Electronic Requests for Purchase (On-Line Requisitions)

The Purchasing Office encourages departments to submit a **Request for Purchase** electronically using the Financial Record System. On-line requisitions eliminate paper requisitions and reduce the amount of time required to complete the transaction. Purchasing Office staff offers training to departments interested in on-line requisitions. Sessions can be arranged by contacting the Purchasing Office.

INSTRUCTIONS FOR ON-LINE REQUISITIONS

I. ON-LINE HELP

HOW TO CREATE A REQUISITION

250 REQUISITION SCREEN 1

Screen 250 Requisition Header Maintenance

Screen: _____   Vend: _____   PR: _____   Inv: _____   Line: _____

Req Date: _____   Req. Type: _____

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The system will first distribute the monetary values - charging 1518005500 $1,000 and 1514005500 $750.00. The remaining $3,250.00 will be charged to 151000. When payment is made, the accounts with monetary values will be charged first.

TAB TO: **PCT**   You must enter a corresponding percent. Be sure to use a decimal point after the number. You can enter up to four account numbers and percentage splits, however, they must equal 100 %.

(NOTE: If you need to split the accounts for particular line items, then you should use LINE ITEM ACCOUNTING on Screen 254 or 25L.

?DO NOT ENTER AN ACCOUNT NUMBER ON THE HEADER (Screen 250) IN THIS INSTANCE.

SCREEN 251

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251 Requisition Header - Shipping and Text
   WIU Accounts
 Screen: ____ Vend: _____ PR: _____ Inv: _____ Line: ____

 FOB: __
 Route: __
 Delivery Dt: _____

 Deliver To
 Name: _____
 Addr: _____

        _____
        _____
        _____
 City: _____   State: __
 Zip: _____   Country: ___
 Phone: ___ _____   Ext: ____

 Requisition Text   ___ ___ ___
 _____
 _____
 _____
 _____

TAB TO: **DELIVER**   For most items, the Deliver To will be your department=s address, c/o Central Receiving.

TAB TO: **DELIVERY DT**   If you have a specific delivery date the merchandise is needed by, type it here.

 Type in 254 (Screen ____) and press ENTER.

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254 Requisition Line Item Create/Modify
  WIU Accounts
Screen: _____ Vend: _____ PR: _____ Inv: _____ Line: 001
  Commodity Search: _____

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
_____	_____	____	_____	_____	_____	_____

Description: _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____
            _____

)TjT*0_____eWOI3I_____89meUT1

TAB TO: **UPO CODE**   The UPO code is normally left blank when keying line items for a requisition. Leaving this field blank means no special options will be

1. **Totals or Account Distribution are not What expected:**
   If you find the total amount of the requisition as shown is in error, check all your line items from Screen 254 and correct quantity or amounts. If you have several line items, you can review them on Screen 258 and then use Screen 254 to make any changes.
   REMEMBER - When you make any changes you must **"trailer"** the requisition by going back to Screen 256.

   The requisition is accepted when you go through the trailer screen(**256)**.

2. **If your Budget Balance Available is Sufficient:**
   You will get a message on the bottom left hand side of the screen that reads:
   DOCUMENT HAS BEEN ACCEPTED.

3. **If the Budget Balance Available is Not Sufficient:**
   The screen will display the problem accounts and the amounts available for each account on the document. You will get a message on the top left of your screen that reads:

   W-FZ755 INSUFFICIENT FUNDS IN HIGHLIGHTED ACCTS

   If this message appears, you do not have a completed requisition. Some accounts do not have budgets, in this case, enter a **Y** in the Override BBA field. Accounts (especially appropriated ones) that do have budget, require that a budget transfer be made through the Budget Office. Once the budget has been moved, you can "pull" the requisition up again and then "trailer" it using Screen 256. Once properly trailered, the requisition can be approved, and then transferred.

   Requisitions that are untrailered because of insufficient funds should be cleared up immediately by the department. Untrailered requisitions will be reviewed daily by the Purchasing Office. If after three (3) working days the requisition has not been trailered, Purchasing will contact the department by phone to determine the status of the requisition. A department will be given two (2) additional working days to trailer the requisition. If after this time, the requisition is still untrailered, Purchasing will drop the requisition from the system.

SCREENS 258 AND 250 - LINE ITEM INQUIRY

SCREEN 258 is for inquiry purposes only, it does not provide update capabilities.

A view of this screen will present up to three of the data lines from the requisition at a time. The operator may indicate a specific line or scroll through all of the lines. Information that was entered on **SCREEN 254** will be displayed with up to two lines of description.

NOTE: Watch for the top of the screen. The system will tell you if there are more lines.

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258 Requisition Line Item Inquiry
    WIU Accounts
Screen: ___ Vend: _____ PR: R069888 Line: 001

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc	Extended Price	UPO
001	1.00		EA	948.		948.00	

    Account No.:   M3323LL/A APPLE VISION 1710AV DISPLAY.
    Inventory No.:
    Reference No.:

    Account No.:
    Inventory No.:
    Reference No.:

    Account No.:
    Inventory No.:
    Reference No.:

SCREEN 250 can be used to see additional information about the requisition. The account number may be located on this screen.

250 Requisition Header Maintenance   NO VENDOR ON DOCUMENT
    WIU Accounts
Screen: ___ Vend: _____ PR: R069888 Inv: _____ Line: 001

Req Date: 05-15-96   Req Type: RO   Regular Order
Ref No.:   R069888   Buyer/Phone: BJT AAA   Bonnie Taylor
Start Date: 00-00-00   End Date: 00-00-00
Quote Date: 00-00-00   Quote Ref: _____
Change Date: 00-00-00   Change No.: __
Status: _   Print Req: _ 00-00-00   Req Fiscal Year: 96

Vendor Terms: _____ ___ _ ____   Currency: ___   FOB: DP

Account No.   Pct   Amount   Account No.   Pct   Amount
01 5102105560 100.00 _____   __ _____   _____   _____
__ _____ _____ _____   __ _____   _____   _____

Auth ID 1: _____   Auth ID 2: _____   Contact: _____
Division: **   School: **   Dept: *****
Sub Dept: **   Exec Lvl: **   Fd Grp: **
Purpose: **   Campus: **   Security: ******

Delete: 0   Freeze: 0   In Proc: 0   Tfr/Appr: A   Req Total: 948.00

_____

SCREEN 282 - DOCUMENT LIST

This screen may also be used to see if you have any requisitions that need your approval; show a listing of all requisitions for your account number; show any frozen documents; etc.

You can use any combination of the Selection Criteria as a sort. The most common sorts would be to look at all requisitions for a particular account number, to look at all requisitions to a particular vendor number, or to search for all requisitions requiring approval.

(Select Document Number)   D   e   l   e   t

UNIT OF MEASURE TABLE

BAG	Bag	GRA	Grain
BDF	Board Feet	HR	Hour
BL	Bale	HRS	Hours
BTL	Bottle	INS	Insurance
BX	Box	JAR	Jar
BXS	Boxes	KEG	Kegs

SET	Set	PRS	Pairs
SHT	Sheet		
SQF	Square Feet		
SQY	Square Yard		
TAX	Tax		
TN	Ton		
TRD	Trade in		

STANDARD ABBREVIATIONS

FULL WORD	**STANDARD ABBREVIATION**
Administration	Admin
American	Amer
Associated	Associated
Associates	Assoc
Association	Assn
Building	Bldg
Canadian	Canadian
Center	Ctr
College	College
Community	Comm
Company	Co
Corporation	Corp
Council	Council
Department	Dept
Distribution	Dist
Education	Educ
Educational	Educatl
Equipment	Equip
Federal	Fed
Headquarters	Hdqs
Information	Info
Institute	Inst
International	Intl
Journal	Jrnl
Laboratories	Labs
Management	Mgt
Manufacturing	Mfg
National	Natl

UNTRAILERED REQUISITIONS

A requisition should be trailered immediately following creation. As a follow-up to this, Purchasing will check each day to determine which requistions are untrailered.

Requisitions that are untrailered because of insufficient funds should be cleared up immediately by the department. This can be handled with a budget transfer form sent to the Budget Office.

All other untrailered requisitions will be evaluated by the Purchasing Department. If after three (3) working days the requisition has not been trailered, the Purchasing Department will contact the department by phone to determine the status of the requisition. A department will be given two (2) additional working days to trailer the requisition. If after this time the requisition is still untrailered, Purchasing will drop the order from the system.

APPROVING ELECTRONIC REQUISITIONS

SCREEN 214 - SELECT/APPROVE DOCUMENTS (PART 1)

Use this screen to view a list of requisitions awaiting your approval and take any or all of the following actions for those documents:

A)   transfer to another screen to review the document
B)   mark one or more of the requisitions as reviewed
C)   grant or deny approval for

SCREEN 214 - SELECT AND APPROVE DOCUMENTS (PART 2)

Once you press ENTER , the system automatically takes you to **SCREEN 214 - (Part 2).** The system will display a listing of all requisitions awaiting your approval.

I-FZ977 ENTER SEARCH CRITERIA TO DISPLAY LIST
214 Select and Approve Documents
    WIU Accounts
Screen: ___ Vend: _____ Doc: _____ Inv: _____ Line: ___

 Selection Criteria

  Document Type: _
  '0' = Purchase Orders
  '1' = Requisitions

  Previous Posting: _
  'P' = Pending
  ' ' = Blank
  'B' = Both

  Previously Reviewed: _
  'A' = All (default)
  'R' = Reviewed
  'N' = Not Reviewed

 Press ENTER to list documents.

I-FZ782 MORE RECORDS; PRESS ENTER TO CONTINUE
214 Select and Approve Documents (Part 2)
    WIU Accounts
Screen: ___ Vend: _____ Doc: _____ Inv: _____ Line: ___

Line No	Post	Document No.	Reviewed	Document Date	Document Total Amt	Approval ID
01	_	R070011	_	11-08-96	1,500.00	PUR
02	_	R070018	_	12-09-96	384.00	PUR
03	_	R070020	_	12-09-96	4,860.00	PUR
04	_	R070030	_	12-16-96	782.00	PUR
05	_	R070031	_	12-16-96	359.60	PUR
06	_	R070032	_	01-10-97	10,000.00	PUR
07	_	R070034	_	01-10-97	604.00	PUR
08	_	R070035	_	01-10-97	52,500.00	PUR
09	_	R070036	_	01-13-97	4,090.00	PUR
10	_	R070037	_	01-13-97	55.00	PUR
11	_	R070038	_	01-13-97	138.00	PUR
12	_	R070039	_	01-13-97	4,370.00	PUR

_____

_

Comments: _____

_____

_

Comments: _____

_____

_

Comments: _____

_____

_

Comments: _____

_____

An approver can mark one of the following options for their particular approval level:

    Y   **To approve the requisition**

    P   **To place the approval in a pending status**

    N   **To deny approval**

            Enter comments to explain the approval action taken. Be cautious of the comments.

(A REQUISITION CAN ONLY BE TRANSFERRED TO A PURCHASE ORDER ONCE ALL
Ente