Revised 08/04/22 jce

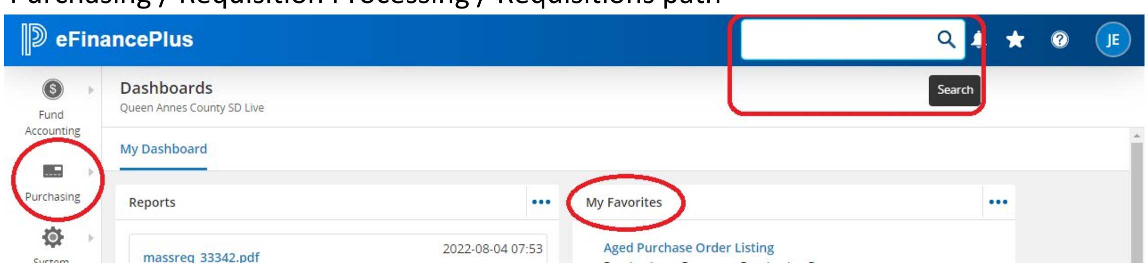
REQUISITIONS – Updated 20.11 Instructions

(Note: It is best to use the *[Tab ↹]* key when entering the requisition.)

- **Recommended browser is Google Chrome:** https://start.spihost.net/
- **Username Format = qacXXX1234 (XXX = your initials, 1234 = your employee #)**
- **Use Next Year Requisition Listing for entering requisitions prior to July 1.**
- **Use Requisition Listing for entering requisitions after July 1.**
- **You may need to re-enter your Username/User ID and Password for this system.**
- **Use Ctrl+F (hold down the control key and tap f) to search for keywords within this document.**
- **Requisitioners (enterers) are not done with your req/PO until it is marked "<u>received</u>" in eFinancePlus. It is your responsibility to make sure that your PO has made it thru the system and been received by the vendor. Please let us know if you need assistance. We have introduced a new procedure so that the transmission details are noted, scanned and attached to the PO (Purchase Order Listing) for your convenience. The transmission details will include how and when the PO was sent to the vendor. Additional information on this can be found in section VI.**
- **eFinance/WFAdmin (workflow) emails are sent to the email address that your Direct Deposit Statements are sent. At this time, the system does not allow 2 emails addresses.**

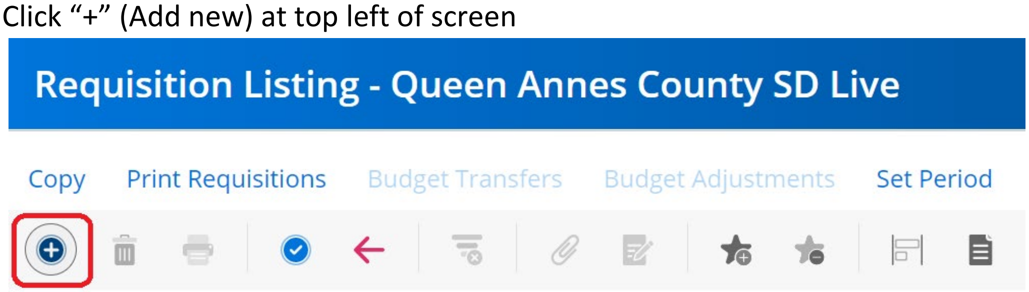
I. Requisition Listing

a. Go to "Requisition Listing" – this can be accessed through the *My Favorites* screen on the home page <u>**or**</u> typing "Requisitions" into the search bar <u>**or**</u> Purchasing / Requisition Processing / Requisitions path



b. To Enter New Requisitions (to eventually become POs)

i. Click "+" (Add new) at top left of screen



ii. Requisition—No entry; will automatically number (make note of this number for your reference)

iii. Approval Group—Click on drop down

        1. Scroll to your school—pick appropriate approval group, usually based on funding source

iv. Requested—No entry—today's date will automatically fill

v. Required—Not necessary, but can be completed if needed by a certain date (however, not guaranteed that vendor will observe)

vi. Vendor—Type vendor number or click magnifying glass (Browse)

        1. New screen—click on "Search" to see all vendors OR in "Search Name" field enter name of vendor OR vendor name keyword using * as a wild card (e.g. ***office***) and click "Search"
        2. Select Vendor—double-click OR highlight & click the "Accept/Enter" button (check mark inside blue circle). (Note: If Vendor name displays "**<u>USE VNDR #12345,</u>**" please use the vendor number provided. This means the vendor number you have selected is no longer in use. However, it must be maintained in the system so we don't lose the vendor's records and historical data.)
        3. If you cannot find vendor in listing, must contact Finance at finance@qacps.org or 410-758-2403 x228 (currently Katrina Gascot).

vii. Check "Add Attachment?" box if you plan to add an attachment (i.e. quote, proposal, contract, yellow board approval sheet for POs over $25K, etc.). Checking this box will result in a prompt to upload your attachment when you complete your requisition entry and click the "Save" or "Save in Progress" icons ( ).

viii. Freight—usually left blank

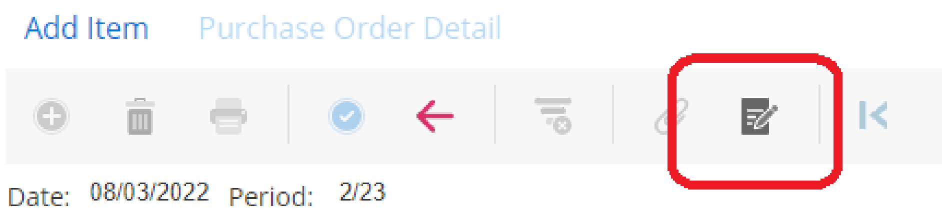
ix. **Comments**—use this space to indicate how you would like your PO transmitted to the vendor in the event that it is not automatically emailed by eFinancePlus – <u>limited to approximately 25 characters and one line</u> (e.g. 10-digit phone/fax numbers without dashes PXXXXXXXXXX FXXXXXXXXXX OR email address OR do not fax). Note: When entering requisitions, this section is called "Comments." When the PO prints, this same section prints as "DESC."

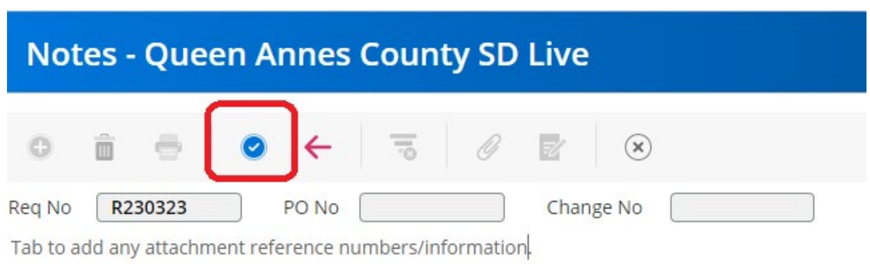
x. Buyer—School initials then your initials (e.g. BOEXXX). Note: If you keep this format consistent, you will easily be able to search and locate your requisitions in the system.

xi. Attention—Usually Teacher or Supervisor's name (attention person for delivery)

xii. Ship To—Select School/Location

xiii. Add **Notes** at top of screen if applicable and click the "Accept/Enter" button (check mark inside blue circle) once complete to save your notes (i.e. **Quote #**, Proposal #, Invoice # when necessary, coupon code, "Do Not Exceed $XXXX"). If a Quote # or any reference number is applicable, it **MUST** appear in this section. If there is a quote but no official quote number, please enter any information possible that is listed on the quote (possible examples = date of quote or name of sales person that provided the quote). Quick note about invoices being attached to requisitions - theoretically, they should not be attached to requisitions because the requisition/purchase has not been approved for an order to be placed that generated an invoice. Please consider if a Request for Check would be more appropriate than a requisition. In the event that you are entering a requisition for an invoice that you already have, please add the invoice number in the notes section and forward a copy of the invoice to AP indicating the PO number after the PO has been fully approved (and make sure it has been "received" in the system. AP cannot pay invoices until they are received in the system.





c. Line Items
   i. Commodity—No entry *[Tab ↹]*
   ii. Stock Number—No entry *[Tab ↹]*
   iii. Bid Item—Blank unless Bid *[Tab ↹]*
   iv. **Fixed Asset—Equipment > $1,000.00**
   v. Description—Ordering Detail (item number, ISBN number, see attached, etc.)
   vi. Measure—BX, EA, JB, etc. (max of 3 characters)
   vii. Quantity—Enter number to be ordered
   viii. Unit Price—Enter how much each measure costs
   ix. Extended Amount—Will automatically fill
   x. Discount Percent—If vendor is offering a discount as a percent
   xi. Trade/Discount—Can put in dollar amount or will automatically fill if Discount Percent was entered
   xii. Tax Total—No entry (DO NOT USE, WE ARE TAX EXEMPT)
   xiii. Total Price—Will automatically fill

    xiv. Distribution Method—Choose Amount, Percentage or Quantity. If assigning more than one account number to this line item will automatically default to Amount
    xv. If you only have a few line items, please list them individually as individual line items. Requisitions that have quotes with **10+ items** can say, “*please see attached quote number 12345*” and then please remember to attach the quote.

d. Budget Code—Type in budget code OR click the magnifying glass (Browse)
    i. On new screen click “Search”
    ii. Select budget code—should correspond to approval group
    iii. Double-click to select

e. Account—Type in account OR click the magnifying glass (Browse)
    i. On new screen click “Search”
    ii. Select account number
    iii. Double-click to select

f. Project—Skip

g. Account—Skip

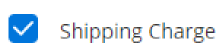
h. Percentage—Use if selected as distribution method

i. Amount—Only change if allocating different amounts to different BudgetCode/Accounts

j. Click the “Accept/Enter” button (check mark inside blue circle).

k. REPEAT steps c thru j for each additional line item

l. **Shipping Charge**—Check the Shipping Charge box



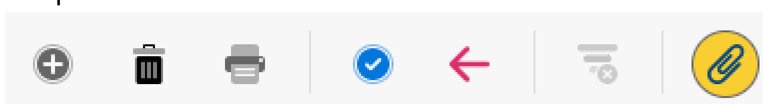
    i. Enter shipping charge amount. Unless you have an official quote for your order that lists free shipping or you know with certainty that there will be no shipping charges, **10-15% for shipping <u>must</u> be added to your requisition**.
    ii. Enter Budget Code and Account, will automatically enter same budget code and account number as used on line items, but you can change

m. Continuous—When this box is checked, you will be able to continuously add requisitions – after clicking save, a new requisition will open for entry

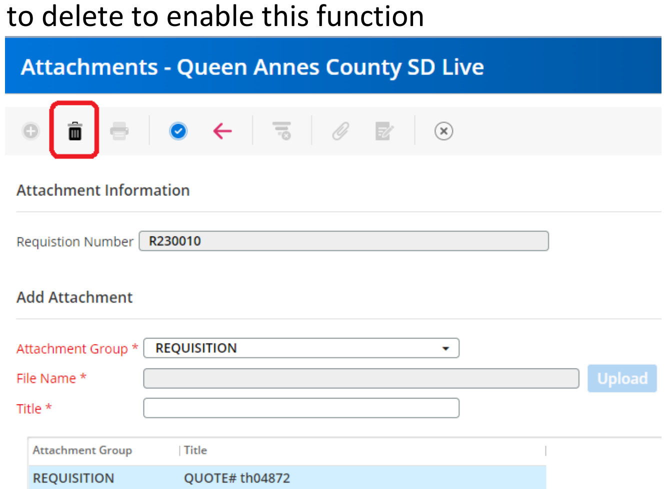
n. Save requisition (2 options) – after saving, if “Add Attachment” box was checked, the system will prompt you for your attachment
    i. Click the floppy disk icon (**Save**) once your requisition is complete (and after you have entered all of your line items) to route requisition for approvals.

    ii. Click the floppy disk with arrow icon (**Save In Progress**) to return to this requisition and <u>make changes</u> at a later time. This will save the requisition but <u>stop</u> it from starting the approval process until you <u>return</u> to this requisition and click "save" to route the requisition to start the approval process.

o. Add "Attachment" (Note: If the PO is automatically sent by eFinancePlus to the vendor, the attachment will not accompany it – please make sure you have referenced your quote/proposal/invoice/estimate number in the Notes section, see I.a.xiii.)
   - "Attachment Information" page appears
     - File Name – click the "Upload" button to drag your file or select your attachment
     - Title—Type what you would like the attachment to be labeled
     - Click the "Accept/Enter" button (check mark inside blue circle)
     - Attachment appears in the "Attachment Group/Title" box
     - Click the "Upload" button to add another attachment
     - Click the red "Back" arrow if you are finished uploading attachments
   - To View your Attachment
     - Attachment icon will appear in orange/yellow when attachments are present



     - Double-click the attachment in the "Attachment Group/Title" box
     - Delete attachment – you may also delete your attachment using the "Delete" icon (trash can) – click the attachment/row you wish to delete to enable this function



II. To look up requisitions already entered
Year will default to current year

   a. Search Criteria—Can use any of the options below
      i. Requisition—if you know the number
      ii. Buyer—(e.g. BOEXXX)
      iii. Date Requested—can use < > when entering date
      iv. Recommended Vendor
      v. Ship To
      vi. Approval Group
      vii. Attention
   b. Then click "Search"

III. To Copy a Prior Year Requisition

      i. Go to "Requisition Listing" – this can be accessed through the *My Favorites* screen on the home page **<u>or</u>** typing "Requisitions" into the search bar **<u>or</u>** Purchasing / Requisition Processing / Requisitions path
      ii. Click "Copy" button at top of screen
      iii. Select the appropriate year, only prior year's requisitions are available to copy
      iv. Enter requisition number you want to copy (e.g. R220200)
      v. Click "Search" button
      vi. Double-click on the requisition you wish to copy. A new requisition will open with a new requisition number (make note of this number for your reference).
      vii. Follow general requisition entry instructions in section I
      viii. If you need to add an attachment, please check "Add Attachment" box – **Attachments** do <u>not</u> copy over from prior requisition
      ix. Any "Notes" will also need to be re-entered – **Notes** do <u>not</u> copy over from a prior requisition
      x. Make any necessary changes (quantity, pricing, add/delete rows, budget code, etc.)
      xi. Save **<u>or</u>** Save in Progress (saving details in section I)

IV. Next Year Requisition Listing (for entering requisitions prior to July 1)

   a. Same directions for entering requisition (See section I above)

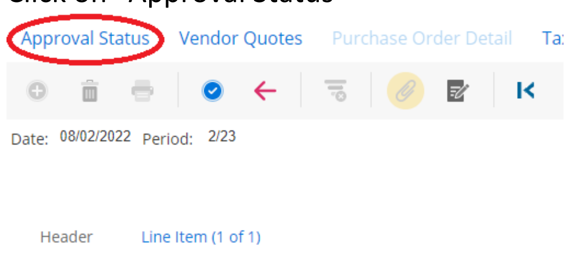
V. Print Requisitions—Can only print one time; If 2nd copy is needed, select "reprint requisitions"

   a. Enter any necessary information in "Search Criteria" to locate your requisition
   b. Select the requisition that you wish to print (unless you wish to print all that appeared within your search that have never been printed before)
   c. Click "Print Requisitions"
   d. Click the "Accept/Enter" button (check mark inside blue circle)
   e. Enter the requisition number you'd like to print

f. Click the "Accept/Enter" button (check mark inside blue circle)
g. Would you like to print notes associated with the requisitions? Choose "Yes" or "No"
h. Click "OK" – a copy will be ready to print from screen
i. If "ERROR"—No Requisitions to print, Click "OK"
   i. Click red "Back" arrow
   ii. Click "Print Requisitions"
   iii. Print Options: Click button beside "Reprint requisitions"
   iv. Click the "Accept/Enter" button (check mark inside blue circle)
   v. Choose "Yes" or "No" to print notes
   vi. Click the "Accept/Enter" button (check mark inside blue circle)
   vii. You will get a copy of the requisition on your screen to print

VI. Requisition Approval Status / PO Process
a. To check on the **approval status** of a requisition
   i. Pull up your requisition and go into line items.

   ii. Click on "Approval Status"



b. General Approval Process Overview… Requisitions generally flow to 4 or 5 approvers:
   1. Principal;
   2. Instructional Supervisor;
   3. Assistant Superintendent for requisitions over $1,000;
   4. Purchasing; and
   5. CFO ***or*** Grants Specialist
c. When the last approver submits approval, the system will prompt them to mass convert and the requisition will convert into a purchase order (PO). Next, the PO is physically printed. If the PO's vendor has an email address on file, it will be automatically emailed to the vendor at that time. Finance will highlight the email address within the vendor section and note the date it was automatically emailed by the system. This will be available on the PO's attachments.
d. If an approver indicates "needs correction" during the requisition approval process, you will receive an email that describes the reason for correction. The

correction should be made and the requisition must be re-saved to re-start approvals. If a missing attachment was the reason for needs correction, make sure to make some sort of adjustment to the requisition itself and re-save it. This is how the system knows that the change/correction has been made.

e. To **print a copy of your fully approved PO** or save to your computer, go to PO Listing. Pull up "attachments" (paper clip icon). A copy of your PO will be available there as a PDF ***IF*** your requisition/PO has fully completed the approval process and has been printed and most likely sent to the vendor. The attachment will be titled, "Purchase Order." If an email address is listed in the Vendor section/box of the PDF of the PO in the top left hand corner, that indicates it was automatically emailed to the vendor at the time the PO was printed in the Finance office. We have introduced a new step in the PO processing procedures so that the transmission details are noted on the PO and attached to the PO. This is meant to serve as a convenience and to facilitate further communication with the end-user/enterer.

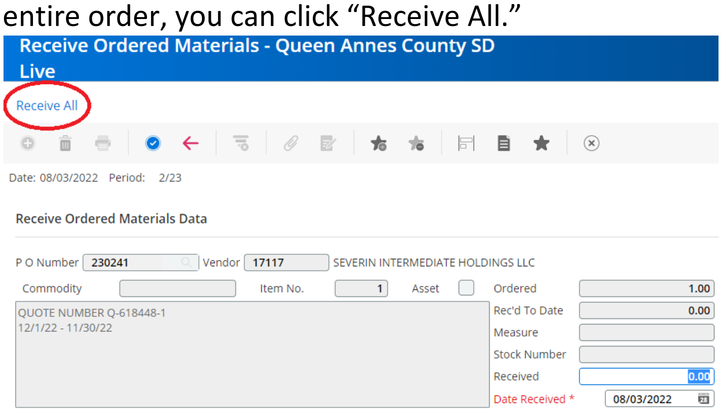
f. Should you need to re-send a PO to a vendor because they said they did not receive it, you can download the PDF copy and send to your contact – please indicate "***do not duplicate***" in your correspondence with the company/contact in the event they eventually find the original PO transmission to them.

VII. Delete Requisitions – If your requisition has not completed the approval process, you can delete it and stop it from becoming a PO.

a. Click "Requisition Listing"
b. Select/Click the requisition that you wish to delete (it will highlight light blue)
c. Click the trash can
d. The system will ask "Are you sure you want to continue?"
e. Click yes or no

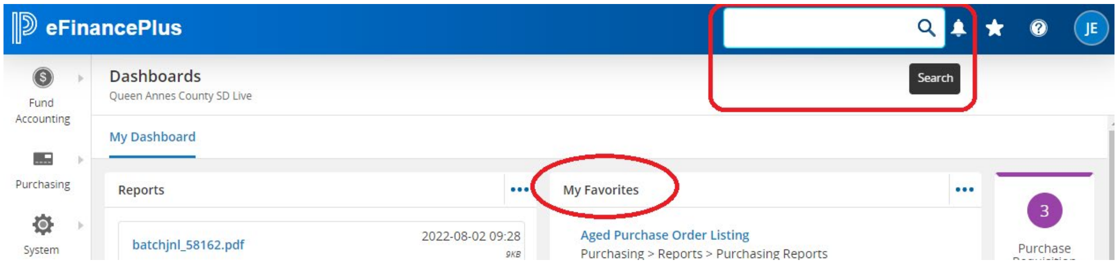
VIII. Receive Items Ordered on a PO

a. Click "Receive Ordered Materials" under *My Favorites* (or begin typing into Search)
b. Type PO Number into field and click [Tab ⭾] on keyboard
c. Enter the quantity of items that you have received and then click the "Accept/Enter" button (check mark inside blue circle). If you have received the entire order, you can click "Receive All."

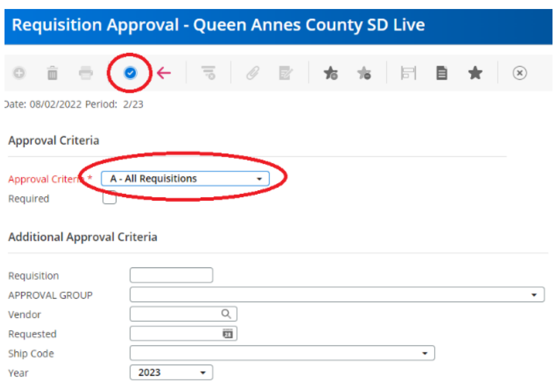


IX. Approving Requisitions

a. Go to "Approve/Deny Requisitions." This can be accessed through the *My Favorites* screen or type into menu search bar.



b. Either select "A-All Requisitions" or "L-Approved at Lower Level" to view the requisitions awaiting your approval. We leave this approval criteria selection to <u>personal preference</u>. Selecting "A" will show you all requisitions requiring your approval and speed up the approval process. Selecting "L" will only allow you to view and approve requisitions that have been approved by all others lower in the approval hierarchy. Either selection will allow you to view the approval status in the requisition.



c. **Year** will default to current year (this only needs to be changed to the upcoming year to approve "next year requisitions"; during the approximate time period of 6/15-6/30)

d. Click the "Accept/Enter" button (check mark inside blue circle)

e. Double-click each row/requisition to view details and review fully.

f. Each row/requisition can be approved or denied individually or you can click "Approve All" at the top of the screen.

g. Click the "Accept/Enter" button to <u>**save**</u> your approvals.

h. You will get a pop-up screen. Please click "OK."

i. If you are the last approver in the approval process, you'll receive a second pop-up to mass convert. Please click "OK" on this pop-up to mass convert the requisition to a PO. If this button is not clicked by the final approver, the requisition will stop moving in the process. To re-start, the requisition must be re-saved in the system.

X. Definitions

a. Cart: A cart usually does not secure any special pricing. Try to attach a quote rather than a cart to your requisition. A cart also usually does not provide a number to reference directly on the requisition. Quotes are generally preferred as they provide special pricing and a usually a quote number that can be referenced directly on the requisition.
b. Invoice: A bill for a job, service or goods that ***were*** purchased using a PO. (All invoices should be sent to Accounts Payable in the Finance Department as soon as possible indicating the PO number and with receiving information updated in the system.)
c. Pro-forma Invoice: For our purposes, a pro-forma invoice is treated similarly to a quote. It informs the buyer of the terms of sale. It should be attached to the requisition and the reference number added to the notes section of the requisition. A formal invoice is usually issued at the time of delivery.
d. Purchase Order: **IF** requisition request is approved, this document will be sent to the vendor for the goods/services listed on the requisition (see Requisition definition).
e. Quote / Quotation: Cost for a job, service or goods ***to be*** purchased. (If you have a quote, it should be attached to the requisition and the quote number should be in the notes section.)
f. Requisition: Request for goods/services made by an employee in eFinancePlus system. Submitted for approval (see Purchase Order definition). Note: Orders cannot be submitted to vendor using requisition number.