

HAWTHORNE SCHOOL DISTRICT

How to Create a standard Requisition

SECTION 1

A. CREATE A REQUISITION DOCUMENT FROM THE DOCUMENT CATALOG.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter **XREQ**.
5. The **Doc District/Agency** infers based on the district/agency on your profile, which is 64592.
6. In the **Doc School Location/Dept** field, enter **your site location number, i.e., 0000714**. **Do not use the account code location number**, see Appendix A for your assigned Doc School Location/Dept number, which is your BEST physical location within the district.
7. In the **ID** field box, leave it blank.
8. Click the **Create** link to create a new document, upper corner.
9. Click the **Create** link on the new document, see image below.

Document Catalog

Search

Document Identifier

Code : XREQ Doc School Location/Dept : 7580000

Doc District/Agency : 75713 ID :

Other Options

Auto Numbering : ☒ Create Template : ☐

Create

Menu



For something new

B. UPDATE THE HEADER COMPONENT.

1. In the **Document Description** field enter the following information in the sequential order listed below, with a dash in between and no spaces.

General Information Contact Internal Comments Default Shipping/Billing Document Information

Document Description: G4-A2-Clooney-Office Supplies

Record Date: Budget FY: Fiscal Year: Period:

In the document description field enter the following information in the sequential order listed below, with a dash in between and no spaces.

1. LCAP Goal and Action Numbers
2. End User Last Name
3. Order Description

Note: if the information is not entered in the format provided above the XREQ will be denied.

If you are creating the XREQ on July 1st through June 30th, do not enter data in the Record Date, Budget FY, Fiscal Year, and Period fields. The system will reject your XREQ.

Note: When entering a Req toward the end of the FY, for the next fiscal year, in the ID field box, enter current year to indicate that the document is being created for FY 23-24, and fill in the boxes as the example below. This will ensure that you will be able to locate the document when you search for FY documents later using the wildcard ().*

2. Click the **Contact** tab.
3. The **Issuer ID** field should default to your User ID, i.e., HAW_BPITT.
4. In the **Requestor ID**, enter your user ID from your data card, i.e., HAW_BPITT.

Note: if you do not know your user ID, click on the up arrow and then click in Last Name field. Use the wild card and enter the first few letters of your last name, then click on browse.

5. Click the **Save** button to infer the **Name** and **Phone Number** fields – see sample below how it populated that information.

6. Click the **Default Shipping/Billing** tab.
7. Click the **Internal Comments** tab. See sample below.

Header

General Information | Contact | **Internal Comments** | Default Shipping/Billing

Internal Comments:

What information do I type in the internal comments?

Answer:
 Justification information
 Funding source
 LCFF information
 Board approval date
 Bid/RFP/Piggyback information
 Instructions to the warehouse
 Instructions to purchasing
 Instructions to accounts payable
 or you can just pay Maria Soriano or Juanita Navas a compliment about their shoes 

Please do NOT enter the following information in the internal comments section:

- 1) details associated to a line item, i.e., ISBN
- 2) product description
- 3) conference attendees' names/location/date
- 4) list of authorized users.
- 5) Store account numbers
- 6) Master Contract's service rates/costs.

The descriptive item information should be entered in the commodity line item.

8. Verify the **Shipping Location**. This is based on the Issuer ID field.

General Information | Contact | Internal Comments | **Default Shipping/Billing** | Document Information

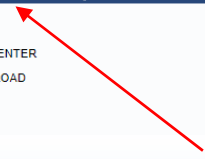
Shipping Location: 

A U S D - SCANLON CENTER
 15 WEST ALHAMBRA ROAD
 ALHAMBRA
 CA
 91801

Shipping Method: 

Free On Board: 

Due Date: 



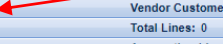
C. ADD THE VENDOR INFORMATION

1. Click the **Vendor** component. Look at the bottom of the page and click on **Vendor**.

Save | Undo | Apply Tax Profile | Load Accounting Profile | Load Vendor List | Ship/Bill To Line

Accounting Distribution	Total Lines: 0	Line: none	Distribution %: none
Vendor	Vendor Customer: none	Legal Name: none	
Commodity	Total Lines: 0	Line Number: none	Item Total Amount: none Open Amount: none
Accounting	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	Total Lines: 0	Posting Line: none	
Free Form Vendors	Total Lines: 0	Line Number: none	Vendor Name: none

Copy | Validate | Submit | Discard | View PDF | Print | P



2. Click the **Insert New Line** button to add the Vendor information.

3. Click the pick list icon , and it will take you to the search fields > in the Legal Name field enter the vendor's name or use the wildcard (*) before and/or after a word to expand your search > click Browse > click the Select Link to select the vendor's name.

	Vendor/Customer	Legal Name	Last Name	Alias/DBA	Vendor Active Status	Customer Active Status
Select	0000135381	OFFICE DEPOT BUSINESS EA			Active	Inactive
Select	0000135405	SOUTHWEST SCHOOL & OFFICE SUPPLY			Active	Inactive
Select	0000135639	SOURCE ONE OFFICE PRODUCTS INC		BIG CAT SOLUTIONS	Active	Inactive
Select	0000135681	SAN JOAQUIN COUNTY OFFICE OF EDUCATION			Active	Inactive
Select	0000135898	COMPLETE OFFICE OF CALIFORNIA, INC			Active	Inactive
Select	0000135935	OFFICE SOLUTIONS BUSINESS PRODUCTS & SER			Active	Inactive
Select	0000136075	TULARE COUNTY OFFICE OF EDUCATION			Active	Inactive

Cancel First Previous Next Last

Click **Save**.

D. ADD A COMMODITY LINE FOR "ITEM(S).

1. Click the **Commodity** component. Look at the bottom of the page and click on Commodity.

2. If you click the **Edit with Grid** button. This will change the view and will allow you enter the information across the line. However, if you prefer the **tab view**, then do not click on Edit with Grid.

3. Click the **Insert New Line** button to add a commodity line.

4. In the **Commodity** field, enter the Commodity Number from the list (pages 2 & 3) and click **Save**, which is located at the bottom left side of the screen. Here is where you would enter the information associated with the line item, for example:

- 1) details associated to a line item, i.e., ISBN
- 2) product description
- 3) conference attendees' names/location/date
- 4) list of authorized users.
- 5) Store account numbers
- 6) Master Contract's service rates/costs.

Sample Grid View

Requisition(XREQ) Dist/Agency: 75713 ID: 210000000138 Ver.: 1 Function: New Phase: Draft Modified by K007, 02/02/2021

Header
Accounting Distribution Total Lines: 0 Line: none Distribution %: none
Vendor Vendor Customer: none Legal Name: none
Commodity Total Lines: 0 Line Number: none Item Total Amount: none Open Amount: none

Commodity	CL Description	Additional Commodity Information	Line Type	Quantity	UOM	Unit Price	Contract Amount
60101704	Classroom activity books	materials for 3rd Grade	Item	36	EA	6.99	\$0.00

From 1 to 4 Total: 4

Commodity	CL Description	Additional Commodity Information	Line Type	Quantity	UOM	Unit Price	Contract Amount	Service From	Service To	Tax Profile
44120000	Office supplies	891266 - White copier	Item	6.00000	CASE	\$23.69	\$0.00			10.25%
43211503	Notebook computers	M22547888 - HP	Item	2.00000	EA	\$599.65	\$0.00			10.25%
43230000	Software	L659 - Learning made	Item	25.00000	EA	\$9.99	\$0.00			10.25%
78121503	Freight fee		Service	0.00000		\$0.00	\$68.00	02/16/2021	05/30/2021	10.25% Tax

Service From	Service To	Tax Profile	Stock Item
		10.25%	
		10.25%	
		10.25%	
10/2021	05/30/2021	0% NO TAX	

Tab across the fields to enter the line item's information.

- a. Additional Commodity Information - enter the item number and description, i.e., 256974 – Reading books for 3- Grade, 10 books/per set.
- b. Line Type - please use one of the following options:
 - i. Item – to be used for most product line items.
 - ii. Service – to be used for Freight/Shipping Fees.
 - iii. Discount – to be used when a discount is to be applied.
- c. Quantity – enter the quantity for this line item.
- d. *UOM – Unit of Measure, i.e., EA, Set, Can, or use the pick list Icon to search for the UOM.
- e. Unit Price – enter the cost for this line item.
- f. Freight – follow the steps as adding a new line item, however, this is a **service**, not an item. **Do not enter data** in the Additional Commodity Information, Quantity, or Unit Price fields. Enter date as follows:
 - i. In the **Contract Amount** field, enter **\$ amount**.
 - ii. Tab or scroll to the **Service From** field. Enter the **current date**.
 - iii. Tab or scroll to the **Service To** field. Enter **three months from the current date**.
- g. Tax Profile – for all taxable items including freight use the pick list Icon to select 10.25% TAX, for non-taxable items select 0% NO Tax.

Click **Save**.

- But Scooby-Doo, I do not see the UOM I need, how do I find it?

Answer: First click on the Header tab, then click on the pick list icon , in the “description” field type in the UOM you need, then click browse, and it will display the acronym of that UOM.

Browse Clear
Unit of Measure : Description : PACKAGE

Unit of Measure	Description	Unit of Weight
Select	PKG Package	No
Cancel	First Previous Next Last	

Click on Cancel and it will bring you back to the main commodity screen.

E. ADD A SECOND COMMODITY LINE

1. Right-click in the first line and select **Insert New Line**. Or click on “Insert New Line” icon at the bottom of the page.

Commodity		
Commodity	CL Description	Additional Commodity Information
14111514	Paper pads or notebooks	Lined notebooks, 100
From 1 to 1 Total: 1 Insert New Line Delete Line Copy Line Insert Copied Line Undo		

2. Repeat the same steps in Section 4, above to complete the line-item information.

Click **Save**

NOTE: In the event, the commodity number you need is not on the list, you can look it up by following these steps:

I. In the **Commodity** field, click the pick list icon. 

II. On the **Choose** page, in the **Name** field, enter ***Item***.

Choose

Browse Clear
Commodity : Item :
Name : "NOTEBOOK" Class :
Group : Active :
Fixed Asset : Surplus :
Tax Profile : Grant :

III. Click the **Browse** link to search.

IV. Click the **Select** link for **Paper pads or notebooks**.

Choose

Browse Clear
Commodity : Item :
Name : "NOTEBOOK" Class :
Group : Active :
Fixed Asset : Surplus :
Tax Profile : Grant :

	Commodity	Item	Name	Class	Group	Active	Fixed Asset	Surplus	Tax Profile	Grant
Select	14111514	11	Paper pads or notebooks	14	15	Yes	No			No
Select	14111516	11	Notebook filler paper	14	15	Yes	No			No
Select	43191629	19	Notebook or palmtop skins or face plates	43	16	Yes	No			No
Select	43211503	21	Notebook computers	43	15	Yes	No			No
Select	43211613	21	Computer or notebook stands	43	16	Yes	No			No
Select	43211615	21	Notebook computer expansion dock	43	16	Yes	No			No
Select	43211619	21	Notebook computer carrying case	43	16	Yes	No			No
Select	81112307	11	PC or workstation or notebook maintenance	81	23	Yes	No			No

Cancel First Prev Next Last

V. Click the **Save** button.

VI. Tab or scroll to the **Additional Commodity Information** field.

F. ADD THE ACCOUNTING LINES

ACCOUNTING COMPONENT – WHEN USING ONE OR MORE ACCOUNT CODES PER REQ.

1. When using the **Accounting** component, located at the bottom of the page. The Accounting component will tie the account code directly to the line item.
2. Enter the account code either in Tab or Grid View.

Grid View

Accounting												
Accounting Template	Line Amount	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept	Period	Fiscal Year	Event Type
	\$15,000.00	01	0	81500	0	11100	81000	5910	0000715			PR02

From 1 to 1 Total: 1

Find Previous Next Last

or

Tab View

General Information Fund Accounting

Fund: 01 Goal/Categorical: 11100 Balance Sheet Object:

Sub Fund: 0 Function/Activity: 81000 Sub Balance Sheet Object:

Resource: 81500 Dist/Agency Object: 4300 SACS/BAM Object: 4300

Project Year: 0 School Location/Dept: 0000715 District/Agency: 64592

3. Click on a Commodity line item, this action will highlight the line item you selected.

Commodity						
Total Lines: 5 Line Numbers: 1 Item Total Amount: \$189,433.00 Open Amount: \$189,433.00						
Line Number	CL Description	Item Total Amount	Open Amount	Closed Amount		
1	Photocopier rental or leasing service	\$189,433.00	\$189,433.00	\$0.00		
2	Photocopier rental or leasing service	\$2,500.00	\$2,500.00	\$0.00		
3	Photocopier rental or leasing service	\$27,000.00	\$27,000.00	\$0.00		
4	Photocopier rental or leasing service	\$13,900.44	\$13,900.44	\$0.00		
5	Photocopier rental or leasing service	\$2,100.00	\$2,100.00	\$0.00		

4. Click on the Accounting Component, and it will identify which line item is activated.

Accounting						
Accounting Line: 1 Line Amount: \$178,067.02 Line Open Amount: \$178,067.02						
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	
1	\$178,067.02	\$178,067.02	\$0.00	\$0.00	PR02	
2	\$11,365.98	\$11,365.98	\$0.00	\$0.00	PR02	

From 1 to 2 Total: 2

Find Previous Next Last

Show Lines

General Information Fund Accounting

5. Toggle between the Commodity Line Items and Accounting Component to make sure you enter the correct account code to a line item.

Note: You can copy and insert an account code to a line item by right clicking within an account code.

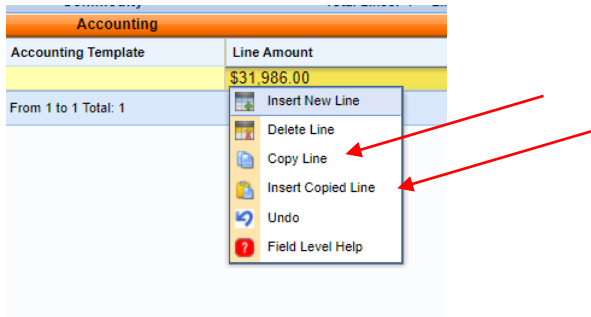
First click on copy line,

Toggle to the Commodity line item

Toggle back to Accounting Component

Click Insert Copied Line

If applicable, you can change to the account code string, i.e., locations code.



Click **Save**

ACCOUNTING DISTRIBUTION COMPONENT – WHEN USING ONE ACCOUNT CODE PER REQ.

1. When using the **Accounting Distribution** Component, located above the line items. Do not click on “Accounting” located at the bottom.

Commodity	CL Description	Additional Commodity Information	Line Type
44120000	Office supplies	891266 - White copier	Item
43211503	Notebook computers	M22547888 - HP	Item
43230000	Software	L659 - Learning made	Item
44121500	Freight fee		Service

2. Click the **Insert New Line** button.

3. In the **Distribution %** field, enter **100**. This field can be used for splitting the cost of items to multiple accounting strings.

Accounting Template	Distribution %	Fund	Sub Fund
	100		

Enter your site/dept account code:

4. Tab or scroll to the **Fund** field, i.e. **0X**.
5. Tab or scroll to the **Sub Fund** field, i.e. **0**.
6. Tab or scroll to the **Resource** field, i.e. **00000**.
7. Tab or scroll to the **Project Year** field, i.e. **0**.
8. Tab or scroll to the **Goal/Categorical** field, i.e. **XXX00**.
9. Tab or scroll to the **Function/Activity** field, i.e. **X0000**.

10. Tab or scroll to the **Dist/Agency Object** field, i.e. **XXX0**.
11. Tab or scroll to the **School Location/Dept** field, i.e. **XXX0000**.

Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept
01	0	00000	0	11100	10000	4310	7580000

12. Click the **Save** button.
13. Click the **Distribute Accounting Lines** button. This button does not appear until you click the **save** button.

Save Undo Insert New Line Insert Copied Line Done **Distribute Accounting Lines**

14. The screen refreshes. Accounting lines are added for each commodity line.

Click **Save**.

E. VALIDATE AND SUBMIT THE REQUISITION.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.

The Requisition Number will be displayed on the screen.

Welcome, USER 007 Procurement

[View All](#) 1 of 7 Please remove the entry for Unit field (A942)

Requisition(XREQ) Dist/Agency: 75713 ID: 210000000139 Ver.: 1 Function: New Phase: Draft

Accounting Distribution			
Accounting Template	Distribution %	Fund	Sub Fund
	100.0000	01	0

The menu to view as PDF, or to print the Requisition are at the bottom of the page.

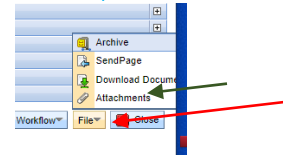
Save Undo Insert New Line Insert Copied Line Done Distribute Accounting Lines

Vendor	Vendor Customer: none	Legal Name: none
Commodity	Total Lines: 4	Line Number: 1 Item Total Amount: \$156.71 Open Amount: \$156.71
Accounting	Accounting Line: 1	Line Amount: \$156.71 Line Open Amount: \$156.71
Posting	Total Lines: 1	Posting Line: 1
Free Form Vendors	Total Lines: 0	Line Number: none Vendor Name: none

Copy Validate Submit Discard **View PDF** Print Processing Workflow File Close

But Scooby-Doo, how do I upload an attachment?

Answer: **Click on File** > select **Attachments** > click in the box and **Upload** > **Browse** > search for your document >



Tick the selected document > click on upload >

Select All With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

	File Name	Description
☐	Carson Industrial Sites Sell for \$64 Million _ Los Angeles Business Journal.pdf	Attachment Description

Total Number of Files selected: 1
[Upload](#) [Cancel](#)

Select All With selected : [Apply Description](#) [Apply Attachment Type](#) [Clear](#)

File Name
Carson Industrial Sites Sell for \$64 Million _ Los Angeles Business Journa
file uploaded successfully

Total Number of Files selected: 1
Total Files Size: 562.39 KB
Upload: [Done](#)

Click **Done**.

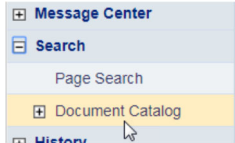
END OF SECTION NO. 1

CREATE A REQUISITION BY COPYING ANOTHER REQUISITION

SECTION II

A. OPEN THE DOCUMENT CATALOG.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.



3. In the **Code** field, enter **XREQ**. This is the document code for a requisition.
4. In the **ID** field, enter the requisition number you are copying, i.e., **24*14, 24*104**.
5. Click the **Browse** link.

A screenshot of the 'Document Catalog' form. It has a 'Create' button and a 'Document Identifier' section. The 'Code' field contains 'XREQ'. The 'Doc School Location/Dept' field is empty. The 'Doc District/Agency' field is empty. The 'ID' field contains '19*279'. There are 'Browse' and 'Clear' links at the bottom.

6. Check the corresponding check box for the requisition.

A screenshot of the 'Document Catalog' form. It shows a table of requisitions. A red arrow points from the 'Copy' link in the table to the 'Copy' link in the 'Document Identifier' section. The table has columns: Code, Doc District/Agency, Doc School Location/Dept, ID, Comments, Version, Function, Phase, Status, Date. The first row is highlighted in orange and has a checked checkbox in the first column.

	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date
☒	XREQ	75713	7580000	190000000279	No	1	New	Final	Submitted	1/11/19

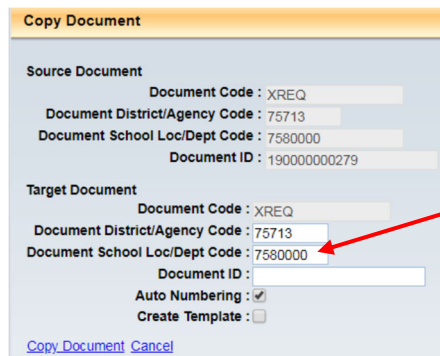
7. Click the **Copy** link.

A screenshot of the 'Document Catalog' form. It shows a table of requisitions. A red arrow points from the 'Copy' link in the table to the 'Copy' link in the 'Document Identifier' section. The table has columns: Code, Doc District/Agency, Doc School Location/Dept, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, Active, Collaboration. The first row is highlighted in orange and has a checked checkbox in the first column.

	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
☒	XREQ	64592	0000714	210000000014	No	1	New	Final	Submitted	2/17/21	HAW_AKEKULA	\$59.27	Yes	No

8. On the **Copy Document** page, in the **Document School Loc/Dept Code** field, enter your school/dept site number, i.e. **0000714**. **Do not use the account code location number**, see Appendix A for your assigned Doc

School Location/Dept number, which is your BEST physical location within the district. Also, make sure the Document District/Agency Code is 64592.



Copy Document

Source Document

Document Code : XREQ
Document District/Agency Code : 75713
Document School Loc/Dept Code : 7580000
Document ID : 190000000279

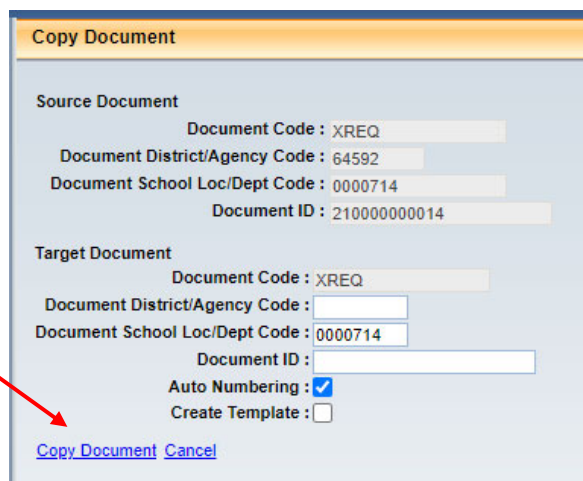
Target Document

Document Code : XREQ
Document District/Agency Code : 75713
Document School Loc/Dept Code : 7580000
Document ID :
Auto Numbering : ☒
Create Template : ☐

[Copy Document](#) [Cancel](#)

9. Verify the **Auto Numbering** check box is checked.

10. Click the **Copy Document** link to create the document, and the new XREQ will populate.



Copy Document

Source Document

Document Code : XREQ
Document District/Agency Code : 64592
Document School Loc/Dept Code : 0000714
Document ID : 210000000014

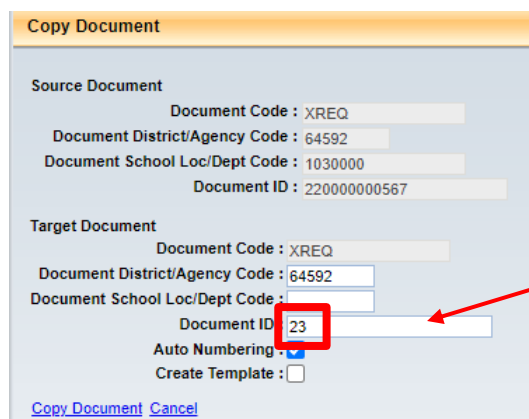
Target Document

Document Code : XREQ
Document District/Agency Code :
Document School Loc/Dept Code : 0000714
Document ID :
Auto Numbering : ☒
Create Template : ☐

[Copy Document](#) [Cancel](#)

Side Note:

If your intent is to create an XREQ for the new fiscal year by copying an existing XREQ, remember to enter the new fiscal year number in the Document ID field before clicking on copy document, i.e., "23". This will help ensure that the new XREQ is created for the correct Fiscal Year.



Copy Document

Source Document

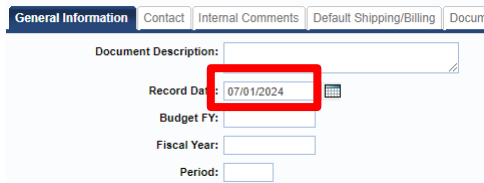
Document Code : XREQ
Document District/Agency Code : 64592
Document School Loc/Dept Code : 1030000
Document ID : 220000000567

Target Document

Document Code : XREQ
Document District/Agency Code : 64592
Document School Loc/Dept Code :
Document ID : 23
Auto Numbering : ☒
Create Template : ☐

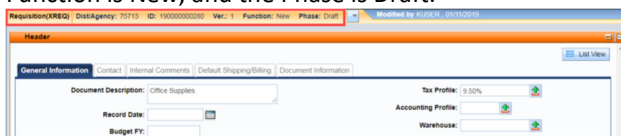
[Copy Document](#) [Cancel](#)

Once the new XREQ is populated, double-check to ensure it reflects the correct fiscal year.



B. REVIEW THE DOCUMENT.

1. The Document Title Bar shows the type of document (Requisition (XREQ)), the **Dist/Agency**, the document **ID**, the version (**Ver.**), the **Function**, and the **Phase**. When a new document is created, the version is 1, the Function is New, and the Phase is Draft.

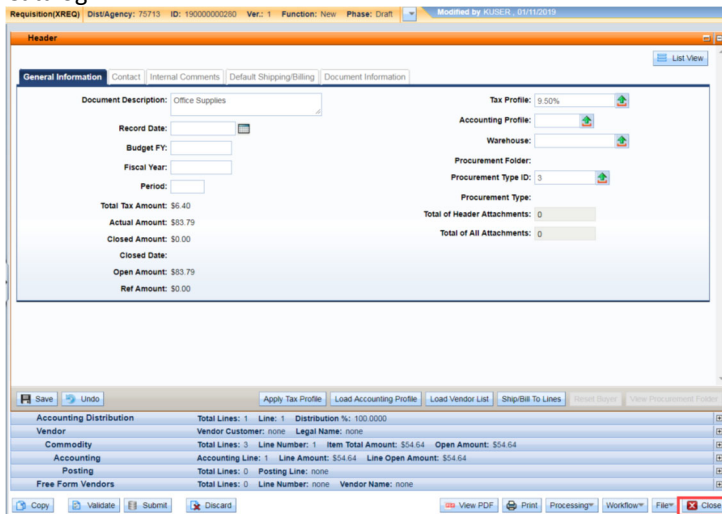


2. In the **Document Description** field, add your last name.

Click **Save**.

5. Adjust the Requisition as necessary, if applicable, i.e., quantity, add line items, Vendor, comments, **change the service from and service to dates**, etc. Then click save.

4. When ready, at the bottom right corner of the requisition, click the **Close** button to return to the Document Catalog.



5. On the Primary Navigation Panel, click the **Home** icon to return to the home page.

END OF SECTION NO. 2

CREATE A BLANKET AND SERVICE REQUISITION

SECTION III

A. CREATE A BLANKET OR SERVICE REQUISITION FROM THE DOCUMENT CATALOG.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter **XREQ**.
5. The **Doc District/Agency** infers based on the district/agency on your profile, which is 64592.
6. In the **Doc School Location/Dept** field, enter **"Your Site Location Number, i.e., 0000714"**. **Do not use the account code location number**, see Appendix A for your assigned Doc School Location/Dept number, which is your BEST physical location within the district.
7. Click the **Create** link to create a new document.
8. Click the **Create** link on the new document, see image below.

Optional: The ID field box is a searchable field. You can enter FY (24 or 2024) and this will ensure that you will be able to locate the document when you search for FY documents later using the wildcard ().*

The screenshot shows the 'Document Catalog' form. It has a 'Search' button and a 'Document Identifier' section. The 'Code' field is set to 'XREQ'. The 'Doc District/Agency' field is set to '64592'. The 'Doc School Location/Dept' field is set to '0000714'. The 'ID' field is set to '24'. There is a red arrow pointing to the 'ID' field. Below the 'Document Identifier' section is an 'Other Options' section with 'Auto Numbering' checked and 'Create Template' unchecked. At the bottom are 'Create' and 'Menu' links.

B. UPDATE THE HEADER COMPONENT.

1. In the **Document Description** field, see screenshot below.
2. In the **Record Date** field, select July 1, 202X (current FY).

The screenshot shows the 'General Information' tab of a document form. The 'Document Description' field is highlighted with a red arrow and contains the text 'G4-A2-Clooney-Office Supplies'. Below the field is a list of instructions: 'In the document description field enter the following information in the sequential order listed below, with a dash in between and no spaces. 1. LCAP Goal and Action Numbers 2. End User Last Name 3. Order Description'. A note below the list states: 'Note: if the information is not entered in the format provided above the XREQ will be denied.' To the right of the 'Document Description' field are fields for 'Record Date' (set to 07012023), 'Budget FY' (set to 2024), 'Fiscal Year' (set to 2024), and 'Period' (set to 1). A red arrow points to the 'Record Date' field.

3. Click the **Contact** tab.
4. The **Issuer ID** field should default to your User ID, i.e. HAW_BPITT.
5. In the **Requestor ID**, enter your user ID from your data card, i.e. HAW_BPITT.

General Information **Contact** Internal Comments Default Shipping/Billing Document Information

Issuer ID: K007

USER 007
213-555-5555
x1234
user007@user.edu

Requestor ID: K007

Name:

Phone Number:

Email:

6. Click the **Save** button to infer the **Name** and **Phone Number** fields – see sample below how it populated that information.

General Information **Contact** Internal Comments Default Shipping/Billing Document Information

Issuer ID: K007

USER 007
213-555-5555
x1234
user007@user.edu

Requestor ID: K007

Name: USER 007

Phone Number: 213-555-5555

x1234

Email: user007@user.edu

7. Click the **Default Shipping/Billing** tab.

8. Click on the **Internal Comments** tab. Type in comments for this Req.

Header

General Information Contact **Internal Comments** Default Shipping/Billing

Internal Comments:

What information do I type in the internal comments?

Answer:
Justification information
Funding source
LCFF information
Board approval date
Bid/RFP/Piggyback information
Instructions to the warehouse
Instructions to purchasing
Instructions to accounts payable
or you can just pay Maria Soriano or Juanita Navas a compliment about their shoes

Please do NOT enter the following information in the internal comments section:

- 1) details associated to a line item, i.e., ISBN
- 2) product description
- 3) conference attendees' names/location/date
- 4) list of authorized users.
- 5) Store account numbers
- 6) Master Contract's service rates/costs.

The descriptive item information should be entered in the commodity line item.

9. Verify the **Shipping Location**. This is based on the Issuer ID field.

C. ADD THE VENDOR INFORMATION

1. Click the **Vendor** component. Look at the bottom of the page and click on **Vendor**.

2. Click the **Insert New Line** button to add the Vendor information.

3. Click the pick list icon. , and it will take you to the search fields > in the Legal Name field enter the vendor's name or use the wildcard (*) before and/or after a word to expand your search > click Browse > click the Select Link to select the vendor's name.

	Vendor/Customer	Legal Name	Last Name	Alias/DBA	Vendor Active Status	Customer Active Status
Select	0000135381	OFFICE DEPOT BUSINESS EA			Active	Inactive
Select	0000135405	SOUTHWEST SCHOOL & OFFICE SUPPLY			Active	Inactive
Select	0000135639	SOURCE ONE OFFICE PRODUCTS INC		BIG CAT SOLUTIONS	Active	Inactive
Select	0000135681	SAN JOAQUIN COUNTY OFFICE OF EDUCATION			Active	Inactive
Select	0000135898	COMPLETE OFFICE OF CALIFORNIA, INC			Active	Inactive
Select	0000135935	OFFICE SOLUTIONS BUSINESS PRODUCTS & SER			Active	Inactive
Select	0000136075	TULARE COUNTY OFFICE OF EDUCATION			Active	Inactive

Click **Save**.

D. ADD A COMMODITY LINE FOR "ITEM(S)".

1. Click the **Commodity** component. Look at the bottom of the page and click on Commodity.

Save Undo Apply Tax Profile

Accounting Distribution	Total Lines: 0	Line: none	Distribution %: none
Vendor	Vendor Customer: none	Legal Name: none	
Commodity	Total Lines: 0	Line Number: none	Item Total Amount: none Open Amount: none
Accounting	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	Total Lines: 0	Posting Line: none	
Free Form Vendors	Total Lines: 0	Line Number: none	Vendor Name: none

2. Use the default tab view or click the **Edit with Grid** button. This will change the view and will allow you to enter the information across the line.

Insert New Line Insert Copied Line Edit with Grid

Accounting	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	Total Lines: 0	Posting Line: none	
Free Form Vendors	Total Lines: 0	Line Number: none	Vendor Name: none

Copy Validate Submit Discard

3. Click the **Insert New Line** button to add a commodity line.

Commodity Total Lines: 0 Line Number: none Item Total Amount: none Open Amount: none

Commodity	CL Description	Additional Commodity Information	Line Type	Quantity	Unit	Unit Price
No records found						

From 0 to 0 Total: 0 First Previous Next Last

Save Undo Insert New Line Insert Copied Line Done

4. In the **Commodity** field, enter the Commodity Number or use the up arrow to search for the number, and then click **Save**, which is located at the bottom left side of the screen. This will auto-populate the **CL Description**, and you have the option of allowing it to auto-populate or changing it.

5. Tab or scroll to **Additional Commodity Information**, and enter the Blanket PO information, see the example below:

2023-24 Blanket Purchase Order for miscellaneous classroom supplies to support the students and enhance learning at XXXX School.

Effective date 7/1/20XX through June 30, 20XX

List of authorized users, where applicable

XXX XXX Service hourly rates, \$XX.00, where applicable

As per terms and conditions in the XXXXX piggyback..., where applicable

Board approved, where applicable

6. Tab or scroll to Line Type and select Service. For Blanket or **Service Requisitions** you must select Service as the line type.

7. Tab or scroll to the Contract Amount field and enter total amount.

8. Tab or scroll to the Service From field and enter the date range, 7/1/20XX through 6/30/20XX.

9. In the Tax Profile field, enter **0% NO TAX** or use the pick list icon to select.

General Information Shipping/Billing

Commodity: 81112201
Maintenance or support fees
CL Description: Maintenance or support fees

Additional Commodity Information: 2021-22 Blanket Purchase Order for general contracted services for the Maintenance Department of the Hawthorne School District.

Stock Item Suffix:
Line Type: Item
Quantity: 0.00000
UOM:
Unit Price: \$0.00
Contract Amount: \$15,000.00
Discounted Unit Price: \$0.00
Service From: 07/01/2021
Service To: 06/30/2022
Accounting Profile:
Tax Profile: 0% NO TAX

Inactive Line: ☐
Internal Line Comments:
Non-Reserved Funding Open Amount Total: \$0.00
Item Sub Total: \$15,000.00
Tax Amount: \$0.00
Item Total Amount: \$15,000.00
Closed Date:
Closed Amount: \$0.00
Ref Amount: \$0.00
Open Amount: \$0.00
Closed Quantity: 0.00000
Open Quantity: 0.00000
Ref Quantity: 0.00000
Closed Contract Amt: \$0.00
Open Contract Amount: \$15,000.00

The service date must reflect the FY Range, 7/1/20XX to 6/30/20XX. Do not enter a date past the current FY.

Save Undo Insert New Line Insert Copied Line Edit with Grid

Click the Save button.

F. ADD THE ACCOUNTING LINES.

ACCOUNTING COMPONENT – WHEN USING ONE OR MORE ACCOUNT CODES PER REQ.

1. When using the **Accounting** component, located at the bottom of the page. The Accounting component will tie the account code directly to the line item.
2. Enter the account code either in Tab or Grid View.

Grid View

Accounting Template	Line Amount	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept	Period	Fiscal Year	Event Type
	\$15,000.00	01	0	81500	0	11100	81000	5910	0000715			PR02

From 1 to 1 Total: 1

or

Tab View

General Information Fund Accounting

Fund: 01
Sub Fund: 0
Resource: 81500
Project Year: 0

Goal/Categorical: 11100
Function/Activity: 81000
Dist/Agency Object: 4300
School Location/Dept: 0000715

Balance Sheet Object:
Sub Balance Sheet Object:
SACS/BAM Object: 4300
District/Agency: 64502

3. Click on a Commodity line item, this action will highlight the line item you selected.

Commodity	Total Lines: 5	Line Number: 1	Item Total Amount: \$189,433.00	Open Amount: \$189,433.00
Line Number	CL Description	Item Total Amount	Open Amount	Closed Amount
1	Photocopier rental or leasing service	\$189,433.00	\$189,433.00	\$0.00
2	Photocopier rental or leasing service	\$2,500.00	\$2,500.00	\$0.00
3	Photocopier rental or leasing service	\$27,000.00	\$27,000.00	\$0.00
4	Photocopier rental or leasing service	\$13,900.44	\$13,900.44	\$0.00
5	Photocopier rental or leasing service	\$2,100.00	\$2,100.00	\$0.00

4. Click on the Accounting component, and it will identify which line item is activated.

Accounting							
Accounting Line: 1		Line Amount: \$178,087.02	Line Open Amount: \$178,087.02				
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type		
1	\$178,087.02	\$178,087.02	\$0.00	\$0.00	PR02		
2	\$11,365.98	\$11,365.98	\$0.00	\$0.00	PR02		
From 1 to 2 Total: 2							

5. Toggle between the Commodity Line Items and Accounting Component to make sure you enter the correct account code to a line item.

Note: You can copy and insert an account code to a line item by right clicking within an account code.

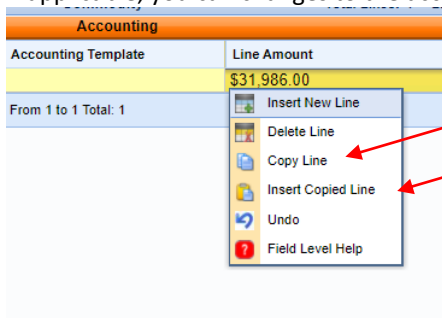
First click on copy line,

Toggle to the Commodity line item

Toggle back to Accounting Component

Click Insert Copied Line

If applicable, you can changes to the account code string, i.e. locations code.



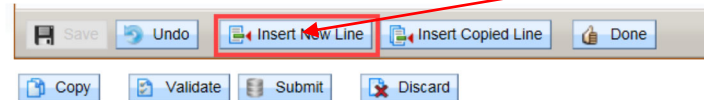
Click **Save**

ACCOUNTING DISTRIBUTION COMPONENT – WHEN USING ONE ACCOUNT CODE PER REQ.

1. Click on the Accounting Component



2. Click the **Insert New Line** button.



3. Enter the account code

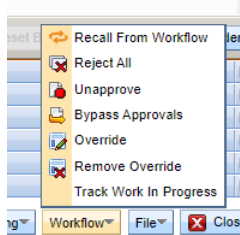
Accounting												
Accounting Template	Line Amount	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept	Period	Fiscal Year	Event Type
	\$15,000.00	01	0	81500	0	11100	81000	5910	0000715			PR02
From 1 to 1 Total: 1												

Click the **Save** button.

Validate and submit the requisition.

1. On the bottom left of the document, click the Validate button.
2. At the top of the page, click the View All link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the Submit button.
4. The Requisition is submitted for approval, and the document Phase updates to Final.

To check the progress, click on Workflow on the bottom right side of the page. Then click on Track Work in Progress.



Special Note

If you are creating a blanket PO for the new fiscal year by copying an existing XREQ please remember to change the service from and service to dates

A screenshot of a form with two date fields. The first field is labeled 'Service From:' and contains the date '7/1/2022'. The second field is labeled 'Service To:' and contains the date '6/30/2023'. Both fields have a calendar icon to their right. The entire form area is enclosed in a red rectangular border.

END OF SECTION NO. 3

For additional questions and support, please contact LACOE's Support Team

Visit the Best Project Customer Resource Center for current manuals, or via email at <http://best-lms.lacoe.edu/>

Please do not view the Purchase Order from the XREQ module because it will remove it from the Purchasing's sourcing pool and your order will not get processed.



If you need the Purchase Order Number please send an email to Maria Soriano or Juanita Navas.

Appendix A

Assigned Doc School Location Best Physical Location

	School/Dept Name	Assigned Doc School Location
1	Administrative Services	0000710
2	Bud Carson Middle School	3010000
3	Charter School	4010000
4	Educational Services	0000720
5	Eucalyptus School	1010000
6	Facilities/Maintenance	0000712
7	Fiscal Services	0000711
8	Food Services	0000713
9	Hawthorne Middle School	3020000
10	Human Resources	0000750
11	Jefferson School	1020000
12	Kornblum School	1030000
13	Prairie Vista Middle School	3030000
14	Pupil Services	0000740
15	Purchasing	0000714
16	Ramona School	1040000
17	Reprographics	0000752
18	SELPA Regional Program	0000808
19	Special Education	0000741
20	Special Projects	0000721
21	Technology	0000725
22	Washington School	1050000
23	York School	1070000
24	Zela Davis School	1080000
25	Independent Study School	0000746
26	Afterschool Program	0000732
27	Superintendent's Office	0000701
28	Hawthorne Math & Science Academy	4010000

BEST - PURCHASING'S QUICK GUIDE

JUMP TO SEARCH

BPO	Blanket Purchase Order
BPO2W	Blanket Purchase Order – 2-Way Match
BUDST	Budget Structure
BUDSTS	Budget Structure Summary
BUDTAM	Budget Tracking Amounts
BUYR	Buyer
BUYRP	Buyer Performance
CNTAC	Contact
COMM	Commodity
COMMCAT	Commodity Category
CUSTA	Customer Account Information
CUSTS	Customer Information
EQID	Equipment
FATP	Fixed Asset Type – Ines will work on Fixed Assets at a later time.
HVI	Historical Vendor Information
IA	Inventory Adjustment
IWF09	Approval Log
IWF10	Approval Processing Log
PLOC	Procurement Location
PO	Purchase Order
PO1	Purchase Order – No Match
PO2W	Purchase Order 2-Way Match
PO3W	Purchase Order – 3-Way Match
POPH	PO Print History Page
PRCUDOC	Procurement Document
PRCUID	Procurement Management
PRNACTN	Document Print Action
RC	Receiver
RCSRCH	Receiving Search
SC	Service Contracts
SCMTS	Standard Comments
SPIC	Update PO Notes
TRMC	Update PO T/C Notes
VCC	Vendor/Customer Creation
VCN	Vendor/Customer Modification
VCNQ	Vendor/Customer Modification Query
VCUST	Vendor Customer
VHIST	Vendor Document History
VPAY	Vendor Payment History
XPO	Purchase Order
XREQ	Requisition
RQWRKB	Requisition Workbench – Source to PO
XSRQ	Stock Requisition

UNITED NATIONS STANDARD PRODUCT & SERVICES CODE (UNSPSC)
Commodity Codes

CODE	DESCRIPTION
82100000	Advertising
40161505	Air filters
60120000	Arts and crafts equipment and accessories and supplies
45110000	Audio and visual presentation and composing equipment
86141702	Audio visual technology
60101402	Award buttons
42311500	Bandages and dressings and related products
64131501	Basic agreement
60i03919	Biology experiment kits or supplies
72100000	Building and facility maintenance and repair services
14111604	Business cards
90101603	Catering services
60105904	Child development instructional materials
60102304	Children's literature books
60101704	Classroom activity books
56120000	Classroom and instructional and institutional furniture and
60110000	Classroom decorative and supplies
47130000	Cleaning and janitorial supplies
56110000	Commercial and industrial furniture
43200000	Components for information technology or broadcasting
43210000	Computer Equipment and Accessories
81110000	Computer services
81112501	Computer software licensing service
24110000	Containers and storage
64131602	Cost reimbursement contract
60100000	Developmental and professional teaching aids and materials a
60141101	Educational games
94101607	Educational or teacher associations
55101509	Educational or vocational textbooks
39120000	Electrical equipment and components and supplies
14111533	Examination booklets or forms
86132202	Field trip service
44122011	Folders
85150000	Food and nutrition services
78121603	Freight fee
50182001	Fresh cakes or pies or pastries
50192701	Fresh combination meals
56101532	Furniture set
64130000	General agreements and contracts
31160000	Hardware
42211705	Hearing aids for the physically challenged
90111501	Hotels
90110000	Hotels and lodging and meeting facilities
44103105	Ink cartridges

14111812	Inventory forms or inventory books
80120000	Legal services
55101510	Leisure reading books
95121904	Library
14111536	Library book or borrowers' cards
43231512	License management software
93151517	License or registration fee
31270000	Machine made parts
55101506	Magazines
95101807	Maintenance yard
81112201	Maintenance or support fees
81141501	Materials testing
41110000	Measuring and observing and testing instruments
42190000	Medical facility products
80141902	Meeting events
60130000	Musical Instruments and parts and accessories
43211503	Notebook computers
44100000	Office machines and their supplies and accessories
44120000	Office supplies
14111821	Order forms or order books
14110000	Paper products
44103127	Photocopier toner
80161801	Photocopier rental or leasing service
50190000	Prepared and preserved foods
55100000	Printed media
14111507	Printer or copier paper
44103103	Printer or facsimile toner
80170000	Public relations and professional communications services
55101524	Reference books
90100000	Restaurants and catering
60106214	Robotics teaching aids or materials
60101733	School supply set or kit
53102705	School uniforms
43230000	Software
86130000	Specialized educational services
49220000	Sports equipment and accessories
60105202	Study skills instructional materials
43211509	Tablet computers
86101710	Teacher training services
60105203	Test preparation instructional materials
60140000	Toys and games
86132201	Training workshop service
25190000	Transportation services equipment
86141504	Tuition reimbursement programs
83100000	Utilities
86100000	Vocational training
95122401	Workshop
99999999	Miscellaneous

