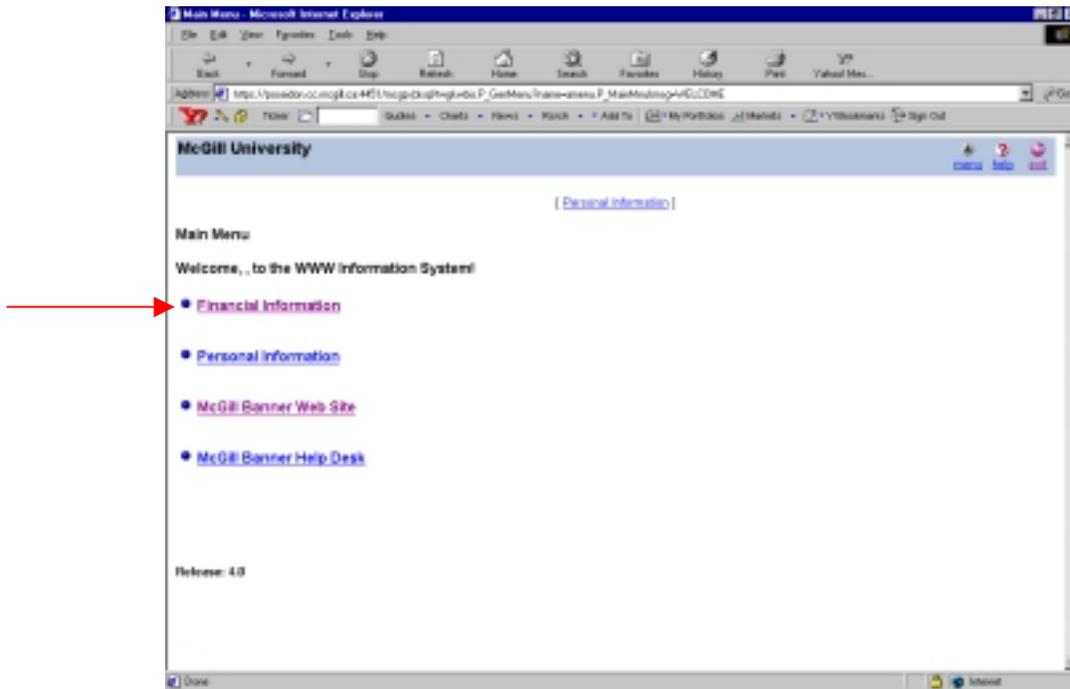


CREATING A PURCHASE REQUISITION

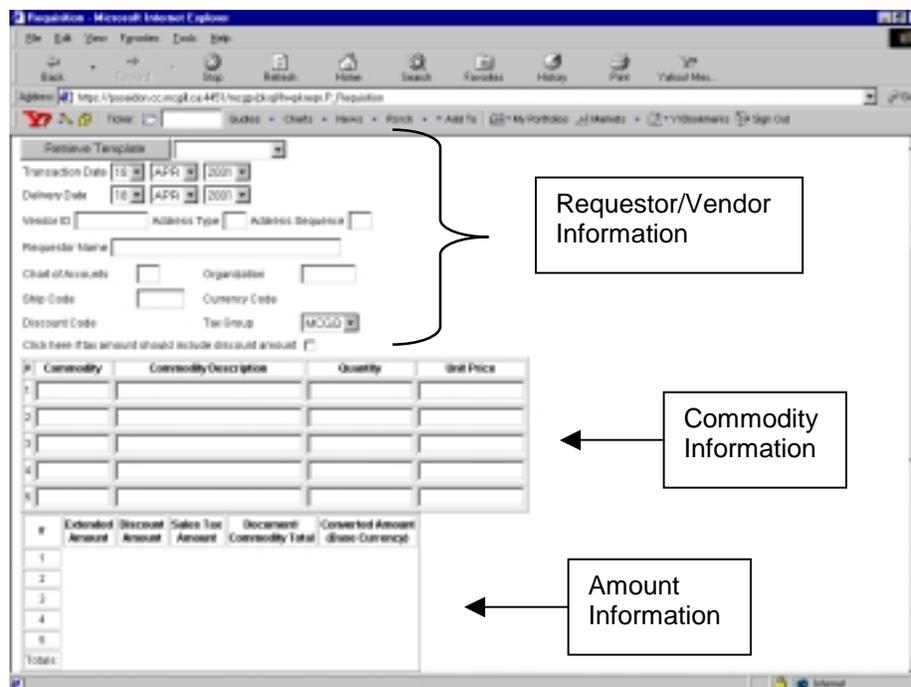
A) Once you have accessed the McGill University Main Menu click on [Finance Information](#)



B) You are now at the Main Finance System Menu, click on [Requisition](#)



The following screen appears



B) Fill in the required information.

Note: If you need to search for any information such as the Vendor, Ship Code, Fund etc. use the **Code Lookup** section located at the bottom of the web page. Instructions on how to do this are documented in the following pages.

Requestor/Vendor Information

Req'd	Field	Description/Explanation
	Retrieve Template	Drop-down Menu of previously saved requisition templates.
✓	Transaction Date	The date on which the requisition will affect the accounting system. Defaults to today's date but can be overridden with a future date.
✓	Delivery Date	The approximate date the commodities are to be delivered. Date must be later than the transaction date. Defaults to today's date but can be overridden with a future date.
✓	Vendor ID	Code and name of the vendor supplying the commodities or services. Use the code lookup. If a code doesn't already exist, request one from Purchasing Services using the Web form located at: http://www.is.mcgill.ca/minerva/Finance/request_forms/reqvendor.htm
	Address Type	Code representing the vendor address type.
	Address Sequence	Account type sequence number.
✓	Requestor Name	The name of the person initiating the request.
✓	Chart of Accounts	Code representing the Chart of Accounts (set of books) responsible for payment of the invoice. Enter "1" for McGill University.
✓	Organization	Organization responsible for the purchase of the commodities or services.
✓	Ship Code	Specifies an internal ship-to address (room, building) code for the commodity.

<i>Req'd</i>	<i>Field</i>	<i>Description/Explanation</i>
		TIP: Use the "Location" code lookup to populate the ship-to code.
	Currency Code	Code and description of the currency used to pay this invoice, if the vendor uses a foreign currency. Defaults from Vendor Code. Display only.
	Discount Code	Code representing the discount terms established for this vendor. Can be overridden with existing discounts. Defaults from Vendor Code. Display only.
	Tax Group	Code and title of the group of tax rates that should be applied to this request. Defaults from Vendor Code; Do not change!
	Click here...	Leave this box unchecked.

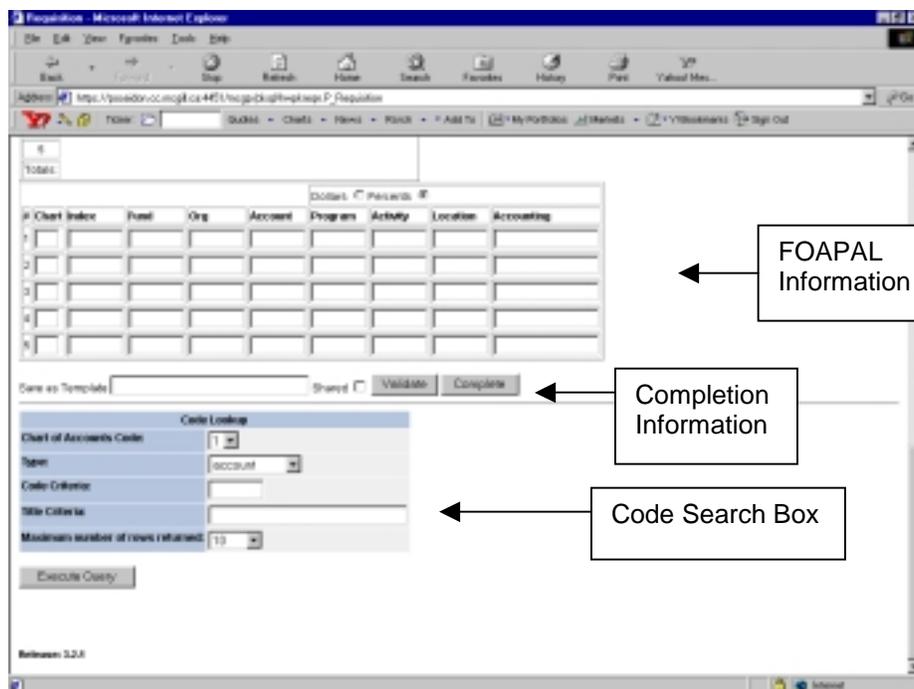
Commodity Information

<i>Req'd</i>	<i>Field</i>	<i>Description/Explanation</i>
	#	
	Commodity	McGill does not use commodity codes.
✓	Commodity Description	Written description of the commodity. e.g. Test Tubes, Laughing Gas It is important that the unit of measure also be recorded here so that it is clear to the vendor what is being ordered. This will also affect the extended cost. e.g. "boxes of test tubes" rather than "test tubes".
✓	Quantity	The commodity quantity. Calculates with the Unit Price field to establish the extended cost. .
✓	Unit Price	The estimated price of the commodity per unit. Calculates with the Quantity field to establish the extended cost.

Amounts

All the amounts are calculated automatically once you click on the **Validate** or **Complete** button

Req'd #	Field	Description/Explanation
	Extended Amount	Total extended cost of the commodity based on the quantity multiplied by unit price (calculated by Banner upon validation).
	Discount Amount	Dollar amount of discount terms established with the vendor, to be deducted from the total extended cost of the requisition (calculated by Banner upon validation).
	Sales Tax Amount	Tax amount added to this requisition (calculated by Banner upon validation).
	Document/Commodity Total	Total amount of all commodities entered on the document (calculated by Banner upon validation).
	Converted Amount (Base Currency)	Total amount of the commodity <i>after</i> a currency conversion of domestic amounts based on the exchange rate (calculated by Banner upon validation).
	Totals	Totals of all the amount columns (calculated by Banner upon validation).



FOAPAL Information

None of the FOAPAL information defaults in automatically, so if you need help finding the codes use the **Code Lookup** Box.

Req'd	Field	Description/Explanation
✓	Dollars/Percent Radio Group	Indicates if the user wants to calculate a dollar amount of extended costs based on a percentage or a dollar amount. <i>Dollars selected</i> – calculates extended cost based on a percentage <i>Percent selected</i> – calculates extended cost based on a dollar amount This field is used along with the Accounting field.
	#	
✓	Chart	Code representing the Chart of Accounts (set of books) responsible for payment of the invoice.
	Index	McGill does not use this field.
✓	Fund	Indicates the source of money being charged.
✓	Org	Departmental entity or budgetary units within the University responsible for the fund being charged.
✓	Account	Describes the nature of the expenditure.
✓	Program	Functional reporting classifications for tracking use of funds.
	Activity	Activity code. A free form (user defined) element to be used for independent reporting needs.
	Location	Location code. Identifies the physical location of financial activity and fixed assets.
✓	Accounting	Enter either the Percent or Dollar Amount (before taxes and discounts) that you want to charge to each FOAPAL in this field. Make sure that you assign 100% of the total.

Code Lookup

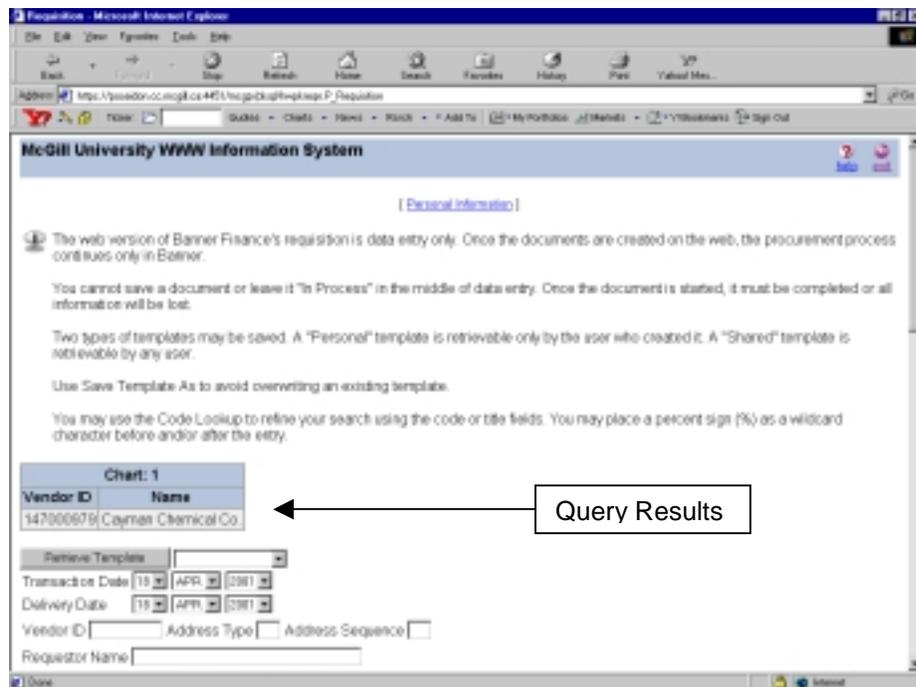
Use this box to lookup codes you might not know offhand.

Code Lookup	
Chart of Accounts Code:	1 ▾
Type:	vendor ▾
Code Criteria:	147%
Title Criteria:	%Cayman%
Maximum number of rows returned:	10 ▾

Execute Query

Req'd	Field	Description/Explanation
✓	Chart of Accounts Code	Code representing the Chart of Accounts (set of books) responsible for payment of the invoice.
✓	Type	The type of code you wish to look up. e.g. Vendor, Fund, Ship, Tax Group

Req'd	Field	Description/Explanation
	Code Criteria	The part of the code you know. Use the wildcard (%) to represent any number of undefined characters. e.g. 147%
	Title Criteria	The part of the title you know. Use the wildcard (%) to represent any number of undefined characters. e.g. %Cayman%
	Maximum number of rows returned	The number of rows of results you would like to see at a time. Choose from the numbers set in the drop-down menu.
✓	Execute Query	Click on this button to execute your query. The results of your query will appear above the requisition (see screen below). Unfortunately you cannot automatically insert the code by double clicking on it. We recommend that you either copy and paste the code into the field or write the code down and type it directly into the field.

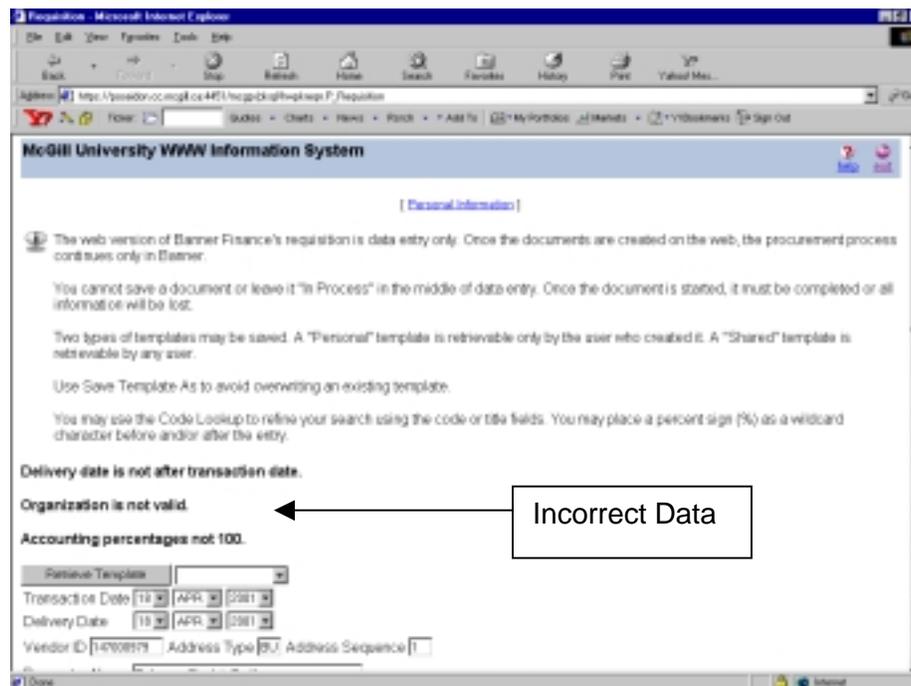


Completion Information

Req'd	Field	Description/Explanation
	Save as Template	The name/description of the template you would like to save.
	Shared	Check this box if you would like to share this template with others.
✓	Validate	Checks all the information you entered so far to make sure the all the required fields are entered and the codes valid. It will also calculate the totals in the Amount columns.
✓	Complete	Completes the requisition if all fields are entered and valid.

C) After you have entered all the required information it is a good idea to press the **Validate** button located below the FOAPAL information. This checks all the information you entered to make sure the all the required fields are entered and the codes valid. It also calculates the amount columns so you verify the totals before you complete the requisition.

Any incorrect information is identified and described at the top of the requisition for you to look up and correct. See screen below.



D) Once the requisition is filled in correctly you are satisfied with the amounts generated, you can proceed to complete the requisition by pressing the **Complete** button located below the FOAPAL information. A message will appear at the top of the requisition confirming the document number (Document R*****) and indicating that the requisition was completed and forwarded to the approval process (see screen below). It is a good idea to take this number down for future reference.

Requisition - Microsoft Internet Explorer

Address: http://ais.ccs.ncgl.ca/707/mgrows/reqreqq7/Reqreqq7

Document R6086766 completed and forwarded to the Posting process.

Action Requisition
 Previous Template

Transaction Date: 03 MAY 2002
 Delivery Date: 03 JUN 2002

Vendor ID: 14707887 Address Type: BU Address Sequence: 1

Requestor Name: Cars Pipens

Chart of Accounts: 0 Organization: 98287

Ship Code: 70032 Currency Code: USD

Discount Code: 50 Tax Group: MCO92

Click here if tax amount should include discount amount:

#	Commodity	Commodity Description	Quantity	Unit Price
1		5 boxes of Test Tubes	5.08	763.80
2				
3				
4				
5				

#	Extended Amount	Discount Amount	Sales Tax Amount	Document/Commodity Total	Converted Amount (Base Currency)
1	3,790.00	0.00	563.44	4,313.44	6,343.29
2					
3					

Done