoice Office: [Edit ...]
 Recipient:
 Grants Specialist: RILEYW
 Type of Warrant Required: GRANTS
 Agreements Officer:
 Program Manager:
Items (circled in red)

Notice that the **Obligation** displays **\$0.00**. You can now start processing the grant and as you would normally.

IMPORTANT: *You can completely process the award with the exception of creating the FAADS record. Creating the FAADS record should be the last step you take before routing the award for approval to the Contracting Officer/Agreements Officer.*

If you create the FAADS record before the requisition has been amended you will need to delete the FAADS record and start over.

5. Click on your line item and go to the accounting information screen to verify that the award has been marked as SAF.

STRIPES

Grant Information

Grant Number: DE-XY0012490 Ship To Code: 06001
 Version: BASE Item: 00001 Ship To Value: \$1.00

Accounting Information Detail

Project: 0000000
 WFO: 0000000
 Local Use: 0000000

Percent: 100
 Fully Funded Amount: 1.00
 Obligated Amount: .00 Uninvoiced: .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 ...
 Refresh Data From Requisition: Refresh
 Requisition Number: 12XY012486 Item# 00001 Disassociate-Req ...

Calculate Submit Cancel

Click Submit to save your data.

The accounting information screen of the award has the **Subject of Availability of Funds** box checked. After funds have been added to STARS and the requisition has been amended, you will click the **Refresh** button. If you click the **Refresh** button before this nothing will happen.

- Exit out of the accounting information screen.

STRIPES

Route Delete FAADS / Plus Renumber ?

Grant

Grant Number: DE-XY0012490 Stage: Award Obligation: \$0.00
 Version: BASE-In Progress Net View: Off Total Amount without Options: \$1.00
 Number of Items: 1 Total Amount: \$1.00

General Information

Owner: Warren Riley
 Award Date: 01/23/2012
 Type of Agreement: Select One
 Agreement Category: Select One
 Award Type: Fixed-price
 Effective Date: 01/23/2012
 Completion Date:
 Admin Office: 06001 Edit ...
 Issuing Office: 06001 Edit ...
 Sponsoring Office: Edit ...
 Invoice Office: Edit ...
 Recipient: ...
 Grants Specialist: RILEYW ...
 Type of Warrant Required: GRANTS
 Agreements Officer: ...
 Program Manager: ...

The second part of the process is to wait until you receive an email from STRIPES notifying you that the requisition has been amended and you have been listed as the Buyer.

Viewing the Amended SAF Requisition

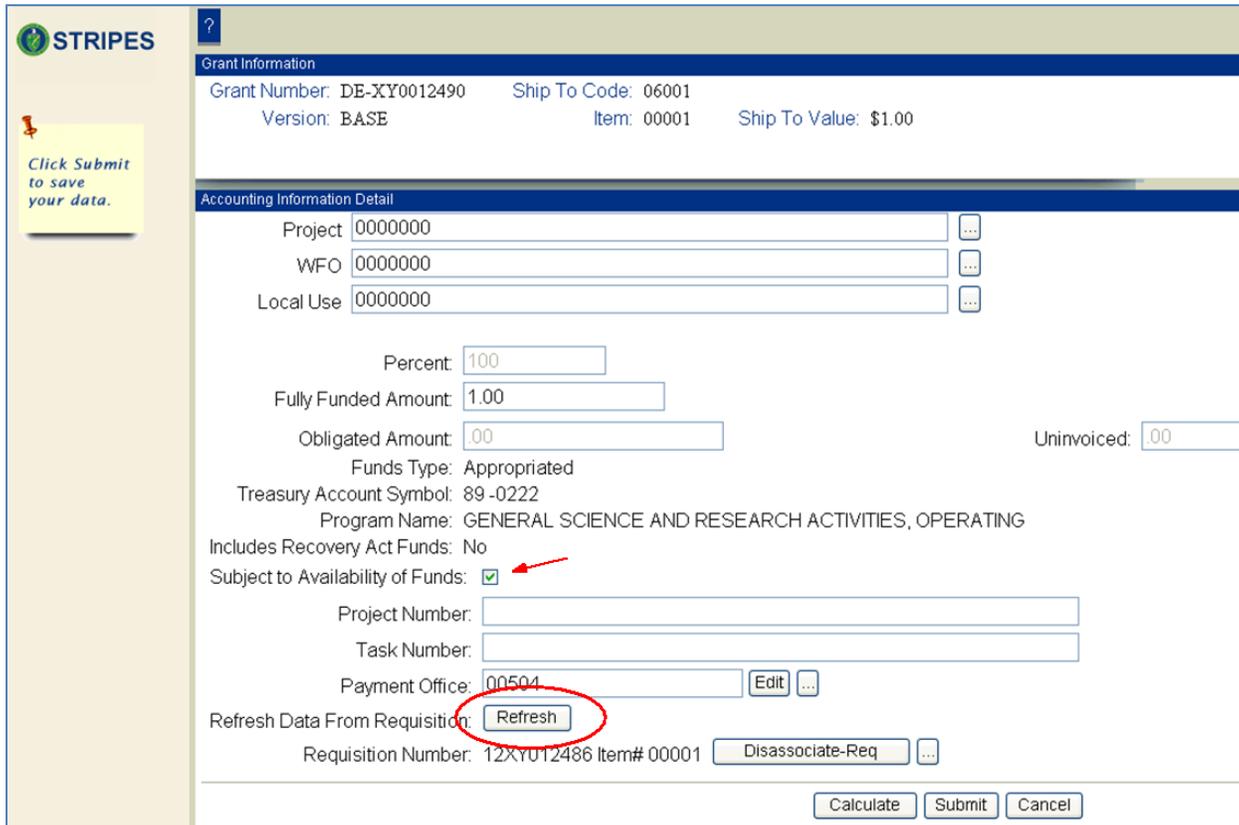
STRIPES		Route	Amend	Closeout	Net View On	?
Requisition Main General Additional Info Funds Tracking Project Text Change Text Defaults Summary Items Vendors Package Supporting Docs Validations Route History Status History Notifications Ownership Navigator Return to Home	Requisition Information					
	Requisition Number: 12XY012486		Stage: Released Amended Requisition		Number of Items: 1	
	Version: 000001-Released		Net View: Off		Total Amount: \$0.00	
					Commitment: \$1.00	
	General Information					
	Owner: Ramona F. Nykodem		Requisition Date: 01/23/2012		Requisitioner: Karin Leslie Runion	
	Buyer: Warren Riley		Buyer Assign Date: 01/18/2012		Phone: 301-903-9135	
	Source PPT Name: (None)		Primary Product / Service Code: 0000		Phone: 630-252-2485	
	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		Includes Recovery Act Funds: No		Originating Office Code: 00203	
Name: Office of Science (SC-23, BER)		Address 1: U.S. Department of Energy		Address 2: Office of Science		
Address 3: Germantown Building		Address 4: 1000 Independence Avenue, S.W.				

7. Once you receive the STRIPES email, open the amended requisition.

Notice that the amendment displays a positive commitment. You can now finish processing your award.

Finish Processing the Grant

This section of the guide walks you through the last remaining steps needed to process your award. Please open your grant and navigate to the accounting information page.



STRIPES

Grant Information

Grant Number: DE-XY0012490 Ship To Code: 06001
Version: BASE Item: 00001 Ship To Value: \$1.00

Accounting Information Detail

Project: 0000000
WFO: 0000000
Local Use: 0000000

Percent: 100
Fully Funded Amount: 1.00
Obligated Amount: .00 Uninvoiced: .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 ...

Refresh Data From Requisition: 

Requisition Number: 12XY012486 Item# 00001 ...

Click Submit to save your data.

8. Open your award and go to the accounting information page.

The **Subject to Availability of Funds** box is still marked. You need to refresh the data on this page from the newly amended requisition.

9. Click the **Refresh** button.

STRIPES

Grant Information

Grant Number: DE-XY0012490 Ship To Code: 06001
 Version: BASE Item: 00001 Ship To Value: \$1.00

Accounting Information Detail

Project: 0000000
 WFO: 0000000
 Local Use: 0000000

Percent: 100
 Fully Funded Amount: 1.00
 Obligated Amount: 1.00 Uninvoiced: 1.00

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: (indicated by a red arrow)

Project Number:
 Task Number:
 Payment Office: 00504 Edit ...
 Refresh Data From Requisition: Refresh
 Requisition Number: 12XY012486 Item# 00001 Disassociate-Req ...

Buttons: Calculate, **Submit** (circled in red), Cancel

After you click the **Refresh** button the **Subject to Availability of Funds** box will be unchecked and an **Obligated** and/or **Incrementally Funded Amount** will display a positive amount.

10. Click the **Submit** button to save your work and exit this page.
11. Return to the **Main General** page of your award.

STRIPES		Route	Delete	FAADS / Plus	Renumber	?
Grant Information						
Grant Number:	DE-XY0012490	Stage:	Award		Obligation:	\$1.00
Version:	BASE-In Progress	Net View:	Off		Total Amount without Options:	\$1.00
		Number of Items:	1		Total Amount:	\$1.00
General Information						
Owner:	Warren Riley					
Award Date:	01/23/2012					
Type of Agreement:	Select One					
Agreement Category:	Select One					
Award Type:	Fixed-price					
Effective Date:	01/23/2012					
Completion Date:						
Admin Office:	06001	Edit				
Issuing Office:	06001	Edit				
Sponsoring Office:	SC	Edit				
Invoice Office:	00504	Edit				
Recipient:	000003		ENERGY BEAM SCIENCES,			
Grants Specialist:	RILEYW					
Type of Warrant Required:	GRANTS					
Agreements Officer:	ANDERSONC					

Your award now reflects a positive obligation amount.

12. Create your FAADS report and route the award for approval.

This concludes the steps needed to process a SAF requisition.