



# Electronic Requisitions User's Guide

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# Chapter 1: Introducing the Electronic Requisitions Module

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**Note:** The Accounts Payable, Purchase Orders, and Encumbrances modules must be installed in order to use the Electronic Requisitions module.

The Electronic Requisitions module enables a paperless requisition workflow, allowing both accounting and non-accounting personnel the ability to request and approve orders for products.

You can select pre-defined item codes or enter a description to make a request. It then flows through an approval chain where amount limits can be set for requests as well as approvals. Electronic Requisitions even allows budget checking directly from the request to ensure budget compliance.

It also works cooperatively with the Purchase Orders module to create purchase orders from approved requests. Keep in mind that the Purchase Orders module integrates seamlessly with the Encumbrances module allowing you to create encumbrance entries directly from purchase order information.

## To Add This Module

1. First the Electronic Requisitions module must be added to the organization by the Administrator.
2. Either add Electronic Requisitions to an active organization (Add a Module Wizard - Module Panel), or select the Electronic Requisitions module when creating a new organization (File>New Organization Wizard - Modules Panel). For more information on these wizards, see the *Administration* guide.
3. Once the Electronic Requisitions module has been applied to an organization, the Electronic Requisitions menu selections are available. These selections are integrated into the MIP Fund Accounting menu selections.
4. There are [Checklists](#) available for setting up this module and its processes. Please refer to the online help (Help>Contents and Index>Reference) for modular specific menu selections, checklists, and common questions.

## Setting Up Email

Use this section to configure SMTP (using a typical SMTP setup, Google, Yahoo, or Office 365) or set up SQL/database mail on your SQL Server.

### Setting Up SQL/Database Mail on SQL Server

**Complete the following steps to set up Database Mail on Microsoft SQL Server Standard Edition:**

1. Go to Start>Programs>Microsoft SQL Server 2014>SQL Server Management Studio. (Or open the specific Microsoft SQL Server folder for the SQL Server you are using, such as 2008 R2, 2012, or 2014)
2. Open the Object Explorer, then the Management node.
3. Right click on the Database Mail, then select Configure Database Mail.
4. The Database Mail Configuration Wizard displays.
  - Click on Next, and select "Set up Database Mail by performing the following tasks" option on the Select Configuration Task panel.
  - Click Next to continue. However, if the Database Mail feature is not available, click Yes to enable it.
  - The New Profile form displays. Enter the Profile Name of your choice and description. Click the Add button on the right-side of the panel.
  - The New Database Mail Account panel displays. Verify the existing SMTP account information or enter the new accounting information. Click the OK button to add the database mail account to the mail profile.
  - Click Next to display the Manage Profile Security panel. Select the Public check box to make the profile a public profile; making this accessible to all users of any mail-host database.
  - Click Next to display the Configure System Parameters panel. It is recommended to use the default configuration parameters. However, if you have intermittent problems, you might want to alter the settings for the Account Retry Attempts and Account Retry Delay. This is most helpful if you have an unreliable connection or heavily loaded mail server.
  - Click Next to display the Complete the Wizard panel. Verify the actions the wizard is about to perform.

- Click Finish to execute these actions on the server and the Configuration window displays. Once complete, click Close.

5. Next test the SQL Server Database Mail.

- Open SQL Server Management Studio, right-click on the Database Mail node and select Send Test Email.
- The Send Test Email form displays. Select the Database Mail Profile and enter the To email address, Subject, and Body. Click the Send Test Email button.
- If Database mail has been enabled, a window displays confirming that the email was sent successfully.
- If Database mail was not enabled for the SQL Server, this message displays "An exception occurred while executing a Transact-SQL statement or batch." For more information, see [article 4381 in the Knowledgebase](#).
- If successful, a Database Mail Test - Message window displays. You should also check the recipient's mailbox used to verify receipt of the test email.

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**Note:** This information has been supplied as a courtesy to our MIP Fund Accounting customers. If you have questions about setting up, maintaining, or troubleshooting your SQL Mail, we strongly recommend that you consult your Authorized Business Partner. If you do not have a relationship with an Authorized Business Partner then contact the Professional Services group.

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## Set Up Electronic Requisitions Module

Access this form with Administrative user rights using Organization>Set Up Modules>Electronic Requisitions.

Use this form to enter the Last Requisition Number, which provides the system with a starting number that will be used when a new requisition is created. This number is updated automatically by the system each time a requisition is saved.

Using this form is entirely optional, and the information can be changed at any time.

### Fields

**Last Requisition Number:** Enter the last requisition number you want the system to use. The system stores the last requisition number (that was used on the Activities>Requisitions>Create/Approve

Requisitions form) and then increments to the next number.

When you open the Create/Approve Requisitions form, the system automatically populates the Requisition Number box with the next available number. You can also press the "+" key to have the system automatically increment to the next number.

If you enter an entry that ends with an alpha character, the auto-increment will append it with the number 001 and then increment that number. For example, enter "A7C" as the last requisition number and when you press the + key, the system will display A7C001 - then A7C002.

### Requisition Number Options

- **Allow the System to Assign All Requisition Numbers:** Select this option to have the system assign requisition numbers when entering a new requisition. Users cannot enter a unique number of their own.
- **Allow Users to Assign Requisition Numbers:** Select this option to allow users to enter their own requisition numbers when entering a new requisition. They can either assign their own numbers or use the system-assigned number.

### Requisition Email Options

- **SQL/Database Mail:** Select this option if a SQL or Database Mail configuration is set upon your machine.
- **SMTP:** Select this option if you have set up SMTP Email on your machine. The SMTP Connection information must be set up and tested by the Administrator on your machine using Organization>Organization Information>Email Setup tab.

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**Note:** With the release of version 2025.4, MAPI compliant email program is no longer supported.

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## Chapter 2: Setting Up Users

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These forms are used to set up requisition users and designate category approvers.

### Set Up Requisition Users

Use this form to set up requisition rights for an existing user, including approvers, amount limits, and email options.

#### Set Up Requisition Users - User Information Tab

Access this tab with Administrative user rights using Security>Requisitions>Set Up Requisition Users.

Use this tab to set up a user's type, default distribution code, and default shipping and billing locations.

Each user must have been previously set up (Security>Maintain Users), so that the User ID can be selected from the drop-down list. The "Requisition User" check box must also be selected on the Maintain Users form. A license for this user is then available for the Electronic Requisitions module. A new user cannot be created on the Set Up Requisition Users form; only existing users can be selected and given rights for the Electronic Requisitions module.

#### Advanced Security Users

Account Level Security applies to the following requisition user types: RQO (Requestor Only), AP1 (Approver Who Cannot Self-Approve), and AP2 (Approver Who Can Self-Approve). The ADM (Requisition Administrator) user type needs access to all requisition data.

#### Multicurrency Users

The Distribution Code field only displays codes with a currency of ANY.

### Fields

**User ID:** Select a user ID from the drop-down list. Only users that have been previously set up and given access to the organization are available (Security>Maintain Users).

**User Type:** Select the appropriate user type. There are four types of requisition users:

- **RQO (Requestor Only)** - These users do not have any approval rights and can only view and/or modify the requisitions that they created.
- **AP1 (Approver Who Cannot Self-Approve)** - These users have the same rights as a Requestor Only but also have the ability to approve requisitions other than their own. They can also view and/or modify requisitions forwarded to them for approval.
- **AP2 (Approver Who Can Self-Approve)** - These users have the same rights as an Approver Who Cannot Self-Approve but also have the ability to approve their own requisitions.
- **ADM (Requisition Administrator)** - These users have the ability to view and/or modify any requisition created by or forwarded to any user. This role is meant to be used by a few that can oversee the entire requisition process; they have access to all requisition data.

All user types can only request and/or approve requisitions based on the amounts specified on the Amount Limits tab. These types are then used when requisitions are created and approved (Activities>Requisitions>Create/Approve Requisitions).

When forwarding a requisition, the only users that will be available for selection are "Approver" types. A requisition cannot be forwarded to "Requestor" types. If your organization requires that the approver return the requisition to the originator, you must set everyone as an "Approver" user type (at least an AP1).

**Default Options:** You can set up the default distribution code and shipping/billing locations for each requisition user. These defaults will populate the Create/Approve Requisitions form when creating and submitting requisitions.

- **Distribution Code:** Select the default distribution code for the user. This should be the most commonly used distribution code for the user. If an item code has a distribution code associated with it (Maintain>Purchase Orders>Item Codes), the distribution code entered here overrides it. The drop-down list contains all codes that are assigned for Accounting use or both Accounting and Payroll use (Maintain>Distribution Codes).
- **Shipping Address Code:** Select the default shipping code to identify where the requested items will be delivered.
- **Billing Address Code:** Select the default billing code to identify where the payment for the requested items will be sent.

You cannot enter a new shipping and billing address on this form; only existing address codes can be selected. The <Main> address was created when the organization was set up (File>New Organization).

This address can be changed using Organization>Organization Information. Other addresses can be created or edited using Maintain>Purchase Orders>Address Codes.

**Allow Budget and Encumbrance Balance Checking:** Select this check box to provide the user the ability to check Budget and Encumbrance balances on a requisition. This option is only available if the Budget module is installed.

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**Tips:**

- Keep in mind that it is a good idea to set up users with the highest User Type first, then work your way down to the lowest. For example, first set up the Requisition Administrator, then the Approver Who Can Self-Approve, the Approver Who Cannot Self-Approve, and finally the Requestor Only. That way, you will be able to select who can approve each user's requisitions on the Approvers tab.
  - Once the users have been set up, requisitions can be created using Activities>Requisitions>Create/Approve Requisitions.
  - Use Security>Set Up Organization Menus to assign users access to the Requisitions menu selections.
  - If a requisition user is deleted, it is removed from the active organization. However, the user is not deleted from the entire system - only from the Electronic Requisitions module. The user will still be available on the Security>Maintain Users form.
- 

## Set Up Requisition Users - Approvers Tab

Access this tab with Administrative user rights, using Security>Requisitions>Set Up Requisition Users.

Use this tab to set up the user's Default Approver ID (the person who will generally approve the user's requisitions). You can also assign additional approvers for the user. These approvers will be available for the user to select when submitting or forwarding a requisition (Activities>Requisitions>Create/Approve Requisitions).

### Fields

**Default Approver ID:** Select a default approver from the drop-down list. This will be the designated approver for the user when forwarding a requisition for approval; however, you can select another approver, if needed.

**Approvers Available Items, Selected Items:** In the Available Items box, select the approvers to be designated for the user, and then click the Mover ( > ) to move them to the Selected Items box.

**Tips:**

- Only requisition users that are set up as approvers are available on this tab.
- You can also designate approvers who *must* approve particular category codes once a given amount is reached or exceeded (Security>Set Up Category Approvers).

## Set Up Requisition Users - Amount Limits Tab

Access this tab with Administrative user rights, using Security>Requisitions>Set Up Requisition Users.

Use this tab to set up the default request and final approval amounts for each requisition user. These are the maximum amounts that a user can request/approve for the line items. You can also set up exceptions to the default amounts by entering request/approval amounts for specific category codes.

Keep in mind these amount limits are based on each requested item and/or category code—not on the entire requisition. All items within a specific category code are totaled together, and those line items cannot exceed the user's amount limits. All other items requested (not assigned to a category code) are totaled together, and those cannot exceed the user's amount limits.

## Fields

**Default Amount Limit Request Amount, Final Approval Amount:** Enter the default request and final approval amounts to be used for all items, except for those category codes specified in the table. This is the maximum amount that a user is authorized to request/approve. (The Final Approval Amount box is only available for Approver user types.)

**Category Code, Request Amount, Final Approval Amount:** Select a category code from the drop-down list and enter the request and final approval amounts for the user. These are the maximum amounts that can be requested/approved for the category code, and the amounts entered here will override the Default Request/Final Approval Amounts. (The Final Approval Amount column is only available for Approver user types.)

This category code is only used with the Purchase Orders and Electronic Requisitions modules. It is *not* utilized by the category in the Fixed Assets module.

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**Tips:**

- Please note that the approver's amount limits only apply when granting *final* approval of a requisition. For example, Jennifer can approve an item that exceeds her approval limits; however, she cannot grant final approval on that item.
  - If 0.00 is entered as the default request/final approval amount, that is the amount that will be used as the limit (so be sure to enter appropriate amounts if you will be using category codes).
  - Currency fields follow the formatting of the organization's functional currency. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
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**Utilizing Request/Approval Limits by Category Code**

You can utilize request/approval limits by category codes according to each requisition user. (Category Codes are a way for similar item codes to be grouped together.)

1. Set up category codes using Maintain>Purchase Orders>Category Codes.
2. After the category codes are assigned, they are available for selection by the Administrator on the Amount Limits tab (Security>Requisitions>Set Up Requisition Users - Amount Limits Tab).
3. The amount limits can be assigned in different ways, depending on whether specific category codes are assigned, no category codes are assigned, or a combination of the two are used.
  - Specific Category Codes - Amount limits can be assigned on a category-by-category basis, whereby the user is assigned a request/approval amount for each category code selected. If you want to set up a user's amount limits this way, you would leave the "Default Request/Final Approval Amount" boxes at their defaults. Then select specific category codes in the table and enter the appropriate request/approval amounts for each category code. A user would only be able to request/approve the category codes and amounts listed in the table.
  - No Category Codes - A single limit can be applied to all items requested by entering a default amount in the "Default Request/Final Approval Amount" boxes. For example, if \$5000 (USD) is both the default request and final approval amounts, a user cannot request/approve line items that total more than \$5000 (USD). You will not enter anything in the table.
  - Combination of Specific Category Codes and No Category Codes - A single default limit can be applied to all items requested/approved, and you can enter exceptions to that rule in the table. For example, \$5000 (USD) is both the default request and final approval amounts, but there is one category code (Supplies) that is an exception. The Supplies category code is entered in the table

- with a request/final approval amount of \$7500 (USD). Now, the user can request/approve \$5000 (USD) on all other items, with the exception of Supplies—the limit is \$7500 (USD).

## Set Up Requisition Users - Email Tab

Access this tab with Administrative user rights, using Security>Requisitions>Set Up Requisition Users.

Use this tab to set up the Email Address and Email Options for the requisition user. Changes made to this email address will update the address throughout the system. These options can also be modified using Options>User Preferences.

The system can send e-mails to users notifying them about the status of certain requisitions. Simply select the appropriate check boxes on this tab.

**Note:** This feature is available if you have configured your Simple Mail Transfer Protocol (SMTP) settings for email (Organization>Organization Information>SMTP Email) or a SQL/Database Mail configuration set up on your machine. See [Configuring SMTP](#).

## Fields


**Email Address:** The system displays the email address if available; otherwise, enter the user's address. (The default is the address entered using Security>Maintain Users.) Only one email address per user can be entered, and the address is required if using any of the options below.

**Email Options:** Select the appropriate email options for the user. (The last two options are only available for Approver user types.)

- **Notification of all Requisition Activity:** Select this option to have the system send an email any time activity occurs on requests generated by the user. This notification is only regarding the requisitions that the user created. For example, if user JaneC forwards a requisition for approval and it is rejected or approved, JaneC will receive an email upon the change of the requisition's status.
- **Notification of Requisitions Forwarded for Approval:** Select this option to have the system send an email any time a request is forwarded to the user for approval. For example, if user JaneC forwards a requisition to user JackM for approval, JackM will receive an email notifying him that a requisition requires his approval.
- **Daily Reminder of Requisitions that Require Approval:** Select this option to have the system send a daily email for all requests the user has not yet approved. For example, if user JaneC forwarded a

- requisition to user JackM a week ago for approval, JackM would receive a daily reminder every day until he approves the requisition. This option is only available if the SQL/Database Mail Requisition Email option is selected on Organization>Set Up Modules>Electronic Requisitions and a SQL or Database Mail configuration is set up on your machine.

## Copy Requisition User Setup

Access this form with Administrative user rights using Security>Requisitions>Set Up Requisition Users>  Copy.

Use this form to make a copy of a requisition user's setup information. The Copy From drop-down list only displays users that have been previously set up as requisition users, while the Copy To drop-down list only displays those who have *not* been set up as requisition users (they have only been set up by the Administrator using Security>Maintain Users).

When the copy is performed, the new requisition user will have the exact set up as the one that was copied, except for the email address and email options—they are not copied.

## Fields

**Copy From User ID:** Select an existing requisition user that you want to copy.

**Copy To User ID:** Select a user that you want to copy to. The drop-down list only displays IDs that have not been set up as requisition users.

## Set Up Category Approvers

Access this form with Administrative user rights using Security>Set Up Category Approvers.

Use this form to designate approvers who must approve particular category codes once a given amount is reached or exceeded. For example, Kelly, a sales representative, needs to order a new computer. According to the purchasing policy, the Information Technology Manager must approve this request, in addition to her Sales Department Manager. You would set a minimum amount for the Computers category code, and then you would select the Information Technology Manager as the approver for the category code.

**Note:** You must have previously set up category codes (Maintain>Purchase Orders>Category Codes) and approvers (Security>Requisitions>Set Up Requisition Users) prior to using this form.

## Fields

**Category Code:** Select an existing category code using the drop-down list.

**Minimum Amount Required for Final Approval:** Enter the minimum amount that will require final approval for the category code. Once a user requests a category code that reaches or exceeds this amount, the selected approver will be required to grant final approval for the requisition.

**Approvers Available Items, Selected Items:** In the Available Items box, select the approvers to be designated for the category code, and then click the Mover ( > ) to move them to the Selected Items box. If you select more than one approver for a particular category code, only one of these approvers must approve a requisition containing the selected category code.

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**Tip:** Category approvers only apply when granting *final* approval of a requisition. The system does not verify that a category code needs approval until the requisition is submitted for final approval (Activities>Requisitions>Create/Approve Requisitions>Submit).

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# Chapter 3: Requisitions

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These forms are used to request orders for product, send them for approval, manage the requisitions, and to select the requests to be added to a purchase order.

## Create/Approve Requisitions

Use this form to request orders for products. These orders can then be forwarded to an individual for approval, if necessary, and eventually be converted into a purchase order or submitted to requisition fulfillment.

### Create/Approve Requisitions - Requisition Information Tab

Access this tab using Activities>Requisitions>Create/Approve Requisitions.

Use this tab to enter specific information about the requisition, such as the Number, Title, Vendor ID, and Shipping Method.

**Note:** After the requisition has been approved at least once, the original user cannot change it. However, it can be modified by subsequent Approvers.

### Advanced Security Users

Account Level Security is available for this form. This feature allows the Administrator to define the account codes and related amounts a user can view on this tab. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the system only displays the GL and Distribution codes that contain account codes to which the user has rights to view. Therefore, if the user did not create the requisition and does not have rights to the GL and/or Distribution Code, the user does not have rights to make changes to the requisition.

### Budget and Encumbrance Users

Enter a "Date Required By" in the Date Options to enable the balance check feature. Click Check

Budget and Encumbrance Balances  to check balances for the current requisition.

## Fields

**Requisition Number:** Enter a unique requisition number or accept the number that the system assigned. When creating a new requisition, the system displays the next available requisition number; you can also accomplish this by pressing the + key. (Requisition number options were set up by the Administrator using Organization>Set Up Modules>Electronic Requisitions.) We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Existing requisitions that need to be viewed, edited, and/or approved can also be selected from the drop-down list. If a requisition is waiting to be added to a purchase order (has been granted final approval) or already on a purchase order, *Purchasing* displays in the Current Owner column of the drop-down list.

**Date Submitted:** The system displays the date the requisition was initially submitted.


**Status:** The system displays the current status of the requisition after it has been saved at least once; it is assigned by the system and cannot be changed. The status provides information about the state of the requisition. It can be any one of the following statuses at a given time:

- **Saved Request** - The requisition has been saved but not yet submitted for approval.
- **Submitted Request** - The requisition has been submitted for approval.
- **Modified Request** - The requisition has been submitted for approval and that person has changed and saved it.
- **Voided Request** - The requisition has been voided by the originator or by someone with Administrative authority. The approver must first reject it and allow the original requestor to void it. (Requisitions cannot be deleted.)
- **Rejected Request** - The requisition has been rejected by an approver and forwarded back to the requestor.
- **Approved Request** - The requisition has been approved at least once. The approved request status displays as it passes among approvers until rejected or given final approval.
- **Final Approval** - The requisition has been given final approval, and the requested items are now ready to be included in a purchase order.
- **Completed** - All items on the requisition have been included in a purchase order or all quantities have been fulfilled in the requisition fulfillment.

**Title:** Enter a title or description for the entire requisition. (This is not the description for the actual line items.)

**Requested By:** The system displays the person who initially submitted the requisition.

**Requested For:** Enter who requested the items. Once entries have been saved, they will be available for selection in the drop-down list.

**Vendor ID:** Select the vendor to associate with the requisition, or use Find  to help you select an ID.

To display only the 200 most recently used IDs in the drop-down list, select "View Frequently used IDs" on the Options>Customize Workstation Settings>Preferences tab.

**Shipping Method:** Enter a shipping method for the requested items, such as Ground or Priority Mail. Once entries have been saved, they will be available for selection in the drop-down list.

**Address Codes:** If default address codes were set up for the user by the Administrator (Security>Requisitions>Set Up Requisition Users), they will automatically display on this form.

- **Shipping Address:** Either accept the default, or select the shipping code where the requested items will be delivered.
- **Billing Address:** Either accept the default, or select the billing code where payment for the requested items will be sent.

You cannot enter a new shipping and billing address on this form; only existing address codes can be selected. The <Main> address was created by the Administrator when the organization was set up (File>New Organization). This address can be changed by the Administrator using Organization>Organization Information. Other addresses can be created or edited using Maintain>Purchase Orders>Address Codes.

**Date Options Date Required By, Date Approval Needed By:** Enter the date the requested items are needed and the date the requisition must be approved.

**Do Not Allow Changes to this Requisition:** Select this check box if you do not want other users to modify the requisition throughout the approval process.


**Urgent:** Select this check box to indicate that this requisition is urgent. You may want to mark the request as urgent so that it can be approved in time to receive the items.

**Requisition Total:** The system displays the total amount of the requested items. This field follows the formatting of the item currency. This total displays at the bottom of all tabs.

**Tips:**

- This form is used for creating new requisitions and approving existing ones. The requisitions that can be viewed and/or edited depend on the user type that is logged on:
  - RQO (Requestor Only) - These users do not have any approval rights and can only view and/or modify the requisitions that they created.
  - AP1 (Approver Who Cannot Self-Approve) - These users have the same rights as a Requestor Only but also have the ability to approve requisitions other than their own. They can also view and/or modify requisitions forwarded to them for approval.
  - AP2 (Approver Who Can Self-Approve) - These users have the same rights as an Approver Who Cannot Self-Approve but also have the ability to approve their own requisitions.
  - ADM (Requisition Administrator) - These users have the ability to view and/or modify any requisition created by or forwarded to any user. This role is meant to be used by a few that can oversee the entire requisition process; they have access to all requisition data.

For more information on creating user types, refer the Administrator to Security>Requisitions>Set Up Requisition Users.

- Keep in mind that the requisition number is not actually assigned until the requisition is saved. If this number has already been assigned to another requisition, upon saving the system prompts you to reassign the number or notifies you that it will be reassigned.
  - By default, the Clear Fields on Save option is selected on the Options>Customize Workstation Settings>Preferences tab. When you are creating requisitions, you may want to clear this option. If you do not, each time you save the requisition, you will need to reselect the Requisition Number from the drop-down list.
  - Upon final approval of a requisition, the requested line items can be included in a purchase order using Activities>Purchase Orders>Create/Modify Purchase Orders>Select Purchase Order Vouchers .
  - Requisitions that have been completely included in a purchase order appear on this form and the Activities>Requisitions>Manage Requisitions form for 45 days only. However, you can still view them using Reports>Requisitions>Requisition Register and Requisition History.
  - Requisitions can only be printed after they have been saved.
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## Voiding Requisitions

**To clear out any rejected requisitions that will not be resubmitted, you need to void them.**

1. Open the Activities>Requisitions>Create/Approve Requisitions form.
2. Select the requisition you want to void.
3. Click the Void button. Note that a requisition can only be voided by the person who created it or by someone with Administrative authority.
4. If a requisition is voided it will no longer be available to view on the Create/Approve Requisitions form, and the number that was assigned to it cannot be used again. The voided requisition is still stored in the history; therefore, it can be reviewed using Reports>Requisitions>Requisition Register and Requisition History.

## Create/Approve Requisitions - Item Detail Tab

Access this tab using Activities>Requisitions>Create/Approve Requisitions.

Use this form to enter the specific items for the requisition. The only required information for each line item is the Item Description and Quantity. Upon final approval of a requisition, the requested line items can be included in a purchase order using Activities>Purchase Orders>Create/Modify Purchase Orders>Select Purchase Order Vouchers .

## Purchase Order Users

To include items on a Purchase Order, clear the Skip Receiving check box on the Activities>Purchase Orders>Create/Modify Purchase Orders form.

## Multicurrency Users

The Item Currency and Functional Amount fields are only available if the Multicurrency module has been installed and added to the organization by the Administrator (Organization>Add a Module). The Distribution Code field only displays codes that either share the same currency as the selected currency or have a currency of ANY. Currency fields follow the formatting of the organization's functional currency, even though the data is processed in the same currency as the Item Currency field (if it is different than the functional currency).

The Category Code column can serve as a filter for the Item Codes—when using a category code, only those items that are associated with that category code are included in the Item Codes drop-down list. However, you can enter a category code without an item code or vice versa.

- If any category codes are used and an amount limit is applied to any one of the selected category codes for the user, the line items requested will be compared to the requestor/approver's amount limits when forwarding and saving the requisition. (Keep in mind that amount limits can be applied to a user without using category codes.) Limits were set up by the Administrator (Security>Requisitions>Set Up Requisition Users>Amount Limits tab).
- The Administrator can also designate approvers who must approve particular category codes once a given amount is reached or exceeded (Security>Set Up Category Approvers).

## Fields

**Item Detail Table:** Use this table to enter the requested items. Item Description and Quantity are the only required columns, and the GL Code and Distribution Code columns are only available if the Budget and/or Encumbrances module is installed. Negative numbers appear in parenthesis.

- **Category Code:** Select an existing category code from the drop-down list. It filters the item codes to include only codes that are associated with this category code. Item codes are assigned to category codes using Maintain>Purchase Orders>Category/Item Code Assignments.
- **Item Currency:** The system displays the currency code associated with the item code if one is selected. If no item is selected, it displays the organization's functional currency.
- **Item Code:** Select an existing item code from the drop-down list. The default information associated with the code (Maintain>Purchase Orders>Item Codes) will then display in the table; however, it can be edited.
- **Item Description:** Enter a description for the line item.
- **Special Instructions:** Enter any additional information related to this item. For example, you may want to include special packing instructions for a particular item requested.
- **GL Code:** Select an existing general ledger code for the line item (if applicable).
- **Distribution Code:** Select an existing distribution code for the line item (if applicable). If a default distribution code was entered by the Administrator for the user (Requisitions>Security>Requisitions>Set Up Requisition Users), it will automatically display here. The user's default code will override an item code's default code (Maintain>Purchase Orders>Item Codes).
- **Purchase Unit:** Enter a unit of measure to correspond with the Quantity and the Unit Price (such as case or gross), or select an existing one from the drop-down list.
- **Quantity:** Enter the quantity for the line item.

- **Unit Price:** Enter a unit price for the line item. The system defaults to the Purchase Unit Price entered on the Maintain>Purchase Orders>Item Codes>Purchase tab.
- **Item Total:** The system calculates this amount by multiplying the Quantity by the Unit Price. The total is always disabled and cannot be manually changed.
- **Functional Total:** The system calculates this amount by multiplying the Item Total by the Budget Rate and is updated each time the Effective Date is changed. The total is always disabled and cannot be manually changed.
- **Purchase Order:** The system displays the purchase order number on which the requisition item was included, allowing you to easily keep track of all requested items. For example, a reference number displays as Ref 135, where as a purchase order number displays only the number—135. See Activities>Purchase Orders>Create/Modify Purchase Orders for more information regarding purchase orders.
- **Item Status:** The system displays the status of OPN (Open) or PUR (Purchased), on which the requisition item was included, allowing you to easily keep track of all requested items. For example, Open displays when an item is entered on a requisition and Purchased displays when the requisition item is added to a Purchase Order. Note that if the Purchase Order that the requisition item was added is voided, the status returns to Open.

---

**Tips:**

- The requisition is viewable on this form for 45 days after the entire requisition is made into a purchase order. Then, if you want to view the history of your requisitions, use Reports>Requisitions>Requisition Register and Requisition History.
  - After the requisition has been approved at least once, the original requestor cannot change the line items. However, you can view the line items to see if they have been added to a purchase order. The corresponding purchase order number will display in the table.
  - Keep in mind that if there is a restriction on the amount you can approve, you may need to forward the requisition to another user who can approve a higher amount. The system will notify you if this should occur and you have exceeded your limit.
  - In order to check budget and encumbrance balances for a requisition, you must enter a GL Code, Quantity, and Unit Price, and a Date Required By, in the Date Options on the Create/Approve Requisitions - Requisition Information tab (the Distribution Code is not required by the system but may make your budget numbers more meaningful).
-

## Create/Approve Requisitions - Notes Tab

Access this tab using Activities>Requisitions>Create/Approve Requisitions.

Use this tab to record any specific notes or reminders about the requisition. You can enter new notes on this tab, while viewing notes that others have previously entered for the requisition.

This is a free-form area; each line can be longer than the width of the form. Press Enter to move down to the next line.

### Fields

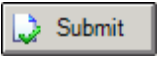




**New Notes:** Enter any comments or explanation related to the requisition. Upon saving, the note is moved to the Previously Entered Notes table.

**Previously Entered Notes User ID, Date, Status, Notes:** The system displays any previously entered notes for the requisition. You can view the date, status of the requisition (at the time the notes were entered), and the person (User ID) who entered the notes. This information cannot be changed or deleted.

If you enter any notes when forwarding a requisition (using the Submit button), they will appear in this section. "Forward Only" is added to the end of each note.

**Tip:** The notes do not print on the actual requisition; however, they can be printed on your reports.


### Requisitions Buttons

	<b>Submit:</b> Use this button to submit a requisition for approval, rejection, or final approval.
	<b>Copy:</b> Use this button to copy an existing requisition.
	<b>Print:</b> Use this button to print requisitions. Requisitions cannot be printed until they have been saved.
	<b>Distribution Code Information:</b> Use this button to open the Maintain>Distribution Codes form where you can create or modify a distribution code. Each time this button is selected a new Distribution Codes form is opened.
	<b>Check Budget and Encumbrance Balances:</b> Use this button to check Budget



and Encumbrance balances for the current requisition. It is not available until the "Date Required By" is entered on the Requisition Information tab.



**Manage Attachments:** Use this button to attach, view, or delete a document. The button changes to  when attachments already exist.

## Submit Requisition

Access this form using the Activities>Requisitions>Create/Approve Requisitions>Submit button.

Use this form to submit a requisition for approval, rejection, or final approval. You can also forward the requisition without indicating approval by selecting the Forward Only option. For example, if you do not have time to review a certain requisition, you can simply forward it to someone else for approval. Forward the requisition to the appropriate person by selecting a name from the Forward To drop-down list.

## Advanced Security Users

Account Level Security is available for this form. When account level security activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the system only displays users in the Forward To box if they have rights to view the general ledger and/or distribution code for the selected requisition.

## Fields

**Approve, Forward Only, Reject, Final Approval:** Select the appropriate action for the requisition.

- For Reject or Final Approval, the Forward To drop-down list is not available. In these cases there is no forwarding necessary, as the rejected requisition will then be routed to the original requestor, while the final approved requisition will be available to include in a purchase order.
- For Approve or Forward Only, the requisition needs to be forwarded to another approver. If any changes were made to the requisition, the Forward Only option is not available.

**Forward To:** Select the person to forward the requisition to for approval, or accept the default. (The default approver was set up by the Administrator using Security>Requisitions>Set Up Requisition Users.)

**Note:** If you select the Forward Only option, enter a note to the person you are forwarding the requisition. For example, you may not have time to review the requisition, so enter an explanation here. This note will appear on the Notes tab of the Create/Approve Requisitions form.

**Tips:**

- The forward options are available according to user type (Set up by the Administrator using Security>Requisitions>Set Up Requisition Users).
    - Requestor Only - None of the options are available; you can only forward the requisition for review.
    - Approver Who Cannot Self-Approve - You can approve, forward, or reject a requisition as long as it is not your own.
    - Approver Who Can Self-Approve - You can approve, forward, or reject a requisition, even your own.
    - Requisition Administrator - You can approve, forward, or reject all requisitions regardless of who created or forwarded them.
  - Keep in mind that the line items requested will be compared to your limits when forwarding the requisition. You may not be able to request or give final approval depending on if your amounts were reached or exceeded. Limits were assigned by the Administrator using the Security>Requisitions>Set Up Requisition Users>Amount Limits tab.
- 

**Copy Requisition**

Access this form using Activities>Requisitions>Create/Approve Requisitions>



Copy.

Use this form to copy an existing requisition. All of the items and general information (such as Vendor ID or Address Codes) will be copied into the new requisition.

**Fields**


**Copy From Requisition Number, Title:** Select an existing requisition that you want to copy, and then the system displays its title.

**Copy To Requisition Number, Title:** Enter a unique number for the new requisition, along with a title. We recommend limiting your entry to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

**Tip:**

- Voided requisitions or those made into a purchase order can be copied. For example, you may submit a monthly supply order. You can simply copy last month's order to use as a starting point for this month's order.

**Load Requisitions (Print)**

Access this form using Activities>Requisitions>Create/Approve Requisitions>  Print.

Use this form to change the printer, assign the format (continuous or laser), and print requisitions. You can print the current requisition or all requisitions for the user. Requisitions cannot be printed until they have been saved.

**Fields**

**Number:** Enter the starting requisition number.

**Print Current:** Select this option to only print the current requisition.


**Print All:** Select this option to print all requisitions.

**Format:** Select the type of form that matches the printer—continuous or laser. If requisitions were created using the Forms Designer module, they also appear in this drop-down list.

**Print Alignment:** Click this button to properly align requisitions. This is the only opportunity to align them before beginning the printing process.

**OK:** Click this button to print the requisitions.

**Check Budget and Encumbrance Balances**

Access this form using Activities>Requisitions>Create/Approve Requisitions>   
Check Budget and Encumbrance Balances.

Use this form to check Budget and Encumbrance balances for the current requisition (Activities>Requisitions>Create/Approve Requisitions). It is only available if the Budget module is installed, and if the "Allow Budget and Encumbrance Balance Checking" box is selected for the user by the Administrator (Security>Requisitions>Set Up Requisition Users).

**The balance check is determined by using the following:**

- The date entered in the Date Required By field.
- The budget date range and account types for all available accounts except Cash, Accounts Payable - Vendors, and Accounts Receivable - Customers are used.
- It also uses the critical segment and G/L Report Group Set options selected on the Primary Budget Controls by the Administrator (Organization>Set Up Modules>Budget>Primary Budget Controls).

For example, if you have a critical segment other than GL selected (such as Fund) the system checks balances for line items with <GL Code> and <Fund Code> code combinations, using the date range of the critical segment.

### Advanced Security Users

Account Level Security is available for this form. This feature allows the Administrator to define the account codes and related amounts a user can view. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

### Multicurrency Users

The Functional Total column is only available if the Multicurrency module has been installed and added to the organization by the Administrator (Organization>Add a Module).

### Fields

This form supports the drill down feature, which allows you to view the line item detail from all other active requisitions. You can click the plus (+) sign next to the current requisition to expand the outline. When an item has been expanded, the plus (+) sign becomes a minus (-) sign. To collapse an item, simply click the minus sign.

**Level 1—GL and Segment Codes:** The system verifies the balances and displays a form that allows you to drill down to see requisitions and budget information related to the current requisition's General Ledger and Distribution Codes. The system displays the balances based on the current requisition's segment combination.

**Level 2—Other Requisitions:** The system displays the line item detail for all other active requisitions, along with the requisition number, status, current owner, and who requested it. Requisitions that have been voided, rejected, or included in a purchase order are not included in the balance check.

**Tips:**

- In order to check budget and encumbrance balances for a requisition, you must enter a Required By Date on the Activities>Requisitions>Create/Approve Requisitions>Requisition Information tab, and enter a GL Code, Quantity, and Unit Price on the Create/Approve Requisitions>Item Detail tab (the Distribution Code is not required by the system but may make your budget numbers more meaningful).
- If you have a critical segment selected and have changed the beginning and ending dates for it, then these dates are used instead of the budget date range.
- If you have a G/L Report Group selected on the Primary Budget Controls form, the system displays the group codes associated with the requisition.
- You can also check budget and encumbrance balances using Reports>Requisitions>Budget and Encumbrance Balance Analysis.
- When viewing data in the table, level 1 may need to extend beyond (be wider than) level 2 in order to view all column data. You also need to use the vertical scroll bar within level 2 to see its data.

## Manage Requisitions

Access this form using Activities>Requisitions>Manage Requisitions.

Use this form to quickly view your pending requisitions and requisitions waiting for your approval.

### You can view the following requisitions:

- all requisitions that you created,
- requisitions pending your approval,
- your requests that have been rejected, and
- partial or complete purchase orders (either all of the line items from a requisition have been included in a purchase order or only some of them).

### Advanced Security Users

Account Level Security is available for this form. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user (Security>Set Up Account Level Security), the system displays all requisition numbers, but the user can only open the requisitions with GL and Distribution codes that contain accounts codes the user has rights to view.

## Multicurrency Users

The Item Currency, Item Total, and Functional Total columns are only available if the Administrator has installed and added this module (Organization>Add a Module).

## Fields

This form supports the drill down feature, which allows you to view the line item detail for each requisition. You can click the plus (+) sign next to the requisition to expand the outline. When an item has been expanded, the plus (+) sign becomes a minus (-) sign. To collapse an item, click the minus sign.

**Level 1—Requisition Information:** Use the Activities>Requisitions>Create/Approve Requisitions>Requisition Information tab to set up the following requisition information.

- **Requisition Number:** The system displays the number of the requisition created.
- **Title:** The system displays the title associated with requisition.
- **Status:** The system displays the status of the requisition. Valid statuses include:
  - **Saved Request** - This status indicates that the requestor saved a request prior to submitting it.
  - **Submitted Request** - This status indicates the request was submitted but has not been approved or modified by the approver who it was originally sent to.
  - **Rejected Request** - This status indicates a request was rejected by an approver and forwarded back to the requestor.
  - **Approved Request** - This status indicates that a request has been approved at least once, but has not been given final approval.
  - **Modified Request** - This status indicates that a request that has been submitted to an approver for approval, but has been modified and saved by that approver. The status will be changed again according to the selection made when the request is submitted, such as Approved Request or Rejected Request.
  - **Final Approval** - This status indicates final approval and allows the requested items to be included on a Purchase Order or forwarded to Requisition Fulfillment.
  - **Purchase Order Pending** - This status displays only if the Inventory module is active. It indicates that all the items routed to fulfillment have been fulfilled but some purchase order items have not been assigned.

- **Fulfillment Pending** - This status displays only if the Inventory module is active. It indicates that all items routed to purchase orders have been assigned but some fulfillment items are still open.
- **Completed** - This status indicates that the entire requisition has been included on a purchase order and/or any items routed to requisition fulfillment have been fulfilled. It will not show what point in the purchase order process it is in (whether issued, completed, printed or ordered and it will not track purchase order items into the receiving process).

.....  
**Note:** Requisitions with this status only appear on the form for forty-five (45) days.  
.....

- **Requested By:** The system displays the name of the user creating the requisition.
- **Requisition Total:** The system displays the total amount of all items listed on the requisition for the Item Currency. This field follows the formatting of the item currency.
- **Urgent:** The system determines if the creator of the requisition selected the Urgent check box when the requisition was created.
- **Date Required By:** The system displays the date the items are needed.
- **Current Owner:** The system displays the name of the last person the requisition was forwarded to. If a requisition is waiting to be added to a purchase order (has been granted final approval) or already is on a purchase order, "Purchasing" displays in the Current Owner column.
- **Vendor ID:** The system displays the Vendor ID selected on the Requisition Information tab.

**Level 2—Item Detail:** Use the Activities>Requisitions>Create/Approve Requisitions>Item Detail tab to set up the following item detail information.

- **Category Code:** The system displays the category code.
- **Item Code:** The system displays the item code.
- **Item Description:** The system displays the description associated with the item code.
- **Purchase Unit:** The system displays the purchase unit (such as bags, boxes, or cartons) entered in the Item Detail table.
- **Quantity:** The system displays the quantity entered in the Item Detail table.
- **Unit Price:** The system displays the unit price entered in the Item Detail table.
- **Item Currency:** The system displays the currency code associated with the item code if one is selected. If no item is selected, it displays the organization's functional currency.

- **Item Total:** The system displays the total amount calculated by the system from the Item Detail table.
- **Item Status:** The system displays the status of Open or Purchased, on which the requisition item was included, allowing you to easily keep track of all requested items. For example, Open displays when an item is entered on a requisition and Purchased displays when the requisition item is added to a Purchase Order. Note that if the Purchase Order that the requisition item was added is voided, the status returns to Open.
- **Functional Total:** The system displays the functional total amount calculated by the system from the Item Detail table. (It is calculated by multiplying the Item Total by the Budget Rate and is updated each time the Effective Date is changed.) This field follows the formatting of the organization's functional currency.

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#### Tips:

- Requisitions that have a Completed status do not appear on this form after forty-five (45) days, if no changes have been made to the requisition. Therefore, once all items from the requisition are included on a purchase order and/or have been completely fulfilled, and forty-five (45) days have passed, this form no longer displays the requisition. However, the information can be viewed using the Find button on the Activities>Requisitions>Create/Approve Requisitions form or print them using the Reports>Requisitions>Requisition Register and Requisition History reports.
  - To automatically display this form when you log on to the Electronic Requisitions module, select "Display Manage Requisitions at Log On" using the Options>Customize Workstation Settings>Preferences tab.
  - The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).
- 

## Select Purchase Order Vouchers

Access this form using Activities>Purchase Orders>Create/Modify Purchase Orders>  
Select Purchase Order Vouchers.



Use this form to select requisitioned items to be included in a purchase order. Only requisitions that have been given final approval display on this form (Activities>Requisitions>Create/Approve Requisitions).

Requisition line items are included in the current purchase order; however, they will display as separate line items (they are not added to any current line items on the purchase order). Once the requisition line items are included in the purchase order, each item's requisition number appears in the Requisition



Number column on the Activities>Purchase Orders>Create/Modify Purchase Orders>Item Detail tab. This allows you to keep track of the requested items. The requisition's status then changes to "Purchase Order" indicating that it has been included on a purchase order, and the requisition will no longer be available to include in another purchase order. However, if you have only used partial items from a requisition, the remaining items will still be available for future purchase order additions.

### Purchase Order Users

To include items on a Purchase Order, clear the Skip Receiving check box on the Activities>Purchase Orders>Create/Modify Purchase Orders form.

### Multicurrency Users

The Item Currency column is only available if the Administrator has installed and added this module (Organization>Add a Module).

## Fields

**Filters:** The filter is for display purposes only; it simply allows you to limit which items are displayed in the Vouchers table.

- **Available Filter, Selected Filter:** Select an item in the Available Filter column, and click the Mover ( > ) to move it to the Selected Filter column. Once an item is in the Selected Filter column, set up its filtering criteria. Then, the table is limited to the data that falls within the designated filter criteria.
- **Compares To:** Select an operator from the drop-down list. The operator compares the value in the Selected Filter column with the values in Criteria 1 and Criteria 2 to determine which items are displayed in the table.
- **Criteria 1:** Enter a value to compare with the item in the Selected Filter column. When using Like or Not Like, you can use "%" to represent any number of characters.
- **Criteria 2:** Enter a value for the end of a range if the Compares To column contains the Between or Not Between operators.

**Vouchers:** Records are initially sorted on the first data column in ascending order. However, records can be sorted based on any column by clicking on the column heading. Select how many items per page to display using the Records per Page drop-down list. You can view items in the table in increments of 10, 25, 50, 100, 250, 500, or 1000. The default value for the Records per Page drop-down list was selected using the Options>Customize Workstation Settings>Preferences tab.










The table displays all related information about the requisition, which was entered using Activities>Requisitions>Create/Approve Requisitions. Select the requisition to include on the purchase order, and then click OK.

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**Tips:**

- In the Vouchers table, you can sort the data based on any column. Double-click on a column heading to sort according to that column. The sorting functionality is only for table display and does not affect printing. Print uses the data from the database and is therefore not reflective of how the items were sorted.
  - When filtering data, select [Operators](#) to determine which data to display. Also, view a list of [Filter Examples](#) that are useful throughout the system and examples of [How to Use Wildcards](#) characters with Like and Not Like.
  - The list of purchase order vouchers (requisitions that are ready to include in a purchase order) cannot be printed from this form; use Reports>Requisitions>Purchase Order Vouchers.
  - For larger organizations with many records, you may want to clear the "Use Drop-Down List on Find Forms" using the Options>Customize Workstation Settings>Preferences tab. By doing so, it will eliminate the time it takes to load this form.
-

## Select Purchase Order Vouchers Buttons

	<b>Select All:</b> Use this button to select all items in the table.
	<b>Deselect All:</b> Use this button to clear all items in the table.
	<b>Display/Hide Filter:</b> Use this button to display or hide the Filters group box.
	<b>Clear Filter:</b> Use this button to clear all of the selected filter items. The filter is used for display purposes only; it limits what the system displays in the table. You cannot save the filter items.
	<b>Display Records:</b> Use this button to display only the records that match the currently selected filter items. If you are not using the filter (it is blank), the Display Records button displays all of the items you currently have.
	<b>View First Page:</b> Use this button to display the first page of data in the table.
	<b>View Previous Page:</b> Use this button to display the previous page of data in the table.
	<b>View Next Page:</b> Use this button to display the next page of data in the table.
	<b>View Last Page:</b> Use this button to display the last page of data in the table.

## Chapter 4: Electronic Requisitions Reports

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The system provides numerous report selections so you can create custom reports that satisfy the reporting needs in your organization. This reporting gives you the flexibility you need, from specifying which columns appear, to sorting and totaling the information presented. You control the output so you get just the reports you want.

Below is a list of all the reports available in the Electronic Requisitions module:

Menu Selection	Reports
Reports>Lists>	"Requisition User Information List" (page 32)
Reports>Requisitions>	Vendor Information List
	Category/Item Codes List
	Distribution Codes List
	"Requisition Register" (page 35)
	"Requisition History" (page 39)
	"Budget and Encumbrance Balance Analysis" (page 42)
	"Purchase Order Vouchers" (page 48)

For an overview of the report tabs and buttons, refer to the "Report Setup" chapter of the *General Ledger Reports* guide.

### Requisition User Information List

Access this report as Administrator using Reports>Requisitions>Requisition User Information.

Use this report to obtain a list of requisition users and default information assigned to them (such as amount limits and email options). This information was set up by the Administrator using Security>Requisitions>Set Up Requisition Users.

## Report Criteria

### Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

### Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
User ID	The requisition user's ID.
User Type	The type assigned to the requisition user:  RQO - Requestor Only  AP1 - Approver Who Cannot Self-Approve  AP2 - Approver Who Can Self-Approve  ADM - Requisition Administrator
Default Distribution Code	The default distribution code for the requisition user.
Default Shipping Address Code	The default shipping code for the requisition user.
Default Billing Address Code	The default billing code for the requisition user.
Allow Budget and Encumbrance Balance Checking	A designation of Y (Yes) or N (No), depending on if the "Allow Budget and Encumbrance Balance Checking" option was selected for the requisition user.
Default Approver ID	The default approver for the requisition user.
Approvers	The approvers designated for the requisition user.
Default Request Amount	The default request amount for the requisition user (the maximum amount the user can request).
Default Final Approval Amount	The default approval amount for the requisition user (the

Column	Description
	maximum amount the user can approve).
Category Code	The category code for which the requisition user has amount limits assigned.
Category Code Request Amount	The maximum amount the requisition user can request for the specified category code.
Category Code Final Approval Amount	The maximum amount the requisition user can approve for the specified category code.
Email Address	The requisition user's email address.
Notification of All Requisition Activity	A designation of Y (Yes) or N (No), depending on if the "Notification of All Requisition Activity" option was selected for the requisition user.
Notification of Requisitions Forwarded for Approval	A designation of Y (Yes) or N (No), depending on if the "Notification of Requisitions Forwarded for Approval" option was selected for the requisition user.
Daily Reminder of Requisitions that Require Approval	A designation of Y (Yes) or N (No), depending on if the "Daily Reminder of Requisitions that Require Approval" option was selected for the requisition user.
Requisition User	A designation of Y (Yes) or N (No), depending on if the "Requisition User" option was selected by the Administrator for the user on the Security>Maintain Users form.

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Layout** Use this tab to change the font and page setup for a report.

**Security** Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Requisition Register

Access this report using Reports>Requisitions>Requisition Register.

Use this report to obtain a list of all requisitions. (This includes requisitions of every status.) It contains requisition detail, transaction line entries if applicable, and requisition document information.

Please note that the requisitions that display in this report are based on the current User ID. You may only be able to view requisitions that you created, depending on your user type. For more information on creating user types, refer the Administrator to Security>Requisitions>Set Up Requisition Users.

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an \* also prints after the report title.

### Report Criteria

**Setup**

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

**Content**

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Requisition Number	The number assigned to the requisition.
Status	The status of the requisition:

Column	Description
	Submitted Request
	Saved Request
	Modified Request
	Approved Request
	Final Approval
	Rejected Request
	Voided Request
	Purchase Order
Title	The title or description of the requisition.
Vendor ID	The vendor assigned to the requisition.
Vendor Name	The name associated with the vendor ID.
Shipping Address Code	The shipping code assigned to the requisition.
Shipping Address	The address associated with the shipping code.
Shipping Method	The shipping method for the requested items, such as Ground or Priority Mail.
Billing Address Code	The billing code assigned to the requisition.
Billing Address	The address associated with the billing code.
Date Required By	The date the requested items are needed.
Date Submitted	The date the requisition was initially submitted.
Date Approval Needed By	The date the requisition must be approved.
Last Date Modified	The date the requisition was last changed or updated.
Requested For	The person who requested the items.
Requested By	The user who initially submitted the requisition.
Current Owner	The user who is currently assigned to the requisition.



Column	Description
Buyer	The person responsible for ordering the items.
Urgent	A designation of Y (Yes) or N (No), depending on if the requested items are urgent.
Do Not Allow Changes	A designation of Y (Yes) or N (No), depending on if changes can be made to the requisition.
Category Code	The category code for each requested line item.
Item Code	The item code for each requested line item.
Item Description	The description for each requested line item.
Item Total	The total of each item that was requested (Quantity multiplied by Unit Price).
Distribution Code	The distribution code for each requested line item.
{Segment Name} Code	The code assigned to the segment, such as 01, 05, or 04. There is one column for each segment.
{Segment Name} Title	The title associated with each code above. The system displays one column for each of these code types, such as Fund Title, Grant Title, or GL Title.
{Segment Name} Short Title	The short title associated with each code. The system displays one column for each of these code types, such as Fund Short Title, Grant Short Title, or GL Short Title.
Transaction Amount	The transaction amount for each requested line item.
Purchase Unit	For each requested line item or line item routed to Purchase Orders, the purchase unit of measure represents the Purchase Unit entered on the Create/Approve Requisitions form, such as case or gross.
Quantity	The quantity for each requested line item.
Unit Price	The monetary amount per unit for each requested line item.
PO Number	The purchase order number for each requested line item. (After a requested item has been added to a purchase

Column	Description
	order, the system displays the purchase order number on the Activities>Requisitions>Create/Approve Requisitions>Item Detail tab.)
Reference Number	The temporary number assigned to the purchase order before it is printed. (After a requested item has been added to a purchase order, the system displays the reference number on the Activities>Requisitions>Create/Approve Requisitions>Item Detail tab.)
Requisition Total	The total amount of the requisition.

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Options** Use this tab to set up any Available Options for the report.

Options	Description
Summarize Amounts	Select this option to add amounts together and display one line item with the total amount. All document information must be identical for the system to add items together.

**Layout** Use this tab to change the font and page setup for a report.

**Security** Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Requisition History

Access this report using Reports>Requisitions>Requisition History.

Use this report to summarize a requisition's history that was created and/or approved using Activities>Requisitions>Create/Approve Requisitions. You can easily keep track of changes made to a requisition from the time the requisition was created until it was added to a purchase order.

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an \* also prints after the report title.

### Report Criteria

#### Setup

Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

#### Content

Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

Column	Description
Requisition Number	The number assigned to the requisition.
Title	The title or description of the requisition.
Requisition Status	The status of the requisition:

Column	Description
	<ul style="list-style-type: none"> <li>Submitted Request</li> <li>Saved Request</li> <li>Modified Request</li> <li>Approved Request</li> <li>Final Approval</li> <li>Rejected Request</li> <li>Voided Request</li> <li>Purchase Order</li> </ul>
User ID	The user assigned to the requisition at the time it was modified.
Vendor ID	The vendor assigned to the requisition.
Vendor Name	The name associated with the vendor ID.
Shipping Address Code	The shipping code assigned to the requisition.
Shipping Address	The address associated with the shipping code.
Billing Address Code	The billing code assigned to the requisition.
Billing Address	The address associated with the billing code.
Date Required By	The date the requested items are needed.
Date Approval Needed By	The date the requisition must be approved.
Do Not Allow Changes	A designation of Y (Yes) or N (No), depending on if changes can be made to the requisition.
Approval Code	The approval state of the requisition: Final Approved, Approved, or Rejected.
Forward To	The person that the requisition was forwarded to for approval.
Last Modified Date	The date the requisition was last changed or updated.

Column	Description
Notes	These are the notes, if any, that were entered for the requisition.
Category Code	The category code for each requested line item.
Item Code	The item code for each requested line item.
Item Code Status	The status of the item code, such as, Active, Inactive, or Discontinued.
Item Description	The description for each requested line item.
GL Code	The general ledger code for each requested line item.
Distribution Code	The distribution code for each requested line item.
Purchase Unit	For each requested line item or line item routed to Purchase Orders, the purchase unit of measure represents the Purchase Unit entered on the Create/Approve Requisitions form, such as case or gross.
Quantity	The quantity for each requested line item.
Unit Price	The monetary amount per unit for each requested line item.
Item Total	The total of each item that was requested (Quantity multiplied by Unit Price).
Action Type	The action associated with each line item on the requisition: Edit, Delete, or Add. For example, if a particular line item was modified, "Edit" displays on the report.
PO Number	The purchase order number for each requested line item. (After a requested item has been added to a purchase order, the system displays the purchase order number on the Activities>Requisitions>Create/Approve Requisitions>Item Detail tab.)

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Layout** Use this tab to change the font and page setup for a report.

**Security**

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Budget and Encumbrance Balance Analysis

Access this report using Reports>Reconciliations>Budget and Encumbrance Balance Analysis.

Use this report to check the budget and encumbered balances for all requisitions according to specific account codes (transaction information). This report supplements the Check Budget and Encumbrance Balances process, so you can verify the transaction lines being affected for the requisition, or it can also be used to review all requisition activity relative to your budget. (While creating and/or approving a requisition you can check the requisition against your budget using the Check Budget and Encumbrance

Balances .)

With this report, you can print the amount of all requisitions (prior to being added to a purchase order) while viewing posted and unposted Encumbrances and Actual transactions through the report date range and comparing the sum of those items to the budget. The budget amounts are based on the Primary Budget Version selected by the Administrator using Organization>Set Up Modules>Budget>Budget Versions.

The account types and the segments that are included in this report were determined by the options selected by the Administrator using Organization>Set Up Modules>Budget>Primary Budget Controls. The only codes that display in the Available Columns are those that were defined on the Primary Budget Controls tab. Keep in mind that even though you may exclude certain segment columns in the report, the totals are calculated by all the segments specified on the Primary Budget Controls tab.

**Note:** If the Encumbrances module is not added for the active organization, the columns related to Encumbrances will not be available on this report.

### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an \* also prints after the report title.

## Report Criteria

**Setup** Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

Specify the reporting period for this report by entering a Current Reporting Year Begins date and the Current Period Dates.

**Content** Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined. Columns that use a period of Opening Balances Date through Ending Balances Date or Current Reporting Year Begins Date through Ending Balances Date, use the dates specified on the Setup tab of the report. However, if a column uses the Total Budget Ends Date, this date was assigned on the Options tab of the report.

Column	Description
{Segment Name} Code or Group Code	The actual code or group code assigned to the account, such as, 201, 05, or 45001.
{Segment Name} Title or Group Title	The actual title assigned to the account code or group code, such as, Housing or Service Fees.
{Segment Name} Short Title or Group Short Title	Usually the first 15 characters of the Account Title, such as, Housing or Svc Fees.
Requisition Number	The number assigned to the requisition.
Title	The title or description of the requisition.
Requisition Status	The current status of the requisition (the state of the requisition).
Requestor	The user who created the requisition.

Column	Description
Current Owner	The user who is currently assigned to the requisition.
Vendor ID	The vendor assigned to the requisition.
Vendor Name	The name associated with the vendor ID.
Date Required By	The date the requested items are needed.
Date Approval Needed By	The date the requisition must be approved.
Category Code	The category code for each requested line item.
Item Code	The item code for each requested line item.
Item Code Status	The status of the item code, such as, Active, Inactive, or Discontinued.
Item Description	The description for each requested line item.
Purchase Unit	For each requested line item or line item routed to Purchase Orders, the purchase unit of measure represents the Purchase Unit entered on the Create/Approve Requisitions form, such as case or gross.
Quantity	The quantity for each requested line item.
Unit Price	The monetary amount per unit for each requested line item.
Item Total	The total of each item that was requested (Quantity multiplied by Unit Price).
Requisitions Total	The amount of all requisitions that contain transaction line entries (this could be a G/L code only and/or all segment codes).
Current Period Unposted Encumbrance	This amount is calculated by taking the net amount of decreases and increases (for unposted encumbrances) for the period Opening Balances Date through the Ending Balances Date.
Current Period Posted Encumbrance	This amount is calculated by taking the net amount of decreases and increases (for posted encumbrances) for the period Opening Balances Date through the Ending



Column	Description
	Balances Date.
Current Period Actual	This amount is calculated by taking the net amount of actual decreases and increases for the period Opening Balances Date through the Ending Balances Date.
Current Period Combined Total	The sum of the Requisitions Total, Current Period Unposted Encumbrance, Current Period Posted Encumbrance, and the Current Period Actual for the period Opening Balances Date through the Ending Balances Date.
Current Period Budget	This amount is calculated by taking the net amount of budget decreases and increases for the period Opening Balances Date through the Ending Balances Date.
Current Period Budget Variance	This amount is calculated by taking the Current Period Actual, Current Period Unposted Encumbrance, Current Period Posted Encumbrance, and Requisitions Total less the Current Period Budget.
YTD Unposted Encumbrance	This amount is calculated by taking the net amount of increases and decreases (for unposted encumbrances) for the Current Reporting Year Begins Date through the Ending Balances Date of the current year.
YTD Posted Encumbrance	This amount is calculated by taking the net amount of increases and decreases (for posted encumbrances) for the Current Reporting Year Begins Date through the Ending Balances Date of the current year.
YTD Actual	This amount is calculated by taking the net amount of actual decreases and increases for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year.
YTD Combined Total	The sum of the Requisitions Total, YTD Unposted Encumbrance, YTD Posted Encumbrance, and the YTD Actual for the Current Reporting Year Begins Date through the Ending Balances Date of the current year.

Column	Description
YTD Budget	This amount is calculated by taking the net amount of budget decreases and increases for the period Current Reporting Year Begins Date through the Ending Balances Date of the current year.
YTD Budget Variance	This amount is calculated by taking the YTD Actual, YTD Unposted Encumbrance, YTD Posted Encumbrance, and Requisitions Total less the YTD Budget.
Total Budget	This amount is calculated by taking the net amount of decreases and increases for the period Opening Balances date through the Ending Balances date.
Total Budget Variance	This amount is calculated by taking the YTD Actual less the Total Budget.
Percent Total Budget Remaining	This amount, which is represented using a percentage, is calculated by taking the Total Budget less the YTD Actual, and then dividing the result by the Total Budget. When this percentage is added to the Percent Total Budget Used, they should equal 100%.
Percent Total Budget Used	This amount, which is represented using a percentage, is calculated by taking the YTD Actual divided by the Total Budget. When this percentage is added to the Percent Total Budget Remaining, they should equal 100%.

**Filter**

Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Groups**

Use this tab to designate the Group Sets for the report. Groups provide an alternate way of reporting summarized accounting data. Selecting a group code on the report is the same as filtering by group code on the entire report. Any accounts not included in a Group Set will not be included in the report. In order for groups to be applied to the report, the group selected on the Groups tab must also be selected in at least one of the following: Content tab or Filter tab.

**Options**

Use this tab to set up any Available Options for the report.

Options	Description
Total Budget	Select the start and end date you want to use to calculate and print total budget amounts. This range can exceed a 12 month interval.
Year-End Adjustments	Select this option to include year-end adjustments on the report.
Unfavorable Balance Only	Select this option to report only accounts showing unfavorable balances. For example, if the budget for an expenditure type account is \$20,000 (USD) and the actual expenditures equal \$21,000 (USD), there would be an unfavorable balance of \$1,000 (USD). Similarly, if the budget for a revenue type account is \$10,000 (USD) and the actual revenues equal \$9,500 (USD), there would be an unfavorable balance of \$500 (USD).
Suppress Lines with All Zeros	Select this option so that documents with zero amounts do not print. This eliminates records having zero in all amount columns. If it is not selected, every line prints, even if it has a zero value.

**Layout**

Use this tab to change the font and page setup for a report.

**Security**

Use this tab to secure the active report so that other users cannot save their changes to it. The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

## Purchase Order Vouchers

Access this report using Reports>Requisitions>Purchase Order Vouchers.

Use this report to obtain a list of requested items from multiple requisitions that have received final approval and are now ready to add to a purchase order. Requisitions can be applied to a purchase order using Activities>Purchase Orders>Create/Modify Purchase Orders>Select Purchase Order Vouchers



### Advanced Security Users

Account Level Security is available for this report. This feature allows the Administrator to define the account codes and related amounts a user can view in the report. When account level security is activated by the Administrator for the organization (Security>Set Up Account Level Segments) and enabled for a user or group (Security>Set Up Account Level Security), the report will only print account information the user is allowed to see. Note that if a user does not have Account Level Security enabled, the user will see all account codes.

If the "Print Disclaimer on Report" check box is selected on the Security>Set Up Account Level Segments form, "This report may be affected by Account Level Security" prints in the header of this report. In that case, an \* also prints after the report title.

### Report Criteria

**Setup** Use this tab to assign a report name and determine whether or not to include it on the actual report. The report name can be printed in the header or the footer of the report.

**Content** Use this tab to determine what data to include in the report and to define the report layout.

- By selecting Available Items, the data is divided onto separate pages. The report starts a new page for each item, and the item is printed in the page header of the report.
- By selecting Available Columns, the data that appears in the body of the report is determined.

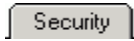
Column	Description
Requisition Number	The number assigned to the requisition.
Title	The title of the requisition.

Column	Description
Requested For	The person who requested the items.
Requested By	The user who initially submitted the requisition.
Final Approver	The user who gave final approval to the requisition.
Vendor ID	The vendor assigned to the requisition.
Vendor Name	The name associated with the vendor ID.
Shipping Method	The shipping method for the requested items, such as Ground or Priority Mail.
Shipping Address Code	The shipping code assigned to the requisition.
Shipping Address	The address associated with the shipping code.
Billing Address Code	The billing code assigned to the requisition.
Billing Address	The address associated with the billing code.
Date Required By	The date the requested items are needed.
Date Approval Needed By	The date the requisition needed final approval.
Do Not Allow Changes	A designation of Y (Yes) or N (No), depending on if changes can be made to the requisition.
Urgent	A designation of Y (Yes) or N (No), depending on if the requested items are urgent.
Last Modified Date	The date the requisition was last changed or updated.
Date Submitted	The date the requisition was initially submitted.
Notes	These are the notes, if any, that were entered for the requisition.
Category Code	The category code for each requested line item.
Item Code	The item code for each requested line item.
Item Code Status	The status of the item code, such as, Active, Inactive, or Discontinued.

Column	Description
Item Description	The description for each requested line item.
Special Instructions	Any additional information related to the requested line item.
GL Code	The general ledger code for each requested line item.
Distribution Code	The distribution code for each requested line item.
Unit of Measure	The purchase unit of measure for each requested line item, such as case or gross. For items routed to Purchase Orders the Unit of Measure represents the Purchase Unit.
Quantity Ordered	The quantity ordered for each requested line item.
Quantity Received	The quantity received for each requested line item, using Activities>Purchase Orders>Process Receipts.
Quantity Cancelled	The quantity canceled for each requested line item, using Activities>Purchase Orders>Cancel Items.
Quantity Adjusted (Net)	The quantity adjusted for each requested line item Activities>Purchase Orders>Adjust Receipts.
Quantity Remaining	The remaining quantity to be fulfilled for each requested line item.
Unit Price	The monetary amount per unit for each requested line item.
Item Total	The total of each item that was requested (Quantity multiplied by Unit Price).
PO Number	The purchase order number in which the requisition line item was included. This column is useful for requisitions that have partial line items included in a purchase order. These partial items will display in this report until all line items from the requisition have been included in a purchase order.

**Filter** Use this tab to narrow down and more explicitly define the data to include in the report by selecting from the Available Filters.

**Layout** Use this tab to change the font and page setup for a report.



Use this tab to secure the active report so that other users cannot save their changes to it.

The user that selects the check box, and then saves the report, is the only user that can change or save it later. This check box cannot be cleared by any user other than the user that locked the report.

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