Finance Department Procedures

Purchase Requisition Entry Procedures

I. <u>Purchase Requisition (Purchase Order):</u>

A. The Purchase Requisition is for purchases of $5000 or more to the same vendor, or if the vendor requires a copy of a purchase order (PO) before a purchase is made. The purchase order is written evidence of a contract.

B. Items or services may not be ordered prior to the approval of a purchase requisition, except during a Public Safety emergency. Purchase requisitions go through the following levels of approval before becoming a purchase order.

1. Department Level Approval (all requisitions).
2. Information Technology (only for computer related items over $5,000)
3. Purchasing (only requisitions over $5,000)
4. Finance (all requisitions)
5. City Manager (only requisitions over $5,000)

II. <u>Requisition entry:</u>

A. Once you have met all the purchasing guidelines (i.e. Quotes, contracts, etc) you may enter the purchase requisition by selecting the following menus:

1. Naviline Application Menu
2. Financial Systems
3. Purchasing/Inventory Main Menu
4 Purchasing/Receiving Menu.
5 Requisition entry
6. Click “Add requisition” at the bottom left of screen
7. Type in a brief description of what you are purchasing in the “Reason” field
8. Enter your last name, first initial in the “By” field
9. Enter the vendor number if known, if not click the shaded arrow at the end of the “Name” field to do a vender look up and select the correct vendor from the list by double clicking on the vendor name. The vendor number and name will now appear in the correct boxes. If the vendor does not appear in the list a vendor registration form may need to be completed before the requisition can be entered. Vendor registration forms can be found on the City’s internal website under “Forms and Publications”

10. Click the shaded arrow at the end of the Ship to field and select the appropriate department (this is the Shipping name and address that will appear on the Purchase Order)
11. Contract Field: Leave Blank
12. Deliver by: Enter a date at least 30 days from the current date.
13. Fiscal year code: Select current for current year or prior for a prior year purchase.
14. Click OK at top left of screen.
15. Enter the item description in the center of the screen for the first item you are purchasing. Click Extended description on the right of the screen to enter in additional descriptions (this will print on the face of the purchase order)
16. Vendor part number field is optional.
17. Commodity and Sub-Commodity must be entered. Click on the shaded arrow next to the Commodity field to do a search for the correct commodity code.
18. Item number and Item reference number fields are optional.
19. Click on the “Work Order” field to enter the work order number if applicable.
20. Click on the “Fleet” field to enter the fleet work order number if applicable.
21. Ship to field should be filled in from the previous screen.
22. Quantity field: Enter the number of items you are purchasing.
23. UOM field: This is the unit of measure (i.e. each, case, pound, etc) that you are purchasing.
24. Unit Cost: Enter the unit of measure cost. For example you are buying 10 (Quantity) Ea (UOM) chairs at $100 a chair, so your unit cost would be $100.00. The system will calculate the total purchase price of $1,000.00 for you.
25. Account number: Enter the correct account number. Contact Finance if you are not sure what the account number should be.
26. Project: Enter a project number if applicable.
27. Click OK at the top left of the screen.
28. The center of the screen should be blank and ready to enter your next item if necessary. Repeat steps 15 – 25.
29. If Quotes were required for your purchase click the Quote field at the top right of the screen. Click on Add vendor quote at the bottom left of screen. Vendor number if known, if not type in the vendor name; contact person and the dollar amount quoted. Do not click the Select this quote? Box if you’ve already entered in the selected vendor’s information on a prior screen. Click OK at the bottom left of screen. Repeat this step for additional quotes. Once all quotes have been entered click Ok at the bottom left of screen. You should now see in green letters “Quotes Exist” beside the Quote field at the top right of the screen.
30. Click the comment field to enter any comments or contract information for the purchase. Enter the information in the box and click save. You should now see in green letters “Comments Exist” beside the Comments field at the top right of the screen.
31. Once all data is entered click “Continue” at the top right of screen.
32. Click Ok at the bottom left of the Account information screen. You may need to click OK twice to move to the next screen. If you do

not have sufficient budget to cover the purchase you will have to click “Hold Requisition” and submit a Budget Line-to-Line transfer form to Finance. Once the transfer is complete you will need to come back into the system to continue to process the requisition (See section III).

33. Click OK on the Account Balance Inquiry screen.
34. Congratulations you’ve just entered a purchase requisition. Now whoever in your department has department approval will need to approve the requisition to start the approval process.
35. Once all approvals are done you will receive the Purchase Order through the internal mail and then may place the order.

III. Requisition Changes:

A. In the event you need to make changes or corrections to a requisition or need to continue processing a requisition that had insufficient funds follow these steps:

1. Naviline Application Menu
2. Financial Systems
3. Purchasing/Inventory Main Menu
4. Purchasing/Receiving Menu.
5. Requisition Entry
6. Enter the requisition number or scroll through the list until you find the requisition that needs to be changed and right click the requisition.
7. To make a change to the line item right click on the line item and select change the center of the screen will populate with the data for that line, make the necessary changes/corrections and click OK at the top left of the screen.
8. Once all changes/corrections have been made click Continue at the top right of the screen.
9. Click OK on the Accounting Information Screen select, you may need to click OK twice.
10. Click OK on the Account Balance Inquiry Screen.
11. You’ve completed the changes/corrections and the requisition is now ready for the Department Approval.

IV. Purchase Order Receipts Processing:

A. When all items have been received and verified and you have received the invoice. Follow these steps to pay the vendor:

1. Naviline Application Menu
2. Financial Systems
3. Purchasing/Inventory Main Menu
4. Purchasing/Receiving Menu.
5. Receipts processing
6. Received by: Enter your last name, first initial.
7. Date: Will default to today’s date.
8. Packing Slip: Optional

9. Purchase order number: Enter the number of the Purchase order you wish to pay and click OK
10. In the Quantity received field enter the quantity received for each line item and click OK.
11. If you want to receive all items click on the “Receive Outstandi… at the bottom right of the screen.
11. Press F5 to accept per instructions at bottom of screen.
12. The receiving report will print, attach the original invoice to the receiving report and submit to Finance for payment once an approval signature has been obtained at the Department level.

Prepared by	Celeste Broadstreet
Date	October 29, 2009