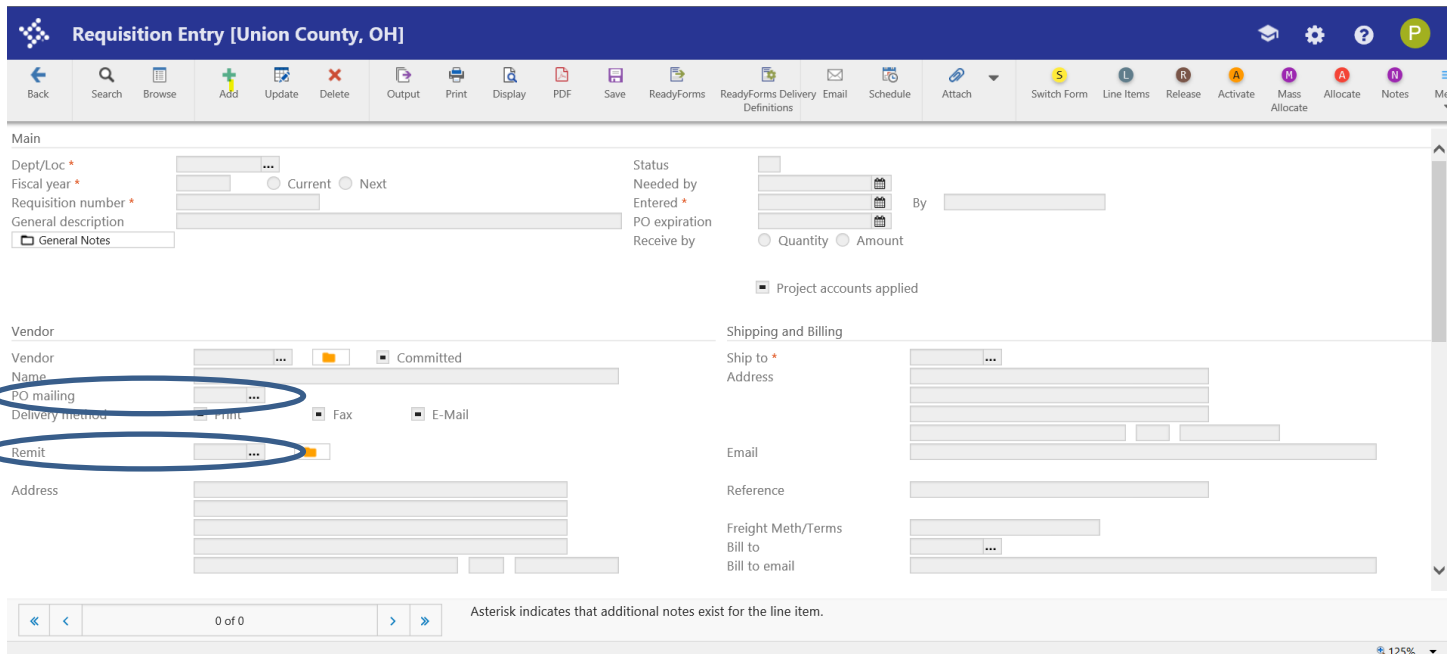Requisition Entry is the first step in the purchasing process. Before starting a requisition, you should know the vendor number and the org/object where the purchase will be paid from. It is a good idea to check the available funds in the org/object before creating a requisition.

1. Open Requisition Entry
   Financials > Purchasing>Purchase Order Processing Menu> Requisition Entry

   ∨ Munis
      ∨ Financials
         ❯ General Ledger Menu
         ❯ Budget Processing
         ∨ Purchasing
            ❯ Setup
            ∨ Purchase Order Processing
                Item Marketplace
                Item Order Form Requests
                Requisitions
                Requisition Entry
                Requisition Approvals

2. Select the Add icon in the dashboard.

3. Select the Dept./Loc . If you don't know the number, you can select the … and choose from the list
4. Tab and the Requisition number will populate.
5. Tab to the General Description. Type in a brief description. If you are creating a blanket PO, preface the description with B:
6. If your Purchase Order needs a then and now statement, click on the general notes box, click on the word Import from the dashboard ribbon and hit the accept icon to add the then and now language to the Purchase Order. Select Return.
7. Tab through the vendor field. Enter the Vendor Number. You can search using the …
8. <mark>Verify that the remit address is correct. If not, select from the Remit …</mark>   ** PO address and remit address must match.
9. Tab through to the Type box in the Miscellaneous field. If you are creating a blanket PO, change the N-Normal to B-Blanket at the drop-down arrow.
10. Select Accept
11. Enter the quantity and then in the description box, type the details of the purchase. Tab to the unit price and enter the value and freight costs if applicable.

<mark>****PO Address and Remit Address must match</mark>

Line Items

Back   Accept   Cancel

Requisition

| Fiscal year | 2021 | Number | 21005450 | Line | 1 |

Detail

Quantity * 1.00   Unit price .00000
UOM * EACH ...

Description *

Add'l Desc/Notes

Gross .00
Freight
Discount .00 %

Credit .00
TOTAL .00

Amount justification: UNKNOWN

Miscellaneous

Vendor 72 ... OFFICE DEPOT   Dept/Loc 404 ... AUDITOR
Vendor item no.   Required by
1099 Box   Requested by ...
    Capital Asset N

« <   0 of 0   > »   Order quantity.

12. Tab through the remaining options to open the GL Allocations at the bottom of the screen.
13. Enter the GL expense account to which the item will be charged. Choose or enter the Org., Object (and Project, if needed). Org may default based on the department code.
    a. If the entire amount of this line item will be allocated to a single GL Account, verify the amount and click OK/Accept to save that line item.

b. If you need to allocate the amount to more than one GL account, change the amount of the first GL expense account. Then press the tab key through the amount field, and you be taken to a second line where you can enter expense account and amount. Always review the amounts and accounts before clicking OK/Accept in the dashboard to save the line item.

14. If you would like to purchase more than one item with this requisition, you will need to click the Add button on the dashboard to add another Line Detail record. Follow the same process as above for each item you are requesting.

15. When you are done entering items, select the Return icon on the dashboard to return to the Requisition header screen.

16. You must click on the word <u>R</u>elease that is found on the far-right side of the dashboard ribbon.

17. This starts the approval process for the requisition. Once you have released the requisition, you will be able to see it, but will not be able to make changes to it.

18. After final approval, the Auditor's Office will convert the requisition into a Purchase Order. You will receive an email notification when this is completed.