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ADS ProFund

Requisitions: Processing

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Overview

The ADS ProFund requisitions module allows for entry and approval of requisitions that may ultimately become purchase orders.

One of the most important set up items in the Requisitions module is the creation of approval paths. ProFund allows for different types of approval paths (by account, location, commodity code, or submitter ID) as well as many options for approver levels and limit amount control. ADS Implementation Team members will evaluate your organization's current approval process and assist your central office staff in creating the approval paths within the Requisitions module.

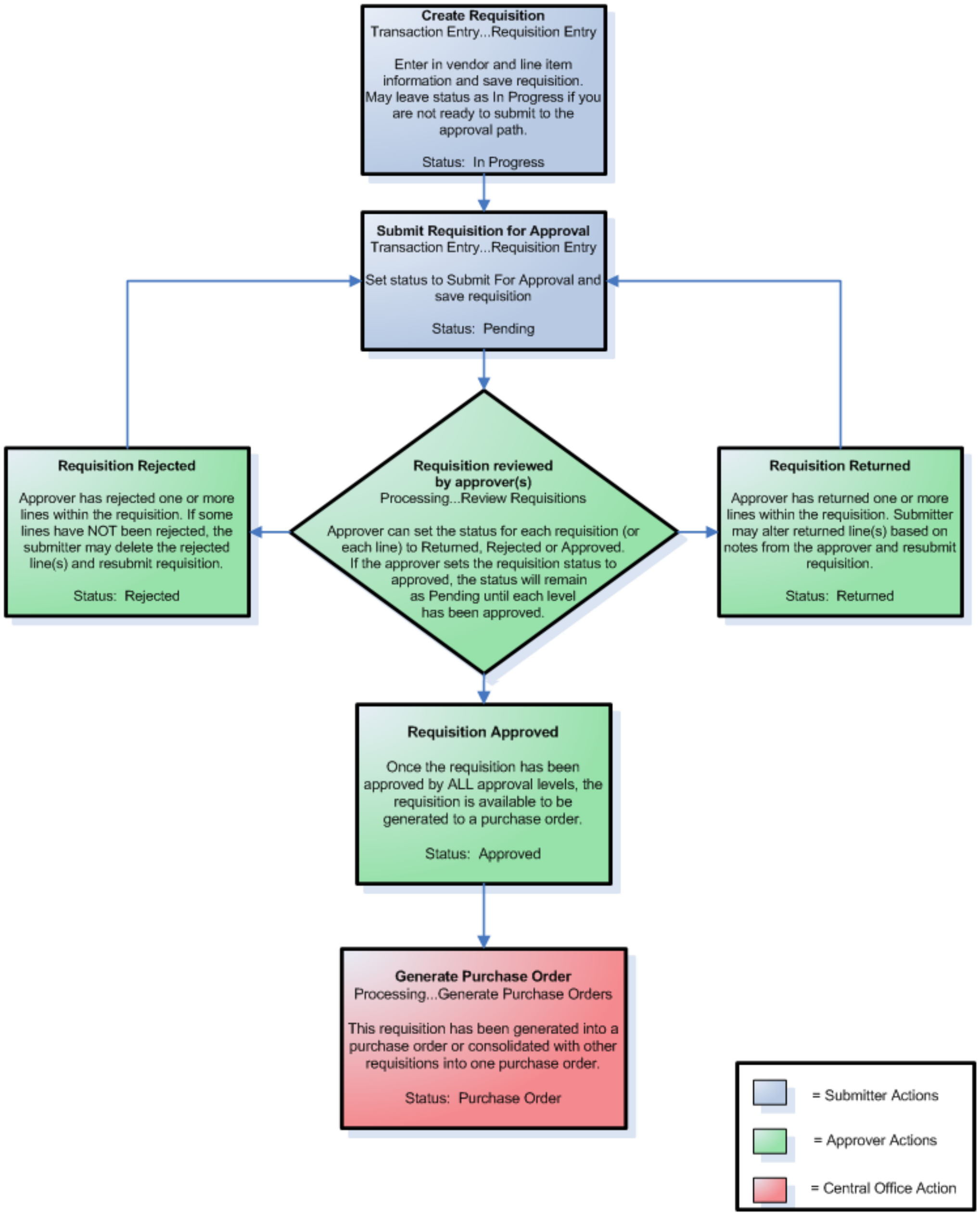
The approval process allows approvers within the Requisitions module to approve, reject, or return the requisition on a line by line basis. The approval process also provides notes that can be used to communicate information between the submitter and the approver.

Email notification can be set up that will enable the Requisition module to automatically send emails to approvers when requisitions are ready for their approval. Emails are also sent to the submitters to notify them that the status of a requisition line has been changed.

Approved requisitions are included in budget checking process throughout the ProFund software. In addition, you have the ability to include requisitions that are submitted for approval in this budget checking process.

Once requisitions are approved, they are available to be generated into purchase orders.

Requisition Process Flow



Create Requisition
Transaction Entry...Requisition Entry

Enter in vendor and line item information and save requisition. May leave status as In Progress if you are not ready to submit to the approval path.

Status: In Progress

Submit Requisition for Approval
Transaction Entry...Requisition Entry

Set status to Submit For Approval and save requisition

Status: Pending

Requisition reviewed by approver(s)
Processing...Review Requisitions

Approver can set the status for each requisition (or each line) to Returned, Rejected or Approved. If the approver sets the requisition status to approved, the status will remain as Pending until each level has been approved.

Requisition Rejected

Approver has rejected one or more lines within the requisition. If some lines have NOT been rejected, the submitter may delete the rejected line(s) and resubmit requisition.

Status: Rejected

Requisition Returned

Approver has returned one or more lines within the requisition. Submitter may alter returned line(s) based on notes from the approver and resubmit requisition.

Status: Returned

Requisition Approved

Once the requisition has been approved by ALL approval levels, the requisition is available to be generated to a purchase order.

Status: Approved

Generate Purchase Order
Processing...Generate Purchase Orders

This requisition has been generated into a purchase order or consolidated with other requisitions into one purchase order.

Status: Purchase Order

🟦 = Submitter Actions
🟩 = Approver Actions
🟥 = Central Office Action

Requisition Entry

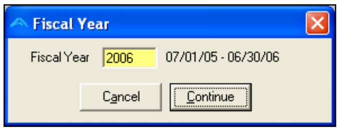
To access the Requisition Entry screen go to Requisitions > Transaction Entry > Requisition Entry

This screen is used by you, the remote user, to create requisitions.   This screen not only allows you to create requisitions, but also to view where the requisition is within the approval path and if it has been generated into a purchase order.

Once you have submitted a requisition for approval, all approval paths that are applicable to this requisition will be set into motion. Once the requisition has been approved at all path levels, the requisition is then available by the central office to be generated into a purchase order.

If a portion of a requisition is returned to the submitter for changes, the entire requisition is returned. Partially approved requisitions cannot be generated into purchase orders.

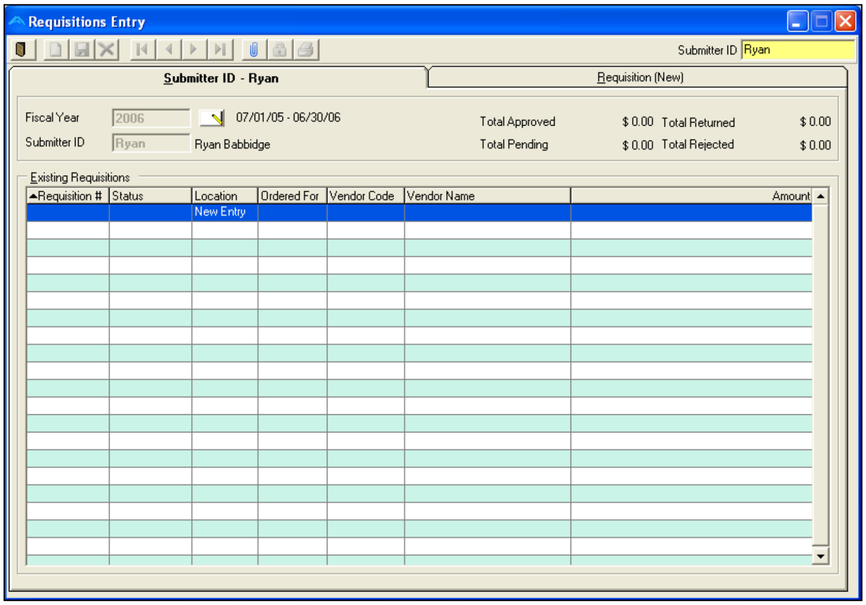
Upon the launch of this screen, the fiscal year you are currently working with must be entered. Once a fiscal year is entered, the Requisition Entry screen will be displayed. The fiscal year is defaulted from the Default Fiscal Year in the Setup…RQ Configuration screen.



Fiscal Year 2006 07/01/05 - 06/30/06

Submitter Tab

The requisition tab is broken down into 2 sections: Submitter Information and the Existing Requisitions grid. The Submitter tab shows all of your current requisitions.



Submitter ID Ryan

Fiscal Year 2006 07/01/05 - 06/30/06

Submitter ID Ryan Ryan Babbidge

Total Approved $ 0.00

Total Pending $ 0.00

Total Returned $ 0.00

Total Rejected $ 0.00

Requisition #	Status	Location	Ordered For	Vendor Code	Vendor Name	Amount
		New Entry				

Submitter ID (Navigation Field) - The submitter ID will default to your ProFund login name. If you have been given permissions to view other submitter's requisitions, then you can navigate to those users' batches. Permissions are set up by the central office so if you have a question regarding security you should first contact them.

Fiscal Year – This is a read only field. The fiscal year entered on the previous screen will be displayed here.

Submitter ID – This is a read only field. Your submitter ID and name will be displayed here.

Total Approved – This is a read only field. The total amount of your approved requisitions for this fiscal year will be displayed here.

Total Pending – This is a read only field. The total amount of your pending requisitions for this fiscal year will be displayed here. Pending requisitions are those requisitions that have been submitted for approval and are currently within the approval path.

Total Returned – This is a read only field. The total amount of requisitions that have been returned for this fiscal year will be displayed here. Returned requisitions are those requisitions that have been returned by an approver. These requisitions can be changed and re-submitted for approval.

Total Rejected – This is a read only field. The total amount of requisitions that have been rejected for this fiscal year will be displayed here. Rejected requisitions are those requisitions that have been rejected by an approver and may not be re-submitted for approval.

Existing Requisitions

The information within this grid consists of existing requisitions you have entered for this fiscal year. All of the information is read only, however, you can double-click on a requisition and the information for this requisition will be displayed on the Requisition tab.

Requisition Number – The requisition # assigned to your requisition by ProFund.

Status – The current status of the requisition. Status could be one of the following:

1. In Progress – Requisition has been entered, but has not been submitted.
2. Pending – Requisition has been submitted and is currently in the approval path.
3. Returned – One or more lines within the requisition has been returned. You may adjust the returned line and resubmit the requisition.
4. Rejected – One or more lines within the requisition has been rejected. You may not resubmit rejected lines. You will need to delete this line in order to resubmit the requisition.
5. Approved – The requisition has been approved and is available to be generated into a purchase order.
6. Purchase Order – The requisition has been generated into a purchase order.

Location – The location the request has been made for.

Ordered For – The name of the person/department the request has been made for.

Vendor Code – The code of the vendor you are purchasing the request from.

Vendor Name – The name of the vendor you are purchasing the request from.

Amount – The total amount of the requisition.

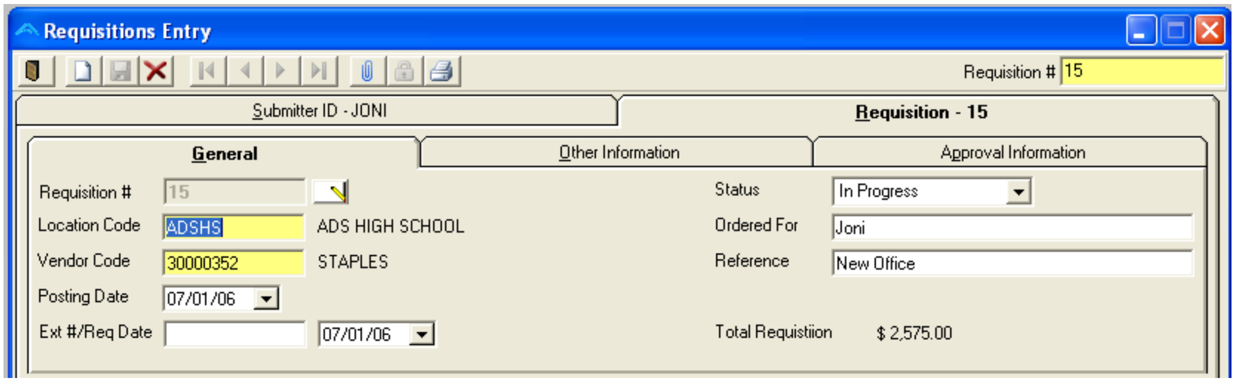
Requisition Tab

The requisition tab is broken down into 4 sections: General tab, Other Information tab, Approval Information tab and the Line Items grid.

When entering a requisition, you will need to enter the information on the General tab and the Line Items grid. You may also need to adjust information on the Other Information tab.

To view the progress of a submitted requisition, you will click on the Approval Information tab.

General Tab



Requisition # 15

Requisition # 15

Location Code ADSHS ADS HIGH SCHOOL

Vendor Code 30000352 STAPLES

Posting Date 07/01/06

Ext #/Req Date 07/01/06

Status In Progress

Ordered For Joni

Reference New Office

Total Requistiion $ 2,575.00

Requisition # – This is a read only field. The requisition # will automatically be assigned when the requisition is saved for the first time. This is an internal number within ProFund.

Notes – Click on this icon to enter notes that pertain to this requisition as a whole (notes can also be added for each line item entered). Notes can be used to provide additional information to the approver(s) concerning this requisition. Once notes have been added to the requisition, the icon will appear as . You may also review notes from approver(s) concerning this requisition. This is most helpful if the requisition has been returned or rejected.

Location Code – Enter (or Quick Pick) the location this request is coming from. Note: you must be an authorized user of this location code to be able to enter a requisition for this location. Authorized users are maintained by the central office.

Description – This is a read only field and represents the description of the location code entered.

Vendor Code – Enter (or Quick Pick) the vendor code this request is for. Your central office will determine if this is a required field. If this is not required, the central office will enter vendor codes when the requisitions are generated into a purchase order.

Vendor Name – This a read only field and represents the name of the vendor entered in the previous field.

Posting Date – Enter the date this requisition is being requested for. This is the date that pre-encumbrance amounts will be posted. This date MUST be within the fiscal year entered on the previous screen.

Ext # / Req Date – Enter External # and requisition date for this requisition. The external number is optional and user defined.

Status- Enter the status of this requisition. The status will default to In Progress. For a requisition to be saved to Submit for Approval, all lines within this requisition must have a Submit for Approval status. Once a requisition is saved as Submit for Approval, it begins down all appropriate approval paths.

1. In Progress – Select In Progress if you are not ready to submit the requisition for approval. Any requisition that is set to In Progress will NOT be sent through the approval path until the status is changed to Submit For Approval and saved.

2. Submit for Approval – Select Submit for Approval if all lines are set to Submit for Approval and you are ready for the requisition to be processed through all applicable approval paths.

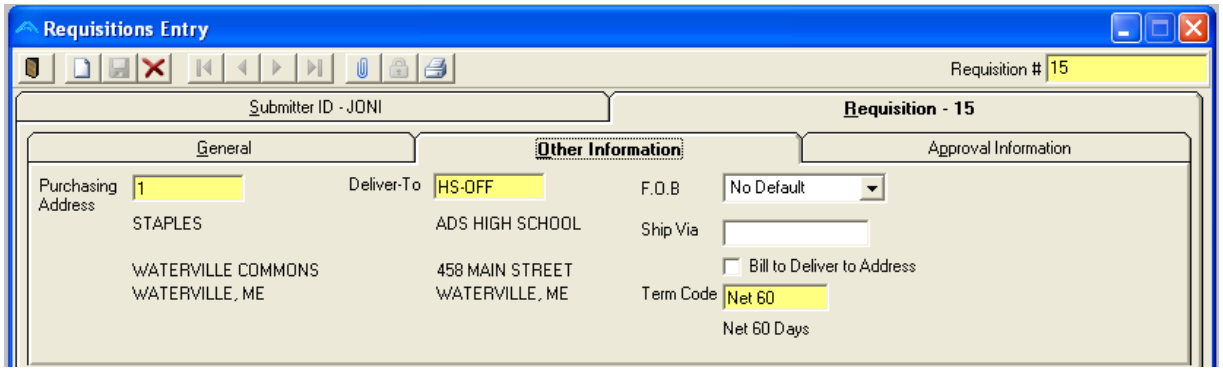
Ordered By – Enter the name of the person who is requesting this requisition, most of the time this will be your name. However, if an administrative person is entering requisitions for many people, the ordered by would be who is requesting the order, not who is actually entering the requisition.

Reference – Enter a description for this requisition.

Total Requisition – This is a read only field that will display the total amount of all requisition lines. As you enter and/or delete lines, this amount will be updated.

Other Information Tab

Information on this tab will default to predefined codes based on the vendor code and/or location code entered on the General tab.



Requisition # 15

Purchasing Address 1
STAPLES
WATERVILLE COMMONS
WATERVILLE, ME

Deliver-To HS-OFF
ADS HIGH SCHOOL
458 MAIN STREET
WATERVILLE, ME

F.O.B No Default
Ship Via
☐ Bill to Deliver to Address
Term Code Net 60
Net 60 Days

Purchasing Address – Enter (or Quick Pick) the Purchasing Address for this Vendor. If a vendor code is entered on the General tab, the default purchasing address for this vendor will be displayed here. If you are not required to enter a vendor code, this field will be optional.

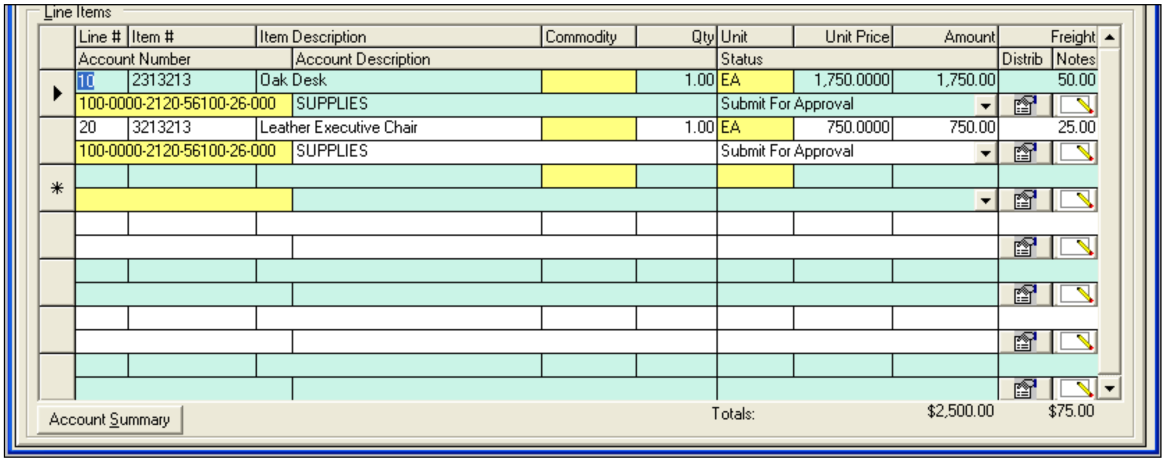
Deliver-To – Enter (or Quick Pick) the Deliver-To address for this requisition. The default deliver to address for the location entered on the General tab will be displayed here.

F.O.B. – Select F.O.B. from the dropdown. Choices are No Default, Shipping Point, or Destination. Most vendors only allow FOB from shipping point. If you are unsure, select No Default.

Ship Via – Enter Ship Via. Entry may be up to 20 characters. For example, UPS, Fed Express, or USPS. This field is optional.

Term Code – Enter (or Quick Pick) the appropriate Term Code for this distribution. . If a vendor code is entered on the General tab, the default term code for this vendor will be displayed here. If you are not required to enter a vendor code, this field will be optional.

Line Items Grid



Line Items

Line #	Item #	Item Description	Commodity	Qty	Unit	Unit Price	Amount	Freight
Account Number		Account Description			Status		Distrib	Notes
10	2313213	Oak Desk		1.00	EA	1,750.0000	1,750.00	50.00
100-0000-2120-56100-26-000		SUPPLIES			Submit For Approval			
20	3213213	Leather Executive Chair		1.00	EA	750.0000	750.00	25.00
100-0000-2120-56100-26-000		SUPPLIES			Submit For Approval			
					Totals:		$2,500.00	$75.00

Line # - Enter the Line # for the requisition item. If you tab off this field without entering line #, a default line # will appear. This default line # begins at 10 and is incremented by 10 for each additional line. Line items will appear on the purchase order in the order of this line #.

Item # - Enter the vendor's Item #. Your central office will determine if this is a required field during the setup process.

Item Description – Enter description for the Item. Your central office will determine if this is a required field during the setup process.

Commodity – Enter (or Quick Pick) a commodity code for this item. Your central office will determine if commodity codes are used within your organization. Typically, commodity codes are used for items that need to be approved for non-monetary reasons. For example, if you request a computer, your organization's technician may need to approve the request for compatibility reasons.

Qty – Enter the quantity of for the item requested.

Unit – Enter (or Quick Pick) the unit code for this Item. Your central office will define the unit codes to be used.

Unit Price – Enter the price per unit of this item.

Amount – This is a read only field that displays the amount for this line. This is calculated by multiplying the quantity by the unit price.

Freight – Enter the cost of freight for this item, if applicable.

Account Number – If this line is to be distributed to one account number, enter (or Quick Pick) the General Ledger account number here. To repeat the account number in the previous line, press the F9 key.

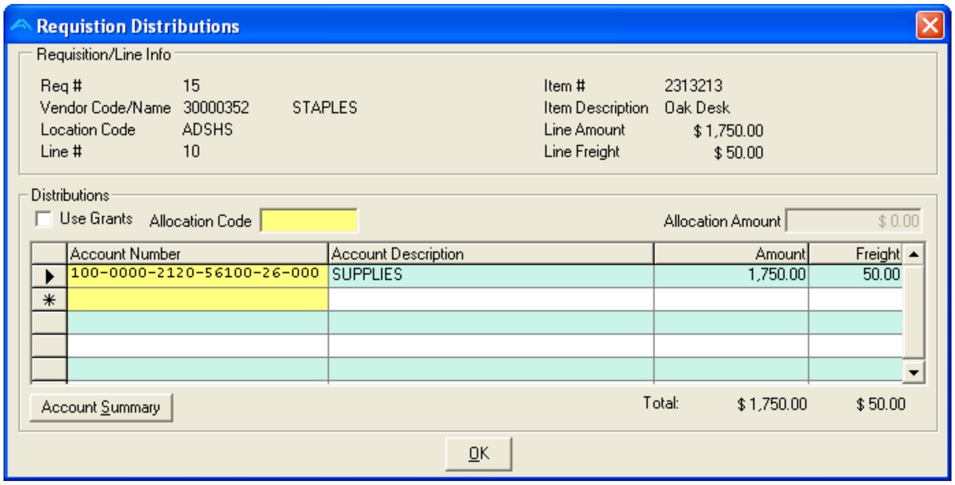
If this line item is to be distributed to multiple account numbers, you will leave this field blank. See the Distrib field below for information on distributing to multiple account numbers.

Account Description- This is a read only field and displays the description of the account number entered in the previous column. If multiple account numbers have already been entered for this line, then this field will display ‘Multiple Distributions’.

Status – Enter the status of this line. The status will default to Submit for Approval.

1. In Progress – Select In Progress if you are not ready to submit the line for approval.
2. Submit for Approval – Select Submit for Approval if line is ready to be submitted.

Distrib – Clicking this button will launch the Requisition Distributions screen. This screen is used when a line item needs to be distributed to more than one account number or grants and tasks are needed.



Requistion Distributions

Requisition/Line Info

Req # 15
Vendor Code/Name 30000352 STAPLES
Location Code ADSHS
Line # 10
Item # 2313213
Item Description Oak Desk
Line Amount $ 1,750.00
Line Freight $ 50.00

Distributions

☐ Use Grants Allocation Code
Allocation Amount $ 0.00

Account Number	Account Description	Amount	Freight
100-0000-2120-56100-26-000	SUPPLIES	1,750.00	50.00
	Total:	$ 1,750.00	$ 50.00

Requisition/Line Information – The top portion of this screen displays the requisition and line information that you are distributing.

Distributions Grid

Use Grants – Check this box if this line is to be distributed to a grant and task. Typically, this is used for expenses funded by special revenues.

Account Number – Enter (or Quick Pick) the account number this line is to be distributed to.

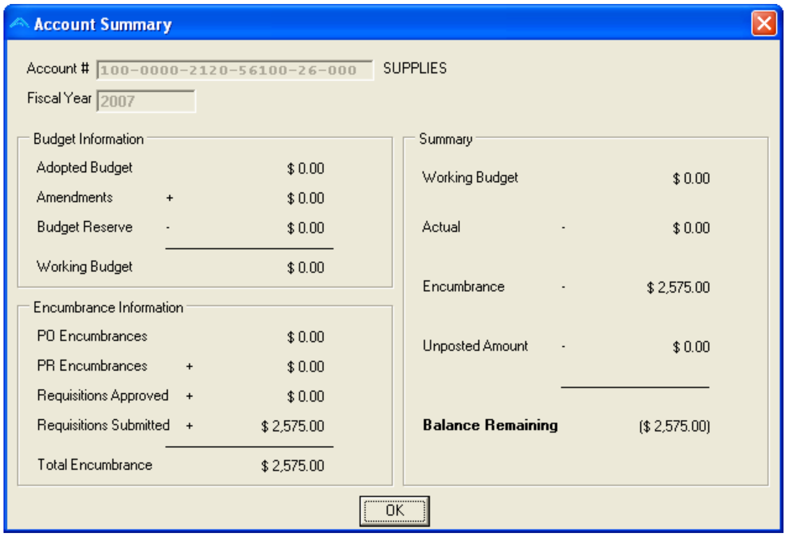
Account Description – This is a read only field and displays the description of the account number entered in the previous column.

Amount – Enter the amount of this line item that will be distributed to the account number entered in the first column. The line item cannot be saved to Submit for Approval until the total of all amounts in this grid equal the Line Amount displayed at the top of this screen.

Freight – Enter the freight amount of this line item. This amount will be distributed to the account number entered in the first column. The line item cannot be saved to Submit for Approval until the total of all freight amounts in this grid equal the Freight Amount displayed at the top of this screen.

Once all account numbers and their associated amount and freight have been entered, press the OK button to return to the Requisition Entry screen.

Account Summary – This screen can be launched from either the Line Items Entry grid or the Requisition Distribution screen. This screen displays budget, encumbrance, actual, and balance information for the account number highlighted within the grid. This is useful if you have received an over budget warning or error. It allows you to see the current balance of this account.



Account # 100-0000-2120-56100-26-000 SUPPLIES
Fiscal Year 2007

Budget Information

Adopted Budget		$ 0.00
Amendments	+	$ 0.00
Budget Reserve	-	$ 0.00
Working Budget		$ 0.00

Encumbrance Information

PO Encumbrances		$ 0.00
PR Encumbrances	+	$ 0.00
Requisitions Approved	+	$ 0.00
Requisitions Submitted	+	$ 2,575.00
Total Encumbrance		$ 2,575.00

Summary

Working Budget		$ 0.00
Actual	-	$ 0.00
Encumbrance	-	$ 2,575.00
Unposted Amount	-	$ 0.00
Balance Remaining		($ 2,575.00)

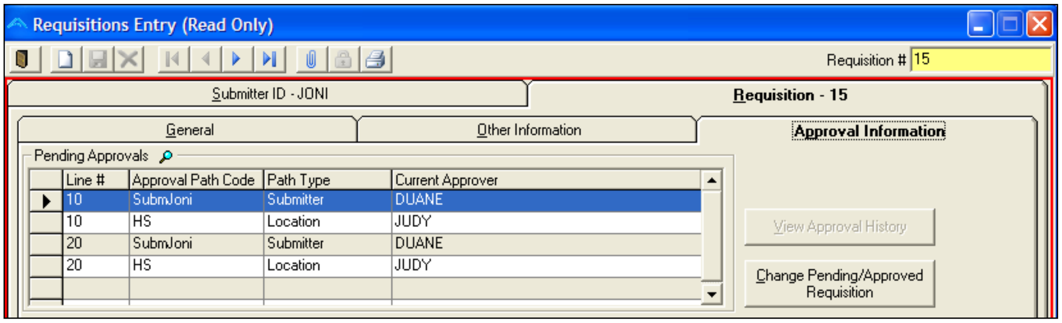
Requisitions Approved – The total of all approved requisitions with this account number is displayed here. This amount will be added into the encumbrance total and will subsequently figure into the balance remaining for this account number.

Requisitions Submitted – The total of all submitted requisitions with this account number is displayed here. If submitted requests are to be included in the budget checking for your organization, this amount will be added into the encumbrance total and will subsequently figure into the balance remaining for this account number.

Notes – Click on this icon ✎ to enter notes that pertain to this requisition line. Notes can be used to provide additional information to the approver(s) concerning this line item. Once notes have been added to this line, the icon will appear as ✎. You may also review notes from approver(s) concerning this line item. This is most helpful if the requisition line has been returned or rejected.

Approval Information Tab

Once a requisition is submitted for approval, individual lines for this requisition cannot be changed (as indicated by the red line around this screen). However, information for the current approval path(s) for all lines will be displayed on this tab. You may "pull" the requisition out of the approval path(s) using the Change Pending/Approved Requisition button as described below.



Requisition # 15

Pending Approvals

Line #	Approval Path Code	Path Type	Current Approver
10	SubmJoni	Submitter	DUANE
10	HS	Location	JUDY
20	SubmJoni	Submitter	DUANE
20	HS	Location	JUDY

Pending Approvals

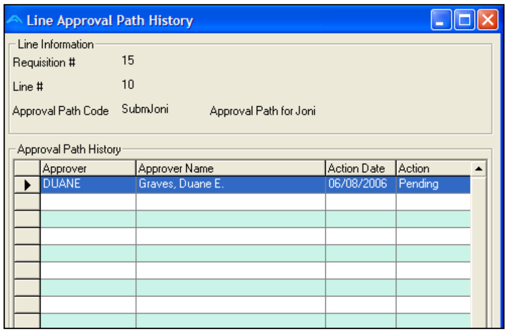
Line # - This is a read only field that will display the line # of the requisition.

Approval Path Code – This is a read only field that displays the current approval path code for the line # in the first column.

Path Type – This is a read only field that displays the path type of the approval path code in the previous column.

Current Approver – This is a read only field that displays the current approver within the approval path in the second column.

Pending Approval Drilldown 🔎 – You can launch the Line Approval Path History by double clicking on a row within the Pending Approval grid. This drilldown allows you to view the history of the approvals and/or returns for this line #/approval path combination.



Requisition # 15
Line # 10
Approval Path Code SubmJoni Approval Path for Joni

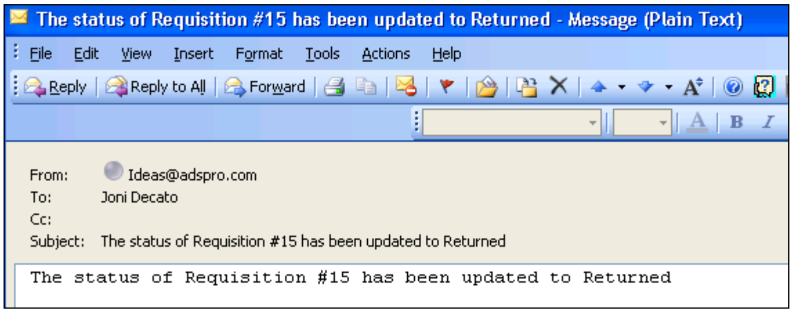
Approver	Approver Name	Action Date	Action
DUANE	Graves, Duane E.	06/08/2006	Pending

View Approval History – If a requisition has been approved, then the View Approval History button will be enabled and you will be able to view all of the approval paths that this requisition (and each line) was processed through.

Change Pending/Approved Requisition – You may "pull" a requisition out of the approval path(s). By clicking on this button, the requisition will be reverted back to an In Progress status. You may then make any changes to the requisition and re-submit for approval by setting the status to Submit For Approval. Once a requisition has been re-submitted, it will go through all approval paths from the beginning. It will not begin where the requisition left off when the requisition was pulled.

Email Notification

If your organization has Approval Notifications activated, you will receive an email each time the status of the requisition changes. This includes status changes to Approved, Returned, or Rejected. You will not receive an email when the requisition moves from one level in the approval path to another level. An example of an email notification appears below.


The status of Requisition #15 has been updated to Returned - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Reply
Reply to All
Forward

From: Ideas@adspro.com
To: Joni Decato
Cc:
Subject: The status of Requisition #15 has been updated to Returned

```
The status of Requisition #15 has been updated to Returned
```

Approval Paths

Approval Paths are created by the central office and determine who will approve requisitions that are entered through ProFund. One requisition can follow an unlimited number of approval paths. Your organization may need to get a financial approval from one path and a specifications approval from another path. Typically, computer hardware and/or software are items that not only need financial approval, but approval from you technical coordinator as well. Another example of multiple approval paths may be when purchasing hazardous materials. Again, you may need both financial approval as well as approval from your HAZMAT coordinator.

Path Types – Enter the type of path that will be used to define the approval path. Path type options:

1. The Account path type is used to approve requisitions based on the account number(s) entered for each line of the requisition. For example, you may wish to set up an approval path for requests made for the High School Math Department. To do this you could set up an account approval path with accounts that only relate to the High School Math Department. When a requisition is entered for one of these accounts, the requisition will automatically hit the approval path marked for the High School Math Department.
2. Commodity – The Commodity approval path is typically used for specification types of approvals. Technology items such as computers are a great example of using a commodity code approval path. When a computer is requested, not only will you need a dollar amount approval, you may also wish to have your technical coordinator review the request to make sure it is compatible with your current system.
3. Location – The Location path type is used to approve requisitions based on the location selected for each requisition. For example, you may wish to set up an approval path for requests made for the High School Location. To do this you could set up an account approval path with locations that only relate to the High School. When a requisition is entered for one of these locations, the requisition will automatically hit the approval path marked for the High School.

Submitter – The Submitter approval path is typically used for approvals based on the individual submitting the requisition for approval. This allows for a more specific approach when setting up approval paths.

Lower Limit – Lower limits may also be used within an approval path. Any request that would follow this approval path AND is equal to or less than the lower limit will automatically be approved. For example, you may have a lower limit of $50.00. Any requests that are $50.00 or less will be automatically approved. If you wish all requests to follow this approval path regardless of the cost, the lower limit would be defined as 0.00.

Level – Each approval path has levels of approvers. This defines what order the requisitions are reviewed.

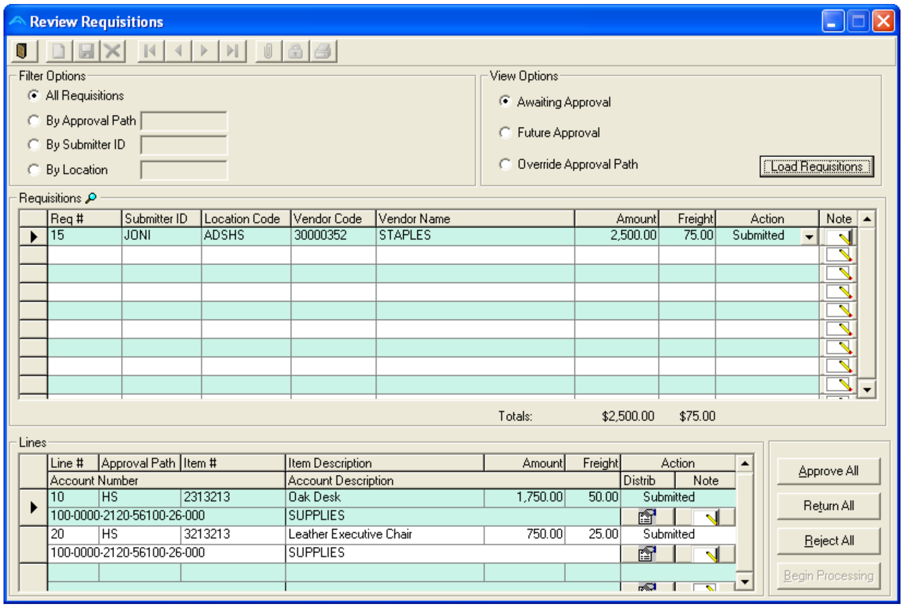
Level Required – If a level is defined as 'Required', then that approver defined for that level MUST review any request that is associated with that Approval Path.

Limit- Approval Paths may also be set up with amount limits at each level. If the requisition amount is greater than the approval limit of the approver, than the approver may approve the requisition at this level, but the requisition must continue down the path to be completely approved.

Review Requisitions

Go to Requisitions > Processing > Review Requisitions screen to review the requisitions. You will use this screen to review, return/reject, or approve requisitions.

You may review requisitions as a whole or line by line. Note that if you return or reject a line within a requisition, the entire requisition will be sent back to the submitter for revisions and the entire requisition will go through approval path beginning at the first level of the path.



Filter Options
● All Requisitions
○ By Approval Path
○ By Submitter ID
○ By Location

View Options
● Awaiting Approval
○ Future Approval
○ Override Approval Path

Requisitions

Req #	Submitter ID	Location Code	Vendor Code	Vendor Name	Amount	Freight	Action	Note
15	JONI	ADSHS	30000352	STAPLES	2,500.00	75.00	Submitted	

Totals: $2,500.00 $75.00

Lines

Line #	Approval Path	Item #	Item Description	Amount	Freight	Action	
Account Number			Account Description			Distrib	Note
10	HS	2313213	Oak Desk	1,750.00	50.00	Submitted	
100-0000-2120-56100-26-000			SUPPLIES				
20	HS	3213213	Leather Executive Chair	750.00	25.00	Submitted	
100-0000-2120-56100-26-000			SUPPLIES				

Filter Options – You may choose to filter down the requisitions you have waiting to be approved. This may be necessary if you have a large number of requisitions to review.

All Requisitions – Select this option if all requisitions should be displayed. This selection is the default.

By Approval Path – Select this option if only requisitions for a specific approval path are to be displayed. Once you have selected this option, you will be required to enter a valid approval path. This option will only be used if you are a member of multiple approval paths.

By Submitter ID – Select this option if only requisitions for a specific submitter ID are to be displayed. Once you have selected this option, you will be required to enter a valid submitter ID.

By Location – Select this option if only requisitions for a specific location are to be displayed. Once you have selected this option, you will be required to enter a valid location code.

View Options – As a secondary filter, you may also choose to view requisitions that are currently waiting your review, those that you will be reviewing in the future or those requisitions that you can review even though they are currently at a lower level.

1. Awaiting Approvals – Select this option if you would like to view and process all requisitions that are currently awaiting approval. This option is the default.
2. Future Approvals – Select this option if you would like to view all requisitions that will need your review in the future. These are requisitions that are currently at a lower level **and** the lower level is required (you may not override their approval). If an approver at a previous level is on vacation and/or is unable to review the requisition, then the central office will have to pull (or change) the approver for this level.
3. Override Approval Path – Select this option if you would like to view all requisitions that you the ability to override. These are requisitions that are currently at a lower level, but the level(s) are not required. If you approve this requisition, any previous levels will be skipped. This option is useful if an approver at a previous level is on vacation and/or is unable to review the requisition in a timely manner.

Load Requisitions – Once you have selected your filter options, click on the Load Requisitions button. All requisitions that meet the filtering criteria you selected will then be displayed in the Requisitions grid.

Requisitions Grid

This grid will list all of the requisitions that met the filtering criteria selected on the top portion of the screen. For each requisition listed in this grid, there will be one or more lines listed in the Line(s) grid on the lower portion of the screen. The lines displayed are associated to the requisition that is highlighted within the Requisitions grid.

Req # – This is a read only field that displays the requisition number.

Submitter ID – This is a read only field that displays the User ID of the person that has made the request.

Location Code –This is a read only field that displays the location code for the requisition listed in the first column.

Vendor Code – If the submitter entered a vendor code when creating the requisition, then the vendor associated with this requisition will be displayed here. Otherwise this column will be blank. Depending on how your central office set up the Requisitions module, the vendor code may or may not be required at the time the requisition is entered.

Vendor Name – This is a read only field displaying the name of the vendor code from the previous column.

Amount –This is a read only field indicating the total amount for this requisition.

Freight – This is a read only field indicating the total freight amount for this requisition.

Action – Requisition - When you first enter this screen, requisitions will either have a submitted or re-submitted status.

Submitted - This indicates that this is the first time this requisition has been through the approval path.

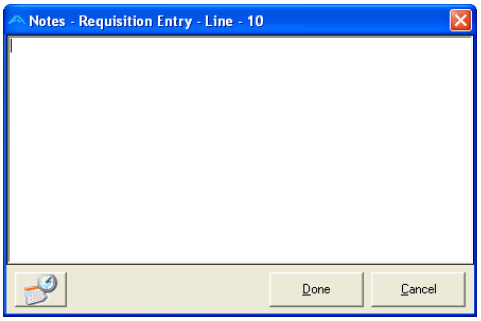
Re-submitted - This indicates that this requisition has been previously returned or rejected by an approver and the submitter has altered the requisition and re-submitted for approval. It could also mean that the submitter pulled the requisition out of the approval path at some point, altered the requisition and re-submitted for approval. You, as the approver, will select the appropriate action for this requisition as a whole. Keep in mind that you may not be the approver for ALL lines within the requisition. If this is the case, your action will only affect the lines that are within your approval path.

Approved – Select this option if you would like to approve this requisition. The requisition will then be sent to the next level of the approval path. If this is the last level, then requisition will be approved for this approval path. If all approval paths have been approved, then the requisition will be ready to be generated into a purchase order.

Rejected – Select this option if you would like to reject this requisition. If an entire requisition is rejected, it is sent back to the submitter, and CANNOT be edited by the submitter. If not all lines are rejected, then the requisition is sent back to the submitter and the submitter can choose to delete the rejected lines from the requisition and re-submit the remaining lines for approval..

Returned – Select this option if you would like to return this requisition. If a requisition (or any line within the requisition) is returned, then the entire requisition is sent back to the submitter. The submitter may choose to adjust the returned line(s) and resubmit the requisition for approval.

Notes – Click on this icon to enter notes that pertain to this requisition as a whole (notes can also be added for each line item entered). Notes can be used to provide additional information to the submitter concerning this requisition. It is HIGHLY recommended that notes are added for requisitions that have been rejected and returned. You may also review notes from the submitter concerning this requisition. Once notes have been added to the requisition (either by you or the submitter), the icon will appear as , indicating notes exist for this requisition. Clicking this button will launch the following Notes screen.



Lines

Line # –This is a read only field displaying the line # associated to the highlighted requisitions from the Requisitions grid.

Approval Path – This is a read only field displaying the approval path of the line #.

Item # – This is a read only field displaying the vendor’s item # for this line #.

Item Description – This is a read only field displaying the description of the vendor item in the previous column.

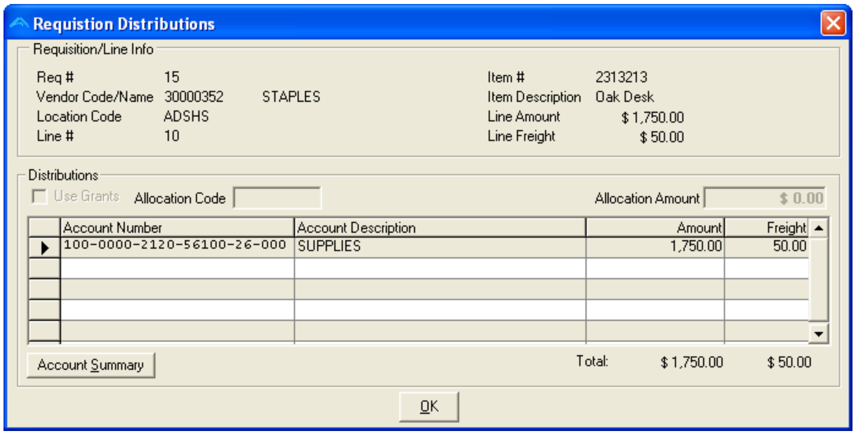
Amount – This is a read only field indicating the total amount for this line #.

Freight – This is a read only field indicating the total freight amount for this line #.

Account Number – This is a read only field displaying the account number used to distribute this line #. If multiple account numbers are used for this line #, this field will be blank.

Account Description – This is a read only field displaying the description of the account number in the previous column. If multiple account numbers are used for this line, this field will display ‘Multiple Distributions’.

Distrib – If multiple distributions are associated to this line, they can be viewed by clicking on this button. The following read only screen will appear.



Req # 15
Vendor Code/Name 30000352 STAPLES
Location Code ADSHS
Line # 10
Item # 2313213
Item Description Oak Desk
Line Amount $ 1,750.00
Line Freight $ 50.00

☐ Use Grants Allocation Code
Allocation Amount $ 0.00

Account Number	Account Description	Amount	Freight
100-0000-2120-56100-26-000	SUPPLIES	1,750.00	50.00

Total: $ 1,750.00 $ 50.00

Action – Lines – When you first enter this screen, lines will either have a submitted or re-submitted status.

Submitted – This indicates that this is the first time this line has been through the approval path.

Re-submitted – This indicates that this line has been previously returned or rejected by an approver and the submitter has altered the line and re-submitted for approval. It could also mean that the submitter pulled the requisition out of the approval path at some point, altered the line and re-submitted for approval.

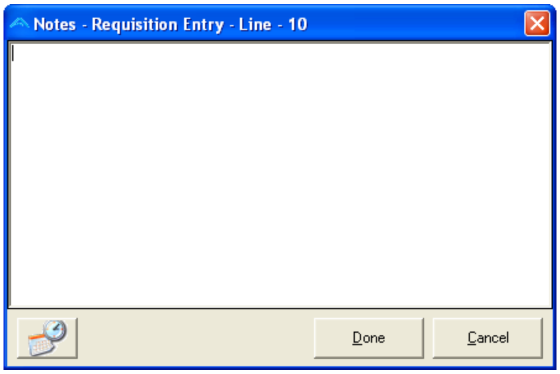
You, as the approver, may choose to select the appropriate action on a line by line basis.

Approved –Select this option if you would like to approve this line. The line will not be sent to the next level of the approval path until all lines within the requisition are set to approved.

Rejected – Select this option if you would like to reject this line. If an entire requisition is rejected, it is sent back to the submitter and CANNOT be edited by the submitter. If not all lines are rejected, then the requisition is sent back to the submitter and the submitter can choose to delete the rejected lines from the requisition and re-submit the remaining lines for approval..

Returned – Select this option if you would like to return this line. If any line within the requisition is returned, then the entire requisition is sent back to the submitter. The submitter may choose to adjust the returned line(s) and resubmit the requisition for approval.

Notes – Click on this icon to enter notes that pertain to this line. Notes can be used to provide additional information to the submitter concerning this requisition. It is HIGHLY recommended that notes are added for lines that have been rejected and returned. You may also review notes from the submitter concerning this requisition. Once notes have been added to the line (either by you or the submitter), the icon will appear as , indicating notes exist for this line. Clicking this button will launch the following Notes screen.



Approve All – Select this button to set the action for all requisitions in the grid to Approved.

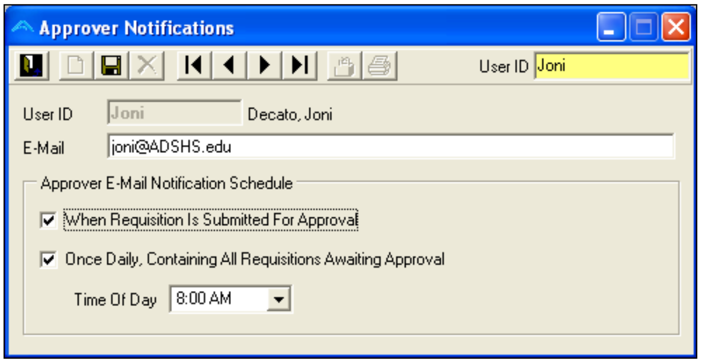
Return All – Select this button to set the action for all requisitions in the grid to Returned.

Reject All – Select this button to set the action for all requisitions in the grid to Rejected.

Begin Processing – Select this button to process all requisition actions (Approved, Returned or Rejected).

Approval Notifications

This screen is used to define when email notifications will be sent to you, the approver. Approval notifications are only available if they have been activated by the central office. For each approver listed within an approval path, an approver notification email must be set up.



User ID Joni

User ID Joni Decato, Joni

E-Mail joni@ADSHS.edu

Approver E-Mail Notification Schedule

☑ When Requisition Is Submitted For Approval

☑ Once Daily, Containing All Requisitions Awaiting Approval

Time Of Day 8:00 AM

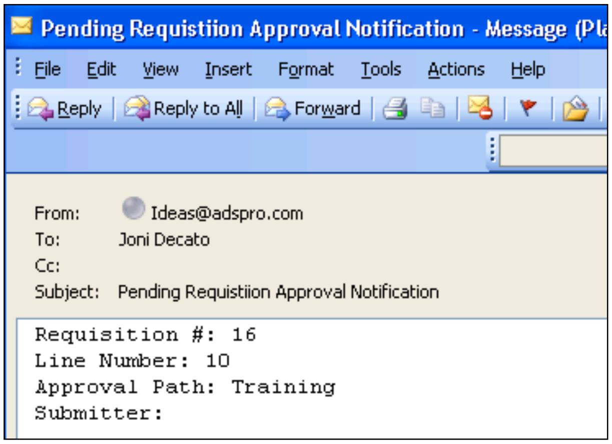
User ID – Enter (or Quick Pick) the User ID of the approver that you wish to define.

E-Mail – Enter the email address of the approver in the previous field. This is where all notifications will be sent.

Approver E-Mail Notification Schedule – There are two options for receiving notification that a requisition is awaiting your approval. You can select either of the options or both of the options.

When Requisition is Submitted For Approval – If you would like to receive an email when each requisition is submitted for your approval, you will check this option.

1. Once Daily, Containing All Requisitions Awaiting Approval – If you would like receive an email once a day for ALL requisitions that are waiting for their approval, you will check this option. Note if you check both options, you will receive an email when the requisition has been submitted for approval and another email at the time of day selected below.
2. Time Of Day – If the last option is checked, you must enter the time of day you wish to receive the email. An approval notification will be similar to the following:

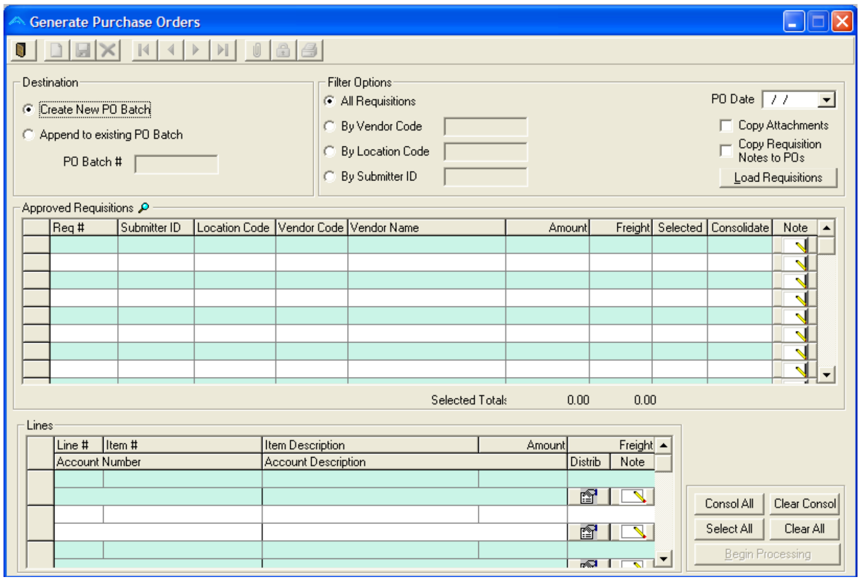

Pending Requistiion Approval Notification - Message (Pl
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward

From: Ideas@adspro.com
To: Joni Decato
Cc:
Subject: Pending Requistiion Approval Notification

```
Requisition #: 16
Line Number: 10
Approval Path: Training
Submitter:
```

Generate Purchase Orders

To generate Purchase Orders go to the Requisitions > Processing > Generate Purchase Orders screen. This screen is used to generate purchase orders from approved requisitions.


Generate Purchase Orders
Destination
Create New PO Batch
Append to existing PO Batch
PO Batch #
Filter Options
All Requisitions
By Vendor Code
By Location Code
By Submitter ID
PO Date
Copy Attachments
Copy Requisition Notes to POs
Load Requisitions
Approved Requisitions
Req #
Submitter ID
Location Code
Vendor Code
Vendor Name
Amount
Freight
Selected
Consolidate
Note
Selected Total:
Lines
Line #
Item #
Item Description
Amount
Freight
Account Number
Account Description
Distrib
Note
Consol All
Clear Consol
Select All
Clear All
Begin Processing

Destination: ● Create New PO Batch

Filter Options: ● All Requisitions

PO Date: / /

Selected Total: 0.00 0.00

Destination Options – Select how the requisitions will be processed into purchase order batches.

Create New PO Batch – Select this option if requisitions will be generated into a new PO Batch. This option is the default.

Append to Existing PO Batch – Select this option if requisitions will be generated into an existing PO Batch. The PO Batch # entered must have a status of In Progress.

Filter Options – Select what requisitions will be generated into purchase orders.

All Requisitions – Select this option if all requisitions should be displayed. This selection is the default.

By Vendor Code – Select this option if only requisitions for the chosen vendor code are displayed.

By Location Code – Select this option if only requisitions for the chosen location code are displayed.

By Submitter ID – Select this option if only requisitions for the chosen submitter ID are displayed.

PO Date – Enter the date you would like to print on the purchase order. Note: This is NOT the date the purchase order will be posted/encumbered to General Ledger.

Copy Attachments – Check this box if you would like documents/files that were attached to the requisition to be copied to the purchase order.

Copy Requisition Notes to Pos – Check this box if you would like notes that were entered for the requisition to be copied to the purchase order.

Approved Requisitions – The information within this grid consists of existing requisitions available to be generated into a purchase order.

Requisition # (Read Only) – The Requisition # available to be generated into a purchase order is displayed here.

Submitter ID (Read Only) – The submitter ID of the requisition is displayed here.

Location Code (Read Only) – The Location Code for this requisition # is displayed here.

Vendor Code – Enter (or Quick Pick) the Vendor Code for this requisition #. There may already be a vendor code displayed if a vendor code was entered during the requisition entry. The vendor code may be changed at any time.

Vendor Name (Read Only) – The Name of the vendor code is displayed here.

Amount (Read Only) – The total amount of this requisition # is displayed here.

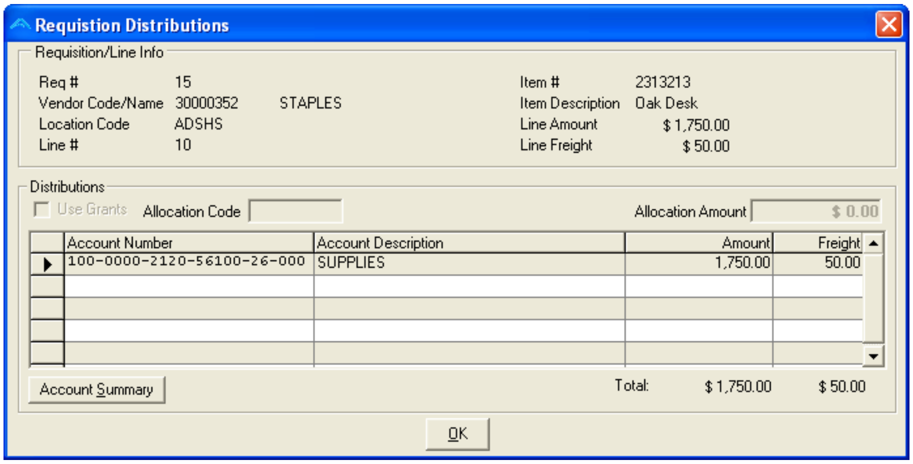
Freight (Read Only) – The total freight amount of this requisition # is displayed here.

Selected – Check this field if this requisition should be generated into a purchase order.

Consolidate – Check this field if this requisition should be consolidated into other requisitions to be generated into one purchase order. In order for requisitions to be consolidated, the requisitions must have the same Vendor Code, Location Code, Deliver To Address, Posting Date, Purchasing Address, Term Code, and Ship Via.

Lines – The information within this grid represents all of the lines within the requisition highlighted in the requisitions grid. No changes may be made to this grid.

Distrib – Clicking this button will launch the account distribution screen. This is used only when a line item needs to be distributed to more than one account number.

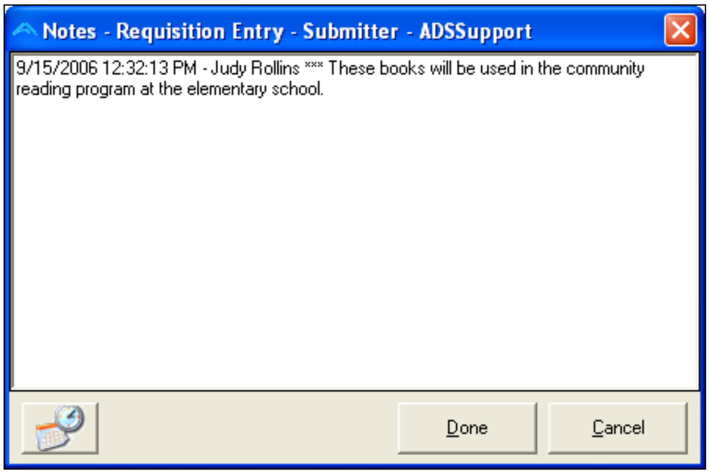


Req #	15		Item #	2313213
Vendor Code/Name	30000352	STAPLES	Item Description	Oak Desk
Location Code	ADSHS		Line Amount	$ 1,750.00
Line #	10		Line Freight	$ 50.00

☐ Use Grants Allocation Code Allocation Amount $ 0.00

Account Number	Account Description	Amount	Freight
100-0000-2120-56100-26-000	SUPPLIES	1,750.00	50.00
	Total:	$ 1,750.00	$ 50.00

Notes - **Click on the note icon to view/enter notes that pertain to this requisition as a whole. The appearance of the icon changes once notes have been added. Click on the Date/Time stamp icon to insert the current Date, Time and user Name.**



9/15/2006 12:32:13 PM - Judy Rollins *** These books will be used in the community reading program at the elementary school.

Consol All – Select this button to select all requisitions that have been marked as Selected to be consolidated into one purchase order.

Clear Consol – Select this button to clear all requisitions that have been marked for consolidation.

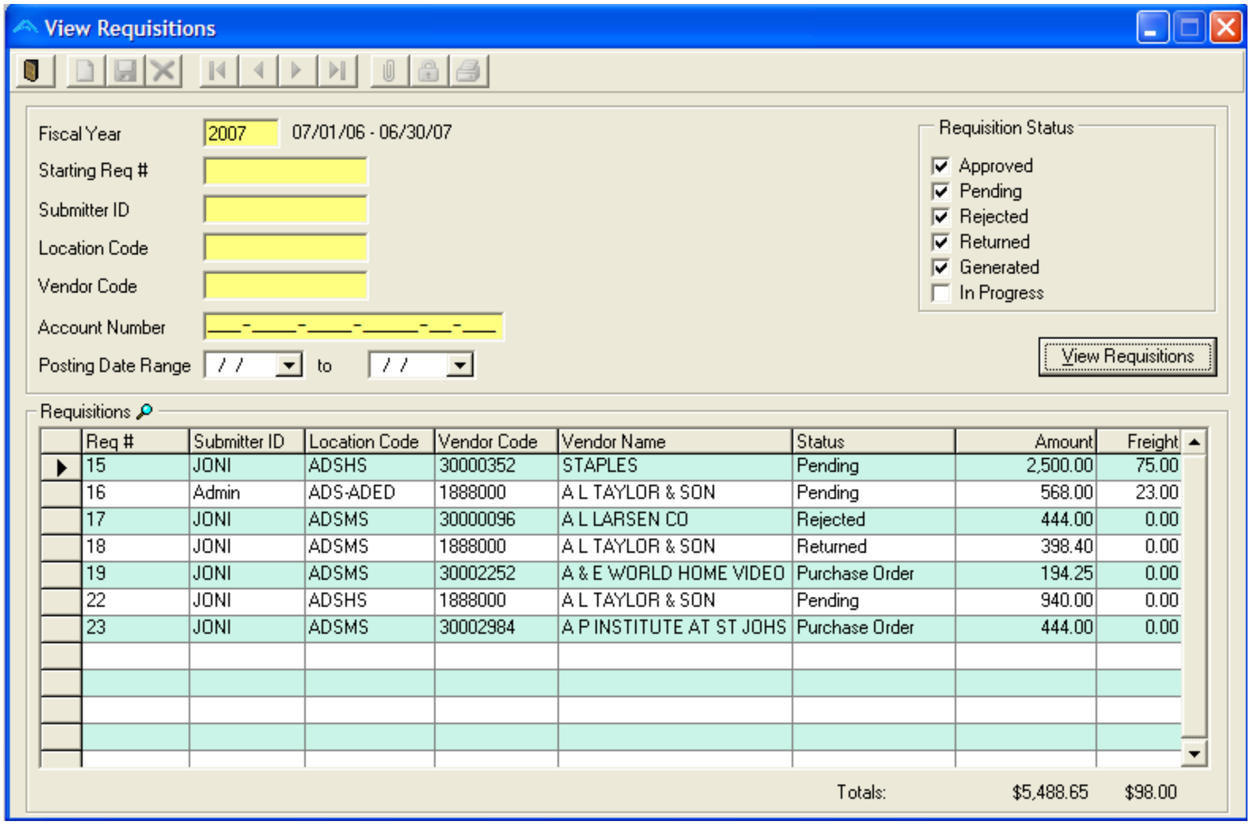
Select All – Select this button to select all requisitions to be generated into a purchase order.

Clear All – Select this button to clear all requisitions that have been marked for selection.

Begin Processing – Select this button to generate selected requisitions into purchase orders. Additionally, consolidate marked requisitions into one purchase order.

View Requisitions

Go to the Requisitions > View Requisition History screen to view the requisitions. Use the filter options to narrow your search as needed.



Fiscal Year 2007 07/01/06 - 06/30/07

Starting Req #

Submitter ID

Location Code

Vendor Code

Account Number ___-____-____-_____-__-___

Posting Date Range / / to / /

Requisition Status

- ☑ Approved
- ☑ Pending
- ☑ Rejected
- ☑ Returned
- ☑ Generated
- ☐ In Progress

Requisitions

Req #	Submitter ID	Location Code	Vendor Code	Vendor Name	Status	Amount	Freight
15	JONI	ADSHS	30000352	STAPLES	Pending	2,500.00	75.00
16	Admin	ADS-ADED	1888000	A L TAYLOR & SON	Pending	568.00	23.00
17	JONI	ADSMS	30000096	A L LARSEN CO	Rejected	444.00	0.00
18	JONI	ADSMS	1888000	A L TAYLOR & SON	Returned	398.40	0.00
19	JONI	ADSMS	30002252	A & E WORLD HOME VIDEO	Purchase Order	194.25	0.00
22	JONI	ADSHS	1888000	A L TAYLOR & SON	Pending	940.00	0.00
23	JONI	ADSMS	30002984	A P INSTITUTE AT ST JOHS	Purchase Order	444.00	0.00
					Totals:	$5,488.65	$98.00