PURCHASING

DEPARTMENT REQUISITION
MIAMI-DADE COLLEGE MENU
Path: CM DR

The following screen is the main menu of the functions that you will be accessing to help you accomplish your tasks through Odyssey. Since this section of the manual focuses on purchasing, you will go to the **Department Requisition Menu**.

Your cursor will be positioned on the right of "**Code:**" - type **DR** and press **<ENTER>** at the MDC Utility Main Menu.

```
MFU000P1                ***** MDC COLLEGE SYSTEM *****
 Jul 20,09                 - MDC UTILITY MAIN MENU -                  10:58 AM

                  Code System/Function/Explanation
                  ---- -----------------------------------
                   AS  Approval System Menu
                   CB  Campus Budgets
                   DR  Department Requisition Menu
                   DM  Disbursement Request Menu
                   TR  Travel Request
                   TA  Time and Attendance Menu
                   RR  Recurring Request Menu
                   EI  EFT Information Menu
                   FA  Financial Aid Student Authorization
                   IQ  Campus Inquiry Menu
                   PC  Purchasing Card Menu
                   ?   Help
                   .   Terminate
                  ---- -----------------------------------
             Code: __
 Direct command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                                   main
```

DEPARTMENT REQUISITION
Path: CM DR

The **Department Requisition Menu** contains eight major functions. Notice the "Codes Function" listed on the left side of the menu screen.

```
   FIP310P0                ***** FINANCIAL SYSTEMS *****                 FIP310M0
Jul 31,09             - Department Requisition Menu -                10:17 AM

                                                              Req.  Fiscal
       Code Function                                          Num.   Year
       ---- -------------------------------------------   ----  ------
        AD  Add New Department Requisition                          R
        VI  View/Update Department Requisition              R
        CO  Copy (Add) New Department Requisition           R
        CP  Copy Purchase Req to Department Req
        SA  Search & Update Requisitions by Account Nbr
        RR  Return/Exception Menu
        SR  Search & Update Requisitions
        SB  Search Rejected/Sent-Back Requisition
        ?   Help
        .   Terminate
        --  -------------------------------------------
          Code: __                                          O -- Optional
  *Req Num....: 2010 ________  *Prq Num...: 2010 ________   R -- Required
   Fiscal Year: 2010
Direct Command: _______________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Type the two letter code for the function to be worked on in the "**Code: __**" command field and press **<ENTER>**.

Functions and the general description of each module are as follows.

AD ***Add New Department Requisition***

This is the screen that is used to create and submit a Department Requisition for approval, the first step in the purchasing process.

VI ***View/Update Department Requisition***

This screen is used to view and update a Department Requisition(s) that has not turned into a Purchase Requisition. The pop-up help screen within this screen allows a user to find a specific requisition without knowing the requisition number. A requisition can be modified, sent for approval, canceled or un-canceled.

CO ***Copy (Add) New Department Requisition***

Copy an existing Department Requisition and make necessary changes. This function alleviates the necessity of re-typing information previously entered.

CP ***Copy Purchase Req to Department Req***

Copy information from an existing Purchase Requisition to a new Department Requisition. If Purchasing has made any changes to a department requisition, this allows the department to copy the exact information that Purchasing has modified.

SA ***Search and Update Requisitions by Account Number***

Search Department Requisitions for a particular user group by account number. After locating the Requisition(s) this screen allows you to update the information if the requisition has not been sent for approval.

SR ***Search & Update Requisitions***

Search Department Requisitions by Entry Date, by Account Number, by Contact Name, by Status, by Fiscal Year, by Type, by Buyer, by Suggested Vendor and by Requestor Name.

SB ***Search Rejected/Sent Back Requisition***

Search Department Requisitions that have been rejected by Approvers (RJ Status) or Sent Back by the Purchasing department (SB Status)

Department Requisition Steps

1- Go to Add New Department Requisition screen (Enter CM DR AD in the direct command line or from the Department Requisition Menu type "AD" and press <**ENTER**>)
2- Enter the required information and press **<ENTER>** to add the department requisition header**.**
3- Press <PF4> to go to the department requisition item screen.
4- Enter required item information and press **<ENTER>**.
To add another item press **<PF4>** to clear the screen then enter the next item and press <**ENTER**>.
5- Press <PF2> to return to the department requisition header.
6- Press <PF8> to send requisition for approval

After the department requisition has been approved, the Purchasing department will process their copy of the requisition as a purchase requisition and convert it to a Purchase Order. The Receiving department will record any items that have been received. Then the Accounts Payable department will process the payment.

For more information on the approval process, see the Approval section of the manual.

Screen navigation: Use the **<TAB>** key to move from one field to the next, avoid using the mouse. Use the **<Shift>** key plus the **<TAB>** key to move back to the previous field. To take your cursor to the first field at the top of the screen, press the **<HOME>** key.

Help: Any field that has an asterisk (*****) next to it, contains help - press **<PF1>**. You may scroll vertically down the pop-up help list by pressing **<ENTER>** or **<PF8>**. By pressing **<PF7>** the help list will scroll vertically up. Use your up-arrow key to place the cursor on the item of your choice and press **<ENTER>**; your choice will populate the field.

ADD NEW DEPARTMENT REQUISITION
Path: CM DR AD

The first step in the on-line purchasing system is to add a **D**epartment **R**equisition. From the Department Requisition Menu, your cursor will be resting on the right of "Code:" **-** type **AD** and press **<ENTER>.**

```
FIP300P1                ***** FINANCIAL SYSTEMS *****                FIP300M1
 Jul 20,09             - Add New Department Requisition -             2 more >
 *FY,Req Nbr..:                 *Type: __                   Entry Dt: 07/20/2009
 *Requestor...: CHARMAINE A ALEXANDER___________________ Dt.Needed: __________
 *Contact Name: ________________________________________
  Cntct Email.: ________________________________________ Fax Nbr: ___ ___ ____
  Contact Ph..: ___ ___ ____ Ext: _____      Req Status:
  Calc Tot Amt:                              Fin Status:
 *Buyer ID....: TBA                         Buyer Phone:              Ext:
 *Account: ________ ______ __ _____ ____  Header Has    0 Acct(s)    0 Items
  Suggested Vendor--- *ID./Addr.Seq: _________ ____  (Optional) Addr Type: _
                     Vendor Name...: ________________________________________
                     Attention.....: ________________________________________
                     Suite ........: ________________________________________
                     P.O.Box ......: ________________________________________
                     Street .......: ________________________________________
                     City, St., Zip: ________________________________________
                     Phone / Fax...: ________________________________________
  Orig Req:                  Prev Req:
  Notes:  Dept: _  Buyer: _  Reject: _  Vendor: _  Attach.(Y/N): N  Check: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
-
       help  retrn quit           Accts Add   frwrd print left  right main
```

Following is a general description and the functionality of each field on the above screen.

1 ***FY, Req. Num**-(Fiscal Year, Requisition Number) will automatically populate after you have entered the required fields and press **<ENTER>.**

2 ***Type--** Indicates Requisition Type. The default for the ***Type:** field is **RQ (standard requisition.)** This code will be in the **Type** field unless you override it. You may type one in the field (listed and defined on the table below) or press **<PF1>** and select one from the pop-up screen.

Code Type	Description of Requisition	Required Use
BO	Blanket Orders	Open accounts
LH	Learning Resources Homestead	* Computers, printers, software, A.V. equip
LI	Learning Resources Interamerican	* Computers, printers, software, A.V. equip
LK	Learning Resources Kendall	* Computers, printers, software, A.V. equip
LL	Learning Resources Hialeah	* Computers, printers, software, A.V. equip
LM	Learning Resources Medical	* Computers, printers, software, A.V. equip
LN	Learning Resources North	* Computers, printers, software, A.V. equip
LS	Learning Resources West	* Computers, printers, software, A.V. equip
LW	Learning Resources Wolfson	* Computers, printers, software, A.V. equip
PP	Prepaid	Goods and services that must be paid in advance
SC	Service Contract	Yearly Contracts for Service/Maintenance
RQ	Standard Requisition	All standard supplies and equipment, itemized

* Approved by Campus Associate Dean of Learning Resources

Code Type	Description of the Requisition	Use Restricted to the Area Designated Below
CO	Construction	Facilities only
LB	Library Blanket	Library Only
LT	Library Technical Services	Library only
PO	Purchase Order	Purchasing Department only
ER	Emergency	Purchasing Department only

3 **Entry Date** -- System Generated: indicates the creation date of the requisition.

4 **Requestor**—This field is now populated automatically with the name of the person who is inputting the requisition (the Preparer). If this is not correct, you may press <PF1> and select the name from a table or you may type in a name. **Please note**: This field is also used later on for browses, so if you select the name from the table it will always be typed the same way and can be found later in a "search by Requestor Name". *This is a **required** field.*

5 ***Contact Name –** The person responsible for this requisition; the person that the Purchasing department will call if they have any questions regarding this order; you may also select this name from a table by pressing <PF1> which is the preferred method in order to utilize this field for future browses. By selecting from a table you ensure that the name is always typed the same way and will be located correctly for future "search by Contact Name". If you select from the table and then press <ENTER> you will see the contact phone number and contact email (fields 6 and 7 explained below) also populate from the same table. *This is a **required** field.*

6. **Cntct Email—**The email address of the Contact Person. This field will populate automatically if the Contact Name is selected using <PF1> for help. This will be used by the Purchasing or Accounts Payable department to contact the department with future questions concerning purchase orders or invoices. You may also type in the email address of the Contact Person if you are not using the table. *This is not a required field.*

7. **Contact Ph**. and **Ext**–contact phone and extension indicate the contact person's phone number and extension. This field will populate automatically with the phone number of the contact person if the Contact Name is selected using <PF1> for help. You may also type the **ten** position phone number (if there is an extension that begins with an 8XXXX please enter it also) of the contact person. *This is a **required** field.*

8. **Fax Nbr: --** fax number of the contact person. The area code of (305) will have automatically populated in this field if the contact name was selected using Help <PF1>. Enter the remainder of the fax number. This number will be later used by the Accounts Payable or Purchasing departments if they need to fax information or invoices to the contact person that is responsible for this requisition. *This is a **required** field.*

9. **Calc. Tot Amt. –** Calculated Total Amount of the Requisition. This field will be automatically populated by the system after all the items have been added to the requisition.

10. The **Req Status** is updated automatically by the system. It lets you know as to what stage the document has progressed. See an explanation of this field on page **____**. The **Fin Status** is updated automatically by the system. It lets you know if money for the purchase has been committed. See an explanation of this field on page **____**.

11. ***Buyer ID—**Indicates the buyer assigned to manage the merchandise or service you are requesting. TBA (to be assigned) is the default, but you may press <PF1> and select the buyer from the pop-up screen; or you may type the three-position buyer code for the Purchasing Department buyer that will handle this requisition. If your choice is not correct, it will be changed when it is received by the Purchasing Department. *This is not a required field*.

12. ***Account**, *example:* _________ N12345 __ 65502 _____, press the **<TAB>** key one time to advance the cursor to the second space of the account field for which the purchase will be charged and enter the six position **Qual1** (qualifier 1-college department number); then press the **<TAB>** key again and in the fourth space type the five position **GLC** (general ledger code - formally referred to as the object code.) The fifth space (Qual2,), under most circumstances, is left blank. When you press **<ENTER**> the **State Org Unit** in the first space and the **Loc** (location) in the third space will populate. *This is a **required** field.*

13. * **Suggested Vendor**-- Indicates vendor preferred to provide the requested goods or services. The remaining fields on this screen populate with information from the vendor record. Press the **<PF1>** key to search the vendor file by "Mailing Name", use the up-arrow key to select the vendor of your choice (if available, select the "buy" address for the vendor) then press **<ENTER>**, the vendor ID#, name and address will then populate. If your vendor choice is not in pop-up help screen (vendor table) use the <TAB> key to move to the lines for Vendor Name and address information and type a complete address and phone number. If you type in this information, leave the vendor ID blank; or you may leave all the suggested vendor fields blank and the vendor will be determined by Purchasing. *This is **not** a required field.*

15. **Orig Req –** Original Requisition Number. This field is populated by the system if this requisition is later sent back by the Purchasing department. In some cases, sending a requisition back will now generate a new requisition number and this field is used to keep track of the original requisition number.

16. **Prev Req –** Previous Requisition Number. This field is populated by the system if this requisition is later sent back by the Purchasing department for a second time.

17 **Notes:** --Each field indicates whether department, buyer, rejection, or vendor notes are attached. Enter "**Y**" in the notes field and press **<ENTER>;** a pop-up screen will appear where you can enter a reason for your action or comments. After typing the message press

<ENTER>, and you will be returned to the Department Requisition screen where you will see "**>**" (greater than sign) that will show that you have attached a note to the document. To view notes type "**Y**" over the greater than sign and press <ENTER>.

- The **Dept. Note __** is used by the Preparer to communicate with the Purchasing Dept. Any comments relevant to this purchase may be explained here such as delivery requirements, time frames or any instructions you wish to communicate to the Buyer. The Dept. Notes is also used for justification information required by some approvers. Board Rationale may also be included here.
- The **Buyer Note __** is used by the Purchasing Department buyer who may want to include a message for those involved in the purchase process. For example, if a buyer "sends back" a requisition to the department for changes a buyer note will always appear with an explanation.
- The **Reject Note __** is used by the approver of the requisition. If the document is rejected a note will appear here, the preparer may then cancel or modify the requisition.
- The **Vendor Note __** should be used only by the Purchasing Department. It indicates that there is a note attached regarding the vendor that is specified in the document. (This note is stored in the vendor's file.)

18. Check: __ This is a new field that allows the Preparer to check and see if there are funds available for this purchase without actually sending the requisition for approval. After the items have been entered and a Calculated Amount shows on the department requisition header, the Preparer may place a "Y" in this Check field and the system will perform the same GL checks that it performs when the requisition is sent for approval. An error screen will be displayed if there are insufficient funds in any of the GL codes used for any of the items. If the check is successful, the Preparer will see the following confirmation message at the bottom of the screen: "Returned Successfully from Accounts Validation".

When all the required information has been completed on this first department requisition header screen, the system will automatically take you to the next required field that is on the header screen one screen to the right. You will not receive a requisition number until all the required fields are completed. You should continue to complete the required fields on this second header screen. A sample of this next department requisition header screen is shown below:

```
FIP300P1                ***** FINANCIAL SYSTEMS *****              FIP300M
 < 1 more              - Add New Department Requisition -            1 more

  FY,Req Nbr.:                 Type:                      Entry Dt: 07/31/2009

  Delivery Dept/Name..: _________________________
 *Campus ID...........: _  ____
 *Building ID.........: ____                           *Room: ______

  Ship To Address: *Code: RC
   ________________________________________  PrePay&Add......: _
   ________________________________________  Calc Tot Amt....:
   ________________________________________  Committed Bal...:
   ________________________________________
   ________________________________________
  Purchasing Date.....:                      Board Date......:
  Blanket Start Date..: __________           Bid Date........:
  Blanket End Date....: __________           Bid Number......:
                                             Proj Num........: ____________
  Orig Req:                  Prev Req:
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
```

1. **Delivery Dept/Name –** Department name for on campus delivery. Type the name of the department where the item(s) are to be delivered. This is the field that the Receiving Department uses to determine where items should be delivered. This should NOT be a person's name, but the department name such as "Biology" or "Campus Services". *This is a required field.*
2. ***Campus ID**-- you must input the campus and location where you want the goods to be delivered. Press the **<PF1>** key, use the up-arrow key to the campus id of your choice, then press **<ENTER>**, the campus id field will populate. Additional screens for the "**Building ID**," and "**Room**" will simultaneously pop-up, again you will use the up-arrow key to your choice, then press **<ENTER>**. These values must match the values entered in the facility system. It is recommended to use the help on this field until you become familiar with the new system codes. *This is a required field.*

IMPORTANT NOTE: Currently the Facilities tables in the Odyssey system do not contain locations for the outreach centers of the college. If the requisition is for the following outreach centers please refer to the instructions below.

> **MIA** - (Miami International Airport) select Homestead Campus, Building 2, Room B207 (This is the office of Aviation and Visitor Services) Enter **"MIA-Aviation**" in the Delivery Dept/Name field.
> **TAMIAMI** - (Tamiami Airport) select Homestead Campus, Building 2, Room B207 (This is the office of Aviation and Visitor Services) Enter **"Tamiami-Aviation"** in the Delivery Dept/Name field.
> **EEC** - (Entrepreneurial Education Center**) -** select North Campus, Building 1, Room 1315 (This is the office of Dean for Administration) Enter **"EEC", followed by your department name** in the Delivery Dept/Name field.

3. **Building ID: ____** field, if not already populated, (see #1 above) type the building code for the building for which the purchase will be delivered; or press **<PF1>** and choose from the help pop-up screen. *This is a **required** field*
4. **Room ____** field, if not already populated, (see #1 above) type the room number where the item(s) are to be delivered. This is a six-digit number, for example room number 1009 - you would input 100900. Also you may press <PF1> and choose the room number from the help pop-up screen. *This is a **required** field.*
5. **Ship to Address *Code**-- -Defaults to the shipping address for the College. Under most circumstances you will not choose to change the shipping address. All purchases should be delivered to the North Campus Receiving Department, this location will display on this screen. If you are ordering something that will be installed, setup, etc. by the vendor then you would enter the campus street address for your department. You must first remove the "**RC**" on the right of "Code:" by spacing over it so the RC disappears. Then you may type the address/location for these special goods and services. Upon receiving items shipped directly to a department location you must fill out the receiving document (FORM 17) and mail it to the Receiving Department. Receiving will enter the information in Odyssey.

6 **Prepay/Add**- Leave this field blank, and if applicable, the Purchasing Department will add the freight charge to your account. *This is **not** a required field.*

7 **Calc Tot Amt –** Leave this field blank. The system will populate the calculated total amount of all the items attached to this requisition.

8 **Committed Bal –** Leave this field blank. The system will populate this amount when the department requisition is committed.

9 **Purchasing Date –** Leave this field blank. The system will populate this field with the date that the department requisition becomes a purchasing requisition which is also the date that the final approver approves the requisition.

10 **Blanket Start Date**--is not applicable for RQ (standard requisitions,) only BO (Blanket Order) or SC (Service Contract) types. Enter date your blanket PO is requested to begin. *This is not a required field.*

11 **Blanket End Date**--you must input an ending date for a BO (Blanket Order) or SC (Service Contract). Enter date your blanket is to end. This should be the end of the fiscal year 063002 or the grant expiration date. *This is a required field for all BO or SC requisition types.*

12 **Board Date**-- leave blank, for purchasing use only

13 **Bid Date**-- leave blank, for purchasing use only

14 **Bid Number**-- leave blank, for purchasing use only

After you have successfully entered the above-required fields, press **<ENTER>;** you will see a message at the bottom of the screen: "Dep Req Header YYYY-NNNNNNNN added successfully." This message means that the information you have typed will be saved with the number that populates in the **Req Num** field - <u>jot it down</u> for further reference. You may complete the remaining fields or exit and finish it later using **VI** (View/Update Department Requisition) - Path: CM DR VI.

Press **<PF11>** to view the next panel to the right of the second panel. (Press **<PF10>** when returning to the first panel.) This third panel of the department requisition header screen is displayed below. There is no information to be entered on this screen. It is just used for informational purposes.

```
FIP300P3               ***** FINANCIAL SYSTEMS *****             FIP300M3
 < 2 more            - View/Update Department Requisition -          10:23 AM

 FY,Req Nbr..: 2009 00000010   Type: SC SERVICE CONTRAC  Entry Dt: 05/01/2008

 1__ of 10 Status                          0 of 0  Purchasing Action
 ------Status Change History-------       --------Purchasing Activities--------
  By User   On Date   Status              By User   On Date   Action
  SUSHL     05/01/08  PE PENDING
  SUSHL     05/01/08  PA PEND APPRO
  SMGRL     05/05/08  OP OPEN
  SMGRL     05/05/08  PR PURCH REQ
  SUACP     05/06/08  OP OPEN
  SUCAA     06/27/08  OP OPEN
  SUCAA     06/27/08  IG ITEM GL CO
  SUCAA     06/27/08  OP OPEN
  SUCAA     06/27/08  IW CONVERT PO
  SUCAA     06/27/08  PO PURCHASE O

  Orig Req:                 Prev Req:                 PO Nbr..: 2009 00080058
 Direct Command: ________________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit  Item  Items Accts bkwrd frwrd print left  right main
```

User--Date--Status--/Purchasing--Date--Action—A history of users who have updated and changed the status of the requisition. A maximum of 50 statuses are tracked using these fields. Use the <PF8> key if statuses continue to the next page and use <PF7> to move back.

PF KEYS
(Bottom of screens)

These function keys will display when valid as determined by the requisition status.

PF4 Item After the Department Header has been added successfully you must enter the item description. Pressing the **<PF4>** key, will take you to the **Maintain Req. Line Items** screen. You may enter one item and press **<PF4>** if you want to add additional items.

PF5 Items You may press **<PF5>** and be taken to the **Maintain Multiple Req Items** screen. On this screen you may enter more than one item on the same screen but you only have one line available for the item description. If this abbreviated description field is not adequate, you MUST use <PF4> to add each item individually.

PF6 Accts The **Maintain Department Header Accounts** screen is used when multiple accounts are involved in making a purchase or when you are modifying an account number. You may contact the Purchasing Department for help on this screen.

PF7 Cancel The cancel PF-key will cancel the requisition and all its items. It will also de-commit funds on the General Ledger. Once the preparer has sent a requisition for approval they cannot cancel it until the approver rejects it (back to them) or if approved they would have to call purchasing and ask buyer to "send back" requisition and then they can cancel it. Once they send for approval and dollar amounts commit they cannot cancel until department requisition appears back in their queue.

PF7 Uncxl A Department Requisition that has been canceled can be un-canceled (re-opened) by pressing <**PF7**>. Any changes can be entered at this time and the requisition must be sent for approval in order to the commit funds.

PF8 SndAp After the department header and the items have been added successfully, press **<PF8>** to send the Department Requisition for approval. See page 3-14 for further details.

Note: To cancel a Department Requisition already sent for approval, the approver or Purchasing Department must reject the Requisition to return it to the preparer. Then the preparer must cancel it using the **<PF7>key.**

ADD ITEMS TO THE DEPARTMENT REQUISITION

Press **<PF4>** from the "Add New Department Requisition" screen to add the items that you want purchased. (You must have received the message **"Dep Req Header YYYY-NNNNNNNN added successfully.")** The following screen will display where you may enter the detail information about the specific item(s).

```
FIP301N2               ***** FINANCIAL SYSTEMS *****                 FIP301M2
 Jul 31,09                 - Maintain Req. Line Items -              10:24 AM

 *Action (A,CL,D,M,N)  __   YR,Req Nbr: 2009 00000010   Item: 1__ of 1
  Quantity..: 1.0000______            Unit Price: 35020.0000____
 *Account...: 16310100 D63111 90 62506 ____    *U/M: EA____
  Total.....:      35,020.00         *Discount..: ______
 *Commodity.: _____________          *Std Text..: _______________
  Deliver Dt: __________              Status....: PR PURCH REQ
 Text Line Nbr: 1__ of 3   ------ Item Description ---------------------
        1   ANNUAL MAINT: VISION:REPORT MVS_____________________________
        2   AND PDSMAN - RENEWS: 2008 61431_____________________________
        3   COVERS PERIOD 7/1/08 - 6/30/09______________________________
        4   ____________________________________________________________
        5   ____________________________________________________________
        6   ____________________________________________________________
        7   ____________________________________________________________
        8   ____________________________________________________________
                                      P.O.(Itm).: 2009 00080058 001
  Dept Notes: _                                          Freight: _
 Direct Command: __________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit             Accts bkwrd frwrd                   main
```

Functions and a general description of each field are as follows:

1 ***Action**-- the default will be **AD** (add). If you are making changes to an existing item, type **M** (modify) in the field. If you wish to see the next item, type **N** (next) in this field.

2 **Item**--Indicates item number and the total number of line items for requisition.

3 **Quantity**--Indicates the number of items or services requested. Type the number of units to be ordered for a specific item, then press the **<TAB>** key to advance to the "Unit Price" field. *This is a **required** field.*

4 **Unit Price**--Indicates the unit price of line item. Type the estimated cost of each unit. Do not enter a "$" sign or commas; a decimal point is only necessary if the price includes cents. *This is a **required** field.*

5 ***Account**--Required field **<u>if left blank at header</u>**. Indicates the account to be charged for each line item if indicated differently than in header. If account number is the same as the one entered in the header you may tab through this field.

If items have different Qual1/GLC (accounts,) enter it as you add each item. (This account would override the account if one was entered in the header.) If multiple accounts are needed for <u>one</u> item press **<PF6>**. You must enter the account as follows:

In the **Account** field, *example:* _________ <u>N12345</u> __ <u>65502</u> _____, press the **<TAB>** key **one** time to advance the cursor to the second space of the account field for which the purchase will be charged and enter the six position **Qual1** (qualifier 1-college department number); then press the **<TAB>** key again and in the fourth space type the five position **GLC** (general ledger code - formally referred to as the object code.) The fifth space (Qual2,) under most circumstances, is left blank. When you press **<ENTER**> the **State Org Unit** in the first space and the **Loc** (location) in the third space will populate. If you need to split an item between multiple accounts, call Purchasing for assistance.

6 ***U/M--Unit of measure** for **Unit Price** and **Quantity** fields. If you leave it blank it will default to "EA" (each) after you press **<ENTER>.** You may select a unit of measure from the pop-up screen by pressing **<PF1>;** or type the appropriate unit of measure. If you wish to enter a "No Charge" or item that will be free, select NC as the unit of measure. The system still requires a dollar amount to be entered, but if NC is selected, the total amount will be calculated at zero. *This is a **required** field.*

7 **Total**-- The system automatically calculates total amount for this item, using **Quantity**, **Unit Price, Discount**, and **U/M** fields.

8 ***Commodity**-- Indicates category of item or service being requested. This is **not a required field**; you should not use this field at this time. If necessary, the Purchasing Department will complete this field.

9 **Deliver Dt**: - Delivery Date for this item. Enter a date only if it is NOT the same as the delivery date specified for the entire order on the department requisition header.

10 **Status**--Indicates the status of the requisition item. The most common indicators are: CA=Canceled, PE=Pending, PR=Purchase Requisition

13 **Text Line Num**- Allows you to select the item description line number that you wish to view. If there is more than a six-line description, type the line number in the **Text Line Num.** field of the description line you want to display, and then press **<Enter>**

14 **Item Description**--Several text lines are available to describe the requested item. Enter as much detail as possible. If you require additional lines, presses <PF8>, there are 99 lines available. The screen will then display blank lines 7-12. You may scroll back to the beginning by pressing **<PF7>**. The Item Description lines have been increased to 60 characters across.

Once you have entered all of the information, press **<ENTER>**. You will see a message saying "**Item added successfully - press <PF4> to 'Add' next item."** To add additional items press **<PF4>**.

To remove individual item presses <PF5> cancel the item. The "Department Requisition Item Notes" screen will pop up requiring you to comment or give a reason for the cancellation of the item. After typing the message press **<Enter>.** You will return to the "Department Line Item" screen where the "**Dept. Notes**" field on the header screen will display ">" (greater than) to indicate that a note is attached to the document. You may also **UnCxl** (un-cancel) an item by pressing **<PF5>**.

After you have successfully added your item(s), press **<PF2>** to return to the department header screen. Make sure and check to see that the "**Calc Tot. Amt**." (Calculated Total Amount) and the total number of items that were entered on the items screen are correct. The status field should now display "PE Pending" replacing "PI Pending Item." If the all the data entered is correct, proceed to send this document on for approval.

ADD MULTIPLE ITEMS TO THE DEPARTMENT REQUISITION
Using PF5

Press <**PF5**> from the "Add New Department Requisition" screen to add more than one item at a time. This screen is useful only when items have a very short description. The description field on this screen is only 30 characters. If your item description is longer than 30 characters you should continue to press <**PF4**> to add each additional item.

```
FIP302N2                ***** FINANCIAL SYSTEMS *****                FIP302M2
 Jul 31,09          - Maintain Multiple Dept Req. Items -            10:24 AM
 Next 1__ / 1       FY,Req.Nbr.. 2009 00000010                          Op/Ca
 Item    Quantity  *Commodity   *U/M    Unit Price  *Disc. %  Total Price  Sta
 1    1.0000______ _____________ EA_ 35020.0000____  ______       +35020.00  _
 Dsc: ANNUAL MAINT: VISION:REPORT MV P.O.(Itm).: 2009 00080058   1  Freight: _
    *Act: 16310100 D63111 90 62506 ____             *Std Itm: _______________
                                                       Notes: _ PR PURCH REQ
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   help  retrn quit  Item       Accts bkwrd frwrd                   main
```

When this screen comes up, your cursor will be at the field marked "Quantity". Use the tab key to navigate through this screen. The descriptions for each field are the same as they are on the <**PF4**> screen where you can enter individual items with longer descriptions. Follow the detailed instructions from page **____** and **____** for a detailed description of each field, if needed.

Enter the Quantity and press the tab key. Press the tab key again to skip the "Commodity" field which is not being used at this time. Enter the Unit of Measure if other than "each" which is the default. If you leave this field blank, it will default to "each". Press tab again and enter the unit price. Press the tab key again and enter your item description**. Remember this screen cannot be used if your item description is longer than 30 characters.** Press the tab key and enter the account number if it is different than the account number in the header. Continue to press the tab key to move to each additional item to be added. If more than four items, press <**PF8>** to move forward to the next screen and continue adding items with short descriptions. Press <**PF7**> to move to the previous multiple-item screen to review, if necessary. Press <**ENTER>** when you have completed adding your items. Press <**PF2>** to return to the main requisition header screen. Make sure and check to see that the "**Calc Tot. Amt**." (Calculated Total Amount) and the total number of items that were entered on the items screen are correct. The status field should now display "PE Pending" replacing "PI Pending Item." If the all the data entered is correct, proceed to send this document on for approval.

SEND DEPARTMENT REQUISITION FOR APPROVAL

To send the Department Requisition for approval from the "Add New Department Requisition" screen or the View/Update Department Requisition screen, press the **<PF8>** key (**SndAp**). Type **YES**, as seen on the screen below, and press **<ENTER>.** You will get a confirmation message "**Send for Approval successfully completed**."

Note: After the requisition has been sent for approval the **Req Status** (requisition document status) is changed to "PA PENDING APPROVAL," and **Fin Status** (financial status) is changed to "CO COMMITTED." See a complete list of these fields on the next page.

```
     Send Department Requisition for Approval

TO CONFIRM THE  Send For Approval   FOR ALL ITEMS
  in Department Requisition: 2010-0001595

    Type in 'YES' here ===> ___


  To Cancel PRESS PF2 for 'retrn'
```

Account Errors

If there are insufficient funds for the requisition, an "Account Errors" screen (see below) will display indicating that a Budget Transfer must be made to allocate the appropriate funds. (Path: CM CB BT BT - Please refer to the Budget section of this manual for instructions.) Budget Transfers can only be performed by Account Budget Manager/Approver. After completing the Budget Transfer the requisition must be sent for approval again. When funds are sufficient, the money will be committed on the general ledger and the request will be forwarded to the first approver.

```
FIU301N3                ***** FINANCIAL SYSTEMS *****                FIU301M2
 Jul 31,09                     - Account Errors -                      10:33 AM

                                    Funds          Amount         Budget
 Act    Org Unit    GLC Nbr       Available       Requested       Deficit
 --- --------------------------- -------------- ------------- ---------------
 __  16310200 D63122 90 65502                              1.00           1.00-
     G NO POOL FUNDS AVAILABLE         Pool Nbr. 60000
     Control Acct. 10090000 D19000 90 10100
 __


 __


 __



 Direct Command: _______________________________________________________
  Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn                        bkwrd frwrd
```

Department Requisition Information Fields

Req. Status (requisition document status) field is located in the main header screen on the right side of the screen under "Dt Needed," it will be updated automatically by the system. There are several status conditions, they are as follows.

PI **(Pending Item)** - the requisition is still being worked on by the submitting department and an item(s) has not yet been attached to the Department Requisition header.
PE **(pending) -** the requisition has not yet been sent for approval, but items have been added.
PA (**pending approval)** - the requisition has been forwarded for approval, and the money has been committed on the general ledger.
PR **(Purchase Requisition)** - the Department Requisition has been approved and turned into a Purchase Requisition to be worked by the Purchasing Department.
RJ **(Approver Rejection) -** when the requisition went through the approval path it was rejected by an approver. At this point the preparer can cancel or modify it.
SB **(Sent Back)** - the requisition was sent back to the preparer for necessary changes, modifications, or cancellations.
CA **(Canceled)** - the preparer canceled the requisition and all monies are de-committed.

Fin. Status (financial status) field, located under the "Req. Status," shows whether the purchase funds have been committed. There are only two statuses that are used for Financial Status and they are as follows:

PE If the department requisition has never been sent for approval the Financial Status is PE for pending. Also, if the department requisition is sent for approval and there are not enough funds to cover this purchase in the General Ledger, the status will remain **PE** for pending and an Account Errors screen will display (see above).

CO Once the department requisition is sent for approval, and the system establishes that there is enough money in the account, the money for the purchase is **CO (committed)** in the general ledger and the Financial status changes to **CO** (**committed**).

NOTE: If a department requisition is committed and then sent back from the Purchasing Department to be cancelled, the Req. Status will change to CA for cancelled, but the Financial Status, once committed, does not ever change back to PE or any other status. You must check the General Ledger to see that the funds did de-commit when the requisition was cancelled.

VIEW/UPDATE DEPARTMENT REQUISITION

Path: CM DR (VI)

To view and/or update an existing Department Requisition you will first be taken to the Department Requisition Menu after entering the above path CM DR. Type **VI** in the field marked "**Code __**". Then, if you know your Department Requisition number, you would enter it after the year 20XX is displayed and press <ENTER>.

```
FIP310P0               ***** FINANCIAL SYSTEMS *****                FIP310M0
 Jul 31,09             - Department Requisition Menu -               10:34 AM

                                                           Req.  Fiscal
        Code Function                                      Num.   Year
        ---- -------------------------------------------   ----  ------
         AD  Add New Department Requisition                        R
         VI  View/Update Department Requisition              R
         CO  Copy (Add) New Department Requisition           R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  -------------------------------------------
           Code: __                                          O -- Optional
   *Req Num....: 2010 ________  *Prq Num...: 2010 ________   R -- Required
    Fiscal Year: 2010
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   help  retrn quit                                                  main
```

After pressing <ENTER> you would be taken to the View/Update Department Requisition screen shown below.

```
FIP300P3                ***** FINANCIAL SYSTEMS *****                FIP300M1
 Jul 31,09          - View/Update Department Requisition -            2 more >
 *FY,Req Nbr..: 2008 00000053  *Type: SC SERVICE CONTRAC  Entry Dt: 05/15/2007
 *Requestor...: MONIQUE C HARRIS________________________ Dt.Needed: 06/30/2008
 *Contact Name: MONIQUE HARRIS__________________________
  Cntct Email.: MHARRIS@MDC.EDU_________________________ Fax Nbr: 305 237 5165
  Contact Ph..: 305 237 5136 Ext: _____       Req Status: PE PENDING
  Calc Tot Amt:         30,000.00             Fin Status: PE PENDING
 *Buyer ID....: TBA TO BE ASSIGNED           Buyer Phone:              Ext:
 *Account: 17000000 H70001 50 65007 ____  Header Has    1 Acct(s)    1 Items
  Suggested Vendor--- *ID./Addr.Seq: 590696273 1___  (Optional) Addr Type: B
                    Vendor Name...: FRATERNAL ORDER OF POLICE_______________
                    Attention.....: ATTN: SCOTT KENNEDY_____________________
                    Suite ........: ________________________________________
                    P.O.Box ......: ________________________________________
                    Street .......: 4 SOUTH KROME AVENUE____________________
                    City, St., Zip: HOMESTEAD, FL 33030_____________________
                    Phone / Fax...: 3052245531 / 3052451127_________________
  Orig Req:                  Prev Req:
  Notes:  Dept: >  Buyer: _  Reject: _  Vendor: _  Attach.(Y/N): N  Check: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
```

First, check the status of the department requisition. In order to be modified, the status cannot be PR for Purchasing Requisition. Once a DR has changed to a PR it can only be modified by Purchasing. It also cannot be modified if the status is PA for Pending Approval. A department requisition that is PA must first be rejected by the Approver before the Preparer can modify it. In order to be modified, the status must be PE, PI, RJ, SB or CA. Tab to the field that you need to modify and type over the existing information. When you are finished, press <ENTER>. You may also use the function keys, <**PF4**> or <**PF5**> to add or modify item information. If the status is CA for cancelled, you must first press <PF7> to “un-cancel” the department requisition and then it may be modified. You may also press <**PF7**> to cancel a department requisition that is not already in a CA status.

Remember to press <**ENTER**> when you have finished modifying each area. When you are finished, remember to press <**PF8**> to send the DR for approval.

If you need to View/Update a Department Requisition and you do not know the DR number, you would still begin with the same path, CM DR VI to come to the Department Requisition Menu. Tab until the cursor is on top of the "2" in the year 20XX and then press <**PF1**> for help. You should get the below screen.

```
FIP302H1                ***** FINANCIAL SYSTEMS *****
 Jul 31,09      - Browse Department Requisitions By Req. Num. -       2 more
>

       Req     Entry        Contact
 FY.   Nbr     Date          Name              Buyer            Status
 ---- -------- -------- ------------------ ------------------ ------------
 2010 00014595 07/31/09 CHARM STONE        TBA:TO BE ASSIGNED PE:PENDING
 2010 00014594 07/08/09 PETE ALONSO        TBA:TO BE ASSIGNED PA:PEND APPR
 2010 00014593 07/08/09 PETE ALONSO        TBA:TO BE ASSIGNED PE:PENDING
 2010 00014592 07/08/09 PETE ALONSO        TBA:TO BE ASSIGNED PR:PURCH REQ
                           *** End of Data ***
```

All **Department Requisitions will** display. There are several ways to find a specific requisition(s).

- You may page through all of the requisitions by pressing **<ENTER>** or **<PF8>** to page down the list. By pressing **<PF7>** the list will page up
- In the upper right corner of the screen the highlighted box that says **"2 more >** " indicates that there are two more screens of information to the right. Press **<PF11>** to view the data to the right. If there is **1 more** > panel to view, press <**PF11**> again. To return to the data on the first screen, press **<PF10>** until the first screen appears.
- Type the year and req. number in the **Yr, Req#: _____** ________ field; 4 digits for the year, ex: 2010 and the req. number (the "0" before the number does not need to be entered). Press **<ENTER>**. 2010 0001 was entered in the example above.

SEARCH FOR A SPECIFIC REQUISITION

To view all requisitions that have the same **Contact Name**, type the first **or** last name of the contact in the field after **Contact Name and** press **<ENTER>**. Now move (use the up-arrow key) the cursor through the group to the specific requisition you want to view or update and press **<ENTER>**.

- To view all requisitions that have the same three position numeric **Buyer** code, input the buyer code in the **Buyer ___** field and press **<ENTER>**. Move the cursor (use the up-arrow key) to the specific requisition you want to view or update. Press **<ENTER>**.

- To view all requisitions entered in a specific fiscal year**,** type the 4 position year in the **Year field** and press **<ENTER>**. Move the cursor (use the up-arrow key) to the specific requisition you want to view or update and press **<ENTER>**.

- To view all requisitions that are a specific document type, input the two position alphabetic code in the **Type ____** field and press **<ENTER>**. (See page ____ for an explanation of document types, also referred to as requisition type.) Move the cursor (use the up-arrow key) to the specific requisition you want to view or update and press **<ENTER>**.

- To view all requisitions in a specific requisition document status (see page ____ of this guide for an explanation of the requisition document status fields,) type the two position alphabetic code in the **Status __** field and press **<ENTER>**. Move the cursor to the specific requisition you want to view or update the press **<ENTER>**.

Note: If you are viewing your Department Requisition (DR) using CM DR VI and you want to know if it has become a Purchase Order, there are three places where the PO number may appear. On the DR header, the PO number will print at the bottom right corner, just above the "Check" field if the PO number is the same for all items on the DR. Or you may use <**PF4**> to view the item and the PO number will appear at the bottom of the Item Description. Or if you have a multiple item PO, you may use <**PF5**> and the PO number will appear to the right of each item description. Samples of these screens are on the following pages.

IT IS VERY IMPORTANT THAT ONCE YOU HAVE A PO NUMBER, YOU USE CM IQ DI SP (STATE OF A PURCHASE ORDER) TO VIEW THAT PO. DO NOT ASSUME THAT THE INFORMATION ON THE DEPARTMENT REQUISITION IS THE SAME AS THE PURCHASE ORDER. The Purchasing Department may have made changes to the vendor, items and/or pricing and you should always view the Purchase Order before you have any contact with a vendor to be sure you have the correct information.

```
FIP300P3                ***** FINANCIAL SYSTEMS *****                FIP300M1
 Jul 31,09           - View/Update Department Requisition -          2 more >
 *FY,Req Nbr..: 2009 00000250  *Type: BO BLANKET ORDER    Entry Dt: 07/02/2008
 *Requestor...: YAMILET BORROTO_________________________ Dt.Needed: 06/30/2009
 *Contact Name: JOSE MATEO______________________________
  Cntct Email.: JMATEO@MDC.EDU__________________________ Fax Nbr: 305 237 6295
  Contact Ph..: 305 237 6349 Ext: _____       Req Status: PR PURCH REQ
  Calc Tot Amt:         10,997.00             Fin Status: CO COMMITTED
 *Buyer ID....: 007 MONICA V. GARCIA         Buyer Phone: 305 237 0008 Ext:
 *Account: 17030000 I70301 60 66002 ____  Header Has    1 Acct(s)    1 Items
  Suggested Vendor--- *ID./Addr.Seq: 591089518 1___  (Optional) Addr Type: B
                     Vendor Name...: REX CHEMICAL CORPORATION________________
                     Attention.....: ________________________________________
                     Suite ........: ________________________________________
                     P.O.Box ......: ________________________________________
                     Street .......: 2270 NW 23 ST___________________________
                     City, St., Zip: MIAMI, FL 33142_________________________
                     Phone / Fax...: 3056342471 / 3056345546_________________
  Orig Req:                   Prev Req:                 PO Nbr..: 2009 00080150
  Notes:  Dept: _  Buyer: _  Reject: _  Vendor: >  Attach.(Y/N): N  Check: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   help  retrn quit  Item  Items Accts             print left  right main
```

```
FIP301N2                ***** FINANCIAL SYSTEMS *****                FIP301M2
 Jul 31,09                  - Maintain Req. Line Items -             10:48 AM

 *Action (A,CL,D,M,N)  __   YR,Req Nbr: 2009 00000250   Item: 1__ of 1
  Quantity..: 1.0000______                Unit Price: 10997.0000____
 *Account...: 17030000 I70301 60 66002 ____     *U/M: EA____
  Total.....:      10,997.00             *Discount..: ______
 *Commodity.: _____________              *Std Text..: _______________
  Deliver Dt: __________                  Status....: PR PURCH REQ
 Text Line Nbr: 1__ of 7   ------ Item Description --------------------
        1   BLANKET ORDER TO PURCHASE CHEM-BATH-SCALE REMOVER,0508,_____
        2   DESINFECTANT CITRUS - 100, BATH ROOM DEODORIZING, GOLDEN GLA
        3   SS CONCENTRATED, PORCELENNE, POLISH LEMON, SINGLE TISSUE____
        4   TOILET, WHITE SHEETING T-SHIRT,VACCUM-CLEANER BELTS, 903340,
        5   GLOVES: M (RPF-1030) & LARGE (RPF-1040), & SPONGE HEAD______
        6   REFILLS (REP-6436) FOR THE CUSTODIAL DEPARTMENT AT INTERAMER
        7   ICAN CAMPUS FOR THE PERIOD OF 07/01/08 TO 05/31/09._________
        8   ____________________________________________________________
                                   P.O.(Itm).: 2009 00080150 001
  Dept Notes: _                                          Freight: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit              Accts bkwrd frwrd                    main
```

In the above screen for a PO with a single item, the PO number can also be found at the bottom of the item description displayed after pressing <**PF4**> from the header screen.

The screen below shows where the PO number can be found from the item screen <**PF5**> used when there are multiple items. Note: The PO number can be different for different items.

```
FIP302N2                ***** FINANCIAL SYSTEMS *****                FIP302M2
 Jul 31,09           - Maintain Multiple Dept Req. Items -           10:48 AM
 Next 1__ / 1       FY,Req.Nbr.. 2009 00000250                          Op/Ca
 Item    Quantity  *Commodity   *U/M    Unit Price  *Disc. %  Total Price  Sta
 1    1.0000______ _____________ EA_ 10997.0000____  ______      +10997.00  _
 Dsc: BLANKET ORDER TO PURCHASE CHEM P.O.(Itm).: 2009 00080150   1  Freight: _
    *Act: 17030000 I70301 60 66002 ____             *Std Itm: _______________
                                                       Notes: _ PR PURCH REQ
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
      ____________ _____________ ___ ______________  ______           +0.00  _
 Dsc: ______________________________                                Freight: _
    *Act: ________ ______ __ _____ ____             *Std Itm: _______________
                                                       Notes: _
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit  Item        Accts bkwrd frwrd                   main
```

COPY DEPARTMENT REQUISITION
Path: CM DR CO

The purpose of this module is to save data entry work by selecting a requisition that contains the information you wish to copy to a new requisition. This function copies all the information except the dates. After using the above path, CM DR to get to the Department Requisition Menu, tab to the "code" field and enter CO for copy. Then enter the DR number to be copied in the field after the Req. Num : 20XX____.

```
FIP310P0                ***** FINANCIAL SYSTEMS *****                FIP310M0
 Jul 31,09              - Department Requisition Menu -               10:49 AM

                                                            Req.  Fiscal
        Code Function                                       Num.   Year
        ---- --------------------------------------------  ----  ------
         AD  Add New Department Requisition                         R
         VI  View/Update Department Requisition             R
         CO  Copy (Add) New Department Requisition          R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  --------------------------------------------
           Code: __                                          O -- Optional
   *Req Num....: 2010 ________  *Prq Num...: 2010 ________   R -- Required
    Fiscal Year: 2010
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       help  retrn quit                                                  main
```

If you do not know your DR number, you may search for it using the same searching method as "View/Update Department Requisition". Once you have located the DR that you want to copy, write the number down. You will need to use <**PF2**> to exit the View/Update Screen and go back to the Department Requisition Menu and enter CO followed by the DR number to be copied.

Before the requisition of your choice displays on the screen, you will see the following box pop up asking for the "Delivery Date Needed". Enter a new delivery date and press <**ENTER**>.

```
Delivery Date Needed: __________ MM/DD/CCYY

  To Cancel PRESS PF2 for 'retrn'
```

Then you will see a new department requisition appear as shown below.

```
  FIP300P3                ***** FINANCIAL SYSTEMS *****                FIP300M1
Jul 31,09          - View/Update Department Requisition -          2 more >
*FY,Req Nbr..: 2010 00014596  *Type: RQ STANDARD REQUIS  Entry Dt: 07/31/2009
*Requestor...: CHARMAINE A ALEXANDER___________________ Dt.Needed: 06/30/2010
*Contact Name: CHARM STONE_____________________________
 Cntct Email.: CSTONE@MDC.EDU__________________________ Fax Nbr: 305 ___ ____
 Contact Ph..: 305 237 0004 Ext: _____       Req Status: PE PENDING
 Calc Tot Amt:              1.00             Fin Status: PE PENDING
*Buyer ID....: TBA TO BE ASSIGNED           Buyer Phone:              Ext:
*Account: ________ ______ __ _____ ____  Header Has    0 Acct(s)    1 Items
 Suggested Vendor--- *ID./Addr.Seq: 742485040 1___  (Optional) Addr Type: B
                    Vendor Name...: DELL COMPUTER CORP______________________
                    Attention.....: ________________________________________
                    Suite ........: RR8 BOX 11______________________________
                    P.O.Box ......: ________________________________________
                    Street .......: ONE DELL WAY____________________________
                    City, St., Zip: ROUNDROCK, TX 78682_____________________
                    Phone / Fax...: 8002747799 / 8665018288_________________
 Orig Req:                  Prev Req:
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: _  Attach.(Y/N): N  Check: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
8024 - Dept Req Header 2010-00014596 modified successfully
```

Note - When you use the Copy function, all items from the previous department requisition are copied. You must then modify or cancel items until the new requisition is correct. You may find it helpful to keep one department requisition header pending with no items attached and use this one to copy as needed.

COPY PURCHASING REQUISITION
Path: CM DR CP

The purpose of this module is to save data entry work by selecting a requisition that contains the information you wish to copy to a new requisition. **This function copies all the information from a Purchasing Requisition, reflecting any changes that may have been made by the Purchasing Department, except the date.** After using the above path, CM DR to get to the Department Requisition Menu, tab to the "code" field and enter CP for copy. Then enter the PR number to be copied in the field after the **Prq. Num** : 2002 **____**.

```
FIP310P0                ***** FINANCIAL SYSTEMS *****                FIP310M0
 Jul 31,09              - Department Requisition Menu -               10:57 AM

                                                          Req.  Fiscal
        Code Function                                     Num.   Year
        ---- -------------------------------------------  ----  ------
         AD  Add New Department Requisition                        R
         VI  View/Update Department Requisition            R
         CO  Copy (Add) New Department Requisition         R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  -------------------------------------------
           Code: __                                        O -- Optional
   *Req Num....: 2010 ________  *Prq Num...: 2010 ________  R -- Required
    Fiscal Year: 2010
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
```

If you do not know your PR number, you may search for it using the same searching method as "View/Update Department Requisition". Once you have located the DR that you want to copy, write the number down. You will need to use <**PF2**> to exit the View/Update Screen and go back to the Department Requisition Menu and enter CO followed by the DR number to be copied.

Before the requisition of your choice displays on the screen, you will see the following box pop up asking for the "Delivery Date Needed". Enter a new delivery date and press <ENTER>.

```
Delivery Date Needed: __________ MM/DD/CCYY

  To Cancel PRESS PF2 for 'retrn'
```

Then you will see a new department requisition appear as shown below.

```
   FIP300P3                ***** FINANCIAL SYSTEMS *****                FIP300M1
Jul 31,09           - View/Update Department Requisition -           2 more >
*FY,Req Nbr..: 2010 00014597  *Type: RQ STANDARD REQUIS  Entry Dt: 07/31/2009
*Requestor...: CHARMAINE A ALEXANDER___________________ Dt.Needed: 06/30/2010
*Contact Name: CHARM STONE_____________________________
 Cntct Email.: CSTONE@MDC.EDU__________________________ Fax Nbr: 305 ___ ____
 Contact Ph..: 305 237 0004 Ext: _____       Req Status: PE PENDING
 Calc Tot Amt:              1.00            Fin Status: PE PENDING
*Buyer ID....: TBA TO BE ASSIGNED          Buyer Phone:              Ext:
*Account: ________ ______ __ _____ ____  Header Has    0 Acct(s)    1 Items
 Suggested Vendor--- *ID./Addr.Seq: 592663954 8___  (Optional) Addr Type: B
                   Vendor Name...: OFFICE DEPOT - BUS. SVC DIV_____________
                   Attention.....: ATTN: PAUL FREITAS______________________
                   Suite ........: ________________________________________
                   P.O.Box ......: ________________________________________
                   Street .......: 2925 W. CORPORATE LAKES BLVD.___________
                   City, St., Zip: WESTON, FL 33331________________________
                   Phone / Fax...: 3053424915 / 5614388901_________________
 Orig Req:                  Prev Req:
 Notes:  Dept: _  Buyer: _  Reject: _  Vendor: _  Attach.(Y/N): N  Check: _
Direct Command: ______________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  Item  Items Accts Cancl SndAp print left  right main
8024 - Dept Req Header 2010-00014597 modified successfully
```

Note - When you use the Copy Purchase Requisition (CP) function, all items from the previous purchase requisition are copied. This function is especially helpful for copying blanket orders that are the same every year.

SEARCH & UPDATE REQUISITIONS BY ACCOUNT NR.
Path: CM DR SA

The Requisitions by Account screen accesses information based on your user groups. A user group is assigned to all accounts. All users in a user group share account information. You will be able to view only the accounts that are attached to your user group. On the Department Requisition Menu, type "SA" on the code field and press <**ENTER**>.

```
FIP310P0               ***** FINANCIAL SYSTEMS *****              FIP310M0
 Jul 31,09             - Department Requisition Menu -             11:00 AM

                                                           Req.  Fiscal
        Code Function                                      Num.   Year
        ---- --------------------------------------------  ----  ------
         AD  Add New Department Requisition                        R
         VI  View/Update Department Requisition             R
         CO  Copy (Add) New Department Requisition          R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  --------------------------------------------
           Code: __                                         O -- Optional
     *Req Num....: 2010 ________   *Prq Num...: 2010 ________   R -- Required
      Fiscal Year: 2010
 Direct Command: ____________________________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        help  retrn quit                                                main
```

The list of user groups you have access to will display as shown below. Use your up-arrow cursor key to select the desired group and press **<ENTER>**.

```
  FIP310P1                          ***** FINANCIAL SYSTEM *****

 Sep 14,01                    - List a User's Financial Groups -
          9:27 AM

                      USER NAME: ROBYN COURTRIGHT
         ALL GROUP ACCESS: M

          GROUP       Access
                         ID              Level         USER GROUP NAME
          ---------------- ------ ----------------------------------------
          13100500          M        PURCHASING DIRECTOR
                         *** End of Data ***



         User ID: SURMC
         Direct                                                    command...:
____________________________________________________________
         Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
--
                   help    retrn    quit                           bkwrd frwrd
main
        8035 - Position cursor or enter screen value to select
```

A screen with all the accounts (Qual1s) attached to the user group selected will display.

The following actions are the only choices for this screen. Either enter a "D" or an "S" in the action field.

Action	**Activity**
Display	**D:** Displays the "Browse Department Requisitions by Account" screen.
SB/Reject	**S:** Displays ""Search Rejected/Sent Back Requisitions" screen.

```
FIP301N5                ***** FINANCE SYSTEMS *****
Sep 14,01             - Browse Org Units for a Group -              9:33 AM

        State
        Org    Qual   Active         Start   Start Start End    End    End
Action  Unit      1   Location  Ind   Month  Day   Year  Month  Day    Year
------ -------- ------ -------- ----- ----- ----- -----  ----- -----   ----

  __   16330100 D63310   90       A     07    01   1998   06     30    2098
  __   16330100 D63311   90       A     05    02   2001   06     30    2098
                          *** End of Data ***



Group ID: 13100500     State Org Unit: ________ Qual 1: ______ Location: __
Direct command...: ________________________________________________________
 Display    SB/Reject
```

Browse Department Requisitions by Account

The following is an illustration of a module that would display if you chose the **D** action from the Account (Browse Org Units for a Group) screen.

```
FIP320P2              ***** FINANCIAL SYSTEMS *****              FIP320M2
 Jul 31,09   - Browse Department Requisitions By Account Number -  11:07 AM

       ------- A c c o u n t -------  -- Requisition --
Action Org unit   Q1   Lo  G/L   Q2    FY   Number  Itm  Stat
------ -------- ------ -- ----- ----  ---- -------- ---  ----
  __   16330100 D63310 90 60502       2000 00003774   1   PR
  __   16330100 D63310 90 61001       2000 00003005   1   PR
  __   16330100 D63310 90 61001       2001 00000179   1   PR
  __   16330100 D63310 90 61001       2001 00000180   1   PR
  __   16330100 D63310 90 61001       2001 00000182   1   PR
  __   16330100 D63310 90 61001       2001 00006798   1   PR
  __   16330100 D63310 90 61001       2002 00000110   1   PR
  __   16330100 D63310 90 61001       2002 00000121   1   PR
  __   16330100 D63310 90 61001       2002 00000123   1   PR
 Org Unit.: 16330100 Qual1.: D63310 Acct Loc: 90 Gl Code: 60502 Qual2: ____
 Fiscal Yr: ____ Req Nbr: ________ Itm Nbr.: ___
 Status ...: __ Qualifier 1 ...: ______  Add New Req (Y) : _
 Direct Command: ______________________________________________________
 Add        Items      Print      View-Updt.
```

Action Codes

- The Action Code fields let you quickly route to other Department Requisition modules. Choose the function you wish to perform and type the action code of your choice in the field labeled Act and press **<ENTER>**.

Action	Activity
Add	**A:** Accesses the "Add a New Department Requisition" screen.
Items	**I:** Accesses the "Maintain Multiple Req Items" screen.
Prints	**P:** Print from the Odyssey system is not applicable at this time. You may print the screen from your local printer.
View-**U**pdt**.**	**V:** Accesses the "View/Update the Department Requisition" screen.

Search Rejected/Sent Back Requisitions

The following is an illustration of a module that would display if you chose the **S** action from the Account (Browse Org Units for a Group) screen.

```
FIP320P8              ***** FINANCIAL SYSTEMS *****
 Jul 31,09       - Search Rejected/Sent Back Requisitions -      2 more >

           Req.                              Entry
 Act FY.   Number     Status       Type      Date           Buyer
 --- ---- -------- ------------ ----------- -------- --------------------
 __  2009 00001121 RJ:APPR REJE SC:SERVICE  07/17/08 TBA:TO BE ASSIGNED
 __  2009 00001550 RJ:APPR REJE SC:SERVICE  08/04/08 TBA:TO BE ASSIGNED
 __  2009 00001614 RJ:APPR REJE BO:BLANKET  08/06/08 TBA:TO BE ASSIGNED
 __  2009 00001935 RJ:APPR REJE RQ:STANDARD 09/04/08 TBA:TO BE ASSIGNED
 __  2009 00002049 RJ:APPR REJE BO:BLANKET  09/11/08 014:NORMA LEAL
 __  2009 00002236 RJ:APPR REJE SC:SERVICE  09/26/08 TBA:TO BE ASSIGNED
 __  2009 00002922 RJ:APPR REJE RQ:STANDARD 12/03/08 001:CHARM ALEXANDER
 Status: RJ Fiscal Year: ____ Requisition Number: ________
 Account ________ Year ____ Type __ Buyer ___ Add New Req (Y)? _
 Contact Name (contains) __________ Requestor Name (contains) __________
 Direct command...: ______________________________________________________
  Add        Items      Print      View-Updt.
```

If you press <**PF11**> **from** the first panel illustrated above, you will view the second panel as illustrated below.

```
FIP320P8              ***** FINANCIAL SYSTEMS *****
 < 1 more        - Search Rejected/Sent Back Requisitions -      1 more >

           Req.            Contact              Contact     Account
 Act FY.   Number           Name                 Phone      Org Unit
 --- ---- -------- ------------------------- --------------- --------
 __  2009 00001121 HILDA ALVAREZ             3052372172      ********
 __  2009 00001550 JORGE SALINAS             3052375166      ********
 __  2009 00001614 KENYASHA JENKINS          3052371068      ********
 __  2009 00001935 ZENAIDA FERNANDEZ         3052373452      ********
 __  2009 00002049 ARNOLD MUNOZ              3052373604      ********
 __  2009 00002236 RUTH D RODRIGUEZ          3052373010      ********
 __  2009 00002922 MICHELLE ARMAND           3052378932      ********
 Status: RJ Fiscal Year: ____ Requisition Number: ________
 Account ________ Year ____ Type __ Buyer ___ Add New Req (Y)? _
 Contact Name (contains) __________ Requestor Name (contains) __________
 Direct command...: ______________________________________________________
  Add        Items      Print      View-Updt.
```

If you press <**PF11**> again from the second panel on the previous page, you will view the third panel as illustrated below.

```
FIP320P8              ***** FINANCIAL SYSTEMS *****
 < 2 more        - Search Rejected/Sent Back Requisitions -       11:11 AM

           Req.      Total                               Deliver  Rcvd.@
 Act FY.   Number     Amount         Requestor Name        Date    Pur.DT
 --- ---- -------- -------------- --------------------- -------- --------
 __  2009 00001121         300.00 HILDA A ALVAREZ       07/24/08
 __  2009 00001550         396.00 JORGE S SALINAS       08/11/08
 __  2009 00001614         300.00 KENYASHA D JENKINS    08/07/08
 __  2009 00001935        6069.00 CLAUDIA JIMENEZ       06/30/09
 __  2009 00002049       24000.00 ARNOLD N MUNOZ        09/12/08
 __  2009 00002236         360.00 RUTH D RODRIGUEZ      09/30/08
 __  2009 00002922         348.00 WANDA M CURTISS       01/04/09
 Status: RJ Fiscal Year: ____ Requisition Number: ________
 Account ________ Year ____ Type __ Buyer ___ Add New Req (Y)? _
 Contact Name (contains) __________ Requestor Name (contains) __________
 Direct command...: ______________________________________________________
 Add        Items      Print      View-Updt.
```

Horizontal Screen Display

- In the upper right corner of the screen the text"2 more >" indicates that there are two more screens of information - press <PF11> to view the next screen. You will then see 1 more >" in the upper right corner of the screen which indicates that there is another screen of information - press <PF11> again to view this screen. To return to the first screen, press <PF10> until the first screen appears**.**

Vertical Browse and Select

- You may page through all of the requisitions by pressing <ENTER> or by pressing <PF8> to page down. By pressing <PF7> the list will page up. Place the cursor on the requisition of your choice and press <ENTER> your requisition will be displayed.

Search for a Specific Group of Requisitions

- To narrow your search for a specific requisition, for example in the screen above, you would first input the fiscal year and requisition number and press <ENTER>. Your screen will then display all requisitions starting from that number. You may then narrow your selection further by entering Fiscal Year, Status, Type, or Buyer.

SEARCH & UPDATE REQUISITIONS
Path: CM DR SR

The Search and Update Requisitions screen allows the user to search the list of department requisitions and the corresponding information for each. On the Department Requisition Menu, type "**SR**" on the code field and press **<ENTER>.**

```
FIP310P0               ***** FINANCIAL SYSTEMS *****              FIP310M0
 Jul 31,09             - Department Requisition Menu -             11:11 AM

                                                            Req.  Fiscal
        Code Function                                       Num.   Year
        ---- -------------------------------------------   ----  ------
         AD  Add New Department Requisition                        R
         VI  View/Update Department Requisition              R
         CO  Copy (Add) New Department Requisition           R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  -------------------------------------------
           Code: __                                          O -- Optional
   *Req Num....: 2010 ________  *Prq Num...: 2010 ________   R -- Required
    Fiscal Year: 2010
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   help  retrn quit                                                  main
```

The following screen will display. The modules in this menu sort the list of department requisitions by a different field as requested on the "Code". **This is a NEW way to search department requisitions because these modules look at the entire database of department requisitions, not just the ones for a particular account.**

```
FIP320P0                ***** FINANCIAL SYSTEMS *****
 Jul 31,09              - Search & Update Requisitions -            11:12 AM

                Code Function
                ---- ---------------------------------------------
                 RD  Search Requisitions by Entry Date
                 RA  Browse Department Requisitions by Account No
                 RC  Search Requisitions by Contact Name
                 RS  Search Requisitions by Status
                 RF  Search Requisitions by Fiscal Year
                 RT  Search Requisitions by Type
                 RB  Search Requisitions by Buyer
                 RV  Search Requisitions by Suggested Vendor
                 RR  Search Requisitions by Requestor Name
                 RH  Browse Requisitions Headers in I* Status
                 RI  Browse Requisition Items in I* Status
                 ?   Help
                 .   Terminate
                ---- ---------------------------------------------
           Code: __
 Direct command...:
____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

At the bottom of each of these Search screens there will be additional fields that can still be used to narrow the search parameters. Although you are looking at all the department requisitions in the system, you will not have access to modify any that are not for your account. These additional searches have been developed to allow users to find requisitions when they only know certain information.

SEARCH REJECTED/SENT BACK REQUISITIONS
Path: CM DR SB

The Search Rejected/Sent Back Requisitions screen is a NEW search screen that was added to allow the user a quick and easy method to search only for requisitions that are in a **REJECTED or SENT BACK** status. On the Department Requisition Menu, type "**SB**" on the code field and press **<ENTER>.**

```
FIP310P0                ***** FINANCIAL SYSTEMS *****                FIP310M0
 Jul 31,09              - Department Requisition Menu -               11:13 AM

                                                              Req.  Fiscal
        Code Function                                         Num.   Year
        ---- --------------------------------------------     ----  ------
         AD  Add New Department Requisition                           R
         VI  View/Update Department Requisition                R
         CO  Copy (Add) New Department Requisition             R
         CP  Copy Purchase Req to Department Req
         SA  Search & Update Requisitions by Account Nbr
         RR  Return/Exception Menu
         SR  Search & Update Requisitions
         SB  Search Rejected/Sent-Back Requisition
         ?   Help
         .   Terminate
         --  --------------------------------------------
           Code: __                                            O -- Optional
   *Req Num....: 2010 ________  *Prq Num...: 2010 ________     R -- Required
    Fiscal Year: 2010
Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

The following screen will display that shows only rejected/sent back requisitions. This is the screen that a Preparer should check daily to ensure that they are aware of any requisitions in this status that require additional modifications.

```
FIP320P8              ***** FINANCIAL SYSTEMS *****
 Jul 31,09       - Search Rejected/Sent Back Requisitions -       2 more >

           Req.                              Entry
 Act FY.   Number     Status       Type      Date            Buyer
 --- ---- -------- ------------ ----------- -------- ---------------------
 __  2009 00001121 RJ:APPR REJE SC:SERVICE  07/17/08 TBA:TO BE ASSIGNED
 __  2009 00001550 RJ:APPR REJE SC:SERVICE  08/04/08 TBA:TO BE ASSIGNED
 __  2009 00001614 RJ:APPR REJE BO:BLANKET  08/06/08 TBA:TO BE ASSIGNED
 __  2009 00001935 RJ:APPR REJE RQ:STANDARD 09/04/08 TBA:TO BE ASSIGNED
 __  2009 00002049 RJ:APPR REJE BO:BLANKET  09/11/08 014:NORMA LEAL
 __  2009 00002236 RJ:APPR REJE SC:SERVICE  09/26/08 TBA:TO BE ASSIGNED
 __  2009 00002922 RJ:APPR REJE RQ:STANDARD 12/03/08 001:CHARM ALEXANDER
 Status: RJ Fiscal Year: ____ Requisition Number: ________
 Account ________ Year ____ Type __ Buyer ___ Add New Req (Y)? _
 Contact Name (contains) __________ Requestor Name (contains) __________
 Direct command...: ______________________________________________________
 Add        Items      Print      View-Updt.
```

This screen defaults to **RJ** status first. In order to see **SB** status, you may type **SB** over the **RJ** and press **<ENTER>** or you may press **<PF8>** to move forward and see the next screen. Once you have located requisitions in either of these statuses, you may enter "V" in the action field to view the requisition and see the comments from either the Approver who rejected it or the Buyer in Purchasing that sent it back.

Do's & Don'ts

FOR ENTERING DEPARTMENT REQUISITIONS

Do!...

- **Check your General Ledger to see if you have enough funds in the GLC that you will be using before beginning to enter the department requisition…. OR you may use the new "Check" key to check your funds before you send the requisition for approval.**

- **Use the correct requisition type.**
  You must check with your Learning Resources Department on your campus to find out what your technology standards are and to find out if you must obtain approval from Learning Resources for that purchase Please make sure to select the requisition type that corresponds with your campus for any technology purchase. (LK for Kendall, LN for North, etc)

  Use BO for Blanket Orders, formerly Open Accounts, or use SC for Service Contracts.

- **Do select a vendor**. The vendor field is also **optional** on the department requisition. You should always type in the vendor name and address and phone number if you are using a new vendor, so Purchasing will know how to contact the vendor. You may select an existing vendor from the vendor table by using F1 for help or you may type in any vendor's name and address that you wish Purchasing to contact.

- **Use the correct GL code.** Consult your General Ledger Code booklet (available at https://www.mdc.edu/businessaffairs/Papers/Manuals/GLCODE%20Book%202007-8.pdf) from the Budget Dept. or call your Budget Manager, for assistance if you are not sure what GL to use. **Please be aware that you MUST use 70606 for any and all computer purchases regardless of price.**

  It is the Budget Manager's responsibility to check the GL codes on all requisitions before approving them. Requisitions should be rejected by the Budget Manager if the GL is incorrect.

  If the requisition reaches Purchasing with an incorrect GL it will be sent back to the preparer to have the GL corrected and resubmitted through the approval path.

  Sometimes, the GL code must be changed due to price increases or decreases, and in this case the requisition will be sent back for the preparer to change the GL code.

  You can enter two different GL codes for the same requisition by entering the account number on the item screen instead of on the header screen.

- **Press <ENTER> after finishing the header information and receive a requisition number from the system. WRITE THIS NUMBER DOWN!!**

- **Use F4 to add individual items. Fill in as complete a description as possible.** Use F8 to get more than the original 6 lines for your description. You can have up to 99 lines for each item description. A complete description with vendor part numbers will ensure that your item will be ordered correctly. When you have finished adding all the items **(and YES, you do have to enter each item, you can no longer put "see attached item list")** go back to the header information and check that the total and number of items is calculated corrected.

- **Add dept. notes for any additional information you wish to tell the Buyer.**

- **Send a written Rationale to the Purchasing Department for any requisitions between 25K-250K. For Requisitions over 250K, please send a rationale that will assist Purchasing in the preparation of a Board of Trustees item.** Any information to support the dept. requisition MUST be sent to Purchasing for all expenditures over $25,000 threshold amount. Be sure to write the req. number at the top of the information.Press F8 when you are finished to send for approval.

- **Check your queue daily for any requisitions that have been sent back or rejected for any reason. (CM DR SB)**

- **Remember you must cancel requisitions for them to de-commit.** You may modify a "Sent Back" requisition and re-send it for approval or you may cancel it. But just because the status changes to "Send Back" does not de-commit the funds.

- **Check your requisitions to see when they have been assigned a PO number.** This number will appear in three places. It can be found in the requisition header, at the lower right hand side of the screen, at the end of the item description when using F4 and next to the items when you use F5. The status of the department requisition will not say PO. A DR changes to a purchase requisition as its final status. The PR then changes to a PO.

- **Remember to sign invoices promptly and send to Accounts Payable for payment**.

- **Monitor your Blanket Orders and notify Purchasing of increases or decreases in writing by email.**

DON'T!...

- **Don't buy items on your own unless they are less than $100 and you can be reimbursed from 'Petty Cash".** You should use department requisitions for even small purchases if you do not have a Purchasing Card or a Blanket Order set up with that vendor.

- **Don't worry about selecting a Buyer.** The Buyer field is optional. You may select the Buyer if you know who it is. If you do not, the system will default to "TBA".

- **Don't use the standard text or commodity fields at this time.**

- **Don't use Blanket Orders for the purchase of equipment over $1000.** Any 700 GL codes items should not be purchased with a blanket order.

- **Don't use the dept. requisition to pay for something that you have already received.** A dept. requisition always turns into a Purchase Order and should not be used for any "after the fact" orders. Once you have received something not originally ordered with a Purchase Order, you should use a disbursement request to pay the invoice.

- **Don't ever send dept. requisitions to a vendor for any reason.** Vendors should only honor official Purchase Orders from the College.

- **Don't expect Purchasing to correctly guess what you are trying to order…**Please be as complete as possible with your descriptions and send attachments when applicable.

- **Don't wait until your Blanket Purchase Order has closed to try to increase it.** Keep track of your purchases and your remaining balance and send an email to the appropriate Buyer in Purchasing to increase the Purchase Order in time for invoices to be paid.

- **Don't assume that a Purchase Order will be to the same vendor as your department requisition.** Even though the purchase order number appears on the department requisition, **the vendor and item information may have been changed by Purchasing.** Always use your document inquiry screens to check the Purchase Order, CM IQ DI SP, to see the actual vendor and item descriptions.

- **Don't enter a person's name in the "Del Dept/Name" field.** This field should contain the name of the department where the items are to be delivered, to assist Receiving in making sure the items are delivered correctly. The Campus ID and room number selected should also refer to where the items should be delivered once they come into the Receiving department.

DOCUMENT DISPLAY MENU
Path: CM IQ DI

The screen below is the **Document Display Menu**. Through this menu you will be able to access the different screens that will allow you to view the state of department requisitions and browse Purchase Orders.

On the "Direct Command:" line type **CM IQ DI** or from the MDC Utility Main Menu, position your cursor on the right of "**Code:**" – type **IQ** and press **<ENTER>**. The following screen will display.

```
MFU000P1                 ***** MDC COLLEGE SYSTEM *****
 Jul 31,09                  - MDC UTILITY MAIN MENU -                   11:27 AM

                Code System/Function/Explanation
                ---- ------------------------------------
                 AS  Approval System Menu
                 CB  Campus Budgets
                 DR  Department Requisition Menu
                 DM  Disbursement Request Menu
                 TR  Travel Request
                 TA  Time and Attendance Menu
                 RR  Recurring Request Menu
                 EI  EFT Information Menu
                 FA  Financial Aid Student Authorization
                 IQ  Campus Inquiry Menu
                 PC  Purchasing Card Menu
                 ?   Help
                 .   Terminate
                ---- ------------------------------------
           Code: __
 Direct command...: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                                  main
```

Then position your cursor on the right of "**Code:**" **–** type **DI** and press **<ENTER>**. The following screen will display.

```
MFU000P5                 ***** MDC COLLEGE SYSTEM *****
 Jul 31,09                  - MDC Campus Inquiry Menu -              11:31 AM

                Code System/Function/Explanation
                ---- ----------------------------
                 DI  Document Display Menu
                 IP  Inquire Posted Transactions
                 UG  User Group Access
                 VE  View Vendor
                 ?   Help
                 .   Terminate
                ---- ----------------------------
           Code: __








 Direct command...: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                                  main
```

STATE OF A DEPARTMENT REQUISITION
Path: CM IQ DI SD

This module, as illustrated below, allows you to follow the progress of a purchase. It follows the Department Requisition through the approval process to the Purchase Requisition, to the Purchase Order; and when the item(s) have been received, the vendor's payment. The general ledger activity is also documented showing whether the money has been committed and/or encumbered.

```
FIA610P1                ***** FINANCIAL SYSTEMS *****              FIA610M1
 Jul 31,09           - State of a Department Requisition -           2:57 PM

 *Action (D,C,N)            __
 *FY, Req.Num.: 2009 00000035 Type: BO BLANKET ORDER       Entry Dt: 05/02/08
  Requestor...: CLARA E TORRES                           Dt.Needed.: 06/30/09
  Contact Name: BILL DICKHAUS
  Cntct Email.:                                          Fax Nbr: 305 237 3426
  Contact Ph..: 305 237 3300  Ext:             Req Status: PR  PURCH REQ
  Calc Tot Amt:          4,900.00              Fin Status: CO  COMMITTED
  Buyer Id..: 020 KENNETH PALLAIS
  Account: 16310200 D63121 90 66001       Header has: 1   Acct(s)  1   Item(s)

  Delivery Dept/Name: NTS, JAVIER MUNOZ
  Campus ID: 3  00    WOLFSON CAMPUS
  Building ID:  5     BONNIE P MCCABE     Room: 55120A

  PrePay/Add:      PO: 200900080066


 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit  DTL   ITEMS       bkwrd frwrd APPRV             main
 8026 - Dept Req Header 2009-00000035 displayed successfully
```

Note: If the PO (Purchase Order) number appears on this screen, the department requisition has been converted to a PO. You should then use <**PF2**> to go back one screen and select **SP** for State of a Purchase Order and enter your PO number to view the actual Purchase Order.

If the requisition status has not changed to PR for Purchasing Requisition, but still says PA for Pending Approval, you may press <**PF9**> to see where the department requisition is in the approval path. If the requisition status says PE for Pending or PI for Pending Item, this means it has never been sent for approval.

Following are the display functions of this module.

- ♦ The Action field allows you to Display the Department Requisition or Clear the contents of the screen; or display the Next requisition in the system. This is a required field.

- ♦ In the Req. Num. field you must enter the requisition number that you want to look at. You must specify the current fiscal year that begins on July 1st. If you don't remember the number use <**PF1**> for help. You may scroll vertically down the list by pressing <**ENTER**> or <**PF8**>. By pressing <**PF7**> the list will scroll vertically up. Place the cursor on the item of your choice and press <**ENTER**>; your choice will be carried to the field. To narrow your search for a specific requisition you may specify one or more of the fields in the space allotted at the bottom of the screen.

Function keys at the bottom of the screen

<PF9> APRV	Will display the "Document Approval Path Maintenance" screen, where you will then be able to determine the approval activity of the Department Requisition document that you specified.
<PF4> DTL	Will display the Department Requisition header screen for the Req. Num. that you specified.
<PF5> ITEMS	Will display the items screen, illustrated below, for the Req. Num. that you specified. Each item is displayed.

<PF5> ITEMS – Will display the items screen, illustrated below for the Department Requisition specified. Notice the "+" (plus signs) just above the direct command line. These "+" (plus signs) allow you to display pertinent details about the state of the department requisition. However, if a Purchase Order number is already assigned, you should press <**PF2**> to back out of this screen and use SP for State of a Purchase Order, explained on the following page. You may use the <**TAB**> key to reach each "+" (plus sign), then use the up arrow key to the item of your choice and press <**ENTER**>. The first plus sign will display more detailed item description, but for Receiving or Invoicing information, you should be looking at the State of a Purchase Order, CM IQ DI SP.

```
FIA610N3                ***** FINANCIAL SYSTEMS *****
 Jul 31,09          - State of a Department Requisition -             2:59 PM

 Department Requisition: 2009-00000035
 -Item-
 Nbr Sq Description        PO Yr/Ref/Item    Received Invoiced Payable  Financal
 --- -- ------------------ ---------------- -------- -------- -------- --------
   1    OPEN PURCHASE ACCOUNT FOR TELEPHONE
      1 OPEN ACCOUNT TO PU 2009 00080066   1 COMPLETE PENDING  PENDING  ENCUMBER
                           *** End of Data ***




             +                     +            +        +
 Itm Nbr: ___ Itm Seq: __
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd                   main
 8035 - Position cursor or enter screen value to select
```

<PF9> APRV – This screen will display where the department requisition is in the electronic approval path.

```
FIU210P1                ***** FINANCIAL SYSTEMS *****                  FIU210M1
 Jul 31,09          - Document Approvals Path Maintenance -             1 more >

 *Action (C,D,N)             __

  *System Id......: FIP PURCHASING
  *Document Type..: DN  DEPARTMENT REQUISITION
  *Document Id....: 200900000035________
  *Document Status: AP  APPROVED                      Date: 05/05/2008
   Date Submitted.: 05/02/2008
   Date Finalized.: 05/05/2008
                                                         Date       Date
       Seq  Person                       *Status          Submitted  Finalized
       ---  ---------------------------- --------------- ---------- ----------
  1__  1    SMGRL    GABRIELA R LEON      AP APPROVED     05/02/2008 05/05/2008
 of
  1



 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  DTL         bkwrd frwrd NOTES left  right main
8026 - Document FIP-DN-200900000035 displayed successfully
```

By looking at the "Date Submitted" and "Date Finalized" you can see where the requisition is, in the approval path. When the final approver shows a "Date Finalized" then the department requisition has become a purchase requisition.

STATE OF A PURCHASE ORDER
Path: CM IQ DI SP

The module below allows you to follow the progress of a Purchase Order. It is important that you use **CM IQ DI SD** for State of the Department Requisition <u>only</u> to find out the Purchase Order number. Once your Department Requisition has been converted by Purchasing into a Purchase Order, you should always use this screen to follow the progress of this order.

```
FIA630P1                ***** FINANCIAL SYSTEMS *****                FIA630M1
 Jul 31,09               - State of a Purchase Order -                3:01 PM

 *Action (D,C,N)           __

 *PO Number: 2009 00080066  Type: BO BLANKET ORDER       Entry Date: 07/02/08

  Vend Nbr..: 133784647  Addr: 5              Buyer ID...: 020 KENNETH PALLAI
  Vend Name.: SIEMENS                         Status.....: OP  OPEN
  Attention.:                                 Print Date.: 07/02/08
  Suite.....:                                 Needed by..: 06/30/09
  P.O.Box...:                                 Pay Terms..: 30  30 DAYS
  Street....: 900 BROKEN SOUND PARKWAY        FOB Terms..: DES FOB DESTINATIO
  City,St,Zp: BOCA RATON, FL 33487            Tolerance..: 02  ZERO TOLERANCE
  Phone/Fax.: 5619231320 / 8775517212         Tot Cal Amt: 4900.00
                                              Tot Enc Bal: 4900.00
  PrePay&Add:                                 Paid Amt...:
                                              Freight....:
                                              Fr.Itm.Nbr.:

 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
-
       help  retrn quit  DTL   ITEMS                                     main
 8026 - P.O. Header 2009-00080066 displayed successfully
```

Following are the display functions of this module:

The **Action** field allows you to Display the Purchase Order. This is a required field.

In the **PO Number** field you must enter the PO number that your department requisition was converted to that you obtained from the CM IQ DI SD.

Function Keys at the Bottom of the Screen

<PF4> DTL - Will display the PO header in more detail.

<PF5> ITEMS - Will display the items screen, illustrated below for the Purchase Order you specified. Notice the "+" (plus signs) just above the direct command line. These "+" (plus signs) allow you to display pertinent details about the state of the purchase order.

```
FIA630N3                ***** FINANCIAL SYSTEMS *****
 Jul 31,09               - State of a Purchase Order -                  3:03 PM

 Purchase Order: 2009-00080066
 Item
 Nbr  Description                           Received Invoiced Payable  Financial
 --- ------------------------------------- -------- -------- -------- ---------
   1  OPEN ACCOUNT TO PURCHASE TELEPHONE    COMPLETE PENDING  PENDING  ENCUMBER
                           *** End of Data ***









             +                                  +        +
 Itm Nbr: ___
 Direct Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                  bkwrd frwrd                    main
 8035 - Position cursor or enter screen value to select
```

Use the <TAB> key to reach each "+" (plus sign), then use the up arrow key to the item of your choice and press <ENTER>

The first plus sign will display PO item description information.

The second plus sign will display Receiving information, by item for that PO.

The third plus sign will display invoicing information, by item for that PO.

BROWSE INVOICE ITEM HISTORY
Path: CM IQ DI PO

This module is used to follow the payment history on a Purchase Order. Amount paid and check numbers are found through this module. This is especially helpful for tracking payments for Blanket Orders. Using the above path, **CM IQ DI PO** brings you to the below screen. You must know your Purchase Order number and enter it in the PO number field. The first line of the field is always for the fiscal year followed by the 6-digit PO number. It is not necessary to type in the leading zeros. After entering the PO number press <**ENTER**>.

```
FIA129P3                ***** FINANCIAL SYSTEMS *****
 Jul 31,09              - Browse Invoice-Item History -                3 more >

          Invoice          Itm        Qty         Pay         Freight
          Number           Nbr St    Invoiced      Amount       Amount
 ------------------------- --- -- ------------- ------------  ------------
 035517                      1 CM        1.0000     86530.00
                           *** End of Data ***







 *P.O. Number: 2009 00080067 for Line-Item: ___     Status: __
 Direct Command: _________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
 8035 - Position cursor or enter screen value to select
```

The **Browse Invoice-Item History** screen shows the invoice number, item number, status, quantity invoiced, pay amount, freight amount (if any),on this first screen. **Note at the top that there are now “3 more” screens to the right containing much more information.** The "**ST**" (Status) field should show "**CM**" (Completed) to indicate the invoice and payment have been completed. If the status is "**PE**" (Pending) or "**CA**" (Cancelled), or “**OP**” (Open) these invoices have not been paid. The Pay Amount refers to the amount paid for that particular invoice.

```
FIA129P3                ***** FINANCIAL SYSTEMS *****
 Jul 31,09              - Browse Invoice-Item History -                3 more >

          Invoice          Itm        Qty         Pay         Freight
          Number           Nbr St    Invoiced      Amount       Amount
 ------------------------- --- -- ------------- ------------  ------------
 035517                      1 CM        1.0000     86530.00
                           *** End of Data ***







 *P.O. Number: 2009 00080067 for Line-Item: ___     Status: __
 Direct Command: _________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
```

The below screen shows the second panel of this same screen where additional information is now available. Be sure you are looking at the "Pay Amount" column to see what was paid for this PO. Remember, the "Check Amount" column shows the actual amount of the check which may include other payments to this same vendor. The Check Number and Check Date are now available on this same screen. The PO shown below is a Blanket Order, so that is why all the items reference are "item 1". The "Total Item Payable" column reflects the total amount paid on this Blanket Order. If it were a regular PO type, this column would show the total amount paid for each item.

```
FIA129P3                 ***** FINANCIAL SYSTEMS *****
 < 1 more                - Browse Invoice-Item History -               2 more >

      Invoice     Itm    Check/EFT   Check/EFT  Pay   Check/EFT     Total Item
      Number      Nbr St CCR Amount   CCR Date  Typ    CCR NBR       Payable
 ---------------- --- -- ----------- ---------- --- --------------- ------------
 035517             1 CM    86530.00 06/10/2009 CHK                    86530.00
                            *** End of Data ***











 *P.O. Number: 2009 00080067 for Line-Item: ___     Status: __
 Direct Command: _________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
 8035 - Position cursor or enter screen value to select
```

Below is the third panel of this screen. The "Payable Date" is the date the payable was created by Accounts Payable, but the "Check Date" on the previous screen is a more accurate date of when the check went out to the vendor. There is very little useful information on this screen for the Campus User.

```
FIA129P3                 ***** FINANCIAL SYSTEMS *****
 < 2 more                - Browse Invoice-Item History -               1 more >

          Invoice        Itm      Amount      Freight    Payable    Remaining
          Number         Nbr St   Payable     Payable     Date       Balance
 ----------------------- --- -- -----------  ---------- ---------- ------------
 035517                    1 CM    86530.00             04/09/2009     3470.00
                            *** End of Data ***






*P.O. Number: 2009 00080067 for Line-Item: ___     Status: __
 Direct Command: _________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                    bkwrd frwrd       left  right main
 8035 - Position cursor or enter screen value to select
```

You may also use this same screen to view invoice payments on other types of PO's. If the PO is not a Blanket Order, each item shown on the PO will show as a separate item on this screen. See the example below of a PO with ten items. Note that the "Total Item Payable" is just the total for that particular item and not for the entire PO as was the case with a Blanket Order PO.

```
FIA129P3                ***** FINANCIAL SYSTEMS *****
 Jul 31,09              - Browse Invoice-Item History -                3 more >

          Invoice          Itm        Qty          Pay          Freight
          Number           Nbr St   Invoiced      Amount        Amount
 ------------------------- --- -- ------------- ------------  ------------
 439001879-001               1 CM      15.0000        14.85
 439001879-001               2 CM      15.0000        14.85
 439001879-001               3 CM       1.0000         0.81
 439001879-001               4 CM      25.0000       116.25
 439001879-001               5 CM       4.0000       125.98
 439001879-001               6 CM       5.0000        41.70
 439001879-002               7 CM       3.0000       137.61
 439001879-001               8 CM      10.0000        11.30
 439001879-001               9 CM      10.0000        11.10
 439001879-001              10 CM      10.0000        11.10
                           *** End of Data ***


*P.O. Number: 2009 00080926 for Line-Item: ___     Status: __
 Direct Command: _________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                    bkwrd frwrd       left  right main
 8035 - Position cursor or enter screen value to select
```

```
FIA129P3                ***** FINANCIAL SYSTEMS *****
 < 1 more               - Browse Invoice-Item History -                2 more >

      Invoice     Itm    Check/EFT   Check/EFT  Pay   Check/EFT     Total Item
      Number      Nbr St CCR Amount   CCR Date  Typ    CCR NBR       Payable
 ---------------- --- -- ----------- ---------- --- --------------- -----------
 439001879-001      1 CM     4086.53 08/25/2008 CHK 00666810              14.85
 439001879-001      2 CM     4086.53 08/25/2008 CHK 00666810              14.85
 439001879-001      3 CM     4086.53 08/25/2008 CHK 00666810               0.81
 439001879-001      4 CM     4086.53 08/25/2008 CHK 00666810             116.25
 439001879-001      5 CM     4086.53 08/25/2008 CHK 00666810             125.98
 439001879-001      6 CM     4086.53 08/25/2008 CHK 00666810              41.70
 439001879-002      7 CM     4094.10 08/28/2008 CHK 00667113             137.61
 439001879-001      8 CM     4086.53 08/25/2008 CHK 00666810              11.30
 439001879-001      9 CM     4086.53 08/25/2008 CHK 00666810              11.10
 439001879-001     10 CM     4086.53 08/25/2008 CHK 00666810              11.10
                           *** End of Data ***


 *P.O. Number: 2009 00080926 for Line-Item: ___     Status: __
 Direct Command: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn quit                    bkwrd frwrd       left  right main
 8035 - Position cursor or enter screen value to select
```