User Reference Manual

Creating Purchase Requisitions
Using Req. UI

September - 2002

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Introduction

This user manual is designed for personnel who are responsible for ordering and/or requisitioning the goods and services required by their departments. It is designed as a quick reference on creating, revising, and viewing purchase requisitions in the Req. UI system. Samples of screens, menus, and data fields, along with step-by-step instructions are included for your reference.
Business Systems has developed this manual to be a valuable desktop reference and helpful training guide. Your comments and suggestions for improvement are greatly encouraged.

How to use this Manual

The first part of the manual Introduction, Purpose through Screen Field Details, was developed to give the user an overview of the requisition process, terminology, types of requisitions, different screens encountered, and detailed field descriptions. Sections 1.0 through 9.0 explains how to create, revise and inquiry eight types of purchase requisitions. The last part of the manual, Section 10 – Attachments, contain job aids that can be used as quick reference guides when initiating the different types of purchase requisitions.

Objectives

Upon completion of this module, the student will be able to:

- STATE the purpose of a purchase requisition.
- DESCRIBE the process flow when initiating a purchase requisition.
- DEFINE the terminology used when initiating a purchase requisition.
- DESCRIBE the types of purchase requisitions.
- IDENTIFY a Requisition UI, G/L, and Lines Header screens.
- DESCRIBE the Requisition drop down menus and command buttons.
- DEFINE the fields on a Requisition UI, G/L, and Lines opening screens.
- CREATE the following requisitions:
  - Standard PO
  - UPO
  - Change Order Request
  - Confirming PO
  - Blanket
- BUILD a General Ledger Account
- VIEW a purchase requisition.
- REVISE a purchase requisition.
- INITIATE a purchase requisition inquiry.

Purpose

A purchase requisition is the procedural method by which departments may request the purchase of goods and/or services which may require processing by Purchasing, usually because of the dollar value, the nature of the purchase, or the type of goods and services. The purchase requisition is the official document used to initiate a purchase transaction with all outside vendors.

Overview

A properly completed and authorized purchase requisition submitted to the Purchasing Division authorizes Purchasing to spend your funds for the material or service listed on the requisition. This is done through the creation of a purchase order. Advance planning by departments for their needs is extremely important. Time factors for generating the purchase requisition, obtaining necessary prior approvals, processing through Purchasing, procurement and delivery times must all be considered in determining an adequate lead-time.
The decision and steps involved in creating the following requisitions are outlined in Table 1.

- Blanket Release/Not Confirmed
- Blanket > $25,000/Confirmed
- Computer Related
- Phone and Furniture
- Safety Equipment
- Standard PO
- UPO/Blanket Release
- Vehicle and Radio

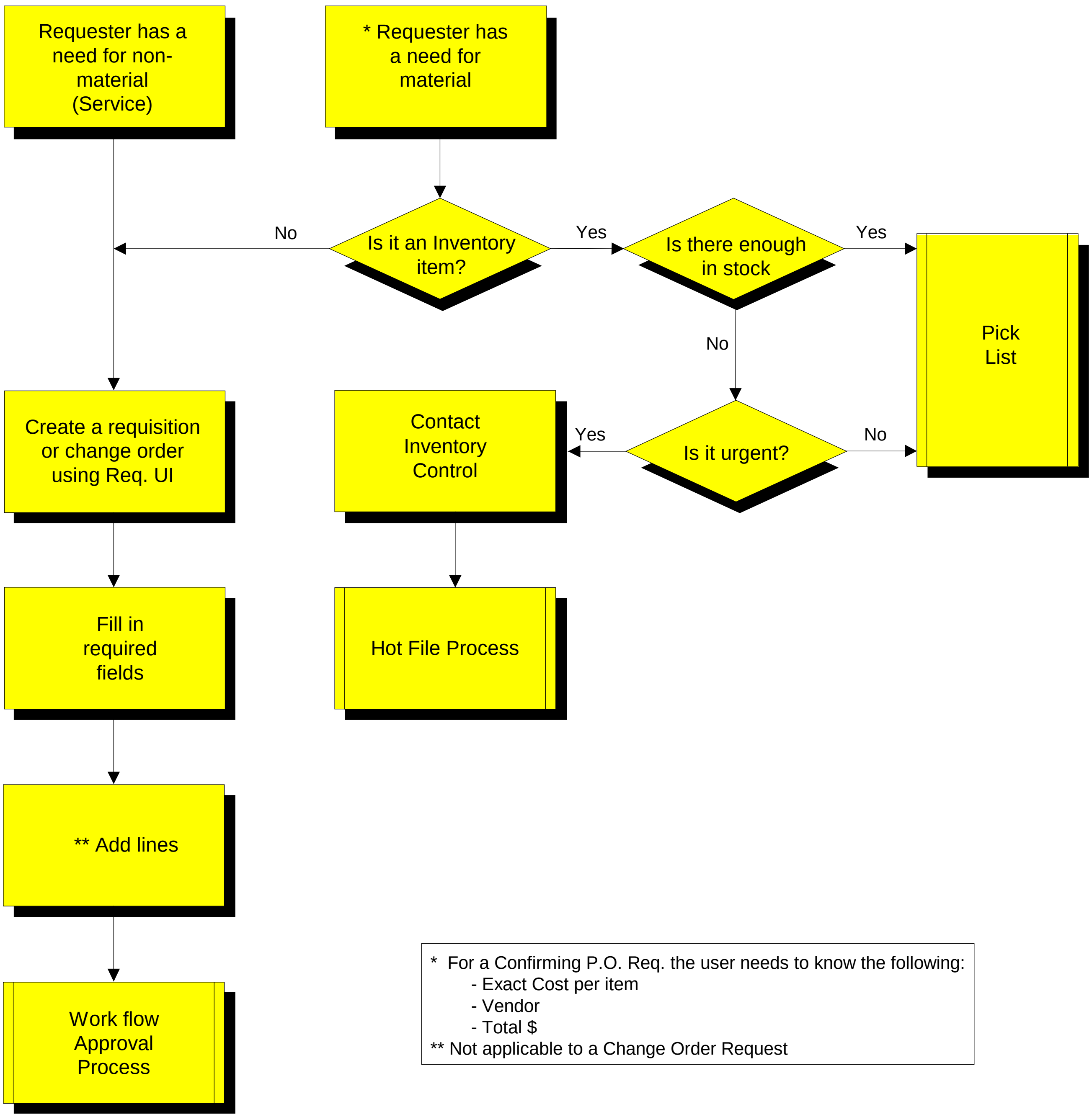
If Request Is For	And	Then
1. Material	Is **NOT** an inventory item	1. Access Req. UI. 2. Fill in header info. 3. Add lines. 4. Submit Req. to Workflow
2. Material	1. Is an inventory item 2. In stock 3. **NOT** urgent	Prepare a Pick List
3. Material	1. Is an inventory item 2. **NOT** enough in stock 3. Is urgent	Contact Inventory Control
4. Service		1. Access Req. UI. 2. Fill in header info. 3. Add lines. 4. Submit Req. to Workflow.

Table 1 – Requisition Process

Purchase Requisitions

The graphical display of a purchase requisition process flow, shown in Figure 1**,** is applicable to the following requisition types:

- Blanket Release/Not Confirmed
- Blanket > $25,000/Confirmed
- Change Order Request
- Computer Related
- *Confirming PO
- Phone and Furniture
- Safety Equipment
- Standard PO
- UPO/Blanket Release
- Vehicle and Radio



* For a Confirming P.O. Req. the user needs to know the following:
- Exact Cost per item
- Vendor
- Total $

** Not applicable to a Change Order Request

Figure 1 – Requisition Flow Path

Depending on the user's requirements, as shown in the flow diagram, either a requisition is submitted into the Workflow process or a pick list is created for the required goods or services.

Pick lists are documents used by the requestor to communicate to storeroom personnel the required stock item, quantity, and date. The warehouse personnel subsequently use this information to assist them in picking the item(s) in a logical sequence and when requested, delivering them to the appropriate location. Additional information on Pick lists may be found in the Creating a Pick List User Manual.

The requisition is routed into the Workflow approval process after the 

button is clicked on the **Submit to Workflow Header** prompt. The Workflow program will read and sort each requisition by type, requestor, and total dollar amount for proper signature authority routing. Computer Related, Phone and Furniture, and Vehicle and Radio requisitions require an additional signature level and is an example of what the Workflow program identifies during a sort routine. The Workflow program will also recognize capital numbers in the general ledger and requisitions over $15,000; then route to the capital budget approver in Finance.

Table 2 lists the required authorized signatures and dollar limits for requisition approval.

Title	Amount Authorized
Supervisor	$1,500
Manager	$3,500
Director	$7,500
Deputy General Manager	$15,000
General Manager	$25,000

Table 2 – Authorization Limits for Requisition Approval

NOTE: A detailed description of the signature requirements may be found at Signature Authority located on the Hydroweb at:

- Departments
  - Support Services
    - Purchasing
      - Procedures
        - LVVWD & SNWA Purchasing Guidelines, Section 2, Authorized Signatures

Workflow will build a route based on all the input parameters and then generate an email directed to the first signature approver as shown in Figure 2.

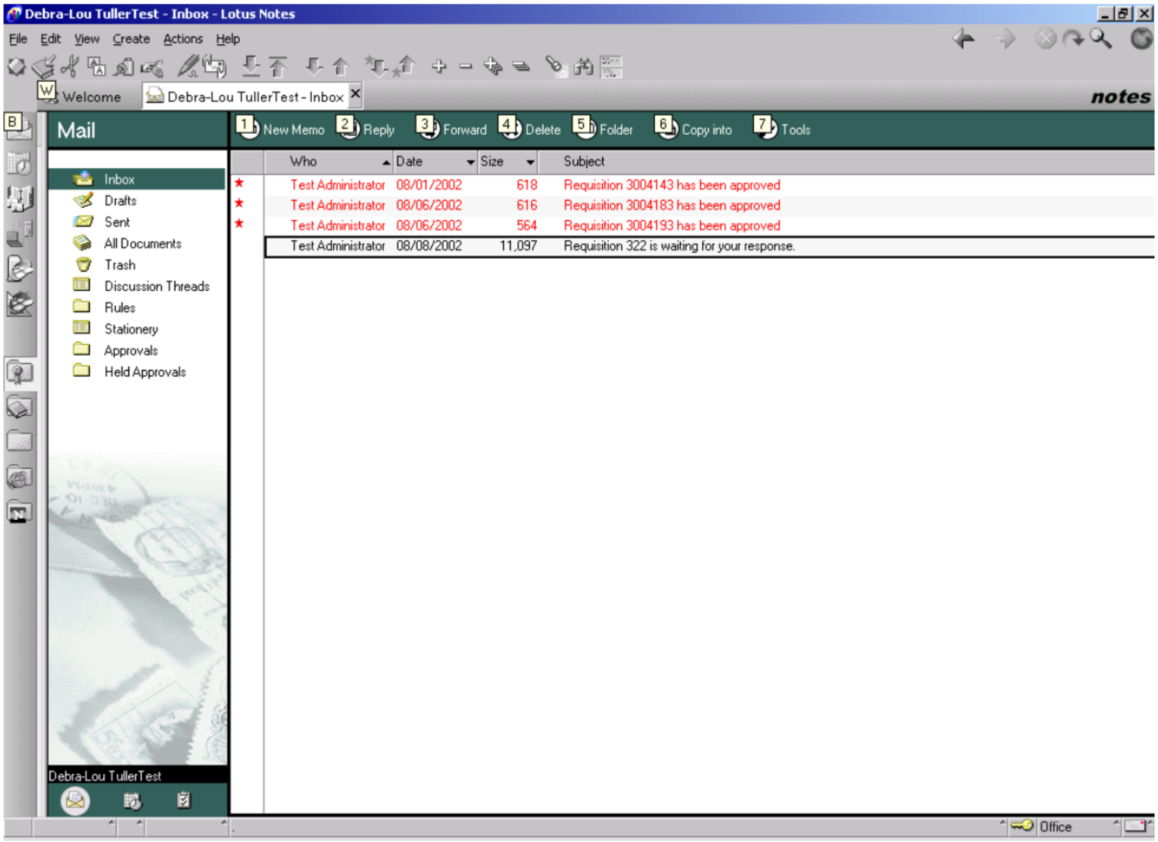


Figure 2, Email Example Generated by Workflow

When received, the approver has the option of approving, holding, or rejecting the requisition by clicking on the applicable button located in the upper portion of the opening screen shown in Figure 3.

An example for rejecting a requisition would be if the price was $1390 and after it was received by the Buyer, the actual price was $1690 and exceeded the signature authority of the first approver. The reason for rejection would be added in the Routing/Comments section. The requisition initiator and approver(s) would receive an email notification stating the reason for any requisition rejection. The requisition initiator would need to correct the requisition and resubmit, if the item(s) are still needed or cancel the requisition. Then, a new route will be generated.

During the approval process, if action is **NOT** taken by any approver during a predetermined period, email notices will be sent out as a reminder that action must be taken. The **Hold** button allows the approver additional time to review or research the requisition without receiving any email reminders.

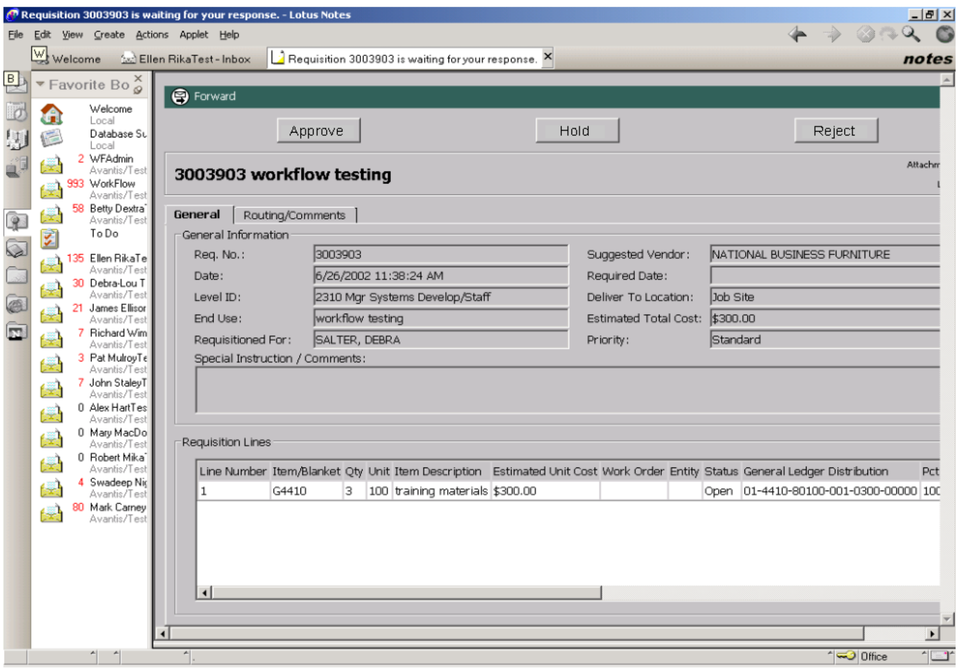
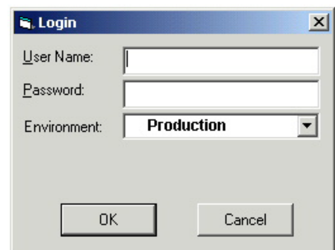
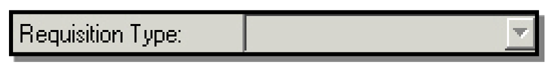
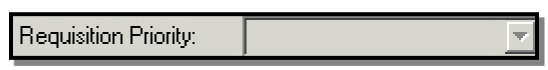
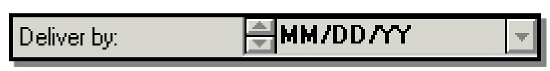


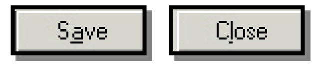
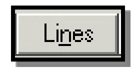
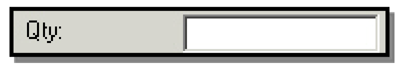
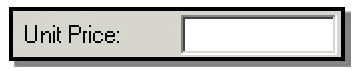
Figure 3, Workflow Email Message Opening Screen

10.0 Attachments

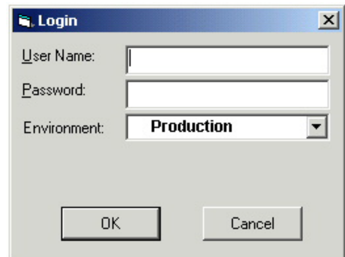
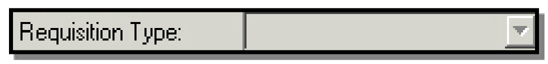
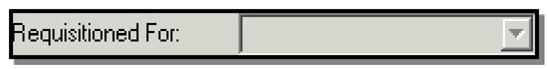
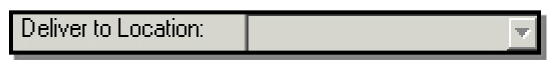
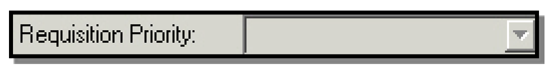
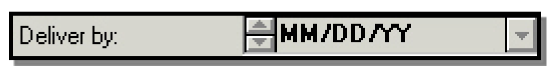
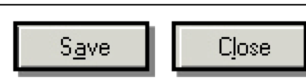
This section of the User Reference Manual was designed to be removed and used at your workstation as a quick reference job aid while creating a requisition.

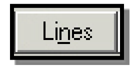
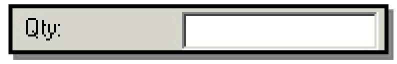
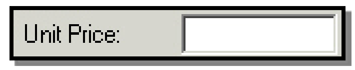
10.1 Create a Standard PO Requisition

ACTION	SCREEN DISPLAY
1. **LOG** into Req. UI	
2. **CLICK** on the **New** button	
3. **CLICK** the **Requisition Type** arrow and **SELECT** Standard PO	
4. **CLICK** the **Requisitioned For** arrow and **SELECT** the name of the person making the request for purchase or the person the requisition should be routed to.	
5. **CLICK** the **When Delivered Notify** arrow and **SELECT** the persons name that should be contacted when the item is received.	
6. **CLICK** the **Deliver to Location** arrow and **SELECT** the delivery location how/where the item will be received.	
7. **CLICK** the **Requisition Priority** arrow and **SELECT** the level of priority to be assigned to the requisition.	
8. **CLICK** the **Deliver by** arrow and **SELECT** the date from the calendar or enter the date by typing directly into the field.	
9. **ENTER** a statement or comment regarding the end use of the item.	
10. **CLICK** on the ellipse and **Click** on the vendor name. **ENTER** vendor ID or vendor name and **PRESS** ellipse.	
11. **ENTER** any notes or directives.	
12. **CLICK** the **GL** button at the bottom of the screen.	

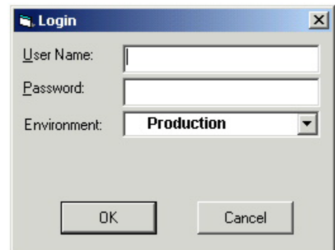
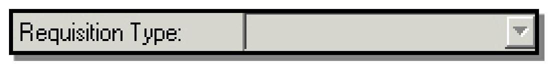
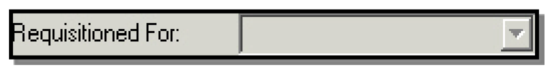
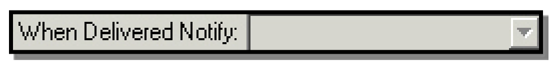
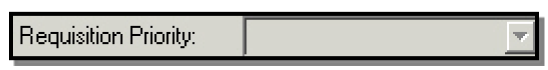
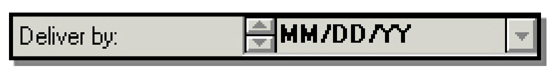
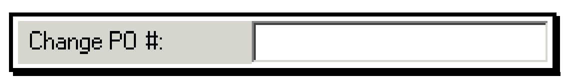
ACTION	SCREEN DISPLAY
13. **ENTER** the **G/L Account #.**	
14. **CLICK** on the **Save** button and then **CLICK** the **Close** button.	
15. **CLICK** on the **Lines** button.	
16. **ENTER** the quantity.	
17. **SELECT** the unit of measure. **Note**: This field defaults to **ea** (each) but can be changed. If item needed is **NOT** on drop down, then include in the description.	
18. **ENTER** the unit price.	
19. **REPEAT** until all lines have been added.	
20. **CLICK** the **Save** button	
21. **CLICK** the **Finish** button to save the requisition if finished.	
22. **CLICK** the **Yes** button to submit the requisition into Workflow.	

10.2 Create a UPO/Blanket Requisition

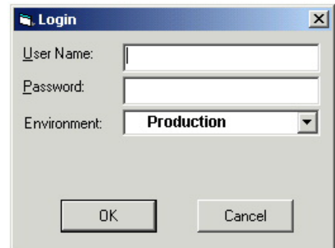
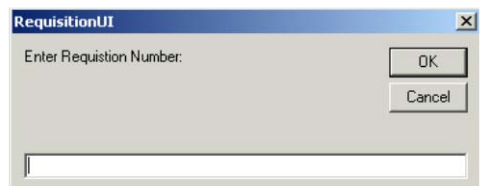
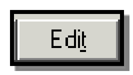
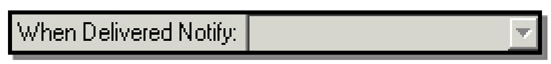
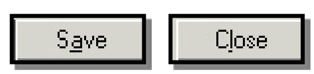
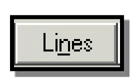
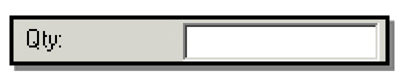
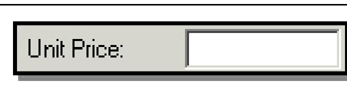
ACTION	SCREEN DISPLAY
1. **LOG** into Req. UI	
2. **CLICK** on the **New** button	
3. **CLICK** the **Requisition Type** arrow and **SELECT** UPO/Blanket Release.	
4. **CLICK** the **Requisitioned For** arrow and **SELECT** the name of the person (the book owner) making the request for purchase.	
5. **ENTER** the Requisition/UPO number.	
6. **CLICK** the **Deliver to Location** arrow and **SELECT** the delivery location how/where the item will be received.	
7. **CLICK** the **Requisition Priority** arrow and **SELECT** the level of priority to be assigned to the requisition.	
8. **CLICK** the **Deliver by** arrow and **SELECT** the date from the calendar or enter the date by typing directly into the field.	
9. **ENTER** a statement or comment regarding the end use of the item.	
10. If a Blanket, **CLICK** on the ellipse and **CLICK** on the vendor name. **ENTER** vendor ID or vendor name and **PRESS** ellipse. If non-blanket, then **ENTER** vendor info in the **Vendor** field.	
11. **ENTER** any notes or directives for Purchasing, Vendor, etc.	
12. **CLICK** the **GL** button at the bottom of the screen.	
13. **ENTER** the **G/L Account #.**	
14. **CLICK** on the **Save** button and then **CLICK** the **Close** button	

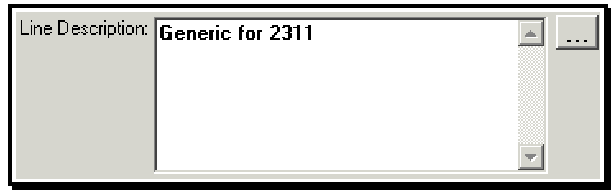
ACTION	SCREEN DISPLAY
15. **CLICK** on the **Lines** button .	
16. **ENTER** the quantity.	
17. **SELECT** the unit of measure. **Note**: This field defaults to **ea** (each) but can be changed. If item needed is **NOT** on drop down, then include in the description.	
18. **ENTER** the unit price.	
19. **REPEAT** until all lines have been added.	
20. **CLICK** on the **Save** button .	
21. **CLICK** on the **Line Items** button.	
22. **CLICK** on the **Cancel** button	
23. **CLICK** the **Finish** button to save the requisition if finished.	
24. **CLICK** the **Yes** button to submit the requisition into Workflow.	

10.3 Create a Change Order Request

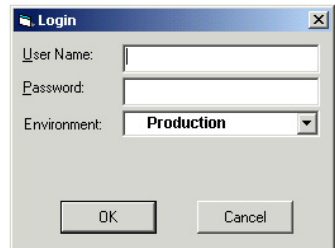
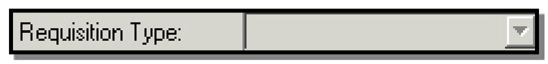
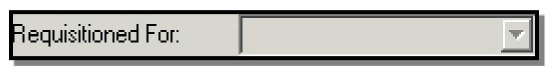
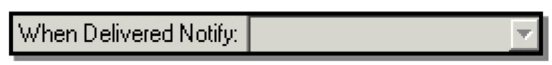
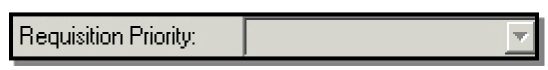
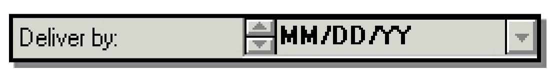
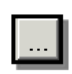
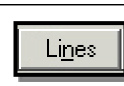
ACTION	SCREEN DISPLAY
1. **LOG** into Req. UI	
2. **CLICK** on the **New** button	
3. **CLICK** the **Requisition Type** arrow and **SELECT** Change Order Request.	
4. **CLICK** the **Requisitioned For** arrow and **SELECT** the name of the person making the request for purchase or the person the requisition should be routed to.	
5. **CLICK** the **When Delivered Notify** arrow and **SELECT** the persons name that should be contacted when the item is received.	
6. **CLICK** the **Requisition Priority** arrow and **SELECT** the level of priority to be assigned to the requisition.	
7. **CLICK** the **Deliver by** arrow and **SELECT** the date from the calendar or enter the date by typing directly into the field.	
8. **ENTER** the purchase order number into the **Change PO #** field.	
9. **ENTER** the reason for the change in the Special Instructions/Comments field.	
10. **CLICK** the **Save** button.	
11. **CLICK** the **Yes** button to submit the requisition into Workflow.	

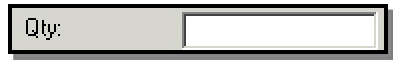
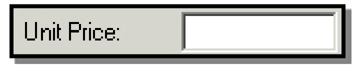
10.4 Create a Confirming PO Requisition

ACTION	SCREEN DISPLAY
1. **LOG** into Req. UI	
2. **CLICK** on the **Find** button.	
3. **ENTER** the requisition number in the message box and **CLICK OK**.	
4. **CLICK** on the **Edit** button located on the command bar at the bottom of the Purchase Requisition screen.	
5. **CLICK** the **When Delivered Notify** arrow and **SELECT** the persons name that should be contacted when the item is received.	
6. **ENTER** any notes or directives.	
7. **CLICK** the **G/L** button at the bottom of the screen.	
8. At the **G/L Account # field, CHANGE** the third, fourth, and fifth numerical segments to a valid G/L account number.	
9. **CLICK** on the **Save** button and then **CLICK** the **Close** button.	
10. **CLICK** on the **Lines** button.	
11. **ENTER** the quantity.	
12. **ENTER** the unit price.	

ACTION	SCREEN DISPLAY
13. **CHANGE** the **Line Description** to reflect the item(s) being requested.	
14. **REPEAT** until all lines have been added.	
15. **CLICK** the **Save** button	
16. **CLICK** the **Finish** button to save the requisition if finished.	
17. **CLICK** the **Yes** button to submit the requisition into Workflow.	

10.5 Create a Blanket Requisition
Create a Blanket Release/Not Confirmed
Create a Blanket >$25,000/Confirmed

ACTION	SCREEN DISPLAY
1. **LOG** into Req. UI	
2. **CLICK** on the **New** button	
3. **CLICK** the **Requisition Type** arrow and **SELECT** either a **Blanket Release/Not Confirmed, Blanket Release>$25,000/Confirmed** or a **UPO/Blanket Release**.	
4. **ENTER** the UPO number from the requestor's UPO book if the requisition type is UPO/Blanket.	
5. **CLICK** the **Requisitioned For** arrow and **SELECT** the name of the person making the request for purchase or the person the requisition should be routed to.	
6. **CLICK** the **When Delivered Notify** arrow and **SELECT** the persons name that should be contacted when the item is received.	
7. **CLICK** the **Deliver to Location** arrow and **SELECT** the delivery location how/where the item will be received.	
8. **CLICK** the **Requisition Priority** arrow and **SELECT** the level of priority to be assigned to the requisition.	
9. **CLICK** the **Deliver by** arrow and **SELECT** the date from the calendar or enter the date by typing directly into the field.	
10. **ENTER** a statement or comment regarding the end use of the item.	
11. At the **Blanket #** field, **CLICK** the **ellipse** button to select the applicable blanket number.	
12. **ENTER** any notes or directives.	
13. **CLICK** on the **Lines** button.	

ACTION	SCREEN DISPLAY
14. **ENTER** the quantity.	
15. **ENTER** the unit price.	
16. **CLICK** the **Save** button to save the line.	
17. **ENTER** the **G/L Account #** .	
18. **CLICK** the **Save** button	
19. **CLICK** on the **Line Items** button.	
20. **REPEAT** until all lines have been added.	
21. When all lines have been entered**, CLICK** the **Cancel** button to delete the new line.	
22. **CLICK** the **Finish** button to save the requisition.	
23. **CLICK** the **Yes** button to submit the requisition into Workflow.