

Section B – Automated Purchase Order System Manual

Logging on to the System	B - 1
The Path of a Purchase Order	B - 2
I. User Determines Need for Purchase	B - 3
Completion of a Hardcopy Purchase Requisition	B - 4
MISD Purchase Requisition Form	B - 6
II. On-line Search for Vendor Number	B - 7
III. On-line Requisition Entry	B - 9
Adding a New Requisition	B - 12
Types of On-Line Requisitions	B - 18
Requisition Entry Shipping/Vendor Screen	B - 19
Requisition Entry Item Detail Screen	B - 20
Requisition Entry Account Number Screen	B - 23
Automatic Account Verification	B - 24
Using a Single Account Number	B - 25
Using Multiple Account Numbers	B - 26
IV. Inspect a Requisition	B - 29
V. Print a Requisition List	B - 31
VI. Release a Requisition	B - 35
VII. On-line Departmental Approval	B - 36
Purchase Order Departmental Approval Procedures	B - 39
Transferring a POAPP Account	B - 39
Obtaining a New POAPP Account	B - 39
Adding Account Masks to Approval Paths	B - 39
Temporary Transfer of Approval Paths	B - 40
User ID Reactivation	B - 40
Obtaining Assistance with the POAPP Process	B - 40
Information Systems User ID Request Form	B - 41
Information Systems User ID Reactivation Form	B - 43
Verification of Pending Status of Requisitions	B - 44
Inspecting Departmental, Budget and Purchasing Approvals	B - 45
Requisition Pending Report	B - 47
VII. Purchasing Review, Approval and Printing of Purchase Orders	B - 48
Voiding a Purchase Order	B - 48
Altering a Requisition	
Changing a Requisition or Item	B - 49
Changing an Account Number	B - 52
Deleting an Item or Requisition	B - 53
Shipping Addresses	B - 54
Standard Abbreviations for Item Measurement	B - 56

LOGGING ON TO THE SYSTEM

To log on to the Information Systems Main Computer, enter your log-on information after the **CPU969 MPE XL/iX:** prompt. Follow the format below:

HELLO SESSIONNAME,USERNAME.ACCOUNTNAME [Return]

The Return Key is located on the alphanumeric area of your keyboard. Enter your *User Password* and press the **Return Key**. Enter your *Security Password* and press the **Return Key** until you reach the *McAllen ISD Financial Menu*. Select the menu item labeled *Main Financial Functions* and press the **Return Key**. You should now be in the *MISD Purchasing Services* menu. Select the menu item labeled *(MISD) Requisition Menu* and press the **Enter Key**. This will take you into the *Requisition Menu*. Make sure that your **Caps Lock** is on. You are now ready to use the Automated Purchase Order System.

Return vs. Enter

When the manual specifies that you hit the **Enter Key**, use the Enter Key located in the numeric keypad, if you are using an IBM compatible, Macintosh computer or terminal.

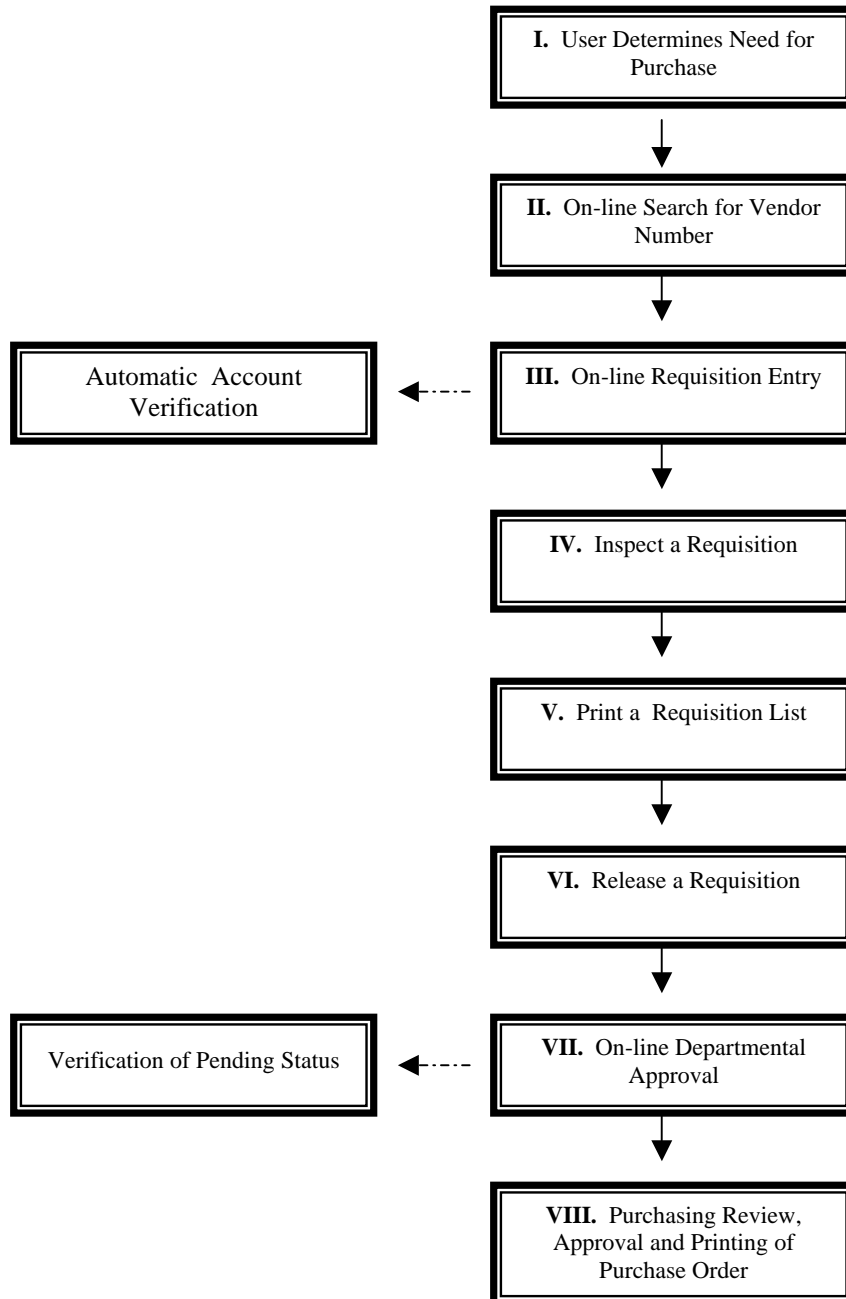
When the manual specifies that you hit the **Return Key**, use the Enter Key located in the alphanumeric key area of an IBM compatible or terminal (above the shift key). If you are using a Macintosh computer, use the Return Key also located in the alphanumeric key area.

HINT: When your screen has the words "Enter Selection:" along with a long action box at the bottom of the screen, use the **Return Key**. When the screen has the words "District 01" in the upper left-hand corner, use the **Enter Key**.



THE PATH OF A PURCHASE ORDER

The path that a purchase order follows is fast and simple for the end-user. The Automated Purchase Order System incorporates the Purchasing and Accounting functions with a few keystrokes. As soon as a requisition is entered, the program automatically checks for availability of funds and encumbers the amount. Once the proper approvals are entered on-line, the purchase order is created. A process that once took weeks to complete can now be done in as little as one day. The following diagram illustrates the process:





USER DETERMINES NEED FOR PURCHASE

In most cases, the bookkeeper or secretary receives a written request from a teacher or other staff member, listing the items that they would like to purchase. The request may be in the form of a [Purchase Requisition Form](#) which can be found below. The purpose of the form is to facilitate the data entry process. Detailed instructions on how to fill out the form follow.

COMPLETION OF HARDCOPY PURCHASE REQUISITION

1. Obtain a blank purchase requisition form from the school's bookkeeper or secretary or by clicking on the blue link above.
2. Obtain product and pricing information from an approved vendor.
3. Circle the type of purchase requisition you are completing. Refer to the **Types of On-Line Requisitions** in the *Automated Purchase Order System Manual* to complete this section.
4. Complete the vendor information: All of the information is **required**. Your order will not be processed without it.
 - Vendor's name - the full name is required, do not use abbreviations
 - Vendor's address
 - Vendor's phone number
 - The vendor number will be completed by the bookkeeper
5. Complete the item detail for each item ordered.
 - Enter the quantity you are ordering.
 - Enter the unit of measure that the merchandise is sold. For example: box, each, pkg, etc. Refer to the **Standard Abbreviations for Item Measurement** for additional abbreviations.
 - Enter the unit price. For example: \$5.25.
 - Enter the total cost for that item by extending the prices: 10 boxes @ \$5.25 = \$52.50.
 - The account number will be completed by the bookkeeper.
 - Enter the description of the item. The description must be more than a catalog number. For example, "yellow folders without fasteners, part # 123-456". The description must be detailed enough to be understood by the Bookkeeper, Approving Official, Purchasing Clerks, Vendor, Warehouse Delivery Clerks and Auditors. **Requisitions with inadequate descriptions will be rejected.**
6. Upon completion of the hardcopy purchase requisition:
 - Obtain Principal's approval, if necessary.
 - Return the approved requisition to the bookkeeper for data entry.

The purchase requisition is not a purchase order. Do not contact the vendor to place your order based on the requisition number. If you do place your order based on the purchase requisition, **you** will be personally responsible for payment of merchandise, **not** the District. (Board Policy CHA Local)

The next step is to enter the requisition on-line. This process should be performed by the bookkeeper or secretary.

***After Entering the Requisition On-line:***

- Place the requisition number assigned by the computer on the hardcopy requisition.
- Sign and date the hardcopy requisition.
- File the hardcopy requisition in sequential order.

ON-LINE SEARCH FOR VENDOR NUMBER

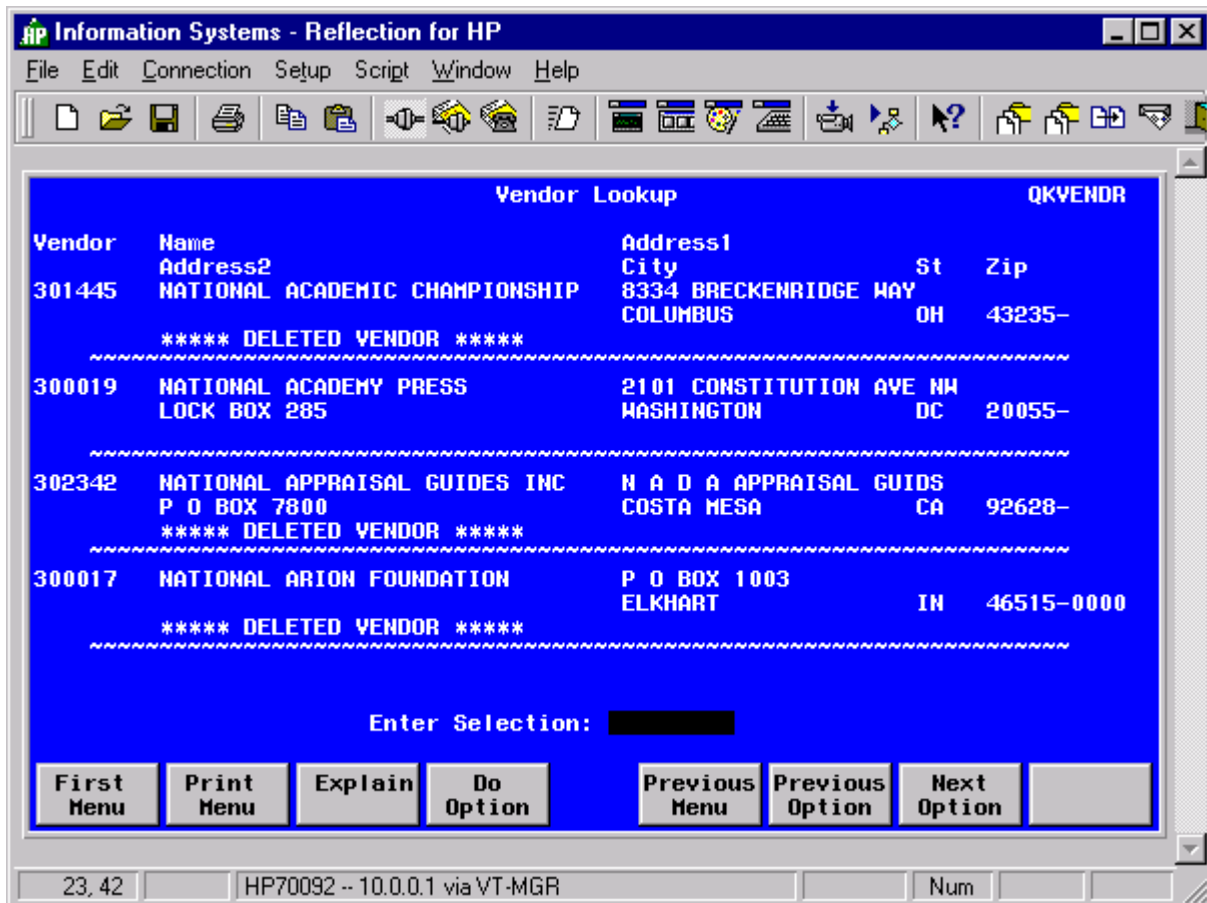
There are two ways of finding a vendor number. The easiest way is by using the *Vendor Lookup* before entering the requisition. The *Vendor Lookup* allows you to search the database containing the registered vendors. You may search by the first few characters of the vendor's name. To access this function, you must be in the *Requisition Menu*. Once there, enter the number that corresponds to the *Vendor Lookup* option into the action box and press the **Return Key**.

To search for vendors beginning with the word "NATIONAL," you would type the following:

```
F          [Return]
NATIONAL@ [Return]
```



The “F” stands for “Find” and it is typed in the action box located at the bottom center of the screen. Upon pressing the **Return Key** the cursor goes to the “Name” field. Enter NATIONAL@, in all caps, and press the **Return Key**. This will display all the entries beginning with the word NATIONAL. The number that appears on the right of the name and address is the vendor number.



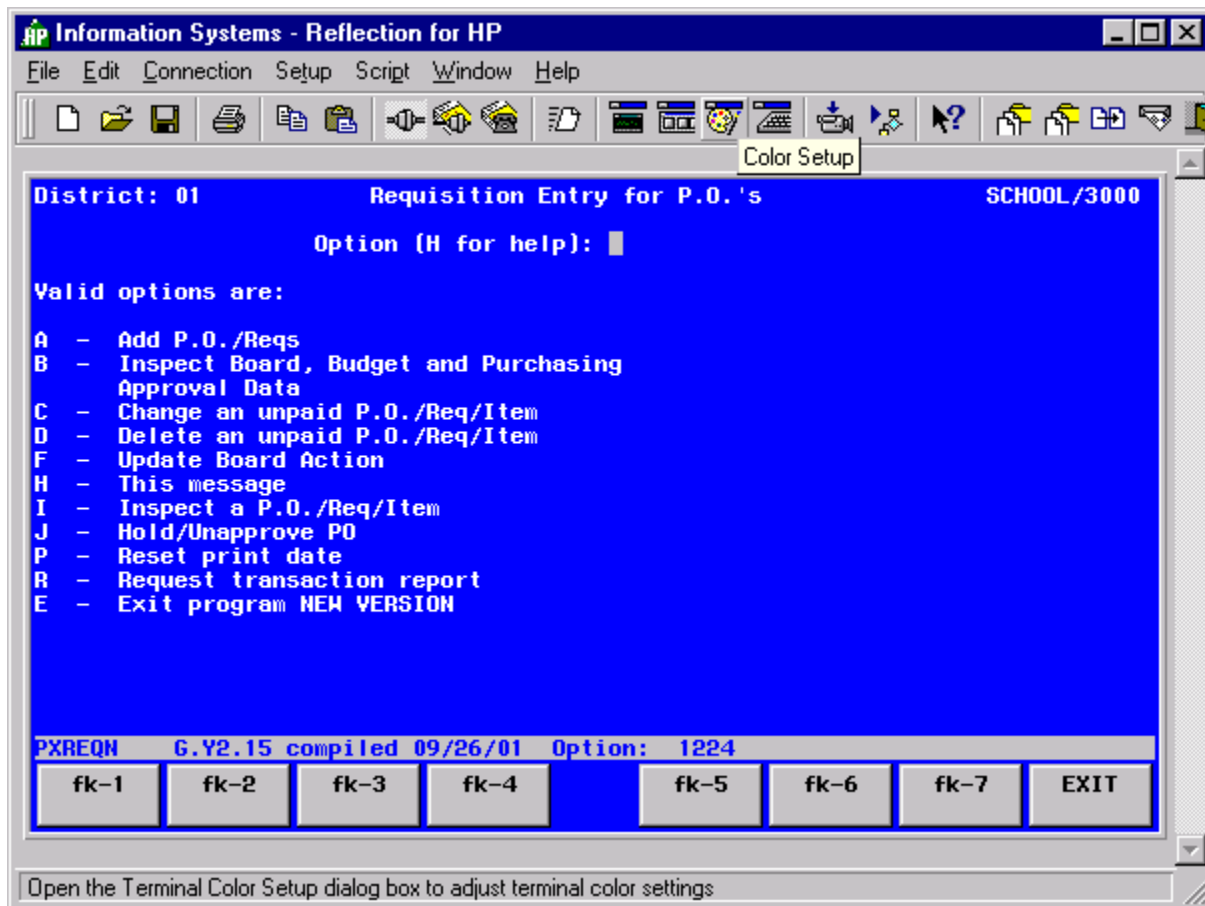
If there is more than one screen, press the **Return Key** to view the following screens. To begin a new search, type **F** in the action box and repeat the steps. To exit the lookup, type **EXIT** in the action box and press the **Return Key**.

NOTE: Just because a vendor is registered, does not mean that he/she is an approved vendor. An approved vendor is determined by quotes, bids or with the approval of Purchasing.

ON-LINE REQUISITION ENTRY

Once the Vendor Number has been identified, the on-line requisition entry may begin. To access the *Requisition Entry* option, you must be in the *Requisition Menu*. Once there, enter the number that corresponds to the *Requisition Entry* option into the action box and press the **Return Key**. This will take you to the *Requisition Entry for P.O.'s* screen. Your screen should read "Option (H for help): ". This is a prompt for you to enter an option or the letter **H** for "help". By typing the letter **H** and pressing the **Enter Key**, the following screen is displayed which lists the menu options.

NOTE: You will always use the Enter Key in this screen.



NOTE: Your screen may not display all of the above options. Your log-on information determines which options you are allowed to access.

The following list displays the options and their definitions. To select a menu option, enter the letter corresponding to the option you wish to select into the action box and press the Enter Key.

A - Add Purchase Order/Requisition

Use this option to enter a requisition. Access to this option will be given to all individuals who are responsible for processing purchases and payment authorizations.

B – Inspect Board, Budget and Purchasing Approval Data

Use this option to check the Campus/Department, Budget and Purchasing approvals of a requisition. Access to this option will be given to all individuals who have access to the requisition system.

C - Change an unpaid Purchase Order/ Requisition/Item

Use this option to edit a requisition after a requisition has been added but before the requisition is released. You will also use this feature to release a requisition. This option is to be used to edit requisitions that have been denied by an approver and returned to the requester. Access to this option will be given to all individuals who have access to the requisition system.

D - Delete an unpaid Purchase Order/ Requisition/Item

Use this option to delete a requisition. This option can only be used for requisitions that have not been released. Only the requester and Purchasing Services can delete a requisition. Access to this option will be given to all individuals who have access to the requisition system.

F - Update Board Action

This is not accessible to requisition entry personnel. Purchasing Clerks use this option to reset the Departmental Approval when a requisition is unapproved. It is also used to enter occasional manual Departmental Approvals outlined in the **Purchase Order Departmental Approval Procedures** section.

G - Update Budget Action

Access to this option is given to the Business Department to enter approval or denial for a budget override to a requisition.

I - Inspect a Purchase Order, Requisition, or Item

Use this option to review information entered on a requisition. This option will not allow the user to add or change information on the requisition. Access to this option will be given to all individuals who have access to the requisition system.

J - Hold/Unapprove Purchase Order

Access to this option will be given to Purchasing Services only. This option is used to enter approval or denial information for requisitions.

P – Reset Print Date

Access to this option will be given to administrators at Purchasing Services only. This option is used to reset a purchase order once it has been printed.

R - Request transaction report

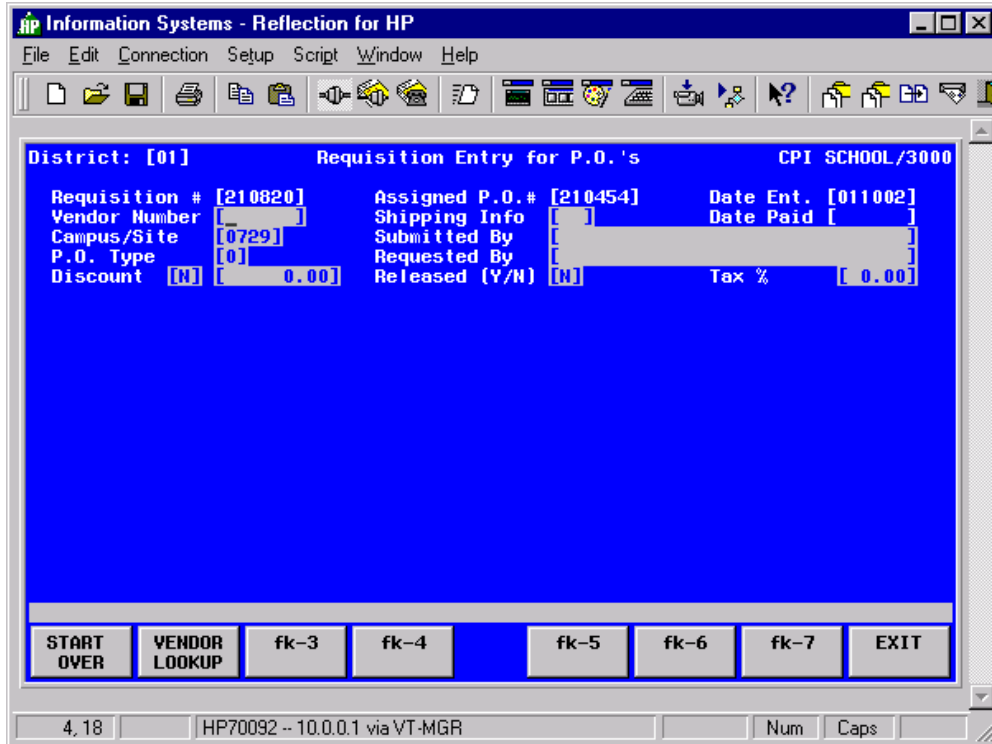
This report is not used by MISD. Do not access this option.

E - Exit Program

Use this option to exit the Requisition Entry for P.O.'s screen.

ADDING A NEW REQUISITION

To add a new requisition, enter the letter **A** in the “Option (H for help):” action box and press the **Enter Key**. The following is the first screen of the requisition entry process.



Information Systems - Reflection for HP

File Edit Connection Setup Script Window Help

District: [01] Requisition Entry for P.O.'s CPI SCHOOL/3000

Requisition # [210820]	Assigned P.O. # [210454]	Date Ent. [011002]
Vendor Number []	Shipping Info []	Date Paid []
Campus/Site [0729]	Submitted By []	
P.O. Type [0]	Requested By []	
Discount [0] [0.00]	Released (Y/N) []	Tax % [0.00]

START OVER VENDOR LOOKUP fk-3 fk-4 fk-5 fk-6 fk-7 EXIT

4,18 HP70092 -- 10.0.0.1 via VT-MGR Num Caps

The following list displays the fields and the information required for each field. Use this list to guide you as you enter the required information. To advance from field to field, use the following keys:

- [Tab] To advance to the next field.
 [Shift][Tab] To return to the previous field.

Requisition #

The system will assign a six-character requisition number. A unique number is assigned to each requisition. Numbers are assigned in sequential order.

NOTE: Be sure to write the assigned requisition number down. This is the easiest way you have of tracking and looking up the purchase requisition.

Assigned P.O. #

Users entering a requisition will see asterisks (*****) displayed in this field. The assigned purchase order number can only be viewed by individuals in Purchasing Services. Users can not edit this field or assign their own purchase order number.

Date Ent.

The system will assign the date the requisition was created. This field can not be edited.

Vendor Number

A six-digit vendor number must be entered for each requisition. **Enter the six digit vendor number that you identified in the Vendor Lookup.** Refer to the **On-line Search for Vendor Number** section. **The cursor will automatically go to the next field.**

The system will not process your requisition if you do not have a valid vendor number. If the vendor you wish to select is not on the approved district vendor list, contact the Accounting Department. Accounting will request that you submit a **W-9** and **Vendor Master Form** for each vendor you wish to add or reinstate.

The District assigns vendor numbers. **If you forgot to use the Vendor Lookup and you do not know the number of the vendor you want to select, you can scroll through a list of approved district vendors by selecting F2-Vendor Lookup when the cursor is on the vendor number field.** It is recommended that this option be used only when you forget to look up the vendor number before the requisition is entered. The following list describes the fields to be entered.

Vendor name: (Required)

Enter the first eight characters of the vendor's name for search and press the **Enter Key**. **You must use all capital letters.** You cannot use the shift 2 (@) in this search. This is why it is much harder to find vendors.

Allow deletes?

The district only processes purchases for vendors that are active (i.e., have not been deleted). Always enter the letter **N** in this field.

Vendor Name, Number, Address display lines

The system will search the vendor database and pull the records that match the search criteria entered. The system will display the vendor's name, district-assigned vendor number and address.

Select a vendor by line # or use <F1>, <F5>, or <F6>:

Enter the line number for the vendor you want to select and press the **Enter Key**.

The following function keys can be accessed from this screen:

<F2> will start this process over.

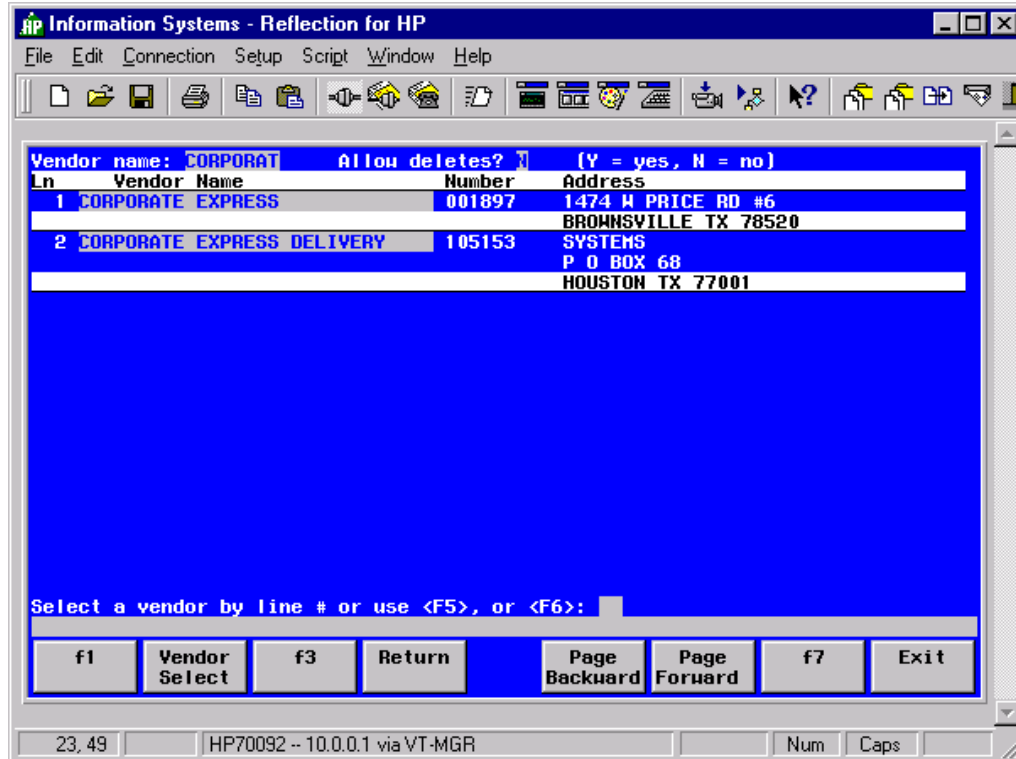
<F4> will bring you back to the purchase requisition screen.

<F5> will take you to the prior page listing of vendors.

<F6> will take you to the next page listing of vendors.

<F8> will exit you from the purchase requisition entirely.

The following is the vendor lookup screen you should see.



Shipping Info

This field allows users to specify a shipping address for the purchase. The shipping address will print on the purchase order. **Enter the two digit shipping code. The cursor will automatically go to the next field.**

A list of the two-digit shipping addresses that can be entered is found in the **Shipping Addresses** section. You should reference this list to determine the appropriate code that should be entered in this field.

Date Paid

This field will remain blank until Accounting issues a payment for the purchase. After Accounting has processed a payment, the date will be displayed in this field. This field can not be edited.

Campus/Site

The system will assign a three-digit campus/site code based on the organization code assigned to the user logon ID. Some individuals will be given the authority to change this field by entering another valid organization code. **Press the Tab Key if you are not changing the code.**

Submitted By

The name of the individual **entering** the requisition should be entered in this 30-character field. **Enter the name and then press the Tab Key to get to the next field.**

A complete first and last name should be entered. Initials are not acceptable. The name in this field will be used as a point of contact if there are questions regarding the requisition during the approval process. Also, the name in this field is now appearing on the *Ship To* address of the purchase order, which the vendors will add to their invoices. By looking at this field on the invoice, the Accounting Department will now be able to more efficiently route invoices to their proper locations.

P.O. Type

This field will indicate what type of requisition you are processing. **Enter the correct number. The cursor will automatically go to the next field.** Refer to the [Types of On-Line Requisitions](#) for a list of valid codes. If you are unsure about what *P.O. Type* to use, you may contact Purchasing Services for assistance.

Requested By

The name of the individual **requesting** the purchase should be entered in this 30-character field. **Enter the correct name and press the Tab Key to get to the next field.**

A complete first and last name should be entered. Initials are not acceptable. The information that you enter in this field will appear on the “ATTN” line of the *Ship To* address of the purchase order.

Discount

Discount includes two fields. The first field indicates if a vendor discount rate can be applied to all items on the requisition based on terms negotiated by the District or by the Requester. **This field defaults to the letter N indicating no discount. If you are to receive a discount on the purchase, enter the letter P in this field.** The letter “P” indicates that a percentage discount is to be applied and the computer will calculate the discounted price based upon the percentage entered. **If you are not receiving a discount, press the Tab Key twice to get to the next field. If you entered the letter P, the cursor will automatically go to the next field.**

If the letter P is entered in the first field, the discount rate must be entered in the second field. The discount rate should be entered as follows:

- Enter the number **20** to indicate a 20% discount
- Enter the number **8.5** to indicate a 8.5% discount

Once you enter the discount rate, press the Tab Key to get to the next field.

REMINDER: If you enter a discount rate here, remember to enter regular prices, not the discounted prices in the item detail.

Released (Y/N)

Individuals outside the originating campus or site view this field to see if the requisition is ready for review and approval.

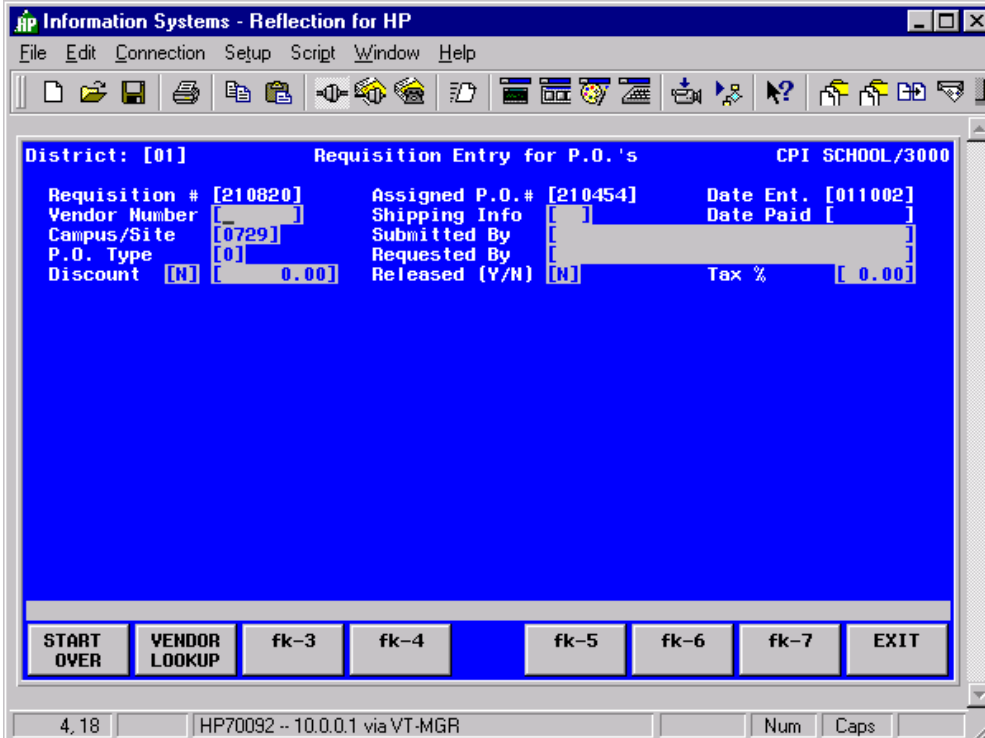
The field will contain a default letter “N” to indicate that information relevant to the requisition is still being entered. **Press the Tab Key to get to the next field OR press the Enter Key to get to the next step of the purchase requisition.**

The letter **Y** should be entered in this field only after all requisition information including the item detail section has been completed.

Tax %

This field is used to indicate if the purchase will be taxed. This field will default to “0.00” to indicate no tax. If the purchase will be taxed, the appropriate tax rate should be entered as a percentage (i.e., 8.25 for 8 ¼ %). **Press the Enter Key to get to the next step of the purchase requisition.**

The following function keys can be accessed from this screen:



District: [01]		Requisition Entry for P.O.'s		CPI SCHOOL/3000	
Requisition #	[210820]	Assigned P.O. #	[210454]	Date Ent.	[011002]
Vendor Number	[]	Shipping Info	[]	Date Paid	[]
Campus/Site	[0729]	Submitted By	[]		
P.O. Type	[0]	Requested By	[]		
Discount	[0] [0.00]	Released (Y/N)	[N]	Tax %	[0.00]

START OVER VENDOR LOOKUP fk-3 fk-4 fk-5 fk-6 fk-7 EXIT

4, 18 HP70092 -- 10.0.0.1 via VT-MGR Num Caps

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F2] Vendor Look Up

This function key allows you to perform a search on a vendor name to obtain the required vendor number. The cursor must be in the *Vendor Number* field before using this function key.

[F7] Exit

This function key will bring you back to the main menu without saving the purchase requisition.

TYPES OF ON-LINE REQUISITIONS

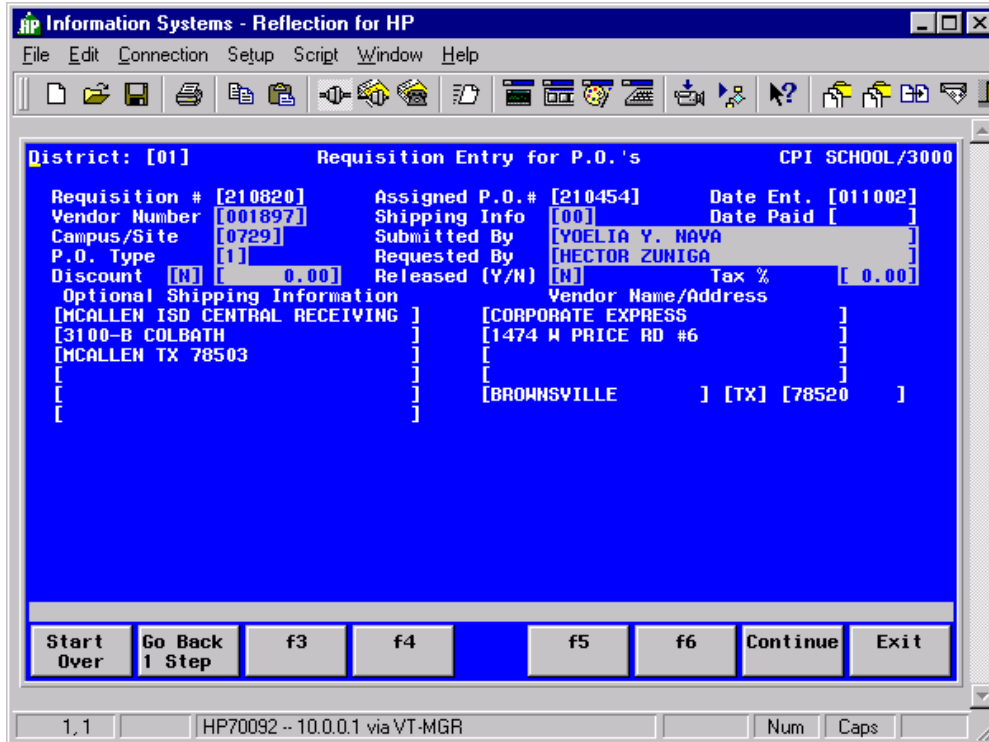
- 1 **Standard Purchase Requisition – Bid RFP, Quotes.** For purchases where the procurement process was coordinated by Purchasing Services.
- 2 **Standard Purchase Requisition – Interlocal Agreements or Professional Services.** For purchases from vendors participating in interlocal agreements such as Region I, Region IV, Texas Local Government Statewide Purchasing Cooperative (TXCOOP), Texas Building and Procurement Commission, QISV, DIR, TCI, TIBH, etc. This purchase order type should also be used for professional services, such as attorney, medical, auditing services, etc.
- 3 **Standard Purchase Requisition – Informal Quotes.** For purchases where informal quotes were obtained by the user department.

Payment Authorizations are for purchases where a purchase order was not generated prior to placing the order. Invoices were submitted for payment.

- 4 **Payment Authorization - Bid RFP, Quotes.** For purchases where the procurement process was coordinated by Purchasing Services.
- 5 **Payment Authorization - Interlocal Agreements or Professional Services.** For purchases from vendors participating in interlocal agreements such as Region I, Region IV, Texas Local Government Statewide Purchasing Cooperative, Texas Building and Procurement Commission, QISV, DIR, TCI, TIBH, etc. This purchase order type should also be used for professional services, such as attorney, medical, auditing services, etc.
- 6 **Payment Authorization - Informal Quotes.** For purchases where informal quotes were obtained by the user department.
- 7 **Blanket Purchase Orders** – For purchases where the costs involved are not known until the actual purchase is made. An example of a vendor where you would use a blanket purchase order is a grocery company for food items.
- 8 **Sole Source** - Vendor is the **only** supplier of the service/merchandise.
- 9 **Other Miscellaneous Purchases** – For miscellaneous financial transactions such as payroll transfers, reimbursements into MISD accounts, etc.
- 0 **Open Market Purchases** – For purchases where goods or services are not available from the MISD Warehouse and/or established bids and contracts, interlocal agreements and quotes were not used for the purchase.

REQUISITION ENTRY SHIPPING/VENDOR SCREEN

Once you press the Enter Key, you will be shown the shipping information and the vendor name and address. Carefully review all the information on the screen. The following sample screen displays the information entered with the following fields:



District: [01] Requisition Entry for P.O.'s CPI SCHOOL/3000			
Requisition #	[210820]	Assigned P.O. #	[210454]
Vendor Number	[001897]	Shipping Info	[00]
Campus/Site	[0729]	Submitted By	[YOELIA Y. NAVA]
P.O. Type	[1]	Requested By	[HECTOR ZUNIGA]
Discount [X]	[0.00]	Released (Y/N)	[N]
Optional Shipping Information		Vendor Name/Address	
[MCALLEN ISD CENTRAL RECEIVING]	[]	[CORPORATE EXPRESS]	[]
[3100-B COLBATH]	[]	[1474 M PRICE RD #6]	[]
[MCALLEN TX 78503]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[BROWNSVILLE]	[TX] [78520]
[]	[]	[]	[]

Start Over Go Back 1 Step f3 f4 f5 f6 Continue Exit

1.1 HP70092 -- 10.0.0.1 via VT-MGR Num Caps

Optional Shipping Information

This field displays the complete shipping address for the requisition based on the code entered in the "Shipping Info" field. Purchases associated with the requisition will be delivered to this address.

Vendor Name/Address

This field displays the complete vendor name and address for the requisition based on the number entered in the "Vendor Number" field. The purchase order generated for the requisition will be addressed and mailed to the vendor displayed.

The information on this screen is displayed for your review. To edit any information on this screen that is incorrect, press the <F2> Go Back 1 Step. **If there are no corrections that need to be made to the requisition, press the Enter Key to continue to the next step of the purchase requisition process.**

Unit Cost

Enter the cost to purchase one unit of the item. Press the Tab Key to get to the next field. Be sure to enter the regular price of the item, not the discounted price if a discount percentage was entered in the "Disc." field.

Tax

Enter the letter Y if tax should be calculated on this item. The tax rate that will be applied to the item is the rate indicated in the "Tax %" field mentioned above. **This field defaults to the letter "N" indicating no tax on the item. If no tax will be calculated on this requisition, press the Tab Key to get to the next field.**

Total Cost

This field will be blank until you press the Enter Key. **After pressing the Enter Key, the system will automatically calculate and display the total cost of this item in this field.** Total cost is calculated by multiplying the "Quantity" field by the "Unit Cost" field. The discount amount will not be reflected here. To see the discounted amount, look for the amount next to the "Allocate" field.

NIGP #

This field is used for commodity codes. Commodity code numbers are used to classify purchases so that purchasing trends can be analyzed. Purchasing Services is no longer using commodity codes. **Simply Tab over this field and leave it blank.**

Discount

The system will display the total amount of the discount that will be realized on this purchase based on the percentage that was entered on the "Discount" field. This field can not be edited.

Tax

The system will display the total amount of tax that will be realized on this purchase based on the percentage that was entered on the "Tax %" field. This field can not be edited.

Allocate

The system will display the total amount that will be realized on the current item being displayed after calculating any taxes or discounts being applied to the item. This field can not be edited.

Item Detail

The last lines on the screen are for the entry of the item description. Up to eight lines of detail can be entered. Lines are entered left to right.

If you need to have the purchase requisition returned to you, type the following information on the last line of the last item: ! Return vendor copy to user. You may also use this option to enter special shipping instructions to the warehouse.

REMINDER: Remember to begin each comment line with an exclamation point (!) so that comments only print out on the goldenrod.

Once you are finished entering the item detail, press the Enter Key to continue to the next step of the purchase requisition process. Up to 20 items can be included in one requisition.

The following function keys can be accessed from this screen:

[F1] Start Over

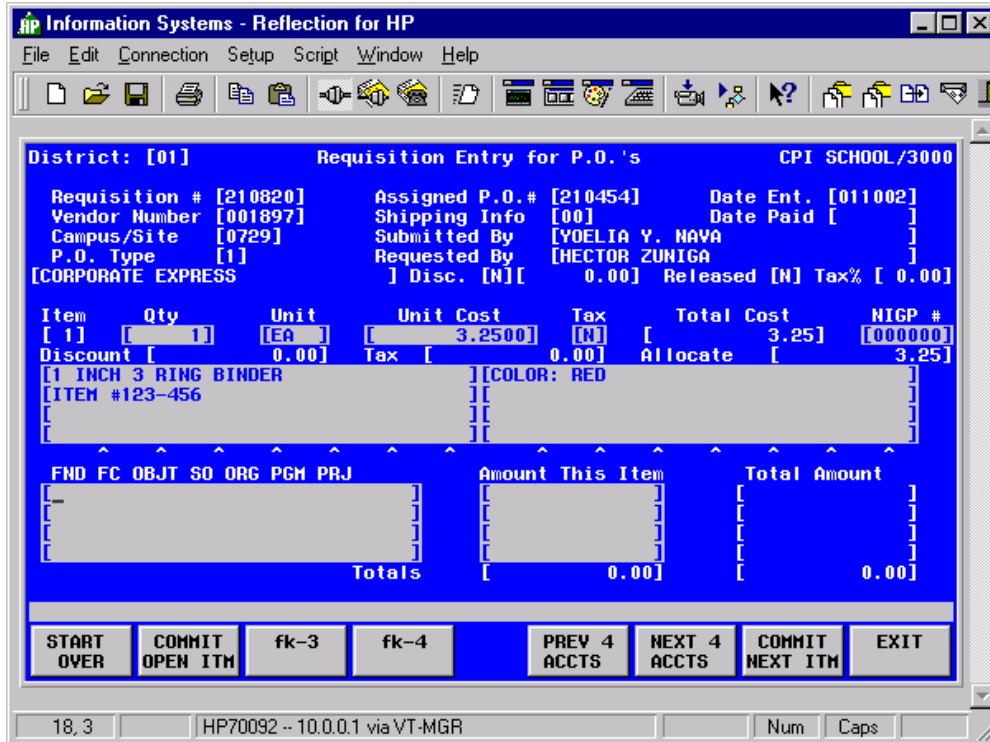
This function key will bring you to the main menu without saving the purchase requisition.

[F8] Exit

This function will bring you back to the main menu without saving the purchase requisition

REQUISITION ENTRY ACCOUNT NUMBER SCREEN

Once you finished entering the item detail and have pressed the Enter Key, the cursor will move to the account number section of the purchase requisition. Up to 20 account numbers can be charged for one requisition.



Information Systems - Reflection for HP

File Edit Connection Setup Script Window Help

District: [01] Requisition Entry for P.O.'s CPI SCHOOL/3000

Requisition # [210820] Assigned P.O.# [210454] Date Ent. [011002]
 Vendor Number [001897] Shipping Info [00] Date Paid []
 Campus/Site [0729] Submitted By [YOELIA Y. NAYA]
 P.O. Type [1] Requested By [HECTOR ZUNIGA]
 [CORPORATE EXPRESS] Disc. [N][0.00] Released [N] Tax% [0.00]

Item	Qty	Unit	Unit Cost	Tax	Total Cost	NIGP #
[1]	[1]	[EA]	[3.2500]	[N]	[3.25]	[000000]
Discount []		0.00	Tax []	0.00	Allocate []	3.25
[1 INCH 3 RING BINDER						
[ITEM #123-456						

FND FC OBJT SO ORG PGM PRJ	Amount This Item	Total Amount
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
Totals	[0.00]	[0.00]

START OVER COMMIT OPEN ITM fk-3 fk-4 PREV 4 ACCTS NEXT 4 ACCTS COMMIT NEXT ITM EXIT

18,3 HP70092 -- 10.0.0.1 via VT-MGR Num Caps

Account Number

Enter a complete account number. Press the Enter Key. Account number format is as follows:

- Fund - 3 digits
- Function - 2 digits
- Expense Object - 4 digits
- Sub-Object - 2 digits
- Organization - 3 digits
- Program - 3 digits
- Project - 3 digits

Account Number example: 199-41-6399-00-999-099-000

Automatic Account Verification

If you encounter an error message upon entering the account number, you may have entered the number incorrectly or the account does not exist. Verify the number and re-enter it. The program will not allow you to continue with an invalid number. If the error message reads that your account is overdrawn, then you need to process an on-line budget amendment with Business Services. After an amendment is approved by Business Services, the accounts are updated within 24 hours. Purchasing Services will never see your requisition as long as it is lacking funds, so please keep abreast of your balances.

If you did not encounter any messages, then your account number is valid and you have sufficient funds to make the purchase.

Amount This Item

This field displays the amount charged to the account number located to the left of this field. If only one account number is used, the system will compute the amount in this field. If multiple account numbers are to be used, this field will have to be edited for each of the account numbers used.

If you are using multiple account numbers, you will have to enter the amount of the requisition that should be charged to each account number.

Amount examples:

- Enter the number **200** for \$200.00
- Enter the number **513.45** for \$513.45

If you are receiving a discount or applying a tax percentage, enter the amount from the "Allocate" field.

NOTE: You only have to enter the amount if you are past the first item on the requisition and you want to use a different account number OR if you are using more than one account number for the expenditure.

Total Amount

The system will calculate and display a running total of account charges in this field. This field can not be edited.

Total for P.O.

The system will display the total cost of the purchase. This total considers any discounts or taxes realized on the purchase. This field can not be edited.

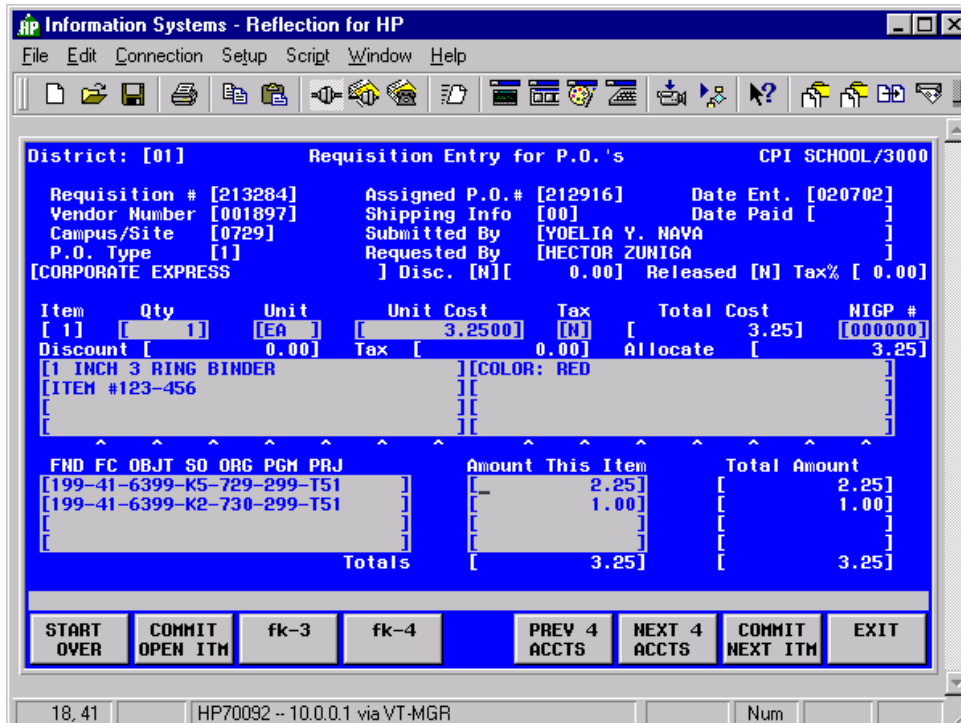
Using Multiple Account Numbers

If you are using more than one account number press the Tab Key until the cursor is at the next account line. Enter the next account number then press the Enter Key. The cursor will move to the “Amount This Item” field for the first account number. Proceed to enter the amount to be charged to that account in the “Amount This Item” field and press the Enter Key.

NOTE: If you need to change the amount in the “Amount This Item” field for any of the account numbers which already have an amount displayed in this field, you will need to press the **Space Bar** or the **Delete Key** to delete the amount that is already there.

Continue by pressing the Tab Key until you reach each field that needs an “Amount This Item” amount changed. Enter the amount to be charged to each account number and press the Enter Key after each. The total charges to the account numbers used must equal the dollar amount in the “Total Cost” field for the item. To continue entering additional account numbers, press the Tab Key until you reach the next available account line. Repeat the same steps as described above until you are done entering account numbers. Up to four account numbers can be entered on the displayed screen. If additional account numbers need to be charged, click on the <F6> “Next 4 Accts” to enter additional account numbers.

The item must be committed once all the account information has been entered. To commit, press the <F2> or <F7> Keys.



District: [01] Requisition Entry for P.O.'s CPI SCHOOL/3000

Requisition # [213284] Assigned P.O.# [212916] Date Ent. [020702]
 Vendor Number [001897] Shipping Info [00] Date Paid []
 Campus/Site [0729] Submitted By [YOELIA Y. NAVA]
 P.O. Type [1] Requested By [HECTOR ZUNIGA]
 [CORPORATE EXPRESS] Disc. [N][0.00] Released [N] Tax% [0.00]

Item	Qty	Unit	Unit Cost	Tax	Total Cost	NIGP #
[1]	[1]	[EA]	[3.2500]	[N]	[3.25]	[000000]
Discount	[0.00]	Tax	[0.00]	Allocate	[3.25]	
[1 INCH 3 RING BINDER] [COLOR: RED]						
[ITEM #123-456]						

FND FC OBJT SO ORG PGH PRJ	Amount This Item	Total Amount
[199-41-6399-K5-729-299-T51]	[2.25]	[2.25]
[199-41-6399-K2-730-299-T51]	[1.00]	[1.00]
Totals	[3.25]	[3.25]

START OVER COMMIT OPEN ITM fk-3 fk-4 PREV 4 ACCTS NEXT 4 ACCTS COMMIT NEXT ITM EXIT

18.41 HP70092 -- 10.0.0.1 via VT-MGR Num

The following function keys can be accessed from this screen:

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F2] Commit Open Item

This function allows you to store this information and go onto a new item to finish completing the purchase requisition.

[F5] Prev 4 Accts

This function key allows you to view the previous 4 accounts used for this purchase requisition.

[F6] Next 4 Accts

This function key allows you to enter up to 4 more accounts for this requisition. You are allowed to enter a total of 20 accounts for each item.

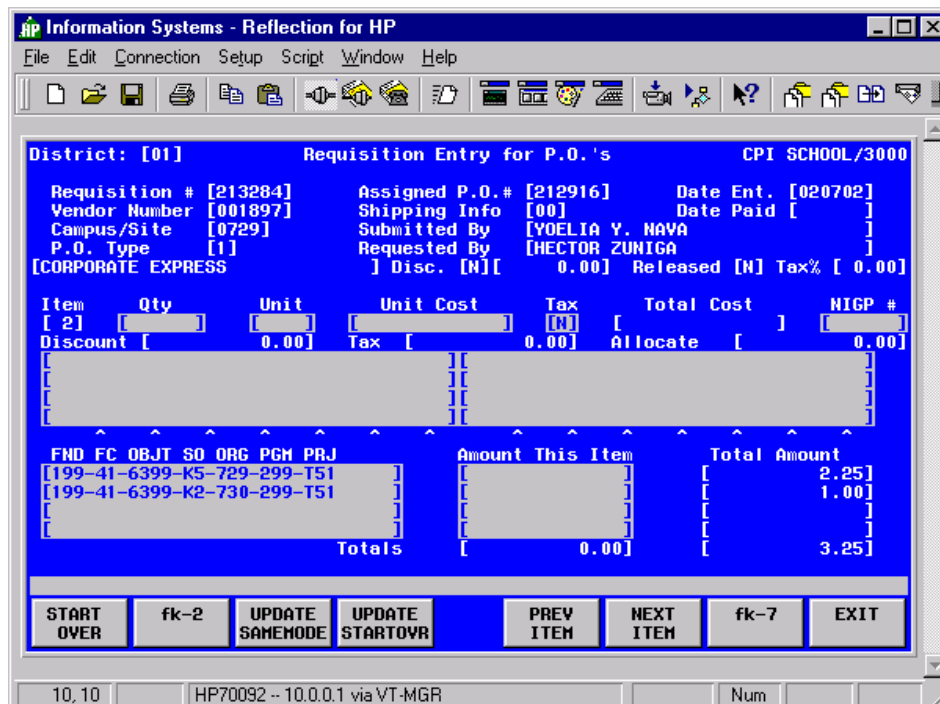
[F7] Commit Next Item

This function will allow you to enter your next item for this purchase requisition.

[F8] Exit

This function will bring you back to the main menu without saving the purchase requisition.

One you commit the item by pressing either the <F2> or <F7> keys, you will see the following screen where you will be allowed to enter additional items onto the requisition. Notice that all of the account numbers entered for item number one appear on the account number section. They do not have to be entered for each item.



Information Systems - Reflection for HP

File Edit Connection Setup Script Window Help

District: [01] Requisition Entry for P.O.'s CPI SCHOOL/3000

Requisition # [213284] Assigned P.O.# [212916] Date Ent. [020702]
 Vendor Number [001897] Shipping Info [00] Date Paid []
 Campus/Site [0729] Submitted By [YOELIA Y. NAWA]
 P.O. Type [1] Requested By [HECTOR ZUNIGA]
 [CORPORATE EXPRESS] Disc. [N][0.00] Released [N] Tax% [0.00]

Item	Qty	Unit	Unit Cost	Tax	Total Cost	NIGP #
[2]	[]	[]	[]	[]	[]	[]
Discount	[0.00]			Tax [0.00]	Allocate [0.00]	
FND FC OBJT SO ORG PGM PRJ			Amount This Item	Total Amount		
[199-41-6399-K5-729-299-T51]			[]	[2.25]		
[199-41-6399-K2-730-299-T51]			[]	[1.00]		
[]			[]	[]		
[]			[]	[]		
Totals			[0.00]	[3.25]		

START OVER fk-2 UPDATE SAMEMODE UPDATE STARTOYR PREV ITEM NEXT ITEM fk-7 EXIT

10, 10 HP70092 -- 10.0.0.1 via VT-MGR Num

The following function keys can be accessed from this screen:

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F3] Update Same Mode

This function allows you to complete this requisition and gives you a new requisition to input. Use this function if you are not finished adding purchase orders on the system.

[F4] Update Start Over

This function key allows you to complete this requisition and takes you to the main menu. Use this function if you are done entering purchase requisitions on the system.

[F5] Previous Item

This function key allows you to review the information entered for the previous item of this requisition.

[F6] Next Item

This function allows you to review the following items entered if you have previously used the <F5> function key.

[F7] Exit

This function will bring you back to the main menu without saving the purchase requisition.

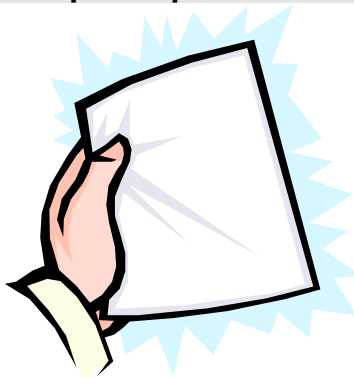
To add additional items to the requisition, repeat the previous steps detailed in the [Requisition Entry Item Detail Screen](#) section.

Once all of the information for each item is entered, commit the item by pressing the <F2> or <F7> Keys. After all of the items have been entered and the last item has been committed, update the requisition by pressing the <F3> or <F4> Keys.

REMEMBER: Press <F7> after every item and ,<F4> after the entire requisition.

INSPECT A REQUISITION

Use this option to inspect a purchase order or requisition.



You can not make changes through this option.

This function allows you to review your purchase requisition on the screen. You cannot make any changes to your requisition through this option.

To inspect a purchase order or requisition, you must be in the *Requisition Entry for P.O.'s* menu *Option (H for Help)* prompt. **Enter the letter I in the "Option" prompt and press the Enter Key. Enter the number of the purchase requisition that you want to review. Press the Enter Key.**

You will see the first part of the requisition. If a date appears in the *Date Printed* field, then the purchase order has been printed. If a date appears on the *Date Paid* field, the purchase order has been fully paid.

The following function keys are available through this screen:

[F1] Start Over

This function key will take you to the main menu.

[F7] Continue

This function key allows you to review more information on the purchase requisition.

[F8] Exit

This function key returns you to the main menu.

NOTE: This same option can be used to inspect a purchase order.

Once you press the <F7> key or the Enter Key you will see more information and more options on the purchase requisition.

The following function keys are now available through this screen:

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F3] Inspect Option

This function key allows you to enter another purchase requisition number for review.

[F5] Previous Item

This function key allows you to review the information entered for the previous item of this requisition.

[F6] Next Item

This function allows you to review the following items entered if you have previously used the <F5> function key.

[F8] Exit

This function will bring you back to the main menu without saving the purchase requisition.

If you hit the Enter Key again, you will have the following function keys available to use:

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F2] Last Item

This function key allows you to see the last item entered on the purchase requisition.

[F5] Prev 4 Accts

This function key allows you to view the previous 4 accounts used for this purchase requisition.

[F6] Next 4 Accts

This function key allows you to enter up to 4 more accounts for this requisition. You are allowed to enter a total of 20 accounts for each item.

[F7] Next Item

This function key allows you to see the previous item(s) entered on the purchase requisition.

[F8] Exit

This function will bring you back to the main menu without saving the purchase requisition.

PRINT A REQUISITION LIST

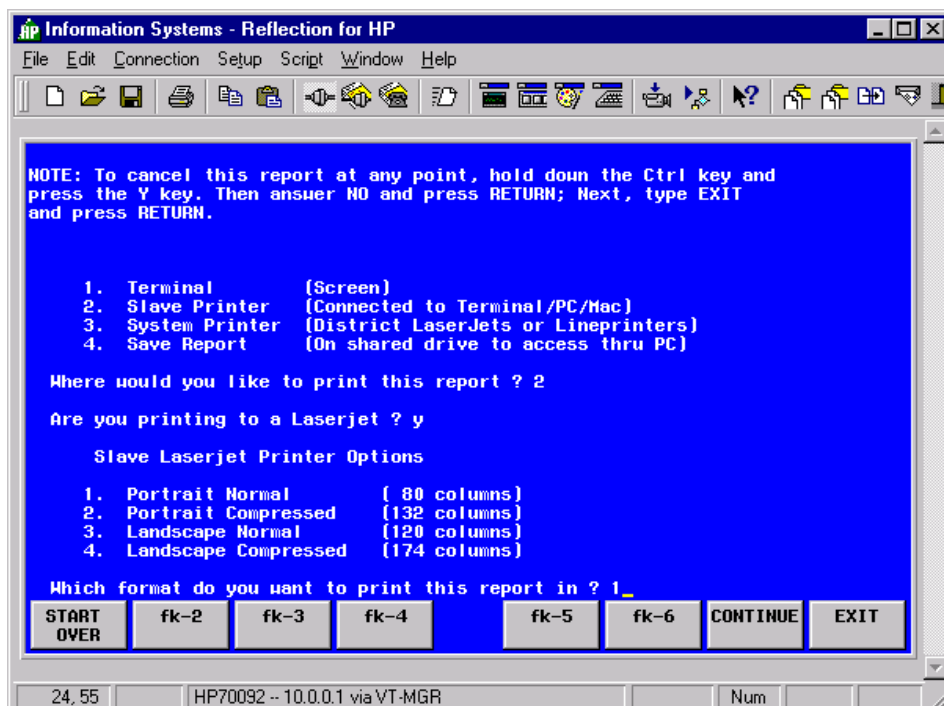
Use this option to obtain a printout of your requisition.



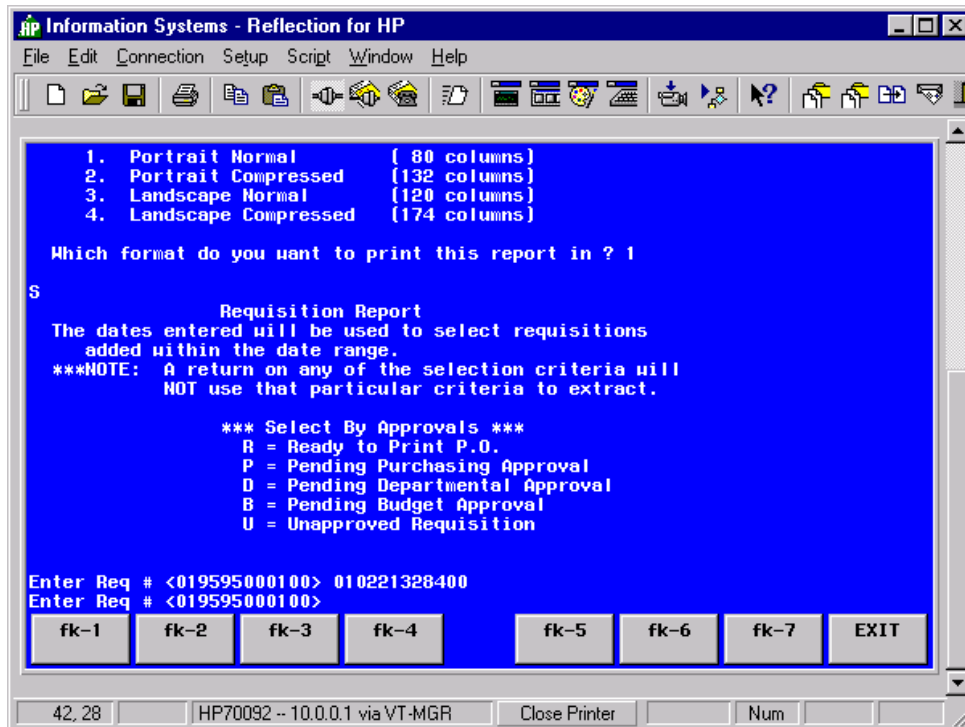
You can review your work and approvals.

Once the requisition has been completed, committed (F7) and updated (F4), a requisition list must be printed for review. **To print a requisition list, select the *Generate Requisition List* option from the *Requisition Menu* and press the Return Key.**

At the prompt, enter the number option that corresponds to the printer that you wish your report to print to and press the Return Key. To review the requisition list on the screen, select the terminal. If you select to print to a printer, a question asking if you are printing to a Laserjet printer will follow. **Enter either the letter Y or N and press the Return Key.** Type in the number option that corresponds to the type of format you would like your report to print in and press the Return Key.



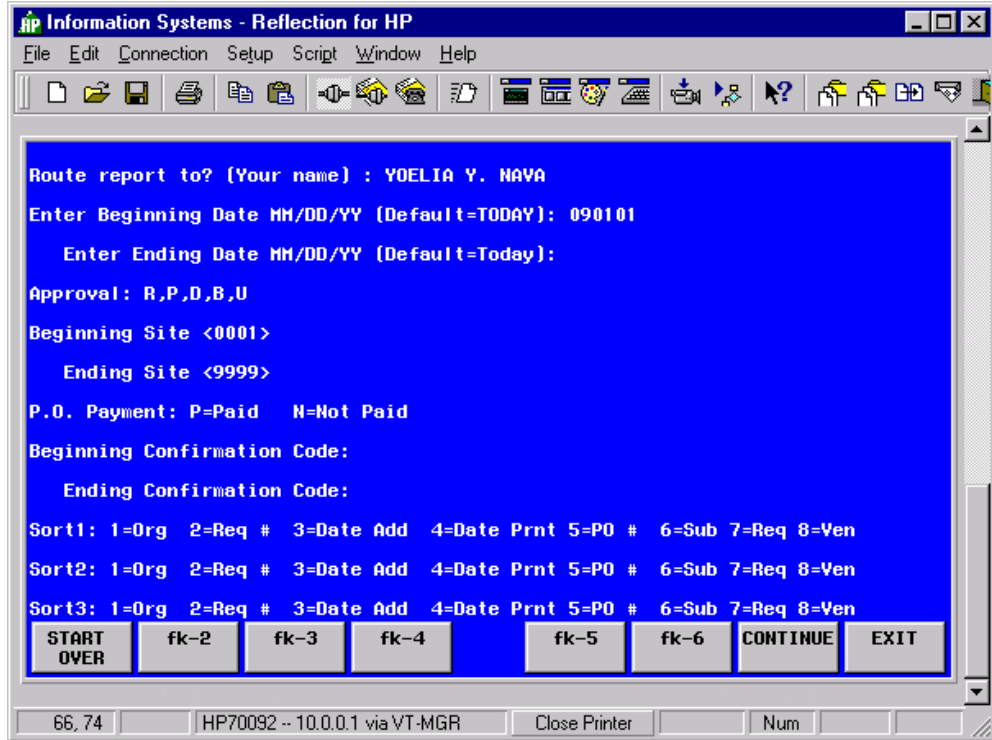
Enter the requisition number in the format of 01(year)(requisition number)00 and press the Return Key. For example, typing 010442395500 will print requisition number 423955. If you have more than one requisition, enter the number and press the Return Key. If you are done entering the requisition numbers, press the Return Key to go to the next step.



Enter your name after the question: *Route report to? (Your name):* and press the Enter Key. Enter the beginning of the fiscal year; such as 090101 and press the Return Key for the *Enter Beginning Date MM/DD/YY (Default=Today):* question. Do not enter the dashes. Enter the ending date in the same format as the beginning date and press the Return Key for the *Enter Ending Date MM/DD/YY (Default=Today):* question. If you do not type a date in the date fields and simply press the Enter Key, the date will default to the current date.

Skip the Approval, Beginning Site, and Ending Site, P.O. Payment, Beginning Confirmation Code and Ending Confirmation Code fields by pressing the Return Key after each question. These fields will not be used for this report. The cursor should now be in the *Sort 1* field. **Select the first sort order you would like your requisitions to print out as and press the Return Key. Do the same for the next two sort questions.** These questions only apply if you are printing multiple requisitions in this report.

After pressing the Return Key after the *Sort 3* question, your report will now be generated. When the cursor returns to the *Requisition Menu*, you may select your file to be printed by clicking on the *Close Printer* icon on the lower left-hand side of your screen.



NOTE: The sequence in which the questions are asked may vary from department to department, but the information required remains the same.

SAMPLE REQUISITION LIST

FEB/07/2002 16:41 McAllen Independent School District Pg: 1
 PURCHCSS Requisitions Pending Departmental Approval <QZPOAPPR>
 PURCHCSS.PSIUSER

Purchase Order: ***** Requisition #: 213284 Standard Purchase Order - Bid,RFP,Quotes
 CORPORATE EXPRESS MCALLEN ISD CENTRAL RECEIVING 729 DEPT OF PURCHASING
 1474 W PRICE RD #6 3100-B COLBATH Submitted by: YOELIA Y. NAVA
 BROWNSVILLE, TX 78520 MCALLEN TX 78503 Requested by: HECTOR ZUNIGA
 Added: 02/07/02 Changed: Paid: Opr: LGAR
 Printed:

**** APPROVALS **** Released: No Budget: Approval Not Required Dept: Waiting for Approval Purch: Not Approved

1)	1	EA			3.2500	3.25
			1 INCH 3 RING BINDER			
			COLOR: RED			
			ITEM #123-456			
				Requisition Totals	3.2500	3.25
			199-41-6399-K5-729-299-T51	2.25		
			199-41-6399-K2-730-299-T51	1.00		
				Total for Accounts		3.25

RELEASE A REQUISITION

Use this option to release a



requisition for Departmental Review.

After reviewing the requisition list and verifying that everything is correct, you must release the requisition. By releasing the requisition, the user is acknowledging that the requisition is ready for departmental review.

To release a requisition, you must be in the *Requisition Entry for P.O.'s* menu *Option (H for Help)* prompt. Enter the letter C for “Change” in the “Option (H for help): ” prompt and press the Enter Key. Enter the number of the purchase requisition that you want to release and press the Enter Key.

This will bring up the requisition. Tab to the “Release” field and change the letter N to a Y. Make sure that your Caps Lock Key is turned on. Press the Enter Key. If you have another requisition to release, press the <F3> Key, otherwise, press the <F4> Key.

Once a “Y” is entered, the requisition can not be edited without special processing. Only Purchasing Services has the security access to reverse a requisition release. If Purchasing Services must reverse a release, the Department Approval will also be reset. This is done to prevent any unauthorized changes to the requisition. After a requisition release has been reversed, the Originator can edit the requisition. After the changes have been done and the requisition released, it will need Departmental Re-Approval.

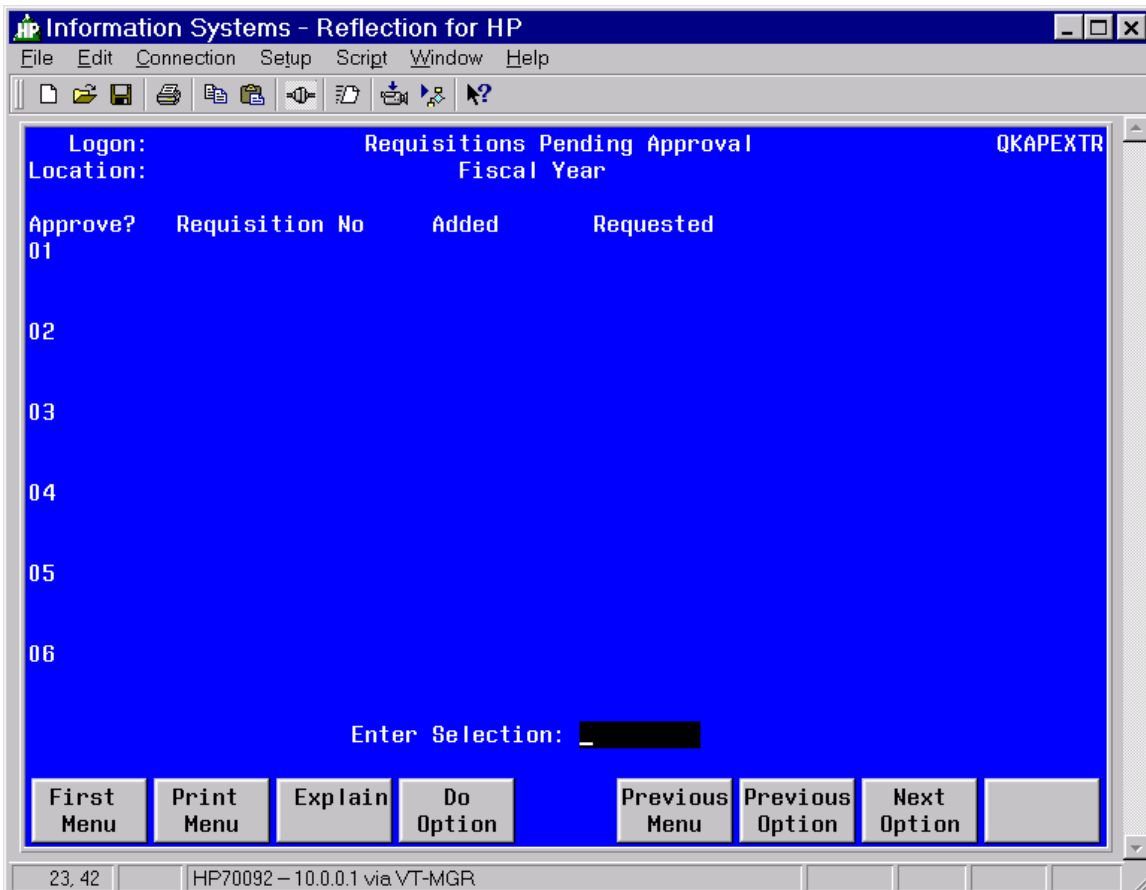
ON-LINE DEPARTMENTAL APPROVAL

Before a Principal, Administrator or Director (Approving Official) approves requisitions on-line the secretary or the Approving Official must generate a list of requisitions pending Departmental Approval. To generate a list of requisitions pending Departmental Approval, follow the instructions in the **Print a Requisition List** section.

If you selected to print to the *Terminal*, you may view each requisition on your screen and press the Return Key to go from page to page. If you selected to print to a printer, you may print your spool file and review the report.

After reviewing all the requisitions pending Departmental Approval, an on-line approval must be entered and updated for each requisition. Each requisition must be approved on-line by the Principal, Administrator or Director (Approving Official) responsible for the account(s), before it is released to Purchasing for final approval. The Approving Official must have a valid POAPP User ID in order to access the Department Approval Program and must also be on the approval path for the account(s) being used.

To access the on-line approval program, you must be in the *Requisition Menu*. Once there, enter the number that corresponds to the *Select and Post Pending Approvals* option into the action box and press the Return Key. The following figure illustrates the entry screen:



Information Systems - Reflection for HP

File Edit Connection Setup Script Window Help

Logon: Requisitions Pending Approval QKAPEXTR
 Location: Fiscal Year

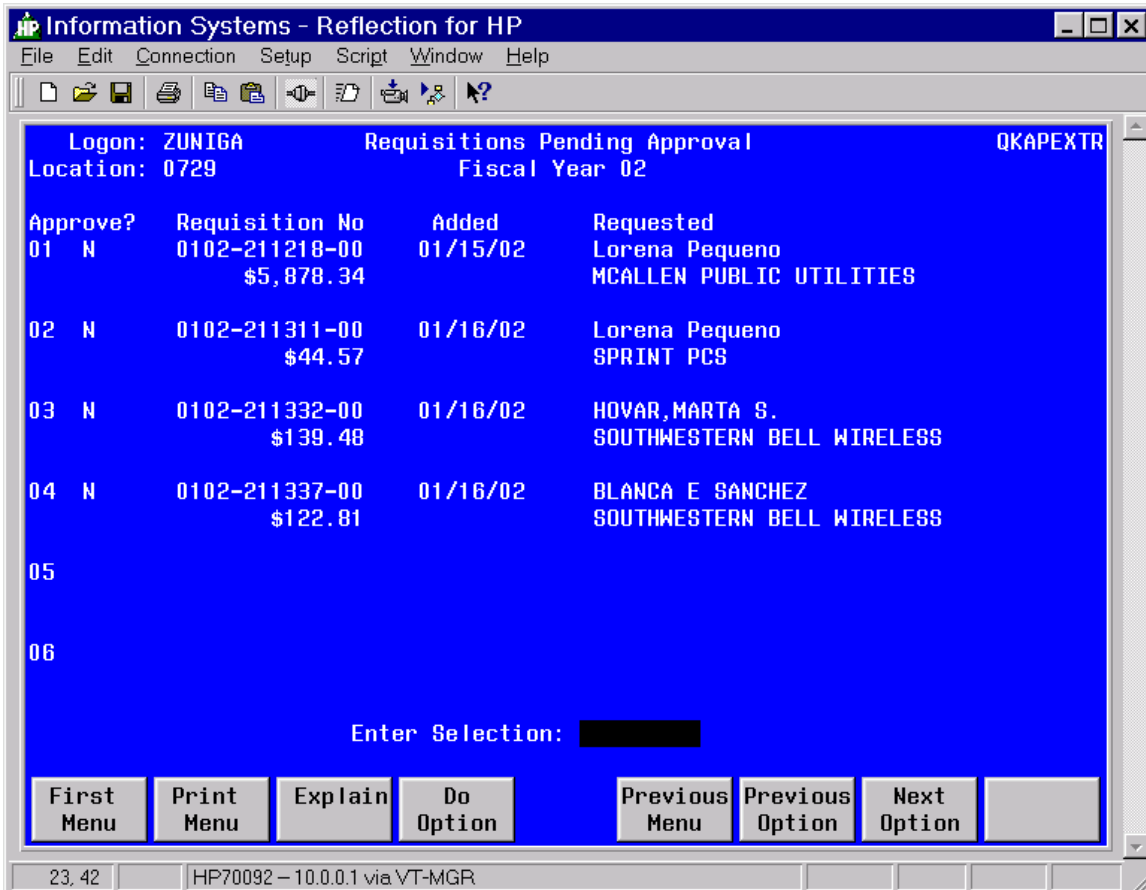
Approve?	Requisition No	Added	Requested
01			
02			
03			
04			
05			
06			

Enter Selection:

First Menu Print Menu Explain Do Option Previous Menu Previous Option Next Option

23.42 HP70092 - 10.0.0.1 via VT-MGR

In the *Enter Selection:* prompt, type the letter F and press the Return Key. The cursor will automatically appear beneath the *Requisition No* field. Do not type a requisition number. Leave the field blank and press the Return Key. The requisition(s) will now be listed on the screen with the letter “N” in the *Approve?* field.



Approve?	Requisition No	Added	Requested
01 N	0102-211218-00 \$5,878.34	01/15/02	Lorena Pequeno MCALLEN PUBLIC UTILITIES
02 N	0102-211311-00 \$44.57	01/16/02	Lorena Pequeno SPRINT PCS
03 N	0102-211332-00 \$139.48	01/16/02	HOVAR, MARTA S. SOUTHWESTERN BELL WIRELESS
04 N	0102-211337-00 \$122.81	01/16/02	BLANCA E SANCHEZ SOUTHWESTERN BELL WIRELESS
05			
06			

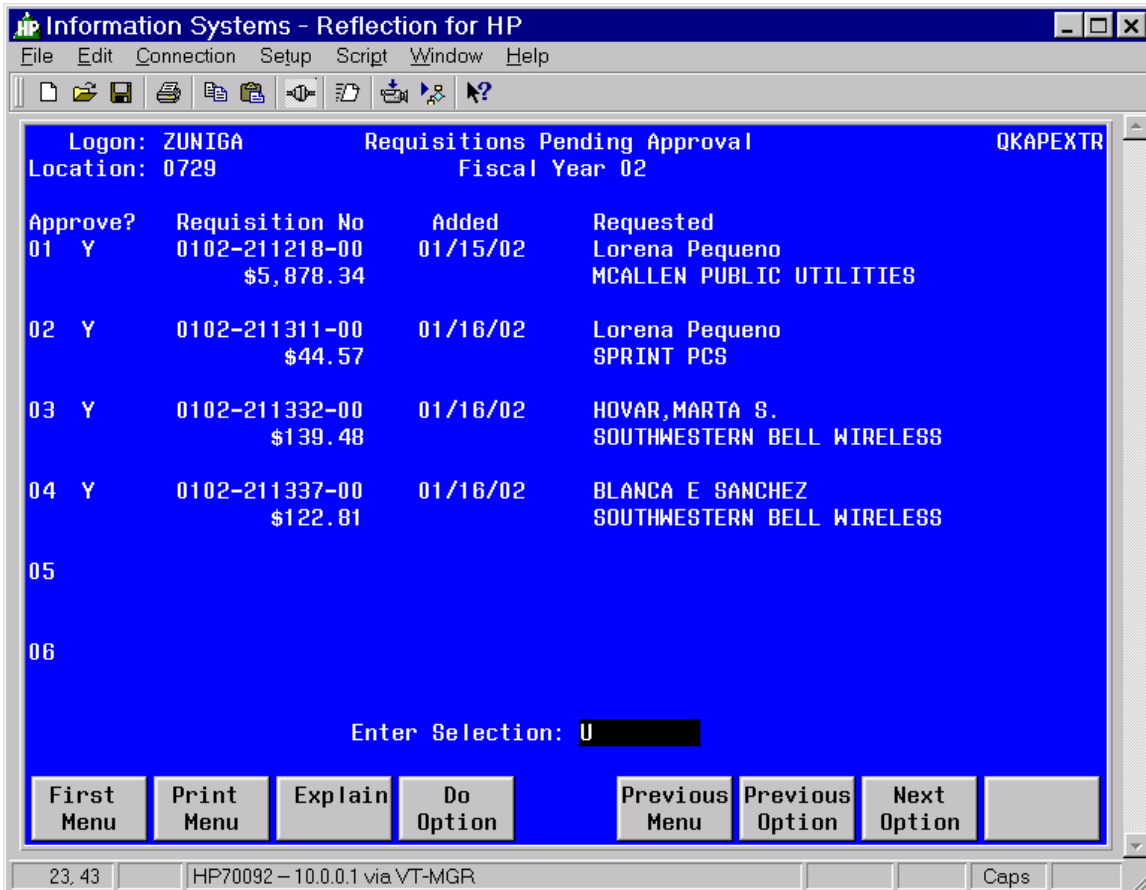
Enter Selection:

Buttons: First Menu, Print Menu, Explain, Do Option, Previous Menu, Previous Option, Next Option

Status Bar: 23.42 | HP70092 - 10.0.0.1 via VT-MGR

The “N” under *Approve?* is the default, which means “No”, do not approve this requisition. To approve a requisition, enter the line number (01 through 06) in the *Enter Selection* box and press the Return Key. The cursor will then go to the line selected, under *Approve?*. Replace the letter N with a Y, if you want the requisition approved. Once all of the requisitions to be approved on this screen have been set to Y, type the letter U in the *Enter Selection* box. Do not forget this step, otherwise, the approval will not be saved. If there are more requisitions to approve, the screen will reflect the next set of five.

The following screen shows all requisitions being approved:



Approve?	Requisition No	Added	Requested
01 Y	0102-211218-00 \$5,878.34	01/15/02	Lorena Pequeno MCALLEN PUBLIC UTILITIES
02 Y	0102-211311-00 \$44.57	01/16/02	Lorena Pequeno SPRINT PCS
03 Y	0102-211332-00 \$139.48	01/16/02	HOVAR, MARTA S. SOUTHWESTERN BELL WIRELESS
04 Y	0102-211337-00 \$122.81	01/16/02	BLANCA E SANCHEZ SOUTHWESTERN BELL WIRELESS
05			
06			

Enter Selection: U

Buttons: First Menu, Print Menu, Explain, Do Option, Previous Menu, Previous Option, Next Option

Status: 23.43 | HP70092 - 10.0.0.1 via VT-MGR | Caps

If there are no more requisitions to approve, type EXIT in the *Enter Selection* box. This action will now post the approval information.

To exit the *Requisition Menu*, type EXIT in the *Enter Selection* box and press the Return Key. This will take you to the *MISD Purchasing Services Menu*. To exit this menu, type the letter E in the action box and press the Enter Key. To fully exit the system, type the letter E once again and press the Enter Key.

PURCHASE ORDER DEPARTMENTAL APPROVAL PROCEDURES

As mentioned above, each requisition must be approved on-line by the Principal, Administrator or Director (Approving Official) responsible for the account(s), before it is released to Purchasing for final approval. The Approving Official must have a valid POAPP User ID in order to access the On-line Departmental Approval Program and must also have the account(s) being used on his/her approval path.

Transferring A POAPP Account

A POAPP Account has been established for each Approving Official at each campus and department. In most cases, this information needs to be changed when an Approving Official vacates the position and a new employee is hired. If a POAPP Account already exists, the access to the POAPP User ID must be removed from the previous Approving Official and assigned to the new Approving Official. To do so, an [Information Systems User ID Request Form](#) for the previous Approving Official must be submitted to Information Systems, requesting that the access be removed.

An additional [Information Systems User ID Request Form](#) must be submitted requesting “Read” and “Write” access to the “Business POAPP” function for the new Approving Official. This function is not listed in the “Business Section” on the reverse side (or second page) of the request form, so it must be written in the “Other – Please Specify” space provided.

Obtaining A New POAPP Account

If a POAPP Account does not exist, one can be created by Information Systems. This will occur if a new campus is built or a new department is added to the administration. To request a new POAPP Account, the Principal, Administrator or Director of the campus or department must submit an [Information Systems User ID Request Form](#) requesting “Read” and “Write” access to the “Business POAPP” function. This function is not listed in the “Business Section” on the reverse side (or second page) of the request form, so it must be written in the “Other – Please Specify” space provided.

Adding Account Masks to Approval Paths

Once a POAPP User ID is obtained, the ID must be assigned the proper account masks that will appear on that approval path. The Approving Official must request the transfer or new assignment of account number(s) to the new User ID. This must be requested from the Chief Financial Officer.

The Chief Financial Officer will identify the account masks to be added to the approval path. The Internal Auditor will update the approval path at the request of the Chief Financial Officer.

After the approval path(s) has been updated by Internal Audit, the Approving Official may follow the instruction on the [On-line Departmental Approval](#) section to approve requisitions on-line.

Temporary Transfer of Approval Paths

The temporary transfer of approval paths may be necessary when the Approving Official will be out of the office for an extended period of time. To ensure that requisitions continue to be approved during the absence of the Approving Official, a Temporary Approving Official must be designated.

The Temporary Approving Official must obtain their own POAPP User ID. **The Approving Official can not share his/her User ID with anyone.** A written request must be forwarded to the Chief Financial Officer, prior to the absence, designating a Temporary Approving Official. Business Services will forward the request to the Internal Auditor to modify the approval paths.

If time restraints do not permit for the above procedure to be followed or the absence is fairly short in duration, then a second procedure may be followed for each requisition requiring Departmental Approval. The secretary or bookkeeper for the campus or department must print a copy of the requisition and obtain the signature of the immediate supervisor of the Approving Official. The signed requisition must be forwarded to Purchasing Services where a manual approval will be performed.

If the immediate supervisor of the Approving Official is not available, then the signature of his/her immediate supervisor must be obtained. If this is not possible, then the signature of the Chief Financial Officer must be obtained.

User ID Reactivation

The [Information Systems User ID Reactivation Form](#) needs to be completed when a User ID logon account has expired or when the security password has been forgotten.

Obtaining Assistance with the POAPP Process

To obtain assistance with the POAPP process, you may refer to the following list of contact phone numbers:

Subject	Contact	Phone Number
POAPP User ID's	Information Systems	632-3238
Approval Paths	Chief Financial Officer	618-6016
Training on POAPP Program	Purchasing	632-3241

McAllen Independent School District Information Systems User ID Request Form

Please print or type form. All blanks must be filled out. See back side.

New Access

Modify Access

Remove Access

Employee Name _____	Supervisor's Signature _____
Job Title _____	Supervisor's Name _____
Dept./Campus No. _____	Work Phone _____
Date Requested _____	Date Needed _____

USE OF SCHOOL DISTRICT INFORMATION:

By signing this document, you agree to conduct yourself in a responsible, ethical, professional, and appropriate manner while using McAllen ISD computer resources. You also agree that you will not use McAllen ISD computer resources for illegal, commercial, or political purposes, that you will treat all data that you have access to appropriately, and that you are the only authorized user of your user ID(s).

_____ Employee Signature	_____ SSN (For Internal Use Only)	_____ Date Signed
-----------------------------	--------------------------------------	----------------------

Administrative Use Only		
Division	Approved By	Date
Campus Principal/Asst. Superintendent		
Personnel Clearance		
Payroll Clearance		

Information Systems Use Only	
Business User ID _____	
Student User ID _____	
Other User ID _____	
Mail Name _____	Mail No. _____

Reference No.	COMPLETED				Received
Assigned to					
Date Assigned	Date	Time	Total Time	Approved	

Place an "R" (for read only) or a "W" (for read and write) inside the block by the access function(s) being requested.

STUDENT:	BUSINESS:
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Campus Activity Funds
<input type="checkbox"/> Attendance Clerk	<input type="checkbox"/> Budget/Budget Amendments
<input type="checkbox"/> Counselor/Facilitator	<input type="checkbox"/> Financial Reports
<input type="checkbox"/> Data Processing Administrator	<input type="checkbox"/> Purchase Orders
<input type="checkbox"/> Data Processing Clerk	<input type="checkbox"/> Warehouse Orders
<input type="checkbox"/> Dean of Instruction	<input type="checkbox"/> Work Requests
<input type="checkbox"/> Nurse	<input type="checkbox"/> Other – Please Specify
<input type="checkbox"/> Principal	_____
<input type="checkbox"/> Principal's Secretary	_____
<input type="checkbox"/> Registrar	SPECIAL DEPARTMENTS:
<input type="checkbox"/> Other – Please Specify	<input type="checkbox"/> Please Specify
_____	_____
_____	_____

McAllen Independent School District Information Systems User ID Reactivation Form

Please print or type form. All blanks must be filled out.

Employee Name: _____
 Dept./Campus Number: _____
 Employee's Supervisor: _____
 Work Phone Number: _____
 Date: _____

Session Name	User Name	Account Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please reactivate the above stated employee's logon account(s).

Reset security password? YES or NO

 Employee Signature Supervisor Signature Date

**** Information Systems Use Only Below This Line ****

Reference No.	COMPLETED	Date Received
Assigned To		
Date Assigned	_____ Date _____ Time _____ Total Time _____ Approved	

VERIFICATION OF PENDING STATUS OF REQUISITIONS

A requisition can be in pending status for various reasons. If it is in pending status, Purchasing Services will never see it and it will never get printed. The following table illustrates the reasons why a requisition may be pending and the actions needed.

Reasons why a Requisition will not be Printed:	
Reason	Action
User never released the requisition.	Release requisition by using the "Change" option.
Account lacks sufficient funds. (Overdrawn)	Process a budget amendment with Business Services.
Requisition is not approved on-line by department.	Obtain on-line Departmental Approval.
Requisition was unapproved by Purchasing Services.	Make necessary changes and release to Purchasing.

There are four ways to verify the status of a requisition.

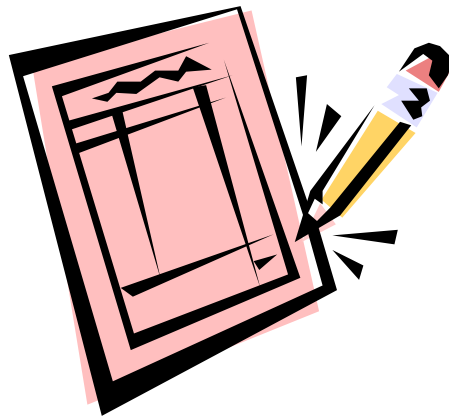
- 1.) **Print a Requisition List.**
- 2.) **Inspect the requisition.**

Upon inspecting the requisition, notice the "Date Printed" field. If the field contains a date, then it means that it has already been printed. If the field contains "N/A", then the requisition has not been printed.

- 3.) **Inspect Departmental, Budget, and Purchasing Approval Data.**
- 4.) Run a ***Requisition Pending Report.***

INSPECTING DEPARTMENTAL, BUDGET AND PURCHASING APPROVALS

Use this option to check on



the approvals of a requisition.

One of the methods of verifying if a requisition is in pending status is to inspect the Departmental Approval. The Budget and Purchasing Approval data, if available, can also be viewed through this option. If any of these approvals are required, the purchase order cannot be printed.

The following screen displays the approval data for a given requisition. Notice that this requisition is requiring Departmental and Purchasing approval.

The screenshot shows a terminal window titled "Information Systems - Reflection for HP". The window contains the following text:

```

District: [01]           Requisition Entry for P.O.'s           SCHOOL/3000
                        [INSPECT BUDGET/BOARD/PURCHASE ]
                        Requisition number: [210820]

Board Approval Required
Budget Approval is not Required
Purchasing Approval data not available
  
```

At the bottom of the window, there is a control bar with the following buttons: Start Over, f2, Ask for Reqn Num, f4, f5, f6, f7, and Exit. The status bar at the very bottom shows "1,1", "HP70092 -- 10.0.0.1 via VT-MGR", and "Num".

To access this screen, you must be in the *Requisition Menu*. Once there, enter the number that corresponds to the *Requisition Entry* option into the action box and press the **Return Key**. Type the letter **B** in the option field and press the **Enter Key**. Enter the requisition number that you would like to inspect and press the **Enter Key**.

The following list displays the approvals displayed.

Board Approval

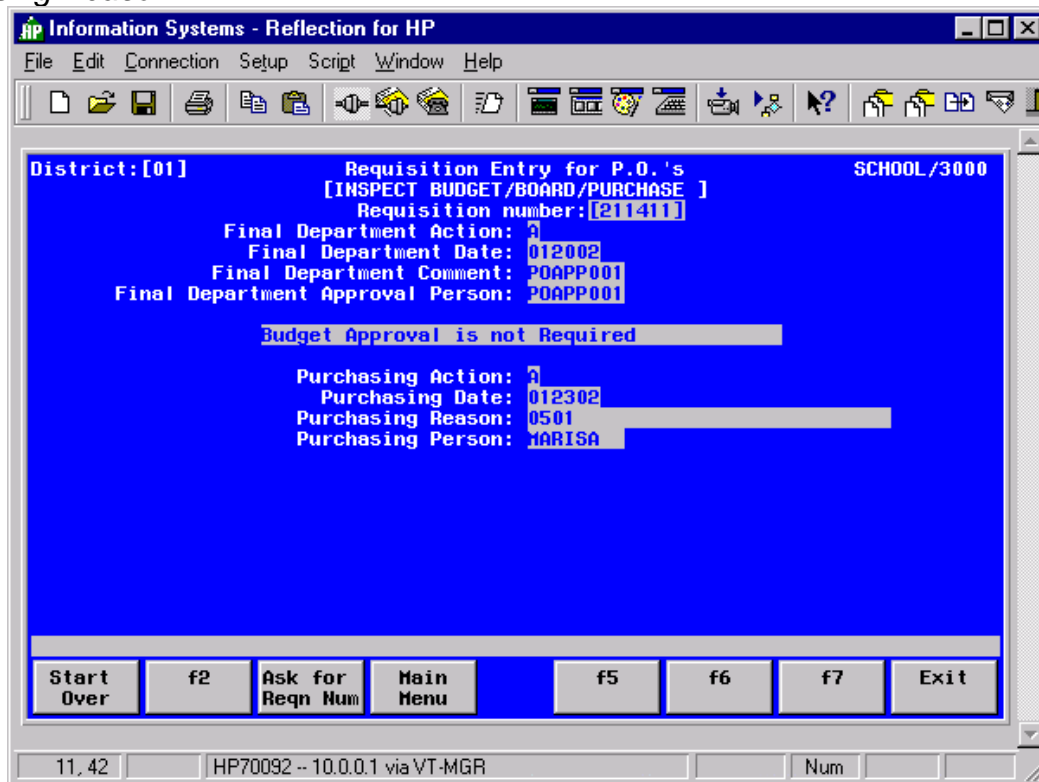
If this section reads “Board Approval Required,” then the Campus or Department has not approved the requisition. If it has been approved, the approval, date, comment and Final Approving Official information will appear as illustrated in the sample screen below.

Budget Approval

If this section reads “Budget Approval Is Required,” then the funds are overdrawn. An amendment must be processed through Business Services to cover the overdraft. If the section reads “Budget Approval Is Not Required,” then the account has sufficient funds.

Purchasing Approval

If this section reads “Purchasing Approval Data Not Available,” then the requisition has not been reviewed by Purchasing Services. If it has been approved the *Purchasing Approval*, *Purchasing Date*, *Purchasing Reason* and *Purchasing Person* information will appear as illustrated in the sample screen below. If it has been rejected, the letter “**U**” will appear in the *Purchasing Action*. A reason for the rejection will appear in the *Purchasing Reason*.



The screenshot shows a terminal window titled "Information Systems - Reflection for HP". The main display area has a blue background with white text. At the top, it shows "District: [01]" and "Requisition Entry for P.O.'s" with "SCH00L/3000" on the right. Below this, it says "[INSPECT BUDGET/BOARD/PURCHASE]" and "Requisition number: [211411]". The "Final Department Action:" is set to 'B'. Other fields include "Final Department Date: 012002", "Final Department Comment: POAPP001", and "Final Department Approval Person: POAPP001". A grey bar highlights the text "Budget Approval is not Required". Below that, "Purchasing Action:" is 'A', "Purchasing Date:" is "012302", "Purchasing Reason:" is "0501", and "Purchasing Person:" is "MARISA". At the bottom of the window, there are function key buttons: "Start Over", "f2 Ask for Reqn Num", "Main Menu", "f5", "f6", "f7", and "Exit". The status bar at the very bottom shows "11, 42", "HP70092 -- 10.0.0.1 via VT-MGR", and "Num".

REQUISITION PENDING REPORT

Print a report of requisitions



that have never been printed.

Another method of checking the status of your requisition is by requesting a *Requisition Pending Report*. To access this report, you must be in the *Requisition Menu*. Once there, enter the number that corresponds to the *Requisition Pending Report* option into the action box and press the **Return Key**. The next step is to choose the option, which represents where you would like for the report to print. Select an option and hit the **Return Key**. Proceed to enter your name after the prompt and press the **Return Key**. Once the screen returns to the previous menu, your report is ready to be printed.

Requisition Pending Report Sample

 Req#: 610368 400815-WEEKLY READER Added 12/19/05 Changed 12/19/05 Amt:1,234.45 P107
 Released Budget Department Purchasing
 No Waiting For Approval Waiting for Approval Not Approved

This requisition needs a budget amendment and Departmental Approval before Purchasing can review it. Also, this requisition has not been released.

 Req# 607448 200204-SCHOLASTIC Added 11/14/05 Changed 12/01/05 Amt: 199.95 MGAR
 Released Budget Department Purchasing
 Yes Approval Not Required Approved Not Approved
 12-2-05 EVA 12-04-05 MARISA
 EVA Use ACCT 6329

This requisition has the wrong account number. The account number should be 6329.

PURCHASING REVIEW, APPROVAL AND PRINTING OF PURCHASE ORDERS

Purchasing Services prints a daily report that contains all of the requisitions that are **no longer** in pending status. Any requisition that is pending for whatever reason will not appear on the *Purchasing Approval Report*. The Purchasing Clerks review each requisition carefully, verifying that the information is accurate and complete. Once the entire report has been reviewed, it is then forwarded to the Purchasing/Contract Specialist for final purchasing review. Once finished, it is returned to the Purchasing Clerks for further processing.

If a requisition is inaccurate or incomplete, the Purchasing Clerk will enter a reason in the *Purchasing Reason* field and release the requisition back to the end user. The Departmental Approval is also reset.

Purchase orders **will not** be generated unless all pertinent information is correct and complete. Once the requisition has been reviewed by Purchasing Services and determined that it is in compliance with purchasing requirements, the requisition is approved and the results are posted in the on-line requisition system. This information will appear on the *Purchasing Approval* section of the ***Inspect Board, Budget and Purchasing Approval Data*** option in the *Requisition Entry for P.O.'s* menu.

The next step is to print the batch of requisitions approved. The entire set of *Vendor Copies* (white copy) are printed first, which is followed by the printing of the *Receiving Copies* (goldenrods). Each *Vendor Copy* is then matched to its corresponding *Receiving Copy* and both forms are signed. Most purchase orders under \$1,000 will be signed by a Purchasing Clerk. Purchase orders between \$1,000 and \$10,000 will require the signature of the Purchasing/Contract Specialist. All purchase orders over \$10,000 and all Sole Source items will require the signature of the Director of Purchasing Services. At this point, the requisition has become a purchase order and a number will appear in the *Assigned P.O. #* field if the requisition is inspected. The requisition will also now have the date it was printed on the *Date Printed* field.

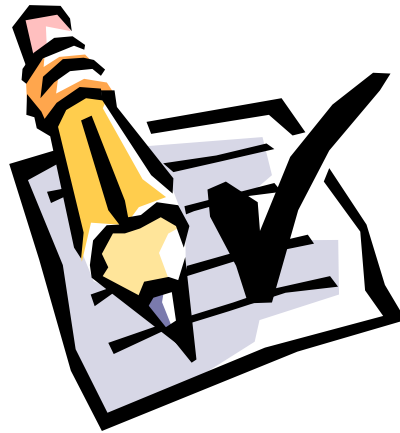
The final step is mailing out the purchase orders to vendors or to departments/campuses. Some users prefer to personally pick-up their purchase orders. Payment Authorizations are mailed to the departments/campuses, unless otherwise specified. If a special arrangement is necessary for a campus/department, contact the Purchasing Clerks at 632-3241 to advise them.

VOIDING A PURCHASE ORDER

If a purchase order has already been printed and the *Vendor Copy* has not been mailed or faxed to the vendor, it can still be voided. The process is manual, thus the funds are not placed back in the account(s) immediately. To manually void a purchase order, write the words VOID on the *Receiving Copy*, along with the date and a signature of the person voiding the purchase order. Mail the *Receiving Copy* to the Accounting Office and destroy the *Vendor Copy*. Keep a copy of the voided *Receiving Copy* for your records.

CHANGING A REQUISITION OR ITEM

Use this option to make changes to a requisition.



Also use this option to release a requisition.

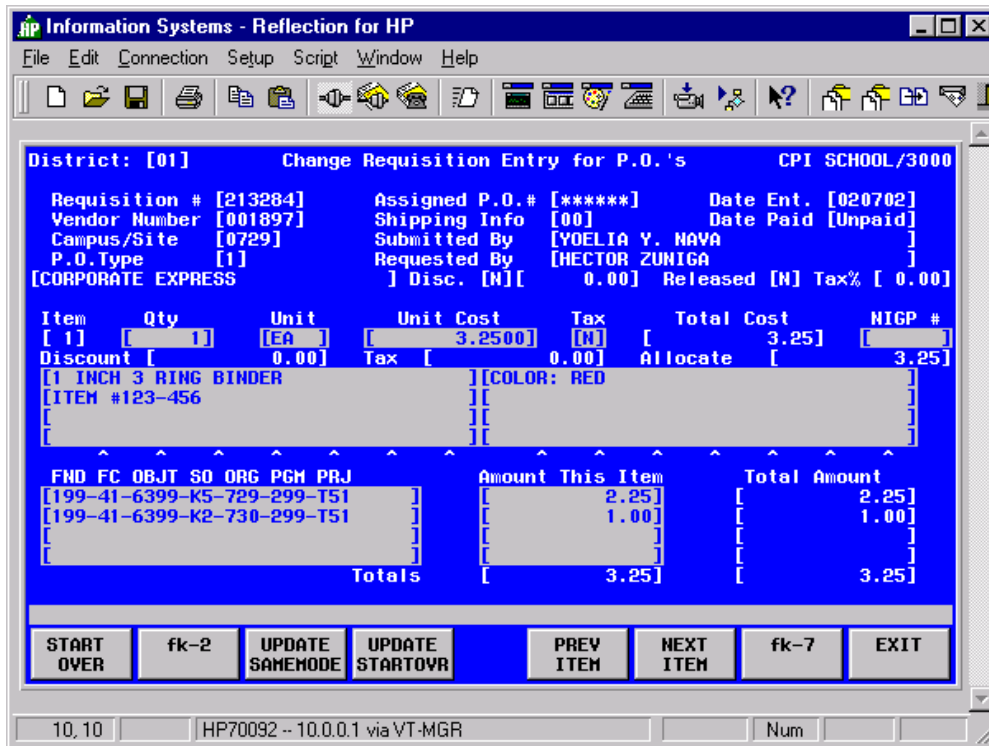
After reviewing your **Requisition List**, if you determine a change needs to be made to a requisition or item after it has been committed (F7) and updated (F4), but before it has been released, you need to use the “Change” option. **To make a change on an item on a requisition, you must be in the *Requisition Entry for P.O.’s* menu *Option (H for Help)* prompt. Enter the letter C in the “Option (H for help): ” prompt and press the Enter Key. Enter the number of the purchase requisition that you want to change and press the Enter Key.**

If the requisition has already been released, the release must first be reversed by Purchasing Services in order to make any changes.

If you only need to make a change to the shipping/vendor section of the requisition, press the Tab Key to get to the necessary field, make the correction then press the Enter Key. Once you press the Enter Key, you will need to press the <F3> or <F4> key.

NOTE: For specific instructions on how to release a requisition, refer to the ***Releasing a Requisition*** section.

If the change is in the item detail, press the Enter Key twice after keying in the requisition number. You should now be able to view the item description for item number one. Press the Tab Key until you get to the necessary field where the change needs to be made. Once there, make the correction then press the Enter Key.



The following function keys can be accessed from this screen:

[F1] Start Over

This function key will bring you to the main menu without saving the purchase requisition.

[F3] Update Same Mode

This function allows you to complete this requisition and gives you a new requisition to input. Use this function if you are not finished adding purchase orders on the system.

[F4] Update Start Over

This function key allows you to complete this requisition and takes you to the main menu. Use this function if you are done entering purchase requisitions on the system.

[F5] Previous Item

This function key allows you to review the information entered for the previous item of this requisition.

[F6] Next Item

This function allows you to review the following items entered if you have previously used the <F5> function key.

[F8] Exit

This function will bring you back to the main menu without saving the purchase requisition.

Once you press the Enter Key once again and the cursor moves to the account number section of the requisition, the item must be committed before the requisition can be updated. Press the <F2> or <F7> Keys to commit the item.

Once you have committed the item by either pressing the <F2> or <F7> Keys you will need to press the <F3> or <F4> Keys to update the requisition.

CHANGING AN ACCOUNT NUMBER

Use this option to change an



account number on a requisition.

To change an account number in a requisition that has not been released, begin at the *Requisition Entry for P.O.'s* menu. Type the letter C for “change” and press the Enter Key. Enter the requisition number that you would like to change and press the Enter Key.

The cursor will be at the *Vendor Number*. Press the Enter Key twice to get to the **account section**. At this point, your cursor will move to the first account number on your requisition. To edit the account number, type over the existing account number. Remember, you must have your Caps Lock Key turned on. Also, remember to type the new account number without any spaces or dashes. You will also have to press the Delete Key or the Space Bar to delete the numbers and letters that remain which are not part of your new account number.

Once you have the new corrected account number typed, press the Enter Key. If you do not encounter any errors, the account number is valid. If after entering the new account number and pressing the Enter Key, you encounter an error message, the account number is considered invalid and will not be changed. You must proceed to look over the account number and re-type a valid number. Once the correct account number is entered and accepted, save the changes by pressing the <F7> key then the <F4> key which will commit and update your requisition respectively.

Note: The current version of the Automated Purchase Order System software only allow changes to be made to the first account number entered in any given requisition. If any other account number, other than the first one entered, needs to be changed in a requisition with more than one account, **the entire**

requisition must be deleted and re-entered correctly.

DELETING AN ITEM OR REQUISITION

Use this option to delete



an item or a requisition.

If you decide that you no longer need an item or the entire requisition, you must use the delete option.

Note: This function can only be used if the purchase requisition HAS NOT been released for processing and if it HAS NOT been printed.

If the requisition has been printed, refer to the **Voiding a Purchase Order** section.

To delete an item or the entire requisition, enter the letter **D** in the *Requisition Entry for P.O.'s* menu "*Option (H for Help):*" prompt and press the Enter Key.

To delete an item, enter the requisition number and item number in the requested fields. Then, press the Enter Key. You will be asked if it is OK to delete the item. Enter the letter **Y** and press the Enter Key.

To delete the entire requisition, enter the requisition number and leave the item number blank. Then, press the Enter Key. When prompted "Do you wish to delete the entire requisition," enter the letter **Y** and press the Enter Key.

To return to the previous menu, press the <F1> or <F8> Keys.

SHIPPING ADDRESSES

REFERENCE: 00 MCALLEN ISD CENTRAL RECEIVING 3100-B COLBATH MCALLEN TX 78503	REFERENCE: 01 MCALLEN HIGH SCHOOL 2021 LA VISTA MCALLEN TX 78501	REFERENCE: 02 MEMORIAL HIGH SCHOOL 101 E HACKBERRY MCALLEN TX 78501-0444
REFERENCE: 03 BOARD OF TRUSTEES 2000 NORTH 23 RD STREET MCALLEN TX 78501	REFERENCE: 04 READING RECOVERY 2000 NORTH 23 RD STREET MCALLEN TX 78501	REFERENCE: 05 I & G CENTER 1619 GALVESTON MCALLEN TX 78501
REFERENCE: 06 ROWE HIGH SCHOOL 2101 N WARE RD MCALLEN TX 78501	REFERENCE: 07 OPTIONS HIGH SCHOOL 1009 NORTH 10 TH STREET MCALLEN TX 78501	REFERENCE: 10 COOPERATIVE ACADEMIC PROGRAM 501 S 33 RD ST MCALLEN TX 78501
REFERENCE: 11 STAFF DEVELOPMENT CENTER 1009 N 10 TH ST MCALLEN TX 78501	REFERENCE: 41 LAMAR MIDDLE SCHOOL 1009 N 10 TH ST MCALLEN TX 78501	REFERENCE: 42 TRAVIS MIDDLE SCHOOL 600 HOUSTON MCALLEN TX 78501
REFERENCE: 43 LINCOLN MIDDLE SCHOOL 1601 N 27 TH ST MCALLEN TX 78501	REFERENCE: 44 BROWN MIDDLE SCHOOL 2700 S WARE RD MCALLEN TX 78503	REFERENCE: 45 MORRIS MIDDLE SCHOOL 1400 TRENTON MCALLEN TX 78501
REFERENCE: 46 DE LEON MIDDLE SCHOOL 4201 N 29 TH ST MCALLEN TX 78501	REFERENCE: 47 DR RODNEY CATHEY MIDDLE SCHOOL 1800 N CYNTHIA ST MCALLEN TX 78501	REFERENCE: 51 ALVAREZ ELEMENTARY 2606 GUMWOOD MCALLEN TX 78501
REFERENCE: 53 BONHAM ELEMENTARY 2400 JORDAN MCALLEN TX 78503	REFERENCE: 55 CROCKETT ELEMENTARY 2112 N. MAIN STREET MCALLEN TX 78501	REFERENCE: 56 HOUSTON ELEMENTARY 3221 OLGA AVENUE MCALLEN TX 78501
REFERENCE: 57 JACKSON ELEMENTARY 501 HARVEY MCALLEN TX 78501	REFERENCE: 58 NAVARRO ELEMENTARY 2100 HACKBERRY MCALLEN TX 78501	REFERENCE: 60 THIGPEN ELEMENTARY 520 SOUTH 23 RD STREET MCALLEN TX 78501
REFERENCE: 61 MILAM ELEMENTARY 3800 NORTH MAIN STREET MCALLEN TX 78501	REFERENCE: 62 WILSON ELEMENTARY 1200 HACKBERRY MCALLEN TX 78501	REFERENCE: 63 ZAVALA ELEMENTARY 2500 GALVESTON MCALLEN TX 78501
REFERENCE: 64 FIELDS ELEMENTARY 500 DALLAS MCALLEN TX 78501	REFERENCE: 65 BOWIE ELEMENTARY 2604 GALVESTON MCALLEN TX 78501	REFERENCE: 66 SEGUIN ELEMENTARY 2200 N 29 TH ST MCALLEN TX 78503
REFERENCE: 67 CASTANEDA ELEMENTARY 4100 N 34 TH ST MCALLEN TX 78504	REFERENCE: 69 ESCANDON ELEMENTARY 2901 COLBATH MCALLEN TX 78503	REFERENCE: 70 RAYBURN ELEMENTARY 7000 N MAIN ST MCALLEN TX 78504

REFERENCE: 71 ROOSEVELT ELEMENTARY 4801 S 26 TH MCALLEN TX 78503	REFERENCE: 72 GARZA ELEMENTARY 6300 N 29 TH ST MCALLEN TX 78504	REFERENCE: 73 MCAULIFFE ELEMENTARY 3000 DAFFODIL MCALLEN TX 78501
REFERENCE: 74 GONZALEZ ELEMENTARY 201 E MARTIN MCALLEN TX 78504	REFERENCE: 75 STUDENT INTAKE CENTER PORTABLE BLDG 74 2000 N 23 RD MCALLEN TX 78501-6126	REFERENCE: 76 EVEN START 2100 FIR MCALLEN TX 78501
REFERENCE: 77 ADVANCED ACADEMIC STUDIES, ROOM 160 2000 N 23 RD ST MCALLEN TX 78501	REFERENCE: 78 PRINT SHOP 1009 N 10 TH ST MCALLEN TX 78501	REFERENCE: 79 LIBRARY SERVICES PORTABLE #5 2000 NORTH 23 RD STREET MCALLEN TX 78501
REFERENCE: 80 COMPREHENSIVE SCHOOL HEALTH 501 S 33 RD ST MCALLEN TX 78501	REFERENCE: 81 DESIGN CENTER DE LEON MIDDLE SCHOOL 4201 N 29 TH ST MCALLEN TX 78501	REFERENCE: 82 MCALLEN ISD POLICE DEPARTMENT 2001 BICENTENNIAL BLVD MCALLEN TX 78501
REFERENCE: 83 PURCHASING SERVICES PORTABLE BLDG 69 2000 N 23 RD ST MCALLEN TX 78501-6126	REFERENCE: 84 MCALLEN ISD RESEARCH AND EVAL.. 2000 N 23 RD ST MCALLEN TX 78501-6126	REFERENCE: 85 MC HI CAREER AND TECHNOLOGY 2021 BULLDOG DR MCALLEN TX 78501
REFERENCE: 86 REGIONAL SCHOOL FOR THE DEAF 2604 GALVESTON MCALLEN TX 78501	REFERENCE: 87 MCALLEN ISD 2000 N 23 RD ST MCALLEN TX 78501-6126	REFERENCE: 88 MCALLEN ISD STATE BILINGUAL 2000 N 23 RD ST MCALLEN TX 78501-6126
REFERENCE: 89 GRANT DEVELOPMENT & COMPLIANCE PORTABLE #2 2000 NORTH 23 RD STREET MCALLEN TX 78501	REFERENCE: 90 MCALLEN ISD TEXTBOOK WAREHOUSE 3317 W EXPWY 83 MCALLEN TX 78501	REFERENCE: 91 MCALLEN ISD MIGRANT PROGRAM 2000 N 23 RD ST MCALLEN TX 78501
REFERENCE: 92 MCALLEN ISD CURRICULUM & INSTR ROOM 157B 2000 N 23 RD ST MCALLEN TX 78501-6126	REFERENCE: 93 CURRICULUM AND INSTRUCTION 2000 N 23 RD ST MCALLEN TX 78501-6126	REFERENCE: 94 MCALLEN ISD INFORMATION SYSTEM 2001 N BICENTENNIAL MCALLEN TX 78501
REFERENCE: 95 STATE AND FEDERAL PROGRAMS PORTABLE 92 2000 N 23 RD ST MCALLEN TX 78501	REFERENCE: 96 MCALLEN ISD TRANSPORTATION 2001 N BICENTENNIAL MCALLEN TX 78501	REFERENCE: 97 MCALLEN ISD PLANT OPERATIONS 2001 N BICENTENNIAL MCALLEN TX 78501
REFERENCE: 98 FOOD SERVICES 2001 N BICENTENNIAL MCALLEN TX 78501	REFERENCE: 99 AUDIO VISUAL SERVICES 2000 N 23 RD ST MCALLEN TX 78501	

STANDARD ABBREVIATIONS FOR ITEM MEASUREMENT

Use the following standard units of measure when preparing purchase orders. Use the entire word or the abbreviations listed for the standard unit.

ABBREV.	DESCRIPTION	ABBREV.	DESCRIPTION	ABBREV.	DESCRIPTION
AMP	Ampoule	DOZ	Dozen	PAD	Pad
BAG	Bag	DR	Dram	PAIL	Pail
BALE	Bale	DM	Drum	PR	Pair
BALL	Ball	EA	Each	PAN	Pan
BAR	Bar	D	Five hundred	PC	Piece
BBL	Barrel	FLAT	Flat	PT	Pint
BIMO	Bimonthly	FLOZ	Fluid ounce	LB	Pound
BDFT	Board foot	FT	Foot	QT	Quart
BOOK	Book	GAL	Gallon	QTR	Quarter
BTL	Bottle	GM	Gram	QR	Quire
BOX	Box	GR	Gross	RM	Ream
BKT	Bucket	HR	Hour	RL	Reel
BCH	Bunch	C	Hundred	ROLL	Roll
BDL	Bundle	CFT	Hundred feet	SACK	Sack
BU	Bushel	CWT	Hundred weight	SET	Set
CAN	Can	IN	Inches	SHT	Sheet
CARD	Card	JAR	Jar	SPL	Spool
CBY	Carboy	JOB	Job	SQFT	Square foot
CTN	Carton	JUG	Jug	SQIN	Square inch
CRTG	Cartridge	KG	Kilogram	SQYD	Square yard
CS	Case	KIT	Kit	SUM	Sum
COIL	Coil	LGTH	Length	TANK	Tank
CONE	Cone	LINE	Line	M	Thousand
CTR	Container	LFT	Linear foot	TON	Ton
CRT	Crate	LTR	Liter	TRAY	Tray
CC	Cubic centimeter	LOAF	Loaf	TUBE	Tube
CUFT	Cubic foot	LOT	Lot	UNIT	Unit
CUIN	Cubic inch	LUG	Lug	VIAL	Vial
CUYD	Cubic yard	ML	Milliliter	WORD	Word
CYL	Cylinder	MO	Month	YD	Yard
DAY	Day	OZ	Ounce	YR	Year
DEWR	Dewar	PKG	Package		
DOSE	Dose	PKT	Packet		