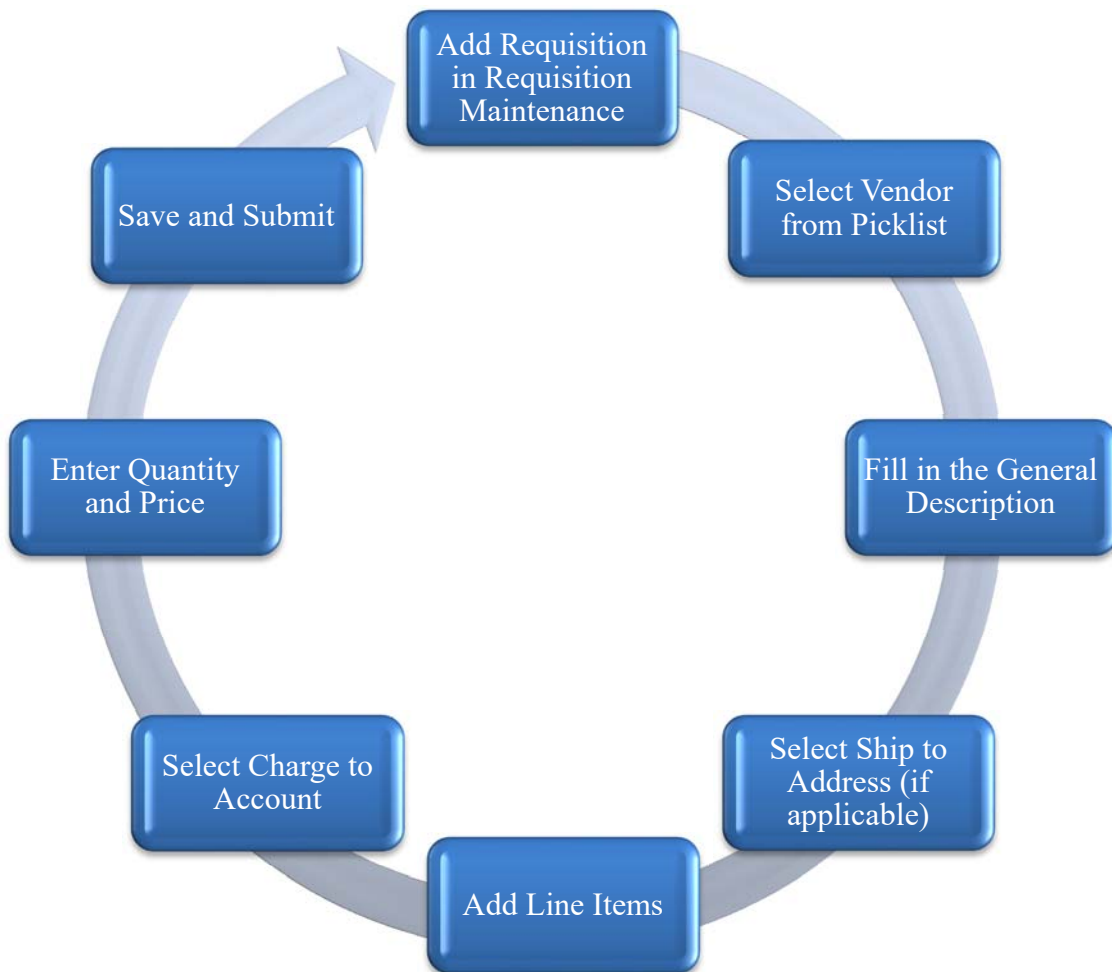


# Accounts Payable Requisitions

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## Entering a Requisition- The Basics

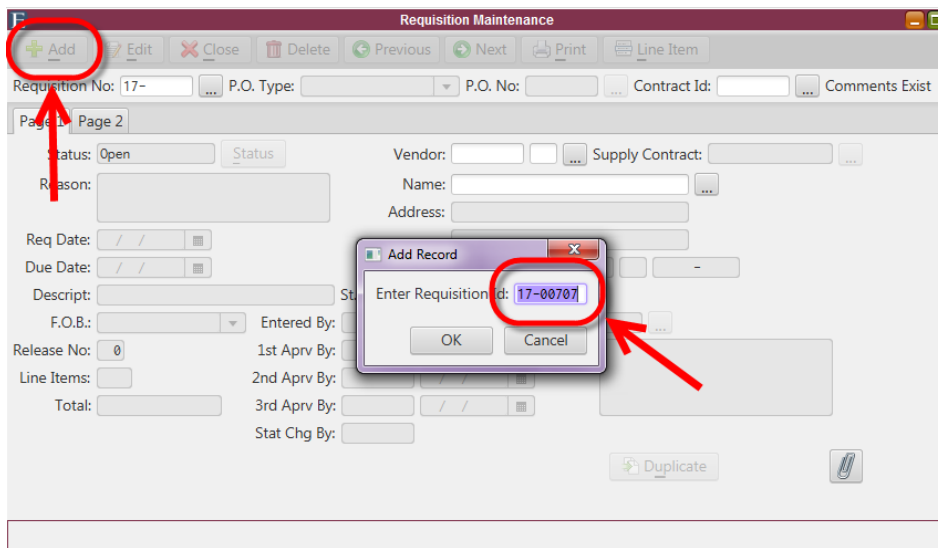


# Chapter 1: How to Enter and Approve Requisitions

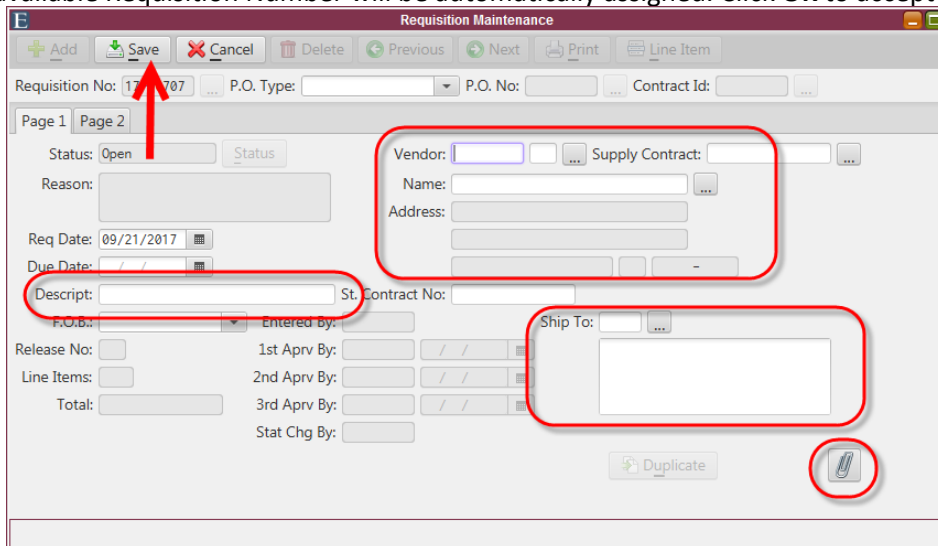
## 1-1

### Adding a New Department Requisition

Go To: Finance>AP>Purchase Requisition>Requisition Maintenance



- 1.) Click **ADD**
- 2.) The next available Requisition Number will be automatically assigned. Click **OK** to accept the new number



- 3.) Start by entering the required information. The Vendor can be selected by entering the Vendor ID, using the pick-list to find the vendor or searching by name.
  - a. *Optional Information:*
    - i. **The Description Field is not required, but it is HIGHLY recommended.** This description prints on the check stub and will also display on reports and in pick-lists.
    - ii. The Ship to Address instructs the vendor where to ship the goods or services. This may be helpful if you have different departments or specific people where the goods need to be delivered to.
    - iii. Attachments may be added by clicking the paper clip in the bottom right hand corner and attaching files, just like you would do with email
- 4.) When you have finished filling out all of the information you deem necessary click save.

## **1-2**

### Adding Line Items

- 1.) **Click** Line Items in the upper right corner on the Requisition Maintenance Screen  
**Click ADD and fill in the required information-**
  1. The Description will print on the Requisition as well as the subsequent Purchase Order, so be specific. This description tells the vendor what you are ordering and lets the approver know what you are asking to buy.
    - a. Notice the **Notes** button in the top right corner, since you have a limited amount of space in the description field, you may use the notes to extend the description. The notes will be printed on the purchase order following the description.
  2. The Charge to Account determines which line item on the budget will be charged.
  3. Fill in the Quantity and Price and you will see the budget balances move in real time reflecting the requested amount (see illustration below).
  4. The rest of the information is optional and does not need to be filled out to save the Requisition, but it can be of help.

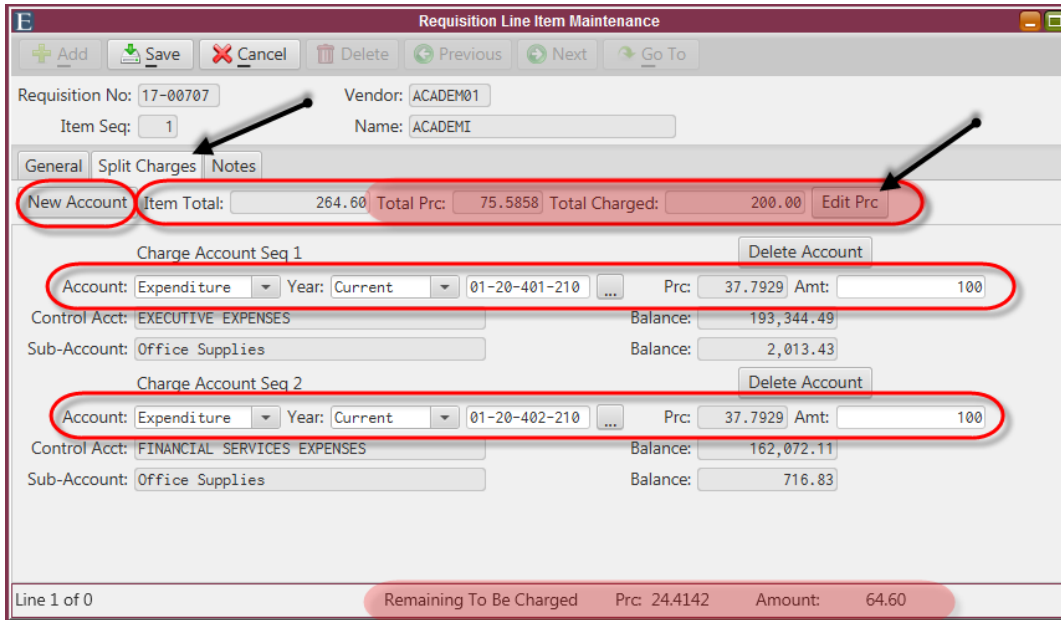
**Note:** The budget balances highlighted in red will move in real time with your request. All MCSJ Budget Reports are real time and can be run as often as you wish.

## **1-3**

### **Split Charges**

Requisition and Purchase Order line items can be divided among multiple charge accounts as long as the overall expense will be processed within one checking account and cash line.

- 1.) On line item maintenance, instead of filling out the charge account, check the box to the right of the Charge Account Pick List called "Split Charges" and a new tab will appear. Fill out the quantity and unit price then navigate to that new tab also called "Split Charges".
- 2.) Use the "New Account" button to add as many different charge account as necessary, fill out the account numbers, and allocate the total amount by either percent or amounts.
  - a. Use the "Edit Prc"/"Edit Amt" button to change whether you will be dictating the allocation by one or the other. The appropriate box will become editable accordingly.
  - b. You will not be able to save until the total allocated equals the requisition total. The total allocated can be seen at the top and the remainder at bottom of the page shaded in red.

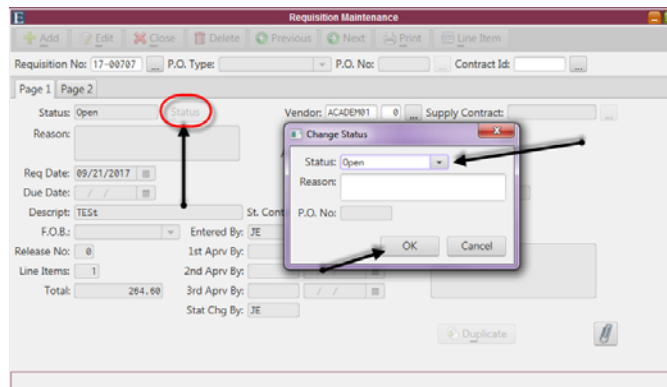


## 1-4

### Approval Process

Once a requisition has been entered into the system it will send a notification in the notification bar in the top right-hand side of the program screen to the user in system that are set as the first approval for that department. They will also receive an email up to twice a day until that requisition is reviewed and the status is changed. The user that is set as the second level approver will then be notified and so on until it reaches the top level of approval necessary (up to 4 levels are systematically possible).

- 1.) They will have the ability to review and approve the requisition one of two ways.
  - a. They can bring up the requisition in Requisition Maintenance and edit the status on the main page to their level of approval



- b. They can use the auto-approval routine. They will select the “from” status as the status that comes before their level and the “to” as the status they wish to move them to. They will then make adjustments to the requisitions that need to be excluded from the mass change by changing the new status on that requisition to the desired status.

Eg. If I am a second level approver I would chose “from” as first approval and “to” as second approval then change “new status” boxes for the requisitions that I want to not be changed to second approval to be the status I desired being either first to remain unchanged or “needs revision” to notify the user that entered requisition that I whatever I list in the “reason” dialog box corrected.

This procedure updates all Requisitions with at least one line from one status to another.

Change All Status From: 1st Aprv To: 2nd Aprv

Print to Screen (Updated Listing)

Req. No.	Req. Date	Description	Req. Total	Vendor Name	Aprvd By	New Status	Status Reason
17-00707	09/21/17	TEST	264.60	ACADEMI	JE	Needs Rev	Description is wrong. Be more clear about purchase.
17-00709	09/26/17	REIMBURSE W/S OVERPAYMENT	38.61	KEVIN & GAIL BAUMGART	JE	2nd Aprv	
17-00710	09/26/17	COLOR PRINTER	150.00	STAPLES CREDIT PLAN - POLICE	JE	2nd Aprv	

## Chapter 2: Generating Requisition Reports

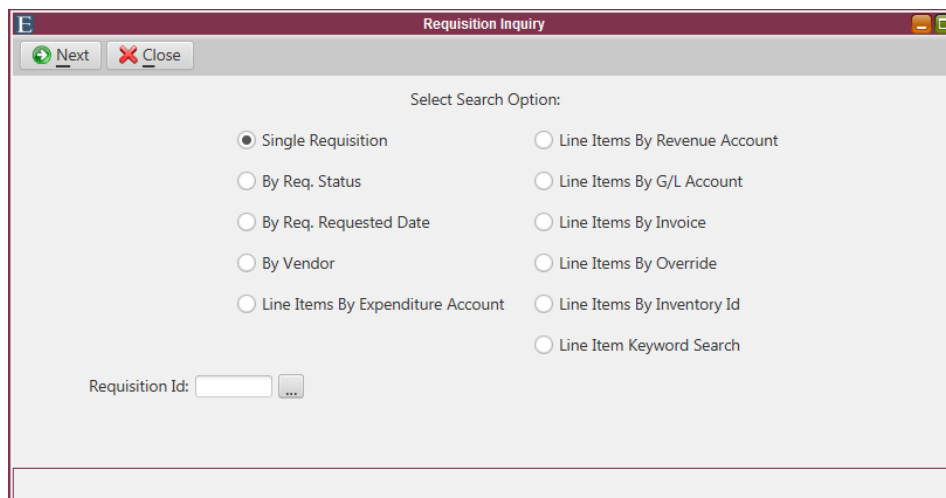
### 2-1

#### Requisition Inquiry

Go To: Finance>AP>Purchase Requisition>Requisition Inquiry

- 1.) Select an option to sequence the report;
  - a. Single requisition – must enter the requisition ID to look up, or hit your pick list to choose an ID.
  - b. Requisition Status – Select a status (Open, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, PO Generated, Held, Denied, Canceled, Needs Revision, or Resubmitted), and include a requested date range.
  - c. Requested Date – Selecting a date range of the requisitions you are searching for.
  - d. Vendor – Either by vendor ID or Vendor name, also requested date may be utilized to narrow down the search.
  - e. Line items by Budget Account, Revenue Account, G/L Account, Invoice, Override, or Inventory ID – each needed a specific account, date range may be included.
  - f. Keyword used in the requisition line item descriptions
- 2.) Once you have selected the sequence in which you want to generate the report, you can select next.
- 3.) This will generate a listing

- a. You can use the listing to obtain the requisition ID to pull up in requisition maintenance.
- b. You can highlight the line you are interested in and click on “view req.” in left corner to view the line in more detail, or double click the line.
  - i. This will give you a more detailed report showing the status, PO number (If applicable), Level of approvals by users, vendor ID & name, Requested date, Total of requisition, Vendor’s address, Description of line item, total quantity unit and price, charge account, invoice number (if applicable), inventory and tracking ID.



## 2-2

### Requisition Listing

*Go to: Finance>AP>Purchase Requisition>Requisition Listing*

- 1.) This report will generate a listing of all requisition pertaining to the fields you select.
- 2.) This report can be sequenced by Requisition number, Vendor ID, Vendor name, or Budget account.
- 3.) The report format can be detail or condensed.
- 4.) You must select at least one status to run the report, but may select more than one status.
- 5.) If you want to see comments, other quotes, approval users, or line item notes you must check those boxes, they will not generate automatically.
- 6.) The range of requisitions can be left blank, and the report will be generated based off of the fields selected.
- 7.) If you choose to enter a requisition threshold, the report will only generate requisitions over the amount you enter.
- 8.) Requested date range can be left from date 0 to current, or may be changed to a specific date range.
- 9.) From here click next,
  - a. The top portion of the report indicates your selection for generating the report.
    - i. “N” represents not a selected option.



- ii. "Y" represents a selected option.
- b. The report will be sequenced how you decided to run the report, but will include the requisition ID, requisition date, vendor ID, Vendor name, charge account, status of requisition, description of charge account, and the amount.
- c. Towards the bottom of the report will total up the requisitions, line items and amounts, as well as blanket subs, total lines, and amounts.
- d. At the bottom of the report will total the total amounts within each fund, broken out by budget, revenue and G/L types.

## 2-3

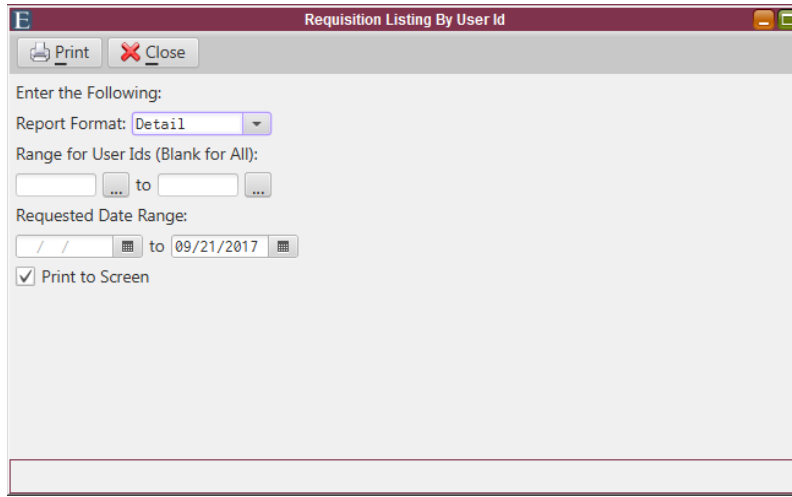
### Requisition Listing by User ID

Go to: Finance>AP>Purchase Requisition>Requisition Listing by User ID

**Note:** This report is most useful if you receive a notification upon logging in stated you have a requisition that needs revision

- 1.) The report format can be detailed or condensed,
  - a. Detail breaks out the line items.
  - b. Condensed shows only total amount of entire requisition.
- 2.) Enter the User ID of the person in question and it will generate a report for Requisitions they have entered. It will only search based on the user that entered the requisition not who has edited or approved it.
- 3.) Requested date range is not required but helpful if you want to narrow down the report to a specific date range.

**Note:** This report may also be helpful if you want to see the status of all requisitions you have entered at one time, verse manually scrolling through requisition maintenance.



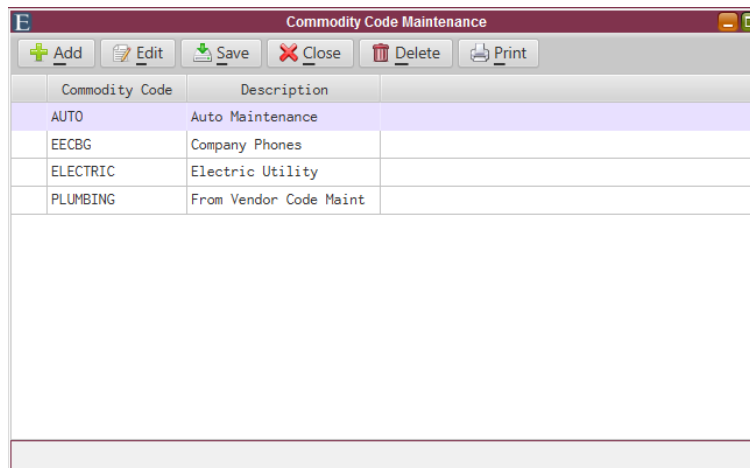
## Chapter 3: Commodity Codes and Tracking IDs

### 3-1

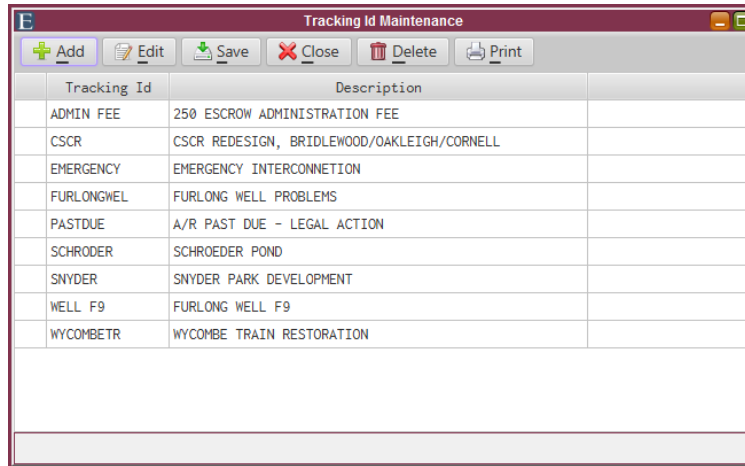
#### Creating Commodity Codes and Tracking IDs

*Go To: Finance>AP> Commodity Code Maintenance or Tracking ID Maintenance*

- 1.) Commodity Codes are traditionally used to track specific types of spending based on the type of commodity the item or service falls under such as Auto Maintenance, Computer programming, or electric utility.
  - a. In Commodity Code maintenance the use just simply has to click Add, type in the desired code name and description, and click Save when done.



- 2.) Tracking IDs are traditionally used to track spending on broader of a scale such as a city festival, on-going project, or hurricane relief for FEMA reimbursement. It works identically to the Commodity Code maintenance and report.



The screenshot shows a software window titled "Tracking Id Maintenance". At the top, there is a menu bar with icons for Add, Edit, Save, Close, Delete, and Print. Below the menu bar is a table with two columns: "Tracking Id" and "Description". The table contains the following data:

Tracking Id	Description
ADMIN FEE	250 ESCROW ADMINISTRATION FEE
CSCR	CSCR REDESIGN, BRIDLEWOOD/OAKLEIGH/CORNELL
EMERGENCY	EMERGENCY INTERCONNECTION
FURLONGWEL	FURLONG WELL PROBLEMS
PASTDUE	A/R PAST DUE - LEGAL ACTION
SCHROEDER	SCHROEDER POND
SNYDER	SNYDER PARK DEVELOPMENT
WELL F9	FURLONG WELL F9
WYCOMBETR	WYCOMBE TRAIN RESTORATION

## **3-2**

### Assigning Codes and IDs

- 1.) The codes are stored in the system and can be added onto requisitions and purchase orders on the specific line items both during processing and after the purchase orders are paid.
- 2.) If adding after the initial creation of the requisition or purchase order open up the appropriate maintenance (requisition or P.O. maintenance depending), bring up the requisition or purchase order in question, open up the line items maintenance via the Line Item button, Click the Edit button, assign the code or ID, and then save.

Requisition Line Item Maintenance

+ Add    Save    X Cancel    Delete    Previous    Next    Print

Requisition No: 17-00707    Vendor: ACADEM01  
 Item Seq: 1    Name: ACADEMI

General    Split Charges    Notes

Inventory Id:  ...  
 Release Num: 0    Due Date: / /    Supply Contract Id/Seq:    
 Description: Paper 8.5x11"

Account Type:     Year: Current    Charge to: - - -    Split Charges:  2 Accounts Charged

Control Acct:     Requested Balance:   
 Sub-Account:     Requested Balance:

Catalog Num:     Requested Date: 09/21/2017

Comm Code:  ...  
 Tracking Id: ADMIN SUPP    Administraton Specific Supplies

Quantity: 27.0000    U. Measure:     Purch Type: Other

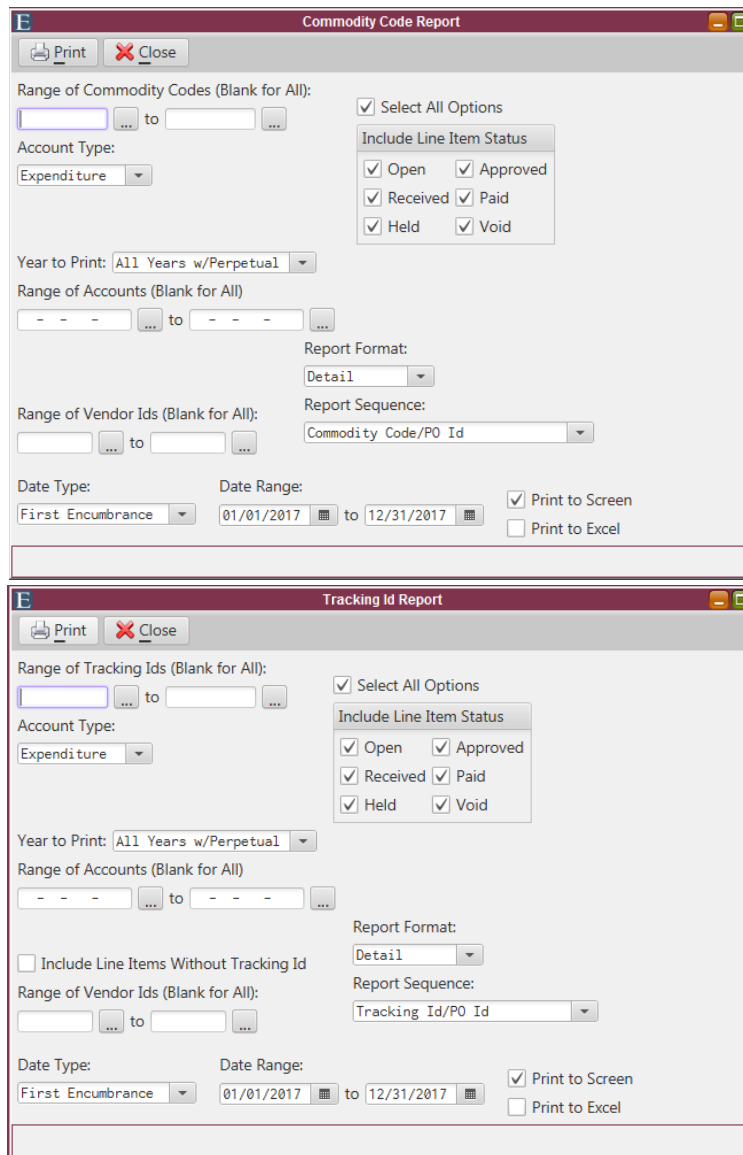
Unit Price: 9.8000    Invoice:   
 Item Total: 264.60

Line 1 of 1    Remaining To Be Charged    Prc: 0.0000    Amount: 0.00

### 3-3

#### Commodity Code and Track ID Reports

- 1.) Reports can then be run based on charge account, vendor, or date range to track spending. Please note that the report will only report on purchase orders not the requisitions they are assigned to as they would skew reporting as not all requisitions will become official purchase orders.
- 2.) There are separate reports available for both commodity codes and tracking IDs but they do both run identically.



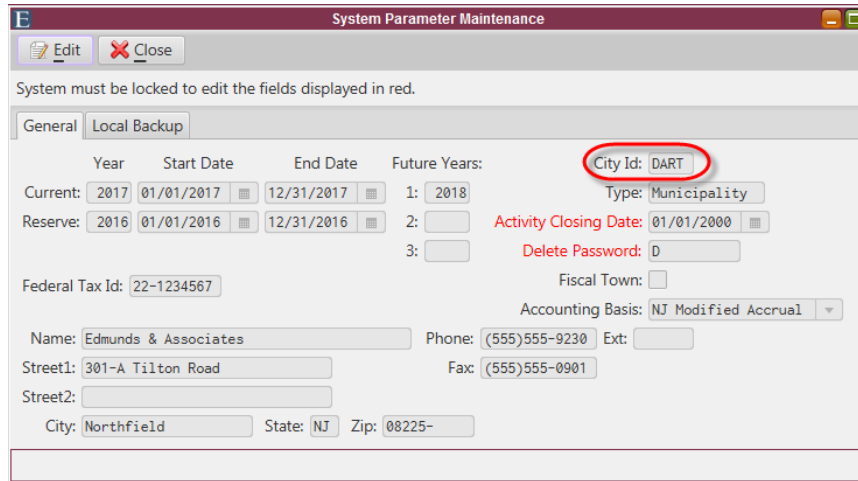
## Chapter 4: MCSJ E-Requisition Management Application

### 4-1

#### How to Access the Application

- 1.) The application can be found under the Google Play Store and the Apple Store. Simply type in "MCSJ" in the search bar and it will be the one titled as seen above. It is at no cost to you and will connect to your database using your municipal ID. You will also need internet access either from wifi or data usage on your cellphone or tablet.

- 2.) To sign in you will need to know your user ID and Password that you use to access our system via your computer as well as your municipal ID. The municipal ID is comprised of your city ID, a set of up to 4 letters or numbers, followed by your state acronym (Eg. 1234NJ). If you do not know your city ID it can be found under System Utilities-> System Parameter Maintenance or you can always contact us, Edmund’s Support Associates, as we can assist you with retrieving it as well.



## 4-2

### Application Process

- 1.) The application is set up much like the Auto-Approval routine in the MCSJ system. Upon signing in the requisitions that are waiting for your approval will populate in a list to be reviewed.

Approvals			Refresh
Rq Id	Rq Date	Status	Status
R8-00345	09/25/2017	Open	
R8-00372	09/25/2017	2nd Approval	SU

- 2.) You will have the ability to click on the requisition in the list you wish to review and it will project a full copy of requisition to screen listing all line items and their information. You will have the ability to mark it approved, needs revision, canceled, or denied just as you would typically and upon updating the requisitions it will update instantly in your computer-based data as well.

Back Requisition Approval Save

Requisition
  Line Items

Requisition Id

R8-00345

Vendor

AGNEW, HOLLY

Description

Office Supplies

Entered By

SU

Current Status

Open

Status Changed By

Back Requisition Approval Save

Requisition
  Line Items

Item	Descript	Acct Type	Acct Id	
1	Paper 8.5x11"	E	001-120-41000-610	Admin Off
2	Paper-Legal	E	001-120-41000-610	Admin Off
3	Black Pens	E	001-130-46500-610	ED/IT Offic

- 3.) The Line item information can be viewed on the "Line Items" tab including the description, charge account type, charge account number and description, total cost per line, and the requested balances for the sub and control accounts. Once the lines are reviewed the status can be changed on the "Requisition" tab by scrolling down to "New Status" and selection a new status via the list given (the list is navigated much like a wheel that scrolls up and down) and you can enter a reason for that new status if you would like in the box right below that titled "Reason" then click save in the upper Right hand corner for your changes to be updated to the requisition.

Back Requisition Approval Save

Requisition
  Line Items

Open

Open

---

1st Approval

---

2nd Approval

CANCEL
OK

Comment