IFAS 7i PURCHASING REQUISITIONS

A FAST TRACK

Earning Your Wings

Guidebook
2007

The IFAS 7i Purchase Requisition

Fast Track

Agenda

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Overview

Introduction

Welcome to the FAST TRACK for purchasing requisitions in IFAS 7i.

FAST TRACK Goal

The goal of this session is to learn about the processes and navigation for creating purchase requisitions in IFAS 7i.

Objectives

After this Fast Track session, you will be able to:

1. Identify how to open the application.
2. Identify the distinct areas of the screen.
3. Describe the navigation buttons and their functions.
4. Describe workflow.
5. Describe how to create a requisition.
6. Describe how to perform a “Lookup.”
7. Identify the method for cancelling a requisition.
8. Identify the methods for creating an addendum, split accounts and switch (ex. office supplies) accounts.

What are we talking about?

7i Rollout

Requisitions will no longer be created through a CSUDRQ. Harris County is adopting IFAS 7i, in which the "look" of the user's requisition screen is similar to that of the Internet. It has Tab and cursor movement similar to that of a Windows application.

Processes

The initial process for creating a requisition in the 7i version of IFAS is **Entering Data**. Basically, you collect the information about the requisition and then enter the information into data fields.

Next is a sequence of reviews and approvals called **Workflow**. After the final departmental approval, the requisition is sent to the buyer for approval and conversion into a Purchase Order.

If the Purchase Requisition must be cancelled, an e-mail notification must be sent to the Purchasing Department.

If additional items are needed for an open purchase order, an **Addendum** is created. In 7i, split accounts and switch (blanket) requisitions are also possible.

Features

Similarities to Windows applications

Navigation in 7i is similar to Windows applications. Recall these characteristics:

1. Excel - *tabs* at the bottom of the screen resembling file folder tabs allow you to move to other worksheets. **Bold** print identifies the tab you are viewing.
2. Outlook - *buttons* for navigation are found at the bottom of the navigation pane.
3. Word - *new document* button and *drop down menus* are tools for word processing.
4. Features of the Web browser – *buttons* and *mouse-driven navigation* are standards for Internet use.
5. MS Explorer – A *directory tree* displays locations.

All of these are present in the 7i application. **Requisitions will no longer be entered on the Triad screen after March 9.**

Similarity to current system

Fields are similar to the system you currently use. You will enter 7i through Insight and either use the tree or the command line. You can still go through POST for finding the progress of the document.

Differences

One difference is the "Lookup" dialog box. An ellipsis (…) on a drop-down box signifies a way to search for the field data. Clicking this box brings up a dialog box where you can enter name or PEID filters.

Another difference is that there are only two masks, POCSHR and POCSAD, for purchase requisitions in 7i.

Because this is a web based program, you must enable popups when you first start the application.

Navigation

General Areas and Bars

The inside of the boarding pass that you received today labels the screen areas and bars. The screen has two parts: the **Header** and the **Requested Items** area. The Requested Items is in white and the Header is colored gray.

The following summarizes the areas of the screen (refer to your boarding pass):
***Header* :** Found just below the first line (in gray). Move by Tabbing; Use drop down menus like all Windows applications.
***Requested Items*:** Move by Tabbing.
Navigation Bar : Functions included are Forward, Back, Add, Find/search, and Options. The Record # is found in the View mode to the far right. There are icons at the bottom of the screen as well.
***Side bar*:** area on the left of the screen partially visible after opening. You can expand it by the double arrow icon in the upper left corner. Expand it more by dragging its right border.

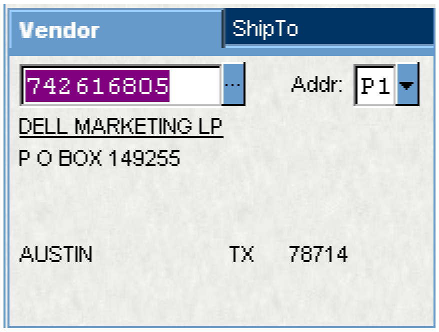
Clipboard with checkmark

You will be concerned only with the Workflow and the Entity List buttons.

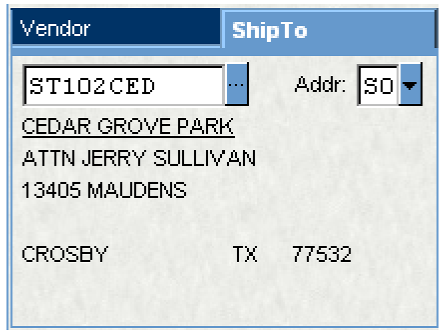
The Entity List is a listing of all PO's and PR's that you have access to. You can sort them according to number or vendor, ascending or descending, by using Sort Order under the Options icon (see Appendix A). Workflow keeps track of requisitions and their stages of approval. A clipboard and checkmark appears on the button when an action is required.

Screen Components

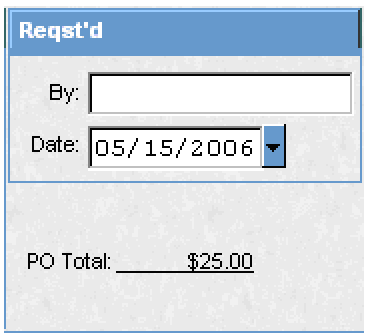
Vendor



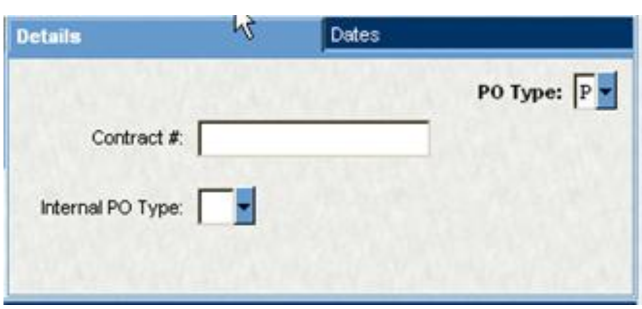
Ship to



Requested by



Details



Dates

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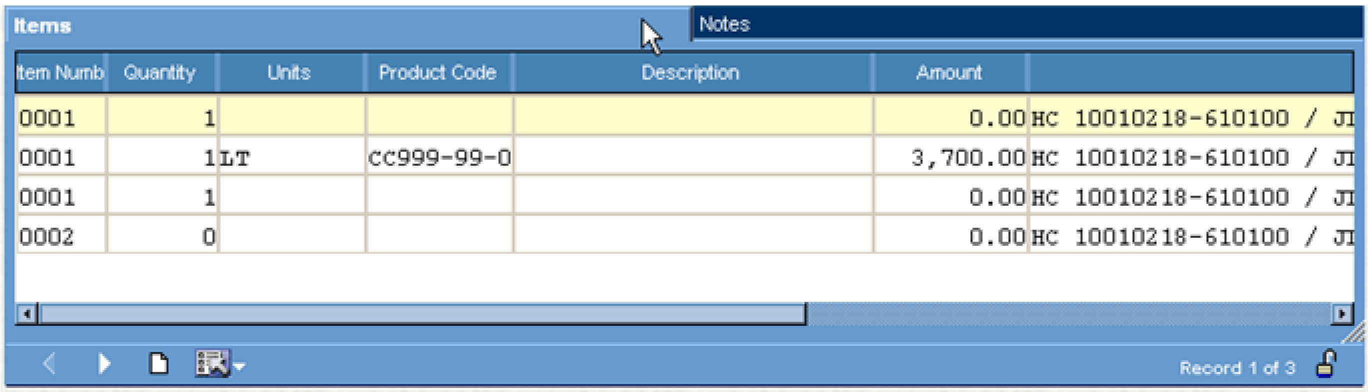
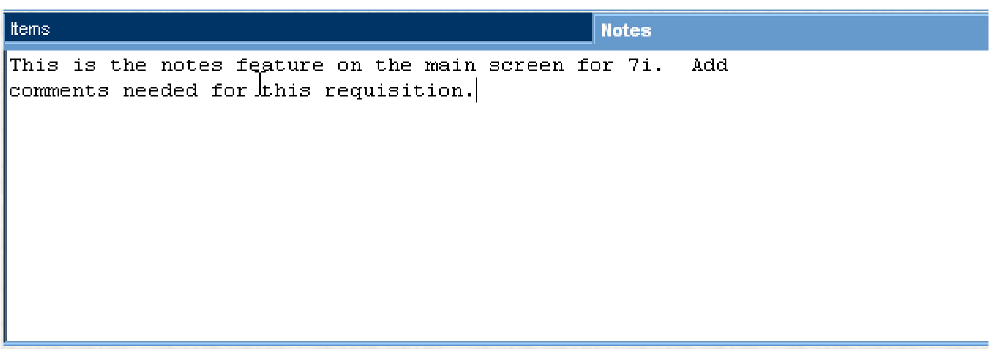
Screen Components continued

Items



Item Numb	Quantity	Units	Product Code	Description	Amount	
0001	1				0.00	HC 10010218-610100 / JI
0001	1	LT	CC999-99-0		3,700.00	HC 10010218-610100 / JI
0001	1				0.00	HC 10010218-610100 / JI
0002	0				0.00	HC 10010218-610100 / JI

Notes



Creating the Requisition

Procedures - login and header information

Log in (enter through Insight); using the directory tree, choose *PO Purchasing> CS Client Specific>HR Harris Co: PR/PO Entry*.

Instead of using the tree, you may type *POCSHR* in the command line.

Click the "Add" icon.
Complete the header fields:

- PR # *: Select *Auto Seed* in the drop-down menu to insert the next number for the requisition.
- Status: Defaults.
- PO: Populated automatically after the PR is printed.
- Sec. Code *: Specific to the department making the request.
- Apprv: Blank; populates after the buyer approves the requisition.
- Next: Blank; not used.
- Vendor *: Use the vendor code or use the Lookup function.
- Ship to *: Use the ship to code or use the Lookup function.
- Requested : This tab is populated by the system.
- PO Type *: Default P. Contract (C) and Blanket (B) also can be used, if applicable.
- Internal PO type: Only use to enter D for Disaster.
- Dates: This tab can be filled out if needed.

Procedures – Requested Items

- Item *: Complete all fields, those not required are:
    - Commodity Code
    - Work Order
    - Warehouse
    - Deleted - not used

It is always best to create all requisitions first, then go to Workflow to release them.

*required fields

Workflow

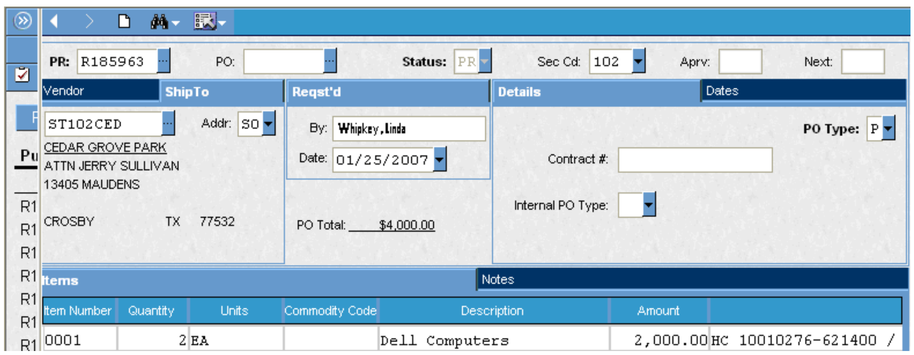
What Workflow does

Workflow refers to two things: a button on the side bar, and the process of approving requisitions.

When you open 7i, if there is a clipboard icon on the Workflow button, there is work for you to do.

The process of Workflow takes the requisition from the creator to the buyer. If you are the creator of a requisition, after saving it, click the Refresh button to update the screen. You can then release it to the first approver. Look at the example below.

Workflow screens for a new requisition



The screen above shows the screen after creating Purchase Requisition R185963.

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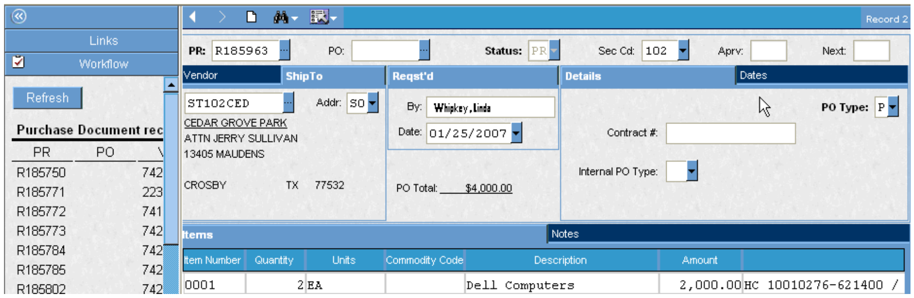
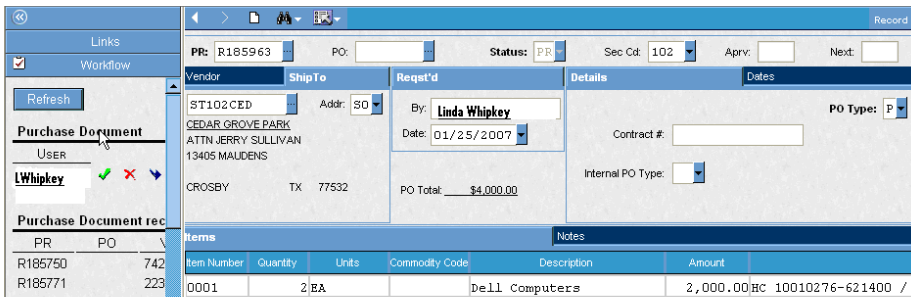
Workflow (continued)

Refresh button



This screen displays after opening the sidebar, with the new requisition. Click **Refresh** to update this screen. It may take 2-3 minutes after your save.

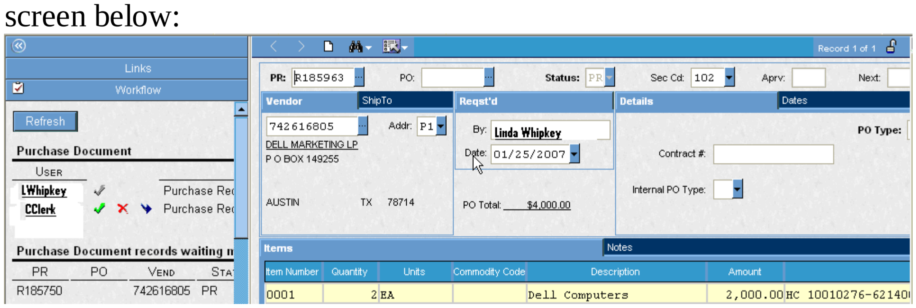
Purchase Document action list



The updated Workflow button shows colored icons for LWhipkey, the creator of the requisition. The green checkmark releases it to the first approver; as creator, LWhipkey would review the requisition and click the green checkmark.

Demonstration - Creating and releasing a requisition

After releasing the requisition, refreshing the workflow yields the screen below:



This shows that the first approver is CClerk, and she can take an action on the requisition. She can approve it by clicking the checkmark or reject it with the red X. Remember, LWhipkey is logged in. Because she is a backup for CClerk, she has authority to approve it. Whenever the green check is in color, you can approve or reject. *Do not use the blue arrow at this time.*

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Workflow, (continued)

Other Purchase Document lists

Along with the action list, there are two other Purchase Document lists that can appear under the Workflow button:

- **Purchase Document records waiting my approval**
- **Purchase Document records waiting Role approval**

The "**…waiting my approval**" list shows the requisitions that you must review and approve; this approval can be as a creator or as an approver.

Purchase Document records waiting my approval

PR	PO	VEND	STAT
R185750		742616805	PR
R185771		223695478	PR
R185772		741926921	PR
R185773		742616805	PR
R185784		742616805	PR
R185785		742616805	PR
R185802		742616805	PR
R185876		742616805	PR
R185882		742616805	PR
R185900		742616805	PR
R185919		742616805	PR
R185927		742616805	PR
R185953		742616805	PR
R185956		742616805	PR
R185960		001974800	PR

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Workflow, (continued)

The "**…waiting Role approval**" list shows the requisitions that are waiting review of an approver. Any approver in the designated role (see Role below) can approve these.

Workflow

Purchase Document records waiting Role approval

ROLE	PR	PO	VEND	STAT
WF102SECA	R185604		742616805	PR
WF102SECA	R185615		007995700	PR
WF102SECA	R185724	P093042	742616805	PR
WF102SECA	R185752		742616805	PR
WF102SECA	R185763		007995700	PR
WF102SECA	R185813		742616805	PR
WF102SECA	R185864		742616805	PR
WF102CC102	R185865		742616805	PR
WF102SECA	R185884		742616805	PR
WF102SECA	R185893		FE0027923	PR
WF102SECA	R185903		742616805	PR
WF102SECA	R185904		742616805	PR
WF102SECA	R185905		742616805	PR
WF102SECA	R185906		742616805	PR
WF102SECA	R185916		742616805	PR
WF102SECA	R185940		007995700	PR

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Workflow, (continued)

Backups

Approvers can have backups. The primary reason for this is that when the approver is not available or cannot approve in a timely manner, another person can take his or her place. **When the checkmark and X in the Purchase Document action list are in color, you have the ability to approve or reject the requisition.**

Do not use the blue arrow.

The Purchase Document action list traces the actions done upon the requisition.

Notifications

The creator receives an e-mail after the buyer approves the requisition.

The creator receives an e-mail if the requisition is rejected at any point in the Workflow. At that time, he or she must correct/edit the requisition and re-release it by clicking the green checkmark. The requisition follows the same workflow as before.

See Appendices B-D for example notifications.

What if

Group Work

Get in groups of 3-4. Answer the following questions together. Record and be ready to give your answers. Feel free to use your books. The bell signals to stop. Be ready to share your answers.

1. You have a clipboard check on your Workflow button? What are you supposed to do? What happens if you do nothing?

2. You don't approve the reqs that you create?

3. You don't enter the object code correctly. What happens?

4. You enter D for the Internal PO type. What does this mean?

5. Your req is rejected by the second approver. What happens?

Addendums

Procedures

For an addendum:

- Enter the addendum screen with POCSAD in the command line.
- New document. Enter seed for PR. Enter the associated PO number with a letter (A, B, C…) as a suffix. If the suffix has been used, a message will come up informing you to select another letter. Always go in the sequence of A, B, C…
- Press Tab.
- The open PO appears. Edit the Items Requested portion of the document. You cannot edit the header.
- Save
- Review
- Click the green check mark to send for approvals.
- The approval sequence is the same as the original PR, and the requisition will appear in the Role approvals with the code you are assigned.

Split Accounts

Procedures

Split account by percentages.

- Click the drop-down box in the Work Order field (…).
- Select **Show Account Splits.**
- A new field appears, showing *Amount*. Select the drop-down box and choose **Split by Percentages**.
- Enter the percentage for the current account code.
- Select the drop-down box again and choose **New Account Split**. Enter the next account coding and its percentage.

Cancellations

Procedure

The Purchasing Department will cancel requisitions. When a cancellation is necessary, send an e-mail to Purchasing.

Closing

POST and Receiving

Enter POST as you always have. Requisitions can be accessed this way.

Receiving is completed with your current procedures.

Discussion Questions

1. List some advantages of 7i.

2. What is the function of the "…waiting Role approval" list?

3. How do you do a split accounts in 7i?

4. If a requisition must be cancelled, who does it?

5. How is the addendum process in 7i different from the one we currently use?

6. When is your department finished processing a requisition?

Glossary

Addendum	A Purchase requisition that accompanies an open purchase order; it adds to the original items list.
Browser	A program that accesses and displays files and other programs available on the Internet
Cancellation	A procedure that can be done for a requisition only by the Purchasing department
Directory Tree	A listing of files, showing subcomponents of folders
Entity list	A listing of all Purchase Requisitions and Purchase Orders that you can access
Field	A data entry point
Header	The upper portion of the 7i general screen
Internal PO Type	A field that is populated only when a disaster situation exists; to signify disaster, input D into the field
Items Requested	The lower portion of the 7i general screen
Lookup	A dialog box used for searching records; the user enters search criteria such as names or PE ID’s
Navigate	To move through an application to accomplish a task
POCSHR	The mask that takes you to the 7i requisition screen
POCSAD	The mask that takes you to the 7i addendum screen
Purchasing Coordinators	Purchasing personnel who distribute requisitions to buyers
User’s Interface	The layout of an application's graphic or text controls that the user sees

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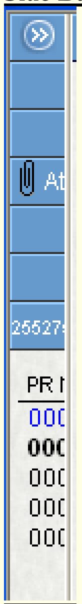
Purchase Documents waiting for my approval	A list found under the Workflow button; it records the purchase requisitions that must be approved in an order that starts with you.
Purchase Documents waiting Role approval	A list found under the Workflow button that lists the Roles that must approve the requisition. Anyone with the proper role can approve the requisition.
Workflow	The process of reviewing requisitions; when all necessary reviewers approve, the requisition can be converted to a purchase order.

Appendix A Navigation

Term	*Location*	*Function*
Arrows 	**Large Arrows under the title bar**	**Go to the next screen > or to the previous screen <**
New Document 	**To the right of the large arrows**	**Opens a new document for data entry; the new document will be in the Add Mode. This is shown on the far right of the Options icon.**
Binoculars 	**To the right of the New Document icon**	**Find/search**
	Find/Search	**A Search function; opens an empty record for entering search criteria**
	Find Extended	**Not used by users**
	Count Records	**Count Entity List records**
	Reselect	**Selects the top record in the Entity List**
	Select	
Options 	**To the right of the binoculars**	**Lists items below**
	Show Grid	**Allows a display of all related records.**
	Sort Order	**Allows a variety of sorts**
	Undo Changes	**Allows to undo the last action**
	Undo All	**Allows to undo all changes**
	Copy Record	**Copy the current record**

Term	***Location***	***Function***
	<u>Paste, Delete Record</u>	**Pastes the record in the clipboard; deletes the record in the clipboard**
	<u>Close Window</u>	**Closes the current window**
<u>Header</u>	**Area in the top half of the screen; gray in color**	**Identifies data for the current purchase requisition. Data appears in fields.**
	<u>Tabs</u>	**Vendor, Ship to, Requested by, Details, Dates**
<u>Item Requested</u>	**Area in the bottom half of the screen.**	**Identifies the items requested**
	<u>Tabs</u>	***Items*** **Item information listed; item number, quantity, units, commodity code (product code), description, coding, extended amount, etc.**
	Note: Another Options icon is found below the Items Requested area	**The New Document icon creates a new line item after an existing line; this happens if Enter (save) is not pressed.** **The Options icon contains: sort order, undo changes, copy record, all as above. In addition, close record and settings (not used by users).**

Term	*Location*	*Function*
Side Bar 	**On the left of the mask screen. Appears first with double arrows above it**	**Contains bars that contain relative information. The double arrow either opens (>) or closes (<) the Hide Bar**
Entity List	**One of several horizontal buttons in the Side Bar**	**Lists documents user can access**
Workflow	**One of several horizontal buttons in the Side Bar**	**Shows the flow of the approval process by giving action options and history of approvals**

Appendix B Approval Notification

```
WORKFLOW Information

http://10.6.42.121/ifas7/screens/purchasing/pouppr.asp?qbePOPvDsc=&lt;U
niqueKey&gt;192FD354-7179-44F0-A238-FD7D6D91B15F&lt;/UniqueKey&gt

Description:

Purchase Request# = R185938
PR Total$         =     600.00
Requested By      = Whipkey, Linda
Request Date      = 1/18/2007
Entry Date        = 1/18/2007
Vendor            = 742616805-DELL MARKETING LP

                                                      ACCOUNT INFORMATION
                                                ===============================
Item#  Quantity     Price    Item Total Lg    Key       Object  Amt/Pct
===== ========== ========== ========== == ========== ======== ========
0001       1.000     600.00     600.00 HC 10010276   620500

                                   Description
                                   ==========================================
                                   thing

History:
 Who      : Whipkey, Linda
 Status   : Yes
 When     : 1/18/2007 9:26:46 AM


 Who      : Clerk, Clara
 Status   : Yes
 When     : 1/18/2007 9:45:57 AM


 Who      : Doe, Jane
 Status   : Yes
 When     : 1/18/2007 9:48:02 AM


 Who      : Doe, John
 Status   : Yes
 When     : 1/18/2007 10:01:21 AM


User=LWhipkey
Model=PR_APRV
Activity=A6
Key=192FD354-7179-44F0-A238-FD7D6D91B15F
Version=4
```

Appendix C Rejection Notification

WORKFLOW Information

http://10.6.42.121/ifas7/screens/purchasing/pouppr.asp?qbePOPvDsc=<UniqueKey>ABDC0E3A-1896-4206-B2C8-F24843A46B89</UniqueKey&gt

Description:

```
Purchase Request# = R185947
PR Total$         =       0.00
Requested By      = Whipkey, Linda
Request Date      = 1/19/2007
Entry Date        = 1/19/2007
Vendor            = 007995700-SCHINDLER ELEVATOR CORP
```

ACCOUNT INFORMATION

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Pct
0001	0.000	100.00	0.00	HC	10010276	621400	

Description
elevator

History:

```
 Who     : Whipkey, Linda
 Status  : Yes
 When    : 1/19/2007 9:19:49 AM
 Comments: I am releasing this pR


 Who     : Clerk, Clara
 Status  : No
 When    : 1/19/2007 9:20:51 AM
 Comments: reject
```

User=LWhipkey
Model=PR_APRV
Activity=NotAccepted
Key=ABDC0E3A-1896-4206-B2C8-F24843A46B89
Version=4

Appendix D Notifications in Outlook

wfhfs@itc.co.harris.tx.us	PR not accepted, (review comments, if any)	Fri 1/19/2007 9:25...	3 KB
wfhfs@itc.co.harris.tx.us	PR not accepted, (review comments, if any)	Thu 1/18/2007 11:...	3 KB
wfhfs@itc.co.harris.tx.us	Purchase Requisition Approved	Thu 1/18/2007 10:...	20 KB
wfhfs@itc.co.harris.tx.us	Purchase Requisition Approved	Thu 1/18/2007 9:1...	20 KB

The above graphic shows the Outlook Inbox with four purchase requisition notifications: two not accepted and two approved.