

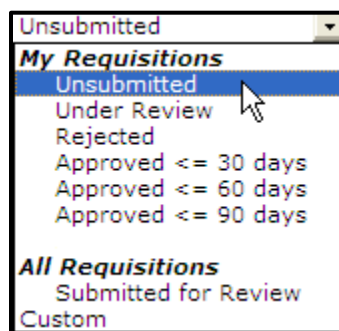


Creating Requisitions: Requisition Creator










Finance > Purchasing & AP > Requisitions > Requisitions

Online requisitions are designed to be created by a user with requisition access to request the purchase of items for approval through an online workflow, or set of signatories, which are set up by administration.

It is suggested to check the status of requisitions often by reviewing any of the following queries. When choosing the **Requisitions** screen, the default view displays the “**Unsubmitted**” Requisitions. This can be changed by selecting another option from the Query drop menu.



Queries (My Requisitions):







- **Unsubmitted** – Shows all requisitions created by your login that have **NOT** been submitted to administration for review. These requisitions are saved and visible only to the creator. This view allows the ability to  (print),  (edit), or  (delete) the Requisition.
- **Under Review** – Shows all Requisitions created by your login that have not been approved nor converted into Purchase Orders. This view allows the ability to  (print),  (edit), or  (delete) the Requisition.
- **Rejected** – Shows all Requisitions created by your login that have been rejected by authorized personnel. The authorized personnel will post Rejected Comments to the Requisition; therefore, if applicable, the requestor has the ability to  (print),  (edit), or  (delete) the Requisition.
- **Approved <= 30 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 30 days. This is where the purchase orders are viewed and printed/edited, if necessary.

- **Approved <= 60 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 60 days. This is where the purchase orders are viewed and printed/edited, if necessary.
- **Approved <= 90 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 90 days. This is where the purchase orders are viewed and printed/edited, if necessary.

Queries/All Requisitions

- **Submitted for Review** – Shows ALL requisitions created by your login.
- **Custom Query** – By selecting specific criteria for the Filter, this feature generates a customized view of specific Requisitions.

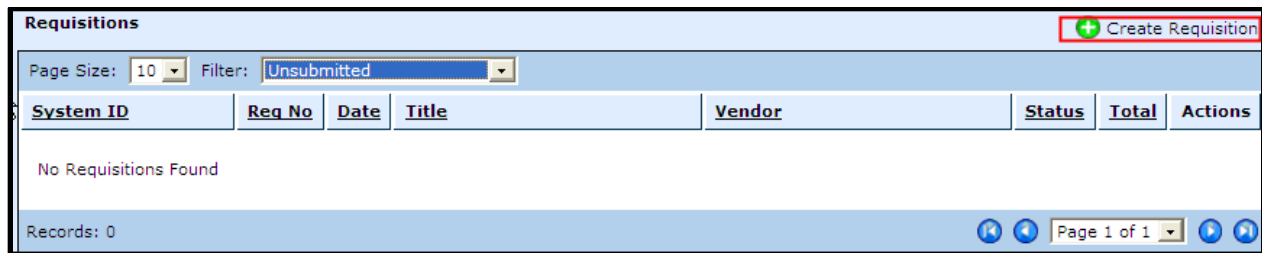
NOTE: When looking at queries, notice the Vendor is now available.

Requisitions + Create Requisition							
Page Size: 10		Filter: Under Review					
System ID	Req No	Date	Title	Vendor	Status	Total	Actions
3128	3128	10/21/2011	Supplies for 10/21/2011	WAL MART	UnderReview	\$2,500.00	  
3100	3100	10/19/2011	Supplies	QUILL.COM	UnderReview	\$90.00	  

Records: 2 Page 1 of 1


To Create a Requisition:



- Select  **Create Requisition**.








- Enter a descriptive **Title** for the Requisition. This description should allow the approver and creator the ability to identify the purpose of the Requisition. The system will **NOW** allow duplicate titles or descriptions.
- Enter or select the estimated **Delivery Date**, *optional*. The expected Delivery Date CAN be left blank. If so, the system will default to the current date.
- **Transaction Date** defaults to the current date, which is the date the items are being requested.
- Enter a **Tracking Number**, *optional*; however, if used, will print on the purchase order
- Enter a **Quote Number**, *optional*; however, if used, will print on the purchase order
- Enter a **Bid Number**, *optional*; however, if used, will print on the purchase order
- Select the **Status**:
 - **Submit for review** – this automatically submits the requisition to administration for the review and approval process.
 - **Unsubmitted** – this selection saves the requisition and places it in the Unsubmitted Query on the Requisitions page.
- Enter the **Vendor**. Begin by typing the first few letters of the vendor name and the list will begin to populate. Select the appropriate vendor.
- Enter any **Purchasing Comments**; these will appear on the original Purchase Order. These are used to communicate information directly to the Vendor.
- Verify the name of the **Requestor** in the drop menu.
- Enter the **Ship To** facility in the drop menu. (The Ship To facilities are controlled by Administration.) If you do not know the ship to facilities available to you, you can enter

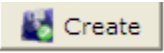

an *asterisk, which is a wild card symbol instructing the system to search for all available facilities.

- Enter the **Bill To** facility in the drop menu. (The Bill To facilities are controlled by Administration.) If you do not know the bill to facilities available to you, you can enter an *asterisk, which is a wild card symbol instructing the system to search for all available facilities.
- Select the number of **Items** requested for the requisition by selecting the  (Add) icon.

Items					
#	Item No.	Description	Qty	Price	Ext. Price
 Add  Item(s)					

- For **Item #1**:
 - Enter the **Item No.**
 - Enter the **Description** of the item.
 - Enter the **Account Code**.
 - Enter the **Amount** allocated to that specific account code
 - If you need to allocate the amount of the item to multiple account codes, select the  **Add Coding** option, which will generate another line to allocate the amount.
 - Enter the Qty of the Items.
 - Enter the Price of the Items.
 - The Ext Price will populate according to the Qty and Price.
 - If you need to delete the allocation, select the  (Delete) icon.

Items					
#	Item No.	Description	Qty	Price	Ext. Price
1	6543	Art Paper	6	1.00	30.00
		<div style="border: 1px solid red; padding: 2px;"> 420-11-6399.00-001-2-11-0-15 4 10.00  420-11-6399.00-001-2-23-0-15 10.00  420-11-6399.00-001-2-24-0-15 10.00  </div>			
5  Add Coding					

- Select  to submit the Requisition for approval.
- Or, select  and the Requisition will not be saved.

Example of Completed Requisition

New Requisition

Title Supplies		Delivery Date 10/31/2011	Transaction Date 10/19/2011
Tracking Number	Quote Number	Bid Number	Status Submit for review
Vendor QUILL.COM		Requestor DAVIS, MELISSA	
Purchasing Comments Please deliver after 4 pm		Ship To HIGH SCHOOL	
		Bill To ADMINISTRATION	

Items

#	Item No.	Description	Qty	Price	Ext. Price
1	6543	Art Paper	1.00	30.00	0.00
		420-11-6399.00-001-2-11-0-15	10.00	10.00	
		420-11-6399.00-001-2-23-0-15	10.00	10.00	
		420-11-6399.00-001-2-24-0-15	10.00	10.00	
		+ Add Coding			
2	5432	Paint	1.00	45.00	45.00
		420-11-6399.00-001-2-11-0-15	15.00	15.00	
		420-11-6399.00-001-2-23-0-15	15.00	15.00	
		420-11-6399.00-001-2-24-0-15	15.00	15.00	
		+ Add Coding			

+ Add | 2 | Item(s)

Create
Cancel

- When the requisition is created, the requisition contains multiple tabs.
 - **Requisition** – this screen shows the information entered into the requisition.

Requisition Signatures History						
Edit: Supplies Return to list						
Requisition Edit Requisition						
<u>Title</u>				<u>Delivery Date</u>	<u>Transaction Date</u>	
Supplies				10/19/2011	10/19/2011	
<u>Tracking Number</u>		<u>Quote Number</u>		<u>Bid Number</u>		<u>Status</u>
						UnderReview
<u>Vendor</u>				<u>Requestor</u>		
QUILL.COM				DAVIS, MELISSA		
<u>Purchasing Comments</u>				<u>Ship To</u>		
Please deliver after 4 pm				HIGH SCHOOL		
				<u>Bill To</u>		
				ADMINISTRATION		
Items						
#	Item No.	Description	Qty	Price	Ext. Price	
1	6543	Art Paper	1.00	\$30.00	\$30.00	
		420-11-6399.00-001-2-11-0-15			\$10.00	
		420-11-6399.00-001-2-23-0-15			\$10.00	
		420-11-6399.00-001-2-24-0-15			\$10.00	
2	5432	Paint	1.00	\$45.00	\$45.00	
		420-11-6399.00-001-2-11-0-15			\$15.00	
		420-11-6399.00-001-2-23-0-15			\$15.00	
		420-11-6399.00-001-2-24-0-15			\$15.00	
					Total Amount: \$75.00	

- **Signatures** –
 - this screen allows the requisition creator to add Justification Comments, if necessary, and
 - allows the requisition creator to see the signatures on the requisition, and if the requisition has been signed or unsigned.

Requisition Signatures History						
Edit: Supplies Return to list						
Justification Edit Justification						
Purchase of supplies for special project.						
Signatures						
Seq	Name	Blk/Prn	Status	Date/Time	Username	
0	Default - 200	True/True	Unsigned			
2	not printable	False/False	Unsigned			

-
- **History** – this screen shows a list of historical data. Any time a change is made to the requisition, the date/time stamp will indicate when the document was changed.

Date/Time	Message	User ID
10/19/2011 9:42:30 AM	Creating document UnderReview; 2 signatures added to document	5
10/19/2011 12:11:58 PM	Saving document UnderReview	5
10/19/2011 12:24:33 PM	Saving document UnderReview; 2 signatures added to document	5

- Select **Return to List** to return to the **Submitted for Review** query of requisitions.