



Requisitions

State of Vermont
Department of Finance & Management
April - 2019

Revisions to Manual

April 2019:

- Manual finalized

December 2018:

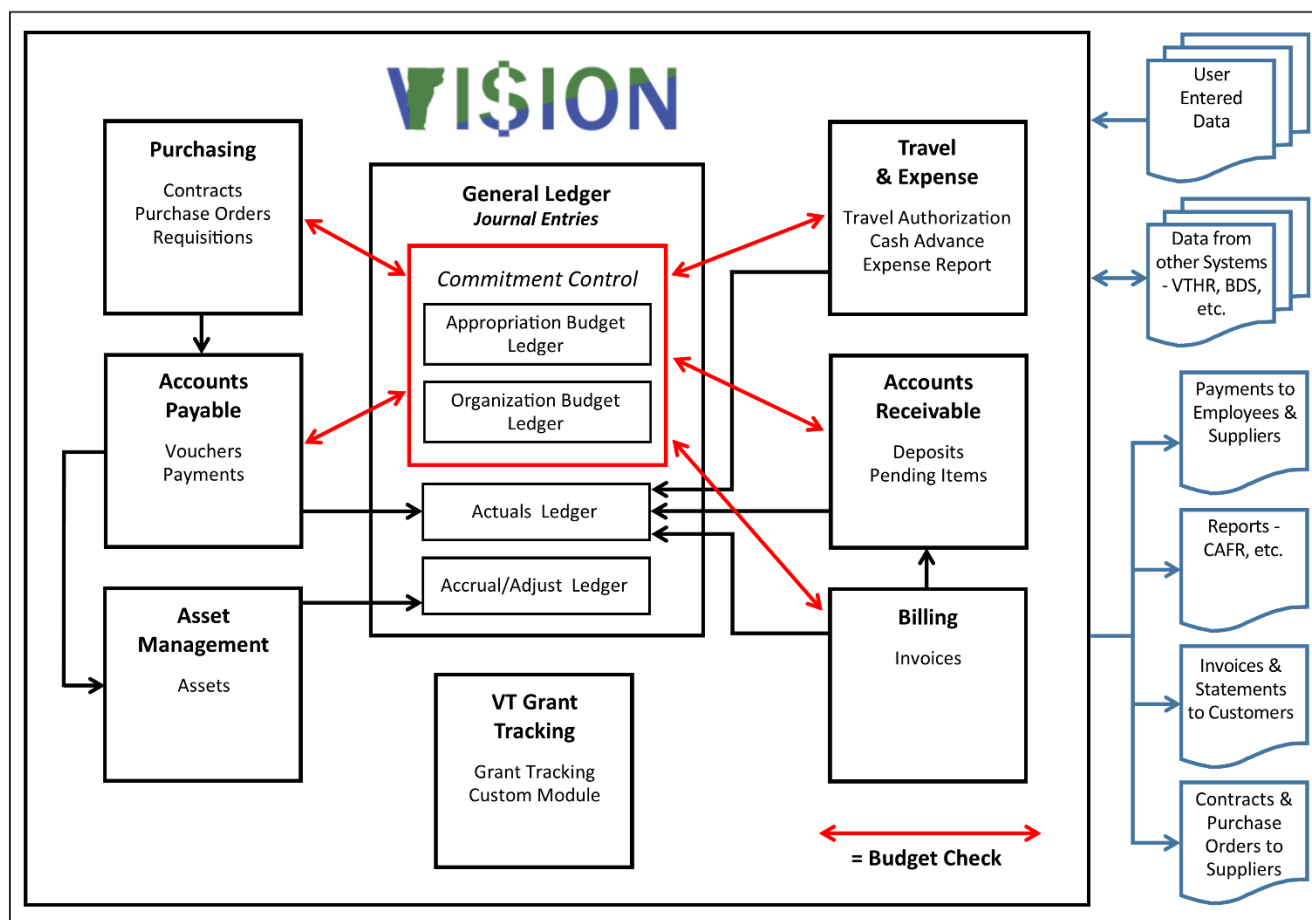
- Manual written

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Introduction to Requisitions

Overview of VISION Financial System



A Requisition is a request submitted through the State's VISION System to the BGS Office of Purchasing & Contracting to initiate the purchasing process. It contains details of the requested product such as description, quantity, delivery times and places and special terms and conditions. It serves as the authorization for the division to proceed to acquire the item(s). It is important that requisitions include a realistic estimate of the cost of the item being requested.

Preparing a Requisition in VISION

A requisition must be entered in VISION if an item that you wish to purchase meets the following criteria:

- The item is not available under an existing statewide contract
- This item is not covered by a Blanket Delegation of Authority (BDA), refer to list of BDAs on the Office of Purchasing and Contracting website: <http://bgs.vermont.gov/purchasing-contracting/forms/bda>
- The item does not fall under a sole source purchase situation (see below)

To find out what goods and services are available from statewide contracts refer to the Current Contracts listing on the BGS Office of Purchasing & Contracting website. While this is an extensive list, you may not be able to find the contract you are looking for. If you want to know what contracts may be available for a specific commodity, contact the Office of Purchasing & Contracting.

Click on the commodity. For example, **Automotive**:

CURRENT CONTRACTS

To see the text of a contract click on the contract number. If you need further information, send the purchasing agent an e-mail by clicking on their name. In order to view, navigate, download or print the contracts you will need the free.

[See the complete list of contracts where the purchasing card may be used as a method of payment](#)

To Search This Page Press "Control F"

Audio Visual	
Automotive	
Beds and Bedding	Interior Coverings
Building Supplies	Laboratory and Field Equipment
Clothing and Footwear	Lawn and Grounds Equipment
Communications	Markers and Signs
Computer Hardware, Software and Training	Mail and Express Services
Custodial Supplies	Medical
Document Destruction Services	Newspaper Advertising
Electrical Equipment, Supplies and Service	Office Furniture

The list of choices will come up:

Automotive

Model Year Cars, Vans, Pickups, SUVs etc

- Ford Vehicles : Formula Ford, Contract [30323](#)
- Chevrolet Vehicles : Shearer Chevrolet, Contract [30331](#)
- GMC: Shearer Chevrolet, Contract [30289](#)
- Dodge Vehicles : Central Dodge Inc., Contract [30829](#)
- Subaru Vehicles : St. Johnsbury Subaru, Contract [30334](#)
- Toyota Vehicles : Alderman's Toyota, Contract [30252](#)

BDA's are issued by BGS and authorize departments to make specific types of purchases for items not available under statewide contracts. For a complete listing of BDA's please view the [BDA Index](#) on the BGS Purchasing & Contracting website.

A sole source purchase situation may arise and is defined as an award for the acquisition of a commodity or service from the only known capable supplier because of the unique nature of the requirements, time restraints, and supplier or market conditions. All sole source requests, regardless of the dollar amount, must be submitted in writing to the Office of Purchasing & Contracting with appropriate documentation. Sole source procurements are reviewed in accordance with the approvals required under Administrative Bulletin 3.5. Requests exceeding \$15,000 require approval from the Secretary of Administration and are submitted by the Office of Purchasing & Contracting on the department's behalf. In such instances, the Office of Purchasing & Contracting will submit the request to the Secretary of Administration, along with a memorandum from the Commissioner of Buildings and General Services in support of (or against) the request. All Sole Source contracts greater than \$100,000 must be approved by the Secretary of Administration prior to execution.

Requisitioning Material: A requisition line can be created by entering an existing Item ID from VISION, or by entering a description of what you need to purchase. When a line is created by description you will skip the Item ID field on the requisition and type the description of the material that is needed directly into the description field.

Office of Purchasing & Contracting

So that a Purchasing Agent will know that you have entered a requisition for goods, the requisition needs to be approved and budget checked. Each Purchasing Agent runs a daily query in VISION that lists requisitions that have been entered into the system and are approved and budget checked. The Purchasing Agent then determines if a Request for Quote (RFQ) needs to be issued to Suppliers or if a contract would be more appropriate for the item(s).

In the case of an RFQ, when the process is complete, the Purchasing Agent will build a purchase order from the Requisition to the successful supplier from the Request for Quote procedure. The Office of Purchasing & Contracting will notify the requestor that the purchase order has been approved for release and is then available to the department to budget check and approve.

Note: The purchase order should not be processed until notification is received from the Office of Purchasing & Contracting. Once notification has been received it is the department's responsibility to budget check and approve the purchase order and notify the supplier to order the material.

If the Purchasing Agent decides that a contract would be more appropriate you will be notified that a new contract has been entered. You must then cancel and budget check the Requisition to release the pre-encumbrance on the budget. Then a purchase order can be entered against the new contract. The purchase order will need to be approved, budget checked and the supplier contacted to order the material.

Reconciling Requisitions

Requisitions can be moved to complete on the Requisition Reconciliation Workbench if all the following are true:

- The requisition is in a Canceled status or has been sourced to a purchase order
- The requisition's related purchase order(s) have been moved to a complete status
- The Due date is less than or equal to the current date

Departments should follow the Month End Closing Instructions, located on the Finance and Management website at <http://finance.vermont.gov/policies-and-procedures/vision-closing-instructions>, as a guide to help in managing and reconciling requisitions.

State of Vermont Required Fields

Note: Departments may define additional required fields as needed for their own business processes.

Maintain Requisitions (Main Page)

- Requester
- Requisition Date (defaults as current date, accept default)
- Origin
- Accounting Date (defaults as current date, accept default)
- Item (if applicable Item can be found in VISION) or
- Description (required if there is not Item entered)
- Quantity
- Unit of Measure (UOM)
- Category
- Price (cannot be zero). Use the previous purchase price or an estimated price if an existing item number is not being used

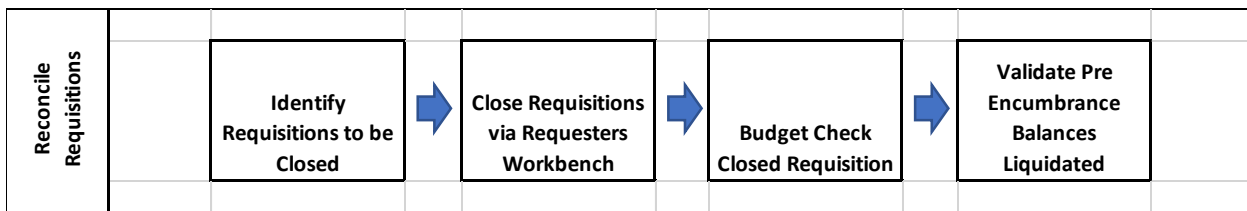
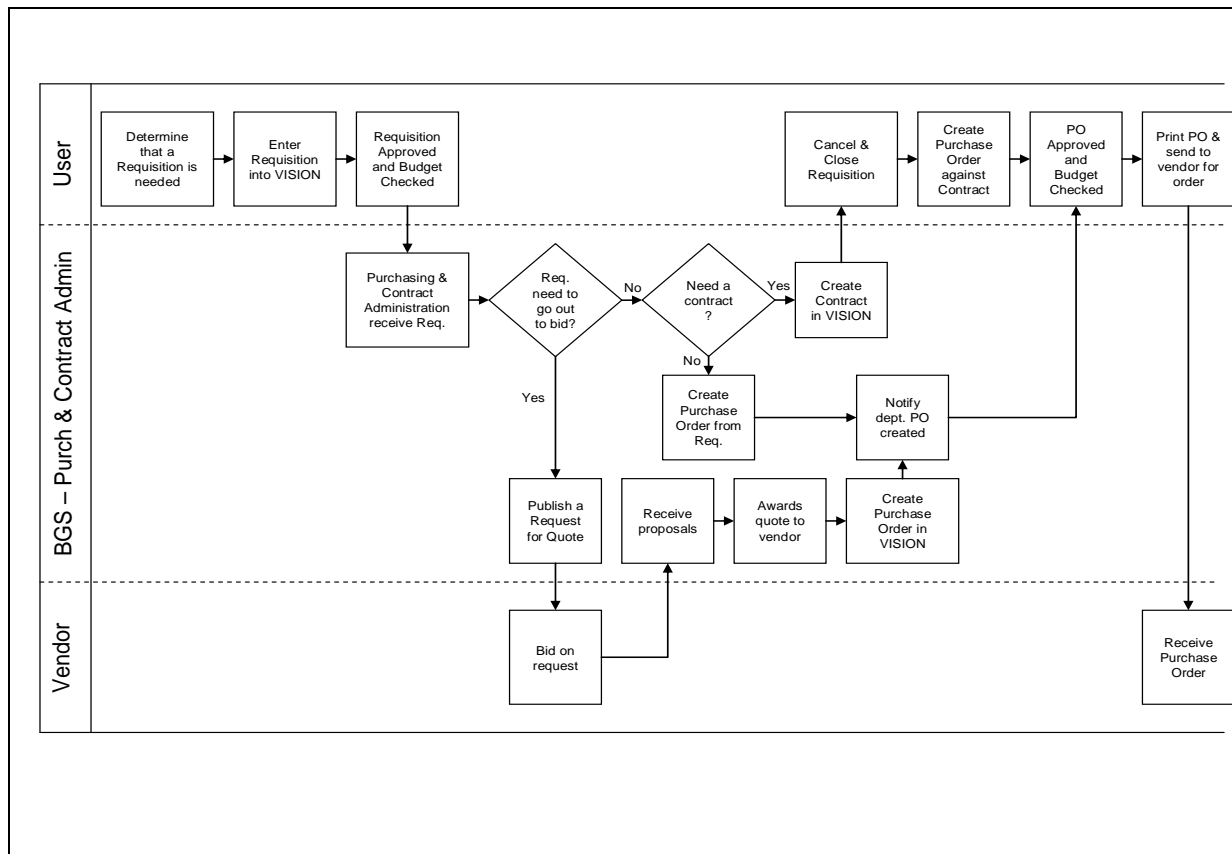
Maintain Requisitions (Schedule Page)

- Ship To
- Quantity (defaults from main page)
- Price (defaults from main page)
- Due Date

Maintain Requisitions (Distribution Page)

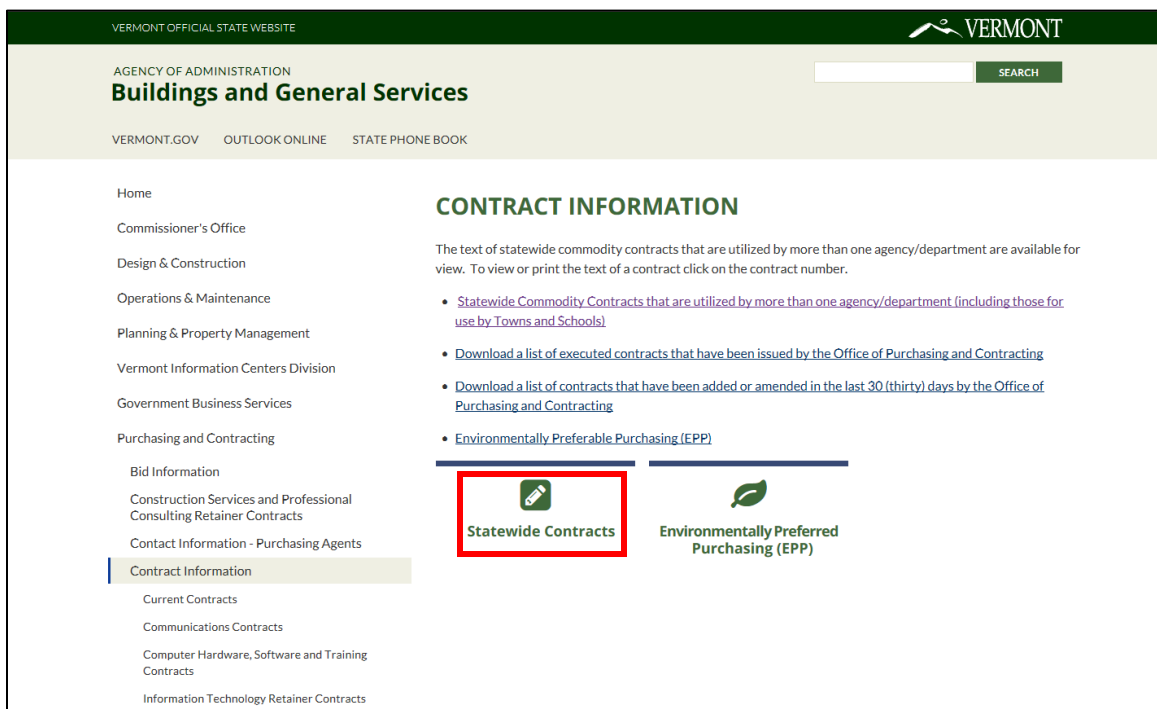
- Account
- Fund
- Dept ID

Requisition Process Flow Chart



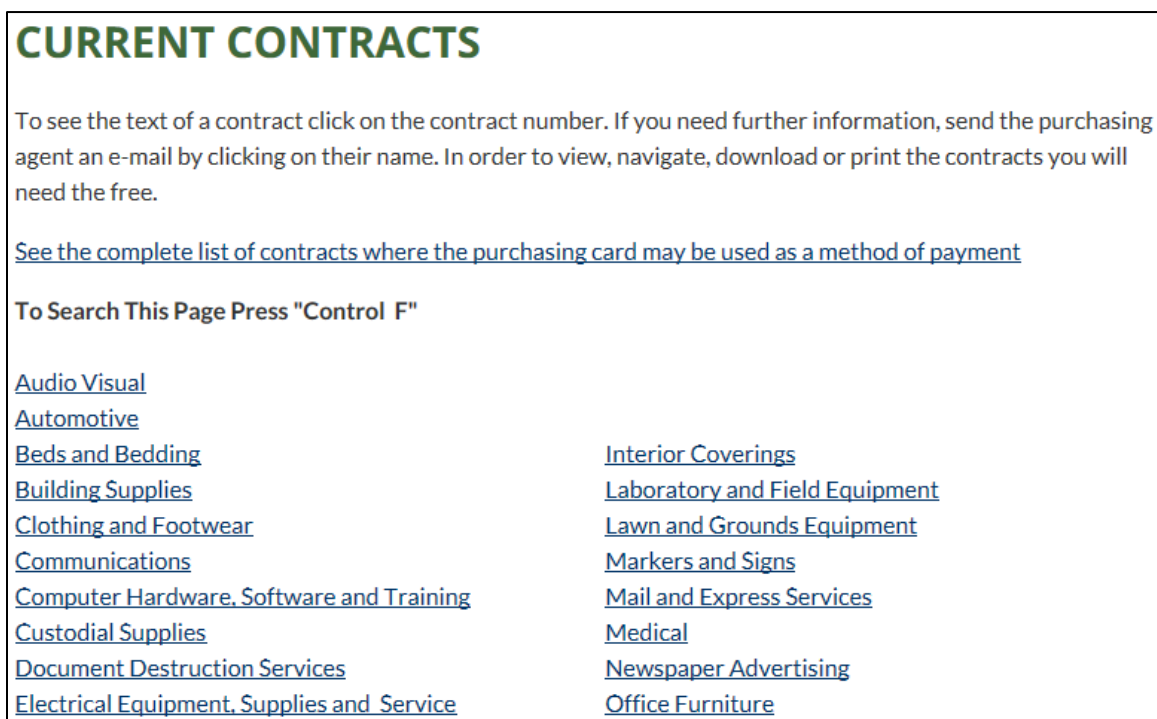
How to determine if a Commodity is on Contract

Navigation: Go to the Purchasing and Contract Administration website at <http://www.bgs.vermont.gov/purchasing-contracting/contract-info>:



1. Click on **Statewide Contracts**

The **Current Contracts** page displays:



2. To search the page press **Control + F** or select a category

Building Supplies

- Lumber and Building Supplies
 - LaValley Building Supply Inc, Contract 34436
 - Poulin Lumber, Contract 34441
- Hardwood Plywood
 - Atlantic Plywood Corporation, Contract 36064
- Plumbing and HVAC Supplies
 - Granite Group, Contract 30953
 - F. W. Webb, Contract 31324

[illegible]

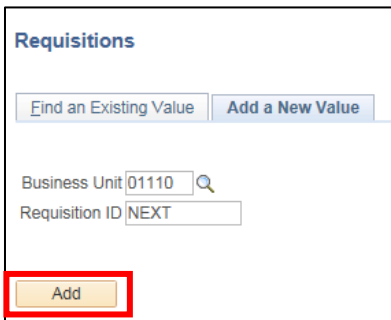
Enter a Requisition in VISION

Situations when this function is used: Enter a requisition when you need to purchase an item that the STATE doesn't currently have a contract for, is not covered by a blanket delegation of authority (BDA) and has a dollar value greater than \$3,500.00.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

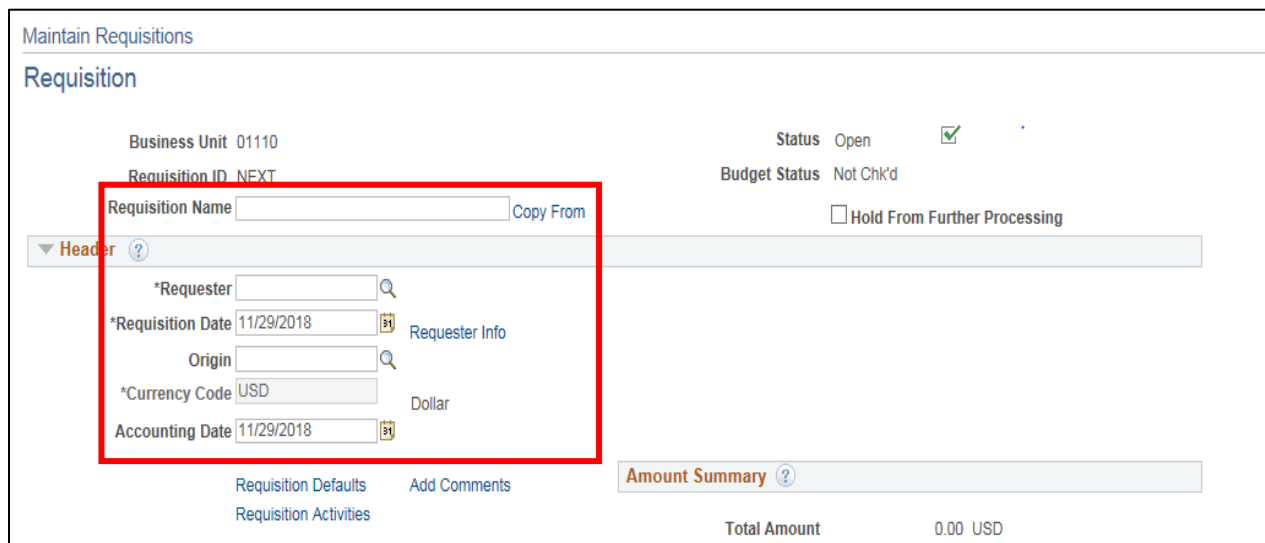
The **Requisitions** page displays:



The screenshot shows the 'Requisitions' page with two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for 'Business Unit' (containing '01110') and 'Requisition ID' (containing 'NEXT'). At the bottom, the 'Add' button is highlighted with a red rectangular box.

1. **Business Unit** - Your default BU will appear in the Business Unit field
2. **Requisition ID** - Defaults as NEXT
3. Click **Add**

The **Maintain Requisitions** page displays:



The screenshot shows the 'Maintain Requisitions' page. The 'Requisition' section is highlighted with a red box. It contains the following fields: 'Business Unit' (01110), 'Requisition ID' (NEXT), 'Requisition Name' (empty), '*Requester' (empty), '*Requisition Date' (11/29/2018), 'Origin' (empty), '*Currency Code' (USD), and 'Accounting Date' (11/29/2018). To the right, there are status fields: 'Status' (Open), 'Budget Status' (Not Chk'd), and a checkbox for 'Hold From Further Processing'. At the bottom, there are links for 'Requisition Defaults', 'Add Comments', 'Requisition Activities', and an 'Amount Summary' section showing 'Total Amount' as '0.00 USD'.

4. **Requisition Name** - If nothing is entered, the **Requisition ID** will populate this field
5. **Requester** - If nothing defaults click the magnifying glass and select your name
6. **Requisition Date** - Will default in as current date. **DO NOT** change the date
7. **Origin** - If your dept. origin code doesn't default in click the magnifying glass to select it from a list
8. **Accounting Date** - Will default in with the current date. **DO NOT** change the Accounting Date

Add Items From ?

Purchasing Kit Catalog
Item Search Requester Items

Line ? Personalize | Find | View All | 1 of 1 | First Last

Details | Ship To/Due Date | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Snow Removal	0.0000	EA	96172	1,000.0000	0.00	Open

View Printable Version *Go to ...More...

Save Notify Refresh Add

9. Description - Type in the description of item(s) or service(s) that are needed, it's important to be specific

10. Quantity - Enter the quantity needed

11. Unit of Measure - Enter a unit of measure for the item or service or click on the **Magnifying Glass** to select from a list of values

12. Category - Enter the 5-digit category the item or service most closely relates to or click on the magnifying glass and select from the list of values

13. Enter Price - Enter the price you expect to pay for the item or service

14. If additional lines are needed click the plus sign + at the end of the line

A Message window opens asking how many additional lines you'd like to add:

Script Prompt:

Enter number of rows to add:

1

OK Cancel

15. Enter the number of rows to add

16. Click **OK**

Line ? Personalize | Find | View All | 1-2 of 2 | First Last

Details | Ship To/Due Date | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Snow Removal	1.0000	EA	96172	1,000.0000	1,000.00	Open
2			0.0000			0	0.00	Open

View Printable Version *Go to ...More...

17. Once all lines have been entered click on the **Schedule** icon

You are returned to the **Maintain Requisitions** page:

Maintain Requisitions

Schedule

Business Unit 01110 Requisition Date 10/26/2018
 Requisition ID NEXT Status Open

[Return to Main Page](#)

Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	Snow Removal	1.0000 Each		1,000.00 USD			

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PAOTB/	1.0000	1,000.00000	1,000.00	11/15/2018	Jarvis, Tanya	Active

18. Ship To Location - Enter a ship to location, the following format exists in Purchasing for Ship To locations:

- P = Purchasing
- FM = Origin Code for the Agency/Department
- MTP = Abbreviation for city/town
- 001 = First location for that origin code in the city/town

19. Due Date - Enter a due date, if you need the item sooner than 45 days, BGS Office of Purchasing & Contracting requests you please make note in the Comments section of the Requisition.

20. Click the **Distribution** icon

The following **Message** will open:

Message

Price will be overridden by system calculated price when changing Ship To Location

A change to the ship to can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

OK

21. Click **OK**

A second **Message** will open if the **Due Date** is more than 30 days in the past or future;

Message

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

OK

22. Click **OK**

You are returned to the **Maintain Requisitions** page:

Maintain Requisitions

Distribution

Requisition ID NEXT Item Snow Removal
Line 1 Status Active
Schedule 1

Ship To PAOTBAR001 Quantity 1.0000 EA
*Distribute By Amount Open Amount 1,000.000
Merchandise Amt 1,000.00 USD

SpeedChart Multi-SpeedCharts

Distributions Personalize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1 Open		100.0000	1,000.00	01110	510300						

OK Cancel Refresh

23. Enter the appropriate **chartfield data** for your department

24. Click **OK**

The **Schedule** page displays:

Maintain Requisitions

Schedule

Business Unit 01110 Requisition Date 10/26/2018
Requisition ID NEXT Status Open

[Return to Main Page](#)

Line Find | View All First 1 of 1 Last

Line	Item	Quantity	Each	Merchandise Amt	USD
1	Snow Removal	1.0000	Each	1,000.00	USD

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PAOTB	1.0000	1,000.00000	1,000.00	11/15/2018	Jarvis, Tanya	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

25. Click the **Return to Main Page** link

Maintain Requisitions

Requisition

Business Unit 01110 Status Open ☒
Requisition ID NEXT Budget Status Not Chk'd ☐
Requisition Name Amount Only Snow Removal Copy From ☐ Hold From Further Processing

▼ Header ?

*Requester TJARVIS Jarvis, Tanya
*Requisition Date 10/26/2018 Requester Info
Origin FM Finance & Management
*Currency Code USD Dollar
Accounting Date 10/26/2018

Requisition Defaults Add Comments Amount Summary ?

Requisition Activities Total Amount 1,000.00 USD

26. Click the **Add Comments** link

The **Header Comments** window opens:

Header Comments

Business Unit 01110 Requisition Date 10/26/2018
Requisition ID NEXT Status Open

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last
Use Standard Comments Comment Status Active Inactivate +

Snow Removal as requested by Agency

☒ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher

Associated Document
Attachment Attach View Delete Email

From -> REQ 01110-NEXT

OK Cancel Refresh

27. Add comments that relate to the Requisition as a whole. **It is important to be specific about your delivery requirements as the items may be delivered by an independent company** (i.e. Inside delivery is required to the 3rd Floor, only accept deliveries on Tues & Thurs between 12-3, because of loading dock location deliveries cannot be accepted by anything larger than a box truck)
28. Once you've entered the comments check the **Send to Supplier** checkbox
29. To add an attachment to the Requisition, click **Attach** on the Header Comments Page

A **File Attachment** window opens:

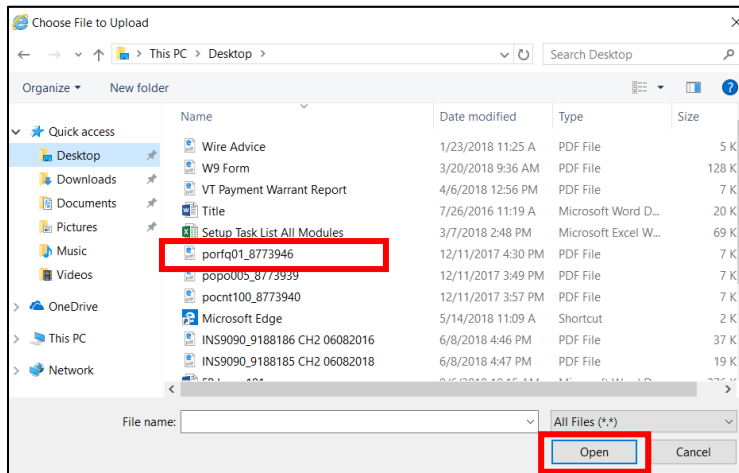
File Attachment

Browse...

Upload Cancel

30. Click **Browse** to search for files to choose to upload as an attachment. Note that you can select files on local or network drives that your computer has access to

The **Choose a File** window opens:



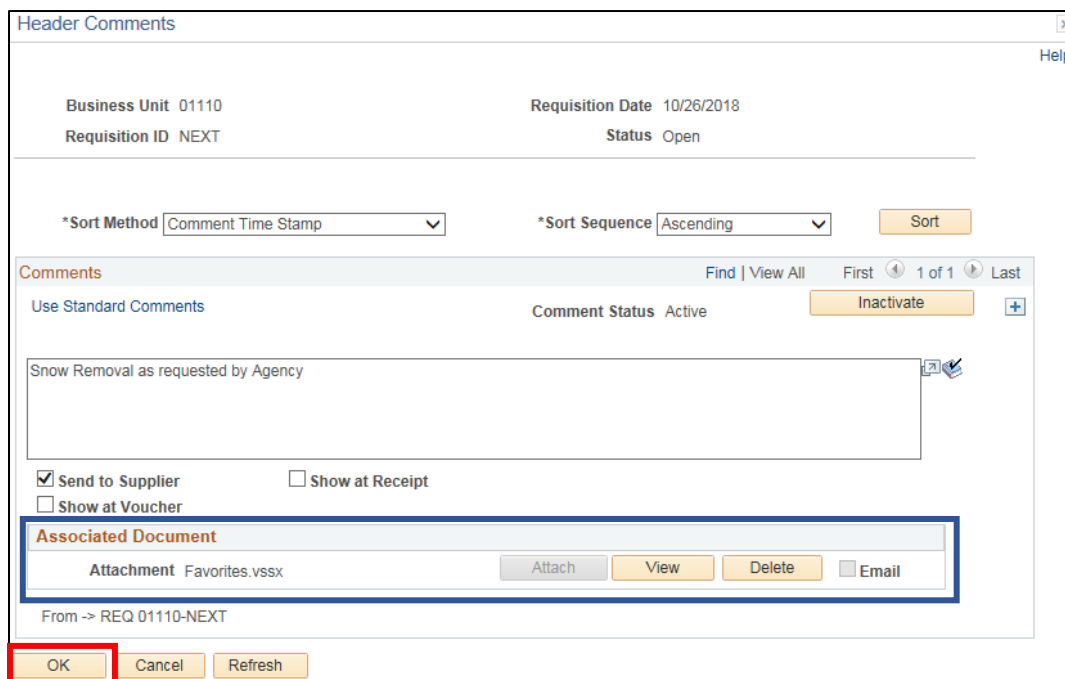
31. Select the file and click the **Open** button

You will be returned to the File Attachment page with the file name selected defaulted in:



32. Click **Upload** to upload your attachment to the Requisition.

You are returned to the **Header Comments** page, and the attachment is displayed in the **Associated Document** section:



33. Once all comments and attachments have been entered click **OK** at the bottom of the page

The screenshot shows the 'Add Items From' window with a table of requisition lines. The table has columns: Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, and Status. Line 1 is highlighted, and a red box is drawn around the 'Line Comments' icon in the right-hand column.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Snow Removal	1.0000	EA	96172	1,000.0000	1,000.00	Open
2			0.0000			0	0.00	Open

34. Click the **Line Comments** icon for specific information about the line item(s)

The screenshot shows the 'Line Comments' window. It displays the Business Unit (01110), Requisition ID (NEXT), Requisition Date (10/26/2018), Status (Open), and Line (2). The 'Sort Method' is set to 'Comment Time Stamp' and the 'Sort Sequence' is 'Ascending'. A comment is entered: 'Snow Removal as requested by Agency'. The 'Send to Supplier' checkbox is checked and highlighted with a red box. The 'Associated Document' section shows an 'Attach' button, which is also highlighted with a red box.

35. Add **Line Comments** that are specific for the requisition line

36. Once you've entered the comments check the **Send to Supplier** checkbox

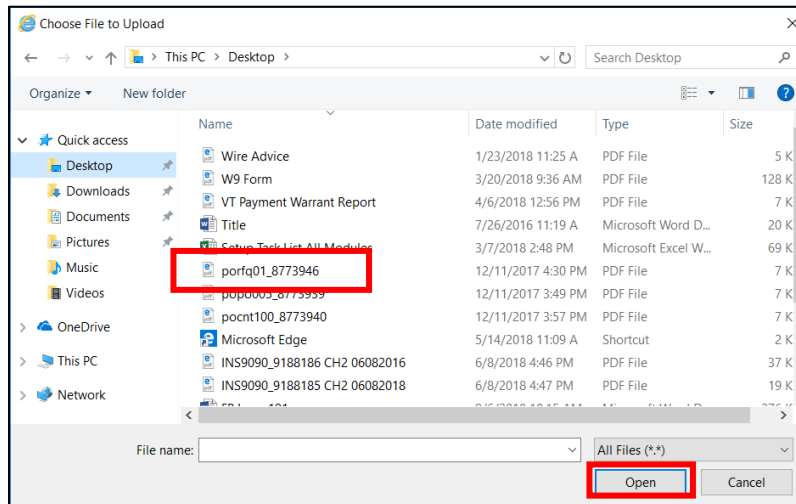
37. To add an attachment to the Requisition line, click **Attach**

A **File Attachment** window opens:

The screenshot shows the 'File Attachment' window. It has a text field for the file name, an 'Upload' button, a 'Cancel' button, and a 'Browse...' button, which is highlighted with a red box.

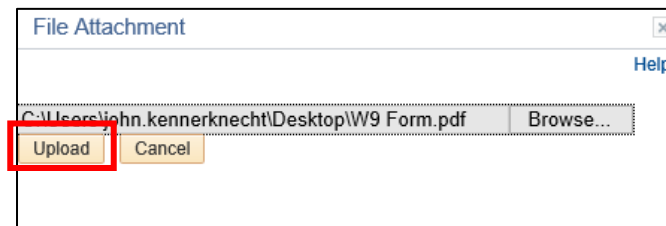
38. Click **Browse** to search for files to choose to upload as an attachment. Note that you can select files on local or network drives that your computer has access to.

The **Choose File** window opens:



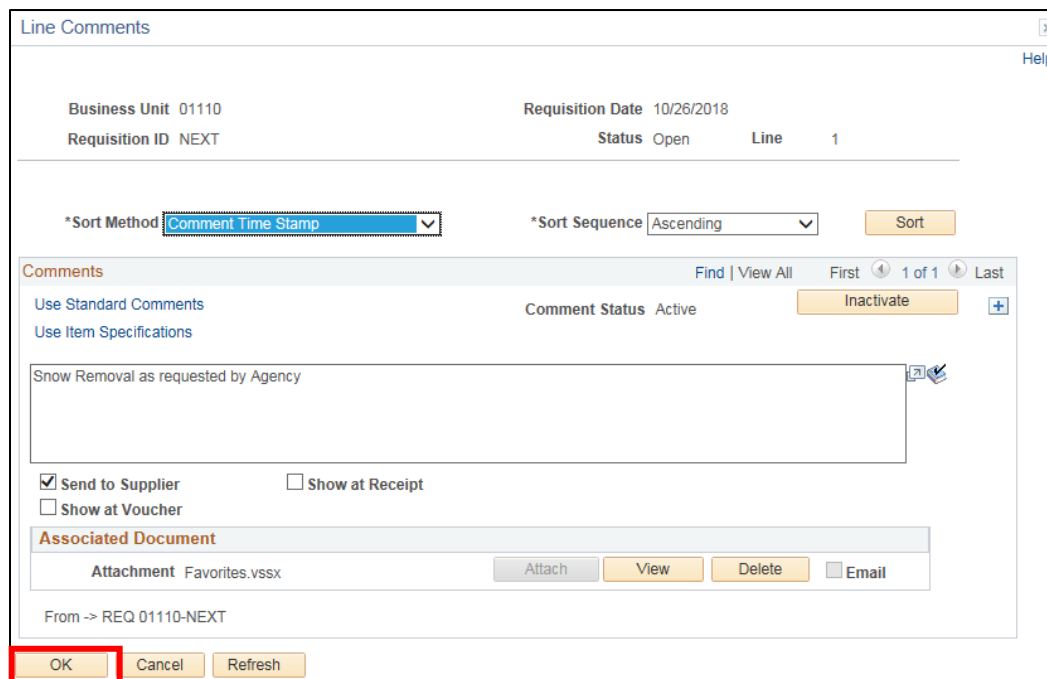
39. Select the file and click **Open**

You will be returned to the **File Attachment** window with the file name selected defaulted in:



40. Click **Upload** to upload your attachment to the Requisition

You are returned to the Line Comments page and the attachment is displayed in the Associated Document section:



41. Click **OK**

You are returned to the **Maintain Requisitions** page:

The screenshot displays the 'Maintain Requisitions' page. At the top, the 'Requisition' header shows fields for Business Unit (01110), Requisition ID (NEXT), and Requisition Name (Amount Only Snow Removal). It also includes status indicators for Status (Open), Budget Status (Not Chk'd), and a checkbox for 'Hold From Further Processing'. Below this is a 'Header' section with fields for *Requester (TJARVIS), *Requisition Date (10/26/2018), Origin (FM), *Currency Code (USD), and Accounting Date (10/26/2018). A green box highlights the 'Edit Comments' link. To the right, an 'Amount Summary' section shows a 'Total Amount' of 1,000.00 USD. Below the header is an 'Add Items From' section with links for Purchasing Kit, Catalog, Item Search, and Requester Items. The main part of the page is a table with columns for Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, and Status. The first line item is 'Snow Removal' with a quantity of 1.0000, UOM of EA, and a price of 1,000.0000. A green box highlights the 'Line Comments' icon in the table's action column. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', and 'Add', along with a 'View Printable Version' link and a '*Go to ...More...' dropdown.

42. Add Comments link changed to **Edit Comments**

43. Line Comments icon is no longer empty

44. Click [Save](#)

Follow specific controls within in your department for approval and budget checking.

Entering a Requisition is Complete

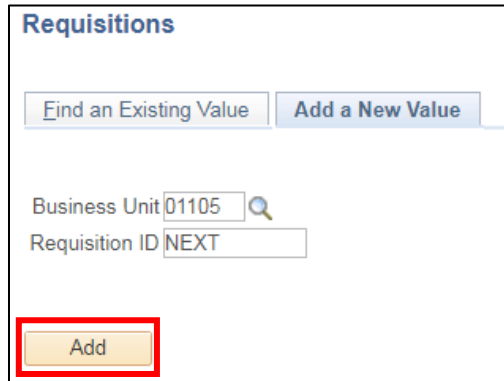
Enter a Requisition with Split Funding

Situations when this function is used: Enter a requisition when you need to purchase an item that the STATE doesn't currently have a contract for, is not covered by a blanket delegation of authority (BDA), has a dollar value greater than \$3,500.00, and has more than 1 funding source.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays:



The screenshot shows the 'Requisitions' page interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there are two input fields: 'Business Unit' with the value '01105' and a magnifying glass icon, and 'Requisition ID' with the value 'NEXT'. At the bottom left, there is a yellow 'Add' button, which is highlighted with a red rectangular box.

Your default BU will appear in the Business Unit field. The Req ID will default as NEXT.

1. Click **Add**

The **Maintain Requisitions** page displays:

2. **Requester** - If nothing defaults click the magnifying glass and select your name
3. **Requisition Date** - Will default in as current date. **DO NOT** change date
4. **Origin** - If your dept origin code doesn't default in click the **Magnifying Glass** to select it from a list
5. **Accounting Date** - Will default in with the current date. **DO NOT** change the Accounting Date
6. **Description** - Type in the description of item(s) or service(s) that are needed, it's important to be specific
7. **Quantity** - Enter the quantity needed
8. **Unit of Measure** - Enter a unit of measure for the item or service or click on the **Magnifying Glass** to select from a list of values
9. **Category** - Enter the 5-digit category the item or service most closely relates to or click on the **Magnifying Glass** and select from a list of values
10. **Enter Price** - Enter the price you expect to pay for the item or service
11. Click on the **+** to add a line

The following **Message** opens:

12. Enter the number of lines to add
13. Click **OK**

Line 2 is added:

Item Search

Requester Items

Line ?

Personalize | Find | View All | First 1-2 of 2 Last

Details

Ship To/Due Date

Status

Supplier Information

Item Information

Attributes

Contract

Sourcing Controls

PDF

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	<input type="text"/>	Lasermate 20 Offline	1.0000	EA	70099	50.00000	50.00	Open					
2	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open					

14. Enter description, Quantity, UOM, Category, Price the same way you entered line 1

The following warning **Message** opens:

Message

Warning -- The item description entered : LASERMATE 20 OFFLINE BASE W/NESTER SERIAL #379 is on another Requisition Line. (10105,6)

The item descriptions that you have specified also appear on another requisition line. You can have two separate requisition lines using the same descriptions, but you may want to consolidate information for the two lines.

OK

15. Click **OK**

Line ?

Details

Ship To/Due Date

Status

Supplier Information

Item Information

Attributes

Contract

Sourcing Controls

Personalize

Find

View All

First

1-2 of 2

Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>	Lasermate 20 Offline	<div> <div></div> <div></div> <div></div> </div>	EA	70099	50.00000	50.00	Open				
2	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>	Lasermate 20 Offline	<div> <div></div> <div></div> <div></div> </div>	EA	70099	50.00000	50.00	Open				

16. Click on the **Schedule** icon for **Line 1**

The **Schedule** panel opens for **Line 1**:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/20/2018

Requisition ID NEXT Status Open

[Return to Main Page](#)

Line Find | View All First 1 of 2 Last

1	Item	Lasermate 20 Offline		Quantity	1.0000	Each	Merchandise Amt	50.00	USD
---	------	----------------------	--	----------	--------	------	-----------------	-------	-----

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMT	1.0000	50.00000	50.00	01/20/2019	Ella Test	Active

17. **Ship To** - Enter ship to location

18. **Due Date** - Enter due date

19. Click on the **Distribution** icon for **Line 1**

The following **Message** opens:

Message

Price will be overridden by system calculated price when changing Ship To Location

A change to the ship to can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

OK

20. Click **OK** and verify that price didn't change

The **Distribution** page displays:

Distribution Details

Maintain Requisitions

Distribution

Requisition ID NEXT Item Lasermate 20 Offline
Line 1 Status Active
Schedule 1

Ship To PDIMTP001 Information Quantity 1.0000 EA
*Distribute By Quantity Open Quantity 1.0000
Merchandise Amt 50.00 USD

SpeedChart Multi-SpeedCharts

Distributions

Personalize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1	Open	100.0000	1.0000	50.00	01105	522400						

21. **Distribute By** - Defaults in as **Quantity**

22. **Fund** - Enter Fund

23. **Dept ID** - Enter Dept ID

24. Click on the **+** button to add a row

The following **Message** opens:

fintraining.erp.vermont.gov says

Enter number of rows to add:

1

OK Cancel

25. Enter number of rows to add

26. Click **OK**

Distribution for Line 2 opens:

Distributions										Personalize Find View All 1-2 of 2 Last									
Chartfields		Details		Asset Information		Budget Information													
Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate							
1	Open	50.0000	0.5000	25.00	01105	522400	58100	1105500056											
2	Open	50.0000	0.5000	25.00	01105	522400	58100	1105500100											

OK Cancel Refresh

27. On Distribution line 1 enter 50 in Percent field

28. Quantity and Amount of line decrease by 50%

29. On Distribution line 2 enter 50 in Percent field

30. **Account** - Enter account

31. **Fund** - Enter fund

32. **Dept ID** - Enter department ID

33. Click **OK**

You are returned to the **Schedule** page:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/20/2018

Requisition ID NEXT Status Open

[Return to Main Page](#)

Line [Find](#) [View All](#) First 1 of 2 Last

1	Item	Lasermate 20 Offline	Quantity	1.0000	Each	Merchandise Amt	50.00	USD																
<p>Schedule Personalize Find View All First 1 of 1 Last</p> <p>Details</p> <table border="1"> <thead> <tr> <th>Sched</th> <th>*Ship To</th> <th>Quantity</th> <th>Price</th> <th>Merchandise Amount</th> <th>Due Date</th> <th>Attention To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PDIIMT</td> <td>1.0000</td> <td>50.00000</td> <td>50.00</td> <td>01/20/2019</td> <td>Ella Test</td> <td>Active</td> </tr> </tbody> </table>									Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	1	PDIIMT	1.0000	50.00000	50.00	01/20/2019	Ella Test	Active
Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status																	
1	PDIIMT	1.0000	50.00000	50.00	01/20/2019	Ella Test	Active																	

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

34. Under Lines, click **View All**

You will now see the **Schedule** for all lines entered:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/20/2018
 Requisition ID NEXT Status Open
[Return to Main Page](#)

Line 1 Item Lasermate 20 Offline Quantity 1.0000 Each Merchandise Amt 50.00 USD

Schedule Personalize Find View All First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMT	1.0000	50.00000	50.00	01/20/2019	Ella Test	Active

Line 2 Item Lasermate 20 Offline Quantity 1.0000 Each Merchandise Amt 50.00 USD

Schedule Personalize Find View All First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1		1.0000	50.00000	50.00		Ella Test	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

35. Ship To - Enter Ship To location for Line 2

36. Due Date - Enter Due Date for Line 2

37. Click on **Distribution** icon for Line 2

The following warning **Message** opens:

Message

Price will be overridden by system calculated price when changing Ship To Location

A change to the ship to can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

OK

38. Click **OK**

Maintain Requisitions

Distribution

Requisition ID NEXT Item Lasermate 20 Offline
 Line 2 Status Active
 Schedule 1

Ship To PDIIMT001 Information Quantity 1.0000 EA
 *Distribute By Quantity Open Quantity 1.0000
 Merchandise Amt 50.00 USD

SpeedChart Multi-SpeedCharts

Distributions Personalize Find View All First 1 of 1 Last

Chartfields Details Asset Information Budget Information

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1	Open	100.0000	1.0000	50.00	01105	522400	59300	1105500200				

OK Cancel Refresh

39. Distribute By defaults in as **Quantity**

40. Fund - Enter fund

41. Dept ID - Enter department ID

42. Click **OK**

You are returned to the **Schedule** page:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/20/2018
Requisition ID NEXT Status Open

Return to Main Page

Line 2 Item Lasermate 20 Offline Quantity 1.0000 Each Merchandise Amt 50.00 USD

Schedule Personalize | Find | View All | First 2 of 2 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMT	1.0000	50.00000	50.00	01/20/2019	Ella Test	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

43. Click the **Return to Main Page** link

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved
Requisition ID 0000000068 Budget Status Valid
Requisition Name 0000000068 ☐ Hold From Further Processing

Header

*Requester ETEST Ella Test
*Requisition Date 12/20/2018 Requester Info
Origin DII Dept of Info & Innovation
Currency Code USD Dollar
Accounting Date 12/20/2018

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary

Total Amount	100.00 USD
Pre-Encumbrance Balance	100.00 USD

44. Click the **Add Comments** link to add comments that relate to the Requisition as a whole

The **Header Comments** window opens:

45. Enter comments. Be very specific about delivery requirements

46. Check the **Send to Supplier** checkbox

47. Click **OK**

48. Click the **Line Comments** icon for specific information about the line item(s).

The **Line Comments** page displays:

Line Comments

Business Unit 01105 Requisition Date 12/20/2018
 Requisition ID 0000000068 Status Approved Line 1

☒ Retrieve Active Comments Only [Retrieve](#)

*Sort Method *Sort Sequence [Sort](#)

Comments Find | View All First 1 of 1 Last
 Use Standard Comments Comment Status Active [Inactivate](#) [+](#)
 Use Item Specifications

Call for appointment before delivering

☒ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher

Associated Document
 Attachment [Attach](#) [View](#) [Delete](#) ☐ Email

From -> REQ 01105-0000000068

[OK](#) [Cancel](#) [Refresh](#)

49. Enter needed comments

50. Check the Send to Supplier checkbox

51. Click **OK**

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved [△](#) [×](#)
 Requisition ID 0000000068 Budget Status Valid
 Requisition Name 0000000068 ☐ Hold From Further Processing

Header [?](#)

*Requester ETEST Ella Test
 *Requisition Date 12/20/2018 Requester Info
 Origin DII Dept of Info & Innovation
 Currency Code USD Dollar
 Accounting Date 12/20/2018

Requisition Defaults [Edit Comments](#)
 Requisition Activities
 Document Status

Amount Summary [?](#)

Total Amount 100.00 USD
 Pre-Encumbrance Balance 100.00 USD

Select Lines To Display [?](#)

Add Items From [?](#)
 Purchasing Kit Catalog
 Item Search Requester Items

Search for Lines
 Line To [Retrieve](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Lasermate 20 Offline	1.0000	EA	70099	50.00000	50.00	Approved
2		Lasermate 20 Offline	1.0000	EA	70099	50.00000	50.00	Approved

You'll notice the **Add Comments** link changed to **Edit Comments** and the **Line Comments** icon is no longer empty.

52. Click **Save**

The Requisition has now been saved and assigned a requisition number:

Maintain Requisitions

Requisition

Business Unit 01105
Requisition ID 0000000068
 Requisition Name 0000000068

Status Open
 Budget Status Not Chk'd
☐ Hold From Further Processing

Header

*Requester ETEST
 *Requisition Date 12/20/2018
 Origin DII
 *Currency Code USD
 Accounting Date 12/20/2018

Requester Info
 Ella Test
 Dept of Info & Innovation
 Dollar

Requisition Defaults
 Requisition Activities
 Document Status

Amount Summary

Total Amount 100.00 USD

Add Items From

Purchasing Kit
 Item Search
 Catalog
 Requisition Items

Select Lines To Display

Search for Lines
 Line To Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Lasermate 20 Offline	1.0000	EA	70099	50.00000	50.00	Open
2		Lasermate 20 Offline	1.0000	EA	70099	50.00000	50.00	Open

View Printable Version

*Go to ...More...

Save Return to Search Notify Refresh Add Update/Display

The requisition now needs to be approved and budget checked. Follow your department procedure for the approval process.

Once the Requisition has the Status of **Approved**, you may budget check.

Maintain Requisitions

Requisition

Business Unit 01105
 Requisition ID 0000000068
 Requisition Name 0000000068

Status **Approved**
 Budget Status Not Chk'd
☐ Hold From Further Processing

Header

53. Click on the **Budget Check** icon

Once the Requisition is approved and budget checked it will show **Status = Approved** and **Budget Status = Valid**:

Maintain Requisitions

Requisition

Business Unit 01105
 Requisition ID 0000000068
 Requisition Name 0000000068

Status **Approved**
Budget Status Valid
☐ Hold From Further Processing

54. Click **Save**

Follow specific controls within your department for approval and budget checking.

Entering a Requisition with Split Funding is Complete

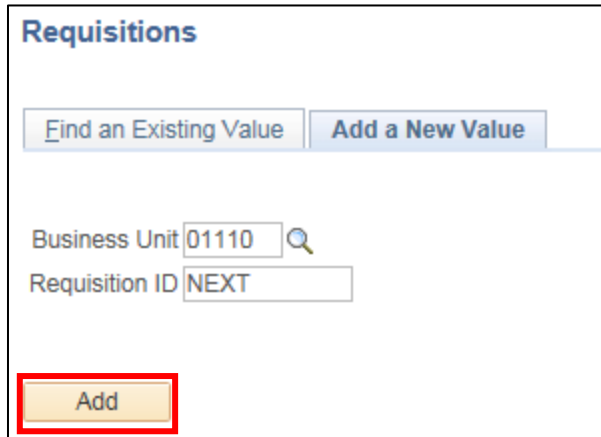
Amount Only Requisition Line

Situations when this function is used: Enter a requisition when you need to purchase an item or service that the STATE doesn't currently have a contract for, is not covered by a blanket delegation of authority (BDA) and has a dollar value greater than \$3,500.00.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays:



The screenshot shows the 'Requisitions' page with a title bar. Below the title bar are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons are two input fields: 'Business Unit' with the value '01110' and a magnifying glass icon, and 'Requisition ID' with the value 'NEXT'. At the bottom of the form is a yellow 'Add' button, which is highlighted with a red rectangular box.

1. **Business Unit** - Your default BU will appear in the Business Unit field
2. **Requisition ID** - Defaults as NEXT
3. Click **Add**

The **Maintain Requisitions** page displays:

In the **Header** section:

The screenshot shows the 'Maintain Requisitions' page. The 'Requisition' section is highlighted. The 'Header' section is expanded, showing the following fields: 'Requisition Name' (with a 'Copy From' link), '*Requester' (with a magnifying glass icon), '*Requisition Date' (11/29/2018, with a calendar icon), 'Origin' (with a magnifying glass icon), '*Currency Code' (USD, with a dropdown arrow), and 'Accounting Date' (11/29/2018, with a calendar icon). A red box highlights these fields. Other visible fields include 'Business Unit' (01110), 'Status' (Open, with a checkmark icon), 'Budget Status' (Not Chk'd), and a checkbox for 'Hold From Further Processing'. At the bottom, there is an 'Amount Summary' section showing 'Total Amount' as '0.00 USD'.

4. **Requisition Name** - If nothing is entered, the Requisition ID will populate this field
5. **Requester** - If nothing defaults click the **Magnifying Glass** and select your name
6. **Requisition Date** - Defaults in as current date. **DO NOT** change date
7. **Origin** - if your dept. origin code doesn't default in click the **Magnifying Glass** to select it from a list
8. **Accounting Date** - Defaults in with the current date. **DO NOT** change the Accounting Date

Add Items From ?

Purchasing Kit Catalog
Item Search Requester Items

Line ?

Personalize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Supplier Information Item Information **Attributes** Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Snow Removal	0.0000	EA	96172	1,000.0000	0.00	Open

View Printable Version *Go to ...More...

Save Notify Refresh Add

9. **Description** - Type in the description of item(s) or service(s) that are needed, it's important to be specific
10. **Unit of Measure** - Enter a unit of measure for the item or service or click on the **Magnifying Glass** to select from a list of values
11. **Category** - Enter the 5-digit category the item or service most closely relates to or click on the **Magnifying Glass** and select from a list of values
12. **Enter Price** - Enter the price you expect to pay for the item or service
13. Click the **Attributes** tab in the Line section

Add Items From ?

Purchasing Kit Catalog
Item Search Requester Items

Line ?

Personalize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Supplier Information Item Information **Attributes** Contract Sourcing Controls

Line	Item	Description	Buyer	Name	Physical Nature	Zero Price Indicator	Amount Only	Inspection Required	Inspect ID
1		Snow Removal			Goods		<input checked="" type="checkbox"/>		

View Printable Version *Go to ...More...

Save Notify Refresh Add

14. Indicate the Requisition Line is amount only by checking the **Amount Only** checkbox
15. Click the **Details** Tab in the Line section

The following Message opens:

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes No

16. Click **Yes**

Add Items From ?
 Purchasing Kit Catalog
 Item Search Requester Items
 Line ? Personalize | Find | View All | First 1 of 1 Last
 Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Snow Removal	1.0000	EA	96172	1,000.00000	1,000.00	Open

 View Printable Version *Go to ...More...
 Save Notify Refresh Add

17. The Quantity field for an Amount Only Requisition Line is set to 1, and not available to be edited

18. Edit the Price field to increase or decrease the dollar amount of the Requisition Line

19. Once all lines have been entered click on the **Schedule** icon

Maintain Requisitions
 Schedule
 Business Unit 01110 Requisition Date 10/26/2018
 Requisition ID NEXT Status Open
 Return to Main Page
 Line Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	UOM	Merchandise Amt	USD
1		Snow Removal	1.0000	Each	1,000.00	USD

 Schedule Personalize | Find | View All | First 1 of 1 Last
 Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PAOTB	1.0000	1,000.00000	1,000.00	11/15/2018	Jarvis, Tanya	Active

20. Ship To Location - Enter the ship to location, the following format exists in Purchasing for Ship To locations:

- P = Purchasing
- FM = Origin Code for the Agency/Department
- MTP = Abbreviation for city/town
- 001 = First location for that origin code in the city/town

21. Due Date - Enter a due date, if you need the item sooner than 45 days, BGS Office of Purchasing & Contracting requests you please make note in the Comments section of the Requisition

22. Click the **Distribution** icon

Maintain Requisitions

Distribution

Requisition ID: NEXT
Line: 1
Schedule: 1

Ship To: PAOTBAR001
Quantity: 1.0000 EA
Open Amount: 1,000.000
Merchandise Amt: 1,000.00 USD

*Distribute By: Amount

SpeedChart: Multi-SpeedCharts

Distributions Personalize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
1	Open	100.0000	1,000.00	01110	510300						

OK Cancel Refresh

23. Enter the appropriate **chartfield data** for your department

24. Click **OK**

You are returned to the **Schedule** page:

Maintain Requisitions

Schedule

Business Unit: 01110
Requisition ID: NEXT
Requisition Date: 10/26/2018
Status: Open

Return to Main Page

Line Find | View All | First 1 of 1 Last

Line	Item	Quantity	Merchandise Amt
1	Snow Removal	1.0000 Each	1,000.00 USD

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PAOTBA	1.0000	1,000.000000	1,000.00	11/15/2018	Jarvis, Tanya	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

25. Click **Save**

The requisition has now been saved and assigned a requisition number. You can add further Comments or Attachments to the Requisition as needed.

Follow specific controls within in your department for approval and budget checking.

Amount Only Requisition Line is Complete

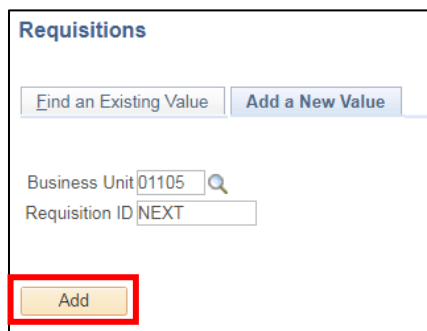
Copy an Existing Requisition

Situations when this function is used: If you have previously entered a requisition for the same product it may be easier and faster to copy the requisition.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays:

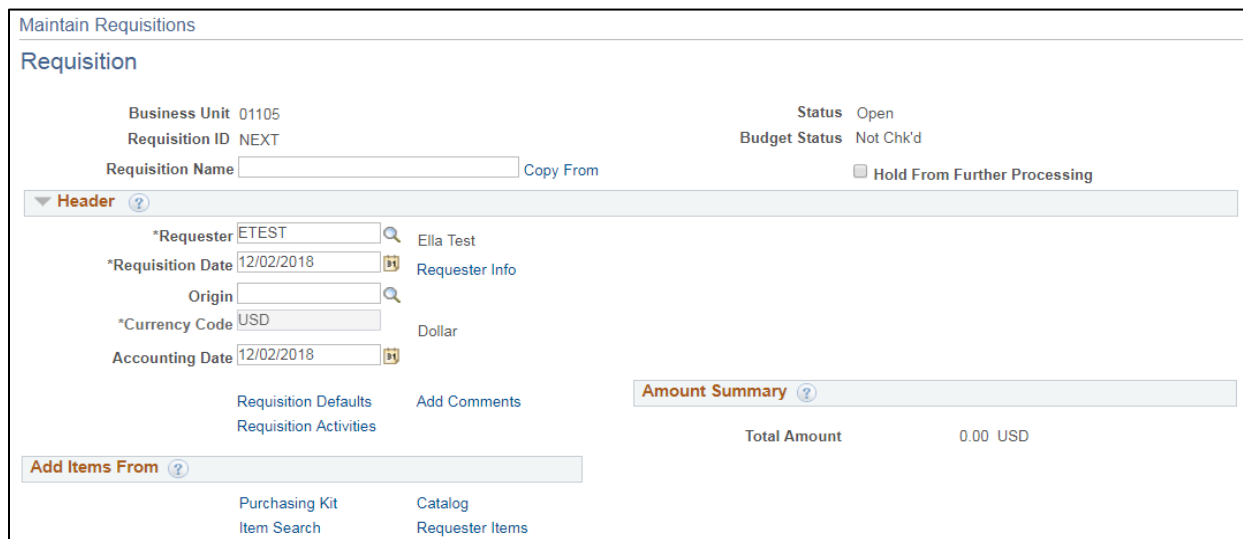


The screenshot shows the 'Requisitions' page with two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for 'Business Unit' (containing '01105') and 'Requisition ID' (containing 'NEXT'). At the bottom, the 'Add' button is highlighted with a red rectangular box.

Your default BU will appear in the Business Unit field. The Req ID will default as NEXT.

1. Click **Add**

The **Maintain Requisitions** page displays:



The screenshot shows the 'Maintain Requisitions' page. At the top, it says 'Requisition'. Below this, there are fields for 'Business Unit' (01105), 'Requisition ID' (NEXT), and 'Requisition Name' (with a 'Copy From' link). To the right, there are status fields: 'Status' (Open), 'Budget Status' (Not Chk'd), and a checkbox for 'Hold From Further Processing'. A 'Header' section contains fields for '*Requester' (ETEST, Ella Test), '*Requisition Date' (12/02/2018, with a 'Requester Info' link), 'Origin', '*Currency Code' (USD, Dollar), and 'Accounting Date' (12/02/2018). Below this are links for 'Requisition Defaults', 'Add Comments', and 'Requisition Activities'. An 'Amount Summary' section shows 'Total Amount' as '0.00 USD'. At the bottom, there is an 'Add Items From' section with links for 'Purchasing Kit', 'Catalog', 'Item Search', and 'Requester Items'.

2. Click on the **Copy From** link

The **Copy Requisition** page displays:

Req Inquiry Selection

Maintain Requisitions

Copy Requisition

Header

Business Unit 01105

Requisition ID

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID STATE [Supplier Lookup](#)

Supplier ID [Supplier Details](#)

Item SetID STATE

Item Description

254 characters remaining

Department

Origin

To

Supplier Name

Item ID

☐ Direct Ship

Search

Requisition [Personalize](#) [Find](#) [View All](#) First 1 of 1 Last

Sel	Req ID	Requisition Name	Status	Origin	Requester
<input type="checkbox"/>					

OK Cancel Refresh

3. Enter the Requisition ID that you want to copy or click on the **Magnifying Glass** to the right of the Requisition ID field to select from the list of values.

4. Click **Search**

Select a Requisition by clicking on the Requisition ID Link:

Req Inquiry Selection

Maintain Requisitions

Copy Requisition

Header

Business Unit 01105

Requisition ID 0000000066

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID STATE [Supplier Lookup](#)

Supplier ID [Supplier Details](#)

Item SetID STATE

Item Description

254 characters remaining

Department

Origin

To

Supplier Name

Item ID

☐ Direct Ship

Search

Requisition [Personalize](#) [Find](#) [View All](#) First 1 of 1 Last

Sel	Req ID	Requisition Name	Status	Origin	Requester
<input checked="" type="checkbox"/>	0000000066	0000000066	Approved	DII	ETEST

OK Cancel Refresh

5. Click **OK**

If the Requisition you are copying from contains a different requester name you will receive the following Message:

The source requester (TJARVIS) is different from the target requester (), copy? (10150,186)

All copied defaults will remain unchanged. Do you want to copy?

Yes
No

6. Click **Yes** if you still want to copy

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105

Requisition ID NEXT

Requisition Name Copy From

Status Open

Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*Requester ETEST Ella Test

*Requisition Date 12/02/2018 Requisition Info

Origin DII Dept of Info & Innovation

*Currency Code USD Dollar

Accounting Date 12/02/2018

Requisition Defaults

Requisition Activities

Add Comments

Amount Summary ?

Total Amount 50.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	Lasermate 20 Offline-	1.0000	EA	70099	50.00000	50.00	Open

Req & Accounting Date default in as current date. All other information on lines, schedule, and distribution pages defaults in exactly as it was entered in the original requisition. ****It is important to review the Schedule, Distribution, and both Header & Line Comments pages to be sure all data is accurate for this Req.****

7. Click **Save**

The requisition has now been saved and assigned a requisition number:

Maintain Requisitions

Requisition

Business Unit 01105

Requisition ID 0000000067

Requisition Name 0000000067

Status Open

Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*Requester ETEST Ella Test

*Requisition Date 12/02/2018 Requisition Info

Origin DII Dept of Info & Innovation

*Currency Code USD Dollar

Accounting Date 12/02/2018

Follow specific controls within your department for approval and budget checking procedures.

Copying a Requisition is Complete

Requisitions Manual - April 2019

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Approve a Requisition

Situations when this function is used: All requisitions must be approved and budget checked in order for the Office of Purchasing & Contracting to pick them up. Approving a requisition verifies the requisition is needed, all information is accurate, and authorizes Purchasing and Contract Administration to move forward with procuring the product.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays, click on the **Find an Existing Value** tab:

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000067

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105

Requisition ID 0000000067

Requisition Name 0000000067

Status Open

Budget Status Not Chk'd

☐ Hold From Further Processing

Header

*Requester ETEST

*Requisition Date 12/02/2018

Origin DII

*Currency Code USD

Accounting Date 12/02/2018

Requisition Defaults

Requisition Activities

Document Status

Add Comments

Amount Summary

Total Amount 50.00 USD

Add Items From

Purchasing Kit

Catalog

Select Lines To Display

Search for Lines

Line To Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Lasermate 20 Offline-	1.0000	EA	70099	50.00000	50.00	Open



4. Review requisition information for accuracy and click the **Approve** icon

Status is now **Approved**:

Maintain Requisitions





Requisition

Business Unit 01105
Requisition ID 0000000067
Requisition Name 0000000067

Status **Approved** 
Budget Status Not Chkd 

☐ Hold From Further Processing

▼ Header ?

*Requester ETEST  Ella Test
*Requisition Date 12/02/2018  Requester Info
Origin DII  Dept of Info & Innovation
*Currency Code USD Dollar
Accounting Date 12/02/2018 

Requisition Defaults Add Comments
Requisition Activities
Document Status



Amount Summary ?

Total Amount 50.00 USD

Add Items From ?

Purchasing Kit Catalog
Item Search Requester Items

Select Lines To Display ?

Search for Lines
Line  To  Retrieve

5. Click **Save**

Approving a Requisition is Complete

Budget Check a Requisition

Situations when this function is used: All requisitions must be approved and budget checked in order for the Office of Purchasing & Contracting to pick them up. Successful budget checking will pre-encumber the funds in your budget.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The Requisitions page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Requisitions' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with several input fields: 'Business Unit' (set to 01105), 'Requisition ID' (set to begins with 0000000067), 'Requisition Name' (set to begins with), 'Requisition Status' (set to), 'Origin' (set to begins with), 'Requester' (set to begins with), and 'Requester Name' (set to begins with). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300):' set to 300. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

The screenshot shows the 'Maintain Requisitions' page. At the top, there is a 'Requisition' header with fields for 'Business Unit' (01105), 'Requisition ID' (0000000067), and 'Requisition Name' (0000000067). To the right, there are fields for 'Status' (Approved) and 'Budget Status' (Not Chk'd). Below these fields is a checkbox for 'Hold From Further Processing'. The main section of the page is divided into two parts: a 'Header' section with fields for '*Requester' (ETEST), '*Requisition Date' (12/02/2018), 'Origin' (DII), '*Currency Code' (USD), and 'Accounting Date' (12/02/2018); and an 'Amount Summary' section with a 'Total Amount' of 50.00 USD. There are also links for 'Requisition Defaults', 'Add Comments', 'Requisition Activities', and 'Document Status'.

4. Click the **Budget Check** icon

Budget Status is now Valid:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved ▲ ✕

Requisition ID 0000000067 **Budget Status Valid**

Requisition Name 0000000067 ☐ Hold From Further Processing

▼ Header ?

*Requester	ETEST	Ella Test
*Requisition Date	12/02/2018	Requester Info
Origin	DII	Dept of Info & Innovation
Currency Code	USD	Dollar
Accounting Date	12/02/2018	

Budget Checking a Requisition is Complete

Cancel a Requisition

Situations when this function is used: If it is decided after entering the requisition that it is not needed the requisition can be canceled. A requisition may also need to be canceled if the Office of Purchasing & Contracting decides to create a contract for the product being purchased instead of a purchase order.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays, click on the **Find an Existing Value** tab:

Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000067

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

☐ Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300


Search Clear Basic Search Save Search Criteria

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved 

Requisition ID 0000000067 Budget Status Valid

Requisition Name 0000000067 ☐ Hold From Further Processing

Header

*Requester ETEST Ella Test

*Requisition Date 12/02/2018 Requester Info

Origin DII Dept of Info & Innovation

Currency Code USD Dollar

Accounting Date 12/02/2018

[Requisition Defaults](#) [Add Comments](#) **Amount Summary**

[Requisition Activities](#)

[Document Status](#)

Total Amount	50.00 USD
Pre-Encumbrance Balance	50.00 USD

4. Click the red **X** next to Status

The following warning **Message** opens:

Message

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

5. Click **Yes**

Return to the **Requisitions - Find an Existing Value** page:

Requisitions

Use the following search to look for an existing Requisition.

Search Criteria

Business Unit

=

01105

Requisition ID

begins with

0000000067

Requisition Name

begins with

Requisition Status

=

Origin

begins with

Requester

begins with

Requester Name

begins with

Hold From Further Processing


☐

Case Sensitive

☐

Limit the number of results to (up to 300):

300

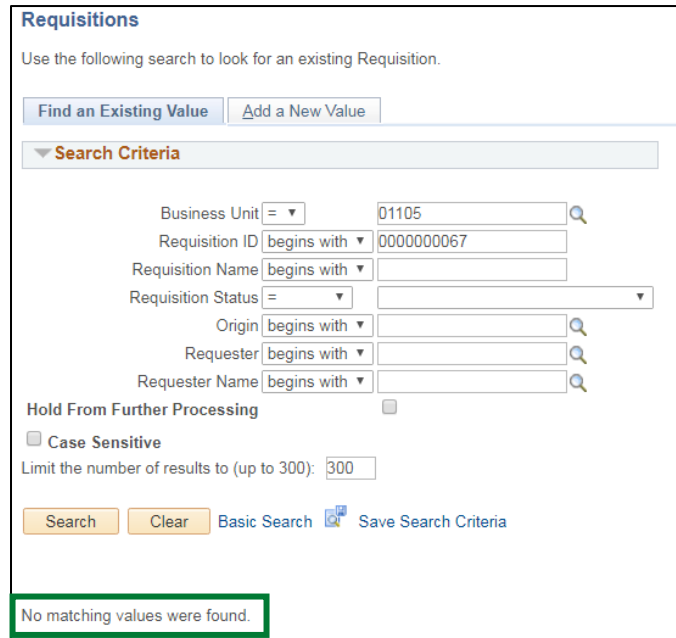
[Basic Search](#)  [Save Search Criteria](#)

6. **Business Unit** - Enter your BU

7. **Requisition ID** - Enter the requisition ID for the just-deleted requisition

8. Click **Search**

The message **No matching values were found** will be returned:



Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000067

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

☐ Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

The requisition will need to be budget checked to liquidate the pre-encumbrance on the budget. Please follow instructions in this manual on [Batch Budget Checking](#) to liquidate the pre-encumbrance.

Note: The requisition will need to be moved to Complete status. Follow the exercise in this manual titled [Reconcile a Requisition](#) to move the Requisition to complete status.

Canceling a Requisition is Complete

Create a Change Order for a Requisition

(Line - Schedule - Distribution)

Situations when this function is used: A requisition must be Approved and have a Valid Budget Status for the Change Order icon to be available - the Office of Purchasing & Contracting runs a query to pick up requisitions that are ready to be processed daily - if you make a change to a requisition after 1 day has passed be sure to contact the Office of Purchasing & Contracting at 828-2211 to discuss the change.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays, click on the **Find an Existing Value** tab:

Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000066

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing ☐

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved
Requisition ID 0000000066 Track Batch 3 Budget Status Valid
Requisition Name 0000000066 ☐ Hold From Further Processing

▼ Header ?

*Requester ETEST Ella Test
*Requisition Date 12/03/2018 Requisition Info
Origin DII Dept of Info & Innovation
Currency Code USD Dollar
Accounting Date 12/03/2018

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary ?

Total Amount 100.00 USD
Pre-Encumbrance Balance 0.00 USD

Add Items From ?

Purchasing Kit Catalog
Item Search Requisition Items

Select Lines To Display ?

Search for Lines
Line To Retrieve

Line ?

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls Personalize Find View All First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1		Lasermate 20 Offline-Base W/Nester Serial #379	2.0000	EA	70099	50.00000	100.00	Approved				

View Printable Version *Go to ...More... ☐

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

4. Click on the **Create Header Change** icon
5. Make the necessary line changes
6. **Accounting Date** - Change to the current date
7. Click **Save**

The following warning **Message** will open:

Message

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.


8. Click **Yes**

Under the **Details for Line 1** section:

Details for Line 1

Requisition ID 0000000066 Item Lasermate 20 Offline-Base W/Ne

Line 1

Buyer LWORTMAN Line Status Approved 

Line Details

Buyer Name Linda T Wortman Buyer Information Amount Summary

Category Code 70099 View Hierarchy Merchandise Amt 100.00 USD

Description PRINTING EQUIP. NOT OTHERWISE Document Base Amount 100.00 USD

Transaction Item Description

Lasermate 20 Offline-Base W/Nester Serial #379

Preferred Language Item Description

Expand All Collapse All

Supplier Information ?

Item Information ?

Attributes ?

Contract ?

Sourcing Controls ?

OK Cancel Refresh

9. Click on the **Create Line Change** icon

The **Transaction Item Description** field opens so changes can be made:

Details for Line 1

Requisition ID 0000000066 Item Lasermate 20 Offline-Base W/Ne

Line 1

Buyer LWORTMAN Line Status Approved

Line Details

Buyer Name Linda T Wortman Buyer Information Amount Summary

Category Code 70099 View Hierarchy Merchandise Amt 250.00 USD

Description PRINTING EQUIP. NOT OTHERWISE Document Base Amount 250.00 USD

*Transaction Item Description










Lasermate 20 Offline-Base W/Nester Serial #379

208 characters remaining

Preferred Language Item Description

10. Click **OK** after all changes have been made


To make a change to the **Description** portion of the Requisition:

Line ?										Personalize Find View All   First 1 of 1 Last			
Details		Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls					
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
		Lasermate 20 Offline-Base W/Nester Serial #379	 5.0000	EA	70099	50.00000	250.00	Approved					

11. Click on the **Line Details** icon

The **Details Line 1** window opens:

Details for Line 1

Requisition ID 0000000066	Item Lasermate 20 Offline-Base W/Ne
Line 1	
Buyer LWORTMAN	Line Status Approved 

Line Details

Buyer Name Linda T Wortman	Buyer Information	Amount Summary
Category Code 70099	View Hierarchy	
Description PRINTING EQUIP. NOT OTHERWISE		Merchandise Amt 250.00 USD
		Document Base Amount 250.00 USD

Transaction Item Description
Lasermate 20 Offline-Base W/Nester Serial #379

Preferred Language Item Description

Expand All Collapse All

- ▶ **Supplier Information** ?
- ▶ **Item Information** ?
- ▶ **Attributes** ?
- ▶ **Contract** ?
- ▶ **Sourcing Controls** ?

OK Cancel Refresh

12. Click on the **Create Line Change** icon

The **Transaction Item Description** field opens so changes can be made.

13. Save the Requisition

Follow specific controls within your department for budget checking.

Create a Change Order to a Requisition Line is Complete

Create a Change Order to a Requisition - Schedule

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays, click on the **Find an Existing Value** tab:

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000066

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved

Requisition ID 0000000066 Track Batch 1 Budget Status Valid

Requisition Name 0000000066

☐ Hold From Further Processing

Header

*Requester ETEST Ella Test

*Requisition Date 12/03/2018 Requester Info

Origin DII Dept of Info & Innovation

Currency Code USD Dollar

Accounting Date 12/03/2018

Requisition Defaults Add Comments

Requisition Activities

Document Status

Amount Summary

Total Amount 250.00 USD

Pre-Encumbrance Balance 250.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Select Lines To Display

Search for Lines

Line 1 To 1 Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	1	Lasermate 20 Offline-Base W/Nester Serial #379	5.0000	EA	70099	50.00000	250.00	Approved

4. Click on the **Create Header Change** icon and follow the [previous example](#)
5. Or you can go directly to the **Schedule** page

The **Schedule** page displays:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/03/2018
 Requisition ID 0000000066 Status Approved
[Return to Main Page](#)

Line 1 Item Lasermate 20 Offline-Base W/Ne Quantity 5.0000 Each Merchandise Amt 250.00 USD

Schedule Personalize Find View All First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMTP001	5.0000	50.00000	250.00	12/28/2018	Ella Test	Active

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

6. Click the **Create Schedule Change** icon

7. Click **Save** after making all changes

The header **Requisition** page will return to your screen – notice the **Track Batch** is now 2:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved
 Requisition ID 0000000066 **Track Batch 2** Budget Status Not Chk'd
 Requisition Name 0000000066 ☐ Hold From Further Processing

▼ Header ?

*Requester ETEST Ella Test
 *Requisition Date 12/03/2018 Requester Info
 Origin DII Dept of Info & Innovation
 Currency Code USD Dollar
 Accounting Date 12/03/2018

Create a Change Order to a Requisition Schedule is Complete

Create a Change to a Requisition – Distribution

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Add/Update Requisitions

Navigator Menu navigation: Purchasing > Requisitions > Add/Update Requisitions

The **Requisitions** page displays, click on the **Find an Existing Value** tab:

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit = 01105

Requisition ID begins with 0000000066

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

☐ Hold From Further Processing

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

1. **Business Unit** - Accept your default BU or enter a valid BU
2. **Requisition ID** - Enter a requisition ID number
3. Click **Search**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105 Status Approved

Requisition ID 0000000066 Track Batch 2 Budget Status Valid

Requisition Name 0000000066 ☐ Hold From Further Processing

Header

*Requester ETEST Ella Test

*Requisition Date 12/03/2018 Requisition Info

Origin DII Dept of Info & Innovation

Currency Code USD Dollar

Accounting Date 12/03/2018

Requisition Defaults Add Comments

Requisition Activities

Document Status

Amount Summary

Total Amount 100.00 USD

Pre-Encumbrance Balance 100.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requisition Items

Select Lines To Display

Search for Lines

Line To Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Lasermate 20 Offline-Base W/Nester Serial #379		2.0000	EA	70099	50.00000	100.00	Approved

4. Click on the **Create Header Change** icon
5. Click on the **Schedule** icon

The **Schedule** page displays:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/03/2018
 Requisition ID 0000000066 Status Approved
[Return to Main Page](#)

Line Find | View All First 1 of 1 Last

Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	Lasermate 20 Offline-Base W/Ne	2.0000	50.00000	100.00	12/28/2018	Ella Test	Active

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMTP001	2.0000	50.00000	100.00	12/28/2018	Ella Test	Active

6. Click on the **Distribution** icon

The **Distribution** page displays:

Distribution Details

Maintain Requisitions

Distribution

Requisition ID 0000000066 Item Lasermate 20 Offline-Base W/Ne
 Line 1 Status Active
 Schedule 1
 Ship To PDIIMTP001 Information Quantity 2.0000 EA
 *Distribute By Quantity Open Quantity 2.0000
 Merchandise Amt 100.00 USD
 SpeedChart Multi-SpeedCharts

Distributions Personalize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Utilize
1	Open	100.0000	2.0000	100.00	01105	522400	58100	1105500056				

OK Cancel Refresh

7. Make necessary chartfield changes

8. Click **OK**

You are returned to the **Schedule** page:

Maintain Requisitions

Schedule

Business Unit 01105 Requisition Date 12/03/2018
 Requisition ID 0000000066 Status Approved
[Return to Main Page](#)

Line Find | View All First 1 of 1 Last

Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	Lasermate 20 Offline-Base W/Ne	2.0000	50.00000	100.00	12/28/2018	Ella Test	Active

Schedule Personalize | Find | View All | First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	PDIIMTP001	2.0000	50.00000	100.00	12/28/2018	Ella Test	Active

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

9. Click **Save**

The **Maintain Requisitions** page displays:

Maintain Requisitions

Requisition

Business Unit 01105
 Requisition ID 0000000066 Track Batch 2
 Requisition Name 0000000066

Status: Approved
 Budget Status: Not Chk'd
☐ Hold From Further Processing

Header

*Requester ETEST Ella Test
 *Requisition Date 12/03/2018 Requester Info
 Origin DII Dept of Info & Innovation
 Currency Code USD Dollar
 Accounting Date 12/03/2018

Requisition Defaults Add Comments
 Requisition Activities
 Document Status

Amount Summary

Total Amount 100.00 USD
 Pre-Encumbrance Balance 100.00 USD

Add Items From








Purchasing Kit Catalog
 Item Search Requester Items

Select Lines To Display

Search for Lines
 Line To Retrieve

Line

Personalize Find View All First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls						
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1		Lasermate 20 Offline-Base W/Nester Serial #379	 2.0000	EA	70099	50.00000	100.00	Approved					

10. Complete the necessary changes for any additional lines
11. Click **Save** at the bottom of the page
12. The requisition now has a budget status = Not Chk'd

Follow the specific controls within your department for budget checking.

Create a Change Order to a Requisition Distribution is Complete

Print a Requisition

WorkCenter navigation: Purchasing WorkCenter > Links Pagelet > Requisitions > Reports/Queries tab > Reports/Processes > Requisition Report > Requisition Print

Navigator Menu navigation: Purchasing > Requisitions > Reports > Print Requisition

The **Requisition Print** page displays, click on the **Add a New Value** tab:

The screenshot shows the 'Requisition Print' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs is a text input field labeled 'Run Control ID' with the value 'Req_Print' entered. Below the field is an 'Add' button. Both the input field and the 'Add' button are highlighted with red rectangles.

1. **Run Control ID** - Enter a run control ID (EXAMPLE: Req_Print)
2. Click **Add**

The **Print Requisition** page displays:


The screenshot shows the 'Print Requisition' page. At the top, there are tabs for 'Report Manager' and 'Process Monitor', with a 'Run' button to the right. Below these are fields for 'Run Control ID' (Req_Print) and 'Language' (English). A 'Specified Language' radio button is selected. Below this is a section titled 'Report Request Parameters' which contains fields for 'Business Unit' (01105), 'Requisition ID' (0000000066), 'From Date', 'Through Date', and 'Requester'. To the right of these fields is a 'Statuses to Include' section with checkboxes for 'Approved', 'Canceled', 'Completed', 'Open', and 'Pending'. A 'Select All' button is located to the right of these checkboxes. A 'NOT On Hold' dropdown menu is at the bottom right. The 'Business Unit', 'Requisition ID', 'Select All' button, and 'Run' button are highlighted with red rectangles.


3. **Business Unit** - Enter your business unit number
4. **Requisition ID** - Enter the requisition ID
5. Click **Select All** in the Statuses to Include section
6. Click **Run**


The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ETEST Run Control ID Req_Print

Server Name Run Date 12/03/2018 

Recurrence Run Time 10:39:17AM  [Reset to Current Date/Time](#)

Time Zone 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

[OK](#) [Cancel](#)

7. Click OK

You are returned to the **Print Requisition** page:


Print Requisition


Run Control ID Req_Print [Report Manager](#) [Process Monitor](#) [Run](#)


Language English ☒ Specified Language ☐ Recipient's Language


Process Instance:9471655


Report Request Parameters

Business Unit 01105 

Requisition ID 0000000066 

From Date 

Through Date 

Requester 

Statuses to Include

☒ Approved ☒ Canceled ☒ Completed ☒ Open ☒ Pending

[Select All](#)

NOT On Hold

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

8. Click the [Report Manager](#) link

The **Report Manager** page displays:

The screenshot shows the 'Administration' tab selected in the top navigation bar. Below it, the 'View Reports For' section has filters for Folder, Instance, Name, and Created On. A 'Refresh' button is present. The 'Reports' table below shows one report:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 PORQ010	REQUISITION PRINT SQR	General	12/03/18 10:40AM	2618037	9471655

9. Click on the **Administration** tab

This screenshot shows the 'Administration' tab with the 'View Reports For' section expanded. The 'Refresh' button is highlighted with a red box. Below, the 'Report List' table has the 'Requisition Print SQR' entry highlighted with a red box, and its 'Status' column, showing 'Posted', is highlighted with a green box.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618037	9471655	Requisition Print SQR	12/03/2018 10:39:57AM	Acrobat (*.pdf)	Posted	Details

10. Click **Refresh** until the **Status = Posted**

11. Click on the **Requisition Print SQR** link in the Description column

A new browser window will open displaying the Requisition for printing:

The screenshot shows a 'Requisition' form. On the left, 'Ship To' information is provided. On the right, a summary box contains business unit, request ID, date, and requester information. The main part of the form is a table with line items. At the bottom, the total amount is shown.

Ship To: Agency of Digital Services
133 State St
Montpelier VT 05633

Business Unit: 01105 **APPROVED**

Req ID: 0000000066 Date: 12/03/2018 Page: 1
Requisition Name: 0000000066
Requester: Ella Test Currency: USD
Requester Signature: _____

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		Lasermate 20 Offline-Base W/Nester Serial #379		2.0000	EA	50.00	100.00	12/28/2018

Buyer: Linda T Wortman
Attn: Ella Test

Line Total: 100.00
Total Requisition Amount: 100.00

12. Click on the printer icon to print the Requisition

If a new window doesn't open or it opens and the Req. is not there to be printed:

View Reports For

User ID ETEST Type Last 1

Status Folder Instance to

Report List Personalize Find View All First 1-6 of 6 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618037	9471655	Requisition Print SQR	12/03/2018 10:39:57AM	Acrobat (*.pdf)	Posted	Details

13. Click the **Details** link on the far right of the line

The **Report Detail** window opens:

Report Detail

Report

Report ID 2618037 Process Instance 9471655 Message Log

Name PORQ010 Process Type SQR Report

Run Status Success

Requisition Print SQR

Distribution Details

Distribution Node FMPRD Expiration Date 12/10/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_9471655.log	1,743	12/03/2018 10:40:34.142815AM EST
porq010_9471655.PDF	6,088	12/03/2018 10:40:34.142815AM EST
porq010_9471655.out	70	12/03/2018 10:40:34.142815AM EST

Distribute To

Distribution ID Type *Distribution ID

User ETEST

OK Cancel

14. Click the **PDF file** link

A new browser window will open displaying the Requisition for printing:

Requisition							
Ship To:		Agency of Digital Services 133 State St Montpelier VT 05633		Business Unit: 01105 APPROVED			
Req ID:		Date		Page			
0000000066		12/03/2018		1			
Requisition Name:		0000000066					
Requester		Currency					
Ella Test		USD					
Requester Signature							

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		Lasermate 20 Offline-Base W/Nester Serial #379		2.0000	EA	50.00	100.00	12/28/2018

Buyer:	Linda T Wortman
Attn:	Ella Test

Line Total:	100.00
Total Requisition Amount:	100.00

15. Click the printer icon in the toolbar to print the req

Printing a Requisition is Complete

Finalize a Partially used Requisition

Situations when this function is used: A requisition was entered with a total dollar value of \$10,000.00 and the PO was created for \$8,000.00. The requisition needs to be finalized to release the remaining pre-encumbered amount.

This process will immediately liquidate any remaining encumbrance on the Requisition, but it is not the most efficient way to clean up items at month or year end. For managing and reconciling requisitions for month or year end, it is more efficient to use the Reconcile a Requisition method shown in this manual.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Purchase Orders > Purchase Order Add/Update

Navigator Menu navigation: Purchasing > Purchase Orders > Add/Update POs

The **Purchase Order** page displays, click on the **Find a New Value** tab:

The screenshot shows the 'Purchase Order' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a section titled 'Search Criteria' with a dropdown arrow. The form contains several search fields, each with a dropdown menu for the search type and a text input for the value. The fields are: Business Unit (set to '= 01105'), PO ID (set to 'begins with 0000008185'), Purchase Order Date (set to '='), PO Status (set to '='), Short Supplier Name (set to 'begins with'), Supplier ID (set to 'begins with'), Supplier Name (set to 'begins with'), Buyer (set to 'begins with'), Buyer Name (set to 'begins with'), PO Type (set to '='), and Purchase Order Reference (set to 'begins with'). There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive'. At the bottom, there is a text input for 'Limit the number of results to (up to 300):' set to '300'. The bottom of the form has buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

1. **Business Unit** - Accept default value or enter a valid business unit
2. **PO ID** - Enter the PO ID associated with the Requisition you need to finalize
3. Click **Search**

The **Maintain Purchase Order** page displays:

Maintain Purchase Order

Purchase Order

Business Unit 01105
PO ID 000008185
Change Order 1
Copy From

PO Status Dispatched
Budget Status Valid

☐ Hold From Further Processing

Header

*PO Date 12/03/2018
*Supplier OFFICEMAX-001
*Supplier ID 0000005932
*Buyer ETEST

Supplier Search
Supplier Details
Office Max
Ella Test

Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
*Dispatch Method Print

Amount Summary

Merchandise	50.00	
Freight/Tax/Misc.	0.00	
Total Amount	50.00	USD
Encumbrance Balance	50.00	USD

PO Reference

Header Details
PO Defaults
PO Activities
Requisitions
Actions

Activity Summary
Edit Comments
Add ShipTo Comments
Document Status

Create BackOrder
Dispatch
Calculate

4. Click on the **Requisitions** link to review requisition information

The **PO Header Requisition** page displays:

PO Header Requisition Page

Maintain Purchase Order

Requisition Details -- OFFICEMAX-001

Business Unit 01105
PO ID 000008185

Requisition Details

Personalize | Find | View All | First | 1 of 1 | Last

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	01105	0000000066	1	1	1	1.0000	50.000	100.000	2.0000	<input type="checkbox"/>

Return

5. Click **Return** to go back to the main page

To finalize the requisition:

Maintain Purchase Order

Purchase Order

Business Unit 01105
PO ID 000008185
Change Order 1
Copy From

PO Status Dispatched
Budget Status Valid

☐ Hold From Further Processing

Finalize Document

6. Click on the **Finalize Document** icon

The following warning **Message** opens:

Message

This action will finalize all eligible distributions for this PO. Continue? (10200,335)

Yes

No

7. Click **Yes**

You will be returned to the **Maintain Purchase Order** page:

Maintain Purchase Order

Purchase Order

Business Unit 01105
PO ID 000008185
Change Order 1
Copy From

PO Status Dispatched
Budget Status Not Chk'd
☐ Hold From Further Processing

Header
*PO Date 12/03/2018
*Supplier OFFICEMAX-001
*Supplier ID 0000005932
*Buyer ETEST
PO Reference
Supplier Search
Supplier Details
Office Max
Ella Test
Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
*Dispatch Method Print
Create BackOrder
Dispatch
Amount Summary
Merchandise 50.00
Freight/Tax/Misc. 0.00
Total Amount 50.00 USD
Encumbrance Balance 50.00 USD
Calculate

Add Items From
Catalog
Purchasing Kit
Item Search
Select Lines To Display
Search for Lines
Line To
Retrieve

Lines
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving
Line Item Description PO Qty *UOM Category Price Merchandise Amount Status
1 Lasermate 20 Offline-Base W/Nester Serial #379 1.0000 EA 70099 50.00000 50.00 Approved

8. Click **Save** at the bottom of the page

You'll notice the Budget Status is now Not Chk'd

9. Click the **Budget Check** icon

Once you receive a **Valid** budget check the pre-encumbrance on the budget has been released.

Maintain Purchase Order

Purchase Order

Business Unit 01105
 PO ID 0000008185
 Change Order 1
 Copy From

PO Status Dispatched
 Budget Status Valid

☐ Hold From Further Processing

▼ Header ?

*PO Date 12/03/2018 Supplier Search
 *Supplier OFFICEMAX-001 Supplier Details
 *Supplier ID 0000005932 Office Max
 *Buyer ETEST Ella Test
 PO Reference

Doc Tol Status Valid
 Backorder Status Not Backordered Create BackOrder
 Receipt Status Not Recvd
 *Dispatch Method Print Dispatch

Amount Summary ?

Header Details Activity Summary
 PO Defaults Edit Comments
 PO Activities Add ShipTo Comments
 Requisitions Document Status
 ▼ Actions

Merchandise 50.00
 Freight/Tax/Misc. 0.00
 Total Amount 50.00 USD
 Encumbrance Balance 50.00 USD

Calculate

10. Click on the **Requisitions** link

The box under Final at the far right hand side of the page will be checked:

PO Header Requisition Page

Maintain Purchase Order

Requisition Details -- OFFICEMAX-001

Business Unit 01105 PO ID 0000008185

Personalize | Find | View All | First 1 of 1 Last

Requisition Details Requester Details

Line	Sched	Dist	Request BU	Req ID	Req Line	Req Sched	Req Distr	PO Qty	Amount	Req Amount	Req Qty	Final
1	1	1	01105	0000000066	1	1	1	1.0000	50.000	100.000	2.0000	<input checked="" type="checkbox"/>

Return

11. Click **Return** to return to the Purchase Order page

Finalizing a Partially used Requisition is Complete

Batch Budget Checking

Situations when this function is used: Batch budget checking is more time efficient than completing the process 1 transaction at a time - requisitions must be in Approved status in order to successfully budget check. Batch budget checking is also used to budget check a requisition(s) after it has been canceled or moved to complete.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Requisition Budget Check

Navigator Menu navigation: Purchasing > Requisitions > Budget Check

The **Requisitions Budget Check** page displays, click on the **Add a New Value** tab:

Requisition Budget Check

Find an Existing Value Add a New Value

Run Control ID Budget_Check

Add

1. **Run Control ID** - Enter a Run Control ID
2. Click **Add**

The **Budget Check** page opens:

Budget Check

Run Control ID Budget_Check Report Manager Process Monitor Run

Process Request Find | View All First 1 of 1 Last

Process Frequency

☐ Process Once ☒ Always Process ☐ Don't Run

Request Number 1 *Description Budget Check

Process Options

*Business Unit Value Business Unit 01105

Req ID Value Req ID 0000000065

Req Date All

Actg Date All

Requester ID All Requester ID's

Origin All Origins

REQ Status All

Save Return to Search Previous in List Next in List Notify Add Update/Display

3. **Process Frequency** - Select the **Always Process** radio button
4. **Description** - Enter a description
5. **Process Options Box** - Use the drop-down arrows to select the appropriate values for any or all the fields
Caution: If you run batch budget checking without a range of requisition numbers entered you will pick up and budget check all requisitions for your BU
6. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID ETEST Run Control ID Budget_Check

Server Name Run Date 12/06/2018

Recurrence Run Time 1:48:23PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PV_FS_BP	PV_FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel

7. Click **OK**

You're sent back to the **Budget Check** page:

Budget Check

Run Control ID Budget_Check Report Manager **Process Monitor** Run

Process Request Find | View All First 1 of 1 Last

Process Frequency

☐ Process Once ☒ Always Process ☐ Don't Run

Request Number 1 *Description Budget Check

Process Options

*Business Unit Value Business Unit 01105

Req ID Value Req ID 0000000065

Req Date All

Actg Date All

Requester ID All Requester ID's

Origin All Origins

REQ Status All

Save Return to Search Previous in List Next in List Notify Add Update/Display

8. Click the **Process Monitor** link

The **Process List** displays:

Process List Server List

View Process Request For

User ID ETEST Type Last 30 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All First 1-50 of 56 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9471845		Application Engine	PV_FS_BP	ETEST	12/06/2018 1:48:23PM EST	Success	Posted	Details

9. Click **Refresh** until the **Run Status = Success** and the **Distribution Status = Posted**

Note: If the Run Status shows Warning look for budget check exceptions using the following navigation: Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisitions

Batch Budget Checking is Complete

Inquire on Requisition Accounting Entries

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Requisition Accounting Entries

Navigator Menu navigation: Purchasing > Requisitions > Review Requisition Information > Requisitions

The **Selection Criteria** page opens with your default BU:

1. **Business Unit** - Leave as default or enter BU
2. **From Req & To Req** - Enter the Req ID # (including the leading zeros)
3. **Ledger Group** - to see all detail in the accounting entries enter DETAIL_GRP in this field if it does not default in
4. **GL Unit** - Enter GL Unit
5. Click **OK**

The **Accounting Entries** page displays:

7. Use the **Scroll Bar** to see additional information

Accounting Entries

Business Unit 01105

From Req 0000000014 To Req 0000000014

Status

From Fiscal Year To

Accounting Line View Option Standard Ledger Group DETAIL_GRP

Accounting Entries Personalize | Find | View All | First 1-2 of 4 Last

Details **ChartFields**

Requisition ID	Requester	Change Track Batch	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Accounting
0000000014	CNILES		REQ_PREENC	0	1	1	1		01105	522214	
0000000014	CNILES		REQ_PREENC	0	1	1	1		01105	522214	

Pre-Encumbrance Balance 0.00 USD

[Accounting Lines Search](#)

Notify Refresh

- Click on the **Chartfields** tab for the view shown above or click on the **Show all columns** button to view all column information for each line

Inquiring on Requisition Accounting Entries is Complete

Reconcile a Requisition

Situations when this function is used: Requisitions that have been canceled and/or liquidated need to be moved to a Completed status. Requisitions with a remaining pre-encumbrance can also be moved to complete and the pre-encumbrance liquidated on the Reconciliation Workbench by selecting to “close” the requisition. Doing this regularly (we recommend monthly) throughout the year will keep the volume of Requisition’s on the Requisition Activity report at a more manageable level, helping to ensure timely month-end and year-end closing.

****Note – before running this process you should run the VT Req & PO Budgetary Activity Report (VTPO8002). Instructions on how to run this report are located in the PO Reporting manual. Use this report to help determine what requisitions should be moved to complete status.**

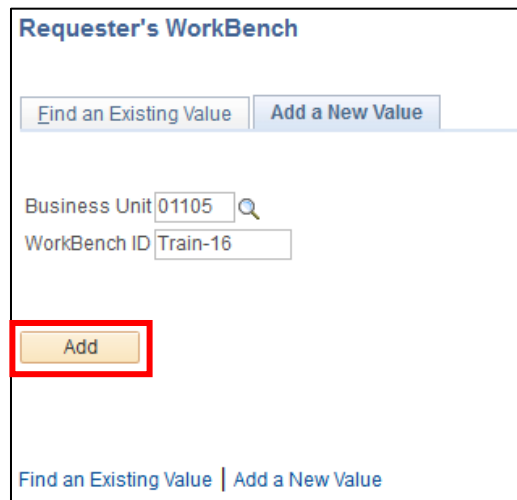
Requisitions can be moved to complete on the Requisition Reconciliation Workbench if all the following is true:

- The requisition is in a Canceled status or has been sourced to a purchase order
- The requisition’s related purchase order(s) have been moved to a complete status
- The Due date is less than or equal to the current date

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Requisitions > Requester’s WorkBench

Navigator Menu navigation: Purchasing > Requisitions > Requestor’s Workbench

The **Requester’s WorkBench** page displays, click on the **Add a New Value** tab:



1. **Business Unit** - Enter a BU
2. **WorkBench ID** - Create an ID name
3. Click **Add**

The **Requestor's WorkBench** page displays:

Requester's Workbench

Filter Options

Business Unit 01105 WorkBench ID TRAIN-16

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition 0000000063 To 0000000063

Requisition Name 0000000063

Req Date Until

Activity Date To

Due Date To

Supplier ID

Item ID

Requester

Status

☐ Open ☐ Approved ☐ Lines Approved

☐ Pending Appr ☐ Canceled ☐ Denied

Sourcing

☐ Partially or Fully Sourced

Encumbrance

☐ Open Pre-encumbrances

ChartFields Personalize | Find | View All | First 1 of 1 Last

Chartfields

GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate

Search [Return to Requester's Workbench](#)

Notify Refresh

- 4. Requisition** - Enter the Requisition number, a range of requisition numbers, or leave blank
- 5.** Click **Search**

A list of Requisitions will be displayed:

Requester's Workbench

Business Unit 01105 WorkBench ID TRAIN-16

*Description

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | | Download %1 Table to Excel First 1 of 1 Last

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	0000000063		N	Canceled	Valid	11/29/2018	11/29/2018	Karen L Symonds		

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [View Processing Results](#)

6. **Description** - Enter a description
7. Select the individual requisitions to be moved to complete status using the **checkbox** to the left of each Requisition ID. The **Select All** link can be used if every requisition should be moved to complete status
8. Click **Close**

The **Processing Results** page displays:

Requester's Workbench

Processing Results

Business Unit 01105 WorkBench ID TRAIN-16

Description Closing Req 63

Select Reqs for Further Processing

Accounting Date for Action 12/11/2018

☐ Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | 1 of 1 | Last

Requisition ID	Log

Qualified Personalize | View All | 1 of 1 | Last

Requisition ID	Line	Sched	Distrib Line
0000000063			

Proceed: **Yes** No [Return to Requester's Workbench](#)

[Notify](#) [Refresh](#)

9. Click **Yes**

The following **Message** opens:

Message

Continue to Close Reqs (10109,5)

Yes No

10. Click **Yes**

You are taken back to the **Requester's Workbench**:

Requester's Workbench

Business Unit 01105 WorkBench ID TRAIN-16

*Description Closing Req 63

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | | Download %1 Table to Excel First 1 of 1 Last

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	0000000063		N	Complete	Valid	11/29/2018	12/11/2018	Karen L Symonds		

Action:

Go To: [Set filter options](#) [View Processing Results](#)

Notify Refresh

Requisition Status = Complete

If the Requisition appears in the **Not Qualified** box, click the icon under **Log** for help in determining why it's Not Qualified for reconciliation:

Requester's Workbench

Processing Results

Business Unit 01105 WorkBench ID TRAIN-15

Description Closing Req 64

Select Reqs for Further Processing

Accounting Date for Action 12/11/2018

☐ Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | Personalize 1 of 1 Last

	Requisition ID	Log
<input type="checkbox"/>	0000000064	

Qualified Personalize | View All | Personalize 1 of 1 Last

Requisition ID	Line	Sched	Distrib Line	

☒ Select All ☐ Clear All

Proceed: [Return to Requester's Workbench](#)

Notify Refresh

The **Requisition Logs** page displays:

Requester's Workbench

Requisition Logs

Business Unit 01105 WorkBench ID TRAIN-15

Description

Requisition ID 0000000064

Log Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Dist	Message Text	Notes
1	1	1	The Requisition may not be closed because it has not been fully sourced.	

[Return](#)

- Review the [PO/Requisition Xref report](#) to determine PO number(s) associated with this requisition. If the purchase order can be moved to closed then this process can be run again and the Requisition would be available to close.
- A requisition will not move to closed status if the Due date on the requisition is greater than the current date.
- Review the reason that the requisition is not qualified and determine if the requisition should really be closed.
- If it is determined the requisition can be closed, you can override the qualification status, by doing the following:

Requester's Workbench

Processing Results

Business Unit 01105 WorkBench ID TRAIN-15

Description Closing Req 64

Select Reqs for Further Processing

Accounting Date for Action 12/11/2018

☐ Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | Personalize

1 of 1 Last

	Requisition ID	Log
<input checked="" style="border: 2px solid red;" type="checkbox"/>	0000000064	

Qualified Personalize | View All | Personalize

1 of 1 Last

Requisition ID	Line	Sched	Distrib Line

☒ Select All ☐ Clear All

Proceed: [Yes](#) [No](#) [Return to Requester's Workbench](#)

[Notify](#) [Refresh](#)

11. Click on the box next to Req ID and click on the **Override** arrow

The requisition is now **Qualified** to close:

Requester's Workbench

Processing Results

Business Unit 01105 WorkBench ID TRAIN-15

Description Closing Req 64

Select Reqs for Further Processing

Accounting Date for Action 12/11/2018

☐ Update Budget Date Equal to Accounting Date

Not Qualified Personalize | View All | Personalize
1 of 1 Last

Requisition ID	Log

Qualified Personalize | View All | Personalize
1 of 1 Last

Requisition ID	Line	Sched	Distrib Line
0000000064			

☒ Select All ☐ Clear All

Proceed: Yes No [Return to Requester's Workbench](#)

[Notify](#) [Refresh](#)

12. Click **Yes**

The following Message displays:

Message

Continue to Close Reqs (10109,5)

Yes No

13. Click **Yes**

You're taken back to the **Requester's Workbench**:

Requester's Workbench

Business Unit 01105 WorkBench ID TRAIN-15
*Description Closing Req 64

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | | Download %1 Table to Excel First 1 of 1 Last

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	0000000064		N	Complete	Not Chk'd	11/29/2018	12/11/2018	Karen L Symonds		

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [View Processing Results](#)

Notify Refresh

- **Requisition Status = Complete**
- **Budget Status = Not Checked**

The requisition will need to be budget checked using the [batch budget check process](#).

Reconcile a Requisition is Complete

Reports and Queries

Reports and Queries for Requisitions can be found in the [Purchasing Reporting Manual](#).