How To Complete A Purchase Requisition - Instructions

The Purpose of a Purchase Requisition:

A procurement process is important in any organization as it streamlines a complete purchasing process and reduces delays which greatly benefits the company.

Purchase requisitions are used when staff/faculty needs to make an order request on behalf of the organization. No purchase can be made until the requisition has been reviewed and approved by the Director/Chair of the department and the Controller. Once a Purchase Order (P.O.) number is assigned to the requisition, the order can be placed at that time.

The workflow of a purchase requisition is valuable as it eliminates fraud in an organization. The Finance department utilizes the requisition to manage reporting and adhere to auditing requirements.

Requisition Process Overview:

1. User submits a requisition.
2. Requisition routes through workflow for approval
   - Routes through Finance
   - Routes through Director/Chair responsible for department’s budget
3. Requisition approved or rejected
4. If Requisition is approved, routes to purchasing

1. User submits a completed requisition.
2. Once submitted, the requisition must route through workflow for approval
   - Routes through Finance
   - Routes through Director/Chair responsible for department’s budget
3. Once approved, the requisition will go to the Accounting Technician in Finance.
4. If a fiscal officer disapproves a requisition, notification will be routed back to approvers and the initiators.
Logging in to Microsoft Dynamics GP

Microsoft Dynamics GP online can be accessed from any Internet browser such as Internet Explorer or Mozilla Firefox.
If you have any questions about what Internet browser to use, please contact the Help Desk at (helpdesk@bcomnm.org).

For first time users, Microsoft Dynamics GP setup must be completed through the Assistant Controller. Please contact Varsi Martin | (575) 674-2283 | vmartin@bcomnm.org.

For questions regarding purchase requisitions, purchase orders (PO), invoices, payments and other accounts payable related inquiries contact the Accounting Technician. Please contact Peggy Ortega | (575) 674-2285 | portega@bcomnm.org.

To use Microsoft Dynamics GP, you must successfully log in by providing your credentials.

1. Type https://finance.bcomnm.org/GP/Account/LogOn in the address bar of your browser and press Enter.

The Logon screen will be displayed.

2. Enter your Username
   - Note: enter ad\ before typing your username (ex: ad\vmartin)
3. Enter your Password
4. Click on the Sign in button
The Choose an Action will be displayed.

5. Click on the Create Session option

The Logon screen will be displayed.

6. Enter User ID and Password
7. Click OK
Entering a Purchase Requisition

Things to note before entering a purchase requisition:

** Have a quote available before starting a requisition **

** To setup a new vendor in GP, please email Peggy Ortega / portega@bcomnm.org along with a W-9 form which includes vendor’s information. You can download a W-9 form by going to www.irs.gov. **

** Verify vendor is active in Microsoft Dynamics GP by selecting the magnifying glass when entering a purchase requisition **

In Microsoft Dynamics GP on the left hand side:

- Select the Purchasing button from the navigation pane
- Under the Transactions, select Purchasing Requisition
Purchase Requisition Entry window will be displayed.

1) Requisition Number
   - The system automatically assigned the next Requisition Number
2) Description
   a. Type a description of the requisition
3) Comment ID (optional)
4) Ship To Address
   a. Click on the magnifying glass
   b. Select ‘BCOM’
5) Date
   a. The system automatically enters the date
   b. Accept the default date or enter a date for your purchase requisition
6) Required Date
   a. The system automatically enters the date
   b. Accept the default date or enter a date by which you would like to receive all the items on the purchase order
7) Requested By
   a. The system will recognize your username
8) Department
   a. Type the Department number (three digit code).
b. This information will determine who will be approving the purchase requisition.
c. **Make sure the correct department is entered**

9) **Vendor Name**  
a. Type the vendor’s name

10) **Line**  
a. The system automatically enters the line number

11) **Item Number**  
a. Enter the item number. If no item number is available, enter a brief description

12) **U of M**  
a. The system automatically enters ‘Each’  
b. Accept the default unit of measure

13) **Quantity Ordered**  
a. Enter the item quantity

14) **Unit Cost**  
a. Enter the unit cost of each item

15) **Extended Cost**  
a. The system will automatically calculate based on the quantity and unit cost

16) **Description**  
a. The description line allows for more description detail to be entered

17) **Site ID**  
a. Click on the magnifying glass  
b. Select ‘MAIN’

18) **Vendor ID**  
a. Type Vendor’s ID number (if known) or  
b. Click on the magnifying glass to see a list of vendors. You must click on the Vendor Name column in order to populate in alphabetical order.  
c. Verify Vendor Name matches #9

19) **Freight**  
a. If there is a Freight cost, enter a Line Item to show the Freight  
*Do not enter an amount on the Freight box*

20) **Tax**  
a. If there is a Tax amount, enter a Line Item to show the Tax  
*Do not enter an amount on the Tax box*

21) **Total**  
a. The system will automatically sum the amount

22) **Account**  
a. Enter the account number.

**Example: 02‐100‐52051‐00**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Division code</td>
</tr>
<tr>
<td>100</td>
<td>Department code</td>
</tr>
<tr>
<td>52051</td>
<td>Account code</td>
</tr>
<tr>
<td>00</td>
<td>Modifier code</td>
</tr>
</tbody>
</table>

- is the two digit code that identifies the company.  
- is the three digit code that identifies the department.  
- is the five digit code that describes the account.  
- is the two digit code that describes the account.
b. Verify department number is correct as this is the department who will be paying for the purchase.

c. *Make sure there is available budget*

23) Shipping Method
   a. Click on the magnifying glass
   b. Select ‘BEST’

24) Ship To Address
   *This information will automatically populate from the ‘Ship to Address’, however*
   a. Click on the magnifying glass
   b. Select ‘PRIMARY’

25) Comment ID (optional)

26) Required Date
   a. The system automatically enters the date
   b. Accept the default date

27) Requested By
   a. The system automatically enters the requestor’s name

Example:
Note:
You can also click on the ‘Save’ button. The system will save the requisition.
You are able to go back and complete it at a later time.

If a second item needs to be entered:

- Click on ‘Next’
- The Line will show a number ‘2’
- Fill out the information for the next item.
- When finished, click on ‘Submit’

- Click ‘Submit’
- Click ‘Close’
How to Exit from Microsoft Dynamics

In Microsoft Dynamics GP on the top right hand side:

- Click ‘Exit GP’