

Requisition Processing

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Purchase Order Requests

The screenshot shows a software window titled 'PURCHASE ORDER REQUESTS' with a sub-header 'Requisitions' and a reference number 'RQ2118'. The window is divided into several sections:

- Top Section:** Contains input fields for 'Req#' (with a magnifying glass icon), 'Date Needed', 'Blanket' (checkbox), 'Req Date', 'Req by', 'Disc%', 'Vendor', 'Req Dept', 'Tax%', 'Freight%', 'Address', 'Ship To', 'Tot Mat', 'Inv To', 'Disc', 'Tax', 'Frnt', and 'Wo Id'. There are also buttons for 'Options...', 'OK', 'Cancel', and 'Clear' at the bottom.
- Detail Lines Section:** A table with columns: Qty, Description, Budget, Total Amt, Status.

Req # - A sequential number assigned by the system. Click on the 'next record' icon to enter a new requisition. If you are looking up an existing requisition, enter the requisition number and click Tab. You may also click on the magnifying glass and perform a lookup by vendor, requesting person or requesting site.

The top screenshot shows the 'PURCHASE ORDER REQUESTS' window with 'Req#' set to '0000' and 'Req Date' set to '04/06/11'. A red arrow points from the 'next record' icon in the top-left corner of the window to the 'Req#' field. The bottom screenshot is a zoomed-in view of the 'Req#' field, showing the magnifying glass icon and the value '0000'.

If you are entering a new requisition, the system might ask if this is a Next Year requisition.

Req date - Date of the request. This is the date that the 'pre-encumbrance' will be posted to the G/L; the accounting period during which the date occurs must be open in the General Ledger

Vendor - Enter the vendor's name or vendor number. You may enter all or part of the vendor's name and click <TAB> to perform a lookup by name.

Requisitions PURCHASE ORDER REQUESTS RQ2110

Req# 0000 Date Needed Blanket
 Req Date 04/06/11 Req by Disc%
 Vendor Req Dept Tax%
 Address Ship To Freight%
 Tot Mat
 Disc
 Tax
 Prt
 Total

Vendor	Vendor Name	Address: City, St	St
001218	Southeast Missouri S	One University Plaza; Cape Girardeau, MO	
005354	UMB BANK, N.A.	P.O. BOX 419260; KANSAS CITY, MO	
006585	UMB Bank	928 Grand Boulevard; Kansas City, MO	
007581	UMB Bank, N.A.	2 South Broadway; ST LOUIS, MO	
006639	UMB Bank, N.A.	P.O. Box 321; St. Louis, MO	

5 records were identified.

OK Cancel All New Refine...

Requisitions PURCHASE ORDER REQUESTS RQ2110

Req# 0000 Date Needed Blanket
 Req Date 04/06/11 Req by Disc%
 Vendor 006585 Req Dept Tax%
 UMB Bank Freight%
 Address 6304 Ship To Tot Mat

S	Name	Address: City, St
	Card Services	P.O. Box 875852; Kansas City, MO
	UMB Bank	Trust Fees Dept 928 Grand Boulevard; Kansas City, MO

2 records were identified.

OK Cancel All New Refine...

Date Needed - The date that the materials are needed, it is not a required field. This information is for the vendor.

Req by - Defaults to your login name.

Req dept - This is the department for whom the materials are being requested. You can perform a lookup to choose the department. The department chosen determines where it goes for approval. MUST HAVE BUILDING/DEPT CODE CANNOT BE 000.

Ship to - Defaults to requesting department (req dept, as above). It is

a required field. You can perform a lookup and choose the 'ship to' address. The system will display the shipping address; you may modify the address that displays.

Inv to – this may or may not be required at your location, that being determined by a flag in system administration.

It is used if the invoice is to be sent to a different place than where the purchased items go to. If it is not required, the system will bypass the field. If it is required, type the invoice code or click on the lookup to see a listing of the valid lookup codes, then select from that list. The system will allow you to make changes to the address information in the box.

The screenshot shows the 'PURCHASE ORDER REQUESTS' window with the following fields filled: Req# 0000, Date Needed 05/20/11, Req Date 04/06/11, Vendor 006585, UMB Bank, Address 1050, P.O. Box 875852, Kansas City MO 64187-5852, Req by sdavis, Req Dept 920, Business Office, Ship To 000, Inv To, and Wo Id. The 'Detail Lines' table is empty. The 'Ship To' field has a dropdown menu open with a blank line selected.

For Ship To, on the blank line enter Attn: and put the name of who this order is for.

This screenshot is identical to the previous one, but with a pop-up window open over the 'Ship To' field. The pop-up window contains the following text: Business Office, 1370 Northumberland, St. Louis, MO 63137. The 'Ship To' field now contains the value '000'.

Wo ID – Enter the Work Order number that corresponds to this request, if applicable. You can perform the lookup and choose an existing work order or you can click on the 'binoculars' to create a

work order. This is not a required field; access to this field is controlled by a flag in system administration.

Blanket – Click this checkbox ‘on’ if the PO is for payment for ongoing services that will be provided over time. If this PO is for a specific quantity of items, it is not a blanket PO.

The screenshot shows the 'PURCHASE ORDER REQUESTS' form with the following fields and values:

- Req#: 0000
- Date Needed: 05/20/11
- Blanket:
- Req Date: 04/06/11
- Req by: sdavis
- Disc%: [empty]
- Vendor: 006585
- Req Dept: 920
- Tax%: [empty]
- Freight%: [empty]
- UMB Bank
- Business Office
- Address: 1050
- Ship To: 920
- Tot Mat: [empty]
- Business Office
- P.O. Box: 875852
- Inv To: [empty]
- Disc: [empty]
- Kansas City: MO 64187-5852
- Wo Id: [empty]
- Tax: [empty]
- Frt: [empty]
- Total: [empty]

Detail Lines table:

Qty	Description	Budget	Total Amt	Status

Buttons: Options..., OK, Cancel, Clear

The screenshot shows the 'PURCHASE ORDER REQUESTS' form with the following fields and values:

- Req#: 0000
- Date Needed: 05/20/11
- Blanket:
- Req Date: 04/06/11
- Req by: sdavis
- Disc%: 0.00
- Vendor: 006585
- Req Dept: 920
- Tax%: [empty]
- Freight%: 0.00
- UMB Bank
- Business Office
- Address: 1050
- Ship To: 920
- Tot Mat: [empty]
- Business Office
- P.O. Box: 875852
- Inv To: [empty]
- Disc: [empty]
- Kansas City: MO 64187-5852
- Wo Id: [empty]
- Tax: [empty]
- Frt: [empty]
- Total: [empty]

Detail Lines table:

Qty	Description	Budget	Total Amt	Status
No record retrieved.				

Buttons: View..., Cancel, All, New, Refine..., Options..., OK, Cancel, Clear

Disc% – If this vendor offers a discount, and it is in the vendor record, the discount percentage will display. If the vendor does not have a percentage set in the vendor record, the system will display the percentage as it is set in System control. If you are aware of a discount for this request, enter the percentage here. The system may prompt you for a password if you enter or change the discount. If there is no applicable discount, you may “Tab” past this field.

Tax% – This field is utilized if your organization is subject to your state sales tax. If your organization is exempt from sales tax, you will not be prompted for an entry into this field. If your organization is

subject to sales tax on all items, the default percentage (that has been set in system control) will display. If only certain items are subject to sales tax, do not enter a percentage here, but on each line item as you enter it. The system may prompt for a password to make an entry to change to this field.

Freight% – Enter the freight percentage for this requisition. The vendor record includes a freight percentage for the vendor specified. If the vendor does not have a freight percentage set in the vendor record, the system will display the percentage as it is set in system control. If there is no freight to be applied, the system will default to '0' percentage. The system may prompt for a password to make an entry to change to this field.

The following fields will display the cumulative totals of the requisition as detail items are entered onto the requisition:

Tot Mat – The total cost materials for the requisition

Disc – The total discount, if any, for the entire requisition

Tax – The total tax for the requisition, if applicable

Frnt – The total freight for the requisition, if applicable

Total – The total net cost of the detail requisition

Purchase Order Requisition Detail Entry

Qty	Description	Budget	Total Amt	Status
No record retrieved.				

When you exit the Freight field, you have completed the header information of the requisition. The screen will change to allow you to enter the detail information for each line item. To begin entry of the

detail lines, click on the “New” button. If it is not visible on the screen, click anywhere in the white space. The system will display the screen shown below. The fields are as follows:

The screenshot shows a software window titled "PURCHASE ORDER REQUESTS" with a sub-header "Requisitions" and a reference number "RQ2110". The window contains several input fields and buttons. At the top, there are fields for "Req#" (0000), "Date Needed" (05/20/11), "Blanket" (checkbox), "Req Date" (04/06/11), "Req by" (sdavis), "Disc%" (0.00), "Vendor" (006585), "Req Dept" (920), and "Tax%". Below these are fields for "Qty", "Commodity", "Stock#", "Catalog#", "Uom", "Cost", "Post Date", "Tot Materials", "Discount", "Freight", "Tax", "Line Total", and "Asset Flag". A large text area labeled "Desc" is present. At the bottom, there are fields for "Budget#" and "Avail", and a "Status" field. Buttons for "Status", "Cancel Req", "OK", "Cancel", and "Clear" are located at the bottom of the window.

If typing “See Attached” in Desc make sure to send all paperwork to the Business Office as soon as possible for quicker approval

Qty – Enter the quantity of the items you are ordering

Commodity – Enter the commodity code for the item you are requesting. If your organization has entered the commodity through the Vendor Bidding module the system will bring in the ‘last cost’ and description from the COMMODITY file. If your organization does not use commodity codes, click “Tab” to move to the next field.

Stock# – Enter the stock number of the item you are requesting. If your organization has entered stock numbers through the Inventory module, the system will bring in the description from there and update the inventory record to indicate that the item is on order. If your organization does not use stock numbers, click “Tab” to move to the next field.

UOM – enter the unit of measure for the item you are requesting. The system will default to “EA” for each. You may click on a lookup to view other units of measure. Units of measure are entered via Code Table Maintenance available from the System Administration Menu.

Cost – enter the unit cost of the item, not the extended cost. The system will calculate the extended cost.

Postdate – will default to the date on the requisition header.

Discount – Enter the discount dollar amount (*not percentage*) applicable to this line item only.

Freight – Enter the freight dollar amount (*not percentage*) applicable to this line item only.

Tax – Enter the discount dollar amount (*not percentage*) applicable to this line item only.

Description – Enter the description of the item you are requesting. This is an unlimited length text field.

Budget# – enter the budget account number that the system will ‘pre encumber’ funds against. This field must be entered before the requisition can be filed. You may also click on the lookup icon to perform a search by description of the account number. You may also click on the ‘zoom’ button to review the available balance of the account number. In this case, the ‘zoom’ will activate the Account Inquiry program. Once you enter a valid account number, the system will display the description of the account and the available balance.

Once you have entered all of the information for this line item, click “OK” to create the line item. You may continue to enter subsequent line items; the system will leave the form for the entry on the screen. When you have entered all of the line items, click “cancel” to return to the main Requisitions screen. On the main screen you will see the header information, and an abbreviated display of the line items entered.

Requisitions PURCHASE ORDER REQUESTS RQ2110

Req#	0000	Date Needed	05/20/11	Blanket	<input type="checkbox"/>
Req Date	04/06/11	Req by	sdavis	Disc%	0.00
Vendor	006585	Req Dept	920	Tax%	
UMB Bank		Business Office	Business Office	Freight%	0.00
Address	1050	Ship To	920	Tot Mat	200.00
		Business Office	Business Office	Disc	0.00
P.O. Box	875852	Inv To		Tax	0.00
Kansas City	MO 64187-5852	Wo Id		Frt	0.00
				Total	\$200.00

Detail Lines

Qty	Description	Budget	Total Amt	Status
20 3	RING BINDERS	11-2511-6411-920-00-00	200.00	R

1 records were identified.

View... Cancel All New Refine... Options... OK Cancel Clear

The individual requisition line items will display a status. Valid status codes are:

- R** Requested – no action has been taken on this item
- H** Hold – the item has been put on hold by a person with approval authority
- C** Completed
- X** Cancelled
- A** Approved
- D** Disapproved

PO Requisitions Entry Options Bar

The screenshot shows the 'PURCHASE ORDER REQUESTS' window with the 'Options' dialog box open. The main window contains the following fields:

- Req#: 0000
- Date Needed: 05/20/11
- Blanket:
- Req Date: 04/06/11
- Req by: sdavis
- Disc%: 0.00
- Vendor: 006585
- Req Dept: 920
- Tax%:
- UMB Bank
- Business Office
- Freight%: 0.00
- Address: 1050
- Ship To: 920
- Tot Mat: 200.00
- Disc: 0.00
- Business Office

The 'Options' dialog box contains the following buttons:

- Budget
- Text
- Alt REQ
- Trans
- Complete/Cancel Req
- Print
- Cancel

At the bottom of the main window, there are buttons for 'Options...', 'OK', 'Cancel', and 'Clear'.

Budget – allows the creation of requisitions through the selection of items previously created in the Budget Preparation module.

Text – provides for the entry of Quote information relevant to this purchase request

, Estimate: , Blanket: , Instructions: PLEASE FAX INVOICE TO 314-388-6001, and Justification."/>

The screenshot shows the 'PURCHASE ORDER REQUESTS' window with the 'Quote' section expanded. The main window contains the following fields:

- Req#: 0000
- Date Needed: 05/20/11
- Blanket:
- Req Date: 04/06/11
- Req by: sdavis
- Disc%: 0.00

The 'Quote' section contains the following fields:

- Quote I: Vendor
- Notes:
- Quote II: Vendor
- Notes:
- Confirmation:
- Estimate:
- Blanket:
- Instructions: PLEASE FAX INVOICE TO 314-388-6001
- Justification:

At the bottom of the main window, there are buttons for 'OK', 'Cancel', and 'Clear'.

Alt REQ – allows the user to enter requisition information that will be seen by the vendor. For example if three different departments are purchasing paper and the vendor gives a volume discount for quantities greater than a specified amount, the greater quantity can be entered on the Alt REQ, rather than it showing up as three line items on the requisition.

Complete/Cancel Req – system will confirm whether the entire requisition is to be cancelled or an individual line item is to be cancelled.

Trans – this screen displays all of the transactions associated with this Purchase Order.

Print – prints the requisition

The screenshot shows a dialog box titled "REQUISITION PRINT PROGRAM" with a window ID of "RQ0020". Inside the dialog, there is a text area containing the message "REQUISITION PRINT PROGRAM is a BASIC procedure." Below this, there are two input fields: "Current Printer Assignment ==>" and "Enter Report Date". The "Enter Report Date" field contains the date "04/06/11". At the bottom right of the dialog, there are "OK" and "Cancel" buttons.

Voucher Requisitions

VOUCHER REQUISITIONS			
Req #	Req by	Invoice#	
Req Date	Req Dept	Work Order#	
Vendor	Inv Date	Tot Mat	
Address	Due Dte	Disc	
	Single Chk	Tax	
	Check Code	Frt	
	1099 Type	Total	
	Contract#		
Detail Lines			
Description	Budget	Total Amt	Status
Options... OK Cancel Clear			

Req # - A sequential number assigned by the system. Click on the 'next record' icon to enter a new requisition. If you are looking up an existing requisition, enter the requisition number and click Tab. You may also click on the magnifying glass and perform a lookup by vendor, requesting person or requesting site.

If you are entering a new requisition, the system might ask if this is a Next Year requisition.

Req date - Date of the request. NOTE: the accounting period during which the date occurs must be open in the General Ledger

Vendor - Enter the vendor's name or vendor number. You may enter all or part of the vendor's name and click <TAB> to perform a lookup by name.

Req by - Defaults to your login name

Req dept - This is the department for whom the request for pay is being requested. You can perform a lookup to choose the department. The department chosen determines where it goes for approval.

Inv. Date – enter the date of the invoice, e.g., the travel date.

Due Date – enter the due date of the invoice, e.g., terms of 30 days, can be set in the vendor record

Single Check – if this payment to be cut on a separate check, place a check in the box. If it is to be included with other invoices on a check, leave this box blank.

Check code – enter the checking account that this voucher is to be paid from. This is a required field.

1099 – enter the 1099 type that this vendor is subject to if it is different from the default that is set up in the vendor record. Click the lookup for a list of valid 1099 types

Invoice# -- enter the vendor's invoice number. *This is a required field.*

Wo Number – Enter the Work Order number that corresponds to this request, if applicable. You can perform the lookup and choose an existing work order or you can click on the 'binoculars' to create a work order. This is not a required field; access to this field is controlled by a flag in system administration.

The following fields will display the cumulative totals of the voucher requisition as detail items are entered onto the requisition:

Tot Mat – The total cost materials for the requisition

Disc – The total discount, if any, for the entire requisition

Tax – The total tax for the requisition, if applicable

Frt – The total freight for the requisition, if applicable

Total – The total net cost of the detail requisition

To begin entry of the detail lines, click on the “New” button. If it is not visible on the screen, click anywhere in the white space. The system will display the screen shown below.

On a Voucher Request the Cost must be the **EXACT** amount Voucher Request are used for reimbursements.

Requisitions VOUCHER REQUISITIONS RQ2173

Req# 1200062 Req by Leola Invoice#
 Req Date 07/08/11 Req Dept 920 TEST
 Vendor 009849 Business Office Work Order#

Discount
 Freight 0.00
 Tax 0.00
 Line Total 0.00

Cost
 Post Date

Desc

Budget#
 Descr Avail

Status Cancel Req OK Cancel Clear

Voucher Requisitions Detail Entry

Requisitions VOUCHER REQUISITIONS RQ2173

Req# 1200062 Req by Leola Invoice#
 Req Date 07/08/11 Req Dept 920 TEST
 Vendor 009849 Business Office Work Order#

Discount
 Freight 0.00
 Tax 0.00
 Line Total 50.00

Cost 50.00
 Post Date 07/08/11

Desc 255-844 Rug for back door downstairs

Budget# 11-2511-6411-920-00-00 1492010
 Descr General Supplies Avail 6806.80

Status Cancel Req OK Cancel Clear

Once the header information has been entered, you will enter each of the detail items that are to be requested. To enter voucher requisition detail, click [New] and the screen above will display.

Cost – enter the unit cost of the item.

Post date – will default to the date on the requisition header.

Desc – enter the description of the item. This is an unlimited length text field.

Budget# – enter the budget account number that the system will pre-encumber funds against. This field must be entered before the requisition can be completed. You may also click on the lookup icon to perform a search by description of the account number. You may also click on the ‘zoom’ button to review the available balance of the account number. In this case, the ‘zoom’ will activate the Account Inquiry program. Once you enter a valid account number, the system will display the description of the account and the available balance.

Discount – Enter the discount dollar amount (not percentage) applicable to this line item only. If the discount amount is already displayed, the system has calculated it from the vendor’s record or from a system control record. If the amount is incorrect, it can be changed here, but a password may be required.

Freight – Enter the freight dollar amount (not percentage) applicable to this line item only. If the freight amount is already displayed, the system has calculated it from the vendor’s record or from a system control record. If the amount is incorrect, it can be changed here, but a password may be required

Tax – Enter the tax percentage or dollar amount (click lookup for choices) applicable to this line item only. If the discount amount is already displayed, the system has calculated it from the vendor’s record or from a system control record. If the amount is incorrect, it can be changed here, but a password may be required

Once you have entered all of the information for this line item, click “OK” to create the line item. You may continue to enter subsequent line items; the system will leave the form for the entry on the screen. When you have entered all of the line items, click [cancel] to return to the main Requisitions screen. On the main screen you will see the header information, and an abbreviated display of the line items entered.

The screenshot shows the 'VOUCHER REQUISITIONS' window with the following data:

Req#	Req Date	Vendor	Address	Req by	Req Dept	Business Office	Inv Date	Due Dte	Single Chk	Check Code	1099 Type	Contract#	Invoice#	Work Order#	Tot Mat	Disc	Tax	Frt	Total
1200062	07/08/11	009849	DNT, INC. 1036 2275 CASSENS CT. STE 112 FENTON MI 48426	Leola	920	Business Office	07/08/11		<input type="checkbox"/>	11	N				50.00	0.00	0.00	0.00	\$50.00

Description	Budget	Total Amt	Status
255-844 Rug for back door 11-2511-6411-920-00-00	50.00	50.00	R

1 records were identified.

The individual requisition line items will display a status. Valid status codes are:

AMOUNT MUST BE THE EXACT AMOUNT OF INVOICE **NOT** ESTIMATES.

- R** Requested – no action has been taken on this item
- H** Hold – the item has been put on hold by a person with approval authority
- C** Completed
- X** Cancelled
- A** Approved
- D** Disapproved

Voucher Entry Options Bar

The screenshot displays the 'VOUCHER REQUISITIONS' window. At the top, it shows 'Requisitions' and 'RQ1171'. The main area contains several fields: 'Req#' (1200062), 'Req Date' (07/08/11), 'Vendor' (DNT, INC.), 'Address' (1036), 'Req by' (Leola), 'Req Dept' (920), 'Inv Date' (07/08/11), 'Due Dte', 'Single Chk', 'Invoice#' (TEST), 'Work Order#', 'Tot Mat' (50.00), and 'Disc' (0.00). An 'Options' dialog box is overlaid on the screen, containing buttons for 'Trans', 'Approve', 'Complete/Cancel Req', 'Disapprove', 'Print', and 'Cancel'. Below the dialog, a list of requisition line items is visible, including '255-844 Rug for back door 11-2511-6411-920-00-00' with a total of 50.00 R.

Trans – will display a list of the transaction information regarding this voucher requisition. Double click on any one of the line items to view additional information.

Approve/Disapprove – voucher can be approved by a person with approval authority.

Complete/Cancel Req – system will confirm whether the entire voucher is to be cancelled or an individual line item is to be cancelled.

Print – prints the voucher

Requisition Detail Report

This program will print the Requisition Detail Report.

Req Type...: Purchase Order
 Work Order
 Voucher
 Stores
 Bid
 All

Req Status...: Open
 Approved
 Disapproved
 Requested
 Cancelled
 Complete
 On Hold
 All

Select by..: Department
 Requestor
 Requisition Number
 Vendor
 Part #/Commodity
 Account number

Starting Req #:
Ending Req #..:
Req Start Date:
Req End Date:..:

OK Cancel

Run this report every month to see if there are any requisitions still open and at what level of approval.

The Requisition Detail report provides a detailed listing of requisitions detail line items including the requisition number, vendor name, account short name/number, requestor, description of the item(s) requested, cost, unit of measure, extended cost, and processing status of the requisition. It can be sorted/ran by department, requestor, requisition number, vendor, Part#/commodity number, or account number.

This program will print the Requisition Detail Report.

Req Type...: Purchase Order
 Work Order
 Voucher
 Stores
 Bid
 All

Req Status...: Open
 Approved
 Disapproved
 Requested
 Cancelled
 Complete
 On Hold
 All

Question
Enter Department or ALL

Select by..: Department
 Requestor
 Requisition Number
 Vendor
 Part #/Commodity
 Account number

Ending Req #..:
Req Start Date:
Req End Date:..:

OK Cancel

Choose the report selection by clicking in the corresponding circle. Click <OK>. The system will prompt for additional information depending on the selection made. Once you have responded to the system prompts, click <OK> to process the report.

Approval Process

Requisitions: (DIS)/APPROVE REQUISITIONS RQ100

User Profile Login: EMAY Level: 1 Group: 000

Process Type: E

Hold list:

List Name:

Requisition#:

Requisitions Dated through:

Select Requisition Types:

Check Code:

Dept/Group to Select:

Level to Select:

Accounts to Include:

Accounts to Exclude:

Process Selection

- 1 Automatic Approval/Report
- 2 Automatic w/ Operator Action
- 3 Manual Approval
- 4 Auto w/ Hold list
- 5 Auto w/ Operator w/ Hold list

5 records were identified.

OK Cancel All

New Refine...

OK Cancel Clear

Only use #2 and #3

Requisition approval can be accomplished in three basic ways, with many variations. Each of the basic processes is described below:

1. Automatic Approval/Report – this process can be used to approve all requisitions with no input from the operator. Alternatively, the approver can choose to run the approval listing using a Hold list. This process places all of the selected requisitions on Hold, creates a report for the approver to review, and allows the approver to approve the selected requisitions at another time.

2. Automatic w/ Operator Action – this process can be used to approve all requisitions with input from the operator. Alternatively, the approver can choose to run the approval listing using a Hold list. This process places all of the selected requisitions on Hold, creates a report for the approver to review, and allows the approver to *view* and approve the selected requisitions at another time.

3. Manual Approval – this process is used when certain, specific requisitions are to be approved. The system will require specific information regarding the requisition(s) to be approved, if this method is used. The user will be given an opportunity to view the line item(s) to be approved and to disapprove them, if desired.

4. Auto w/ Hold List – if the approver has chosen to run the approval with a Hold list (as outlined above), this program allows for the automatic approval of those requisitions, *without* operator intervention.

5. Auto w/ Operator w/Hold List – if the approver has chosen to run the approval with a Hold list (as outlined above), this program allows for the automatic approval of those requisitions, *with* operator intervention.

Requisitions (DIS/APPROVE REQUISITIONS) RQ1005

User Profile Login: EMAY Level: 1 Group: 000

Process Type: 2 Auto w/ Operator Action

Hold list:

List Name:

Requisition#:

Greater/Equal -> Less/Equal

Requisitions Dated through:

Select Requisition Types:

Check Code:

Dept/Group to Select:

Level to Select:

Sort Sequence

Accounts to Include:

Accounts to Exclude:

OK Cancel Clear

List Name – if you have chosen options 1 or 2 and have used the “hold list” feature, you will enter the name of the hold list here. A lookup is available, if you don’t remember the name of the hold list.

Requisition number – if you have chosen option 3, Manual approval, enter the number of the requisition(s) that you wish to approve.

Requisitions Dated Through – if you wish to approve requisitions that were entered up to and including a specific date, enter that date here. If you wish to approve all requisitions, regardless of the entry date, leave the field blank.

Greater/Equal – if you want to approve requisitions that are greater than or equal to a specific amount, enter that amount here.

Less/Equal -- -- if you want to approve requisitions that are less than or equal to a specific amount, enter that amount here.

Select Requisition Types – when you ‘tab’ to this field, the system will display a list of requisition types. Choose the requisition type that you want to approve. You may choose one.

Dept/Group to select – *if you are a level one approver*, you have the ability to enter the department/location/group number whose requisitions you want to approve. The system will default to the value that your system administrator has set up in your validation record. If your system administrator has allowed you to be an approver for an alternate group, you may choose an alternate group by clicking on the lookup icon.

If you are not a level one approver. This field will not be available for you to change.

Level to Select – if you are a level one approver, you have the ability to “drop down” and approve requisitions at a lower level. This is often necessary when an “intermediate” approver is unavailable. The system will default to the value that your system administrator has set up in your validation record. You may enter another number here, if you are approving requisitions that are at a lower level.

If you are not a level one approver. This field will not be available for you to change.

Sort Sequence – the fields listed are the sorting sequence of the requisition approval listing. If you would like the list sorted in a specific way, enter the fields here or click on the lookup icon to view a list of fields from which to choose.

When you click on “OK” the system will select the requisitions that match the criteria you chose above. Depending on what option you chose, the following will occur:

Option 1 – the system will automatically approve the requisitions, with no intervention from you. If you have chosen the “hold list” option, the system will place all of the selected requisitions on ‘hold’ and print a report for your review.

When you are ready to approve the requisitions you will come back to this screen, choose either option 4 or 5 and enter the hold list name.

Option 4 will automatically approve the requisitions, with no intervention from you.

If you do not choose the “hold list” feature, the system will ask you if you want to update these items now – you may answer “yes” or “no”. It will then approve the requisitions and ask if you want to run the approval listing. You may enter “Yes” or “No” to this question.

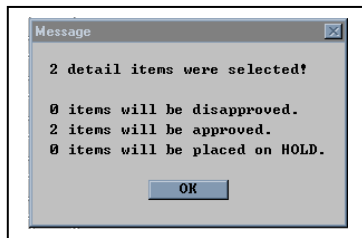
Option 2, Option 3 and Option 5 – The system will display the list of requisitions awaiting your approval:

Must Approve or Disapprove every line on requisition

L#	A	DC	FA	Req#	Dept	Budget#	Vendor	Qty	Cost/Linetotal
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-860-00-00		
Blanket PO Program Food Central Kitchen									
							000138	1	270000.00 270000.00
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-105-00-00		
Blanket PO Program Food Senio									
							000138	1	75000.00 75000.00
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-300-00-00		
Blanket PO Program Food Central Middle									
							000138	1	60000.00 60000.00
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-302-00-00		
Blanket PO Program Food Westview Middle									
							000138	1	60000.00 60000.00
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-602-00-00		
Blanket PO Program Food Koch									
							000138	1	45000.00 45000.00
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-502-00-00		
Blanket PO Program Food Lewis & Clark									
							000138	1	35000.00 35000.00
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-506-00-00		
Blanket PO Program Food Moline									
							000138	1	55000.00 55000.00
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-850-00-00		
Blanket PO Program Food Warehouse									
							000138	1	35000.00 35000.00

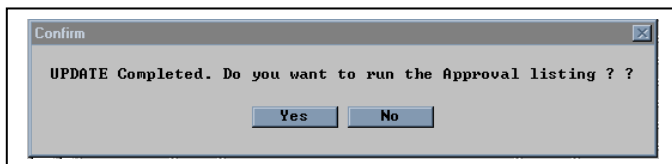
The requisitions selected will display on the screen as approved, allowing you to pick and choose which ones are to be disapproved or held. The screen displays the “fixed asset” flag, allowing you to flag a purchase as a fixed asset, the Req#, Department, Budget#, Vendor#, quantity requested, the item cost and the extended cost.

When all entry has been completed, click on “OK” to perform the approval process. The system will display the following summary of what you are about to approve:



You will click “OK” at this prompt. The system will then prompt, “Do you want to update these items now?” If you want to exit the approval process at this point, click “NO”. If you wish to proceed, click “Yes”.

The system will approve the requisitions and ask:



If you want to run the approval listing click “Yes”, otherwise, click “No”.

The system will generate a report that consists of the following information:

Requisition number, site (requested by), budget number, quantity, unit of measure, description, line total, total amount processed.

Requisition Inquiry

Qty	Description	Total Amt	Requested\$	Processed
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If you don't know the number, click on the lookup icon and the following screen will display

If you don't know the number, click on the lookup icon and the following screen will display:

The screenshot shows a software window titled 'Requisition Inquiry' with a menu bar (Help) and a toolbar. The main area contains several input fields: Req#, Date Needed, Invoice#, Req Date, Req by, Work Order#, Type, Req Dept, Vendor, Address, and a 'Detail Lines' table with columns for Qty, De, and Type. A 'Look Up Query' dialog box is overlaid on the screen, containing fields for Vendor Number, Requested by, and Site, along with OK and Cancel buttons. A red arrow points from the text above to the lookup icon in the toolbar.

Lookup by Vendor – Enter the vendor number or click on the lookup icon to enter all or part of the vendor name.

Lookup by person who entered the request – enter the login name of the person who entered the request into the system.

Lookup by site – enter the location number of the department/site.

Type – enter the type of requisition (e.g., PO, V, S, W) or click on the lookup icon to view a list of valid requisition types.

The system will come back with a list of requisitions that match the lookup criteria you entered, in requisition number order. Double click the requisition you wish to view.

To view an individual requisition line item, double click on it.

You can view other, additional information about any requisition line item by clicking on any of the following buttons:

Vendor – displays the vendor inquiry screen

Invoice – displays the invoice inquiry screen for this requisition line item, if an invoice has been entered into the system for it, or in the case of a voucher request, if it has been processed into AP.

Purchase Order – displays the PO information for this requisition line item, if it is a PO request, has been approved and processed into a PO.

Work Order – displays the Work Order Inquiry screen for this requisition line item, if it is a Work Order Request and has been processed into a Work Order.

Status – will give you historical information about this requisition line item, including approval/disapprovals, invoice number, check number, work order number, received quantities (if PO receiving function was used) and inventory information, if this is a Stores requisition. The status screen looks like this:

Open Purchase Order List

The screenshot shows a software dialog box titled "Open Purchase Order Listing". It features several sections for user input: a "Run report for" section with radio buttons for "All POs" (selected), "Current year POs", "Prior year POs", and "Next year POs"; a "Year..." text box; a "Select POs with" section with radio buttons for "A range of POs", "Budget Group", "Budget #", "Vendor #", and "Location"; "Starting PO #:" and "Ending PO #:" text boxes; "Budget Group / Budget number:", "Vendor number:", and "Location.....:" text boxes with dropdown menus; a "Sort by" section with radio buttons for "Budget ID", "Sort Name", "Vendor", "Year", "Fund", "PO", and "Group Budget"; and "OK" and "Cancel" buttons at the bottom.

Run report for – click on the period that the report is to encompass

Run this report every month

Year – enter the year that the report will be prepared

Select POs with -- allows a choice of selection criteria for the Purchase orders. If you choose:

- **A range of POs** – the system will prompt for a starting PO# and ending PO#
- **Budget#** – the system will prompt for a Budget account number
- **Vendor#** – the system will prompt for Vendor number (a lookup is available)
- **Location** – the system will prompt for a location number (a lookup is available)

Sort by – click on the method that the report is to be sorted by

Purchase Order Receipts

Purchase Order:

Vendor:
 Mobile Petrol Co.
 8888 Tar Circle
 Chester PA

Buyer:

Location:

Date:

Line	Stock No.	Ord	Recd	Qty	FA	Whs	Ro	Shelf	Bin
1	01-00510	10			<input type="checkbox"/>	3			
	Duplicator paper, sub 20, 8								
2	01-00510	3			<input type="checkbox"/>				
	Duplicator paper, sub 20, 8								
3	01-02200	2			<input type="checkbox"/>				
	Xerographic Paper, Sub 20, 8								
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				

The Purchase Order Entry screen allows for updating the Purchase Order when the goods are received. Some organizations require that purchases be 'received' in the system before an invoice can be entered into Accounts Payable.

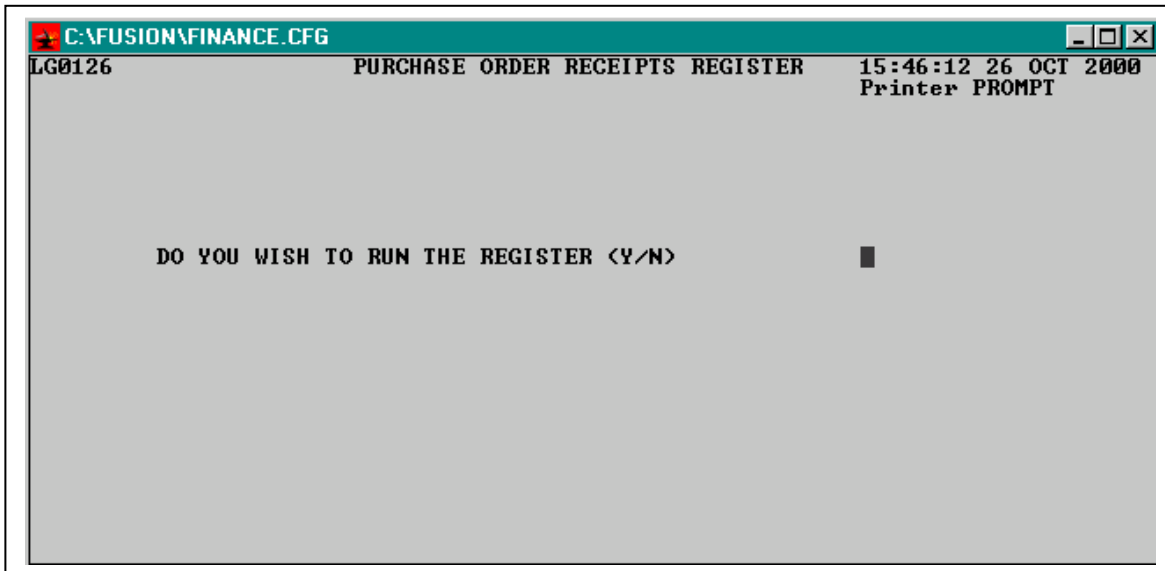
Enter the Purchase Order number or click on the Lookup icon to look up all POs for a specific vendor. A list of POs will display, from which to choose the appropriate PO.

Location – the location will default to the location on the PO. If the received location is different than the location on the PO, enter it here. A lookup is available.

Qty – enter the quantity received, the system will default to the quantity on the PO. If the quantity received is different from the quantity on the PO, enter it here.

FA – this is a display only field that flags this purchase as a Fixed Asset.

PO Receipts Register



If you wish to run the register answer “Y” to the prompt.

The system will then prompt “**Do you want to sort by location?**” Answer **Y** or **N**.

The report will list all of the PO receipts by location, including information on quantity received, receiver’s name, date, description and warehouse information (if applicable).

It will then ask “**Do you wish to purge the receipt register?**”

If you do not want the register to be cumulative, answer “Y”. The next time the register is run, it will only list those items received since the previous register.

If you want the report to be cumulative, answer “N”. The next time the register is run, it will list everything that is on the current report *plus* all items received since the previous register.