Creating an Online Purchase Requisition with UIWeb 4.3

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Creating an Online Purchase Requisition with UIWeb 4.3

If you have not used the new web version of Colleague before, please refer to the "Colleague User Interface 4.3 – Basic New Features UIWeb" or document or the demo provided when opening the UIWeb version of Colleague to help you get familiar with basic changes.

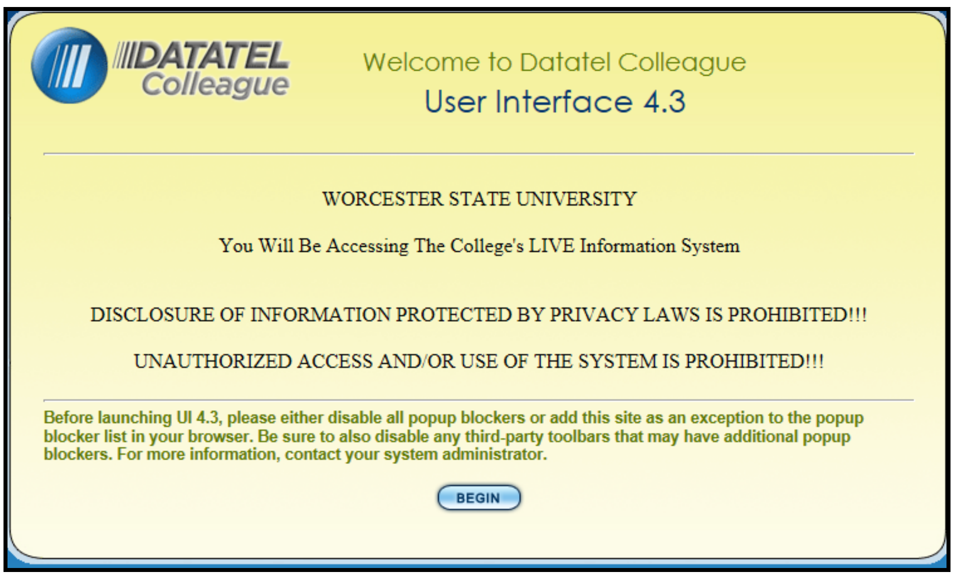
Refer to "UIWeb 4.3 Newest Feature Changes" to explore some beneficial recent changes.

Logging Into Colleague UIWeb 4.3

1. Double-click the **UIWeb** icon  on your Desktop.

   Colleague User Interface, now known as UIWeb, launches and a welcome screen displays.

   If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available. Close toolbars such a "Google". Then, see if UIWeb launches.



2. Click the **Begin** button to access the Login screen.

3. In the **UserID** box, type your **Colleague UserID** provided to you by Information Technologies.

   Your Colleague UserID <u>MUST be typed in all caps</u>.

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Logging into Colleague UIWeb 4.3

4. In the **Password box,** type your Colleague password. Then, click the **LOGIN** button or press the **<Enter>** key.

   Your login credentials will be “authenticated” by our system and the following screen will display once they are successfully checked and processed.

   If the Quick Tour screen displays, click the **Close** button to hide it from view.

   The Quick Tour can be accessed at any time by selecting it from the Help menu on the left-hand side of the UIWeb window.

   The Colleague User Interface main window displays.

Locate the REQM – Requisition Maintenance icon and Initiate an Online Purchase Requisition

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button (as indicated on the button in the above graphic).

2. Type **REQM** (Requisition Maintenance) in the Search box, and click the **Search button** or Press <Enter>.

   The Requisition LookUp or (A)dd dialog displays.

   <u>If the Requisition Maintenance LookUp or Add prompt did not display</u>, <u>proceed to the next page to learn how to access it from the Navigation tab</u>. If you had success, proceed to Step 3.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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Locate the REQM – Requisition Maintenance icon and Initiate an Online Purchase Requisition

If the Requisition LookUp or (A)dd dialog box did not display, the REQM maintenance form can be accessed from the Colleague User Interface 4.2 (UIWeb) Navigation tab.

If the Requisition LookUp or (A)dd dialog box did display, continue to Step 3 on the next page.

a. On the right-hand side of the Search area, click the **Navigation** tab to bring it to the front of the other tabs.

b. If the **CF** application is not selected, choose it from the **Application** drop-down menu.

   Items you are authorized to use will be listed.

c. Click the **black triangle to the left of Purchasing - PU** to expand and display its contents.

d. Expand **Requisitions – REQ**. Then, **double-click the Requisition Maintenance – REQM** form icon.

   The Requisition LookUp or (A)dd dialog box should display as shown on the previous page of this document.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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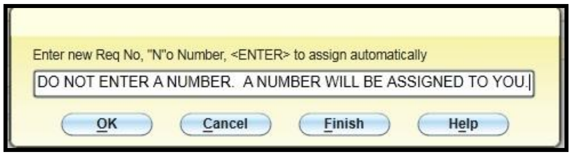
Locate the REQM – Requisition Maintenance icon and Initiate an Online Purchase Requisition

3. To create a new purchase requisition, type **A** in the Requisition LookUp dialog box. Then, click **OK** or Press <Enter>.

   The Enter new Req No, "N"o Number, dialog box displays.

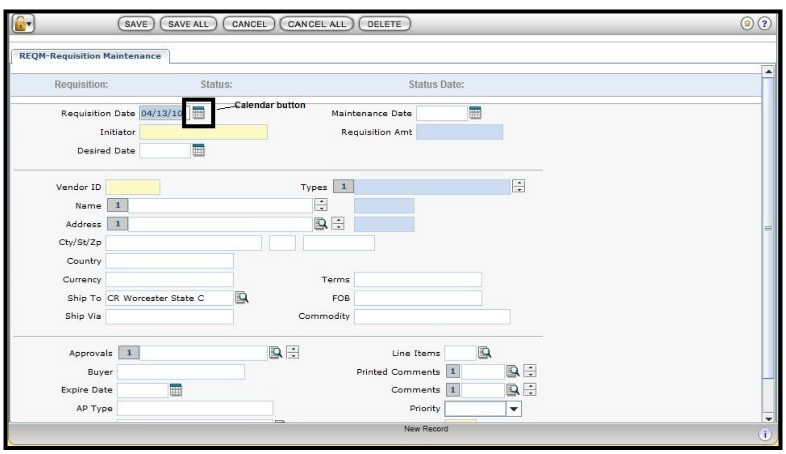


4. **DO NOT ENTER A NUMBER in the Enter new Req No "N"o Number dialog box. A number will be assigned for you.** Click **OK** or Press <Enter> to proceed.

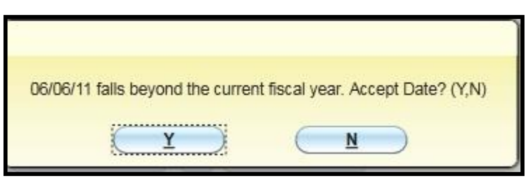
   An alert similar to the one below displays.

5. Click **OK** or Press <Enter> to proceed to the next step.

6. The REQM (Requisition Maintenance) form displays. Use the **calendar button** to select the correct date or type it in the **MM/DD/YY** (two digit month/day/year) format.



   You "might" see a prompt similar to the one below. If you have been authorized to use funds from the specified time period, click **Y** or Press <OK> to Accept the date. If you have questions, call your Procurement Office representative (B. Campbell, A. Sobiech, B.Bussey, N. LeBlanc, or other assigned representative).



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Adding the Initiator to the Requisition Form

Although the Budget Manager approves departmental purchases, another person might, routinely, initiate requisition requests on the manager's behalf.

- The initiator is the person who is completing the online purchase requisition form.

1. **Click in the box** beside **Initiator**. **Enter** the **UNIX username** (Usually, this is the person's first initial and first six letters of their last name, such as JLANCER for the **person completing the requisition form,** and Press **<Enter>**.

   If the UNIX username is unknown, a global lookup can be performed by typing part or all of the person's last name in the Initiator box and Pressing <Enter> The system searches for anyone matching the criteria and displays all of the matches.

   Type the sequence number (number to the left of the desired name on the Search Results screen) in the Select # box on the lower portion of the screen and click **Open** or Press <Enter>.

   

3. **Skip** the **Maintenance Date** and **Desired Date** fields.

   The Requisition Amt field will populate after line items and amounts have been entered later in the requisition.

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Add Vendor Information

1. Enter the Vendor information.

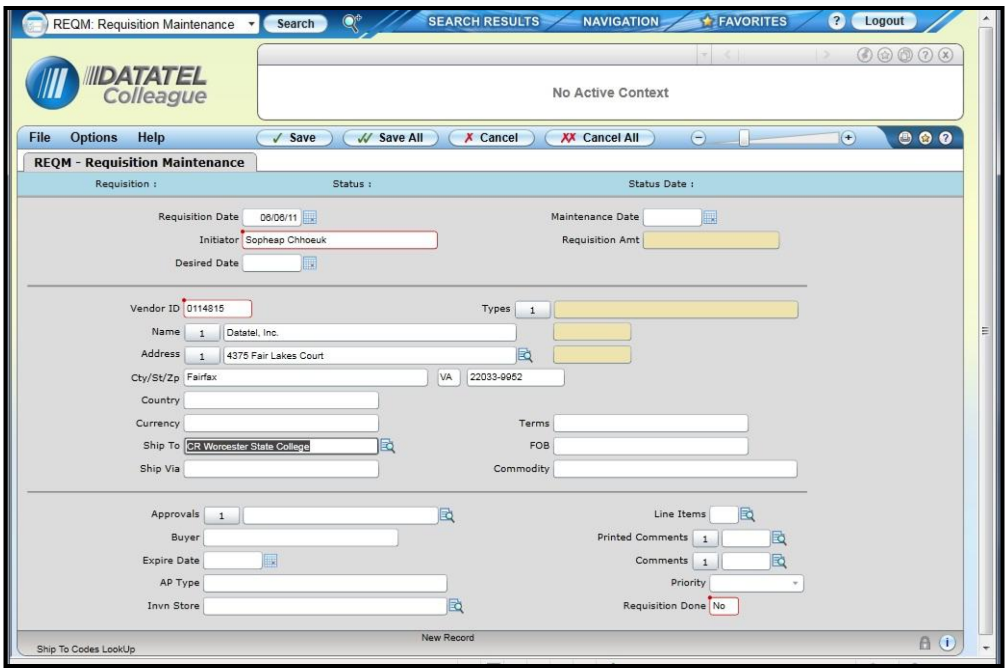
    a. If known, type the **Vendor ID number** in the **Vendor ID box**, and Press **<Enter>**.

    b. If unknown, perform a global lookup by **typing the vendor's name** (e.g. G. A. Blanco or Datatel, Inc.) **<u>in the Vendor ID box</u>** and Press **<Enter>**.

    Type as much of the name as you know to narrow the search results

    If the vendor exists in our system, the Vendor ID number, Name, and Address will populate additional vendor fields.

    If the address is blank, contact your Procurement Office representative to make certain that you are attempting to use a valid vendor.



    People Cards matching typed criteria display. .

    c. Locate the number to the left of the correct vendor name, type it in the Select # box at the bottom of the form window, and click Open or Press <Enter>.

    If the vendor exists in our system, the Vendor ID number, Name, and Address will populate the corresponding vendor fields.

    If the address is blank, contact your Finance Office representative (e. g. B Campbell or A Sobiech) **to make certain that you are attempting to use a valid vendor.**

    d. Once the vendor information is added, the cursor will move to the Ship To field.

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Add Vendor Information

2. In the **Ship To** field Press **<Enter>**.

   CR stands for Central Receiving. If the item that is being ordered needs to be shipped and CR- Worcester State University doesn't display, type **CR** in the Ship To box and Press <Enter>. Worcester State University should display in the Ship To field.

Approvals for the Online Purchase Requisition Form

- **All Purchase Requisitions need at least two approvals**. For purchases under $20,000, two approvals are required.

  1. Department Budget Manager
  2. Procurement Office Representative (e. g. B. Campbell, A. Aobiech)

- For purchases over $20,000, the name of Worcester State University's Chief Financial Officer (e.g. K Eichelroth), must be added as a third approval name.

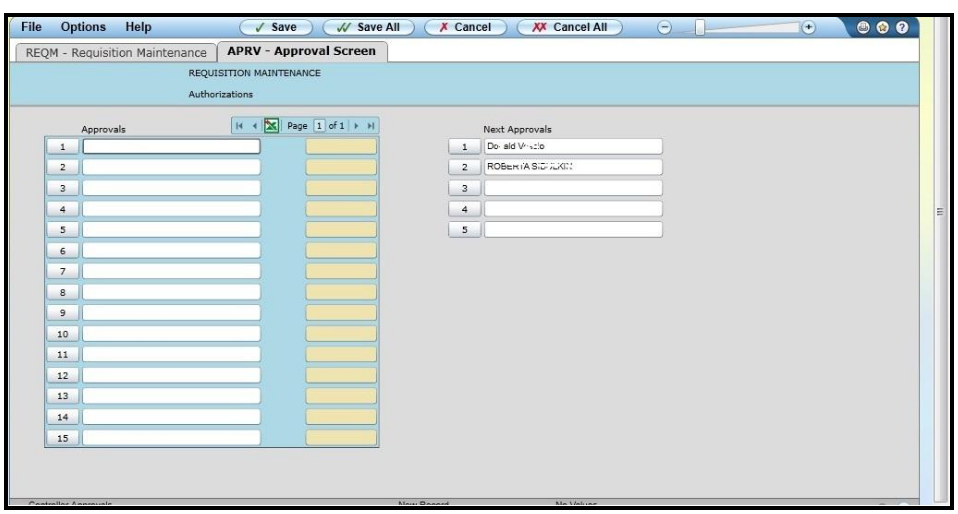
Add requisition approval names.

1. Click in the **Approvals** box.
2. Click on the **Detail** button  to the right of the Approvals box.

   The APRV-Approval Screen displays.

3. Under **Next Approvals,** on the right side of the screen, type the **UNIX Username** (First initial and First 6 letters of the last name) and Press **<Enter>** for both your department's **Budget Manager** and the **Business Office representative** (Angela Sobiech or Brenda Campbell) assigned to your department (e.g. BCAMPBE).

   If the purchase requisition is for $20,000 or more, enter the UNIX Username (e.g. JLANCER) **for the University's Chief Financial Officer in addition to the department Budget Manager and Business Office representative**.



Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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Delete or Insert an approval name.

1. To delete or insert an approver's name from the APRV Approval Screen list, click the number to the left of the Approver's name. When the alert displays, click either the Insert or Delete button, depending on the action you wish to perform.

2. To Save the Approval names, click the **Save** button at the <u>top of the APRV screen</u>.

   An Alert similar to the following displays:

3. Click **Update** or Press **<Enter>** to accept the changes to the form.

   You should be returned to the REQM Requisition Maintenance screen.

4. Leave the **Expire Date,** and **AP Type**, and **Invn Store** fields **blank**.

   The AP Type information will be entered by the Finance Office.

Add requisition Buyer names.

- The Buyer field will be used to add the name of the person in our WSU Procurement Office who processes requisitions for your department.

1. Click in the **Buyer** box and type the **UNIX username** for <u>the person who processes purchase requisitions for your department</u> (e.g. BCAMPBE or ASOBIEC) and Press **<Enter>**.

   The full name of the Finance Office representative displays.

   You also can type a portion of the person's name and Press <Enter> to enter search criteria, as described earlier in this document.

Adding Line Items for the Requisition

- Items that are going to be ordered are entered into the Line Items box.
- Know the account numbers for the accounts that are going to be charged.
- The requisition cannot be completed until line items have been added.
- Make certain to include Shipping Charges into the cost of the item.

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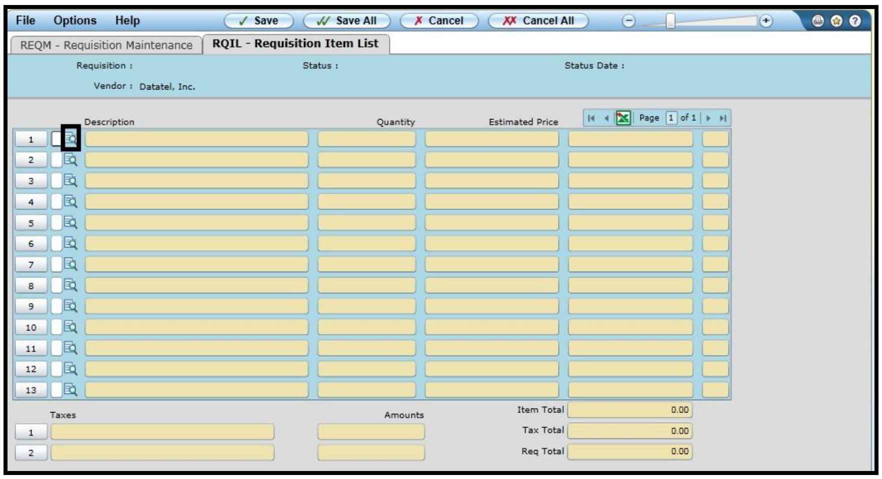
Adding Line Items for the Requisition (Continued)

1. Click inside the **Line Items** box or keep pressing **<Enter>** until the cursor is in the **Line Items** box.

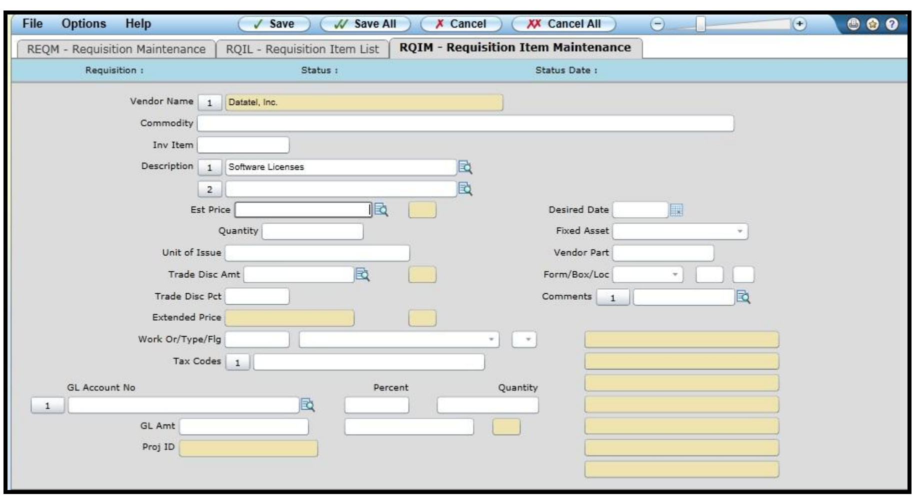
2. Click the **Detail**  button **to** the **right of Line Items**.

   The RQIL Requisition Item List screen displays.



3. Click on the **Detail** button to the right of item number 1.

   The RQIM - Requisition Item Maintenance screen displays.



3. Click in the **Description** box and type **text to clearly describe the item being purchased**.

   Limit the description to 5 or 6 lines—the MAXIMUM number that can print on a PO.

4. **Type the first line** and Press **<Enter>** to move the cursor to the next row.

   If several lines are needed, click the Detail button to access the Comments box.
   Type the desired text. Then, click **Save** followed by **Update** to return to the RQIM screen.
   Remember to limit the description to 5 or 6 lines.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

Adding Line Items for the Requisition (Continued)

5. Click in the **Estimated Price** box and enter the **price** of the item

6. Beside **Quantity**, enter the number being ordered.

5. Click in the box beside **Unit of Issue** and type the code that matches the way the unit is described by the catalog or store from which you are purchasing the item (e.g. EA, BU) or type **…** and Press **<Enter>** to perform a Lookup of all acceptable codes.

   IMPORTANT: Do not use the … in fields requiring names of people or courses because it will tie up the entire Colleague UIWeb system. Since Unit of Issue has a small number of choices, it is acceptable in this situation.

   If there isn't an appropriate code, leave this box blank.

   If a search was performed, type the **sequence number** (number to the left of the desired Unit of Issue on the Search Results screen) **in the Select # box** on the lower portion of the screen and **Press <Enter>.**

   The selected Unit of Issue should appear in the field.

6. Continue to the next section of this document regarding Entering GL Account Information.

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- Specific codes are used to describe the various Worcester State University budget accounts.
- GL Account Numbers can be obtained from each department's Budget Manager.
- If the cost of a line item exceeds the amount of funds available in a specified account, a message similar to the one below appears:

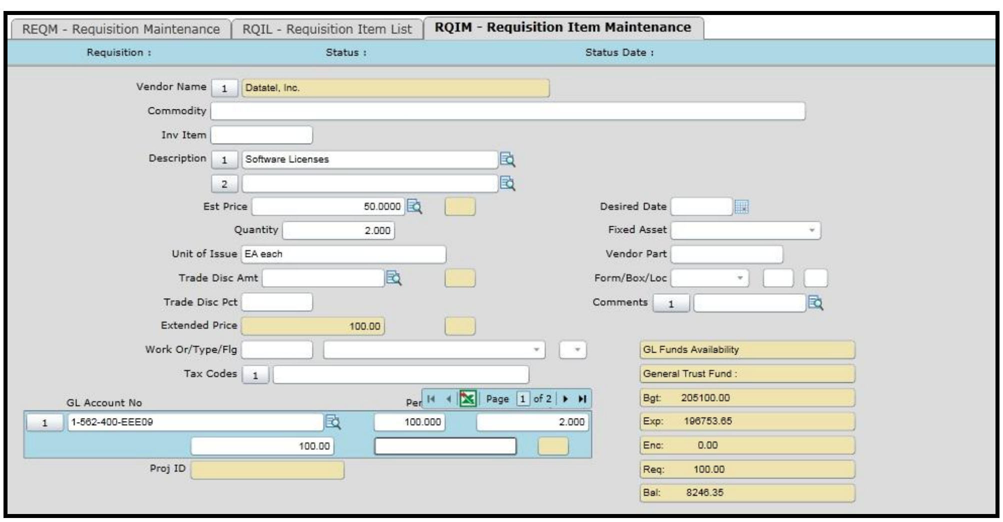
- If additional funds are needed, the Budget Manager will have to perform an Online Budget Transfer.
- Once an account number is entered, the available dollar amount appears on the right side of the screen.
- If the cost of an item is going to be split between two accounts, enter the first account number in the GL Account Number box. Enter the dollar amount that will be covered by this account in the GL Amt box. While the cursor still is residing in the GL Amt box, Press the <Enter> key. A new row number should display. Enter the second account number and GL Amount in the new row.

Enter GL Account information

1. Click in the **GL Account Number** box and enter a valid account number.

   If you are not sure which account number to use, check with your department Budget Manager.

2. Press **<Enter>**.



Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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Enter GL Account information (Continued)

3. It is necessary to continue pressing **<Enter>** until the cursor is in the **Vendor part** box. **If a part number is associated with the item you are purchasing, enter the information in this box**. Otherwise, leave this box blank.

   If the part number is too long to fit in this box, enter the information at the beginning of the Description field.

4. Once all of the desired information is entered into the RQIM Requisition Item Maintenance screen, click the **Save** button followed by **Update**.

   This returns the user to the RQIM – Requisition Item Maintenance screen.

5. Click on the **Cancel**  button to close this screen without entering information.

   The following Alert displays:

6. Click the **<Cancel>** button or Press <Enter>.

   This should return you to the RQIL Requisition Item List screen.

7. **Add additional Line Items** that you wish to include on the requisition.

   If Shipping Costs will be incurred, add them as a separate line item.

8. Once all of the line items have been entered into the requisition, click the **Save** and **Update** buttons **on the RQIL- Requisition Item List screen**..

   This should return you to the REQM Requisition Maintenance screen.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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Adding Printed Comments to the Online Purchase Requisition Form

- Printed comments can be entered into the Printed Comments field. Use this to add a brief message for the Vendor or company from which you are ordering

  They print on a Purchase Order, but <u>not on a Blanket PO</u>.

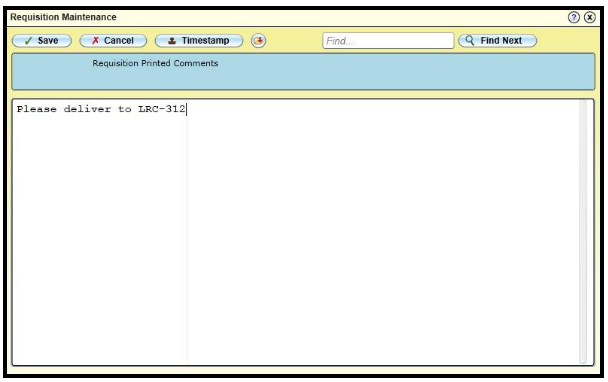
  Limit comments to a few lines.'

- The Comments field allows comments for your Finance Office representatives to be typed into the REQM - Requisition Maintenance form

Enter Printed Comments into the Purchase Requisition form.

1. Click in the **Printed Comments** field.

2. Click the Printed comments **Detail** button to display the Requisition Printed Comments screen.



3. Type the **comments** that you wish to display on the Purchase Requisition into the **Comments** box. Remember to limit the comment to two or three lines.

4. Click the **Save** button.

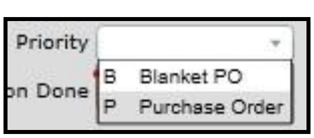
   You should be returned to the REQM Requisition Maintenance screen.

- Designate the Purchase Requisition to be either a Purchase Order or Blanket PO in the Priority field box.

Identify the type of Purchase Requisition.

1. Click in the **Priority** field box.

2. Use the drop-down arrow to select either **Purchase Order or Blanket PO**, depending on the type of Requisition you are creating.



Creating an Online Purchase Requisition with UIWeb 4.3

Identifying the Purchase Requisition as Complete

- Identify the Purchase Requisition as Done.

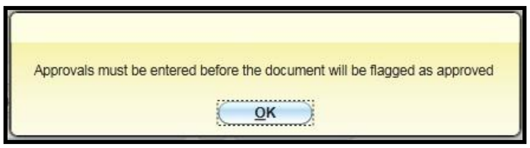
Mark the Purchase Requisition as Done.

1. Click in the Requisition Done field and change the N to **Y**.

2. Click the **Save** 

button.

   An Approvals Alert similar to the one below displays:

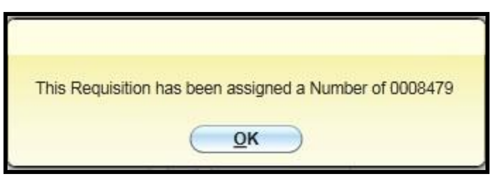


3. Click **OK**.

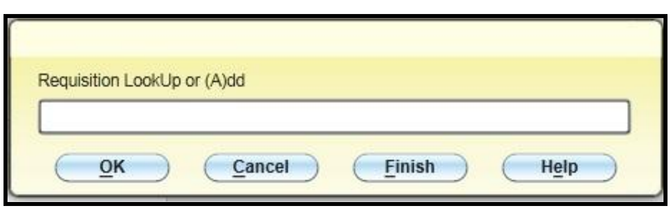
   The Update record, Cancel record or Return to editing alert displays.

4. Click on the **Update** button or Press **<Enter>**.

5. **Write down the number assigned to the Requisition** (This is the ONLY time it will display) and click **OK** to the Requisition Number Alert.



6. At the Requisition Lookup or (A)dd alert, click on the **Finish** button.



   You should be returned to the main User Interface window.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

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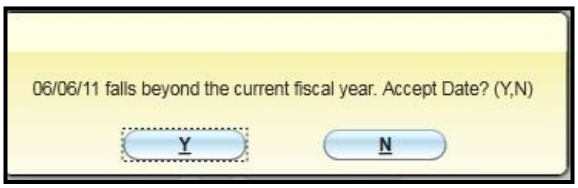
Opening an Existing Purchase Requisition Form

- An existing Purchase Requisition form can be opened from the (A)dd prompt.

1. Use the Search box or the Navigation tab to open the **REQM** Requisition Maintenance form..

The Requisition Maintenance form displays along with a Requisition Lookup or (A)dd prompt.

2. **Type the number of the Requisition** you with to open in the Requisition LookUp or (A)dd box and click **<OK>** or Press **<Enter>.**.



3. Click **<Y>** or Press **<Enter>** to accept the date.

The desired form should display.

4. When you are ready to Log out of User Interface, click on the **Cancel** 

button.

The Cancel record or Return to editing Alert displays.

5. Click the **Cancel** button or Press **<Enter>**.

6. Click on the **Finish** button on the Requisition Lookup or (A)dd prompt.

You will be returned to the main User Interface window.

Roberta Sibulkin, Staff Associate
Technical Training & Support
Worcester State University

Logging Out of Colleague UIWeb 4.3

1. If you are finished using Colleague, make certain to **Logout** by clicking the **Logout** button on the top right-hand side of the window.

2. Close the browser window.