

## REQM Requisition Maintenance

REQM is used to either look up an existing requisition or add a new one. To look up an existing requisition type in the requisition number. To add a new Requisition, type 'A'.

### Field Descriptions:

#### Requisition Date:

Defaults to today's date. Changing the date should only be done at the request of the Procurement or Accounts Payable office.

#### Initiator:

Each requisitioner has a unique number. Enter your Datatel ID number here or enter First and Last name.

#### Desired Date:

Do not use.

#### Vendor ID:

There are several ways to select a vendor from the database:

- Type in the full name of the vendor and select the vendor from the list
- Type in a partial name of the vendor and select vendor from the list
- Type a back slash "/" before or after the vendor name and select vendor from the list

#### Name:

Check Vendor name for accuracy

#### Address:

Check the vendor address. Does it match the address you want to use? If not, detail in with F2 or by clicking the "detail" icon for that field. Select the address you want from the list. If the name or address of the vendor is not in the database go to "Comments"

detail in and enter the vendor's full legal name, address, phone and fax number. Do not manually type in any vendor information in the "Address:" area, leave it blank. The Procurement Office will fill them in after the vendor is added to the database.

#### Ship To:

Enter your department code or "..." to look up a ship to code.

#### FOB:

Type "VU"

#### AP Type:

Type "01".

#### Line Items:

Detail in with F2 three times or click the "detail" icon by each field. See page titled "Requisition Item Maintenance" for instructions.

#### Printed Comments:

This field has an unlimited number of character space and should be used to give special instructions to the vendor about this order.

- If you are entering a BPO, you must include the name of the department that will be using the BPO and the expiration date range.
- If you want the PO faxed, type "FAX: (include the fax #)".
- If you want the PO e-mailed provide the e-mail address.
- If a check needs to be sent with the PO or if you have the invoice.

#### Comments:

This field is used to communicate with the Procurement Department.

Comments DO NOT print on the PO. Examples:

- "Sending info through Campus Mail"
- "Add Vendor "(include ALL vendor info)
- GL Override request

#### Requisition Done:

Y= yes, you are done. A requisition number will be assigned. This is not a PO number.

N= no, you are not done. A requisition number will be assigned. You can use this number to look up the requisition and complete at a later time.

## RQIM Requisition Item Maintenance

### Field Descriptions:

<b>Description:</b>	Describe the item you are ordering in detail
<b><u>Est Price:</u></b>	Enter the price or estimated price per each.
<b>Quantity:</b>	Enter the quantity
<b><u>Unit of Issue:</u></b>	Optional field. Enter a unit of issue code or type "... " to view the unit of issue table (do not use object cod 50999).
<b><u>GL Account No:</u></b>	Enter the GL account number to be charged (more than one GL # can be entered)
<b><u>Fixed Asset:</u></b>	<p>This field is only used for purchases that fit the definition of a fixed asset:</p> <ul style="list-style-type: none"><li>• Any item over \$5,000 with a useful life of 2 years or more, enter "S" in this field.</li><li>• If the entire PO consists of a group of like items that total \$5,000 or more, enter "S" in the fixed asset field for each line item. Example of a group of like items: Components that make up a piece of equipment, or pieces of furniture (desk, table and chair). Together the group totals \$5,000 or more.</li></ul> <p>The key to deciding whether to flag this as a fixed asset is; does the PO total more than \$5,000? Will the item(s) last for 2 or more years? If yes, mark it. When in doubt, error on the side of marking it a fixed asset. It is easier to remove an item from the fixed asset list than it is to find an item that was never marked.</p>
<b><u>Vendor Part:</u></b>	Type in the catalog number or vendor part number if applicable.
<b><u>Comments:</u></b>	Do not use this field for comments. This field does not print on the PO.

When you are finished entering information about this item you can either finish the requisition now or continue the requisition by entering another item in the "requisition item maintenance"

To enter another item on this requisition, press enter or the update icon to go to another blank RQIM screen. Begin entering information for the next item following the instructions for each field as listed above.

To finish press Ctrl F9, and then enter, or select update. This takes you to "requisition item list". Use this screen to review a summary of your order. When you are done reviewing press F9 or update icon again and finish filling in REQM fields, Printed Comments, Comments, and Requisition Done.