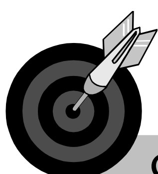
MM_ME51

Create Purchase Requisition for an Asset

Overview

The procedures described in this document cover instructions for the creation of a requisition that is used to procure assets. Assets may be considered the following: equipment $5,000 or greater, identified controllable assets, capital leases, etc. Except for the difference in account assignment identified, the purchase requisition creation process follows the same processes and approvals as a general purchase requisition. Once a requisition is initiated, it will be approved via release strategies that will be defined by your location. Further approvals may be needed if the value of the request is greater than $5,000. If the request is greater than $5,000 but less than $58,900 (the statutory limit), the College Procurement Specialist needs to acknowledge that all of the required documentation has been accumulated. If the request is greater than $58,900, the request must also be approved by the District Purchasing Agent.

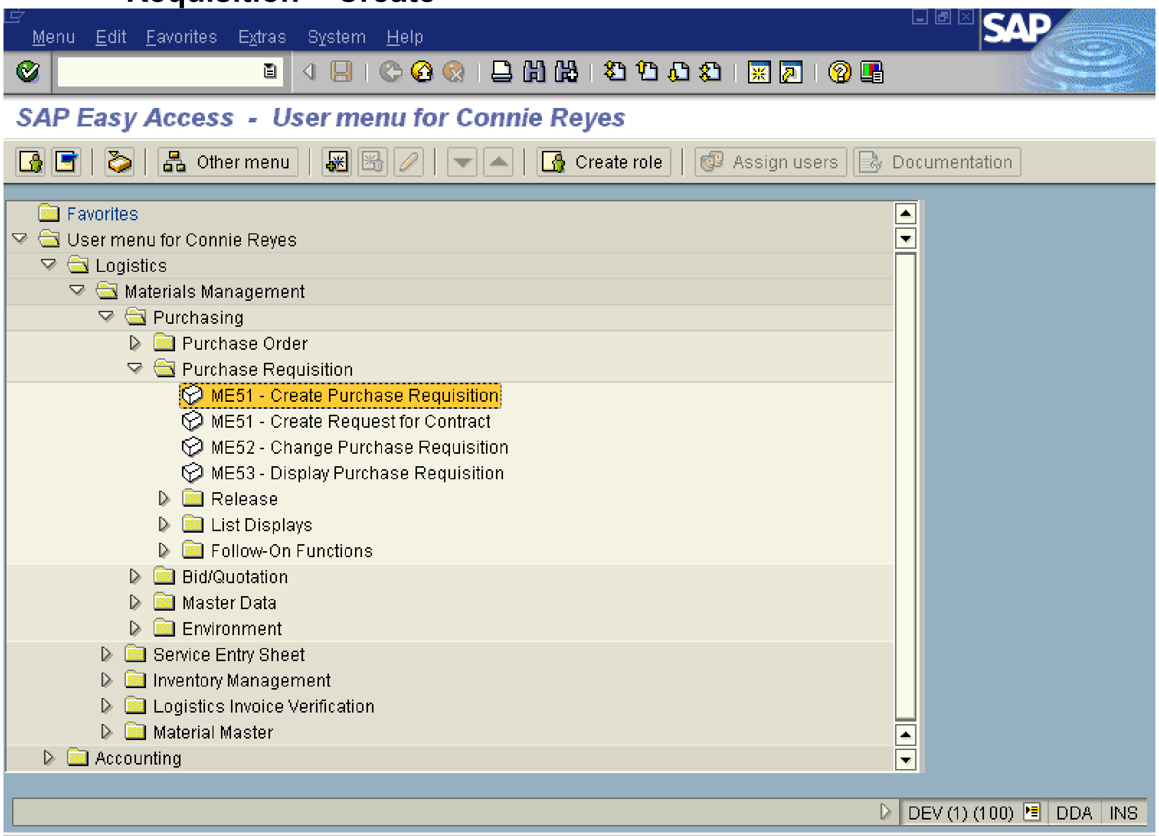


OBJECTIVE(S):

- To create a requisition for an asset, using account requisition "U."

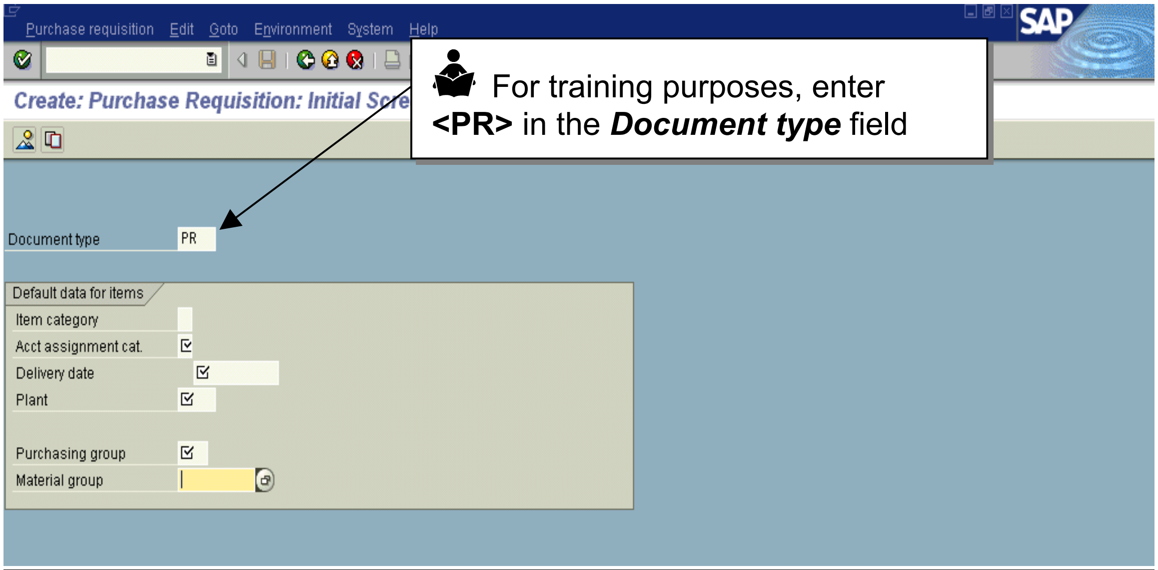
Access Create Requisition: Initial Screen

1. Select **Logistics > Materials Management > Purchasing > Purchase Requisition > Create**



Create Purchase Requisition: Initial Screen

1. The cursor starts in the **Document type** field. The **Document type** field denotes the kind of purchasing type that is to be followed.



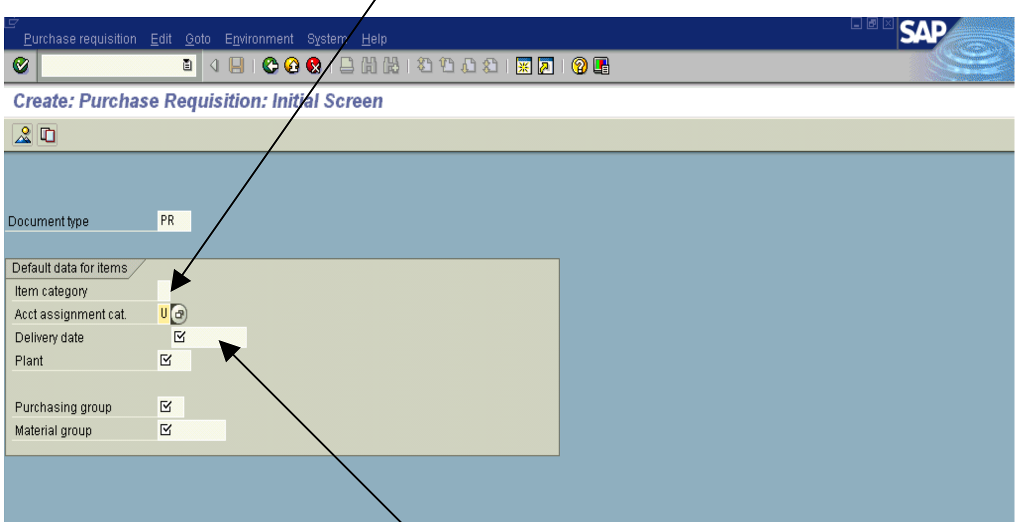
Create Purchase Requisition: Initial Screen cont.

2. Press **[Tab]** to move to the **Purchase requisition** field. The **Purchase requisition** field is where the number of the purchase requisition is entered when in change or display mode.

For training purposes, leave the **Purchase requisition** field blank.

3. Press **[Tab]** until you get to the **Acct. assignment cat.** field. **The Acct. assignment cat.** field contains the flag that determines the type of account to charge for the financial transaction.

For training purposes, enter **<U>** in the **Acct. assignment cat.** field.



4. Press **[Tab]** to get to the **Delivery date** field.

"DELIVERY DATE" FIELD:

A. General purchasing

This date is a time estimate for which your vendor will deliver the requested goods (usually a week or more). The encumbrance date is the date on which the document was posted ("saved"). For example, if an individual were to order some office supplies in SAP on July 1, 2002, he or she would enter a probable delivery date of July 15th or later. If the document were posted on July 1st, funds would be encumbered on that same date.

However, in instances where you need to encumber funds for the subsequent fiscal year, the value inputted should be a date after the start of the new fiscal year (i.e., a date after July 1st). The delivery date for this latter situation will therefore also be the encumbrance date for that document. For example, the SAP user enters an order in May 2002 but wants to use 2002-2003 funds. He or she would enter a delivery date of July 1st or later to encumber funds for that specific year.

B. Contracts

This date is the ending date of the agreement (assuming the term is one year or less). If the term exceeds the current fiscal year (i.e., June 30th) or is a multi-year contract, only the last day of LACCD's fiscal year can be inputted (e.g., 06/30/02) due to budget availability constraints. For each additional year, the user must change the document and reflect the new dates so that funds can be properly encumbered.

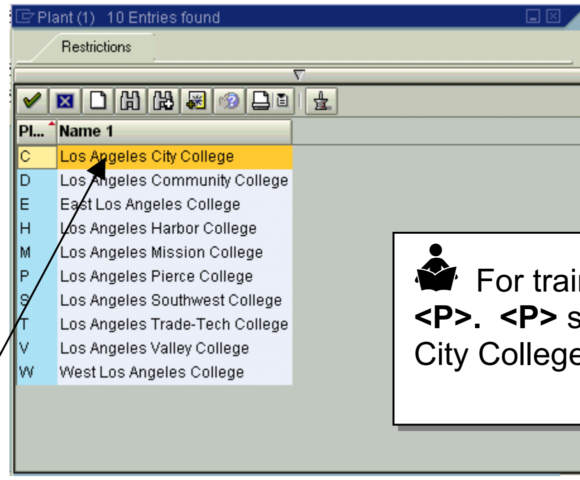
Similar to general purchasing, the date on which the document is posted is the same date on which funds will be encumbered. Furthermore, contracts that are to be initiated in subsequent fiscal years (e.g., entered in May but require next year's funds) must also have a date entered in the "Delivery date" field of July 1st or later.

5. Enter the **<date on which the goods are to be delivered>.**

6. Press [Tab] to move to the Plant field. The Plant field identifies the campus location.

Create Purchase Requisition: Initial Screen cont.

7. Click on the Matchcode icon beside the **Plant** field and the following pop-up box appears.

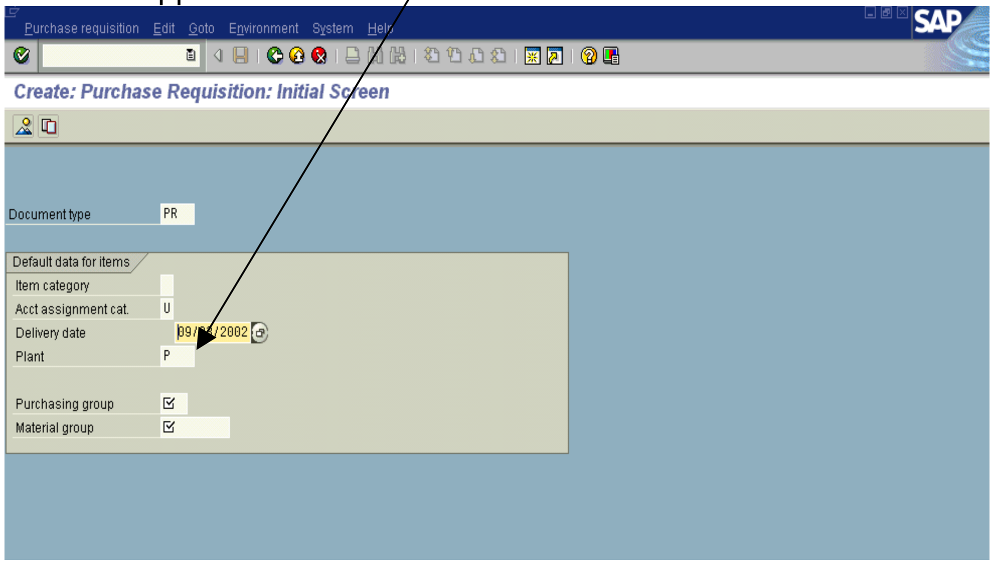


For training purposes, select **<P>. <P>** stands for the Los Angeles City College.

8. Select a **<Plant Code>** for the correct campus.

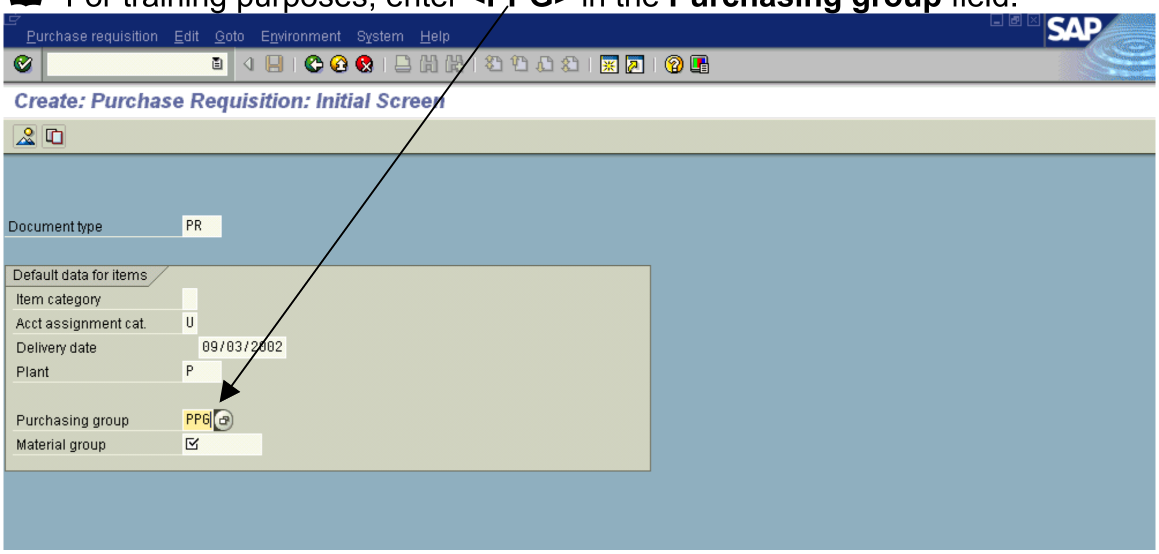
9. Click **(Copy)** and return to the ***Create: Purchase Requisition: Initial Screen*.**

10. The campus selected appears in the **Plant** field.



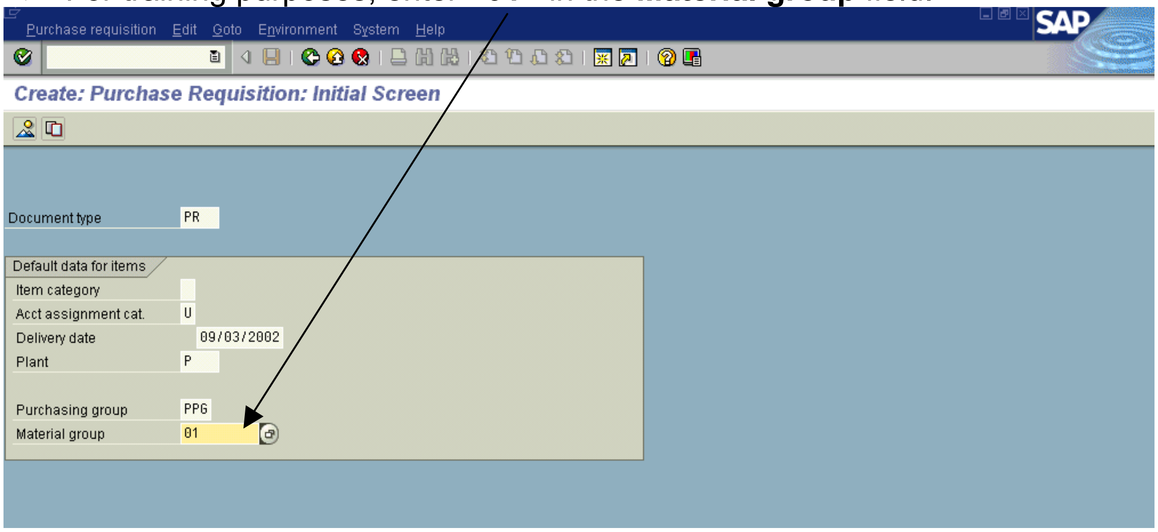
11. Press **[Tab]** to move to the **Purchasing group** field. The **Purchasing group** field is the number that identifies a buyer.

For training purposes, enter **<PPG>** in the **Purchasing group** field.

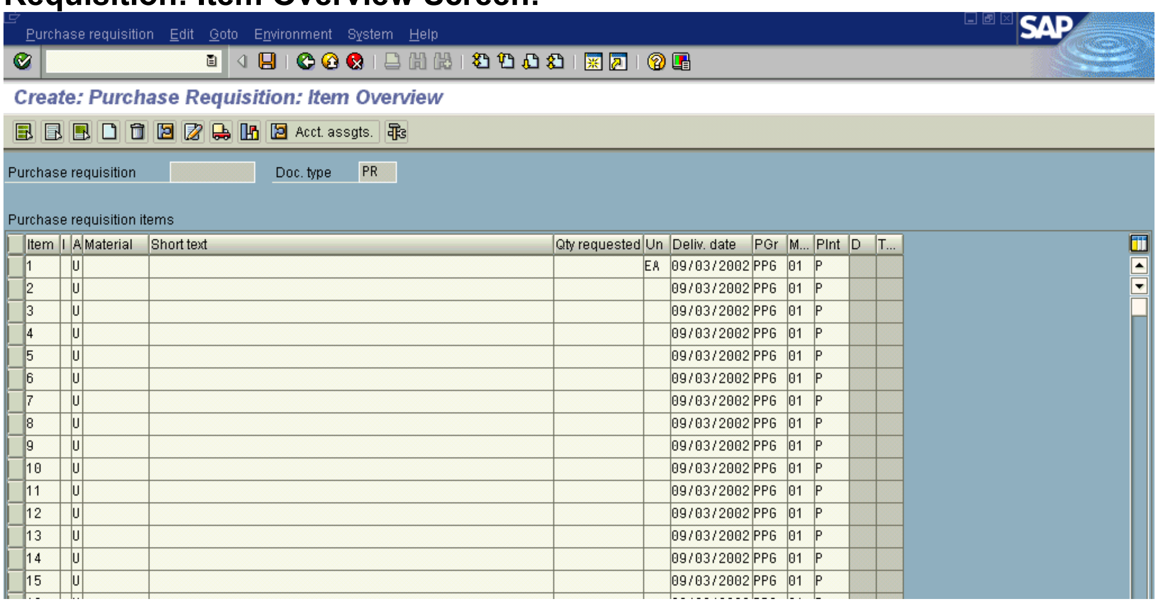


12. Press **[Tab]** to move to the **Material group** field. The **Material group** field determines the commodity group that identifies the material(s) being purchased.

For training purposes, enter **<01>** in the **Material group** field.

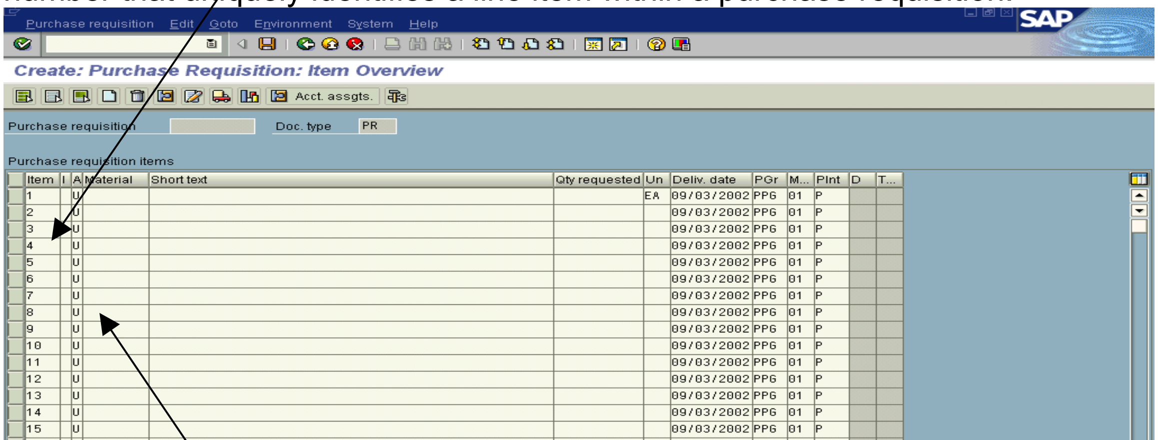


13. Click on the **(Enter)** icon to advance to the **Create Purchase Requisition: Item Overview Screen:**



Create Purchase Requisition: Item Overview screen

1. Click in the ***Item*** column. This field is defined by the system and holds the number that uniquely identifies a line item within a purchase requisition.

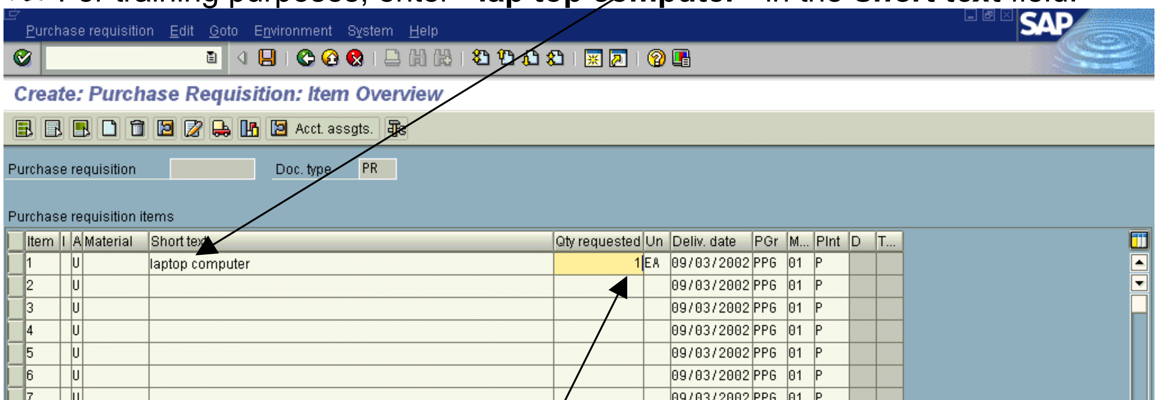


2. Press **[Tab]** until you get to the ***A*** column. ***A*** represents Account Assignment and this column determines the type of account to be charged. Information in the ***A*** column defaults from the *Initial screen* but can be overridden when necessary.

For training purposes, leave the value as **<U>. U** stands for "*unknown.*" When creating a purchase requisition for an asset, always place U in the **Account Assignment** field.

3. **Press** [Tab] **to move the** Short text **field. The** Short text **field is for entering a description of the material being requested.**

For training purposes, enter **<lap top computer>** in the ***Short text*** field.

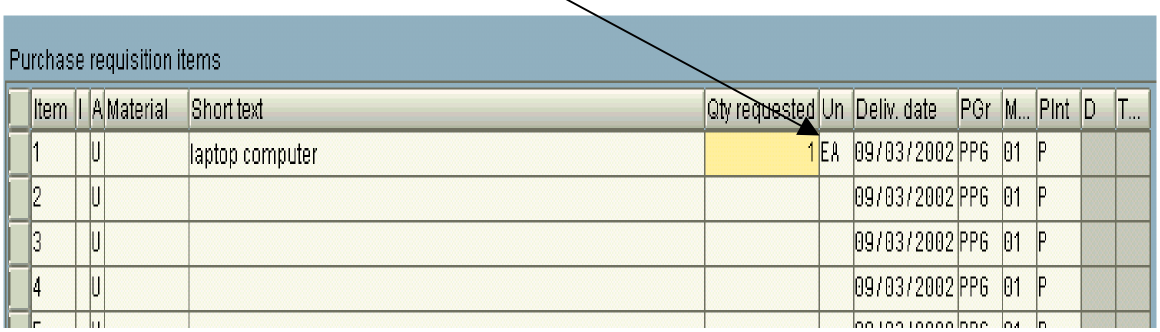


4. Press **[Tab]** to move to the **Qty. Requested** field. This field is for the number of assets required.

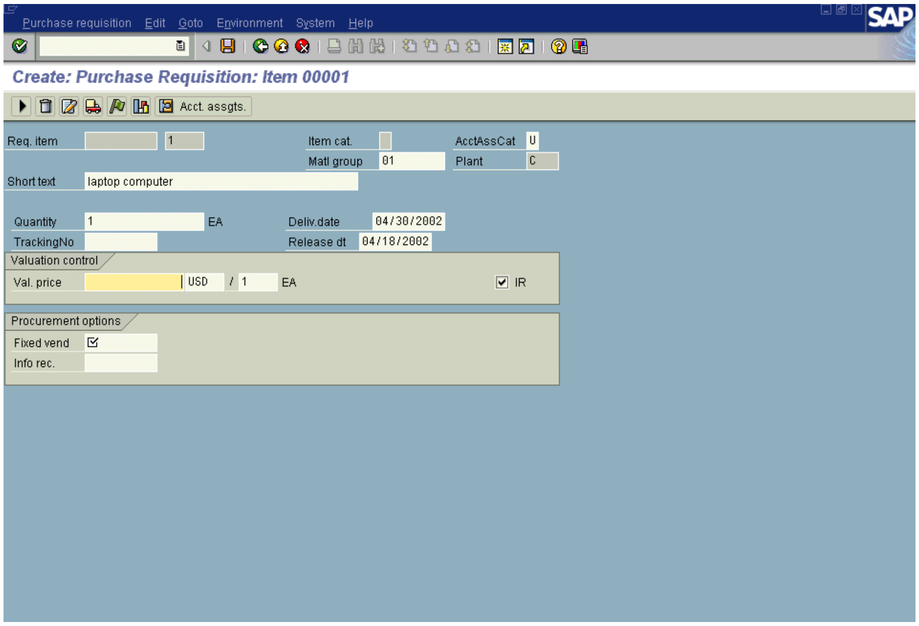
For training purposes, enter **<1>** in the **Qty. Requested** field.

5. Press **[Tab]** to move to the **UN** field. **UN** describes the unit of measure of the asset being acquired.

For training purposes, enter **<ea>** in the **UN** field.



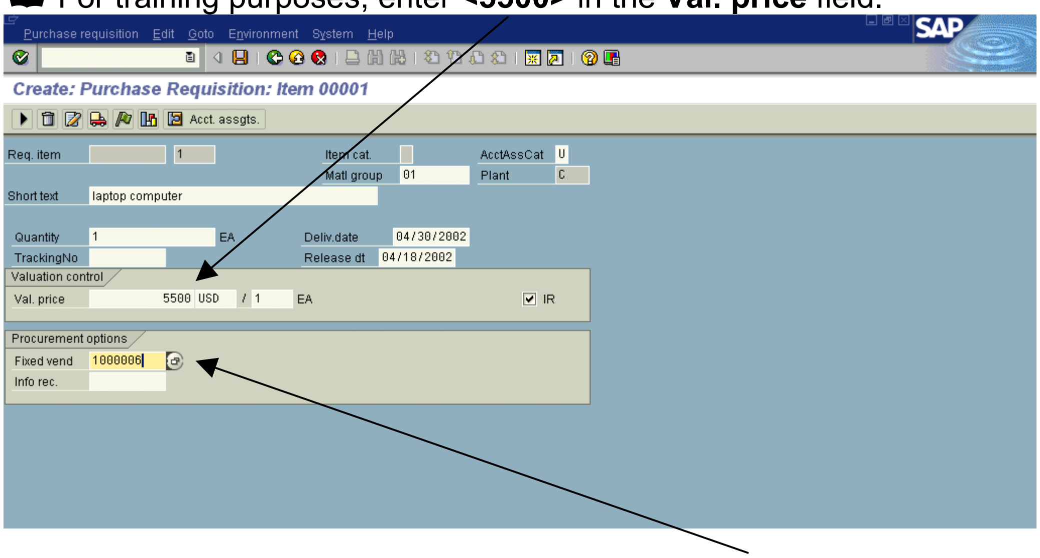
6. Click the **(Enter)** icon and the **Create Purchase Requisition: Item 00001** screen appears:



Create Purchase Requisition: Item 00001

1. The cursor starts in the **Val. price** field. The **Val. price** field determines the estimated price of the line item.

For training purposes, enter **<5500>** in the **Val. price** field.



2. Press **[Tab]** to move until you reach the **Fixed vend** field. The **Fixed vend** field describes the number of the vendor, defined as the fixed source of supply for this PR. (e.g. Office Depot, Staples, etc.)

For training purposes, enter **<1000006>** in the **Fixed vend** field.

3. Place your cursor on the **TrackingNo** field. In this field, enter the <u>cost center</u> that will be charged for this purchase. This account information is

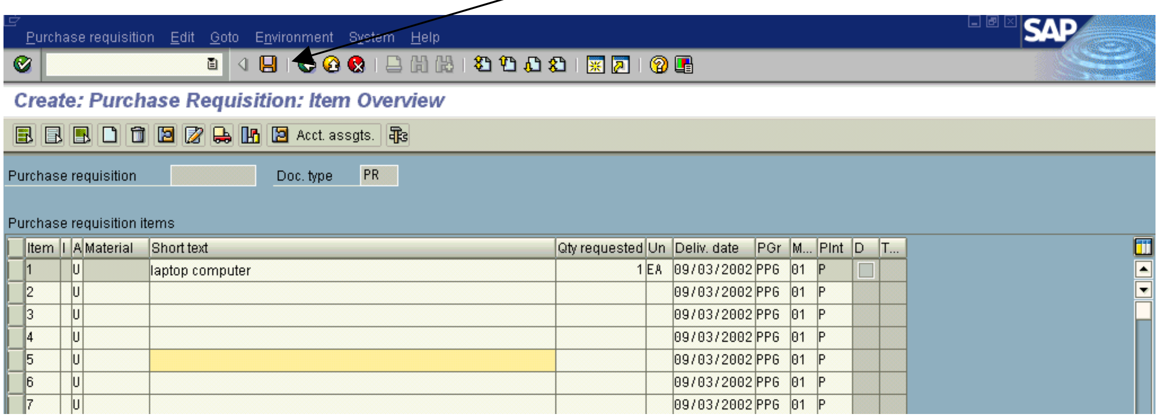
required since it will be later needed in the Purchase Order transaction. (Note: this procedure is done only when creating a purchase requisition for an asset.)

If you are creating a Purchase Requisition with a WBS element, you will notice that the **TrackingNo** field does not have enough space to include the entire WBS number. The solution is to record the WBS number onto the *item text* screen. Once the PO is created, the WBS number can be found by examining the *item text* screen.

4. Once the details to the line item have been created, you can press the black arrow key to create details of other line items. Because we only created one line item in this training exercise, press the **(Continue)** key. You will be directed back to the "**Create: Purchase Requisition: Item Overview**" screen.

Create Purchase Requisition: Item Overview screen

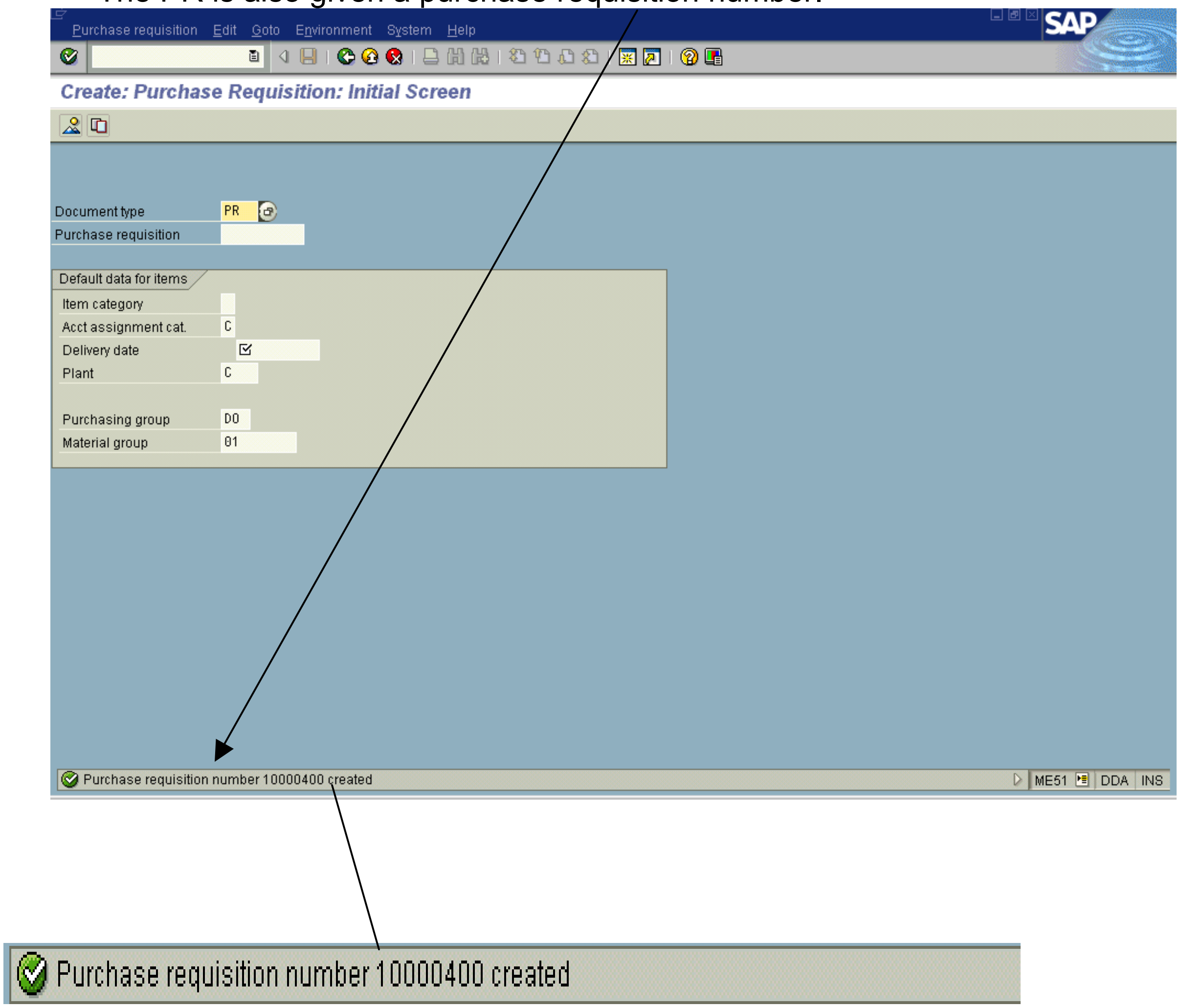
1. If all required information has been furnished, the requisition is ready to be saved. To save the document, select the **(Save)** icon at the top of the screen.



2. Once the Save button is initiated, the system will return you back to the "**Create Purchase Requisition: Initial Screen.**"

Create Purchase Requisition: Initial Screen

1. The status bar indicates that the purchase requisition has been created. The PR is also given a purchase requisition number.



Record your purchase requisition # here for future reference: _______________

Section Complete