

REQM

Requisition Maintenance

Enter **REQM** in the Form Search field on the Menu bar and click <Enter>; or Click on Navigation > Application CF > Purchasing – PU > Requisitions – REQ > Requisition Maintenance – **REQM**.

At the **Requisition LookUp or (Add)** prompt type **A** then click <Enter> or OK, click on OK again (to enable a requisition number to be automatically assigned), and finally click on OK again to confirm this.


The screenshot displays the 'REQM - Requisition Maintenance' web application. The top navigation bar includes 'REQM: Requisition Maintenance', 'Search', 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. The main content area shows a requisition form for Requisition 0041986, Status: Outstanding, with a Requisition Date of 07/01/13 and a Requisition Amount of 8,000.00. The form includes fields for Initiator (Patricia M. Martinez), Desired Date (06/30/14), Vendor ID (0006308), Name (Jostens), Address (Lisa Nagziger), and various other requisition details like Approvals, Buyer, and AP Type.

- **Requisition Date:** Today's date is automatically entered; press <Enter> if this is correct. To change the date, type in the appropriate date and press <Enter>. Dates may be entered in several formats: mm/dd/yy format with delimiters -- slashes, dashes, periods, or blank spaces are acceptable dividers. If the date falls within the current calendar year, it is not necessary to enter the year. For example, typing "1.20" will result in "01/20/13" appearing in this field. You may also enter the date with no delimiters, for example "063013" will be interpreted and displayed as 06/30/13. You may also enter the date by clicking on the calendar icon and clicking on the correct date.

- **Initiator:** Type in your logon ID/ULID and your full name will appear in the field.

REQM (continued)

- **Desired Date:** This field is optional. Press <Enter> to leave the field blank. If desired, enter a realistic date by which the products or services will be needed and press <Enter>. Use the date formatting as described under Requisition Date.

- **Vendor ID:** If you know the vendor ID (the Datatel system-assigned number associated with the vendor, which can be determined through VEIN or VENI) you may type in the vendor ID number. If you do not know the vendor ID, type a portion of the vendor's name and press <Enter> for a list of vendors that match the given criteria. **Example:** To find Best Buy, you can type in "Best Buy" or "Best" or "Buy." Select the correct vendor and click the Save icon. The arrows to the right of the Vendor Name and Vendor Address fields can be used to view additional names and the second line of the address associated with the selected vendor. Click on the Detail icon () to view additional addresses for the selected vendor.

If you do not know who the vendor will be, either because you want Purchasing to locate a vendor or because quotes from several vendors must be solicited, you may enter the vendor ID "7304" for "Vendor Not Assigned." List the names and contact information for the vendors from whom you want Purchasing to solicit quotes in the **Printed Comments** field. Purchasing will change the Vendor ID when the purchase order is issued.

If a vendor is not in the file, fill out and fax a New Vendor/Address Form to Hayley Helpingstine at 8-8245. Copies of this form can be downloaded from the Forms page on the Datatel Web site or you can fill out the form (interactive PDF) on the Web site and print it out from your browser. Find this at:

http://accountingoffice.illinoisstate.edu/downloads/VendorRegForm_001.pdf

A W-9 form will be sent to the vendor. No payments will be issued to that vendor until the W-9 form is returned. Hayley will notify you when the vendor has been created in Datatel.

- **Ship To:** It is important that Purchasing (and Property Control, if equipment is being ordered) know where merchandise is to be delivered on campus, or redelivered after being accepted by Central Receiving. Purchasing assigns a two-character **Ship To Code** for your department. This includes: mail code, building and room number, and contact name and phone number. In the **Ship To** field, you may enter the two-character code for your department and then press <Enter> or click OK. Changes to that address may be made for an individual requisition by clicking on the **Detail** box to the right of this field. Change the address as desired and press <Enter> or click OK. The Ship To address will be changed for that single requisition only. For permanent changes to your default address, contact Purchasing. For complicated delivery instructions or multiple delivery addresses, type the information in the **Printed Comments** field.

- **Ship Via:** Press <Enter> or click OK to skip over this field. (**This is not a required field.**)

- **Vendor Terms:** Press <Enter> or click OK to skip over this field. (**Not required**)

REQM (continued)

- **FOB LookUp:** Press <Enter> or click OK to skip over this field. (**Not required**)
- **Approval LookUp:** Press <Enter> or click OK to **temporarily** skip over this field (see page 9 for approval instructions).
- **Buyer LookUp:** Press <Enter> to skip over this field. **Purchasing will provide this information.**
- **Expire Date:** Press <Enter> to skip this field. The expiration date is used only when you and Purchasing determine that a requisition will never be used.
- **AP Type:** Type the correct AP Type (or “...” to view a list of AP types) and press <Enter>.

General Revenue (10400):	G04L (G zero 4 L)
Agency (107XX):	LOCA
Restricted (115XX or 117XX):	REST
Bond Revenue (106XX):	B001 for UHS or UDS (ORL)
	B002 for Student Activity accounts
	B003 for Parking
	R & R or Construction have special AP types.
Custodial (50701):	CUST
Service (105XX):	S505 for Garage & Fleet
	S510 for University Communications
	S513 for Facilities Management
	S517 for Computer Services
	S524 for Telecommunications
	S527 for Postage Services
	S528 for CISS
	S529 for Accounting Services
	S532 for CTSG
	S536 for STSS

- **Line Items:** Click on the **Detail** button to the right of this field and you will be at an items summary screen (**RQIL**). Click on the **Detail** button to reach the input screen for one item.

RQIL Requisition Item List

REQM - Requisition Maintenance		RQIL - Requisition Item List			
Requisition : 0041787		Status : Outstanding		Status Date : 07/01/13	
Vendor : LogMatrix					
#	Description	Quantity	Estimated Price	Extended Price	Tax
1	NerveCenter V6.0, UNIX,	1.000	6,234.8000	6,234.80	
2	NerveCenter V6.0, UNIX,	1.000	444.6000	444.60	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
				Item Total	6,679.40
				Tax Total	0.00
				Req Total	6,679.40
Taxes		Amounts			
1					
2					
Controller Description				Value 1/2	

Click on the **Detail** button to add a new Line Item. You will move to the **RQIM** (Requisition Items Maintenance) screen.

If you are editing a previously entered Line Item, click on the **Detail** button to the left of the description. If you are adding an additional Line Item to an in-progress requisition, click on the **Detail** button on the next blank line.

To delete a line item, click on the number of the line to be deleted, highlighting the entire line. You will be presented with a dialog box offering several options; click on the **Delete** button to remove the line item from the requisition.

Select Table Operation to Perform

RQIM

Requisition Item Maintenance

Note: Skip the **Commodity** and **Stock No.** fields in this screen.

- Description:** The first line is an important descriptor. Start with a generic description that anyone might understand (i.e., Computer, Dell Pentium II; rather than Dell P266 GXI/M+). You may enter all of the information by pressing <Enter> at the end of each line, or you may click on the Detail button to enter the Item Description detail field. You may enter up to 25 characters per line; when you have reached the 25 character limit, you must press <Enter> to move to the next time. When you reach the end of the description, you can either hit <Enter> once again or click the save icon to return to the RQIM screen.

RQIM (continued)

If you wish to leave the appearance of a blank line between sentences or phrases, you must type something into the line. Using just a period (.) will allow you to “skip” lines, but view all data in printed form.

Note: Shipping charges should be listed as a separate item. Equipment items that will be tagged separately should be entered as separate items. For example, a monitor should be listed as a separate item from a CPU in a computer system purchase. If you have a vendor’s quote that lists the price for an entire system, you may contact Purchasing for assistance in determining the approximate values of the CPU and monitor.

- **Est. Price:** If the price is an even dollar amount, no cents need to be typed in. If the price includes cents, type a decimal point. The price will be displayed with four places to the right of the decimal point. Press <Enter>.
- **Quantity:** A quantity of one will default into this field. Type in the amount if it is different from one and press <Enter>.
- **Unit of Issue:** This is not a required field. Type in the two-letter code and press <Enter>. If the code is not known, type “...” and press <Enter>. This will bring up a list of possible Units. Select the desired code and press <Enter>.
- **General Ledger (GL) Account No:** Type in the appropriate GL Account number from your chart of accounts and press <Enter>. If you are entering the entire account number, it is not necessary to use hyphens or underscores between the Fund, Function, Unit and Object portions of the GL number. If you are uncertain of the appropriate object code, you may use underscores between the Fund, Function and Unit followed by the “...” (e.g., 10400_06_120000000...) to display a list of available objects and descriptions. A Funds Availability report will appear in the lower right hand of the screen. If the entered account is the only one paying the item, press <Enter> twice. If the entered account is paying for a portion of the item, you can choose to enter the dollar amount and press <Enter>. You could also use your mouse to click into the Percent field, enter the percent of the total, and then press <Enter> twice. Repeat the process to enter additional account numbers. The percentages must equal 100 before leaving the screen.

If the amount of the line item exceeds the available balance, you will receive a message asking if you wish to override. Only Comptroller’s Office staff can override. You may either enter a lesser amount and contact the appropriate fund accountant for instructions, or click the cancel icon and return to the requisition after arrangements have been made to transfer funds, arrange for overrides, etc.

Important Note: Only account numbers with the same AP Type may be entered on the same requisition.

RQIM (continued)

- **Desired Date:** Press <Enter> to skip this field or click OK. If you entered a date in this field on the REQM screen, it will appear here. **This is not a required field.**

- **Fixed Asset:** If the item is an equipment item that will require a Property Control ID tag, enter “S” for a single piece of equipment or enter “M” for more than one piece of equipment (the purchase of three computers, for example). This should always be consistent with the number you entered into the **Quantity** field: “S” if the quantity is one and “M” if the quantity is more than one.

If the item will be tagged by Property Control as a Fixed Asset, it is very helpful if you add the location of the item in the **Comments** field on the **VOUM** screen.

- **Form/Box/Loc:** If the Line Item is **1099-reportable**, i.e., for services rendered by an individual, sole proprietor or an unincorporated partnership (two-party or consultant agreements, payments to visiting artists or lecturers, payments to collection agencies, etc.), or is for medical or legal services, enter “1099MI” and hit <Enter>. The system defaults in “NEC” (non-employee compensation) and “IL” (Illinois) in the next two fields. If not paying for medical services, hit <Enter> twice to go to the next field. If the payment is for medical services, enter “MED” in the Box field, click <Enter>, then enter “IL” in the Loc field, and hit <Enter>. If you receive a message that “the tax location you selected does not have an Employee Identification Number,” click OK and go to the next field.

Click the **Save** icon. The fields will appear blank and ready for entry of the next item. **If you enter another Line Item, and you wish to use the same GL Account you used for the last item entered, type “@” for the account number and the last account number you used will be automatically entered.**

If there are no more items to be entered, click on the **Cancel** icon to return to the summary screen (**RQIL**). Click the **Save** icon to return to the **REQM** main screen.

- **Printed Comments:** Click on the **Detail** button. Type a “See Attached” message if appropriate; list additional vendors here if desired. Shipping and delivery instructions should be typed here. Any messages for the Purchasing Office may go here, also.

Requisitions with Attachments

If your requisition has attachments, **clearly** mark the electronically assigned requisition number on the attachments and send to Purchasing. Attachments may also be faxed to Purchasing at 8-5555. Clearly mark the electronically assigned requisition number on **all** sheets before faxing.

REQM - Approvals

• **Approvals:** Requisitions require your internal departmental (fiscal agent or designee) approval. The fiscal agent may electronically approve a requisition. If your fiscal agent chooses not to do online approvals, you may print the requisition (see **RQSP** instructions on page 9), obtain the fiscal agent's signature, then fax or deliver the requisition to the Purchasing office. On the **APRV** Approval Screen, click <Enter> or <Tab> to move past the Approvals column to the Next Approvals column, enter the appropriate approver's **logon ID** (not the name) and press <Enter>. If you are uncertain of the approver's logon, type "... " and hit <Enter>. Approvers are listed in alphabetical order by their first initial. The list can be shortened by typing in the first initial (for example, type "j..." to display "jbahnse") to view a list of approvers from which you can select the correct individual. Multiple approvers may be entered. When finished, click on the **Save** icon to return to **REQM**.

The screenshot shows the 'REQM - Approvals' screen. It features a table with two main sections: 'Approvals' and 'Next Approvals'. The 'Approvals' section has 15 rows, with the first row containing 'Badriam Rajappan' and '05/03/13'. The 'Next Approvals' section has 5 rows, with the first row containing 'JöEten Bahnen'. The screen also includes a header 'REQM - Requisition Maintenance' and 'APRV - Approvals', and a footer 'Controller Approvals' and 'Value 1/1'.

Approvals	Dates	Next Approvals
1 Badriam Rajappan	05/03/13	1 JöEten Bahnen
2		2
3		3
4		4
5		5
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

• **Requisition Done:** The Purchasing Office will mark requisitions Done when all approvals have been obtained.

Note: A requisition can be canceled at any time before a requisition number is assigned by clicking on the **Cancel** (red X) icon.

A unique requisition number will be automatically assigned and displayed when the requisition is saved.

The status remains **Not Approved** (N) until the required approvals are secured. The status is **In Progress/unfinished** (U) if the requisition is approved, but not marked Done. The requisition's status becomes **Outstanding** (O) when the requisition is marked Done and all approvals are secured. The status of a requisition that has been transferred to **POEM** will be **PO Created** (P). **Note:** This does **NOT** mean a purchase order has been issued to the vendor. It only means that the requisition information has been transferred to a purchase order screen.

RQSP

Requisition Single Print

Use the Requisition Single Print (**RQSP**) screen to print one requisition at a time.

Before printing the requisition, you can view the major information about the requisition, including: the vendor name, any comments or printed comments, and a listing of the description, quantity and price of each Line Item, as well as the total amount of the requisition. You cannot detail to the GL Account number from the **RQSP** screen.

Access the Requisition Single Print screen by typing **RQSP** into the Form Search field on the Menu Bar or by clicking on Navigation > Application CF > Purchasing – PU > Requisitions – REQ > Requisition Single Print – **RQSP**

The screenshot displays the 'RQSP - Requisition Single Print' window. At the top, the requisition number is 0041787, the status is 'Outstanding', and the requisition date is 07/01/13. The initiator is Kevin L. Hand. The vendor name is LogMatrix. The requisition amount is 6,679.40. The line items table is as follows:

Description	Line Items	Quantity	Unit Price	Extended Price
1	NerveCenter V6.0, UNIX,	1,000	6,234.8000	6,234.80
2	NerveCenter V6.0, UNIX,	1,000	444.6000	444.60
3				
4				
5				
6				
7				
8				

Enter the requisition number, or if you have entered **RQSP** directly from **REQM** after having created the requisition, you may enter “@” to display the requisition. Click on the **Save icon**, then follow the **Printing** instructions at http://accountingoffice.illinoisstate.edu/downloads/4.3_Ch.6PrintingPDFReportsinUI4.3_000.pdf

If you have questions, contact the Purchasing Office at 8-7611.