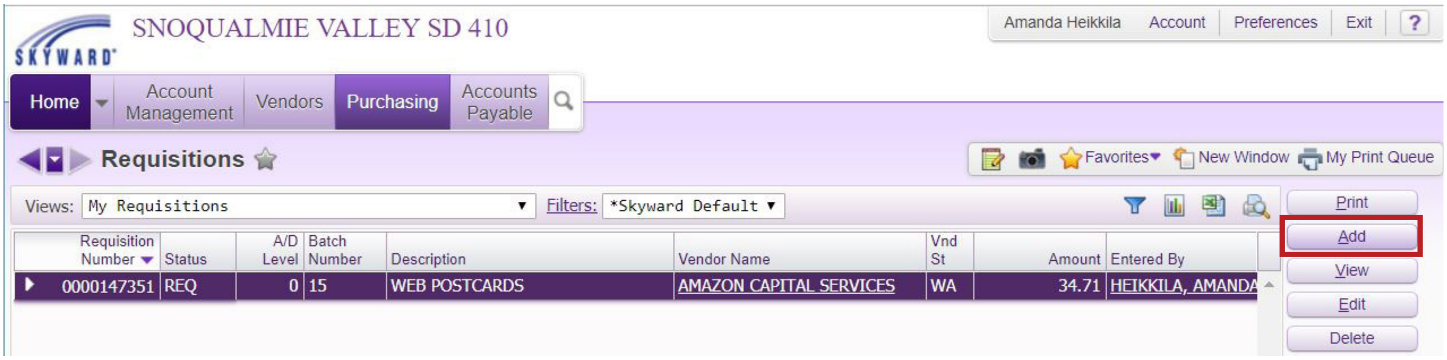
REQUISITION ENTRY

Menu Path: *Financial Management/Purchasing/Requisitions*

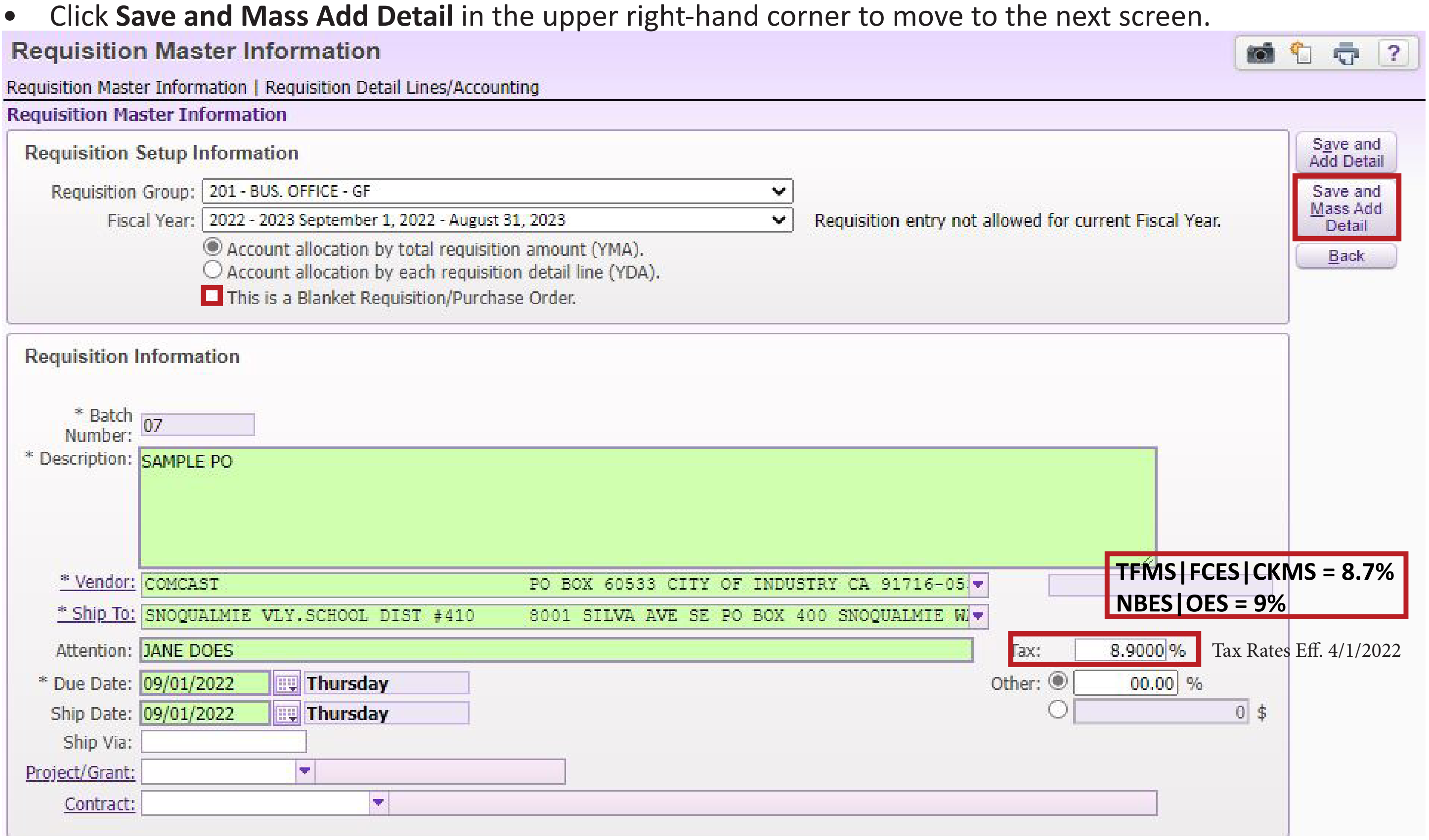
Add a New Requisition

- **Click ADD on the right-hand side**



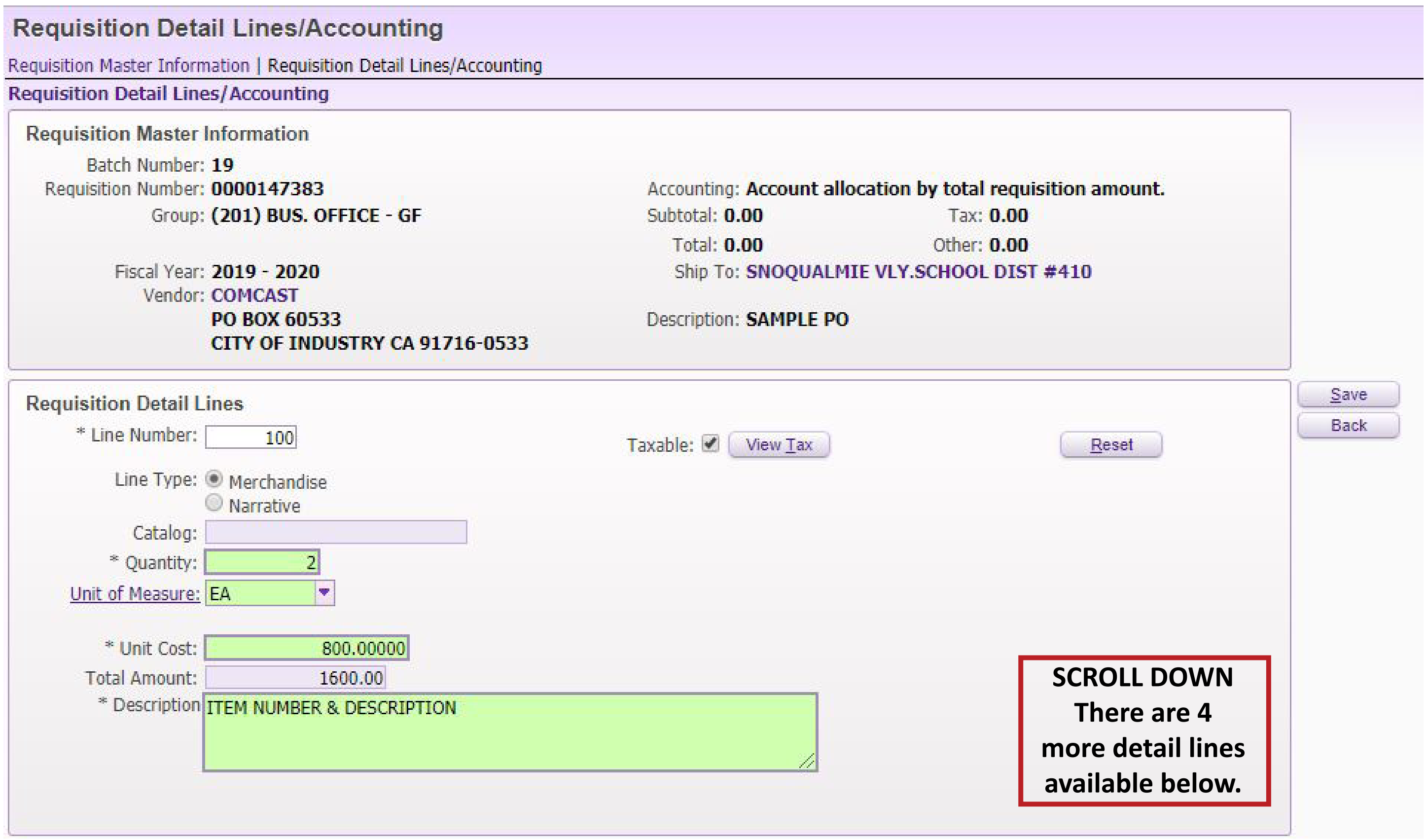
Requisition Master Information

- Choose the appropriate **Requisition Group**.
- Choose the appropriate **Fiscal Year**.
- If you are creating a **BLANKET PO** be sure to check the Blanket Req. box. If you do not mark this box before proceeding you cannot return and check the box later. You will need to delete the req. and start over.
- Under the Requisition Information enter your **Description**. Use a general description for the description box (i.e. OFFICE SUPPLIES | WORKROOM COPY PAPER | ACCOUNTS PAYABLE CONFERENCE REGISTRATION).
- Select a **Vendor**; start typing in the Vendor box and the list narrows automatically as entry begins. (If it is a New Vendor, email A/P with vendor W-9 and a contact email).
- Enter and verify the **Ship To** destination.
- Change the **Attention** field as needed. The originator of this requisition will always be CCd in email correspondence. The Attention field is to include additional individuals who will also need to be included in email correspondence with the vendor.
- **Due Date** & **Ship Date** are filled in automatically. There is no need to adjust these dates.
- Tax is automatically 8.9%. If your school is outside the Snoqualmie tax rate be sure to update this to your locations correct tax rate listed below. Tax is based on where the item is being shipped.
- Click **Save and Mass Add Detail** in the upper right-hand corner to move to the next screen.



Enter the Requisition Detail Lines

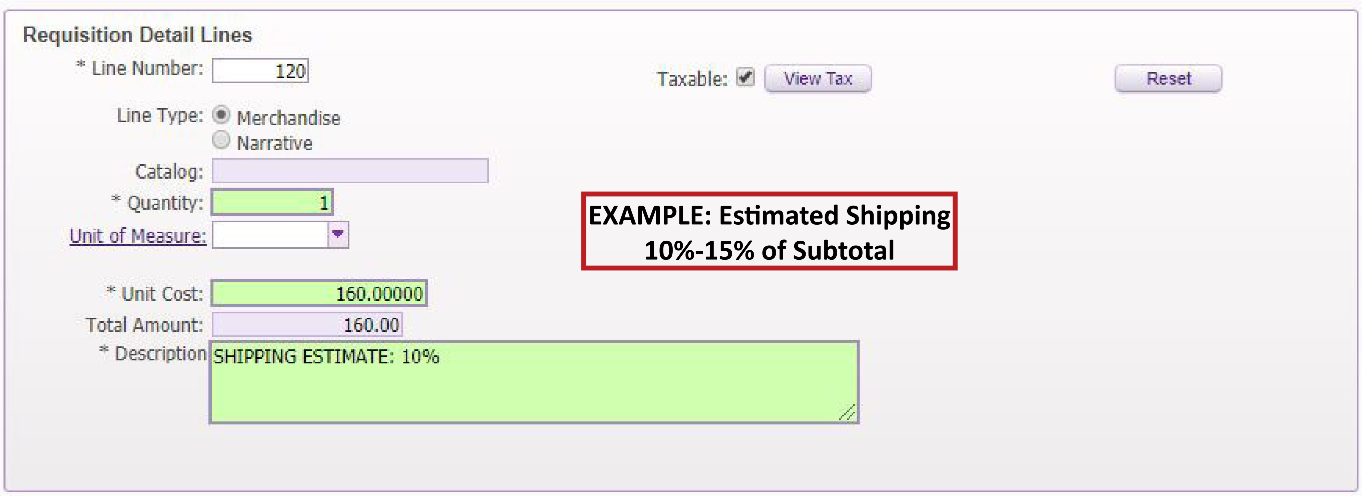
- The **Line Number** will automatically populate.
- Enter the **Quantity**, **Unit of Measure** (optional), and the **Unit Cost**.
- The **Taxable** box will automatically be checked. Remember to uncheck this box on BLANKET Purchase Orders and orders that do not include taxable items. You can reference https://dor.wa.gov to help decide if your order is a taxable order.
- **Description:** This is a more detailed description of the purchase. This includes order details like the item number, item description, or the services being provided.
- If your requisition is for registration or lodging, it must include location, who is attending, dates, confirmation numbers, etc.
- Proceed to your next detail line.



Shipping Charges

SHIPPING MUST BE INCLUDED ON ALL APPLICABLE REQUISITIONS

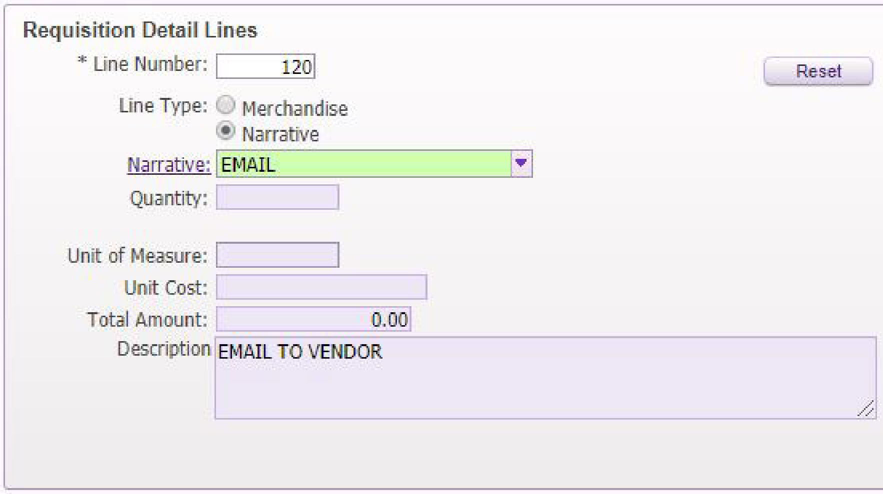
- The shipping amount needs to be listed as a dollar amount, otherwise it will not be encumbered. If you don't know what the amount is, you can state "shipping estimate" and use an amount between 10-15% of your requisition subtotal. If it is free shipping, please do the same but state "free shipping" or "no shipping" and enter $0 for the dollar amount.
- Shipping is a taxable amount. Make sure the **Taxable** box is checked.
- Enter shipping detail as a **Merchandise** line type.
- Enter 1 as the **Quantity** regardless the shipping amount.
- Enter your **Unit Cost**
- Enter your Shipping Description (Shipping/Shipping Estimate/Free Shipping)
- Proceed to your next available detail line to add your Narrative and complete your requisition.



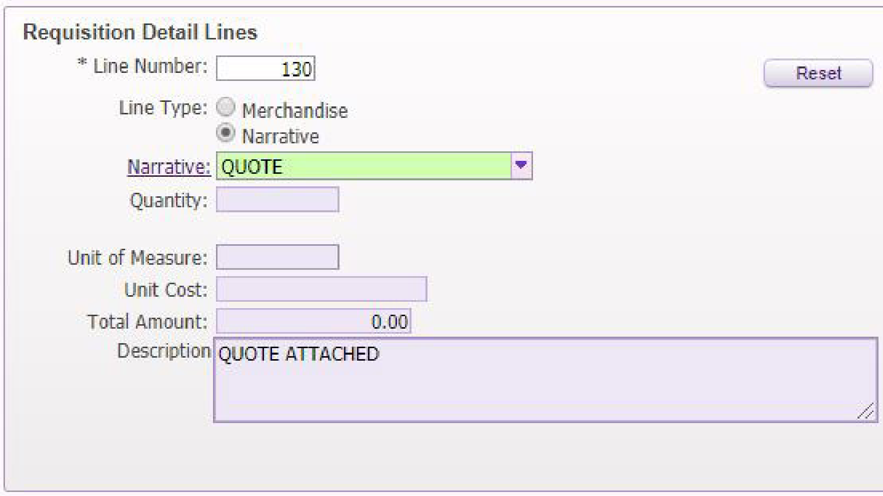
Narrative Detail Lines

ALL REQUISITIONS MUST HAVE AT LEAST ONE NARRATIVE

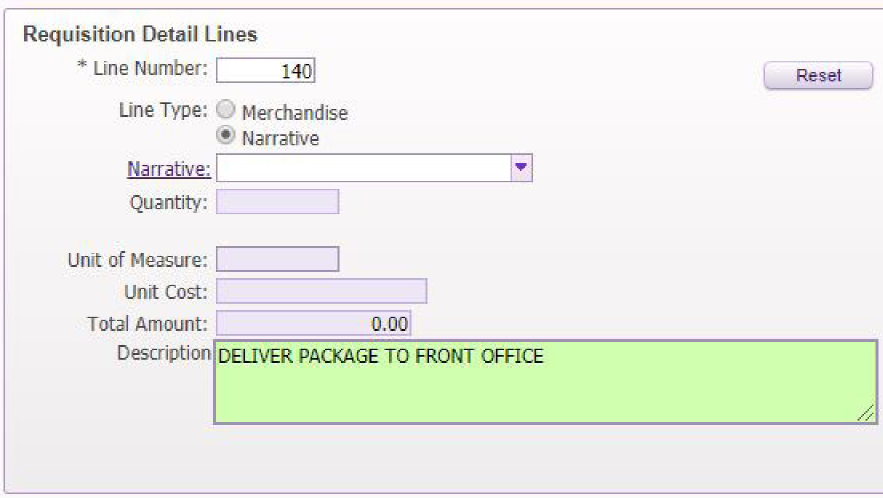
- The **Line Number** will automatically populate.
- Line Type: **Narrative**
- When you start typing your narrative into the **Narrative** box it will auto-fill, or you can select the drop down arrow to read your narrative options.
- Additional information for the vendor can by typed in the **Description** box as long as the **Narrative** Box is left empty.
- There are two "types" of Narratives. "Sending" & "Secondary" Narrative. Please reference ***"What Narrative(s) Should I Use?"***



Sending Narrative: These narratives inform the Business Office how a PO should be sent to the vendor.



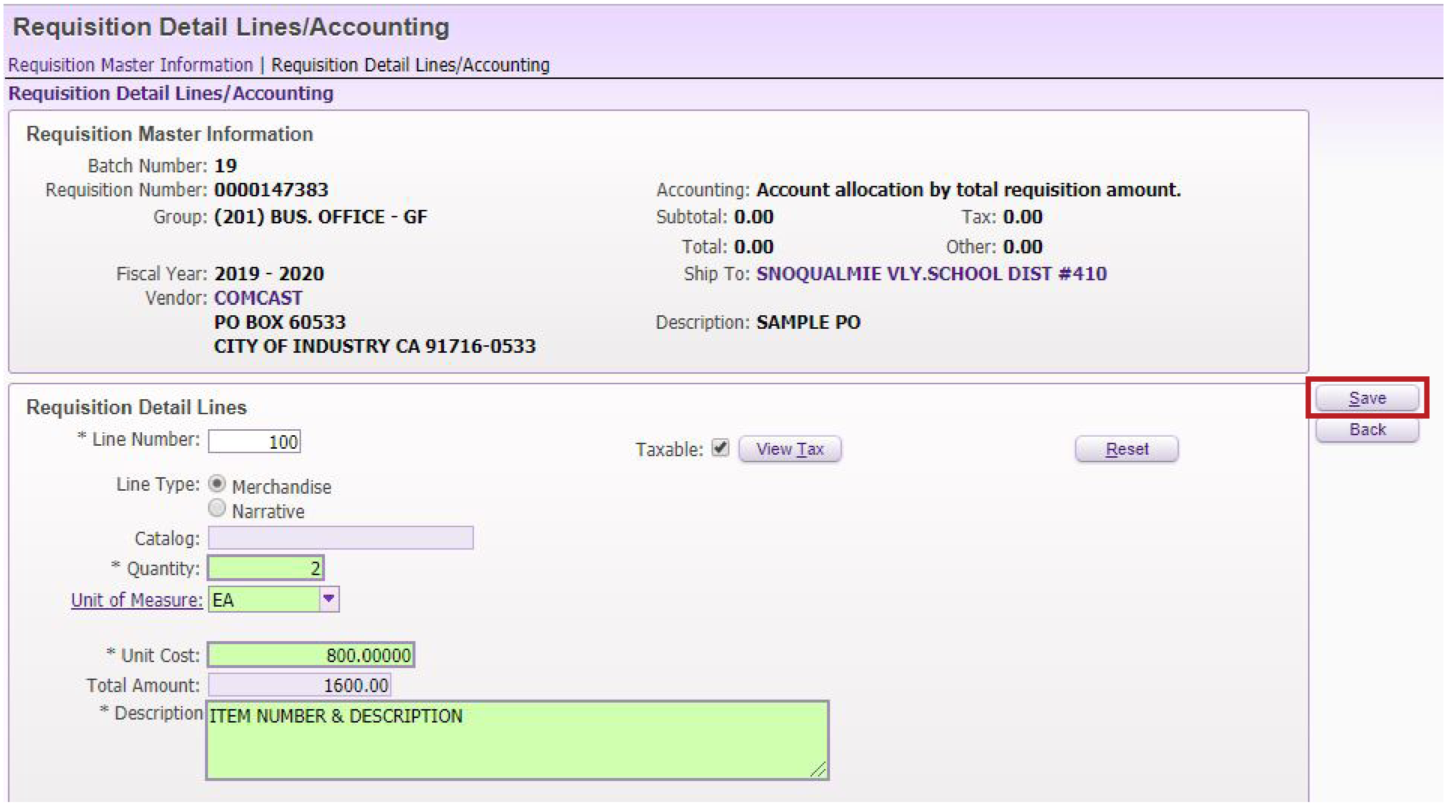
Secondary Narrative: This informs the Business Office of additional documentation that should be sent to the vendor when sending the PO.



The description can be used to enter additional notes for the Vendor to see. These notes print on the PO and are for the vendor only.

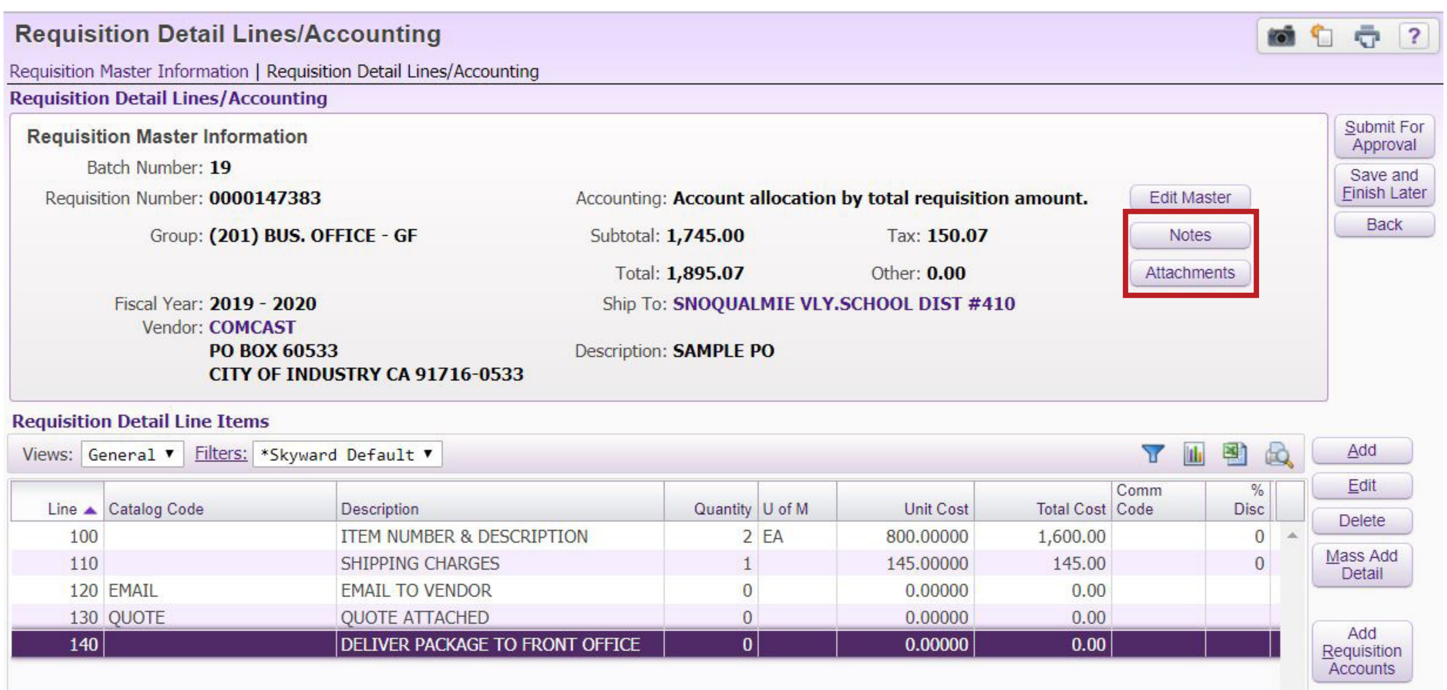
Complete your Requisition Detail Lines

- Scroll back to the top of your detail lines and click **Save**



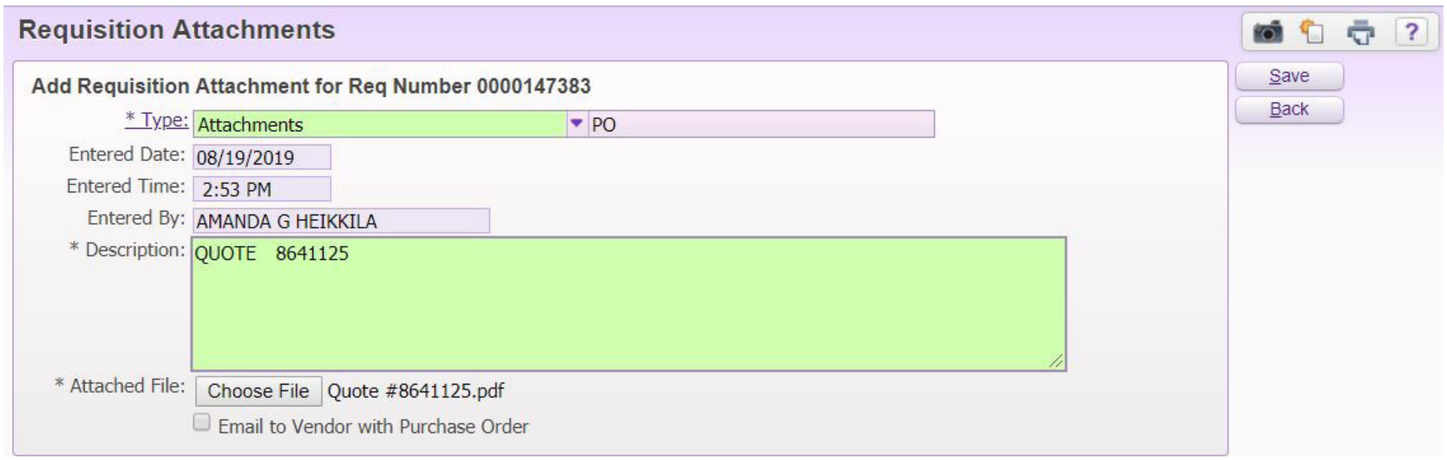
Adding Attachments & Notes to your Requisition

- After you have saved your detail lines you will come to your requisition "home page"
- The button group second from the right you will see **Notes & Attachments**
- Notes: For entering notes specifically for the Business Office (the Vendor will not see these notes).
- Attachments: For adding additional documentation that will be sent by the Business Office to the Vendor with the Purchase Order.



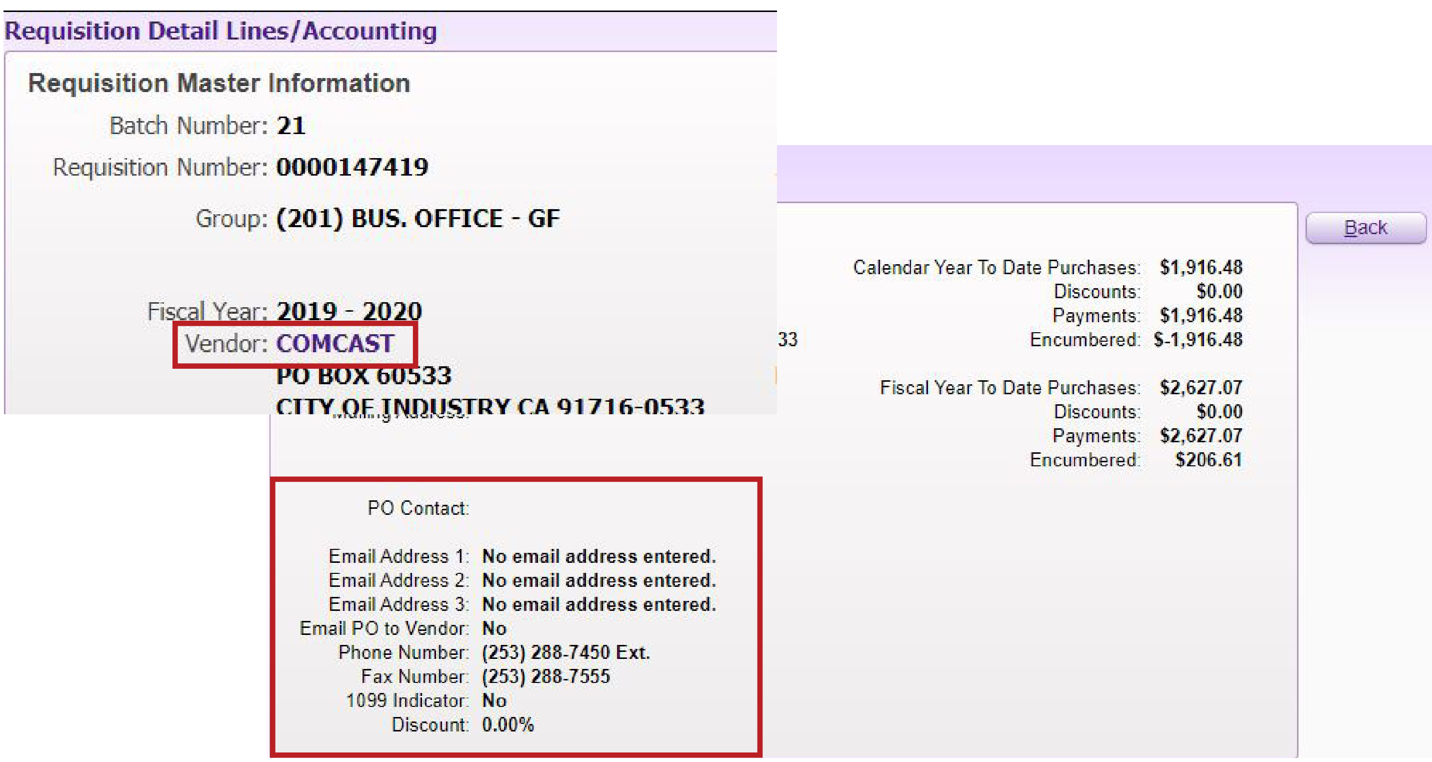
Attachments

- Attach additional documentation to your PO Req.
- **Type**: Attachments (this is the only option)
- **Description**: Please use this area to specify what you are attaching. Use quote numbers, invoice numbers, registration numbers.
- If you are attaching documents for reference, like competing quotes, that you don't want sent to the vendor make sure you add that to the description "DO NOT SEND WITH PO"
- When you are attaching your file make sure the document you are attaching is labeled as well. Rename your files to match what you are attaching (i.e. Quote #8641125)
- Leave the "**Email to Vendor with Purchase Order**" UNCHECKED. This feature is not currently working.
- Select **Save** when your attachment has uploaded.



Checking Vendor Information

- Before adding a **Note** to your requisition check to see if the vendor already has contact information.
- On the "home screen" select the Vendor's name.
- This will open a window showing the vendors contact information.
- If you do not see contact information or if the information you have is different from what is on file you will need to enter a **Note** with the correct information.

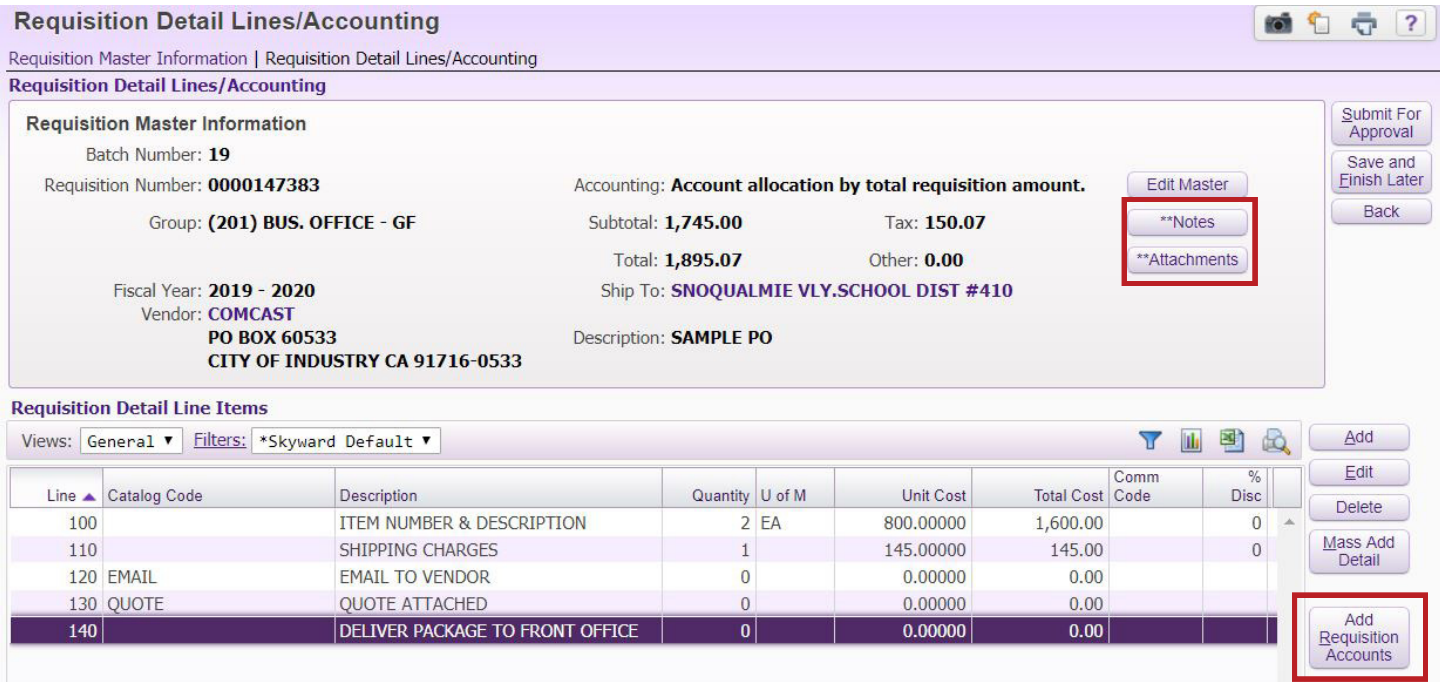


Notes

- Categories: EMAIL TO/FAX TO/GENERAL/MAIL TO
- Select your **Note Category**
- Example: I have chosen the Email to Vendor as my Narrative on my purchase order. The Vendor does not have a current email on file. I would select Note Category: Email To. In the description I would enter the email I would like the purchase order and attachment emailed to. Including an employee emails that should be CCd.
- Select **Save** when your note has been entered

Note that back on the “home screen” you will see ** next to the Notes & Attachments buttons. This is your confirmation that the Notes and Attachment you have added are connected to your requisition.

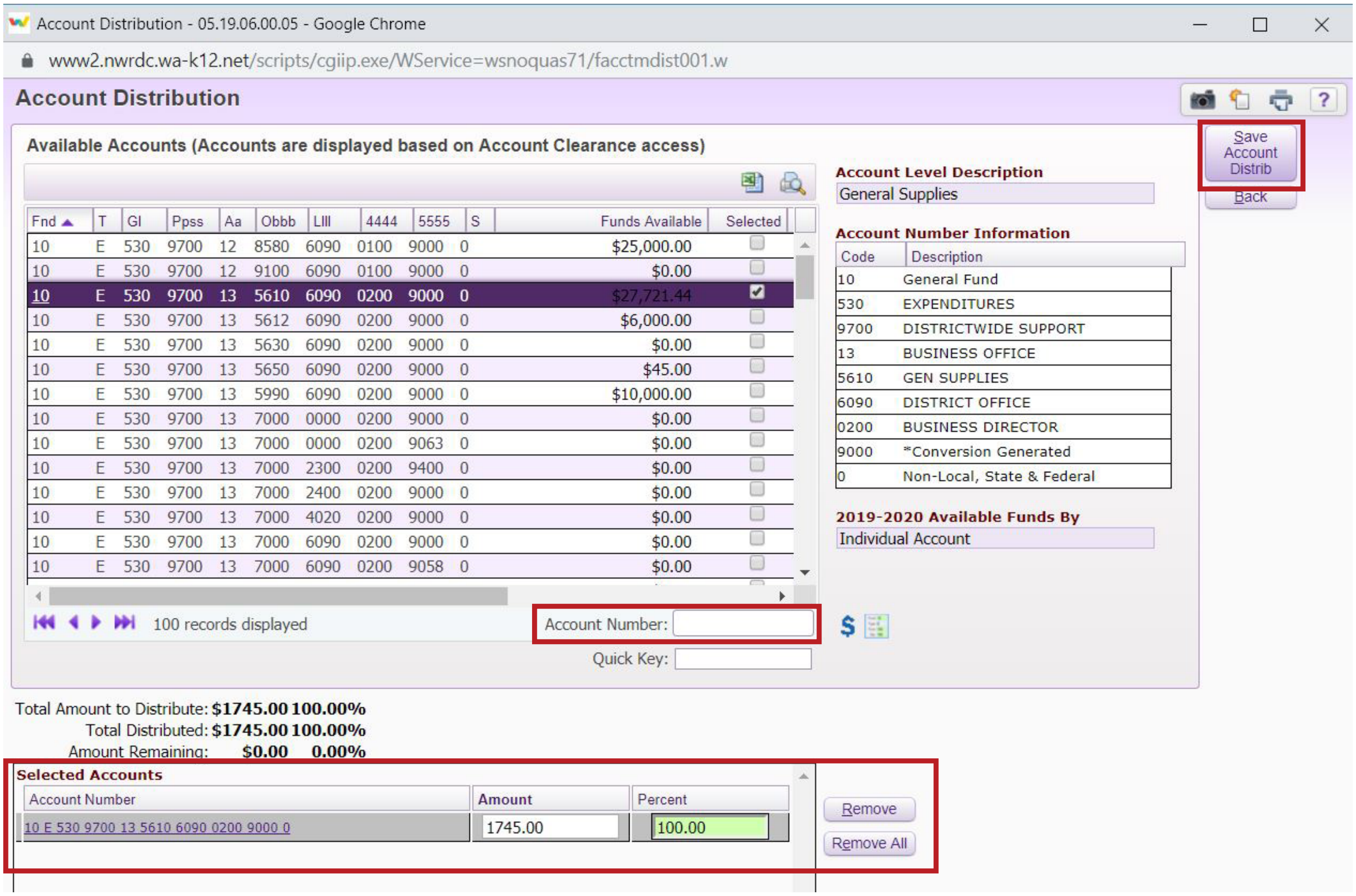
Next you will add your Account Requisition. Select **Add Requisition Accounts**



Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100		ITEM NUMBER & DESCRIPTION	2	EA	800.00000	1,600.00		0
110		SHIPPING CHARGES	1		145.00000	145.00		0
120	EMAIL	EMAIL TO VENDOR	0		0.00000	0.00		
130	QUOTE	QUOTE ATTACHED	0		0.00000	0.00		
140		DELIVER PACKAGE TO FRONT OFFICE	0		0.00000	0.00		

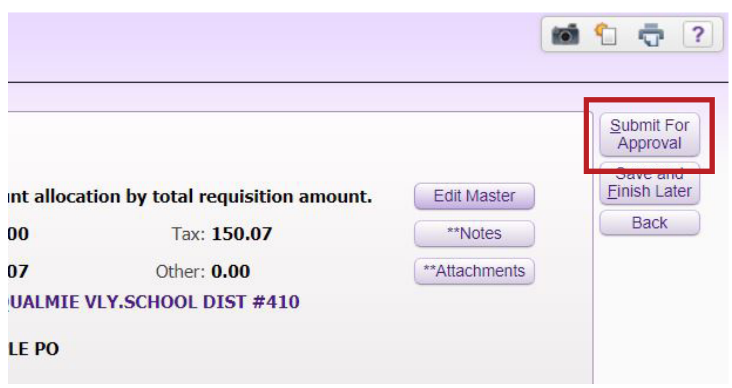
Adding Requisition Accounts

- Enter your account code where you see **Account Number** and hit Enter
- An account will highlight in your available accounts.
- If a check mark automatically appears that means you have entered an exact account code.
- If the box is not automatically checked make sure you confirm the highlighted account code is the correct account code. Then manually check the box.
- You can enter more than one account code. If you do so make sure you have the correct percentage at the bottom in your **Selected Accounts**
- When you are done adding account select **Save Account Distrib** to return to the home screen.



Select Submit For Approval.

Your Requisition is complete!



- **Once you have submitted you can still edit your requisition, but you will need to resubmit when you are done with your edits.**
- **After the requisition has been fully approved the Business Office will print and send your purchase order to the Vendor based on your notes and narratives.**
- **Once sent, the Business Office will send you a white and a green copy of your purchase order. The white PO will stay in your school/department for your records. The green copy you will send down when you have received your full order/completed services and the PO is ready to pay and close.**
- **For partially completed POs send a copy of your PO with attached packing slips. The outstanding invoices will be paid for items/services received, but the Business Office will not close your purchase order until they have received the green copy.**

KEY-POINTS TO REMEMBER

Hotels

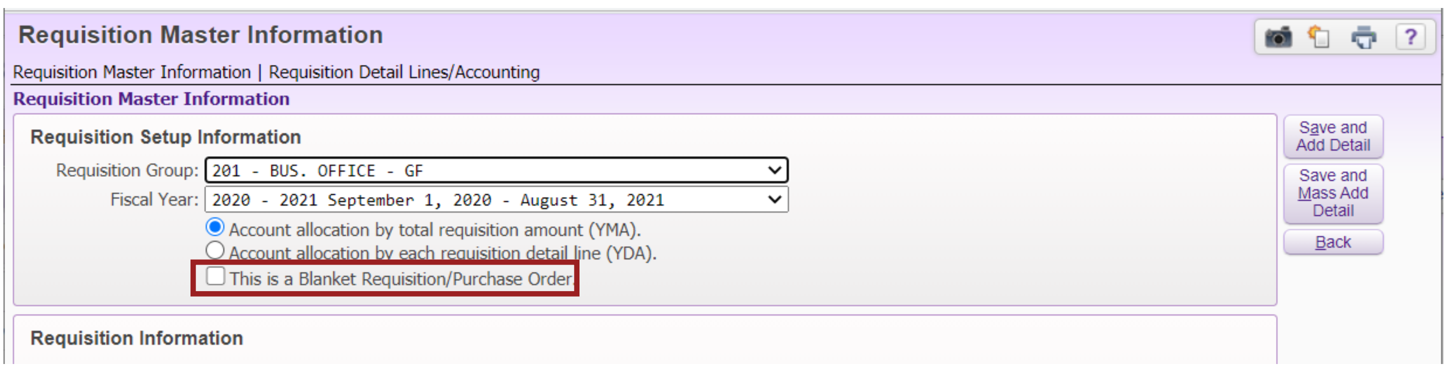
- The description on hotel requisitions needs to begin with the number of rooms for the number of night.
- The date listed should be the actual night of the stay, not including the date of the checkout.
- The descriptions must include the name of the person that will be staying at the hotel, the event which they are attending, and the location if applicable
- Hotel Requisition Example: ***"One room for two nights - October 29 and 30, 2019 for Yogi Bear to attend the WWCA Conference in Pasco, WA"***

Registrations

- The descriptions must include the name of the person, event or training that they are attending, the dates, and the location
- Registration Requisition Example: ***"Registration costs for Yogi Bear to attend the WWCA Conference in Pasco, WA on October 29-31, 2019"***

Blanket Purchase Orders

- Blanket purchase orders are for any purchase order that will have multiple invoices applied throughout the fiscal year (including contracts).
- The blanket PO must not include tax, the PO will only have a total not to exceed amount.
- When creating a blanket PO make sure you check the box on the REQ MASTER before proceeding.
- There are no additional narratives for a blanket PO. Continue creating the PO as a normal purchase order with a description of services/purchases and a sending narrative.



Comp Tax

- When items are purchased out of state and we are not charged sales tax, the district still needs to pay sales tax to our state. That won't be noted on any paperwork you have, but will be adjusted in A/P.
- You may notice on your reports that items will show a payment a bit higher than what you processed. The Comp Tax amount will show in the total invoice payment on Skyward reports.

Packing Slips

- Packing Slips are required to show an order has been received. Make sure you are attaching your packing slips to your purchase order in skyward. If not packing slip was received with your order add a note to your PO saying NO PACKING SLIP - ITEMS RECEIVED.

Invoices

- To receive payment, the Vendor must submit an invoice to the SVSD Business Office that references the purchase order number. Invoices must include a detailed description of the services/items provided as well as the dates of services/event. If a Vendor does not have an invoice an SVSD Employee is <u>not</u> to create an invoice for them. There are templates in Word & Excel to help the Vendors complete their own invoice.
- Once items and services have been received attach the vendor's invoice with your approval stamp to skyward.
- When ready to pay enter your invoice data to your AP Spreadsheet provided by the business office.