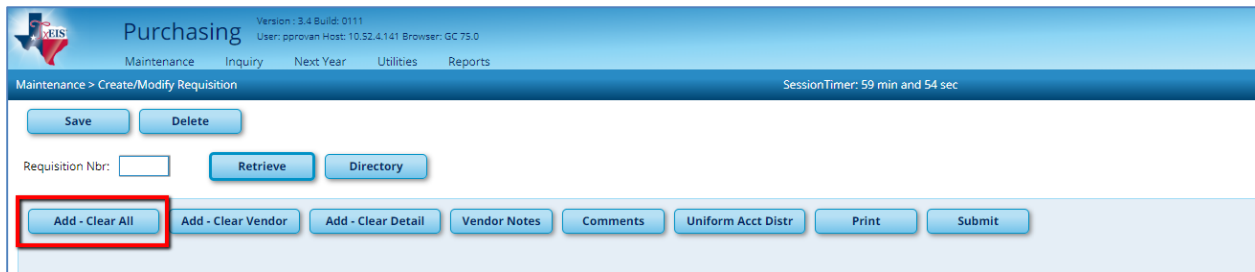


# Creating a Requisition

1. From **Maintenance > Create/Modify Requisition**, click the Add – Clear All button. This will open a blank requisition screen into which you will enter your new requisition information.



**Note:** Though they are seldom used, there are two other options for creating requisitions:

- **Add – Clear Vendor:** Creates a new Requisition reproducing the same item detail information from a previously saved or returned Requisition.
- **Add – Clear Detail:** Creates a new Requisition reproducing the same Originator, shipping, and vendor information from a previously saved or returned Requisition.

2. Complete the information for the Requisition. There are three sections to the Requisition screen. Each of the three sections (top, middle, and bottom) is detailed below:

The screenshot shows the 'Purchasing' application interface with the requisition form filled out. The form is divided into three sections, each labeled on the left side with a vertical box:

- Section 1:** The top section of the form, containing fields for Requisition Number, Date Request, Originator, Date Required, Requestor, Reason, Order For, Reference Nbr, Requestion Per, Vendor Nbr, Shipping Addr, Campus/Dept, Bid Category, Bid Nbr, Credit Card Code, Priority, Work Order, Freight Cost, Dist. Freight Amt, Confirm Only, Attachments, and Requisition Total.
- Section 2:** A table with columns: Delete, Note, Item, Catalog Nbr, Description, Long Description, Quantity, Unit of Issue, Status, Unit Price, Discount %, Discount Amt, SubTotal, Freight Elig, Freight %, Freight Amt, and Totals. The table contains one row with Note '001' and Description 'Accounts'.
- Section 3:** A table with columns: Delete, Account Code, Description, Balance Amt, Pct, Amount. It contains the text 'No Rows'.

## Section 1 (Top)

- **Requisition numbers:** if the field is Blank, the system will automatically assign a number upon saving. If the field is open, a number must be manually entered.
- **Originator:** the name of the logged-on user is displayed.
- **Requestor:** defaults to the originator. You will only need to change if additional requestors have been established. There is a separate space to indicate who the Order is for.
- ★ **Order For:** indicates the name of the person or group you are ordering for. This information will be printed on the PO.
- ★ **Dates Requested and Required:** default to today's date. Change as desired.
- **Reason:** type the reason for submitting the requisition or edit the current reason. The field can be a maximum of 30 characters. This information is displayed on various reports and on the general ledger.
- **Reference Number, Work Order, Bid Category and Bid Number :** optional fields that may be utilized as needed. We recommend coding to CIP/DIP using these fields.
- ★ **Sort Key/Vendor Name:** begin typing the vendor name to view a list of vendors beginning with those letters. Select from the dropdown. The **Vendor Number** will populate when a vendor is selected from the dropdown. If the Vendor that you need is not available, it will have to be built or reactivated in Finance.
- ★ **Shipping Address:** will automatically populate the default address that was set up for the Requestor/Originator. By Typing the address where the requisition is to be shipped.
- ★ **Campus/Dept:** select the campus or department for whom the requisition is being **submitted**. As you type the data, a drop-down list of corresponding data is displayed. Select the desired campus/department. This selection will determine

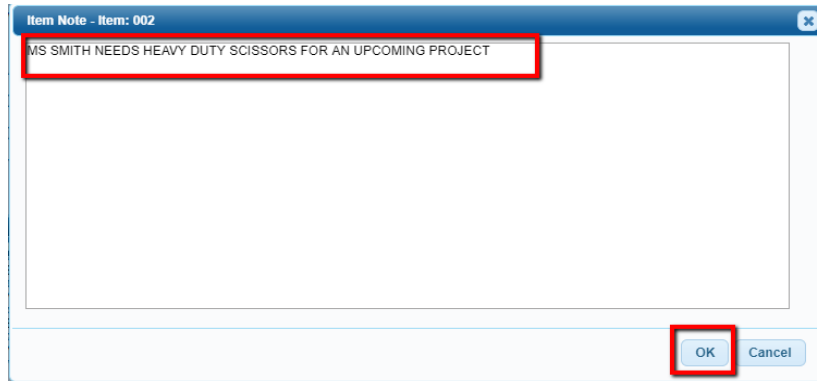
the First Approver of the requisition. Clicking the Space bar will provide a dropdown to select from.

- **Credit Card Code:** Click space bar. Available credit Cards will display. Select if appropriate.
- **Priority:** defaults to Regular but may be changed to Urgent if desired.
- **Freight Cost:** freight can be handled two different ways. Use this box if you want freight charged to one or more items specifically. If freight will be charged to all items equally, click the Distr Freight Amt link. Otherwise the freight will be charged proportionately to items marked as Freight Eligible in Section 2 (middle portion). The second way to charge freight is to add a separate line for freight in section 2.
- **Confirm Only:** select this box to alert vendors that the PO refers to an order already placed. this information will be printed on the PO.
- **Attachments:** select to alert approvers and vendors who receive the PO that additional information should be attached to the PO.
- **Requisition Total:** the calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed.

**Section 2 (middle)**

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code			
				Long Description		Status	Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt	Totals
	Note	001	123444	FILING FOLDERS	3.00	EA Each Each	28.99000	86.97				
	Accounts			Heavy-Duty Manila File Folders		Y - Approved	0.00%	0.00		0.00%	0.00	86.97

- **Note:** displays a pop-up box. Click to add or read a note for the concerning the item. If a paper clip is displayed next to the **Note** button, an item note exists. In the note window, review the existing notes or type new or additional notes (justification or instructions) about the line item. **This information is for internal use only.** This will NOT be printed on the PO. Click **OK** to save the requisition note and close the window. Otherwise, click **Cancel** to close the window.



Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code			
	Note			Long Description		Status	Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt	Totals
	Note	001	123444	FILING FOLDERS	3.00	EA Each Each	28.99000	86.97				
	Accounts			Heavy-Duty Manila File Folds		Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	0.00%	0.00	32.94

- **Catalog Number:** part number of item number listed by the vendor to identify the item(s).
- ★ **Description:** field holds 30 characters. If the description requires more characters, use the Long Description field.
- ★ **Quantity:** quantity per unit of issue
- ★ **Unit of Issue:** select from the dropdown
- ★ **Unit Price:** price per unit of issue
- **Subtotal:** automatically calculated
- **Commodity Code:** optional field this is used to create and manage a list of commodity codes. Commodity codes allow for the grouping of “like-types” of items and the tracking of those items/purchases in Purchasing applications. Begin typing a commodity code or description. As you type the data, a drop-down list of corresponding data is displayed. Select the applicable commodity code. If no codes display – skip this field. The commodity codes are maintained on the District Administration > Tables > Commodity Codes page. The commodity code can be selected and changed on a saved requisition and also by an approver once submitted. For additional information, reference the Using Commodity Codes in TxEIS document.
- **Accounts:** Click the **Accounts** to select a line item. The line item is highlighted for edit and you can view or add accounts for the selected line item in the **Accounts** section at the bottom of the page.
- **Long Description:** available for extended description if the 30 characters in the original Description field were not enough.
- **Status:** defaults to Y-Yes, Approved. Can be changed to indicate item is F-Free. Requisition will not save if item has a status of Y but has no total dollar amount.
- **Discount % and Discount Amount:** if a discount is to be given fill in a percent or amount. You need only fill in one of the fields. The other will be auto-populated for you.



The balance in the Budget for the account code displays. (Note: a negative amount means there is money in the budget.) 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.

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 expensed.

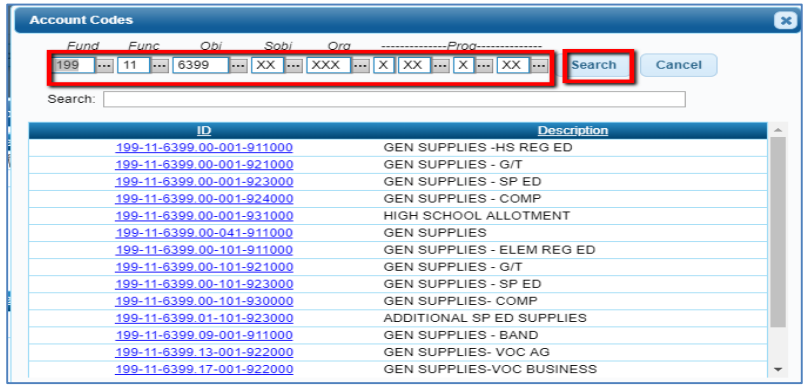
*Important Note: This option is line item driven, so the account information being entered will tie solely to the item that was clicked that was selected in Section 2.*

**Option 2:** 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.

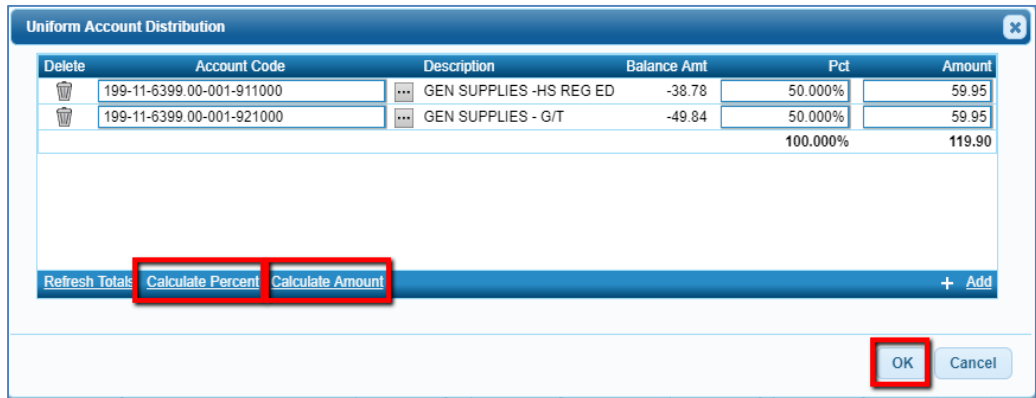
The screenshot shows the 'Purchasing' system interface. At the top, there are navigation tabs for 'Maintenance', 'Inquiry', 'Next Year', 'Utilities', and 'Reports'. Below these are buttons for 'Save' and 'Delete'. A message states 'Save successful'. The main form area contains fields for 'Requisition Nbr: 011422', 'Retrieve', and 'Directory'. A row of buttons includes 'Add - Clear All', 'Add - Clear Vendor', 'Add - Clear Detail', 'Vendor Notes', 'Comments', 'Uniform Acct Distr' (highlighted with a red box), 'Print', and 'Submit'. Below these are various requisition details like 'Originator: 000422 - Phyllis Provan', 'Requestor: 000422 - Phyllis Provan', 'Date Request: 07-30-2019', 'Date Required: 07-30-2019', 'Reason: High School Supplies', 'Order For: Jackie Chan', 'Requisition Per: 07', 'Sort Key/Vendor Name: QUILL CORPORATION / QUIL', 'Shipping Addr: ADMINISTRATION - BUSINESS OFFICE', 'Bid Category:', 'Vendor Nbr: 00129', 'Campus/Dept: 001 - TEST HIGH', 'Bid Nbr:', 'Credit Card Code:', 'Priority: R Regular', 'Work Order:', 'Freight Cost: 0.00', 'Distr. Freight Amt', 'Confirm Only:', 'Attachments:', and 'Requisition Total: 119.91'. At the bottom, there is a table with columns: Delete, Note, Item, Catalog Nbr, Description, Quantity, Unit of Issue, Status, Unit Price, Discount %, SubTotal, Discount Amt, Freight Elig, Freight %, Freight Amt, and Totals. The table contains two rows of items: 'FILING FOLDERS' and 'Heavy-Duty Manila File Folds'.

A pop-up box will display in which you will enter the Account code for the entire requisition. If unsure of the Account Code click on the Ellipses button and start entering the account code. After entering a portion, you will be able to click on Search and narrow down your account code. Click the blue account code and it will auto fill the account code. The balance for this account, you must assign the percent or amount of the entire requisition you want charged to that account. Add additional account codes as desired.

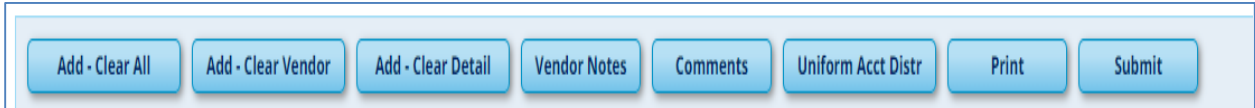
The screenshot shows a 'Uniform Account Distribution' pop-up window. It has a table with columns: Delete, Account Code, Description, Balance Amt, Pct, and Amount. The first row shows an account code '199-11-6399.00-' entered in the 'Account Code' field, with a balance of 0.00 and a percentage of 0.000%. Below the table are buttons for 'Refresh Totals', 'Calculate Percent', and 'Calculate Amount'. At the bottom right are 'OK' and 'Cancel' buttons.



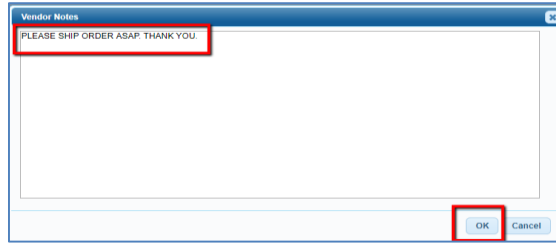
Once all account codes have been entered, enter the Calculate Percent. Then click on the Calculate Amount link. (If you entered by amount, calculate the percent. If by percent, calculate amount.) Your percent must equal 100% and the amount must equal the total for the requisition. Once it does, click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



3. Review the Requisition and consider the buttons along the top of the screen.



- **Vendor Notes:** Any message typed in this box will display on the PO for the vendor to see. The text is limited to three lines that are each approximately 3 inches in length. If a Vendor Note is added, a paper clip will display on the button.



- **Comments:** Any message typed in this box will NOT be printed on the PO but will be available for approvers to see and will display on District Copy of the Purchase Order. We recommend that approvers use this area to explain any issues that caused a requisition to be returned. If a Comment is added, a paper clip will display on the button.
- **Print:** this button will print a copy of the requisition information. Note: This is not the PO. This is the same report that will print anytime you Save or Submit your Requisition and answer Yes when asked if you would like to print the Requisition.

Date Run: 07-31-2019 9:34 AM  
 Cnty Dist: 030-903  
 Create/Modify Purchasing Requisition Report - Current Year  
 TEST ISD  
 Page: 1 of 1

Req Nbr: 011422  
 PO Nbr:  
 Req Total: 119.91  
 Date Request: 07-30-2019  
 Date Required: 07-30-2019  
 Priority: R - Regular  
 Work Order:  
 Freight Cost: .00

Originator: 000422 - Phyllis Provan  
 Requestor: 000422 - Phyllis Provan  
 Order For: Jackie Chan  
 Reason: High School Supplies  
 Campus/Dept: 001 - TEST HIGH  
 Credit Card Code:  
 Reference Nbr:  
 Req Per: 07

Sort Key/Vendor Name:QUILL CORPORATION / QUILL  
 Vendor Nbr:00129  
 Shipping Addr:ADMINISTRATION - BUSINESS OFFI  
 Bid Category:  
 Bid Nbr:  
 Confirm Only:   
 Attachments:

Vendor Notes:  
 Comments:

Item	Unit of Issue	Quantity	Unit Price	SubTotal	Discount %	Discount Am	Freight Elig	Freight %	Freight Amt	Totals
001	EA - Each	3.00	28.99000	86.97	.00%	.00	<input checked="" type="checkbox"/>	.00%	.00	86.97
Description: FILING FOLDERS										
Long Description: Heavy-Duty Manila File Folders: 14pt Heavy-weight, 2-Ply, 1/										
Catalog Nbr: 123444 Commodity: UNGROUPED Status:Y - Approved										
Note:										
	Account Code	Description	Balance Amt	Pct	Amount					
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	-38.78	49.994%	43.48					
	199-11-6399.00-001-921000	GEN SUPPLIES - G/T	-49.84	50.005%	43.49					
		Total:			86.97					
Item	Unit of Issue	Quantity	Unit Price	SubTotal	Discount %	Discount Am	Freight Elig	Freight %	Freight Amt	Totals
002	EA - Each	6.00	5.49000	32.94	.00%	.00	<input checked="" type="checkbox"/>	.00%	.00	32.94
Description: SCISSORS										
Long Description:										
Catalog Nbr: 45678 Commodity: UNGROUPED Status:Y - Approved										
Note: MS SMITH NEEDS HEAVY DUTY SCISSORS FOR AN UPCOMING PROJECT										
	Account Code	Description	Balance Amt	Pct	Amount					
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	-38.78	50.000%	16.47					
	199-11-6399.00-001-921000	GEN SUPPLIES - G/T	-49.84	50.000%	16.47					
		Total:			32.94					



- **Submit:** will send the requisition to the next approver. You will be unable to pull the Credit/Modify Requisition unless the Approver sends it back to you to change an item.
- **Save:** A Requisition can be saved at any time by clicking the SAVE button in the top left corner. The Requisition can be retrieved at a later date if necessary. Saving will NOT send the Requisition to the next approver. You must Submit to send it on.



Version: 3.4 Build: 0111  
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Create/Modify Requisition SessionTimer: 59 min and 56 sec

Save Delete  
Save successful

Requisition Nbr: 011423 Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Submit

Requisition Number: 011423 Originator: 000422 - Phyllis Provan Requestor: 000422 - Phyllis Provan Order For: Jackie Chan Requisition Per: 07  
Date Request: 07-31-2019 Date Required: 07-31-2019 Reason: Reference Nbr:

Sort Key/Vendor Name: QUILL CORPORATION / QUILL Shipping Addr: ADMINISTRATION - BUSINESS OFFICE - Bid Category:  
Vendor Nbr: 00129 Campus/Dept: 001 - TEST HIGH Bid Nbr:  
Credit Card Code:

Priority: R Regular Work Order: Freight Cost: 0.00 Distr: Freight Amt Confirm Only: Attachments: Requisition Total: 24.98

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001		Legal Pads	2.00	EA Each Each	12.49000	24.98	
	Accounts					Y - Approved	0.00%	0.00	24.98

If document(s) need to be attached, such as quotes or order forms, you must save the requisition. Upon save, the Documents button becomes available. See additional document.

Version: 3.4 Build: 0111  
User: pprovan Host: 10.52.4.32 Browser: GC 75.0

Maintenance > Create/Modify Requisition SessionTimer: 59 min and 56 sec

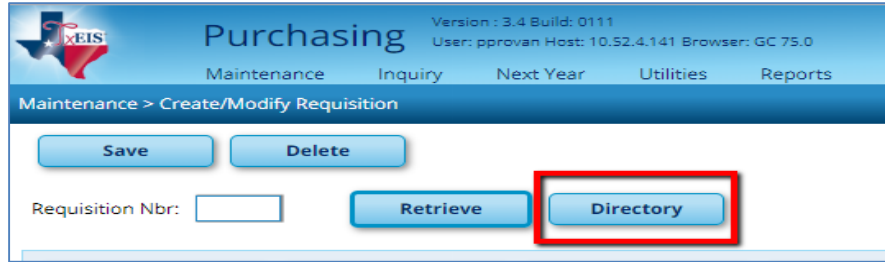
Save Delete  
Save successful

Requisition Nbr: 020474 Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Documents Submit

## Other information on this screen

- Saved or Returned Requisitions may be Retrieved by number (if known). Type the Requisition number and Retrieve.
- If the Requisition Number is unknown, the Directory may be used to retrieve Saved or Returned Requisitions. From **Maintenance > Create/Modify Requisition**, select the Directory button.



In the popup box, enter information to use in the search for a saved Requisition, or leave criteria blank and select Search. Requisitions meeting the Search criteria (or all Requisitions if criteria were left blank) appear in the list.



Select the link for the Requisition Number desired and the saved Requisition will display. You may review and modify as needed and Submit. Submitted requisitions will no longer be displayed in the Directory.

- Unless express permission is granted, the Purchasing system will not allow users to go over budget. Users who attempt to submit a Requisition for more than the amount available will receive a message to let them know and will not allow them to submit. The account codes may be removed and the requisition saved until a budget amendment has been made to increase the account.

Version: 3.4 Build: 0111  
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Create/Modify Requisition SessionTimer: 59 min and 39 sec

Save Delete

The current requisition amount is greater than the max limit for the Requestor.

Requisition Nbr: 011424 Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Submit

Requisition Number: 011424 Originator: 000422 - Phyllis Provan Requestor: 000422 - Phyllis Provan Order For: BAND DIRECTOR Requisition Per: 07  
Date Request: 07-31-2019 Date Required: 07-31-2019 Reason: Reference Nbr:  
Sort Key/Vendor Name: WAL-MART STORE #01-0535 Shipping Addr: ADMINISTRATION - BUSINESS OFFICE Bid Category:  
Vendor Nbr: 00710 Campus/Dept: 001 - TEST HIGH Bid Nbr:  
Credit Card Code:  
Priority: R Regular Work Order: Freight Cost: 0.00 Distr Freight Amt Confirm Only: Attachments: Requisition Total: 10.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Status	Unit Price	SubTotal	Commodity Code			
				Long Description				Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt	Totals
	Note	001		LIGHT FOR LICENSE PL	1.00	EA Each Each		100.00000	100.00		0.00%	0.00	100.00
	Accounts						Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>	0.00%	0.00	100.00

Refresh Totals + Add

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	199-11-6399.00-001-911000	GEN SUPPLIES -HS REG ED	21.17	100.0000%	100.00
				100.0000%	100.00

Refresh Totals Calculate Percent Calculate Amount + Add

- To Delete a Requisition, retrieve the requisition desired and select DELETE. You will be prompted to verify the deletion.

Version: 3.4 Build: 0111  
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Maintenance > Create/Modify Requisition SessionTimer: 59 min and 56 sec

Save Delete

Requisition Nbr: 011424 Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Submit

Requisition Number: 011423 Originator: 000422 - Phyllis Provan Requestor: 000422 - Phyllis Provan Order For: Jackie Chan Requisition Per: 07  
Date Request: 07-31-2019 Date Required: 07-31-2019 Reason: Reference Nbr:  
Sort Key/Vendor Name: QUILL CORPORATION / QUILL Shipping Addr: ADMINISTRATION - BUSINESS OFFICE Bid Category:  
Vendor Nbr: 00129 Campus/Dept: 001 - TEST HIGH Bid Nbr:  
Credit Card Code:  
Priority: R Regular Work Order: Freight Cost: 0.00 Distr Freight Amt Confirm Only: Attachments: Requisition Total: 24.98

## Requisition Status Inquiry

To check the Status of your Requisition, go to **Inquiry > Requisition Status Inquiry**. If you know the Requisition number or date range, enter information at the top of the screen

and Retrieve. If not, use the Directory or leave the options blank and Retrieve the see all of your Requisitions.

Select the desired Requisition by clicking on the Spyglass.

- The status of the Requisition is noted in Section 1.
  - Pending to be Approved
  - Approved
  - Not Submitted.
- Click the spyglass on a particular requisition to see the Status details in Section 2. You can click on Account to view the account code that was assigned.
- Section 3 will show the details, such as when the Requisition was submitted, who has approved, and who has it now. When the Requisition has been approved, you will see a PO number assigned and all the approvals will show in the bottom screen with dates.

The screenshot displays the 'Purchasing' system interface. At the top, it shows the user 'pprovan' and session information. Below the navigation bar, there are search filters for 'Req Nbr', 'PO Nbr', 'From Date', and 'To Date'. A 'Retrieve' button is visible. The main section is titled 'Requisition Information' and contains a table with columns: 'Details', 'Req Nbr', 'PO Nbr', 'Requestor', 'Date Requested', 'Campus/Dept', 'Vendor Nbr', 'Vendor Name', 'Bid Category', 'Amount', 'Status', 'Req Per', 'Priority', 'Reason', 'Originator', 'Vendor Notes', and 'Comments'. Three rows are highlighted with red boxes: 000001 (BULLOCK, SANDRA), 011422 (Provan, Phyllis), and 011424 (Provan, Phyllis). A red arrow points to the 'Status' column of the 011422 row. Below this table, a 'Requisition Nbr: 011422' section provides a detailed view of the selected requisition, including a table with columns: 'Note', 'Accounts', 'Item', 'Item Apprvl Stat', 'Item Recy Stat', 'Catalog Nbr', 'Description', 'Unit of Issue', 'Unit Price', 'Quantity', 'Sub Total', 'Discount %', 'Discount Amount', 'Freight Elig', 'Freight %', 'Freight Amt', and 'Total'. The table shows two items: 'FILING FOLDERS' and 'SCISSORS'. A red box highlights this table. At the bottom, an 'Approval Path' section shows a table with columns: 'Sequence', 'Approval User', 'Title', 'Alternate User', 'Print name', 'Status', and 'Date'. It lists four approval steps, with the first three (Phyllis Provan, Jackie Chan, and Humphrey Bogart) having a status of 'Pending'. A red box highlights this table, and a red arrow points to the 'Status' column of the first row.