

# Purchasing Process – Requisition, Approval, and Purchase Order

The dashboard shows several navigation tiles: 'Requisitions' (1), 'Add Requisition' (highlighted in yellow), 'Purchase Orders' (3), 'Time Entries' (0), and 'GL Summary'. Below these are 'Smart Cards' for 'Requisition Approvals (1)' and a 'Quick Links' section with categories like Accounts, Meters, Service Address, Contacts, Processing, Reporting, Deliveries, Mail Payments, and Automated Meter Reading. On the right, a 'Monthly Expenditure' bar chart compares 2019-2020 Spent, 2020-2021 Spent, and 2020-2021 Total across months from Oct to Sep.

Month	2019-2020 Spent	2020-2021 Spent	2020-2021 Total
Oct	13.5m	13.5m	13.5m
Nov	13.5m	13.5m	13.5m
Dec	13.5m	13.5m	13.5m
Jan	13.5m	13.5m	13.5m
Feb	13.5m	13.5m	13.5m
Mar	13.5m	13.5m	13.5m
Apr	13.5m	13.5m	13.5m
May	13.5m	13.5m	13.5m
Jun	13.5m	13.5m	13.5m
Jul	13.5m	13.5m	13.5m
Aug	13.5m	13.5m	13.5m
Sep	13.5m	13.5m	13.5m

To begin a new requisition, Select the Add Requisition tile on the Dashboard. A 4-step process will open to create a complete requisition.

A horizontal progress bar with four steps: 1. Requisition Info, 2. Add Items, 3. Attachments, and 4. Review/Submit. Step 1 is currently active.

1: Requisition Info – fill in the required fields with general information.

The 'Requisition Info' form contains the following fields and values:

- Vendor: 91800 - WALMART COMMUNITY/RFCSELLC
- Vendor Business Address: P O Box 530934, Atlanta, GA 30353-0934
- Requisition Number: Auto Number
- Issue Date: 12/09/2020
- Requested By: Test DeptHead (13 / 50)
- Ship To: Public Works - Public Works
- Department: 113-Public Works - Public Works
- Auto Approve:  (On Hold: )
- Description: Janitorial Supplies (19 / 50)
- Detailed Description: (0 / 1000)

Note: If a vendor is missing, please acquire a W-9 form from the new vendor and provide the info to Accounts Payable. If a Tax Exemption Certificate is required, please contact Accounts Payable.

2: Add Items – Complete the Add Item form for each item or group of items. If the item has units to track over multiple purchases under the same PO, change the commodity code from [NA] to [Units].

**Add Item** Additional

Commodity Code \* NA - NA Load Defaults Description \* Janitorial Supplies 19 / 50

Quantity Price Amount \* \$155.46

Shipping Sales Tax Code  Sales Tax

Distributions  Amounts Budget Recap Add Distribution

Account	Project/Grant Account	(%)	Amount
GL Account * 001-313-42070 - Janitorial Supplies	PA Project Account	64.33%	Amount * \$100.00
GL Account * 302-419-42070 - Janitorial Supplies	PA Project Account	35.67%	Amount * \$55.46

Cancel Save & New Save & Copy Done

If the item's cost needs to be spread across multiple accounts, use the Add Distribution. If adding another item, you can select Save & New to allow input of a new item, or if the next item is similar, then Save & Copy will generate an identical item for you to edit.

Note: If unable to find an account, contact Finance for it to be added to your list of accounts.

3: Attachments – Upload supporting files for your requisition, receipts, invoices, bid info, anything relevant to support and inform about the purchase.

**Attachments**

Filename	Type	Attach Date	Attach By
3050_001.pdf	Adobe PDF	12/8/2020	Test Dept lead

Choose Files Cancel Back Continue

4: Review and Submit- if correct and complete

91600 - WALMART COMMUNITY/RFC/SLC P.O. Box 530934, Atlanta, GA 30353-0934 Summary

Amount \$155.48  
Shipping \$0.00  
Sales Tax \$0.00  
Total \$155.48

Requisition Number Auto Number Issue Date \* 12/09/2020

Requested By \* Test DeptHead 13 / 56 Ship To \* Public Works - Public Works

Department \* 113-Public Works - Public Works

Description \* Janitorial Supplies 19 / 50

Detailed Description 0 / 1000

**Items**

Units	Description	GL Account	Project/Grant Account	Amount	Sales Tax	Shipping	Total
	Janitorial Supplies	Multiple	None	\$155.48			\$155.48

Requisition # REQ00647 has been submitted for approval. Ok

Once completed, the system will take you to the Requisitions menu, which will list all the requisitions. Here a Department Head can Approve Requisitions entered in their department, review Requisitions and Approvals, Edit incomplete requisitions, and once approved, Issue a PO.

A requisition can be denied after initial approval until a PO is issued.

My Dashboard x

Include Closed

Approvable by Me

Issued Date

Total Amount

Approval Status

Requested By

Department

On Hold

REQ00647 • WALMART COMMUNITY/RFCSLLC Attachments(1) \$155.46 ✓ ✗ ⋮

Issue Date: 12/09/2020 Requested By: Test DeptHead Department Description: Public Works Description: Janitorial Supplies

Description	Account	Amount	Total
Janitorial Supplies	Multiple	\$155.46	\$155.46
		\$155.46	\$155.46

Approvals Issue PO Req Form Edit

To Issue a PO select Issue PO at the bottom of an approved Requisition, **this will begin a process requiring you to click through completely.**

First, is PO Issue Date. System default is usually fine, but this can be changed if needed. Then **click Begin Process at the top.** This creates a PO report.

Build Purchase Orders

Begin Processing Print Screen Help

POPKT00428

Task Description

This process will create purchase orders for all selected requisition items in this packet according to the vendor assigned and the ship to information. Click the Begin Processing toolbar button to begin.

Purchase Order Issue Date Options

Use Requisition Issue Date

Specify Default Purchase Order Issue Date 12/14/2020

The PO report will display. Here you can print a copy of the PO, export it to your computer to save, and email the PO to someone. When you have completed your option(s), **continue the process by selecting Continue Process at the top.**

Purchase Order - Report Viewer

Continue Process Stop Process Print Export Email Document

CITY OF ENNIS  
PO, Box 230  
Ennis, TX 75620  
PH: (972) 875-1284  
FAX: (972) 875-9798

**PURCHASE ORDER**

PO Number: 19-PO000000006 Date: 12/02/2020  
Requisition #: REQ00645 Vendor #: 10200

ISSUED TO: Brodart Co  
1-9544  
Columbus, OH 43260-0001

SHIP TO: Library  
501 W. Ennis Ave  
Ennis, TX 75619

ITEM	UNITS	DESCRIPTION	GL ACCT#	PROJ ACCT#	PRICE	AMOUNT
1	0	Online Library Service - Adult	001-510-4240		0.00	1,911.00
2	0	Online Library Service - DVD	001-510-4240		0.00	1,190.70

The last step in issuing a PO is updating the system. On the final window **select Begin Processing at the top to update the accounts in the system.**

Message

Packet: Issue Purchase Order Process - 12/14/2020 updated successfully.

Purchase Order Process Update

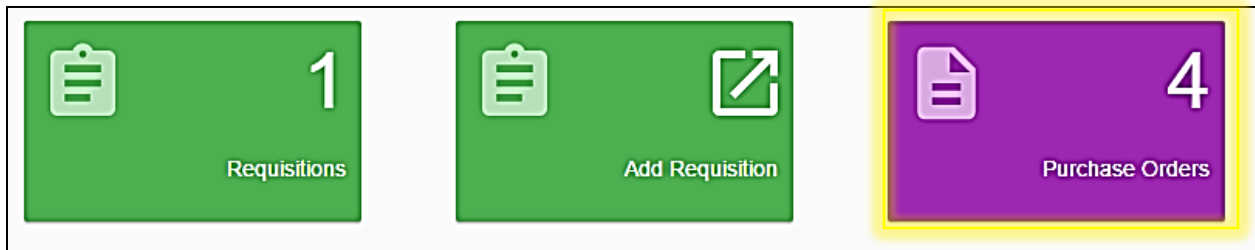
Begin Processing Close Window Print Screen

**Purchase Order Process Update**

The following process will be updated. Click the Begin Processing button to start.

Process	Issue PO Process
Packet	POPKT00428
Description	Auto Process - Build Purchase Order

After issuing a PO, those can be viewed by selecting the Purchase Orders tile on the Dashboard.



Here you can see all POs and their status. The options at the bottom are mostly for Accounts Payable to pay Outstanding POs. Below are additional details for the two options available here.

Blanket PO Only

Issued Date

Total Amount

Requested By

Status

Completed

Outstanding (3)

Partially Received

Received

Voided

Clear Apply

Department

Vendor Set

**19-PO000000006 • Brodart Co • \$3,101.70** Outstanding: \$3,101.70

Issued Date: 12/2/2020 Requested By: Test DeptHead Description: Online Library Services Department: Public Work

Requestion # REQ00645 Blanket PO

Description	Account	Amount	Total
Online Library Service - Adult	001-510-42410	\$1,911.00	\$1,911.00
Online Library Service - DVD	001-510-42410	\$1,190.70	\$1,190.70
		\$3,101.70	\$3,101.70

Issue Credit Memo Change PO Receipt PO Receive Goods Edit

**19-PO000000002 • Brodart Co • \$1,911.00** Outstanding: \$1,911.00

Issued Date: 12/1/2020 Requested By: Test DeptHead Description: Online Library Services Department: Public Work

Total **\$6,923.70** Invoiced **\$0.00** Voided **\$0.00** Variance **\$0.00** Outstanding **\$6,923.70**

Receive Goods: If you changed the commodity code to [Units] during the requisition, this will be updated as items are received and paid to show units received and available to order.

Edit: allows you to view more details, add additional documents, and flag a PO as Blanket.

### City Credit Account?

If the vendor is a credit vendor (such as Main Street Hardware) then the supporting documents will be provided to AP as usual.

### Need another copy of the PO report?

The three vertical dots above the tiles will let you select multiple POs to recreate the PO report to save.

Purchase Order Manager: 19-PO000000006

Save and Close Print Screen Help + Receive Goods

Purchase Order: 19-PO000000006 L-3544 Columbus, OH 43260-0001 U.S.A. Ordered: \$3,101.70 Invoiced: \$0.00 Voided: \$0.00 Variance: \$0.00 Outstanding: \$3,101.70

Vendor Name: Brodart Co Vendor Number: 10200 Vendor Set: 01

General Description: [View Item Details](#)

Item	Description	Vendor	Requisition	Status	Outstanding
	Library - Library	Brodart Co	19-PO000000006	Blanket PO	

PO Notices: Issued Date: 12/2/2020 Delivery Date: 12/16/2020

	Amount	Sales Tax	Shipping	Total	Trade Discount
Ordered	\$3,101.70	\$0.00	\$0.00	\$3,101.70	\$0.00
Invoiced	\$0.00	\$0.00	\$0.00	\$0.00	
Voided	\$0.00	\$0.00	\$0.00	\$0.00	
Variance	\$0.00	\$0.00	\$0.00	\$0.00	
Outstanding	\$3,101.70	\$0.00	\$0.00	\$3,101.70	

Detailed Description: Online Service Dec 2019 to Nov 2020 adult and DVD