

Disapproved

The Disapproved area provides a summary of the requisitions that were submitted but disapproved. The list shows the requisition number, requisition description, disapproved date, individual who disapproved the requisition, and disapproval comments. The scroll bar can be used to display more requisitions that were disapproved.

Enter Requisitions

The Enter Requisitions routine provides a mechanism for entering purchase requisitions electronically into the system. The requisition entry process is comprised of four steps.

1. Enter the basic information regarding the requisition, including the reference number, date, PO source, building, contact person, vendor number, and vendor name.
2. Enter the line item(s) associated with the requisition, including the account code, quantity, unit of measure, unit price, item description, discount rate, shipping, and extended price.
3. Enter the account code and/or shipping distribution for the requisition.
4. Submit the requisition for approval.

NOTE: You must indicate the appropriate approval path of the requisition, therefore you must have the proper approval channels set up **BEFORE** you may enter the requisition. If you do not, the system displays an error message stating that the approval path is required and you will not be permitted to save the requisition. Your supervisor must define your approval paths through the Approval Path Setup option.

Adding a New Requisition

1. Open the Requisitioning menu tree and double click the Enter Requisitions option. The Requisition Listing window displays.

The screenshot shows the 'Enter Requisitions' window. At the top, there is a search bar and several dropdown menus for 'Building: (All)', 'Requestor Name: (All)', 'Approval Status: (All)', and 'Approval Name: (All)'. Below this is a text prompt: 'Drag a column header here to group by that column.' The main area is a table with the following columns: Req Number, Vendor ID, Vendor Name, Req Date, Building, Approval S, Requestor Name, Approval Name, Comment, Req Total, and Account. The table is currently empty.

2. Enter **Add** mode. The New Requisition window displays.

Enter the general requisition information at the top of the window.

A description of the Requisition Entry fields is listed below:

Req Number - This is the number that uniquely identifies the requisition. When adding a requisition, this number is assigned by the system and defaults to the next sequential requisition number. The requisition number is not modifiable.

Vendor ID (REQUIRED) - Enter the vendor ID or click Search  to search for an existing vendor, or click Add  to add a new vendor record in the Vendor Setup File. The Vendor Name defaults upon entry of the vendor ID.

Description (REQUIRED) - If the PO Source is Other, Bid, or State Contract, enter free-form text that describes this requisition. If the requisition originated from a Bid that was imported from nVision Bid into nVision Requisitioning, the Description defaults to the name of the bid. Description text displays beneath the Order To section on the printed purchase order.

Requestor (REQUIRED) - The name of the requestor. This field defaults to the name of the user who is currently logged into nVision Requisitioning. Use the drop-down arrow to choose from a listing of other individuals this requestor can enter requisitions for.

Approval Path (REQUIRED) - Use the drop-down arrow to choose the appropriate approval path for this requisition. The listing shows all approval paths that the requestor is linked to.

Transaction Date (REQUIRED) - Enter in the requisition date (in MM/DD/YYYY format). When adding a requisition, this field defaults to the current date. You may change the default value as needed. If the requisition is for the next fiscal year and the fiscal year is OPEN in Tools – System Options, enter a date with the new fiscal year. **NOTE:** nVision will check System Options – Fiscal Year tab to ensure that the date entered falls in a year that is currently Open and is flagged to allow requisition entries.

Req Source - Use the drop-down to select the appropriate Requisition Source. This field defaults to Other. Valid entries are Other, Bid, Sole Source, or State Contract. If the requisition originated from a Bid that was imported from nVision Bid into nVision Requisitioning, the **Bid Number** defaults in the subsequent field. If the Requisition Source is State Contract, enter the State Contract number in the subsequent field. The Contract number displays on the printed requisition.

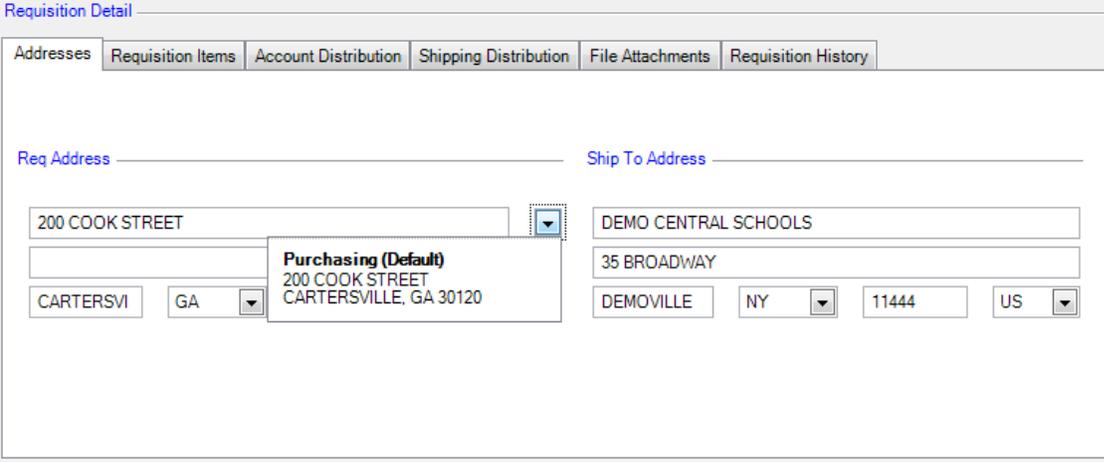
Ship to Building (REQUIRED) – This field defaults to the default building for the requestor, as defined in the Requestor Setup File. Enter the code representing the building where the requested items are to be delivered. Use the drop-down to display and choose from a listing of all building codes linked to the requestor.

Ship to Contact – Use the drop-down to select the ship-to contact name, or click **Add**  to add a new contact name for the selected building. The contact name is displayed on the printed requisition in the Attn line of the Ship To box.

Req Amount - This system-calculated field reflects the total amount of the requisition line items plus any overall shipping charges.

Approval Status - This system-generated field reflects the current status of the requisition (i.e., Not Submitted, Pending Approval, Disapproved). The requisition is in a **Not Submitted** status when it is first created. Once the requisition has been submitted for approval, the status is changed to PENDING APPROVAL.

- In the **Addresses** folder at the bottom of the window, indicate the address information for this Requisition.



Requisition Detail

Addresses Requisition Items Account Distribution Shipping Distribution File Attachments Requisition History

Req Address 

Ship To Address

Purchasing (Default)
200 COOK STREET
CARTERSVILLE, GA 30120

Req Address – The window displays the default purchasing address based on the vendor selected. Change the default address as needed. Click  to display any alternate purchasing addresses for this vendor. Highlight the appropriate address for this requisition.

Ship To Address – The window defaults the shipping address for the selected building, as defined in Building Setup. Change the default address as needed.

- Click the **Requisition Items** folder at the bottom of the window. Click **Add**  in the maintenance toolbar in the middle of the window or click on number 1  in the Line No. field. A window is opened for you to enter all necessary information regarding this requisition line item.

Item No.:	<input type="text"/>	Account:	A2110500661100	Discount Amt:	2.00
Item Desc:	1st Grade Math Books	Unit Measure:	BOX	Shipping Pct:	<input type="text"/>
		Quantity:	2.00	Shipping Amt:	<input type="text"/>
		Unit Price:	50.0000	Extended Amt:	98.00
		Discount Pct:	2.00		
				OK	Cancel

Item No - Enter the item number (if applicable). You can manually type in the item number or click the lookup  to display and choose from a listing of valid item numbers from the Items Setup File. The lookup displays only those items under the Item Categories linked to the requisitioner in the Requestor Setup File. nVision Requisitioning populates the Item Description and Unit Measure. Note that you are not required to enter an item number.

Item Desc (REQUIRED) - Enter a free-text description of the item being requested. Note that if you chose an existing item number from the Items Setup File, the description cannot be modified.

Account – Enter the appropriation account from the Accounts File to which the Requisition item is being charged. Click the lookup  to display and choose from a listing of valid appropriation codes from the Accounts Setup File. The lookup contains a listing of those accounts that the user has permission based upon User Setup. **nVision will not allow entry of Payroll accounts with 1 or 8 in the object (.1 or .8).**

NOTE: If the line item is being expensed out of more than one appropriation account, leave this field blank. Click the **Account Distribution** folder to charge the line item to the appropriate accounts.

Unit Measure (REQUIRED) - Select the code representing the unit of measure (i.e., each, box, dozen) for the item being requested. Click the lookup  to display and choose from a listing of valid unit of measure codes from the Unit of Measure Setup File.

Quantity - Enter the quantity of the item being requested.

Unit Price - Enter the price per unit of measure of the item being requested.

Discount Pct - If applicable, enter the discount percentage rate for the item being requested. If the discount percentage is entered, nVision Requisitioning automatically calculates the appropriate discount amount. If you need to enter a Discount Amount, simply remove the default entry in this field by highlighting the entry and clicking the Delete button to enable the Discount Amt field.

NOTE: If a discount percentage is specified on the Miscellaneous folder in Vendor Setup, that vendor discount percentage defaults in this field.

Discount Amt - If applicable, enter the discount amount for this requisition line item. If discount percentage is specified, this amount automatically defaults in based upon discount percentage, quantity, and unit price specified.

Shipping Pct - If applicable, enter the shipping percentage rate for the item being requested. If the shipping percentage is entered, nVision Requisitioning automatically calculates the appropriate shipping amount.

NOTE: If a shipping charge is applicable to all items in the entire requisition, use the Shipping Distribution folder to indicate the overall shipping charge and the account codes to which the shipping is to be charged.

Shipping Amt - If applicable, enter the shipping amount for this requisition line item.

Extended Amt - This system-calculated field is determined by the following formula:
(Quantity X Unit Price) minus Discount plus Shipping.

Once you have completed entering the details for the line item, click **OK**.

After entering a detail line item, click on the appropriate Line number (1, 2, etc.) to see the detail for the line.

If you make a mistake at any point, highlight the appropriate line item number that you want to delete (the selected line has an arrow  preceding it) and press the **Delete** button  in the Requisition Detail toolbar.

- If a requisition line item(s) is being charged to more than one appropriation account, click the **Account Distribution** folder in the middle of the window to charge the line item(s) to the appropriate accounts.

Addresses	Requisition Items	Account Distribution	Shipping Distribution	File Attachments	Requisition History																												
Account Distribution Summary		Total Order Distribution																															
Amount to Distribute:	\$246.60																																
Line Item Distribution:	\$148.60																																
Total Order Distribution:	\$98.00																																
Total Amt Distributed:	\$246.60																																
Difference:	\$0.00																																
Distribution Status:	In Balance 																																
		<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Pct</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>A1010500110000</td> <td>Mrs. Smith</td> <td>50.00</td> <td>49.00</td> </tr> <tr> <td>A1060479110000</td> <td>Mrs. Jones</td> <td>50.00</td> <td>49.00</td> </tr> <tr> <td>*</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Account	Description	Pct	Amount	A1010500110000	Mrs. Smith	50.00	49.00	A1060479110000	Mrs. Jones	50.00	49.00	*															
Account	Description	Pct	Amount																														
A1010500110000	Mrs. Smith	50.00	49.00																														
A1060479110000	Mrs. Jones	50.00	49.00																														
*																																	

The Account Distribution Summary section of the window tells you what still needs to be distributed. The **Amount to Distribute** represents the total of ALL the requisition lines items. The **Line Item Distribution** amount is the amount from those requisition line items where the Appropriation Account was filled in on the Item Entry window. The **Difference** totals the extended price of those requisition detail line items where the Appropriation Account field was left blank on the Item Entry window; that amount must then be distributed to the appropriate account codes prior to exiting the Requisition Entry routine.

Click in the **Account** field. Enter the appropriate account code to which the items are to be charged. Click the lookup  to display and choose from a listing of valid appropriation codes from the Accounts Setup File. The lookup contains a listing of those accounts that you were given permission to use in your User Login file.

nVision will not allow entry of Payroll accounts with 1 or 8 in the object (.1 or .8).

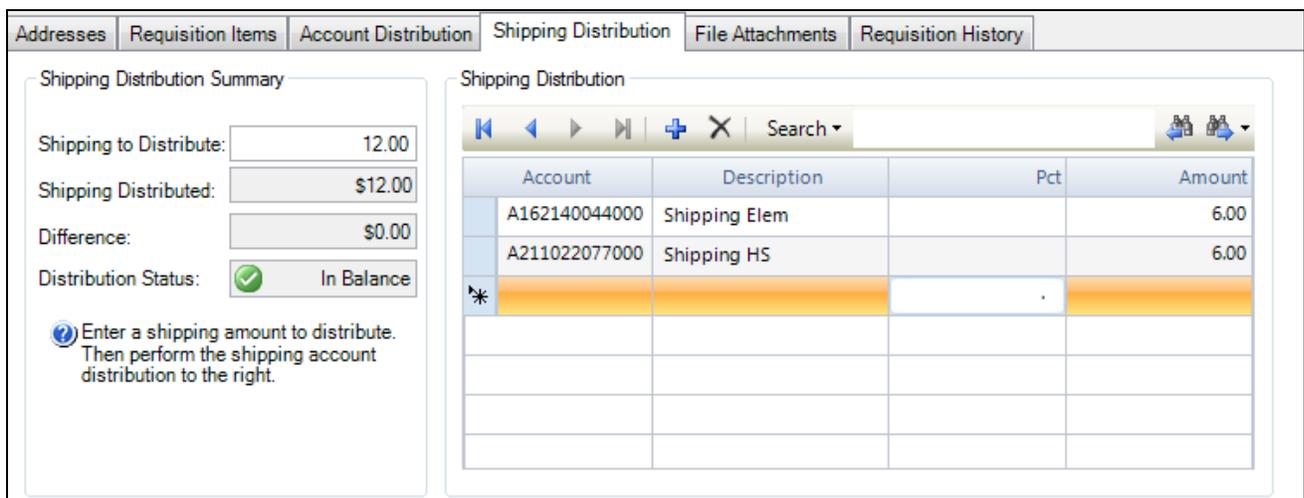
Tab or click in the **Description** field and enter free-form descriptive text for this account distribution.

Tab or click in the **Pct** field and enter the percentage to be charged to the selected account code. nVision Requisitioning automatically calculates the **Amount** based on the Difference amount. You are not required to enter a percentage. If you choose to omit a percentage, simply tab to the **Amount** field and enter the dollar amount to be charged to the account code.

Tab or click in the next account distribution line and enter the account, description, percentage, and/or amount. Repeat this step as many times as needed until the Distribution Status is In Balance.

If you make a mistake at any point, highlight the appropriate account distribution line that you want to delete (the selected line has an arrow  preceding it) and press the Delete button  in the Total Order Distribution toolbar.

- Click the **Shipping Distribution** folder in the middle of the window to add the overall shipping charge for all items on the requisition and the account codes to which the shipping is to be charged.



The screenshot shows the 'Shipping Distribution' window. On the left is the 'Shipping Distribution Summary' section with the following fields:

- Shipping to Distribute: 12.00
- Shipping Distributed: \$12.00
- Difference: \$0.00
- Distribution Status:  In Balance

Below the summary is a message: "Enter a shipping amount to distribute. Then perform the shipping account distribution to the right." On the right is the 'Shipping Distribution' table:

Account	Description	Pct	Amount
A162140044000	Shipping Elem		6.00
A211022077000	Shipping HS		6.00
*			

Indicate the overall shipping amount for the entire requisition in the **Shipping To Distribute** field under the Shipping Distribution Summary area of the window. This dollar amount is placed in the **Difference** field. This represents the amount remaining to be distributed.

Click in the **Account** field. Enter the appropriate account code to which the shipping is to be charged. Click the lookup  to display and choose from a listing of valid appropriation codes from the Accounts Setup File. The lookup contains a listing of those accounts that you were given permission to use in your User Login file.

nVision will not allow entry of Payroll accounts with 1 or 8 in the object (.1 or .8).

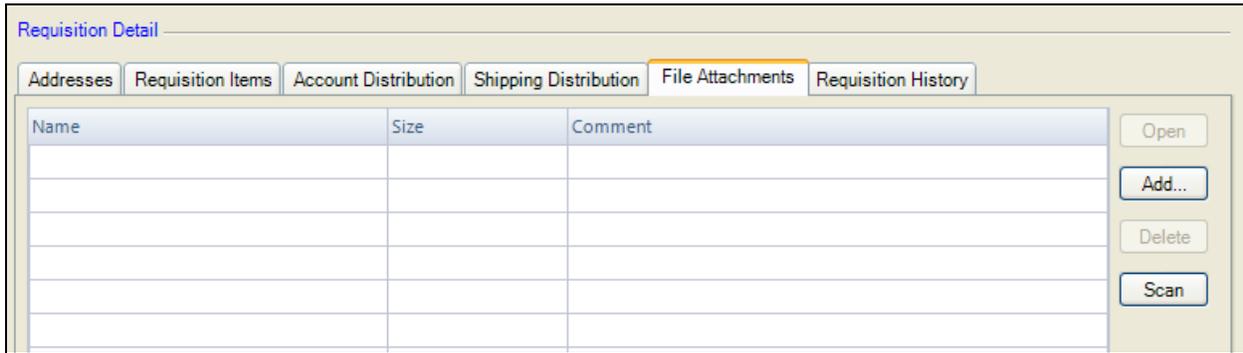
Tab or click in the **Description** field and enter free-form descriptive text for this account distribution.

Tab or click in the **Pct** field and enter the percentage to be charged to the selected account code. nVision Requisitioning automatically calculates the **Amount** based on the Difference amount. You are not required to enter a percentage. If you choose to omit a percentage, simply tab to the **Amount** field and enter the dollar amount to be charged to the account code.

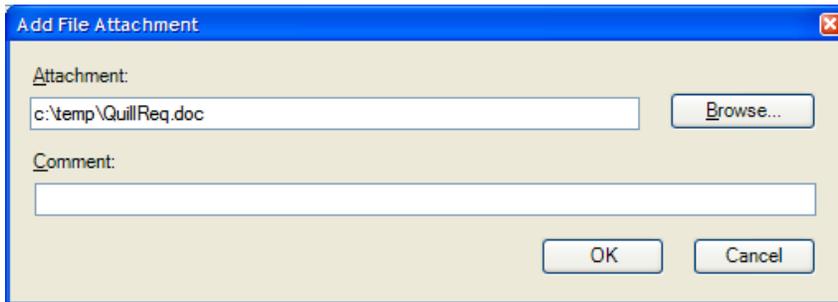
Tab or click in the next account distribution line and enter the account, description, percentage, and/or amount. Repeat this step as many times as needed until the Distribution Status is In Balance.

If you make a mistake at any point, highlight the appropriate account distribution line that you want to delete (the selected line has an arrow  preceding it) and press the Delete button  in the Shipping Distribution toolbar.

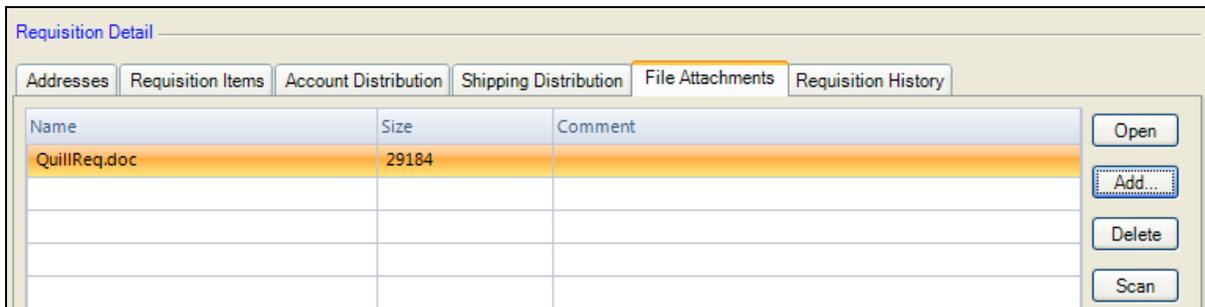
7. Click the **File Attachments** folder to attach documents or spreadsheets that contain information about this requisition. This enables you to link information to a requisition. Note that this is for informational purposes and is NOT printed on the requisition document.



Click **Add**  to specify the location of the attachment to be linked to this requisition. Use the Browse button to find the location and name of the file.



Enter any Comments as needed. Click **OK**. The selected file is linked to the requisition.



Highlight the file name and click **Open** to view the contents of the file. Highlight the file name and click **Delete** if you no longer want this file to be linked to the requisition.

NOTE: All attachments linked to a requisition will automatically be linked to the purchase order, once the requisition has been approved and converted to a PO.

- Click the **Requisition History** folder to see the flow of this requisition.

Addresses Requisition Items Account Distribution Shipping Distribution File Attachments Requisition History						
User	Action	Status	Level	Comment	Date	
Requirer, John	Entered	Not Submitted			04/26/2012 03:38 PM	

The History window displays the status of the requisition – Entered, Submitted, Approved, etc.

- Once you have completed entering all necessary requisition information, save the record. There are two ways to save the record:

Click **Save** to save the record without submitting it for approval.

OR

Click **Save and Submit** to save the record and move the requisition to the first approver in the approval path record. The Transaction Comment window displays.

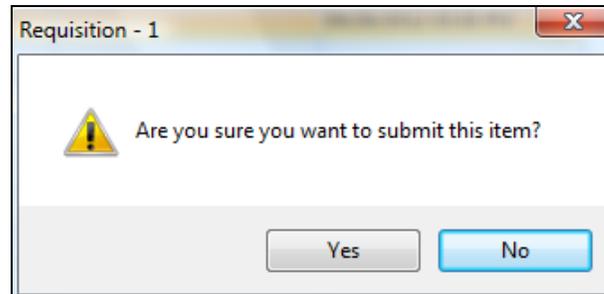
Transaction Comment

Submit Requisition
Please enter comment(s) to be used in submitting Requisition(s).

Transactions to process:

Requisition No.	Comment
1	Please approved books needed ASAP

This window allows the user to add a note(s) to the requisition upon submission and then pass the notes along through the approval process. You can enter vendor quote data, conference data, etc. Type in as many comments as needed. Click **OK** to continue.



Click **Yes** if you want to submit the requisition to the first approver in your approval path. The requisition status is changed to **Pending Approval** and the requisition is submitted to the user's first approver or the Business Office. The requisition can be seen on the Requisition Entry window until it has been approved by the user's first approver or the Business Office.

NOTE: If the **Prevent the Changing of the Purchase Order/Requisition Address on a Requisition** option is unchecked in System Options, you can change the vendor requisition address. If that system option is checked, you are not permitted to change the vendor requisition address.

Updating a Requisition Record

1. Highlight the appropriate requisition record in the listing.
2. Enter **Update** mode.
3. Click on each folder in the Requisition Detail area of the window and modify the requisition information as needed. On the Requisition Items folder, click on either the Line Number or the Item Number to display/update detail line item information.
4. **Save** the record.

Deleting a Requisition Record

1. Highlight the appropriate requisition record in the listing.
2. Enter **Delete** mode.
3. The system prompts you to confirm that this is the correct action that you wish to take. Select **YES** to delete the requisition record. Select **NO** if you do not wish to delete the requisition record.



5. Click  to print the requisition to the selected printer or to a .pdf file.

REQUISITION		Demo CSD 10 SCHOOL WAY NEW YORK NY, 14444		R Q # 1 REQ DATE 04/26/2012 VENDOR # 17 FAX # PHONE #	
Order To: ACADEMIC BOOK SERVICE INC 200 COOK STREET CARTERSVILLE GA, 30120		Ship To: DEMO CENTRAL SCHOOLS 35 BROADWAY DEMOVILLE GA, 11444 ATTN: Mary Secretary			
Order Quantity	Description	Unit Cost	Discount	Shipping Charge	Extended Cost
2.00 BOX	1st Grade Math Books	50.000	2.00		98.00
2.00 BL	2nd Grade Math Books	55.000	5.50	0.00	104.50
1.00 BOX	3rd Grade Math Books	45.000	0.90	0.00	44.10
	ADDITIONAL SHIPPING			0.00	0.00
TOTAL					\$246.60

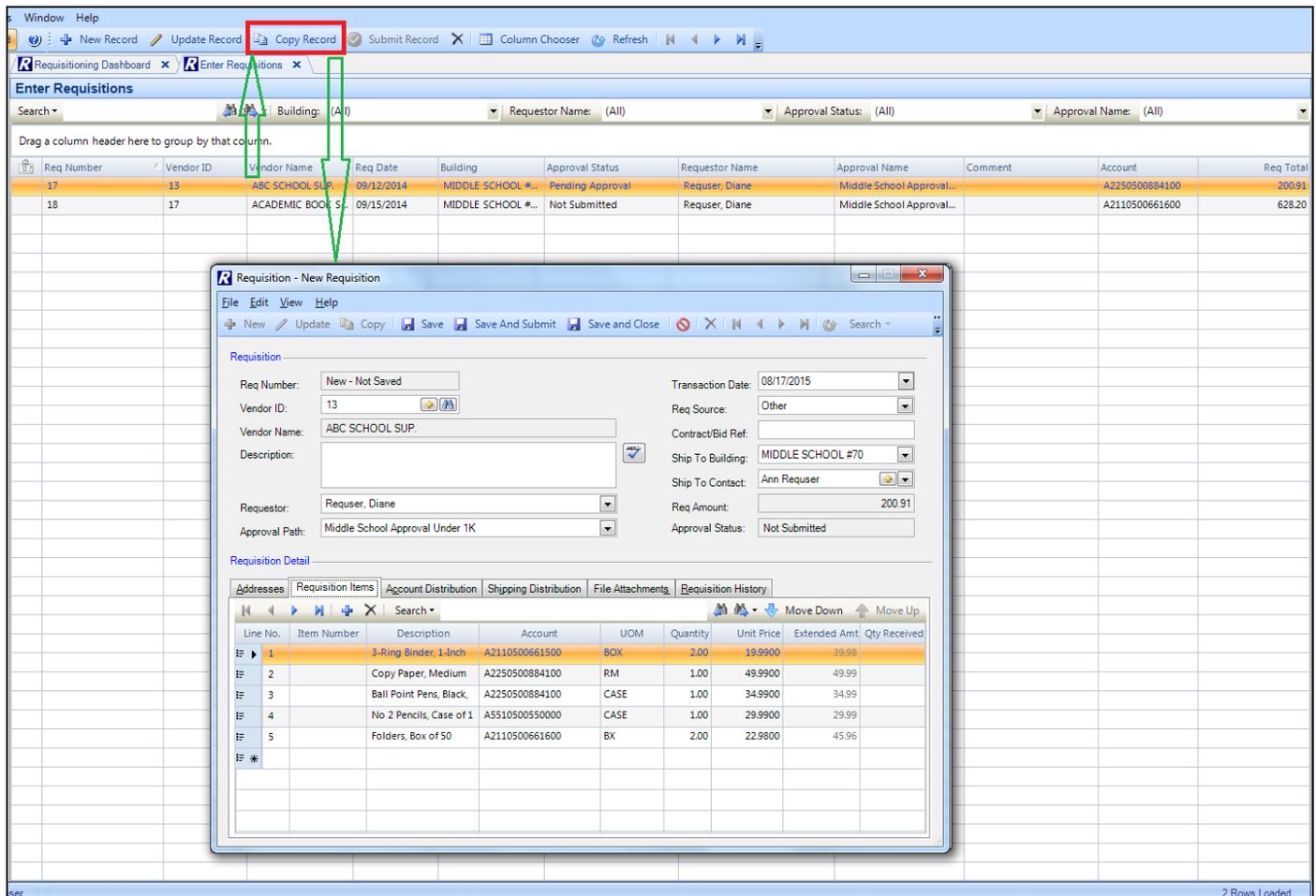
If the requisition originated from a Bid, the bid number is displayed beneath the section labeled **Order To** and the vendor item reference number is displayed in the section labeled **Description**.

If the requisition **Source** is flagged as **State Contract**, the State Contract # and Description are displayed beneath the section labeled **Order To**.

Copy Unsubmitted or Unapproved Requisitions

The Copy Requisition routine is used to copy a single requisition that was either not yet submitted or submitted but not yet approved. This routine copies all items from the original requisition into a new requisition. You can then change information, such as the Ship To Building, Ship To Contact, Requestor, Approval Path, etc., in the new requisition.

From either the Enter Requisition listing window, highlight the appropriate requisition record and click the **Copy Record** button. **NOTE:** You can also access the Copy feature from the Requisition Detail window by clicking the Copy button.

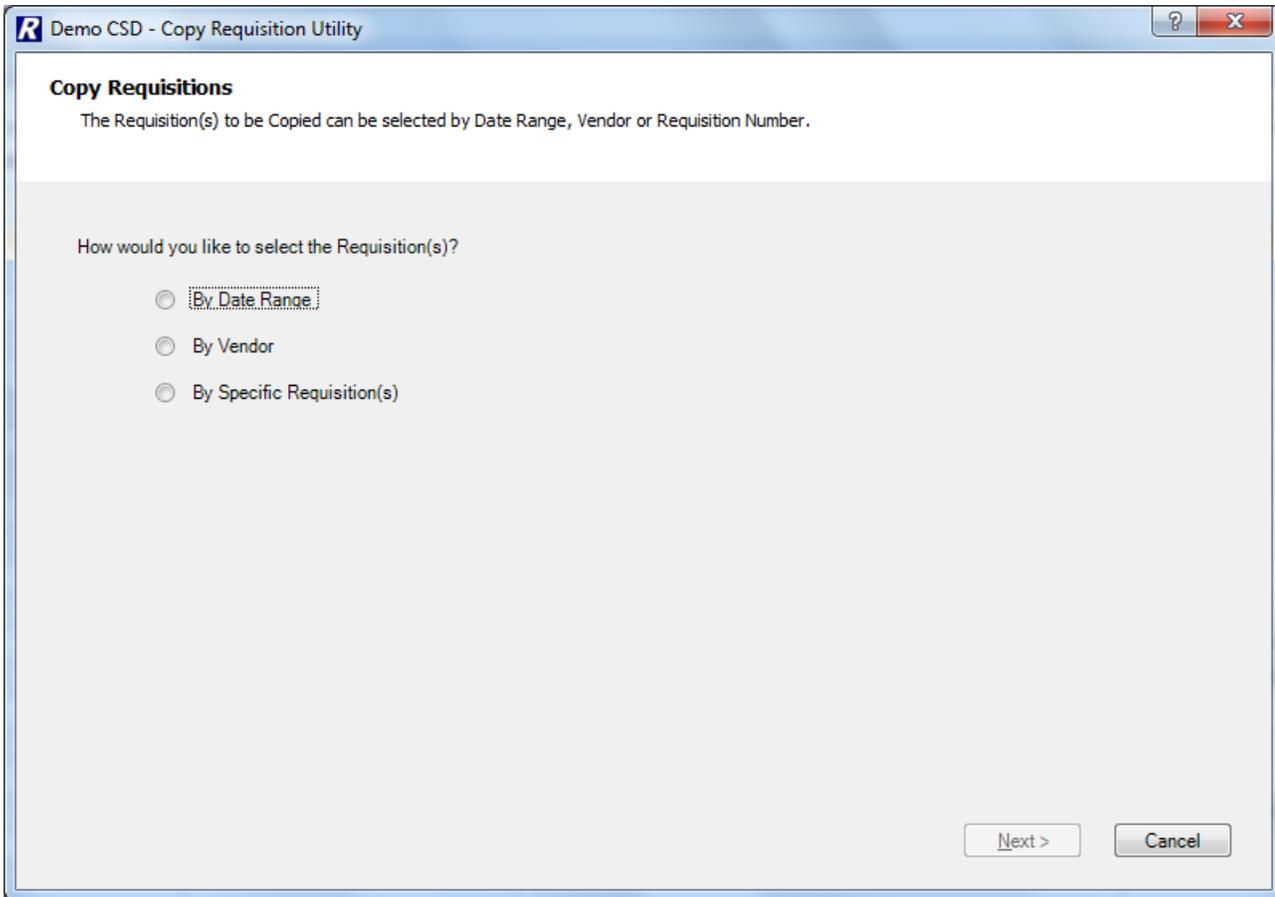


The original requisition is copied into a new requisition. Click on each tab and add, update, and delete items, and other requisition detailed information, as needed. Be sure to Save the record.

Copying Multiple Requisitions

The Copy Requisition routine is used to copy one or more requisitions that were either not yet submitted, submitted but not yet approved, or converted to purchase orders. You may copy a single or multiple requisitions from one year or multiple years into the current fiscal year. This utility is especially useful for requisitions that are submitted for the same building at the same time each year. This routine copies all items from the original requisitions into new requisitions. You can then change information, such as the Ship To Building, Ship To Contact, Requestor, Approval Path, etc., in the new requisitions before submitting them for approval.

From the Requisitioning menu, click Copy Requisitions. The Copy Requisition Utility window displays.

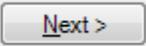


The Copy Requisition Utility window allows the user to select criteria that nVision will use to search for all valid requisitions that meet the specified criteria. You can search for requisitions by:

- Requisition Date Range
- Vendor and Date Range
- Requisition Number and Date Range

Selecting Requisition Criteria

1. Set the radio button to the appropriate requisition search selection – Date Range, Vendor, or Specific Requisition.

2. Click  .

3. Refer to the instructions that pertain to the type of search being performed.

If Searching by Date Range

Enter the appropriate **Requisition Date Range** in MM/DD/YYYY format. Search for Requisitions on a specific date by entering the same date in the starting and ending fields. Check the Prior Fiscal Year box to change the date range to the prior fiscal year.

If Searching by Vendor

Enter the appropriate **Requisition Date Range** in MM/DD/YYYY format. Search for Requisitions on a specific date by entering the same date in the starting and ending fields. Check the Prior Fiscal Year box to change the date range to the prior fiscal year.

Use the **Vendor Selection** drop-down to choose requisitions from All or Selected vendors. The default value is **ALL** vendors. Choose specific vendor numbers by clicking on the drop-down arrow and choosing **Selection**.

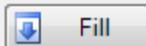
The lookup button  is now displayed, allowing selection of one or more specific vendor numbers. In the lookup, use the Ctrl and/or Shift keys to choose a nonconsecutive or consecutive range of codes. After making selections, click OK to return to the Copy Requisitions Utility window to continue the search process.

If Searching by Specific Requisition

Enter the appropriate **Requisition Date Range** in MM/DD/YYYY format. Search for Requisitions on a specific date by entering the same date in the starting and ending fields. Check the Prior Fiscal Year box to change the date range to the prior fiscal year.

Use the **Req Selection** drop-down to choose All or Selected requisitions. The default value is **ALL** requisitions.

Choose specific requisitions by clicking on the drop-down arrow and choosing **Selection**. The lookup button  is now displayed, allowing selection of one or more specific requisition numbers. In the lookup, use the Ctrl and/or Shift keys to choose a nonconsecutive or consecutive range of requisitions. After making selections, click OK to return to the Copy Requisitions Utility window to continue the search process.

4. Click  . nVision searches for those requisitions that meet the selected criteria within the requisition date range and displays them in the listing at the bottom of the window.

Demo CSD - Copy Requisition Utility

Find and Select Specific Requisition(s)
 Locate one or more requisitions by specifying a Date Range and Requisition(s).
 Fill the grid and then select which requisitions to copy.

Specify Requisition(s) and Date Range

Date Range: 07/01/2014 -> 06/30/2015 Prior Fiscal Year

Req Selection: All

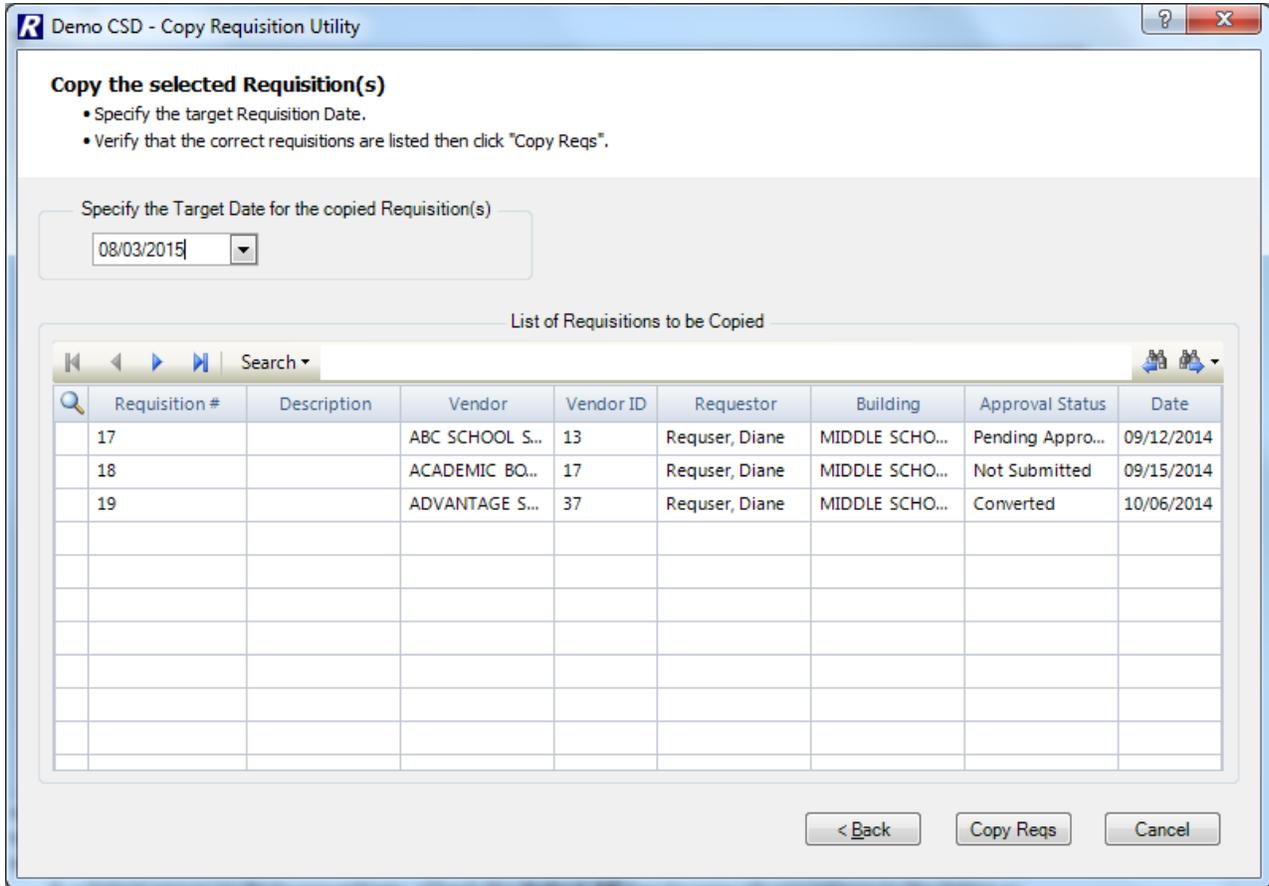
Select One or More Purchase Orders to be Copied

Requisition #	Description	Vendor	Vendor ID	Requestor	Building	Approval Status	Date
17		ABC SCHOOL S...	13	Requser, Diane	MIDDLE SCHO...	Pending Appro...	09/12/2014
18		ACADEMIC BO...	17	Requser, Diane	MIDDLE SCHO...	Not Submitted	09/15/2014
19		ADVANTAGE S...	37	Requser, Diane	MIDDLE SCHO...	Converted	10/06/2014

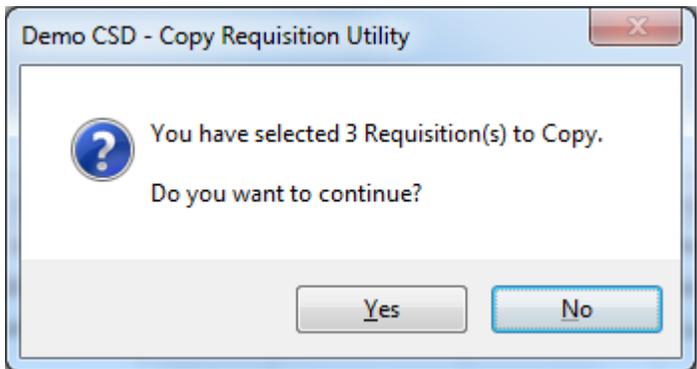
Select All

< Back Next > Cancel

- Select one or multiple requisitions. Check the **Select All** box to copy all requisitions in the listing.
- Click .
- The next window prompts you to enter the **Target Date** of the selected copied requisitions. Enter the target date in MM/DD/YYYY format.

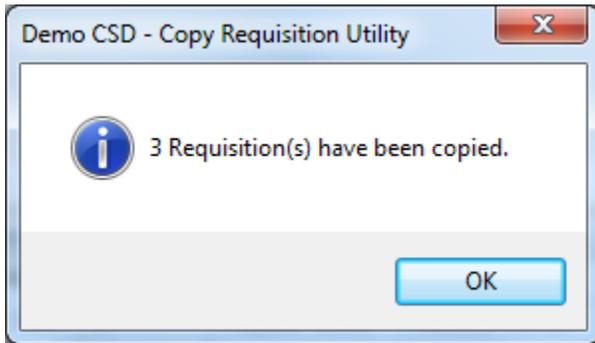


8. Click .



Click Yes at the prompt to confirm that you want to continue the requisition copy process.

9. nVision displays a prompt stating that the selected requisitions were copied.



Click OK at the prompt.

Go to the Enter Requisitions window to view the copied requisitions. Note that these requisitions are in a "Not Submitted" status.

Enter Requisitions											
Search		Building: (All)		Requestor Name: (All)		Approval Status: (All)		Approval Name: (All)			
Drag a column header here to group by that column.											
Req Number	Vendor ID	Vendor Name	Req Date	Building	Approval Status	Requestor Name	Approval Name	Comment	Account	Req Total	
17	13	ABC SCHOOL SUP.	09/12/2014	MIDDLE SCHOOL #...	Pending Approval	Requirer, Diane	Middle School Approval...		A2250500884100	200.91	
18	17	ACADEMIC BOOK S...	09/15/2014	MIDDLE SCHOOL #...	Not Submitted	Requirer, Diane	Middle School Approval...		A2110500661600	628.20	
21	13	ABC SCHOOL SUP.	08/03/2015	MIDDLE SCHOOL #...	Not Submitted	Requirer, Diane	Middle School Approval...		A2250500884100	200.91	
22	17	ACADEMIC BOOK S...	08/03/2015	MIDDLE SCHOOL #...	Not Submitted	Requirer, Diane	Middle School Approval...		A2110500661600	628.20	
23	37	ADVANTAGE SPOR...	08/03/2015	MIDDLE SCHOOL #...	Not Submitted	Requirer, Diane	Middle School Approval...		A2110500661500	262.99	

Enter Update mode on a selected requisition in the listing window and make changes or new entries in the copied requisition as needed. Modifications may be needed in scenarios such as the following:

1. If the account code is inactive or hidden, the account code, quantity, and extended amount are blanked out on the Requisition Items window and/or the account code, percentage, and distributed amount fields are blanked out on the Account Distribution window.
2. If the account code is inactive or hidden, the account code is blanked out on the Shipping Distribution window.
3. If the vendor is inactive or hidden, the vendor number and name are blanked out on the parent requisition record.

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