

Database Steps - Agreement Only Expense

1. CREATING THE REQUISITION ORDER (RO)

- Navigate to the Procurement & Agreement Database in Lotus Notes.
- Select “Create New RO (per 2019 Policy)”;

The screenshot shows the Lotus Notes database interface for 'Procurement & Agreement'. The top navigation bar includes a 'Create New' button, which is circled in red. Below the navigation bar, the left-hand menu is expanded to show 'Requisition Orders' and 'All Procurements'. Under 'Requisition Orders', 'ROs By Status' is circled in red. The right-hand pane displays a search view titled 'Search in View 'All By Author''. Below the search bar, there is a table with columns 'Author', 'Status', and 'Method'. The table contains a list of authors with expandable arrows next to their names.

Author	Status	Method
▶ Binu Saradakutty		
▶ Blair Newby		
▶ Brad Clubine		
▶ Breanna Hallihan		
▶ Brian Bertrand		
▶ Brian Graham		
▶ Brian Moyle		
▶ Bronwen Fitzsimons		
▶ Caitlin Harrigan		
▶ Caitlin Rochon		
▶ Caitlyn Bondy		
▶ Calvin Hitch		
▶ Cameron Richardson		
▶ Cameron Sanderson		

- Alternatively, you can select “ROs by Author” and then select the “Create New RO (per 2019 Policy)”.

The screenshot shows the Lotus Notes database interface for 'Procurement & Agreement'. The top navigation bar includes a 'Create New RO (Per 2019 Policy)' button, which is circled in red. Below the navigation bar, the left-hand menu is expanded to show 'Requisition Orders' and 'All Procurements'. Under 'Requisition Orders', 'ROs By Author' is circled in red. The right-hand pane displays a search view titled 'Search in View 'ROs All By Author''. Below the search bar, there is a table with columns 'Author', 'Status', 'Type', 'Created', and 'RO Num'. The table contains a list of rows with dates and RO numbers.

Author	Status	Type	Created	RO Num
			11/22/2017	1000673
			12/12/2017	1000689
			01/06/2018	1000702
			01/09/2018	1000704
			01/16/2018	1000710
			01/16/2018	1000710
			01/18/2018	1000712
			02/02/2018	1000724
			02/15/2018	1000737

Database Steps - Agreement Only Expense

2. FILLING IN THE RO

- Select “Agreement Only”

The screenshot shows the 'Create New RO (Per 2019 Policy)' dialog box. The 'RO Type' dropdown menu is open, showing 'Agreement Only' selected and circled in red. The background shows a tree view of 'Requisition Orders' and 'All Procurements'.

- “Agreement Type” select “Expense”;

The screenshot shows the 'Create New RO (Per 2019 Policy)' dialog box. The 'Agreement Type' dropdown menu is open, showing 'Expense' selected and circled in red. The background shows a list of authors.

- Select “Estimated Value” choose the appropriate value (note: this is an estimate and the actual value will have to be added later in the Agreement Signature Tab);

The screenshot shows the 'RO - Agreement Only - Expense' form. The 'Estimated Value' field is circled in red. A 'Select Keywords' dialog box is open, showing 'Less Than \$5,000' selected.

- “Non- Application” select “No”;
- If “Yes” refer to Schedule A Non-Application on the Procurement Hub or contact Procurement Services;

Database Steps - Agreement Only Expense

- “Type of Goods & Services” select the appropriate one;

The screenshot shows the 'RO - Agreement Only - Expense' form. The 'Non-Application' field is set to 'No' and the 'Type of Goods and/or Services' dropdown is highlighted with a red circle. A 'Select Keywords' dialog box is open, displaying a list of keywords such as 'Acknowledgement and Direction', 'Commercial Opportunities', and 'Confidentiality Agreements'.

- Enter the non-populated fields;
- “Attachments” are not mandatory, do not attach invoices or quotes in this field;
- “Co-Author” can only be another authorized buyer; it is not mandatory to select one;
- Enter the tentative start and end dates. Remember these are tentative the actual start and end dates can be enter in the Agreement Signature step.

The screenshot shows the 'RO - Agreement Only - Expense' form. The 'Co Author' field is highlighted with a red circle. A 'Select Keywords' dialog box is open, displaying a list of keywords such as 'Adam Miller/TRCA', 'Adam Szafarski/TRCA', and 'Adrian Bryant/TRCA'.

Database Steps - Agreement Only Expense

- “Account Allocation”
 - Select “Add”;
 - Select “Entity”;
 - Select the “Entity #”.

Entity #	Sub Proj #	Entity Description
0000e		pick correct code
00102	10200	OFFICE SERVICES-STAFF
00119	11966	EARTH RANGERS RENT (ct
00210	10210	WILD WATER KINGDOM
00211	14048	1 Cedar Mains Drive
00212	14070	1352 Lakeshore Lands and E
00213	10211	CLAIREVILLE EQUINE CEN
00214	14098	Bathurst Glen Golf Club Resi 12461 Bathurst St
00220	10212	CLAIREVILLE EDUCATION I
00240	10213	CELL TOWER LEASES
00243	10214	FORMER NURSERY BUILDI
10214	10214	NEW VENTURE

- Select “Code” and then the “Account Field” will auto populate;

#	ABW	CodeName	Cc
000	n/a	Default - check for proper gl code	
001	58010	Reserves - To Surplus	
001e	58015	Reserves - From Surplus	
001i	58020	Reserves - Deficit Recovery - In Year	
001r	58011	Reserves - Deficit Recovery	
002	55020	Donations - Tax Receipt	

#	ABW	CodeName	Cc
000	n/a	Default - check for proper gl code	
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Database Steps - Agreement Only Expense

- If a new entity is required select **“New Entity Request”** the table below will appear, fill in the information;

- Selecting **“Edit Selected”** will allow you to edit the Entity – GL Code;

- Selecting **“Remove Selected”** will delete the Entity – GL Code;

- Once all fields are entered select **“Save”** and then **“Submit for Approvals”**;
- Once approved an email notification will be sent and then the Agreement Only – Expense can be created.

Database Steps - Agreement Only Expense

3. CREATING THE AGREEMENT ONLY – EXPENSE

- Open the RO, select **“Create Agreement (Expense)”** and then the **“Agreement Only – Expense”** screen will be displayed;

The screenshot shows two screenshots of a software interface. The top screenshot is the 'Create Agreement (Expense)' screen. The title bar includes 'Create Agreement (Expense)', 'Comprehensive RO', 'Send FYI', 'Change RO Type', 'Change Profile', 'Cancel RO', and 'Close Window'. The main content area has a header with 'Req Order #: 10022133', 'Status: Approved', 'Author: Anita Geier', and 'Creation Date: 2019-09-10'. Below this is a section titled 'Per 2019 Policy' and 'RO - Agreement Only - Expense'. The form contains fields for 'Project Name: TEST TEST TEST TEST', 'Estimated Value: Less Than \$5,000', 'Profile: Anita Geier', 'Profile Limit: \$0', 'Profile Division: Corporate Services', 'Responsible Division: Corporate Services', 'Non-Application: Yes No', 'Type of Goods and/or Services: General Goods and Services', 'Co Author:', 'Account Allocation' (with values 0000e-000 -n/a), and 'Tentative Start Date: 2019-09-01' and 'Tentative End Date: 2019-09-01'. The bottom screenshot is the 'Agreement Only - Expense' screen. The title bar includes 'Save as', 'Open RO', 'POs', 'Spell Check', 'Change Profile', 'Admin', and 'Cancel Agreement Only'. The main content area has a header with 'Req Order #: 10022133', 'Status: Draft', 'Created by: Anita Geier', and 'Creation Date: 2019-09-11'. Below this is a section titled 'Per 2019 Policy' and 'Agreement Only - Expense'. The form contains fields for 'Co Author:', 'Approval Required by:', 'Agreement to be Completed by:', 'Working Copy:', and 'Was a Database Agreement Template used?: Yes No'. There are also buttons for 'Submit Working Copy for Review (Peer)', 'Calculate Working Copy Workflow', and 'Submit Working Copy for Approval'.

- Fill in the non-populated fields;
- “Was a Database Agreement Template Used”** select **“Yes”** if you are planning to use a TRCA template then:
 - “Open Database Agreement Templates”**;
 - Select an agreement template;
 - Make the necessary adjustments to the template;
 - Attach the agreement to the **“Working Copy”** field;
 - “Submit Working Copy for Review (Peer)”**;
 - Once reviewed select **“Submit Working Copy for Approval”**;
 - Once approved the agreement can be sent to the vendor for signature.
- “Was a Database Agreement Template used”** select **“No”** if you are planning to use a vendor’s agreement then:
 - Attach the agreement to the **“Working Copy”**;
 - “Submit Working Copy for Review” (Peer)**;
 - Once peer reviewed select **“Submit Working Copy for Approval”**;
 - As **“No”** was selected legal services will have to approval the Agreement;
 - Once approved e-mail the agreement to the vendor for signature.

Database Steps - Agreement Only Expense

4. Agreement Signature

- When the signed agreement is received from the vendor navigate to the **“Agreement Signature”** Tab;
- Enter the **“Actual Start, End Date, Actual Agreement Value”**;
- Attach the vendor signed agreement to **“Executed Agreement Copy”**;
- **“Has the Previous Working Copy Agreement been Altered”** select **“Yes”** if the vendor suggested changes, legal services will have to review the changes;
- **“Has the Previous Working Copy Agreement been Altered”** select **“No”** if the vendor has not suggested changes;
- If required **“Attach a Certificate of Insurance”** and fill in **“Insurance Expiry Date”**;
- If a COI is not required select **“Certificate of Insurance Not Required”** and a field will pop-up where you will have to provide a brief explanation why;
- Submit the agreement for TRCA signature;
- When the agreement is signed by both parties, send a copy to Vendor for their records and select save as **“Active Agreement”**. A PO can now be created.

The screenshot shows the 'Agreement Only - Expense' form in the 'Agreement Signature' tab. The form header includes 'Save as', 'Open RO', 'POs', 'Spell Check', 'Change Profile', 'Admin', and 'Cancel Agreement Only'. The main title is 'Per 2019 Policy Agreement Only - Expense'. The 'Agreement Signature' tab is selected. The form contains the following fields and options:

- Req Order #: 10022133, Status: Draft, Created by: Anita Geler, Creation Date: 2019-09-11
- Has the previously approved Working Copy Agreement been Altered since the Agreement Review/Approval?: Yes No
- Start Date: [Date Picker], End Date: [Date Picker]
- Agreement Value: [Text Field], Vendor: <Select Vendor>
- Agreement Executed Copy: [Text Field]
- Certificate of Insurance: Certificate of Insurance Not Required, Insurance Expiry Date: [Date Picker]
- Attach Certificate of Insurance: [Text Field]
- Account Allocation: 0000e-000 -n/a, 0000e-000 -n/a
- Manager or Director Signature Required (standard template used, 1 yr or Less, within spending limits)
- Submit Executed Copy for Signatures* [Button]
- Approval History table with columns: Date (MMDD/YYYY), Operator, Activity

The screenshot shows the 'Agreement Only - Expense' form in the 'Agreement Review' tab. The form header includes 'Save as', 'Open RO', 'POs', 'Spell Check', 'Change Profile', 'Admin', and 'Cancel Agreement Only'. The main title is 'Per 2019 Policy Agreement Only - Expense'. The 'Agreement Review' tab is selected. The form contains the following fields and options:

- Current Status (Draft), Active Agreement, On Hold (Dropdown Menu)
- Req Order #: 10022133, Status: Draft, Created by: Anita Geler, Creation Date: 2019-09-12
- Open Database Agreement Templates [Text Field]
- Co Author: [Text Field]
- Approval Required by: [Date Picker], Agreement to be Completed by: [Date Picker]
- Working Copy: [Text Field]
- Was a Database Agreement Template used?: Yes No