Quick Reference Sheet
Requisitioning

Description: The following guide demonstrates how to raise a requisition, send it for approval, make amendments and print and release the requisition when approved. This guide is suitable for users with a Purchasing role in Finance One.

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Open a New Requisition

To open a new requisition, make sure you are in your allocated Purchasing role. Click on the Requisitions tab then “AP Supplier Requisition” in the left hand task pane.
The Requisition Sections

The following sections of the requisition will be discussed:

Requisition Header

The header contains the details of who you will be ordering from, expected delivery dates and your department’s information. Complete the header with as much detail as possible:

1. Defaults to CUT for Curtin
2. Enter the suppliers account number (if known) or search for it using the search function.
3. The supplier name populates when the supplier account number is entered.
4. Comments entered here will appear on the bottom of the Purchase Order.
5. Enter your School/Area and Department/Group here. Search if not known.
6. Enter room number as well if possible to facilitate delivery.
7. Enter as much detail as possible to facilitate delivery.
8. For your area only.
9. Will be system generated when the requisition is saved or sent for approval.
10. Sub-location defaults to Curtin.
11. The default due date is populated from the supplier details stored in Finance One.
12. If the supplier has given a quote number, enter it here (maximum 10 characters).
13. Defaults from the supplier details stored in Finance One.
Requisition Lines

The Requisition Lines capture all of the financial details relating to requisition. Don’t forget to tab through the columns

1. Enter the description of the goods/services you will be purchasing. There is a maximum of 40 characters. See “Additional Line Text and Comments” to add more characters if necessary.
2. Standard practice is to use Service as only total amount needs to be entered. If Goods is selected then the quantity ordered and total amount needs to be entered.
3. Select the appropriate GST code.
4,5,6 The amounts entered in these fields are dependent on whether you have selected “Goods” or “Services” in the Service Type column.
7. The due date is populated from the requisition header.
8. The Ledger Code defaults to GL.
9. Enter the account number if known or use the search function.
10. The order dissection applies only if the cost is being spread over a number of accounts.
11. The line ID is the number of the line (includes deleted lines in the number).
12. This area is not used.
13. Deselect this tick box if the requisition is being dissected.

Line Details

The Line Detail section offers an alternative way to enter the information entered into the Requisition Lines section. Data entered into the requisition line section will populate to the line detail area and vice versa.

Note: Quotation Line ID and Work Package Code are not used.
**Additional Line Text and Comments**

You can add additional information about the product/service in the additional line text and comments section. The Line Comment and Additional Line Text will print below the description line on the purchase area.

**Settings**

The settings section provides information on the requisition. Relevant information is:

- **Requisition Type:**
  - **Usage:**
    - Blanket: Used for contracted goods or services where 1. The value is agreed 2. The term of contract is agreed 3. Delivery is either scheduled or predetermined as to total value or quantity.
    - Standing: Not used
    - Standard: One off purchase

Amounts are GST: This setting will apply to the whole order, not just the requisition line.
Supplier Address

The default supplier address populates from the requisition header. You can change the address in this section if required by clicking on the magnifying glass and selecting an alternative address.

Attachments

Add any document relevant to the purchase in the attachments area. Use the toolbar on the right hand side to add files, URL’s, an image or a sticky note. You can also email your attachments using the toolbar.
The Task Pane

The contents of the task pane on the left hand side of the work area will change depending on what window you are operating in. When creating a new requisition you will have the following displayed:

The details area provides a summary of the requisition.

You can create a new requisition by clicking on the “Blank AP Supplier Req” link.

You can select to either save the requisition or send it for approval.

Click on the links here as an alternative way to open the Requisitions sections.
Retrieve, Amend or Delete a Requisition

To amend or delete a requisition, retrieve it by clicking on the link in the Requisition tab. Note that the system defaults to retrieve your requisitions. You can change the search criteria if required. If you do not see the screen below click on “close” until either the screen displays or a link to “load home page functions appears”.

You can amend any area of the requisition that is not shaded. Use the links in the Actions to Perform task pane to action the requisition:

- You can access workflow details if you have the right access
- Save your changes when done if you don’t want to submit for approval.
- Submit for approval once your changes have been made.
- Delete the document
- This option is not used.
Approval Process

Send Requisition for Approval

In the Requisition Tab with the Requisition open, select “Submit for Approval”. In the dialogue box enter the details of the approver and any message to them and click OK:

The Requisition now enters the Finance One Workflow system and a confirmation message appears:

The approver will be sent an email saying the requisition is waiting for approval. Once the requisition has been actioned you will be sent an email advice.

If the requisition has been approved you can then release and print it (see the next section).

If the requisition has been rejected you can retrieve the requisition, fix the issue and resend for approval.

Requisition Status

The status of the requisition will change as it progresses through the workflow:

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspended</td>
<td>The requisition has been sent for approval or has been saved for further input</td>
</tr>
<tr>
<td>Accepted</td>
<td>The requisition has been approved and is waiting to be released</td>
</tr>
<tr>
<td>Released</td>
<td>The requisition has completed the approval process and is now a purchase order</td>
</tr>
</tbody>
</table>
Orders Release and Print

Once the requisition has been approved you need to release and print it, thus converting the requisition to a Purchase Order.

In the "Orders Release and Print" tab, retrieve the requisition you wish to print. Use the search function if you do not know the requisition number:

Select the check box next to the requisition you wish to action and click on the “Release and Print Selected Orders” link in the task pane:
In the Document Transmission (Maintenance) window, select the Processing Option to “Run job on this computer” and in the Transmission Method deselect “Print” and select “Window”. Then click OK.

![Document Transmission (Maintenance) window]

The requisition is now a Purchase Order and is displayed on the screen for you to action.

**Re-Print Orders**

To reprint a Purchase Order, select the “Re-print Orders” tab. Retrieve the order, select it by clicking in the box at the beginning of the line and click “Re-Print Selected Orders” in the Task Pane. Select the same criteria as above in the Document Transmission window.