SmarteFinance Purchase Requisition

User Guide

Revised 05/2018

Contents

PURCHASE REQUISITION **1**
OVERVIEW **1**
MAIN MENU **1**
CREATE A PURCHASE REQUISITION **4**
VENDOR SEARCH 5
ACCOUNT SEARCH 7
ENTERING ITEMS 10
EDIT A REQUISITON **11**
REQUISITION SEARCH 11
COPYING A REQUISITION **12**
TEMPLATES **13**
ROUTE A REQUISITON **14**
VIEW ROUTING HISTORY **15**
VIEW TRANSACTION DETAIL **15**
CREATE AND VIEW NOTES **16**
PRINT A PURCHASE REQUISITION **17**
ATTACHMENTS **18**

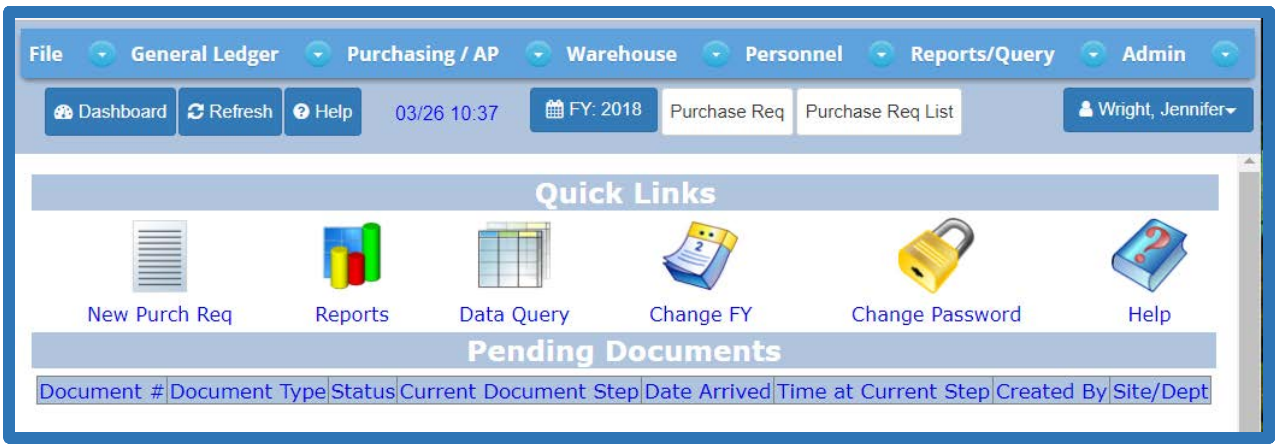
PURCHASE REQUISITION

OVERVIEW

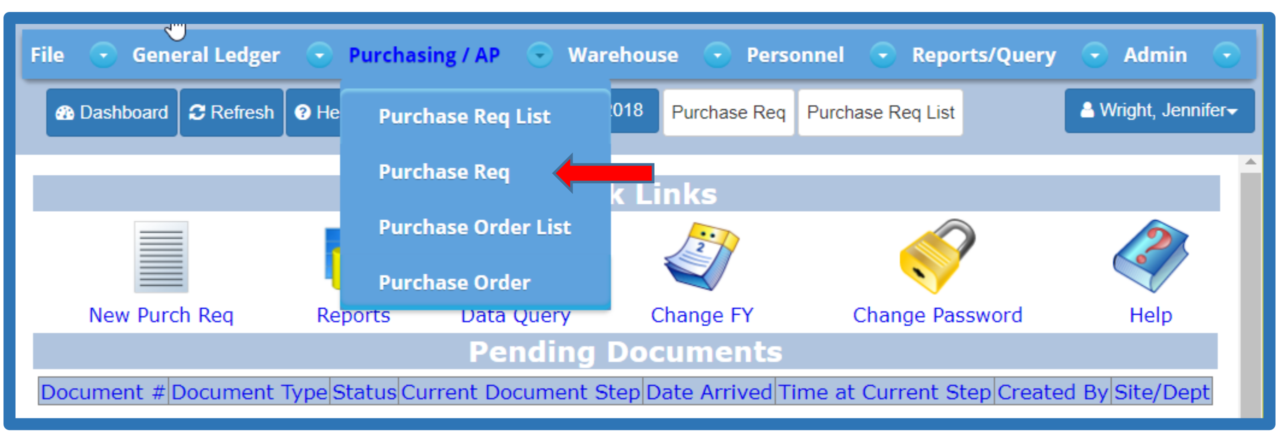
The Smartetools Purchase Requistion is a digital form that will replace the existing procedure currently used by the district. The new digital form will allow you to electronically create, route and approve all requisitons, as well as, perform additional functions such as adding notes, attaching files and tracking the requistion movement, etc.

MAIN MENU

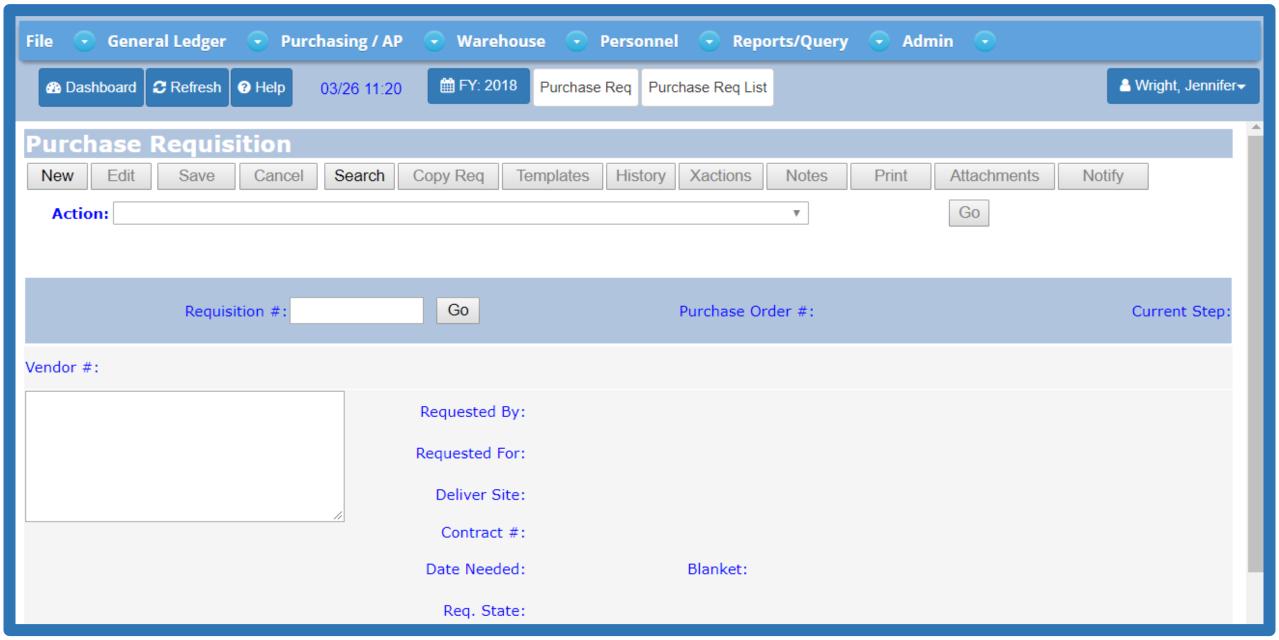
The **Main Menu** displays the functional areas for which you are authorized. The menu bar below shows File, General Ledger, Purchasing / AP, Warehouse, Personnel, Reports/Query, and Admin. To access the items within each of these areas, click on the desired area.



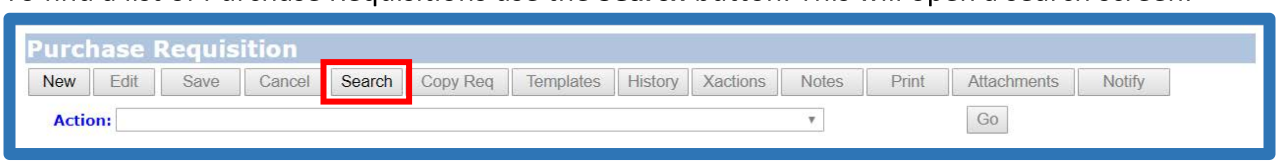
The **Purchasing / AP** menu will allow you to access different areas within the purchasing module. Under the **Purchasing / AP** tab click on **Purchase Req.**



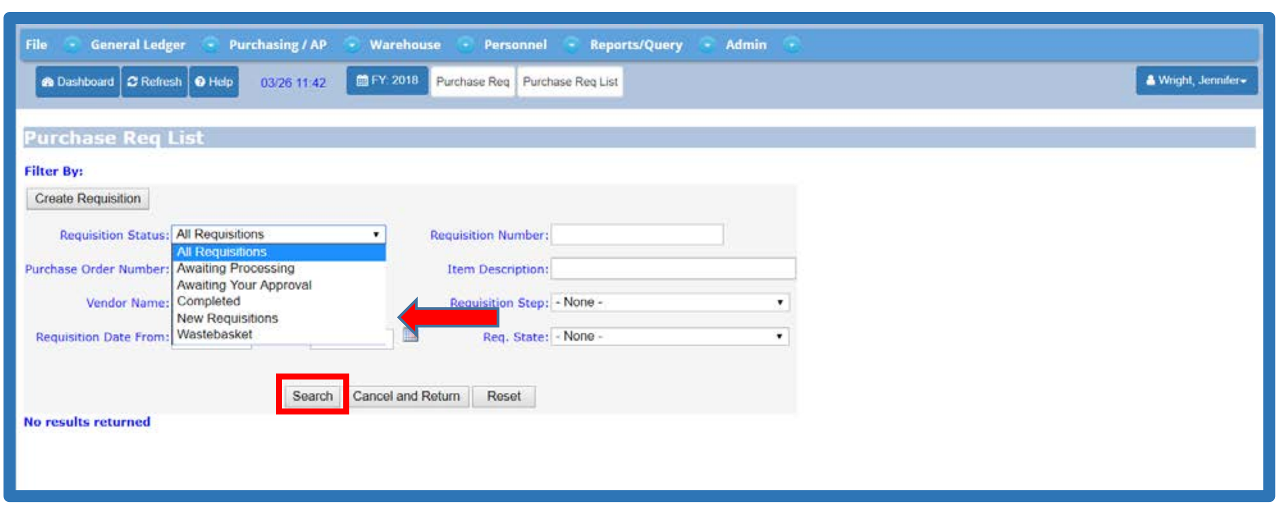
This will open the Purchase Requisition screen.

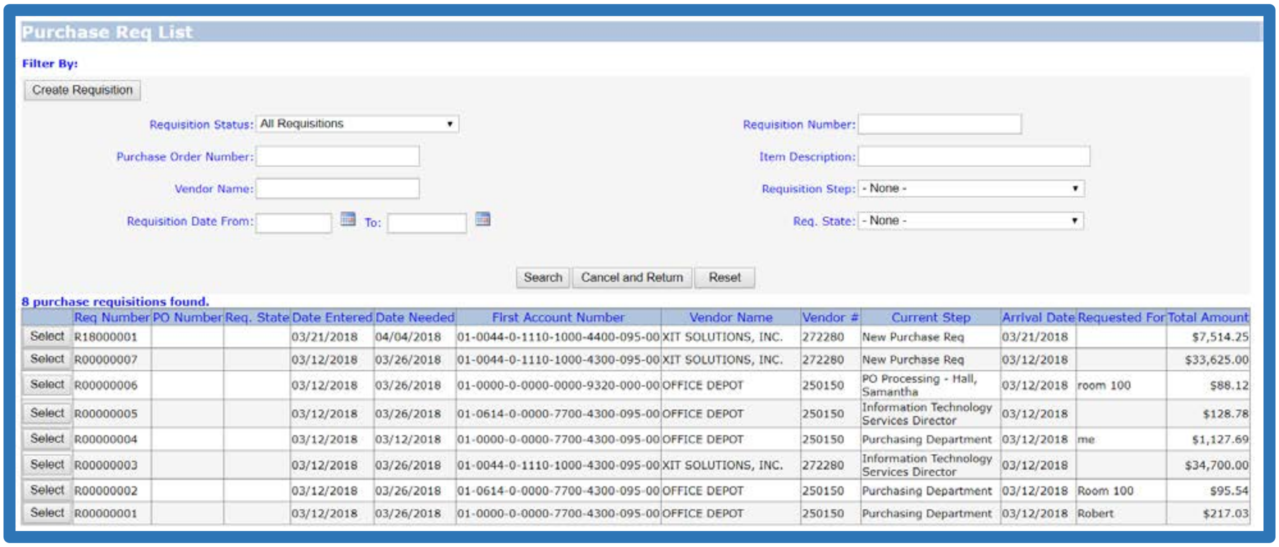


To find a list of Purchase Requisitions use the **Search** button. This will open a search screen.



When you click the **Requisition Status** dropdown list, you will see other possible statuses to help you refine your requisition search. If you select **Completed**, all your purchase requisitions that have been processed within the fiscal year will display. The **New Requisitions** status will list the purchase requisitions that you have entered but have not yet routed.





	Req Number	PO Number	Req. State	Date Entered	Date Needed	First Account Number	Vendor Name	Vendor #	Current Step	Arrival Date	Requested For	Total Amount
Select	R18000001			03/21/2018	04/04/2018	01-0044-0-1110-1000-4400-095-00	XIT SOLUTIONS, INC.	272280	New Purchase Req	03/21/2018		$7,514.25
Select	R00000007			03/12/2018	03/26/2018	01-0044-0-1110-1000-4300-095-00	XIT SOLUTIONS, INC.	272280	New Purchase Req	03/12/2018		$33,625.00
Select	R00000006			03/12/2018	03/26/2018	01-0000-0-0000-0000-9320-000-00	OFFICE DEPOT	250150	PO Processing - Hall, Samantha	03/12/2018	room 100	$88.12
Select	R00000005			03/12/2018	03/26/2018	01-0614-0-0000-7700-4300-095-00	OFFICE DEPOT	250150	Information Technology Services Director	03/12/2018		$128.78
Select	R00000004			03/12/2018	03/12/2018	01-0000-0-0000-7700-4300-095-00	OFFICE DEPOT	250150	Purchasing Department	03/12/2018	me	$1,127.69
Select	R00000003			03/12/2018	03/26/2018	01-0044-0-1110-1000-4300-095-00	XIT SOLUTIONS, INC.	272280	Information Technology Services Director	03/12/2018		$34,700.00
Select	R00000002			03/12/2018	03/26/2018	01-0614-0-0000-7700-4300-095-00	OFFICE DEPOT	250150	Purchasing Department	03/12/2018	Room 100	$95.54
Select	R00000001			03/12/2018	03/26/2018	01-0000-0-0000-7700-4300-095-00	OFFICE DEPOT	250150	Purchasing Department	03/12/2018	Robert	$217.03

Use the **Requisition Date From/To** area to display requisitions within a certain date range. You may also search for requisitions by **Requisition Number** or **Item Description**. If you search for a requisition using the **Requisition Step** dropdown list, all requisitions that are currently at the step you have chosen will display. Note that this field, along with the **Req. State** field, are district defined fields. **Req. State** lists conditions that need to be completed before a requisition can be processed.

Click the **Reset** button to clear your search criteria and begin a new search.

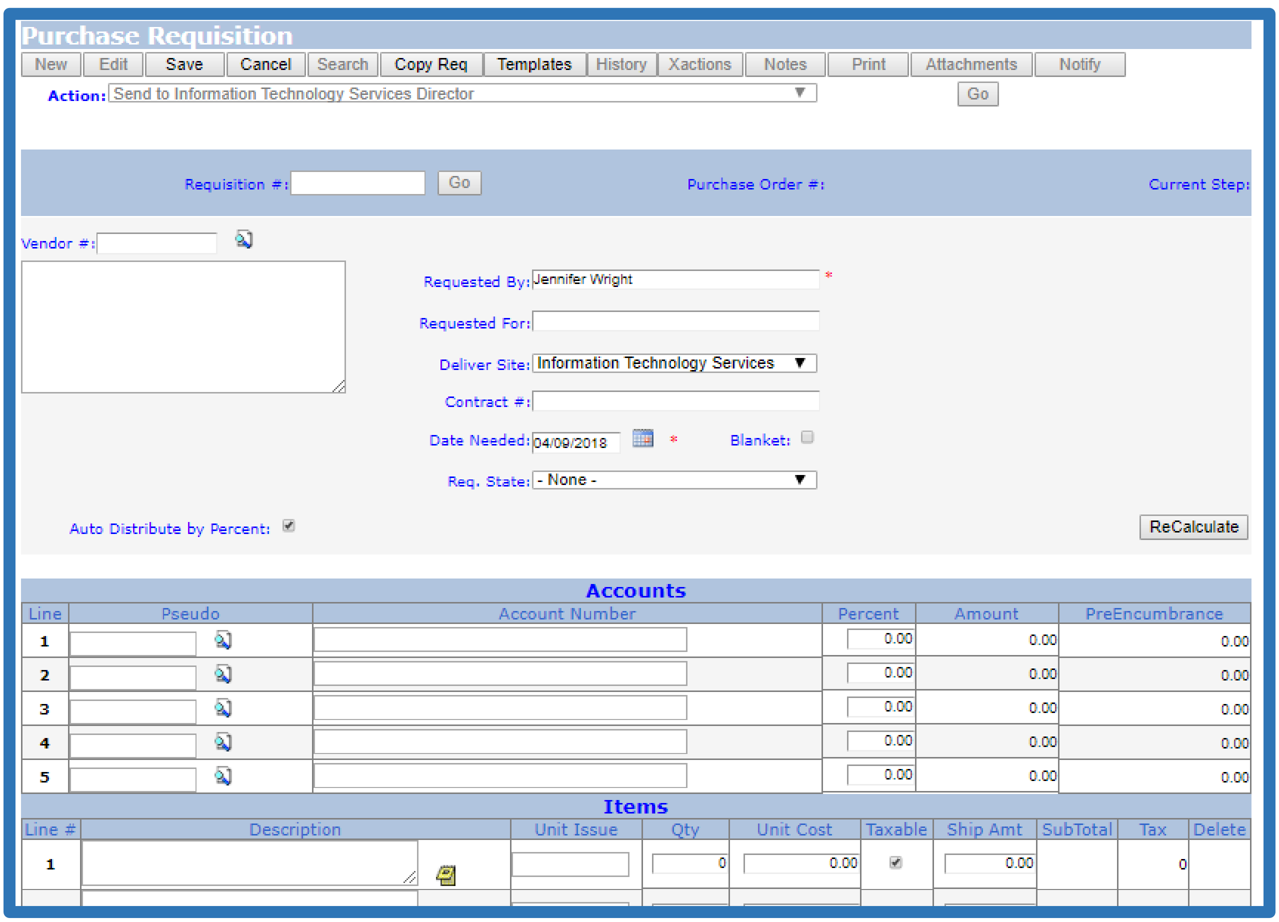
To work with a requisition, click the **Select** button next to the Req Number. This will display the requisition and allow you to edit, route, print, and perform other functions related to the requisition. You can also create a new purchase requisition.

From the Purchase Requisition screen, you can also search for another requisition, display the routing history, view account transactions related to this requisition, and attach notes and attachments to the requisition. To route a requisition, select a route from the **Action** dropdown list, then click the **Go** button. Note if the account number on a requisition is displayed in RED this is a visual indicator that the account does not have sufficient funds for the requisition.

CREATE A PURCHASE REQUISITION

To create a new purchase requisition, select the **New** button. This will present a blank requisition page.

Begin by verifying the **Requested By** line and providing **Requested For** information, if needed. Select the **Deliver Site** from the dropdown list. If your user profile only allows access to your site, then only one site will be available for selection. Enter a **Contract Number** if this requisition is to reference a contract. The **Date Needed** will default to 14 days from the date the requisition is created. Enter a new **Date Needed** if it is different than the default date.

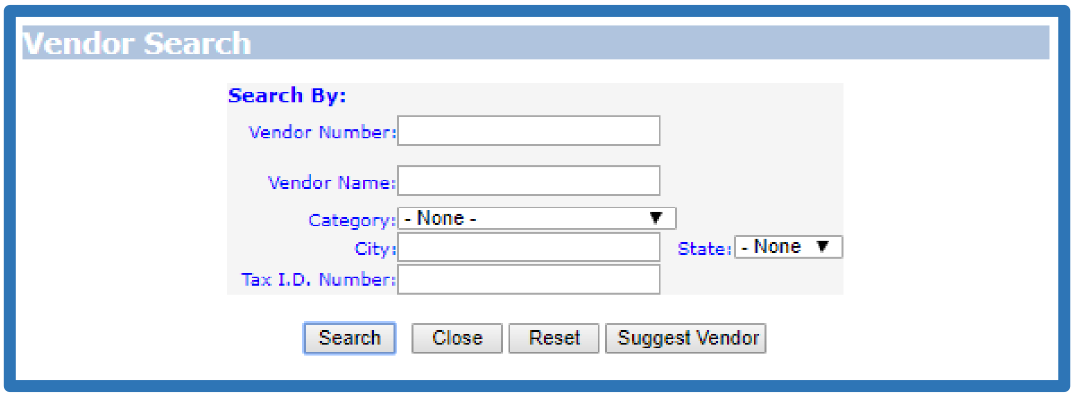


The information required to save a requisition is **Requested By**, **Date Needed**, at least one **Account Number**, and at least one **Line Item**.

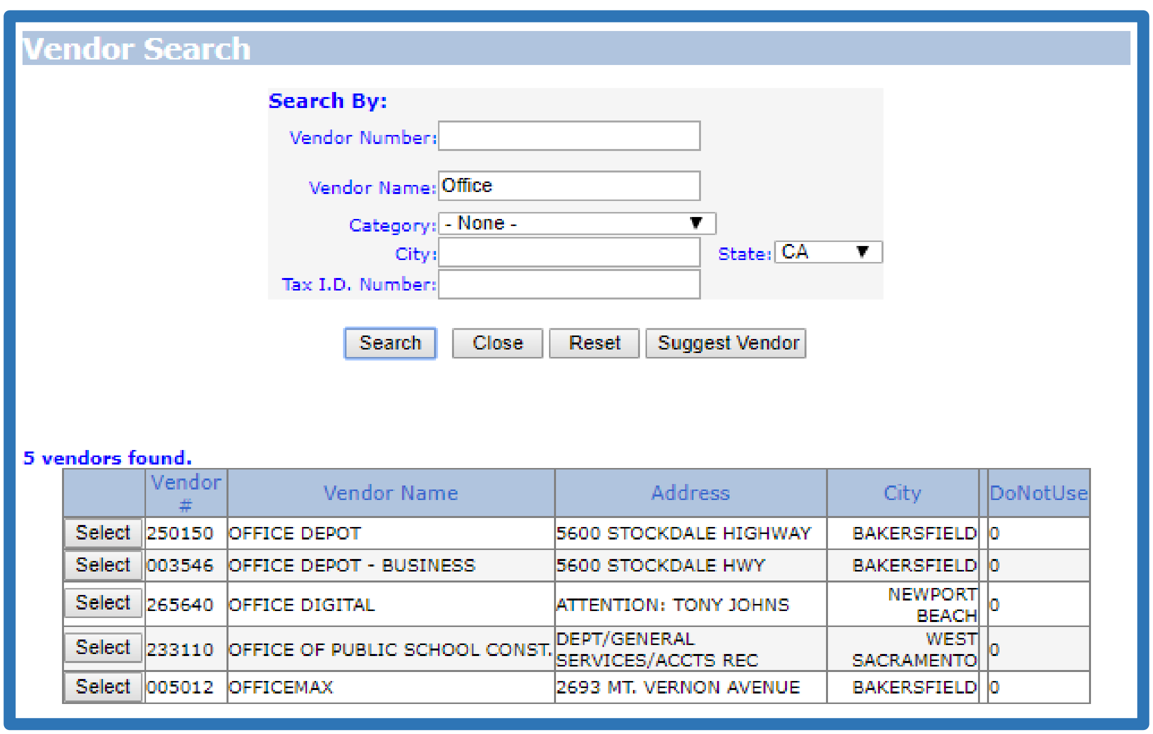
When entering accounts, the cost of the requisition can be allocated by percent by leaving the **Auto Distribute by Percent** check box checked. To use a different method of cost allocation, uncheck this box. Allocation of the cost of the requisition will be discussed later in this document.

VENDOR SEARCH

If you would like to select a vendor, you can activate the Vendor Search function by clicking the **Vendor Search** icon that looks like a magnifying glass next to the Vendor # field.



The Vendor Search page allows searching for vendors using a combination of search criteria. A list of vendors that match your search criteria will display. For example, you can use a **Vendor Name** of "Office" and the **State** of "CA".


Vendor Search

Search By:
Vendor Number:
Vendor Name: Office
Category: - None -
City:
State: CA
Tax I.D. Number:

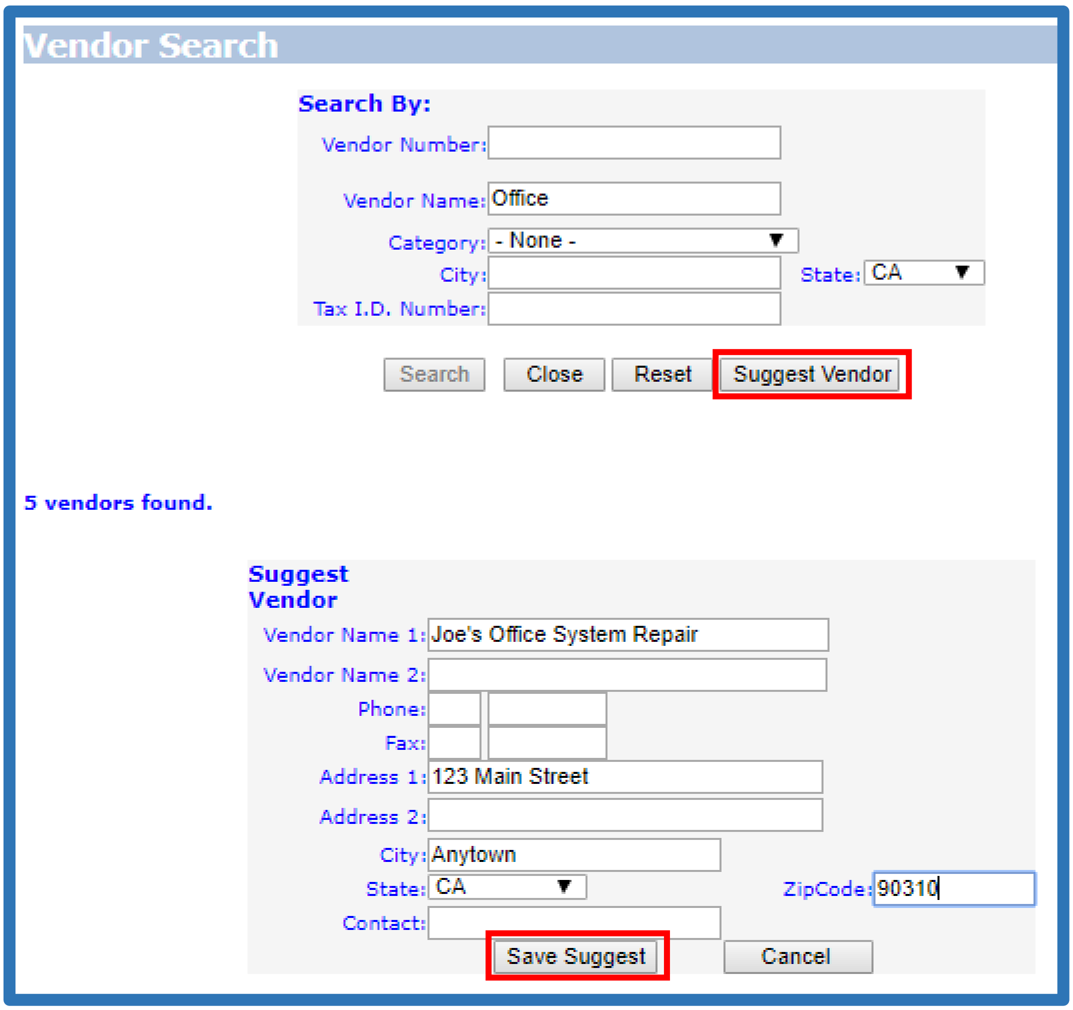
Search | Close | Reset | Suggest Vendor

5 vendors found.

	Vendor #	Vendor Name	Address	City	DoNotUse
Select	250150	OFFICE DEPOT	5600 STOCKDALE HIGHWAY	BAKERSFIELD	0
Select	003546	OFFICE DEPOT - BUSINESS	5600 STOCKDALE HWY	BAKERSFIELD	0
Select	265640	OFFICE DIGITAL	ATTENTION: TONY JOHNS	NEWPORT BEACH	0
Select	233110	OFFICE OF PUBLIC SCHOOL CONST.	DEPT/GENERAL SERVICES/ACCTS REC	WEST SACRAMENTO	0
Select	005012	OFFICEMAX	2693 MT. VERNON AVENUE	BAKERSFIELD	0

To select a vendor from the list, click the **Select** button next to the desired vendor. This will close the Vendor Search page and copy the vendor information into the requisition. If your district has defined vendor categories and assigned vendors to these categories, you can also search for a vendor by category.

A vendor name is not required to submit a purchase requisition. If a desired vendor is not found, click on the **Suggest Vendor** button and enter the information of the vendor you wish to suggest. This allows vendor information to be submitted with a requisition that may not be in the vendor file.



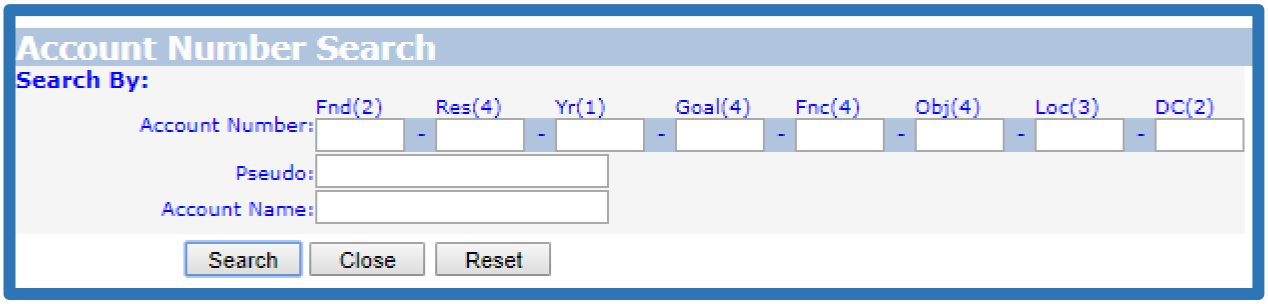
Once you have filled in the suggested vendor information, click the **Save Suggest** button and the information will be copied into the purchase requisition.

At this point, information at the top of the requisition is complete. The next step is to assign the account(s) that will be used to pay for the requisitioned items. Depending on the configuration selected by the district, you may enter more than one account or be restricted to a single account on a requisition.

ACCOUNT SEARCH

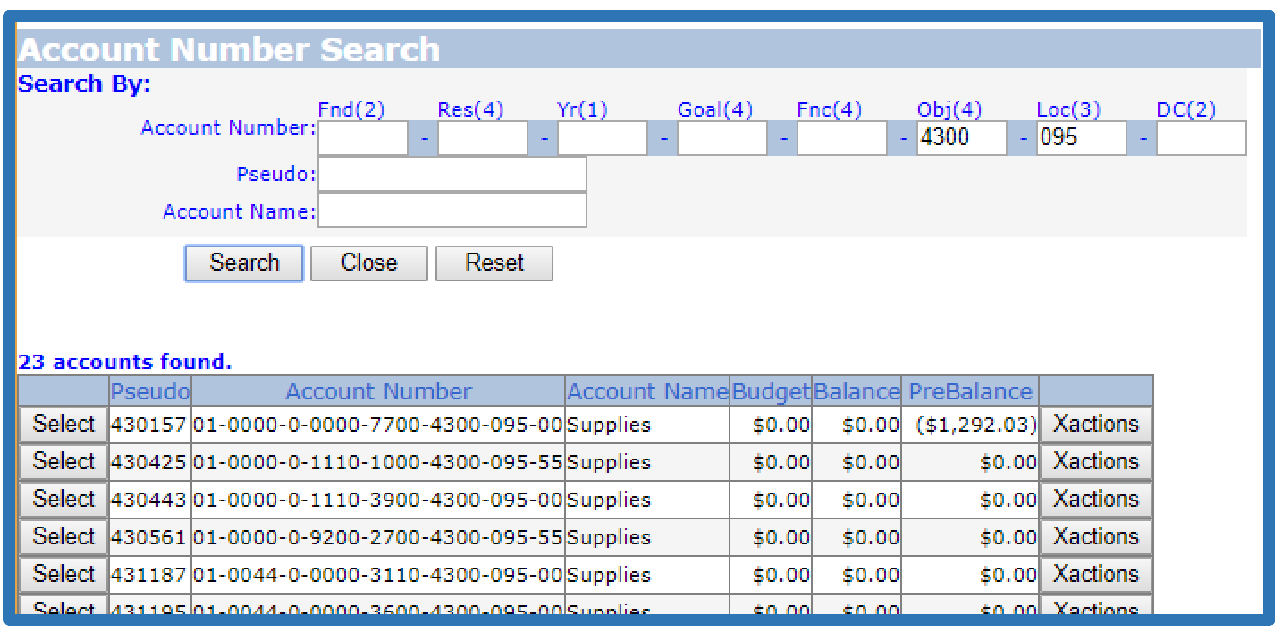
The center portion of the Purchase Requisition page contains the account information. To assign an account number to the requisition enter the account number or do an Account Number Search by clicking on the icon that looks like a magnifying glass next to the Pseudo line.

The Account Number Search page allows you to search for and select an account number. Depending on your user profile, you may be limited to the account numbers you can access.



Enter the account search criteria and click the **Search** button. If you do not know all of the digits of an account number for a group of accounts, leave those fields blank.

A list of accounts to which you have access via your user profile will be displayed. The Budget, Balance and Pre-Balance are also displayed for reference. **Select** the desired account and click on it. It will be copied to the requisition.



Account Number Search

Search By:

Account Number: Fnd(2) - Res(4) - Yr(1) - Goal(4) - Fnc(4) - Obj(4) 4300 - Loc(3) 095 - DC(2)

Pseudo:

Account Name:

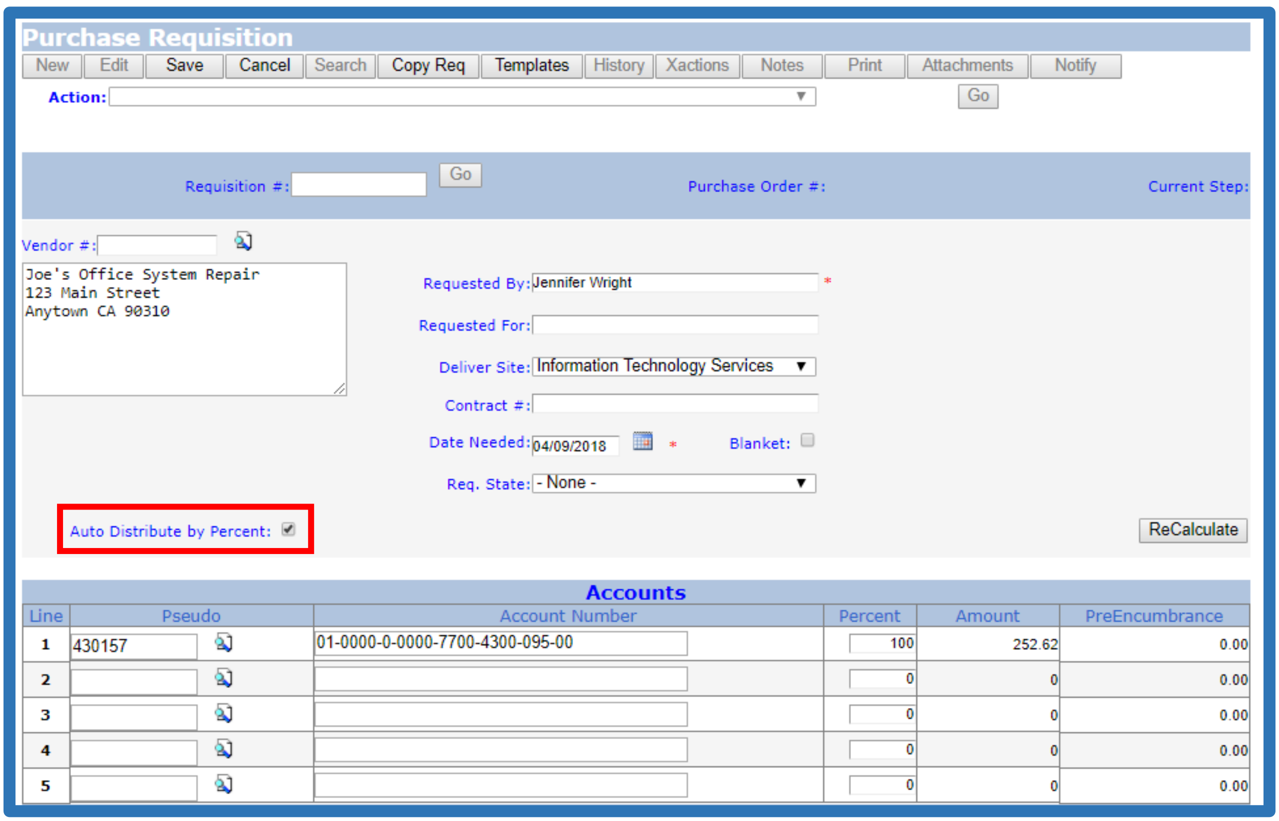
Search | Close | Reset

23 accounts found.

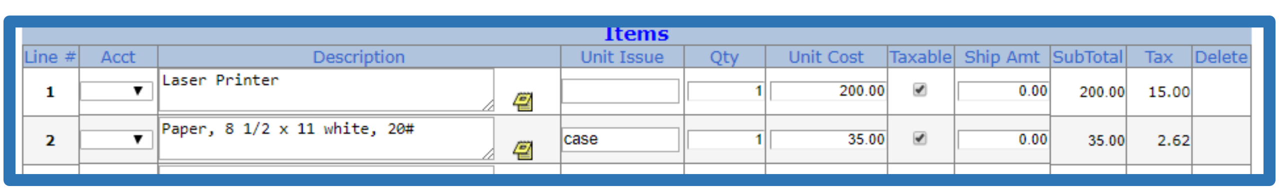
	Pseudo	Account Number	Account Name	Budget	Balance	PreBalance	
Select	430157	01-0000-0-0000-7700-4300-095-00	Supplies	$0.00	$0.00	($1,292.03)	Xactions
Select	430425	01-0000-0-1110-1000-4300-095-55	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430443	01-0000-0-1110-3900-4300-095-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	430561	01-0000-0-9200-2700-4300-095-55	Supplies	$0.00	$0.00	$0.00	Xactions
Select	431187	01-0044-0-0000-3110-4300-095-00	Supplies	$0.00	$0.00	$0.00	Xactions
Select	431195	01-0044-0-0000-3600-4300-095-00	Supplies	$0.00	$0.00	$0.00	Xactions

The purchase requisition page allows for five accounts initially. To assign more than five accounts to a requisition, save the requisition and then click the **Edit** button. The requisition will show the five original accounts and five more blank account lines that may be used for additional accounts.

There are three methods to distribute line item amounts to accounts. If the **Auto Distribute by Percent** box is checked then you must enter a percentage for each account number to compute the amount to be allocated to each account. This is the percentage of the total cost of the requisition as determined when all line items have been entered. When you click the **ReCalculate** button, the line item amounts will be totaled and distributed into the **Amount** field on the **Account Number** line.



To allocate the cost of the requisition without using the percent method, uncheck the **Auto Distribute by Percent** box. You can then enter the amount for each account in the account **Amount** field. Using this method, the amounts allocated to the accounts must be equal to the *total* amount of all the line items. The allocation must be exact.



A third method for allocating the cost of line items to the accounts allows the assignment of each line item to an account line. Choose the account line number from the **Acct** dropdown list. When using the line item account number assignment method, all line items must be assigned to account lines.

Items

Line #	Acct	Description	Unit Issue	Qty	Unit Cost	Taxable	Ship Amt	SubTotal	Tax	Delete
1	▼	Laser Printer		1	200.00	✔	0.00	200.00	15.00	
2	▼	Paper, 8 1/2 x 11 white, 20#	case	1	35.00	✔	0.00	35.00	2.62	

When you click the **Recalculate** button, the system will calculate the line item costs and distribute that amount into the **Amount** area of the corresponding account number.

Accounts

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance
1	430157	01-0000-0-0000-7700-4300-095-00	50	126.31	0.00
2	430425	01-0000-0-1110-1000-4300-095-55	50	126.31	0.00
3			0	0	0.00
4			0	0	0.00
5			0	0	0.00

Items

Line #	Description	Unit Issue	Qty	Unit Cost	Taxable	Ship Amt	SubTotal	Tax	Delete
1	Laser Printer		1	200.00	✔	0.00	200.00	15.00	
2	Paper, 8 1/2 x 11 white, 20#	case	1	35.00	✔	0.00	35.00	2.62	
3			0	0.00	✔	0.00		0	
4			0	0.00	✔	0.00		0	
5			0	0.00	✔	0.00		0	
6			0	0.00	✔	0.00		0	
7			0	0.00	✔	0.00		0	
8			0	0.00	✔	0.00		0	

Comments:

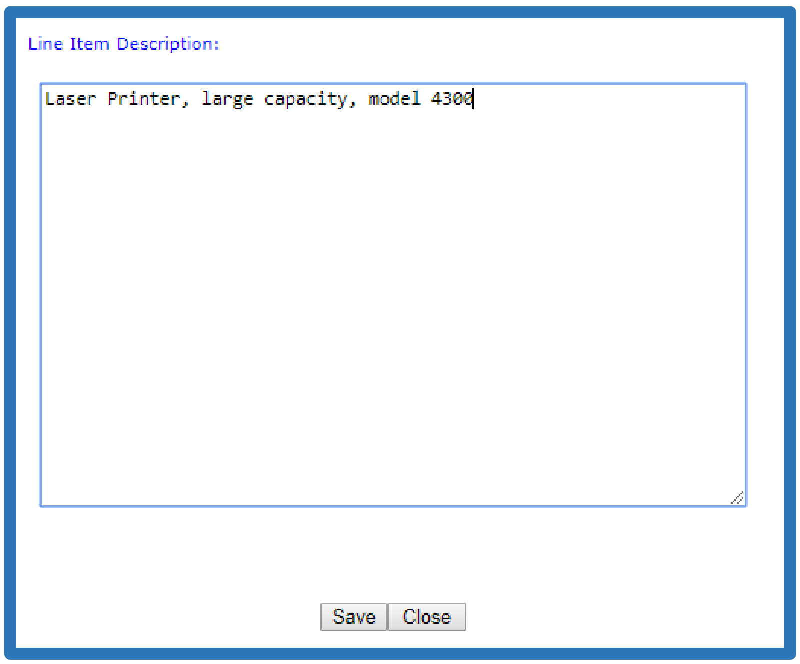
Subtotal:	235.00
Shipping Total:	0.00
Tax: @ 7.50%	17.62
Total:	252.62

Note: A combination of account distribution methods is not allowed.

ENTERING ITEMS

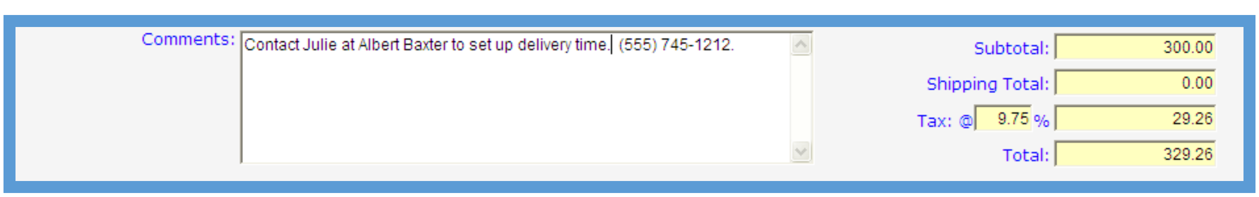
The last section of the Purchase Requisition page is used to enter the items requested.

Enter a **Description** of the item, **Unit of Issue**, **Quantity** and **Unit Cost**. If the item is known to be taxable, then leave the **Taxable** box checked. Uncheck the Taxable box if the item is not taxable. In order to enter an expanded description for a line item, click the notepad icon to open the **Line Item Description** window. This will display a page allowing free formatting of the description. If the description to be entered is short, it can be entered without having to use the expanded description entry page.



Click the **Save** button to close the expanded description entry page and copy the item description to the requisition.

Once the line items have been entered, you can enter comments in the **Comments** area. These are general comments that will display with the requisition.



Once the requisition is complete, it can be saved by clicking the **Save** button at the top of the requisition. If any errors are found, you will be notified and asked to correct the problem. You can cancel the creation of (or edit) a requisition by clicking the **Cancel** button.

Possible errors within the requisition include:

- No account number was entered.
- More than one account was used when multiple accounts have been disabled.
- The accounts do not conform to the multiple accounts constraint defined by the district.
- A line item exists that has a quantity but no unit cost.
- A line item exists that has a unit cost but no quantity.
- The Auto Distribute by Percent has been unchecked and there is a problem with the account amount distribution.

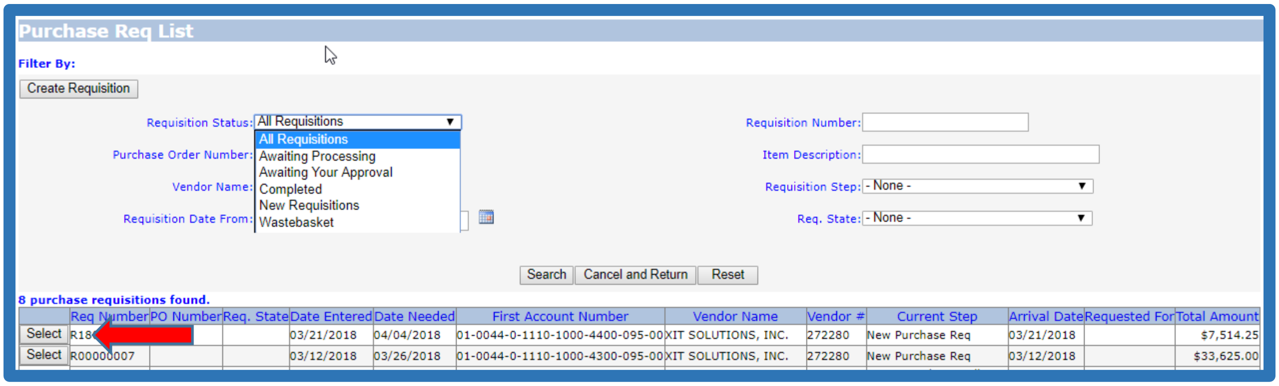
If any of these errors occur, the error will have to be corrected before the requisition can be saved.

Once a requisition is saved, it will be displayed with all of the information. The menu at the top of the requisition will now have many more options.

EDIT A REQUISITON

REQUISITION SEARCH

To edit a requisition, use the Requisition Search function to find the requisition you wish to edit. To activate the search function, click the **Search** button on the Purch Req or Purchase Req List menu. The Purchase Requisition Search page will be displayed. Enter the criteria you wish to use to search for a requisition.

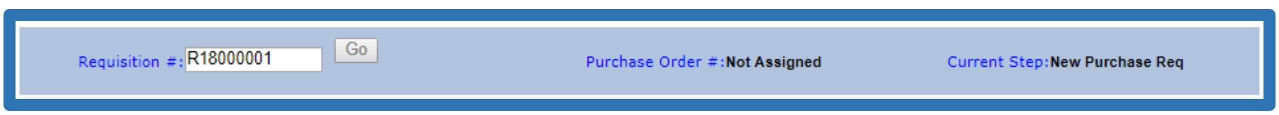


To select a requisition, click on the **Select** button next to the desired requisition. This will close the search page and display the requisition.

Assuming you have access to edit the requisition, click the **Edit** button at the top of the page. The requisition edit page will be displayed allowing you to change the information on the requisition. The edit page resembles and allows the same types of entries as the creation page; therefore, when editing a requisition, you should follow the same procedures as when you created the requisition. Once you have completed your changes, click the **Save** button. You can cancel your changes by clicking the **Cancel** button.

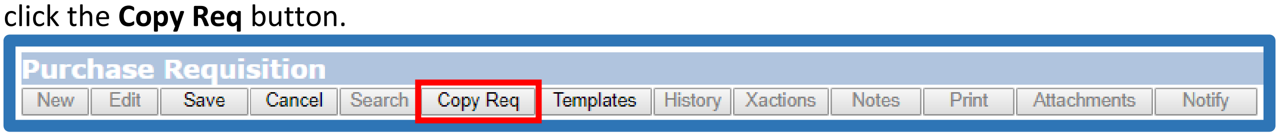
Once a requisition is displayed, refer to the menu at the top of the page for actions that are available for the requisition. If the requisition has been routed, the **Edit** button may be missing. A requisition can only be edited if it is at a location/step to which you have access. Once it has been routed and is in the approval process, the originator may no longer have access to edit.

Refer to the **Current Step** field at the top of the requisition to see where the requisition is currently located in the approval process.

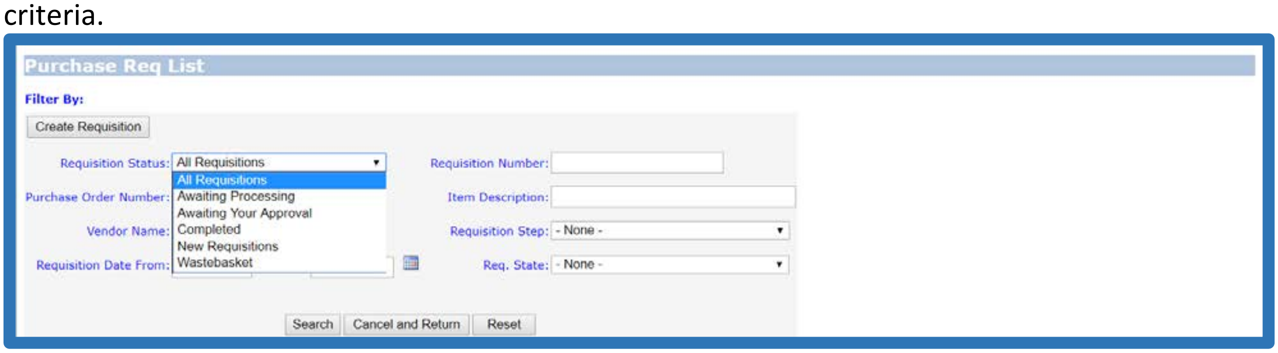


COPYING A REQUISITION

You can create a new purchase requisition by copying a previously created purchase requisition into the New Purchase Req screen. Click **New** to open a blank purchase requisition screen then click the **Copy Req** button.



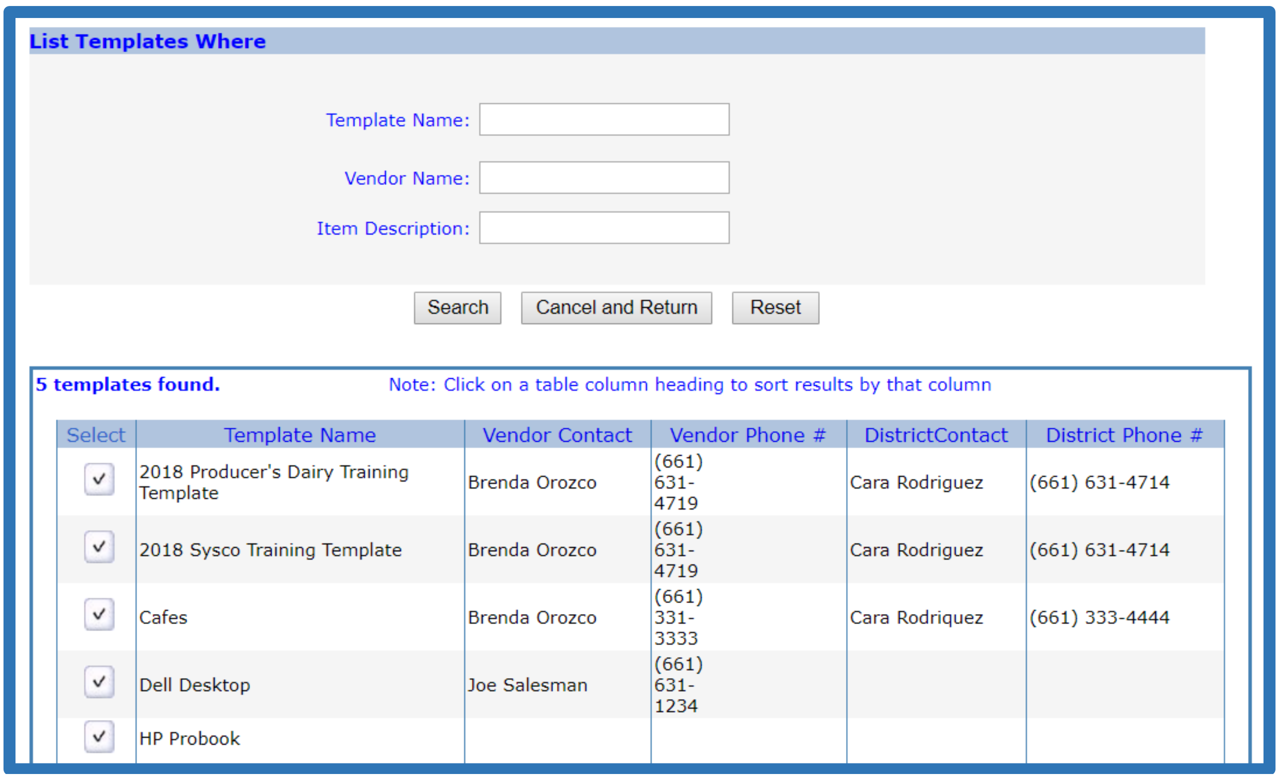
From the Purchase Req search screen, enter the criteria you wish to use to search for a requisition. If you need to change your filter criteria, click the **Reset** button and enter new search criteria.



TEMPLATES

You can create a new purchase requisition by using a preset format in **Templates**. Click **New** to open a blank purchase requisition screen and then click the **Templates** button.

Select the **Search** button and a list of all vendors and their forms will appear. You can also enter any part of a vendor in the **Template Name** or **Vendor Name** to search for a specific template.



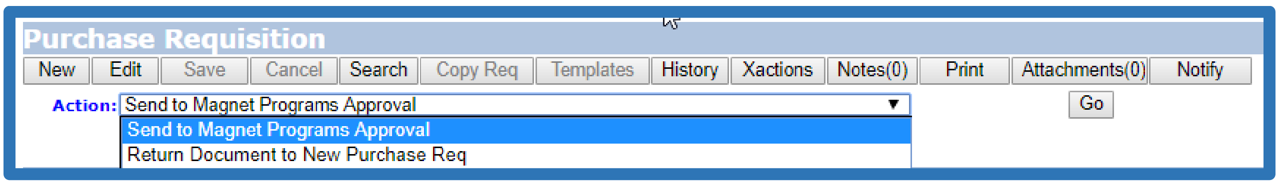
Select	Template Name	Vendor Contact	Vendor Phone #	DistrictContact	District Phone #
✓	2018 Producer's Dairy Training Template	Brenda Orozco	(661) 631-4719	Cara Rodriguez	(661) 631-4714
✓	2018 Sysco Training Template	Brenda Orozco	(661) 631-4719	Cara Rodriguez	(661) 631-4714
✓	Cafes	Brenda Orozco	(661) 331-3333	Cara Rodriguez	(661) 333-4444
✓	Dell Desktop	Joe Salesman	(661) 631-1234		
✓	HP Probook				

Click ✓ to select the Template Name. The vendor and item descriptions will auto-fill into the requisition. Update the quantity amounts and select **ReCalculate** to check for error messages. When order entry is complete, select **Save** and then **Go** to route the requisition.

ROUTE A REQUISITON

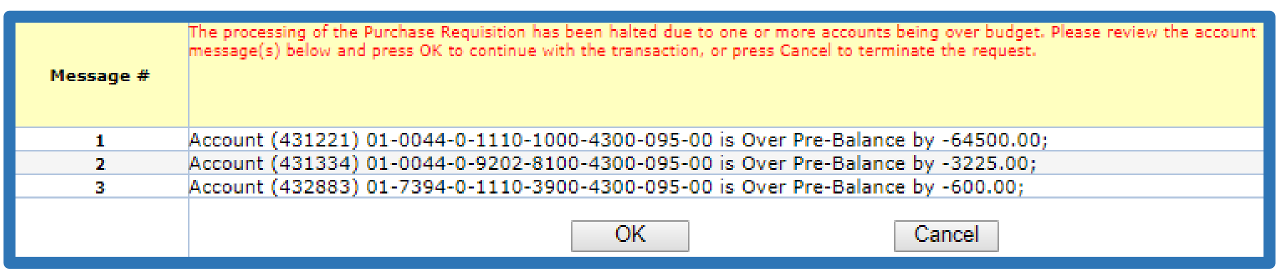
Once a purchase requisition has been saved and is complete, it is ready to be routed to the appropriate departments/personnel for approval, eventually arriving at its final destination, usually the Purchasing Department.

To route a requisition, click the dropdown arrow at the **Action** field and a list of possible locations/steps to which the requisition can be routed will display. This list is dependent on the current location/step of the document and is district defined.



Select a route and click the **Go** button. Due to account number and spending restrictions, you may receive a message stating that the route is not valid. This occurs when an account number on the requisition has a restriction that limits routing to specific routes.

When requisitions are routed, the budget(s) may be checked and a pre-encumbrance transaction may be created. If any of the accounts on the requisition have an insufficient budget for the amount on the requisition, you will see a message such as the one shown below.



The **Cancel** button may be the only button available on this page which means that the requisition cannot be routed until this over-budget condition is corrected. If your district allows over-budget conditions, then an **OK** button will appear allowing the requisition to be routed.

VIEW ROUTING HISTORY

To view the routing history and approvals for a requisition, click the **History** button. This will display a page that shows the complete routing history of the requisition.

Routing History

Document Number: **R00000002**

Close

Route Name	From/Step Location	To/Step Location	Pre-Encu	User	Date/Time Sent
		New Purchase Req	No	Administrator,System	Monday, March 12, 2018 02:24 PM
Send to Educational Services Director	New Purchase Req	Educational Services Director	Yes	Administrator,System	Monday, March 12, 2018 02:46 PM
Send to Information Technology Services Director	Educational Services Director	Information Technology Services Director	Yes	Administrator,System	Monday, March 12, 2018 02:47 PM
Send to Magnet Programs Approval	Information Technology Services Director	Magnet Programs Approval	Yes	Administrator,System	Monday, March 12, 2018 02:50 PM
Send to Specially Funded Approval	Magnet Programs Approval	Specially Funded Approval	Yes	Administrator,System	Monday, March 12, 2018 02:53 PM
Send to Purchasing Department	Specially Funded Approval	Purchasing Department	Yes	Administrator,System	Monday, March 12, 2018 02:53 PM

Close

The previous step location route, pre-encumbrance flag, user's name and date/time of the routing are shown. The last entry in the routing history is the current location of the requisition.

VIEW TRANSACTION DETAIL

When a requisition is routed, financial transactions may be created to pre-encumber the amount for each account. To view the financial transaction history, click the **Xactions** button. This will display a page showing the financial transactions for the requisition as shown below.

Account Transaction History

Requisition Number: **R00000002**

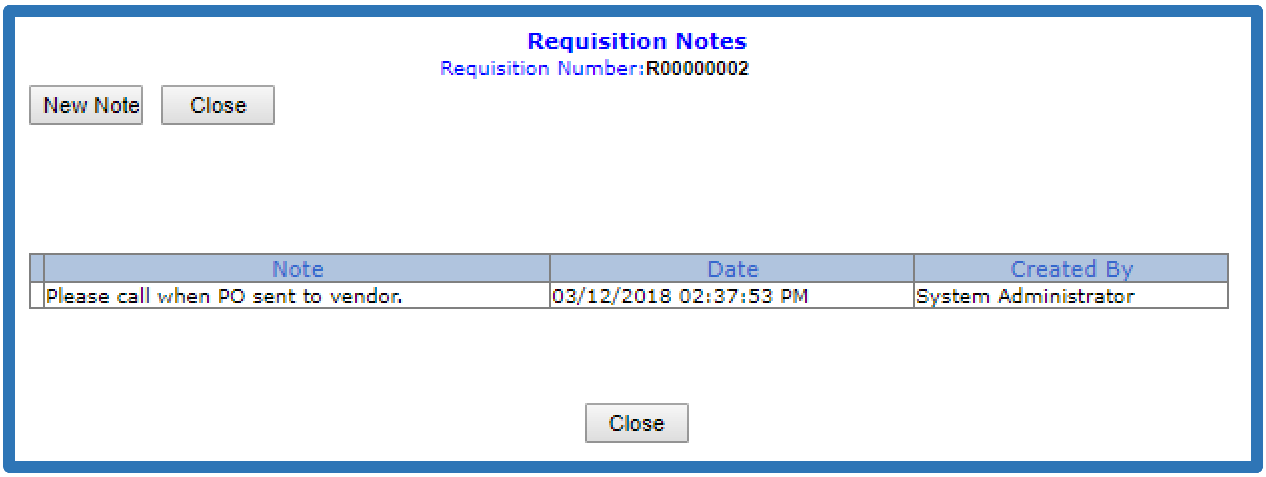
Close

Journal Number	PO Number	Post Date	Account Number	Description	Debit Amount	Credit Amount
PE1		03/12/2018 12:01:00	01-0614-0-0000-7700-4300-095-00	PO REQ: R00000002,OFFICE DEPOT PreEncumbrance	$31.06	$0.00
PE1		03/12/2018 12:01:00	01-3010-0-0000-2110-4300-080-00	PO REQ: R00000002,OFFICE DEPOT PreEncumbrance	$64.48	$0.00

Close

CREATE AND VIEW NOTES

It is possible to create and view notes for a purchase requisition by clicking the **Notes** button located on the Menu bar. You can also see the number of Notes created pertaining to this requisition within the **Notes** button (in parentheses). Click on this button to display the Requisition Notes page. Click the **New Note** button to display the Note entry area. Enter your note and click the **Save** button. The saved notes will always be displayed when the notes page is accessed from the requisition.



PRINT A PURCHASE REQUISITION

The purpose of an electronic requisition system is to reduce the amount of paper that flows through the district. However, many times it is desirable to print a copy of a requisition for your records. To print a copy of a requisition, first select the requisition using the Requisition Search function. Once selected, click the **Print** button on the Menu bar.

The print function will display the requisition page formatted for printing. You can use your browser's print function to print this page on your printer.

Fiscal Year: 2018

Bakersfield City Training

Purchase Requisition: R00000005

27-Mar-2018 7:44 am

Vendor: 250150
OFFICE DEPOT
5600 STOCKDALE HIGHWAY
BAKERSFIELD, CA. 93309
(661) 631-1800

Requested By: Virginia (Ginah) Chavez
Requested For:
Deliver Site: Information Technology Services
Contract No:
Date Needed: 03/26/2018

PO Number:

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance
1	431459	01-0614-0-0000-7700-4300-095-00	100.00%	$128.78	$128.78

Acct	Description	Unit Issue	Qty	Unit Cost	Taxable	Tax Amount	Ship Amt	Total Cost
	item#2341 - blue contruction paper	package	20	$5.99	Yes	$8.98	$0.00	$128.78

Comments: **Sub Total:** **$119.80** **Shipping Total:** **$0.00** **Tax:** **$8.98** **Total:** **$128.78**

Approved By: ______________________________

Routing History

Route Name	From	To	Pre-Encu	User Name	Date/Time
		New Purchase Req	No	Chavez,Virginia (Ginah)	March 12, 2018 2:25 pm
Send to Information Technology S	New Purchase Req	Information Technology Services Direct	Yes	Chavez,Virginia (Ginah)	March 12, 2018 2:53 pm
Send to Magnet Programs Approv	Information Technology Services Direct	Magnet Programs Approval	Yes	Wright,Jennifer	March 27, 2018 7:18 am

ATTACHMENTS

Lastly, you may need to attach a vendor quote or an item photo to a requisition. To begin, click the **Attachments** button on the menu bar to open the Attachments screen. Within the Attachments screen, you can browse your computer for PDF files, pictures, or office documents. To attach these to a requisition, select the appropriate file or photo and click **Attach File**. A list of attachments and their file description will be compiled within this screen and the number of attachments pertaining to the requisition will appear next to the **Attachments** button on the purchase requisition screen menu.