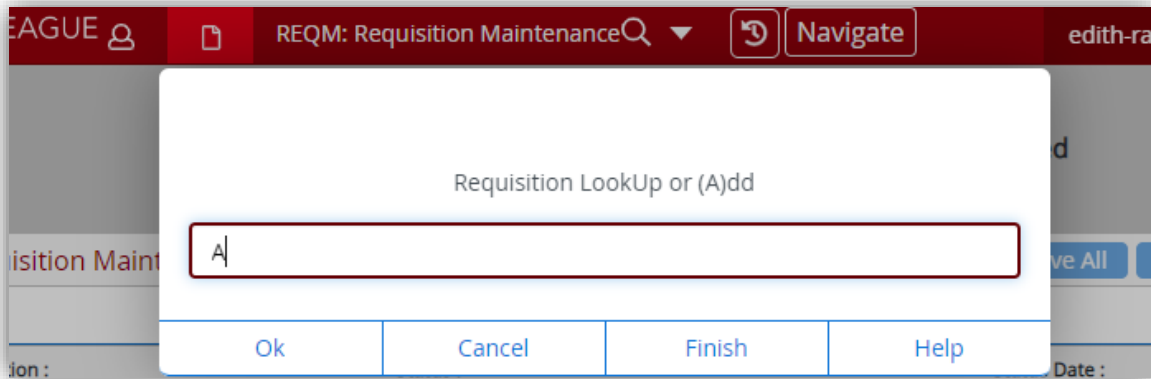


ENTERING A REQUISITION

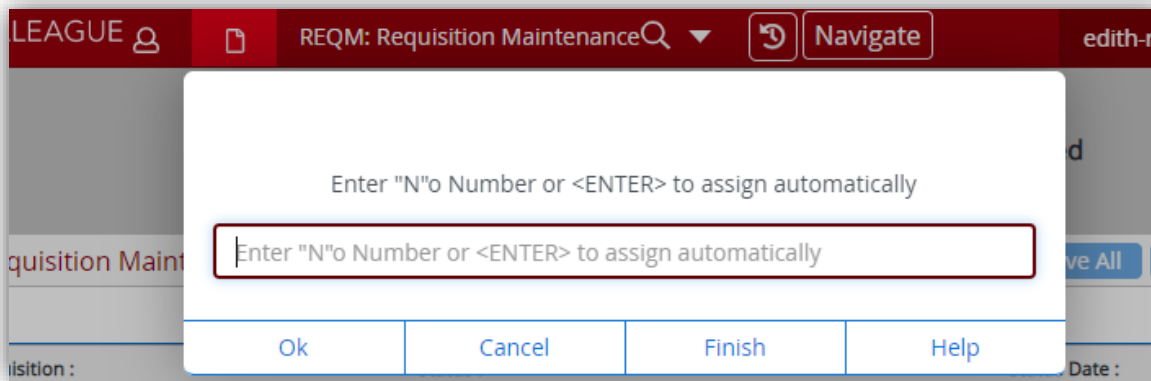
Start on REQM

Enter "A" for Add, then click "Ok".

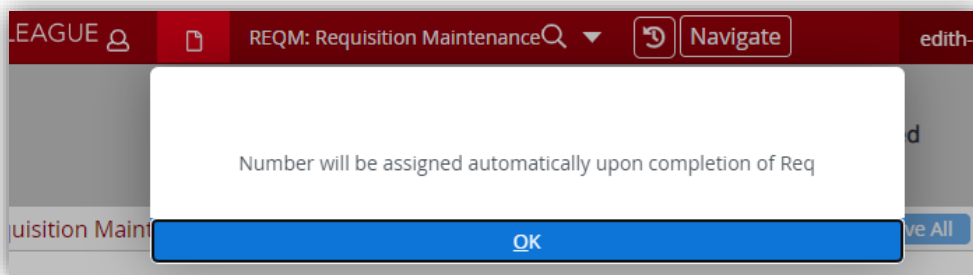


The window below will automatically appear.

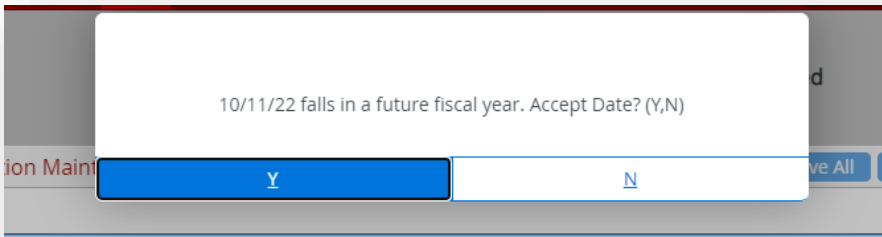
Requisition numbers are assigned automatically, select "Ok" or press enter on your keyboard.
The window below will automatically appear.



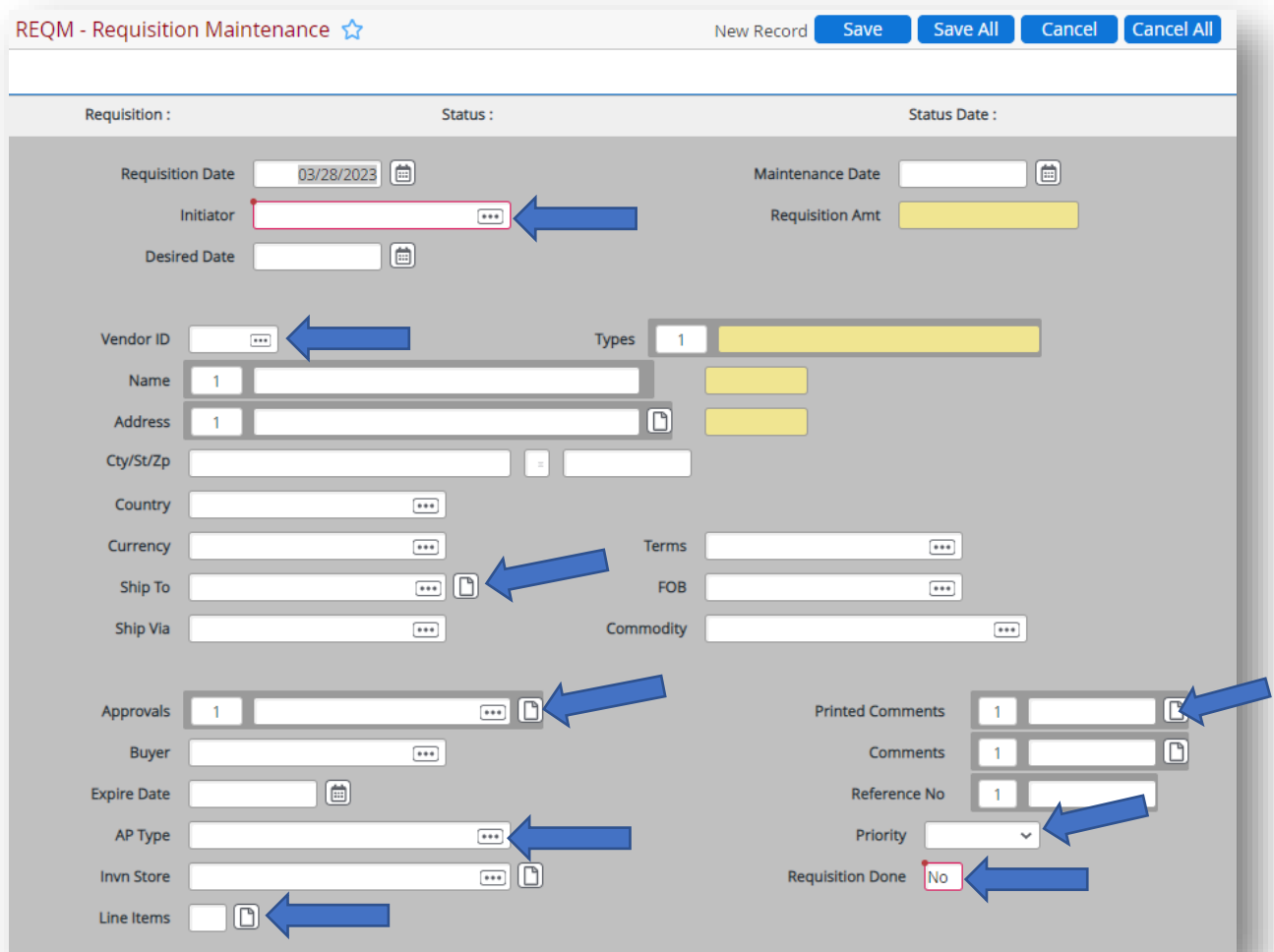
Select "OK"



Select "Y" This window will appear until the books are closed.



On the next window fields marked with arrows are required fields with a brief description below.



REQM - Requisition Maintenance ☆ New Record Save Save All Cancel Cancel All

Requisition : Status : Status Date :

Requisition Date Maintenance Date
 Initiator Requisition Amt
 Desired Date

Vendor ID Types
 Name
 Address
 City/St/Zp
 Country
 Currency Terms
 Ship To FOB
 Ship Via Commodity

Approvals Printed Comments
 Buyer Comments
 Expire Date Reference No
 AP Type Priority
 Invn Store Requisition Done
 Line Items

Initiator –Your Datatel ID#. If you don't know your ID# enter your first name and last name.

Vendor ID – If you don't know the vendor's ID# you can search by name.

****DO NOT Type in the vendor information in the "Name" field if you are not able to find it, contact the Purchasing Specialist.**

Ship to – This will be your campus location. Ex: Eureka Campus Warehouse, CR Del Norte Campus, CR Eureka Downtown Site.

Approvals – Who needs to approve this requisition. (See screenshot below)

AP Type – REG for District Payables or FND for Foundation Payables

Line Items – The place where you enter what items have been purchased. (See screenshot below)

Printed Comments – Text in this field will appear on the PO. You need to use the tilde sign ~ before and after typing text~ (See screenshot below)

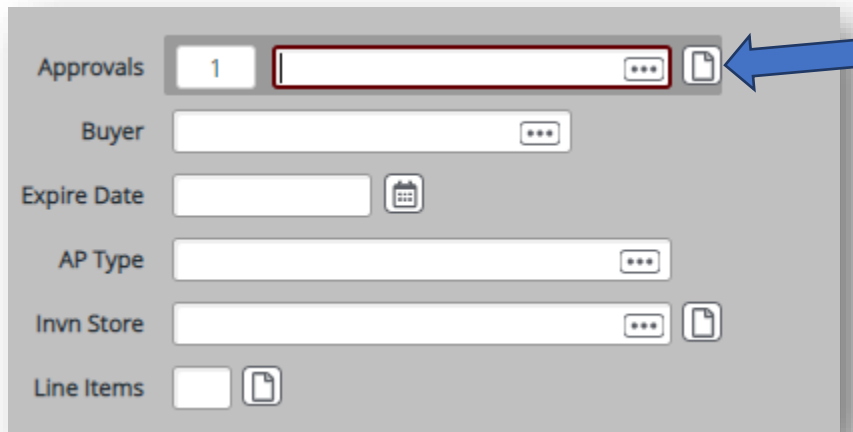
Comments – If approved to use someone else's GL code and you do not have access to it, you can enter the full GL code here.

Priority – Use this to let Purchasing know if it is a BPO or a PO.

Requisition Done – Mark this as **Yes** if you have completed your requisition.

Approvals Screen Shot

Drill into this box



This will take you to the **APRV** Screen. Enter the name of the manager/administrator who needs to approve the requisition. Ex: John-Smith.

The screenshot shows a web application interface for 'REQUISITION MAINTENANCE Authorizations'. At the top, there are navigation buttons: 'New Record', 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below this is a breadcrumb trail: 'REQM • APRV - Approvals ☆'. The main content area is titled 'Next Approvals' and 'Adding Value 2'. It contains a table with two columns: 'Approvals' and 'Dates'. The 'Approvals' column has four rows, each with a number (1-4) and a text input field. The 'Dates' column has four rows, each with a yellow date picker. To the right of this table is another table titled 'Next Approvals' with four rows. The first row contains the name 'Ericka Barber'. The second row has a red rectangular box around its text input field. The third and fourth rows have empty text input fields.

Reminder: If you use an object code starting with 564xx, the Director, Administrative Services will need to be the final approver. Save

Line Items

Drill into the line Items.

The screenshot shows a form for editing a line item. It includes the following fields: 'Approvals' (with a dropdown set to '1'), 'Buyer' (text input), 'Expire Date' (calendar icon), 'AP Type' (text input with value 'REG Regular District Paya'), and 'Invn Store' (text input with a red box around it). At the bottom, there is a 'Line Items' section with a checkbox and a document icon. A blue arrow points to this document icon.

That will bring you to this screen. Here you will drill into #1.

REQM • RQL - Requisition Item List ☆

New Record Save Save All Cancel Cancel All

1 of 1 Description No Values

Requisition: Status: Status Date:

Vendor:

	Quantity	Estimated Price	Extended Price	Tax
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Taxes

1		
2		

Amounts

Item Total	0.00
Tax Total	0.00
Req Total	0.00

That will bring you to this screen. On this window fields marked with arrows are required fields.

REQM • RQL • RQIM - Requisition Item Maintenance ☆

New Record Save Save All Cancel Cancel All

1 of 1 Description No Values

Requisition: Status: Status Date:

Vendor Name 1

Commodity

Inv Item

Description 1 2

Est Price

Quantity

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price

Work Or/Type/Fig

Tax Codes 1

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

GL Account No 1

GL Amt

Proj ID

Description – What are you buying, be as specific and brief as possible.

Quantity – How many items you are purchasing.

Tax Code –This is only for PO's. Is the order being shipped to the Main Campus, Eureka Downtown, or Del Norte Campus.

REQM • RQIL • RQIM - Requisition Item Maintenance ☆

New Record Save Save All Cancel Cancel All

1 of 2 Element GL Accounts Value 1/1

Requisition : Status : Status Date :

Vendor Name 1 CDW Government Inc

Commodity

Inv Item

Description 1 HP Laser Jet Pro
2 Monochrome Laser Printer

Est Price 335,790

Quantity 1.000

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price 335.79

Work Or/Type/Fig

Tax Codes 1 HC Humboldt County Sales

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

GL Account No	Percent	Quantity
1 11006-6051-000-6720-54500	100.000	1.000

GL Amt 335.79

Proj ID

GL Funds Availability

Fiscal Operations : O

Bgt: 4000.00

Exp: 52.38

Enc: 0.00

Req: 335.79

Bal: 3611.83

After completing this section click the Save icon. This will save your work, and the form will appear blank. If you have more items to enter you will need to repeat the process. If you don't have more items to enter, click the Cancel icon, this will bring you back to the RQIL screen.

REQM • RQIL - Requisition Item List ☆

New Record Save Save All Cancel Cancel All

1 of 1 Description Value 1/3

Requisition : Vendor : CDW Government Inc Status : Status Date :

	Description	Quantity	Estimated Price	Extended Price	Tax
1	HP Laser Jet Pro	1.000	335.7900	335.79	
2	HP 50X High Capacity	1.000	293.8200	293.82	
3	Electronic HP Capacity	1.000	68.9000	68.90	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Taxes	Amounts	Item Total	698.51
1		Tax Total	0.00
2		Req Total	698.51

Review your work and if everything is correct click “Save” this will bring you back to the REQM screen.

REQM - Requisition Maintenance New Record

Requisition : Status : Status Date :

Requisition Date Maintenance Date

Initiator Requisition Amt

Desired Date

Vendor ID Types

Name

Address

Cty/St/Zp

Country

Currency

Ship To

Ship Via

Terms

FOB

Commodity

Approvals

Buyer

Printed Comments

Comments

Expire Date

Reference No

AP Type

Priority


Invn Store

Requisition Done

Line Items

Printed Comments Screen

Drill into "Printed Comments."

Printed Comments 

Comments

Reference No

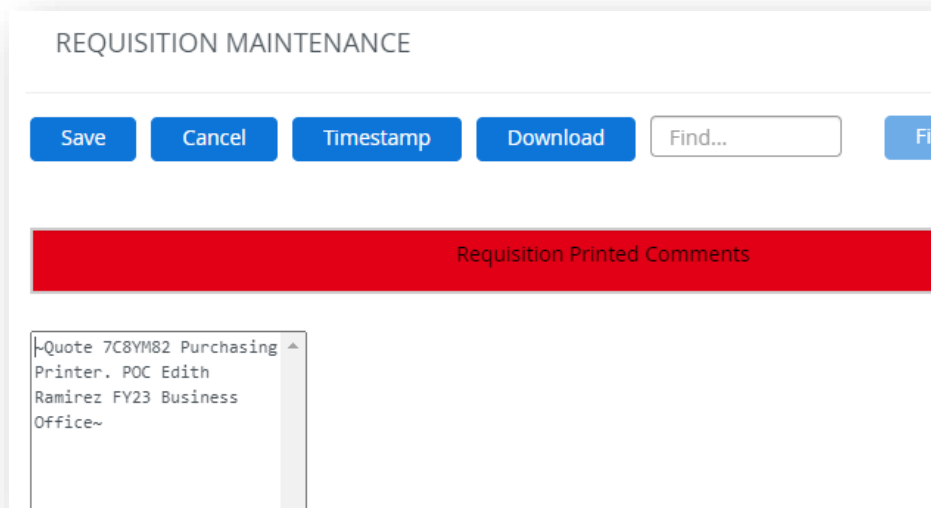
Priority

Requisition Done

That will bring you to this screen.

Here you are going to enter the following information:

- Department.
- Fiscal Year.
- Quote Number.
- Description of items ordered.
- Contract Number, if using a contract.
- Point of Contact (POC) at CR.
- Place or person to deliver items to.

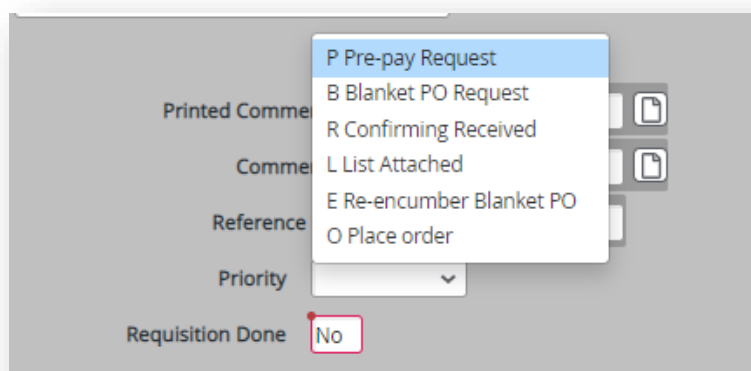


Priority

Choose from the drop down menu

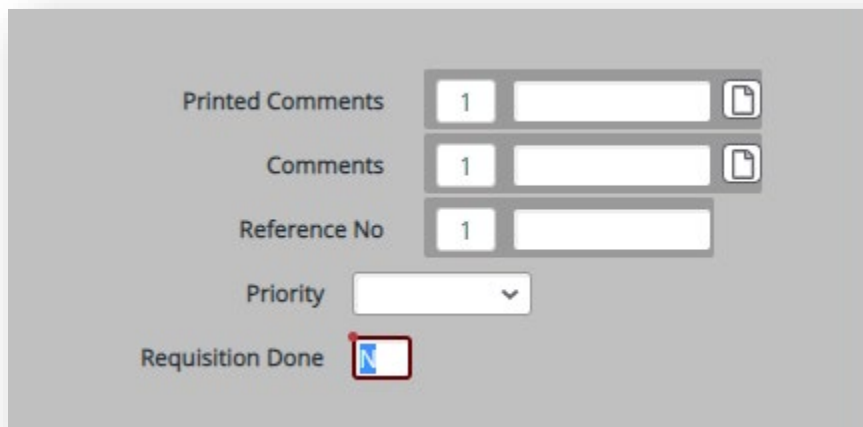
P, R, and O = Purchase Order

B = Blanket Purchase Order



Requisition Done

You need to change this from NO to YES.



The screenshot shows a form with the following fields:

- Printed Comments: 1 [input field] [copy icon]
- Comments: 1 [input field] [copy icon]
- Reference No: 1 [input field]
- Priority: [dropdown menu]
- Requisition Done: [checkbox with 'N' icon]

Prompt for REQ# comes up, save this number to be added to email for approval.

Email the cost center manager for approval. The email should have the REQ# and vendor name on the subject line.

Once the REQ has been processed, the initiator will receive the PO or BPO to forward to the vendor to purchase items.

APPROVING INVOICES FOR PAYMENT

Cost Center Managers, VP's and the President are the only people who can give "okay to pay" on invoices.

- ❖ \$0 to \$10,930 Cost Center Manager has authority to sign the invoice.
- ❖ \$10,931 to \$54,650 Cost Center Manager signs the invoice, as well as the Senior Administrator over the cost center manager's area signs the invoice.
 - Senior Administrators are: VP of Instruction, VP of Student Services, VP of Human Resources, VP of Administrative Services, or the President
- ❖ \$54,651 to \$437,200 Cost Center Manager, Senior Administrator, and VP of Administrative Services signs the invoice.
- ❖ \$437,201 and greater Cost Center Manager, Senior Administrator, VP of Administrative Services, and the President each sign the invoice.