

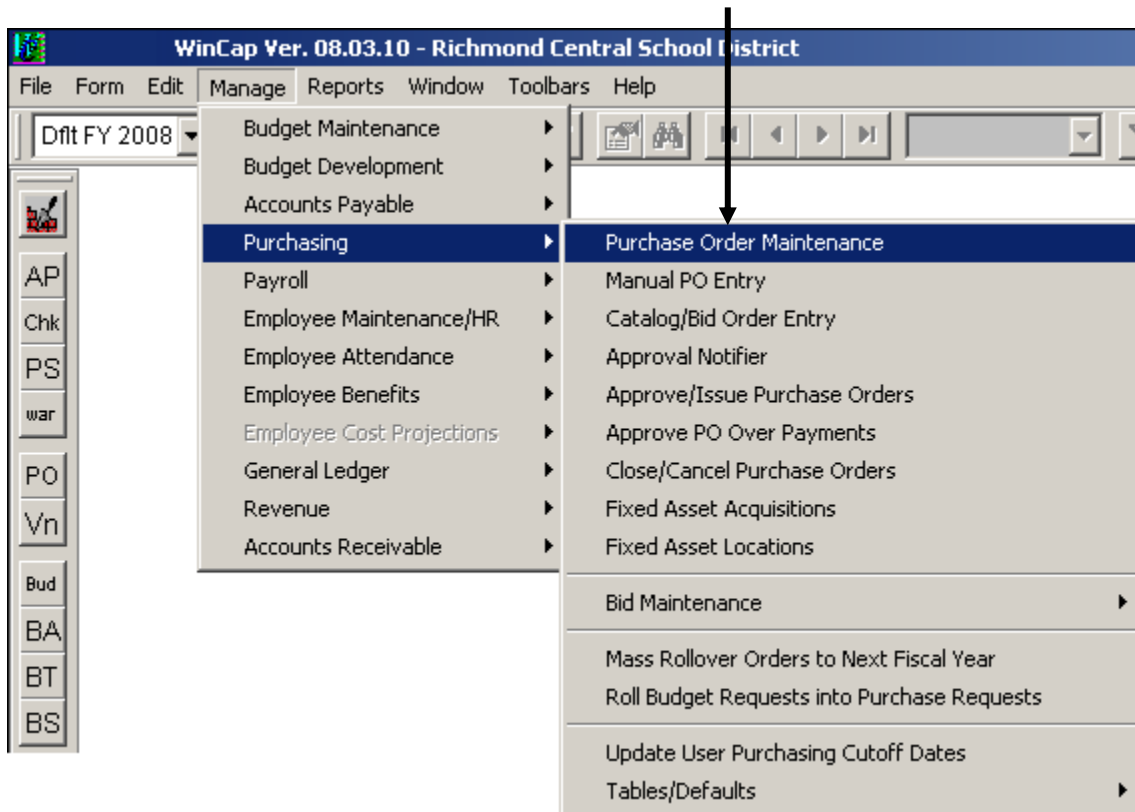
Purchase Requisitions

2013 Training Session

Adding Individual Requisitions (Basic)

Once you Logon to *WinCap* you open a Purchase Requisition/Order as follows:

Go to: **Manage/ Purchasing/ Purchase Order Maintenance**



This will open the PO Maintenance form. In order to begin with a blank form, click the **Add** button as shown below:



Information Tab

Begin entering general information about the Purchase Requisition on this tab.

IMPORTANT: The Requisitioner is the person the order is for, not the person typing the order
The Requestor is the first approver and should automatically populate

These boxes are used to indicate the conditions which apply to this Purchase Requisition. Generally you will not touch this except to attach files. For Anticipated or open PO's check blanket.

Note: If the Prepay or Issue & Pay, or Attachment options are selected, a notation will print on the bottom of the purchase order indicating the special instruction checked.

Checking the **No Delivery** box will suppress a shipping address from appearing on the purchase order.

Note: This box will automatically be checked if the Blanket option is selected above.

A different Order Address may be selected by left clicking on the magnifying glass and choosing another Address ID.

A different Shipping Address may be selected by left clicking on the magnifying glass and choosing another Address ID.

Contact Information may be typed in the Contact field or selected from the existing list of contacts by left clicking on the magnifying glass.

Note: the following fields will auto fill once the Requisitioner is entered: Requestor, Department, Shipping Address and Contact Information. These fields may be modified if necessary.

The following is an example of the screen that appears when using the magnifying glass for Vendor field search.

Sort Name: MEDICAID MANAGEMENT INFORMATION SERVICES

Sort Name	Address line 1	ID	Emp	Addr.ID	QuickRef	City	State	Zip	Name
92ND STREET Y		006140							
A & A TRANSLATION	546 VALLEY ROAD	000161				UPPER MONTG	NJ	07047	
A & C ELECTRIC MOTORS & PUMPS	75 LAFAYETTE AVE	001010				WHITE PLAINS	NY	10603	
A & E HOME VIDEO	P.O. BOX 2284	006163				SOUTH BURLIN	VT	05407	
A C MOORE	500 UNIVERSITY C	001019				BLACKWOODD	NJ	08012	
A STARTING PLACE	664 ORANGEBURG	005994				PEARL RIVER	NY	10965	
A T & T	P.O. BOX 9001308	001022				LOUISVILLE	KY	40290-1308	
A-1 LOCKSMITH AND ALARM	65 NEW YORK AVE	006710				CONGERS	NY	10920	
A-Z MUSIC CENTER	101 ROOSEVELT A	005700				TRENTON	NJ	08620	
A. MACARTHUR BARR MIDDLE SCHOOL		001026							

When the desired record is located, click OK to populate the field on the Purchase Requisition.

The Buyer is the person to direct the requisition to in the purchasing office. Please use commodity list when selecting buyer

P.O. # 2014, Other Reference ToBeAssgnd, Description, P.O. 05/08/2013, Date

Information | Line Items | P.O. Text | Budget Distr. | Fixed Assets | Vendor Addr | Vendor Notes | Attachment

Vendor: Blank
Fund: Multiple Funds
Requisitioner: Blank
Requestor: Blank
Department: Blank
Buyer: Blank

Bid/Ctlg.: Blank

Order Address: Address ID
Shipping Address: Address ID, No Delivery, EASTERN SUFFOLK BOCES, 201 SUNRISE HIGHWAY, PATCHOGUE, NY 11772

When finished entering the necessary fields on the Information tab click on the Line Items tab to enter the line item detail information.

Line Items Tab

Type a new line of description for each item being requested.

If the description is longer than 59 characters the cursor will automatically move to the Expanded Description field at the bottom of the screen. If there is an expanded description, the description field will appear aqua (as seen below). Use the tab button to move the cursor off the description (or Expanded Description) field.

Purchase Requisition [Add ToBeAssgnd]

P.O. # 2008 ToBeAssgnd Other Reference Description EntryInProgress P.O. Date 00/00/0000

Information Line Items P.O. Text Budget Distr. Fixed Assets Remit/Inv To Vendor Notes Attachment

Line	Description	Quantity	Unit Cost	UM	Fur
1	Charles DeGaulle - Real McCoy	2.00	75.0000	EA	A
2	15th Century Euope as seen through the eyes of the	2.00	50.0000	EA	A
3		0.00	0.0000	EA	A

Item Totals

Auto Distribute Discount 0.00% OR \$ 0.00
 Auto Distribute Shipping 0.00% OR \$ 0.00
 Auto Distribute Cont. Enc 0.00% OR \$ 0.00
 Apply % shipping to discounted amount

Extended Cost 250.00
 Discount - \$ 0.00
 Shipping + \$ 0.00
 Contingency Enc + \$ 0.00
 Total PO 250.00

Expand Item Descriptions (unchecked)

Approve
Disapprove
Transfer

15th Century Euope as seen through the eyes of the individuals that inspired it as journalists.

Line	Quantity	Unit Cost	UM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
2	2.00	50.0000	EA	100.00	0.00	0.00	100.00	0.00	100.00

By clicking on the Expand Item Description option, the display area of the Expanded Description field (at the bottom of the screen) will be increased.

Purchase Requisition [Add ToBeAssgnd]

P.O. # 2008 ToBeAssgnd Other Reference Description EntryInProgress P.O. Date 00/00/0000

Information Line Items P.O. Text Budget Distr. Fixed Assets Remit/Inv To Vendor Notes Attachment

Line	Description	Quantity	Unit Cost	UM	Fur
1	Charles DeGaulle - Real McCoy	2.00	75.0000	EA	A
2	15th Century Euope as seen through the eyes of the	2.00	50.0000	EA	A
3		0.00	0.0000	EA	A

Item Totals

Auto Distribute Discount 0.00% OR \$ 0.00
 Auto Distribute Shipping 0.00% OR \$ 0.00
 Auto Distribute Cont. Enc 0.00% OR \$ 0.00
 Apply % shipping to discounted amount

Extended Cost	250.00
Discount - \$	0.00
Shipping + \$	0.00
Contingency Enc + \$	0.00
Total PO	250.00

15th Century Euope as seen through the eyes of the individuals that inspired it as journalists.

Line	Quantity	Unit Cost	UM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
2	2.00 *	50.0000	EA	= 100.00	- 0.00	+ 0.00	= 100.00	+ 0.00	= 100.00

Specify the desired Quantity, Unit Cost and Unit of Measure for each item.

Note: If the order is marked as a blanket order on the Information tab, the quantity may remain zero.

This area will display the extended cost summary of the entire Purchase Requisition.

This area will display the extended cost summary of individual lines. The arrow next to the line at the top indicates which line is displayed here.

Tab off the Unit of Measure field to the Fund field. If the item has only **one budget code**, it can be entered at this time, either by typing in the Fund and Budget Code, or by left clicking on magnifying glass for the Fund and Budget Code fields. The search screen for the Budget Code Search appears below. Enter know information to refine the search. Click Query and select the necessary budget code from the listing. Once selected, click OK to populate the budget code field on the Purchase Requisition.

Purchase Requisition [Add ToBeAssgnd]

P.O. # ToBeAssgnd Other Reference Description EntryInProgress P.O. Date 00/00/0000

Information Line Items P.O. Text Budget Distr. Fixed Assets Remit/Inv To Vendor Notes Attachment

UM	Fund	Budget Code	Avail. Balance	UnEnc. Balan	% Discount	Discount	Shipping
EA	A			0.00	0.00	0.00	0.00
EA	A			0.00	0.00	0.00	0.00
EA	A						

Budget Code Search

Fiscal Year: 2008 Criteria Name: Last Run Fund: A Budget Account: ?????-???-??-???? Budget Type: R Payroll: N

Where: []

Buttons: Query, Cancel



Budget Code Search (Fund A)

Budget Code: 1010-450-30-0000 Search By: Budget Code

Budget Code	Desc	Type	UnEnc. Bal	Avail Bal	Object	Location	Year	Program
1010-450-30-0000	Materials & Supplies	R	3000.29	3000.29	450 Materials & Supplies	30 Administration		0000 District wide
1040-200-30-0000	Equipment & Other Capital	R	0.00	0.00	200 Equipment & Other Capital	30 Administration		0000 District wide
1040-400-30-0000	Contractual Services	R	250.00	250.00	400 Contractual Services	30 Administration		0000 District wide
1040-411-30-0000	Mileage	R	150.00	150.00	411 Mileage	30 Administration		0000 District wide
1040-450-30-0000	Materials & Supplies	R	3694.05	3400.56	450 Materials & Supplies	30 Administration		0000 District wide
1060-400-30-0000	Contractual Services	R	40000.00	40000.00	400 Contractual Services	30 Administration		0000 District wide
1060-420-30-0000	Postage	R	0.00	0.00	420 Postage	30 Administration		0000 District wide
1060-450-30-0000	Materials & Supplies	R	4224.95	4224.95	450 Materials & Supplies	30 Administration		0000 District wide
1240-200-30-0000	Equipment & Other Capital	R	0.00	0.00	200 Equipment & Other Capital	30 Administration		0000 District wide
1240-400-30-0000	Contractual Services	R	0.00	0.00	400 Contractual Services	30 Administration		0000 District wide

Buttons: OK, Criteria

After the budget code is entered, an available balance and unencumbered balance will appear.

Purchase Requisition [Add ToBeAssgnd]

P.O. # 2008 ToBeAssgnd Other Reference Description EntryInProgress P.O. Date 09/09/0000

Information	Line Items	P.O. Text	Budget Distr.	Fixed Assets	Remit/Inv To	Vendor Notes	Attachment
UM	Fund	Budget Code	Avail. Balance	UnEnc. Balan	% Discount	Discount	Shipping
EA	A	1010-450-30-0000	2750.29	3000.29	0.00	0.00	0.00
EA	A	1010-450-30-0000	2750.29	3000.29	0.00	0.00	0.00
EA	A	1010-450-30-0000	2750.29	3000.29	0.00	0.00	0.00

Item Totals

Auto Distribute Discount 0.00% OR \$ 0.00
 Auto Distribute Shipping 0.00% OR \$ 0.00
 Auto Distribute Cont. Enc 0.00% OR \$ 0.00

Apply % shipping to discounted amount

Extended Cost 250.00
 Discount - \$ 0.00
 Shipping + \$ 0.00
 Contingency Enc + \$ 0.00
 Total PD 250.00

15th Century Europe as seen through the eyes of the the individuals that inspired it as journalists.

Line	Quantity	Unit Cost	UM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
2	2.00	50.0000	EA	100.00	0.00	0.00	100.00	0.00	100.00

The available balance reduces the unencumbered balance by any pending requisitions against this budget code.

The unencumbered balance reflects the amount remaining in the budget code.

Requisitions Requiring Discounts and/or Shipping

If Discounts and/or Shipping apply to a Purchase Requisition, they may be added at the Purchase Requisition level (and distributed to all line items proportionately using “Auto Distribute”) or they may be applied at the line item level. Discounts and/or Shipping may be entered as a percentage or as a flat dollar amount.

The default is to have Auto Distribute always on. When a percentage or an amount are entered at the line item level, the corresponding Auto Distribute will be disabled and vice versa.

In the following example:

The screenshot shows a 'Purchase Requisition [Add ToBeAssgnd]' window. The main table lists three line items (UM, BX, EA) with columns for Fund, Budget Code, Avail. Balance, UnEnc. Bal, % Discount, Discount, Shipping, % Shipping, % Contingent Enc, and Contingent Enc. The first line item (UM) has a 15.00% discount and a shipping charge of 1.75. The 'Item Totals' section at the bottom shows 'Auto Distribute Shipping' checked with a value of 10.00, and 'Auto Distribute Discount' unchecked with a value of 0.00. A summary table at the bottom of the window shows the following data:

Line	Quantity	Unit Cost	UM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
1	2.00	5.0000	BX	10.00	1.50	1.75	10.25	0.00	10.25

A shipping of \$10.00 is Auto Distributed to all the lines on the Purchase Requisition.

A discount of 15% is applied to the first line item.

Shipping charge of \$10.00 is auto distributed to all line items using the Auto Distribute feature.

PO Text Tab

The Item Header, Item Footer and PO Footer are system defaults based on information entered in Purchasing Defaults and Controls (Manager/ Purchasing/ Tables/Defaults/ Purchasing Defaults and Controls) by the Purchasing Agent.

Purchase Order [Add ToBeAssgnd]

P.O. # 2008 ToBeAssgnd Other Reference Description Charles DeGaulle - The Real McCoy EntryInProgress P.O. Date 00/00/0000

Information Line Items P.O. Text Budget Distr. Fixed Assets Remit/Inv To Vendor Notes Attachment

Catalog/Bid Id Print Bid Ref Original Transmit Type Print

Item Header System Default User Text

Item Footer System Default User Text

P.O. Footer

CONDITIONS OF PURCHASE-READ CAREFULLY

1. P. O. number must appear on all invoices, claims, shipping papers, packages and correspondence.
2. All shipping charges must be prepaid.
3. Label packages to attention of person indicated.
4. If shipment cannot be made as requested, NOTIFY at once or order may be subject to automatic cancellation.

The user text fields may be updated by typing in the field or by left clicking on the magnifying glass to bring up the PO Text table search screen.

The user text fields may be updated by typing in the field, enter State Contact or Bid References. Note: this will appear on the purchase order

Finalizing the requisition – the requisition will go through an electronic approval process, you must click **approve** on the **line items** tab to move it to the next level.

UM	Fund	Budget Code	Avail Balance	UnEnc. Balan	% Discount	Discount	Shipping	% Shipping	% Contingent Enc	Contingent Enc	Ac
BX	A	001-1312-300-0001-00	35,941.50	36,000.00	15.00%	1.50	1.75	0.00%	0.00%	0.00	Su
BX	A	001-1312-300-0001-00	35,941.50	36,000.00	0.00%	0.00	8.25	0.00%	0.00%	0.00	Su
EA	A	001-1312-300-0001-00	35,951.50	36,000.00	0.00%	0.00	0.00	0.00%		0.00	Su

Line	Quantity	Unit Cost	UM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
1	2.00	5.0000	BX	10.00	1.50	1.75	10.25	0.00	10.25

When the requisition is complete, click Approve

You can save your requisition by clicking the Save button . The requisition will not be processed until you click approve.

Deleting or Canceling a Requisition – a requisition can be deleted by the user at any stage during the approval process up to the approval of the Purchasing agent.



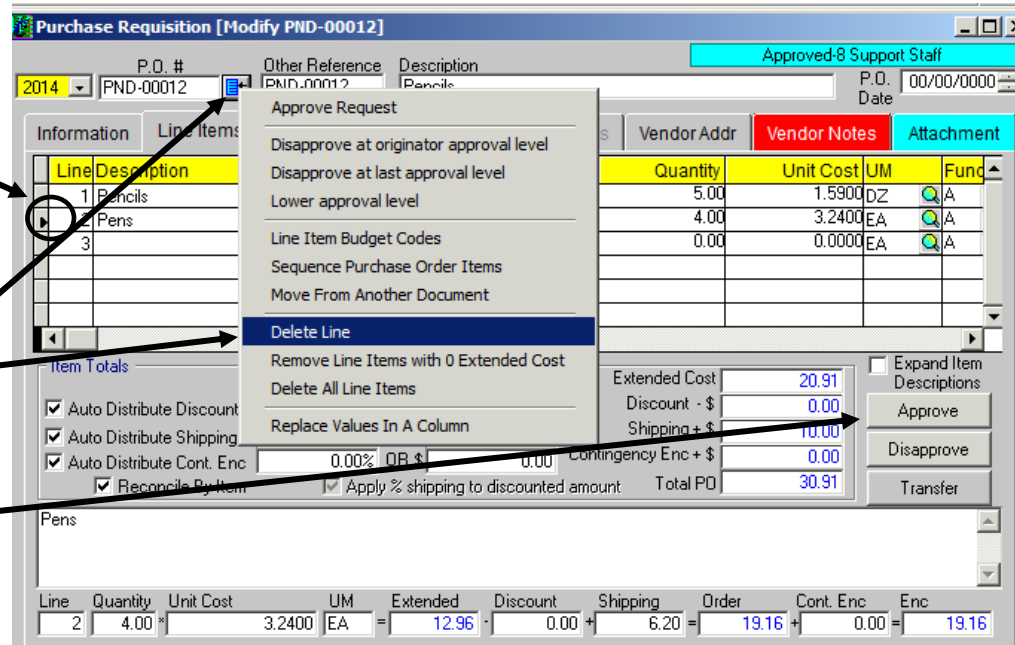
To delete a requisition, click on the trash can. You will be asked to confirm.

Deleting or Canceling a line on a Requisition – a line on a requisition can be deleted using the Blue Options Button (BOB). Bring up the requisition and click **Modify** on the toolbar.

STEP 1: Select the line you want to delete by clicking in that line.

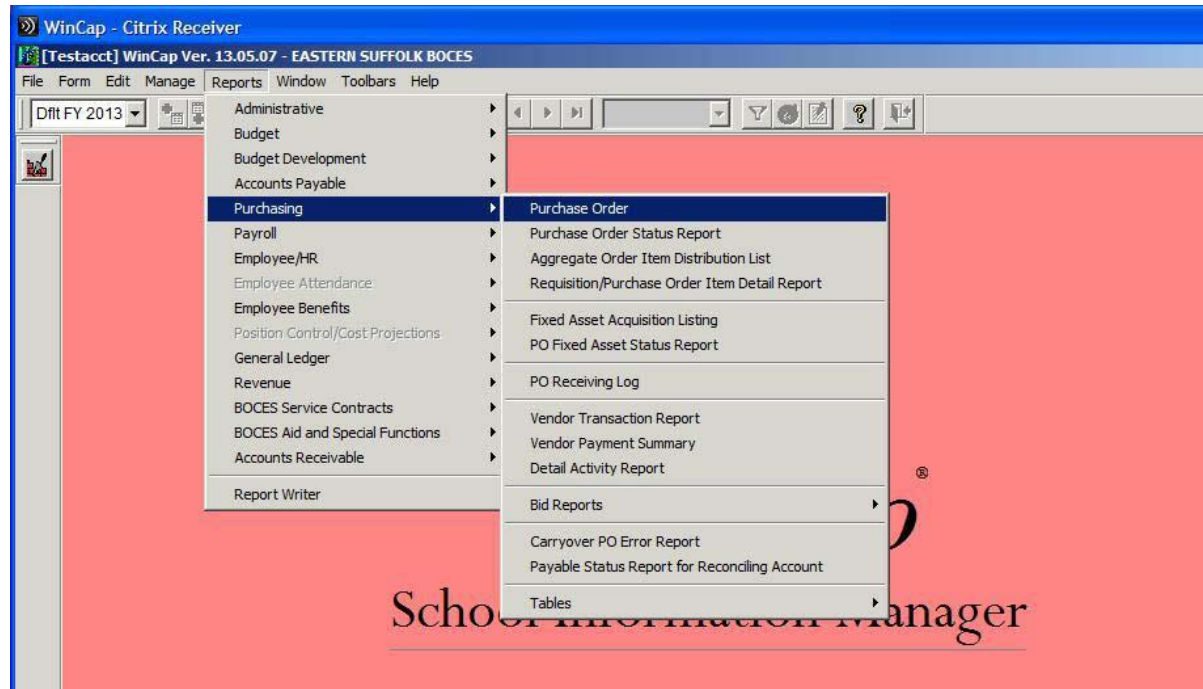
STEP 2: Click on the Blue Options Button and select Delete Line from the menu.

STEP 3: Approve or Re-Approve the requisition.



Reports: Printing a copy of your purchase requisition.

Go to: **Reports/ Purchasing/ Purchase Order**



A report selection Dialog Box will be displayed where you identify the criteria for printing the report.

Enter the requisition number in the Document ID field.

Or

Enter the current date or a date range to select all requisitions for the day (this must be used in combination with the Requestor field).

Purchase Order Selection

Record selection

Fiscal Year: 2013 Criteria Name: Last Run Open - Not Printed

Document ID: From: PND-00002 Pending Orders: All Issued Orders: All Original Transmit Type: Print E-Order

Order/Issue Date: From: 05/08/2013 To: 05/08/2013

Requestor: PRPLC

Vendor	Blank
Requisitioner	Blank
Requestor	PRPLC
Department	Blank
Buyer	Blank
Catalog/Bid ID	Blank

Where: _____

Print options:

Show Budgetcodes by Line-Item (multiple accounts) on non-originals

Suppress Line Item Additional text for printed E-Orders

Shipping: Don't show Primary Sort: None

Discount: Don't show Secondary Sort: None

Keep Together Item Description Item Sort: Catalog Item ID

Copy Type: Building/Program Print Purchasing Agent Name and Title Print Electronic Signature

Show Separate Page with:

PO Notes PO History Receiving Log All Attachments w/ PO Copies Aggregate Order Distribution

Crystal: <default report>

To select only the requisition for your Building or Program click on the magnifying glass and select Building or Program

Click on Print Preview to view report.

Approver Levels

Approval levels are assigned by WinCap, based on the Signing Authority Administrative Regulation and criteria developed by the Department of Business Services. The number/identifier WinCap assigns a user denotes their approval level per the pre-established approval level hierarchy.

Approval Level Numbers are as follows:

<u>Level #</u>	<u>Description</u>
8	Building/Program Support Staff
7	Building Principals/Program Administrators, up to \$2,000
6	Divisional Administrators, up to \$5,000
5	Administrative Council and Cabinet, over \$5,000
4	Special Approvals, Technology, Health & Safety, Building Projects, Grants
3	Purchasing Office Support Staff
2	Purchasing Technicians (Buyers)
1	Purchasing Agent