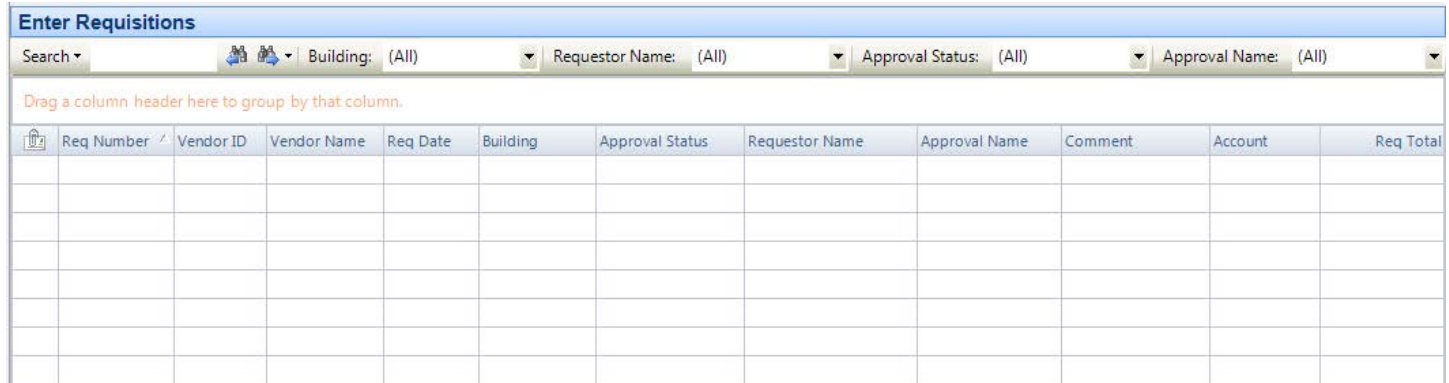# Requisitioning Module

Requisition Entry and Printing

Enter Requisitions
Path: Requisitioning/Enter Requisitions

NOTE: *You must indicate the appropriate approval path of the requisition, therefore you must have the proper approval channels set up BEFORE you may enter the requisition. If you do not, the system displays an error message stating that the approval path is required and you will not be permitted to save the requisition. Your supervisor must define your approval paths through the Approval Path Setup option.*

- Click [New Record] to enter a new requisition.
- Enter the general requisition information at the top of the window.
    - **Req Number** - This number is assigned by the system and defaults to the next sequential number.
    - **Vendor ID** (REQUIRED) - Enter the vendor ID or click Search to search for an existing vendor.
    - **Vendor Name** – Defaults based on Vendor Number entered.
    - **Description** (REQUIRED) - Enter free-form text that describes this requisition. Description text displays beneath the Order To section on the printed purchase order.
    - **Requestor** (REQUIRED) - The name of the requestor. Use the drop-down arrow to choose from a listing of other individuals this requestor can enter requisitions for.
    - **Approval Path** (REQUIRED) - Use the drop-down arrow to choose the appropriate approval path for this requisition. The listing shows all approval paths that the requestor is linked to.
    - **Transaction Date** (REQUIRED) - Enter in the requisition date (in MM/DD/YYYY format
    - **Req Source** - Use the drop-down to select the appropriate Requisition Source. This field defaults to Other. Valid entries are Other, Bid, Sole Source, or State Contract.
        - If the Requisition Source is State Contract, enter the State Contract number in the subsequent field. The Contract number displays on the printed requisition.
    - **Ship to Building** (REQUIRED) – Enter the code representing the building where the requested items are to be delivered.
    - **Ship to Contact** – Use the drop-down to select the ship-to contact name. The contact name is displayed on the printed requisition in the Attn line of the Ship To box.
    - **Req Amount** - This system-calculated field reflects the total amount of the requisition line items plus any overall shipping charges.
    - **Approval Status** - This system-generated field reflects the current status of the requisition (i.e., Not Submitted, Pending Approval, Disapproved). The requisition is in a Not Submitted status when it is first created. Once the requisition has been submitted for approval, the status is changed to PENDING APPROVAL.

- Address Tab

- o **Req Address** – The window displays the default purchasing address based on the vendor selected. Change the default address as needed. Click ▼ to display any alternate purchasing addresses.
- o **Ship To Address** – The window defaults the shipping address for the selected building.

- Requisition Items Tab

- o Click Add ✛ or click on number 1 in the Line No. field. A window is opened for you to enter all necessary information regarding this requisition line item.
  - ▪ **Item No** - Enter the item number (if applicable).
  - ▪ **Item Desc** (REQUIRED) - Enter a free-text description of the item being requested.
  - ▪ **Account** – Enter the appropriation account or click the lookup to display and choose from a listing of valid appropriation codes.
    - • *NOTE:* If the line item is being expensed out of more than one appropriation account, leave this field blank. Click the Account Distribution folder to charge the line item to the appropriate accounts.
  - ▪ **Unit Measure** (REQUIRED) - Select the code representing the unit of measure.
  - ▪ **Quantity** - Enter the quantity of the item being requested.
  - ▪ **Unit Price** - Enter the price per unit of measure of the item being requested.
  - ▪ **Discount Pct** - If applicable, enter the discount percentage rate for the item being requested.
  - ▪ **Discount Amt** - If applicable, enter the discount amount for this requisition line item.
  - ▪ **Shipping Pct** - If applicable, enter the shipping percentage rate for the item being requested.
  - ▪ *NOTE:* If a shipping charge is applicable to all items in the entire requisition, use the Shipping Distribution folder to indicate the overall shipping charge.
  - ▪ **Shipping Amt** - If applicable, enter the shipping amount for this requisition line item.
  - ▪ **Extended Amt** - This system-calculated field is determined by a formula.
  - ▪ Once you have completed entering the details for the line item, click OK.
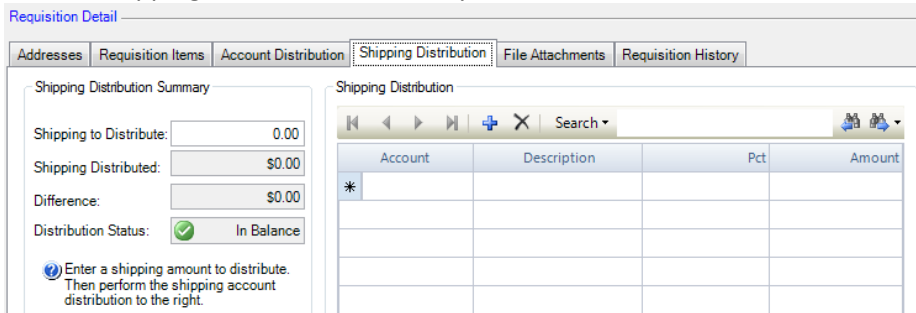- o Continue process to enter all items.

Account Distribution Tab
Use if a requisition line item(s) is being charged to more than one appropriation account.

- The Account Distribution Summary section of the window tells you what still needs to be distributed. The Amount to Distribute represents the total of ALL the requisition lines items.
  - o **Account** - Enter the appropriate account code to which the items are to be charged o ruse lookup 🔍.
  - o **Description** - Enter free-form descriptive text for this account distribution.
  - o **Pct** - Enter the percentage to be charged to the selected account code. You are not required to enter a percentage. If you choose to omit a percentage, simply tab to the **Amount** field and enter the dollar amount to be charged to the account code.
  - o Repeat this step as many times as needed until the Distribution Status is In Balance.

Shipping Distribution
- Indicate the overall shipping amount for the entire requisition in the Shipping To Distribute field under the Shipping Distribution Summary area of the window.


  - o **Account** - Enter the appropriate account code to which the shipping is to be charged or click the lookup.
  - o **Description** - Enter free-form descriptive text for this account distribution.
  - o **Pct** - Enter the percentage to be charged to the selected account code. You are not required to enter a percentage. If you choose to omit a percentage, simply tab to the **Amount** field and enter the dollar amount to be charged to the account code.
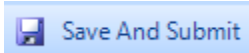 - o Repeat this step as many times as needed until the Distribution Status is In Balance.

Save the Requisition

🖫 Save - Saves Record without submitting for approval. Requisition Entry window stays open.
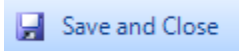
🖫 Save and Close - Saves Record without submitting for approval. Requisition Entry window closes.

🖫 Save And Submit - Saves record and moves the requisition to the first approver in the approval path record. The Transaction Comment window displays. This window allows the user to add a note to the requisition upon submission and then pass the notes along through the approval process.

Copy Requisitions
Path: Requisitioning/Copy Requisitions
Used to copy a requisition

Print Requisitions
Path: Requisitioning/Print Requisitions