

## Creating a new requisition

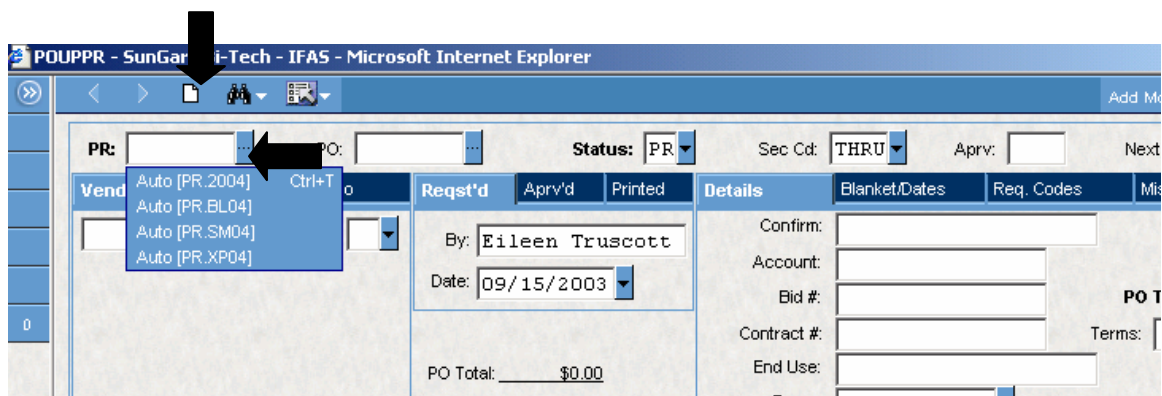
### Purchase Requisition Mask – POUPPR

PO – Purchasing

UP – Update Data Base

PR – Purchase Requests

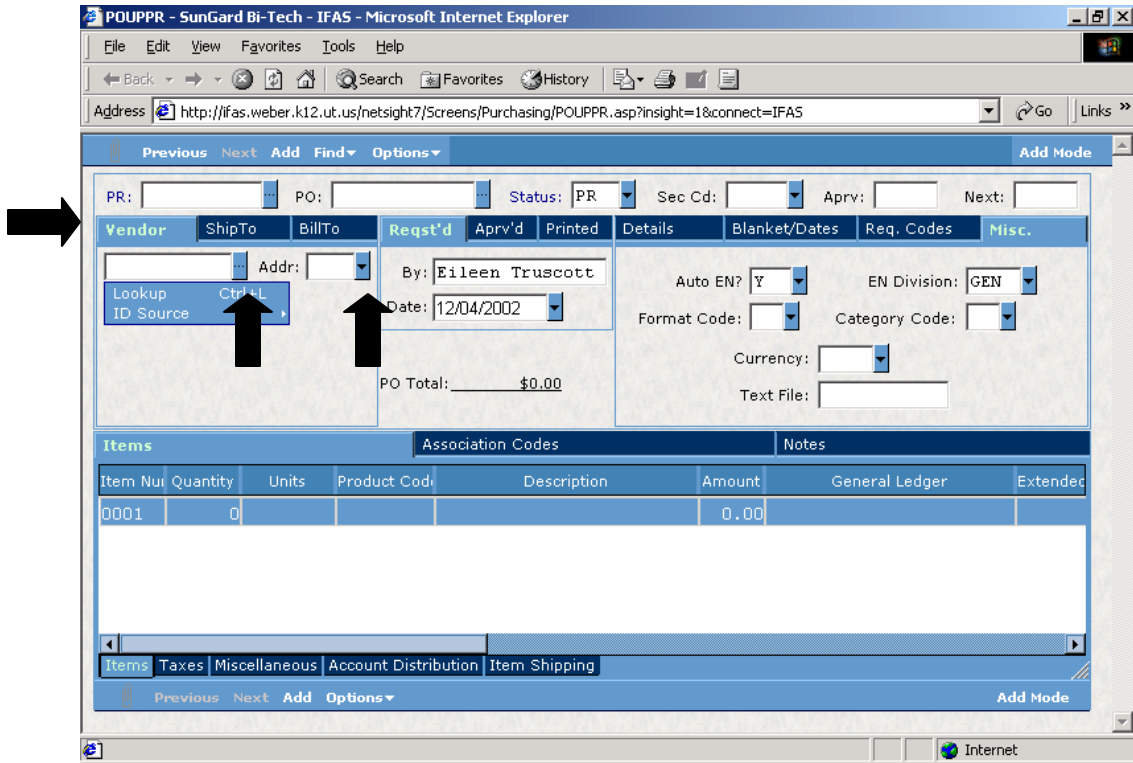
Adding Header Information



1. On the top toolbar of the POUPPR screen, click on “ADD” to enter the Add Mode of the PR/PO screen.
2. Click on the small blue <PR:> dropdown box.  
Click on the Auto word associated with the type of purchase requisition you are creating. There are four types of purchase requisitions to choose from in our system. They are:
  - PR.2005 – Standard Purchase Requisition
  - PR.BL05 – Blanket Purchase Requisition (Open PO, Media Books, Orders with Attached lists)
  - PR.SM05 – Small Purchase Requisition (District Office Use Only--\$500 or less, no fixed assets or out-of-state)
  - PR.XP05 – Expense Purchase Requisition (Reimbursements, mileage, vouchers, per-diem, etc.)

**(\*Note that the seed will change each year. We are currently in FY 2004-05. Next year the seeds will be PR.2006, PR.BL06, etc.)**

Select the appropriate type, and the computer will produce a system generated requisition number.

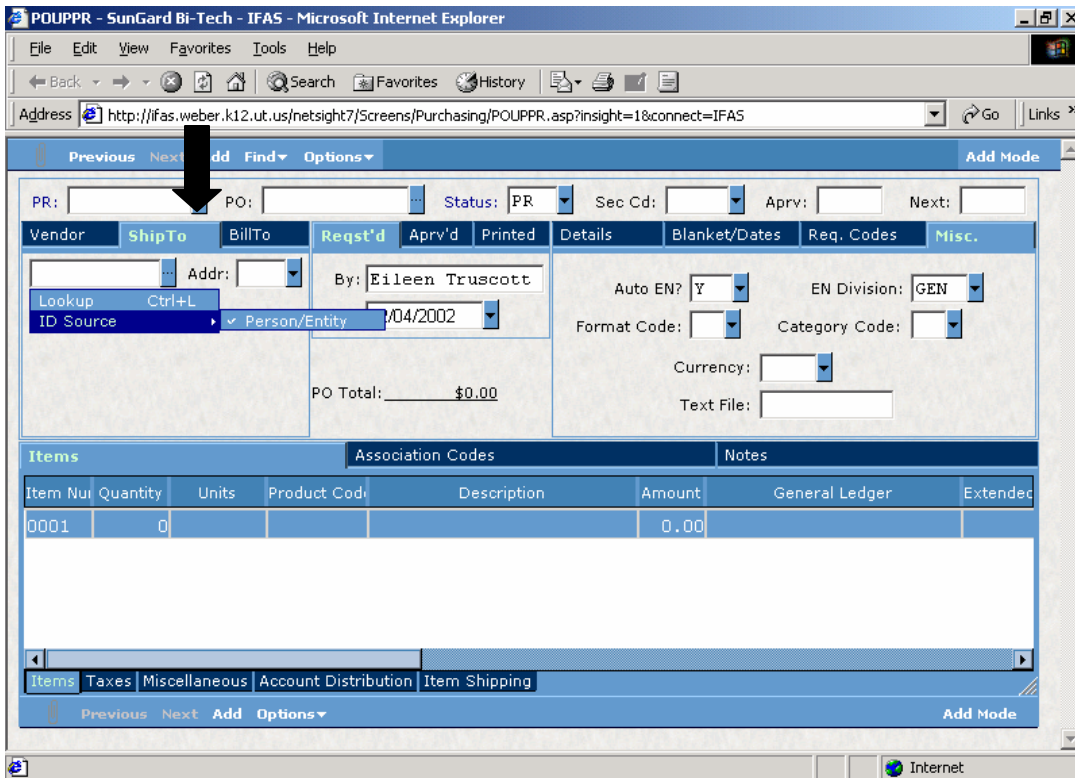


- At “**Vendor**” tab, vendor ID must be entered. If you know the vendor number, you may key in the information. If the vendor number is not known, you can search for it using the pull-down box. Click on the <Lookup> as shown above and then verify and select the correct address for the vendor chosen.

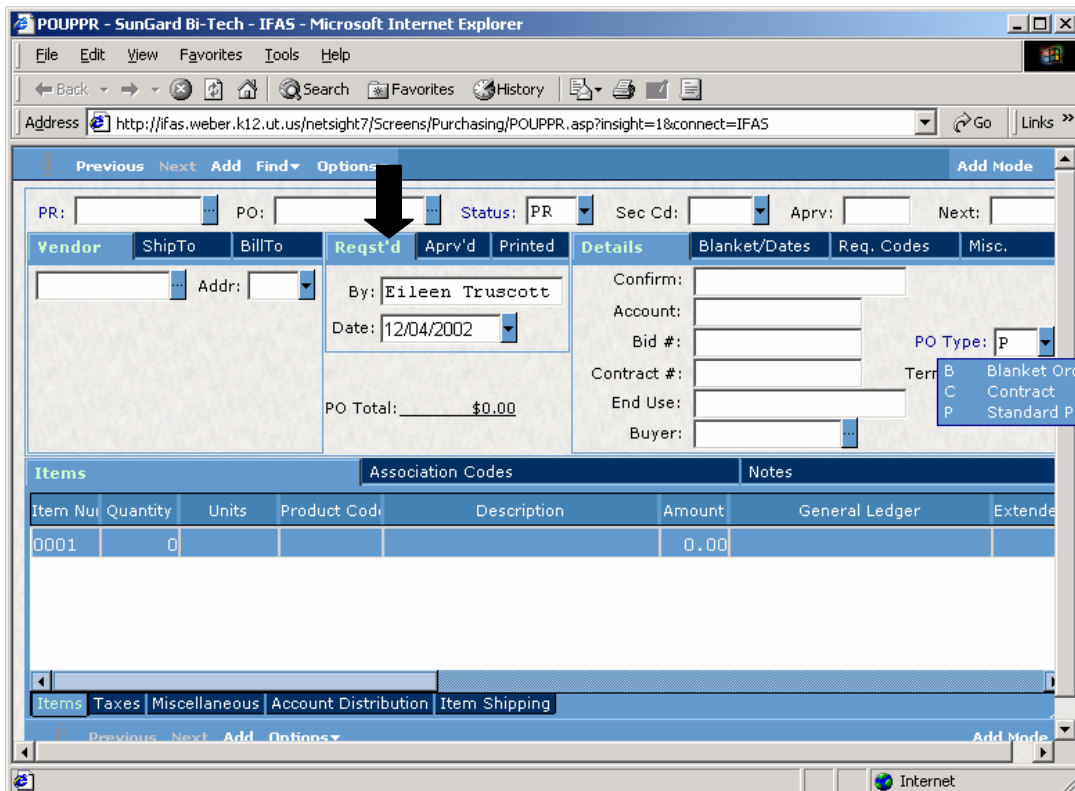
Once you see the Vendor you are looking for you can DOUBLE click that vendor OR click on the vendor once so that the line turns dark blue and then click the “ok” button.

If the vendor you are using on your requisition is not on the vendor file, contact Purchasing or Accounts Payable to have them enter the vendor in the system. Please be prepared with full name of company, address, phone number, contact person, etc.

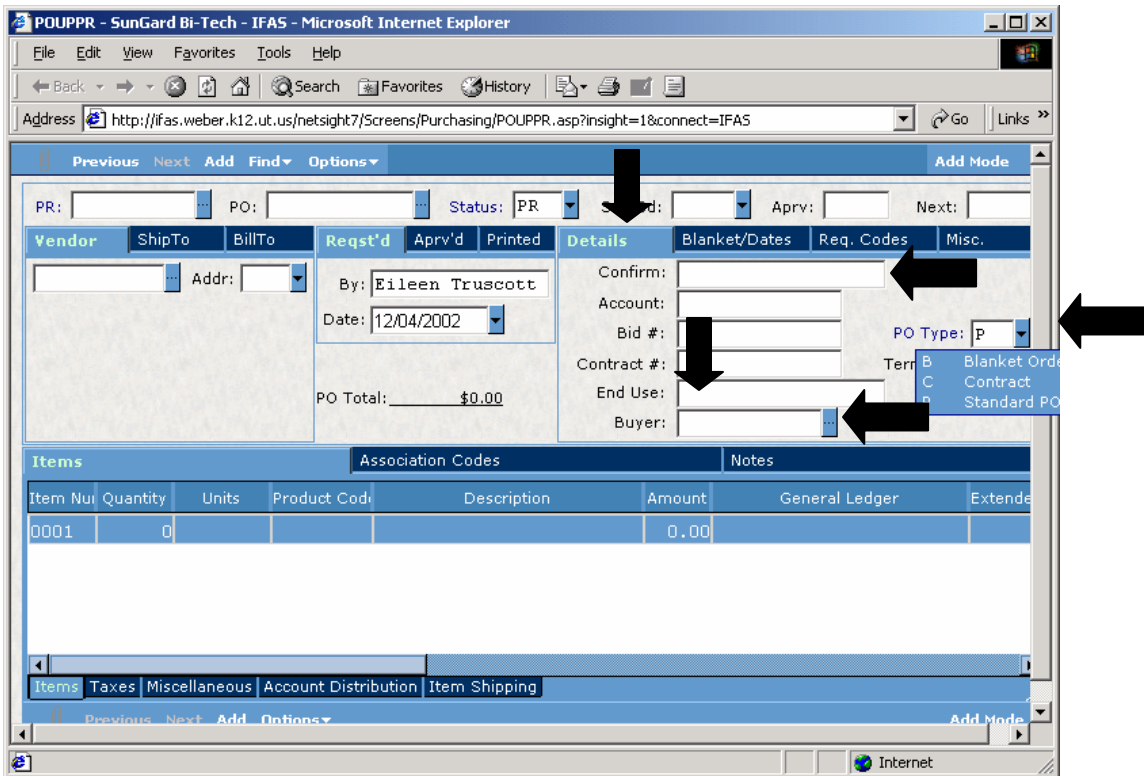
If the item(s) needed is to be bid, enter “BID” as the vendor number and the purchasing department will send out bids for the item(s) requested. If there are specific vendors you wish to have the bids sent to, include that vendor information in the notes tab on the lower portion of the input screen.



4. Click on “**Ship To**” Tab
5. Enter your school Vendor number (i.e. – Bates V000100, T. H. Bell V-000410) or use the pull-down to select correct ship to address from vendor file as done on the “Vendor” tab. Verify that correct address is selected.

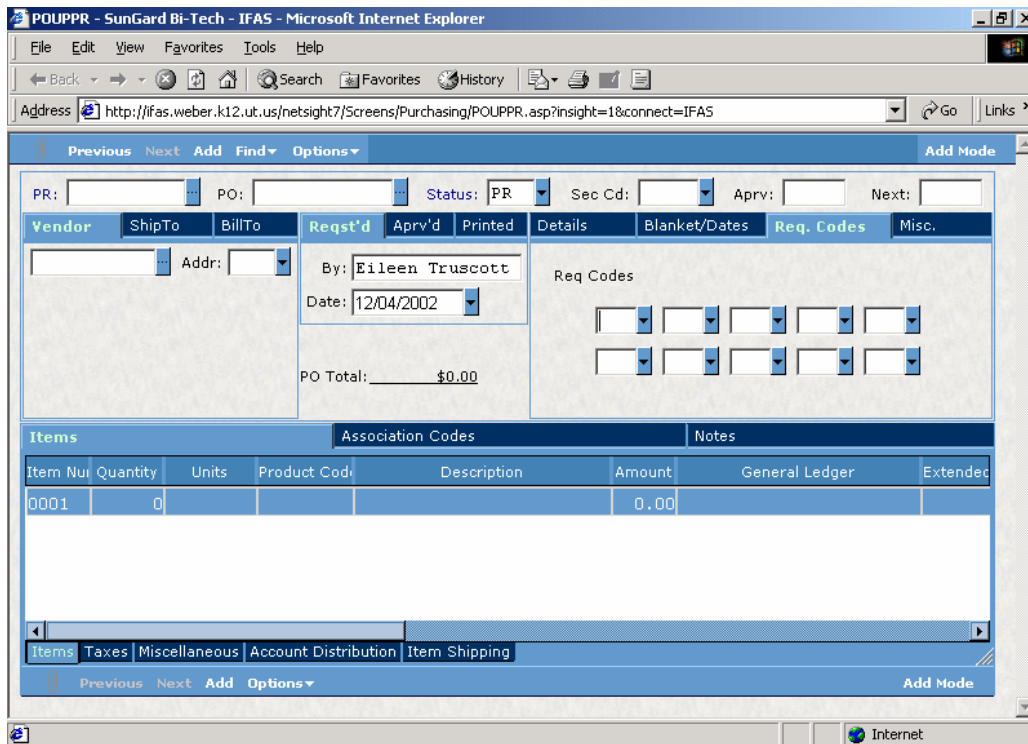


6. Click on “**Requested**” tab. The system generates the name of the person creating the requisition. DO NOT CHANGE THIS FIELD. If ordering for someone other than yourself, enter the requestor’s name in the “End Use” field on the Details Tab.



7. “Details” tab: PO Type field—Default is P for regular PO, C = contract and B = Blanket (Open) PO. **When the PR dropdown box is pulled down for Blanket, Small and Expense type requisitions, the default in PO Type will automatically be changed to a “B”.**
8. Confirm field: Reference the vendor/sales representative that gave you the quote/bid.
9. End Use field: This field is used to enter the name, department or room this is for (i.e., Sally Jones, Media Center, Child Nutrition Department, Room 17, etc.)

10. **“Blanket/Dates”** tab: Enter Date Required information. Expiration date will default to end of fiscal year. If another expiration date is required, please enter correct date. Enter total dollar amount to be encumbered for PO. ***This is required on all “Blanket” type PO’s. (This includes small PO’s and Expenses.)***



11. “Req. Codes” tab: This is where information such as “State Contract”, FOB Destination, etc. is entered using two-digit codes. You may use the pull-down box to select this information, or you must enter this information manually in the “Notes” tab in the “Print After” tab within that detail portion.

#### Requisition Codes:

AB As per bid and specifications	FF FOB Factory
AF As per bid and specifications, FOB Destination	FX Faxed
AL See attached lists	FY Next Fiscal Year
AQ As per Quote	HC Hand Carry
C1 Change Order #1	HR Hold for requestor pickup
C2 Change Order #2	HV Hold for vendor pickup
C3 Change Order #3	LD Liquidated Damages
C4 Change Order #4	ND Next Day Air
CC Close & cancel remaining items	NS No space between detail lines
CE Check Enclosed	NT Notes included
CF Confirmation—Do Not Duplicate	NY Pay from next year budget
CL Close PO	OL To be Ordered Online
CP Hold for customer pickup	ON Overnight Shipping
CY Pay from current year budget	PO Payment Only
DC District Contract	PS Priority – Ship Immediately
EC Entry Complete	RR Return check to requestor
ER Early Release	RT Retainer 10%
FD FOB Destination	SC State Contract
FE Federal Express	UP UPS Delivery
	WT Waiting to Complete Entry

POUPPR - SunGard Bi-Tech - IFAS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address http://ifas.weber.k12.ut.us/netsight7/Screens/Purchasing/POUPPR.asp?insight=1&connect=IFAS Go Links >>

Previous Next Add Find Options Add Mode

PR: PO: Status: PR Sec Cd: Aprv: Next:

Vendor ShipTo BillTo Regst'd Aprv'd Printed Details Blanket/Dates Req. Codes Misc.

By: Eileen Truscott  
Date: 12/04/2002  
PO Total: \$0.00

Auto EN? Y EN Division: GEN  
Format Code: Category Code:  
Currency: Text File:

Item Num	Quantity	Units	Product Cod.	Description	Amount	General Ledger	Extended
0001	0				0.00		

Items Taxes Miscellaneous Account Distribution Item Shipping

Previous Next Add Options Add Mode

Internet

12. "Misc." tab: If your PO requires a special text file attached to it other than what is listed in the requisition codes, this is where that code is entered in the Text File field. An example of this would be the "OPENPO" text file that is attached to all open PO's with terms and conditions of Weber School District.
13. After all information is entered in the top portion of the screen, you may press "ENTER" to save the information in the header section of the record.

## Adding Requisition Line Details

The screenshot shows a web browser window titled "POUPPR - SunGard Bi-Tech - IFAS - Microsoft Internet Explorer". The address bar shows the URL: <http://ifas.weber.k12.ut.us/netsight7/Screens/Purchasing/POUPPR.asp?insight=1&connect=IFAS>. The application interface includes a navigation bar with "Previous", "Next", "Add", "Find", and "Options" buttons, and an "Add Mode" button. Below this is a form with fields for "PR:", "PO:", "Status:" (set to "PR"), "Sec Cd:", "Aprv:", and "Next:". The main form is divided into several sections: "Vendor" (with "ShipTo" and "BillTo" tabs), "Reqst'd" (with "Aprv'd" and "Printed" tabs), and "Details". The "Reqst'd" section contains fields for "By:" (Eileen Truscott), "Date:" (12/30/2002), and "PO Total:" (\$0.00). The "Details" section contains fields for "Confirm:", "Account:", "Bid #:", "Contract #:", "End Use:", and "Buyer:". There are also fields for "Blanket/Dates", "Req. Codes", "Misc.", "PO Type:" (set to "P"), and "Terms:". Below the form is a table with columns: "Item", "Nui", "Quan", "Product Code", "Units", "Description", "Amount", "Extended Am", and "Gener". The table contains one row with values: "0001", "0", "", "", "", "", "0.00", "0.00", and "". Below the table are four black arrows pointing upwards, indicating the fields to be customized. At the bottom of the table, there are tabs for "Items", "Taxes", "Miscellaneous", "Account Distribution", and "Item Shipping". The interface also includes a "Previous", "Next", "Add", and "Options" navigation bar at the bottom, and an "Add Mode" button.

**Dragging Fields to Customize:** You may drag fields in the system to customize the order information is viewed as you enter it. We recommend the following order for PR entry. **Item #, Quantity, Product Code, Units, Description, Amount, Extended Amount, General Ledger, and FA Flag.** Other fields can be accessed as necessary. The fields will stay in this order until you change them, or until a system upgrade is performed.

**Items Tab:** Click on the blue spaces directly below where you wish to enter detail information (i.e., Quantity, Units, Description, etc.) You may key codes in each field or use the pull-down boxes for the fields that have that option. The following fields have pull-down boxes: Units, Product Codes, General Ledger Information (Org Key and Object Code), Warehouse, and Fixed Asset Flag.

**Item Number** = Line number of PO. Tab out of this field without entering any information.



**Data Lookup -- Web Page Dialog**

OK Cancel Add

Filter: Desc like \*EQUIP\*

Apply

PROD ID	DESC	UNIT	STATUS	PRODUCT CLASS	STOCK CLASS	STOCKED
ARTEQUIPMENT	ART EQUIPMENT	EA	AC	ART	C	
ATHEQUP	ATHLETIC EQUIPMENT	EA	AC	ATHEQ	A	
AVEQUIP	AUDIO VISUAL EQUIPMENT	EA	AC	AVEQP	C	
CNEQUIP	CNP EQUIPMENT	EA	AC	CNEQP	C	

**Product code is a required field.** A listing of product codes is provided in the training manual. You may also use the <Lookup> option (shown above) on the pull-down box for product codes. Remember that you may change the filter if needed and use qualifiers as shown above. A listing of qualifiers is found on page 4 of the Navigation Guide.

**Unit Codes Listing:**

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
5GAL	5 Gallon	CT	Carton	PAIL	Pail
BAG	Bag	CTN	Carton	PAIR	Pair
BL	Barrel	DOZ	Dozen	PKG	Package
BOTTLE	Bottle	EA	Each	PL	Pallet
BOX	Box	EACH	Each	QT	Quart
BT	Bottle	FT	Foot	REAM	Ream
BX	Box	GAL	Gallon	ROLL	Roll
CAN	Can	GL	Gallon	SET	Set
CASE	Case	GROSS	Gross	SHEET	Sheet
CS	Case	LB	Pound	TUBE	Tube

**Description:** This field is set up to enter information in a word processing format. Enter the manufacturer's part number with an item description in this field. ("SCO-57936 Fun with Dick and Jane") Information in the description field will wrap on the PR/PO. If you want information tied to a specific line item to print on a separate line press enter/return after the first portion of the entry to bring up a separate line.

**When entering fixed assets in the description field,** enter the item category first and the manufacturer and item number following (i.e., TABLE, 48x72", ARTCO-BELL 1275 PAINT, MED OAK). The information you enter here is pulled into your fixed asset record.

**Amount:** Enter numbers with decimal point.

**Extended Amount:** Tab out of this field without entering any information. The system will calculate this amount based on quantity ordered and unit cost.

**General Ledger:** Enter Org Key and Object Code in these fields. You may key in the information or use the pull-down to <Lookup> information. The same General Ledger account information will default from the previous line, until changed.

**FA Flag:** The default for this field is "N". When ordering Fixed Assets you must enter a "Y" in this field with the line item. Fixed assets are defined as items costing \$100.00 or more, and non-consumable items.

When information for each line item is complete, press the “ENTER” key to save the information on the line item. Your cursor will move to the next line and be ready for entering additional detail information

POUPPR - SunGard Bi-Tech - IFAS - Microsoft Internet Explorer

Address: http://ifas.weber.k12.ut.us/netsight7/Screens/Purchasing/POUPPR.asp?insight=1&connect=IFAS

PR: [ ] PO: [ ] Status: PR Sec Cd: [ ] Aprv: [ ] Next: [ ]

Vendor: [ ] ShipTo: [ ] BillTo: [ ]

By: Eileen Truscott  
Date: 12/06/2002

Auto EN? Y EN Division: GEN  
Format Code: [ ] Category Code: [ ]  
Currency: [ ]  
Text File: OPENPO

PO Total: \$2,000.00

Item Num	Quantity	Units	Product	Description	Amount	Extended Amount	Ger
0001	2,000	EA	MISC	OPEN PURCHASE ORDER NOT TO EXCEED \$2,000	1.00	2,000.00	

Items Taxes Miscellaneous Account Distribution Item Shipping

**Entering Blanket PO's:** When Blanket PO's are entered, you must reverse the quantity and dollar amount as shown above. If the total amount of the PO is \$2,000, line items would be entered as “Quantity - 2000” and “Amount – \$1.00.” This will allow Accounts Payable to make partial payments on these PO's. You must also enter the total amount of the order in the “Blanket Dates” tab prior to entering the “EC.”

Details Blanket/Dates Req. Codes Misc.

Date Required [ ] Expiration Date 06/30/2005 Entry Date 10/08/2004

Blanket PO # [ ]

Amt: 2,000.00

**Entering Small PO Requisitions:** When entering Small PO's (District Office Only), “B” will be defaulted as the PO Type in the “Details” tab. You may enter specific quantities and dollar amounts if known. If you are estimating dollar amounts, enter Quantity – 1, Description – Miscellaneous Office Supplies, etc. for a specific dollar amount (\$150.00). You must also enter the total amount of the order in the “Blanket Dates” tab prior to entering the “EC.”

**Expense Purchase Requisitions:** When entering Expense Purchase Requisitions, “B” will be defaulted as the PO Type in the “Details” tab. Enter information as you would for a Standard Purchase Requisition. You must also enter the total amount of the order in the “Blanket Dates” tab prior to entering the “EC.” A “Ship To” address is required on all requisitions. For Expense Requisitions, enter either the School Vendor ID number or the same number you entered for the Vendor as your “Ship To” vendor ID #. **Send backup to Accounts Payable with XP Backup Submittal Form.**

**Notes Tab:** Notes regarding the Purchase Requisition/Purchase Order are entered in this tab.

Enter notes to Purchasing or Accounts Payable in this section under **PR Notes**. Notes in this section are for information only and will not print on the Purchase Order. This field is set up to enter information in a word processing format. Click back to the items tab before you “<enter>” to get “Record Accepted”. Examples of information that should be archived here are:

Bid or Quote Information

Vendor name, contact person, phone number, item bid, price, etc.

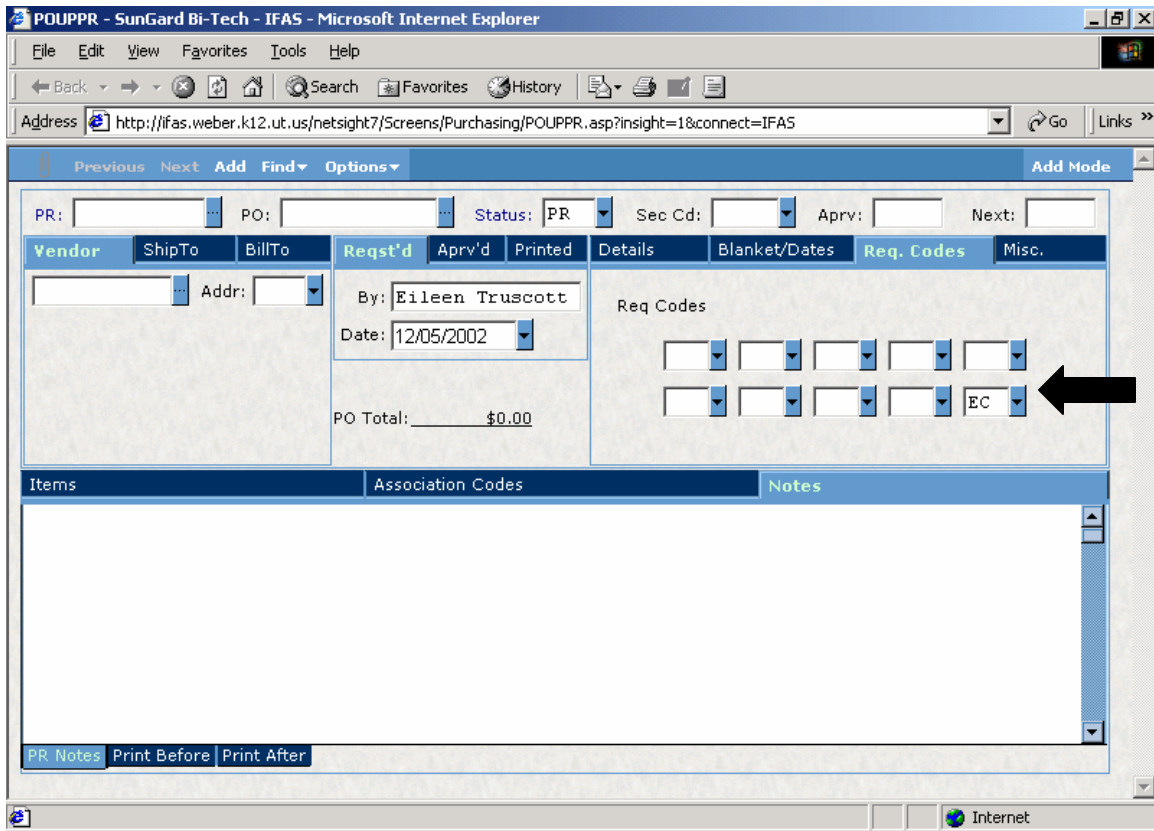
A change on an encumbrance or order

The relevant information (date, reason, who you talked to, substitutions, etc) should be recorded here as well as the name of the person making the change.

Order Status Information

Shipping or backorder information

**Print Before** and **Print After** tabs are for information that needs to be printed on the face of the PO. Examples of information entered here would be “Please fax—1-800-FAX-TO ME.” This field is set up to enter information in a word processing format. Click back to the items tab before you “<enter>” to get “Record Accepted”.



**After all line items are entered for the requisition,** go back up to the top portion of the purchasing screen to the req. codes tab and enter the “EC” code in the 10<sup>th</sup> **Req. Code** Box (see example above). This will begin the workflow process for approval of the purchase order. After adding this code, you must press “Enter” to save the information and begin the workflow process.