Creating a Blanket Requisition

A blanket requisition is created when you are requesting an Open Purchase Order.
An Open Purchase Order (PO) with a supplier (vendor) is similar to a pre-approved line of credit for a certain dollar amount.

For example, an open PO with Office Depot for $500 allows you to go buy and pick up office supply items at Office Depot and “charge” them against the open PO, up to $500, without having to create a separate requisition for those items. The cost of the items is then invoiced against that Open Purchase Order.

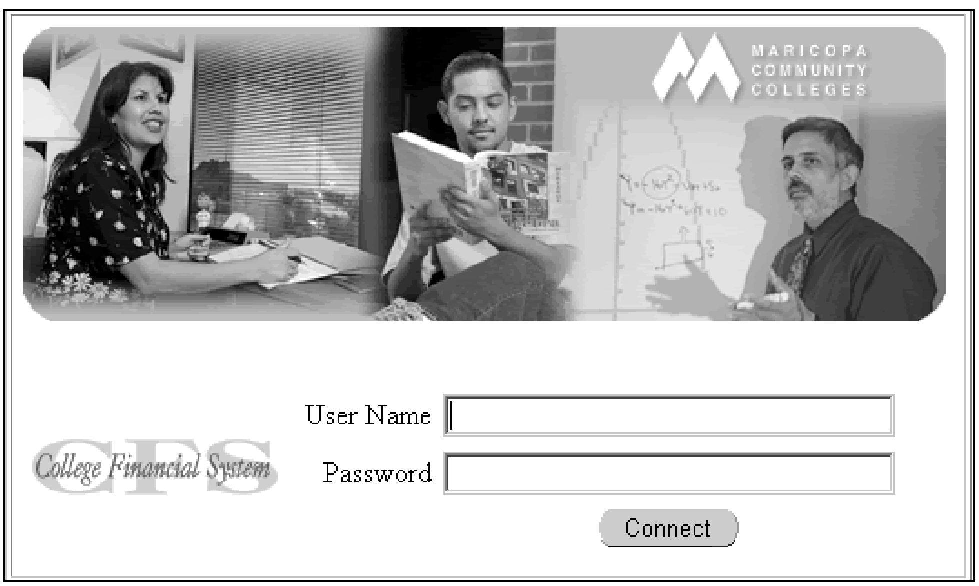
1. Start the Netscape Communicator application.

2. In the Location field, enter the following url and press Enter.
   (Or use a bookmark you have previously set.)

- **Important!** Please note that this url is case-sensitive!
  It must be entered exactly as shown.

http://fdbs.dist.maricopa.edu:8000/OA_HTML/US/ICXINDEX.htm

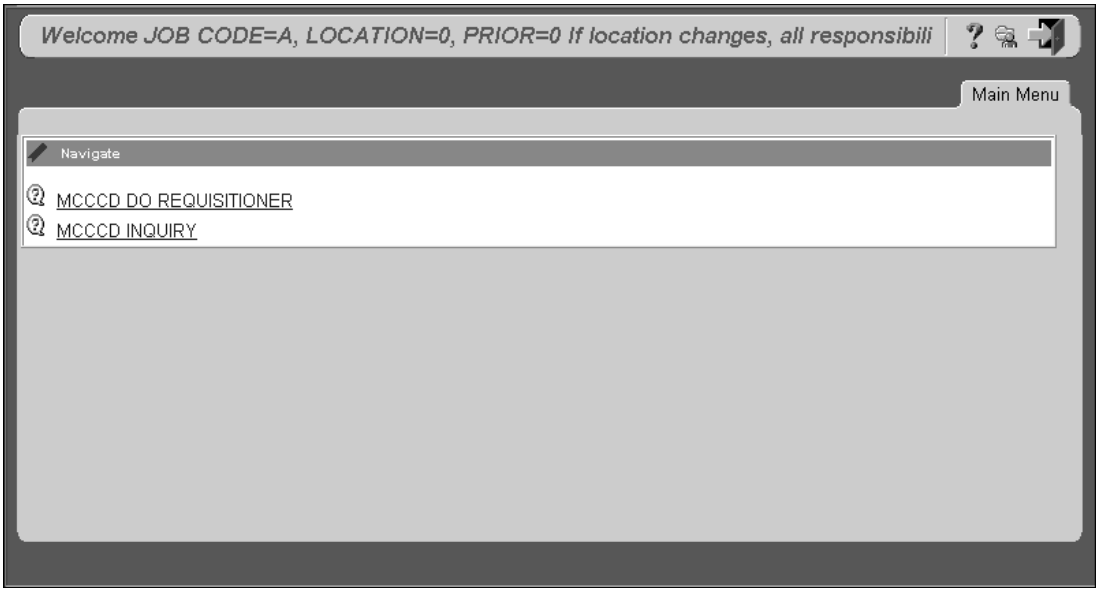
- The College Financial System login screen displays:



3. In the User Name field, enter your CFS username. (This is not case sensitive.)

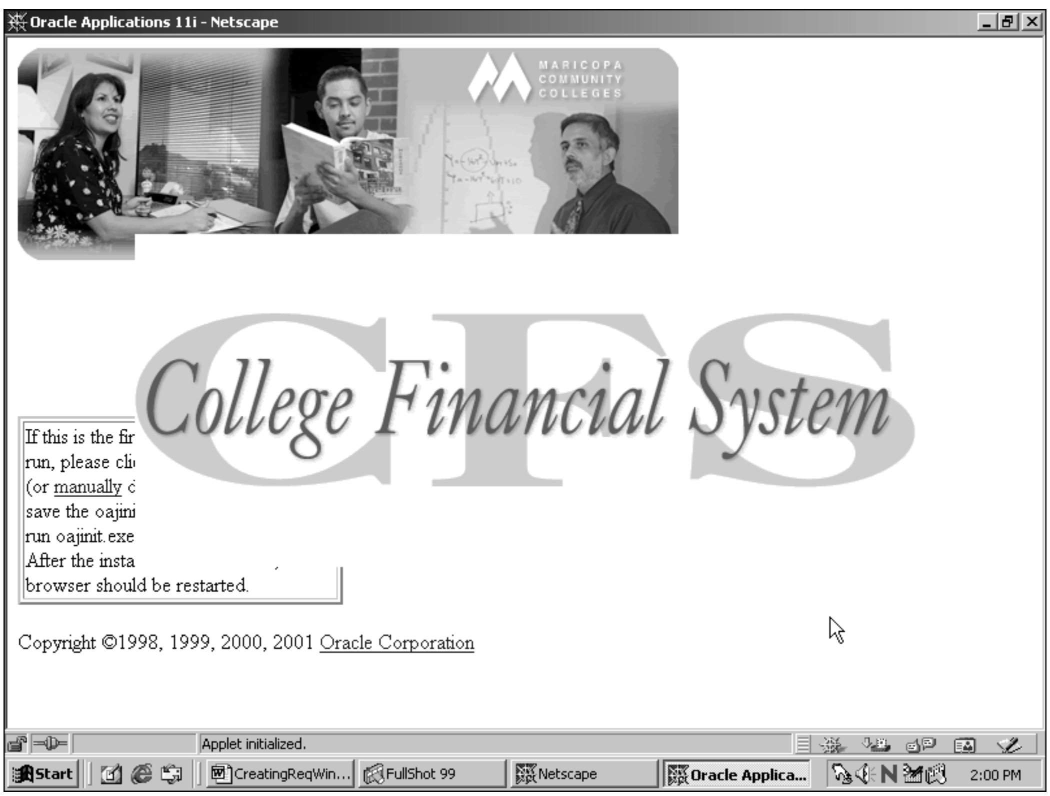
4. Click in, or Tab to, the Password field and enter your password.

5. Click the Connect button or press Enter.



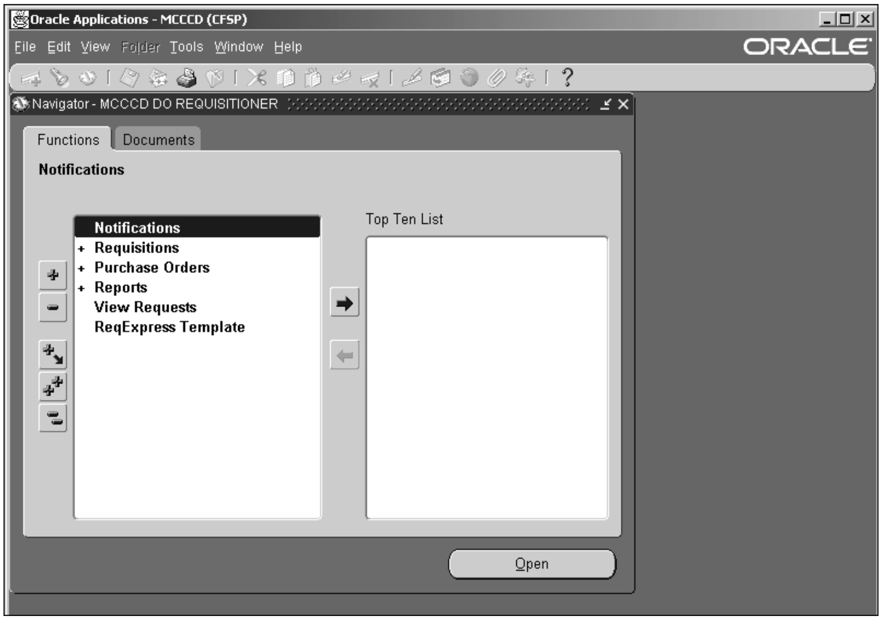
6. At the Welcome screen, click the MCCCD REQUISTIONER responsibility.

- The Java applet loads on your computer:

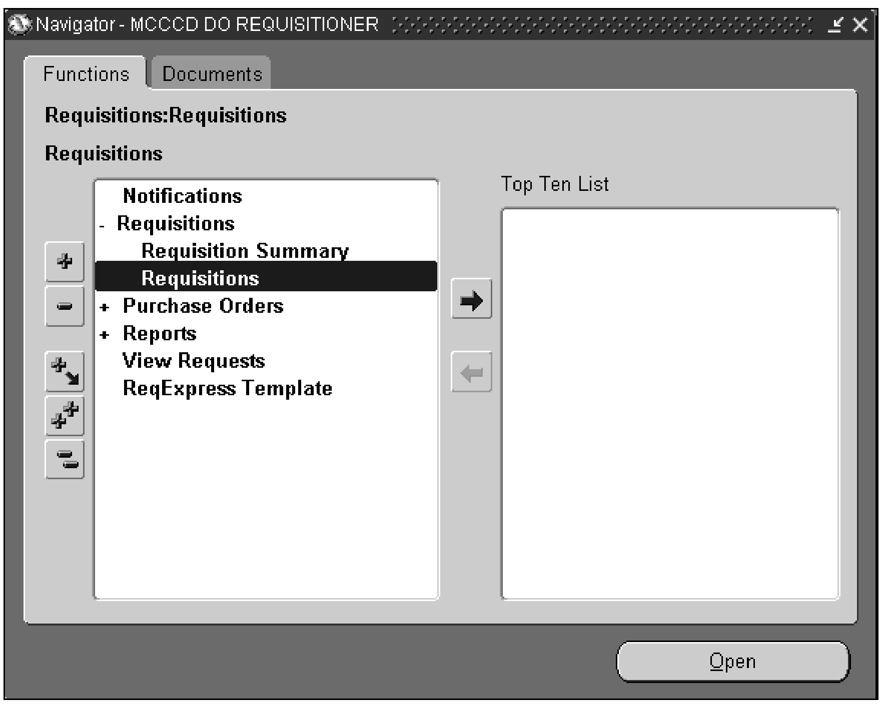


- The Java applet may take several seconds to load. Please be patient! ☺

- After the applet loads, the Navigator window displays:

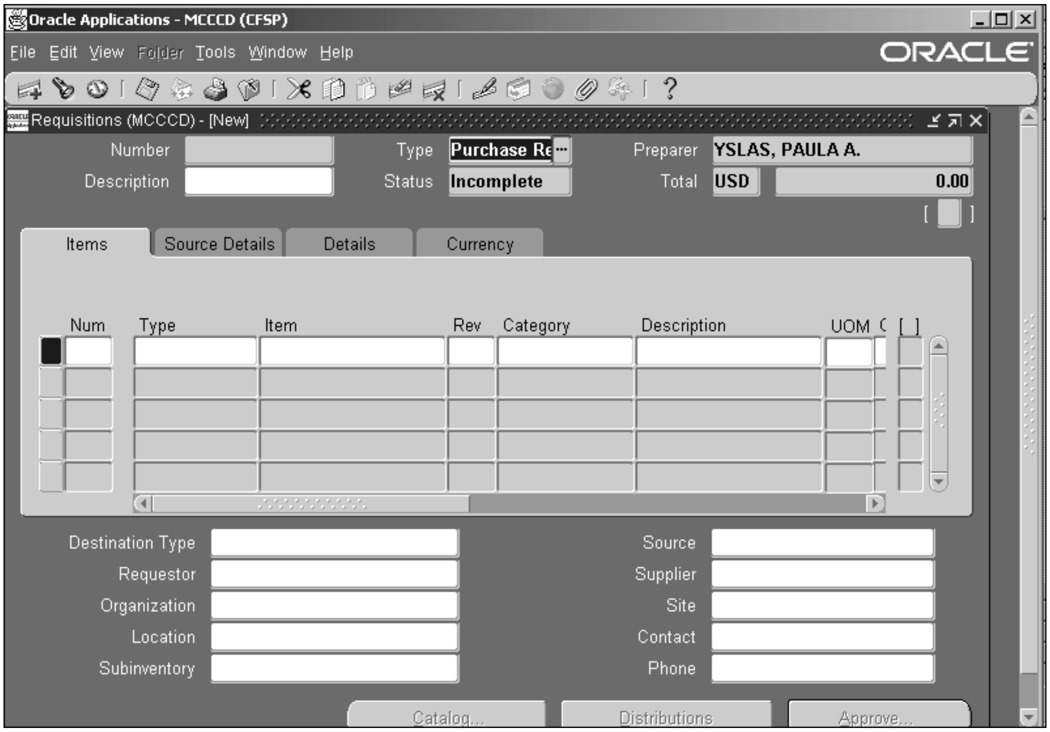


7. To expand the Requisition options, double-click Requisitions.



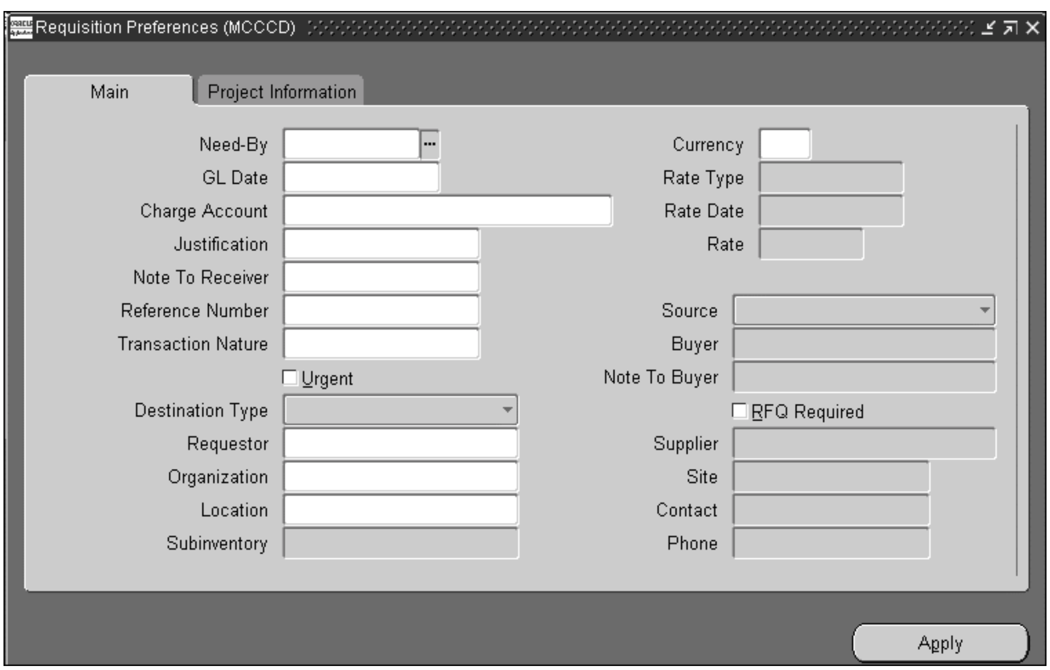
8. Once the Requisitions options have expanded, double-click Requisitions.

- The Requisition screen displays.



- The first thing that has to be done when creating requisitions is to set preferences.

9. From the Tools menu, select Preferences.

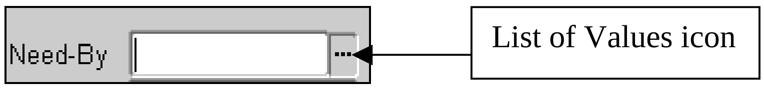


- If necessary, press and drag the Preferences window up to see all of its contents.

- **<u>Preferences Note</u>:** Not all of the fields in this Preferences window are required. A lot of the fields autofill in the Requisition form. These instructions only include the required fields.

- To move from field to field, press Tab or click in the desired field.

10. In the Need-By Date field, click the List of Values **…** icon (the ellipsis icon next to the field) to display a calendar.

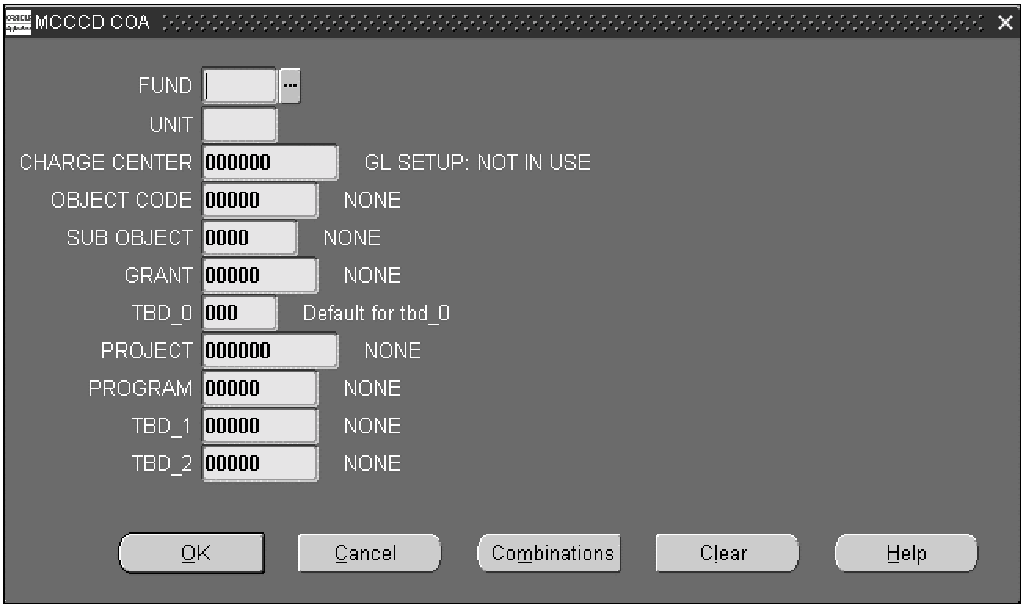


- To display the next month, click the up arrow to the left of the month title.

11. Double-click on a date to enter it.

12. Leave the GL Date field blank. (It autofills in the requisition.)

13. Tab to, or click in, the Charge Account field, and click the List of Values **…** icon (the ellipsis icon next to the field) to display a charge account window.



14. Enter your account code in the respective fund segments, and press Enter or click OK.

    - For training, we will use account code 110-700-151090-54100.

15. Leave the next four fields blank.

16. Click in the Destination Type field, and select Expense.

17. In the Requestor field:

    - If you are the Requestor, leave this field blank. It autofills in the Requisition.

    - If you are not the Requestor, enter the last name of the person requesting the items and press Enter. A list of names may display. If it does, double-click the name of your Requestor.

18. Leave the next several fields blank. They autofill in the Requisition.

19. Click in the Source field, and select Supplier.

20. In the Buyer field:

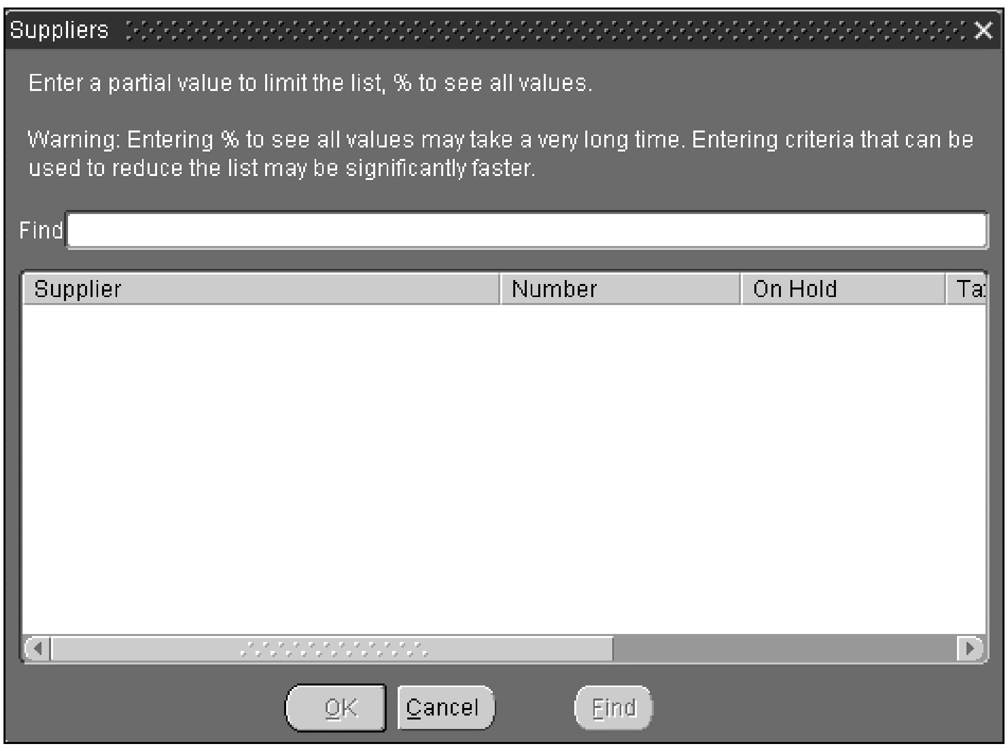
    - If the requisition is less than $2,500, enter your fiscal agent's last name.

    - If the requisition is over $2,500, leave the Buyer field blank.

21. In the Note to Buyer field, enter any notes you have for your fiscal agent or the purchasing buyer.

22. In the Supplier field, you **must** click the List of Values **…** icon.

- **Do not** "type in" your vendor in this Supplier field. You must use the List of Values and select your supplier from the "registered vendor" list.

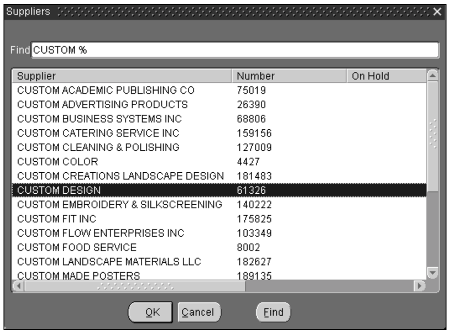


23. In the Find field, enter a supplier name keyword enclosed in % signs.

- For example, %custom%.

- If you know the beginning word of the supplier (vendor) name, you do not have to enter the percent signs. Enter the first word of the supplier name and press Enter.

- A list of suppliers meeting your search criteria displays.

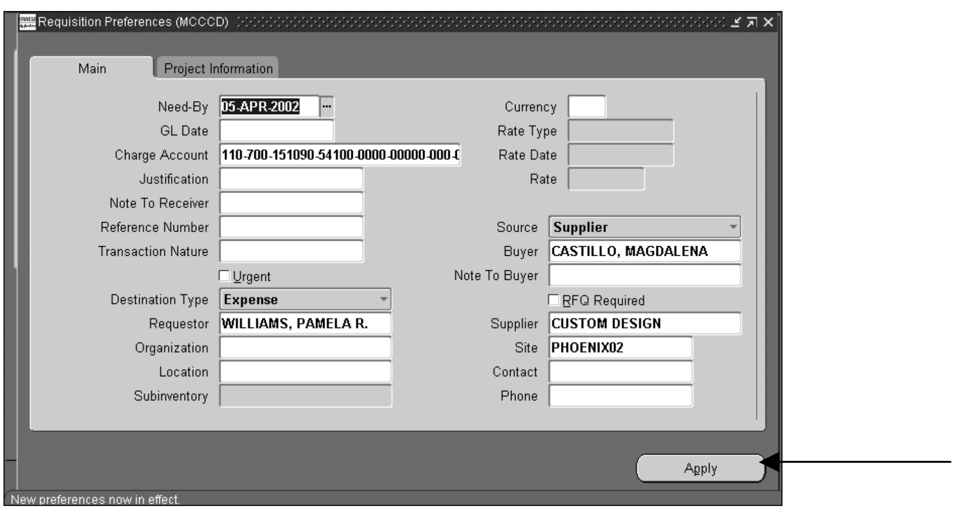


24. Double-click your supplier.

25. In the Site field, you **must** click the List of Values **…** and double-click on a site.

- If there is only one site, it autofills when you select the List of Values.
- **Do not** "type in" your supplier site in this field. It must be selected from the list.
- A site is required. If a particular site is not listed, the supplier must complete (or revise) a vendor registration form for that respective site.

26. The Contact and Phone fields are optional. You can leave them blank or use the List of Values to select and enter this information.



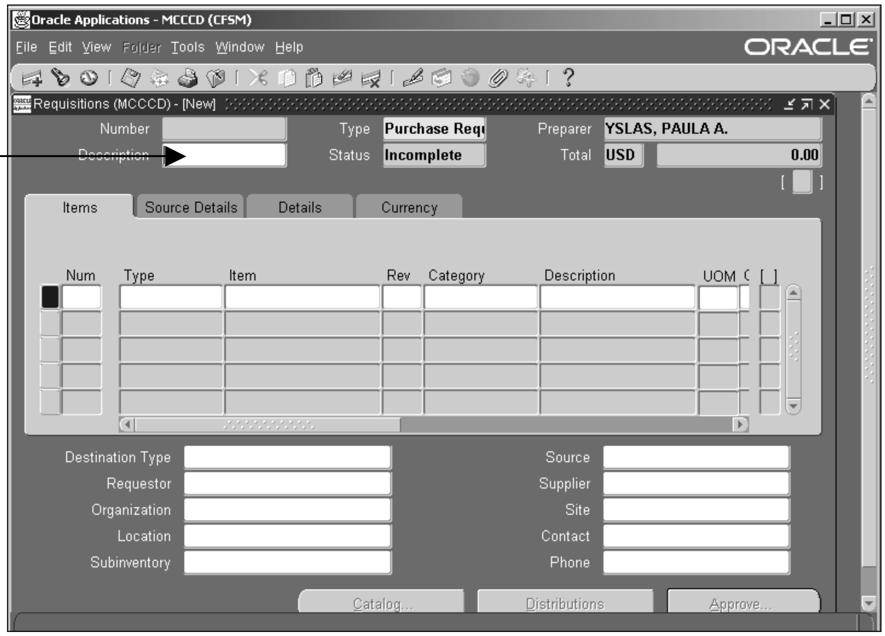
27. When the Preferences are complete, click the Apply button.

    - You may have to scroll down to see the Apply button.
    - It seems like nothing happened, but read the bottom of the screen in the lower-left corner. It says, "New preferences now in effect."

28. To return to the Requisitions window, click the X close box in the upper-right corner of the **Requisitions Preferences** window – ***not*** the Oracle window.

- The Requisitions window displays.

Description Header Area

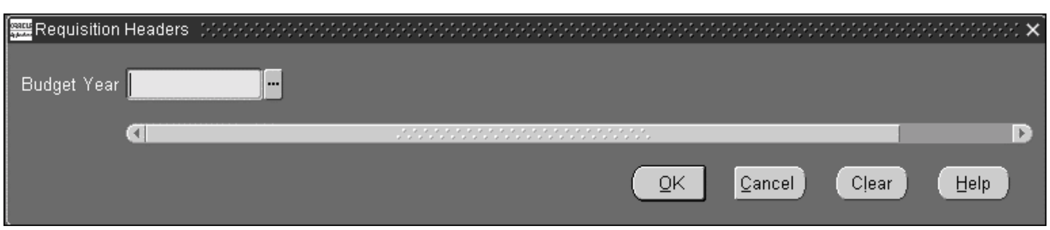


29. Click in the Description field at the top of the window in the header area, and enter a description that starts with BLKT, includes the supplier's name and the fiscal year.

- For example, BLKT Office Depot FY 01-02.

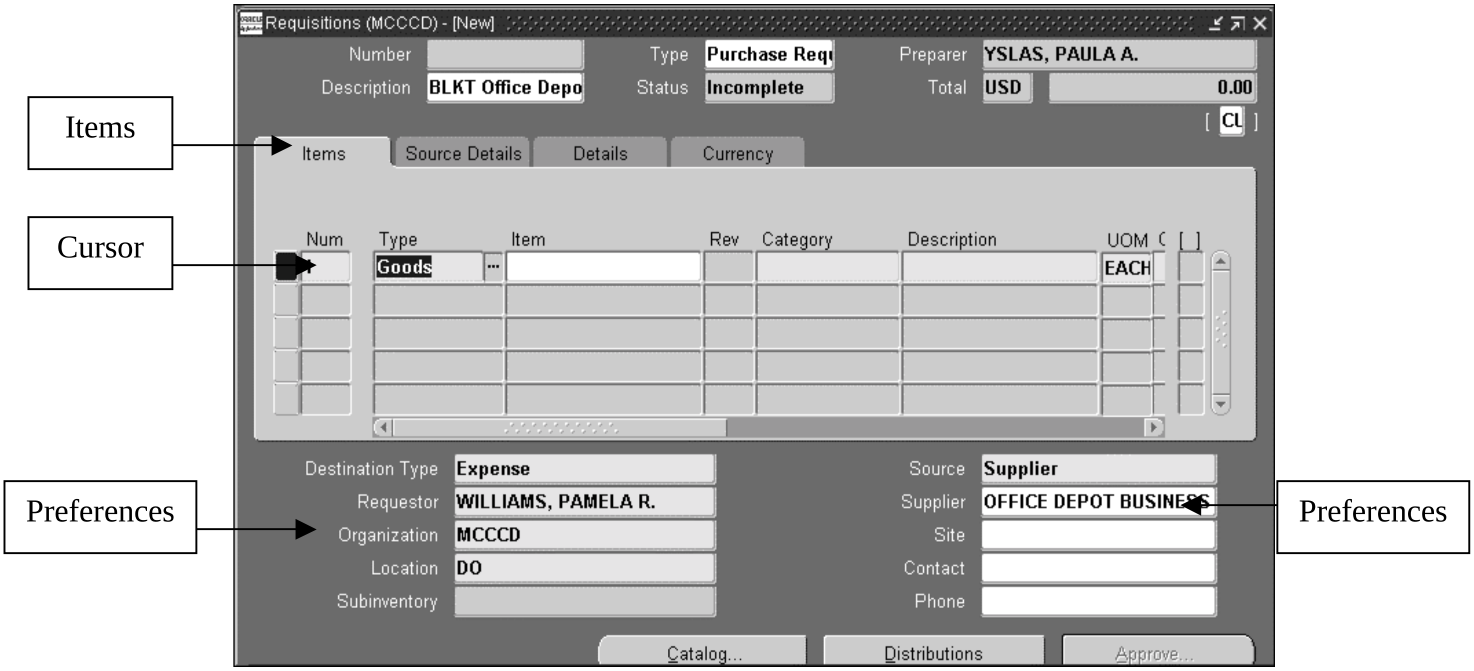
30. Press Tab.

- If creating a requisition from April – June, a Budget Year window displays:



- In the Budget Year field, click the List of Values icon.
- Double-click the appropriate budget year and click OK.
- Please keep in mind that this window only displays from April – June.

- Your cursor is in the Num field of the Items section.

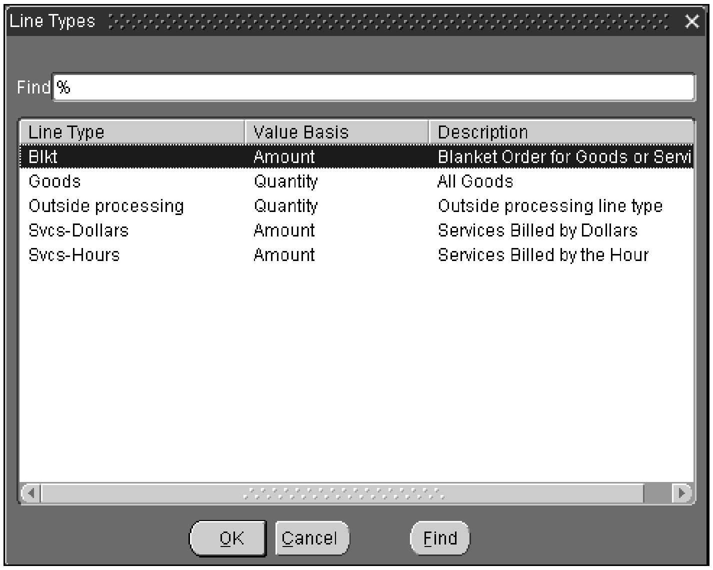


- Notice that your Preferences have been entered in the fields at the bottom of the items section.

- If you ever get “lost” in your requisition, click the Items tab to find your way back! ☺

31. Tab to the line Type field.

32. In the Type field, click the List of Values **…**:



33. Double-click the BLKT line type.

- When BLKT is selected, a few things happen:

  - The Item field is grayed out; it's not applicable.
  - The Unit of Measure field is autofilled with US Dollars.
  - The Price field is autofilled with 1.

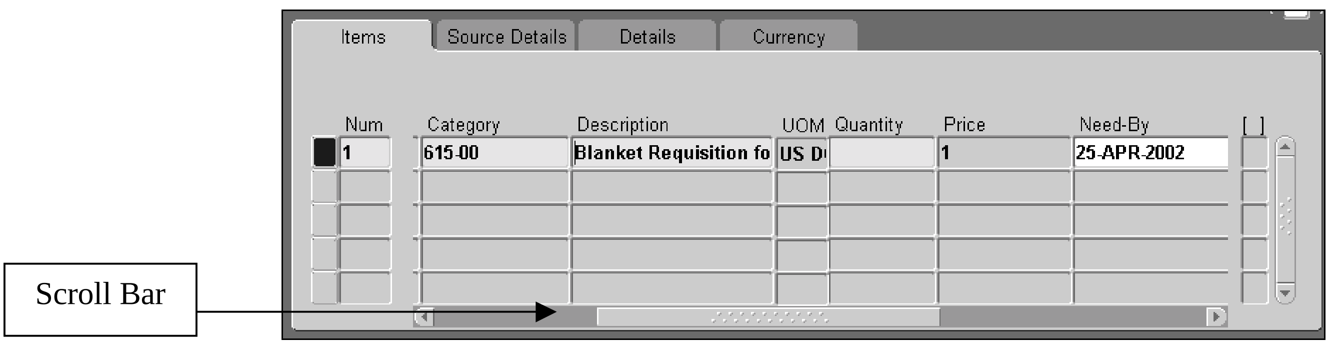
34. In the Category field, enter a Category Code and press Tab.

- The category code must be in this format: 615-00.
- For a list of purchasing category codes click here.
- For a list of travel category codes click here.

35. In the Description field, enter a specific description of the blanket requisition including the Supplier name and fiscal year.

- For example, Blanket Requisition for Office Depot for office supplies for Fiscal Year 2001-2002.
- To open an editing window for this field, press Ctrl+E or click the Edit Field icon  in the Toolbar.

- Click OK to close the editing window.
- You may have to scroll right to see the next few fields.



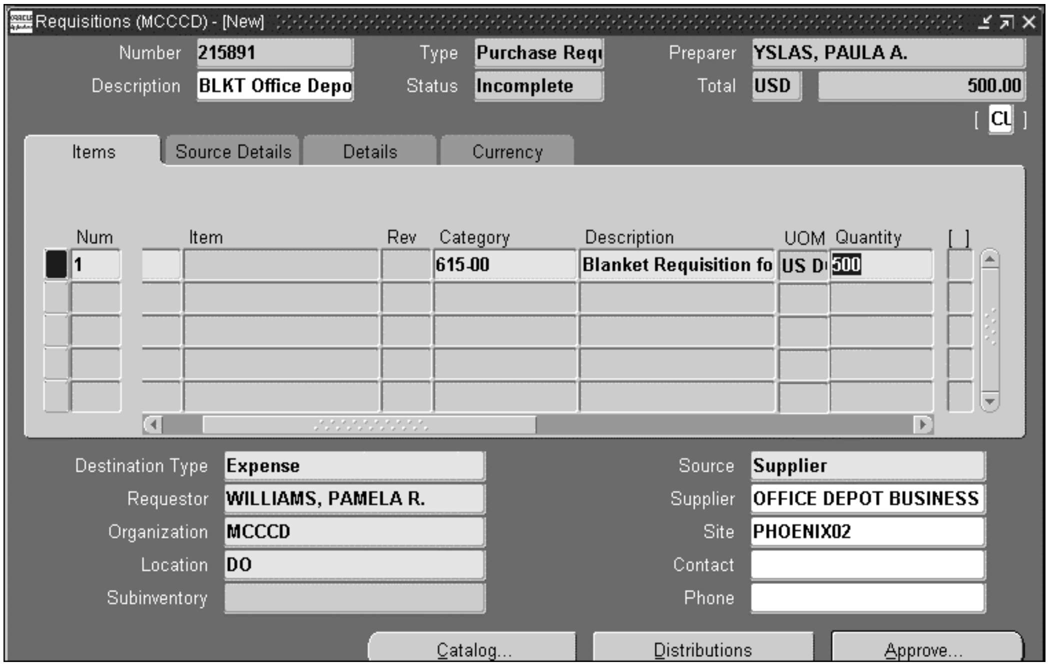
36. Tab past the UOM field.

- It autofills with US Dollars and it can't be changed.

37. In the Quantity field, enter the dollar amount of this blanket requisition.

- The Price field autofills with 1 and can't be changed.
- This blanket requisition is complete.
- Notice that the information in your Need-By Date and Charge Account fields has autofilled from your Preferences.

38. Press Ctrl+S or click the Save icon  in the Toolbar to save your requisition.

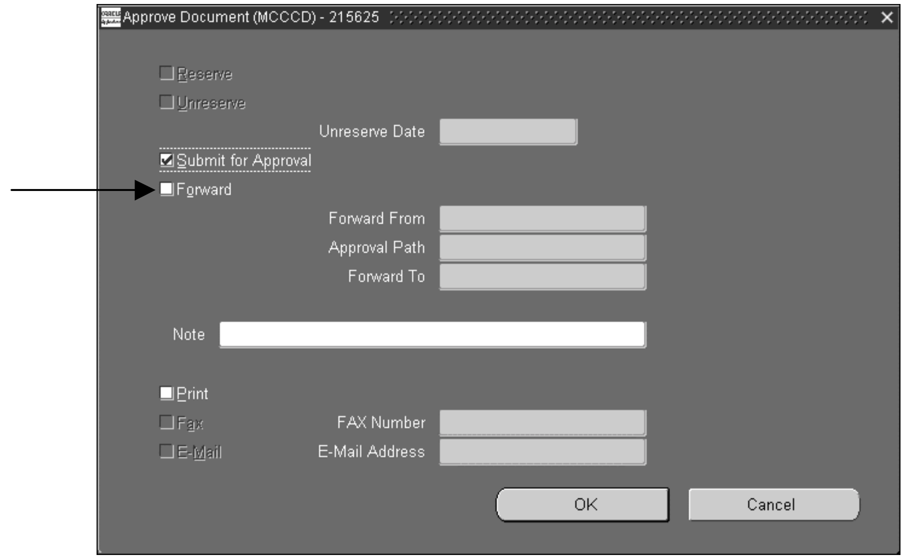


- CFS assigned a Requisition Number in the Number field of the header.

39. To forward your requisition, click the Approve button.

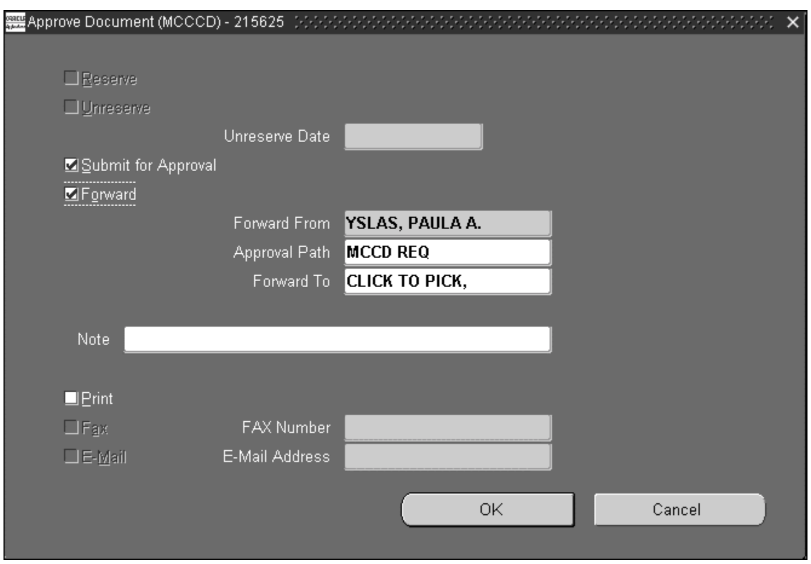
- You may have to scroll down to see the Approve button.

- At the Approve Document window, notice that your forward and approval fields are not available:



40. Click the Forward option located on the left-hand side of the window.

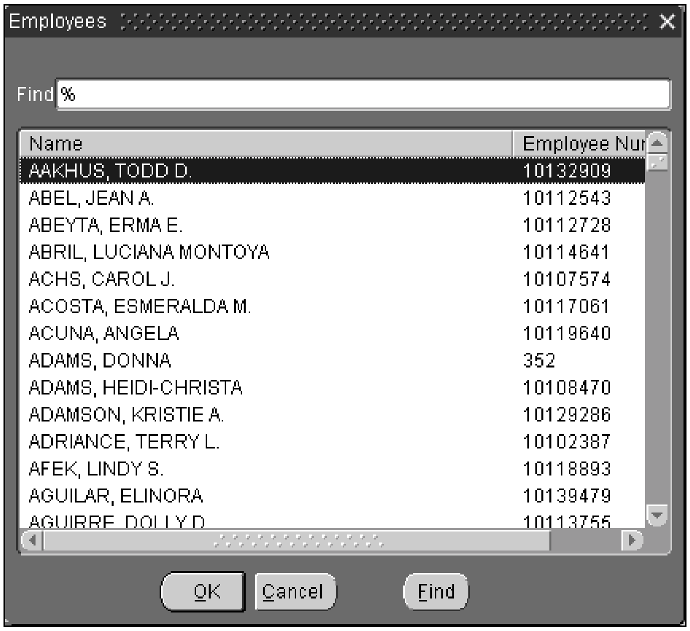
- Now your forward and approval fields are available.



- The Forward From and Approval Path fields cannot be changed.

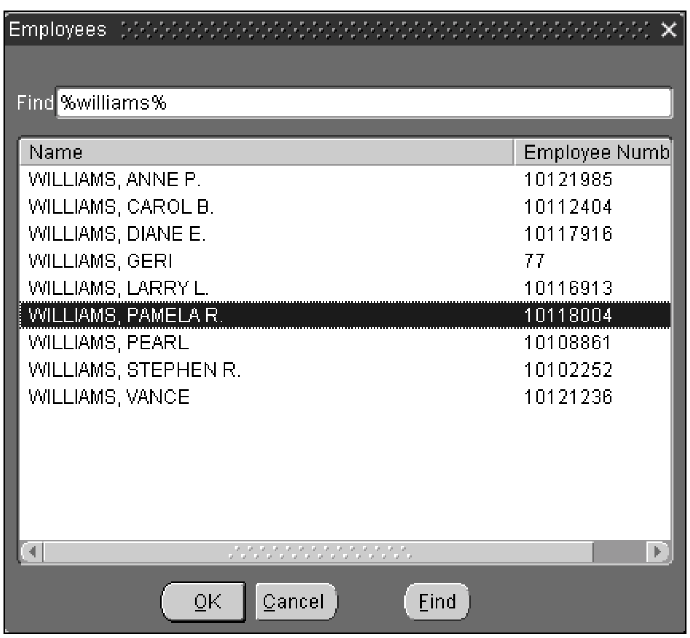
41. Click in the Forward To field and delete its contents.

42. Click the List of Values.



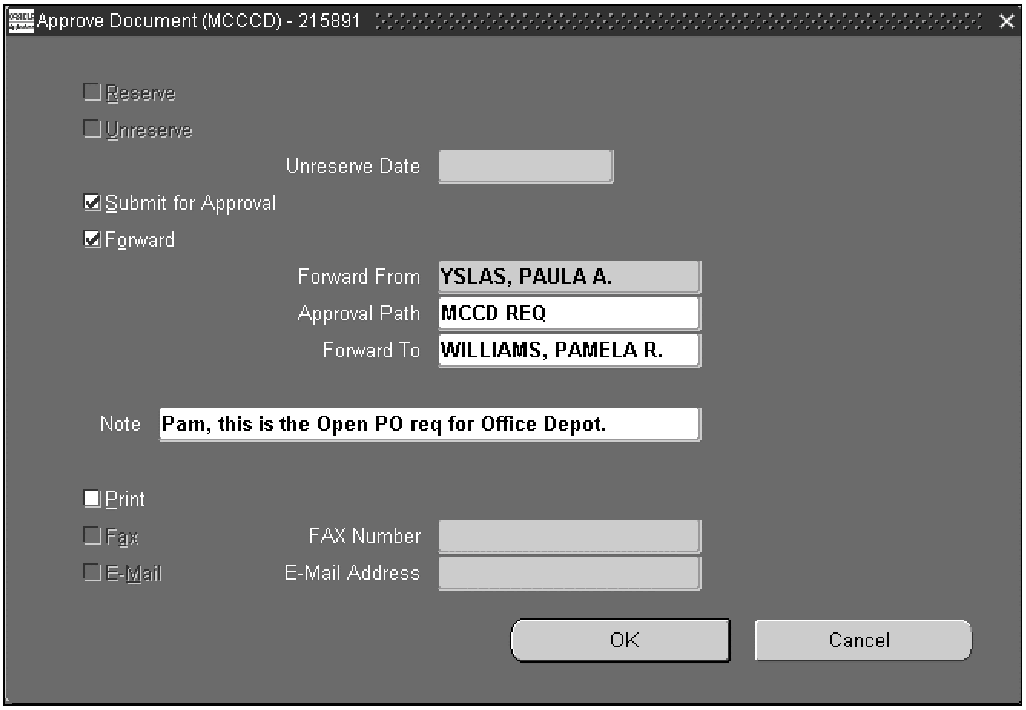
43. Click in the find field, behind the starting % sign, and enter the last name of the person who is to receive the requisition, then enter a closing % sign.

- For example: %williams%



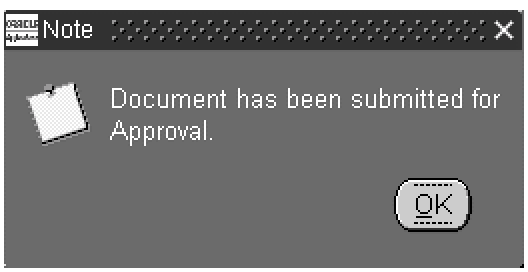
44. When the shortened list displays, double-click your choice.

45. In the Note field, you can enter an optional note for the next approver.



46. Click OK to submit the requisition.

- A note dialog box displays:



47. Click OK.

- This may take several seconds. Please be patient! ☺
- You are returned to a blank requisition at the Requisitions window.
- Notice that the preferences of your previous requisition are still in place.

To Create a New Requisition

If you have not exited your session, your previous Preferences are still intact.

1. To edit your Preferences, from the Tools menu, select Preferences.

2. Make your changes.

3. Click the Apply button.

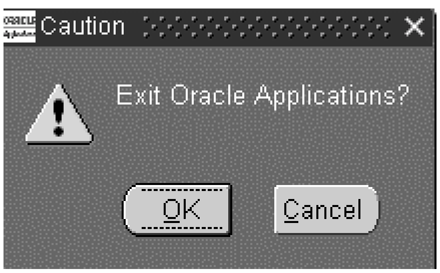
4. Click the Close box in the *Preferences* window – not the Oracle window.

5. To create another blanket requisition, repeat steps 29 - 47.

   To create a "regular" requisition, please refer to the Creating Requisition handout and card.

To Exit Oracle Applications

1. From the File menu, select Exit Oracle Applications.



2. Click OK.

3. Close the Oracle applet window.

4. In Netscape, from the File menu, select Exit.