

Creating Requisitions

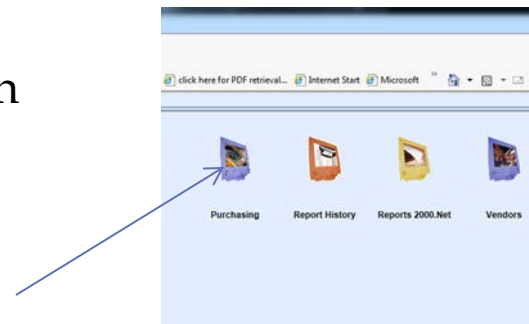
How To Generate a Requisition in
Financial 2000



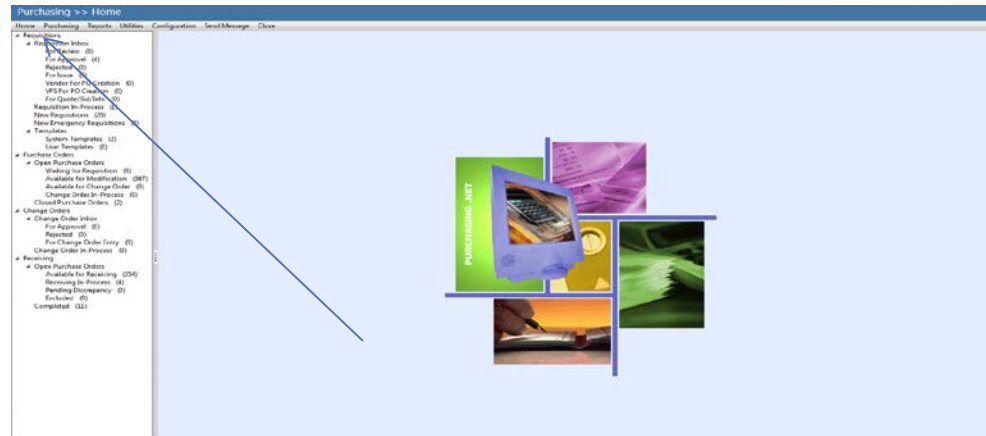
Step #1 Log on to the application



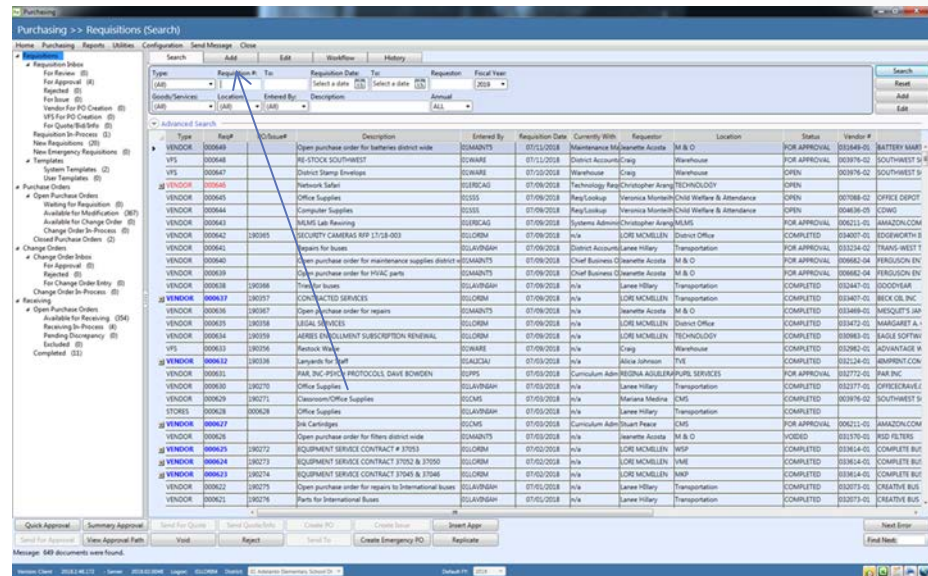
Step #2 Click the Purchasing Icon



Step #3 Top left of screen click Requisitions



Step #4 Top of screen click Add



Step #5 On this screen enter the following:

- Description
- Type (Vendor Req or Stores Req)
- Requestor Name
- Type of Goods/Services
- Location

Purchasing >> Requisitions (Add)

Home Purchasing Reports Utilities Configuration Send Message Close

Search Add Edit Workflow History

Requestion Vendor Shipping Item Detail Attachments

Requestion AUTO # OFFICE SUPPLIES

Document #	AUTO #	Description	OFFICE SUPPLIES	Entered By	BILORUM	Requisition Date	07/11/2018	Requestor Name	LOREI MCMILLEN	Requestor Pos	POCREATOR
Type	VENDOR REQUISITION	Status	OPEN	Room	BUSINESS OFFICE	Reason For Last Status Change	REQUISITION CREATED				
Building/Dept	NOT APPLICABLE	Type Goods/Services	4700-OFFICE SUPPLIES								
Purchase Order #											

Vendor: WAREHOUSE ADELANTO SCHOOL DISTRICT

Shipping: WAREHOUSE ADELANTO SCHOOL DISTRICT

Item Details: Item Count: 0 Account Count: 0 Total \$0.00 Balance \$0.00

Attachments: 0

Locked by you

Save Cancel

Vendor: 2018.7.11.173 - Server: 2018.01.09.048 - Login: 0122804 - Status: 01 Adelman Elementary School 01.2018 - Default FY: 2018

Step #6 Choose the vendor you will be using. Click the box to the right of Vendor Name. When the window opens enter the first few letters of the Vendors name and click search

REQUISITION CREATED

Vendor

Vendor: - Name: Employee Suggested Vendor/Changes

Addr 1:

Addr 2:

Addr 3:

City: State: Zip:

Confirmation:

Payment Terms:

An arrow points to the search button (a small square icon) located to the right of the Vendor Name field.

Vendor Search

Master Number: Detail Number:

Name:

Address 1:

Address 2:

Address 3:

City: State: Zip:

Phone:

Search

Reset

Select

Cancel

Vendor Number	Name	Address 1	Address 2	Address 3
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An arrow points to the 'Search' button in the dialog box.

A list of vendors will populate below that. Highlight the vendor you are going to use and click **select**.

The screenshot shows a 'Vendor Search' window with a search form and a table of results. The search form includes fields for Master Number, Detail Number, Name (set to 'Office'), Address 1-3, City, State, Zip, and Phone. Buttons for Search, Reset, Select, and Cancel are present. The table below lists 16 vendors with columns for Vendor Number, Name, Address 1, Address 2, and Address 3. The status at the bottom indicates '16 Qualifying Vendors were Returned.'

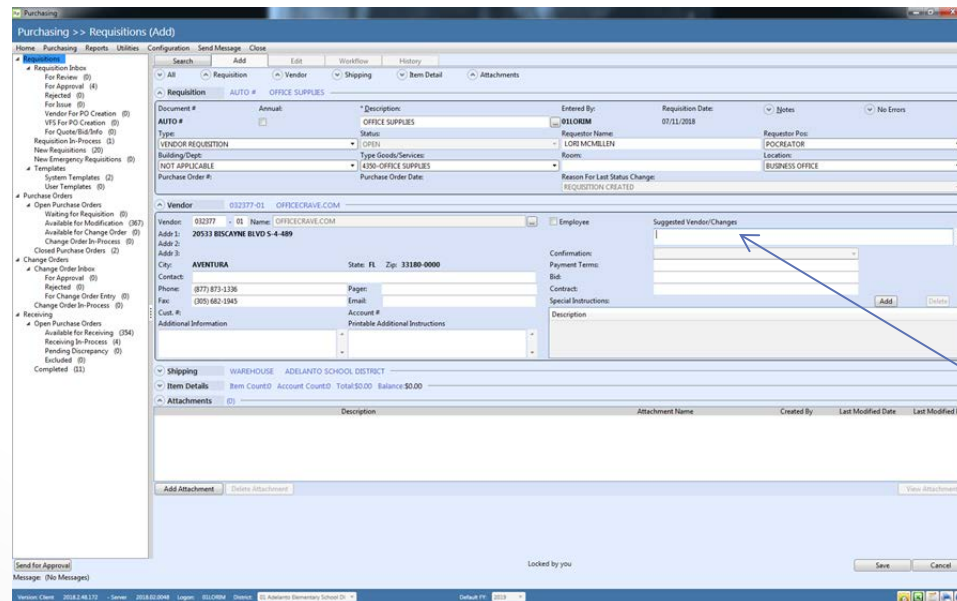
Vendor Number	Name	Address 1	Address 2	Address 3
005304-05	OFFICE MAX	ACCOUNT #487168	CARD #8880001	P.O. BOX 7
007088-01	OFFICE DEPOT INC	PO BOX 982212		
007088-02	OFFICE DEPOT	P.O. BOX 70025		
007088-03	OFFICE DEPOT	P.O. BOX 88040		
032029-01	OFFICE SEATING OUTLET	PO BOX 1887		
032339-01	OFFICE SUPER SAVERS.COM	4865 19TH STREET S-110-1		
032343-01	OFFICE CHAIRS UNLIMITED	133 POST OAK DRIVE		
032344-01	OFFICE SUPPLY.COM	302 INDUSTRIAL DRIVE		
032377-01	OFFICE CRAVE.COM	20533 BISCAYNE BLVD S-4		
032694-01	OFFICE SPECIALTIES INC	5858 EDISON PLACE S-C		
033213-01	OFFICE SOLUTIONS LLC	23303 LA PALMA AVENUE		

The vendor information will be inserted automatically for you.

The screenshot shows the 'Requisitions (Add)' window. The 'Vendor' field is populated with '032377-01 OFFICE CRAVE.COM'. The 'Description' is 'OFFICE SUPPLIES'. The 'Requestor Name' is 'LORE MCMILLEN'. The 'Requestion Date' is '07/11/2018'. The 'Requestor Pos.' is 'POCREATOR'. The 'Location' is 'BUSINESS OFFICE'. The 'Reason For Last Status Change' is 'REQUESTION CREATED'. The 'Vendor' section shows '032377-01 Name: OFFICE CRAVE.COM' and '20533 BISCAYNE BLVD S-4-489'. The 'Contact' section shows 'AVENTURA', 'State: FL', 'Zip: 33180-0000', 'Phone: (877) 873-1136', 'Page: ', 'Fax: (305) 682-1945', 'Email: ', 'Cust. #: ', 'Account #: ', and 'Printable Additional Instructions: '.

If the vendor you need to use is not coming up in the search, it simply means the vendor needs to be added. Under suggested Vendor you need to enter the following:

- Name of Vendor
- Address
- Telephone
- Fax
- Email address
- And request a completed W-9 from the vendor



Step #7 Item Details- click **add line**

Here you will enter

- Item#
- Description of Item
- Quantity
- Unit Price

You will add a line for **EACH** item being ordered

The screenshot displays a software interface for managing requisitions. The main window is titled "Purchasing >> Requisitions (Add)". The interface includes a navigation menu on the left, a top toolbar with options like "Home", "Purchasing", "Reports", "Utilities", "Configuration", "Send Message", and "Close". The main content area is divided into several sections:

- Requisition Summary:** Shows document details such as "Document # AUTO #", "Description: OFFICE SUPPLIES", "Entered By: JILLORNM", "Requisition Date: 07/11/2018", and "Requestor Name: LORR/MCMILLEN".
- Vendor Information:** Lists "Vendor: 012777-01 OFFICECRAVE.COM" and "Shipping: WAREHOUSE ADLANTD SCHOOL DISTRICT".
- Item Details Table:** A table with columns for Item #, Description, Quantity, UOM, Unit Price, Est. Price, Correl, Disc. Rate, Disc. Amount, Unit Cost, Tax Rate, Tax Amt, SH Amount, Total Est Cost, and FA. It lists three items:

Item #	Description	Quantity	UOM	Unit Price	Est. Price	Correl	Disc. Rate	Disc. Amount	Unit Cost	Tax Rate	Tax Amt	SH Amount	Total Est Cost	FA
1 33000	January 2000 Protect & Store Durable	12.00	ea	2.8900	35.08 (Select)		0.00	0.00	2.89	7.7500	0.00	0.00	38.66	
2 841134	AbilityOne 0411234 Full Top Tab Pres	1.00	ea	139.8900	139.89 (Select)		0.00	0.00	139.89	7.7500	10.85	0.00	150.64	
3 114130	Brother TN330 Black Toner Cartridge	3.00	ea	55.9900	167.97 (Select)		0.00	0.00	55.99	7.7500	13.61	0.00	180.99	
- Accounting Summary:** Shows "Total Amount: \$170.49" and "Total Balance: \$170.49".
- Tax Breakdown:** A section for tax calculations with fields for "Percentage %", "Dollar \$", "Tax Rate", and "Tax Amount".
- Attachments:** A section for managing document attachments.

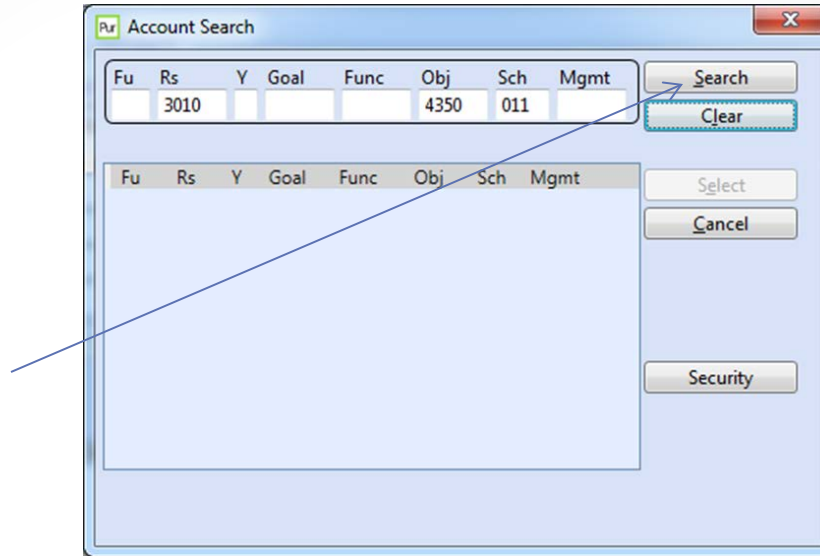
Step #8 Once you have entered all of your items you will proceed to the accounting portion. Below the **item details** to the right you will click **Account Search**. When you click the tab it will open this window.

The screenshot shows a dialog box titled "Pr Account Search". It features a search form with eight input fields labeled "Fu", "Rs", "Y", "Goal", "Func", "Obj", "Sch", and "Mgmt". To the right of these fields are "Search" and "Clear" buttons. Below the search form is a table with the same column headers: "Fu", "Rs", "Y", "Goal", "Func", "Obj", "Sch", and "Mgmt". To the right of the table are "Select" and "Cancel" buttons. At the bottom right of the window is a "Security" button.

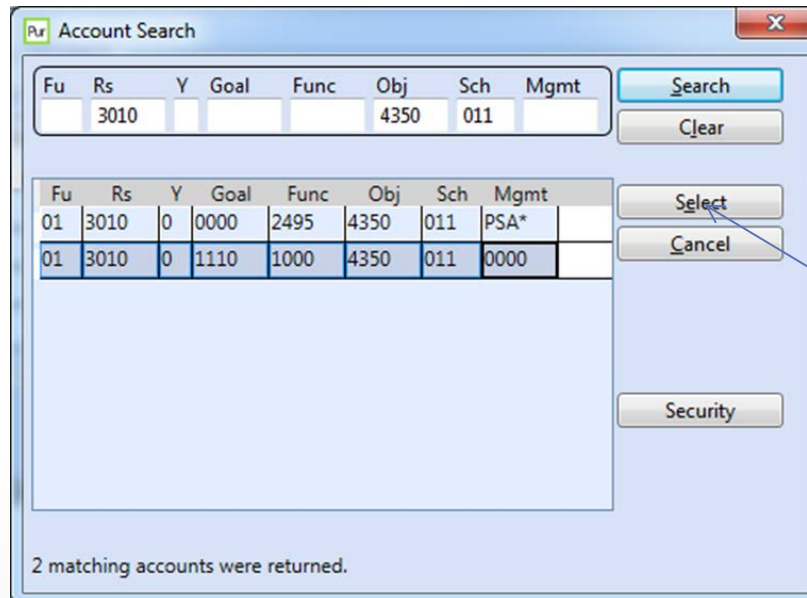
Enter

- Resource
- Object
- School

And hit Search



Highlight the Account Code
you want to use and hit
select



Step #9 Your account code is now plugged in to the requisition. Click **Distribute Evenly** in order to charge the expenditure to that budget line.

The screenshot shows the 'Purchasing >> Requisitions (Add)' window. The 'Distribute Evenly' button is highlighted with a blue arrow. The interface displays the following information:

- Document #:** AUTO #
- Description:** OFFICE SUPPLIES
- Entered By:** #1108M
- Requisition Date:** 07/11/2018
- Requestor Name:** LOUI MCMLLEN
- Requestor Pos:** POCREATOR
- Location:** BUSINESS OFFICE
- Reason For Last Status Change:** REQUISITION CREATED
- Vendor:** 012377-01 OFFICECRAVE.COM
- Shipping:** WAREHOUSE ADELANTO SCHOOL DISTRICT
- Item Details:**

#	Item #	Description	Quantity	UOM	Unit Price	Est. Price	Compl	Disc. Rate	Disc. Amount	Unit Cost	Tax Rate	Tax Amt	SH Amount	Total Est Cost	FA
1	23000	Javery 23000 Protect & Store Durable	12.00	ea	2.9900	35.88	(Select)	0.00	0.00	2.99	7.7500	2.71	0.00	38.66	
2	0431194	AbilityOne 0431194 Full Top Tab Press	1.00	ea	139.9900	139.99	(Select)	0.00	0.00	139.99	7.7500	10.85	0.00	150.84	
3	TN430	Brother TN430 Black Toner Cartridge	3.00	ea	55.9900	167.97	(Select)	0.00	0.00	55.99	7.7500	13.02	0.00	180.99	
- Overall Discount:** %
- Total Items:** 3
- Total Amount:** \$370.49
- Total Balance:** \$0.00
- Accounting Method:** Charge Total
- Total Accounts:** 1
- Balance:** \$0.00
- Tax Information:**

Percentage %	Dollar \$	Tax Rate	Tax Amount
0.00	0.00	7.7500 %	\$0.00
0.00	0.00		
0.00	0.00		
Total SH & A:	\$0.00		

Shipping Charges?
Insert them below the account
line and hit distribute evenly
again.

The screenshot displays a software interface for managing requisitions. The main window is titled "Purchasing >> Requisitions (Add)". It features a navigation pane on the left with various options like "Requisition Status", "Change Order", and "Receiving". The central area shows details for a requisition, including a table of items and a section for shipping charges.

Item #	Description	Quantity	UOM	Unit Price	Ext. Price	Comp	Disc. Rate	Disc. Amount	Unit Cost	Tax Rate	Tax Amt	SH Amount	Total Lot Cost	FA
1	2500 Avery 2500 Printer & Item Overhead	12.00	ea	2.800	33.60	(Subst)	0.00	0.00	2.9977500	2.74	0.00	0.00	42.64	
2	161134 AbiloOne 941124 Full Top Tab-Pin	1.00	ea	130.000	130.00	(Subst)	0.00	0.00	130.9477500	10.80	14.86	14.86	145.31	
3	17430 Brother TN330 Black Toner Cartridge	2.00	ea	55.000	110.00	(Subst)	0.00	0.00	55.9977500	13.00	17.64	17.64	128.22	

Accounting Method	Charge Total	Change by Item	Total Accounts	Balance
1	0.00	0.00	1	536.30

Percentage %	Dollar \$	Tax Rate	Tax Amount
Taxable S.B.M.	0.00	7.7500	\$0.00
Non Taxable S.B.M.	0.00	36.30	Description
Additional Charges	0.00		
Total SH & A	0.00		0.00

Need to attach a copy of a

- Quote?
- Shopping Cart?
- Registration Form?
- Order Form?

Click **Add Attachment**

The screenshot displays a software window titled "Purchasing >> Requisitions (Add)". The interface includes a navigation pane on the left with categories like "Requisition Inboxes", "Purchase Orders", and "Change Orders". The main area shows a requisition form for "OFFICE SUPPLIES" with fields for "Document #", "Type", "Status", "Requester Name", and "Location". Below the form is a table of requisition lines:

LN	AMOUNT	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	STATUS	REASON	TOTAL PRICE	TAX PERCENT	TAX AMOUNT	TAX RATE	TAX AMOUNT	TOTAL PRICE
1	2000	Jewelry 2000 Protect & Store Durable	12.00	ea	2,990.00	35,880.00	(select)	0.00	0.00	2,990.7500	2.76	3.80	42.46	
2	342134	AbilityOne 9421134 Full Top Tap Free	1.00	ea	139,990.00	139,990.00	(select)	0.00	0.00	139,990.7500	10.85	14.86	165.75	
3	174430	Brother 174430 Black Toner Cartridge	3.00	ea	55,990.00	167,970.00	(select)	0.00	0.00	55,990.7500	13.02	17.84	198.83	

Below the table, there are sections for "Accounting Method", "Charge Total", and "Charge By Item". A tax summary table is also present:

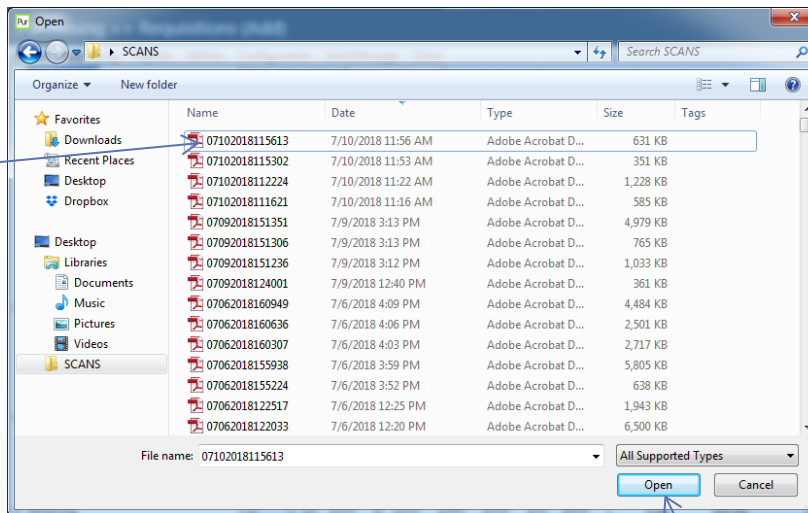
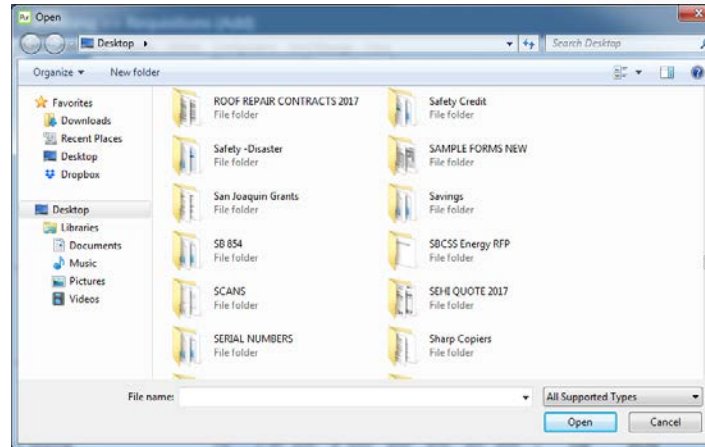
TX	Rate	Yr	Stat	Fisc	Org	Sch	Mgmt	Per	%	Dollar \$	Tax Breakdown	SH Breakdown	Total Account Charges
1	01	2019	0	1110	0000	4350	011	0000	0.00	406.98	26.60	36.50	406.98

At the bottom of the form, there is a tax summary table:

Percentage %	Dollar \$	Tax Rate	Tax Amount
Taxable S & H:	0.00	7.7500	\$0.00
Non Taxable S & H:	0.00		
Additional Charges:	0.00		
Total SH & A:	\$36.50		

The "Add Attachment" button is located at the bottom left of the form area and is highlighted by a blue arrow. Other buttons include "Delete Attachment", "Send for Approval", "View Attachments", "Save", and "Cancel".

Find your document, highlight it and click **open**.



Once your document is attached click **save**.

The screenshot displays a web-based purchasing application window titled "Purchasing >> Requisitions (Add)". The interface includes a navigation menu on the left, a top toolbar with "Search", "Add", "Edit", "Workflow", and "History" options, and a main form area. The form contains fields for "Document #", "Annual", "Description", "Entered By", "Requisition Date", "Status", "Requester Name", "Requester Pos", "Building/Dept", "Type Goods/Services", "Rooms", "Location", "Purchase Order #", "Purchase Order Date", and "Reason For Last Status Change". Below these fields is a table of requisition lines with columns for Item, Description, Quantity, Unit, Price, and Total. The table lists three items: Avery 2300 Protect & Store Durable, Ablety One S421134 Full Top Task Pad, and Brother TN430 Black Toner Cartridge. Below the table are sections for "Accounting Method", "Charge Total", "Charge By Item", and "Tax Breakdown". At the bottom of the form, there is an "Attachments" section with a table showing an attached PDF file. A "Send for Approval" message is visible at the bottom left, and a "Save" button is highlighted with a blue arrow at the bottom right.

Send for Approval
Message: Distribution completed.

Locked by you

Save Cancel

Step #10 Find your saved requisition listed under new requisitions. Highlight it in the list and click **send for approval**.

The screenshot shows a web-based purchasing application window titled "Purchasing >> Requisitions (Search)". The interface includes a navigation menu on the left with options like "Requisitions", "Purchase Orders", and "Receiving". The main area displays a table of requisitions with columns for Type, Requisition #, PO/Inv#, Description, Entered By, Requisition Date, Currently With, Requestor, Location, Status, and Vendor #. The "MEMBERSHIP" requisition (Requisition # 000227) is highlighted in blue. At the bottom of the window, there are buttons for "Send for Approval", "View Approval Path", "Void", "Send Quote/ReQuote", "Create PO", "Create Invoice", "Insert Appro", "Next Error", and "Find Next". A message at the bottom left states "Message: 20 comments were found." A blue arrow originates from the "Send for Approval" button and points to the highlighted "MEMBERSHIP" requisition entry in the table.

Type	Requisition #	PO/Inv#	Description	Entered By	Requisition Date	Currently With	Requestor	Location	Status	Vendor #	Ver
VENDOR	000122		CONTRACTED SERVICES	01LORM	07/01/2018	PO Creator	LORI MCELLEN	District Office	OPEN	031214-01	RELIABLE NURSON
VENDOR	000118		LEASE PAYMENTS	01LORM	07/01/2018	PO Creator		District Office	OPEN	031990-01	US BANK EQUIPM
VENDOR	000179		CONTRACTED SERVICES	01LORM	07/01/2018	PO Creator	SARGER		OPEN	004895-01	UMBRELLA LATCH
VENDOR	000207		OPEN PO FOR MASTERS	01LORM	07/01/2018	PO Creator	BRS		OPEN	004742-01	BURTRONICS BUS
VENDOR	000227		MEMBERSHIP	01LORM	07/01/2018	PO Creator		BOARD	OPEN	000005-01	ACSA
VENDOR	000118		MEMBERSHIP	01LORM	07/01/2018	PO Creator	LORI MCELLEN	District Office	OPEN	006706-01	VICTOR VALLEY
VENDOR	000182		LEASE PAYMENTS	01LORM	07/01/2018	PO Creator		District Office	OPEN	031958-01	HEROX FINANCIAL
VENDOR	000153		SOFTWARE LICENSES	01LORM	07/01/2018	PO Creator		PUPIS SERVICES	OPEN	031906-01	THE MICO GROUP
VENDOR	000145		LEASE PAYMENTS	01LORM	07/01/2018	PO Creator		District Office	OPEN	021990-02	US BANK EQUIPM
VENDOR	000133		SMARTTND EXPRESS ANNUAL SUBSCRIPTION	01LORM	07/01/2018	PO Creator		Human Resources	OPEN	004692-07	E SCHOOL SOLUTS
VENDOR	000125		PROBATION OFFICER SERVICES	01LORM	07/01/2018	PO Creator		District Office	OPEN	030937-01	COUNTY OF SAN J
VENDOR	000124		SANDAS MEMBERSHIP 2017-2018	01LORM	07/01/2018	PO Creator	LORI MCELLEN	District Office	OPEN	000269-01	SAN BERNARDINE
VENDOR	000120		EDUCATORS	01LORM	07/01/2018	PO Creator	LORI MCELLEN	Human Resources	OPEN	031301-01	SAN JOAQUIN CO
VENDOR	000119		MEMBERSHIP	01LORM	07/01/2018	PO Creator		District Office	OPEN	030984-02	ADELANTO CHAM
VENDOR	000108		LEASE PAYMENTS	01LORM	07/01/2018	PO Creator		District Office	OPEN	031990-01	US BANK EQUIPM
VENDOR	000108		LEASE PAYMENTS	01LORM	07/01/2018	PO Creator		District Office	OPEN	031990-02	US BANK EQUIPM
VENDOR	000105		COPY OVERAGES	01LORM	07/01/2018	PO Creator		BRS	OPEN	004742-01	BURTRONICS BUS
VENDOR	000024		MEMBERSHIP	01LORM	07/01/2018	PO Creator		District Office	OPEN	031955-01	ROTARY CLUB OF G
VENDOR	000018		SMARTTND EXPRESS MAINTENANCE	01LORM	07/01/2018	PO Creator		Human Resources	OPEN	004692-07	E SCHOOL SOLUTS
VENDOR	000017		REPAIRS AND MAINTENANCE FOR RESOGRAPH	01LORM	07/01/2018	PO Creator		BRS	OPEN	004742-01	BURTRONICS BUS

Your requisition is now on its way to becoming a Purchase Order.