

Financial Accounting Requisition

The following screens are found in the Requisition Manual:

1. Overview
2. BLDG – Building (Ship-To) Maintenance
3. MAIL – Purchase Order Mail Code Maintenance
4. PEND – Pending Purchase Order
5. PODT – Purchase Order Inquiry
6. POLG – Purchase Order Log
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Financial Accounting

An Overview

The on-line purchase order system automates the requisition and purchasing process for a school district. From the time the initial request for the merchandise is made, the approval process, the purchase order creation, the merchandise receipt, and the payment made, all information is kept electronically.

The initial request for purchase is typed into the computer by the requester with the required information, requester name, building where the requester is located, vendor information, item description(s) and unit price(s), and account distribution. The system will check all data for validity and check each account balance to see if the account has been over-expended. If the account has been over-expended, the system will flag the account and display a warning message; however, the requisition will be recorded.

Based on the responsibility codes for the account numbers listed for the requisition, an on-line approval process is created with up to five (5) levels of approval possible. The supervisor(s) only need to sign on to the requisition maintenance screen to see the requisitions they need to approve.

To approve a requisition, a 'Y' is placed next to the supervisor's responsibility code. To deny, an 'N' is keyed. The computer will automatically record the date the supervisor updated the requisition.

Once the requisition has been approved, the Business Office can then print the purchase order. This can be done on a purchase order by purchase order basis, or a mass printing of purchase orders can be created. The purchase order is printed on a pre-printed four-part NCR form that will fit in a window envelope when properly folded. At this time the distribution amounts are encumbered to the appropriate accounts automatically.

When the merchandise and invoice have been received, the order can be called up on the screen and the payment information entered. If necessary, the system will generate a check to be paid to the vendor for the appropriate amount during the next check run.

This on-line purchase order system eliminates the time-consuming tasks of verifying data, checking account balances, typing purchase requisitions then purchase orders, and encumbering the order amounts. It also makes the information that has always been accessible by the MAISD computer more detailed and timely.

Financial Accounting

BLDG ● Building (Ship-To) Maintenance

```
AM230                02/03 FINANCIAL ACCOUNTING                Date:  3/31/03
District====> 61000      Building Maintenance                Time: 10:33:26
Function====> _____

Number  =====> 003

Name  =====> GREATER MUSKEGON CATHOLIC _____
Address =====> 1145 W LAKETON _____
City  =====> MUSKEGON _____   State ==> MI Zip ==> 49441 _____
Phone # =====> _____
Fax #  =====> _____
Ext. Vendor==> 04984

F1=Help   F2=Update   F3=Exit   F4=Add
F11=Delete F12=Cancel  PageDown=Next PageUp=Prev

MAR  a                               MW                               03/017
```

The Building Maintenance Screen is where ship-to addresses are maintained for requisitions and purchase orders.

Ext. Vendor is for warehouse inventory system **only**.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F11 = Delete
F12 = Cancel
PageDown = Next
PageUp = Previous

Available Functions:

PRNT = Printed list

Financial Accounting

PEND ● Pending Purchase Order

```
AM390          02/03 FINANCIAL ACCOUNTING          Date:  3/31/03
District - 99020 Pending Purchase Order Log      Time: 11:23:24
Function - _____ Skip to Requisition: _____

  Req #   Requestor          Total Amount   Vendor Number/Name   Date
027852 PURTEE, MARY           400.00    36741 DYNAVOX        03/18/03
027894 TYERS TED                93.00    04138 PAGE HARDWARE SUPPLY 03/21/03
027903 JOHNSON, CHARMION      2,750.50  04666 CHILDPLUS      03/24/03

END OF REQUISITIONS
F1=Help F3=Exit F7=Toggle F12=Cancel PageDown=Next PageUp=Prev

MA a MW 03/013
```

The Pending Purchase Order Screen is a list of all requisitions that have been flagged to print purchase orders (print code R).

Function Keys:

F1 = Help

F3 = Exit

F7 = Toggle (to skip to specific requestor)

F12 = Cancel

PageDown = Next

PageUp = Previous

Financial Accounting

PODT ● Purchase Order Inquiry

```
AM340          02/03 FINANCIAL ACCOUNTING          Date: 3/31/03
District -      Purchase Order Inquiry           Time: 11:25:15
Function - _____ P.O. No=> 001598 Date => 07/22/2002   Print P
                               Req. No=> 001598
Rqstr => BRADFORD, SHARILYN Vndr => 05413 VIRTUAL WAREHOUSE SUPPLY 2002
Bldg ==> 031 WHITEHALL DISTRICT S
Mail ==> 14 Taxable => Support =>
Appr ==> RC Y SM MB
Qty Measure Description Price Total
10.00 EA Laminating film, 25" x 500' 26.2200 262.20
GBC Naplam 3000004 .00

MORE? N RESALE REMC Total => 262.20
Ref/Act # => 110-199-0000-308-1000-0000-0000 Balance => 321,344.78

F1=Help F3=Exit F7=Toggle
F12=Cancel PageDown=Next PageUp=Prev

MA a MW 03/013
```

The Purchase Order Inquiry Screen is used to review printed orders.

Function Keys:

F1 = Help

F3 = Exit

F7 = Toggle to distribution screen

F12 = Cancel

PageDown = Next

PageUp = Previous

Financial Accounting

PODT ● Purchase Order Inquiry

Explanation of Fields:

P.O. No

This is the purchase order number that was assigned by the system.

Req. No

This is the requisition number.

Print

This field indicates if the purchase order has been printed (P), is queued to be printed (R), or a problem occurred during the purchase order process (I).

Rgstr

This is the name of the person who requested the purchase order.

Vndr

This is the vendor to whom the order was sent.

Bldg

This is the building number of the shipping destination.

Mail

This is the two-digit mailing code for messages to be printed on the purchase requisition and purchase order.

Appr

This field will list the responsibility codes approving this purchase order.

Qty

This field may contain one of several pieces of information:

- ◆ A number indicates the number of items.
- ◆ "SHIP" – indicates any SHIPPING CHARGES for the requisition.
- ◆ "CMNT" - denotes comments printed on the purchase order.
- ◆ It may also appear blank.

Measure

This is the unit of measure that applies to the item. It may also appear blank.

Description

This is the description of the item being purchased.

Price

This is the unit price of the item.

Financial Accounting

POLG ● Purchase Order Log

```
AM380          02/03 FINANCIAL ACCOUNTING          Date:  3/31/03
District - 99020      Purchase Order Log          Time: 11:26:54
Function - _____ Skip to Order: _____
```

P O #	Req #	Date	Requestor	Total	Vendor Number/Name
120730	025808	08/21/02	SMITH, BARB	994.98	13397 HACH COMPANY
120731	025850	08/21/02	LEAVER, ANGELYN	67.95	13750 ASSOCIATION FOR S
120732	025848	08/21/02	LEAVER, ANGELYN	75.00	13899 NATIONAL ART EDUC
120733	025899	08/21/02	STEVENS, MONICA C	27.50	14138 BARNES & NOBLE BO
120734	025908	08/21/02	STEVENS, MONICA C	9.99	15309 HAGES, INC.
120735	025920	08/21/02	SHAFFER, DIANE	90.00	16467 PIONEER RESOURCES
120736	025869	08/21/02	CARY, ROSEMARY	3,750.00	17371 BEST COMPUTER SYS
120737	025909	08/21/02	RUSCO, ANDREA	152.59	32862 NATIONAL SCIENCE
120738	025933	08/21/02	BEDWELL, BARBARA	16.50	33970 CLASSIC STAMP & S
120739	025901	08/21/02	CARPENTER, MIKE	11,128.70	34518 DOBB PRINTING
120740	025785	08/21/02	KLEMM, DAVID	77.88	39706 SAM'S CLUB
120741	025879	08/21/02	GRAHAM, SHARI	1,050.00	04052 MARK E. DRESSEL,
120742	025878	08/21/02	HORN, KEN	2,446.50	16467 PIONEER RESOURCES
120743	025892	08/21/02	OCHS, SUE	120.00	16467 PIONEER RESOURCES
120744	025915	08/21/02	SMITH, BARB	141.00	05741 MUSKEGON CHRONICL
120745	025918	08/21/02	GRAHAM, SHARI	109.00	22234 NATIONAL STAFF DE
120746	025922	08/21/02	MORRALL, ANNETTE	611.60	15237 PRECISION DATA PR

MORE PURCHASE ORDERS
F=-Help F3=Exit F7=Toggle F12=Cancel PageDown=Next PageUp=Prev

MA a MW 03/013

The Purchase Order Log Screen lists all purchase orders that have been printed.

Function Keys:

F1 = Help

F3 = Exit

F7 = Toggle to display orders by order date

F12 = Cancel

PageDown = Next

PageUp = Previous

Available Functions:

PRNT = Prints the log beginning with the first purchase order number on the screen.

Financial Accounting

POLG ● Purchase Order Log

Explanation of Fields:

Skip to Order/Date

This field will switch between order and date when the toggle key (F7) is pressed. Enter the desired value and the list of purchase orders will begin with that value.

P O #

This is the purchase order number that was assigned by the system.

Req #

This is the requisition number that was assigned by the system.

Date

This is the date of the purchase order.

Requestor

This is the person who requested the purchase order.

Total

This is the total amount of the purchase order.

Vendor Number/Name

This is the number and name of the vendor that the purchase order was generated for.

Financial Accounting

REQM ● Requisition Maintenance

Available Functions:

PRPR = Print purchase requisition

PRPO = Print purchase order

REPO = Reprint purchase order

SUBM = Submit a job to print all purchase orders that are ready

TEST = Print a test page (used for alignment of the purchase order form in your printer)

DEPO = Submit a job to delete all printed requisitions

PRVN = Print a list of requisitions with new vendors

Explanation of Fields:

No

This is the requisition number of the requisition currently being displayed. When adding a requisition, this field will be filled with asterisks (*). To assign all or a portion of the requisition number, type over the appropriate asterisks with the numerals desired. These numbers will remain with the requisition and purchase order throughout the system. The computer will automatically replace any asterisks with numbers.

Print

This field indicates if the purchase order has been printed (P), is queued to be printed (R), or a problem occurred during the purchase order process (I).

Rgstr

This is the name of the person requesting the purchase order. It can be used as a search to locate requisitions. This field must be entered.

Vndr

This is the vendor to whom the order is to be sent. If the vendor number is keyed, the system will automatically display the rest of the information. To display a list of available vendors, press F8.

Mail

This is the two-digit mailing code for messages to be printed on the purchase requisition and purchase order. To get a listing of these messages, type MAIL in the function area and press ENTER.

Taxable

A "Y" indicates that Michigan tax is to be applied to this order.

Support

A "Y" will print the message Support Documents Enclosed on the requisition and purchase order.

Financial Accounting

REQM ● Requisition Maintenance

Appr

This field will list the responsibility codes that must approve this requisition. These codes are retrieved from the chart of accounts.

Qty

This field may contain one of several pieces of information:

- ◆ A number indicating the number of items – this number is multiplied by the unit price to calculate the total cost of the line item.
- ◆ “SHIP” is entered to indicate any shipping charges for the requisition – the phrase “SHIPPING CHARGES” will be printed in the description area of the purchase order.
- ◆ “CMNT” is entered to denote comments that are to be printed on the purchase order form.
- ◆ “DEL” is entered to remove a line from the requisition.
- ◆ This field may be left blank.

Measure

This is the unit of measure that applies to the item. This field may be left blank.

Description

This is the description of the item being purchased. As many lines as necessary may be entered for an item. They will be printed on the purchase requisition and purchase order as entered on the screen. A dot may be used for spacing lines between items.

NOTE: The quantity and unit price must be entered on the first line of the description.

Price

This is the unit price of the item. This number is multiplied by the number in QTY (if entered), to compute the total amount of the line item. “FREE” or “N/C” can be entered for items that are free of charge. The value entered will be printed on the purchase order.

Total

This is the extended price of the line. This number is computed by multiplying the unit price by the quantity. If the quantity is not a number, the total price will equal the unit price.

Ref/Acct #

This is the account to which the entire order is to be expensed. The reference number must be preceded by an ‘R’. If this field is left blank, the system assumes the order is to be split over several accounts and will automatically display the distribution screen.

Valid Values: Any valid detail account as found on the chart of accounts.

NOTE: Requisitions cannot be expensed to salary or benefit accounts.

Financial Accounting

REQM ● Requisition Maintenance

Requisition Distribution Screen

```
AM300          02/03 FINANCIAL ACCOUNTING          Date:  3/31/03
District - 99020      Requisition Maintenance      Time: 11:35:56
Function - _____ No => 027984  Date => 03/27/2003  Print _

Rqstr => DOVE, CLAIRE          Vndr => 12896  NORTHSIDE PUB
Bldg ==> 000  MUSKEGON AREA ISD
Mail ==> _  Taxable => _  Support => Y          2353 HOLTON RD
                                                N MUSKEGON          MI 49445

Account Title      Account/Reference Number      ACCT BAL      ENC AMOUNT
INSERVICE         111-221-5990-119-0000-0000-0000      68.11          294.40
IS      Appr=>  BG  Y  SM  MB
                -  -  -  -  -  -
                Appr=>
                -  -  -  -  -  -
                Appr=>
                -  -  -  -  -  -
                Appr=>
                -  -  -  -  -  -
                -  -  -  -  -  -

MORE? N          Total =====>          294.40

F1=Help F2=Update F3=Exit          F6=Work F7=Toggle
F9=Add Vendor F10=Sw Year F11=Delete F12=Cancel PageDown=Next PageUp=Prev
```

The Requisition Distribution Screen is used to enter multiple distributions for an order and for recording invoices. Pressing F7 from the Requisition Maintenance Screen (REQM) will toggle you to this screen.

Available Functions:

PRPR = Print purchase requisition

PRPO = Print purchase order

REPO = Reprint purchase order

SUBM = Submit a job to print all purchase orders that are ready

TEST = Print a test page (used for alignment of the purchase order form in your printer)

DEPO = Submit a job to delete all printed requisitions

PRNT = Print an outstanding requisition report

Financial Accounting

REQM ● Requisition Maintenance

Explanation of Fields:

Account Title

This is the title of the account as entered on the Account Record Maintenance Screen (CHRT). This is displayed by the system to help verify that the correct account was keyed.

Account/Reference Number

These are the account(s) to which the order is to be expensed. The reference number must be preceded by an 'R'.

Valid Values: Any valid detail account as found on the chart of accounts.

NOTE: Requisitions cannot be expensed to salary or benefit accounts.

Acct Bal

This is the balance in the account after this requisition. This is automatically calculated by the system.

Enc Amount

This is the amount to be expensed to the account. The total of the entries must equal the total of the purchase order.

Valid Values: Any dollar amount

Financial Accounting

REQM ● Requisition Maintenance

Requisition Potential Vendors Screen

```
AI504                Select a Vendor
Position to: _____
Sel  Name                Vndr#    City/State
-    ABEL, TERESA        11720
-    ADAMS, CINDY        13451
-    ANDERSON, CAROL     19369
-    ANDERSON, MARILYN   04992
-    ANDERSON, TERRACE   23982
-    ARSENEAU, DONALD    13151
                                     More...
Enter=Select  F11=Show/Hide Address  F12=Cancel
```

The Requisition Potential Vendors Screen displays a list of vendors.

You may return to the Requisition Maintenance Screen (REQM) screen by pressing F12.

To select one of the listed vendors, type an 'X' to the left of the vendor number and press ENTER to return to the Requisition Maintenance Screen (REQM). To accept the vendor, press ENTER.