Create/Modify Contract Requisition - REQ3100

Table of Contents

Create/Modify Contract Requisition - REQ3100

Purchasing > Maintenance > Create/Modify Contract Requisition

This page is used to create contract requisitions, edit existing contract requisitions, and/or filter existing requisitions with a contract by from/to date or requestor. Originators can submit next year requisitions for multiple requestors. You can only view and edit the requisitions that you created.

- Requisitions created by originators with no approval path are automatically approved when saved, and a purchase order is created when the requisition is submitted.
- Requisitions created in the current accounting period that have all general journal transactions in the current accounting period are displayed in the current and the next accounting period.
- Requisitions created in the next accounting period that have all general journal transactions in the next accounting period are displayed in only the next accounting period.
- Requisitions created in the current accounting period that have general journal transactions in the next accounting period are displayed in only the next accounting period.
- Requisitions created in the current accounting period that have no general journal transactions (saved requisitions) are displayed in the current and the next accounting period.
- Requisitions created in the next accounting period that have no general journal transactions (saved requisitions) are displayed in the next accounting period only.

Note: If another user enters an account code for which the selected requestor is not authorized to use in his user profile, the account description is changed to Account Code Not In User Profile. Users can:

- Change the unauthorized account code to an account code in the requestor's user profile.
- Change the values in the Percent and Amount columns of the unauthorized account code.

Saved requisitions are set to a *Not Submitted* status. When submitted, the requisition status changes to *Pending* until it is approved (if required) and becomes a purchase order.

Create or edit a contract requisition:

<table>
<tr>
<td>Add</td>
<td>
<table>
<tr><td>Add - Clear All</td><td>Click to clear all data for the requisition and add a new row.</td></tr>
<tr><td>Add - Clear Detail</td><td>Click to clear the item and account data only and add a new row. Other existing information is not cleared.</td></tr>
<tr><td>Add - Clear Vendor</td><td>Click to clear the vendor information. Other existing information is not cleared.</td></tr>
</table>
</td>
<td>OR</td>
<td>Retrieve an existing record.</td>
<td>
<table>
<tr><td>Requisition Nbr</td><td>Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</td></tr>
</table>
Click Retrieve. If the requisition number is not known, click Directory.
</td>
</tr>
</table>

Note: Requisitions cannot be created if the current date is greater than the cutoff date on the

Options > Purchasing Options page in District Administration.

Field	Description
Originator	The name of the logged-on user is displayed.
Requestor	Type the name of the person or organization who is requesting the item(s). As you type the data, a drop-down list of corresponding data is displayed. Select the requestor. **Notes**: The requisition follows the requestor's approval path that is set up on the District Administration > Workflow > Approval Path page. If no requestors exist for the selected user on the District Administration > User Profiles > Purchasing Requestors tab, the originator is displayed in the requestor list. If requestors are added to the District Administration > User Profiles > Purchasing Requestors tab, the originator is limited to only those accounts that are associated with the requestor. The originator is also limited to the amounts entered in the **Req Max** and **YTD Max** fields on the District Administration > User Profiles > Purchasing Permissions tab for the specified requestor. The originator's account and amounts are not affected. If changing the requestor, a warning is displayed indicating that this action causes all accounts assigned to the items to be deleted. The accounts that the new requestor is authorized to use are charged with the item cost.
Requisition Nbr	The requisition number is populated when the requisition is saved if the **Use Automatic CYR Requisition Number Assignment** field is selected on the Finance > Tables > District Finance Options tab. Otherwise, you must enter a six-digit requisition number.
Date Request	Type the date of the requisition request. By default, the field is set to the current date; however, it can be changed.
Date Required	Type the date that the requisition is required. By default, the field is set to the current date; however, it can be changed.
Order For	Type the shipping contact name to be displayed on the purchase order. The field can be a maximum of 30 characters. If blank, the data from the **Requestor** field is displayed on the purchase order. **Note**: Data from the **Order For or Requestor** field is only displayed on the purchase order if a Y is entered in the **Include Requestor's Name in Shipping Address** parameter on the Print Purchase Orders or Reprint Purchase Orders report parameter page.
Requisition Per	The requisition period for this transaction is displayed. This field is the same as the accounting period and is set to the current or next period on the Finance > Tables > District Finance Options tab.
Shipping Addr	Type the address where the requisition is to be shipped. The shipping addresses are assigned on the District Administration > User Profiles > Purchasing Addresses tab.

Field	Description
Sort Key/Vendor Name	Type a valid vendor name, if known. The **Vendor Nbr** field is populated with the corresponding vendor number. If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory. The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.
Vendor Nbr	Populated with the vendor number based on the value entered in the **Sort Key/Vendor Name** field. Or, type a valid vendor number if known. The **Sort Key/Vendor Name** field is populated with the corresponding vendor name. If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory.
Reason	Type the reason for submitting the requisition or edit the current reason. The field can be a maximum of 30 characters. This information is displayed on various reports and on the general ledger.
Priority	Click ⌄ to select or change the requisition priority. By default, priority is set to *Regular*, but it can be changed to *Urgent*.
Reference Nbr	Type the identification number for this requisition. The field can be a maximum of 15 characters.
Bid Category	Type the category code to be used for the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select a bid category code. Only category codes identified as a bid category on the Finance > Tables > Vendor Categories page and assigned to the selected vendor on the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab are displayed in the drop-down list.
Bid Nbr	Type a bid number, edit the current bid number, or leave the field blank if the bid process was not used. This data is printed on the purchase order.
Confirm Only	Select if an order was sent via fax, e-mail, or the Internet, and this purchase order only confirms that the order was already received by the vendor.
Attachments	Select if an attachment is included with the purchase order.
Credit Card Code	Type the credit card code to be used for the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select a credit card code. Only active credit card codes that are assigned to the requestor on the District Administration > Maintenance > User Profiles > Purchasing Credit Cards tab are displayed in the drop-down list. After a requisition is submitted, only the originator can update the credit card code. The requisition must be returned to the originator to make any changes.

Field	Description
Campus/Dept	Type the name of the campus submitting the requisition. This field is also used to direct the requisition to the first approver. As you type the data, a drop-down list of corresponding data is displayed. Select a campus/department. **Notes**: This field is only displayed if the **Allow for Approval Process** is selected on the District Administration > Options > Purchasing/Warehouse tab. The **Campus/Dept** field is optional when the requisition is created and is required when the requisition is submitted. The **Campus/Dept** drop-down list includes the campus/department number, campus/department name, and the first approver.
Contract Type	Click ˅ to select or change the contract type. This field is required prior to the requisition becoming a purchase order.
Contract Format Nbr	Click ˅ to select or change the contract format number. This field is required prior to the requisition becoming a purchase order.
Contract Begin Date	Type the contract begin date. The field is required prior to the requisition becoming a purchase order.
Contract End Date	Type the contract ending date. The field is required prior to the requisition becoming a purchase order.

In the upper grid:

Scope of Work	Click to add or read the work for the contract. The entered notes are printed on the contract when the purchase order is printed. There is only one scope of work per requisition. The field is required prior to the requisition becoming a purchase order. If work exists for any line item, a paperclip icon is displayed on the **Scope of Work** button. In the scope of work window, type the notes for the contract. Click **OK** to save the notes and close the window. Click **Cancel** to close the window without saving the notes.
Description	Type a short description (e.g., computer, pens, books, etc.) of the item being ordered. This field is required and can be a maximum of 30 characters.
Total	Type the total amount of the contract requisition.
Long Description	Type a detailed item description (e.g., training dates, etc.)
Commodity Code	Begin typing a commodity code or description. As you type the data, a drop-down list of corresponding data is displayed. Select the applicable commodity code. The commodity codes are maintained on the District Administration > Tables > Commodity Codes page. **Note**: If **Restrict Commodity Codes to Buyer** is selected on the District Administration > Options > Purchasing/Warehouse page, only buyers (i.e., **Buyer** is selected on the user profile in District Administration) can view the **Commodity Code** field. If **Restrict Commodity Codes to Buyer** is not selected, then all users can view the **Commodity Code** field.

In the lower grid:

Account Code	Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.). The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item. Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click ⋮. The Accounts Codes lookup is displayed. • Type data in the individual account code component fields and click **Search**. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process.
Pct	Type the percent to charge the fund.
Amount	Type the amount to charge the fund.

❏ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

❏ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❏ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

❏ Click **Save**.

❏ Click **Print Contract** to print the contract based on the contract format layout selected in the **Contract Format Nbr** field.

Review the report.

❏ Click **Submit** to submit the requisition. A pop-up window is displayed indicating that the requisition process is completed, and prompts you to print the Purchasing Contract Requisition Report.

- Click **Yes** to continue and print the report.
- Click **No** to continue without printing the report.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Vendor Notes	Click to add or view vendor notes. A Vendor Notes window is displayed. If there is a paper clip next to the **Vendor Notes** button, a requisition vendor note exists. In the Vendor Notes window, type the note to be printed on the purchase order for the vendor to view. **Notes**: If you are using a preprinted purchase order form, the text displayed on the purchase order is limited to one line that is approximately three inches in length. If you are not using a preprinted purchase order form, the text displayed on the purchase order is limited to three lines that are approximately three inches in length. Use the scale above the text to measure the length of the note. Click **OK** to save the vendor note and close the window. Click **Cancel** to close the window without saving the note.
Comments	Click to add or view requisitions comments. These comments are displayed on the District copy of the purchase order. A Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Requisition Comments window, type comments about the requisition. Click **OK** to save the requisition comment and close the window. Click **Cancel** to close the window without saving the comment.
Print	Click to print the requisition details. Review the report.
Delete	❏ Click **Delete** to delete the requisition. A message is displayed asking you to confirm the deletion. • Click **Yes** to delete the requisition. • Otherwise, click **No** to not delete the requisition. **Notes**: • A requisition cannot be deleted while it is being edited. • If you delete a requisition, click **Save** before editing or creating a new requisition. • Only the originator can delete the requisition.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover