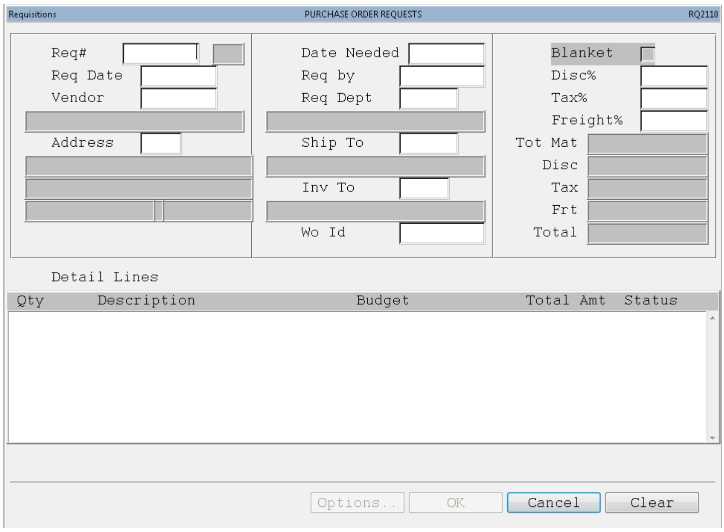
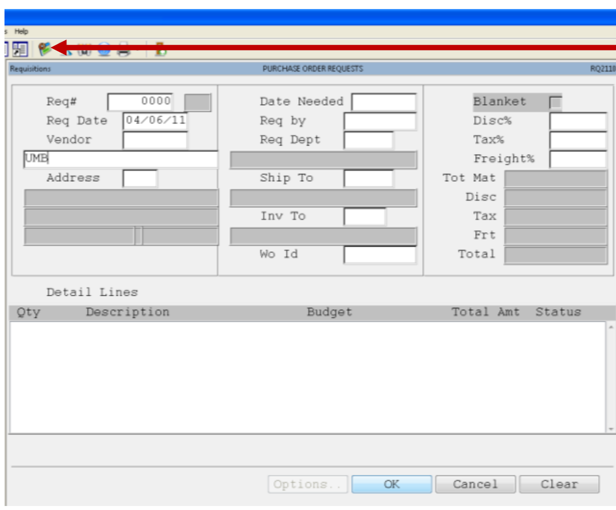
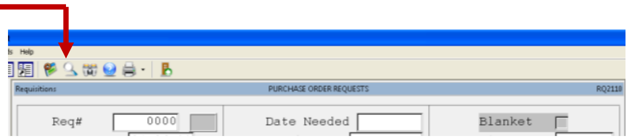
Requisition Processing

Purchase Order Requests



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.

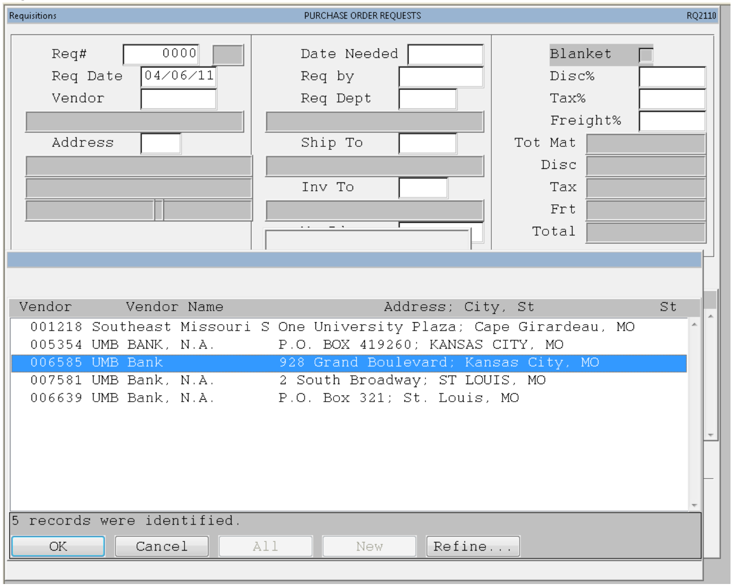


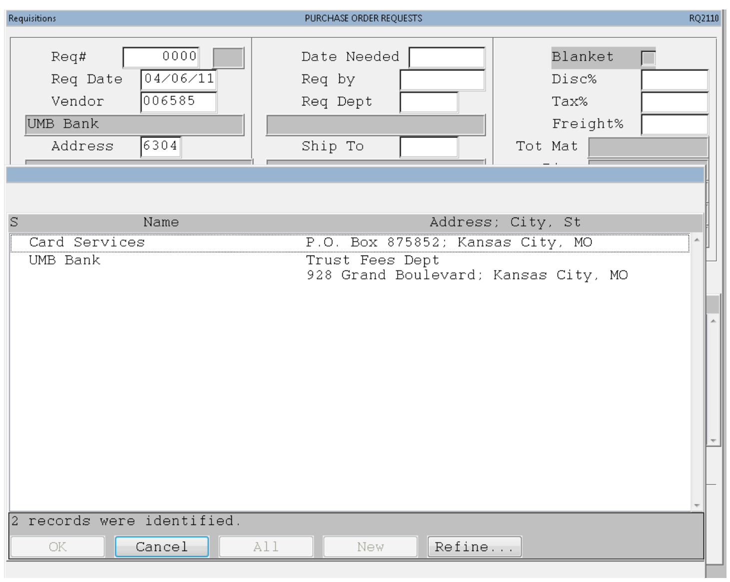


If you are entering a new requisition, the system might ask if this is a Next Year requisition.

Req date - Date of the request. 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.





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

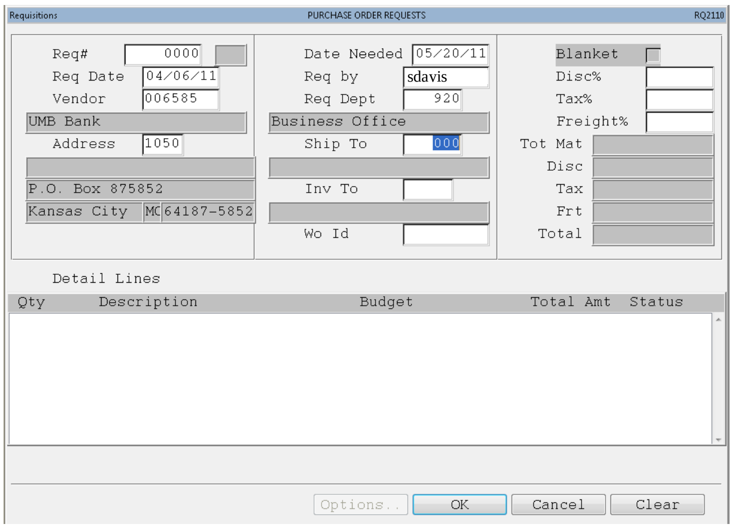
Req by - Defaults to your login name.

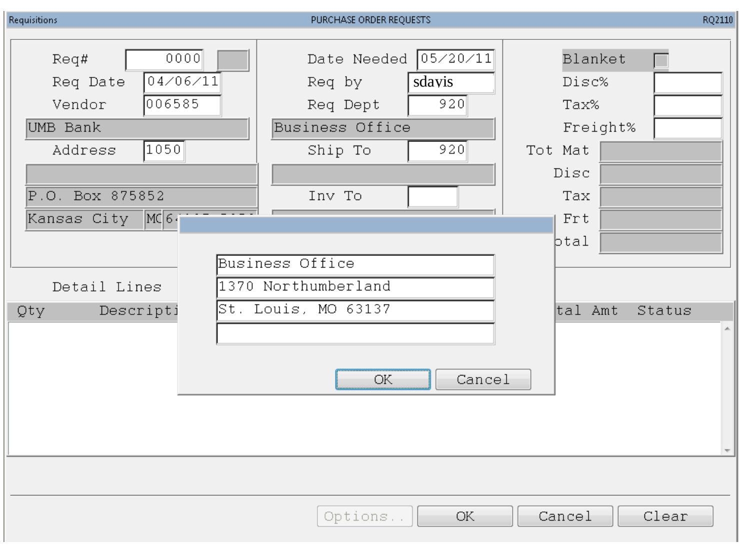
Req dept - This is the department for whom the materials are being requested. You can perform a lookup to choose the department. The department chosen determines where it goes for approval. MUST HAVE BUILDING/DEPT CODE CANNOT BE 000.

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 you 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.

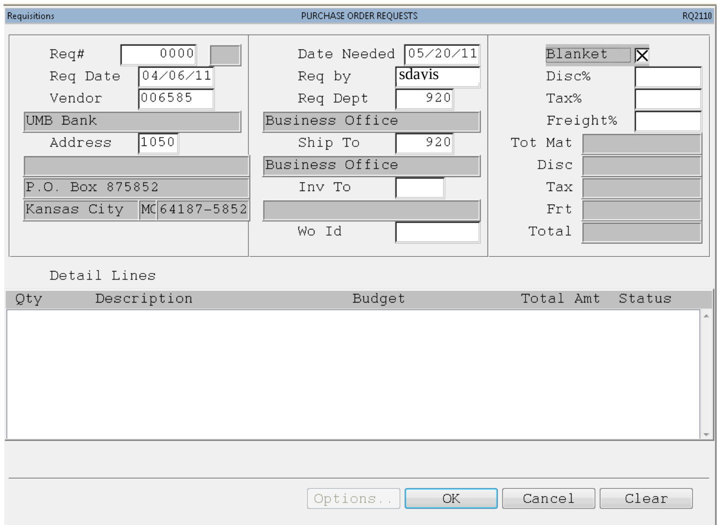


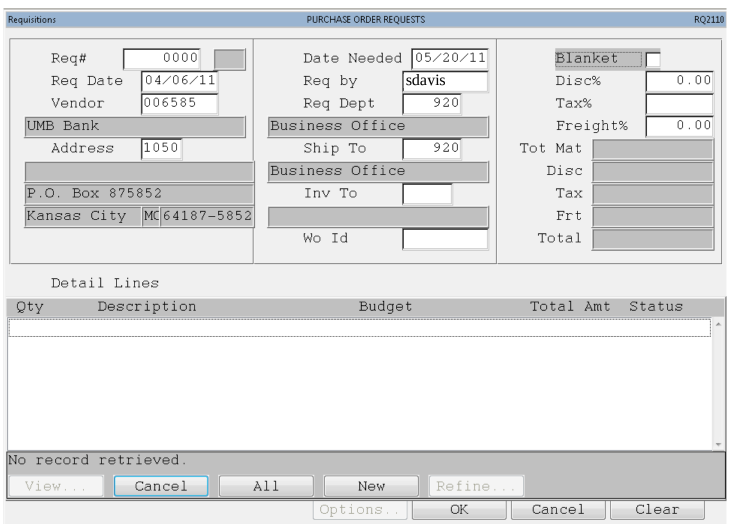


For Ship To, on the blank line enter Attn: and put the name of who this order is for.

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.





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

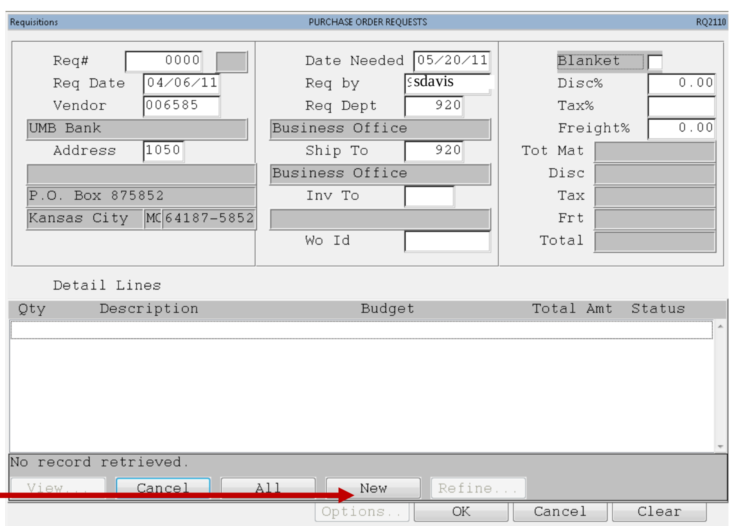
Disc – The total discount, if any, for the entire requisition

Tax – The total tax for the requisition, if applicable

Frt – The total freight for the requisition, if applicable

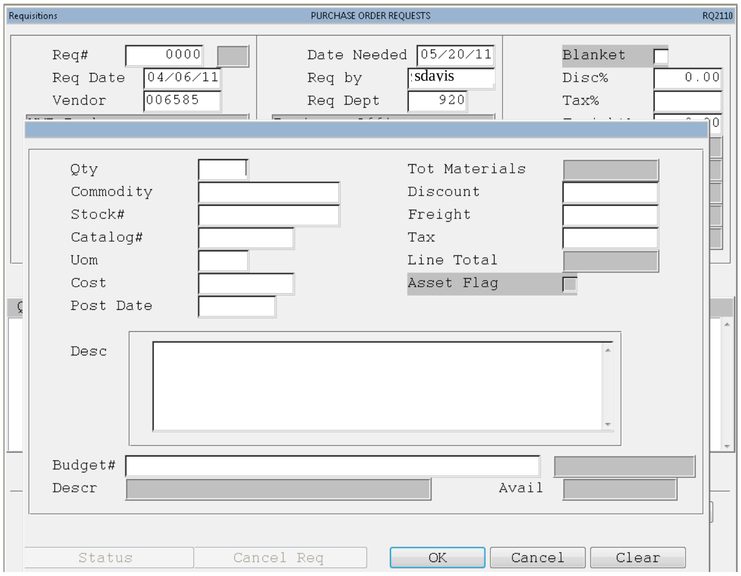
Total – The total net cost of the detail requisition

Purchase Order Requisition Detail Entry



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:

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.

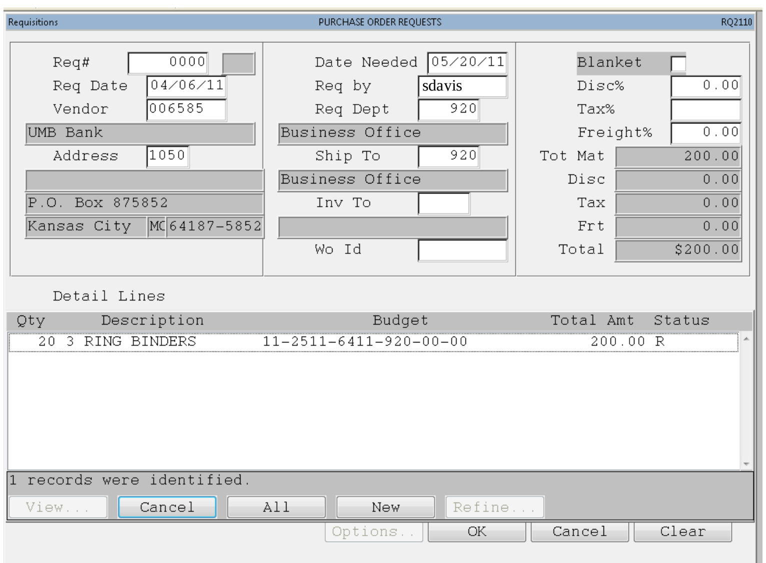
Freight – Enter the freight dollar amount (*not percentage*) applicable to this line item only.

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.

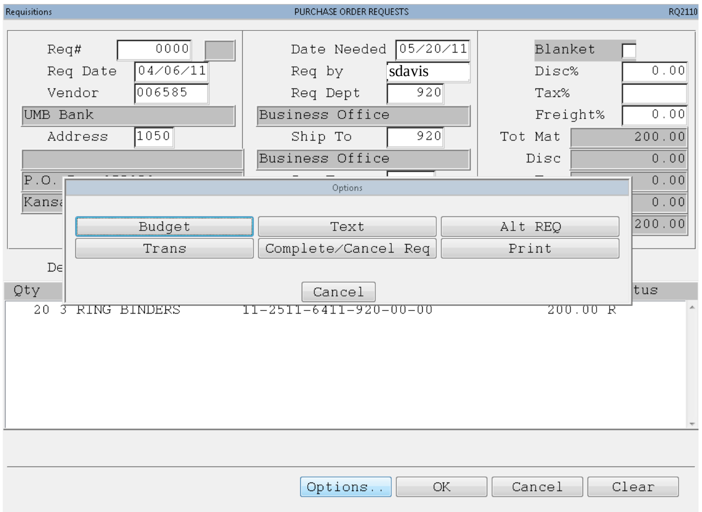
Once you have entered all of the information for this line item, click "OK" to create the line item. You may continue to enter subsequent line items; the system will leave the form for the entry on the screen. When you have entered all of the line items, click "cancel" to return to the main Requisitions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



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

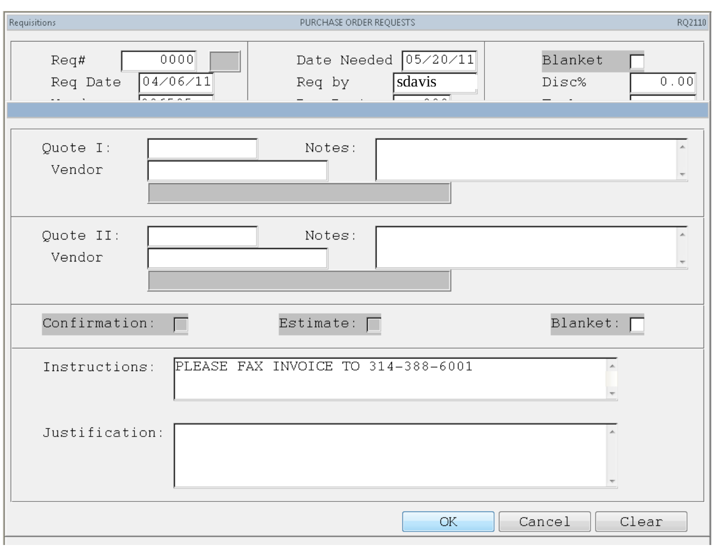
R Requested – no action has been taken on this item
H Hold – the item has been put on hold by a person with approval authority
C Completed
X Cancelled
A Approved
D Disapproved

PO Requisitions Entry Options Bar



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

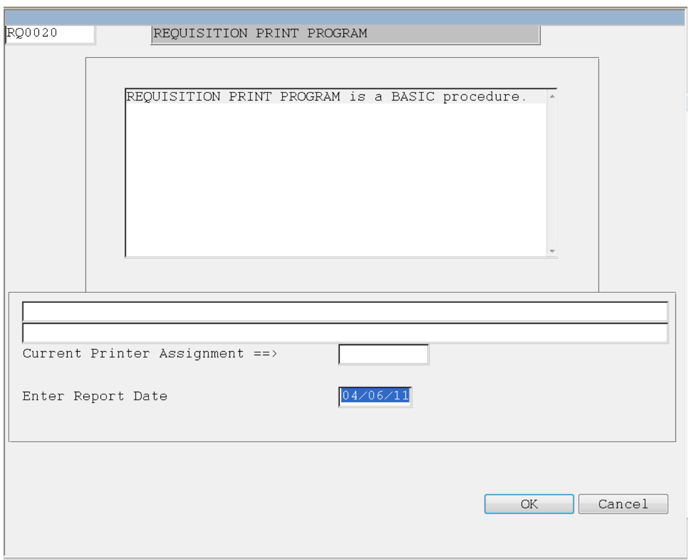


Alt REQ – allows the user to enter requisition information that will be seen by the vendor. For example if three different departments are purchasing paper and the vendor gives a volume discount for quantities greater than a specified amount, the greater quantity can be entered on the Alt REQ, rather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

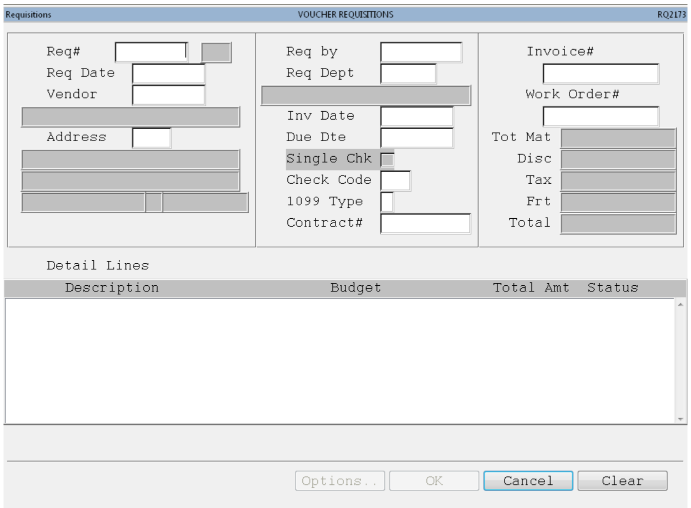
Complete/Cancel Req – system will confirm whether the entire requisition is to be cancelled or an individual line item is to be cancelled.

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

Print – prints the requisition



Voucher Requisitions



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:

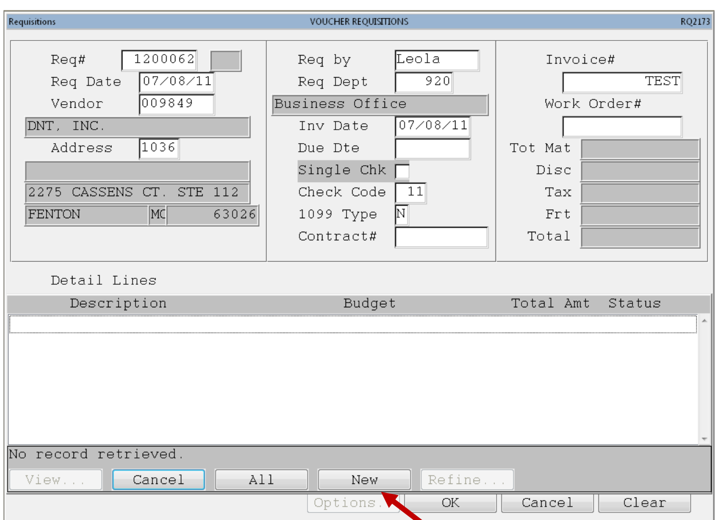
Tot Mat – The total cost materials for the requisition

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

Tax – The total tax for the requisition, if applicable

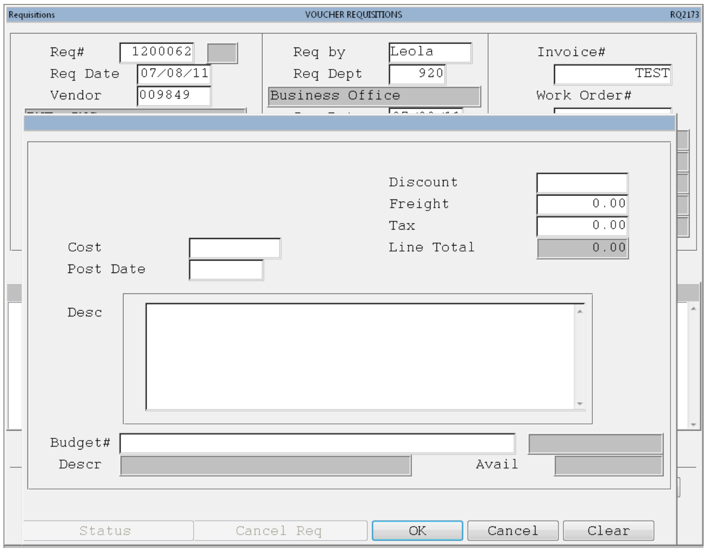
Frt – The total freight for the requisition, if applicable

Total – The total net cost of the detail requisition

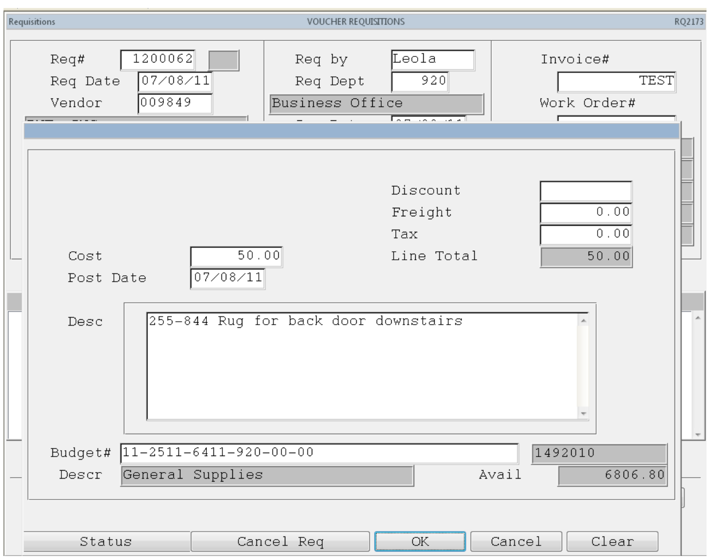


To begin entry of the detail lines, click on the “New” button. If it is not visible on the screen, click anywhere in the white space. The system will display the screen shown below.

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



Voucher Requisitions Detail Entry



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.

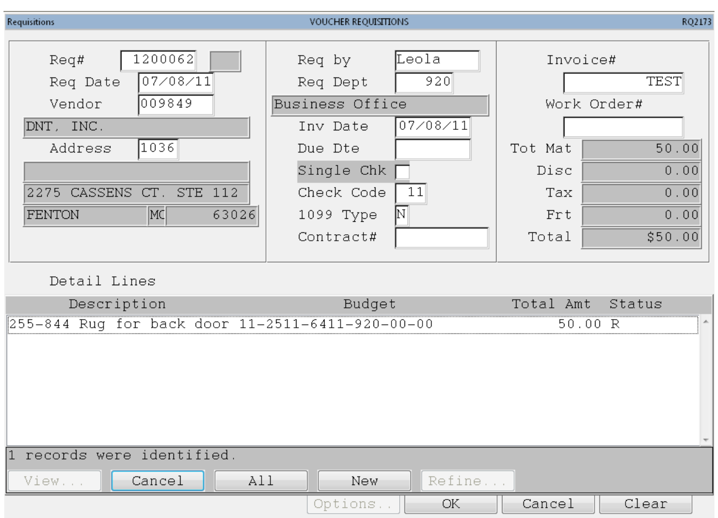
Budget# – enter the budget account number that the system will pre-encumber funds against. This field must be entered before the requisition can be completed. You may also click on the lookup icon to perform a search by description of the account number. You may also click on the 'zoom' button to review 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.

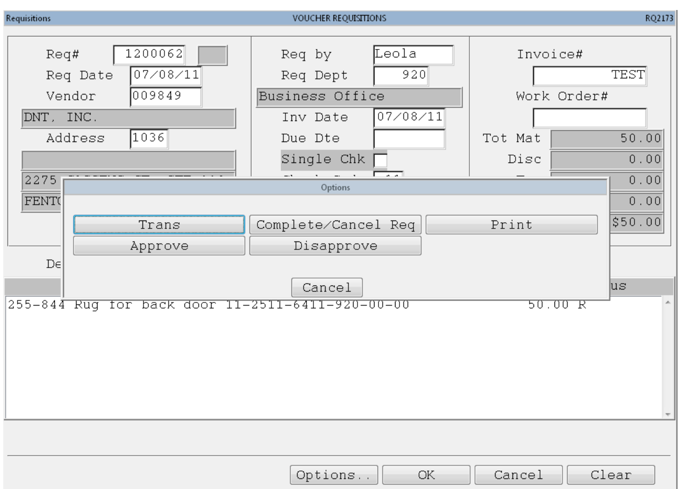


The individual requisition line items will display a status. Valid status codes are:

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



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.

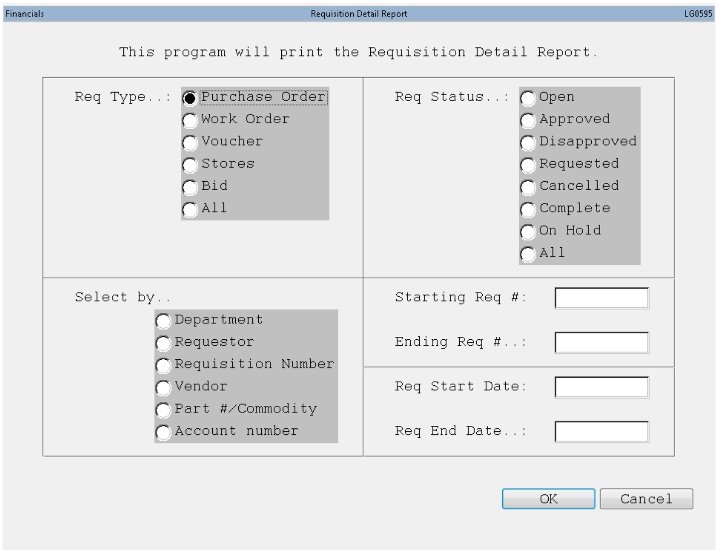
Approve/Disapprove – voucher can be approved by a person with approval authority.

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

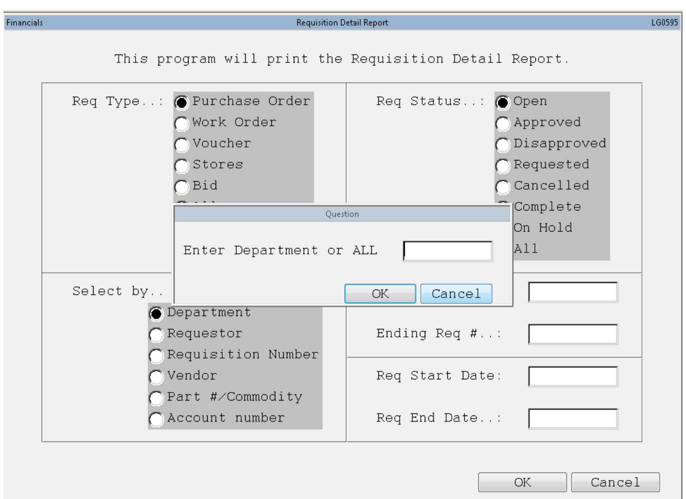
Print – prints the voucher

Requisition Detail Report

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



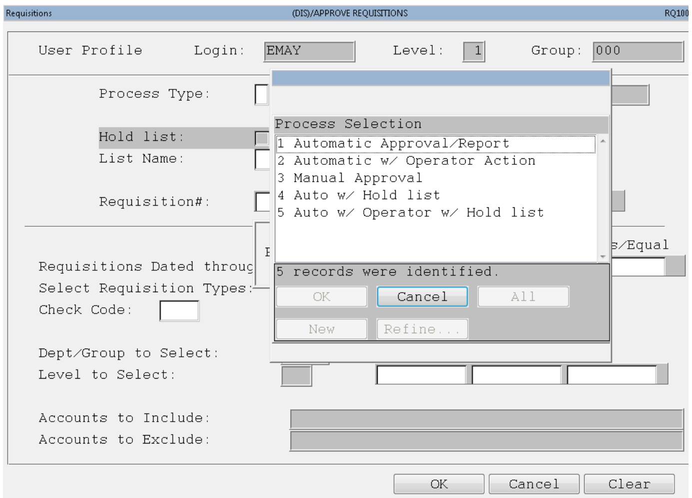
The Requisition Detail report provides a detailed listing of requisitions detail line items including the requisition number, vendor name, account short name/number, requestor, description of the items(s) requested, cost, unit of measure, extended cost, and processing status of the requisition. It can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



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

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:

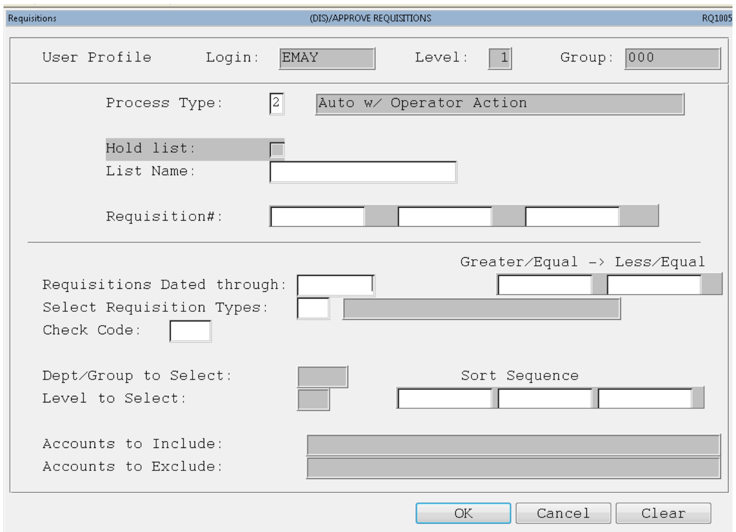
1. Automatic Approval/Report – this process can be used to approve all requisitions with no input from the operator. Alternatively, the approver can choose to run the approval listing using a Hold list. This process places all of the selected requisitions on Hold, creates a report for the approver to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



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 in 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.

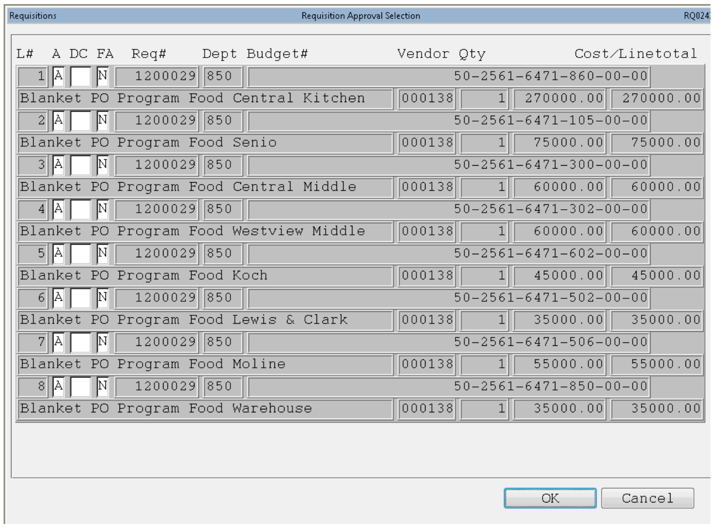
When you are ready to approve the requisitions you will come back to this screen, choose either option 4 or 5 and enter the hold list name.

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

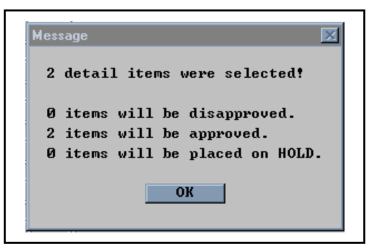

Requisitions — Requisition Approval Selection — RQ024

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

OK Cancel

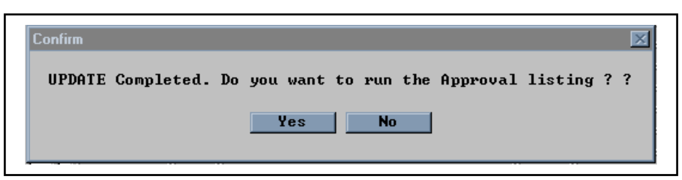
The requisitions selected will display on the screen as approved, allowing you to pick and choose which ones are to be disapproved or held. The screen displays the "fixed asset" flag, allowing you to flag a purchase as a fixed asset, the Req#, Department, Budget#, Vendor#, quantity requested, the item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

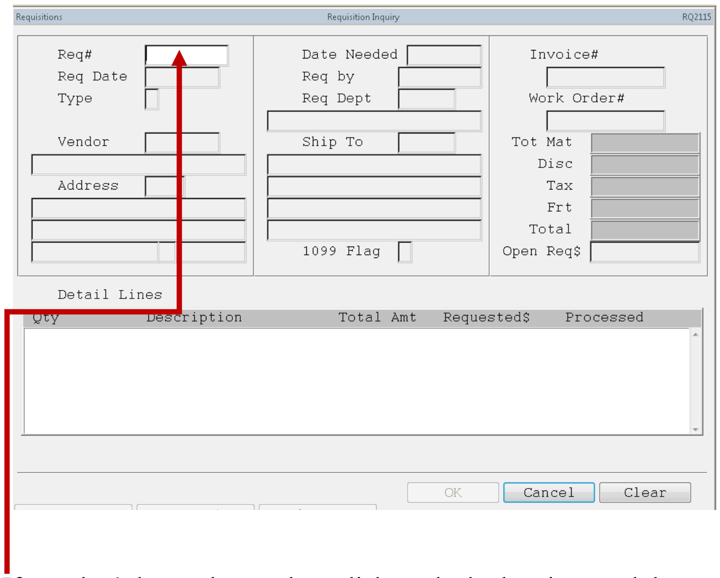


If you want to run the approval listing click “Yes”, otherwise, click “No”.

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



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

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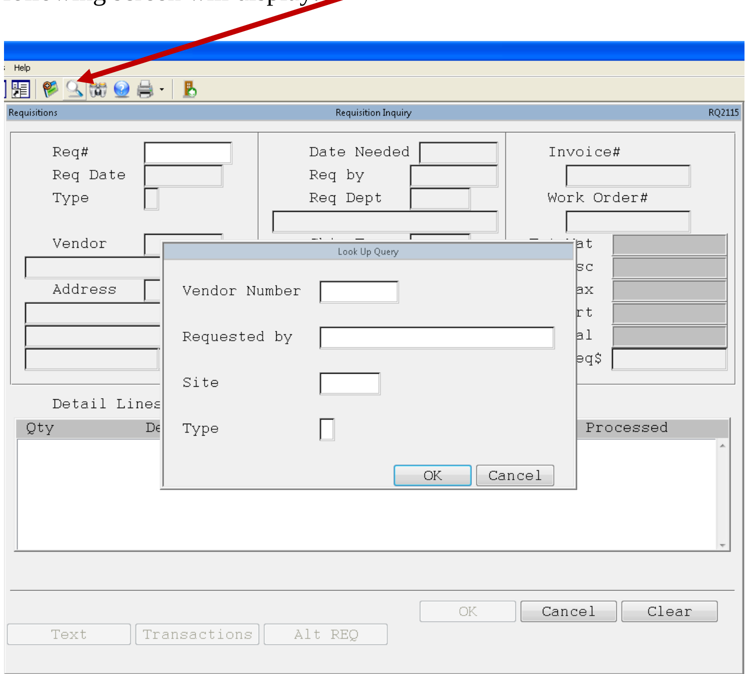


Lookup by Vendor – Enter the vendor number or click on the lookup icon to enter all or part of the vendor name.

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

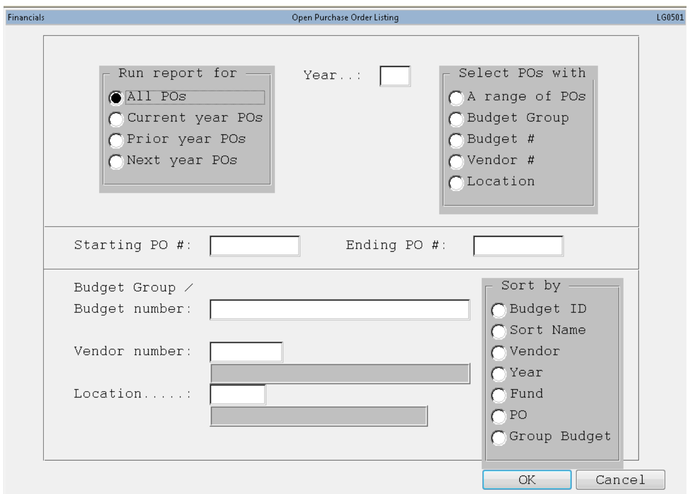
Invoice – displays the invoice inquiry screen for this requisition line item, if an invoice has been entered into the system for it, or in the case of a voucher request, if it has been processed into AP.

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



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

Run this report every month

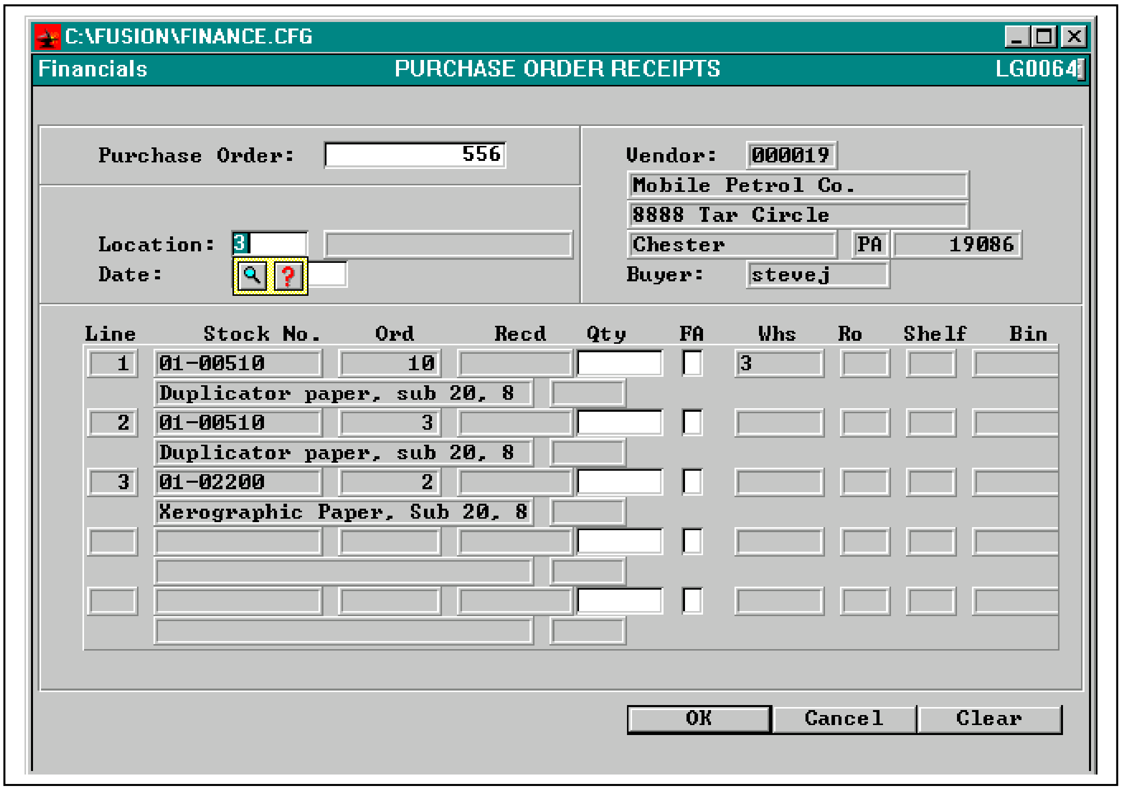
Year – enter the year that the report will be prepared

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



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.

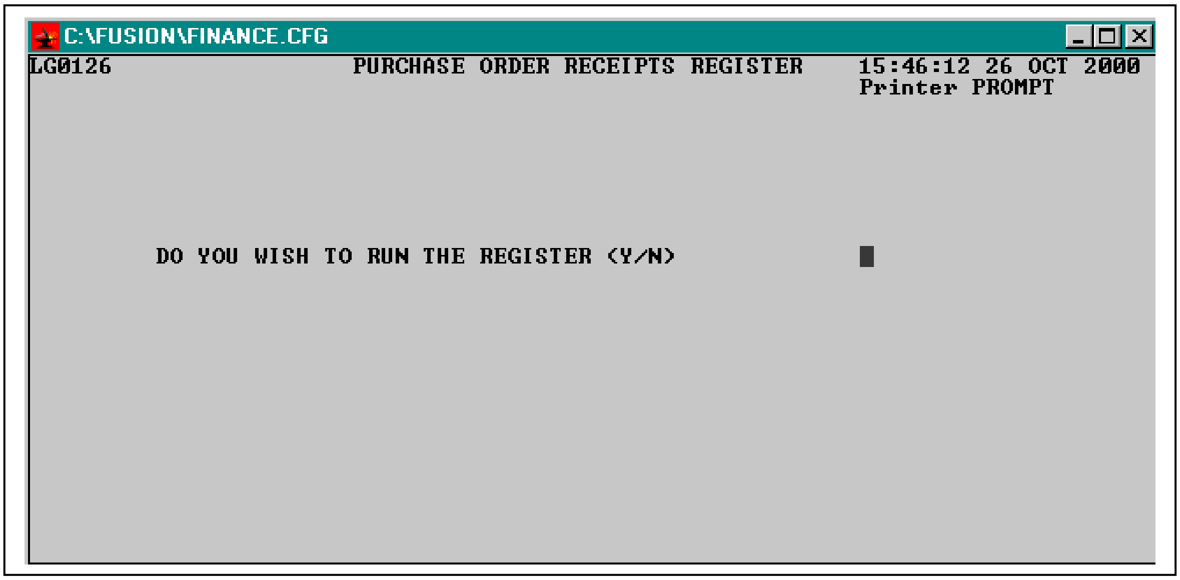
Enter the Purchase Order number or click on the Lookup icon to look up all POs for a specific vendor. A list of POs will display, from which to choose the appropriate PO.

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.