Education Solutions Development, Inc.

Bookkeeping I:

Bookkeeping

Training Reference Guide

Volume I

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Bookkeeping Training Tasks

Entering and Selecting Account Numbers on Finance System Screens

On most Finance System screens, account number fields are divided into individual data fields for each account element rather than one field that accommodates the entire account number (See the example below). This enables you to search or select the account number one element at a time.

Account Element Data Fields

Most screens also provide a secondary single data field for the account number that enables you to enter the entire account number in sequential element order. To use this secondary field, click the checkbox that appears to the left of it. By clicking this checkbox, you disable the data fields for each element and enable the field for the complete account number. See the example below.

Checkbox to Activate Account Number Field

Single Data Field for Account Number

Searching for and Viewing Accounts

Use this procedure to find a particular account or to display a list of accounts that meet the criteria you specify. You can easily find an account using two different types of searches:

- Use a **quick search** when you need to locate and display a different account than is currently displayed on the screen. You can perform a quick search by clicking the magnifying glass icon 🔍 Cliin the Search box that appears in the header of most Finance > Inquiry screens. You may want to use the quick search, for example, if you are viewing information on an Inquiry > Accounts screen (such as the Acct No Maintenance screen), and you need to review a different account on the same screen.

    If you know the complete account number, you can type it in the Search box and click the Search arrow to display that record. The quick search is not available on the Accounts Search screen.
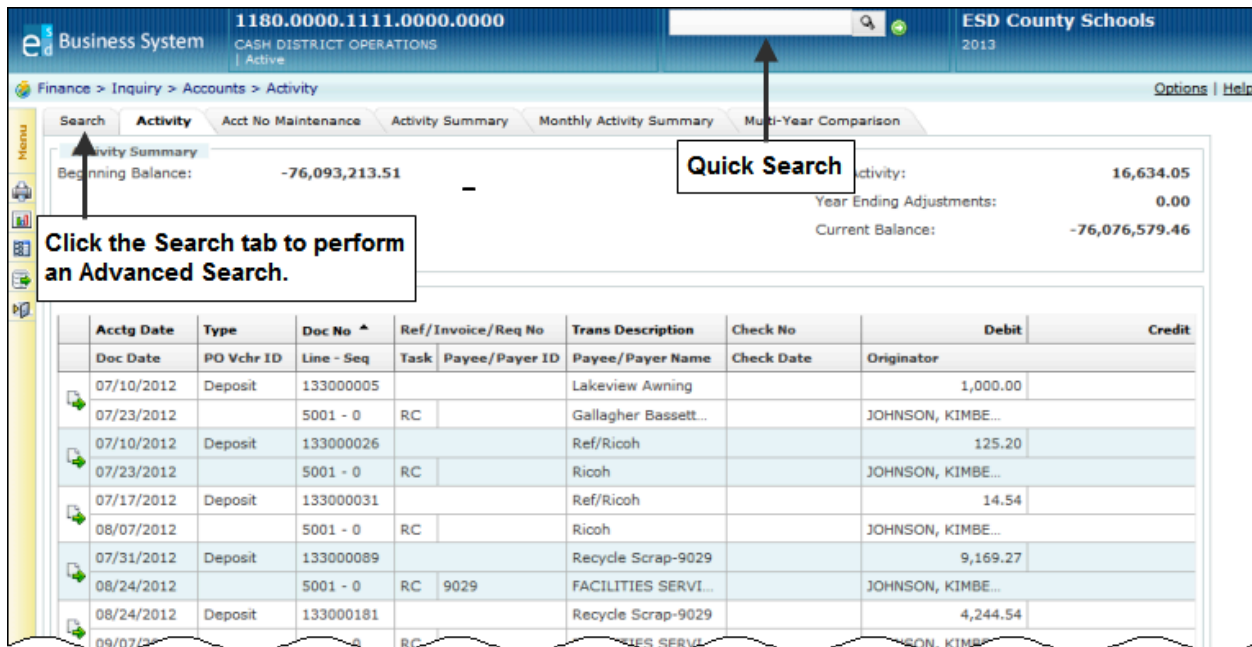
- Use an **advanced search** when you need to narrow the search using more criteria and you need to see additional information about each account. You can use an advanced search, for example, to display a list of all the accounts within a specific fund that are associated with a particular cost center. You can only perform an advanced search using the Accounts Search screen.

    Using the Accounts Search screen you can also export the search results to a spreadsheet file if needed by clicking the Export icon 📤. Refer to "Exporting Search Result Data to a Spreadsheet" in *Getting Start*ed.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year" in *Getting Started*.
- Display one of the Finance > Inquiry > Accounts screens.

Procedure

Do the following to search for an account using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find a different account to display: 1. Click the magnifying glass icon 🔍 that appears at the end of the Search box in the screen header. The system displays the Search window. 2. Select and enter the search criteria, then click the Search button. **Hint:** You can use the underscore character as a wildcard when searching account element values. For example, to find all account numbers whose object element contains 1 as the first character and 2 as the third character, type: 1_2 in the Object field. The system displays a list of accounts matching the criteria entered. 3. Review the list, and click the number of the account whose information you need to display. 4. Click the Search arrow to display that account number record.
Advanced Search	Do the following to find an account using the Accounts Search screen: 1. Click the Search tab. The system displays the Accounts Search screen. Click <u>Help</u> to see descriptions of all the fields. 2. Do you need to search for account number element values? • If **yes**, then click the underlined account number element field you need to search. The system displays a search window. Enter the information to search, then click the Search button. **Hint:** You can use the underscore character as a wildcard when searching account element values. For example, to find all account numbers whose object element contains 1 as the first character and 2 as the third character, type: 1_2 in the Object field. The window displays a list of element values that match the criteria specified. Click the underlined code of the value you need to select. The system redisplays the Accounts Search screen, with that value entered in the Account No element field. • If **no**, then proceed to step 3. 3. Enter the information you have for the account you need to find, then click the Search button. The system displays a list of accounts matching the criteria entered. You can export the search results to a spreadsheet by clicking the Export icon 📤. 4. Review the list. If you need to view more detailed information about one of the accounts, then click the Actions icon 📄➡ that appears to the left of the account number whose information you need to display. The system displays options in the Actions window. 5. Click the option to display the screen you need.

Viewing Account Activity

Use this procedure to display a summary of account activity information and transaction details for a particular account on the Accounts > Activity screen. The account summary information displayed on this screen differs according to the ledger type of the account. Two rows of information are provided for each transaction and include such information as accounting date, type, description, debit or credit amount, and payee or payer information. You can choose to filter the transaction records or display more details about one of the transactions if needed.
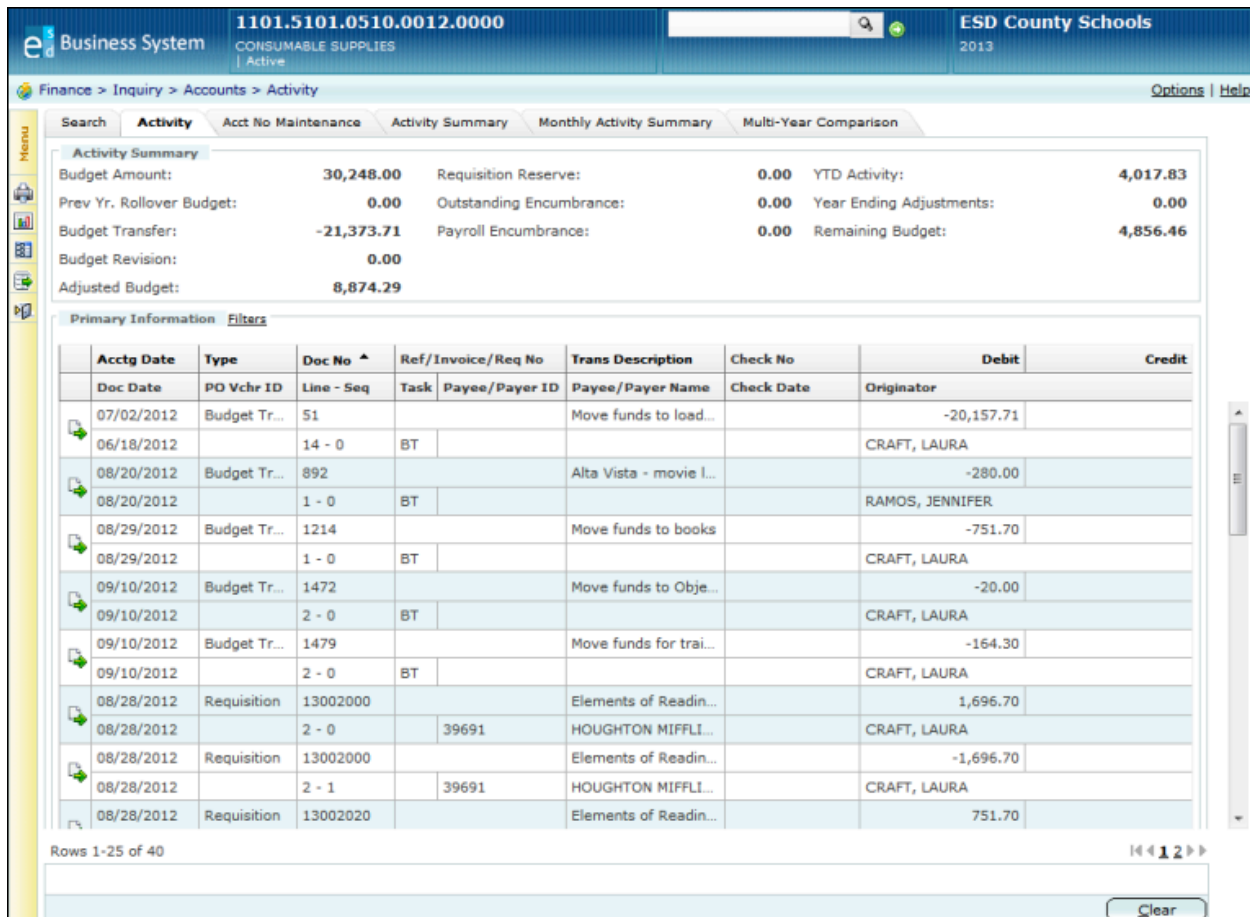
Before You Begin

Be sure you have the correct security access to review account information.

Procedure

Do the following to display activity information for an account:

1. Display the Accounts > Activity screen by selecting Finance > Inquiry > Accounts > Activity on the Menu Pane or by selecting the Activity tab.

2. Is the account you need to review displayed on this screen?

   - If **yes,** refer to step 4.
   - If **no,** refer to step 3.

3. Display the record of the account whose information you need to see by typing the account number in the Search box in the screen header and clicking the Search arrow. If you need to search for the account, click the magnifying glass icon [Q] that appears at the end of the Search box.

4. Review the information on this screen. Click Help to see descriptions of all the fields.

5. What do you need to do?

If You Need to…	Then…
Filter the display of transaction records	Do the following: 1. Click <u>Filters</u> that appears at the top right of the Primary Information section of the screen. The system displays additional fields in a new screen section labeled Filters. 2. Enter your choices in these fields to narrow the display, then click the Search button. The system displays the transactions that meet the criteria specified.
Sort the display of transactions by one of the fields, such as document number or check date	Click the field name that appears in the column heading of the information you would like to sort the funds by. The system redisplays the screen with the funds sorted according to the field selected.
View additional information about one of the transactions	Do the following: 1. Click the Actions icon 📥 that appears to the left of the accounting date of the transaction whose information you need to display. The system displays several options in the Actions window, which vary according to the transaction type. 2. Click the option to display the information you need. The system displays the appropriate screen according to the option you selected. 3. To redisplay the Accounts > Activity screen, click **<< Inquiry** .
Print the account activity	Do the following: 1. Click the Print icon 🖨 . The system displays the Print dialog for your browser. 2. Click the Print button to print the report.
Export the account activity	Do the following: 1. Click the Export icon 📤 . The system displays the File Download dialog box. 2. What do you need to do? **To open the file**, click the Open button. The system opens the file in Microsoft Excel. You can format the data as needed. **To save the file to a new directory or file name**, click the Save button. In the Save As dialog box, select the correct directory, type the file name, and click the Save button.

Viewing Monthly Activity for an Account

Use this procedure to display account activity information for each month of the fiscal year you are logged onto using the Monthly Activity Summary screen. The account information that is displayed differs according to the ledger type of the account. The monthly activity information summarizes the budget adjustments, encumbrances, debits, credits, and cumulative activity amounts for each accounting period. Totals are displayed at the bottom of the screen. If you need to view activity for more than one fiscal year, refer to "Viewing Multiple-Year Activity for an Account."
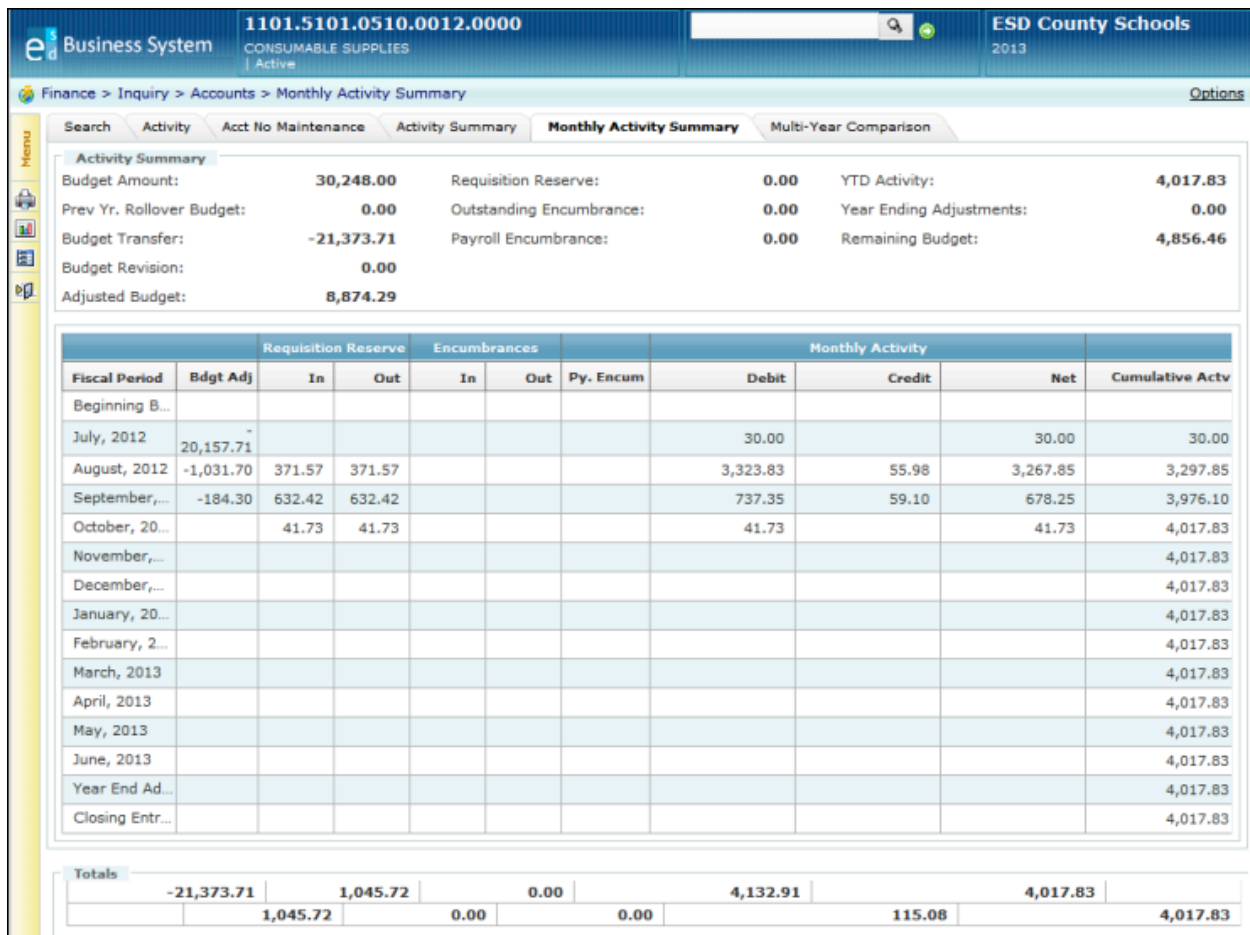
Before You Begin

Be sure you have the correct security access to review account information.

Procedure

Do the following to display the monthly activity for an account:

1. Display the Monthly Activity Summary screen by selecting Finance > Inquiry > Accounts > Monthly Activity Summary on the Menu Pane or by selecting the Monthly Activity Summary tab.

2. Is the account you need to review displayed on this screen?

   - If **yes,** refer to step 4.
   - If **no,** refer to step 3.

3. Display the record of the account whose information you need to see by typing the account number in the Search box in the screen header and clicking the Search arrow. If you need to search for the account, click the magnifying glass icon Q that appears at the end of the Search box. Refer to "Searching for an Account."

4. Review the information on this screen. Click Help to see descriptions of all the fields.

		Requisition Reserve		Encumbrances			Monthly Activity			
Fiscal Period	Bdgt Adj	In	Out	In	Out	Py. Encum	Debit	Credit	Net	Cumulative Actv
Beginning B...										
July, 2012	20,157.71						30.00		30.00	30.00
August, 2012	-1,031.70	371.57	371.57				3,323.83	55.98	3,267.85	3,297.85
September,...	-184.30	632.42	632.42				737.35	59.10	678.25	3,976.10
October, 20...		41.73	41.73				41.73		41.73	4,017.83
November,...										4,017.83
December,...										4,017.83
January, 20...										4,017.83
February, 2...										4,017.83
March, 2013										4,017.83
April, 2013										4,017.83
May, 2013										4,017.83
June, 2013										4,017.83
Year End Ad...										4,017.83
Closing Entr...										4,017.83

Activity Summary header detail:

Budget Amount:	30,248.00	Requisition Reserve:	0.00	YTD Activity: 4,017.83
Prev Yr. Rollover Budget:	0.00	Outstanding Encumbrance:	0.00	Year Ending Adjustments: 0.00
Budget Transfer:	-21,373.71	Payroll Encumbrance:	0.00	Remaining Budget: 4,856.46
Budget Revision:	0.00			
Adjusted Budget:	8,874.29			

Totals:

Bdgt Adj	Req Res	Encum		Debit	Net
-21,373.71	1,045.72	0.00		4,132.91	4,017.83
	1,045.72	0.00	0.00	115.08	4,017.83

Screen header: 1101.5101.0510.0012.0000 CONSUMABLE SUPPLIES | Active — ESD County Schools 2013

Finance > Inquiry > Accounts > Monthly Activity Summary — Options

Tabs: Search | Activity | Acct No Maintenance | Activity Summary | **Monthly Activity Summary** | Multi-Year Comparison

Transferring Budget Funds

Use this procedure to enter a budget transfer and to initiate the review and approval process. To initiate the budget transfer, you enter the transfer task, accounting date, and the account numbers and amounts you need to transfer on the Budget Transfer screen. You can also attach documents and enter notes to further document the transfer.

Cloning Existing Transfers

If there is an existing transfer whose information you would like to copy to save data entry time, you might prefer to use the clone option. Use the **clone option** to easily copy all the data belonging to an existing transfer request so you can use that data as a starting point and then change fields as needed to create a new request. You may want to use this option, for example, if a previous request was denied and you need to update some information and try again.

Saving Your Entries

To save the transfer request, you can choose from two different save options:

- Click the **Save & Continue button to save** the transfer information, **but not post it yet.** You may want to do this, for example, if you do not have all the information now and will need to resume entering it later.

- Click the **Save & Post button to save and post.** When you select this option, the system either creates an approval queue or posts the transfer.

  If your district has set up the system to create an approval queue, the transfer is forwarded to the first person in the queue and it is displayed as an action item on his or her Awaiting My Action screen. The transfer is not posted until it is approved. In a district that does not require transfers to be approved, the system automatically posts each transfer as it is saved and posted. Ask your supervisor if the approval queue is enabled in your district.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year.
- Be sure you have the correct security access to initiate a request to transfer funds.

Procedure

Do the following to enter a budget transfer:

1. What do you need to do?

If You Need to…	Then…

Enter all the information for a new transfer	Do the following:
	1. Select **Finance > Budget Transfer/Revision > Transfer** on the Menu Pane.
	2. Enter all the information you have for this transfer, including the account numbers you are transferring funds from and to, as well as the amounts to be transferred.
	   • To transfer funds **from an account**, enter a negative amount.
	   • To transfer funds **to an account**, enter a positive amount.
	The total of all amounts entered must equal zero.

continued

If You Need to…	Then…

Clone an existing transfer	Do the following:
	
	1. Select **Finance > Budget Transfer/Revision > Search** on the Menu Pane.
	
	2. Find the record of the transfer whose information you need to clone by selecting the appropriate fields in the Search section of the screen, then click the Search button.
	
	   The system displays a list of transactions that match the criteria specified.
	
	3. Click the Actions icon ⬆ that appears to the left of the transaction you need to clone.
	
	4. Click Clone.
	
	   The system displays the message "Do you want to clear amounts?"
	
	   • Click **Yes** if you need to enter different amounts for each line item.
	
	   • Click **No** if you need to retain the same amounts.
	
	   The system displays the Transfer screen.
	
	5. Enter and change information as needed for this new transfer, including the account numbers and the amounts to be transferred.
	
	   • To transfer funds **from an account**, enter a negative amount.
	
	   • To transfer funds **to an account**, enter a positive amount.
	
	   The total of all amounts entered must equal zero.
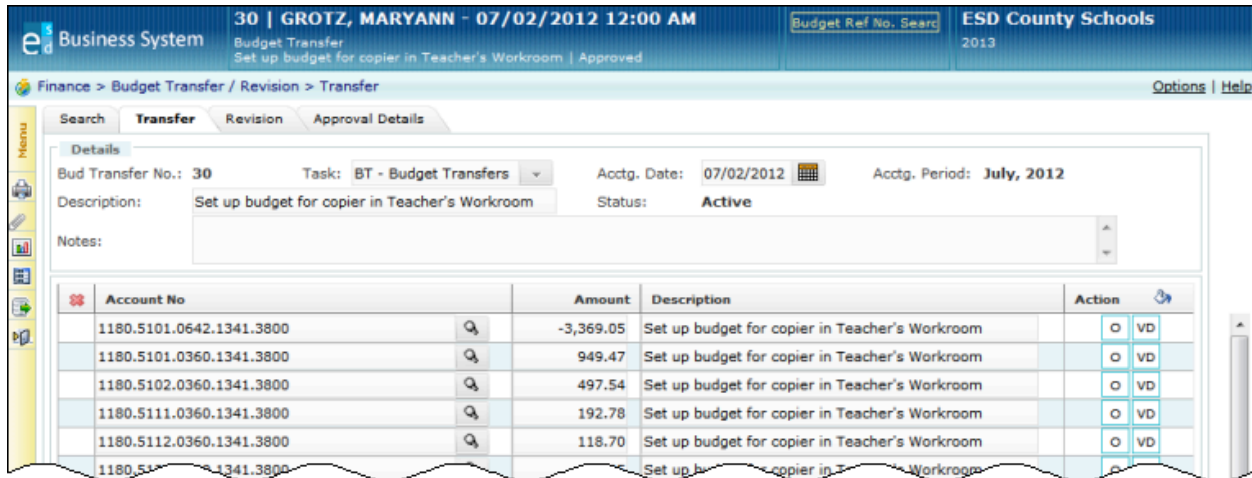
2. Do you need to **override the system's budget checking feature** for any of the line items? When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. You can use this option only if you have override security.

If You Need to…	Then…
Override all line items	Do the following: 1. Click the Fill Options icon that appears in the Action column header. The system displays the Fill Options window. 2. Click Override. The system selects the O box (override) for every line item.
Override only specific line items within this transfer	Click the O box (override) that appears in the Action column at the end of the row for each line item you need to override.

3. Select one of the following save options:

If You Need to…	Then…
Save this transfer request but do not post it yet	Click the Save & Continue button. The system saves the transfer information, provides a budget transfer number for this request, and adds this request to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this request at a later date and then forward it for approval.
Save this transfer request and send it immediately to the first person in the approval queue. *You will not be able to make any changes to this request later unless you have override authority.*	Click the Save & Post button. The system saves and posts the transfer and assigns a unique budget transfer number to it. The request will be displayed on the Awaiting My Action screen of the first person in the approval queue.

Entering a Note on a Budget Transfer

You can enter supplementary notes related to a budget transfer in the Notes field. You can also attach a document. If you need to attach a document, refer to "Attaching Supplemental Files to a Record" in the *Getting Started Reference Guide*.

Cancelling a Budget Transaction

Budget transfers and revisions that have not been saved and posted are assigned a status of **incomplete**. Incomplete transactions can be cancelled by displaying the transaction and clicking the Cancel button.

The Cancel button only appears on the Budget Transfer screen or Budget Revision screen if the transaction has an Incomplete status. If you choose to cancel the transaction, the system displays the message, "Discard the Budget Transfer/Revision changes?" Click Yes to complete the cancellation, or click No if you need to retain the transaction

After a transaction has been saved and posted, the Cancel button is not available. However, you can void the transaction using the Void button. Refer to "Voiding a Budget Transaction."

Voiding a Budget Transaction

Use this procedure to void either a budget transfer or revision. You use the Budget Transfer screen to void a transfer and the Budget Revision screen to void a revision. You can choose to void all transactions associated with the same reference number or one or more line-item transactions associated with specific account numbers.

You can void a budget transaction only in the following cases:

- You are the originator, and the transaction status is either New or Returned.
- You are not the originator, but you do have override security and the transaction status is new or pending.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year.
- Be sure you have the correct security access to void a budget transaction.

Procedure

Do the following to void a budget transaction:

1. Is the transaction you need to void displayed?

    - If **yes,** refer to step 6.
    - If **no,** refer to step 2.

2. Select Finance > Budget Transfer/Revision > Search on the Menu Pane.

    The Budget Transfer/Revision Search screen is displayed.

3. Find the record of the transaction you need to void by selecting the appropriate fields in the Search section of the screen, then click the Search button.

    The system displays a list of transactions that match the criteria specified.

4. Click the Actions icon that appears to the left of the transaction you need to void.

    The system displays the Actions window. The options vary depending upon whether the transaction is a transfer or revision.

5. Click the Budget Transfer or Budget Revision option.

    The system displays either the Budget Transfer screen or Budget Revision screen.

6. Review the information on this screen to be sure this is the transaction you need to void.

7. Do you need to void the entire transaction or selected line items?

If You Need to…	Then…

Void the entire transaction	Do the following:
	1. Click the Void button.
	
	The system displays the message "Are you sure you want to void?"
	
	2. What do you need to do?
	
	   • To **void** this transaction, click the Yes button.
	
	   The system redisplays the screen. The fields are now grayed out, and the message "Void successful" appears at the bottom of the screen.
	
	   • To **cancel the void,** click the No button.
	
	   The system redisplays the screen.

Void only specific line items within this transaction	Do the following: 1. Find the line items you need to void, and select the option to void them by clicking the VD box that appears in the Action column at the end of the row. 2. Click the Save button. The system redisplays the screen, and the message "Save successful" appears at the bottom.
Void most of the line items	Do the following: 1. Click the Fill Options icon that appears in the Action column header. The system displays the Fill Options window. 2. Click Void. The system selects the VD box for every line item. 3. Review the line items, and click the VD box of each one you do not need to void to unselect them. 4. Click the Save button. The system redisplays the screen, and the message "Save successful" appears at the bottom.

Searching for Bid/Terms and Conditions Information

Use the search fields on the Bid/Terms & Conditions screen to display a list of either bid information or terms and conditions information by specifying criteria such as status, bid type, bid usage, and vendor ID. The Bid/Terms & Conditions screen displays the bid/TC number, description, start and end dates, dollar limit, and status for each record. You might want to use the Search fields, for example, to display a list of all currently active bids that apply to transportation.

Once the list is displayed, you can select a record and display more detailed information about it.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year" in *Getting Started*.
- Be sure you have the correct security access to update bid information.

Procedure

Do the following to display a list of bid records and/or terms and conditions records:

1. Select Finance > Bid/Terms & Conditions on the Menu Pane.

   The Bid/Terms & Conditions screen is displayed.

2. Select and enter the information you have for the records you need to find, then click the Search button.

   The system displays a list of bids matching the criteria entered.

3. To display more detailed information about a particular record, click the underlined bid/TC number that is displayed in the Bid/TC No field.

Viewing and Updating Bid/Terms and Conditions Information

Use this procedure to display a list of either bid information or terms and conditions information. You can easily find and display a list of one or more bids and/or terms and conditions records by specifying criteria on the Bid/Terms & Conditions screen, such as status, bid type, bid usage, and vendor ID. The Bid/Terms & Conditions screen displays the bid/TC number, description, start and end dates, dollar limit, and status for each record. You might want to use this procedure, for example, to display a list of all currently active bids that apply to transportation.

Once the list is displayed, you can select a record and display more detailed information about it. Once the record is displayed, you can make the following updates:

- **Change the status of a bid**. You might want to change the status if the bid has been rejected or closed. If you need to renew a bid, refer to "Renewing a Bid."
- **Add a new vendor or delete an existing vendor** from a bid.
- **Inactivate a vendor from a bid**. You might need to inactivate a vendor to eliminate the vendor as an option when the bid number is entered on a requisition.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Be sure you have the correct security access to update bid information.

Procedure

Do the following to display a list of bid records and/or terms and conditions records:

1. Select Finance > Bid/Terms & Conditions on the Menu Pane.

    The Bid/Terms & Conditions screen is displayed.

2. Select and enter the information you have for the records you need to find, then click the Search button.

    The system displays a list of bids matching the criteria entered.

3. To display more detailed information about a particular record, click the underlined bid/TC number that is displayed in the Bid/TC No field.

    The system displays the detail fields on the Bid/Terms & Conditions screen. Click Help to see descriptions of all the fields.

4. What do you need to do?

If You Need to…	Then…
Add another vendor to this bid	Enter all the information you have for the new vendor in the available fields in the Vendor Information section. You can enter more than one vendor if needed.
Change the status of this bid	Click the drop-down arrow in the Status field, and click the new value to select it.
Delete a vendor from this bid	Do the following: 1. Select the vendors you need to delete by clicking the checkbox that appears to the left of the Vendor field. 2. To delete these records, click the Delete icon ✖.
Inactivate a vendor on this bid	Select the vendors you need to inactivate by clicking the checkbox that appears in the Inactive column, to the right of the Vendor Notes field.

5. If you made any changes, click the Save button.

Searching for and Viewing Existing Vendor Records

Use this procedure to find a particular vendor record or to display a list of vendors that meet the criteria you specify. You can easily find a vendor using two different types of searches:

- Use a **quick search** when you need to display a different vendor than is currently displayed on a Finance > Vendor screen AND you know the beginning numbers of the vendor ID or the first letters of its description. You can perform a quick search using the Vendor Search field that appears in the screen header. The Search field is not available on the Vendor Search screen.
- Use an **advanced search** when you need to narrow the search using more detailed information, such as vendor class, status, name, and address. The advanced search is available only on the Vendor Search screen.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year.
- Display one of the Finance > Vendor screens.

Procedure

Do the following to search for a vendor using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find a vendor to display on any of the Vendor screens: 1. Type numbers from the vendor ID or letters from the vendor's name in the Vendor Search field that appears in the screen header. You do not need to enter the complete ID or name. The system displays a list of vendors matching the letters or numbers entered. 2. Review the list, and click the ID of the vendor whose information you need to display.
Advanced Search	Do the following to find a vendor using the Vendor Search screen: 1. Click the Search tab. The system displays the Vendor Search screen. 2. Enter the information you have for the vendor you need to find, then click the Search button. The system displays a list of vendors matching the criteria entered. 3. Review the list, and click the Actions icon 📇➡ that appears to the left of the vendor ID whose information you need to display. The system displays options in the Actions window. 4. Click the option to display the vendor information you need.

Vendor Search Screen

Search Options on Vendor Maintenance Screen

Searching for a Requisition

Use this procedure to find a particular requisition or to display a list of requisitions that meet the criteria you specify. You can easily find a purchase requisition using two different types of searches:

- Use a **quick search** when you need to display a different requisition than is currently displayed on a Finance > Requisition screen AND you know the beginning numbers of the requisition number or the first letters of its description. You can perform a quick search using the Requisition Search field that appears in the screen header. The Search field is not available on the Requisition Search screen.

- Use an **advanced search** when you you need to narrow the search using more detailed information, such as the cost center that initiated the requisition, the date, purchase order type, buyer code, and status. The advanced search is available only on the Requisition Search screen.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Display one of the Finance > Requisition screens.

Procedure

Do the following to search for a requisition using a quick search or advanced search:

To Use a…	Then…
Quick Search	Do the following to find a requisition to display on any of the Requisition screens (except the Requisition Search screen): 1. Type numbers from the requisition number or letters from its description in the Requisition Search field that appears in the screen header. You do not need to enter the complete number or description. The system displays a list of requisitions matching the letters or numbers entered. 2. Review the list, and click the number of the requisition whose information you need to display.

Advanced Search	Do the following to find a requisition using the Requisition Search screen:
	
	1. Click the Search tab.
	
	The system displays the Requisition Search screen. Click <u>Help</u> to see descriptions of all the fields.
	
	2. Do you need to enter more search criteria than is currently displayed?
	
	   • If **yes**, then click the <u>Advanced Search</u> field.
	
	    The system displays additional fields, including purchase order number, vendor number, and account number.
	
	   • If **no**, then go to step 3.
	
	3. Enter the information you have for the requisition you need to find, then click the Search button.
	
	The system displays a list of requisitions matching the criteria entered.
	
	4. Review the list, and click the Actions icon 🔾 that appears to the left of the requisition number whose information you need to display.
	
	The system displays several options in the Actions window, which vary according to the requisition type.
	
	5. Click the option to display the requisition information you need.
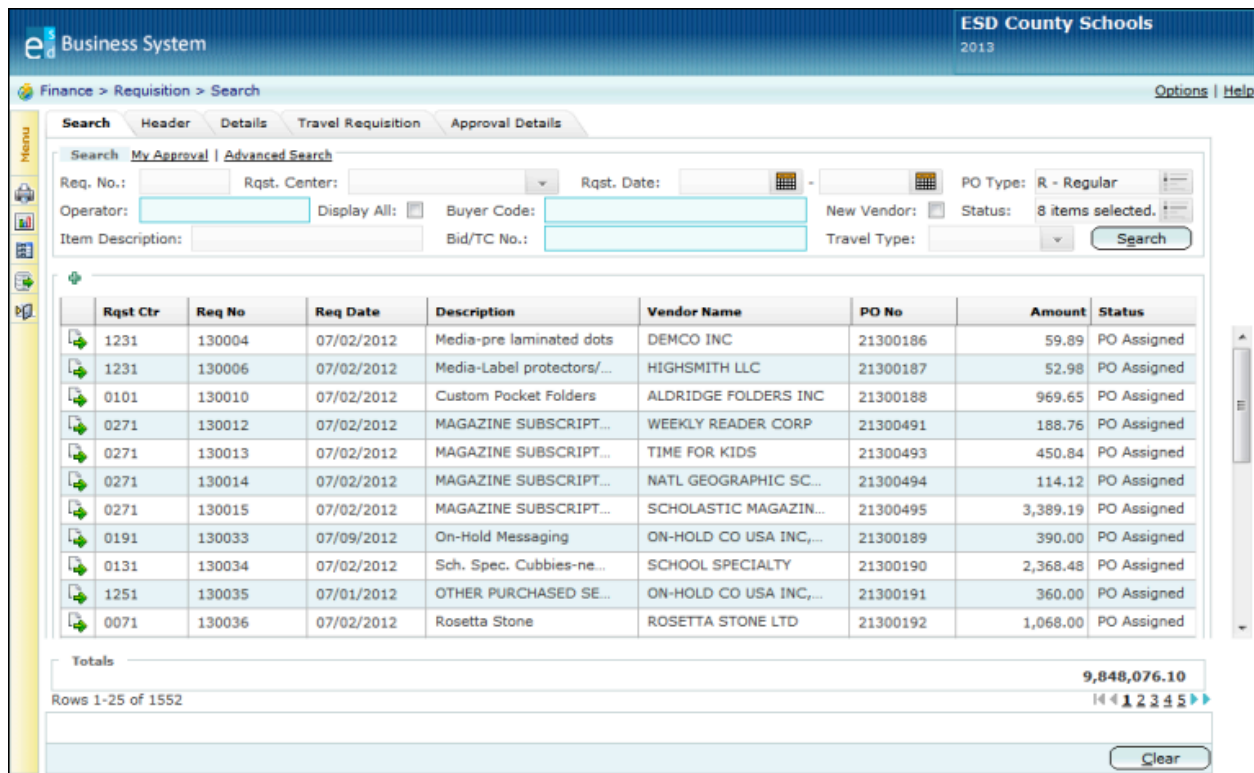
Finance > Requisition > Search Screen
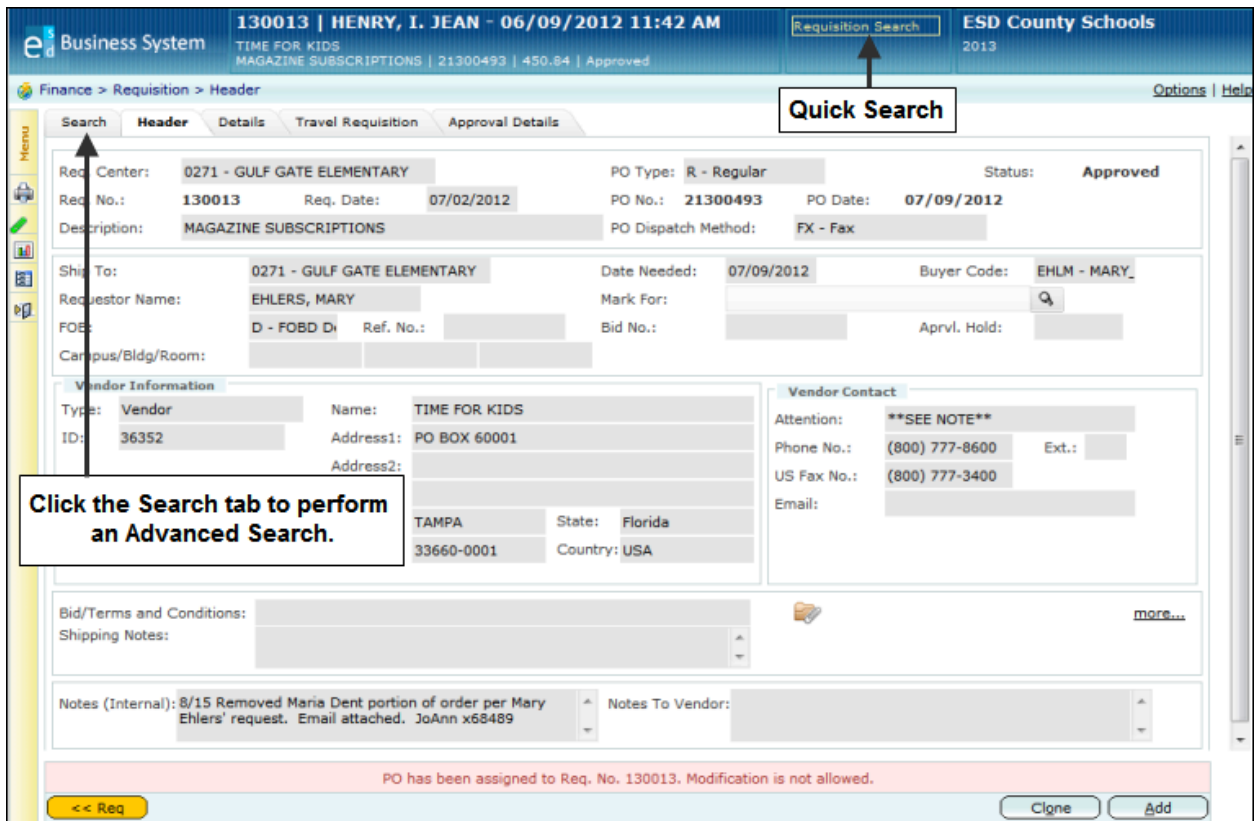
Search Functions on the Finance > Requisition > Header Screen

Requisition Status Codes

The status of an existing requisition varies according to whether or not it has been saved and forwarded to the approval queue. You can change an existing requisition only in certain cases. The following explains the different types of status codes that can be assigned to a requisition:

Status	Description
Active	A requisition that has been approved and assigned to a purchase order. You cannot change or cancel an active requisition.
Cancel	A new requisition that has been cancelled. You cannot change a cancelled requisition. However, you can clone a cancelled requisition.
Denied	A requisition that has been denied by someone in the approval queue. You cannot change a denied requisition. However, you can clone a denied requisition.
Inactive	A new requisition that has not been permanently saved. The originator can change an inactive requisition.
Locked	A requisition that is currently being changed by another user. You cannot change a locked requisition.
New	A new requisition that has been saved successfully and submitted for approval. A new requisition has not yet been assigned to a purchase order. The originator or a user with override security can change or void a new requisition.
Pending	A requisition that has been saved successfully, submitted for approval, and is undergoing approval but is not yet assigned to a purchase order. You cannot change or cancel a pending requisition. However, a user with override security can change a pending requisition.
Return	A requisition that has been submitted to the approval queue and returned to the originator. The originator can change a returned requisition. A user with override security can void a returned requisition.
Suspend	A requisition that was started, but whose information was not saved and validated. The originator can change a suspended requisition.
Void	A requisition that has been voided. You cannot change a voided requisition. However, you can clone a voided requisition.

Creating a Purchase Requisition

Use this procedure to create a new purchase requisition and to initiate the review and approval process by entering all the information required to purchase the items or services. The information for a new purchase requisition is entered on two screens:

- On the **Requisition Header screen** you enter information about who is making the request, where the items should be delivered, and the vendor from whom the items are to be purchased.
- On the **Requisition Details screen** you enter the details of what is being requested and the account numbers to be charged.

You can create a requisition for several different types of purchase orders, including: regular, blanket, contracted services, construction, fixed assets, and textbook.

You can also attach documents to provide additional information for the requisition. You might want to attach a copy of the bid and terms contract information, for example.

You can create a purchase requisition by starting from either the Requisition Search screen or the Requisition Header screen. You may want to start the process of creating a new requisition from the Requisition Search screen if you need to review a list of existing requisitions first or if the Requisition Search screen is currently displayed. If the Requisition Header screen is currently displayed, you can click the Add button to enter the information for a new requisition.

Cloning Existing Requisitions

If there is an existing purchase requisition whose information you would like to copy to save data entry time, you might prefer to use the **clone option**. Use the clone option to easily copy all the data belonging to an existing requisition so that you can use that data as a starting point and then change fields as needed to create a new requisition.

Grouping Line Items

Each item or service that you request on a purchase requisition is referred to as a **line item**. You can choose to enter just one line item to a requisition or hundreds depending upon your needs. Because your district has set up many different accounts to pay for goods and services, you need to indicate which items are being paid for from which account. To help you specify how each item is to be paid, you enter the items as **groups**. A group is a linked set of line items and account information. You can have many groups on the same purchase requisition, and you can set up a group in the following ways:

- You can charge the total cost of one item to one account.
- You can charge one item to more than one account and specify how to distribute the funds by entering a percentage. For example, you might want to pay for 25% of the cost of a new laptop using one account and the remaining 75% of the cost using a different account.
- You can charge the total cost of multiple items to one account.
- You can charge more than one item to multiple accounts. For example, if you are requesting to purchase a new laptop and printer, you could choose to charge the total cost of those two items to three different accounts. You might charge one account at 30%, a second account at 30%, and a third account at 40%.

If you would like to charge the laptop to one account and the printer to two different accounts, you should create two groups. In Group 1 you enter the laptop as the line item and charge 100% of its cost to Account #1. In Group 2 you enter the laser printer as the line item and charge—let's say—60% of the cost to Account #2 and 40% of the remaining cost to Account #3.

The following is an example that demonstrates how multiple items can be grouped using different accounts:

Groups	Items to be Purchased	Accounts	Percentage
Group 1	Laptop Computer	1180.5103.0643.0051.3800	30%
		1180.8100.0350.0051.0000	70%
Group 2	Laser Printer	1180.8100.0644.0051.0000	50%
		1180.8101.0129.0051.0000	50%
Group 3	Scanner	1180.8105.0350.0051.0000	100%
	Modem		

You can enter accounts and line items in as many groups as needed for each purchase requisition. The first set of accounts and line items you enter is automatically considered to be Group 1. If you need to enter a group of additional accounts and items, click the Add Group button. The system redisplays the Requisition Details screen and increases the Group number by one.

Saving Your Entries

If you get interrupted while you are creating the requisition, you can choose to **suspend** it. When you suspend a requisition, the system saves everything that you have entered but does not validate any of the information. This allows you to save your work quickly so that you can resume entering the information another time. Click the Suspend button to select this option. The requisition's status will be saved as suspended. You can also choose to click the Save & Continue button, which also saves the requisition but does not forward it to the approval queue.

To save the requisition, you can choose from two different save options:

- Click the **Save & Continue button to save** the requisition, but do not forward it for approval or purchase order processing yet. You may want to do this, for example, if you do not have all the information and you need to resume entering it later. The system will validate all of your current entries before it can complete the save.
- Click the **Save & Post button to save and post.** When you select this option, the system verifies the account numbers and the availability of funds and also calculates extensions and totals. Then the system creates the designated approval queue, forwards the requisition to the first person in the queue, and pre-encumbers the funds. After the last person in the queue approves the requisition, a purchase order will be assigned to it and the funds will become fully encumbered.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Be sure you have the correct security access to create a purchase requisition.

Finance > Requisition > Header Screen

Finance > Requisition > Details Screen

Procedure

Do the following to create a purchase requisition:

1. What do you need to do?

If You Need to…	Then…

Create a new purchase requisition starting from the Requisition Search screen	Do the following:
	
	1. Is the Requisition Search screen currently displayed?
	
	    • If **yes,** refer to step 3.
	
	    • If **no,** refer to step 2.
	
	2. Select **Finance > Requisition > Search** on the Menu Pane or click the Search tab.
	
	3. Click the Add icon ✚.
	    The system displays the Requisition Header screen. Click <u>Help</u> to see descriptions of all the fields.
	
	4. Enter all the information you have for this requisition, including the purchase order type, description of the requisition, shipping information, and vendor information.
	
	    Hint: Click <u>Add New Vendor</u> if you need to add a new vendor.
	
	5. You can enter a maximum of three bid records and terms and conditions records to the requisition if needed. Do the following:
	
	    • **To enter a bid**, click the magnifying glass icon 🔍 that appears at the end of the Bid/Terms and Conditions field.
	    In the Search window, be sure the vendor is selected and the Bid radio button is checked, then click the Search button.
	    The system displays a list of bids for this vendor.
	    Click the underlined bid/TC number to include on the requisition. You can only include one bid for each requisition.
	
	    • **To enter a terms and conditions record**, type 99 in the Bid/Terms and Conditions field to display a list of records. Click the record to be included in the requisition.
	
	    • **To display an additional Bid/Terms and Conditions field**, click <u>More</u>.
	
	6. Click the Details tab.
	    The system displays the message, "Do you want to save changes first?"
	
	7. Click Yes.
	    The system displays the Requisition Details screen. Click <u>Help</u> to see descriptions of all the fields.
	
	    continued

If You Need to…	Then…
Create a new purchase requisition starting from the Requisition Search screen (continued)	8. Start by entering the correct values in the Ship To and Distribution Type fields. Enter all the account information and the items or services to be purchased using this requisition. You can enter accounts and line items on as many rows as needed. If a line item is subject to a vendor discount, click the Dis checkbox. If the vendor is providing a **discount**, enter the percentage of the discount or the amount of the discount in the Line Amount fields at the bottom of the screen. If you need to pay **shipping and handling charges**, enter the percentage of that cost or the amount of the charges in the Line Amount fields. 9. What else do you need to do for this requisition? • If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon 🖌 that appears in the column. • If you need **to add a new group of accounts and line items**, click the Add Group button. The system redisplays the Requisition Details screen and increases the Group number by one. Enter all the accounts and line items for this second group as needed.
Create a new purchase requisition starting from the Requisition Header screen	Do the following: 1. Is the Requisition Header screen currently displayed? • If **yes,** refer to step 3. • If **no,** refer to step 2. 2. Select **Finance > Requisition > Header** on the Menu Pane or click the Header tab. The system displays the Requisition Header screen. Click <u>Help</u> to see descriptions of all the fields. 3. Is information for an existing requisition currently displayed? • If **yes,** then click the Add button so you can create a new record. • If **no,** refer to step 4. 4. Enter all the information you have for this requisition, including the purchase order type, description of the requisition, shipping information, and vendor information. **Hint:** Click <u>Add New Vendor</u> if you need to add a new vendor. *continued*

continued

If You Need to…	Then…
Create a new purchase requisition starting from the Requisition Header screen (continued)	**5.** You can enter a maximum of three bid records and terms and conditions records to the requisition if needed. Do the following: • **To enter a bid**, click the magnifying glass icon 🔍 that appears at the end of the Bid/Terms and Conditions field. In the Search window, be sure the vendor is selected and the Bid radio button is checked, then click the Search button. The system displays a list of bids for this vendor. Click the underlined bid/TC number to include on the requisition. You can only include one bid for each requisition. • **To enter a terms and conditions record**, type 99 in the Bid/Terms and Conditions field to display a list of records. Click the record to be included in the requisition. • **To display an additional Bid/Terms and Conditions field**, click More. 6. Click the Details tab. The system displays the message, "Do you want to save changes first?" 7. Click Yes. The system displays the Requisition Details screen. Click Help to see descriptions of all the fields. 8. Start by entering the correct values in the Ship To and Distribution Type fields. Enter all the account information and the items or services to be purchased using this requisition. You can enter accounts and line items on as many rows as needed. If a line item is subject to a vendor discount, click the Dis checkbox. If the vendor is providing a **discount**, enter the percentage of the discount or the amount of the discount in the Line Amount fields at the bottom of the screen. If you need to pay **shipping and handling charges**, enter the percentage of that cost or the amount of the charges in the Line Amount fields. 9. What else do you need to do for this requisition? • If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon 🪣 that appears in the column. • If you need **to add a new group of accounts and line items**, click the Add Group button. The system redisplays the Requisition Details screen and increases the Group number by one. Enter all the accounts and line items for this second group as needed.

continued

If You Need to…	Then…

Clone an existing purchase requisition	Do the following:
	
	1. Display the Requisition Search screen by selecting Finance > Requisition > Search on the Menu Pane or clicking the Search tab.
	
	2. Find the requisition whose information you need to clone by selecting the appropriate fields in the Search section of the screen, then click the Search button. Click Help to see descriptions of the fields.
	
	The system displays a list of requisitions that match the criteria specified.
	
	Hint: If you need to clone a requisition from the previous year, be sure to click Advanced Search to display all the Search fields and then click the Prev. FY. checkbox to narrow the search results to include only requisitions from the previous year.
	
	3. Click the Actions icon 🖺➡ that appears to the left of the requisition you need to clone.
	
	The system displays the Actions window.
	
	4. Click Clone.
	
	The system displays the Requisition Header screen.
	
	5. Review the information on this screen to be sure this is the requisition you need to clone.
	
	6. Enter and change information as needed for this new requisition.
	
	7. Click the Details tab.
	
	The system displays the message, "Do you want to save changes first?"
	
	8. Click Yes.
	
	The system displays the Requisition Details screen. Click Help to see descriptions of all the fields.
	
	9. Enter all the account information and the items or services to be purchased using this requisition. You can enter accounts and line items on as many rows as needed.
	
	10. What else do you need to do for this requisition?
	
	    • If you need **to override the system's budget checking feature** for a particular account, click the O box that appears in the Action column at the end of the row. When you select the override option, the system will not verify the amount you enter against the account's remaining balance to determine if the budget is sufficient. If you need to override all the line items, click the Fill Options icon 💧 that appears in the column heading and select Override. You can use this option only if you have override security.
	
	    • If you need **to add a new group of accounts and line items**, click the Add Group button. The system redisplays the Requisition Details screen and increases the Group number by one. Enter all the accounts and line items for this second group as needed.
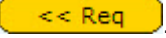
continued

2. Select one of the following save options:

- To **save** the changes but do not forward to the approval queue yet, click the Save & Continue button.

    The system saves the information and adds this requisition to the list of Incomplete Documents on the Awaiting My Action screen.You will be able to update this requisition at a later date and then forward it.

- To **save the requisition and forward it**, click the Save & Post button.

    The system creates the approval queue, forwards the requisition to the first person in the queue, and posts the pre-encumbrance to the general ledger. If you are the same person who would be responsible for approving the requisition, then the system does not create an approval queue and simply assigns the requisition to a purchase order.

3. To redisplay the Requisition > Search screen, click << Req .

Cancelling a Requisition

Purchase requisitions that have not been saved and posted to the approval queue are assigned a status of Inactive. Inactive requisitions can be cancelled by displaying the requisition and clicking the Cancel button.

The Cancel button only appears on the Requisition Header or Requisition Details screen if the requisition has an Inactive status. If you choose to cancel the requisition, the system displays the message, "Are you sure you want to cancel?" Click Yes to complete the cancellation, or click No if you need to retain the requisition.

After a requisition has been saved and posted, the Cancel button is not available. However, you can void the requisition using the Void button. Refer to "Voiding a Requisition".

Voiding a Requisition

Use this procedure to void a purchase requisition. You can choose to void a requisition in its entirety or to void one or more line items or accounts within it.

You can void a requisition only in the following cases:

- You are the originator, and the requisition status is either new or returned.
- You are not the originator, but you do have override security and the transaction status is new or returned.

Once you void a requisition, it can no longer be submitted or updated. You can, however, clone a voided requisition, update it, and submit for approval.

Before You Begin

Do the following before you begin:

- Sign on to the correct fiscal year. Refer to "Signing on to a Particular Fiscal Year."
- Be sure you have the correct security access to void a purchase requisition.

Procedure

Do the following to void a purchase requisition:

1. Select Finance > Requisition > Search on the Menu Pane.

   The Requisition > Search screen is displayed.

2. Find the requisition you need to void by selecting the appropriate fields in the Search section of the screen, then click the Search button. Click <u>Help</u> to see descriptions of all the fields.

   The system displays a list of requisitions that match the criteria specified.

3. Click the Actions icon that appears to the left of the requisition you need to void.

   The system displays the Actions window.

4. Click the Header option.

   The system displays the Requisition > Header screen. Click <u>Help</u> to see descriptions of the fields.

5. Review the information on this screen to be sure this is the requisition you need to void.

6. Do you need to void the entire requisition or selected line items or accounts?

If You Need to…	Then…
Void the entire requisition	Do the following: 1. Click the Void button. The system displays the message, "Are you sure you want to void?" 2. Click Yes. The message "Void successful" appears at the bottom of the screen.
Void only specific accounts or line items within a purchase requisition	Do the following: 1. Click the Details tab. The system displays the Requisition Details screen. 2. Find the accounts or line items you need to void, and select the option to void them by clicking the VD box that appears in the Action column at the end of the row. 3. Choose one of the following save options: • To **save** the changes but do not forward to the approval queue yet, click the Save & Continue button. The system saves the information and adds this requisition to the list of Incomplete Documents on the Awaiting My Action screen. You will be able to update this requisition at a later date and then forward it. • To **save the requisition and forward it**, click the Save & Post button. The system creates the approval queue, forwards the updated requisition to the first person in the queue, and posts the pre-encumbrance to the general ledger. The system redisplays the screen, and the message "Save successful" appears at the bottom.

Approving a Requisition

School personnel who need to review and approve requisitions can do so in three different ways:

- From an **email** that has been sent to the reviewer. This email includes information about the requisition, as well as buttons that enable the reviewer to approve or deny the requisition. A third button within the email enables the reviewer to log in to the system. The reviewer may need to log in if he or she needs to take an action other than approve or deny.
- From the **Awaiting My Action screen**. This screen includes a list of incomplete documents and a list of all items waiting for the reviewer's attention. The incomplete documents and action items listed on this screen may include many different types of Human Resources and Finance System documents and requests in addition to purchase requisitions. The approver can use the two lists like a menu to review what items require additional information to be processed and what items are waiting for his or her review and approval.
- From the **Requisition Search screen**. The procedure for finding and approving a requisition from the Requisition Search screen appears on the next page.

When you or another reviewer reviews the requisition, you can take one of several actions. You can also enter comments to explain the action you take.

- You can choose to **approve** the requisition, and it will be forwarded to the next person in the approval queue. When the last person in the queue approves the requisition, the system sends an email to the person who initiated it.
- You can **approve and insert** another employee who is not already in the approval queue so he or she can review the requisition before it moves to the next person in the queue.
- You can **insert** someone to review and approve before you decide. The requisition will be returned to you after the additional employee reviews it.
- You can **hold** a requisition so that it is not forwarded to the next person in the queue. When selecting the hold option, you must enter a reason code that explains the hold. Reason codes are defined by your district. The hold option is available for requisitions and travel expense reports only.
- You can **deny** the requisition. Denying a requisition has the same effect as voiding it. When you deny the requisition, the system sends an email to the person who initiated the requisition stating that it has been denied. If you are denying the requisition, you can specify the reason in the Comments field. The initiator can choose to create a new requisition and start the approval process over again.
- You can choose to take **no action** at this time.
- You can **return** the requisition to the initiator if you need more information. When you return it, the system sends an email to the initiator stating that it is being returned. If you are returning the requisition, you can specify the reason or what additional information is needed in the Comments field.

If you are an administrator with special security, you can take one of the following actions:

- You can **bypass** this level of approval and send the request to the next level of approval.
- You can **substitute** another reviewer.

The system sends email notification to the initiator only when the requisition is returned, denied, or approved by the final person in the queue. If the initiator's and reviewers' user accounts are not set up to accept email, then the system does not send the email notification.

When a vendor has been added on the Requisition Header screen and the requisition has reached the final approver in the queue, the **Add New Vendor** checkbox is displayed on the Approval Details screen. To approve the requisition, the final approver must check this checkbox to add the new vendor to the system. If the final approver does not approve the vendor but wants to approve the requisition, he or she needs to first change the vendor on the Requisition Header screen then complete the approval process.

Before You Begin

Be sure you have the correct security access to approve a requisition.

Procedure

Do the following to review and process a requisition that has been forwarded to you for your action:

1. Select Finance > Requisition > Search on the Menu Pane.

   The Requisition > Search screen is displayed.

2. Click My Approval.

   The system displays a list of requisitions that are waiting for your approval. Additional fields are displayed below the Search fields:

   - To display a list of **approved requisitions** in your queue, select Approved and enter a corresponding date range.
   - To display a list of **requisitions in your queue that have a hold status,** select **Hold**. You can choose to select a corresponding reason, but it is not required.
   - To display the list of **requisitions waiting for your approval,** select My Queue. This is the default.

   Hint: To narrow the list of requisitions, enter the appropriate values in the Search fields. If you need to enter more search criteria than is currently displayed, then click Advanced Search.

3. If you selected a different option or entered search criteria, click the Search button.

   The system displays a list of requisitions that match the criteria specified.

   Hint: You can see the name of the person or department who is currently reviewing a requisition by hovering the cursor over the status field for each requisition.

4. To review a particular requisition, click the Actions icon 📄➡ that appears to the left of it.

   The system displays the Actions window.

5. Click Approval Details.

   The system displays the Approval Details screen.

6. Review all the information about this requisition. Click Help to see descriptions of all the fields.

7. Determine what action you need to take, and enter your action and comments in the Approval Details section of the screen.

   If you choose the option to insert an additional approver or substitute an approver, select the appropriate value in the Approver Type field and enter his or her name in the following field. If you choose to hold the requisition, select the appropriate value in the Reason field.

8. Click the Save button.

   The system saves your approval information and sends the requisition to the next person in the approval queue. If you are the last person in the queue and you approved the requisition, then the system assigns it to a purchase order and the funds for the purchase become fully encumbered.

9. What do you need to do?

If You Need to…	Then…
Review the previous or next requisition that is waiting for your approval	Click the Previous or Next button. The system displays the previous or next requisition.
Return to the Search screen	Click the Search tab.