Defining Requisition Obligation Amount

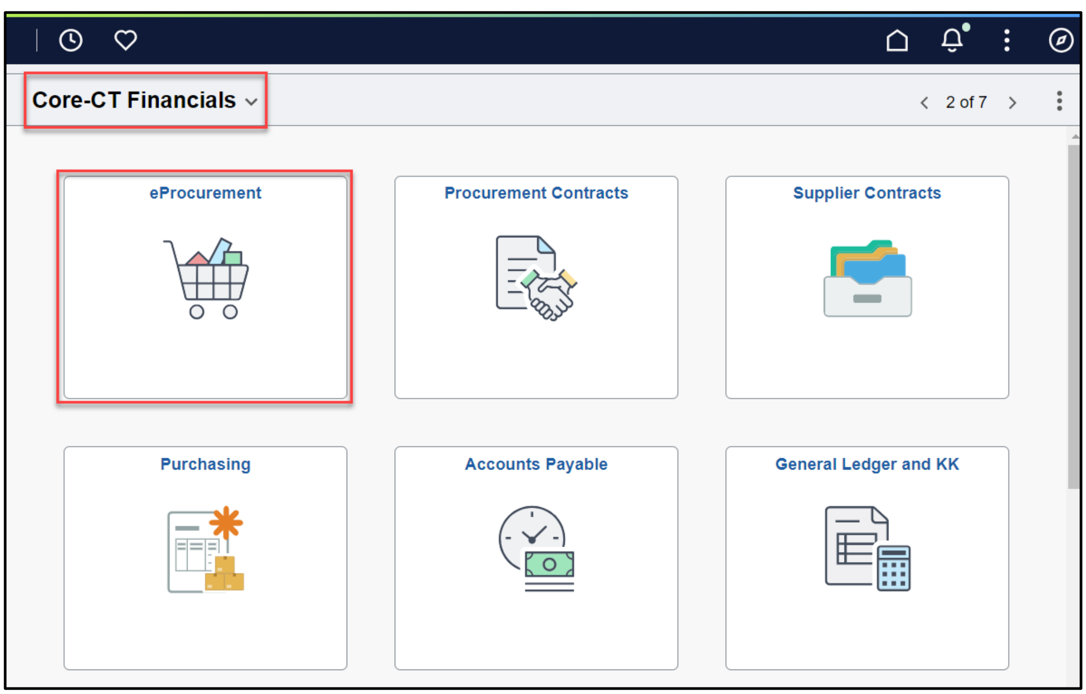
REQ Obligation captures the State of Connecticut's expected financial obligation for a requisition over a given period of time. When a requisition is approved and sourced, the obligation information automatically carries forward to the Purchase Order as the **PO Obligation**.

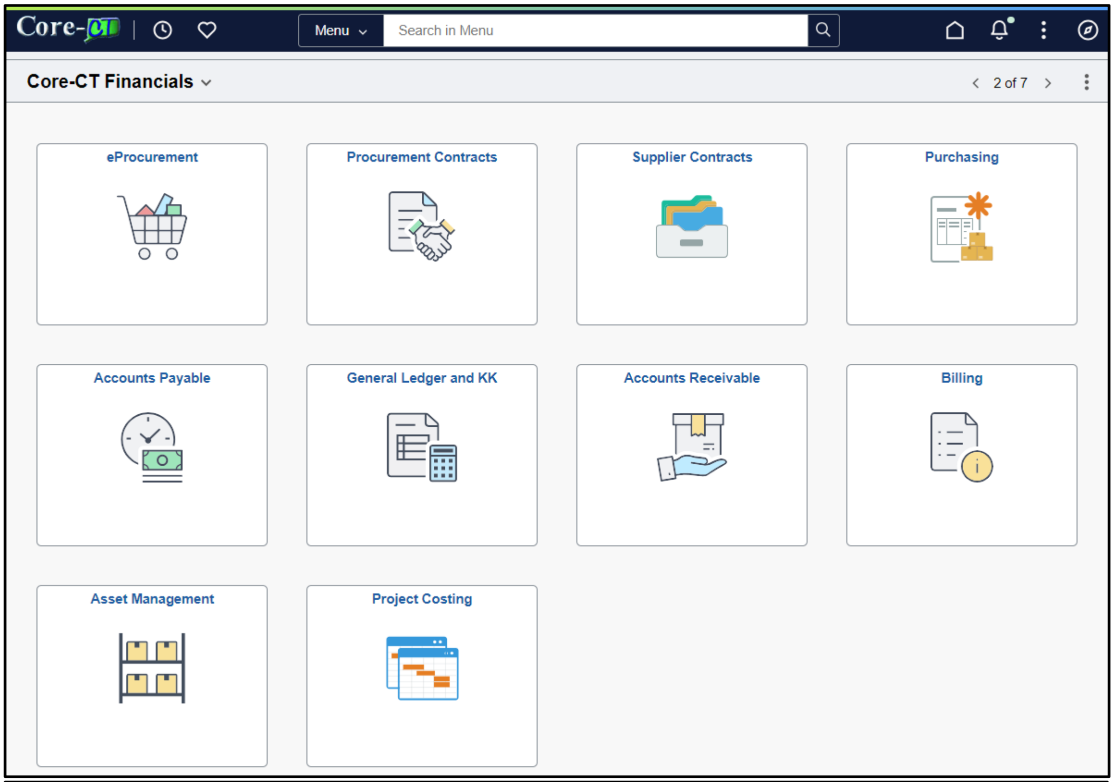
For **REQ** requisition types, requesters have the option to enter information manually or let CoreCT default values when the requisition is saved. The current date will default in the **Start Date**, the current fiscal year end date in the **End Date**, and the total amount of the requisition in the **Total Obligation Amount**.

The hyperlink to REQ Obligation Amount is not present in all requisitions; the proper link displays depending on the **Requisition Type** selected. Requesters are required to manually add values for **POS** and **PSA** requisitions on their **POS Details** or **PSA Details** link accordingly. Selecting **DAS-BID** requisitions will change the link to **DAS-BID Attributes.** These types of requisitions do not go through budget-check nor source to Purchase orders; they are converted to contracts and do not require REQ Obligation information.

Entering the REQ Obligation

The following steps are for manual entry.
Navigation: Main Menu > Core-CT Financials > eProcurement > Create Requisition




Menu
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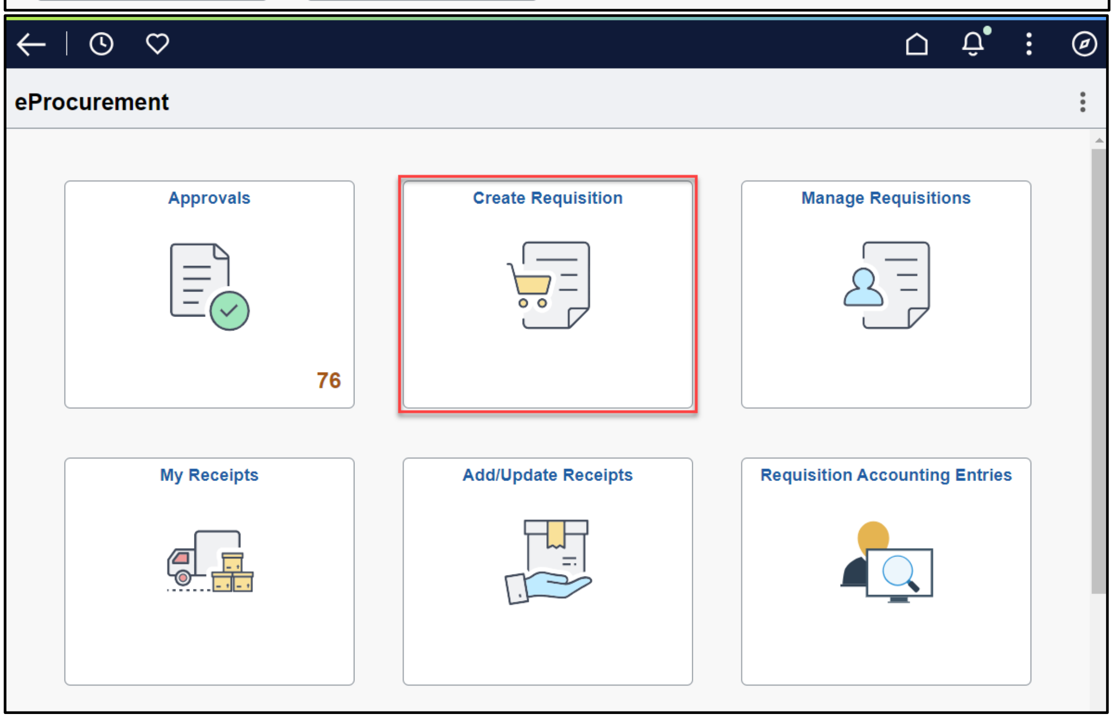
eProcurement
Procurement Contracts
Supplier Contracts
Purchasing
Accounts Payable
General Ledger and KK
Accounts Receivable
Billing
Asset Management
Project Costing


eProcurement
Approvals
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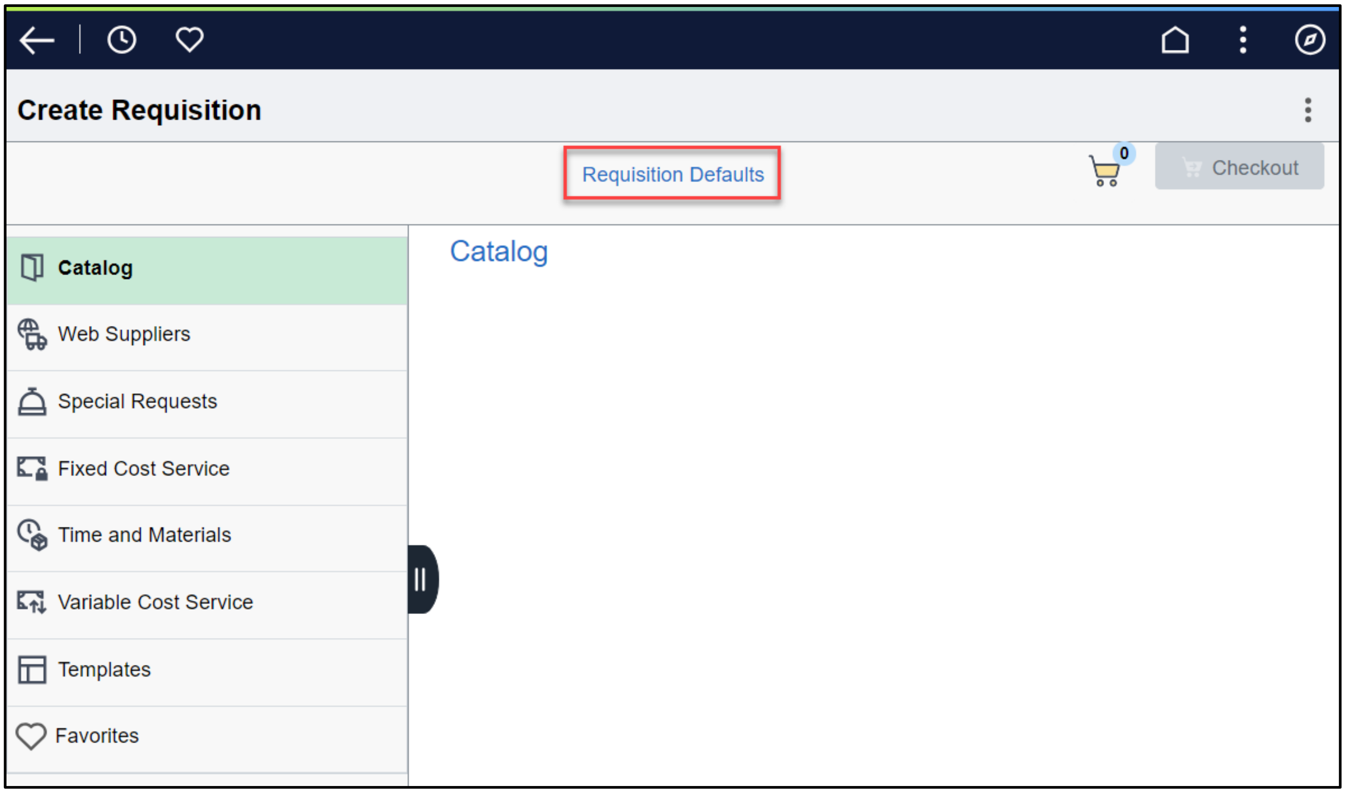
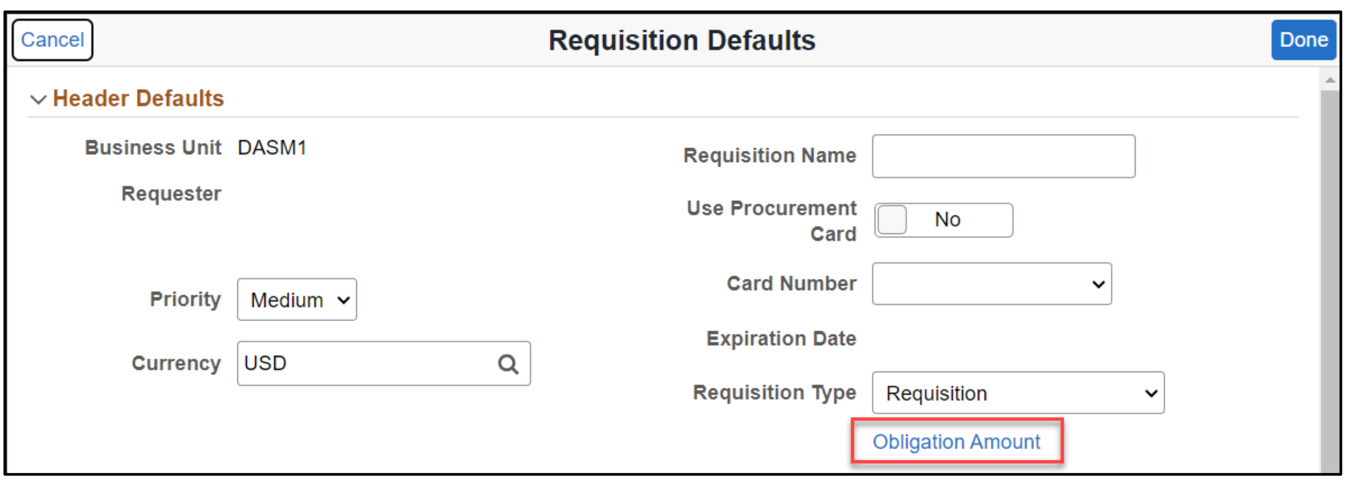
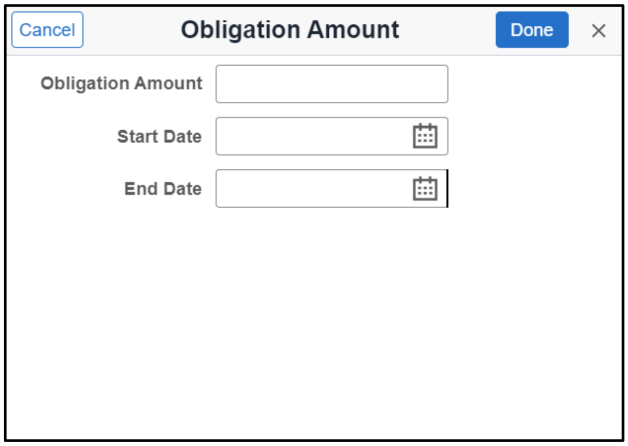
Create Requisition
Manage Requisitions
My Receipts
Add/Update Receipts
Requisition Accounting Entries



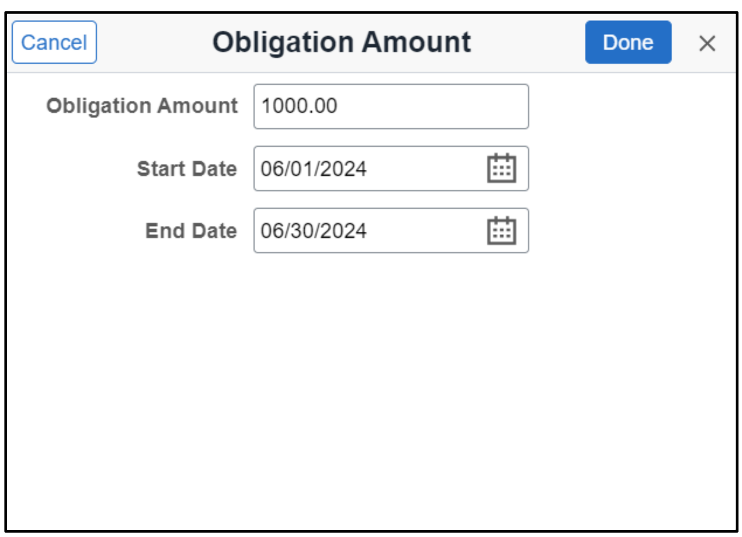


The requester selects the **Requisition** type and clicks the **REQ Obligation** link to display the REQ Obligation page.



Start Date entry is required for the ITD-10, optional for all other requisition types. If left blank the current date defaults upon saving.
End Date entry is required for the ITD-10, optional for all other requisition types. If left blank the fiscal year end date defaults upon saving.

Total Obligation Amount entry is required for ITD-10, optional for all others. If left blank the total requisition dollar amount defaults upon saving.



The Obligation has a start and end date, but these dates may cross fiscal years and the obligations for future periods do not encumber funds.

Enter the **Start Date**, **End Date,** and **Total Obligation Amount**. Click **Done**.

The **REQ Obligation** link displays on the approvals page. Approvers can review and update the dates and amount as needed.

When copying an existing requisition to a new requisition the obligation information does not default. The requester has to update the obligation information as needed.

Reviewing the PO Obligation

The Purchase Order created during the sourcing process will reflect the obligation information entered. Users with PO review access click the **PO Obligation** link in the PO header to review the information.