Purchase Requisitions

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Grid navigation

Field edit – when a field is highlighted

- Press spacebar to edit and preserve the data.
- Left click field to edit and preserve the data.

Field erase and reenter – when field is highlighted

- Press backspace to re-enter data.

Delete Key – removes the current row unless the cell (column in a row) is being edited.

Enter Key - moves to the next row keeping the cursor position in the same column.

CTRL-C copies an entire row.
CTRL-V pastes an entire row after CTRL C.

Up, down, left and right arrows move you around the grid.

- Down arrow moves to a new row if you are positioned on the last row of data.

Purchase Requisitions

Purchase requisitions are a way for users to initiate a request to purchase goods, travel, and any other expenditure that requires purchase approval. Approved purchase requisitions become committed purchase orders. Committed purchase orders decrease the available budgeted funds for a grant.

10/18/2021 1:20:11 AM

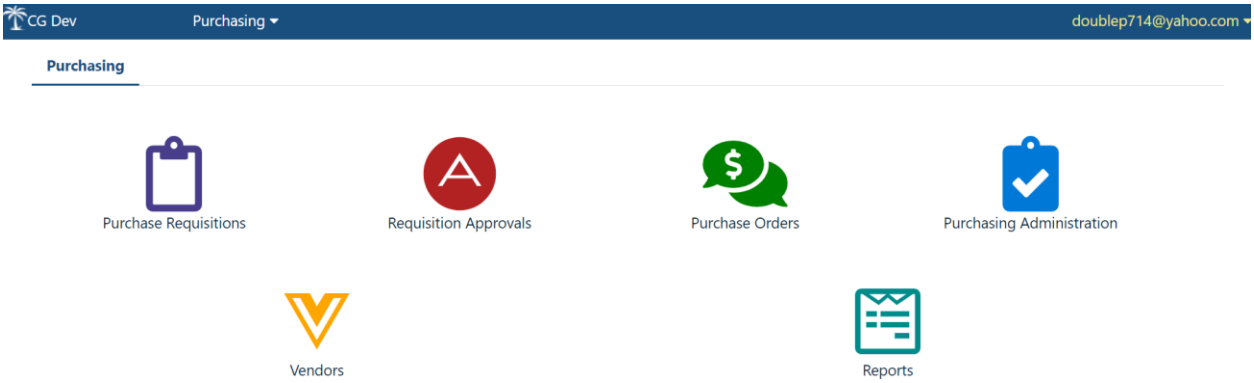
Summary Expenditure Report

7/1/2021 -- 9/30/2021

Page 1 of 1

Entity	Fiscal Yr	Cost Center	SubCost	Period Transaction	Budget	Expended	Outstanding Commitments	Remaining Budget	% Spent
CSBG01	CS21	100		Community Service Block Grant 01 - Administration					
5037	Food - Other			10,437.08	15,000.00	10,437.08	0.00	4,562.92	69.58
5051	Materials			4,700.00	14,000.00	4,750.00	9,621.14	-371.14	102.6
5520	Gas and Oil			1,440.00	6,000.00	2,050.00	2,352.30	1,597.70	73.37
5600	Conference Expenses			225.00	12,000.00	350.00	10,297.25	1,352.75	88.73
5620	Software Support			375.00	6,000.00	625.00	5,663.38	-288.38	104.8
CSBG01	CS21	100		17,177.08	53,000.00	18,212.08	27,934.07	6,853.85	87.07

To enter a purchase requisition, select the “Purchase Requisition” option under the Purchasing menu or click on the Purchase Requisition icon on the navigation page:



When Purchase Requisitions are selected, a list of purchase requisitions will be displayed if you have already entered some, otherwise the grid will be empty.

Purchase Requisitions

New Purchase Requisition

Status All

Print Selected

Req Number	Vendor	Date	Description	Requester	Approval	PO Number	Amount	Status	Action
142694	ABC SCHOOL SUPPLY	08/13/2021	DGHDGHDGH	Smith, Daniel	CSGB		$31.50	Not Submitted	
142693	WAL MART STORES, I...	08/13/2021	What you want to buy	Smith, Daniel	CSGB		$265.00	Not Submitted	
142692	Horace Mann Insuran...	08/13/2021	Stuff for classrooms	Smith, Daniel	CSGB		$358.88	Pending Approval	
142691	Cane Garden Software	08/13/2021	Conference fee	Smith, Daniel	CSGB		$1,150.00	Pending Approval	
142690	Forest Gump	08/13/2021	Materials for Class Ro...	Smith, Daniel	CSGB		$517.76	Pending Approval	
142689	ALL ABOUT GLASS	08/11/2021	Tax Rate 4.5 - Payme...	Smith, Daniel	DOT		$0.00	Not Submitted	
142687	A.E. ROBERTS COMPA...	08/11/2021	Test multiple approvals	Smith, Daniel	DOT		$0.00	Not Submitted	
142686	CHUCKS AUTO PARTS	08/11/2021	testing budget entry	Smith, Daniel	CSGB		$2,571.00	Not Submitted	
142685	Avery's outlook	08/11/2021	Test Avery Budgeted	Smith, Daniel	DOT		$30,000.00	Pending Approval	
142647	A.E. ROBERTS COMPA...	08/07/2021	Purchase order	Smith, Daniel	LIHEAP		$300.00	Not Submitted	
142600	A.E. ROBERTS COMPA...	06/13/2021	DOT approval testing 3	Smith, Daniel	DOT	125499	$0.00	Disapproved	
142598	A.E. ROBERTS COMPA...	06/13/2021	Test multiple approvals	Smith, Daniel	DOT	125497	$0.00	Disapproved	

Each user has their own area for purchase requisitions and purchase orders. A user will only be able to see and update the requisitions they have entered. Also, once a requisition is approved and becomes a purchase order it will disappear from the list of requisitions and appear in the list of purchase orders. To see the purchase orders use the "Purchase Order" option on the menu or the dashboard.

New Purchase Requisition

The "New Purchase Requisition" button will open the input page for a requisition:

Add Purchase Requisition

Status Not Submitted

Workflow Administrative

Description Description (required)

Vendor ABC SCHOOL SUPPLY

Ship To Community Action Agency

Tax Rate 0 %

ABC SCHOOL SUPPLY
P.O. BOX 684069
MILWAUKEE, WI 53268-4069

Community Action Agency
300 Henry Place
Spartanburg, SC 29306

Purchase Requisition Items

	Item Number	Quantity	Unit of Measure	Description	Unit Price	Item Total	Apply Tax	Tax	Total
*						$0.00	⊟	$0.00	$0.00
Σ								**$0.00**	**$0.00**

Purchase Requisition Charges

Business Entity	Fiscal Year	Cost Center	Sub-Cost Center	Account	Budget Balance	Percent	Amount	Remaining	Action
CSBG01 - Community S...	CS21 - CSBG 2021	100 - Administration		5051 - Materials	$1,190.54	0 %	$0.00	$1,190.54	
CSBG01 - Community S...	CS21 - CSBG 2021	100 - Administration		5600 - Conference Expenses	$74.35	0 %	$0.00	$74.35	
CSBG01 - Community S...	CS21 - CSBG 2021	100 - Administration		5611 - Maintenance and Repairs	$137,376.20	0 %	$0.00	$137,376.20	
CSBG01 - Community S...	CS21 - CSBG 2021	100 - Administration		5620 - Software Support	($288.38)	0 %	$0.00	($288.38)	
						0 %	**$0.00**		

At least one Percent or Amount must be entered in the Purchase Requisition Charges grid.

Cancel Save Submit for Approval

There are required fields and required information in the grids that must be entered properly to submit a purchase requisition for approval. The required fields are designated with a red border. Description is an example of a required field. The grid borders will be red if the information in a grid is incomplete.

Rules:

- All required fields must be entered.
- Requisition items must be entered with a total amount for all items greater than zero (0).
- The total of Purchase Requisition Items must match the total for Purchase Requisition Charges.
- The Remaining amount in the Purchase Requisition Charges grid must not be negative for line items being used for a purchase (Unless the workflow allows over budget purchases).

Purchase requisitions that do not meet all the rules will not be allowed to be Submitted for Approval, however you may "Save" the requisition at any time and come back later to complete it and submit it for approval.

The top portion of the page requires entry of the following fields:

Workflow

Workflows are used to setup approvals for purchasing. Users that enter purchase requisitions are assigned to one or more workflows. The list of assigned workflows will appear in the dropdown for workflows. It defaults to the first assigned workflow in alphabetical order. The budget line items that show up in the "Purchase Requisition Charges" grid at the bottom of the page are associated with the selected workflow.

Workflows are setup for programs or areas with approvers that are responsible for the budgets of those programs or areas. Each workflow is associated with one or more budgets. When a purchase requisition is submitted for approval, the approvers defined in the workflow used for the purchase requisition receives and email requesting approval.

Description is required and will appear on budget reports describing what is to be purchased.

Vendor – Vendor will default to the first vendor in the vendor list in alphabetical order. You can start typing in the vendor name field and it will find the vendor you are looking for and display the vendor information.

Ship To - Ship to is also required. Select the location to receive the items purchased. You can also type in the field to search for a location.

Tax Rate - The tax rate will default to the settings for purchasing. You can change the tax rate if it is different for the location where the purchase is being made.

Purchase Requisition Items

Purchase Requisition Items

	Item Number	Quantity	Unit of Measure	Description	Unit Price	Item Total	Apply Tax	Tax	Total
	12888	1	EACH	Equipment for building maintenance - Lifts for ceiling...	$4,500.00	$4,500.00	☑	$225.00	$4,725.00
	21998	4	EACH	Mobile cleaning units	$2,650.00	$10,600.00	☑	$530.00	$11,130.00
		1		Delivery of equipment and installation	$500.00	$500.00	☐	$0.00	$500.00
		0		Please delivery to main building and wear a mask	$0.00	$0.00	☐	$0.00	$0.00
*						$0.00	⊟	$0.00	$0.00
Σ								**$755.00**	**$16,355.00**

Purchase requisition items are required. You need to enter what you want to purchase. The Quantity and the Unit price are required to produce and item total. The Description is the only field that is required for each line in the items grid. You do not have to enter a quantity or amount on each line. You can put multiple lines of description in the grid without amounts, invoices or units of measure.

Item Number – can be 1 through the number of items or the vendor Item Number. It is a free form field, which can contain letters, numbers, symbols, etc.

Quantity & Unit Price – Quantity x Unit Price = Item Total. You must enter a quantity and a unit price to get an item total. If you have something like an installation or delivery fee, enter a 1 for the quantity and the amount of the fee as the Unit price.

Unit of Measure - Unit of measure is a description of the measurement of the item being purchased, like LBS – pounds, FEET, EA – each like for books, etc. This is free form and optional.

Description – the description is required to save a row of data in the item grid. You can use it for instructions on the purchase order or to list clients being paid, etc.

Item Total, Tax and Total - to save a purchase requisition, you must have total amounts in the item grid. Quantity x Unit Price = Item Total. To apply tax to the Item Total, check the tax check box.

Purchase Requisition Charges

Purchase requisition charges designate which budget line item will be charged for the purchase. All fields in the charges grid are read only except the Percent (%) and the Amount fields. You can sort the rows by any of the row headings (Account, Fiscal Year, etc.). Scroll to the row with the budget line item you would like to use to pay for the items on the purchase requisition and enter a percentage or an amount.

Purchase Requisition Charges

Business Entity	Fiscal Year	Cost Center	Sub-Cost ...	Account	Budget Balance	Percent	Amount	Remaining	Action
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5051 - Materials	$1,190.54	10.00 %	$1,635.50	($444.96)	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5600 - Conference Expenses	$74.35	0 %	$0.00	$74.35	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5611 - Maintenance and Repairs	$137,376.20	90.00 %	$14,719.50	$122,656.70	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5620 - Software Support	($288.38)	0 %	$0.00	($288.38)	
						100 %	$16,355.00		

The 'Remaining' value cannot contain a negative value on row 1.

Cancel Save Submit for Approval

The total amount summarized at the bottom of the grid must match the total amount summarized at the bottom of the items grid above. Otherwise, the border will be red and the "Submit for Approval" button will be disabled. Also, per the example above, for workflows which restrict purchases to program budgets, the Purchase Requisition Charges grid will have a red border and the Submit for Approval button will be disabled if any of the remaining amounts for line items being used for the purchase are negative (over budget).

If a line item appears to be overbudget, like the first row of the charges below, you can view a report that gives the details for the budget and remaining amounts by clicking the green report icon in the Action column.

Purchase Requisition Charges

Business Entity	Fiscal Year	Cost Center	Sub-Cost ...	Account	Budget Balance	Percent	Amount	Remaining	Action
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5051 - Materials	$1,190.54	10.00 %	$1,635.50	($444.96)	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5600 - Conference Expenses	$74.35	0 %	$0.00	$74.35	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5611 - Maintenance and Repairs	$137,376.20	90.00 %	$14,719.50	$122,656.70	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5620 - Software Support	($288.38)	0 %	$0.00	($288.38)	
						100 %	$16,355.00		

The 'Remaining' value cannot contain a negative value on row 1.

Cancel Save Submit for Approval

The budget detail report will show expenditures, commitments (open Pos), and purchase requisitions submitted for approval.

CANE GARDEN SOFTWARE

10/27/2021 3:25:23 PM

Purchasing Budget Report

Entity	Fiscal Yr	Cost Center	SubCost	Account		Period Transaction	Outstanding Commitments	Requisitions	Budget	Remaining Budget
CK	1164	Accounts Payable Check		Forest Gump	2021-08-10	2,500.00				
RQ	142690	Materials for Class Room		Forest Gump	2021-08-13			258.88		
RQ	142692	Stuff for classrooms		Horace Mann Insurance	2021-08-13			179.44		
PO	125550	Materials for CSBG		Cane Garden Software	2021-08-13		26.25			
PO	125555	Test of the percentage		Granger Equipment	2021-08-16		550.00			
PO	125555	Test of the percentage		Granger Equipment	2021-08-16		-550.00			
VO	578	Test of the percentage		Granger Equipment	2021-08-16	550.00				
PO	125558	Budget normal user		Granger Equipment	2021-08-17		942.50			
PO	125562	Budget with purchasing		Ingles Grocery Store	2021-08-22		150.00			
PO	125562	Budget with purchasing		Ingles Grocery Store	2021-08-22		-400.00			
PO	125562	Budget with purchasing		Ingles Grocery Store	2021-08-22		250.00			
VO	586	Budget with purchasing		Ingles Grocery Store	2021-08-22	400.00				
CSBG01	**CS21**	**100**		**5051**		**4,750.00**	**7,621.14**	**438.32**	**14,000.00**	**1,190.54**

Once a purchase requisition is entered and the required fields and grid totals are correct, you may submit the purchase requisition for approval.

Edit Purchase Requisition: 142765

Status: Not Submitted

Workflow: Administrative

Description: Equipment for building maintenance

Vendor: Granger Equipment — **Granger Equipment**, 450 West Main St., 315 Canaan Rd, Spartanburg, SC 29306

Ship To: Head Start Center — **Head Start Center**, 400 Loundes Road, Spartanburg, SC 20302

Tax Rate: 5.00 %

Purchase Requisition Items

	Item Number	Quantity	Unit of Measure	Description	Unit Price	Item Total	Apply Tax	Tax	Total
	12888	1	EACH	Equipment for building maintenance - Lifts for ceiling repair	$4,500.00	$4,500.00	☑	$225.00	$4,725.00
	21998	4	EACH	Mobile cleaning units	$2,650.00	$10,600.00	☑	$530.00	$11,130.00
		1		Delivery of equipment and installation	$500.00	$500.00	☐	$0.00	$500.00
		0		Please delivery to main building and wear a mask	$0.00	$0.00	☐	$0.00	$0.00
*						$0.00	⊟	$0.00	$0.00
Σ								$755.00	$16,355.00

Purchase Requisition Charges

Business Entity	Fiscal Year	Cost Center	Sub-Cost ...	Account	Budget Balance	Percent	Amount	Remaining	Action
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5051 - Materials	$1,190.54	5.00 %	$817.75	$372.79	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5600 - Conference Expenses	$74.35	0 %	$0.00	$74.35	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5611 - Maintenance and Repairs	$137,376.20	95.00 %	$15,537.25	$121,838.95	
CSBG01 - Community Service Block Grant 01	CS21 - CSBG 2021	100 - Administration		5620 - Software Support	($288.38)	0 %	$0.00	($288.38)	
						100 %	$16,355.00		

Cancel | Save | Submit for Approval

When a requisition is submitted for approval, the first approver will receive a notification email. After the requisition is submitted for approval, you can view the approvers and the approvals so far.

Approvals

Approval Type	Primary Approver	Status	Approved / Disapproved By	Approval / Disapproval Date	Reason
Program Director	Makison, Steven N	Awaiting Approval			
Executive Director	Davis, Sandi	Pending Approval			
Finance	Carson, Carly C	Pending Approval			

Purchase requisitions have multiple statuses.

- Not Submitted – Entered and saved, but not submitted for approval.
- Pending Approval – Entered and submitted for approval. Approvers and approval activity can be view (see above).
- Disapproved – Disapproved by an approver. You can view the approvals and see the reason for disapproval. You will also receive and email when a requisition is disapproved.

Approvals

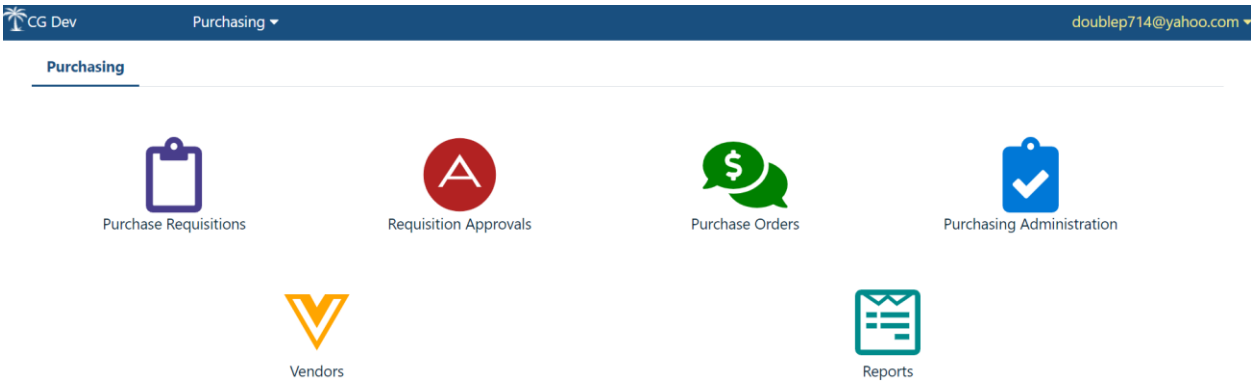
Approval Type	Primary Approver	Status	Approved / Disapproved By	Approval / Disapproval Date	Reason	Action
Program Director	Makison, Steven N	Disapproved	Smith, Daniel	08/18/2021 18:05	Not valid	
Finance	Carson, Carly C	Pending Approval				
Executive Director	Davis, Sandi	Pending Approval				

After all the approvals have been completed and all have been approved, a purchase order will be generated.

Approvals

Approval Type	Primary Approver	Status	Approved / Disapproved By	Approval / Disapproval Date	Reason	Action
Program Director	Makison, Steven N	Approved	Smith, Daniel	08/09/2021 11:10		
Finance	Carson, Carly C	Approved	Smith, Daniel	08/09/2021 11:10		
Executive Director	Davis, Sandi	Approved	Smith, Daniel	08/09/2021 11:10		

Everyone who enters purchase requisitions has an menu option and icon for Purchase Orders. To see purchase orders that have been generated for your requisitions, click on the purchase order icon or the menu item.



Purchase Orders

Purchase Orders

Status Open

PO Number	Req Number	Vendor	Date	Description	Requester	Approval	Amount	Status	Action
125561	142733	Neelo's Alley	08/01/2021	Excellent - ...	Smith, Daniel	CSGB	$2,444.80	Open	
125560	142727	Forest Gump	08/18/2021	Chocolate ...	Smith, Daniel	Administrat...	$673.08	Open	
125559	142728	ROBINS HO...	08/18/2021	CSGB Norm...	Smith, Daniel	CSGB	$0.00	Open	
125558	142725	Granger Eq...	08/17/2021	Budget nor...	Smith, Daniel	Administrat...	$7,250.00	Open	
125557	142723	Granger Eq...	08/16/2021	Tes it all	Smith, Daniel	DOT	$23,100.00	Open	
125556	142712	Ingles Groc...	08/16/2021	Budget entr...	Smith, Daniel	DOT	$0.00	Open	
125555	142713	Granger Eq...	08/16/2021	Test of the ...	Smith, Daniel	CSGB	$0.00	Open	
125553	142708	ABC SCHO...	07/14/2021	Dog test fre...	Smith, Daniel	CSGB	$1,000.00	Open	
125551	142683	WAL MART ...	08/13/2021	Test freeform	Smith, Daniel	DOT	$1,653.60	Open	
125549	142684	DUKE ENER...	08/13/2021	Test for bud...	Smith, Daniel	DOT	$20,000.00	Open	
125548	142676	Ingles Groc...	08/10/2021	Budget entr...	Smith, Daniel	DOT	$0.00	Open	
125547	142675	Forest Gump	08/10/2021	Budget - Ck...	Smith, Daniel	CSGB	$177.50	Open	

Print Selected

Purchase orders can be printed using the “Print Selected” button. You also have several actions that can be performed on an Open purchase order:

View – Display and review a purchase order.

Clone – You can clone a purchase order

Reset – Removes the approvals and resets the Purchase Order back to a Requisition – This allows the requester to change the request and re-submit it for approval. When the requisition is re-approved, it will use the original purchase order number.

Cancel – If you decide not to use the purchase order, you can cancel it before any payments have been made against the purchase order. If payments have been made, you can have your Purchasing Administrator complete the PO, which will close it out. Cancel will remove the committed amount from the budgets and cancel the PO.

Purchase Requisition Approvals

Purchase Requisition Approvals are done by users who are setup as approvers for an Approval Workflow. If you are setup as an approver, click on the "Requisition Approvals" icon or the menu item and the purchase requisitions awaiting your approval will be listed.

Purchase Requisition Approvals

Req Number	Vendor	Date	Description	Requester	Approval	Amount	Action
142765	Granger Equipment	10/27/2021	Equipment for buildi...	Smith, Daniel	Program Director	$16,355.00	
142762	ABC SCHOOL SUPPLY	10/11/2021	Test Approvals	Smith, Daniel	Program Director	$1,260.00	
142761	A.E. ROBERTS COMP...	10/11/2021	test reserved	Boop, Betty B	Program Director	$300.00	
142759	A.E. ROBERTS COMP...	10/11/2021	Huh?	Boop, Betty B	Program Director	$549.70	
142753	ABC SCHOOL SUPPLY	10/09/2021	Test email to Neelo	Smith, Daniel	Program Director	$3,980.00	
142723	Granger Equipment	08/16/2021	Tes it all	Smith, Daniel	Program Director	$23,100.00	
142722	Dan's Shrimp Tacos	08/16/2021	Budget test for clone	Smith, Daniel	Program Director	$2,320.00	
142707	CHUCKS AUTO PARTS	08/16/2021	Auto parts for bus	Smith, Daniel	Program Director	$795.80	
142702	ABC SCHOOL SUPPLY	08/15/2021	Free FOrm Test	Smith, Daniel	Program Director	$828.40	
142701	ABC SCHOOL SUPPLY	08/15/2021	Free form Avery	Smith, Daniel	Program Director	$4,763.30	
142700	ABC SCHOOL SUPPLY	08/15/2021	Averys test Budget	Smith, Daniel	Program Director	$5,500.00	
142699	Granger Equipment	08/15/2021	Test the tax stuff - Fr...	Smith, Daniel	Program Director	$525.00	

Print Selected

Approve Selected

As an approver you can view a requisition and print a requisition.

View – Display and review a purchase requisition.

To print a requisition, select (highlight) the row for the requisition and click the "Print Selected" button.

To disapprove a purchase requisition, click the action icon. When you click the disapprove action icon you will be prompted for a reason:

Purchase Requisition Disapproval

Please enter a disapproval reason.

Disapproval Reason

Cancel Disapprove

Once you disapprove the requisition, the requester will be notified by email with the reason. The reason is also displayed when the requisition is viewed/edited.

To approve a purchase requisition, select the row (highlight) and click the "Approved Selected" button. Once approved, the requisition will disappear from your list of requisitions to approve and be passed to the next approver or converted to a purchase order if it is fully approved.