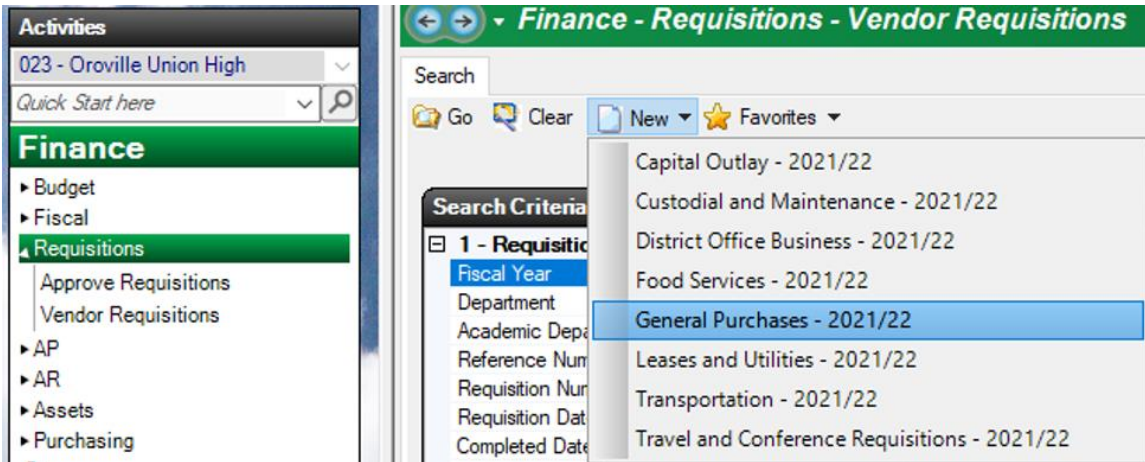


To Create A Requisition In Escape

From the activity tree, select:

1. **Finance**
2. **> Requisitions**
3. **>>>Vendor Requisitions**
4. **>>>>New** - drop down list will appear when New is selected. Select Custodial & Maintenance, Dist Office Business, Food Service, General Purchases, Leases & Utilities, Transportation or Travel and Conference. *The majority of the users will use General Purchases.*



After making your selection, you will enter the requisition screen. The mandatory items on the **Main** screen (below), the order type and vendor ID (also on the main screen), the **Items** tab and the **Accounts** tab must be completed to successfully submit a requisition for approval.

The screenshot shows the 'Requisition/Vendor Information' screen with tabs for Requisition, Items, Accounts, Payments, Quotes, Approvals, Assets, Attachments, Notes, and History. The screen is divided into three sections:

- 1 - Requisition Information**: Includes Dept Id (GENERAL (General Purchases)), Academic Department, Requester (Jaymie Martinez), Request Date (6/20/2018), Order Location (highlighted with a red arrow), Delivery Location (highlighted with a red arrow), Room, Comment (highlighted with a red arrow), Responsibility, and Category.
- 2 - Vendor Information**: Includes Order Type (highlighted with a red arrow, PO w/o Receiving), Online Order, Online Order Contact, Vendor Category, Vendor Id (highlighted with a red arrow), Vendor Address Id, Vendor Name, Street Address, City State Zip, Phone / Fax, Allows Emailing POs, and Quote Number.
- 3 - PO Information**: Includes PO Date, Buyer, Delivery Date, Change Notice Date, Change Notice Count, Change/Cancel Msg, Ship Via, Terms, and FOB.

5. Select an order location from the drop down list on the right side of the screen of the **Order Location** field. Double-click the appropriate location or type the number in and hit enter.

Code	Description
04	District Office
01	Las Plumas High School
MAIL	Mail
08	Maintenance
09	Oroville Adult Ed
02	Oroville High School
06	OUHSD Community Day School
03	Prospect High School
07	Transportation

Type a comment on the **Comment** line to describe what is being purchased. Also complete the **Order Type** field by clicking on the drop down list and double-clicking the appropriate selection. The choices are:

- Blanket P.O. – very few blanket P.O.s will be issued to non-DO staff. The exceptions to this are the Cal Card requisitions that are completed to reserve funds for card use, as well as requisitions for the Transportation, Maintenance and Cafeteria departments. Please confirm with Accounts Payable staff prior to using this selection.
- Direct Payment – only to be used by Accounts Payable staff.
- P.O. w/o receiving – use this when you will not be receiving physical items, such as for services or travel expenses, dues or membership fees.
- P.O. w Receiving – use this when you will be receiving a physical item for which Accounts Payable staff must be notified upon receipt.

Next, you will select a **Vendor ID**. By typing the first two letters of a vendor’s name, you can access a drop down box on the right side of the field from which the vendor is selected. If you do not find your vendor, enter 9999 for the code.

Requisition	Items:1	Accounts:1	Payments	Quotes	Approvals	Assets	Attachments:1	Notes
Requisition/Vendor Information								
1 - Requisition Information								
Dept Id	BUSINESS {Dist Office Business}							
Academic Department								
Requisitioner	Susan Watts							
Request Date	1/9/2018							
Order Location	04 {District Office}							
Delivery Location	04 {District Office}							
Room								
Comment	Salary and Benefits Report							
Responsibility								
Category								
Goods and Services Category								
2 - Vendor Information								
Order Type	PO with Receiving							
Online Order	No							
Online Order Contact								
Vendor Category								
Vendor Id	100892 {School Services Of Calif}							
Vendor Address Id	1							
Vendor Name	School Services Of Calif							
Street Address	1121 L Street Suite 1060							
City State Zip	Sacramento, CA 95814							
Phone / Fax	(916) 446-7517 /							
Allows Emailing POs	Yes							
Quote Number								
3 - PO Information								

6.
 - *Click on the **Items** tab
 - *Click on **New**.
 - *Enter the **Order Quantity**, (only change if you are listing your order individually)
 - ***Description** of the item being purchased (can be the same as the first description you used on the first screen)
 - *The **Unit Price** & Indicate whether the purchase is **Taxable**. (Make sure to only put the amount before taxes.)

FOR LP ONLY, MAKE SURE TO CHANGE THE TAX TO 7.25 IF IT IS BEING DELIVERED TO THE SCHOOL.

Line	Qty	Unit	Description	Unit Price	Extended Cost	Asset	Qty Rcvd	Date Rcvd	Qty To Rcv	C
0	1	EACH	Salary and Benefits Report (SABRE)	250.0000	250.00					

If entering only one item, click on **Save/Close**.

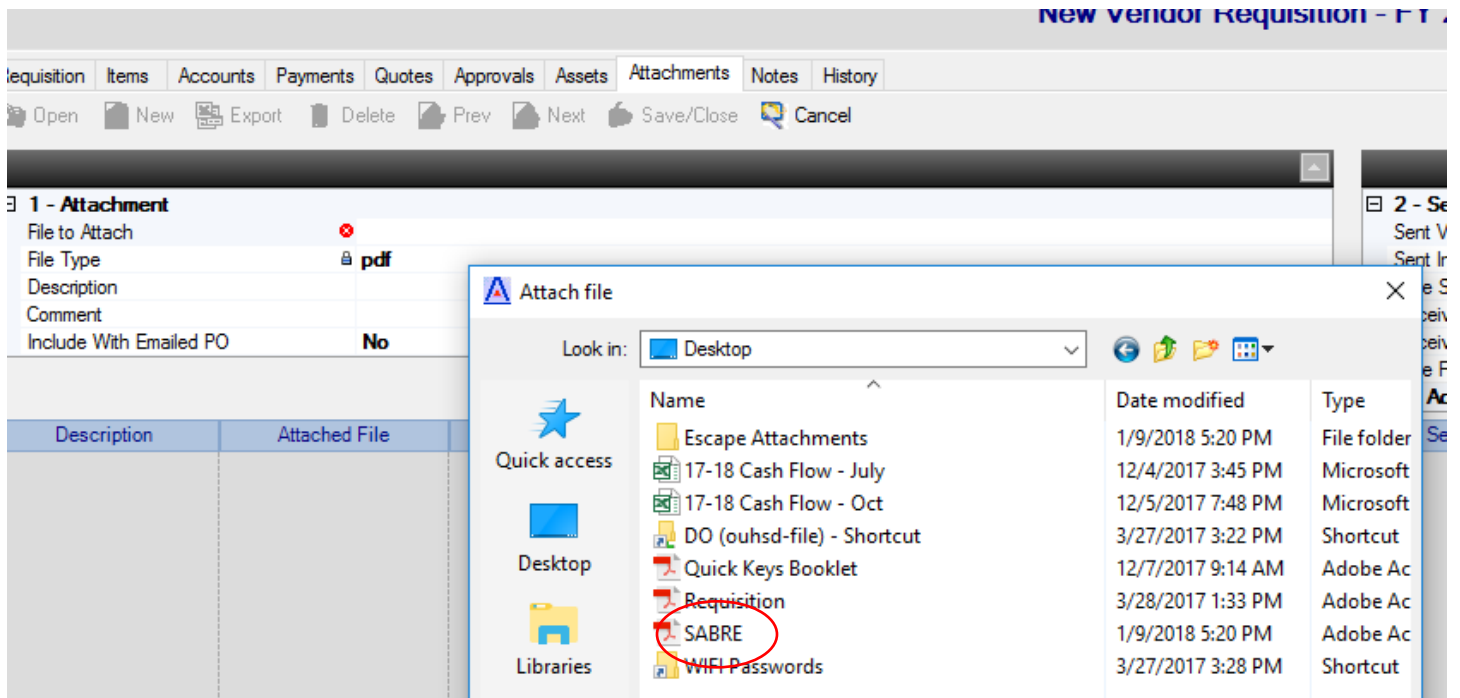
If entering multiple items, click on **Save/New** and enter each item to be purchased.

After the last item you will then click **Save/Close**. If there are many items to be purchased, "See Attached List" can be typed into the **Description** field, with a **qty** of **1** and total amount of the purchase in the **Unit Price** field. You must attach a list of items using the Attachments tab. If you are purchasing an item and out-of-state sales tax is not charged by the vendor, you will still indicate that sales tax is applicable.

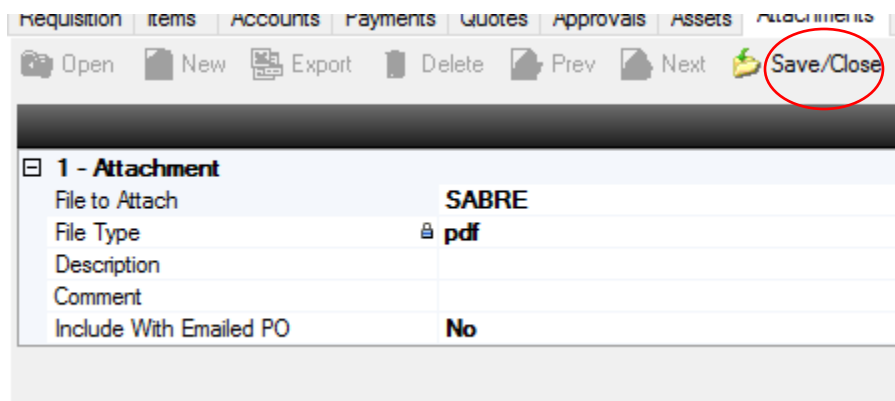
7. Click on the **Accounts** tab, then click on **New**. Enter the appropriate **account code** for your purchase. This code can be obtained from the SACs. Type in the account code you have, no need to put a dash, it will automatically fill it in for you once you hit enter. The amount will be automatically fill also.

Account Code	Amount	Percentage	Fiscal	Encumbered	Paid	Liability	Avail Bal
FD-RESR-Y-OBJ-T-GOAL-FUNC-STE-MGR-CCTR	\$0.00	0.0000	2019	\$0.00	\$0.00	\$0.00	\$0.00

8. To include an attachment to your requisition, scan your document and save it to your computer. Attachments can be saved in many formats. For this example the document is saved as a PDF file. Click on the **Attachments** tab, then click **New**. Click on the drop down box on the far right of the **File to Attach** field. Find the file saved on your computer and double-click it to select.



The file is now attached to the requisition. Click **Save/Close**.



9. Click on **Tasks**. The first item on the drop down list is **Submit**. Select this option. The requisition's status will change to submitted. You are finished. **If it gives you an error saying it can't be submitted due to insufficient funds, save/close it and email Chopper with the requisition number and ask to be submitted for you.**

Finance - Requisitions - Vendor Requisitions

Search List Form

Go Delete Prev Next Close Cancel **Tasks**

Req# VR18-00092, PO# , FY 2018 {2017/2018}, Status: Submitted

Requisition Items:1 Accounts:1 Payments Quotes Approvals:2 Assets Attachments:1 Notes History:1

Requisition/Vendor Information		Order Information	
1 - Requisition Information		4 - Order Cost Information	
Dept Id	BUSINESS {Dist Office Business}	Non Taxable Amount	
Academic Department		Taxable Amount	
Requisitioner	Susan Watts	Sub Total	
Request Date	1/9/2018	Tax Rate	

To view requisitions or check progress

Go to Finance-Requisition- Vendor Requisition- either type in the VR# or your last name but make sure you put the fiscal year you are researching it for. Then hit Go.

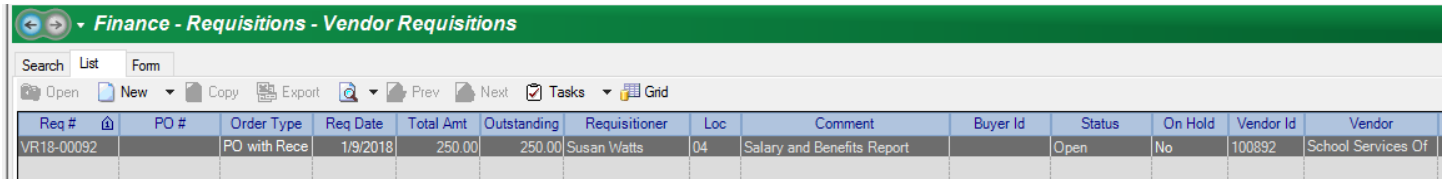
Search List

Go Clear New Favorites

Search Criteria - Vendor Requisition

1 - Requisition Information	
Fiscal Year	
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	
Requisitioner	
Template Reqs?	No
2 - Order Information	
Vendor Id	
Vendor Name	
Buyer Id	
PO Number	
PO Date	
3 - Status Information	
Status	
Status Comment	
On Hold	
Only Uncompleted	
PO Change Order Date	
With Change Orders Only	
4 - Other Information	
Created By	SWATTS {Watts, Susan}

The status of the requisition can be seen from the resulting list. By double-clicking on any line item, the requisition, where it is in the approval process, attachments or notes are available for review.



The screenshot shows a software interface with a green header bar containing the text "Finance - Requisitions - Vendor Requisitions". Below the header is a toolbar with icons for "Open", "New", "Copy", "Export", "Prev", "Next", "Tasks", and "Grid". A search bar and "List" and "Form" buttons are also present. The main area contains a table with the following data:

Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor
VR18-00092		PO with Rece	1/9/2018	250.00	250.00	Susan Watts	04	Salary and Benefits Report		Open	No	100892	School Services Of