



LANCASTER COUNTY

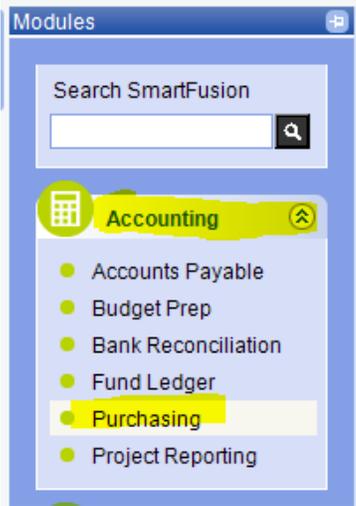
SMART FUSION

REQUISITIONING MANUAL



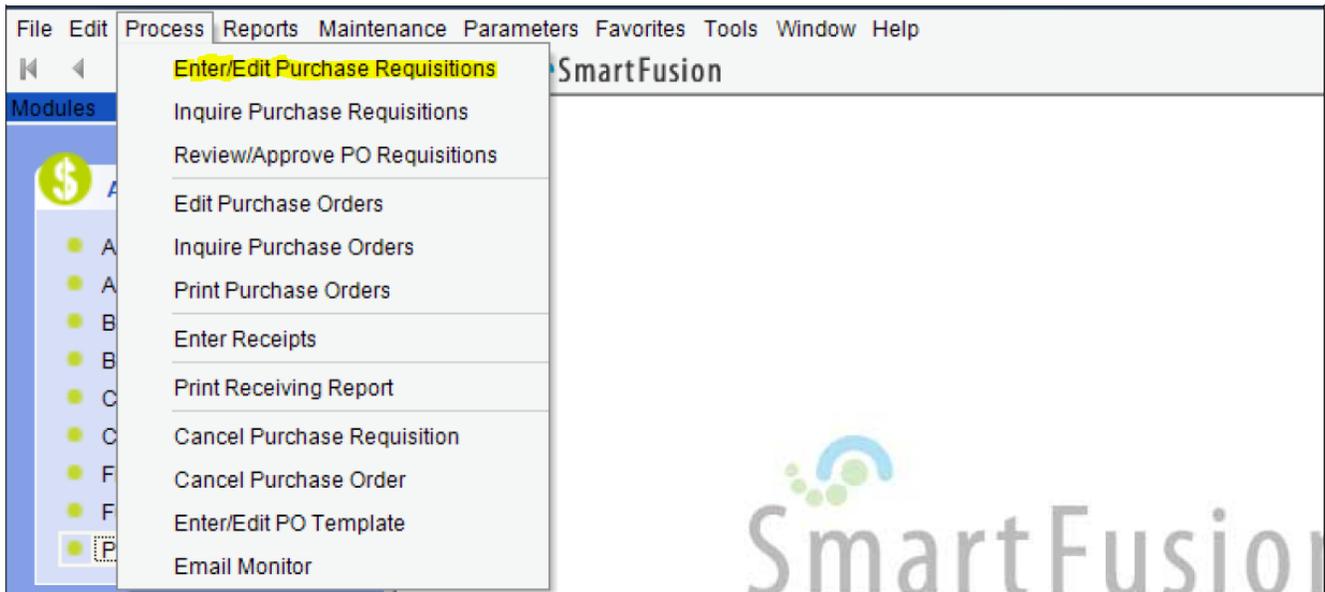
Requisitioning

Select ACCOUNTING and then PURCHASING from the side menu bar.

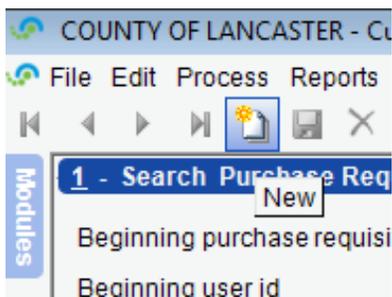


Process (PO)

The “Process” tab on the Purchasing menu bar provides access to options to enter and edit purchase requisitions, approve purchase requisitions, and print purchase orders. Purchase order edit, cancel, and inquiry options, as well as options to enter receipts and print receiving reports are also included.



Click the NEW icon on the top tool bar.

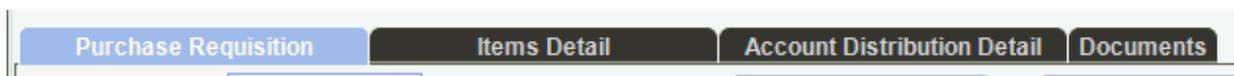


There are three sections to the Enter/Edit Purchase Requisitions page.

The screenshot shows a web interface with three main sections. Section 1, 'Search Purchase Requisitions', contains input fields for 'Beginning purchase requisition number', 'Beginning user id', 'Status', 'Beginning vendor name', and 'Beginning vendor number'. Section 2, 'List Purchase Requisitions', shows a table with a header 'PO Requisition' and a single row containing the number '0'. Section 3, 'Purchase Requisition Detail', has a label 'Purchase requisition' and a small grey rectangular button.

1. **Search Purchase Requisitions:** Allows you to search requisitions pending review.
2. **List Purchase Requisitions:** Is a list of all searched or entered requisitions.
3. **Purchase Requisition Detail:** Is where new purchase requisitions are entered.

There are four tabs that need to be populated to complete the requisition process.



Purchase Requisition tab: PO Header info-Date, Vendor, Ship to, Bill to address, and Tax %

Item Detail tab – Line item for each item being purchased; Quantity, unit, description, unit price

Account Distribution tab: Accounts to be charged

Documents tab: Quotes from vendors attached

Purchase Requisition tab

3 - Purchase Requisition Detail

Purchase requisition: 0 Status: Total: 0.00

Date: 09/17/2012 Entered by: CSI+ Blanket PO Template <F11>

Vendor number/name: 362862 ABC SCHOOL SUPPLY

Vendor order: Trade discount: 0.00

Sales tax: SC 0.00 Preferred freight: Expected ship date:

Ship to: 10 Bill to:

MAIN OFFICE
 1661 EAST MAIN STREET
 EASLEY, SC 29640-

Default account:

Requested by:

Bid info:

- 1)
- 2)
- 3)

Note:

Enter the: Vendor name, the tax percentage (8.00 for product, 0.00 for service), and Requester's name

Note: If vendor does not exist in the system, have the vendor register on the county website

Item Detail tab

3 - Purchase Requisition Detail

Purchase requisition 49983 Total 418.71

Purchase Requisition Items Detail Account Distribution Detail

323326 2.00 ea Keyboards \$15.4900 0.00 0 33.15

Inv. Item	Vendor Item	Qty.	U/M	Description	Note	Item Price	Tax	Disc.	Rec	Code	Ext. Price
0	215215	25.00	cas	Laser paper	Bac	\$2.4500	✓	0.0000	0	0	\$65.54
0	412514	2.00	ea	17" Monitor		\$149.5400	✓	0.0000	0	0	\$320.02
0	323326	2.00	ea	Keyboards		\$15.4900	✓	0.0000	0	0	\$33.15

\$385.56

Enter the: Vendor item number (if available), quantity, unit of measure, description, and price.

Account Distribution Detail tab

The account distribution may be handled several ways:

- 1) distribute the full amount to a default account,
- 2) manually distribute to multiple accounts,
- 3) use a percentage to split to multiple accounts, or
- 4) use the Code from the items page to distribute to the accounts.

1. Distribute the full amount to one account.

3 - Purchase Requisition Detail

Purchase requisition 0 Total 77.04

Purchase Requisition Items Detail Account Distribution Detail

100-111-410-0000-77 SUPPLIES 0.0000 77.04

Code	Account	Description	Percent	Amount
0	100-111-410-0000-77	SUPPLIES	0.0000	\$77.04

2. Manually distribute the amount to multiple accounts: Type in the amount beside each account number.

Purchase Requisition Items Detail Account Distribution Detail

1 100-111-410-0000-19 SUPPLIES 0.0000 65.54

Code	Account	Description	Percent	Amount
1	100-111-410-0000-19	SUPPLIES	0.0000	\$65.54
2	100-111-410-0010-19	KIND INSTRUCT SUPPLIES	0.0000	\$353.17

3. Distribute the amount to multiple accounts based on percentage of the total: Type in a percentage beside each account number.

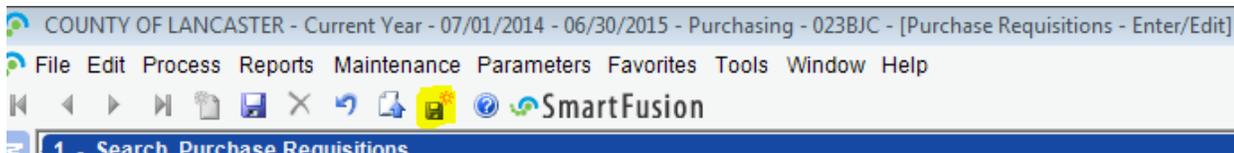
Purchase Requisition		Items Detail		Account Distribution Detail	
Purchase requisition 49984				Total 77.04	
+	0	100-111-410-0000-77	SUPPLIES	75.0000	57.78
Code	Account	Description	Percent	Amount	Σ
▶	0	100-111-410-0000-77	SUPPLIES	75.0000	\$57.78
	0	100-111-410-0010-31	KIND INSTRUCT SUPPLIES	25.0000	\$19.26

4. Distribute the amount to multiple accounts based on item: Assign a code on the Item Detail Tab;

Purchase Requisition		Items Detail		Account Distribution Detail								
+	215215	25.00	cas	Laser paper	Ba	\$2.4500	0.00	1	65.54			
Inv. Item	Vendor Item	Qty.	U/M	Description	Note	Item Price	Tax	Disc.	Rec	Code	Ext. Price	Σ
▶	0	215215	25.00	cas	Laser paper	Bac	\$2.4500	0.0000	1	1	\$65.54	
	0	412514	2.00	ea	17" Monitor		\$149.5400	0.0000	2	2	\$320.02	
	0	323326	2.00	ea	Keyboards		\$15.4900	0.0000	2	2	\$33.15	

Then assign an account to each code.

Purchase Requisition		Items Detail		Account Distribution Detail			
+	1	- - - -				0.0000	65.54
Code	Account	Description	Percent	Amount	Σ		
▶	1	0	0.0000	\$65.54			
	2	0	0.0000	\$353.17			

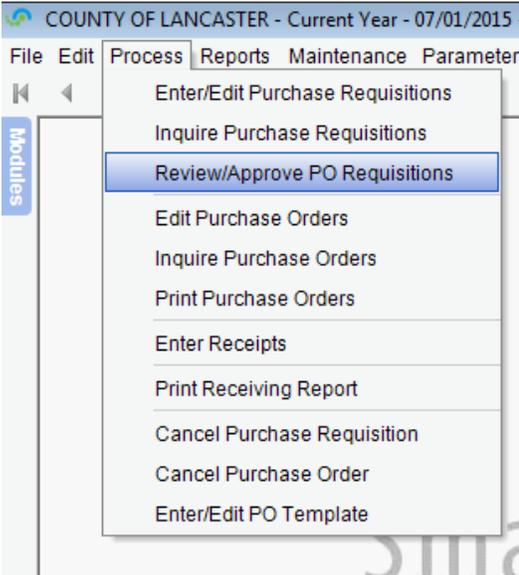


****AFTER ACCOUNT DISTRIBUTION TAB HAS BEEN COMPLETED CLICK THE SAVE ICON HIGHLIGHTED ABOVE****

*****Once the requisition has been saved; quotes must be attached to the Documents tab*****

Department Head Review

1. Select REVIEW/APPROVE PO REQUISITIONS from the PROCESS menu.



2. Click the SEARCH button.



3. Select requisition to review from list.

A screenshot of a table titled "2 - List Purchase Requisitions". The table has four columns: "PO No.", "PO Requisition Number", "Date", and "Vendor Name". The "PO No." column contains a yellowed-out value. The table is otherwise empty.

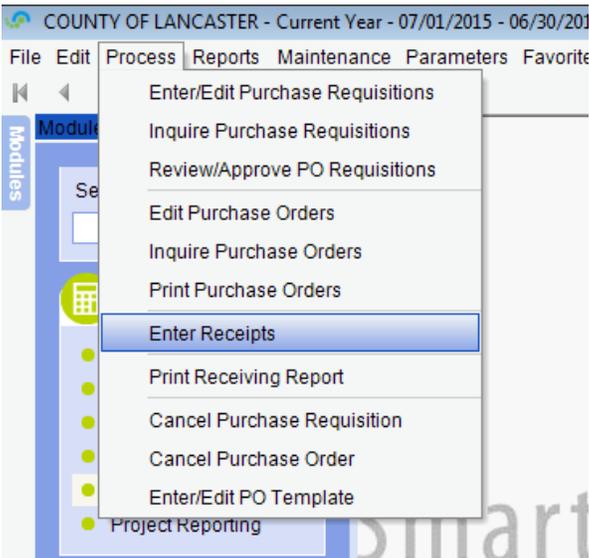
PO No.	PO Requisition Number	Date	Vendor Name
[Redacted]			

4. Review the each tab to verify purchase request is valid.

The screenshot displays the '3 - Purchase Requisition Detail' form. At the top, it shows 'Purchase requisition' and 'Purchase order' both set to 0, with a 'Total' of \$0.00. Below this are four tabs: 'Purchase Requisition' (active), 'Items Detail', 'Account Distribution Detail', and 'Documents'. The form contains several sections: 'Date' with a dropdown and a 'Blanket' checkbox; 'Vendor' with a dropdown and a 'Trade discount' field set to 0.00; 'Sales tax' with a dropdown set to 0.00 and 'Preferred freight' and 'Expected ship date' fields; 'Ship to' and 'Bill to' fields; a 'To be emailed' checkbox; 'Default account' with a dropdown and a menu icon; 'Requested by' field; 'Bid info' with three numbered input fields; 'Note' with a text area and a menu icon; and 'Review/approve' field. On the right side, there is an approval workflow section with fields for 'Entered by', 'Reviewer 1', 'Reviewer 2', 'Reviewer 3', 'Reviewer 4', and 'Approved by'.

Receiving Items

Select ENTER RECEIPTS from the PROCESS menu.



1. Enter PO number and click the SEARCH button.

1 - Search Receipts

Beginning purchase order number	<input type="text" value="21761"/>	Ending purchase order number	<input type="text" value="21761"/>
Beginning purchase requisition number	<input type="text" value="0"/>	Ending purchase requisition number	<input type="text" value="2147483647"/>
Beginning user id	<input type="text"/>	Ending user id	<input type="text"/>
Status	<input type="text"/>		

2 - List Receipts

ption

2. On the third tab enter number received in the CURR REC field and enter date in the DATE field and press enter on your keyboard.

3 - Receipt Detail

Purchase order Purchase requisition Status

Vendor

<input type="text"/>	<input type="text"/>	<input type="text" value="349.00"/>	<input type="text" value="4.00"/>	<input type="text" value="4.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="02/25/2016"/>	
Inv. Item	Vendor Item	Item Price	Qty. Order	Received	Curr Rec	Backorder	Curr Back	Note	Date
		\$349.00	4.00	4.00	0.00	0.00	0.00		02/25/2016

3. When the Received field matches the amount that you actually received then click the CLOSE button.

3 - Receipt Detail

Purchase order Purchase requisition Status 
Vendor

 ...

Inv. Item	Vendor Item	Item Price	Qty. Order	Received	Curr Rec	Backorder	Curr Back	Note	Date
		\$349.00	4.00	4.00	0.00	0.00	0.00		02/25/2016

