



Creating Requisitions Financial System - 9.0

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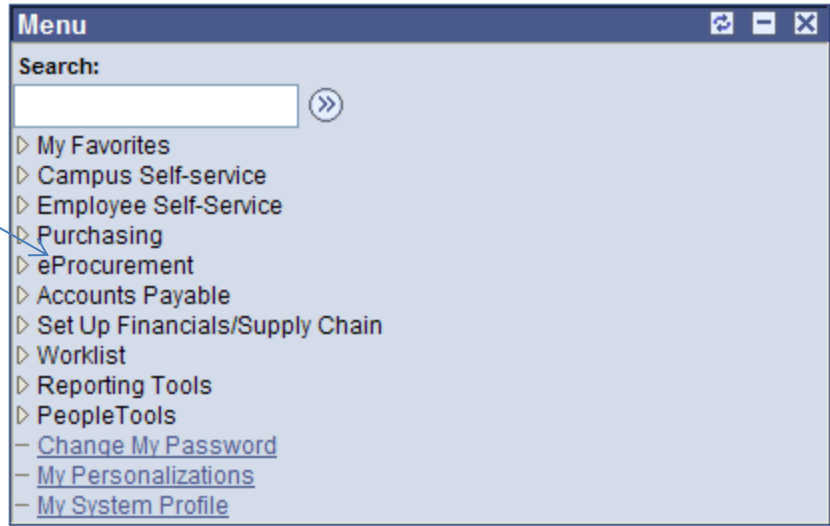
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Navigation

After logging into the EIS FS system with your EUID and password, the opening screen features a left side menu pagelet which consists of a hierarchy of folder and content references used for navigation. The left pagelet menu will expand and a navigation page with icons will appear in the center of the screen. You may navigate with either the pagelet or the navigation page.

1. To create requisitions, click on eProcurement.




2. Choose "Create Requisition."

EIS ENTERPRISE INFORMATION SYSTEM test_fsupg6 on FSTRA90 - Who knows? [Home](#) [Worklist](#) [Add to Favorites](#) [Sign out](#)

Main Menu >

eProcurement

- [Create Requisition](#)
Requisitions
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Requisitions
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GBP_V_CUSTOM_FUNCTIONS
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 EIS uses data stored in tables to populate many of the fields of a requisition. Any time a magnifying glass icon is present, it indicates a table is tied to that field. The icon should be used to search the table or to confirm the selection of data within the table. EIS will not permit you to add raw data to a table.

Define Requisition Screen

ePro Coordinator's base DeptID will be the default.

1. Name your requisition. You can give it a name that is meaningful to you using alpha-numeric figures. The requisition will be assigned a unique number by the system when it is saved. However, when looking up requisitions using "Manage Requisitions" you'll be able to see both the name you've given as well as the number.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: University of North Texas

*Requester: Purchasing & Payment Services

*Currency:

Requisition Name:

Priority:

2. Use the magnifying glass to search for a vendor from the vendor database (Slide 4)

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: Vendor Location:

Buyer: Category: Unit of Measure:

Leave blank - Category and unit of measure will be inserted at the line.

Shipping Defaults

Ship To:

Due Date: Attention: SpeedChart Key

3. The Due Date is the date the requisition is being created.

Accounting Defaults

Chartfields1 Details Asset Information

Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fund Srce	Affiliate	Item Type
<input type="text" value="USB 13"/>	<input type="text" value="NT752"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. The SpeedChart Key is where you enter the DeptID or ProjID. DeptID and ProjID's should be six digits long. DeptID's should be preceded with a "0"; ProjID's with a letter. It is recommended that you enter the DeptID/ProjID and then click on the magnifying glass to confirm that you have entered the correct funding source. Click on the blue link to populate your requisition with the DeptID/ProjID.

5. The due date is an indication to the vendor when shipment should be made. Budget and due date default to the current date. If the budget date needs adjusting, click on the "Details" tab. In the Budget Date box, enter the desired date. NOTE: If the budget date is altered, change the Due Date to match.

6. Click "Continue" to move to next screen.

Continue



Vendor Search Screen



Vendor Search

Vendor ID:

Name:

Short Vendor Name:

City:

Country: State:

Postal Code: Vendor Type: Product Code:

The EIS vendor database syncs daily with the state vendor database. Vendors who are not in good standing with the state will be unavailable when creating requisitions. Searches can be done by name, location, vendor type (HUB) or type of purchase.

i Enter search criteria to find a vendor.

[Return to Define Requisition](#)

Once a list of vendors is presented, the vendor is selected by clicking the blue vendor ID number.

Vendor ID	Name	Location	Address	City	State	Vendor Type		
1 000001173	XEROX CORPORATION	XEROX CORPORATION	PO BOX 660303	DALLAS	TX			
2 000001173	XEROX CORPORATION	XEROX CORPORATION	PO BOX 850381	DALLAS	TX			
3 000001173	XEROX CORPORATION	XEROX CORPORATION	PO BOX 7413	PASADENA	CA			
4 000001173	XEROX CORPORATION	Xerox Corporation	8828 Austin Center Blvd	Austin	TX			
5 000001173	XEROX CORPORATION	XEROX CORPORATION	Alt: Service Agreement Validation	Wilsonville	OR			
6 000001173	XEROX CORPORATION	Xerox	2553 Collections Center Drive	Chicago	IL			
7 000001173	XEROX CORPORATION	Xerox	PO Box 802655	Chicago	IL			
8 000001173	XEROX CORPORATION	Xerox	PO Box 226495	Dallas	TX			
9 000001173	XEROX CORPORATION	Xerox Corporation	802 Carolina Parkway	Saint Petersburg	FL			
10 000001173	XEROX CORPORATION	Xerox Corporation	8720 Freepoint Parkway	Inving	TX			
11 000001173	XEROX CORPORATION	XEROX CORPORATION	8720 Freepoint Parkway	Inving	TX			
12 000001173	XEROX CORPORATION	Xerox Corporation	Alt: XMA Department	Louisville	TX			
13 000001173	XEROX OMNIFAX	XEROX OMNIFAX	9715 Burn of Road	Austin	TX			
14 000001258	Xerox Direct	Xerox Direct	910 West Camel Road	Tempe	AZ			
15 000002374	Xerox Capital Services LLC		PO Box 650361	Dallas	TX			

Add Items and Services Screen

The next screen will depend on what you choose here. This defines the type of item you wish to purchase. Generally, a good is something tangible that can be physically touched. Goods should be delivered by the vendor to central receiving and then forwarded to the ordering department. There are a few exceptions. Services are defined as non-tangible. A service can be work performed or in the case of a service contract, a promise to perform. Rentals, insurances, speaking fees are all considered services. A one time cost for a service is considered a fixed cost. Multiple payments for services that may extend over a period of time are considered variable. Monthly copier rental is a variable service. Time and materials represent a mix of services and goods.

Do not use this search feature, it is not tied to anything and will not produce any results.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Special Request **Templates**

Select a Request Type

- [Goods](#) Request a good.
- [Fixed Cost Service](#) Request a one-time service for a flat fee.
- [Variable Cost Service](#) Request a service for which the fee is based on the time worked.
- [Time and Materials](#) Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

Click on a request type to continue.

Special Request Screen - "Goods"

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

1. Enter a complete description of the item being purchased. You can enter up to 253 characters in this space. Start with "What", then give parts # if necessary.

Special Request Templates

Special Item

*Item Description:

*Price:

*Quantity:

*Category:

Vendor ID:

*Currency:

*Unit of Measure:

Due Date:

[Suggest New Vendor](#)

2. Enter the Price of the item, the Quantity of the item and the Unit of Measure.

If you need a vendor set up in the EIS vendor database, click here, you will be redirected to a new screen, see slide #11.

Additional Information

Send to Vendor

Show at Receipt

Show at Voucher

3. Click on the magnifying glass to select a category code. There is a frequently used category code list posted on the BSC website.

Add Item

Cancel

Add or Start New Type

4. Click "Add Item" when line is complete. Clicking "Add Item" saves the information entered and provides a new "Goods" screen. If you wish to add a service, click "Add or Start New Type." You'll be taken to the previous screen (slide #4). When you are finished adding lines, click "3. Review and Submit" at the top of the page to move to the next screen.

This box is for additional information for this item. If you need to include more than 253 characters in the "Item Description" line above, you can do so here. **This is not where you would include general information pertaining to the entire requisition.**

Special Request Screen – “Services”

The image displays three screenshots of the 'Special Request' software interface, specifically for 'Services'. Each screenshot has a 'Special Request' and 'Templates' tab at the top.

- Fixed Cost Service:** This screen includes fields for * Service Description, * Value of Service, * Currency (set to USD), * Category, Vendor ID, Start Date, End Date, Quote Number, and Quote Date. It also features an 'Additional Information' section, checkboxes for 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher', and buttons for 'Add Service', 'Cancel', and 'Add or Start New Type'. A callout box labeled 'Fixed Cost Service' points to this screen.
- Variable Cost Service:** This screen includes fields for * Service Description, * # of Units of Work, * Unit of Work, * Rate, * Category, Vendor ID, Quote Number, Beginning Date, * Currency Code (set to USD), Quote Date, and Date of Completion. It also features an 'Additional Information' section, checkboxes for 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher', and buttons for 'Cancel' and 'Add or Start New Type'. A callout box labeled 'Variable Cost Service' points to this screen.
- Time and Materials (1 of 2):** This screen includes fields for * Service Description, * # of Units of Work, * Unit of Work, * Rate, * Category, Vendor ID, Beginning Date, Date of Completion, Quote Number, and Quote Date. It also features an 'Additional Information' section, checkboxes for 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher', and buttons for 'Continue' and 'Cancel'. A callout box labeled 'Time and Materials (Note this is screen one of two; screen one is the same as variable cost service and screen two is the same as goods.)' points to this screen.

Review and Submit Screen

If there are items to be attached electronically to the requisition, add them to line one by clicking on the white speaking bubble.

Edit Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.


Business Unit: University of North Texas
 Requester: Purchasing & Payment Services
 Requisition Name: Priority:

 See slide #12 Expanded Line View

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Chocolate Truffles	CANDY HAVEN	2.0000	Each	2.00000	4.00
2	Almond Bark	CANDY HAVEN	5.0000	Each	1.00000	5.00

Select All / Deselect All

Total Amount:

See slide #16 Line Details 

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

Budget Checking Status: **Not Checked** Req needs vendor setup

1. Enter your justification and comments here. This would include the department/vendor contact, special instructions, and any statements needed per policy. Use The Purchasing Guide to assist you in completing this section. (BSC Website)

2. Click "Save and preview approvals." Re-enter the requisition by clicking "Edit Requisition"
 4. After Budget Check, Click "Save & Preview Approvals"

Confirmation Screen

Confirmation

Requested For: Purchasing & Payment Services
Requisition Name: 0000070568
Business Unit: NT752
Priority: Medium
Budget Status: [Valid](#)

Number of Lines: 2
Total Amount: 9.00 USD

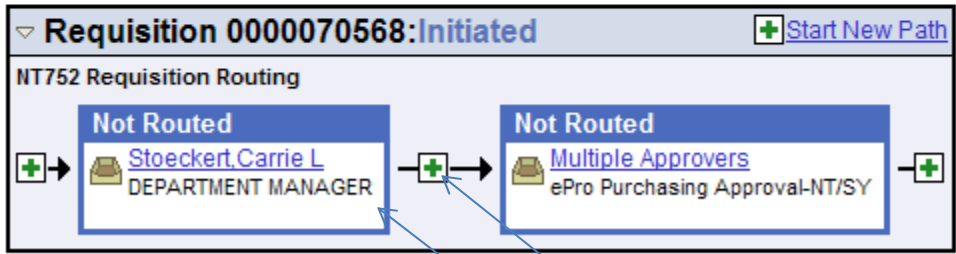
Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as: Approver Reviewer

NT752 Requisition Approvals



2. Click "Submit."

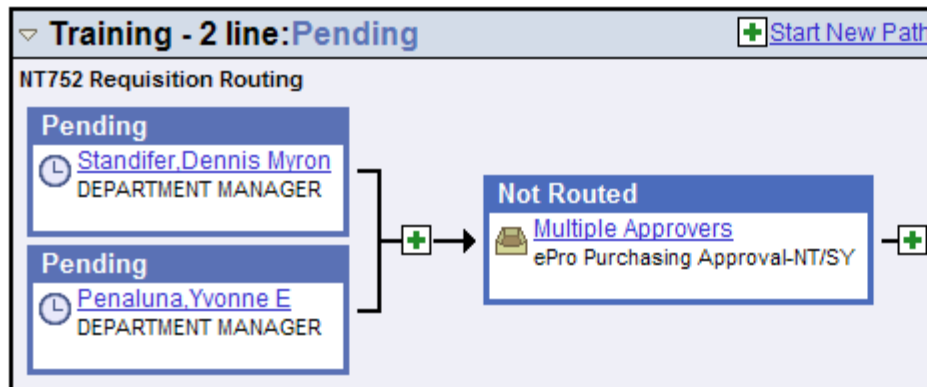
1. Review how the requisition is scheduled to route. If needed, use the green plus sign to add additional approvers. (Ad Hoc)

Confirmation Screen - routing to multiple DeptID Holders .

Confirmation

Requested For:	Purchasing & Payment Services	Number of Lines:	2
Requisition Name:	Training - 2 line	Total Amount:	42.00 USD
Requisition ID:	0000071670	Justification:	Department Contact Vendor Contact Notes to Purchasing/Payments regarding requisition and/or disbursement. How does UNT benefit from this purchase.
Business Unit:	NT752		
Priority:	Medium		
Budget Status:	Valid		

NT752 Requisition Approvals

[Submit](#)[Edit Requisition](#)[Apply Approval Changes](#)

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

Congratulations! You've successfully entered a requisition. Use the blue hyperlinks to create a new requisition, go to manage requisition, or view a printable version. If done with EIS, sign out using the link in upper right hand corner.

Suggest A Vendor Screen

1. When filling out the "Suggest A Vendor" screen, fill in as completely as possible. Click "OK" to return to the previous screen (slide #5.)
2. Finish the requisition by entering lines and completing the justification/comments.
3. On the "Review and Submit" screen, be sure to check the "Req needs Vendor Setup" checkbox before clicking "Save and preview approvals."
4. The vendor team will send you an email notifying you that the vendor is ready.
5. Load the vendor by entering it on screen 1 (slide 3). Then load vendor the line following the directions on slide 13.
6. Note: Only need to suggest a vendor on one line of the requisition.

Suggest a Vendor

Vendor Name:

Contact Name:

Address Information

Country: United States

Address 1:

Address 2:

Address 3:

City:

State: Postal:

Phone Information

Phone Type:

Int'l Prefix:

Telephone: Ext:

Comments:

OK Cancel

If vendor is an individual, put their SSN in the comments block.

Review and Submit Screen

Create Requisition

[1. Define Requisition](#)
 [2. Add Items and Services](#)
 [3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: University of North Texas

*Requester: Purchasing & Payment Services Copy Bid Vendors

Requisition Name: Requisition ID: NEXT Priority:

**There are no lines on this request.
Please add new line in order to save this requisition.**

Req needs vendor setup

Save & submit
 Save & preview approvals
 Cancel requisition



Expanded Line View

When you click on the small “down” arrow next to the line, it opens the line so that you can review the fund information for that line. While you have active fields here, it is recommended that you not manually make changes on this screen. To change information, see slide #13/14



Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Chocolate Truffles	CANDY HAVEN	2.0000	Each	2.00000	4.00
<input type="checkbox"/> Consolidate with other Reqs <input checked="" type="checkbox"/> Override Suggested Vendor						
Shipping Line: 1 Due Date: 02/02/2009 Quantity: 2.0000						
Status: Active *Ship To: USB 135 Modify Shipping Address						
Attention: Purchasing & Payment Services						
*Distribute by: Qty SpeedChart:						

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category
1	Open		USB 13	2.0000	100.0000	4.00	NT752	501007	7210								

2 Almond Bark CANDY HAVEN 5.0000 Each 1.00000 5.00

Select All / Deselect All Total Amount: 9.00 USD



Modify Line / Shipping / Accounting – Load Default Values

If, when creating a requisition a vendor or funding source is not entered, or is entered incorrectly on the “define requisition” (slide #3) and a change needs to be made for the **entire** requisition, it can be done in five steps. **This is the way to load a suggested vendor after you’ve been notified by the entity team that the vendor has been set up.**

1. On “Define Requisition” (slide #3) enter the new vendor and/or funding source, click continue
2. Navigate to “Review and Submit” (slide #8.) Follow steps below.

Never change vendor at the line. Return to “Define Requisition” (slide #3) to make changes to the vendor.

3. Select all lines and click on Modify Line/Shipping/Accounting.

Line	Description	Vendor	Quantity	Unit	Amount	Rate
<input checked="" type="checkbox"/> <1	Meal reimbursement	SAXON, RANDALL J	1.0000	Each	1.00000	1.00
<input type="checkbox"/> <2	Now is the time for all good m	SAXON, RANDALL J	1.0000	Each	1.00000	1.00
					Total Amount:	2.00 USD

Buttons: Select All / Deselect All, Add to Favorites, Add to Template(s), Modify Line / Shipping / Accounting, Delete

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
 Buyer: Category:

Shipping Information

Ship To:
 Due Date: Attention: SpeedChart Key:

Accounting Information

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fund Srce	Affiliate	Item Type
1		NT752														

[Load Values From Defaults](#)

5. Click “Apply.”

Apply Cancel

4. Click “Load Values from Default” which pulls in the vendor/fund source information entered on the “Define Requisition” page.



Modify Line / Shipping / Accounting – Changing information on individual lines.

If the funding source or delivery location needs to be changed for an individual line/lines of a multi line requisition, versus changing the information on all lines, use these steps.

1. Select the line or lines that you wish to modify. Click on Modify Line/Shipping/Accounting.

Line	Description	Vendor Name	Quantity	UOM	Price	Total	
<input checked="" type="checkbox"/> 1	Meal reimbursement	SAXON, RANDALL J	1.0000	Each	1.00000	1.00	
<input type="checkbox"/> 2	Now is the time for all good m	SAXON, RANDALL J	1.0000	Each	1.00000	1.00	
						Total Amount:	2.00 USD

Select All / Deselect All

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
 Buyer: Category:

Shipping Information

Ship To:
 Due Date: Attention: SpeedChart Key:

Accounting Information

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fund Srce	Affiliate	Item Type
1		NT752														

[Load Values From Defaults](#)

2. To change the funding source for the line, enter the new DeptID/ProjID in the Speedchart Key box.

3. Click "Apply."

The default delivery location for all requisitions will be the base DeptID holder's office. Using the magnifying glass to search the location table, change the location to reflect where central receiving should deliver the goods.

Distribution Change Options



Clicking “Apply” on the previous screen prompts the Change Distribution Options.

1. Select “All Distribution Lines.” This will apply the change for the lines we’ve selected. It will change all associated fields across the distribution line.

Distribution Change Options

For the selected requisition lines, apply distribution changes to

- All Distribution Lines**
Apply changes to all existing distribution lines.
- Matching Distribution Lines**
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines**
Remove the existing distribution lines and replace with the distribution lines changes.

2. Click “OK”. You will be returned to the “Review and Submit” screen, slide #8. You can expand the line to confirm your change was applied.





Line Details Screen

Only used to establish your requisition as an RFQ (Request for Quotes) (>\$25,000.01.)

Create Requisition

Line Details

Line: 1 [Dinner Reimbursement with pros](#)

Line Status: Pending

Item Details

Amount: 35.00 USD

Category: 999-12 Travel in St-Meals
Lodging

[View Hierarchy](#)

Buyer:

[Buyer Information](#)

Vendor: 0000012120

[SAXON, RANDALL J](#)

Vendor Location: 000

[SAXON, RANDALL J](#)

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID:

[UPN ID:](#)

Manufacturer's Item ID:

Physical Nature: Goods

RFQ Required Zero Price Indicator Amount Only

Device Tracking Inspection Required

[Configuration Info](#)

[Contract](#)

[Sourcing Controls](#)

Do not make changes here. If changes are needed, make them at the "Define Requisition" screen.

Do not suggest a vendor here. Use the Suggest New Vendor on the Special Request Screen

[Suggest New Vendor](#)

1. If setting up a requisition that needs to be established as an RFQ, click here. Do this on every line of your requisition. Visit the BSC website, Purchasing Forms, Formal Solicitation Request for additional information and necessary form. Complete the form and attach electronically to the requisition.

2. Click "OK". You will be returned to the "Review and Submit" screen, slide #8.

Manage Requisition Screen.

Manage requisitions is used to cancel, copy, or edit requisitions or to monitor requisition progress through it's lifecycle.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requestion ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By:

1. You can filter requisitions by status.

- All but Complete
- Approved
- Cancelled
- Complete
- Denied
- Open
- PO(s) Created
- PO(s) Dispatched
- Pending
- Received

2. You can also filter by date range, coordinator, name, and/or number. The business unit and requester ID will default based on the security profile.

3. After establishing search criteria, click "search."

Requisitions

You can sort by any of the blue column headings – Requisition #, Requisition name, date, status, total.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000071684	0000071684	NT752	02/24/2009	Pending	Valid	2.00USD	<Select Action...> Go
0000071683	Peggy's req	NT752	02/23/2009	PO(s) Created	Valid	2.00USD	<Select Action...>
0000071681	Richardson ISD - Hippy	NT752	02/23/2009	Open	Valid	0.01USD	<Select Action...>
0000071678	New Req	NT752	02/23/2009	Pending	Valid	4.00USD	<Select Action...> Go
0000071677	3 MultiL's3Loc's?3Recei...	NT752	02/23/2009	PO(s) Created	Valid	6.00USD	<Select Action...>
0000071676	3 MultiL's3Loc's?3Recei...	NT752	02/23/2009	Open	Not Chkd	4.00USD	<Select Action...>

- You can take action via the drop down menu.
- <Select Action...>
 - Cancel Requisition
 - Copy Requisition
 - Edit Requisition
 - Requisition Cycle
 - View Approvals

Requisition Lifecycle - You can expand any of the requisitions on the “Manage Requisition” screen to view the lifecycle by clicking on the small triangle.

0000071670 Training - 2 line NT752 02/18/2009 Pending Valid 42.00USD <Select Action..> Go

Requester: Purchasing & Payment Services **Entered By:** Milligan,Ronald Scott **Priority:** Medium

Request Lifespan:

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor	
1	Dinner Reimbursement with pr...	Pending Approval	35.00000	USD	1.0000	EA	SAXON, RANDALL J	✘
2	Tip	Pending Approval	7.00000	USD	1.0000	EA	SAXON, RANDALL J	✘

As processes are completed, users can access additional details by clicking on the active icons. PO number can be obtained when the Purchase Order Icon is active, Invoice Numbers can be obtained when the Invoice Voucher is active and payment information to include check number and days outstanding when the Payment icon is active.