HOW TO CREATE A REQUISITION AND PURCHASE ORDER

Steps for HTE and Naviline

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Purchase Orders (PO)

To create a Purchase Order (PO) you must start by creating a Requisition. The following information will provide step-by-step instructions to walk you through the process of creating a PO from Requisition Entry to Invoice Payment. Please be familiar with the Purchasing Policy (available on the Extranet) before attempting to create a PO.

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Hint: Click the STAR next to your frequently used links to add them to your My Favorites screen to save time on frequent tasks.

Requisition Entry

> Application Menu > Fiscal Services > Purchasing/Inventory > Purchasing/Receiving Menu > Requisition Entry*

1. Click "Add Requisition" in the left-hand menu (Or F6)
2. Complete the following fields:
    a. Reason: Why you are making this purchase. For Blanket POs, please include only the following information here: Department Code – Blanket – Vendor (Ex. PR – Blanket – CTWP)
    b. By: First and Last Name and Extension (X18##)
    c. Date: Will be system generated
    d. Vendor Number: Vendor number, if known. Otherwise, go to Vendor Name field and hit F4 to search, type first few letters, initials, or full name and hit Enter. "Select" when you find the correct Vendor for you.
    For new vendors or changes to existing vendors, Accounting must receive the vendor's W-9.
    e. Contract Number: Leave blank
    f. Ship to: Select your 2-digit shipping code for your Dept/Div. (F4)
    g. Deliver by Date: Enter anticipated delivery date
    h. Fiscal Year Code: Do not change
3. Press "Enter" to display "Line Item Entry/Update" section.
4. Complete the following fields:
    a. Item Description: Detailed description of the item
    b. Vendor Part #: Enter if available
    c. Commodity/Sub-Commodity: Click the Right arrow to open up a search window. Find the closest match – search terms in the "Description" field. Once you find it, use the drop down to "Select" the code then click "OK".
    (Use the "Export" button to create an Excel of all Commodities/Sub-Commodities in the system.)
    d. Ship To: Will auto-fill from previously entered.
    e. Quantity Ordered: Total quantity. For inverted POs, the quantity should be the total price.
    f. Order UOM: Unit of measure. Click the Arrow to the right to browse through the options.
    g. Unit Cost: Cost per unit. For Inverted POs, this should be $1.00.

   h. Account Number: Use the right arrow to input and click "OK."
      i. Multiple Accounts: Leave the Account Number field blank. Before leaving the requisition, the Account Information screen will appear. Enter each Account Number and split the accounts by either percentages or amounts.
   i. Project: Right Arrow to browse and select (if applicable)
   j. Press "Enter" to submit the Line Item
   k. Repeat steps to include additional lines as needed.
5. Quotes: If quotes are needed press "Quotes" in the left-hand menu (F19).
6. Comments: If comments are needed, press "Comments" in the left-hand menu to add or view comments (F20).
7. Once all details have been entered press "Continue" in the left-hand menu (F10).
8. Enter Account details if needed and press enter
9. Review the Account Balance Inquiry and press enter twice
10. After Approved, the requisition will be sent to Purchasing for Processing.

Requisition Approval

> Application Menu > Fiscal Services > Purchasing/Inventory > Purchasing/Receiving Menu > Requisition Approval*

1. Find the appropriate requisition and Select
2. Review the requisition for completion and accuracy
3. Click "Approve" in the left-hand menu

Receipts Processing

Purchase Orders must be created before an order is placed or an invoice is received. An invoice must be received in Naviline/HTE before sending to Accounting for payment.

> Application Menu > Fiscal Services > Purchasing/Inventory > Purchasing/Receiving Menu > Receipts Processing*

Standard Purchase Order

1. Complete the following fields:
   a. Received By: First and Last Name
   b. Date: Will be system generated
   c. Purchase Order Number: PO Number
2. Hit Enter

3. Qty Received: Enter the Quantity Received
4. Hit Enter
5. System Message: 'Verify all information is correct and press F5 to accept'
6. Hit F5 Accept

Blanket Purchase Order

1. Complete the following fields:
   a. Received By: First and Last Name
   b. Date: Will be system generated
   c. Purchase Order Number: PO Number
2. Hit Enter
3. Hit Add
4. Complete the Following Fields:
   a. Item Description: Detailed description of the item
   b. Vendor Part #: Enter if available
   c. Commodity/Sub-commodity: Search (F4), type description (EX. Office supplies) and hit enter. Select from dropdown when you find the appropriate option
   d. Ship to: Will auto-fill from main screen
   e. Quantity ordered: Total quantity
   f. Quantity received: Total quantity received
   g. Order UOM: Unit of measure (Ex. EA for each; HR for hour)
   h. Unit Cost: Cost per unit
   i. Account Number: Click the arrow to choose from the pop-up window
      Multiple Accounts: Leave the Account field blank. Before leaving the requisition, the Account Information screen will appear. Enter each Account Number and split the accounts by either percentages or amounts.
   j. Hit Enter twice.
   k. Repeat steps to include additional lines, OR F12 Cancel.

Inverted Purchase Orders

1. Complete the following fields:
   a. Received By: First and Last name
   b. Date: Will be system generated
   c. Purchase Order Number: PO Number
2. Hit Enter

3. Qty Received: Enter the dollar amount for the quantity received (Ex. Invoice total is $250.00, so quantity received should be 250.00 at a unit cost of $1.00)
4. Hit Enter
5. System Message: ‘Verify all information is correct and press F5 to accept’
6. Hit F5 to Accept

Unreceiving Purchase Orders:

1. Complete the following fields:
    a. Received By: First and Last name
    b. Date: Will be system generated
    c. Purchase Order Number: PO Number
2. Hit Enter
3. Qty Received: Enter the quantity to unreceive with a negative sign the number (Ex. -1.00)
4. Hit Enter
5. System message: ‘Verify all information is correct and press F5 to accept’
6. Hit F5 Accept

HTE

a.k.a. Green Screen

Requisition Entry

1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 1. Requisition Entry
4. Hit F6 Add
5. Complete the following fields:
   - Type: 1 Purchase Requisition
   - Reason: Why you are making this purchase.
     - For Blanket POs, please include only the following information here: Department Code – Blanket – Vendor (Ex. PR – Blanket – CTWP)
   - By: First and last name
   - Date: Will be system generated
   - Vendor Number: Vendor number, if known. Otherwise, go to Vendor Name field and hit F4 to search, type first few letters, initials, or full name and hit Enter. Select 1 when you find the appropriate option.
     - *For new vendors or changes to existing vendors, Accounting must receive the vendor's W-9.*
   - Contract Number: Leave blank
   - Ship To: F4 to select your shipping code
   - Deliver by Date: Enter anticipated delivery date
   - Fiscal Year Code: Do not change
6. Hit Enter
7. Hit F6 Add Item
8. Complete the following fields:
   - Item Description: Detailed description of item
   - Vendor Part #: Enter if available
   - Commodity/Sub-com: F4 to search, type description (Ex. Office supplies) and hit enter. Select 1 when you find the appropriate option.
   - Ship To: Will auto-fill from main screen
   - Quantity Ordered: Total quantity. For Inverted POs, the quantity should be the total price.
   - Order UOM: Unit of measure or F4 to search (Ex. EA for each; HR for hour)

- Unit Cost: Cost per unit. For Inverted POs, this should be $1.00
- Account Number: F4 to select
    - *Multiple Accounts: Leave the Account Number field blank. Before leaving the requisition, the Account Information screen will appear. Enter each Account Number and split the accounts by either percentages or amounts.*
- Project: F4 to select (if applicable)
- Hit Enter twice

9. Repeat steps to include additional lines, OR
10. F12 Cancel
11. Quotes: If quotes are needed, F8 to enter
12. Comments: If comments are needed, F20 to add or view comments
13. Hit Enter
14. Review the Account Balance Inquiry and hit Enter twice
15. Once approved, the requisition will be sent to Purchasing for processing.

Requisition Approval

1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 2. Requisition Approval
4. Find the appropriate requisition and Select 1
5. Review requisition for completion and accuracy
6. Hit F9 Approve

Receipts Processing

Purchase Orders must be created before an order is placed or an invoice is received. Once you submit a Requisition through Approval you will receive a Purchase Order from the Purchasing Department. An invoice must be received in HTE/Naviline before sending to Accounting for payment.

Purchase Orders:

1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 10. Receipts Processing
4. Complete the following fields:

    Received By: First and last name

    Date: Will be system generated

Purchase order number: PO number

5. Hit Enter
6. Qty Received: Enter the quantity received
7. Hit Enter
8. System message: 'Verify all information is correct and press F5 to accept'
9. Hit F5 Accept

Blanket Purchase Orders:

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1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 10. Receipts Processing
4. Complete the following fields:

   Received By: First and last name

   Date: Will be system generated

   Purchase order number: PO number
5. Hit Enter
6. Hit F6 Add
7. Complete the following fields:

   Item Description: Detailed description of item

   Vendor Part #: Enter if available

   Commodity/Sub-com: F4 to search, type description (Ex. Office supplies) and hit enter. Select 1 when you find the appropriate option.

   Ship To: Will auto-fill from main screen

   Quantity Ordered: Total quantity

   Quantity Received: Total quantity received

   Order UOM: Unit of measure (Ex. EA for each; HR for hour)

   Unit Cost: Cost per unit

   Account Number: F4 to select

Multiple Accounts: Leave the Account Number field blank. Before leaving the requisition, the Account Information screen will appear. Enter each Account Number and split the accounts <u>by either percentages or amounts</u>.

8. Hit Enter twice
9. Repeat steps to include additional lines, OR
10. F12 Cancel

Inverted Purchase Orders:

1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 10. Receipts Processing
4. Complete the following fields:

   Received By: First and last name

   Date: Will be system generated

   Purchase order number: PO number
5. Hit Enter
6. Qty Received: Enter the dollar amount for the quantity received (Ex. Invoice total is $250.00, so quantity received should be 250.00 at a unit cost of $1.00)
7. Hit Enter
8. System message: 'Verify all information is correct and press F5 to accept'
9. Hit F5 Accept

Unreceiving Purchase Orders:

1. Select 12. Purchasing/Inventory
2. Select 4. Purchasing/Receiving Menu
3. Select 10. Receipts Processing
4. Complete the following fields:

   Received By: First and last name

   Date: Will be system generated

   Purchase order number: PO number
5. Hit Enter
6. Qty Received: Enter the quantity to unreceive with a negative sign AFTER the number (Ex. 1.00-)
7. Hit Enter

Note: The minus sign may change to a different character.

8. System message: 'Verify all information is correct and press F5 to accept'
9. Hit F5 Accept

PO STATUS

You can check the status of a PO at any time by looking it up in the Purchase Order Inquiry screen.

> Application Menu > Fiscal Services > Purchasing/Inventory > Purchasing/Receiving Menu > Purchase Order Inquiry