Texas Skyward User Group Conference

Purchasing Requisitions & Purchase Orders

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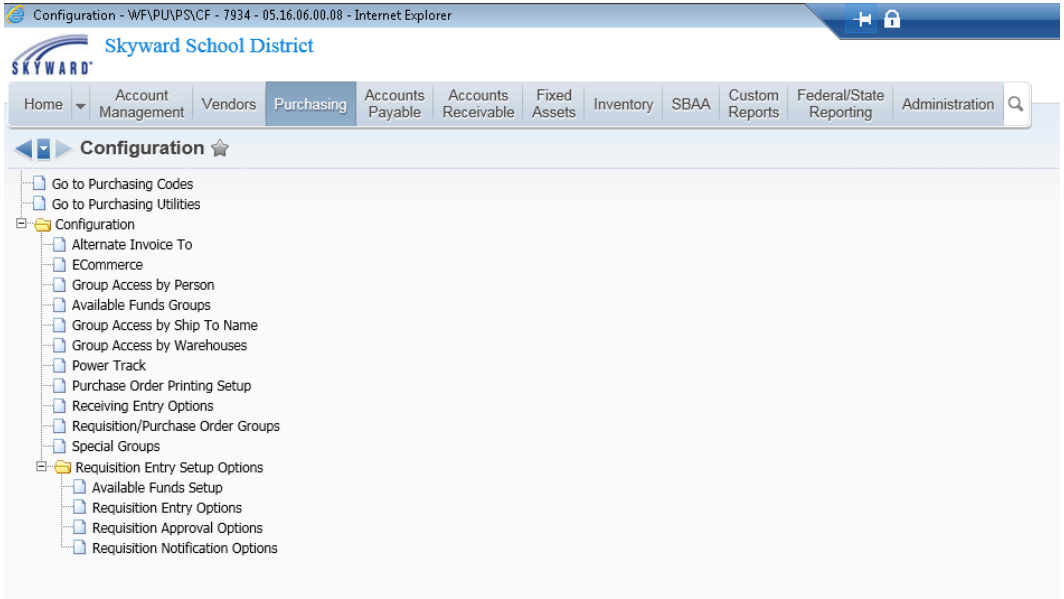
Purchasing Requisitions & Purchase Orders

This session provides an overview for entering purchasing requisitions and processing them through the system.

This session includes:

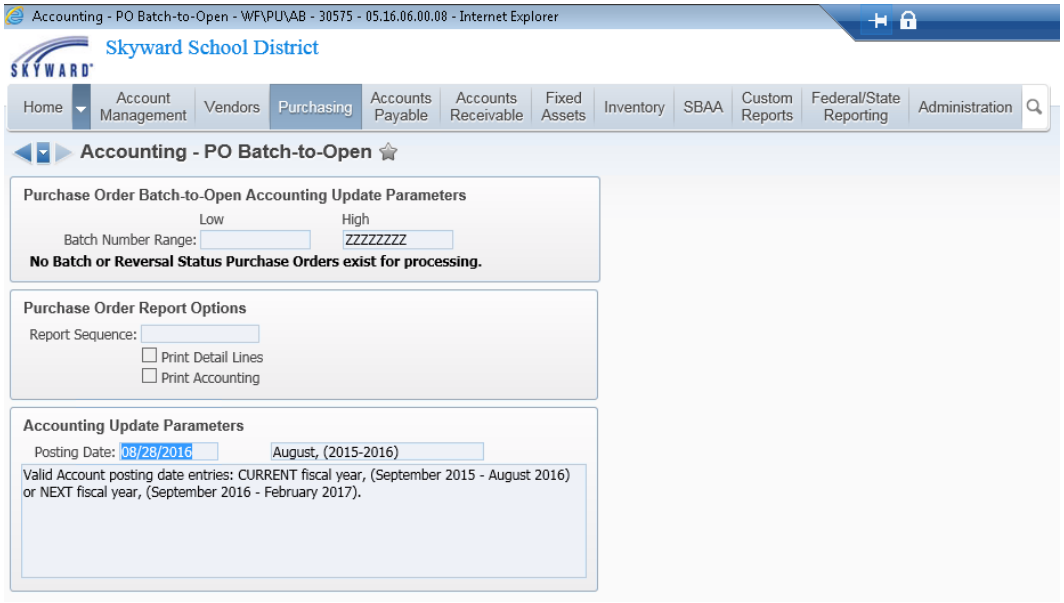
- Brief discussion on the Requisition/PO Group setup
- Demonstration on entering and approving requisitions
- Batch to open purchase order processing
- eCommerce Vendors

The “Purchasing Requisition” configuration area allows you to define group access by person, setup PO Groups and much more.

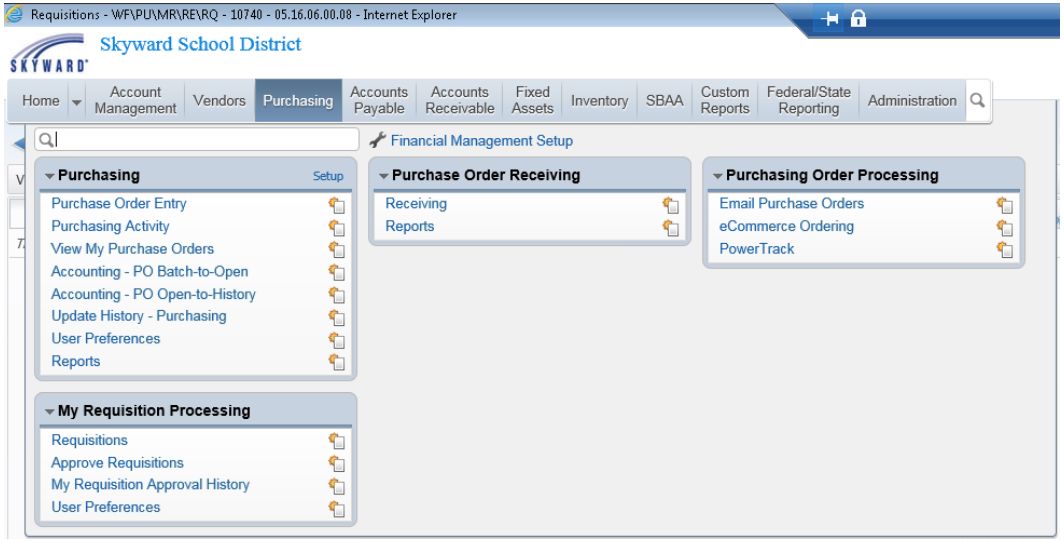


The Requisition/PO Group defines user access, approvers and may include limited accounts as well as special approval rules.

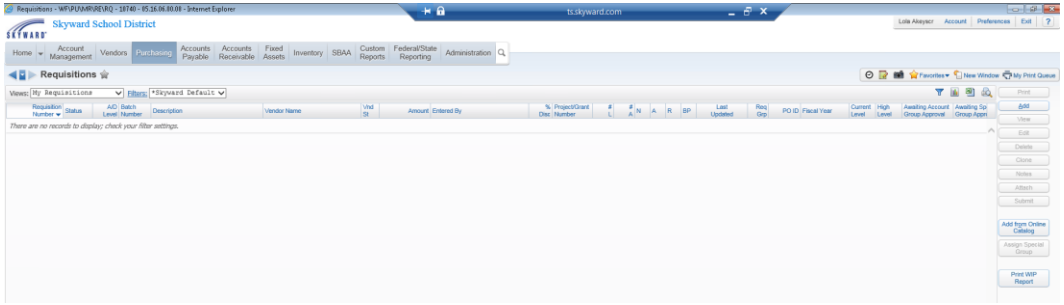
Common terminology includes “Batch” and “Open” which refers to the status of the requisition/purchase order in the system.



The process or flow begins with requisition entry then moves to approval and finally purchase order update from batch to open status.



Requisitions may be manually entered via “My Requisitions” add option or they may be added using an “Online Catalog”.



The user must select the “account allocation” when adding a requisition.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.16.06.00.08 - Internet Explorer

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - Happy Kids High School

Fiscal Year: 2016 - 2017 September 1, 2016 - August 31, 2017

- (●) Account allocation by total requisition amount (YMA).
- ( ) Account allocation by each requisition detail line (YDA).
- [ ] This is a Blanket Requisition/Purchase Order.
- [ ] This requisition is used to restock a warehouse.

Save and Add Detail | Save and Mass Add Detail | Save and Import Detail Lines | Back

Requisition Information

* Batch Number: 28

* Description: Office Supplies

* Vendor: Abc supply co inc/south tx mb 8110 Scramble avenue PO BOX 2146 Scramble

* Ship To: ANYTOWN INDEPENDENT SCHOOL DISTRICT 1234 ANY STREET ANYTOWN TX 77777

Invoice To: (Default) TEXAS SCHOOL DISTRICT . 100 SCHOOL HOUSE ROAD P.O. BOX 100

Attention: Lola Akeyscr

* Due Date: 08/28/2016 Sunday

Ship Date: 08/28/2016 Sunday

Ship Via: Best Way

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Detail line items may be added individually or multiple line items may be added using the mass add.

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.16.06.00.08 - Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **28**
Requisition Number: **0000029216**
Group: **(001) Happy Kids High School**
Fiscal Year: **2016 - 2017**
Vendor: **Abc supply co inc/south tx mb**
8110 Scramble avenue PO BOX 2146
Scramble TX 55555
Invoice To: **(Default) TEXAS SCHOOL DISTRICT . 100 SCHOOL HOUSE ROAD P.O. BOX 100 ANYWHERE, TX 78659**

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **ANYTOWN INDEPENDENT SCHOOL DISTRICT**
Blanket PO: **This is not a Blanket PO**
Description: **Office Supplies**

Requisition Detail Lines

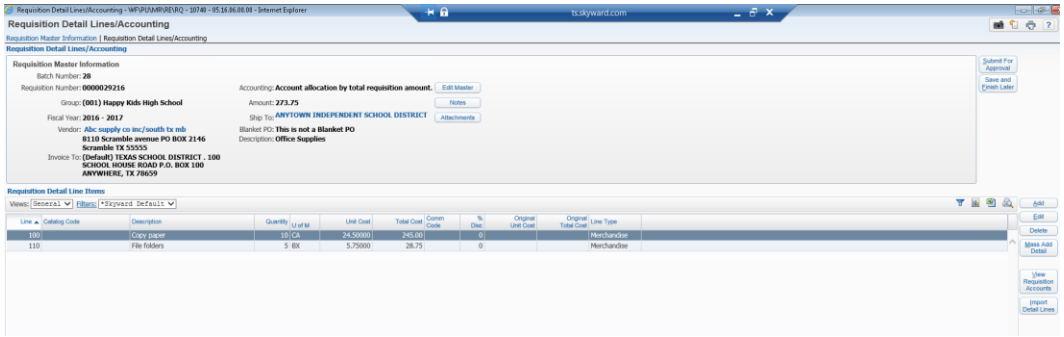
* Line Number: 100
Reset
Line Type: (•) Merchandise ( ) Narrative
Catalog:
* Quantity: 10
Unit of Measure: CA
* Unit Cost: 24.50000
Total Amount: 245.00
* Description: Copy paper

Save
Back

Requisition Detail Lines

* Line Number: 110
Reset
Line Type: (•) Merchandise ( ) Narrative
Catalog:
* Quantity: 5
Unit of Measure: BX
* Unit Cost: 5.75000
Total Amount: 28.75
* Description: File folders

Once the Requisition detail lines are added the user must add the account distribution.



Account access may be limited based on the user's account access or by adding an Account Clearance group to the Requisition/PO Group setup.

Account Distribution - 05.16.06.00.08 - Internet Explorer

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	11	6399	00	001	0	11	000	$0.00	☑

1 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
199	GENERAL OPERATING FUND
11	INSTRUCTION
6399	GEN SUPPLIES
00	00 SCRAMBLED DESCRIPTION
001	HAPPY KIDS HIGH SCHOOL
0	.
11	BASIC EDUCTIONAL SERVICES

2016-2017 Available Funds By

Individual Account

Save Account Distrib

Back

Total Amount to Distribute: **$273.75 100.00%**

Total Distributed: **$273.75 100.00%**

Amount Remaining: **$0.00 0.00%**

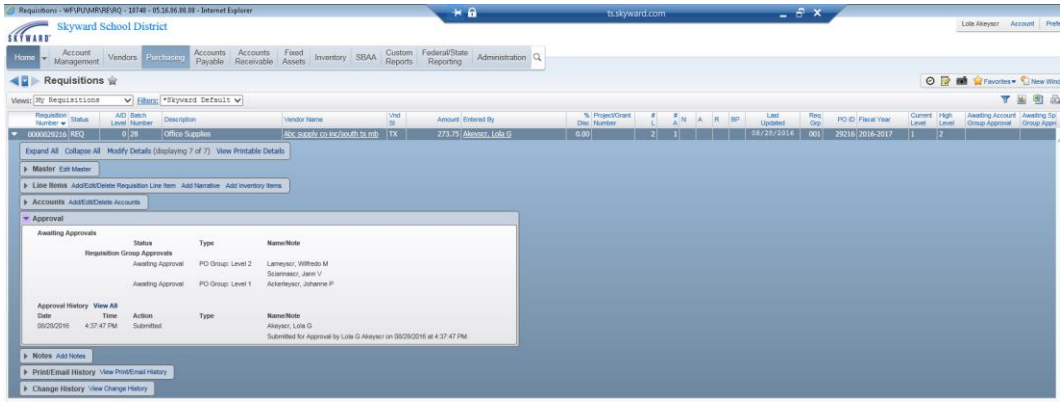
Selected Accounts

Account Number	Amount	Percent
* 199 E 11 6399 00 001 0 11 000	273.75	100.00

Remove

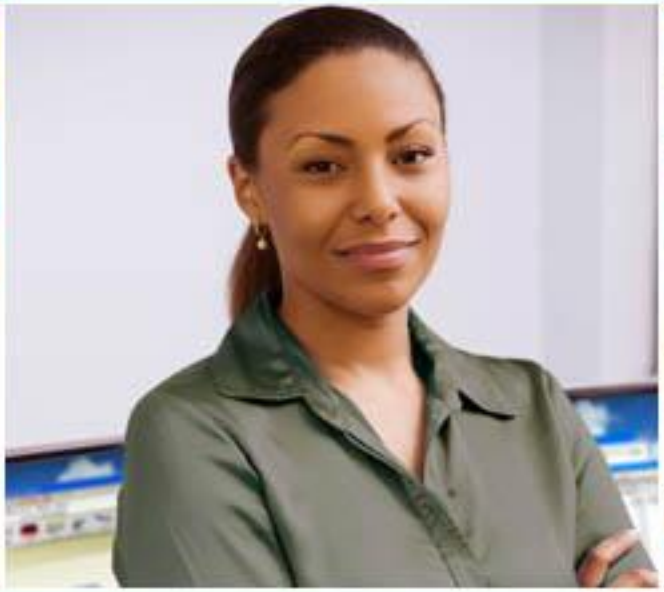
Remove All

Once the Requisition entry is complete it is ready for approval. Upon final approval it becomes a batch purchase order.



End of presentation –

Extra space for other notes



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THANK YOU FOR ATTENDING!

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