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

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.

RR Return/Exception Menu

This command code will only be used by Purchasing/Receiving department personnel at this time.

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 Department Requisition. From the Department Requisition Menu, your cursor will be resting on the right of "Code:" - type AD and press <ENTER>.

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.
<table>
<thead>
<tr>
<th>Code Type</th>
<th>Description of Requisition</th>
<th>Required Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>BO</td>
<td>Blanket Orders</td>
<td>Open accounts</td>
</tr>
<tr>
<td>LH</td>
<td>Learning Resources Homestead</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LI</td>
<td>Learning Resources Inter Am.</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LK</td>
<td>Learning Resources Kendall</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LM</td>
<td>Learning Resources Medical</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LN</td>
<td>Learning Resources North</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LW</td>
<td>Learning Resources Wolfson</td>
<td>* Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>LD</td>
<td>Learning Resources District</td>
<td>** Computers, printers, software, A.V. equip</td>
</tr>
<tr>
<td>PP</td>
<td>Prepaid</td>
<td>Goods and services that must be paid in advance</td>
</tr>
<tr>
<td>SC</td>
<td>Service Contract</td>
<td>Yearly Contracts for Service/Maintenance</td>
</tr>
<tr>
<td>RQ</td>
<td>Standard Requisition</td>
<td>All standard supplies and equipment, itemized</td>
</tr>
</tbody>
</table>

* Approved by Campus Associate Dean of Learning Resources
** Approved by District Vice Provost

<table>
<thead>
<tr>
<th>Code Type</th>
<th>Description of the Requisition</th>
<th>Use Restricted to the Area Designated Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>Central Stores</td>
<td>(Not used at this time.)</td>
</tr>
<tr>
<td>BS</td>
<td>Book Store</td>
<td>(Not used at this time.)</td>
</tr>
<tr>
<td>CO</td>
<td>Construction</td>
<td>Facilities only</td>
</tr>
<tr>
<td>LB</td>
<td>Library Blanket</td>
<td>Library only</td>
</tr>
<tr>
<td>LT</td>
<td>Library Technical Services</td>
<td>Library only</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
<td>Purchasing Department only</td>
</tr>
<tr>
<td>ER</td>
<td>Emergency</td>
<td>Purchasing Department only</td>
</tr>
</tbody>
</table>

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 browsers, 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 browsers. 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. **Buyer Phone**—If you selected the Buyer by using Help <PF1>, this field is automatically populated from the Buyer table. If it is not populated you may leave it blank. *This is not a required field.*

13. ***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.*

14. ***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.)

- In the **Attach (Y/N)** field typeover the "N" with "Y" if you are sending additional documents or information to the Purchasing Department that should accompany the requisition. Make sure to include the Req. Num. (found at the top of the screen) when sending these attachments.

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:

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.

TAMIAI - (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.

HIALEAH CENTER - select North Campus, Building 1, Room 1315 (This is the office of Dean for Administration) Enter “Hialeah”, followed by your department name 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 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) 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). 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 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-NNNNNNNNNN added successfully." This message means that the information you have typed will be saved with the number that populates in the **Req Num** field - jot it down 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.

---

| 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. |
These function keys 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.  *(See page 3-12 of this guide for an explanation of this screen)*

**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.

**PF9 PRINT**  - Prints Department Requisition header and itemize list. You must have a printer defined to the mainframe and assigned to you by Business Affairs Security. This capability is not going to be used at this time.
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).

Functions and a general description of each field is 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 if left blank at header. 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 one item press <PF6>. You must enter the account as follows:

In the Account field, 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. If you need to split 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 *Discount--Indicates percentage discount off Unit Price if applicable. You may complete this field by entering the discount percentage if known and the system will then calculate the total price showing the discount. This is not a required field.

9 *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.

10 *Std-Text-- Standard Text, not being used at this time.

11 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.

12 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, 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, press <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 an individual item press <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.

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: 2002-00000898

Type in 'YES' here ===> ___

To Cancel PRESS PF2 for 'retn'
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.

<table>
<thead>
<tr>
<th>Act</th>
<th>Org Unit</th>
<th>GLC Nbr</th>
<th>Funds</th>
<th>Amount</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>--------</td>
<td>-------</td>
<td>-----</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>_</td>
<td>16330100</td>
<td>D63310</td>
<td>90 65502</td>
<td>712736.18</td>
<td>30000007.50</td>
</tr>
<tr>
<td>_</td>
<td>10090000</td>
<td>D19000</td>
<td>90 10100</td>
<td>29287271.32-</td>
<td></td>
</tr>
</tbody>
</table>

G ACCT FUNDS UNAVAILABLE

Control Acct. 10090000 D19000 90 10100

Direct Command: _______________________________________________________
Select
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
help retrn bkwrdfwr
# 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>(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.</td>
</tr>
<tr>
<td>PE</td>
<td>(pending) - the requisition has not yet been sent for approval, but items have been added.</td>
</tr>
<tr>
<td>PA</td>
<td>(pending approval) - the requisition has been forwarded for approval, and the money has been committed on the general ledger.</td>
</tr>
<tr>
<td>PR</td>
<td>(Purchase Requisition) - the Department Requisition has been approved and turned into a Purchase Requisition to be worked by the Purchasing Department.</td>
</tr>
<tr>
<td>RJ</td>
<td>(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.</td>
</tr>
<tr>
<td>SB</td>
<td>(Sent Back) - the requisition was sent back to the preparer for necessary changes, modifications, or cancellations.</td>
</tr>
<tr>
<td>CA</td>
<td>(Canceled) - the preparer canceled the requisition and all monies are de-committed.</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE</td>
<td>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).</td>
</tr>
<tr>
<td>CO</td>
<td>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).</td>
</tr>
</tbody>
</table>

**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 2002 is displayed and press <ENTER>.
After pressing <ENTER> you would be taken to the View/Update Department Requisition screen shown below.

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 2002 and then press <PF1> for help. You should get the below screen.

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: 2002 and the req. number (the “0” before the number does not need to be entered). Press <ENTER>. 2002 4000 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 DISP (STATE OF A PURCHASE ORDER) TO VIEW THAT PO (see page ____). 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.
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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>*Commodity</th>
<th>*U/M</th>
<th>Unit Price</th>
<th>*Disc. %</th>
<th>Total Price</th>
<th>Sta</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200.0000</td>
<td>__________</td>
<td>EA</td>
<td>2.0000</td>
<td>+400.00</td>
<td>_</td>
<td></td>
</tr>
<tr>
<td>Dsc: BINDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O.(Itm).: 2002 00020198</td>
<td>1</td>
<td>Freight:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Act: 16330100 D63310 90 65502</td>
<td></td>
<td>*Std Itm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td>PR PURCH REQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.0000</td>
<td>__________</td>
<td>EA</td>
<td>20.0000</td>
<td>+20.00</td>
<td>_</td>
<td></td>
</tr>
<tr>
<td>Dsc: CHALKBOARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O.(Itm).: 2002 00020198</td>
<td>2</td>
<td>Freight:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Act: 16330100 D63310 90 65502</td>
<td></td>
<td>*Std Itm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td>PR PURCH REQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5.0000</td>
<td>__________</td>
<td>EA</td>
<td>1.0000</td>
<td>+5.00</td>
<td>_</td>
<td></td>
</tr>
<tr>
<td>Dsc: DIVIDERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O.(Itm).: 2002 00020198</td>
<td>3</td>
<td>Freight:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Act: 16330100 D63310 90 65502</td>
<td></td>
<td>*Std Itm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td>PR PURCH REQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1.0000</td>
<td>__________</td>
<td>CH</td>
<td>10.0000</td>
<td>+10.00</td>
<td>_</td>
<td></td>
</tr>
<tr>
<td>Dsc: FREIGHT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O.(Itm).: 2002 00020198</td>
<td>4</td>
<td>Freight: Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Act: 16330100 D63310 90 65502</td>
<td></td>
<td>*Std Itm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td>PR PURCH REQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: 2002 ____.

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.

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 ____.

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 'retn'

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

**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>.

<table>
<thead>
<tr>
<th>Code</th>
<th>Function</th>
<th>Req. Fiscal</th>
<th>Num. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Add New Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>VI</td>
<td>View/Update Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>CO</td>
<td>Copy (Add) New Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>CP</td>
<td>Copy Purchase Req to Department Req</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>Search &amp; Update Requisitions by Account Nbr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR</td>
<td>Return/Exception Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>Search &amp; Update Requisitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>Search Rejected/Sent-Back Requisition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>?</td>
<td>Help</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>Terminate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Code: __

*Req Num...: 2002 __________  *Prq Num...: 2002 __________

Fiscal Year: 2002 FISCAL YEAR MUST BE 2002 OR 2003

Direct Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

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>. 
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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>D: Displays the &quot;Browse Department Requisitions by Account” screen.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>A: Accesses the &quot;Add a New Department Requisition&quot; screen.</td>
</tr>
<tr>
<td>Items</td>
<td>I: Accesses the &quot;Maintain Multiple Req Items&quot; screen.</td>
</tr>
<tr>
<td>Prints</td>
<td>P: Print from the Odyssey system is not applicable at this time. You may print the screen from your local printer.</td>
</tr>
<tr>
<td>View-Updt.</td>
<td>V: Accesses the &quot;View/Update the Department Requisition&quot; screen.</td>
</tr>
</tbody>
</table>
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.

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

```
FIP321N1         ***** FINANCIAL SYSTEMS *****
<2 more - Search Rejected/Sent Back Requisitions -         2:53 PM

Act FY.       Req.     Total       Requestor Name       Deliver  Rcvd.@
--- ---- -------- ------------ ------------------------ -------- -----
__  2001 00004166 10.00 LUCY VALDES              06/30/01   
__  2001 00004167  5.00 LUCY VALDES              06/30/01   *** End of Data ***

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.
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>.

<table>
<thead>
<tr>
<th>Code Function</th>
<th>Req. Fiscal</th>
<th>Num. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD Add New Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>VI View/Update Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>CO Copy (Add) New Department Requisition</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>CP Copy Purchase Req to Department Req</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA Search &amp; Update Requisitions by Account Nbr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR Return/Exception Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SR Search &amp; Update Requisitions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB Search Rejected/Sent-Back Requisition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>? Help</td>
<td></td>
<td></td>
</tr>
<tr>
<td>. Terminate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Code: __ O -- Optional

*Req Num...: 2002 ________ *Prq Num...: 2002 ________ R -- Required

Fiscal Year: 2002 FISCAL YEAR MUST BE 2002 OR 2003

Direct Command: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
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.**

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.
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>**.

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.
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.
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 can check the MDCC home page by choosing “Information Technology” and then choosing “College-Wide Standards for Technology Purchases” to see a list of equipment that must use the Learning Resource req. type to correspond with your campus. (LK for Kendall, LD for District, etc)

Use BO for Blanket Orders, formerly Open Accounts. With this new port it is now correct to use SC for Service Contracts.

❖ Use the correct GL code. Consult your General Ledger Code booklet from the Budget Dept. or call your Budget Manager or Purchasing for assistance if you are not sure what GL to use. Please be aware of the new GL codes as of 7/1/2001 due to changes in the state accounting rules (GASB).

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 correctly.

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

Send Board Rationale separately for any requisitions over $15,000. Check attachments “Y” for yes and indicate in the dept. notes what you are sending and if you are sending it by mail or fax so the Buyer can be advised. Any information to support the dept. requisition must be sent to Purchasing. Be sure to include a copy of the requisition or 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, either by fax or 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 worry about selecting 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.

- Don’t worry about the freight amount when entering a dept. requisition. Purchasing must verify shipping charges with the vendor and Purchasing will decide the best way for freight to be indicated and will add this so it appears on the Purchase Order correctly. You may no longer add freight to a department requisition header. Freight may only be added as an item.

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

- Don’t use Blanket Orders for the purchase of equipment. Any 700 GL codes or 665-06 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 or fax 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 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.
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 DI** or from the MDCC Utility Main Menu, position your cursor on the right of “Code:” - type **DI** and press **<ENTER>**. The following screen will display.

```
FIA600P1                ***** FINANCIAL SYSTEMS *****
Nov 22,00                 - Document Display Menu -                    3:46 PM

Code  Function
---- ---------------------------------------------
SD  State of a Department Requisition
OP  Origins of a Purchase Order
SP  State of a Purchase Order
BP  Browse Open P.O.s for Invoices/Receipts
BV  Browse Open P.O.s for Inv/Rcvs by Vendor
BI  Browse Invoices Sent for Payable/3 Way Match
PO  Browse Invoice Item History
BD  Browse Disbursement Req Converted to Payable
BG  Browse G/L Transactions Detail Menu
  ?  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 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**

<table>
<thead>
<tr>
<th>Action (D)</th>
<th>__</th>
</tr>
</thead>
</table>

**FY, Req.Num.: 2002 0000813 Type: RQ STANDARD REQUISITION** Entry Dt: 08/29/01
Requestor: GABRIEL YANNI Dt.Needed.: 11/01/01
Email ID: gyanni
Contact Name: HELEN JOHNSON Fax Nbr: 305 237 2205
Contact Ph.: 305 256 7756 Ext: 305 256 7756  Ext: Req Status: PR PURCH REQ
Calc Tot Amt: 50.00 Fin Status: CO COMMITTED
Buyer Id: 001 ALBERTO RODRIGUEZ
Account: 16330100 D63310 90 65502 Header has: 1 Acct(s) 1 Item(s)
Delivery Dept/Name: COMPUTER OPERATIONS
Campus ID: 2 00 KENDALL CAMPUS
Building ID: 9 JACK KASSEWITZ Room: 910003
PrePay/Add: PO: 200200020155

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit DTL ITEMS bkwrd frwrd APPRV main
8031 - No action performed

**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.

<table>
<thead>
<tr>
<th>Function keys at the bottom of the screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;PF9&gt; APRV</td>
</tr>
<tr>
<td>&lt;PF4&gt; DTL</td>
</tr>
<tr>
<td>&lt;PF5&gt; ITEMS</td>
</tr>
</tbody>
</table>
**<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 DI SP.

---

**FIA610N3 FINANCIAL SYSTEMS Sep 14,01 - State of a Department Requisition - 3:50 PM**

Department Requisition: 2002-00000813

<table>
<thead>
<tr>
<th>Nbr Sq</th>
<th>Description</th>
<th>PO Yr/Ref/Item</th>
<th>Received</th>
<th>Invoiced</th>
<th>Payable</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIRCUIT BOARDS</td>
<td>2002 00020155</td>
<td>COMPLETE</td>
<td>PARTIAL</td>
<td>ENCUMBER</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FREIGHT</td>
<td>2002 00020155</td>
<td>COMPLETE</td>
<td>PARTIAL</td>
<td>ENCUMBER</td>
<td></td>
</tr>
</tbody>
</table>

*** 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.

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 DI SP

The module below allows you to follow the progress of a Purchase Order. It is important that you use CM DI SD for State of the Department Requisition only 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. Note: the new fields on this screen are Tot Calc Amount, Total Enc Balance and Paid Amount.

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 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.

### Items Screen Illustration

<table>
<thead>
<tr>
<th>Item Nbr</th>
<th>Description</th>
<th>Received</th>
<th>Invoiced</th>
<th>Payable</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIRCUIT BOARDS</td>
<td>COMPLETE</td>
<td>PARTIAL</td>
<td>PARTIAL</td>
<td>ENCUMBER</td>
</tr>
<tr>
<td>2</td>
<td>FREIGHT</td>
<td>COMPLETE</td>
<td>PARTIAL</td>
<td>PARTIAL</td>
<td>ENCUMBER</td>
</tr>
</tbody>
</table>

*** End of Data ***

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 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 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>.

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

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Itm Br St</th>
<th>Qty Invoiced</th>
<th>Pay Amount</th>
<th>Freight Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-514-79860</td>
<td>1 CM</td>
<td>1.0000</td>
<td>26.92</td>
<td></td>
</tr>
<tr>
<td>5-562-13556</td>
<td>1 CM</td>
<td>1.0000</td>
<td>26.92</td>
<td></td>
</tr>
<tr>
<td>5-563-14549</td>
<td>1 CM</td>
<td>1.0000</td>
<td>34.32</td>
<td></td>
</tr>
<tr>
<td>5-611-00528</td>
<td>1 CM</td>
<td>1.0000</td>
<td>26.92</td>
<td></td>
</tr>
<tr>
<td>5-610-20701</td>
<td>1 CM</td>
<td>1.0000</td>
<td>26.92</td>
<td></td>
</tr>
<tr>
<td>5-659-96851</td>
<td>1 CM</td>
<td>1.0000</td>
<td>26.92</td>
<td></td>
</tr>
<tr>
<td>5-705-15531</td>
<td>1 CM</td>
<td>1.0000</td>
<td>29.38</td>
<td></td>
</tr>
<tr>
<td>5-752-42333</td>
<td>1 CM</td>
<td>1.0000</td>
<td>25.36</td>
<td></td>
</tr>
<tr>
<td>5-802-31030</td>
<td>1 CM</td>
<td>1.0000</td>
<td>21.98</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

*P.O. Number: 200100080103 for Line-Item: ___  *Status: ___

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
help retrn quit bkwd 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.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Itm Nbr</th>
<th>Check Amount</th>
<th>Check Nbr</th>
<th>Check Date</th>
<th>Total Item Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-514-79860</td>
<td>1 CM</td>
<td>83.48</td>
<td>00446680</td>
<td>08/14/2000</td>
<td>245.64</td>
</tr>
<tr>
<td>5-562-13556</td>
<td>1 CM</td>
<td>191.54</td>
<td>00448293</td>
<td>09/11/2000</td>
<td>245.64</td>
</tr>
<tr>
<td>5-563-14549</td>
<td>1 CM</td>
<td>161.26</td>
<td>00451820</td>
<td>11/02/2000</td>
<td>245.64</td>
</tr>
<tr>
<td>5-611-00528</td>
<td>1 CM</td>
<td>196.50</td>
<td>00455078</td>
<td>12/14/2000</td>
<td>245.64</td>
</tr>
<tr>
<td>5-610-20701</td>
<td>1 CM</td>
<td>87.66</td>
<td>00455480</td>
<td>01/08/2001</td>
<td>245.64</td>
</tr>
<tr>
<td>5-659-96851</td>
<td>1 CM</td>
<td>300.86</td>
<td>00458075</td>
<td>02/15/2001</td>
<td>245.64</td>
</tr>
<tr>
<td>5-705-15531</td>
<td>1 CM</td>
<td>214.72</td>
<td>00460240</td>
<td>03/19/2001</td>
<td>245.64</td>
</tr>
<tr>
<td>5-752-42333</td>
<td>1 CM</td>
<td>143.34</td>
<td>00462496</td>
<td>04/20/2001</td>
<td>245.64</td>
</tr>
<tr>
<td>5-802-31030</td>
<td>1 CM</td>
<td>252.30</td>
<td>00466062</td>
<td>06/04/2001</td>
<td>245.64</td>
</tr>
</tbody>
</table>

*** End of Data ***

*P.O. Number: 2001 00080103 for Line-Item: ___  *Status: __

Direct Command: _________________________________________________________
help  retrn quit                    bkwd frwrd       left  right main
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.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Itm Nbr</th>
<th>St</th>
<th>Amount</th>
<th>Freight</th>
<th>Payable Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-514-79860</td>
<td>1 CM</td>
<td></td>
<td>26.92</td>
<td></td>
<td>08/11/2000</td>
<td></td>
</tr>
<tr>
<td>5-562-13556</td>
<td>1 CM</td>
<td></td>
<td>26.92</td>
<td></td>
<td>09/08/2000</td>
<td></td>
</tr>
<tr>
<td>5-563-14549</td>
<td>1 CM</td>
<td></td>
<td>34.32</td>
<td></td>
<td>11/01/2000</td>
<td></td>
</tr>
<tr>
<td>5-611-00528</td>
<td>1 CM</td>
<td></td>
<td>26.92</td>
<td></td>
<td>12/14/2000</td>
<td></td>
</tr>
<tr>
<td>5-610-20701</td>
<td>1 CM</td>
<td></td>
<td>26.92</td>
<td></td>
<td>01/05/2001</td>
<td></td>
</tr>
<tr>
<td>5-659-96851</td>
<td>1 CM</td>
<td></td>
<td>26.92</td>
<td></td>
<td>02/15/2001</td>
<td></td>
</tr>
<tr>
<td>5-705-15531</td>
<td>1 CM</td>
<td></td>
<td>29.38</td>
<td></td>
<td>03/16/2001</td>
<td></td>
</tr>
<tr>
<td>5-752-42333</td>
<td>1 CM</td>
<td></td>
<td>25.36</td>
<td></td>
<td>04/19/2001</td>
<td></td>
</tr>
<tr>
<td>5-802-31030</td>
<td>1 CM</td>
<td></td>
<td>21.98</td>
<td></td>
<td>06/01/2001</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Data ***

*P.O. Number: 2001 00080103 for Line-Item: ___  *Status: ___

Direct Command: _________________________________________________________
help retrn quit bkwd frwd left right main
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 five items. In this example, only items 1, 3, 5 and 6 have been paid. 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.