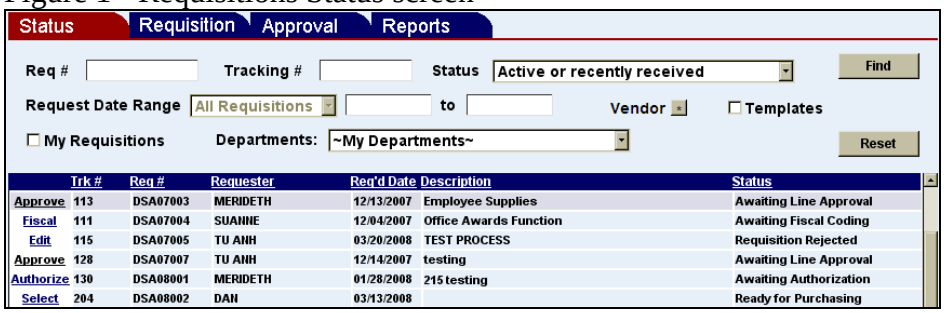
# PURCHASING USER MANUAL

## THE REQUISITIONS STATUS SCREEN

## INTRODUCTION

The **Status** screen displays a list of requisitions that have been saved in the application and allows you to find requisitions by several criteria. A requester can check on the status of their requisition by viewing the **Status** column or by opening the specific requisition to view the status and/or **Receipt info** of each line item. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

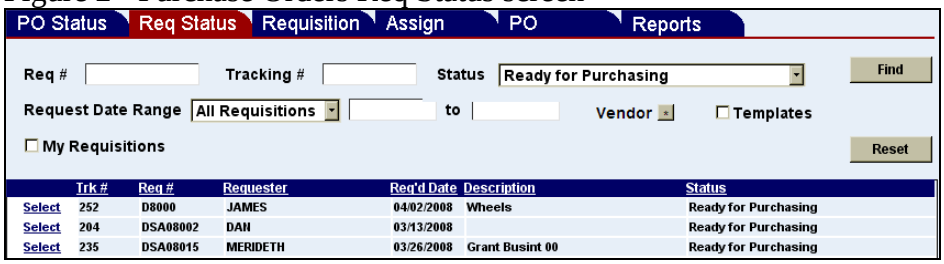
Figure 1 - Requisitions Status screen




By default, the application displays requisitions that are **Active or Recently Received** and, if your agency has created Requisition Departments, are in the departments that you belong to (**My Departments**).

Purchaser can also view the same requisition status through the **Req Status** screen. The features and functionality is the same as it is for the Requisitions **Status** screen.

Figure 2 - Purchase Orders Req Status screen



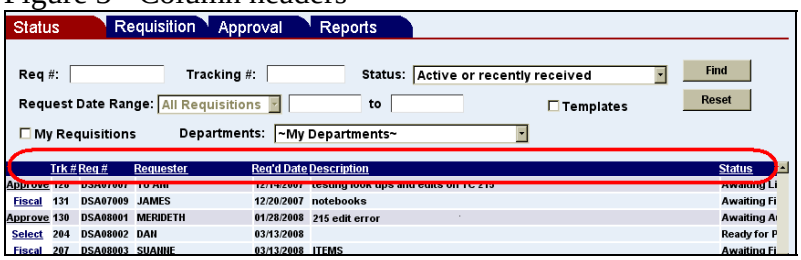
# LIST OF REQUISITIONS

The bottom section of the screen displays a list of requisitions. The list is organized by column headers to show the following information:

- **Trk #**. The number of a requisition that is in process but has not been completed. To identify requisitions that do not have requisition numbers.
- **Req #**. The requisition number (if the requisition has been completed).
- **Requester**. The name of the person who created and saved the requisition.
- **Req'D Date**. The date the requisition was created and saved.
- **Description**. The description of the requisition (if one was entered).
- **Status**. The status of the requisition, such as Awaiting Line Approval, Awaiting Fiscal Coding, Ready for Purchasing, Line Item Rejected, Awaiting Authorization, Itemize in Progress, All Items Received, Some Items Received, All items received or cancelled, or New Requisition. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

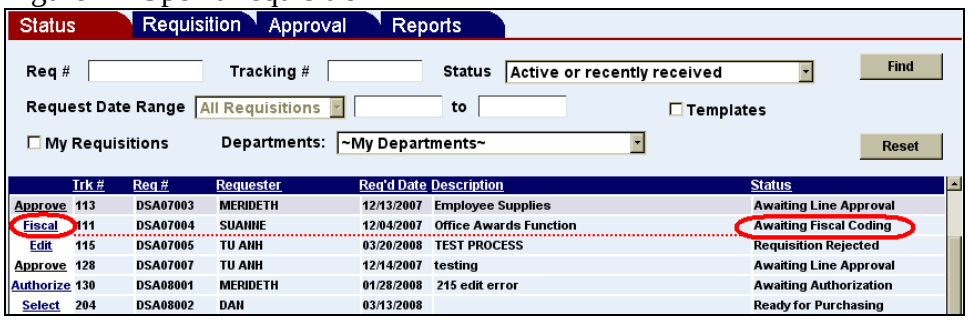
1. To sort the requisition list, click a column header to sort by. For example, click Requester to sort by the requesters' names in alphabetical order.

Figure 3 - Column headers




2. To open a requisition, click the **Select**, **Edit**, **Authorize**, **Fiscal**, or **Approve**, link next to it to complete the process as indicated in the **Status** column.

Figure 4 - Open a requisition



# TO SEARCH FOR A REQUISITION

1. The first section of the Status screen contains search criteria to find requisitions. Select from the following:

   - **Req #**. The requisition number (if the requisition itemization has been completed).
   - **Tracking #**. The tracking number of a requisition that is in process (saved).
   - **Status**. The status of the requisition.
   - **Requisition Date Range**. The date range the requisition was created and saved.
   - **Departments**. Available only if your administrator has created Requisition Departments. Also, this menu will not be seen if a user is *only* a requester. A department is a group of users organized however an agency needs – e.g., by function or location, etc. A requisition or purchase order assigned to a Department can then be processed by the users in that department.
   - **My Requisitions**. Check this to find only those requisitions created and saved by you. (Not all users will have this option. It will not be seen if a user is *only* a requester.)
2. Click **Find**.
3. If desired, click **Reset** to reset the criteria to defaults and then click **Find**.

If you are having difficulty finding a requisition, try the following:

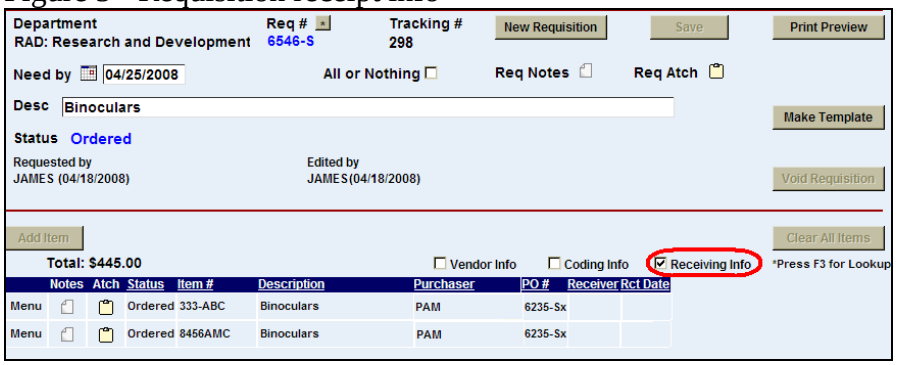
1. Uncheck **My Requisitions** (if applicable).
2. Change the **Departments** (if applicable) – try **All Departments**.
3. Change the Status – try **All Requisitions**.
4. Click **Find**.

# TO FIND A PURCHASE ORDER NUMBER OF A REQUISITION

Once a requisition has been saved to a purchase order (either ordered or in the process of being ordered), the status may be '**Ready for Purchasing**' or the line item status may be '**Assigned to PO**'. On the Requisition **Status** screen, you can check the purchase order number, the status of the items, the name of the purchaser, and if any of the items have been received.

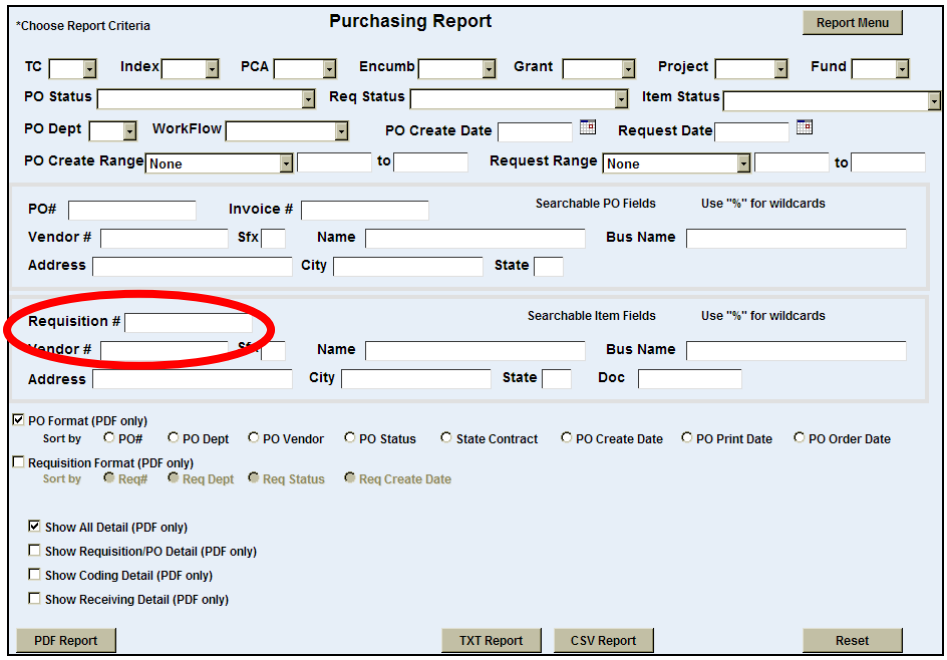
1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receiving info** check box.

Figure 5 - Requisition receipt info




The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed.

You can also run a Purchase Order report and search by the requisition number. See the Reports document for more details. The report will display the purchase order number that the requisition items were added to.



# PURCHASING USER MANUAL

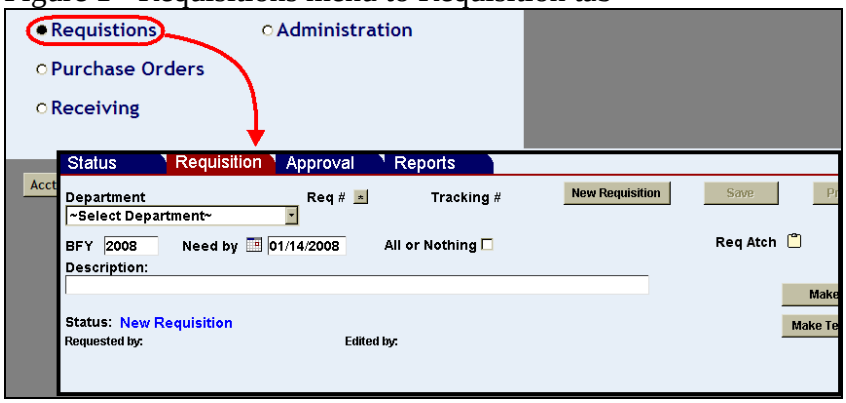
## CREATING A REQUISITION

### INTRODUCTION

A requisition is required in order to create a purchase order. Any user with access to the Purchasing application can create a requisition.

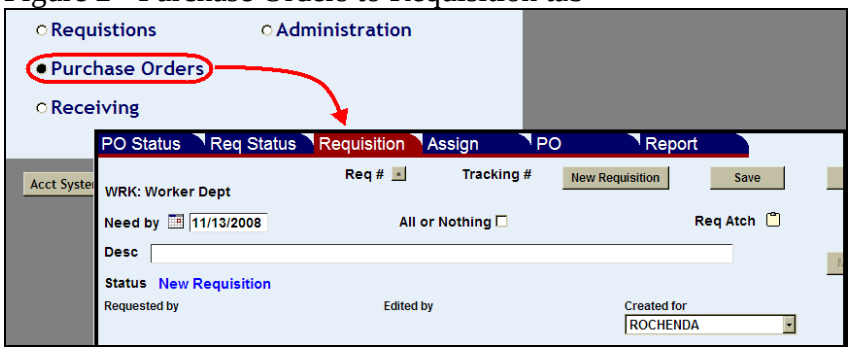
- Any requester can create a requisition from the **Requisitions** menu, **Requisition** screen.

Figure 1 - Requisitions menu to Requisition tab




- Any Purchaser can create a requisition from the **Purchase Orders** menu, **Requisition** screen. In addition, a Purchaser can create a requisition on behalf of another person. NOTE: A Purchaser's requisition must be approved through the **Requisitions** menu, **Approval** tab or authorized, if required by the agency's process, on the **Requisitions** menu, **Requisition** screen).

Figure 2 - Purchase Orders to Requisition tab



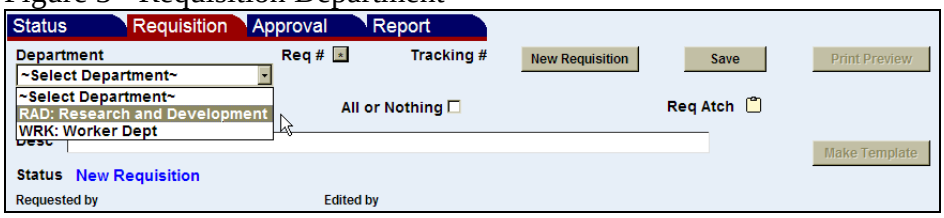
# CREATE AND SAVE A REQUISITION

There are no required fields to initially save a requisition. Your agency may require certain fields for you to complete.

## ENTER REQUISITION HEADER INFORMATION

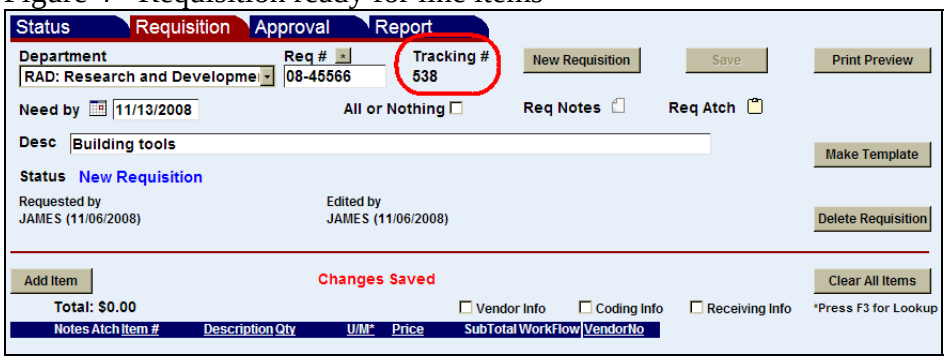
1. Click the **Requisition** tab and enter "header" information – the department, the requisition number, notes, etc. Depending on your agency's processes, select or enter the following:
2. If your agency has created requisition departments, select a **Department**.
   - If you belong to only one department, it will be displayed by default.
   - If your agency has not created requisition departments, there will be no **Department** menu and one is not required.

Figure 3 - Requisition Department




3. Enter a requisition number in the **Req #** field. If your administrator set up automatically assigned requisition numbers, this field will not be displayed.
4. Type a description in the **Description** field. Do not use special characters or symbols, including **&**, **'**, **"**, <, and \.
5. Click **Save**. A tracking number (**Tracking #**) is automatically assigned so that the document can be tracked in the application. If the Requisition Department is manually entered, it won't be saved yet. If the requisition number is automatically assigned, it will not be assigned yet.

Figure 4 - Requisition ready for line items




6. Click **Delete Requisition** if you decide to delete the requisition after you have saved it, but before the Itemization is complete.

### ADDITIONAL REQUISITION INFORMATION

Other information you can add is available if needed for your particular situation or your agency's purchasing processes.

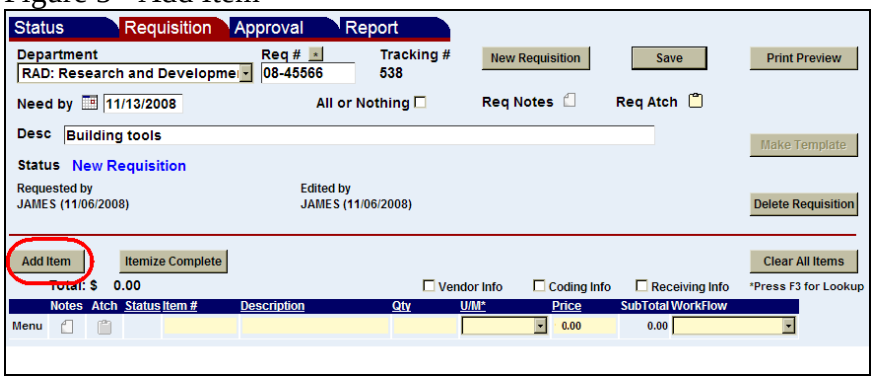
1. If desired, enter a **Need by** date or select a date using the calendar icon. This will indicate to the purchaser that you want to have your request fulfilled by that date.
2. Check the **All or Nothing** check box, if desired. This will indicate to the purchaser that you require all of the items in your requisition, and if they cannot be purchased together, then the items should not be purchased.
3. If desired, click the **Req Atch** icon to attach scanned documents applicable to the requisition in general. You can add attachments at any time in the process. NOTE: You can also attach documents to individual line items using the **Atch** icon. See Attaching Scanned Documents.
4. The **Req Notes** icon becomes available after you click **Save**. Click the icon to add comments in general or notes for the purchaser, or whatever is applicable to the requisition. Do not use special characters or symbols, including **&**, **'**, **"**, <, and \. You can also add notes to individual line items using the **Notes** icon next to a line item.
5. Click **Save** when finished adding additional information.

## ADD LINE ITEMS TO THE REQUISITION

Once the requisition is saved, you can begin adding items.

1. Click **Add Item**. A grid will be displayed for you to enter line item details.

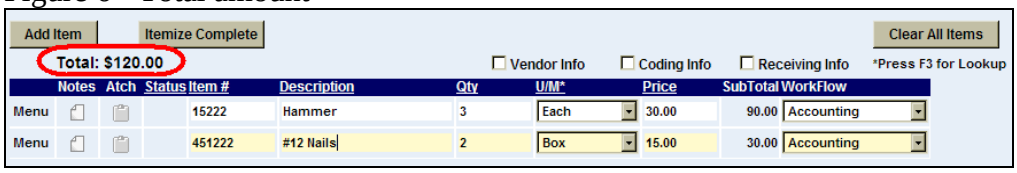
Figure 5 - Add Item




2. Enter an **Item #,** if needed.
3. Enter or edit a description in each **Description** field as needed. Do not use special characters or symbols, including **&**, **'**, **"**, <, and \.
4. Enter a quantity in the **Qty** field.
5. Select a unit of measure from the **U.M.** menu, e.g., Each, Box, Dozen, etc. (Select **More…** in the menu to select from all of the available units of measure.)

6. Enter the price for a single unit of measure in the **Price** field. The **SubTotal** field will automatically calculate the **Price** multiplied by the quantity (**Qty**).
7. If known, select a workflow from the **Workflow** menu. (A Workflow is not required until fiscal coding is completed.)
8. Continue to click **Add Item** to add as many items needed for your requisition. The total amount of the requisition will be displayed.

Figure 6 - Total amount



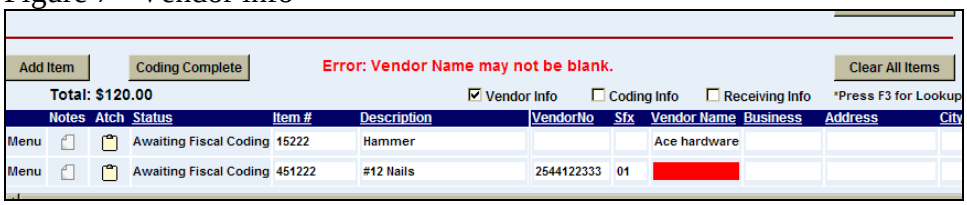

9. If you want to save the requisition and line items so that you can finish it later, click **Save**.
10. If you are finished adding items to the requisition, click **Itemize Complete**.

## ADDITIONAL REQUISITON LINE ITEM ACTIONS

1. To delete a line item or duplicate a line, click **Menu** next to that line item. NOTE: All line item menu options will be available after you click **Save** (see the Requisition Line Item Menu section below).
2. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
   - Enter just a vendor name and the application will save it. The purchaser can then use this to look up the actual vendor number.
   - Enter a valid vendor number and suffix and press TAB, the application will automatically enter the vendor name and address.
   - Enter an invalid vendor number/suffix, but you must then also enter a vendor name.

   The purchaser may add or update the vendor information with the actual vendor number and vendor name when a purchase order is created. Click **Save** when finished adding vendor information.

Figure 7 - Vendor info

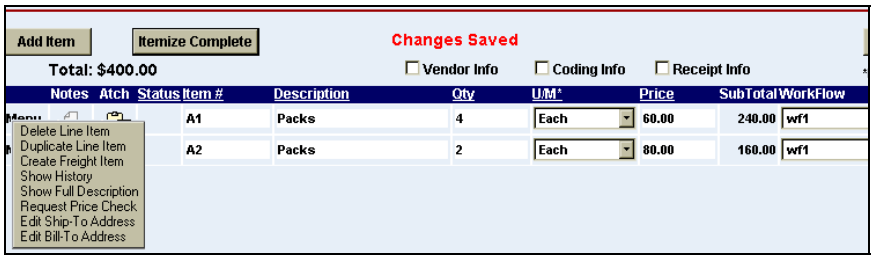



3. Click **Void Requisition** if you need to void it before it gets approved. (After it is final approved the status will be "Ready for purchasing" and the purchaser must cancel the requisition items.)

4. If your agency has created requisition departments, and you have not yet selected a **Department**, you will be prompted to do so.
5. The requisition will be "Awaiting Authorization" or "Awaiting Fiscal Coding", depending on how your Purchasing administrator has set up your agency.
6. If you are a "Coder" in the application, continue with entering fiscal coding on the requisition.

## REQUISITION LINE ITEM MENU

After saving a requisition with line items added, you can use the line item **Menu** for a variety of functions. (Prior to saving, you can only delete or duplicate a line or show the history or the full description.)




The menu functions include:

- Click **Delete Line Item** to delete the line item.
- Click **Duplicate Line Item** to create another row that is a duplicate of that line.
- Click **Create Freight Item** to create another row to enter freight charges separately. This line will be associated to the line item selected. The purchaser will not have to select this row to add to a purchase order – it will be part of the requisition line item.
- Click **Show History** to view the actions taken on the requisition.
- Click **Show Full Description** to see the complete text of the **Description** field. You can also double-click the **Description** field to show the complete description.
- Click **Request Price Check** to send an alert to a purchaser to verify the cost of that line item.
- Click **Edit Ship-To Address** to select a specific shipping address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.
- Click **Edit Bill-To Address** to select a specific billing address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.

# TO DELETE OR VOID A REQUISITION

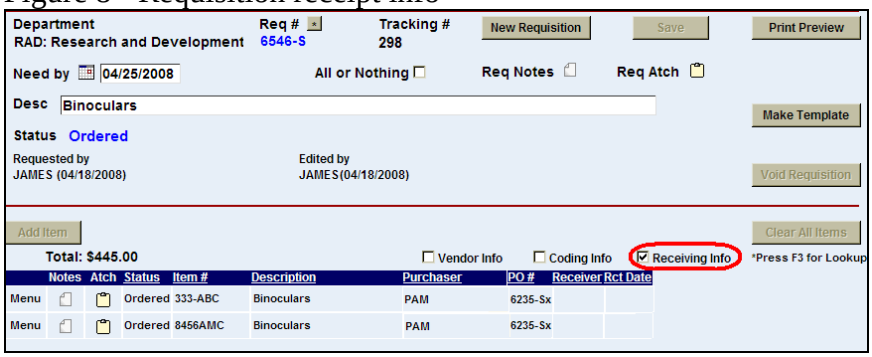
1. Click **Delete Requisition** if you decide to delete the requisition after you have saved it, but before the Itemization is complete.
2. After itemization is completed, click **Void Requisition** to void it before it gets approved.
3. After the requisition is final approved, the status will be "Ready for purchasing" and the purchaser must cancel the requisition items.

# TO FIND THE PURCHASE ORDER NUMBER OR STATUS FOR A REQUISITION

Once a requisition has been ordered, you can check the status of the items, the purchase order number, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receipt info** check box.

Figure 8 - Requisition receipt info




The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed

# PURCHASING USER MANUAL

## CHANGING THE DEFAULT SHIPPING OR BILLING ADDRESS

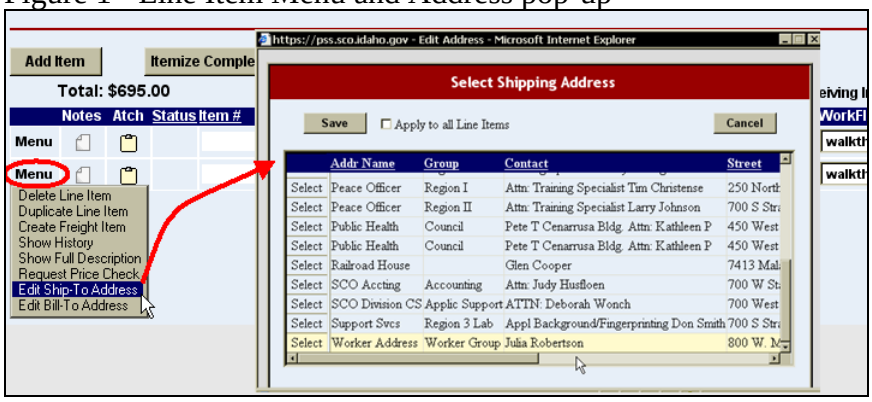
## INTRODUCTION

The agency's Purchasing administrator will set up default shipping and billing addresses to be printed on all requisitions or purchase orders. When appropriate, a user may change the shipping or billing address. A requester can change the addresses on a requisition line item and the purchaser can change the addresses on a purchase order line item (i.e., a purchaser can effectively override the address that the requester has changed). Approvers can view the addresses to verify them, but cannot change them.

## TO CHANGE THE SHIPPING OR BILLING ADDRESS

1. Click **Menu** next to the line item that you want to change the shipping or billing address.
2. Click either **Edit Ship-to Address** or **Edit Bill-to Address**, depending on the change needed.
3. A pop-up window will display a list of addresses. These addresses are entered by your agency's Purchasing administrator. (If no addresses are displayed or the address you would like to use is not displayed, contact your administrator.)

Figure 1 - Line Item Menu and Address pop-up




4. Click **Select** next to the address to use instead of the default address.



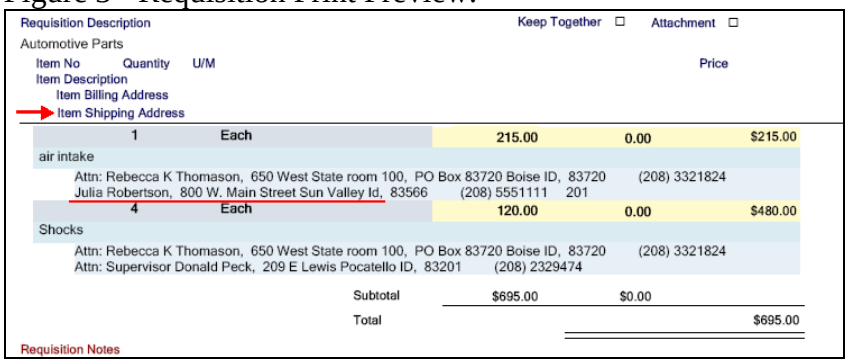
Feedback sent to accounting@sco.idaho.gov

5. Check the **Apply to all Line Items** if you want to use the selected address for all items of the requisition.
6. Click **Save**.
7. Click the **x** on the pop-window to close it.

Figure 2 - Exit the Address window

8. Complete the requisition or purchase order according to your agency's process.
9. Click **Print Preview** to view the changes or to review the addresses as an approver.

Figure 3 - Requisition Print Preview.



# PURCHASING USER MANUAL

## ADDING SEPARATE FREIGHT OR SHIPPING CHARGES

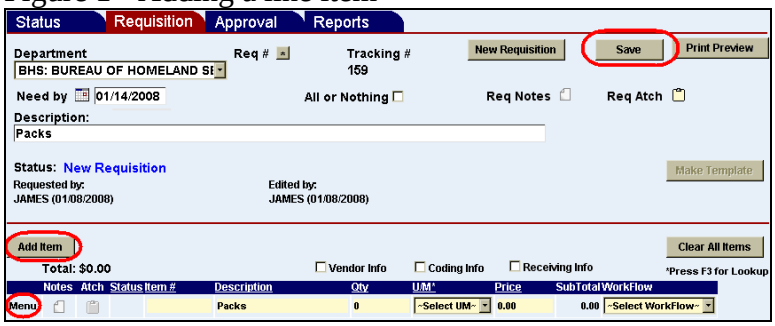
## INTRODUCTION

In some cases, you may need to add a separate line item for freight or shipping charges to a requisition if required by your agency's process or for certain vendors or types of purchases. Freight line items can be added at any point up until the fiscal coding is marked as Coding Complete.

## TO ADD A FREIGHT OR SHIPPING LINE ITEM TO A REQUISITION

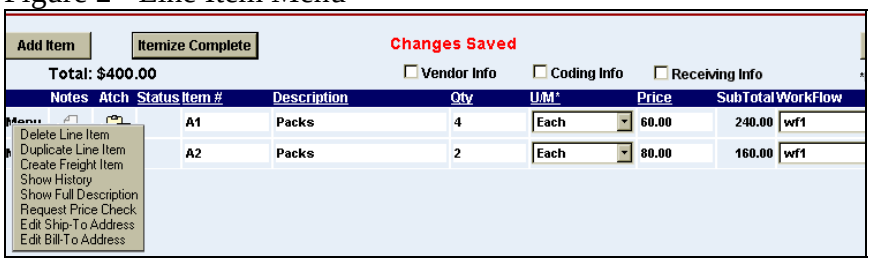
1. Click **Add Item** to enter the line item(s) for the goods you are requesting.

Figure 1 - Adding a line item



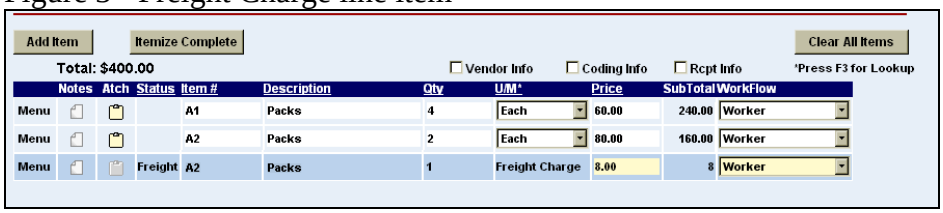

2. Click **Save**.
3. Click **Menu** next to the line item that you want to add freight charges to.

Figure 2 - Line Item Menu



4. Click **Create Freight Item** to create another row to enter freight charges separately.
5. Enter the **Price** for the amount of the charges and select a **Workflow**.

Figure 3 - Freight Charge line item




6. When finished with adding requisition line items and freight charge line items, click **Itemize Complete**.
7. Depending on your agency's process, the requisition will be ready for either authorization or fiscal coding.
8. A freight charge line item can be coded differently than the requisition line item if needed. A freight charge item can also be approved or rejected separately from the line item.

# PURCHASING USER MANUAL

## ENTERING FISCAL CODING ON A REQUISITION

### INTRODUCTION

The **Status** of each requisition is displayed. You could select a requisition that is **Awaiting Fiscal Coding**, or you can filter the list to make it easier to find a requisition. To filter the list, lick the **Status** drop down menu, select **Awaiting Fiscal Coding**, and then click **Find**. Click **Fiscal** next to a requisition on the **Status** screen. If you are set up as a Fiscal Coder and have completed a requisition, simply check the **Coding Info** check box on the **Requisitions** screen.

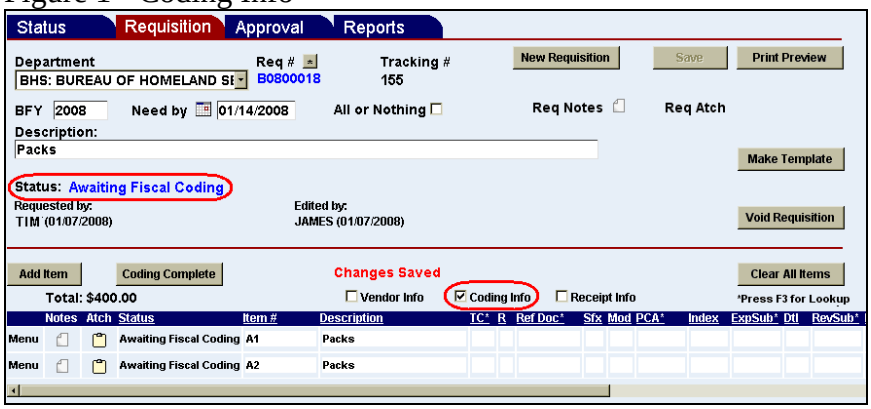
Your agency may require another user to authorize the requisition, which can be done *before or after* the fiscal coding is entered and saved. If your agency's Purchasing administrator has enabled automatic authorization of requisitions, no authorization steps are required.

### TO ENTER FISCAL CODING

On the **Requisition** screen:

1. Check the **Coding Info** check box to display the fiscal code fields.

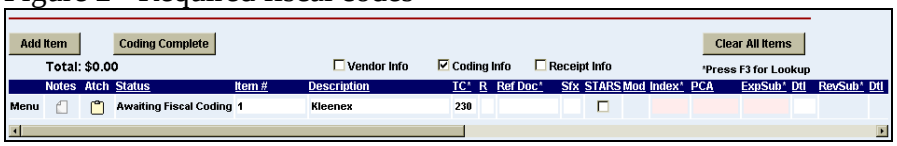
Figure 1 - Coding Info




2. If necessary, review the **Req Notes**, **Req Attachment**, or the line item **Notes** and/or attachments (**Atch**).
3. Enter the transaction code in the **TC** field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see below).

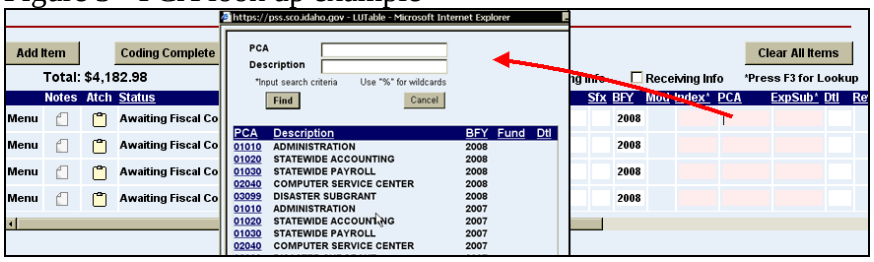
4. Press TAB or click into another field. Transaction codes determine which fiscal codes are required, and the required fields will be highlighted in pink. You can save your work at this point and finish the coding later. However, these fields will be required at the time the coding is marked as complete.

Figure 2 - Required fiscal codes




5. Complete the remainder of the fiscal coding (Index, PCA, subobject, etc). A fiscal code field that is designated with an asterisk (*) can perform lookups or validations. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.
   a. In the look up window, enter any combination of search criteria (transaction code, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
   b. Click **Find**.
   c. Click the fiscal code you want to use. The fiscal code will be automatically entered in the fiscal code field, and if the fiscal code has been set up to automatically lookup other fiscal codes, those codes will be entered as well. For instance, a PCA can have the PCA, Budget Unit, and Fund automatically entered.
   d. If you enter a fiscal code in one of these designated fields without using the look up, press TAB and the code will be validated. Invalid fiscal codes will be highlighted and an error message will be displayed.

Figure 3 - PCA look up example




6. Typically the purchaser will select an appropriate vendor for a purchase order. However if needed for your agency's process, you can check the **Vendor Info** check box and enter a vendor name and address.
   - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.

- You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.

7. When finished, click **Coding Complete**. Any missing or invalid fiscal codes will be highlighted.
8. The requisition will be ready for the first level approval – there is no need to route the requisition to a specific approver.

Once the fiscal coding is complete, the requisition cannot be changed. A Purchaser can, however, make changes to the quantity, price, and unit of measure of individual line items.

## ENCUMBRANCES

When the requisition items are encumbered (e.g., using a TC 215) and added to a purchase order and the purchase order is finalized (ordered), then the Purchasing application will send a TC215 to STARS. Other TCs are not sent to STARS. A purchase order marked as Not Invoiced or PCard Purchase will not send any transactions to STARS, unless overridden by the Purchasing administrator.
If the quantity changes for an encumbered line item that has not been sent to STARS (i.e., has not been ordered), the quantity for that item is modified in the TC215 that will be sent to STARS.

When a purchase order with encumbered line items is voided (deleted), the application will send a TC225 for each encumbered line item and delete any line items of the purchase order in the Purchasing application table that have not been ordered. For these line items, if the MOD field is blank, STARS will treat it as a partial just as if the user had entered a “P”. If the user enters an “F”, STARS will finalize it.

# ADDING OR DELETING LINE ITEMS

A fiscal coder can add or delete items to a requisition. On the **Requisitions** screen:

1. Click **Add Item**.
2. Enter a **Description**, quantity (**Qty**), unit of measure (**U.M**.), **Price**, and select a **Workflow**. Do not use special characters or symbols, including **&**, **'**, **“**, <, and \, in the **Description** field.
3. Click **Save**.
4. You will be prompted to enter the correct fiscal coding.

To delete a line item:

1. Click **Menu** next to a line item.
2. Click **Delete Line Item**.

# PURCHASING USER MANUAL

## APPROVING A REQUISITION

### INTRODUCTION

Requisitions, or requisition line items, are approved based on the workflow they are assigned to. A workflow is the path for routing a requisition to a person or a group of people for approval. Each workflow can have as many approval levels and as many approvers as needed.

A requisition can be made up of several line items and each can be assigned to different workflows. Therefore a requisition may need to be approved by several different approvers before it is ready for purchasing.

The requisition line items and the approvers must be assigned to the same workflow in order for the approvers to be able to approve those line items.

In addition, your agency may use Requisition Departments. If your Purchasing administrator restricts approvals by department, the approvers must be assigned to the same Requisition Department as a requisition in order to approve it.

Furthermore, your Purchasing administrator may set up approver rules for each approver, restricting them to approving items based on dollar amount or a certain type of fiscal code(s).

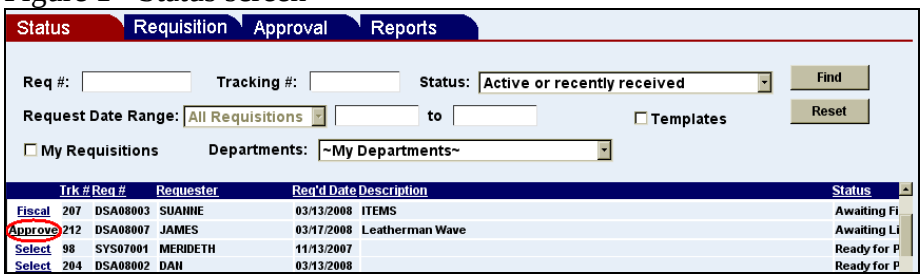
Finally, your Purchasing administrator may enable certain approval restrictions, such as restricting approvers from approving their own requisitions.

See the Requisitions You Are Unable to Approve section for more information.

# TO APPROVE THE REQUISITION

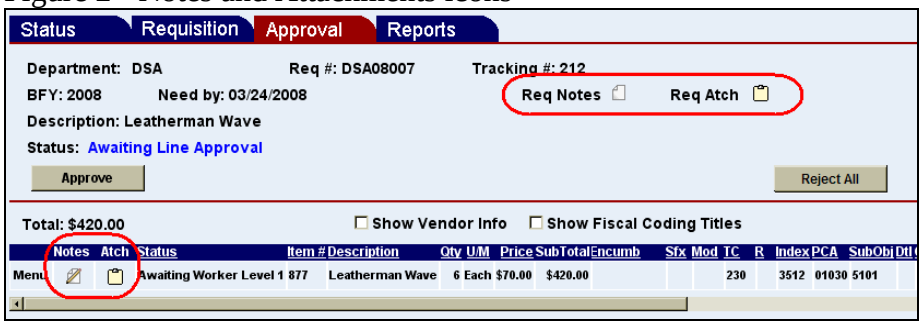
1. Depending on your agency's process and the role you have been assigned by your administrator, open a requisition to approve:
   - Click **Approve** next to a requisition on the **Status** screen (The **Status** may be **Awaiting Line Approval** or **Awaiting Requisition Approval**, depending on the status of the line items in a requisition.)
   - Click the **Approval** tab if you have completed the fiscal coding of the requisition, are authorized to approve your own requisition, and now need to approve it.

Figure 1 - Status screen



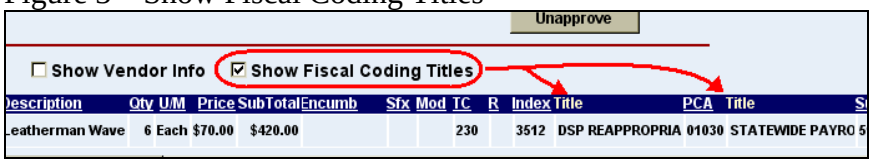

2. If necessary, click the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**) to review any information that helps you determine whether or not to approve the requisition line items.

Figure 2 - Notes and Attachments icons



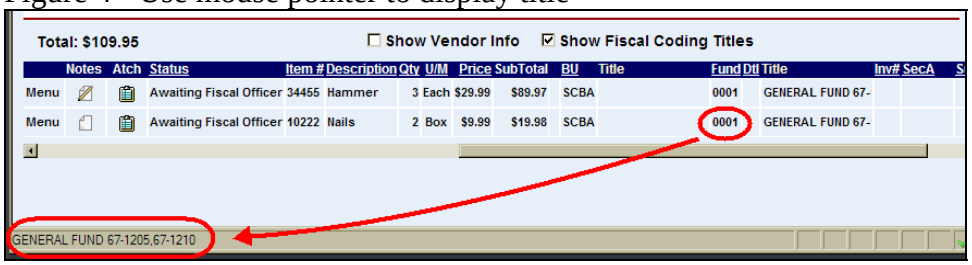

3. If needed, check the **Show Fiscal Coding Titles** check box to display and review the fiscal code titles. (An approver cannot change fiscal coding, but can reject a line item for fiscal coding changes.)

Figure 3 – Show Fiscal Coding Titles



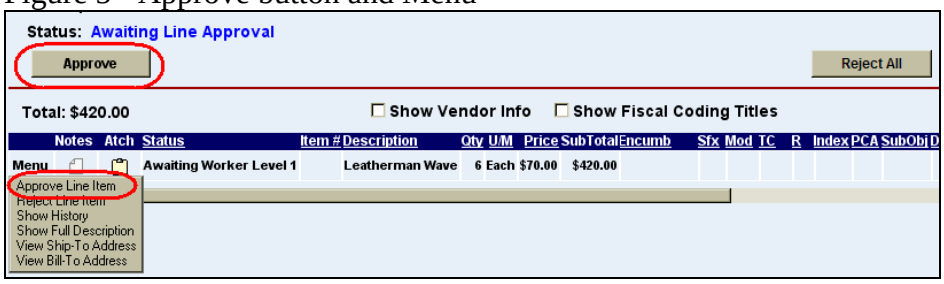
a. You can also move your mouse pointer over a fiscal code to display the title in the browser's status bar, especially if the title is truncated the **Show Fiscal Coding Titles**.

Figure 4 - Use mouse pointer to display title




4. If needed, check the **Show Vendor Info** to display and review the vendor information, if available.
5. If needed, click **Menu** next to a line item and click **Show Full Description** to display the full text of the **Description** field.
6. To approve the requisition line items:
   a. To approve *all* line items of the requisition, click **Approve**. The **Approve** button will only be active if the approver has rights to approve every line item.
   b. To approve individual line items of the requisition, click **Menu** next to a line item, and then click **Approve Line Item**.
   c. After the final approval, a requisition can only be rejected or cancelled by a purchaser.

Figure 5 - Approve button and Menu



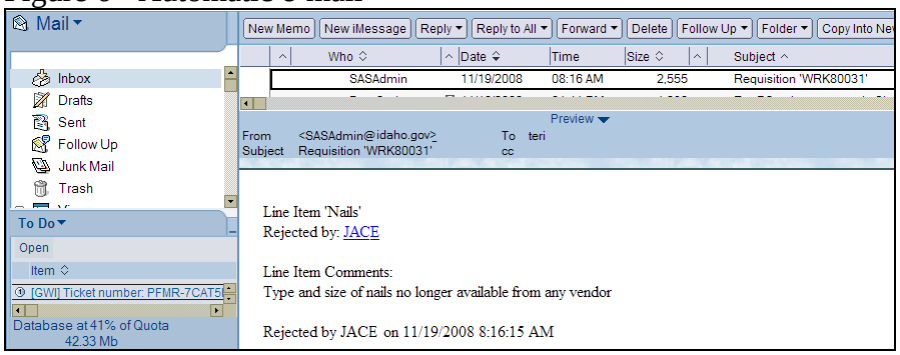

# TO REJECT THE REQUISITION LINE ITEMS

NOTE: A requisition can also be voided on the **Requisition** screen. However, after the final approval, a requisition can only be rejected or cancelled by a purchaser.

a. To reject *all* line items of the requisition, click **Reject All**. If your Purchasing administrator has enabled e-mail notification, an e-mail will be sent automatically to the requester. Click **OK** when prompted.
b. To reject an individual line item of the requisition, click **Menu** next to a line item, and then click **Reject Line Item** (or **Reject all lines** if it is an "All or nothing" requisition). Click **OK** when prompted.

c. If your Purchasing administrator has enabled e-mail notification, an e-mail will be sent automatically to the requester.

Figure 6 - Automatic e-mail

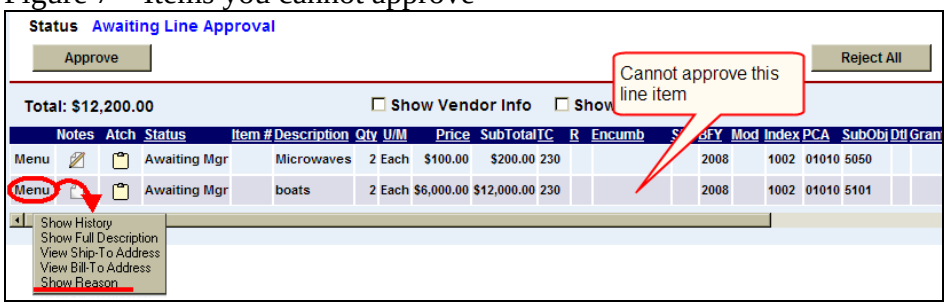



7. When finished approving, the requisition status will be **Ready for Purchasing**.

# REQUISITIONS YOU ARE UNABLE TO APPROVE

Shaded requisitions or line items are ones that you cannot approve. Open the requisition as you would to approve, and then click a line item **Menu** and **Show Reason** to find out why you cannot approve the item.

Figure 7 – Items you cannot approve




There may be restrictions set by your Purchasing administrator, such as:

- You are not part of the requisition workflow.
- You are not part of the Requisition Department and your administrator has restricted approvals by department.
- The line item(s) has fiscal coding or a dollar amount which your approval rules do not allow you to approve.
- You created the requisition and you are an approver, but the administrator has restricted approvers from approving their own requisitions.