

Approving a Requisition

Only Users with the authority to approve requisitions can access this window. The system allows Users to Approve/Disapprove individual items on the Requisition as well as approve the entire Requisition or return it to the Originator for additional editing or deletion. If you are the first approver, then the Account Codes must be completed prior to approving the Requisition.

1. **Retrieving the requisition:** From **Maintenance > Approve Requisition**, requisitions needing approval display one at a time. You may review and approve this way or retrieve a particular requisition by selecting the Directory button. Enter desired criteria in the top of the Directory box to find specific Requisitions, or leave all fields blank and click Search to see all Requisitions pending approval. Select the Requisition Number in blue you wish to review.

Req Nbr	Date Requested	Requestor	Vendor Nbr	Vendor Name	Vendor Sort Key	Priority	Reason	Status
011422	07-30-2019	Phyllis Provan	00129	QUILL CORPORATION	QUILL CORPORATION	R - Regular	High School Supplies	P - Pending to be approved
011423	07-31-2019	Phyllis Provan	00129	QUILL CORPORATION	QUILL CORPORATION	R - Regular		P - Pending to be approved

2. **Reviewing the requisition:** Review each item on the Requisition. Consider the following:

- **Vendor Notes:** a paperclip icon on this button indicates a message has been included for the vendor. This message will be printed on the PO for the vendor's use. Click to review or edit.

Purchasing Version: 3.4 Build: 0111
User: chan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Approve Requisition SessionTimer: 57 min and 42 sec

Requisition Nbr: 011422 Retrieve Directory

VendorNotes Comments Uniform Acct Distr Print Path Return Skip Approve

- **Comments:** a paperclip icon on this button indicates a message has been included for your review. Comments are internal only and typically will not be printed on the PO. Click to review or use to enter additional or responsive comments.

Note: We recommend using the Comments button to provide explanation any time you return a Requisition.

Purchasing Version: 3.4 Build: 0111
User: chan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Approve Requisition SessionTimer: 53 min and 44 sec

Requisition Nbr: 011422 Retrieve Directory

VendorNotes Comments Uniform Acct Distr Print Path Return Skip Approve

Requisition Comments

This is for a special project for Seniors.
Returned for additional quantity.

OK Cancel

- **Note:** A paperclip icon on this button indicates a message has been included specific to this item. Notes are internal only and will not be printed on the PO.

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001	123444	FILING FOLDERS	3.00	EA Each Each	28.99000	86.97	
	Accounts			Heavy-Duty Manila File Foldr		Y - Approved	0.00%	0.00	86.97
	Note	002	45678	SCISSORS	6.00	EA Each Each	5.49000	32.94	
	Accounts					Y - Approved	0.00%	0.00	32.94

The balance in the Budget for the account code displays. (Note: a negative amount means there is money in the budget. The attached screen shot is not showing a negative amount so this account is over by \$46.15) Items may be charged to one or more account codes. Enter either the percent **or** amount of the item to be charged to that account code. Add additional account code lines as desired.

The screenshot shows the 'Purchasing' system interface. At the top, it displays 'Requisition Nbr: 011422 skipped'. Below this, there are several tabs: 'Vendor Notes', 'Comments', 'Uniform Acct Distr', 'Print', 'Path', 'Return', 'Skip', and 'Approve'. The main area contains fields for 'Requisition Number: 011423', 'Date Request: 07-31-2019', 'Originator: 000422 - Phyllis Provan', 'Requestor: 000422 - Phyllis Provan', 'Order For: Jackie Chan', and 'Requisition Per: 07'. There are also fields for 'Sort Key/Vendor Name', 'Vendor Nbr', 'Shipping Addr', 'Campus/Dept', 'Credit Card Code', 'Bid Category', and 'Bid Nbr'. A table below shows item details for 'Legal Pads' with a quantity of 2.00 and a unit price of 12.49000. At the bottom, there is a section titled 'Accounts for item 001' with a table showing account codes and their respective balance amounts and percentages.

Delete	Account Code	Description	Balance Amt	Pct	Amount
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	46.15	100.000%	24.98
				100.000%	24.98

Once the account information has been entered, click on the **Refresh Totals** link to get totals in both percent and amount and to verify 100% of the line has been expended.

This is a close-up of the 'Accounts for item 001' section from the previous screenshot. It shows a table with columns for 'Delete', 'Account Code', 'Description', 'Balance Amt', 'Pct', and 'Amount'. The 'Refresh Totals' button is highlighted with a red box.

Delete	Account Code	Description	Balance Amt	Pct	Amount
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	46.15	100.000%	24.98
				100.000%	24.98

Important Note: This option is line item driven, so the account information being entered will tie solely to the item whose Accounts button was selected in Section 2.

- **Option 2 (Recommended):** Option 2 is much simpler as it will distribute costs uniformly across all items based on the percent or amount indicated. After entering all items and before you enter any account codes in the

bottom section, select the **Uniform Account Distribution** button at the top of the screen.

The screenshot shows the 'Purchasing' system interface. At the top, there is a navigation bar with 'Maintenance > Approve Requisition' and a session timer of 51 min and 57 sec. Below this, the 'Requisition Nbr: 011423 skipped' is displayed. A row of buttons includes 'Retrieve', 'Directory', 'Vendor Notes', 'Comments', 'Uniform Acct Distr' (highlighted with a red box), 'Print', 'Path', 'Return', 'Skip', and 'Approve'. The main area contains various fields for requisition details, including Requisition Number (011423), Originator (000422 - Phyllis Provan), Requestor (000422 - Phyllis Provan), Order For (Jackie Chan), Date Request (07-31-2019), Date Required (07-31-2019), Vendor Nbr (00129), and Shipping Addr (ADMINISTRATION - BUSINESS OFFICE -). The 'Uniform Acct Distr' button is highlighted with a red box.

A pop-up box will display in which you will enter the account code for the entire requisition.

The screenshot shows the 'Uniform Account Distribution' pop-up window. It contains a table with the following columns: Delete, Account Code, Description, Balance Amt, Pct, and Amount. The table has one row with the following data: Account Code: 199-11-6399.00-001-911000, Description: GEN SUPPLIES -HS REG ED, Balance Amt: 46.15, Pct: 0.000%, Amount: 0.00. Below the table are buttons for 'Refresh Totals', 'Calculate Percent', 'Calculate Amount', and '+ Add'. At the bottom right are 'OK' and 'Cancel' buttons.

If the account code is not known, click **...**. The Accounts Codes lookup is displayed. Type data in the individual account code component fields and click **Search**.

The screenshot shows the 'Uniform Account Distribution' pop-up window with the 'Account Codes' lookup window open. The 'Account Codes' window has a table with columns: Fund, Func, Obj, Subj, Org, and Prog. The table has one row with the following data: Fund: 199, Func: 11, Obj: 6399, Subj: 11, Org: XXX, Prog: X XX X XX. Below the table are 'Search' and 'Cancel' buttons. The 'Search' button is highlighted with a red box.

A list of account codes matching your search components is displayed. Select the desired account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup.

Account Codes

Fund: 199, Func: 11, Obj: 6399, Subj: XX, Org: XXX, Prog: X XX X XX

Search: _____

ID	Description
199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED
199-11-6399.00-001-921000	GEN SUPPLIES - G/T
199-11-6399.00-001-923000	GEN SUPPLIES - SP ED
199-11-6399.00-001-924000	GEN SUPPLIES - COMP
199-11-6399.00-001-931000	HIGH SCHOOL ALLOTMENT
199-11-6399.00-041-911000	GEN SUPPLIES
199-11-6399.00-101-911000	GEN SUPPLIES - ELEM REG ED
199-11-6399.00-101-921000	GEN SUPPLIES - G/T
199-11-6399.00-101-923000	GEN SUPPLIES - SP ED
199-11-6399.00-101-930000	GEN SUPPLIES - COMP
199-11-6399.01-101-923000	ADDITIONAL SP ED SUPPLIES
199-11-6399.09-001-911000	GEN SUPPLIES - BAND
199-11-6399.13-001-922000	GEN SUPPLIES - VOC AG
199-11-6399.17-001-922000	GEN SUPPLIES-VOC BUSINESS

You are able to enter the account code or click the elipses button just as in option #1, you will see the balance for the account and you must assign the percent or amount of the entire requisition you want charged to that account. Add additional account codes as desired.

Uniform Account Distribution

Delete	Account Code	Description	Balance Amt	Pct	Amount
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	46.15	0.000%	0.00

Refresh Totals Calculate Percent Calculate Amount + Add

OK Cancel

Once all accounts codes have been entered, select the Calculate Percent or Calculate Amount link. (If you entered by amount, calculate the percent; If by percent, calculate amount.) Your percent must equal 100% and the amount must equal the total for the requisition. Once it does, click OK.

Uniform Account Distribution

Delete	Account Code	Description	Balance Amt	Pct	Amount
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	46.15	50.000%	12.49
	199-11-6399.00-001-921000	GEN SUPPLIES - G/T	10.12	50.000%	12.49
				100.000%	24.98

Refresh Totals Calculate Percent Calculate Amount + Add

OK Cancel

Important Note: Unless expressly allowed, TxEIS will not allow a requisition to be approved if the purchase will exceed the budget for that account code. Instead, a message will display indicating the total encumbrance amounts are greater than budget amount for the account code. If this is the account that you want to use, you will need to contact the Business Office. If the items no longer will be ordered because of lack of money, then RETURN the requisition. If arrangements are made with the Business Office, then the approval process can continue.

The screenshot shows the 'Purchasing' system interface. At the top, there's a navigation bar with 'Maintenance', 'Inquiry', 'Next Year', 'Utilities', and 'Reports'. Below that, a message box contains the text: "The current requisition amount is greater than the max limit for for the Requestor." The main form area includes fields for 'Requisition Nbr: 011424', 'Originator: 000422 - Phyllis Provan', 'Requestor: 000422 - Phyllis Provan', 'Date Request: 07-31-2019', 'Date Required: 07-31-2019', 'Reason: BAND DIRECTOR', and 'Order For: BAND DIRECTOR'. A table below shows item details for 'LIGHT FOR LICENSE PL' with a quantity of 1.00 and a unit price of 100.0000. At the bottom, an 'Accounts for item 001' table shows account codes and amounts, with a red box highlighting the 'Balance Amt' of 21.17.

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Status	Unit Price	SubTotal	Commodity Code
	Note	001		LIGHT FOR LICENSE PL	1.00	EA Each Each		100.0000	100.00	

Delete	Account Code	Description	Pct	Amount
	199-11-6399-00-001-911000	GEN SUPPLIES -HS REG ED	21.17	100.00
			100.000%	100.00

3. Approving or Returning the requisition.

To Approve: Click the Approve button to send the requisition to the next approver. You will see a message saying “Submission for approval completed”. If you are the final approver, then the message will say a PO number has been assigned.

To Return: Select the Return button to disapprove the Requisition. This will return it to the Originator for editing or deleting. We recommend using the Comments button to tell the Originator why you are returning the Requisition. The Originator can then delete the requisition or make changes and re-submit for approval.

To Skip: Select Skip to skip the current Requisition and move to the next.



Path: Clicking this button displays the approval path and allows the Approver to Insert and/or Add an Approver in the path for this Requisition. Click to view the approval path for the requisition. The Approval Path window is displayed.

- Under **Insert Approver:** In the **Approver** field, click ▼ to select an approver name to insert before or after your name.
- Select **Before** or **After** to indicate if you want the approver's name to be inserted before or after your name in the approval path.
- If an approver is inserted before you, the requisition is available to the new approver. Once the new approver approves the requisition, the requisition is available for your approval.
- If an approver is added after you, you can add additional approvers in the requisition flow or add an approver at the end of the approval process.

Click **OK** to accept the changes.

Click **Cancel** to close the window without saving the changes.



