

C.S. PACKAGES

REQUISITIONS

OVERVIEW

➤ **Overview**

The requisitions module allows remote terminal server user to create purchase requisitions that can be printed at a site and validated prior to being created as a purchase order in Vision.

An automatic requisition number will be allocated based on the site based on the Authorisation limit table. Automatic authorisation of the requisition value is limited to a maximum value for the site. Each requisition is printed once after it is authorised.

Requisitions can be a Quote or an Estimate.

Requisitions will be held on file until they have been authorised at head office. The authorisation can be done on a batch of requisitions. If a requisition is edited, the general ledger code can be changed however other changes require a cancellation and a re-add.

Once requisitions have been authorised, they are transferred into Vision as a Purchase Order and printed at the site if previously unauthorised.

➤ Requisitions

A Requisition can be a Quote or an Estimate. A Standing requisition is an open order that does not need to be renewed.

A requisition can be linked to a specific job.

Type	Code	Division	Business Unit	Quantity	Description	Unit Price	GST	Amount
*								

An Internal Req will not create a purchase order once it has been fully authorised. This type of Requisition is for use with internal stores.

A Training/Direct Req is used to create a direct supplier invoice without going via the Purchase Order stage. This can be used where a standing order is in place with a supplier. If this type of requisition is used, a Recipient Created Tax Invoice (RCTI) can be printed for your records.

Type

The type field can be P (Part) or G (General Ledger). Default is G.

View/Print/Edit allows the requisition to be selected.

➤ Jobs

If a job is selected the grid changes to use job details.

The screenshot shows the 'Requisitions' window with the following details:

- Supplier Code: 162601
- Req #: 1626
- Site: AB
- Job Code: EM0039
- 122722 Opportunity Knocks
- Tax and delivery details: GST Code: GST applies
- Supplier Ref: [empty]
- Delivery To: [empty]
- Contact Name: Admin, Phone: 07 3202 2522
- Comments: [empty]
- Req Type: Quote, Estimate, Standing
- Internal Req:
- Training Req:

Type	Cost Centre	Job Code	Quantity	Description	Unit Price	GST	Amount
*							

Buttons at the bottom: View/Print/Edit, Admin, Password, New, Save, Exit, Delete Line, Insert Line.

➤ View Requisition

You can select from All, Unauthorised or Authorised Requisitions.

If you edit a requisition that has been partially authorised, all authorisations will be reset.

The screenshot shows the 'View Requisition' window with the following details:

- Limit list to: Unauthorised, Authorised, All
- Req #: [empty]
- Supplier Code / [empty]

Click on the Requisition row in the grid, then click Preview or Print. Double-click Requisition to Preview.

Req #	Supplier Code /	Req Total	Created Date	Created By	Authorised Date	Authorised By	Cancelled Date	Cancelled By
- 1								
AB100029	1	5.00	24/01/2005	mike				
- 4KQBSCCP								
CD200017	4KQBSCCP	180.40	11/03/2003	mike				
CD200009	4KQBSCCP	66.00	11/03/2003	mike			13/03/2003	mike
- A1PRDRSC01								
AB100024	A1PRDRSC01	615.00	09/06/2004	mike				
CD200012	A1PRDRSC01	27.50	11/03/2003	mike			01/07/2003	mike
- AAEXSE01								
CD200010	AAEXSE01	16.50	11/03/2003	mike			13/03/2003	mike
CD200022	AAEXSE01	151.80	12/03/2003	mike				
CD200011	AAEXSE01	27.50	11/03/2003	mike			13/03/2003	mike
- ABCEBLFQU01								
CD200024	ABCEBLFQU01	378.24	13/03/2003	mike				
- ABCH01								
AB100043	ABCH01	50.00	11/09/2008	admin				
AB100042	ABCH01	20.00	11/09/2008	admin				

Buttons at the bottom: Preview, Print, Edit, Email.

➤ Invalid Order Report

Unauthorised Requisitions show a an Invalid Order to ensure they cannot be ordered.

Report Viewer - Reports\ReqOrder.rpt

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Preview

INVALID ORDER

TO: 4KQBS CCP	Invoice To: 40 George St PO Box 209 Caloundra Q4551 General Enquiries: 5436 6000 Accounts: 5434 6032 Fax/mail: 5434 4051 ABB 78 897 117 209	REQUISITION NOT AUTHORISED
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Division: F	Date: 11/03/2003	Order No. CD200009
Job:	Supplier Est:	

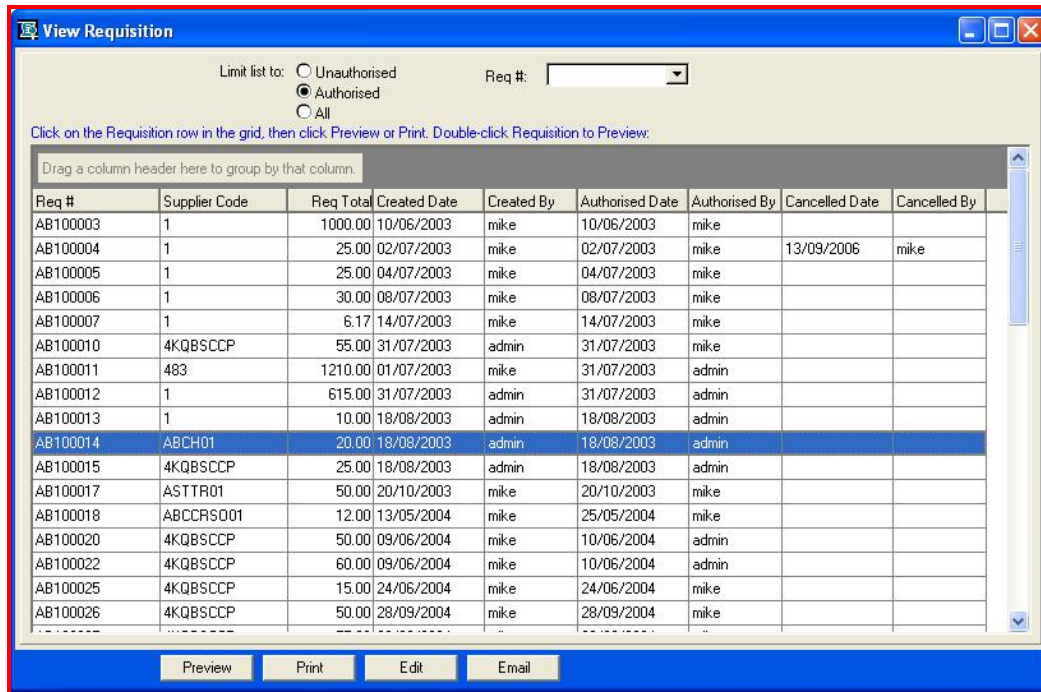
Please supply the following info:
 Failure to send invoice PO Box 209 Caloundra 4551 and to quote order number on invoice may result in NONPAYMENT.

Quantity	Description	Unit Price	Amount
5.00	test	12.00	66.00
Total			66.00

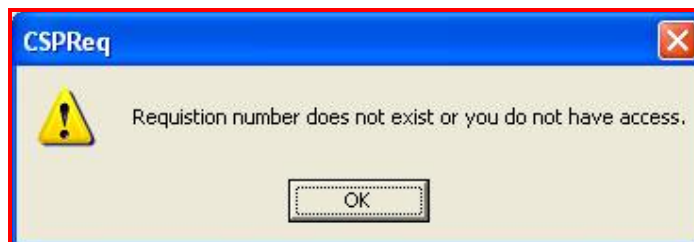
Order invalid if ABB cannot be supplied

Deliver To: Contact Name Contact Phone: 07 3349 2150

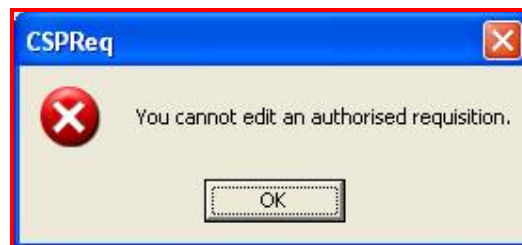
➤ View Requisition



You must have the correct administration login/level to modify the requisition.



Authorised requisitions cannot be edited if they have been ordered or you do not have security to edit them.



➤ Valid Order Report

Authorised Requisitions print as a valid Order.

Report Viewer - Reports\ReqOrderAuth.rpt powered by crystal


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Preview

ORDER

TO:
A-Bus Charters
1/25 MORETON PARADE
CALOUNDRA QLD 4551

Invoice To:
60 George St
P O Box 209
Caloundra Q 4551
General Enquiries: 5436 6000
Accounts: 5436 6032
Facsimile: 5436 6051
ABN 78 897 517 209



Division:	Date: 18/08/2003	Order No. AB100014
Supplier No: ABCH01	Supplier Est:	Order valid for 90 Days from order date

Please supply the following items.
Failure to send invoice to P O Box 209 Caloundra 4551, and/or quote order number on invoice, will result in NON PAYMENT.

Quantity	Description	Unit Price	Amount
5.00	test	4.00	20.00
Total			20.00

Order invalid if ABN cannot be supplied.
Order valid for 90 Days from order date.

Deliver To:

Requisitioned by: Admin
Contact Email:

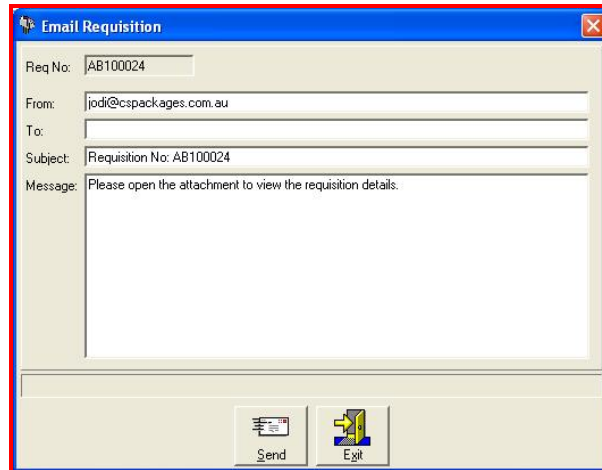
Admin 18/08/2003

Authorised by: _____

Goods received by: _____ / /

➤ Email Requisition

Authorised Requisitions can be emailed.



The screenshot shows a window titled "Email Requisition" with a blue title bar. Inside, there are several text input fields: "Req No:" containing "AB100024", "From:" containing "jodi@cspackages.com.au", "To:" which is empty, and "Subject:" containing "Requisition No: AB100024". Below these is a "Message:" field containing "Please open the attachment to view the requisition details.". At the bottom of the window, there are two buttons: "Send" and "Exit".

➤ Authorisation

This form allows a section administrator to see the current status of requisitions. Columns with a green heading are editable fields. This is also a useful tool for reprints. You can Cancel or Authorise (Process) a requisition by highlighting the requisition and click in the 'Canc' or 'Proc' columns. If you have a user to report to and this requisition has a value over your limit then the process will send the requisition to the next level/user.

If you have a requisition that needs to be authorised to go to the next level it will be highlighted in red. If there is no next user to move this requisition to, then you cannot authorise the requisition as it is above your limit.

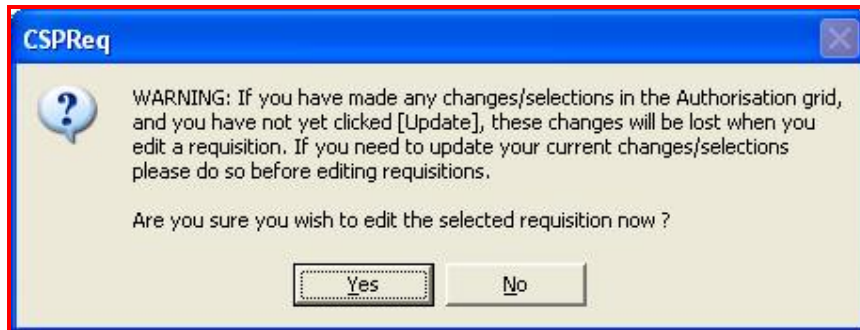
You can Cancel or Authorise (Process) a requisition by highlighting the requisitions and click in the 'Canc' or 'Proc' columns. If you have a user to report to then the Process will allow you to send the requisition to the next level/user.



Req No	Date	Supplier Name	Division	Business Unit	Code	Description	Requisition Type	Training Direct	Internal Use	Quantity	Unit Price	Total	Auth	Canc	Proc	Created By	Authorised By	Authorised Date	Site
48100047	25/01/2010	1626	A	AB	1120	Test 1120-a-ab	Quote			1	1000.00	1000.00	✓			admin	admin	25/01/2010	AB
48100048	25/01/2010	1626	A	AB	1120	Test 1120-a-ab	Quote	✓		1	1000.00	1000.00				admin			AB
48100070	06/02/2010	1626	A	ab	1290	Test 1290-a-ab	Quote			1	2000.00	2000.00				admin			AB
48100071	06/02/2010	1626			2205	Accountancy & Cons	Quote			10	100.00	1000.00				admin			AB
48100092	06/02/2010	1626	A	AA	1120	Test for 1120-A-AA	Quote			1	1000.00	1000.00				admin			AB
					2095	Accountancy & Cons				1	2000.00	2000.00							

➤ Grid Updates

Grid updates must be updated prior to exiting of editing a requisition to ensure other checks are done. This is done by clicking the update button.



➤ Administration

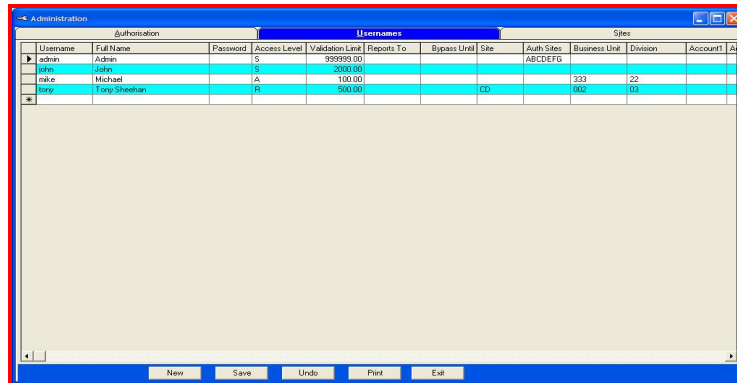
If you have administration rights you will have access to the extra options on the main grid. Admin takes you to authorisation and 2 extra tabs will be available for Usernames and Sites.

Expired Orders allows you to see the overdue orders.

Password allows you to change your current login password.

➤ Usernames

This form allows you to maintain the users that have access to the Requisitions application. Users must be assigned a password and access to specific options can be set.



The screenshot shows a window titled 'Administration' with a sub-tab 'Usernames'. It displays a table with the following data:

Username	Full Name	Password	Access Level	Validation Limit	Reports To	Bypass Until	Site	Auth Sites	Business Unit	Division	Account	BA
admin	Admin		S	99999.00				ABCDEFG				
adm	John		S	2000.00								
mlc	Michael		A	100.00					223	22		
tony	Tony Sheehan		R	500.00			cd		002	03		

Password

To update or set a password click on the password cell and click again to open the password update/change form.

Access Level

Valid access levels are:

S = System Admin (Full access to all functions including username and site setups)
Only Admin users can create Orders in Vision.

A = Authorisations and Requisitions (Access to authorise requisitions on or below the limit. Add Requisitions as well).

R = Requisitions (Create and Edit requisitions ONLY).

Validation Limit

The dollar limit for any single requisition.

Reports To

Enter the Username of the person or position that this user reports to. This is used to route the Requisition to the next user when the requisition is over this user's limit or the Bypass until is set.

Bypass Until

If this user is on leave or unavailable then the Bypass Date is the date that this user's requisition authorisations will be automatically forwarded to their 'Reports to' user. If this is set and this user logs back into the system then the date is automatically cleared. The date entered is a guide. If this field has a date the requisitions will remain redirected until it is cleared.

Site

The default site code for this user. If a site is set, this user can only authorise requisitions for that site.

Auth Sites

The authorised site codes accessible by this user.

Business Unit

The 1st tier of account codes that are accessible for this user. If this is left blank, the user can enter Account codes for a general ledger account.

Division

The 2nd tier of account codes that are accessible for this user. If this is left blank, the user can enter Account codes for a general ledger account.

Account X

A list of valid accounts for this user. This is used to tie a user to specific account codes where Business unit and/or Division is not secure enough.

➤ **Sites**

This is a list of sites that can be linked to users. Each site can have a separate address that is used on requisitions.

Authorisation		Usernames		Sites			
Site Code	Description	Address1	Address2	Suburb	State	Postcode	Phone
AB	Site AB	11 Lawrence St	address2	North Ipswich	QLD	4305	07 3202 2522
CD	Site CD	434 Ripley Rd		Ripley	QLD	4306	07 3288 6569
DA	Site DA						
DB	Site DB						
DE	Site DE	Unit 4/32	Black Snake St	Wagga Wagga	NSW	2001	02 5555 5555
*							

➤ **Expired Orders**

The Expired orders option is available to Supervisors and show all orders that are in the system and not yet delivered/invoiced. If you select an order to be deleted it will be removed as a current order. This is to reduce the number of incomplete orders in the system.

Date	Reference	External Ref	Supplier Name	Total	Delete ?
25/07/2003	001205	E10173	Dwyers Electrical Supplies	21.82	<input type="checkbox"/>
30/07/2003	001281	A10067	Squiggles Sunshine Coast	648.09	<input type="checkbox"/>
06/08/2003	001391	A10085	Squiggles Sunshine Coast	559.11	<input type="checkbox"/>
14/08/2003	VCH	VCH2690	Key Media	595.00	<input type="checkbox"/>
30/09/2003	002295	E10524 CAD01	Smart Stitch Embroidery	159.97	<input type="checkbox"/>
08/10/2003	002477	E10563	Millwell Road Community Centre	596.20	<input type="checkbox"/>
02/02/2004	005123	G10051	Outtrigger Hervey Bay	522.57	<input type="checkbox"/>
12/03/2004	005263	A10381	Leading Edge Telecoms	622.55	<input type="checkbox"/>
01/06/2004	007675	T035 728210-5	Telstra #2263129200	45129.43	<input type="checkbox"/>
02/07/2004	008154	DB10324	Squiggles Sunshine Coast	320.74	<input type="checkbox"/>
14/07/2004	008608	E11814	SafetyQuip Sunshine Coast	460.18	<input type="checkbox"/>
03/08/2004	009142	E11885	Bunnings Warehouse Morayfield	123.98	<input type="checkbox"/>
10/08/2004	009293	DD10785	Overells Newsagent & Stationer	608.40	<input type="checkbox"/>
30/08/2004	009920	E12009	Bunnings Warehouse Morayfield	180.58	<input type="checkbox"/>
02/09/2004	009924	E12021	Repco Auto Parts - Morayfield	614.28	<input type="checkbox"/>
23/09/2004	010523	E12121	Bunnings Warehouse Morayfield	127.37	<input type="checkbox"/>

➤ **Change Password**

This form allows you to change your password via the password button.



A screenshot of a Windows-style dialog box titled "Change Password". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three text input fields. The first field is labeled "Enter Current Password:", the second "Enter New Password:", and the third "Retype New Password:". Below the fields are two buttons: "OK" on the left and "Cancel" on the right. The entire dialog box is outlined with a red border.