



# Purchase Order Voucher Approval Process

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## Purchase Order Requests

The screenshot shows a software window titled 'PURCHASE ORDER REQUESTS' with a sub-header 'Requisitions: PURCHASE ORDER REQUESTS RQ2118'. The window contains several input fields organized into three columns:

- Column 1:** Req# (with a 'next record' icon), Req Date, Vendor, Address, and a magnifying glass icon.
- Column 2:** Date Needed, Req by, Req Dept, Ship To, Inv To, and Wo Id.
- Column 3:** Blanket (checkbox), Disc%, Tax%, Freight%, Tot Mat, Disc, Tax, Frt, and Total.

Below these fields is a 'Detail Lines' section with a table header: Qty, Description, Budget, Total Amt, Status. At the bottom are buttons for 'Options...', 'OK', 'Cancel', and '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.

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 text above to the 'next record' icon in the top-left corner. The bottom screenshot shows the same window with 'Req#' set to '0000'. A red arrow points from the text above to the 'Req#' field.

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 RQ2118

Req# 0000 Date Needed Req by Blanket  
 Req Date 04/06/11 Req Dept Disc%  
 Vendor Address Ship To Tax%  
 Inv To Freight%  
 Tot Mat  
 Disc  
 Tax  
 Frft  
 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 RQ2118

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

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 and values:

Req#	0000	Date Needed	05/20/11	Blanket	<input type="checkbox"/>
Req Date	04/06/11	Req by	sdavis	Disc%	
Vendor	006585	Req Dept	920	Tax%	
UMB Bank		Business Office		Freight%	
Address	1050	Ship To	000	Tot Mat	
P.O. Box	875852	Inv To		Disc	
Kansas City	MO64187-5852	Wo Id		Tax	
				Frnt	
				Total	

Detail Lines table:

Qty	Description	Budget	Total Amt	Status
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Buttons: Options.., OK, Cancel, Clear

The screenshot shows the 'PURCHASE ORDER REQUESTS' window with the 'Business Office' field highlighted. A dialog box is open for the 'Business Office' field, showing the following address information:

Business Office  
1370 Northumberland  
St. Louis, MO 63137

Buttons: OK, Cancel

Buttons: Options.., OK, Cancel, Clear

**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
- Req Date: 04/06/11
- Vendor: 006585
- Umb Bank: UMB Bank
- Address: 1050
- P.O. Box: 875852
- Kansas City: MO64187-5852
- Date Needed: 05/20/11
- Req by: sdavis
- Req Dept: 920
- Business Office: Business Office
- Ship To: 920
- Business Office: Business Office
- Inv To: [empty]
- Wo Id: [empty]
- Blanket:
- Disc%: [empty]
- Tax%: [empty]
- Freight%: [empty]
- Tot Mat: [empty]
- Disc: [empty]
- Tax: [empty]
- Frt: [empty]
- Total: [empty]

Detail Lines table:

Qty	Description	Budget	Total Amt	Status
[Empty table body]				

Buttons: Options, OK, Cancel, Clear

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

- Req#: 0000
- Req Date: 04/06/11
- Vendor: 006585
- Umb Bank: UMB Bank
- Address: 1050
- P.O. Box: 875852
- Kansas City: MO64187-5852
- Date Needed: 05/20/11
- Req by: sdavis
- Req Dept: 920
- Business Office: Business Office
- Ship To: 920
- Business Office: Business Office
- Inv To: [empty]
- Wo Id: [empty]
- Blanket:
- Disc%: 0.00
- Tax%: [empty]
- Freight%: 0.00
- Tot Mat: [empty]
- Disc: [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

**Frt** – 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:

**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.

**Post date** – 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 screenshot shows a software interface for 'PURCHASE ORDER REQUESTS'. The top section contains various input fields for requisition details, including Req#, Date Needed, Vendor, and Budget information. Below this is a table titled 'Detail Lines' with columns for Qty, Description, Budget, Total Amt, and Status. The table contains one entry: 20 RING BINDERS with a status of 'R'. At the bottom, there are several buttons for navigation and actions like 'View...', 'Cancel', 'All', 'New', 'Refine...', 'Options...', 'OK', 'Cancel', and 'Clear'.

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

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 'Options' dialog box for a Purchase Order Request. The background window displays the following information:

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		Freight%	0.00
Address	1050	Ship To	920	Tot Mat	200.00
		Business Office		Disc	0.00
P.O.					0.00
Kans:					0.00
					200.00
De					
Qty					

The 'Options' dialog box contains the following buttons:

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

At the bottom of the dialog box 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

The screenshot shows the 'Options' dialog box with the 'Text' option selected. The background window displays the following information:

Req#	0000	Date Needed	05/20/11	Blanket	<input type="checkbox"/>
Req Date	04/06/11	Req by	sdavis	Disc%	0.00

The 'Text' section contains the following fields:

- Quote I: [ ] Notes: [ ]
- Vendor: [ ]
- Quote II: [ ] Notes: [ ]
- Vendor: [ ]

Below the quote sections are checkboxes for:

- Confirmation:
- Estimate:
- Blanket:

The 'Instructions' field contains the text: PLEASE FAX INVOICE TO 314-388-6001

The 'Justification' field is empty.

At the bottom of the dialog box 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" (which contains the date "04/06/11"). At the bottom right, there are "OK" and "Cancel" buttons.

## Voucher Requisitions

The screenshot shows a dialog box titled "VOUCHER REQUISITIONS" with a window ID of "RQ0117". The dialog is divided into several sections for data entry:

- Req#**: Input field
- Req Date**: Input field
- Vendor**: Input field
- Address**: Input field
- Req by**: Input field
- Req Dept**: Input field
- Inv Date**: Input field
- Due Dte**: Input field
- Single Chk**: Check box
- Check Code**: Input field
- 1099 Type**: Input field
- Contract#**: Input field
- Invoice#**: Input field
- Work Order#**: Input field
- Tot Mat**: Input field
- Disc**: Input field
- Tax**: Input field
- Frt**: Input field
- Total**: Input field

Below the input fields is a section titled "Detail Lines" with a table header:

Description	Budget	Total Amt	Status
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At the bottom of the dialog, there are "Options...", "OK", "Cancel", and "Clear" buttons.

**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

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

Req#	1200062	Req by	Leola	Invoice#	
Req Date	07/08/11	Req Dept	920		TEST
Vendor	009849	Business Office		Work Order#	
DNT, INC.		Inv Date	07/08/11	Tot Mat	
Address 1036		Due Dte		Disc	
2275 CASSENS CT. STE 112		Single Chk	<input type="checkbox"/>	Tax	
FENTON	MA 63026	Check Code	11	Prt	
		1099 Type	N	Total	
		Contract#			

Detail Lines

Description	Budget	Total Amt	Status
No record retrieved.			

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

A red arrow points to the 'New' button.

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 screenshot shows the 'VOUCHER REQUISITIONS' window with a detailed view of a requisition line. The fields are:

Cost		Discount	
Post Date		Freight	0.00
Desc		Tax	0.00
		Line Total	0.00
Budget#			
Descr		Avail	

Buttons: Status, Cancel Req, OK, Cancel, Clear

## Voucher Requisitions Detail Entry

Req# 1200062 Req by Leola Invoice# TEST  
Req Date 07/08/11 Req Dept 920  
Vendor 009849 Business Office Work Order#  
Discount  
Freight 0.00  
Tax 0.00  
Cost 50.00 Line Total 50.00  
Post Date 07/08/11  
Descr 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.

Requisitions VOUCHER REQUISITIONS R021FH

Req# 1200062 Req by Leola Invoice#  
 Req Date 07/08/11 Req Dept 920 TEST  
 Vendor 009849 Business Office Work Order#  
 LNT, INC. Inv Date 07/08/11  
 Address 1036 Due Dte  
 2275 CASSENS CT. STE 112 Single Chk  
 FENTON MC 63026 Check Code 11  
 1099 Type N Contract#  
 Tot Mat 50.00  
 Disc 0.00  
 Tax 0.00  
 Prt 0.00  
 Total \$50.00

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

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, there are fields for 'Req# 1200062', 'Req Date 07/08/11', 'Vendor 009849', 'Req by Leola', 'Req Dept 920', 'Business Office', 'Invoice# TEST', and 'Work Order#'. Below these are fields for 'Inv Date 07/08/11', 'Due Dte', 'Single Chk', 'Tot Mat 50.00', and 'Disc 0.00'. A summary row shows 'Tot Mat 50.00' and 'Disc 0.00' with a total of '\$50.00'. An 'Options' dialog box is overlaid on the window, containing buttons for 'Trans', 'Complete/Cancel Req', 'Print', 'Approve', 'Disapprove', and 'Cancel'. At the bottom of the main window are buttons for 'Options..', 'OK', 'Cancel', and 'Clear'.

**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

Financials Requisition Detail Report L6695

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

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.

Financials Requisition Detail Report L6695

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

OK Cancel

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

The screenshot shows a software interface for approving requisitions. A 'Process Selection' dialog box is open, displaying a list of five process types: 1 Automatic Approval/Report, 2 Automatic w/ Operator Action, 3 Manual Approval, 4 Auto w/ Hold list, and 5 Auto w/ Operator w/ Hold list. Below the list, a message states '5 records were identified.' and there are buttons for 'OK', 'Cancel', 'All', 'New', and 'Refine...'. The background window, titled '(DS)APPROVE REQUISITIONS', contains fields for 'User Profile', 'Login: EMAY', 'Level: 1', and 'Group: 000'. It also has several checkboxes and text boxes for selecting requisition types, dates, and accounts.

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.

**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.

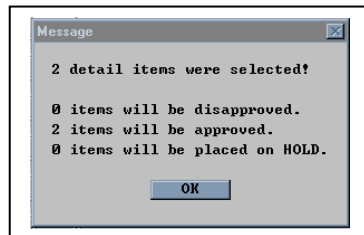
If you do not choose the “hold list” feature, the system will ask you if you want to update these items now – you may answer “yes” or “no”. It will then approve the requisitions and ask if you want to run the approval listing. You may enter “Yes” or “No” to this question.

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

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									
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-105-00-00		
Blanket PO Program Food Sonio									
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-300-00-00		
Blanket PO Program Food Central Middle									
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-302-00-00		
Blanket PO Program Food Westview Middle									
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-602-00-00		
Blanket PO Program Food Koch									
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-502-00-00		
Blanket PO Program Food Lewis & Clark									
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-506-00-00		
Blanket PO Program Food Moline									
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200029	850		50-2561-6471-850-00-00		
Blanket PO Program Food Warehouse									

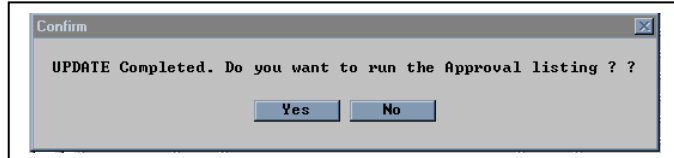
The requisitions selected will display on the screen as approved, allowing you to pick and choose which ones are to be disapproved or held. The screen displays the “fixed asset” flag, allowing you to flag a purchase as a fixed asset, the Req#, Department, Budget#, Vendor#, quantity requested, the item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

The screenshot shows the 'Requisition Inquiry' window with the following fields and sections:

- Req#**: Input field with a red arrow pointing to it.
- Req Date**: Input field.
- Type**: Input field.
- Vendor**: Input field.
- Address**: Input field.
- Date Needed**: Input field.
- Req by**: Input field.
- Req Dept**: Input field.
- Ship To**: Input field.
- 1099 Flag**: Input field.
- Invoice#**: Input field.
- Work Order#**: Input field.
- Tot Mat**: Input field.
- Disc**: Input field.
- Tax**: Input field.
- Frnt**: Input field.
- Total**: Input field.
- Open Req\$**: Input field.
- Detail Lines**: Table with columns: Qty, Description, Total Amt, Requested\$, Processed.

Buttons at the bottom: OK, Cancel, Clear.

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

The screenshot shows the 'Requisition Inquiry' window with a 'Look Up Query' dialog box open. The dialog box has the following fields:

- Vendor Number**: Input field.
- Requested by**: Input field.
- Site**: Input field.
- Type**: Input field.

Buttons at the bottom of the dialog: OK, Cancel.

Buttons at the bottom of the main window: Text, Transactions, Alt REQ, OK, Cancel, Clear.

**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

**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