Fleet-Net® for Windows
Product of Avail Technologies, Inc.
Requisitions User Guide

Prepared By
Fleet-Net Corporation

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Product Description

Fleet-Net's Requisition (RQ) module can help facilitate a company's process for managing their purchasing activities. The Requisition module is the prelude to the Purchase Order module. The RQ module interfaces with the Purchase Order, General Ledger, Inventory, Vehicle Maintenance, Asset Management, Contract Management, Work Order and the Accounts Payable modules.

Our integrated requisition system helps improve communication between the user (requisitioner), buyers and suppliers; between the various departments within a company who are responsible for handling either a full requisition and purchasing process, or parts of that process. Email alerts keep all parties informed as to the status of the requisition.

The online Requisition is the document that defines the need for goods and/or services. A Requisition is a document generated internally by the transit agency to notify the purchasing department of items it needs to order, their quantity, and the time frame desired. The requisition is an internal electronic document that can be printed; it does not constitute a contractual relationship with any external party; it also documents the bidding process (Quotes), when necessary.

Purchase requests can be tracked against both internal departmental budgets as well as general ledger (GL) categories.

Requests for the purchase of goods and services are documented and routed for approval within the organization. Requisitioners, Authorizers and Buyers are setup with specific dollar range criteria and assigned to departments for which they will have control or permissions.
The online Requisition module generates a unique number for each requisition which once finalized will become a Purchase Order (PO) which will have a separate and unique number.

The RQ module can be used to procure stock (inventory items) or non-stock items as well as services. Typically, it contains a description and quantity of the goods or services to be purchased, preferred make, a required delivery date, account number and the amount of money that the department is authorized to spend for the goods or services. Often, the vendor # of suggested supply sources are also included. Based on your agency's internal procedures, the requisitioner or purchasing department can choose to use the suggested vendor or shop the item for a more competitive price or better quality item.

The requisitioner/buyers have the ability to track their quote/bid offers via the module and attach the vendors' documents with their stated prices and length of time for which the offer is good.

Aside from quotes/bids, the RQ module allows for the sharing of documents with co-workers for easy collaboration with the ability to attach various types of documents such as the scanned original contracts, item or service specifications etc.

Requisitions can be printed at any point during the creation process. The user has control as to what data elements are to appear on the hard copy: full line detail, line item notes, the name of the documents attached, approvals with electronic signatures, price quote information (not the actual attachment) and funding information.

The important thing to remember when implementing the requisitions module is that the focus or the primary source of input for the purchasing department shifts from the purchasing (PO) module to the requisitions (RQ) module. The bulk of their duties will now be carried out via the RQ module with the final step of the requisition module being the creation of the purchase order which can then be accessed via the PO module but no longer modified.

If you can't find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

Requisitions Implementation

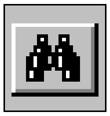
It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Requisitions module installation.

As with all Fleet-Net for Windows modules, the module must first be installed as directed in the System Administration Guide.

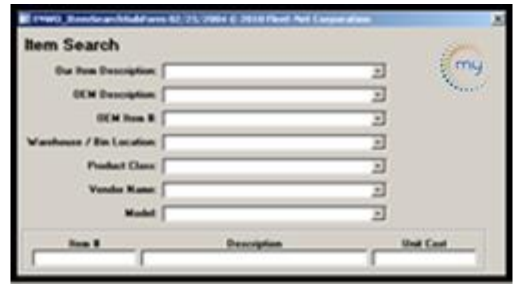
About This Guide

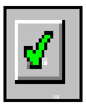
This guide contains standard cycles and checklists for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administrator Guide.
Below are features that are used throughout the FNW applications.

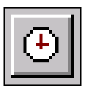


When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form. **When the binoculars search function is not available, or a drop down list provided, select ‘**Ctrl F’** as a search tool.

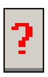




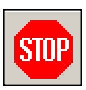
Throughout Fleet-Net® modules, there will be Green Checkmarks that will appear next to specific fields. The Green Checkmark when selected will open a menu that allows the user to setup the necessary codes and their value for the associated field.



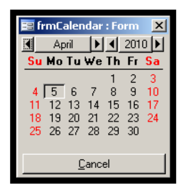
The clock button allows for changing the time entry.

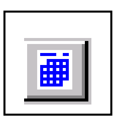


The question mark button opens the search option.

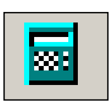


The Stop button cancels the current selection process.

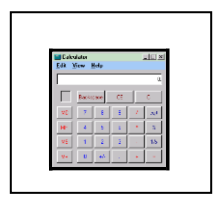


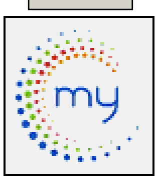


The calendar button allows for quick selection of a specific data via a calendar.



The calculator button allows for quick simple calculations. It opens up your systems calculator.

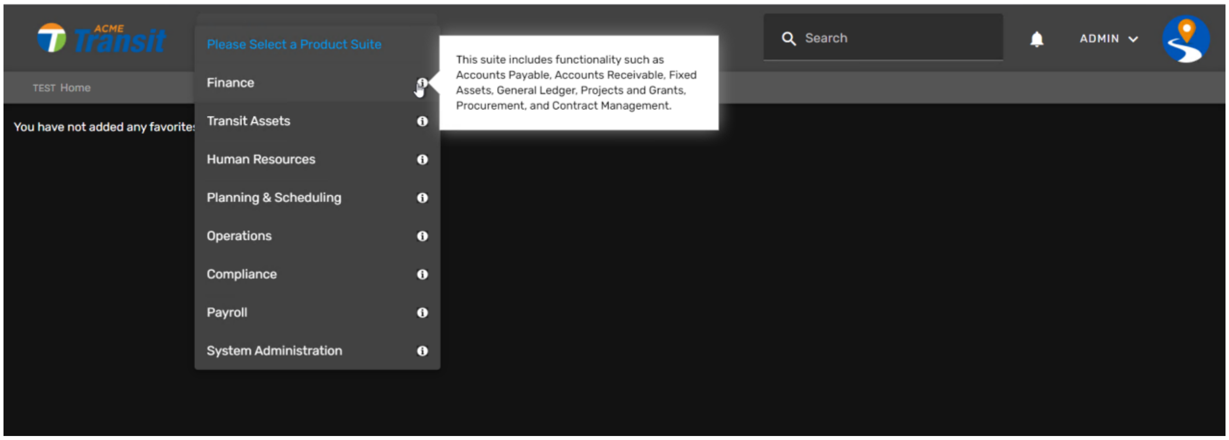




To exit a form, click on the myAvail Icon always located in the upper right of every form.

Requisition

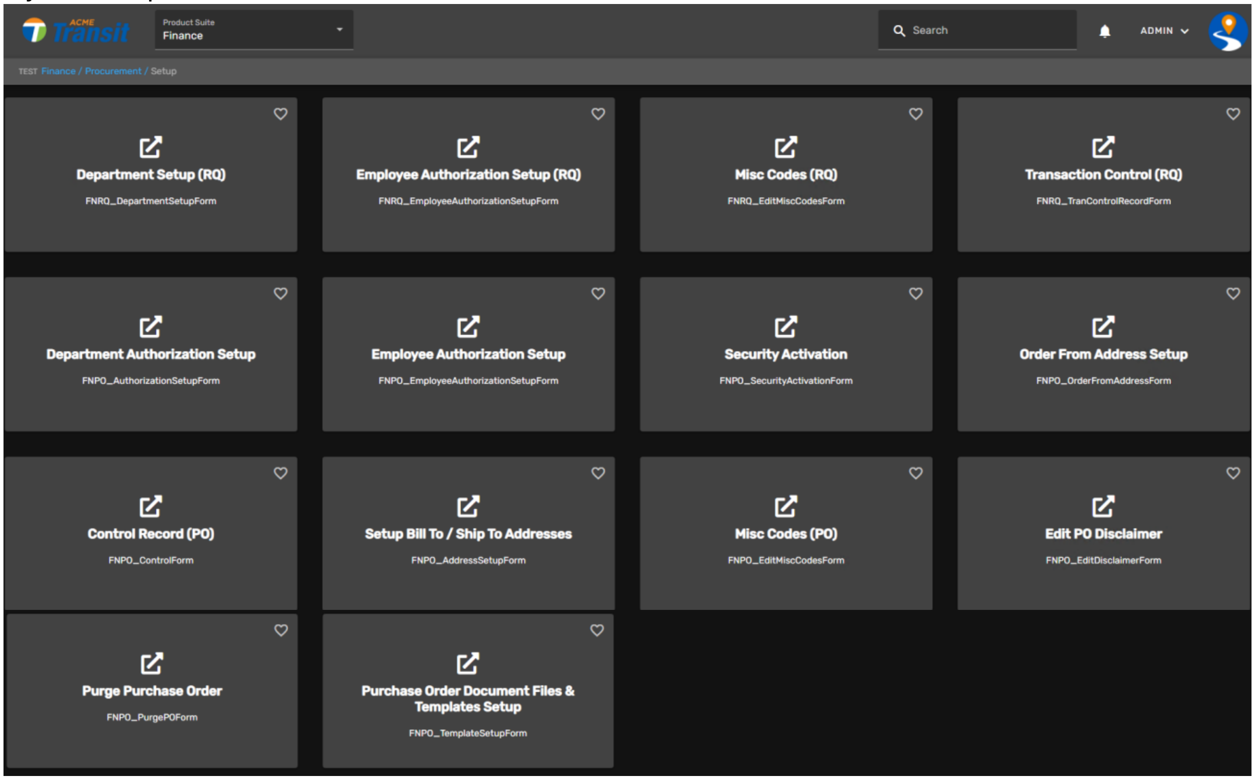
From the Product suite drop-down choose Finance



Click the Procurement Card

Requisition Setup

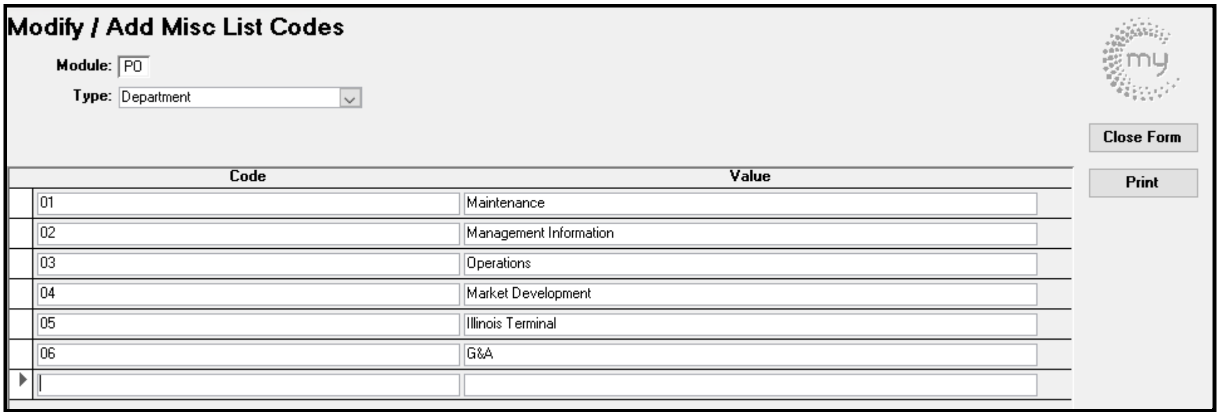
Click the Setup



Department Setup (RQ)

The Department Setup option identifies all of the departments that will be creating requisitions. Set up department code and description by clicking the green check mark to bring up the Department table.

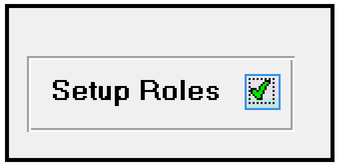
Note: Do not delete Codes from this table as other users may have created RQ's with these numbers.

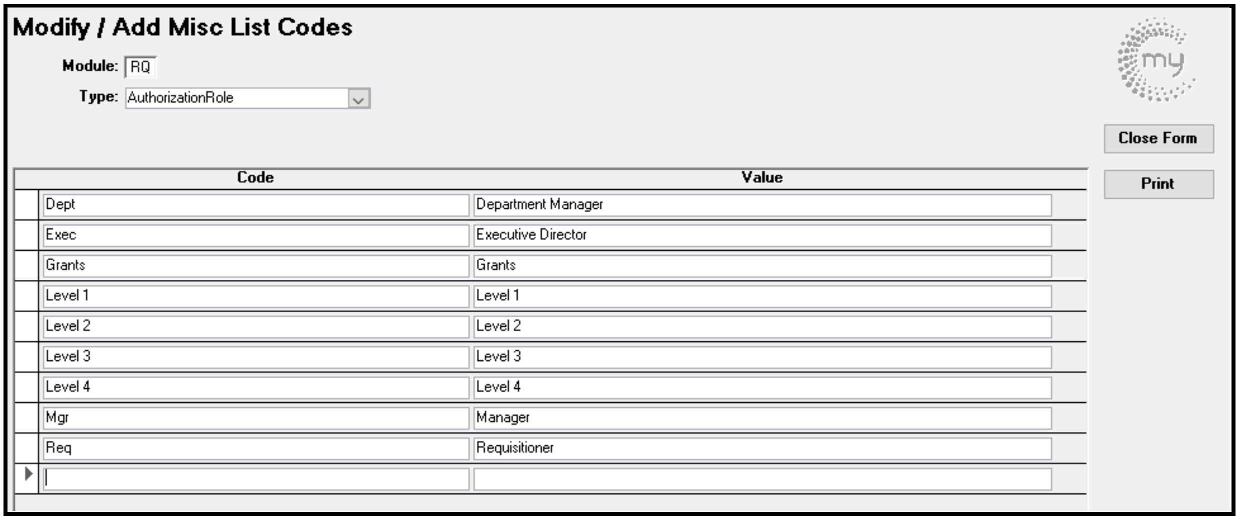


Dollar amount ranges and the number of authorizers for each dollar range must be set up for each department. The screen shot below illustrates that, when a requisition is created for Department 01 and the total dollar amount is equal to or less than $3,000, it will require 1 authorization to finalize the requisition. Requisitions for more than $10,000 will require 2 authorizations to review and finalize, etc.

Field Name	Max Field Size	Field Type	Description
Department	5	Alpha/Numeric	Select the Department from the drop down list. New departments can be added by clicking the Green Checkmark.
Department Description		Alpha/Numeric	Auto-populates based on the Department selected.
Amount Range	1	Number	Enter a one digit sequential number that identifies each dollar amount range.
From Amount		Currency	Enter the beginning dollar amount for the specified range. The first range should start with $0.00 as shown above.
Thru Amount		Currency	Enter the ending dollar amount for the specified range.
# Required	1	Number	Enter the number of authorizers required to approve a requisition for each range.

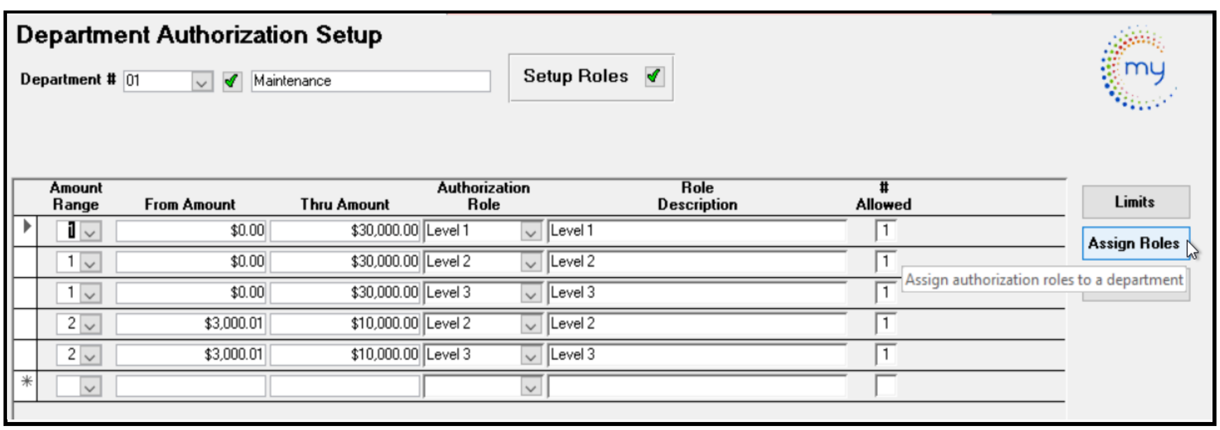
The next step is to setup/identify the various roles for each range. Click the green check mark to access Setup Roles. The example below illustrates one option as to how roles can be set up. Other options are also possible depending on transit rules. These roles will be assigned to various people throughout the requisition process.





Field Name	Max Field Size	Field Type	Description
Code	10	Alpha/Numeric	Enter a user-defined code to assign to Roles to each Department
Value	30	Alpha/Numeric	Enter a definition of the Role created

Once Roles are defined, they must be assigned to each Department and Amount Range. Click ***Assign Roles***; the following form displays.



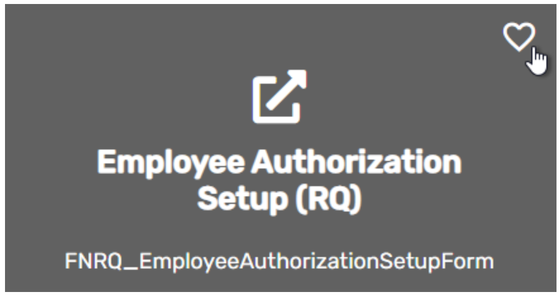
The # Allowed field on this form must match the number designated on the # required field from the Limits form.

Amount Range 2 requires two authorizations so the type and number of authorizers must be defined. In the example above, two authorizations are required, the requisition cab be authorized either by one Executive Director and one Department Manager, or it can be authorized by two Department Managers. Please note that the Executive Director is usually going to be authorizing over $5,000 but has to be set up in all ranges.

Refer to the Employee Authorization Setup section of this the manual for instructions for assigning roles to specific employees.

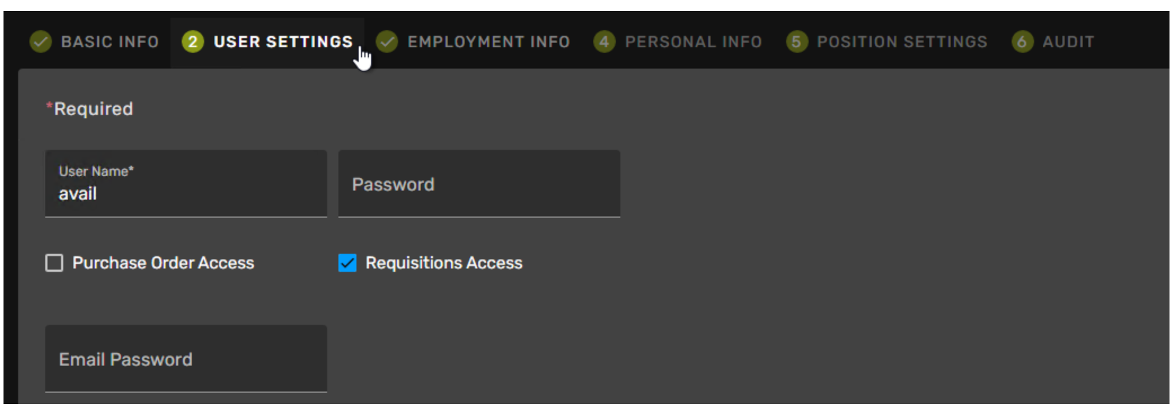
Click ***Delete*** to delete a department.

Employee Authorization Setup (RQ)



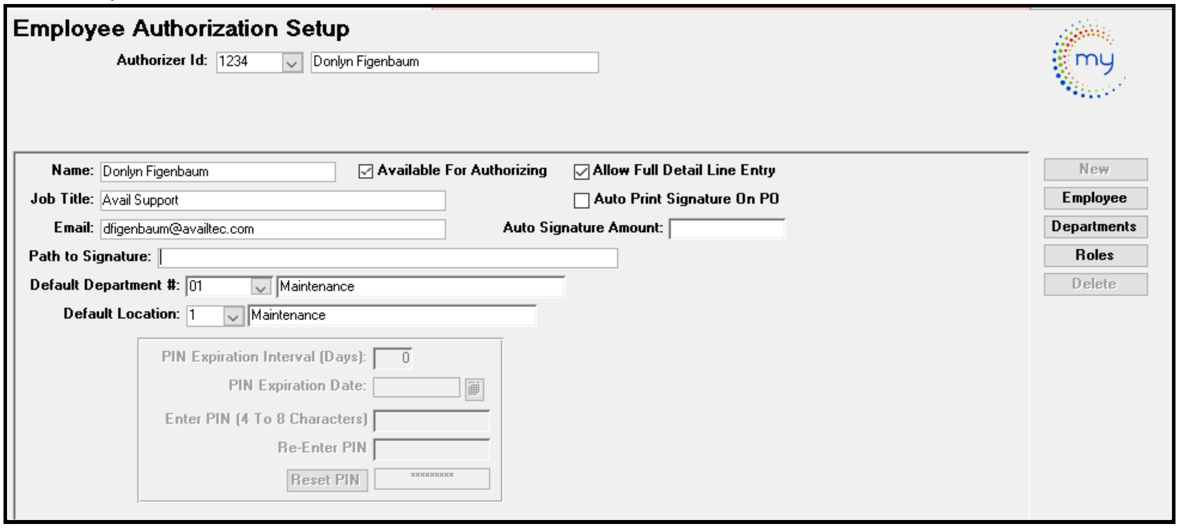
Adding a New Employee

If an employee needs RQ authorization permission, the parameters for this permission will be setup here using the RQ Employee Authorization Setup screen.
Select the employee's ID in the Authorization ID dropdown in the RQ screen. If the employee is not in the dropdown, then the RQ access checkbox needs to be checked for this employee in the User Settings in their Personnel card. New employees must be added by Human Resources.



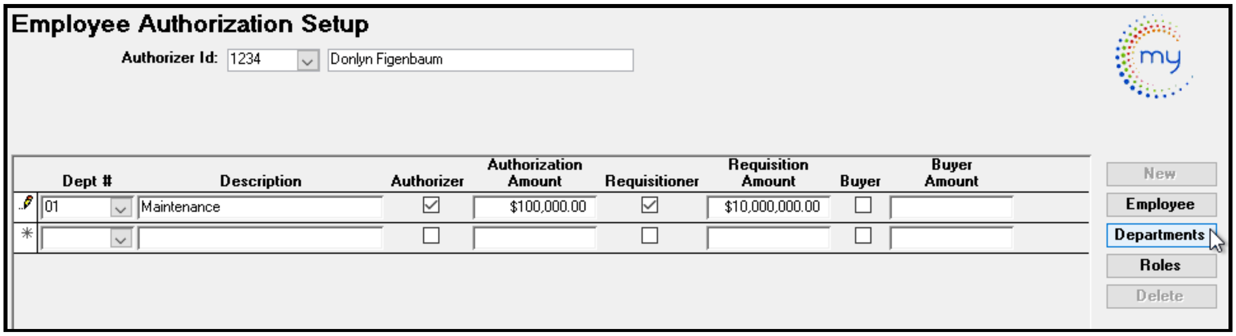
Click Employee

The following form displays. Enter in all information. Pin setup is disabled because employees set up their own Pin Number via their profile.



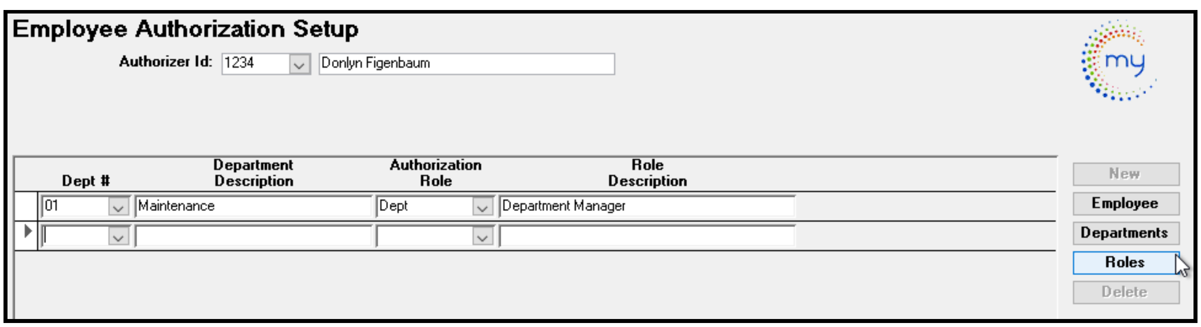
Field Name	Max Field Size	Field Type	Description
Name	40	Alpha/Numeric	Enter the employee name.
Available for Authorizing		Yes/No	Check this box. If yes, then the person will show up in Menu Item 2, Authorizer Availability.
All Full Detail Line Entry		Yes/No	Check this box.
Job Title	50	Alpha/Numeric	Enter the employee’s job title.
Auto Print Signature on PO		Yes/No	Click this box, if you want the Employee’s Signature to print on each PO created through Requisitions. (See next box for more information).
Auto Signature Amount		Alpha/Numeric	If this person’s signature needs to be on every PO issued, click the previous box and put 0.00 in this box. If the signature only needs to appear on purchase orders over $25,000.00, for example, put that in the box. {Note: if the employee authorizes an RQ, and these boxes are populated, their name will appear on the final Purchase Order twice.}
Email	50	Alpha/Numeric	Enter the employee’s email address.
Path to Signature	100	Alpha/Numeric	Enter the path to the location where the employee’s electronic signature is stored so it will print on the RQ. Include the document name containing the employee’s electronic signature. This is optional.
Default Department			Select the department that will default when the selected employee accesses requisitions. The department can be changed once the employee signs in to the RQ screen to look at RQs in other departments they are authorized for.
Default Location			Select the location that will default when the selected employee accesses requisitions. The location can be changed when creating or authorizing a requisition to any location that the employee is assigned to.
PIN Expiration Interval (Days)	3	Number	Disabled
PIN Expiration Date		Date	Disabled
Enter PIN	8	Alpha/Numeric	Employees will set up their own Pin Number via their profile.
Re-Enter PIN	8	Alpha/Numeric	Disabled
Reset PIN			Disabled

Click ***Departments*** to assign Departments and Limits to the selected employee.



Field Name	Field Type	Description
Dept. #		Select the Department(s) being assigned to the employee from the drop down list.
Description		Auto-populates based on the Department selected.
Authorizer	Yes/No	Check the box if the selected employee is an authorizer for the Department.
Authorization Amount	Currency	Enter the maximum amount the selected employee is allowed to authorize for the Department.
Requisitioner	Yes/No	Check the box if the selected employee is a Requisitioner for the Department.
Requisition Amount	Currency	Enter the maximum amount the selected employee is allowed to requisition for the Department.
Buyer	Yes/No	Check the box if the selected employee is a buyer for the Department.
Buyer Amount	Currency	Enter the maximum amount the selected employee is allowed to purchase for the Department.

Roles is used to assign authorizer roles to the employee. Click ***Roles***. The following form displays



Field Name	Description
Dept. #	Select all the Departments being assigned to the employee from the drop down list
Description	Auto-populates based on the Department selected
Authorization Role	Select the authorization role from the drop down list
Role Description	Auto-populates based on the authorization role selected

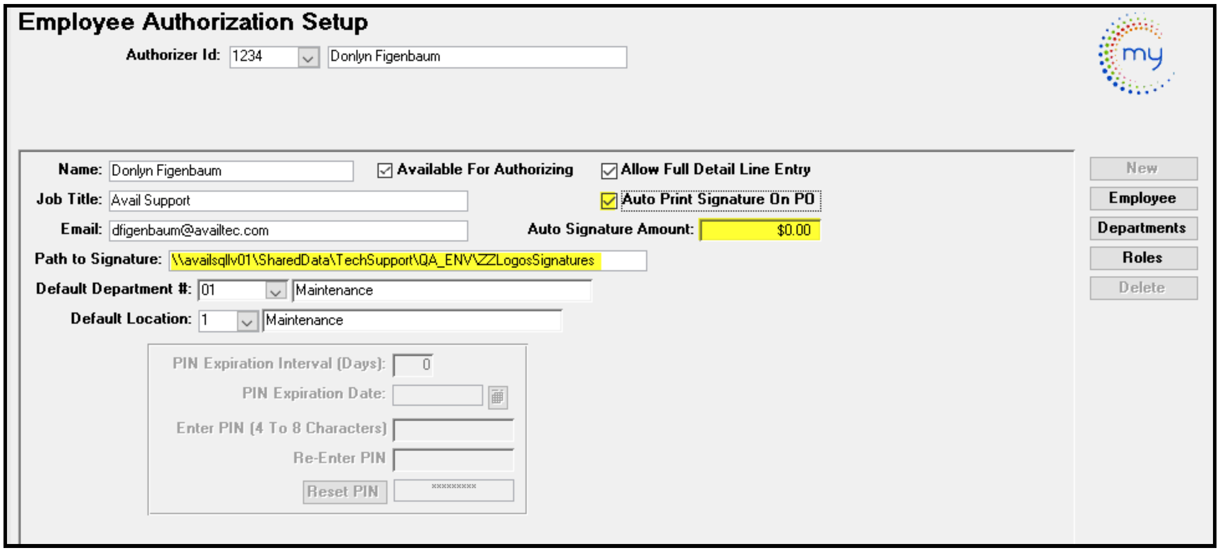
If the employee is not an authorizer for any Department, this step is not necessary.

For the authorizations received during the RQ process to *print* on the PO in the Purchase order module the same authorizers set up in RQ must be set up PO.

The ***Delete*** *button is disabled.* To delete an authorizer/requisitioner, this needs to be done from the Human Resources personnel card in the Human Resources Product Suite.

Signatures

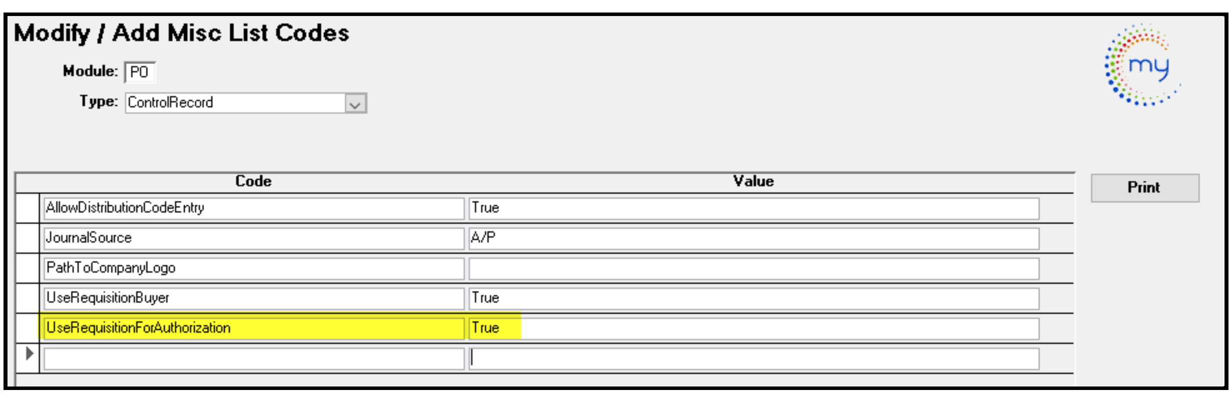
Avail can add signatures to Requisitions and Purchase Orders. The signature needs to be saved to a location and that path entered on the Employee Setup as shown below.

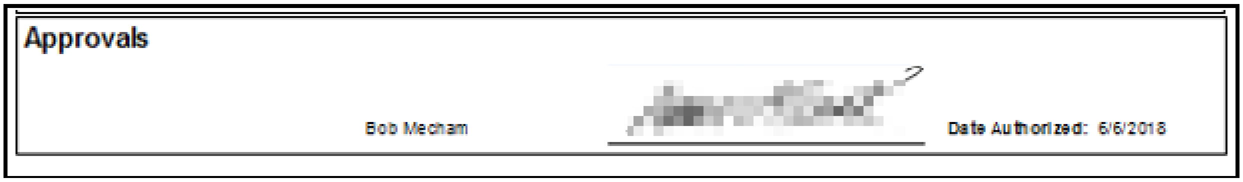


The system can add the approval with the signature to the printed PO by setting up the miscellaneous codes as follows.

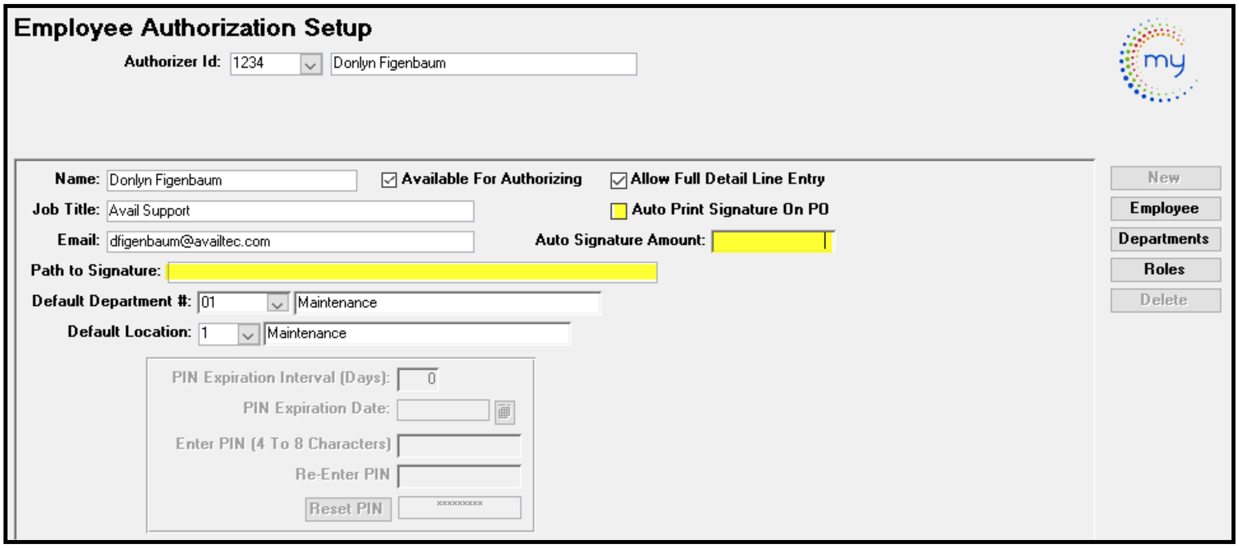
From the Misc Codes (PO) Card

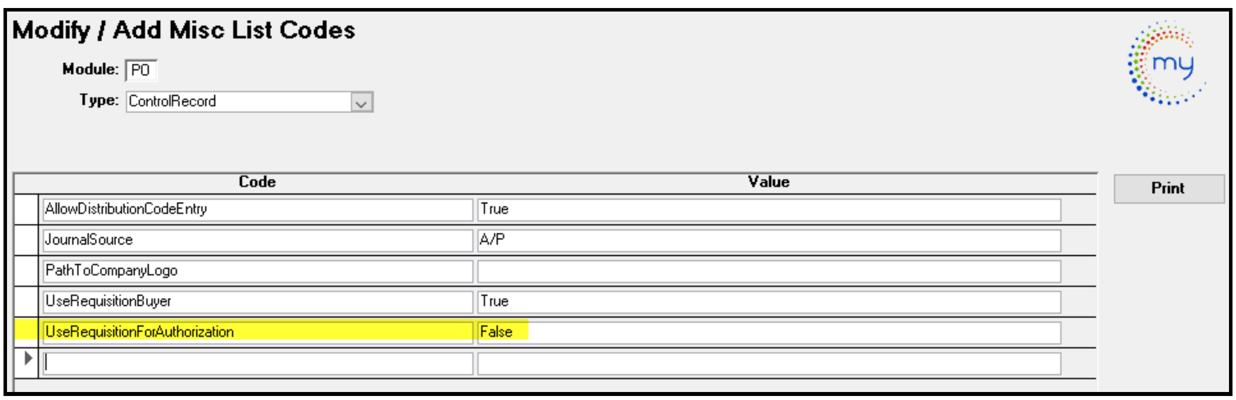
Use Requisition for Authorization need to be **True**

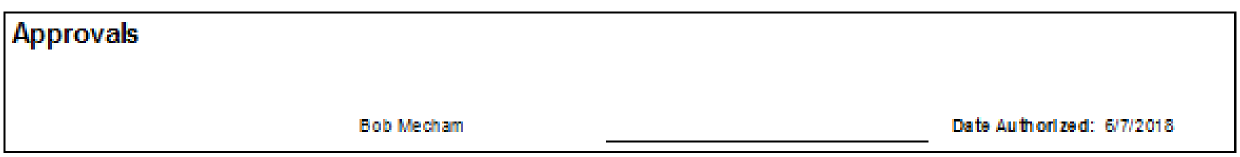




If only the authorization is desired, but not the signature, change the authorizations as follows.







Miscellaneous Codes (RQ)

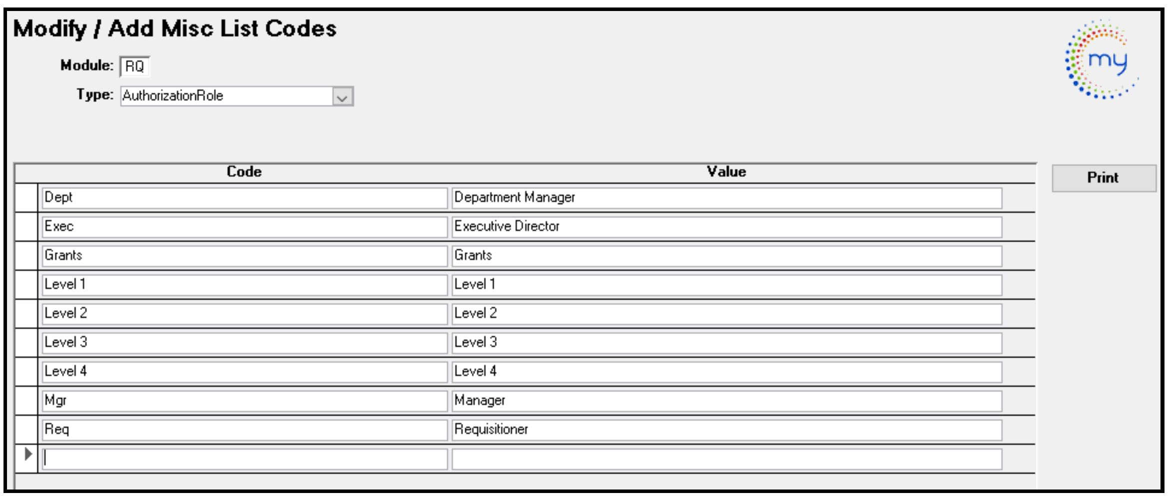
Click ***Miscellaneous Codes (RQ) Card*** to define all codes used throughout the Requisition module.

Each Avail application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Avail (Specific) while others are user defined.

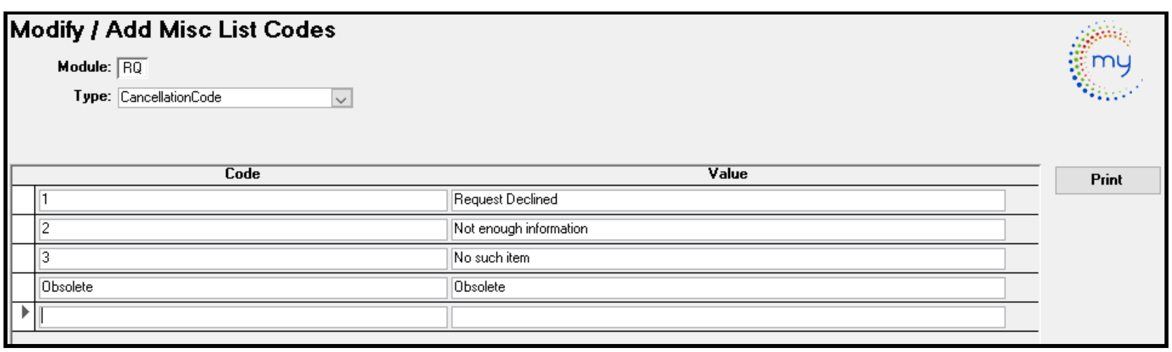
Field	Description
Type	Select from the drop down options.
Code	Code used to identify the type of code
Value	Definition of code

The ***Print*** button will print a listing of all Miscellaneous Codes. The report will display the **TYPE**, **CODE** and **VALUE**.

AuthorizationRole: (User Defined)



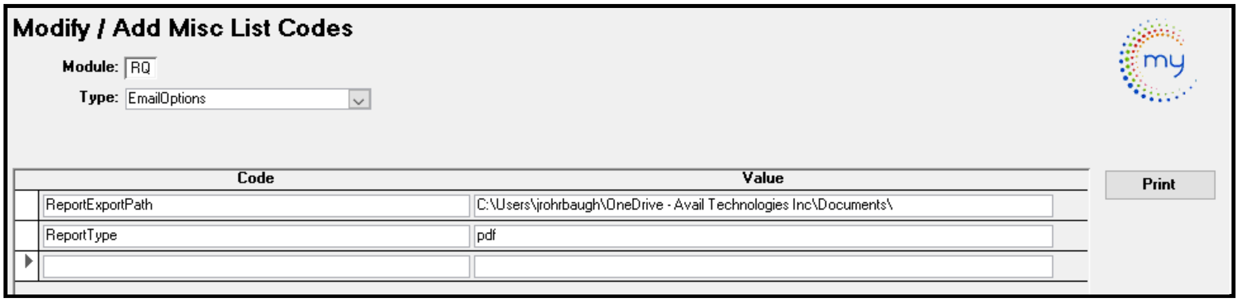
CancellationCode: (User Defined)



EmailOptions: (Specific)

Designate the path to the location where the requisitions will be exported and saved.

Most users will have ReportType pdf.


Modify / Add Misc List Codes

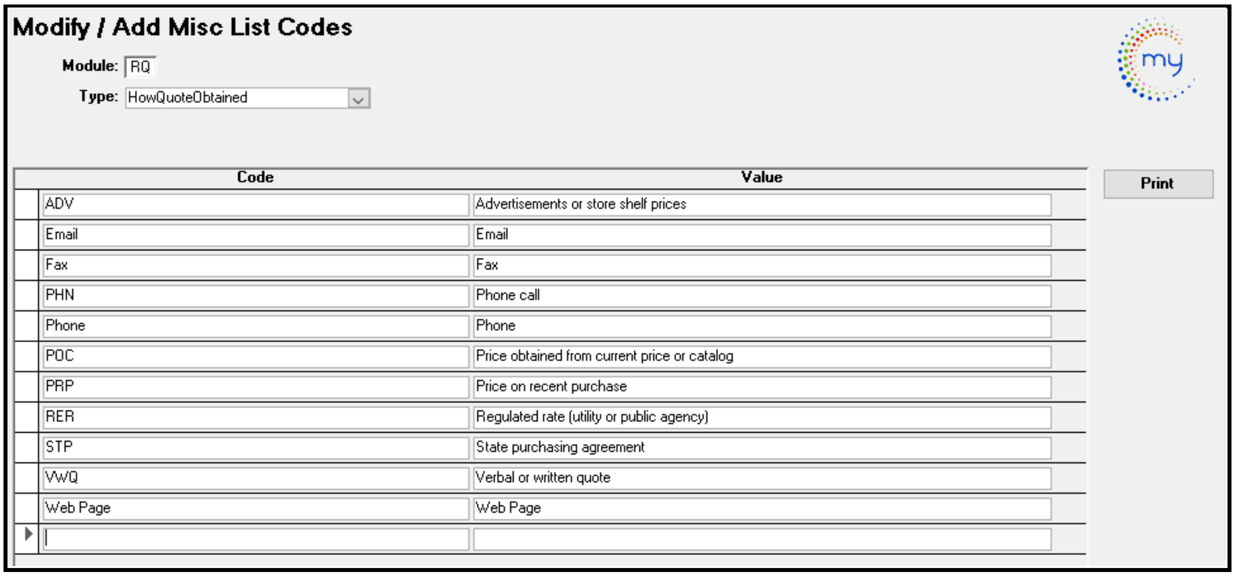
Module: RQ

Type: EmailOptions

Code	Value
ReportExportPath	C:\Users\jrohrbaugh\OneDrive - Avail Technologies Inc\Documents\
ReportType	pdf

Print

HowQuoteObtained: (User Defined)


Modify / Add Misc List Codes

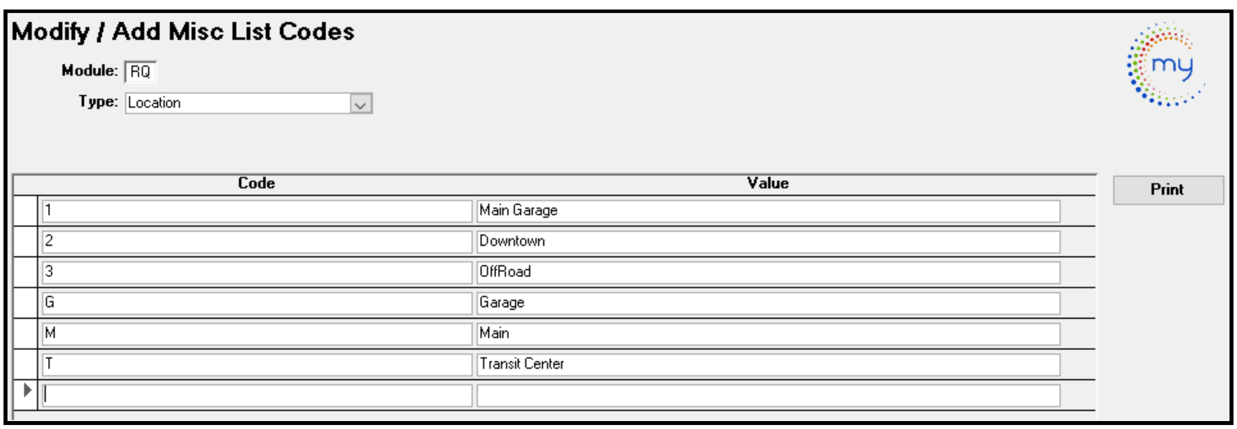
Module: RQ

Type: HowQuoteObtained

Code	Value
ADV	Advertisements or store shelf prices
Email	Email
Fax	Fax
PHN	Phone call
Phone	Phone
POC	Price obtained from current price or catalog
PRP	Price on recent purchase
RER	Regulated rate (utility or public agency)
STP	State purchasing agreement
VWQ	Verbal or written quote
Web Page	Web Page

Print

Location: (User Defined-In Purchase Orders)


Modify / Add Misc List Codes

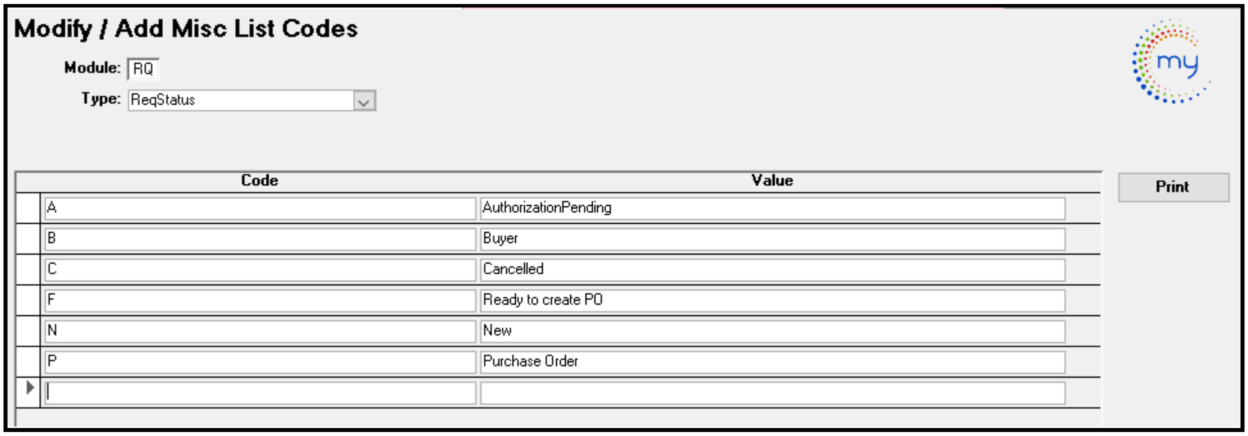
Module: RQ

Type: Location

Code	Value
1	Main Garage
2	Downtown
3	OffRoad
G	Garage
M	Main
T	Transit Center

Print

ReqStatus: (Specific)


Modify / Add Misc List Codes

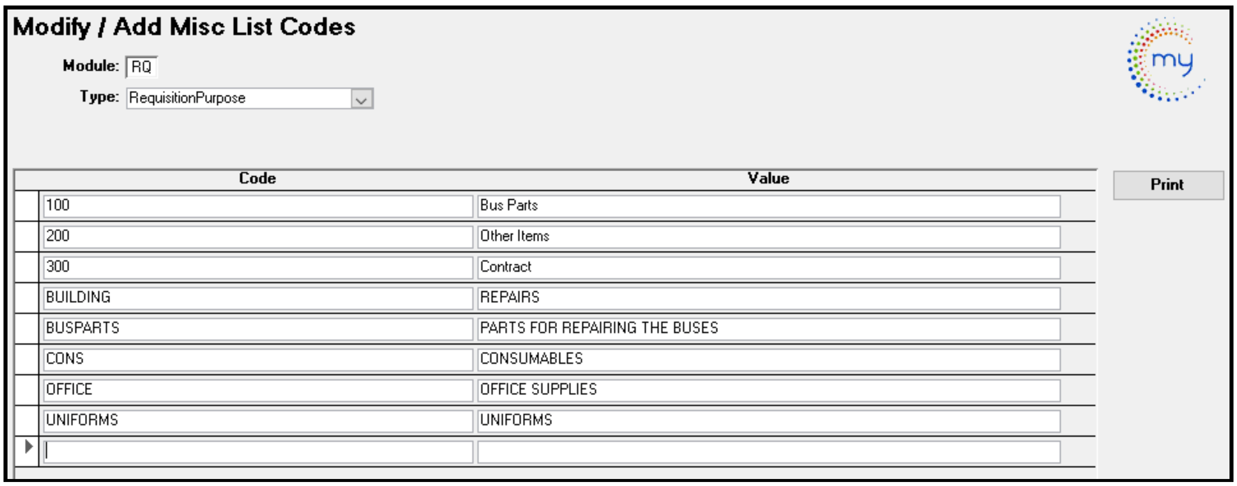
Module: RQ

Type: ReqStatus

Print

Code	Value
A	AuthorizationPending
B	Buyer
C	Cancelled
F	Ready to create PO
N	New
P	Purchase Order

RequisitionPurpose: (User Defined)


Modify / Add Misc List Codes

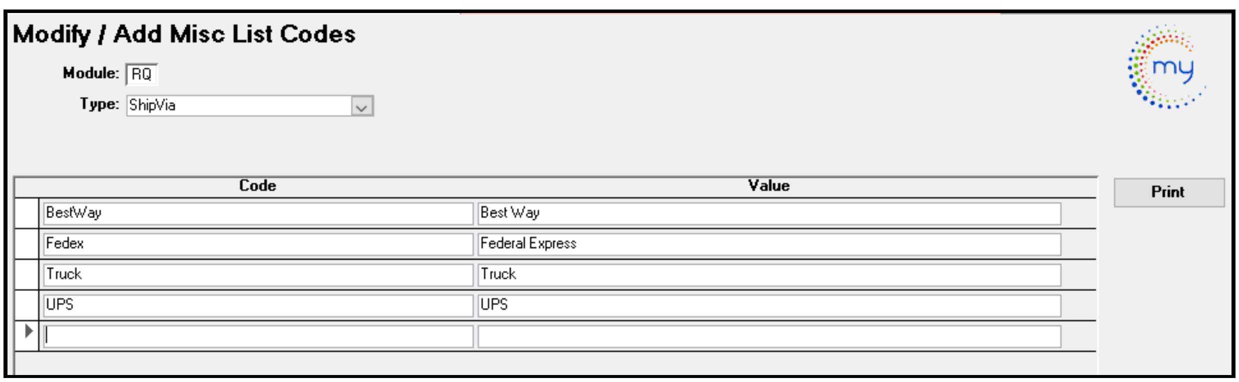
Module: RQ

Type: RequisitionPurpose

Print

Code	Value
100	Bus Parts
200	Other Items
300	Contract
BUILDING	REPAIRS
BUSPARTS	PARTS FOR REPAIRING THE BUSES
CONS	CONSUMABLES
OFFICE	OFFICE SUPPLIES
UNIFORMS	UNIFORMS

ShipVia: (User Defined)


Modify / Add Misc List Codes

Module: RQ

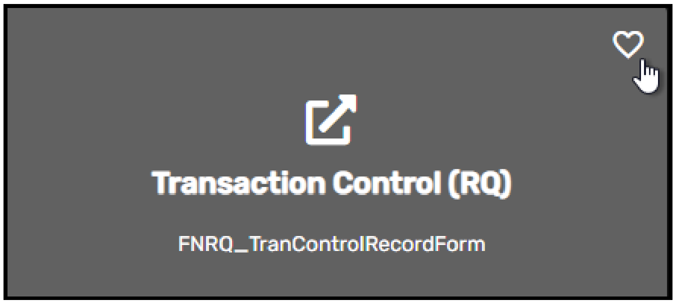
Type: ShipVia

Print

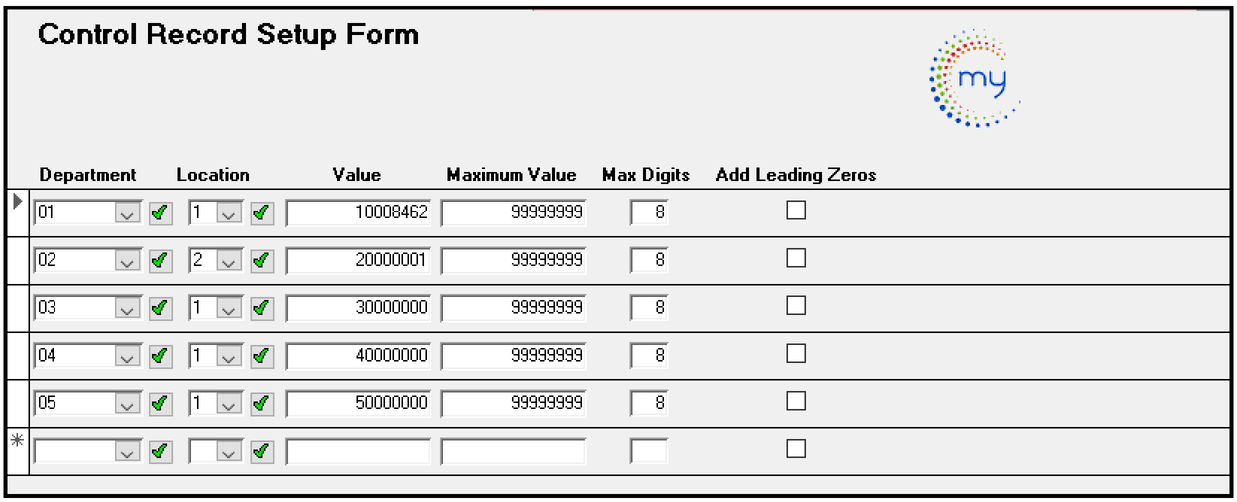
Code	Value
BestWay	Best Way
Fedex	Federal Express
Truck	Truck
UPS	UPS

Transaction Control (RQ)

From the Transaction Control (RQ) Card



The Transaction Control Record Setup form is used to assign locations to departments and assign the value for the sequential numbering of requisitions created for each department/location combination. This is a required step as location displays when user logs into the Requisition Entry screen. If the transit does not have various locations, 1 can be used for all departments for simplicity. The Value shows the last RQ created. In the example below, the next RQ created for department 01 will be 10008463.



Control Record Setup Form

Department	Location	Value	Maximum Value	Max Digits	Add Leading Zeros
01	1	10008462	99999999	8	☐
02	2	20000001	99999999	8	☐
03	1	30000000	99999999	8	☐
04	1	40000000	99999999	8	☐
05	1	50000000	99999999	8	☐
					☐

Field Name	Max Field Size	Field Type	Description
Department			Select the applicable department from the drop down list.
Location			Select the location to be assigned to the selected department (**SEE BELOW).
Value	12	Alpha/Numeric	Enter the last requisition number for each department/location combination. In the example above, the next requisition number for IT Department – Location 1 would be 20001.
Maximum Value	12	Alpha/Numeric	Enter the maximum value for auto-numbering requisitions.
Max Digits	2	Number	Enter the maximum number of characters to be used when generating Requisition numbers. In the example above, the Requisition numbers cannot exceed 5 digits.

**The character entered as the location will be the first character of the Purchase Order number. This allows for different locations or departments in the agency to have a unique Purchase Order number range, if desired.

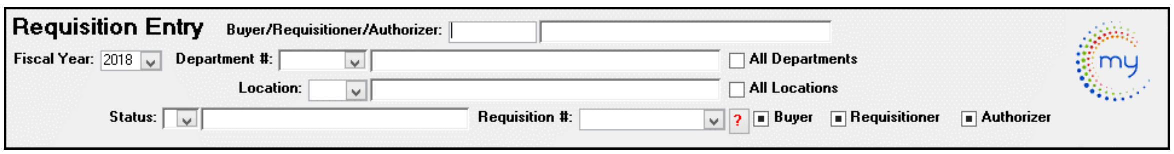
Requisitions Full Entry

There are three options for creating Requisitions: Full Entry or Quick Entry.

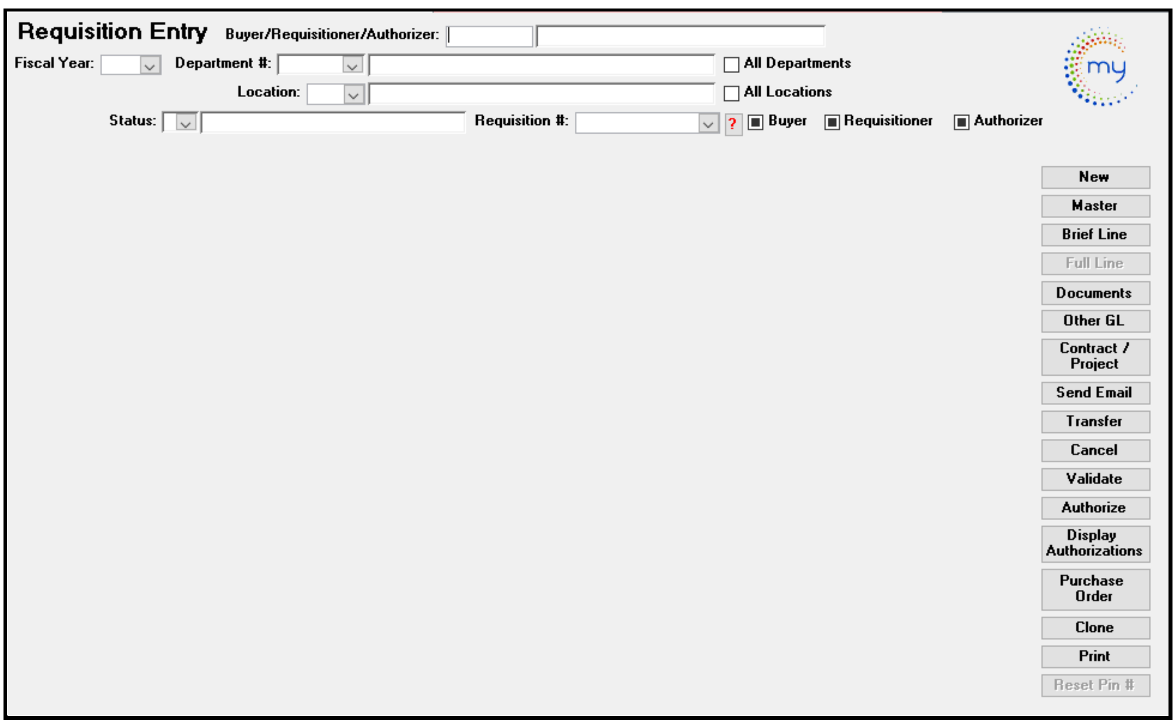
For ease of explanation, this manual will use the following scenario:

- The requisitioner fills out the form and emails it out for authorization.
- The required number of authorizations are obtained.
- The form goes to the buying department to be made into a PO.
- The buyer will then send the PO to the vendor.

Select Requisition Full Entry. The following form displays. User will key in their number and then their PIN.



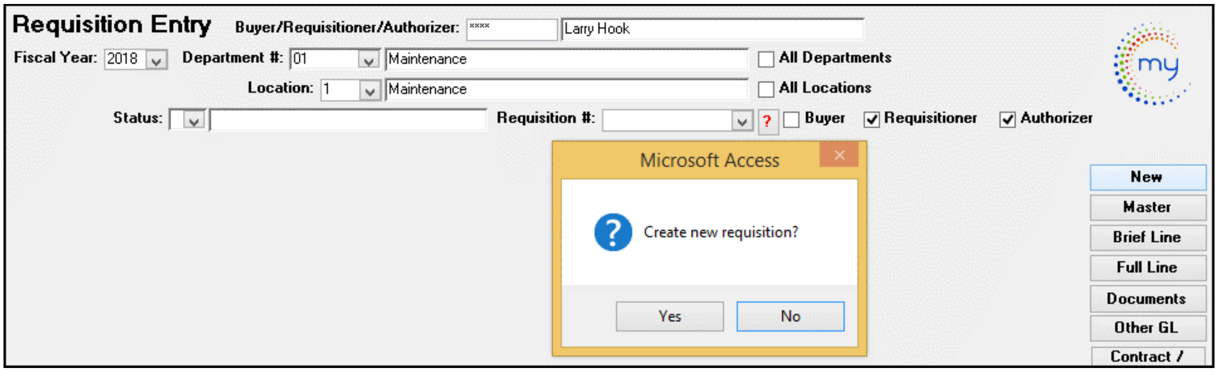
Then the user will see this screen.



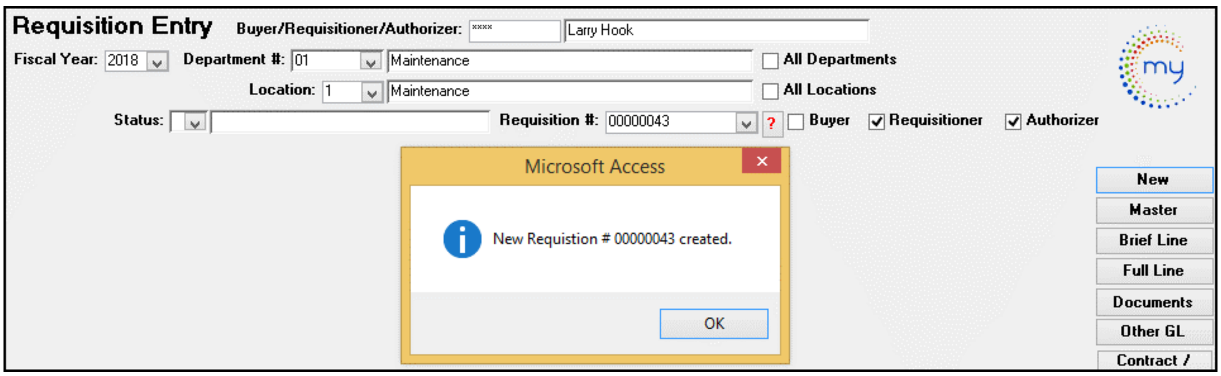
Field Name	Max Field Size	Field Type	Description
Buyer/ Requisitioner/ Authorizer	8	Alpha/Numeric	Enter the Buyer/Requisitioner/Authorizer number assigned in employee setup.
Description	40	Alpha/Numeric	Auto-populates with the employee name for the Buyer/Requisitioner/Authorizer number selected.
Pin #	8	Alpha/Numeric	Enter the Buyer/Requisitioner/Authorizer's PIN number.
Fiscal Year			If the current fiscal year does not auto-populate, user will need to choose it from the dropdown.
Department	5	Alpha/Numeric	Auto-populates with the default department assigned to the Buyer/Requisitioner/Authorizer. Alternate departments (or ALL) can be selected.
Location	2	Alpha/Numeric	Auto-populates with the default location assigned to the Buyer/Requisitioner/Authorizer. Alternate locations (or ALL) can be selected.
Status (Specific, not user Defined)			If left blank, all requisitions will be listed and available for selection. Selecting a specific status filters the list by status. **A** – Authorization Pending: Requisitions pending approval **B** – Buyer Pending: Requisitions ready to be submitted to Procurement **C** – Cancelled: A requisition is cancelled when the cancel button has been selected on either an authorized or unauthorized requisition. The Cancel button is a toggle switch that will switch a cancelled requisition back to new status if clicked again. **F** – Ready for Buyer to Create a Purchase Order: Requisition has been shopped and approved and is ready to be locked down into Purchase Order status. **N** – New: A requisition is in New status when first created and remains so until it is finalized and submitted to the Buyer **P** – Purchase Order Issued: Requisition that was finalized and turned into an authorized Purchase Order
Requisition #	12	Alpha/Numeric	Select the applicable Requisition from the drop down list. The Requisition number, creation date, Purpose and Status will display in the drop down list. Only requisitions for the departments assigned to the user will be available for selection.
Buyer		Yes/No	If the user was designated as a Buyer for the department and location selected, this box will be checked
Requisitioner		Yes/No	If the user was designated as a Requisitioner for the department and location selected, this box will be checked
Authorizer		Yes/No	If the user was designated as a Authorizer for the department and location selected, this box will be checked

New

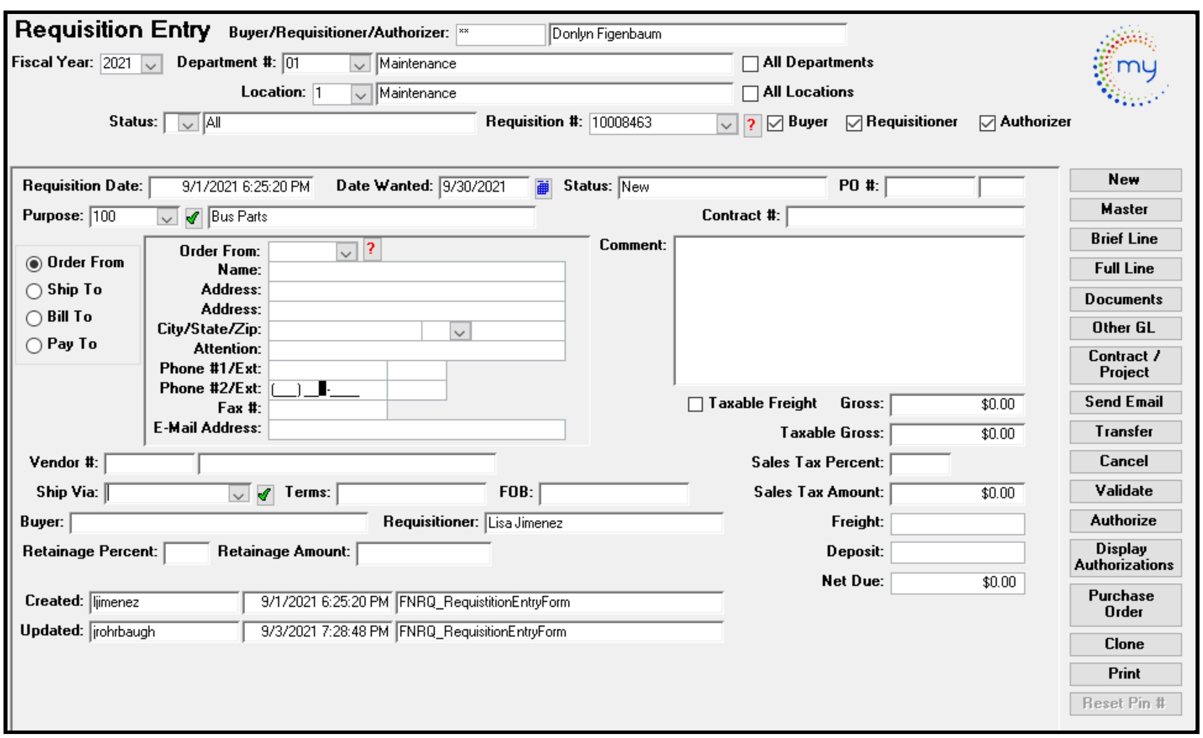
Click ***New*** to create a new Requisition. The following confirmation message displays.



If ***Yes*** is selected, the following confirmation message displays.



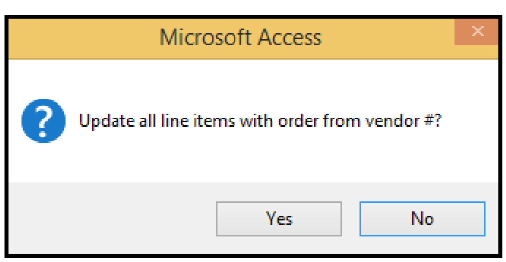
Click ***OK***; the following form displays:



Field Name	Max Field Size	Field Type	Description
Requisition Date	N/A		Auto-populates with the current system date and time.
Date Wanted		Date format mm/dd/yyyy	Enter a date wanted or select a date from the calendar This is a required field. The date entered cannot be earlier than the current date.
Status	N/A		Auto-populates with 'New' when first created.
PO #			This field will remain blank until the Requisition is turned into a Purchase Order.
Purpose	8	Alpha/Numeric	Select the purpose for the Requisition. If an applicable purpose is not included in the list, click the green check mark to add new purpose. Assigning a purpose makes the Requisition easier to identify when selecting. This is required.
Contract #	N/A		If the Contract Module is in place, user will assign a contract (via the Contract/Project button). This field will then auto-populate with the contract number. This will carry over to the PO.
Order From		Alpha/Numeric	The Order From addresses are setup in the Accounts Payable Vendor Master. If it is shopped by purchasing, leave this field blank. If the user creating the RQ knows which Vendor will be used for the purchase, select the Vendor Number from the drop down list.
Name	40	Alpha/Numeric	If a Vendor was selected, the Vendor name will auto-populate this field.
Address 1 & 2	40	Alpha/Numeric	If a Vendor was selected, the Vendor address will auto-populate this field.
City/State/Zip			If a Vendor was selected, the Vendor City/State and Zip will auto-populate this field.
Attention	40	Alpha/Numeric	If a Vendor was selected, the Vendor Attention field will auto-populate this field.
Phone 1 & 2	14		If a Vendor was selected, the Vendor phone numbers will auto-populate this field.
Fax #	14		If a Vendor was selected, the Vendor fax number will auto-populate this field.
Email Address	50		If a Vendor was selected, the Vendor email address will auto-populate this field.
Vendor #	8	Alpha/Numeric	If a Vendor was selected, the Vendor number and name will auto-populate these field.
Ship To			The 'Ship To' address that was assigned to the selected Department/Location (in the Purchase Order module) will auto-populate these fields.
Bill To			The 'Bill To' address that was assigned to the selected Department/Location (in the Purchase Order module) will auto-populate these fields.
Pay To			If a Vendor was selected, the 'Pay To' address will auto-populate these fields with the address from the Vendor Master File.

Field Name	Max Field Size	Field Type	Description
Ship Via	15	Alpha/Numeric	If a Vendor was selected, and the Shipping instructions were defined for the vendor, this field will auto-populate. This field can be edited.
Terms	15	Alpha/Numeric	If a Vendor was selected, terms that were defined in the Vendor Master File will auto-populate this field. This field can be edited.
FOB	15	Alpha/Numeric	If a Vendor was selected, and the FOB was defined in the Vendor Master File will auto-populate. This field can be edited.
Buyer	N/A		Once a buyer is assigned to this Requisition, this field will auto-populate. This field cannot be edited.
Requisitioner	N/A		This field auto-populates with the name of the user who created the Requisition. This field cannot be edited.
Retainage Percent	4	Number	Enter the retainage percentage, if applicable. This is an information field only; it will not carry forward to invoices.
Retainage Amount		Currency	Enter the retainage amount, if applicable. This is an information field only; it will not carry forward to invoices.
Comment	255	Alpha/Numeric	Enter comments. It is a Best Practice to key in the RQ number here and the Requisitioner name and phone number. That way, this data will print on the purchase order.
Taxable Freight		Yes/No	Check this box if the purchase will be subject to sales tax on freight charges
Gross		Currency	The Gross is the total of the line items. This field cannot be edited.
Taxable Gross		Currency	The Taxable Gross is the total of taxable line items and taxable freight. This field cannot be edited.
Sales Tax Percentage	4	Number	If a Vendor was selected, the Sales Tax Percentage that was defined in the Vendor Master File auto-populates this field. This field can be edited.
Sales Tax Amount		Currency	This is a calculated field. This field can be edited.
Freight		Currency	Enter freight amount. This field can be edited.
Deposit		Currency	Enter a deposit, if applicable. Amounts entered will be subtracted from Net Due.
Net Due		Currency	Net Due is a calculated field. It is the sum of Gross plus the Sales Tax Amount, Freight and less the Deposit.

**If a Vendor is selected from the 'Order From' drop down list, the following prompt displays.



If ***Yes*** is selected when line items are entered, the vendor selected on this form will auto-populate every line item.

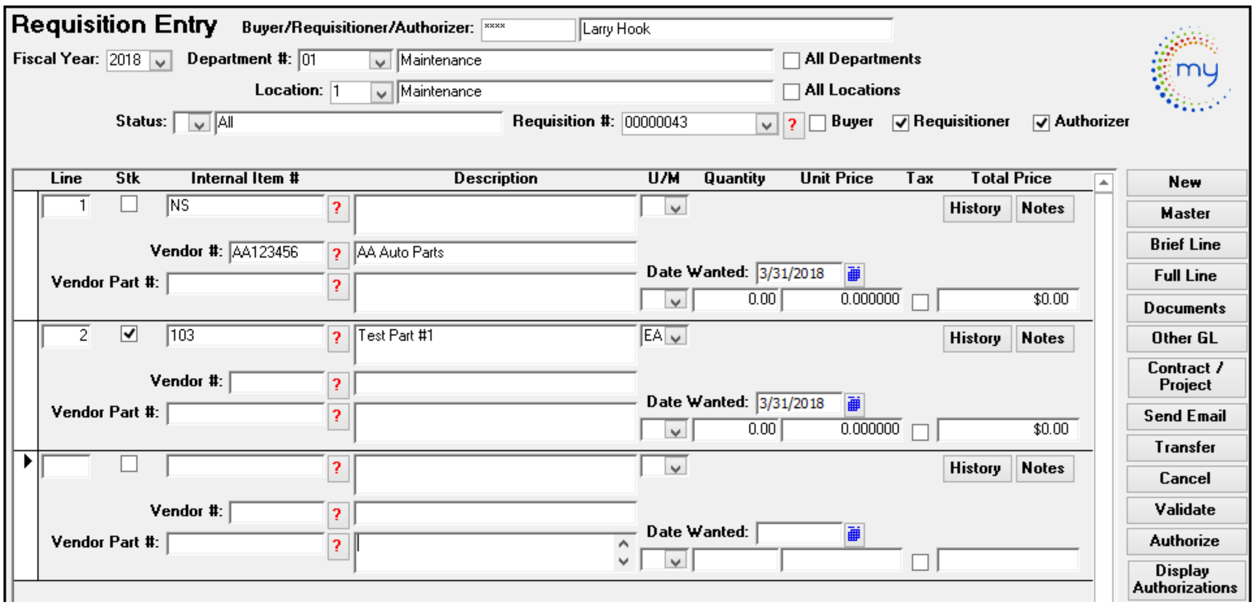
Master

Click ***Master*** to return to the master form after other button options have been selected.

Brief Line

All requisitioners will have access to the Brief Line option which has a limited number of fields that are visible, unlike the Full Line option. Both the Brief Line and Full Line options will allow the requisitioner to create line items to designate items they wish to purchase. Items can be stock or non-stock. This is most often used when the requisitioner is **not** the person who will shop the item and get prices.

Click to enter line items in the abbreviated format. The following form displays.



Field Name	Max Field Size	Field Type	Description
Line	3	Number	This field will auto-populate with a sequential number.
Stk		Yes/No	Check the checkbox if the line item is an inventory item. Leave the box unchecked if it is not.
Internal Item #	20	Alpha/Numeric	If the Stk box was not checked, this field defaults to NS (Non-Stock). If the Stk box was checked, enter the inventory item number or search for it by clicking the red question mark
Description	50	Alpha/Numeric	If the Stk box was not checked, enter a description of the item. If the Stk box was checked, the description auto-populates based on the inventory item number.
U/M	2	Alpha/Numeric	Select Unit of Measure from the drop down list.
Vendor #	8	Alpha/Numeric	If an existing vendor will be used, enter the vendor number or click the red question mark to search by Vendor #, Vendor Name or Search Name. If a vendor number was assigned on the requisition master and the user indicated Yes to update all subsequent lines

			automatically, the vendor # will auto fill for every new line created.
Vendor Description			The vendor description will auto populate for a stock item, previously ordered from the vendor. User can fill out the vendor description for non-stock items, if they have the information.
Vendor Part #	30	Alpha/Numeric	If the particular stock item has been purchased in the past from the vendor specified the vendor part # will automatically fill in. If it has never been purchased from this vendor, enter the vendor's part #.
Vendor Part # Description	50	Alpha/Numeric	If the item was purchased before, it will auto populate. Otherwise enter the vendor's description for this item.
Date Wanted		Date Format	Will auto populate from the Master screen.
U/M	2		Enter the Vendor's unit of measure. This may be different then the internal item's unit of measure.
Quantity		Numeric	Enter in the quantity desired.
Unit Price			Enter in the unit cost for the item being requested. This field can initially be left blank so that the procurement department can shop it. Before the requisition is turned into a PO, costs must be assigned.
Tax		Yes/No	User must put a check mark in this field if the item being requested is subject to sales tax.
Total Price			The system will calculate the Total Price by multiplying the Quantity times the unit cost. This field cannot be modified.

Additional buttons

History	This option allows the user to search the entire requisitions history database by a description for similar items requested. The search includes both stock and non-stock items. See more detailed description of this option below.
Notes	This option allows the user to create notes pertaining to the specific line being created. See more detailed description of this option below.
Totals	Click Totals to re-calculate the line totals for a grand total of all lines.

Vendor #

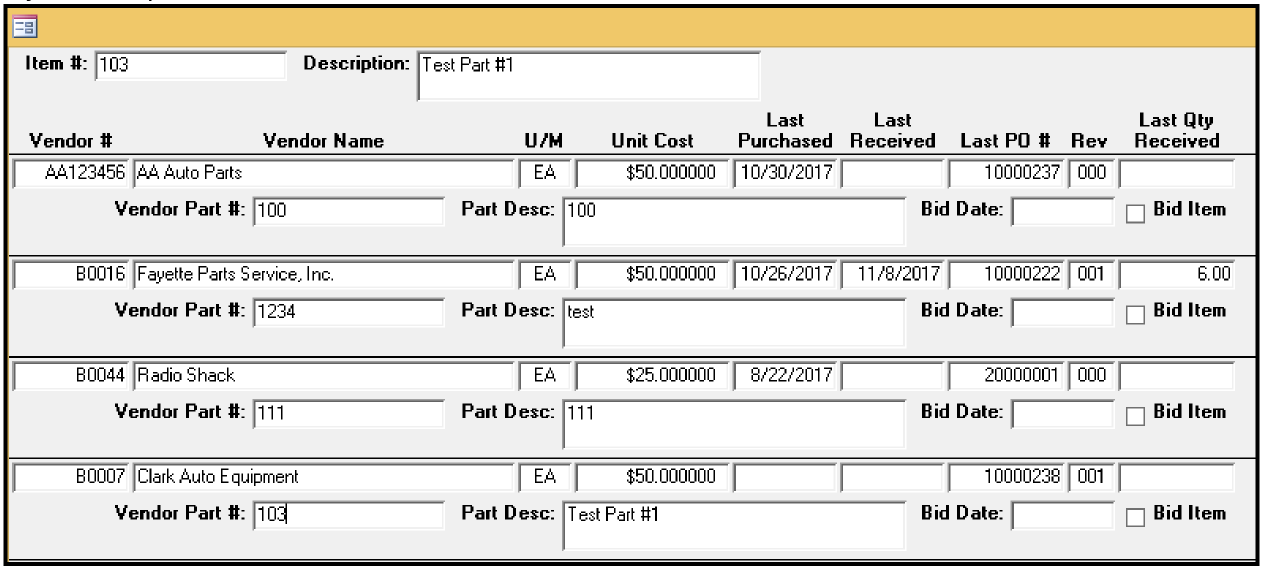
Click the  next to the vendor number to search the item's vendor history. These records returned include all vendors from whom this part has been purchased. Record are listed in order of date last purchased.

The information provided is shown below.

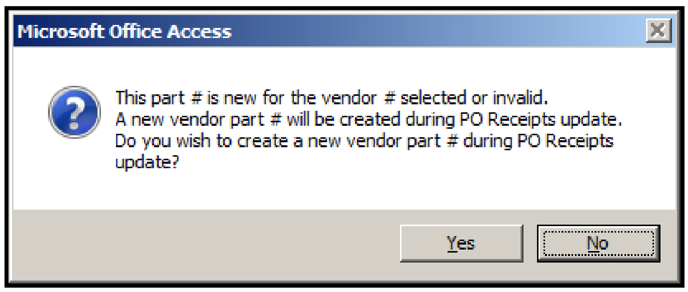
Note: The Unit Cost comes from the last PO from that vendor.

Note: Bid Date & Bid Item (If Bid Item is checked, a contract with this vendor may have been established and already determined that they provide the best cost. Check with the procurement department.)

Double clicking in the vendor # field will populate the line record with the vendor #, description, vendor part #, vendor's description and unit of measure.



If the Vendor Part # is revised to something other than what is in the vendor part history the following prompt will appear. This may be necessary if a vendor part # has been superseded (changed by the vendor).



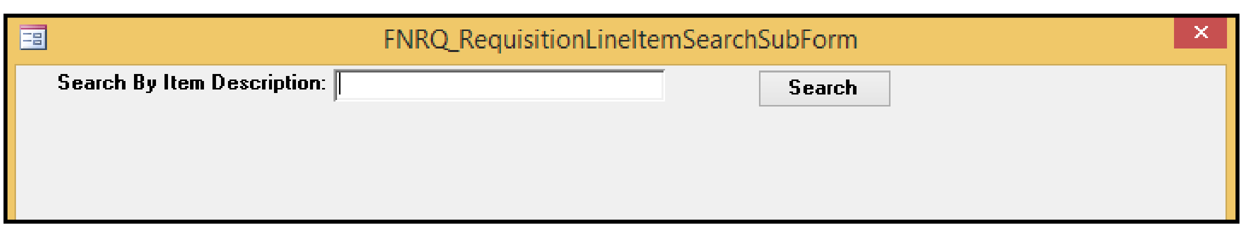
The vendor part number may have been entered in error, therefore, the system is alerting the user and the No option should then be clicked. If the number is correct for this vendor, click ***yes*** to proceed.

When the requisition is turned into a PO and goes through the receiving cycle, it will update the vendor part history record with the updated vendor part number.

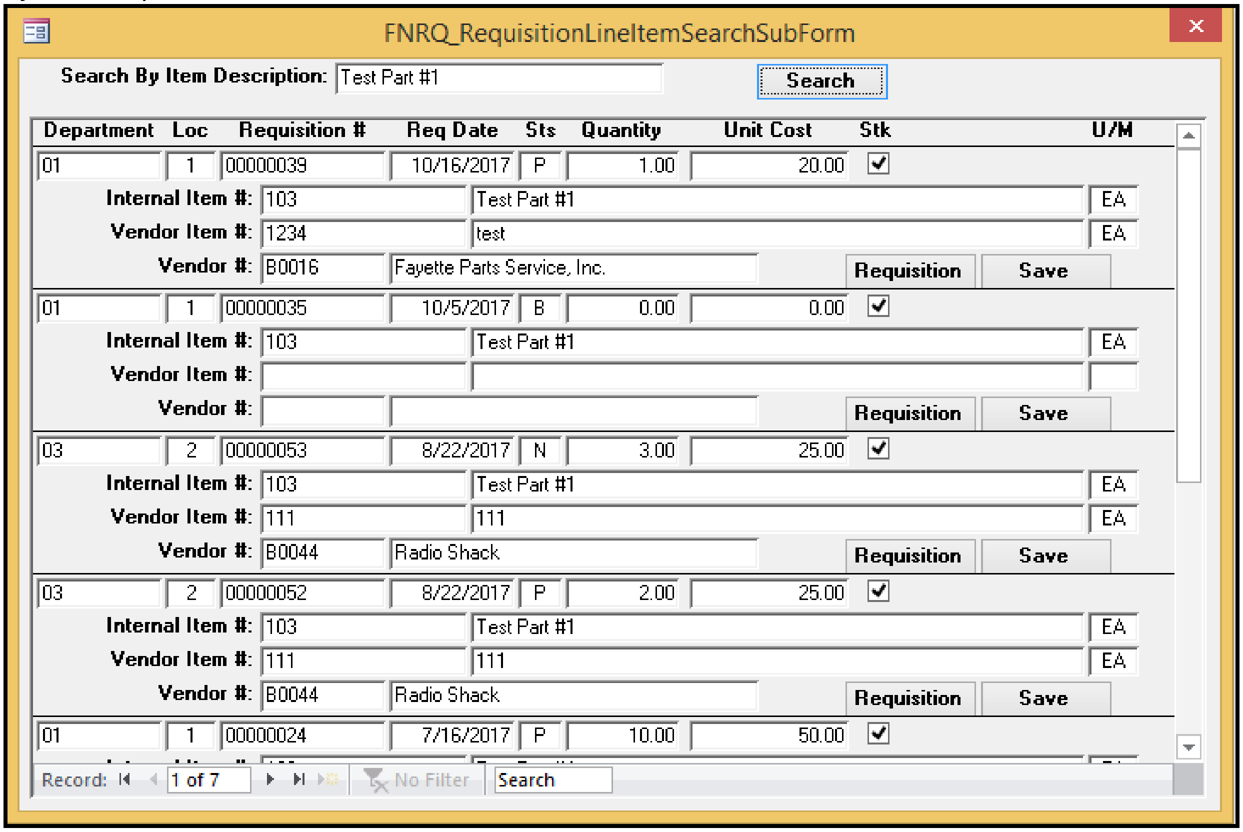
History Button

History allows the user to search the entire requisitions database by item description. It will search both the internal part # description and the vendors' description. The History search feature works for both stock and non-stock items.

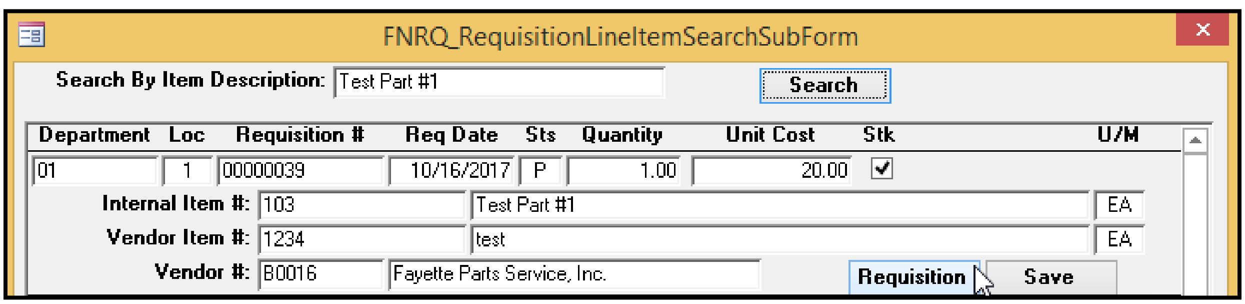
Enter the item description in the Search by Item Description field and then click ***Search***.

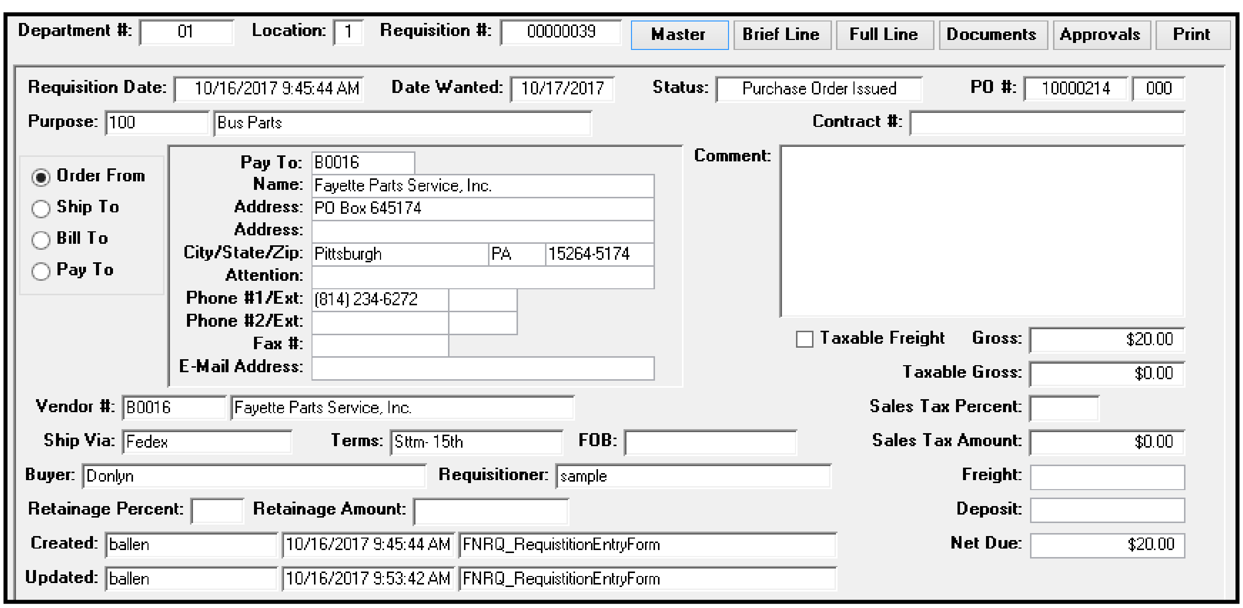


In the example below, the search is for the last item with a description including the word Test Part #1. Multiple requisitions have been identified as having "Test Part #1" on one of the lines.

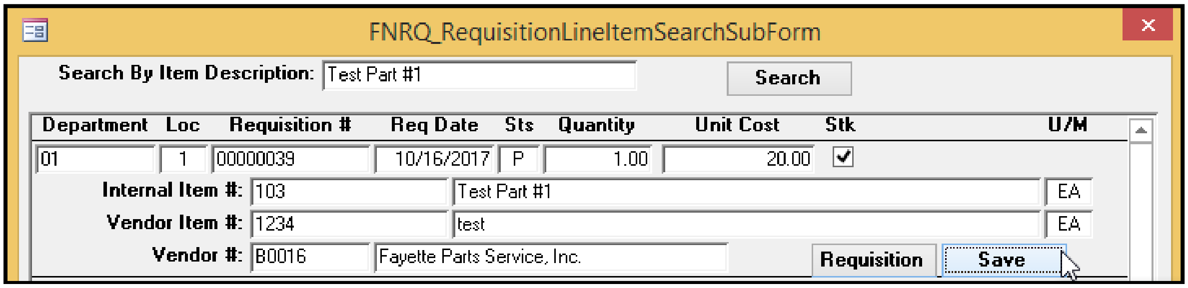


To view a Requisition from the list above, click ***Requisition***.



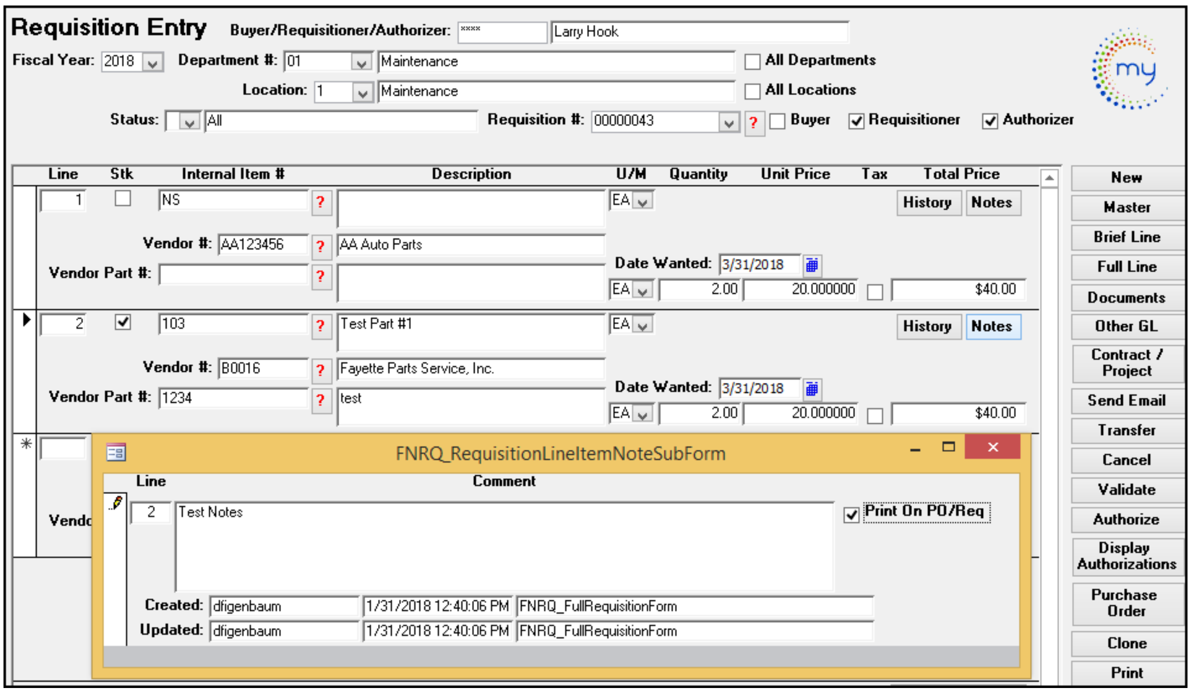


When it is detemined that a line item from a previous requisition should be entered on the current requisition, click ***Save***. The line item from the selected historical requistion is inserted into the current requisition. Edits can be made if necessary.



Notes

Notes will allow the user to create notes that are specific to the line that was selected.



Field	Max Field Size	Field Type	Description
Line			The line will auto populate and will correspond to the line item selected.
Comment		Alpha/Numeric	This is a memo type field which allows for almost unlimited text.
Print on PO/Req		Yes/No	Check the box if the note should appear on the printed PO and requisition.
Created			This system created field will list the user, time and date and form which created the notes record.
Updated			The system will automatically populate with the last user to revise the notes record and also list the time and date and the form which revised it.

Full Line

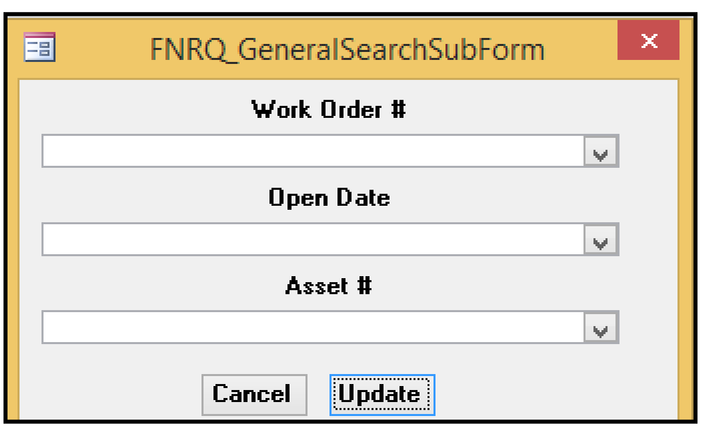
The Full Line option is accessible to those users that have been given rights to it via the Allow Full Line Detail Entry button within the Employee Authorization Setup form. Full Line works the same way as

Brief Line with the exception that it has more fields and two additional buttons to choose from.

Both the Brief Line and Full Line allow the requisitioner to create line items to designate items they wish to purchase. Items can be stock or non-stock. Below are the additional fields available in Full Line entry

Field	Description
Work Order#	Manually enter a WO # or use the ? feature to search a work order by WO #, Open Date or Asset #. *(See below for more detail on this feature.)* Once a WO # has been entered, it will populate the adjoining Asset Type and Asset # fields that were assigned to the work order. It may be helpful to fill in the WO number if a bus is down and this particular work order is waiting on the part about to be ordered.
Asset Type	If a Work Order # was selected, this field and the Asset # are automatically populated. If no WO# is entered, the Asset Type field is used in conjunction with the adjoining Asset # field. Use the drop down option to select an Asset Type. The Asset type selected will determine which assets will be seen in the adjoining Asset # field. Example: by selecting Asset Type V will bring up all of the agencies vehicles, C will bring up all components etc.
Asset #	Enter an Asset # or use the ? feature to search. The Asset Type selected will determine which search criteria prompts will appear. *(See below for more detail on this feature.)*
Budget Div/Account	Using the drop down listing, select the Budget Division and Account number, that should be debited for this item's purchase.
Budget Mon/Year	The current Budget Month and Year will be system generated.
Posting Div/Account	Using the drop down option, select the Posting Division and Account number to incur The cost of the item being ordered. This field defaults to the account number set up in product class for inventory items.
Reason	The reason can be used for other things but its main use is to give more detail as to the reason for the cancellation of the specific line.
Cancelled	Place a check mark in this field if the line is not approved and should be cancelled.
Cancellation Code	Use the drop down option to pick a cancellation code. The codes are setup via the Edit Miscellaneous Codes form.
Quotes	In Full Entry, Quote information can be entered. See below for field descriptions.

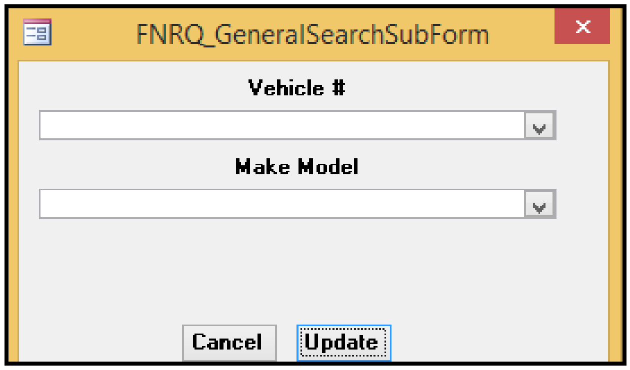
Double click the ? to search for the Work Order #



Enter data into the search fields or use the drop down options to select. Once selected click ***Update*** and the system will populate the Asset # field with the data entered. Click ***Cancel*** to abort.

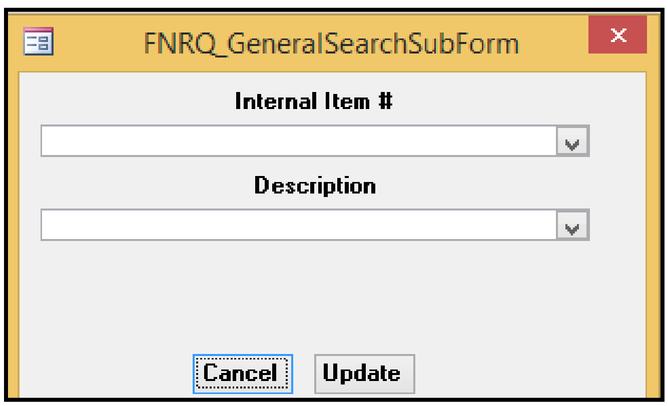
Double click the ? to search for the Asset #

The code entered into Asset Type will determine which search window will appear. The form below will appear if the Asset Type entered was a “V” for vehicle or any letter used within the Asset Management form to categorize asset types.



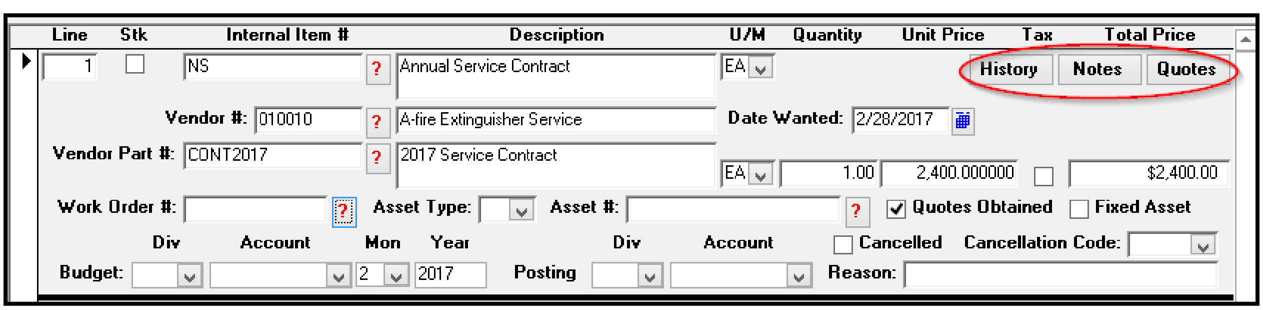
Enter data into the search fields or use the drop down options to select. Once selected click ***Update*** and the system will populate the Asset # field with the data entered. Click ***Cancel*** to abort.

The form below will appear if the Asset Type entered was an “I” for Inventory. You can search the form for the Internal Item # field (to locate the item number for a stock part in the Fleet-Net inventory).



Enter data into the search fields or use the drop down options to select. Once selected, click ***Update*** and the system will populate the Internal Item # field with the data entered. Click ***Cancel*** to abort.

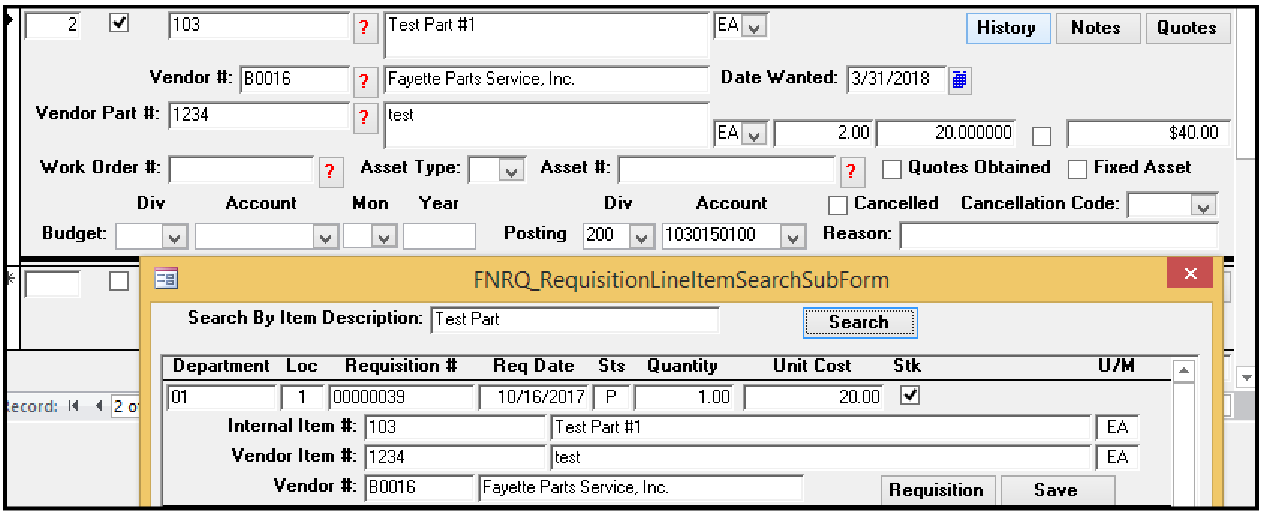
Additional buttons



History	This option allows the user to search the entire requisitions history database by a description for similar items requested. The search includes both stock and non- stock items. See more detailed description of this option below.
Notes	This option allows the requisitioner to create notes pertaining to the specific line being created. See more detailed description of this option below.
Quotes	Here the requisitioner enters all the details on the quotes obtained for this item. See more detailed description of this option below.

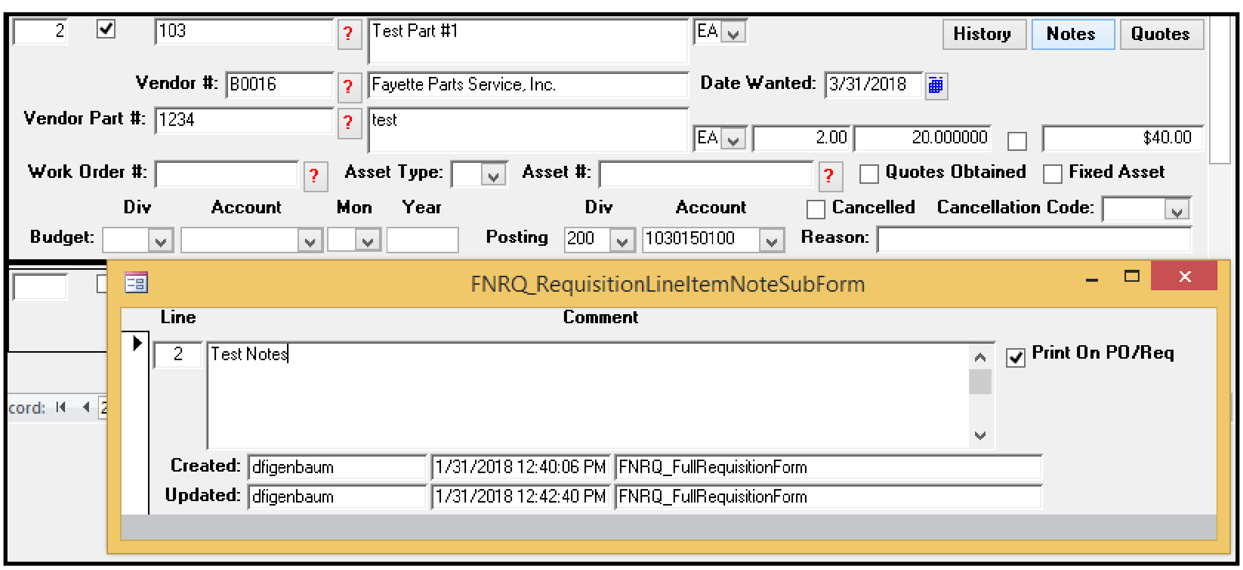
History

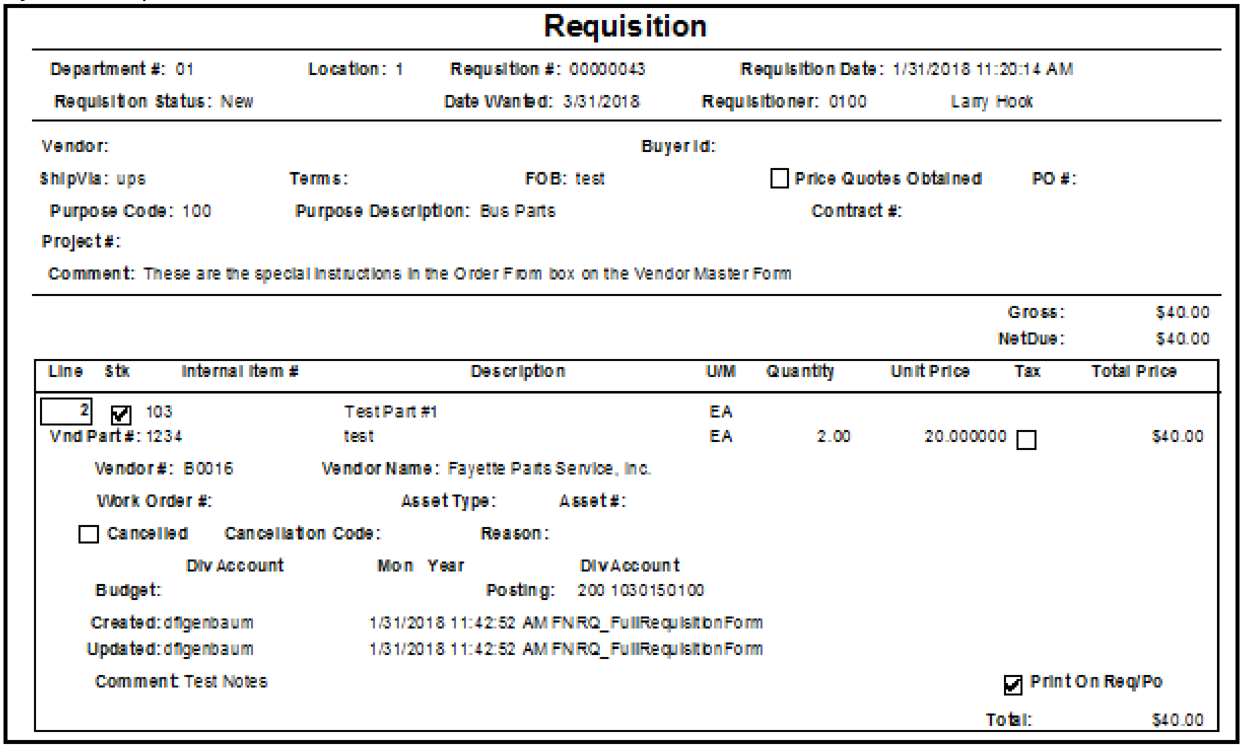
This feature allows the user to find other similar items that have been ordered through the Requisitions module in the past. Part will be displayed with vendor and pricing information. The user can click ***Save*** to add the item onto their Requisition. They can click on ***Requisition*** to see the original RQ.



Notes

This feature allows the requisitioner to create unique information specifically about this item. Click on ***Note*** and this form will display. The Line number corresponds to the line number in the Requisition. Click the box at the right and the note will print on the purchase order.





Requisition

Department #: 01 Location: 1 Requsition #: 00000043 Requisition Date: 1/31/2018 11:20:14 AM

Requisition Status: New Date Wanted: 3/31/2018 Requisitioner: 0100 Larry Hook

Vendor: Buyer Id:

ShipVia: ups Terms: FOB: test Price Quotes Obtained PO #:

Purpose Code: 100 Purpose Description: Bus Parts Contract #:

Project #:

Comment: These are the special instructions in the Order From box on the Vendor Master Form

Gross: $40.00

NetDue: $40.00

Line	Stk	Internal Item #	Description	U/M	Quantity	Unit Price	Tax	Total Price
2	☑	103	Test Part #1	EA				
Vnd Part #: 1234			test	EA	2.00	20.000000	☐	$40.00

Vendor #: B0016 Vendor Name: Fayette Parts Service, Inc.

Work Order #: Asset Type: Asset #:

Cancelled Cancellation Code: Reason:

Div Account Mon Year DivAccount

Budget: Posting: 200 1030150100

Created: dfigenbaum 1/31/2018 11:42:52 AM FNRQ_FullRequisitionForm

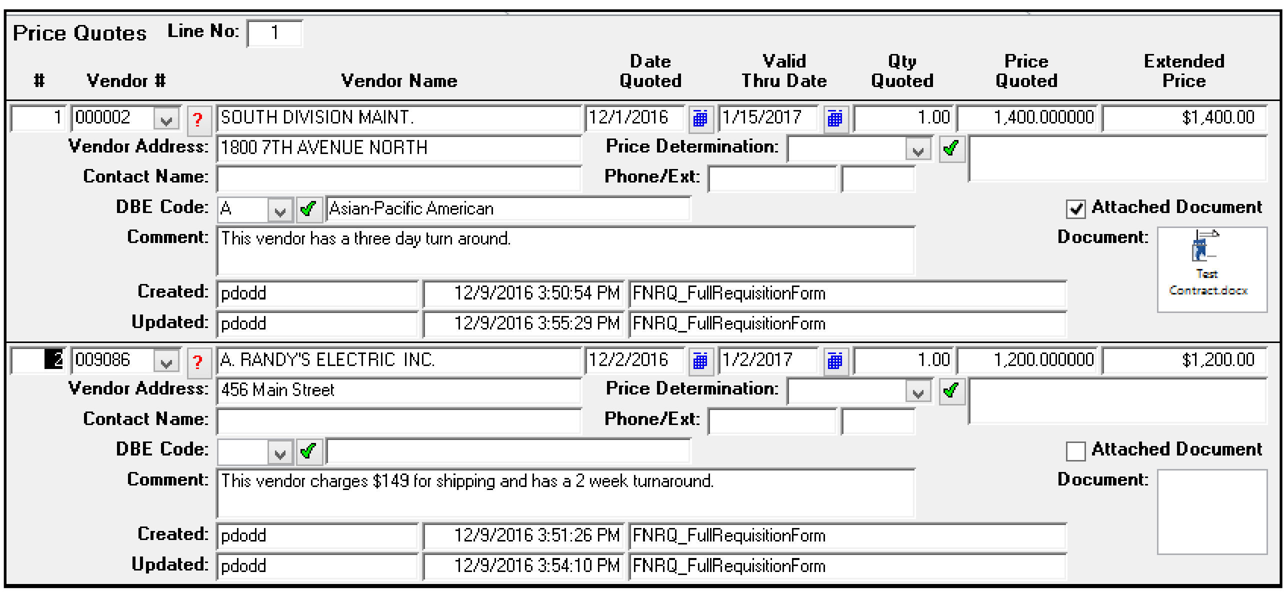
Updated: dfigenbaum 1/31/2018 11:42:52 AM FNRQ_FullRequisitionForm

Comment: Test Notes ☑ Print On Req/Po

Total: $40.00

Quotes

The requisitioner can enter all the information about the quotes that were obtained using this button. Fill out the information as completely as possible. Later, those asked to authorize this RQ can examine this documentation, but not make any changes to it.



Price Quotes Line No: 1

#	Vendor #	Vendor Name	Date Quoted	Valid Thru Date	Qty Quoted	Price Quoted	Extended Price
1	000002	SOUTH DIVISION MAINT.	12/1/2016	1/15/2017	1.00	1,400.000000	$1,400.00

Vendor Address: 1800 7TH AVENUE NORTH Price Determination:

Contact Name: Phone/Ext:

DBE Code: A Asian-Pacific American ☑ Attached Document

Comment: This vendor has a three day turn around. Document: Test Contract.docx

Created: pdodd 12/9/2016 3:50:54 PM FNRQ_FullRequisitionForm

Updated: pdodd 12/9/2016 3:55:29 PM FNRQ_FullRequisitionForm

#	Vendor #	Vendor Name	Date Quoted	Valid Thru Date	Qty Quoted	Price Quoted	Extended Price
2	009086	A. RANDY'S ELECTRIC INC.	12/2/2016	1/2/2017	1.00	1,200.000000	$1,200.00

Vendor Address: 456 Main Street Price Determination:

Contact Name: Phone/Ext:

DBE Code: ☐ Attached Document

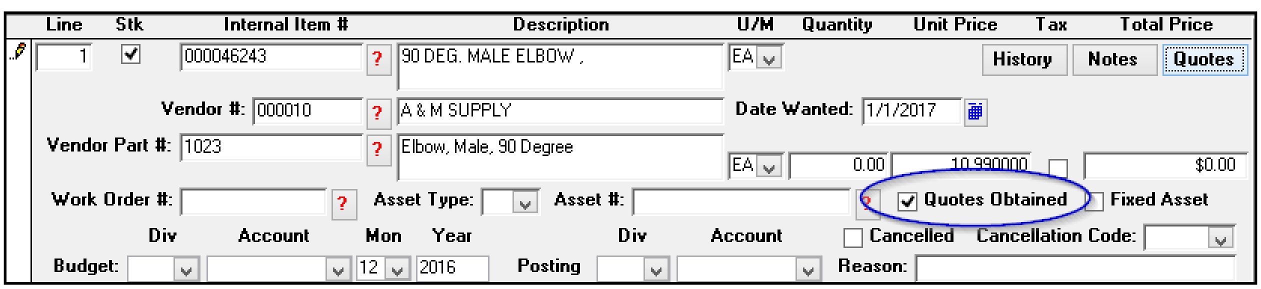
Comment: This vendor charges $149 for shipping and has a 2 week turnaround. Document:

Created: pdodd 12/9/2016 3:51:26 PM FNRQ_FullRequisitionForm

Updated: pdodd 12/9/2016 3:54:10 PM FNRQ_FullRequisitionForm

Field	Description
#	Auto populated when a Vendor # is entered.
Vendor #	Select or enter the vendor # that issued the quote. Use the question mark to search for vendor numbers set up in Order From addresses.
Vendor Name Vendor Address	These fields are auto populated from Order From setup. If the vendor is not a current vendor, the Name and address can be entered without a vendor number.
Contact Name	Enter the name of the sales rep from which the quote was obtained.
Phone	Enter the Contact's phone number.
Date Quoted	Enter the date the quote was obtained.
Valid Thru Date	Enter the date the price quoted will be honored.
Qty Quoted	Enter the quantity quoted.
Price Quoted	Enter the cost for the item based on the quantity quoted.
Extended Price	Extended cost will be calculated.
Price Determination	Select the method for choosing one quote over another. Additional methods can be added at the green checkmark.
Document	Right Click to insert the quote document that is saved on your network. The document is linked and displays as an icon. The document attachment can be deleted.
Attached Document	Once the document is attached, this flag will be checked.

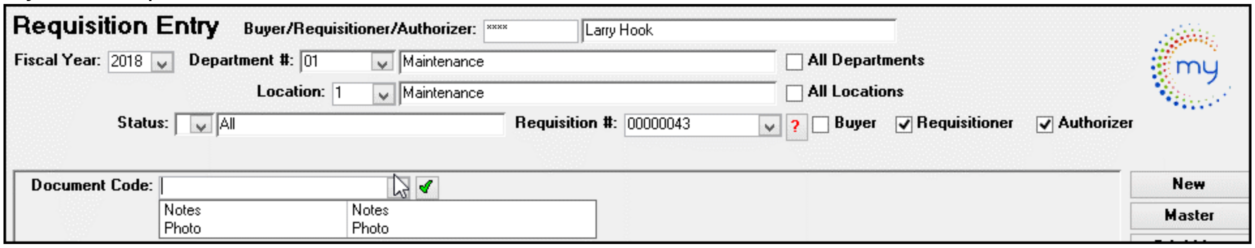
If quotes have been entered into Fleet-Net for this item, there will be a check mark on the Line item.

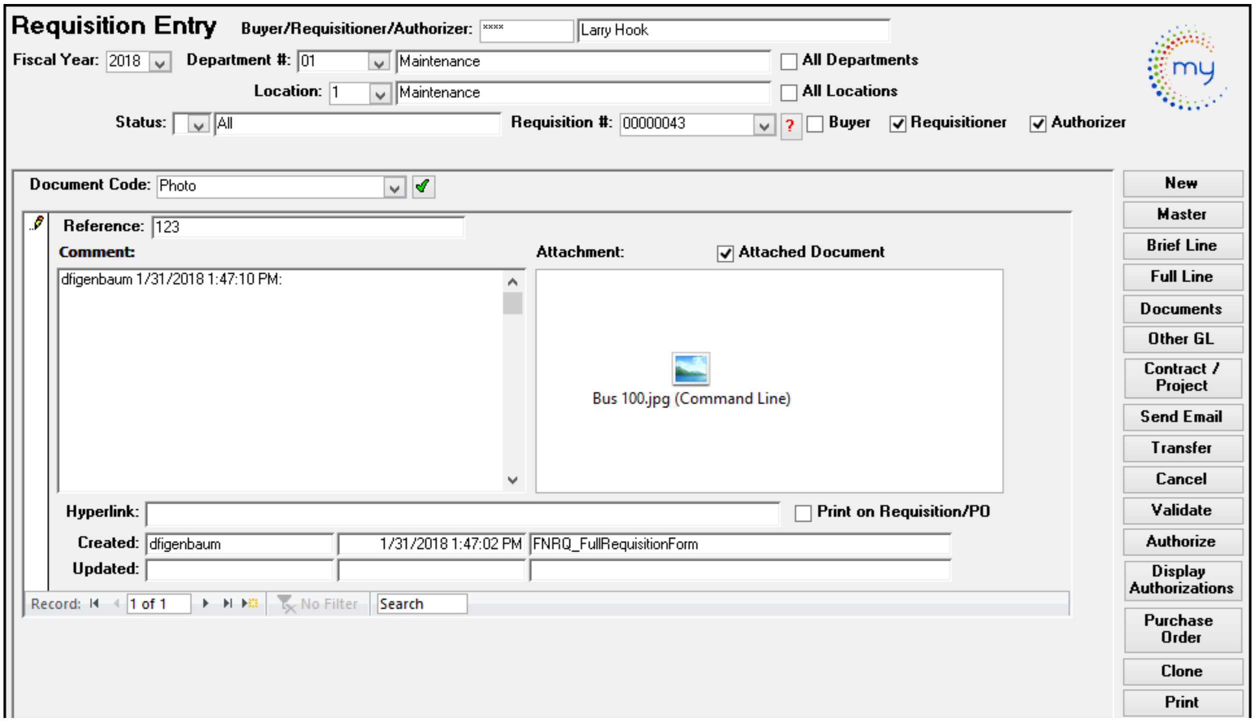


DOCUMENTS

This form allows for entry of additional information pertaining to the requisition. Select ***Document Code*** to identify what kind of note is being added. For example, the user can insert a photo, diagram, or description, a copy of a contract or warranty, or just user notes about the requisition that may need to be referenced in the future.

Enter a Reference to uniquely identify this document/note addition. It can be a number, a date reference or the name of the person making the note. The Comment field will date and time stamp any note entries to help in future research. An attachment may be added and can be in the form of a photo or text document and simply copied and pasted in the Attachment space. A **Hyperlink** may also be entered to access a specific web page or to access a file on your computer or Fleet-Net Server.

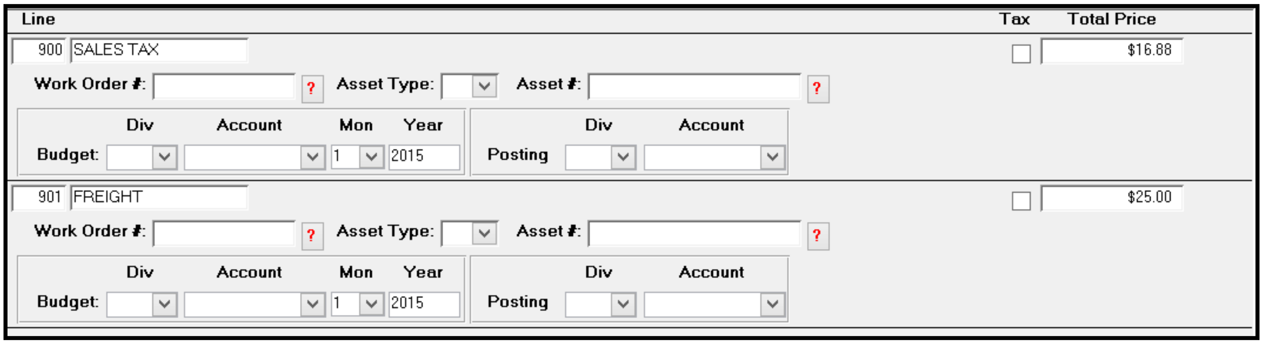




Field Name	Description
Document Code	Select the applicable type from the drop down list or add a new type by clicking the green check mark. This is a required field.
Reference	Enter a reference specific to this comment/attachment (i.e. document name, date, sequential number etc.) This is a required field.
Comment	Enter any applicable comment. Entries are time date and user stamped.
Attachment	Right click in this field to activate the attachment process.
Attached Document	Check box will be checked when some sort of document has been attached.
Hyperlink	Enter a valid internet address. Once entered the address can be clicked and it will direct the user to the internet and the specific web site indicated.
Print On Requisition / PO	Place a check mark if the comments and attachment icon should print on the requisition and the PO.

Other GL

This option allows the user to enter GL posting account numbers for Tax, Freight and Deposit amounts. Unlike the Full Line button option, no GL accounts are automatically populated.



Field	Description
Line	If no tax, freight or deposit has been assigned to the requisition via either the Master or Line item buttons, when the Other GL is selected, a blank grey screen will appear. Once data has been populated for these items, the line records will appear. Line 900 is reserved for Sales Tax, Line 901 for Freight and line 902 for Deposit.
Tax	This field will automatically be checked if tax was marked as applicable to the particular line item within the Master or the Line button options. It is not possible to revise this setting from this field.
Total Price	This field cannot be revised and is calculated based on data entered via the Master and Line button options.
Work Order#	Manually enter a WO # or use the ? feature to search a work order by WO #, Open Date or Asset #. *(See below for more detail on this feature.)* Once a WO# has been entered it will automatically populate the adjoining Asset Type and Asset # fields that were assigned to the work order. It may be helpful to fill in the WO # if a bus is down and waiting on the part from this particular work order.
Asset Type	If a Work Order # was selected, this field and the Asset # are automatically populated. If no WO# is entered then the Asset Type field is used in conjunction with the adjoining Asset # field. Use the drop down option to select an Asset Type. The Asset type selected will determine which assets will be seen in the adjoining Asset # field. Example: by selecting Asset Type V will bring up all of the agencies vehicles, C will bring up all components etc.
Asset #	Enter an Asset # or use the ? feature to search. Depending on what Asset Type was selected will determine which search criteria prompts will appear. *(See below for more detail on this feature.)*
Budget Div/Account	Using the drop down listing, select the Budget Division and Account number, that should be debited for this item's purchase.
Budget Mon/Year	The current Budget Month and Year will be system generated.
Posting Div/Account	Using the drop down option, select the Posting Division and Account number to incur the cost of the item being ordered. This field defaults to the account # setup in product class for Inventory items.

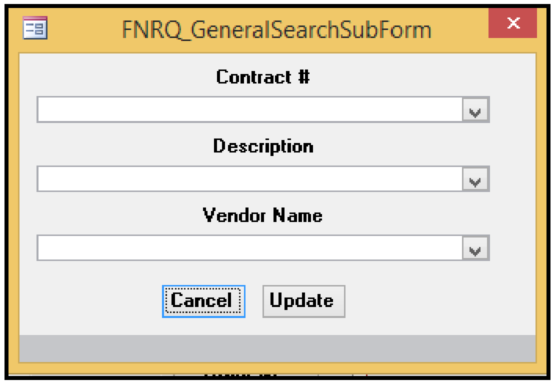
Contract/Project

This option allows a Contract and or Project to be assigned to the Requisition. For transits using GM, PT and CT, it is important to assign the correct contracts and projects to Requisitions for tracking purposes.

Contracts and Projects must be set up in Contract Maintenance and Project Tracking modules prior to assigning them to a Requisition. The vendor assigned to the requisition must have been assigned to the Contract.

Select ***Contract #***.

Click the red question mark to search for Contract # by number, Description, or Vendor Name. If no vendor is assigned to the requisition, all contracts are available.

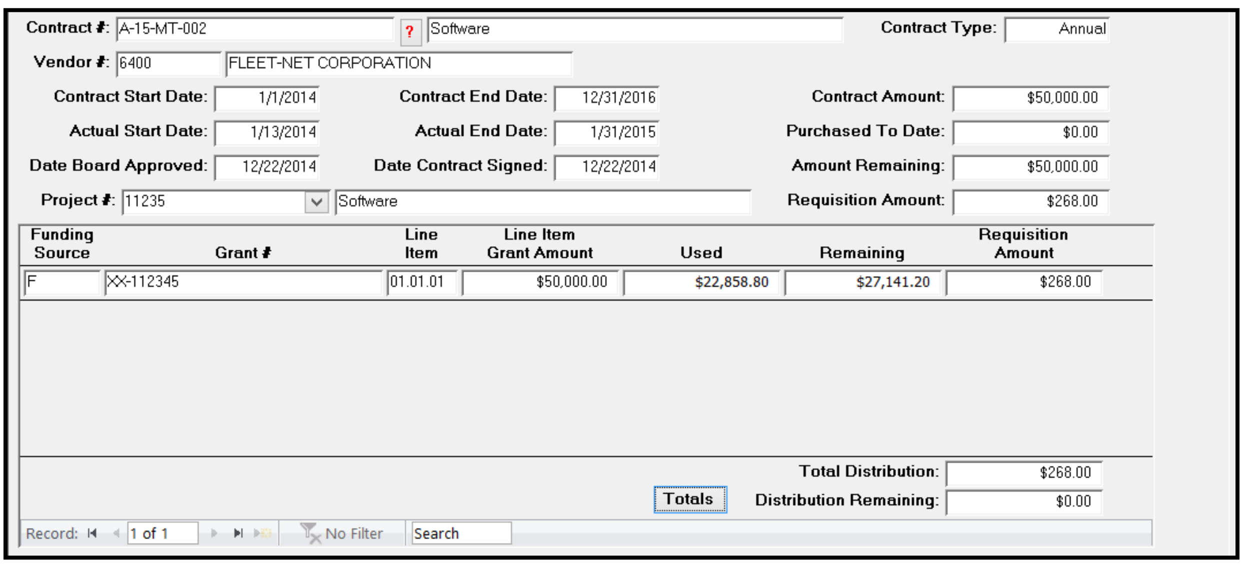


Once a Contract is selected, all fields are populated from the Contract Maintenance data

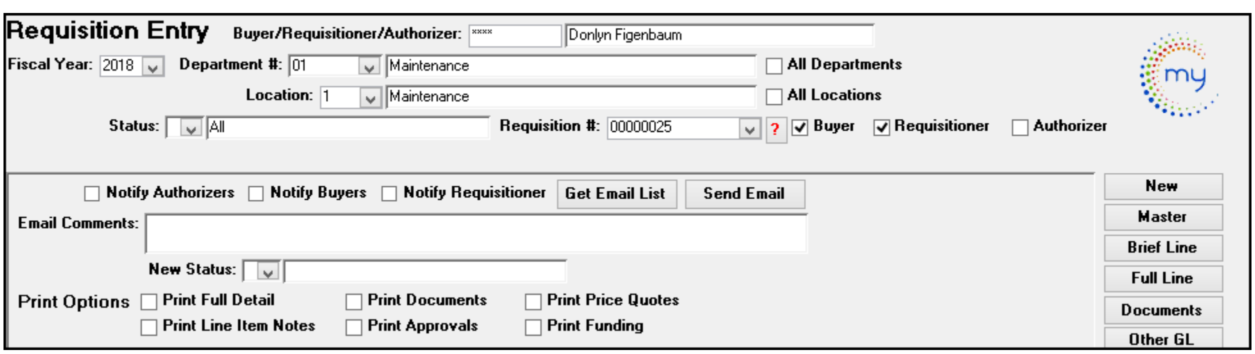
Select a Project # from the dropdown. If a Contract # is selected, only projects that have been assigned to the Contract are available. If no contract is required, then all active projects are available.

Once the project is assigned, the Project Funding displays and the Requisition Amount is required.

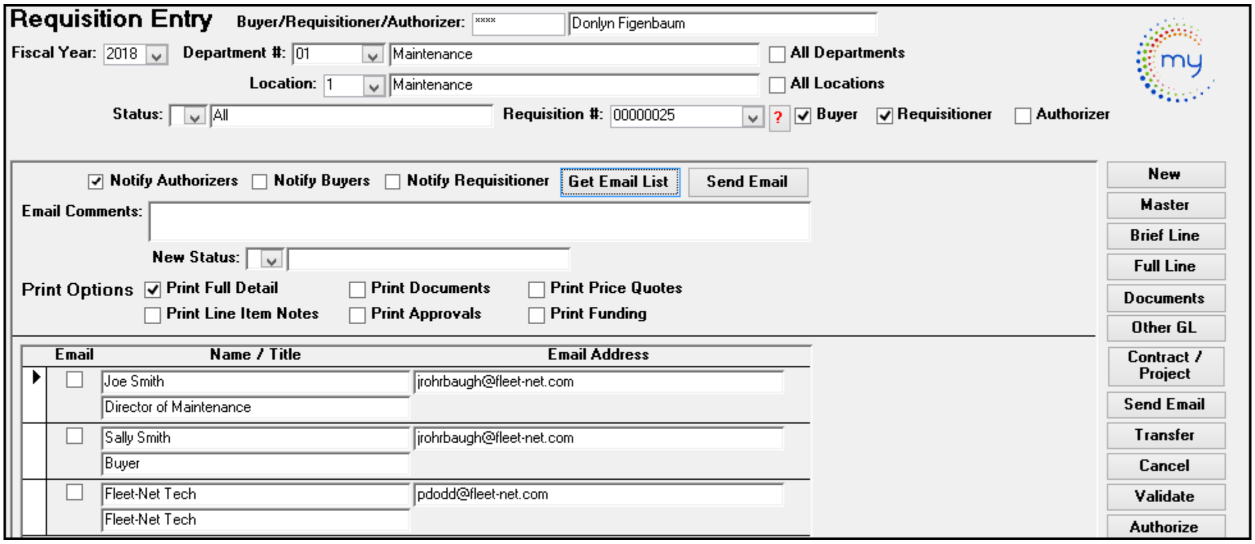
Click ***Totals*** to calculate the Total Distribution.



Send Email



This option is used to send emails back and forth regarding this Requisition. The Requisistioner fills out the RQ and emails it out to get authorizations. Authorizers can send emails, forwarding the RQ on to the buying department or back to the original Requisitioner with comments or a denial. The user will select any or all of the options: Notify Authorizers, Notify Buyers and/or Notify Requisitioner. Click ***Get Email List***; the list displayed will be all persons that are assigned the options selected. Select the person or persons who will receive the email.



Select the New Status from the drop down list. The status will change for the selected Requisition to the status selected from the drop down list when email is sent.

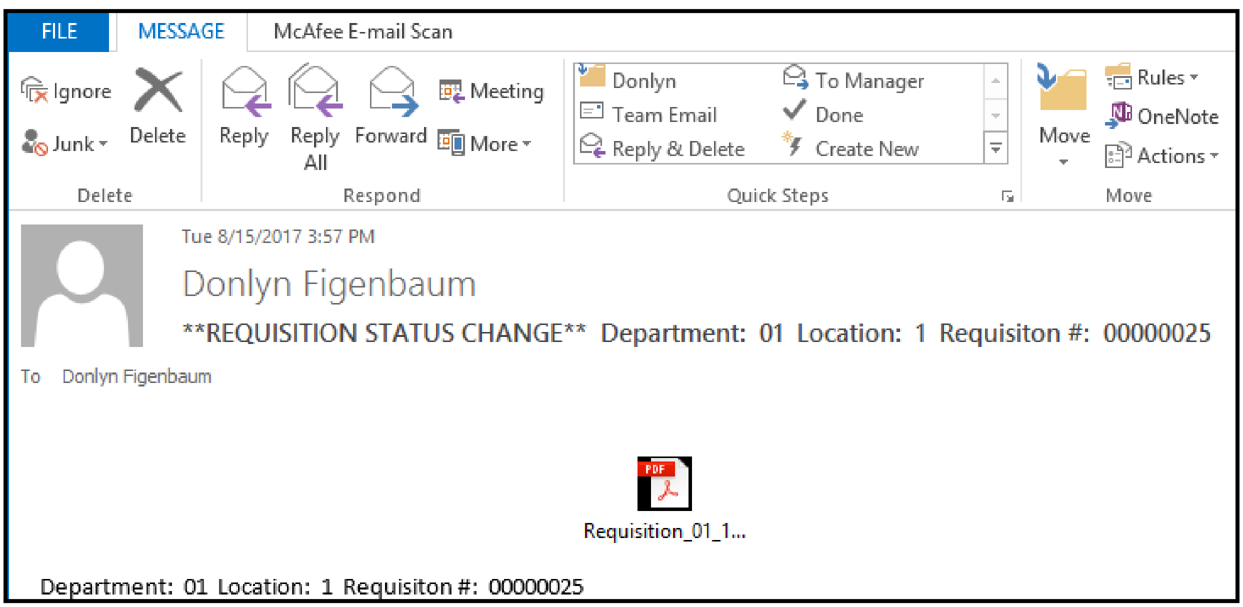
New Status options are: Authorization Pending, Buyer Pending or Ready for Buyer to create PO

Caution – don't select the new status until you are certain that all required fields are completed for that status.

The Print Options allow the sender to tailor how the RQ will look for the recipient.

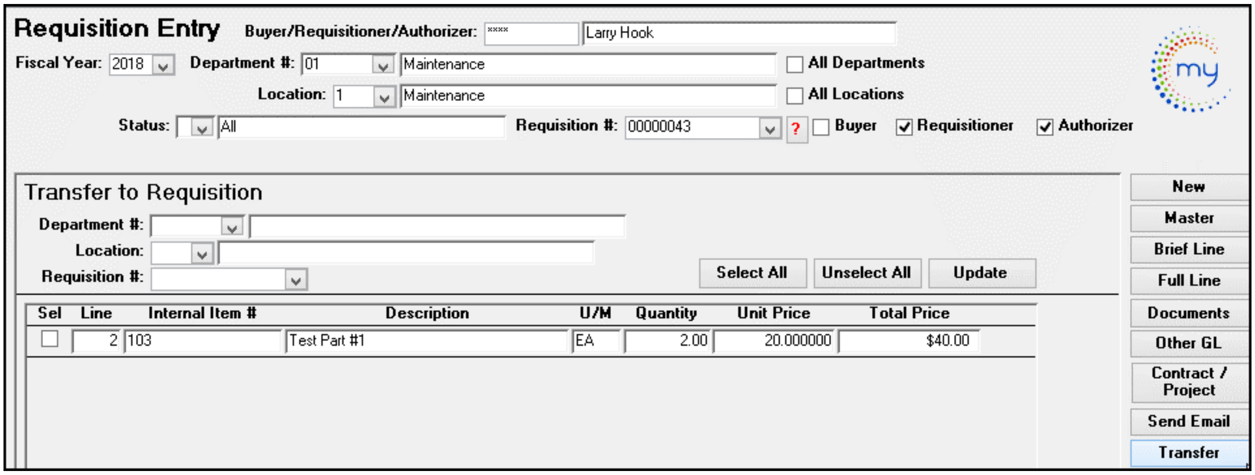
Click ***Send Email*** to send the requisition as an attachment.

The email recipient can view the requisition as a pdf attachment



Transfer

The Transfer allows the user to transfer lines from one requisition to another.



This is necessary because the initiating requisitioner may have entered multiple line items on one requisition that will need to be shopped to determine who has the best price, etc. Since each requisition can only have one Order From vendor assigned before it is turned into a PO, some line items will need to be transferred to new requisitions that have been created for different vendors.

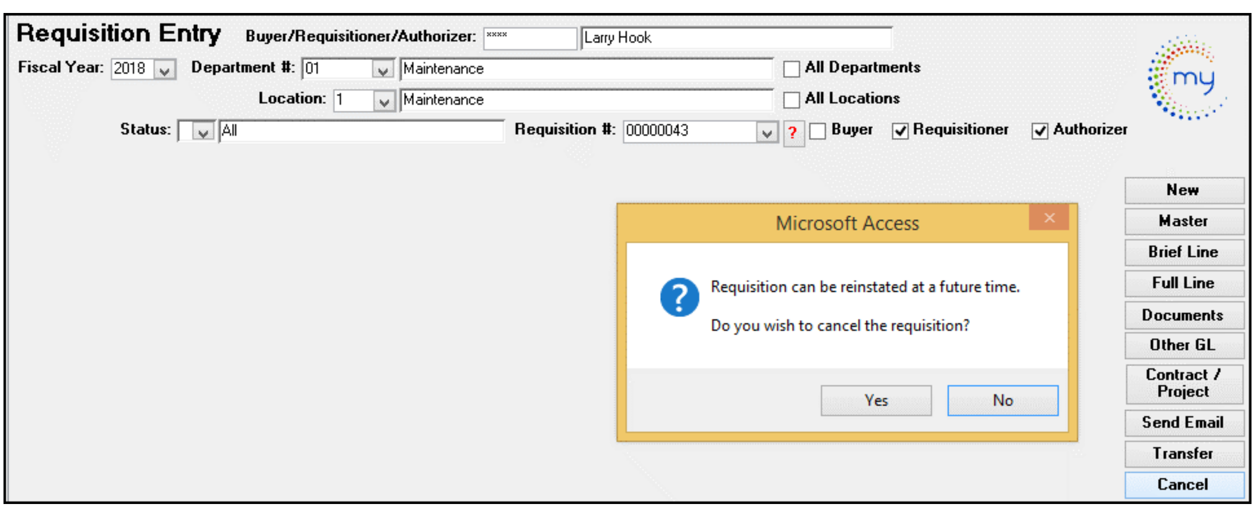
At many transit agencies, it is the procurement department that is responsible for shopping the items for best cost, quality and lead time. A requisitioner submits a requisition with two line items. After shopping the items, it is determined that they will be purchased from two different vendors. The user will then assign the vendor part #'s and descriptions to the line items. Line 1 will include the item pertinent to the first vendor and Line 2 will include the item pertinent to the second vendor.

The user will create a new requisition that has an Order From with information for the second vendor.. The buyer will open the original requisition, click Transfer, select the Department and Location and the Requisition created for the second vendor. The Selection field will be checked for Line 2 and when Update is clicked, the item on Line 2 on the original requisition will be moved to the requisition for the second vendor. The original requisition will now only have Line 1.

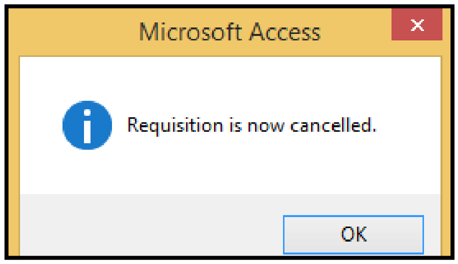
Cancel

Cancel serves as a toggle button to cancel and then if necessary, reinstate the requisition. The status of the requisition will become "Cancelled". No changes are permitted to the requisition once it's been cancelled.

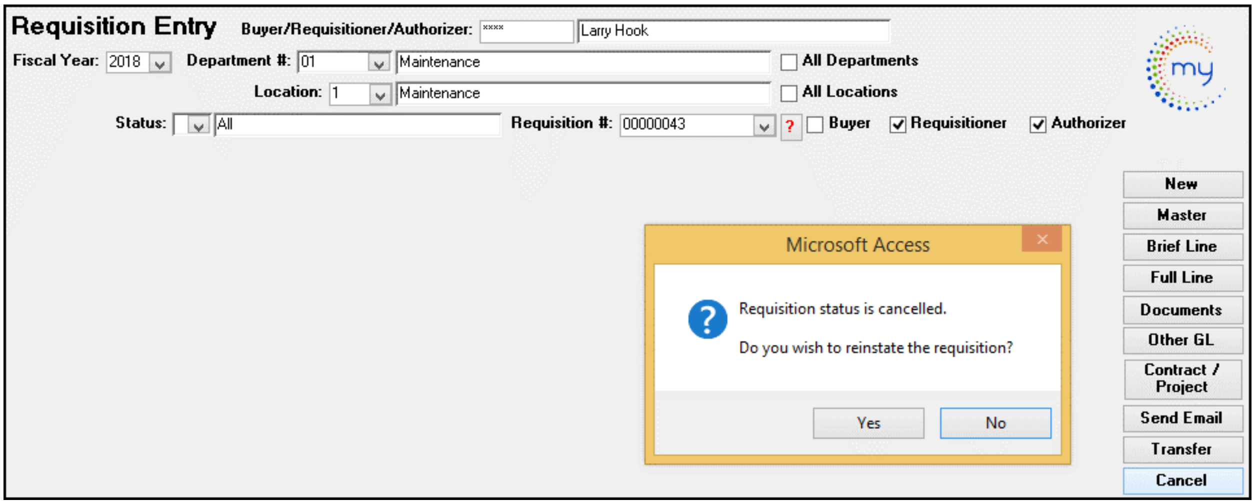
Once cancelled, if ***Cancel*** is selected again, it will reinstate the requisition and change the status from Cancelled back to New.



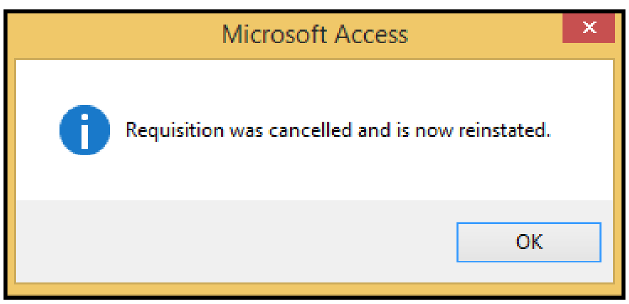
Click ***YES*** to continue with the cancellation process and the following message will display. Click ***OK***.



To reinstate a cancelled requisition, click ***Cancel***. The following prompt displays. Once completed, the status will change from Cancelled back to New.



Click ***NO*** to cancel. Click **yes** and you will receive the message below, click **ok.**



VALIDATE

Validate checks the integrity of the data entered on the requisition. Some of the issues reported by the validate option include:

Invalid Date Wanted

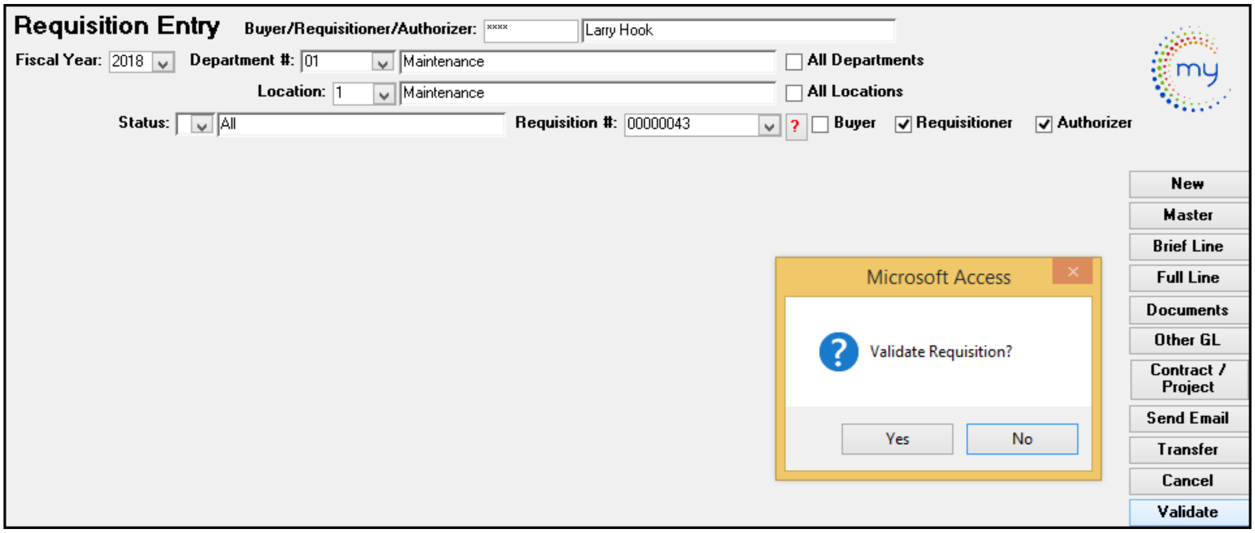
Purpose Missing

Buyer Id Missing

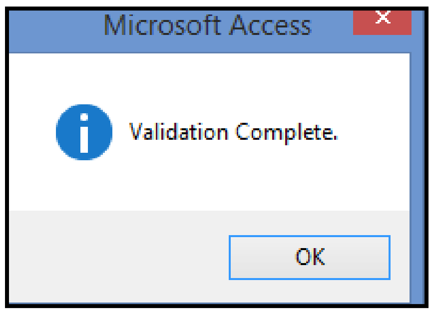
Pay To Vendor # Missing

GL Div / Account Missing

The validate option should be executed before the requisition is sent out for authorization to ensure it is complete.



Click ***yes*** to proceed and the following message will display.



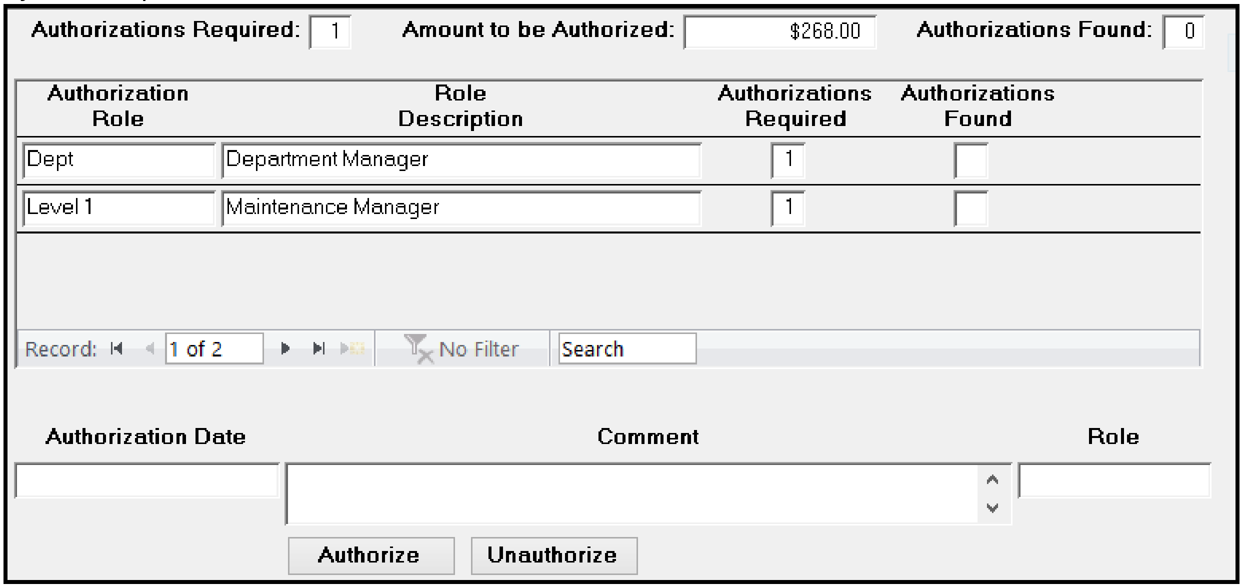
When the Requisition has been filled out and validated, the user will send emails are sent to the authorizers. The sender can choose New Status of Authorization Pending in the Send Email Process.

Authorize

Requisitions must be authorized before a purchase order can be generated. The form will display the number of authorizers required. Each authorizer will sign into Fleet-Net and into Requisitions, review the RQ, and click ***Authorize*** to approve the requisition. Once the number of Authorizations required equals the number of Authorizations Found, the RQ is ready to be turned into a Purchase Order.

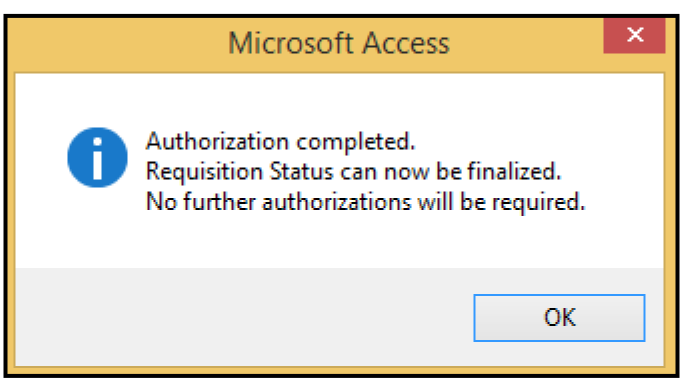
Important Note:

The user should always select ***Validate*** before sending the RQ out for authorizations. Validate will review the requisition for missing or incorrect data so that it can be corrected before it is emailed.



Field	Description
Authorizations Required	Automatically populated with the number of authorizers needed to approve the requisition based on the total dollar amount and the department assigned. This is based on the data in the Department Setup form.
Amount to be Authorized	Automatically populated with the grand total dollar amount of the requisition.
Authorizations Found	Indicates the total number of users that have already authorized this requisition. Once the “Authorizations Required” field equals the “Authorizations Found”, it can be finalized.
Authorization Role	Lists the authorizers’ role and description of those who can authorize this RQ. Field cannot be revised.
Authorization Date	Will auto fill once ***Authorize*** is selected and will list the date and time the user authorized the requisition.
Comment	Allows the authorizer to enter comments.
Role	Populated with the authorizers’ role. Field cannot be revised.

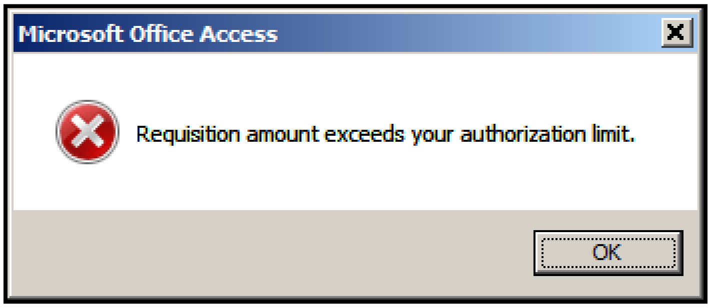
Once a user selects ***Authorize***, the following prompt displays confirming the authorization and the Authorizations Found field will increase by one. The Authorization Date and Role fields will also become populated.



Click ***OK***.

Once a requisition is authorized, emails are sent the buyer(s) to generate a Purchase Order. The status can be changed to Ready for Buyer to create PO.

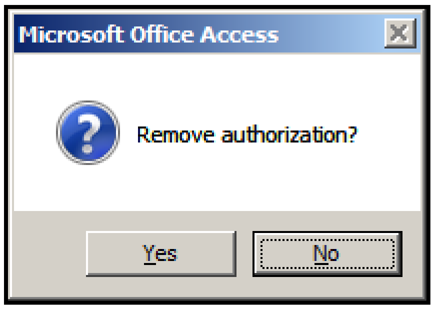
If a user attempts to authorize a requisition that exceeds his limits for that department, this prompt will display.



Click ***OK***.

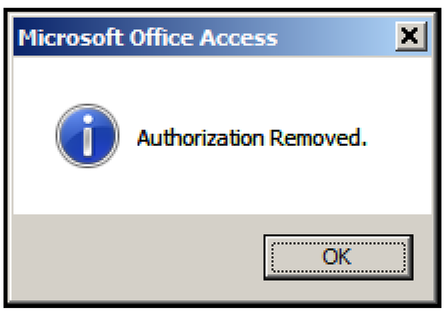
Unauthorize

If the user authorized a requisition and wishes to retract the approval, click ***Unauthorize***. This prompt displays.



Click ***NO*** if you do NOT wish to go forward with the un-authorization process or click ***YES*** to proceed.

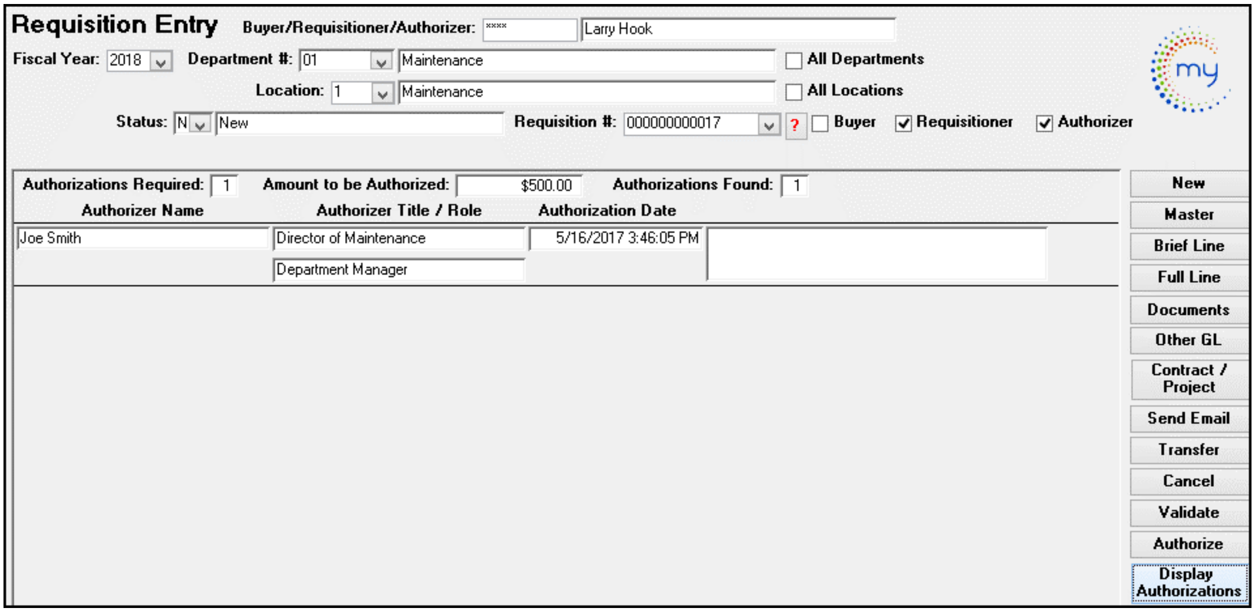
The following prompt confirms removal and the number of Authorizations Found is reduced by one.



Click ***OK***.

Display Authorizations

Select to view all Authorizations that have been obtained for this RQ.

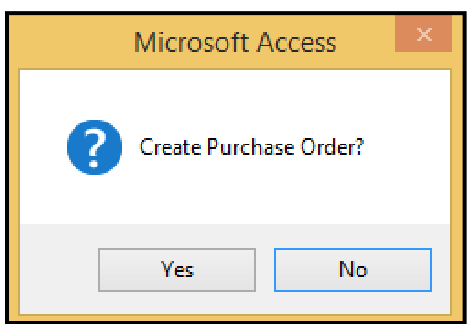


Purchase Order

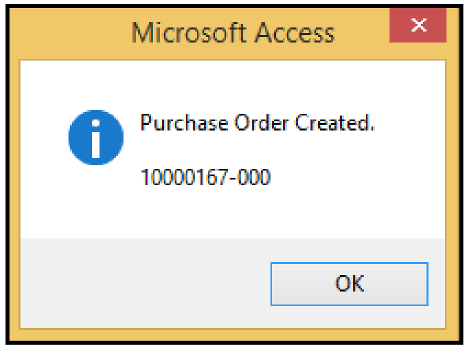
When the Requisition has been completed, has its required quotes, has been shopped, and has its required number of authorizations, the buyer can generate a Purchase Order.

All changes must be in place before the requisition is turned into a purchase order. *Once the PO has been created, there can be no further changes.*

Purchase Order will create a new purchase order based on the information entered into the requisition. The system will display a prompt listing the new PO number created.

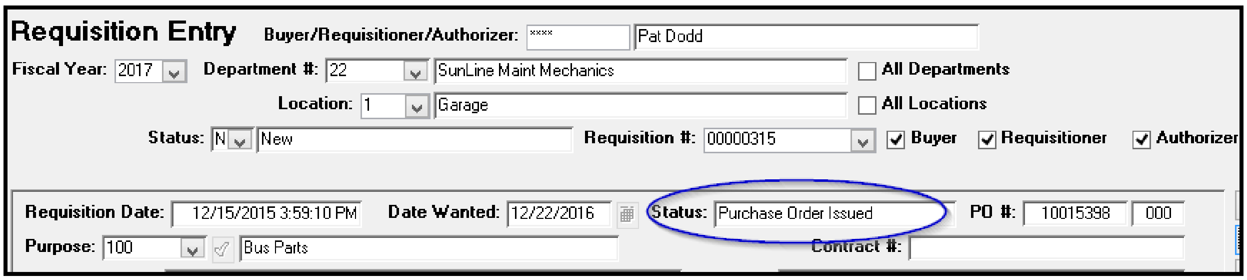


Click **yes** to continue to create a new PO and **no** if you wish to go back



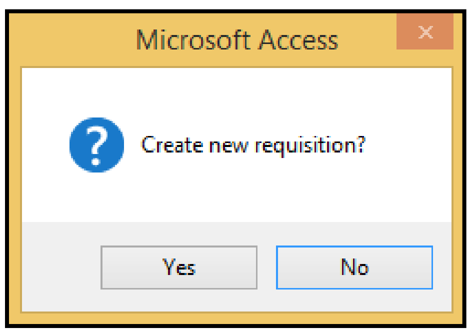
At this point, the new purchase order can be accessed via the Purchase Order Entry form. When viewed via the PO module the user will see that the status of the PO is “Purchase Order.” Again, this means no further changes can be made to the PO.

The status of the RQ is changed to Purchase Order Issued.

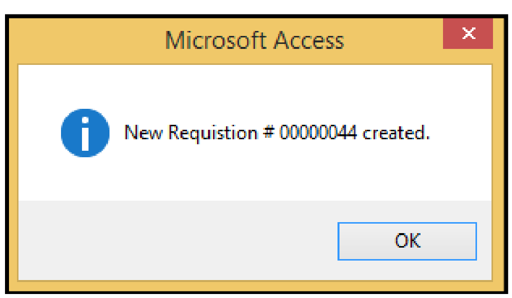


Clone

The Clone option will duplicate a requisition. The user must be a buyer or requisitioner for the department.



The confirmation message displays with the next requisition number.

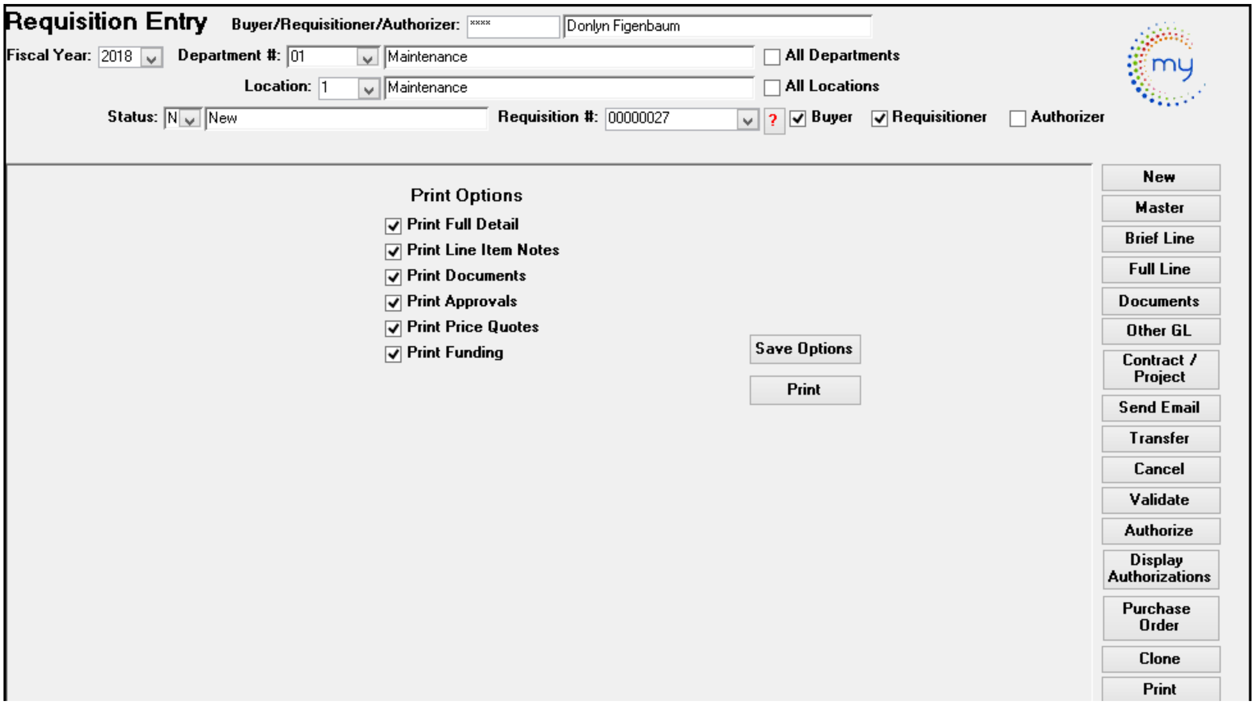


Click ***OK.***

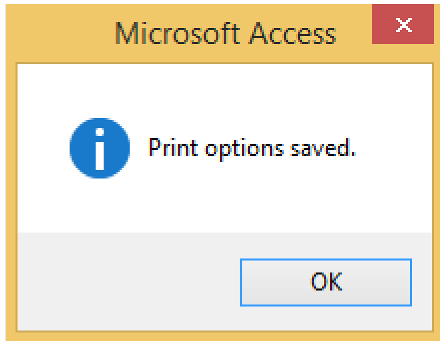
The Requisition Master form displays; the cloned Requisition will be in a ‘New’ status and all fields are available for editing if needed.

Print

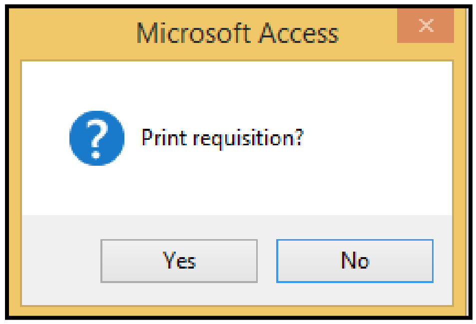
This option allows for the printing of requisitions regardless of status. The print button options can be selected in any combination. Clicking ***Print*** and not selecting any of the check boxes will result in a print out of the requisition with information found on the master button and only the fields as seen via the Brief Line option.



Field	Description
Print Full Detail	Check box to print fields as seen via the Full Line option which include: WO #, Asset Type, Asset #, Project #, Cancellation information, GL budget and posting accounts and created and updated by fields. The standard fields that print when this box is **not** checked will also appear such as item #, description, vendor #, quantity, unit cost, tax, total price etc.
Print Line Item Notes	Check box to print notes that were entered via ***Notes*** found in both ***Brief Line*** and ***Full Line*** options, even if you do not check Print on PO/Req in the Note section.
Print Documents	This option prints the information entered via ***Documents***. *Note: Any attachments added via the Documents button appear as either an icon or a small image of the document depending on whether the Display As Icon field was checked*.
Print Approvals	Electronic signatures will appear if they were setup via the Employee Authorization Setup form on the Path To Signature field
Print Price Quotes	Price quotes will print if any were created via either the Brief Line or Full Line options and ***Quotes*** was selected.
Print Funding	Funding data will print if any were created via the Full Line option and ***Funding*** was selected.
Print button	Click ***Print*** to proceed with printing the requisition with the desired options selected.

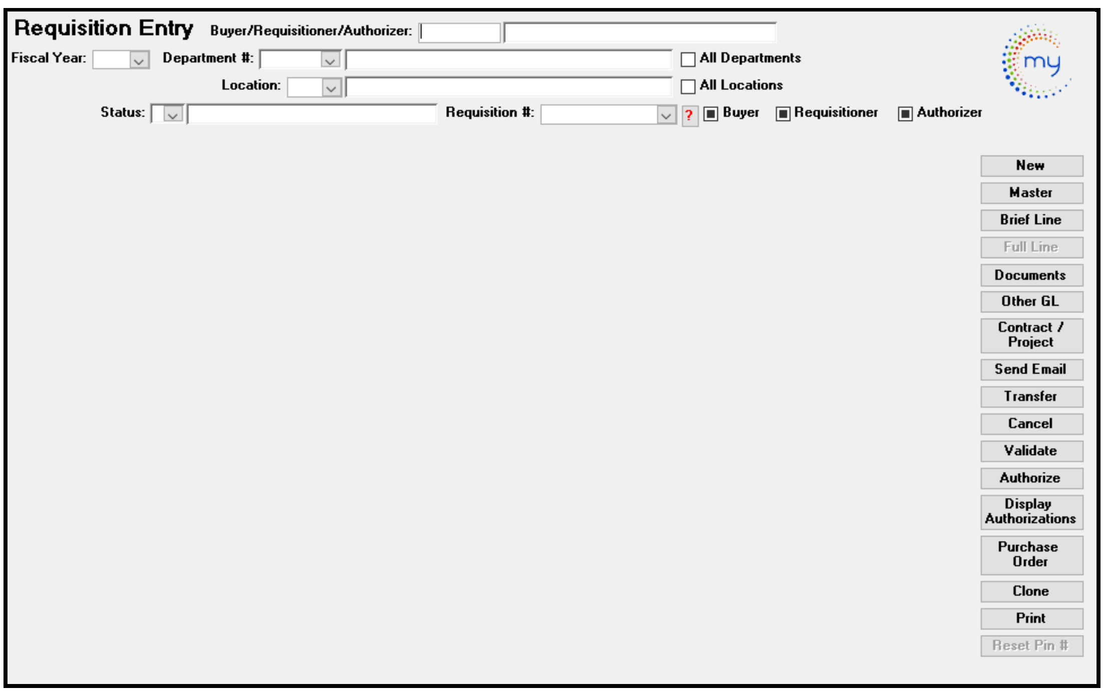


Click ***Print***. This prompt displays.

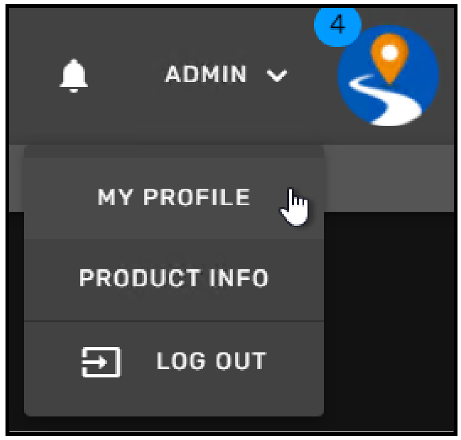


Reset Pin

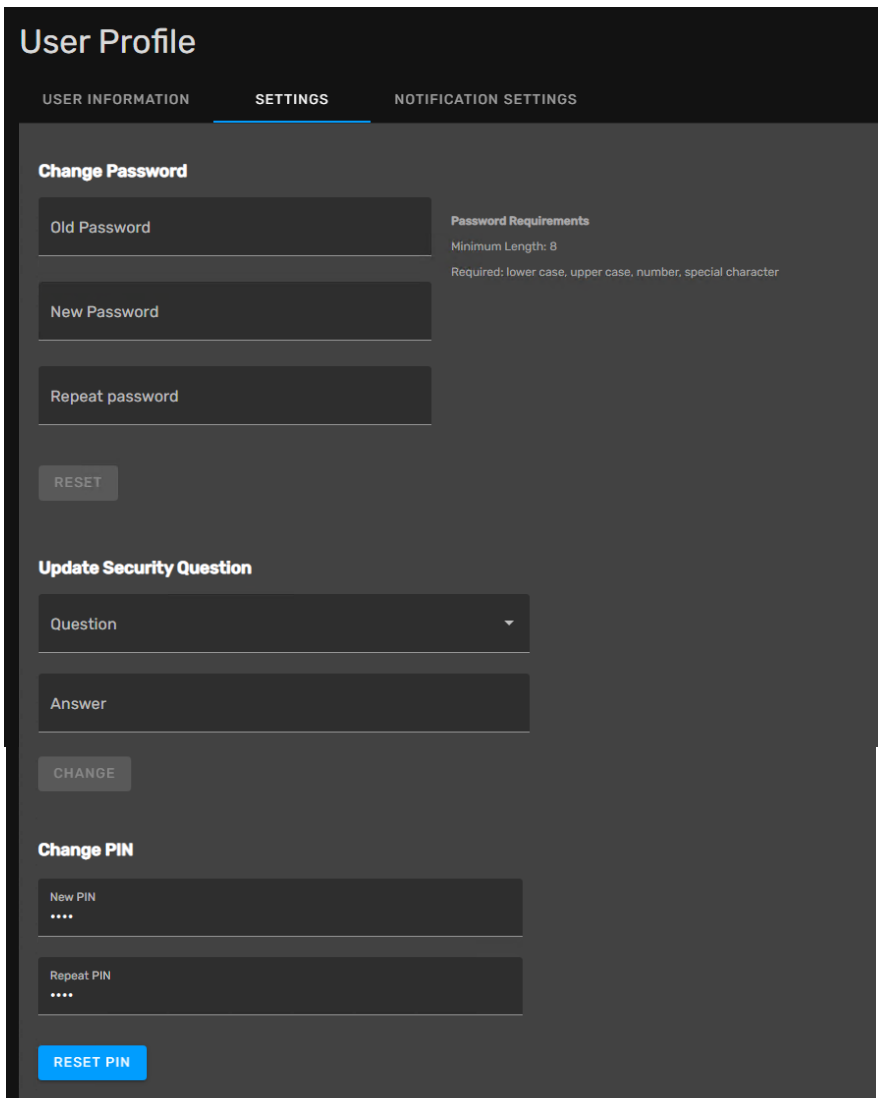
This button is deactivated as users can reset their own pin numbers from their My Profile in the Setting Tab.



Go to My Profile

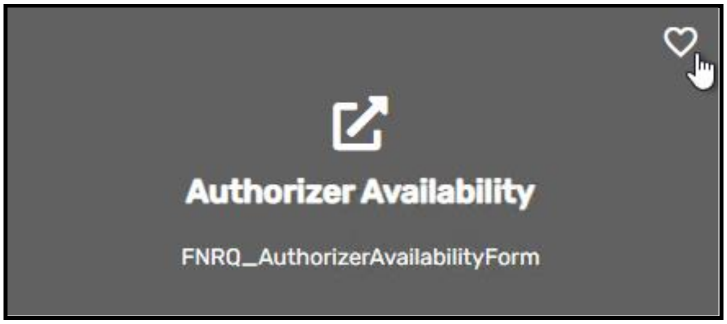


From the Settings Tab, the user will change their Pin. Enter New Pin, Repeat Pin and click the Reset Pin button.



Authorizer Availability

Finance/Procurement/Requisitions/Authorizer Availability

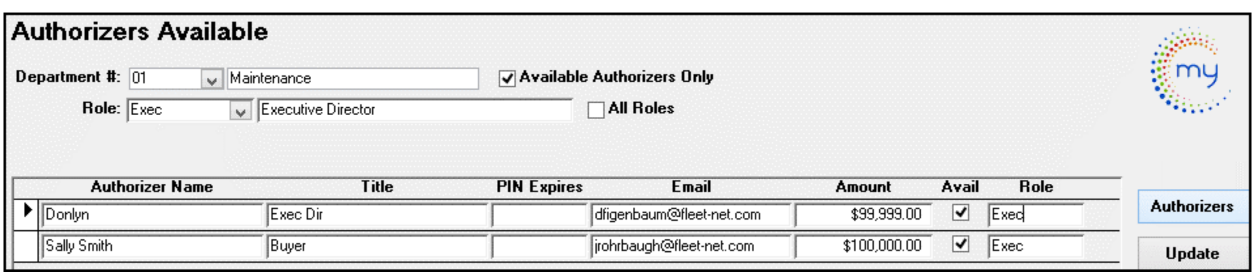


The Authorizer Availability form displays which authorizers are currently available to authorize requisitions and also allows the authorizer to change their availability status.

Field	Description
Department	See the availability of authorizers by entering a department from the drop down list. This is a required field.
Available Authorizers Only	The check box allows the user filter for authorizers that are available or not.
Role	Pick a specific role from the drop down to filter for those authorizers who have been assigned that role. Leave blank to display all roles.
All Roles	If a role has been selected in the previous field, the system will automatically uncheck this box. Leave the check box to display authorizers from all roles.

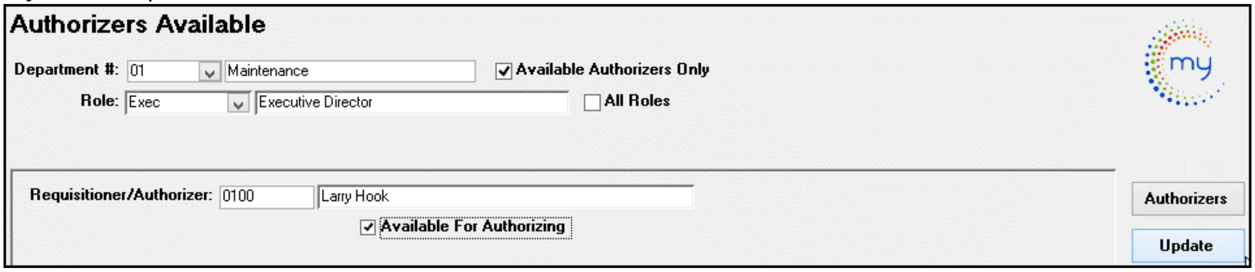
Authorizers

Once the search criteria has been selected, click ***Authorizers***. This form displays.



Update

Update allows the requisitioners to designate their availability for the purpose of alerting others whether they will be available to authorizer requisitions or not. Click the button and the following form will appear.



Field	Description
Requisitioner/Authorizer	The requisitioner must enter their Requisitioner ID
Pin #	The user must enter their PIN
Available For Authorizing	Uncheck or check the box to designate whether the requisitioner is available for authorizing requisitions.

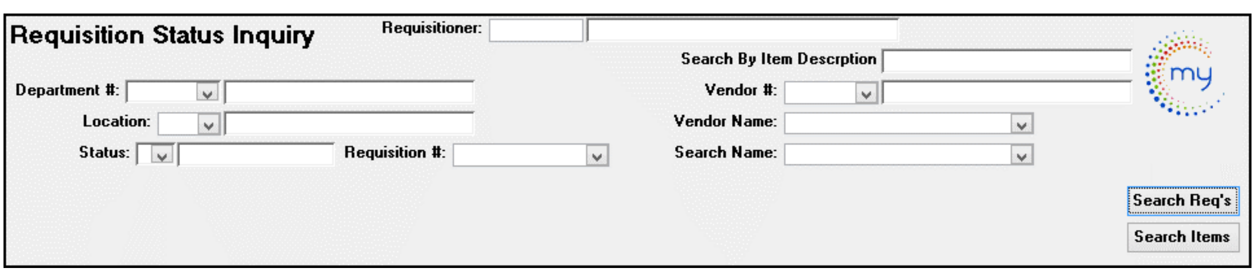
Requisition Status Inquiry

Finance/Procurement/Requisitions/Requisition Status Inquiry

The Requisition Status Inquiry form allows the user to search the entire requisitions database by multiple criteria options.

The various criteria allow the user to filter the data in order to find certain requisitions. More than one search criteria may be entered in at one time. The more criteria that is entered the smaller the pool of requisitions to select from.

Once the criteria has been entered into the following fields: Requisitioner, Department, Location or Status then ***Search Req's*** can be selected or the Requisition # drop option can also be selected. The Requisition # drop down option will NOT reflect the selection criteria for Search by Item Description, Vendor #, Vendor Name or Search Name. For these options use ***Search Items***.

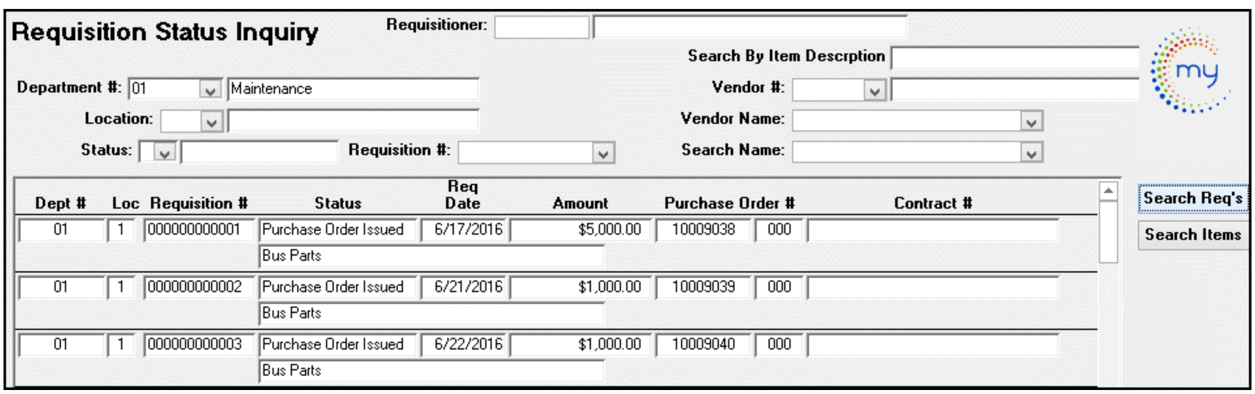


Field	Description
Requisitioner	To filter for all requisitions created by a certain Requisitioner, enter the requisitioner id. To see all requisitions, regardless of who created it, leave the field blank. Once entered, select the Requisition # drop down field or *Search Req's* to view the search results.

Department	Enter a department to narrow down all requisitions assigned to the department entered or leave blank for all. Once entered, select the Requisition # drop down field or *Search Req's* to view the search results.
Location	Enter a location to narrow down all requisitions assigned to the location entered or leave blank for all. Once entered, select the Requisition # drop down field or *Search Req's* to view the search results.
Status	Enter a status to narrow down all requisitions with the particular status entered. For Example, to see all requisitions that have been cancelled, enter a "C", then use the Requisition # drop down or ***Search Req's***. Only cancelled requisitions will appear.
Requisition #	Once the search criteria options have been selected, click the drop down option to see which requisitions met the criteria selected. To select one, double click the requisition number to display the master form. Brief Line, Full Line, Documents, Approvals and Print buttons allow the user to see details of the requisition
Search By Item Description	The following four fields will search the line item database. Enter an item description to search for. For example, if looking for all requisitions used to procure a desk type "desk". The word desk can appear anywhere on the line description such as Desk, Oak Desk or Executive Desk Mahogany. Once entered, you must click ***Search Items***.
Vendor #	Enter the vendor number to search for. Then click ***Search Req's*** to search for this vendor, if located on the Master button within Requisition Entry or click ***Search Items*** to find the vendor on any of the line items.
Vendor Name	Enter in the vendor name and press enter. The system will populate the Vendor # field above to conduct the search. See search instructions for vendor #.
Search Name	Enter in the vendor search ex: Smith, Joe Parts. The system will populate the Vendor # field above to conduct the search.

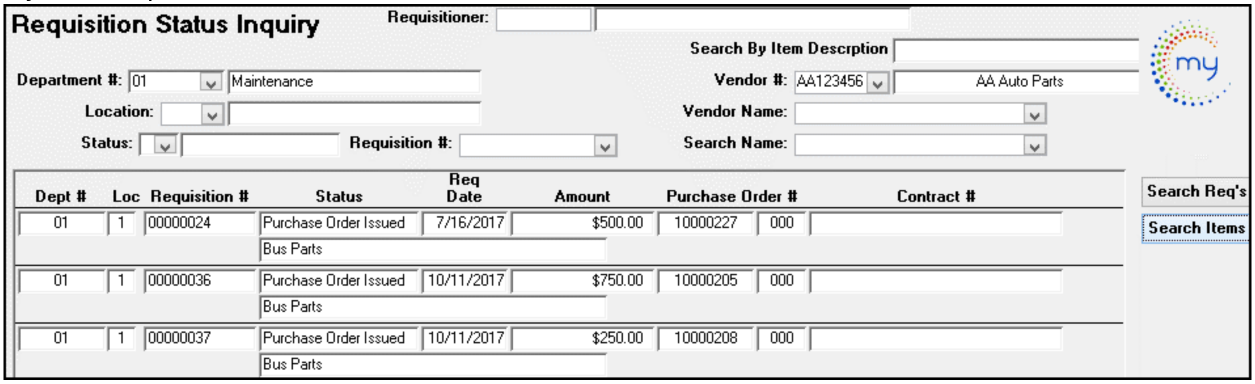
Search Req's

Click ***Search Req's*** after selection criteria has been entered into the following fields: Requisitioner, Department, Location or Status. The list of requisitions will display that meet the criteria selected.

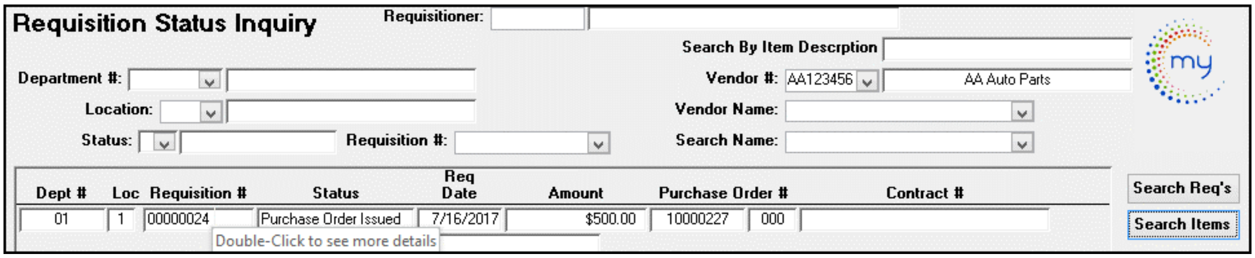


Search Items

Click ***Search Items*** after selection criteria has been entered into the following fields: Search by Description, Vendor #, Vendor Name, Search Name. The list of requisitions will display that meet the criteria selected.



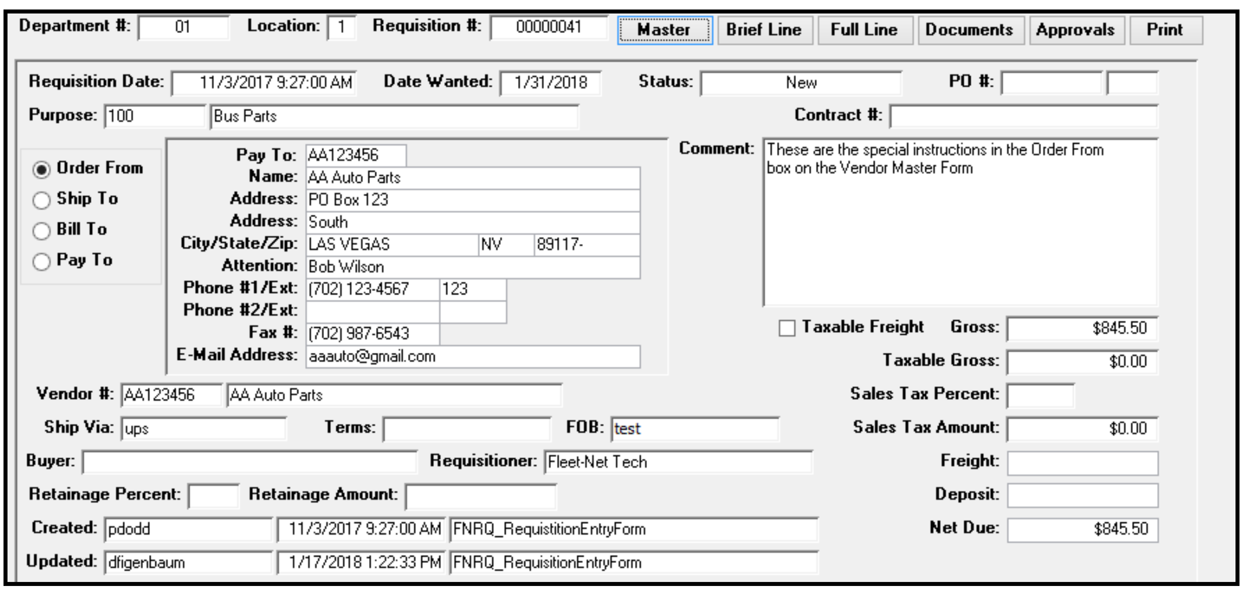
Hover over the Requisition # field; the prompt displays: "Double-Click to see more details". Double click to bring up the following form.



For more details pertaining to each of the fields for the following options, refer to the Requisition Entry portion of the manual. None of the data displayed in the following options can be revised.

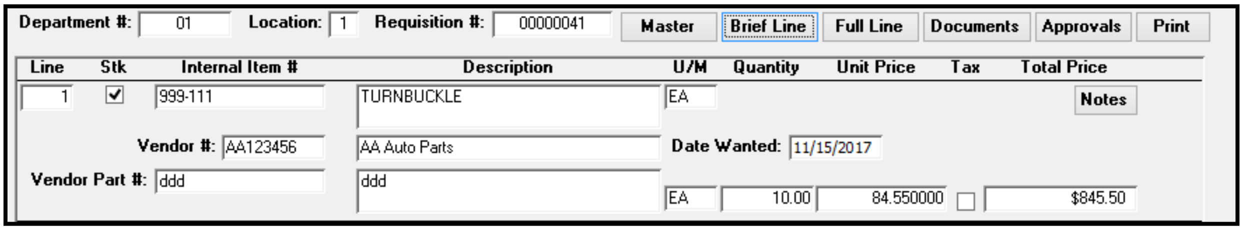
Master

Shows the heading portion of the requisition.

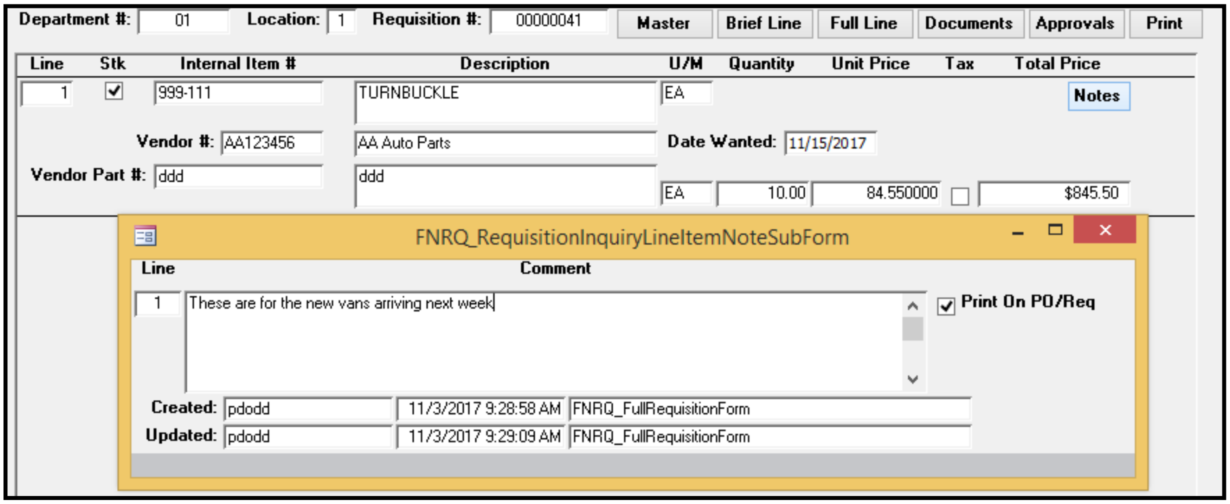


Brief Line

Shows the line item detail that was entered via Requisition Entry.

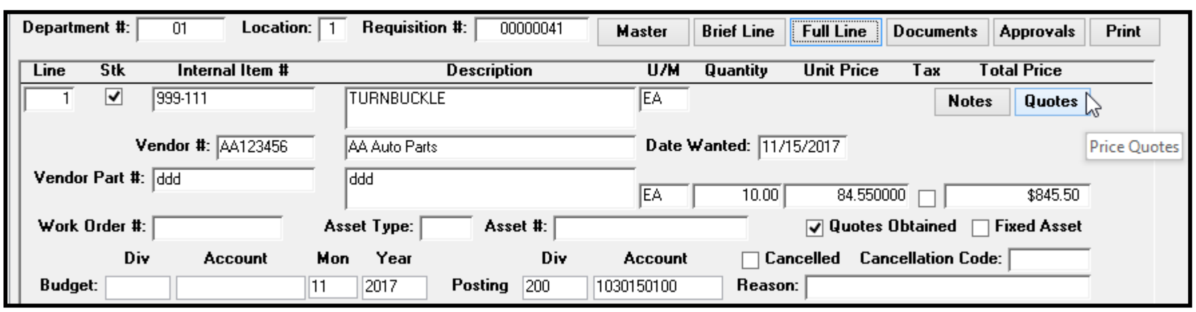


Notes can also be selected to view notes pertaining to a line.

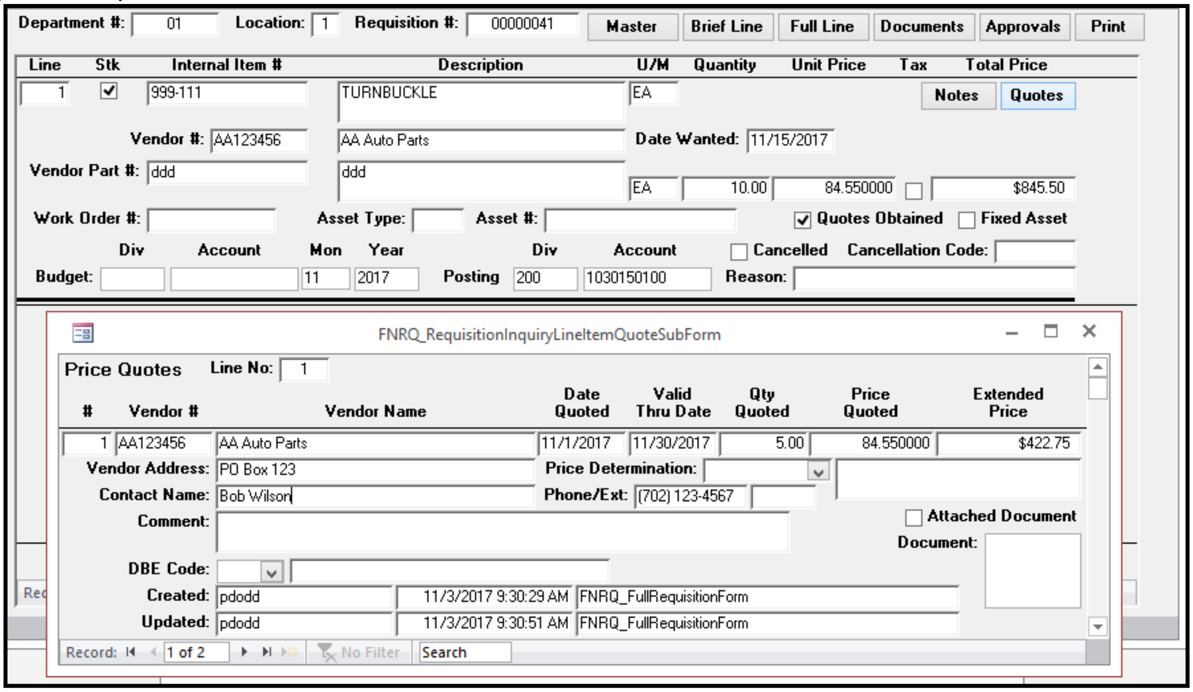


Full Line

Shows the line item detail that was entered via Requisition Entry.

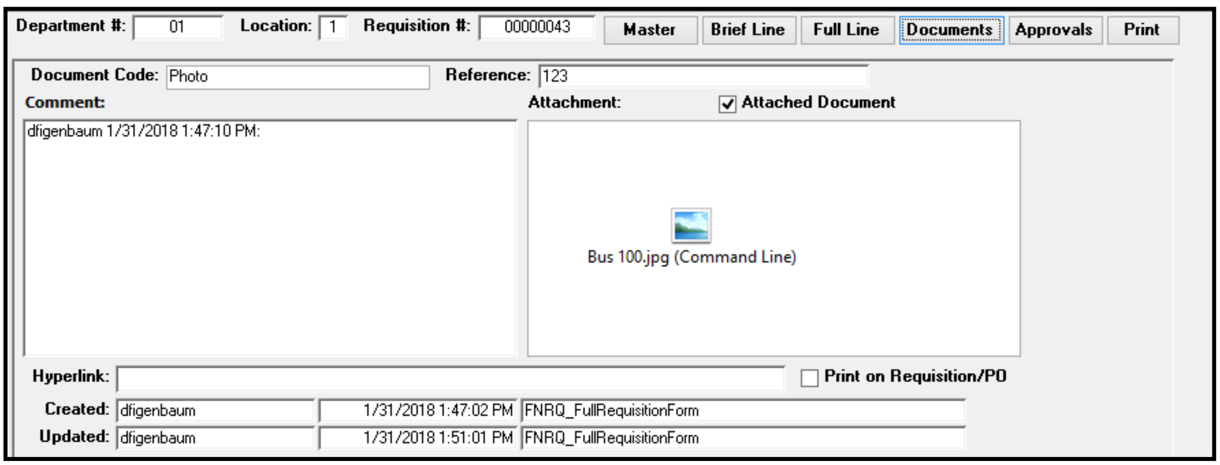


Notes and ***Quotes*** can also be selected to view data pertaining to a line.



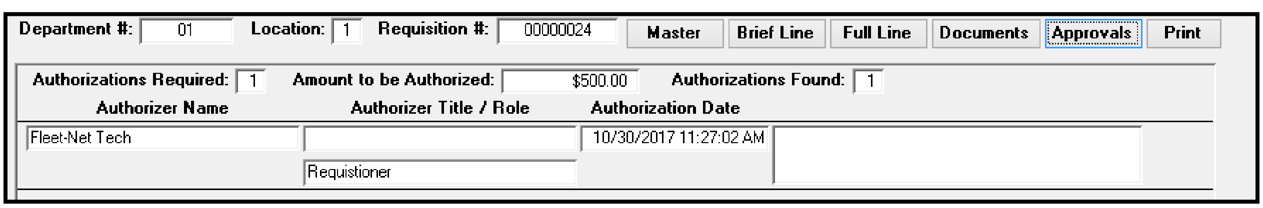
Documents

Shows the documents/attachments section of the requisition as entered via Requisition Entry.



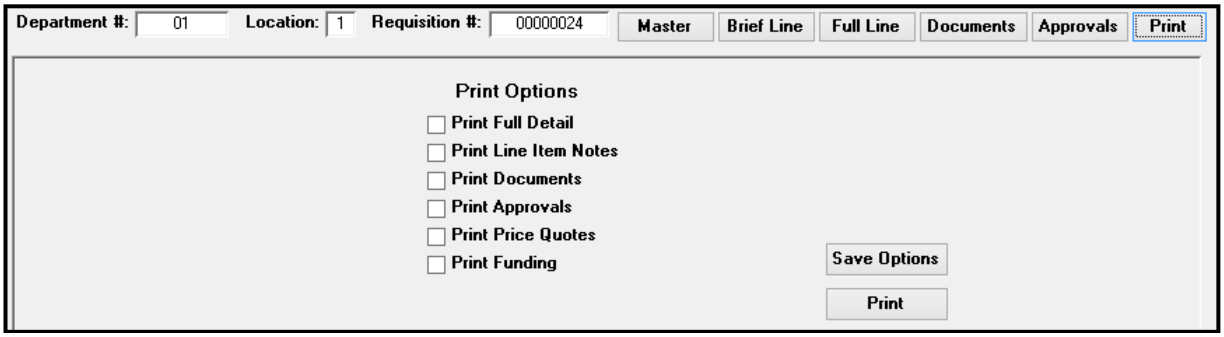
Approvals

Displays the users that have authorized the requisition.



Print

Allows the user to print the requisition from this form based on which options were checked.

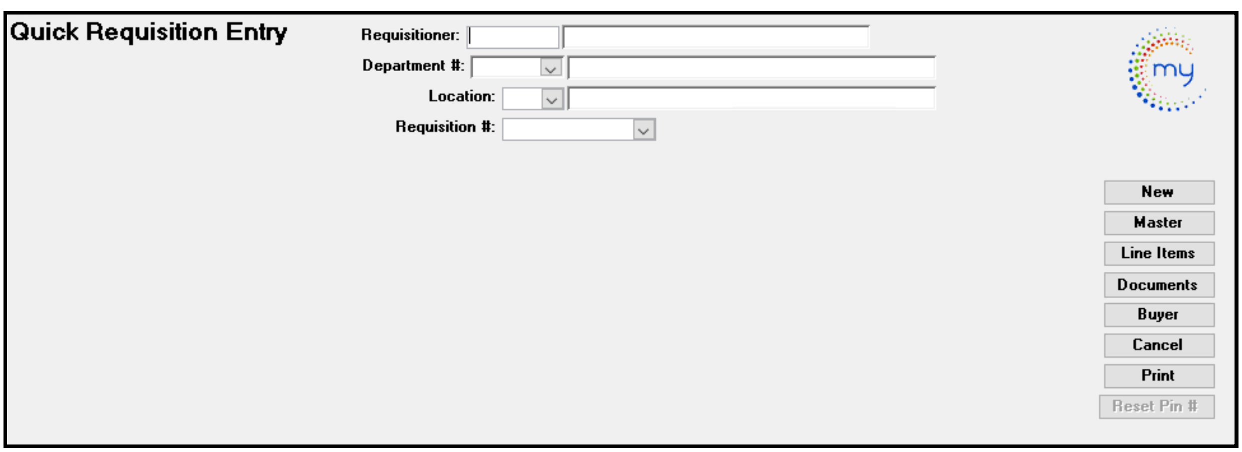


Quick Requisition Entry

Finance/Procurement/Requisitions/Quick Requisition Form

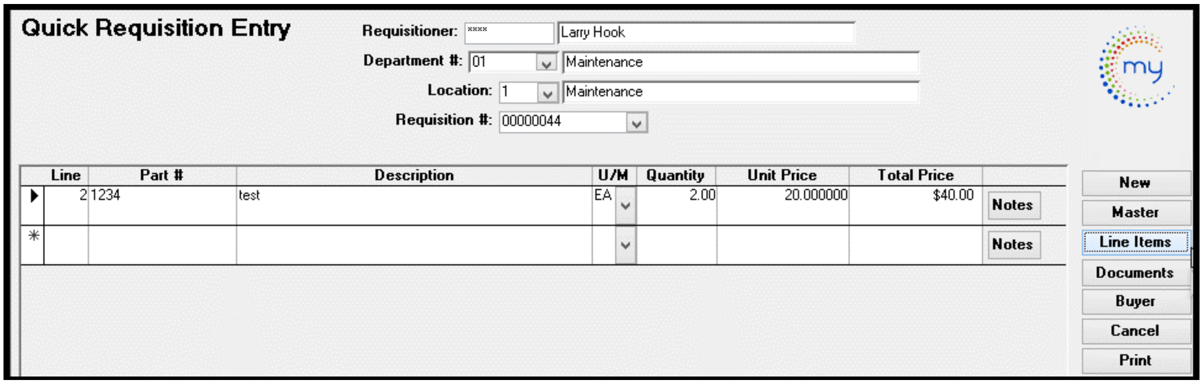
Quick Entry is generally used when the user will not be shopping the item, contacting vendor for prices and lead times, etc. The user fills out this form and forwards it on to purchasing. This form allows requisitioners to enter Line Items and attach Documents. The buyer will use this same RQ but use the Full Entry option to complete this requisition. There they can add item numbers, prices, vendors, and quotes, as needed.

The Master form has fields to enter the Date Wanted, Purpose, and Comments.



LINE ITEMS

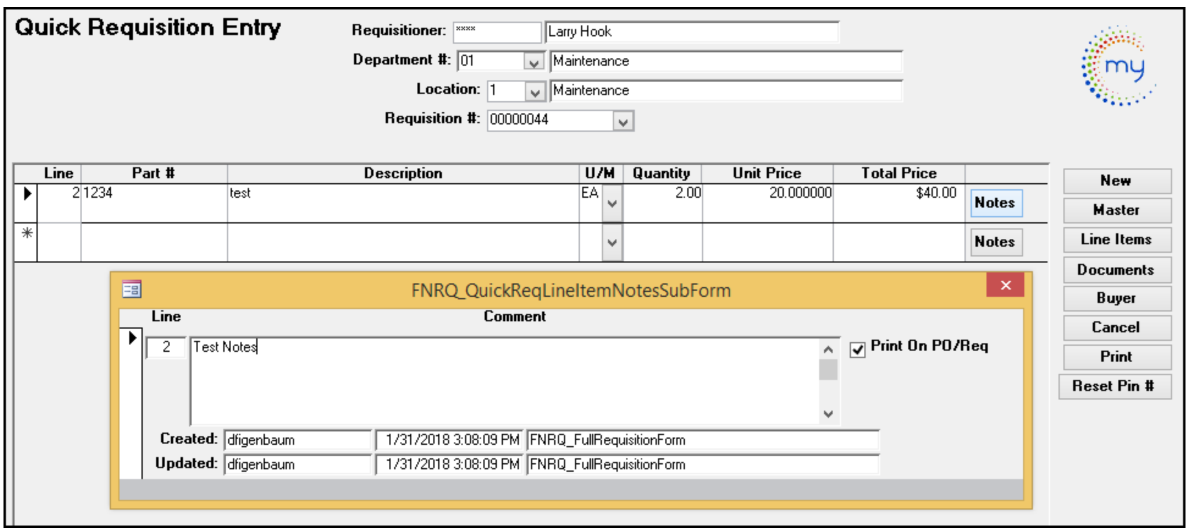
The requisitioner will fill out as much of the data as they know, but, ultimately a Quick Entry goes to a buyer to be shopped.



The user can enter a part #, description, Unit of Measure, Quantity and Cost

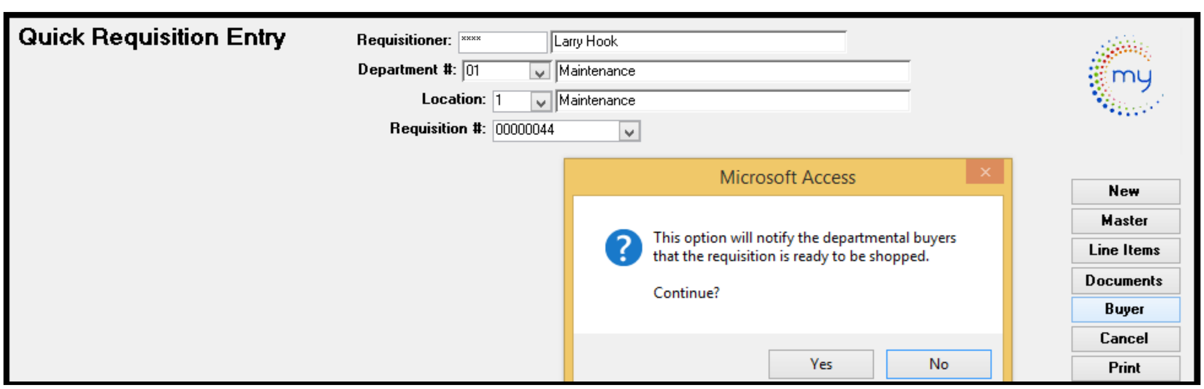
Notes can be added to each line item.

Once all line items are entered the buyer(s) are notified via email

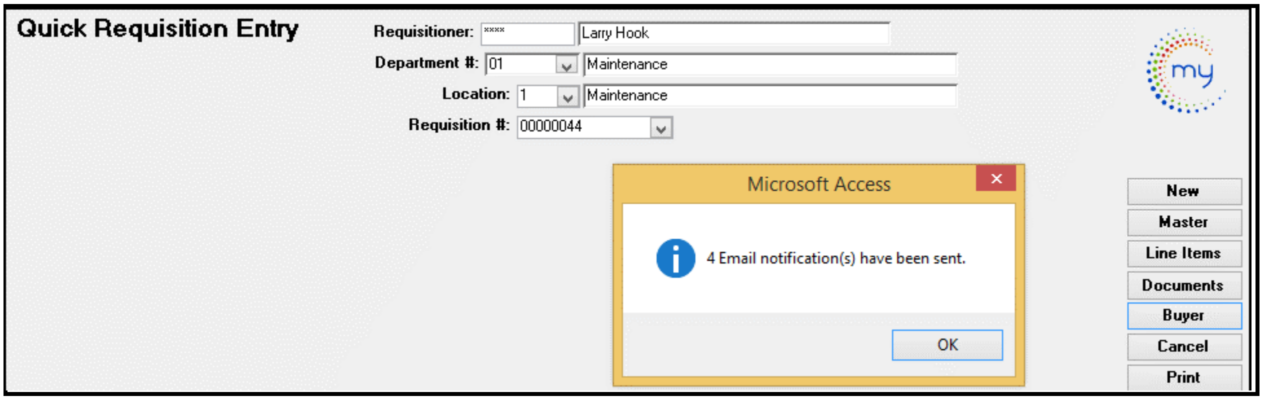


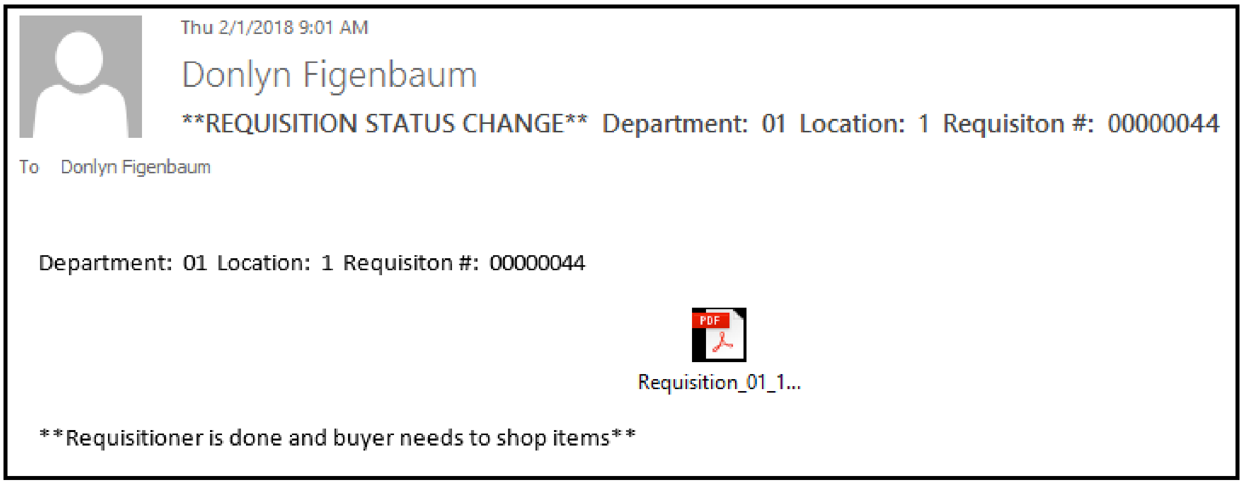
BUYER

Click ***Buyer*** to notify the buyer(s) to shop the requested items



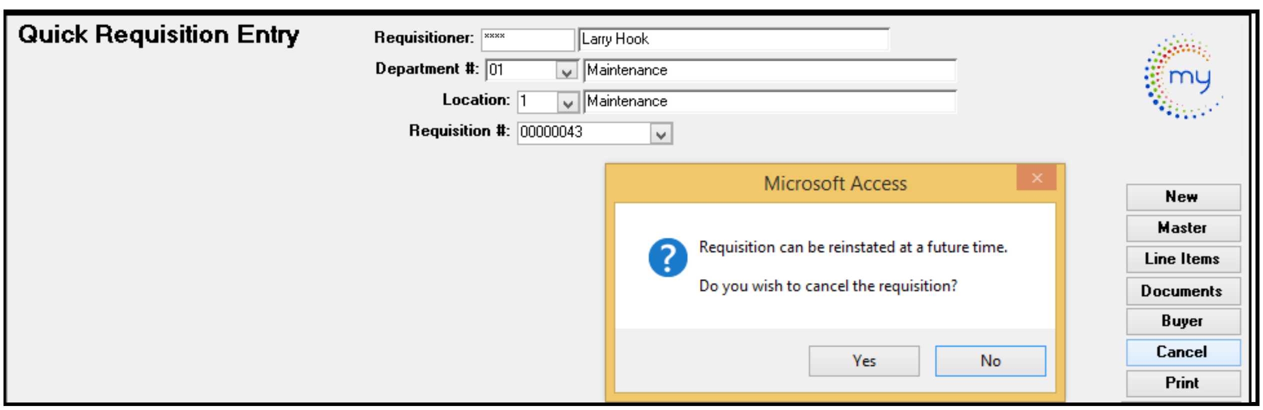
This Requisition has now been sent to the two buyers assinged to this department.





CANCEL

A requisition can be cancelled and reinstated if necessary. Click ***Cancel***.

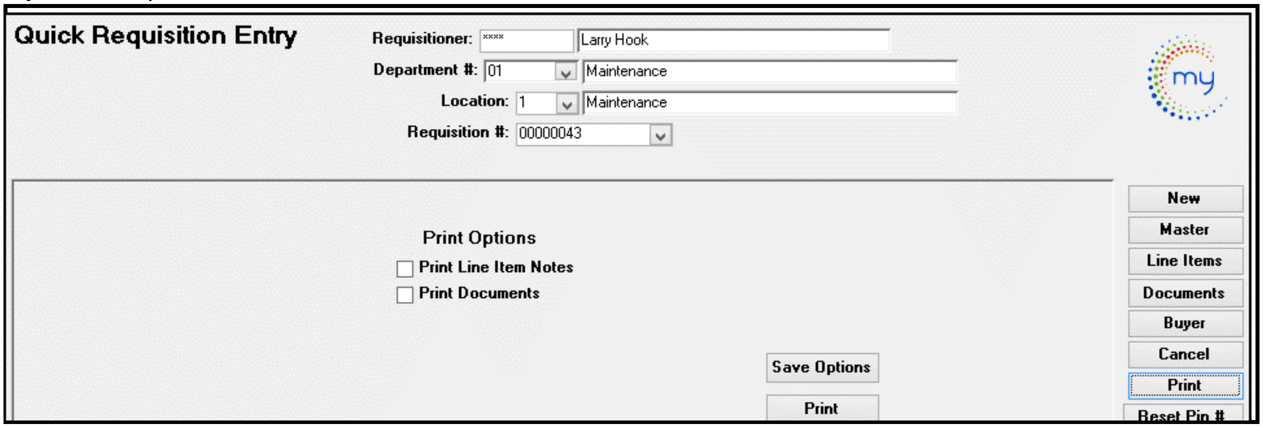


To reinstate this request at a later date, the user will pull up the RQ number in the system and click ***Cancel*** again.

PRINT

Select ***Print*** to generate a hard copy of the requisition

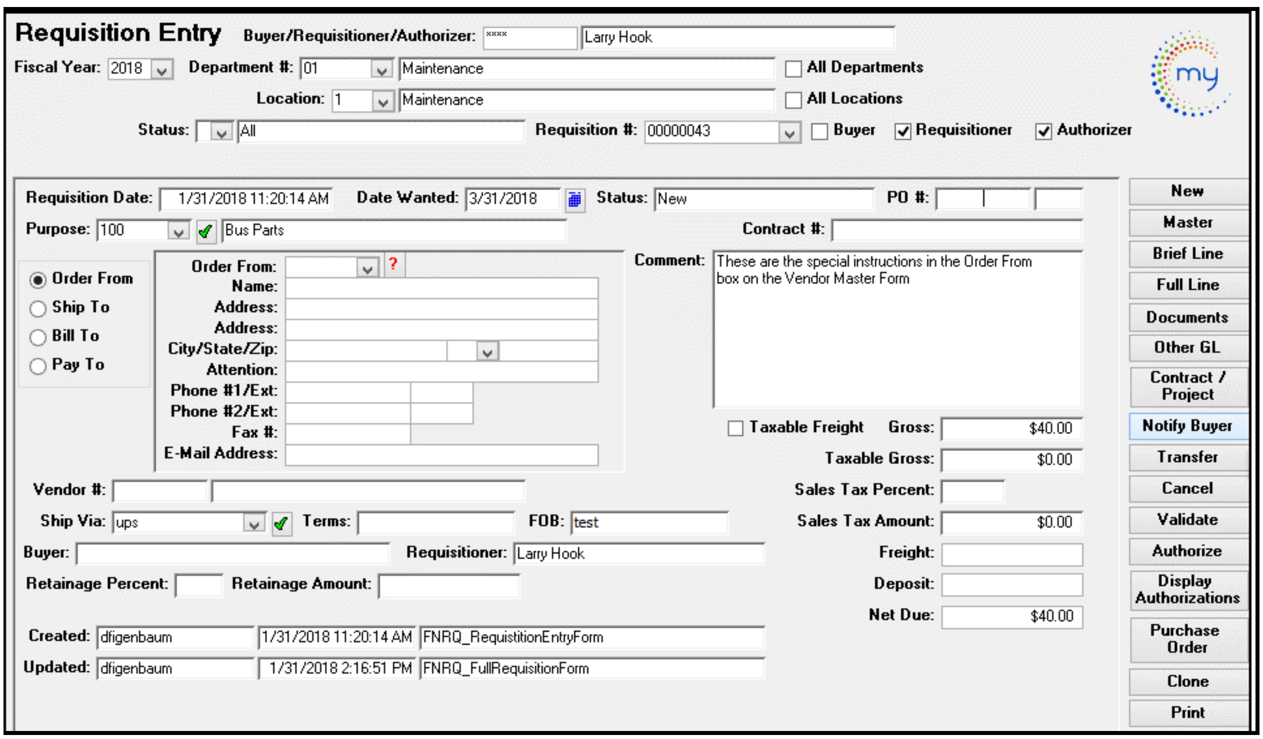
Print line Item Notes and Print Documents are options.



Requisition Entry

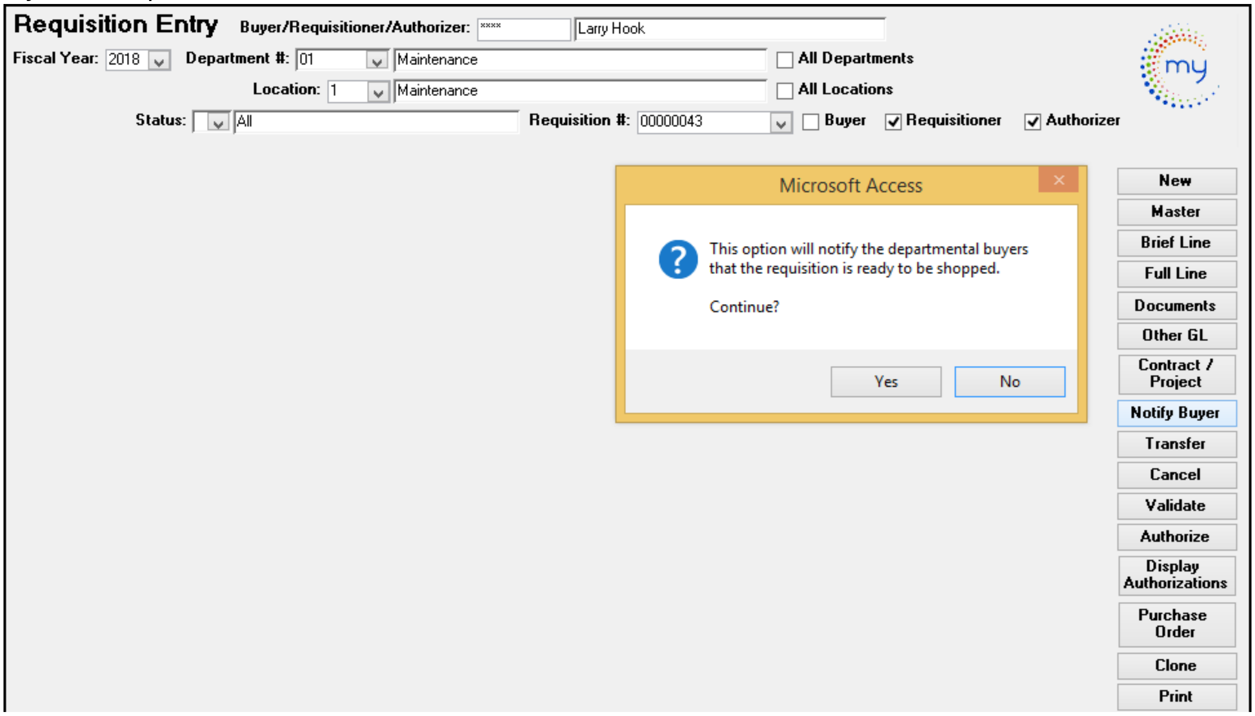
It is recommended that **FULL ENTRY** is used, as it offers more options than this process.

Requisition Entry functions in a similar fashion as Requisition Full Entry. The difference is that rather than allowing the user to choose who to send emails to at each stage of the requisitions process, email notifications are sent automatically to the buyers and authorizers assigned to the particular department. **Note the button says Notify Buyer instead of Send Email**.

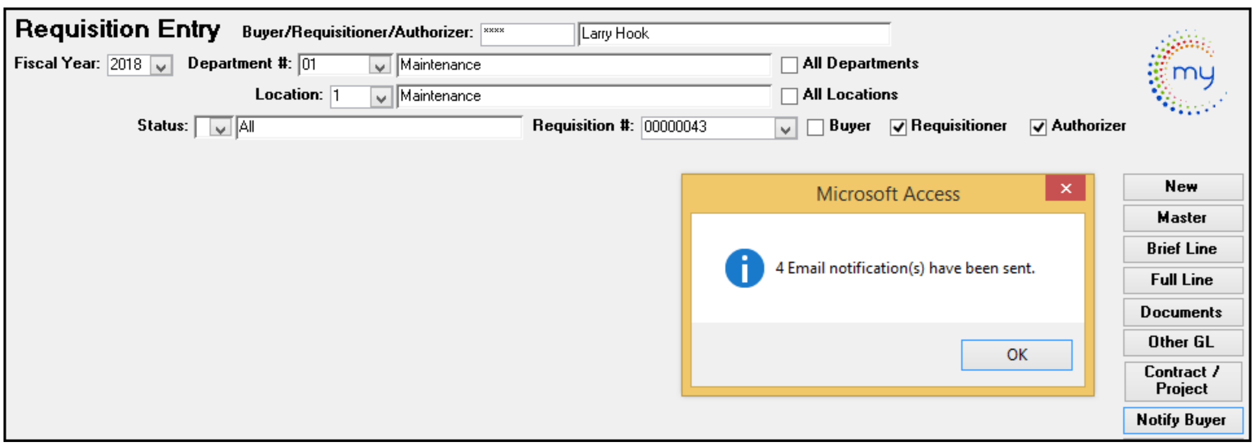


NOTIFY BUYER

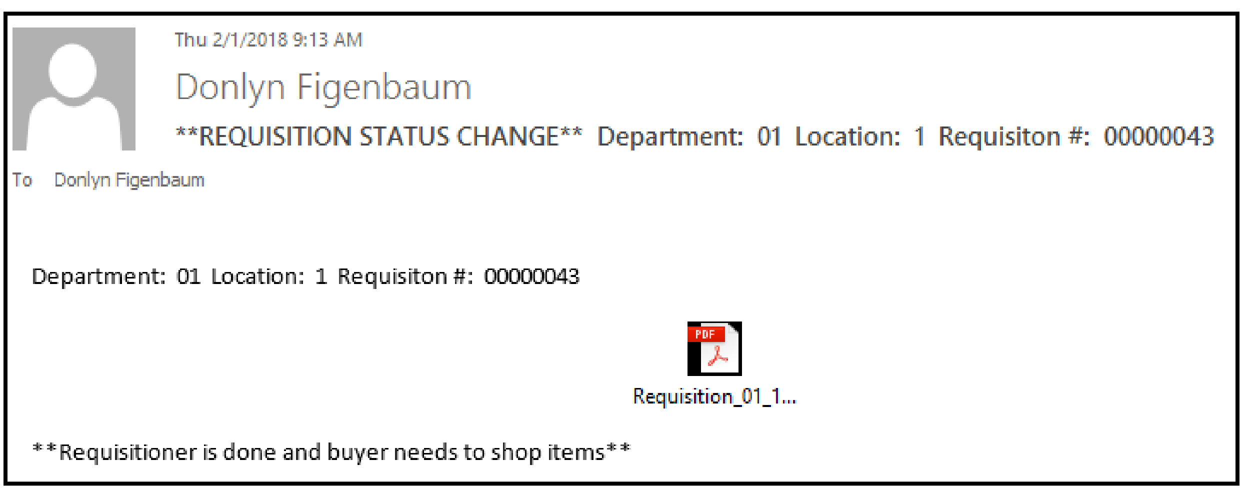
Requisitioner will create the RQ and fill it in as completely as possible. In this scenario, the requisitioner does the quotes and enters them on each line item as necessary. Once completely filled out, the requisitioner will click ***Notify Buyer***. This will email the requisition to all available buyers assigned to the Department. The following confirmation message displays.



Click yes to continue or no to go back

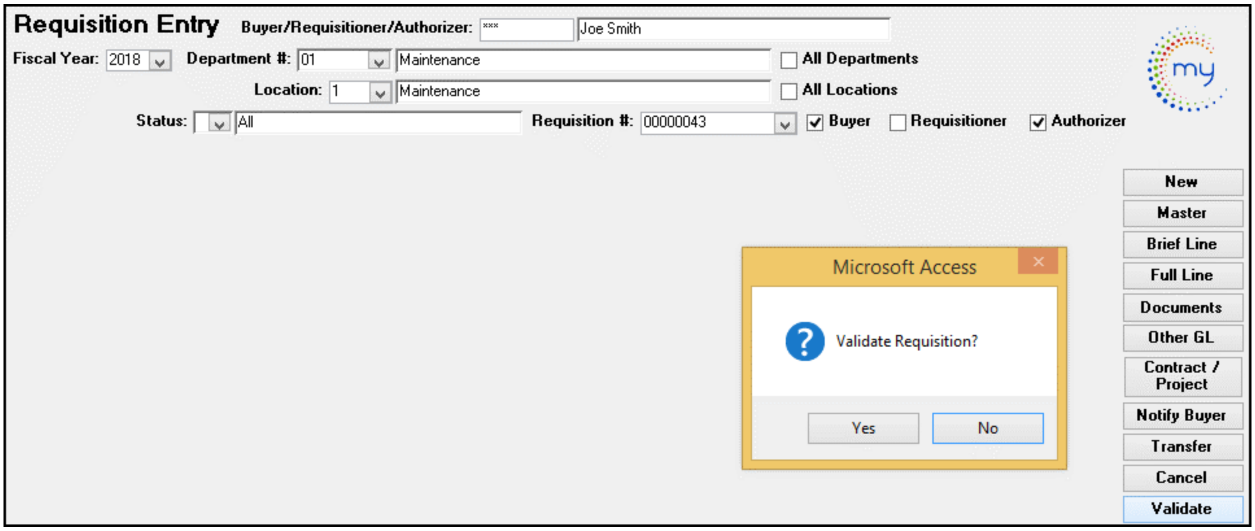


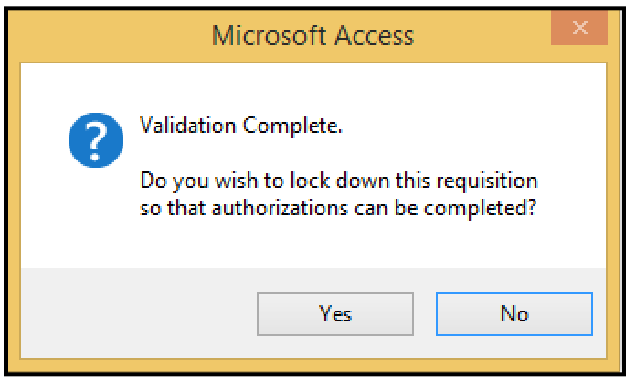
If the Requisitioner is also a buyer, no emails are sent. The buyer will receive an email with a PDF of the Requisition and this this message.



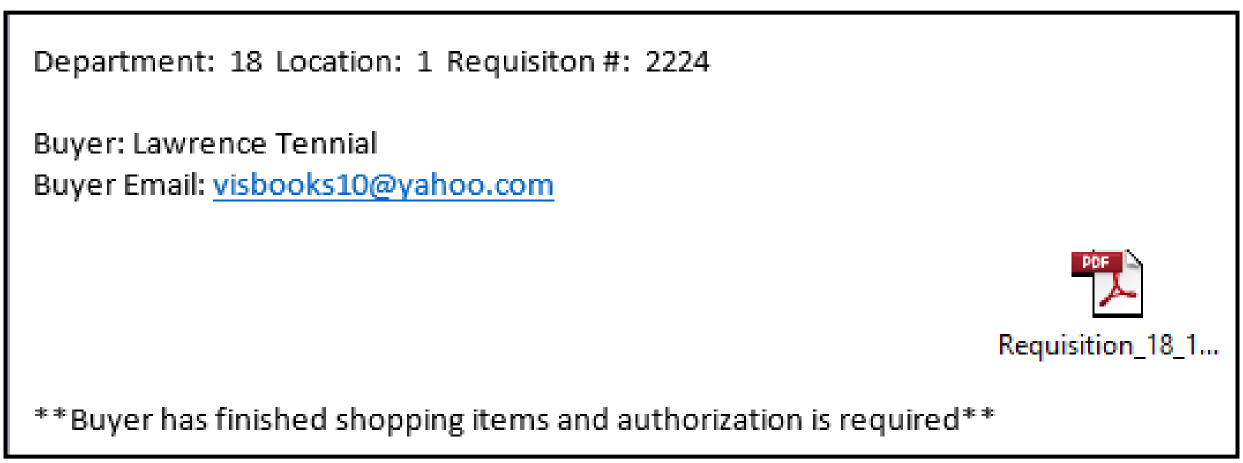
After the email is sent to the buyer(s), the Requsition Status changes to Buyer Pending.

The next step is for a buyer to go into the Requisition and and review it. Once they are satisfied with the vendors, prices, etc, they will click ***Validate***. This automatically sends emails to available authorizers and a copy back to the requisitioner.

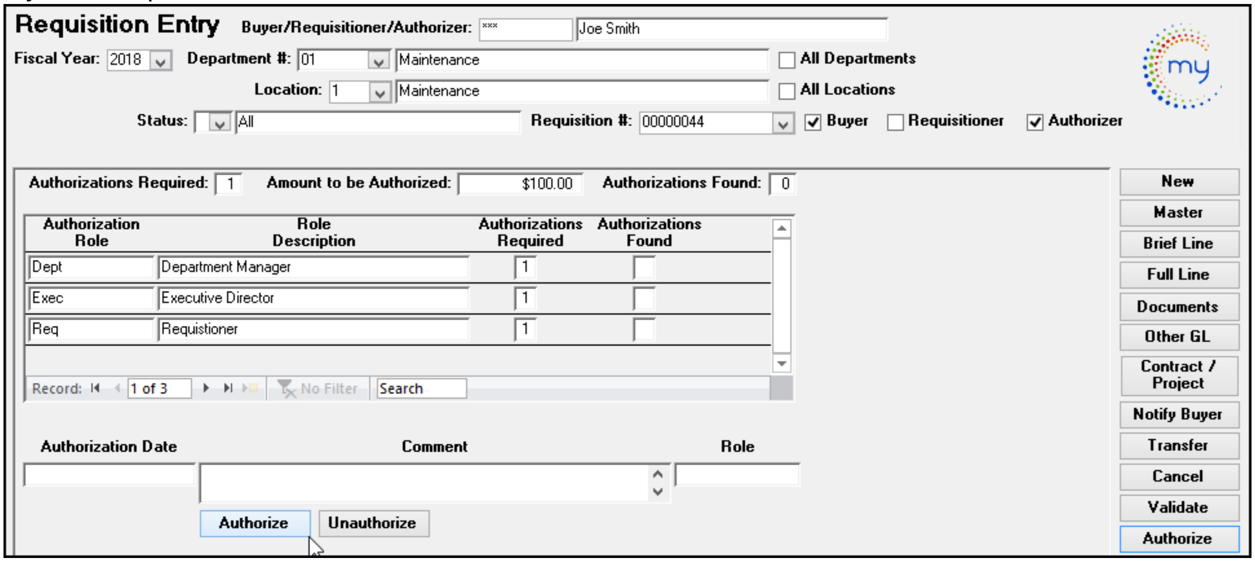




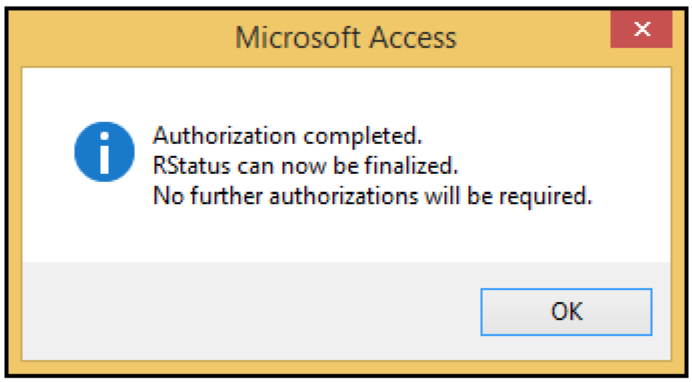
Both recipients (buyer and requisitioner) receive this email. After the email is sent to the authorizers, the Requisition Status changes to Authorization Pending.



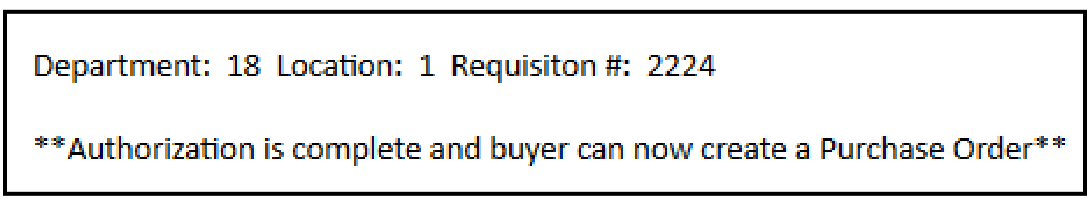
Now the authorizer can log onto this RQ and authorize it. Since this requisition has been validated, no further changes can be made to it.



Once all the required authorizations are obtained, this message will display. After the required number of authorizions are obtained, the Requisition Status changes to Ready for Buyer to create PO. This message will display.

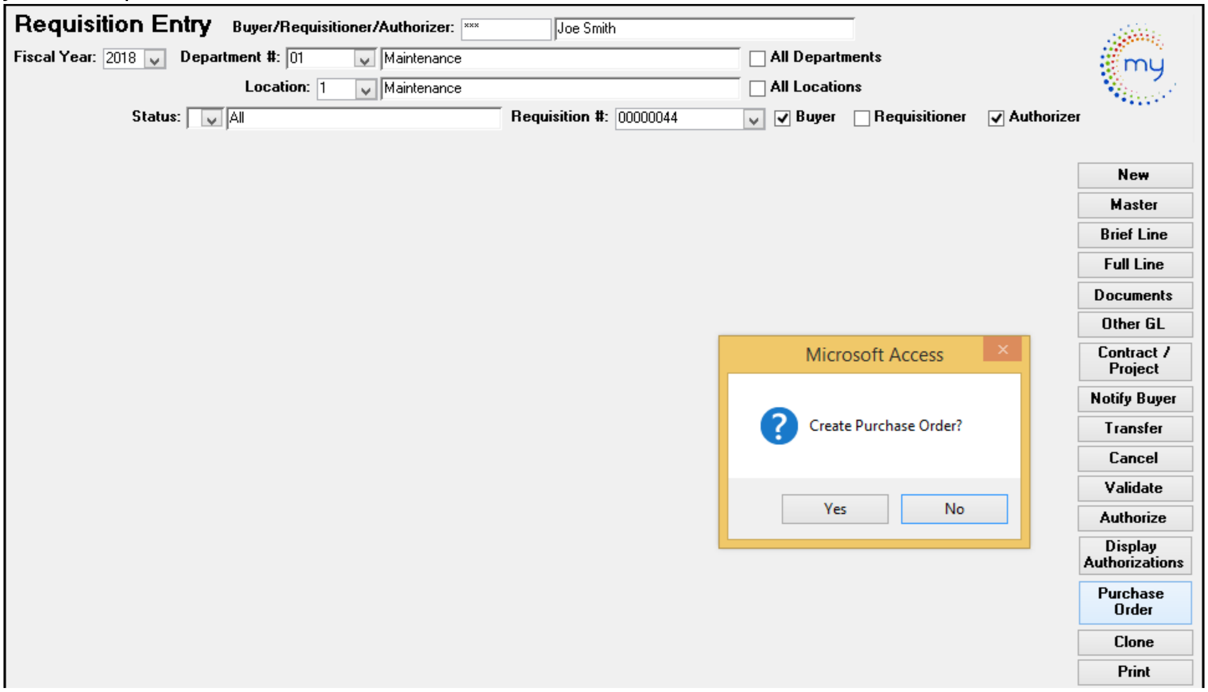


This will generate another email back to the buyer(s).

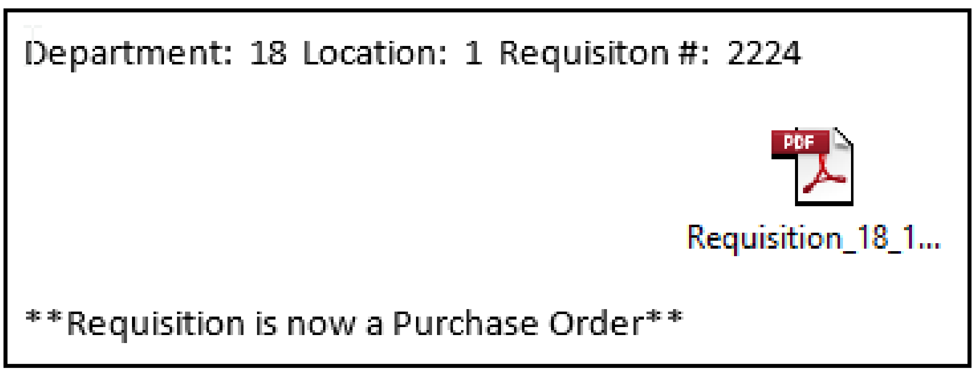

Department: 18 Location: 1 Requisiton #: 2224

Authorization is complete and buyer can now create a Purchase Order

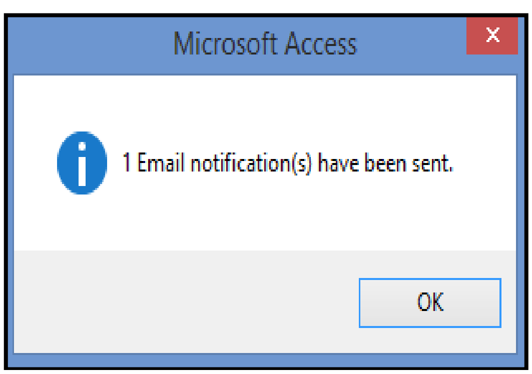
The next step is for the buyer to pull up this requisition and click on ***Purchase Order***. The following message will display.

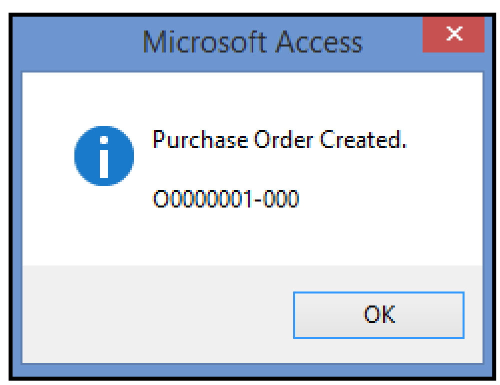


An email goes out to the requisitioner, letting them know the RQ is now a PO.

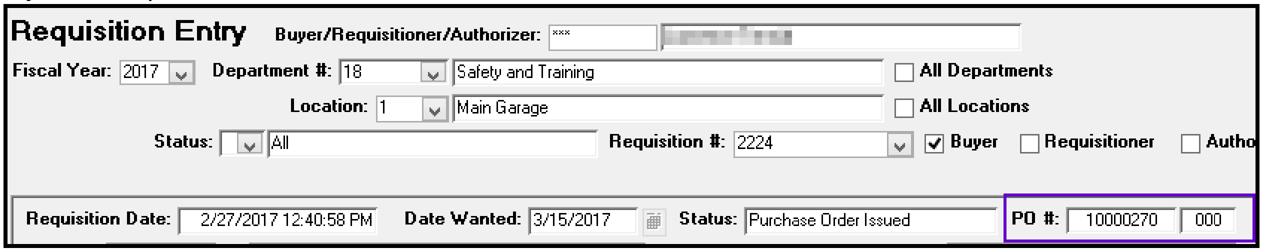


The following messages display.





The PO number will now display at the top of the RQ.



This Purchase Order will be completed through the Purchase Order module

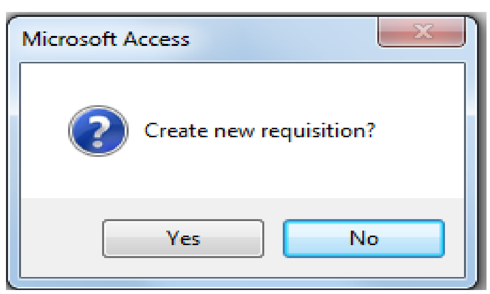
Creating a Requisition

The requisitioner will find the vendors and prices; get quotes, etc. When this requisition goes out to be authorized and turned into a PO, all needed data should already been included.

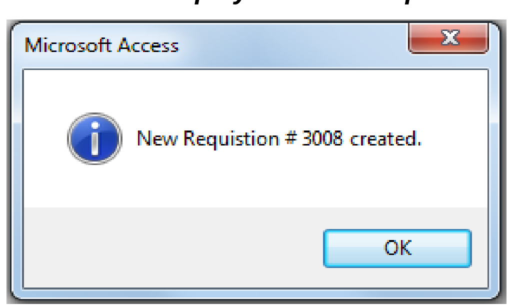
1. Select the Requisition Full Entry Card

- Buyer/ Requisitioner/ Authorizer
  - Enter Requisitioner #.
  - Enter PIN #.
  - Fiscal Year
  - Department/Location will auto-populate. If user is assigned multiple departments, he or she can switch departments here.

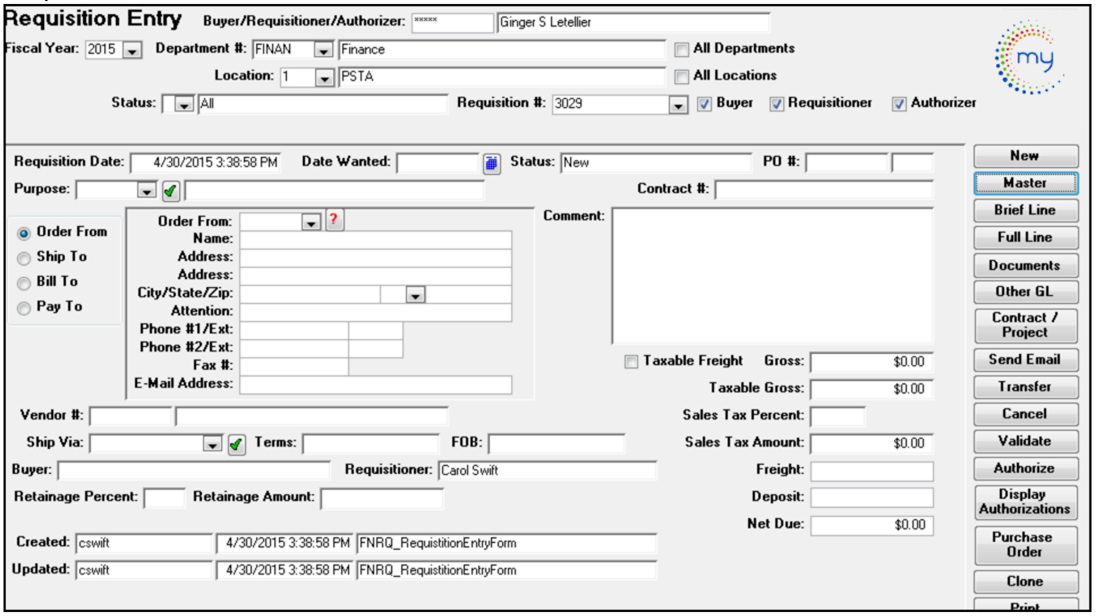
2. Select the ***New*** button to create a requisition. The following will display



Note: Selecting the Yes button will display the new Requisition #.



Select ***OK*** and the following will display.

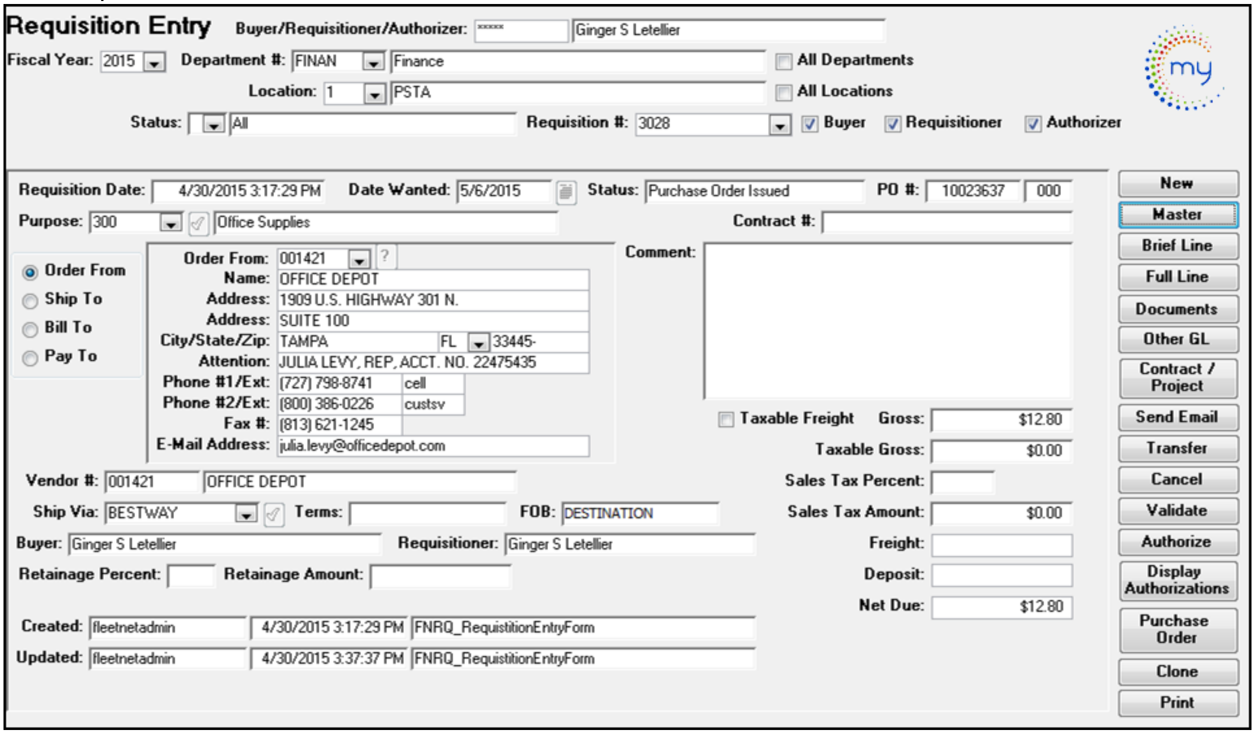


Enter in the following information.

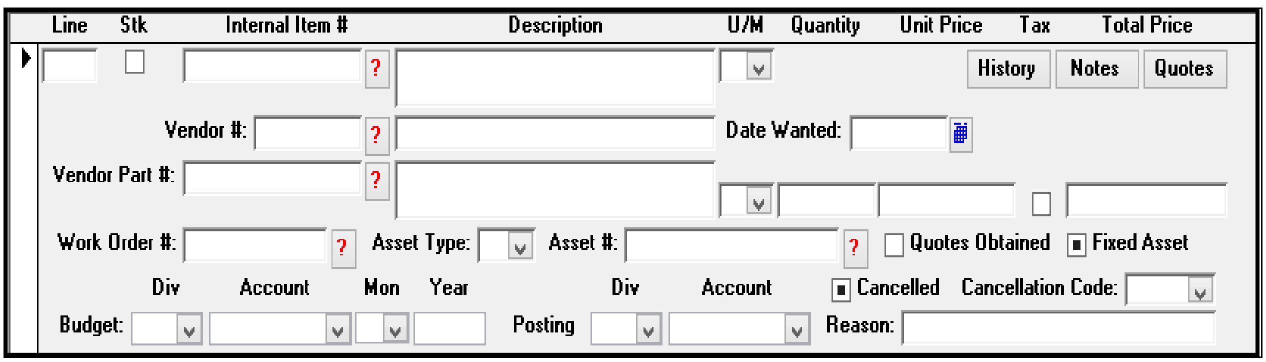
- Date Wanted
- Purpose (User can add a new code via the Green Checkmark here).
- Order From -- Select vendor from drop down list or use Red Question Mark to search. ***Note: There will be prompt to use selected vendor for all line items, select list Yes or No if there will be a different vendor for each line item. However, if there are several vendors, the items should be entered on separate requisitions, one per vendor.***
- Ship Via, Terms, Net Due, etc. (This will populate automatically if the information was entered on the Vendor Master form).

Best practice:

Type the Requisition number and the requisitioner name and telephone number into the comment box. That way it will print on the purchase order in case questions arise further down the process.



Select ***Full Line*** and the following will display.



Field Name	Max Field Size	Field Type	Description
Line	3	Number	This field will auto-populate.
Stk		Yes/No	Check the checkbox if the line item is an inventory item. Leave the box unchecked if it is not.
Internal Item #	20	Alpha/Numeric	If the Stk box was not checked, this field defaults to NS (Non-Stock). If the Stk box was checked, enter the inventory item number or search for it by clicking the red question mark.
Description	50	Alpha/Numeric	If the Stk box was not checked, enter a description of the item. If the Stk box was checked, selecting an inventory item will cause the description to auto-populate this field.
U/M	2	Alpha/Numeric	Select the Unit of Measure from the drop down list.
Vendor #	8	Alpha/Numeric	If an existing vendor will be used, enter the vendor number or click on the red question mark to search by Vendor #, Vendor Name or Search Name. If a vendor number was assigned to the Requisition Master and the user indicated Yes to update all subsequent lines automatically, then the vendor # will auto-fill all lines.
Vendor Description			The vendor description will auto-populate.

Vendor Part #	30	Alpha/Numeric	If the particular stock item has been ordered from the vendor before, the part # will automatically fill in. If it has never been purchased from this vendor, enter the vendor's part #.
Vendor Part # Description	50	Alpha/Numeric	If purchased in the past, the description will auto-populate, otherwise enter the vendor's description for this item.
Date Wanted		Date Format mm/dd/yyyy	Will auto-populate if Date Wanted on the Master button has been filled in, otherwise manually enter date.
U/M	2		Enter the Vendor's unit of measure. This may be different from the internal item's unit of measure. Conversion must be set up if so.
Quantity		Numeric	Enter in the quantity desired.
Unit Price			Enter in the unit cost for the item being requested. Before the requisition is turned into a PO, costs must be assigned.
Tax		Yes/No	User must put a check mark in this field if the item being requested is subject to sales tax.
Total Price			The system will calculate the Total Price by multiplying the Quantity times the unit cost. This field cannot be modified.

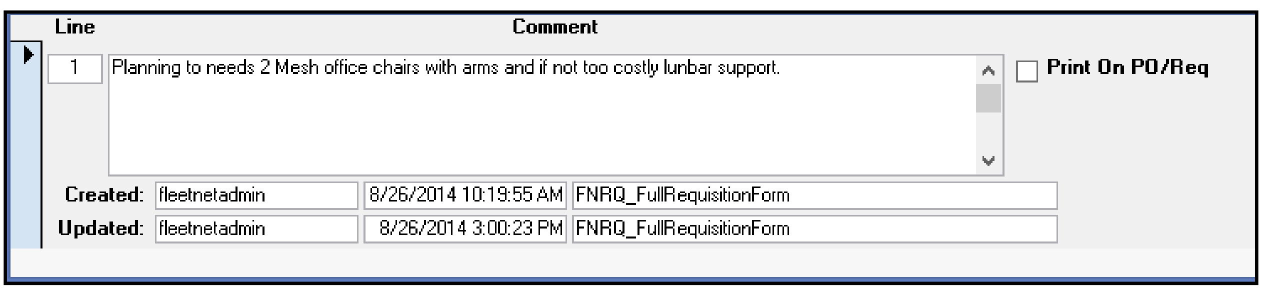
- Budget and Posting DIV and AMOUNT fields are the same information.
- If needed for a specific asset, the user can enter Work Order #, Asset Type or Asset #.

History Button	This option allows the user to search the entire requisitions history database by a description for similar items requested. The search includes both stock and non- stock items. See detailed description below.
Notes Button	This option allows the user to create notes pertaining to the specific line being created. See detailed description below.
Totals Button	Click the Totals button to add up the line totals for a grand total of all of all lines.

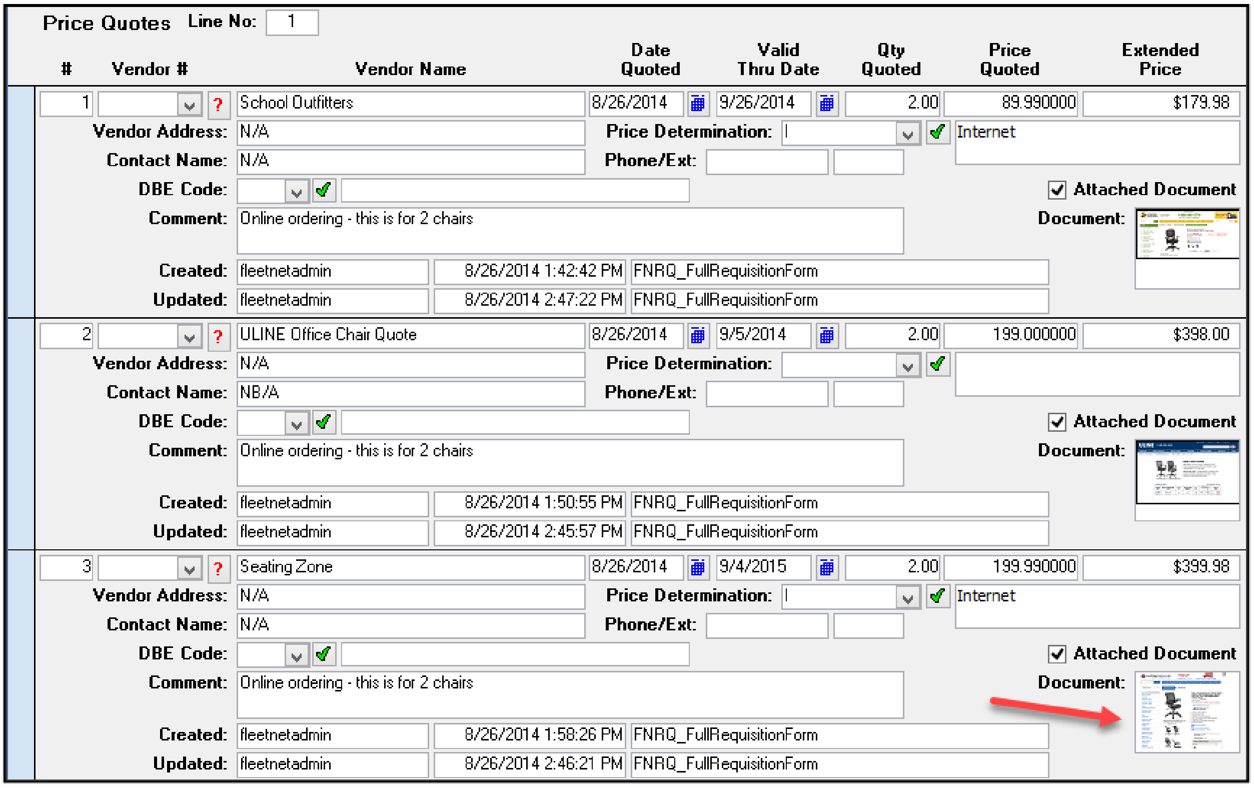
**History

User can search through past Requisitions to see which vendor(s) a part was ordered from in the past. If desired, they can click ***Requisition*** and add the item to the RQ they are working on.

Notes can be entered by selecting the ***Notes* button, with an option to print on the requisition.

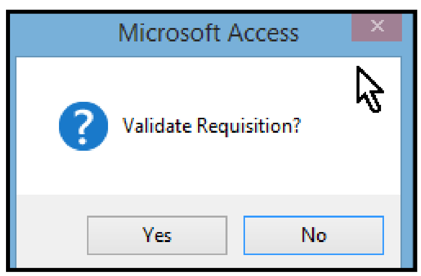


Quotes can be entered by selecting ***Quotes*. Complete as much information as you can. This information can be examined by the authorizers when they receive this RQ for approval.

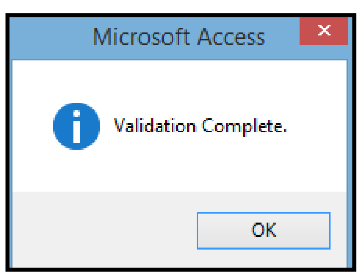


Documents like quotes, photos, spec sheets can be attached in the document field on the right.

Once all line item(s) have been entered, the Requisitioner should click ***Validate***. This verifies the integrity of the data entered on the RQ. The user will see the following message.



If YES is chosen, the following screen will display.



3. An email needs to be sent, notifying authorizers that this RQ needs approvals. This will usually be the Department Manager and Director of Procurement (if under $25,000). If over that amount, it will need additional authorizations, per transit policy.
4. Select Send Email and the following displays.

- Select ***Notify Authorizers***.
- An email comment can be entered but is not necessary.
- New Status should be changed to Authorization Pending.
- Select ***Get Email List***.

5. From the display list, select Department Manager and Procurement, whoever needs to approve this requisition so it can go on to Procurement. Select ***Send Email***.

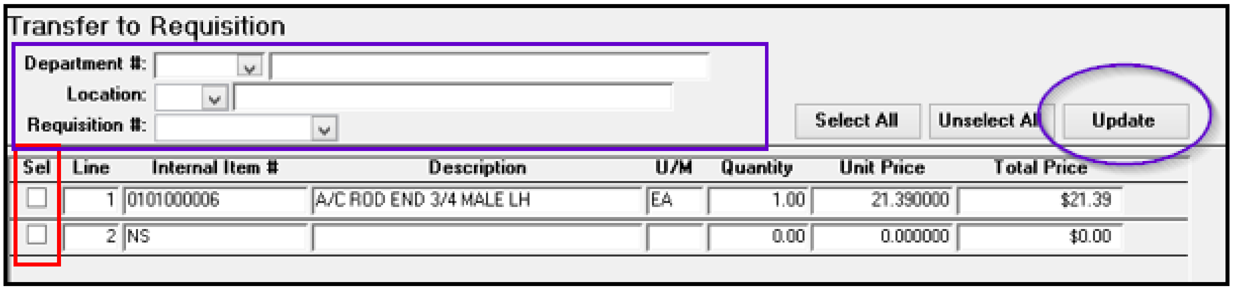
6. Those with authorization ability will approve (or deny) this Requisition. They will receive an email with a PDF copy of the Requisition. They will need to go into Fleet-Net to approve the RQ. Once all authorizations are in place, the requisition will be emailed to the buyer. This person will turn the Requisition into a Purchase Order with a touch of a button and then can send the PO on to a vendor.

Additional Features

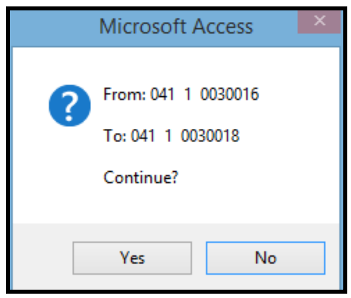
TRANSFER

Requisition must still be in NEW status. Let us say an RQ was created with two items on it. While shopping for prices, the Requisitioner realizes he will need to order one of the two parts from a different vendor.

Simply create a new RQ with the new vendor. Open the original RQ and click on Transfer. The following screen will display. Fill in Department #, Location, and select the new RQ number from the dropdown. Click in the Sel box at the far left, those items you want to transfer to a different RQ. Click ***Update.***



You will see the following message.

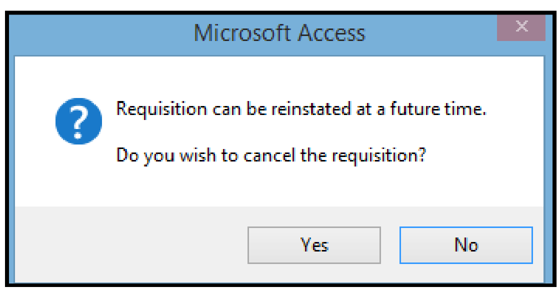


Click ***Yes*** to move the chosen items from the first RQ to the new RQ.

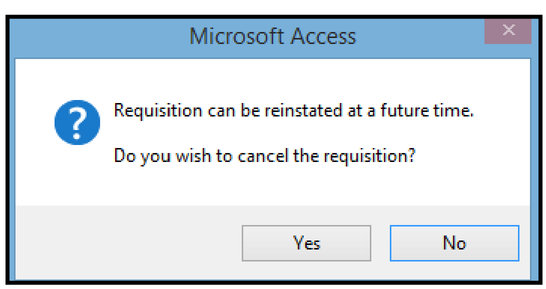
CANCEL

Cancel is a toggle button. An RQ can be cancelled and later reinstated. Once an RQ is cancelled, no further changes can be made on it. If need be, it can be reinstated, which returns the RQ to New Status.

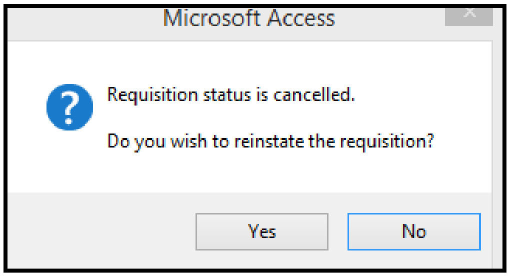
Click ***Cancel*** to get the following prompt.



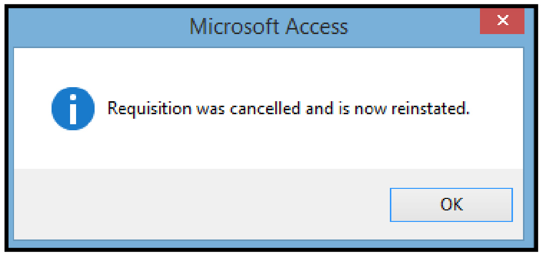
Click ***YES*** to see the following message, ***No*** to stop the cancellation. Once ***Yes*** has been clicked, no changes can be made to the RQ.



To reinstate, choose the RQ from the dropdown and click ***Cancel***.

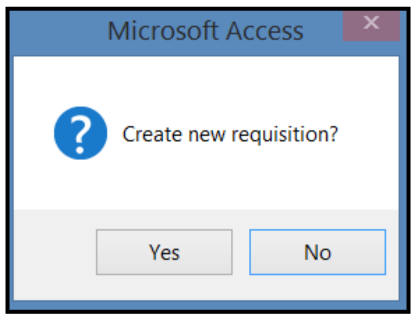


Click ***YES*** to reinstate the RQ to the New Status, ***No*** to cancel.

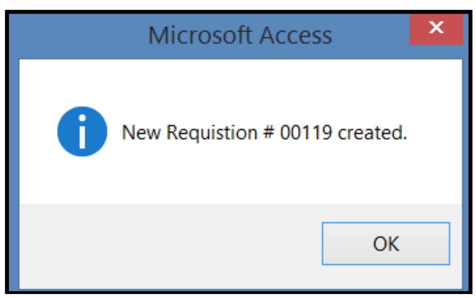


Clone

The Clone option will duplicate a requisition. The user must be a buyer or requisitioner for the department.



The confirmation message displays with the next requisition number.

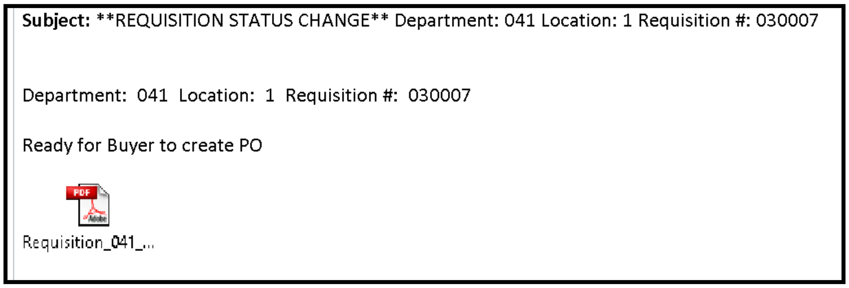


Click ***OK***.

The Requisition Master form displays; the cloned Requisition will be in a ‘New’ status and all fields are available for editing if needed.

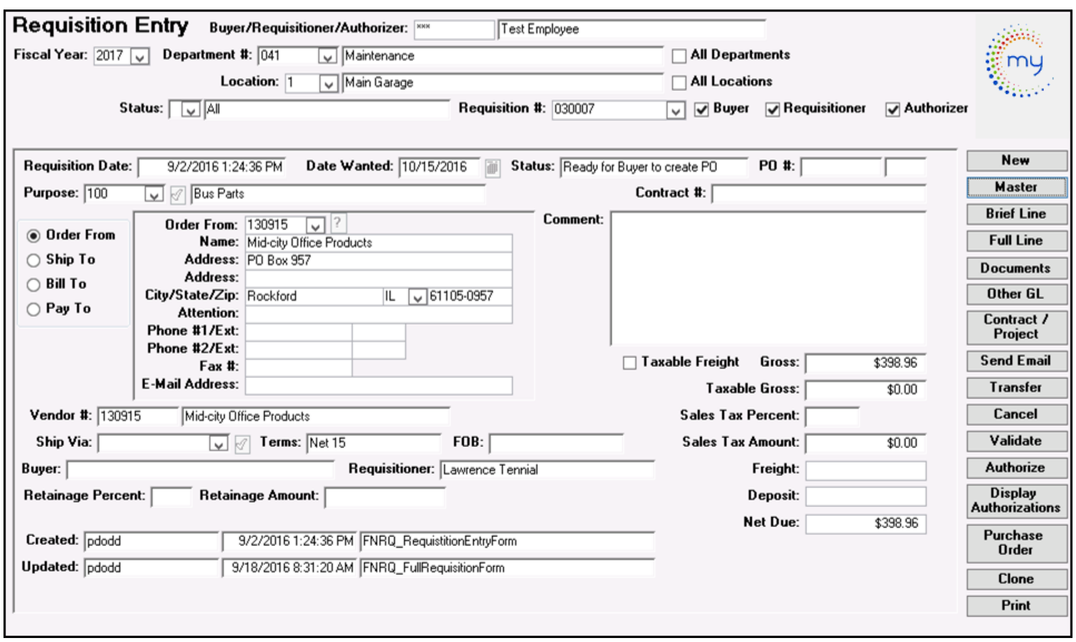
Turning a RQ into a Purchase Order

1. Buyer will receive an email from the final authorizer containing a PDF of the requisition. The RQ number will be referenced in the email subject line. Buyer must go into the Fleet-Net program to authorize and PIN this RQ.

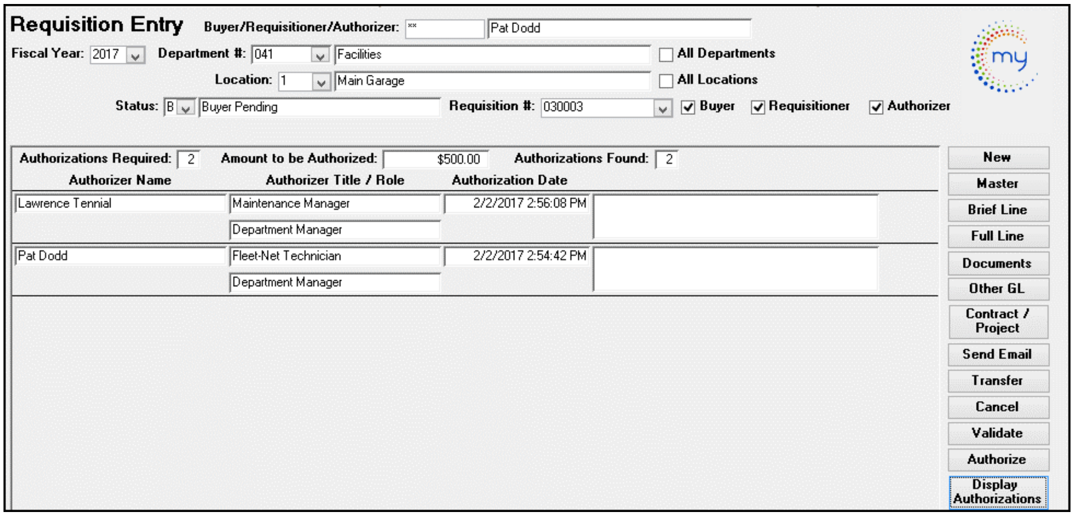


2. Choose Requisition Full Entry Card

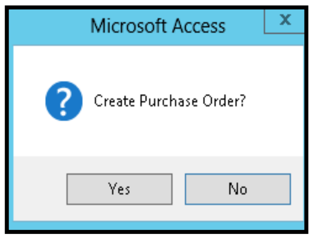
3. Enter Buyer number (ENTER) and PIN (ENTER). The screen will open up to a default department but Buyer may choose any department from the drop down. Buyer can leave the Status field blank and enter the RQ number in the Requisition # field and it will bring up the Master. This Requisition should be complete with all authorizations needed. User can examine the items on this RQ by clicking ***Full Line***.



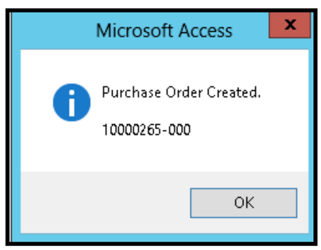
4. Click ***Display Authorizations*** in the row of buttons on the right. The following screen will appear showing you that the necessary number of authorizations have been completed.



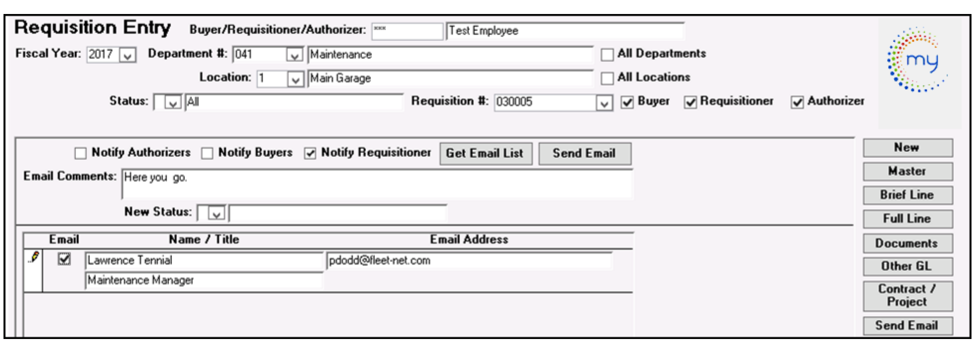
5. Click ***Purchase Order*** in the row of buttons on the right. The following message will pop up.



Click ***Yes***. The following message will pop up containing the new PO Number.



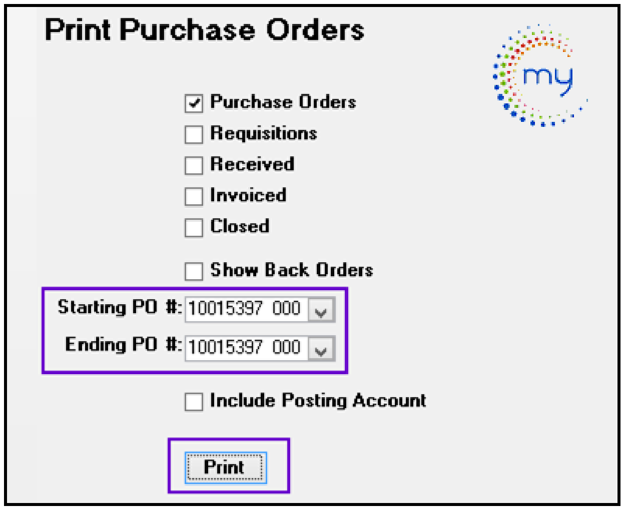
6. Notify the Requisitioner that you have created the PO so they can place their order. If you will be placing the order, go to item #8.
   a. Click ***Send Email***.
   b. Choose "Notify Requisitioner."
   c. Click ***Get Email List***.
   d. Choose from the list those you wish to send this email to. Check the box by their names.
   e. You may put a note in the Comments box, which will print on the email.



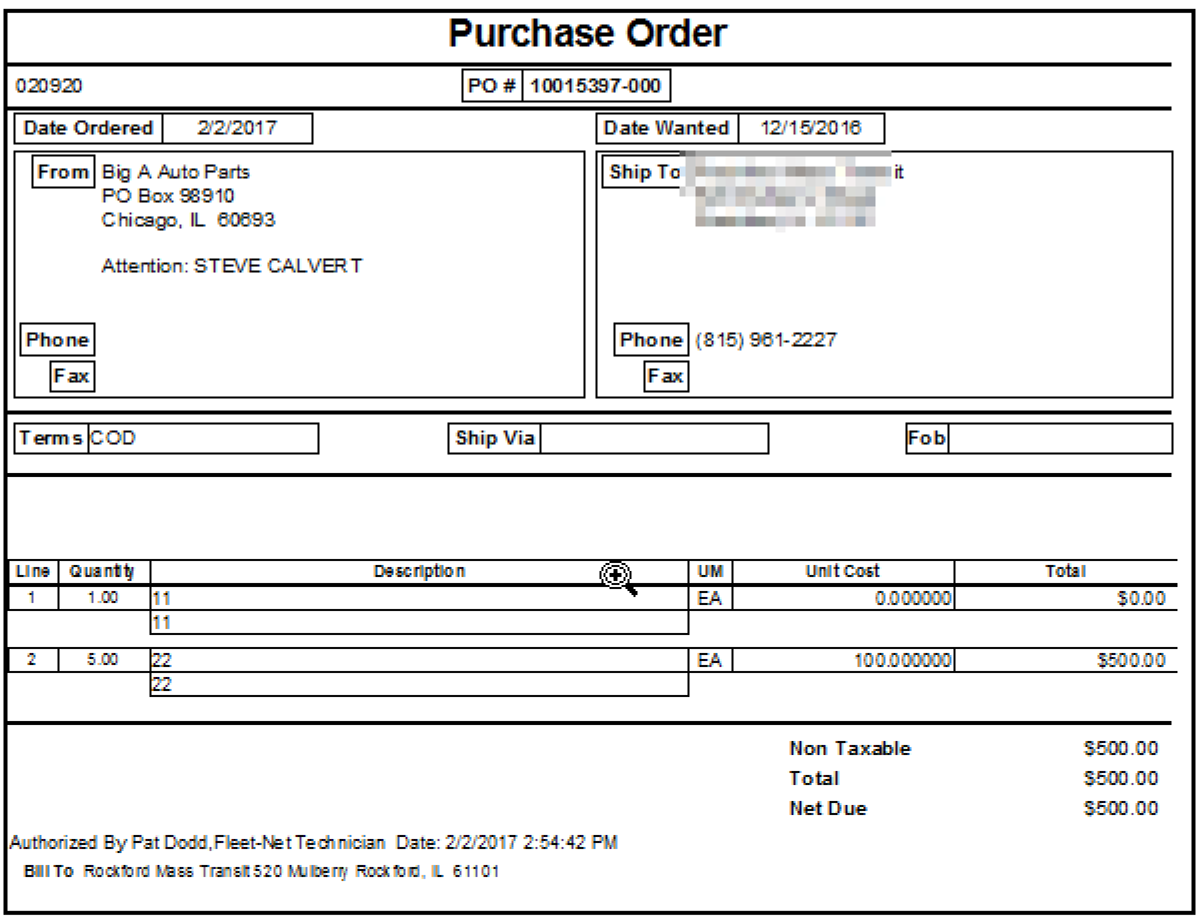
f. Click on Send Email.

7. If you have another to do, you can enter the new number into the Requisition # field. If there are several needing PIN'ing, you can choose F in the Status field at the top of the screen and only those requisitions needing to be PIN'ed will show in the dropdown box.
8. If you, the buyer, need to send this Purchase Order to the vendor, note the PO number and bus out of RQ. On the Requisition menu, you will see a menu item to take you over to the PO module.

In the PO menu, choose #1 PO Entry Maintenance. Then #2 Print Purchase Orders and enter the PO number in both Starting and Ending fields. You can use the drip down to locate the PO number too. Click ***Print***.



The Print Preview of the PO will display. Right click on the document.



Purchase Order

020920 PO # 10015397-000

Date Ordered 2/2/2017 Date Wanted 12/15/2016

From Big A Auto Parts
PO Box 98910
Chicago, IL 60693

Attention: STEVE CALVERT

Phone
Fax

Ship To [redacted]

Phone (815) 961-2227
Fax

Terms COD Ship Via Fob

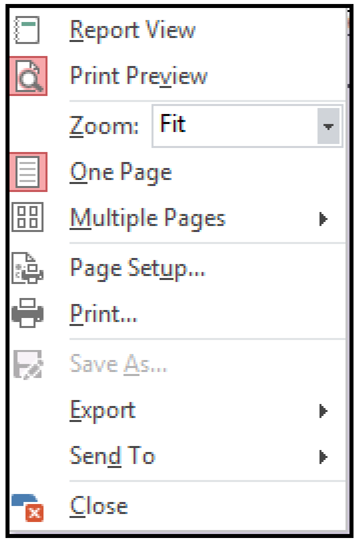
Line	Quantity	Description	UM	Unit Cost	Total
1	1.00	11	EA	0.000000	$0.00
		11			
2	5.00	22	EA	100.000000	$500.00
		22			

Non Taxable	$500.00
Total	$500.00
Net Due	$500.00

Authorized By Pat Dodd,Fleet-Net Technician Date: 2/2/2017 2:54:42 PM

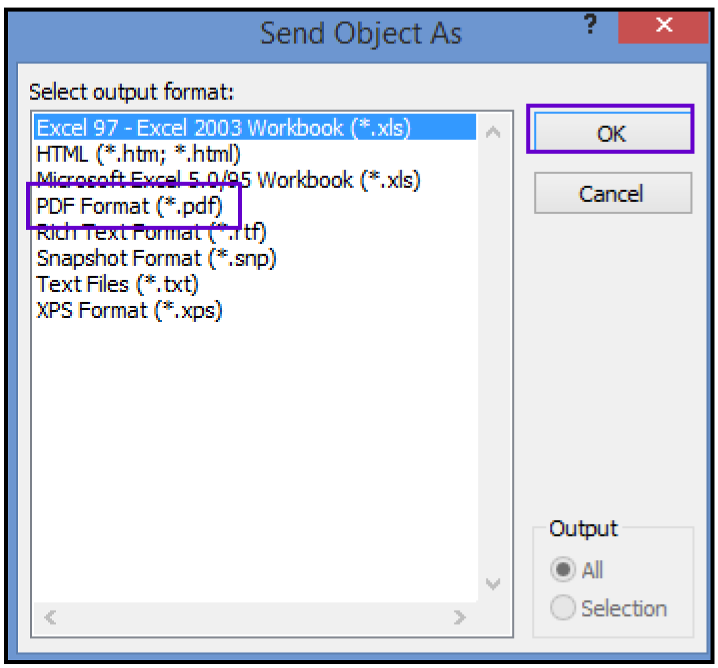
Bill To Rockford Mass Transit 520 Mulberry Rockford, IL 61101

Choose Send To.



Choose Send To Mail Recipient

Choose PDF format and click ***OK***.



An email will open with a PDF of the Purchase Order Attached. Send the email to the vendor, copying any internal contacts as per transit procedure.