Requisitions

State of Vermont
Department of Finance & Management
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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](image.png)

The list of choices will come up:

![Automotive Contracts](image.png)
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

User
- Determine that a Requisition is needed
- Enter Requisition into VISION
- Requisition Approved and Budget Checked

Vendor
- Purchase & Contract Administration receive Req.
- Rep. need to go out to bid?
  - Yes
    - Need a contract?
      - Yes
        - Create Contract in VISION
      - No
        - Publish a Request for Quote
          - Yes
            - Bid on request
          - No
            - Receive proposals
              - Yes
                - Awards quote to vendor
              - No
                - Create Purchase Order from Req.

BGS - Purch & Contract Admin
- Rep. need to go out to bid?
  - Yes
    - Create Purchase Order against Contract
    - PO Approved and Budget Checked
    - Print PO & send to vendor for order
  - No
    - Notify dept. PO created
    - Receive PO

Reconcile Requisitions
- Identify Requisitions to be Closed
- Close Requisitions via Requesters Workbench
- Budget Check Closed Requisition
- Validate Pre Encumbrance Balances Liquidated
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:

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
Building Supplies
Clothing and Footwear
Communications
Computer Hardware, Software and Training
Custodial Supplies
Document Destruction Services
Electrical Equipment, Supplies and Service
Interior Coverings
Laboratory and Field Equipment
Lawn and Grounds Equipment
Markers and Signs
Mail and Express Services
Medical
Newspaper Advertising
Office Furniture
Note: When accessing Current Contracts from the Office of Purchasing & Contracting website at http://www.bgs.vermont.gov/purchasing-contracting/contract-info/current (including those for use by Town and Schools), these contracts are statewide use contracts and do not include individual agency-specific contracts issued by the Office of Purchasing & Contracting.

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

A list of contracts opens:

```
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
```

3. Click on the contract number to view a particular contract to see what is under contract for this supplier:
**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:

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:

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
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:

   ![Message window](image)

   15. Enter the number of rows to add

   16. Click **OK**

17. Once all lines have been entered click on the **Schedule** icon
You are returned to the **Maintain Requisitions** page:

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:

21. Click **OK**

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

22. Click **OK**
You are returned to the **Maintain Requisitions** page:

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

24. Click **OK**

The **Schedule** page displays:

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

26. Click the **Add Comments** link
The **Header Comments** window opens:

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:

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

![Line Comments](image)

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:

![File Attachment](image)

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:

![Choose File Window](image)

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

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

![File Attachment Window](image)

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:

![Line Comments Page](image)

41. Click **OK**
You are returned to the **Maintain Requisitions** page:

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:

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:

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

The following warning Message opens:

```
Warning -- The item description entered: LASERMATE 20 OFFLINE BASE WINESTER SERIAL #379 is on another Requisition Line. (10/05/03)

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.
```

15. Click OK

16. Click on the Schedule icon for Line 1

The Schedule panel opens for Line 1:

```
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]

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

The **Distribution** page displays:

![Distribution page]

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:

![Message]

25. Enter number of rows to add
26. Click **OK**
Distribution for Line 2 opens:

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:

34. Under Lines, click **View All**
You will now see the Schedule for all lines entered:

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:

![Warning Message]

38. Click **OK**

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:

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

### 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:

49. Enter needed comments

50. Check the Send to Supplier checkbox

51. Click **OK**

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:

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.

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

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

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:

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:

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
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

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:

16. Click Yes
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.

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

24. Click **OK**

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

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:

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. Click on the Copy From link
The **Copy Requisition** page displays:

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:

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 Page](image)

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:

![Requisition with Requisition Number](image)

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

**Copying a Requisition is Complete**
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:

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:

4. Review requisition information for accuracy and click the Approve icon
Status is now Approved:

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:

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:

4. Click the **Budget Check** icon
**Budget Status** is now **Valid**:

![Budget Status Diagram]

**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:

![Image of Requisitions page](image)

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:

![Image of Maintain Requisitions page](image)

4. Click the red X next to Status
The following warning **Message** opens:

5. **Click Yes**

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

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:

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:

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:

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:

8. Click **Yes**
Under the **Details for Line 1** section:

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

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

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

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

11. Click on the **Line Details** icon
The Details Line 1 window opens:

![Details Line 1 Window](image)

**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:

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:

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:
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:

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**Create a Change Order to a Requisition Schedule is Complete**

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**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 page](image)

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 page](image)

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

The Schedule page displays:
6. Click on the **Distribution** icon

The **Distribution** page displays:

7. Make necessary chartfield changes
8. Click **OK**

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

9. Click **Save**

The **Maintain Requisitions** page displays:
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:

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

The Print Requisition page displays:

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:

7. Click OK

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

8. Click the **Report Manager** link
The **Report Manager** page displays:

![Report Manager screenshot]

9. Click on the **Administration** tab

![Administration tab screenshot]

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:

![Requisition screenshot]

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:

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

The Report Detail window opens:

14. Click the PDF file link
A new browser window will open displaying the Requisition for printing:

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:

![Purchase Order Search](image)

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:

4. Click on the Requisitions link to review requisition information

The PO Header Requisition page displays:

5. Click Return to go back to the main page

To finalize the requisition:

6. Click on the Finalize Document icon
The following warning **Message** opens:

![Message]

7. **Click Yes**

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

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

You’ll notice the **Budget Status** is now **Not Chk’ed**

9. **Click the **Budget Check** icon**

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

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

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:

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

7. Click **OK**
You’re sent back to the **Budget Check** page:

![Budget Check page](image)

8. Click the **Process Monitor** link

The **Process List** displays:

![Process List](image)

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
8. 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 > Requestor’s WorkBench

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

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

1. **Business Unit** - Enter a BU
2. **WorkBench ID** - Enter an ID
3. **Click Add**
4. **Requisition** - Enter the Requisition number, a range of requisition numbers, or leave blank
5. Click **Search**
A list of Requisitions will be displayed:

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:

![Processing Results](image)

9. Click **Yes**

The following **Message** opens:

![Message](image)

10. Click **Yes**
You are taken back to the **Requester’s Workbench**:

![Requester's Workbench](image)

**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:

![Processing Results](image)
The **Requisition Logs** page displays:

- 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:

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

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

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**:

- **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.