

How To Complete A Purchase Requisition - Instructions

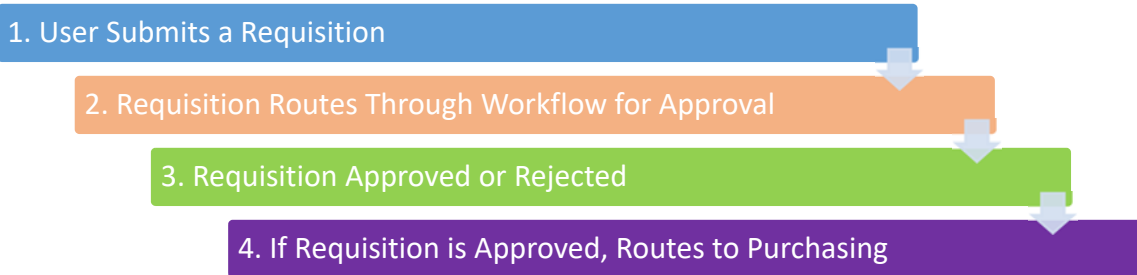
The Purpose of a Purchase Requisition:

A procurement process is important in any organization as it streamlines a complete purchasing process and reduces delays which greatly benefits the company.

Purchase requisitions are used when staff/faculty needs to make an order request on behalf of the organization. No purchase can be made until the requisition has been reviewed and approved by the Director/Chair of the department and the Controller. Once a Purchase Order (P.O.) number is assigned to the requisition, the order can be placed at that time.

The workflow of a purchase requisition is valuable as it eliminates fraud in an organization. The Finance department utilizes the requisition to manage reporting and adhere to auditing requirements.

Requisition Process Overview:



1. User submits a completed requisition.
2. Once submitted, the requisition must route through workflow for approval
 - Routes through Finance
 - Routes through Director/Chair responsible for department's budget
3. Once approved, the requisition will go to the Accounting Technician in Finance.
4. If a fiscal officer disapproves a requisition, notification will be routed back to approvers and the initiators.

Logging in to Microsoft Dynamics GP

Microsoft Dynamics GP online can be accessed from any Internet browser such as Internet Explorer or Mozilla Firefox.

If you have any questions about what Internet browser to use, please contact the Help Desk at (helpdesk@bcomnm.org).

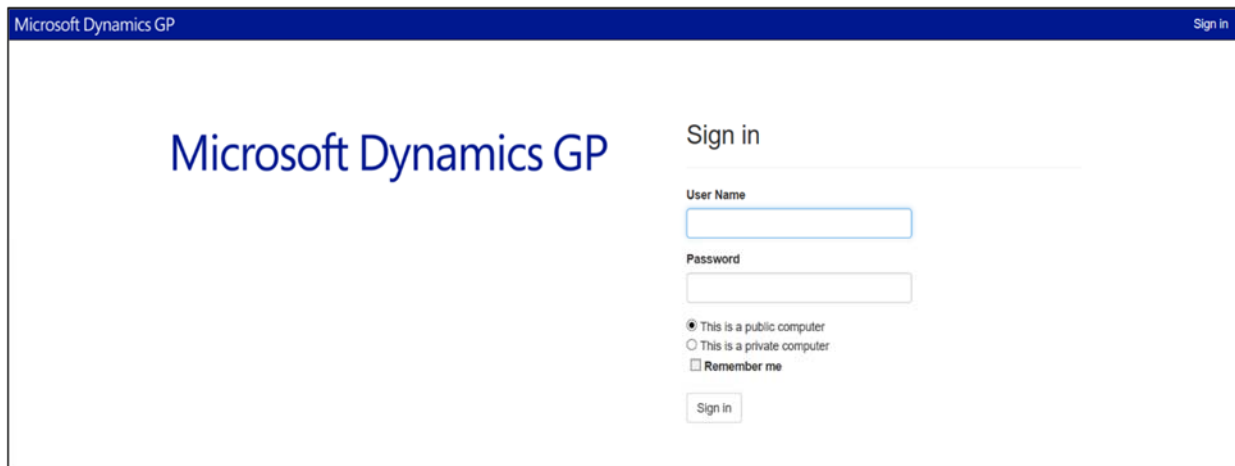
For first time users, Microsoft Dynamics GP setup must be completed through the Assistant Controller. Please contact Varsi Martin | (575) 674-2283 | vmartin@bcomnm.org.

For questions regarding purchase requisitions, purchase orders (PO), invoices, payments and other accounts payable related inquiries contact the Accounting Technician. Please contact Peggy Ortega | (575) 674-2285 | portega@bcomnm.org.

To use Microsoft Dynamics GP, you must successfully log in by providing your credentials.

1. Type <https://finance.bcomnm.org/GP/Account/LogOn> in the address bar of your browser and press Enter.

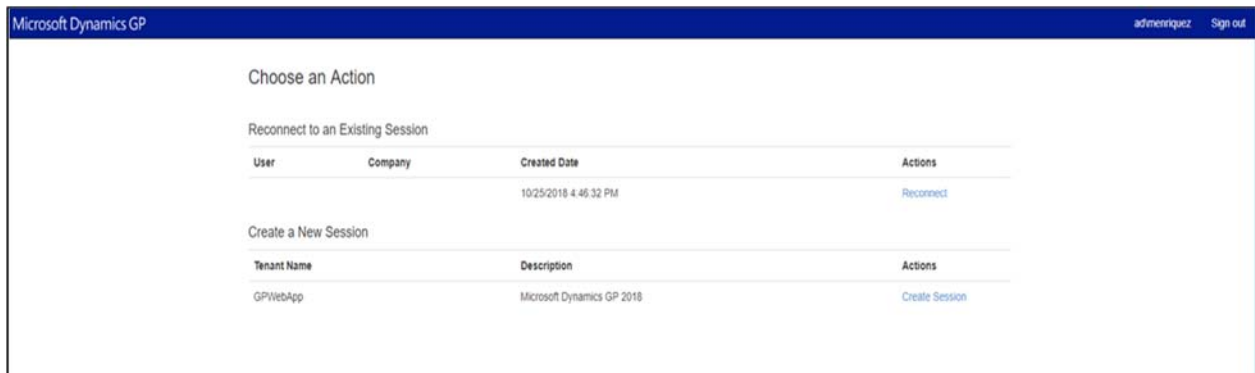
The **Logon** screen will be displayed.



The screenshot shows the Microsoft Dynamics GP Sign in page. The page has a blue header with 'Microsoft Dynamics GP' on the left and 'Sign in' on the right. The main content area features the 'Microsoft Dynamics GP' logo on the left and a 'Sign in' form on the right. The form includes fields for 'User Name' and 'Password', radio buttons for 'This is a public computer' (selected) and 'This is a private computer', a 'Remember me' checkbox, and a 'Sign in' button.

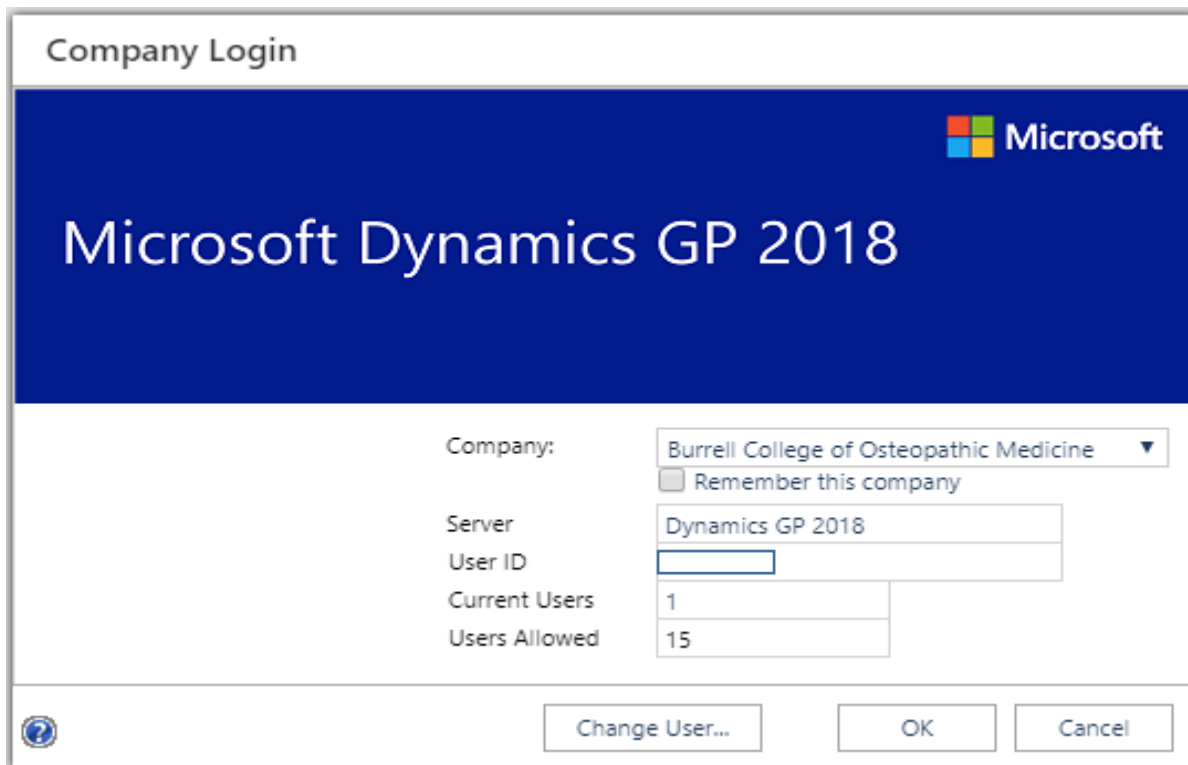
2. Enter your Username
 - Note: enter **ad** before typing your username (ex: ad\vmartin)
3. Enter your Password
4. Click on the **Sign in** button

The Choose an Action will be displayed.



5. Click on the Create Session option

The Logon screen will be displayed.



6. Enter User ID and Password
7. Click OK

Entering a Purchase Requisition

Things to note before entering a purchase requisition:

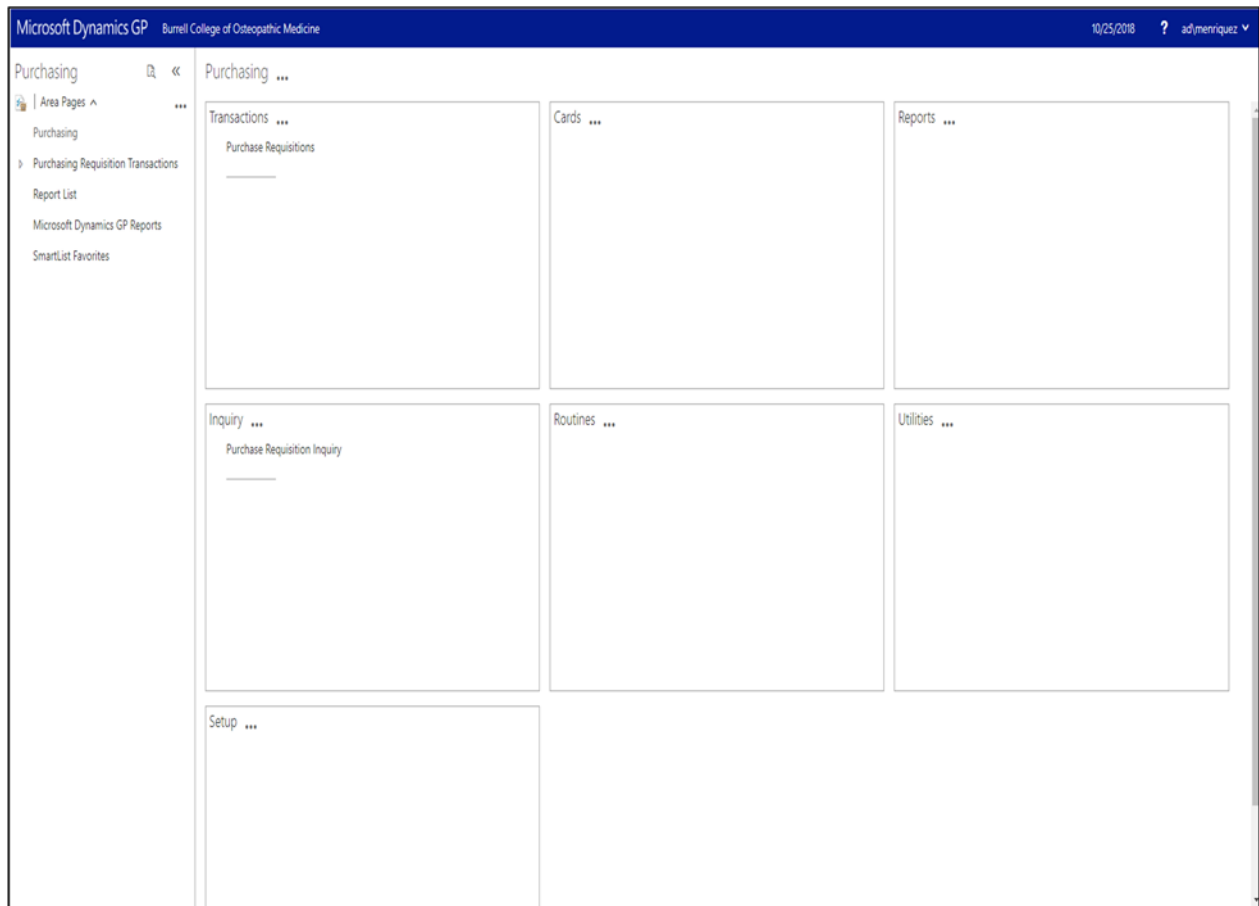
**** Have a quote available before starting a requisition ****

**** To setup a new vendor in GP, please email Peggy Ortega | portega@bcomnm.org along with a W-9 form which includes vendor's information. You can download a W-9 form by going to www.irs.gov. ****

**** Verify vendor is active in Microsoft Dynamics GP by selecting the magnifying glass when entering a purchase requisition ****

In Microsoft Dynamics GP on the left hand side:

- Select the Purchasing button from the navigation pane
- Under the Transactions, select Purchasing Requisition



Purchase Requisition Entry window will be displayed.

- 1) Requisition Number
 - The system automatically assigned the next Requisition Number
- 2) Description
 - a. Type a description of the requisition
- 3) Comment ID (optional)
- 4) Ship To Address
 - a. Click on the magnifying glass
 - b. Select 'BCOM'
- 5) Date
 - a. The system automatically enters the date
 - b. Accept the default date or enter a date for your purchase requisition
- 6) Required Date
 - a. The system automatically enters the date
 - b. Accept the default date or enter a date by which you would like to receive all the items on the purchase order
- 7) Requested By
 - a. The system will recognize your username
- 8) Department
 - a. Type the Department number (three digit code).

- b. This information will determine who will be approving the purchase requisition.
 - c. ***Make sure the correct department is entered***
- 9) Vendor Name
- a. Type the vendor's name
- 10) Line
- a. The system automatically enters the line number
- 11) Item Number
- a. Enter the item number. If no item number is available, enter a brief description
- 12) U of M
- a. The system automatically enters 'Each'
 - b. Accept the default unit of measure
- 13) Quantity Ordered
- a. Enter the item quantity
- 14) Unit Cost
- a. Enter the unit cost of each item
- 15) Extended Cost
- a. The system will automatically calculate based on the quantity and unit cost
- 16) Description
- a. The description line allows for more description detail to be entered
- 17) Site ID
- a. Click on the magnifying glass
 - b. Select 'MAIN'
- 18) Vendor ID
- a. Type Vendor's ID number (if known) or
 - b. Click on the magnifying glass to see a list of vendors. You must click on the Vendor Name column in order to populate in alphabetical order.
 - c. Verify Vendor Name matches #9
- 19) Freight
- a. If there is a Freight cost, enter a Line Item to show the Freight
Do not enter an amount on the Freight box
- 20) Tax
- a. If there is a Tax amount, enter a Line Item to show the Tax
Do not enter an amount on the Tax box
- 21) Total
- a. The system will automatically sum the amount
- 22) Account
- a. Enter the account number.

Example: 02-100-52051-00

- | | | |
|-------|-------------------|---|
| 02 | • Division code | - is the two digit code that identifies the company. |
| 100 | • Department code | - is the three digit code that identifies the department. |
| 52051 | • Account code | - is the five digit code that describes the account. |
| 00 | • Modifier code | - is the two digit code that describes the account. |

- b. Verify department number is correct as this is the department who will be paying for the purchase.
 - c. ***Make sure there is available budget***
- 23) Shipping Method
- a. Click on the magnifying glass
 - b. Select 'BEST'
- 24) Ship To Address
- This information will automatically populate from the 'Ship to Address', **however***
- a. Click on the magnifying glass
 - b. Select 'PRIMARY'
- 25) Comment ID (optional)
- 26) Required Date
- a. The system automatically enters the date
 - b. Accept the default date
- 27) Requested By
- a. The system automatically enters the requester's name

Example:

Purchase Requisition Entry ↗ ✕

Save	Actions	AA	Submit	View History	View	Print	Help	Add Note	Debug
▼					▼		▼		▼
Actions			Workflow		View	File	Help		Debug

4 BCOM LIVE WORKFLOW [Not Submitted]

Requisition Number	REQ2094	Date	11/06/2018
Description	Supplies for Office of Research	Required Date	11/06/2018
Comment ID		Requested By	mcardoza
Ship To Address	02 3501 Arrowhead Drive	DEPARTMENT	225
		VENDOR NAME	AMAZON

▼ Line Items by Order Entered

Line	Item Number	U of M	Quantity Ordered	Unit Cost	Extended Cost
1	PLANNER 2019 WITH PEN HOLDER	Each	1	\$17.99	\$17.99
Planner 2019 with Pen Holder -Academic Weekly, Monthly and Ye		MAIN		10146	

Account	02 -225 -52051 -00	Freight	\$0.00
Currency ID		Tax	\$0.00
Shipping Method	BEST	Status:	New
Ship To Address	PRIMARY	Line Defined 1	
Comment ID		Line Defined 2	
Required Date	11/06/2018	<input type="button" value="Previous"/> <input type="button" value="Next"/>	
Requested By	mcardoza		

Total \$17.99

Not all information needed for purchase has been entered. Information needed for the purchase is marked with an asterisk.

Requisition Number
Status
New

Note:

You can also click on the 'Save' button. The system will save the requisition.

You are able to go back and complete it at a later time.

If a second item needs to be entered:

- Click on 'Next'
- The Line will show a number '2'
- Fill out the information for the next item.
- When finished, click on 'Submit'

Purchase Requisition Entry

4 BCOM LIVE WORKFLOW [Not Submitted]

Requisition Number: REQ2095
Date: 11/06/2018
Required Date: 11/06/2018
Requested By: mcardoza
DEPARTMENT:
VENDOR NAME:

Line Items by Order Entered

Line	Item Number	Description	U of M	Quantity Ordered	Unit Cost	Extended Cost
0				0.00	\$0.00	\$0.00

Freight: \$0.00
Tax: \$0.00
Status: [Dropdown]

Previous [Left Arrow] Next [Right Arrow]

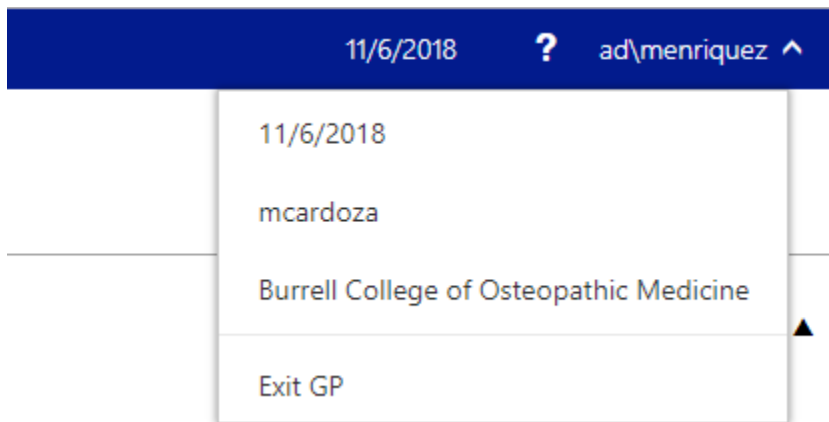
Total: \$0.00

Requisition Number: [Dropdown] Status: New

- Click 'Submit'
- Click 'Close'

How to Exit from Microsoft Dynamics

In Microsoft Dynamics GP on the top right hand side:



- Click 'Exit GP'