

**SAN MATEO COUNTY OFFICE OF EDUCATION
CECC Financial System**

Entering Purchasing 2000 Requisitions

This documentation provides an overview of the steps to enter a Purchasing 2000 requisition. More detailed information is available in the Financial 2000 Purchasing/Stores manual. This manual is posted on the CECC Information page of the San Mateo County Office of Education website:

<http://www.smcoe.k12.ca.us>

To access the CECC Information page, call 650-802-5516 for the login information.

This document lists the steps to enter a new Purchasing 2000 requisition and should be used in conjunction with the Financial 2000 Purchasing/Stores manual. To go directly to a complete explanation of any of the steps, hold down the [CTRL] key and click on the desired step.

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1. Accessing Purchasing 2000

- To launch Financial 2000, click on the **Financial 2000** icon.

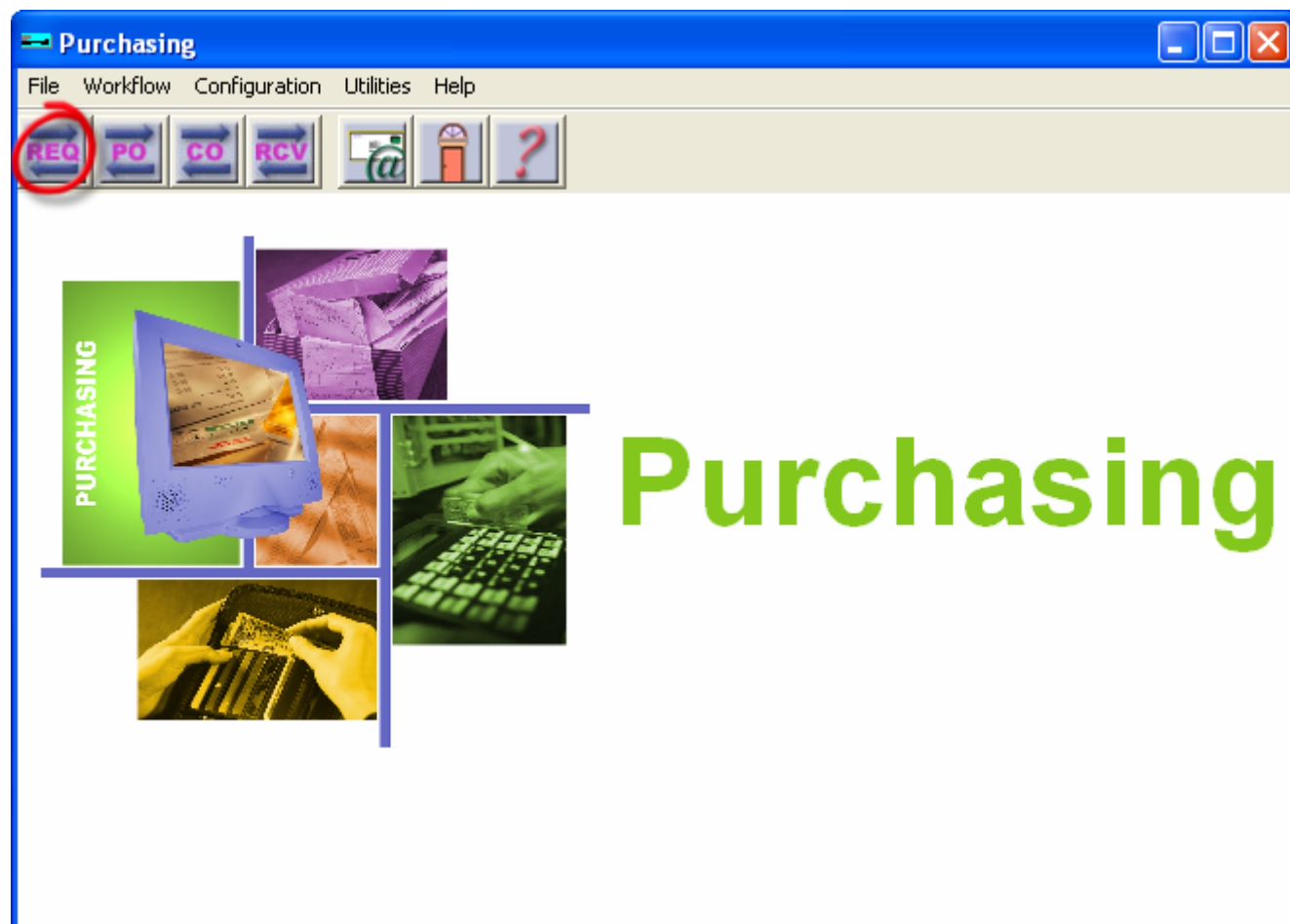


- To access Purchasing 2000, click on the **Purchasing** icon in Financial 2000.



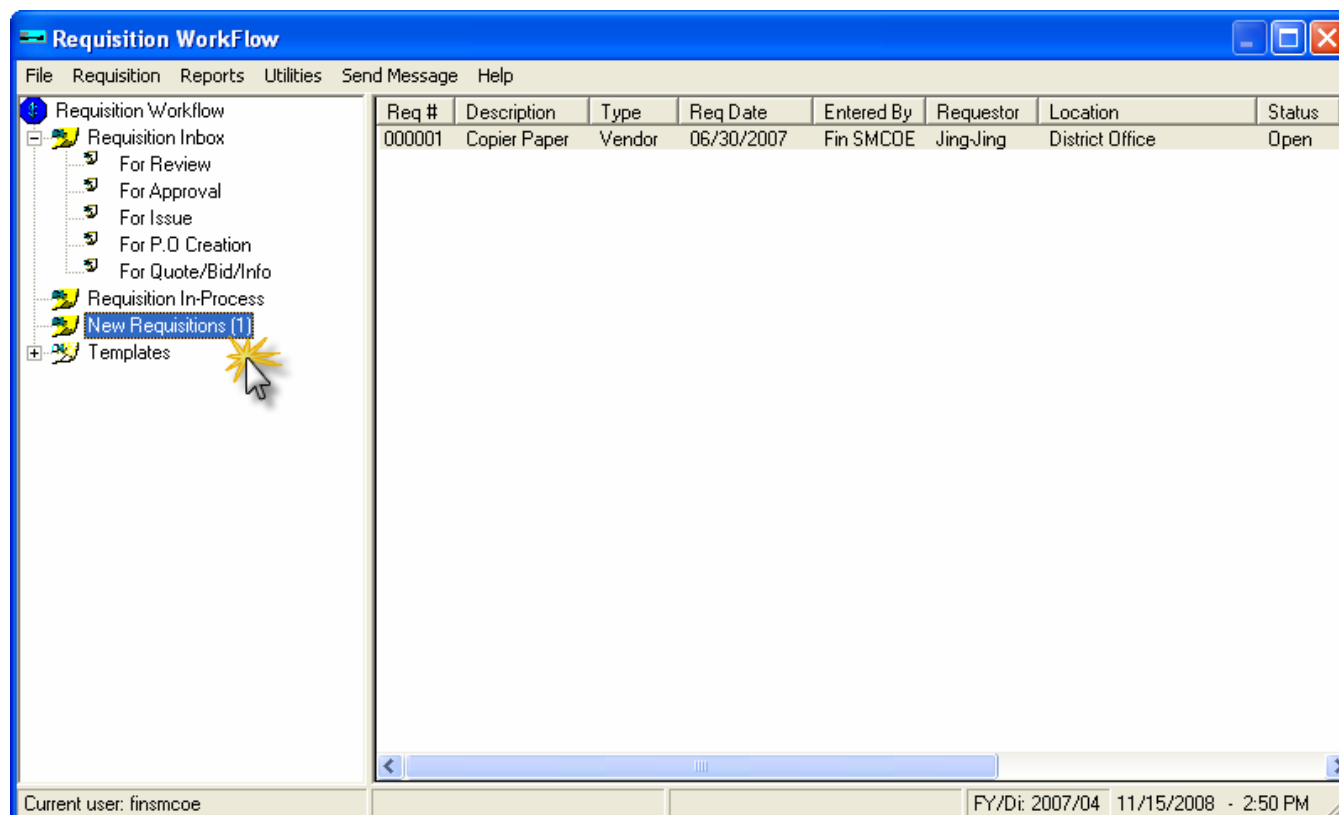
2. Accessing the Requisition Workflow

- To access the Requisition workflow, click on the **[REQ]** icon.

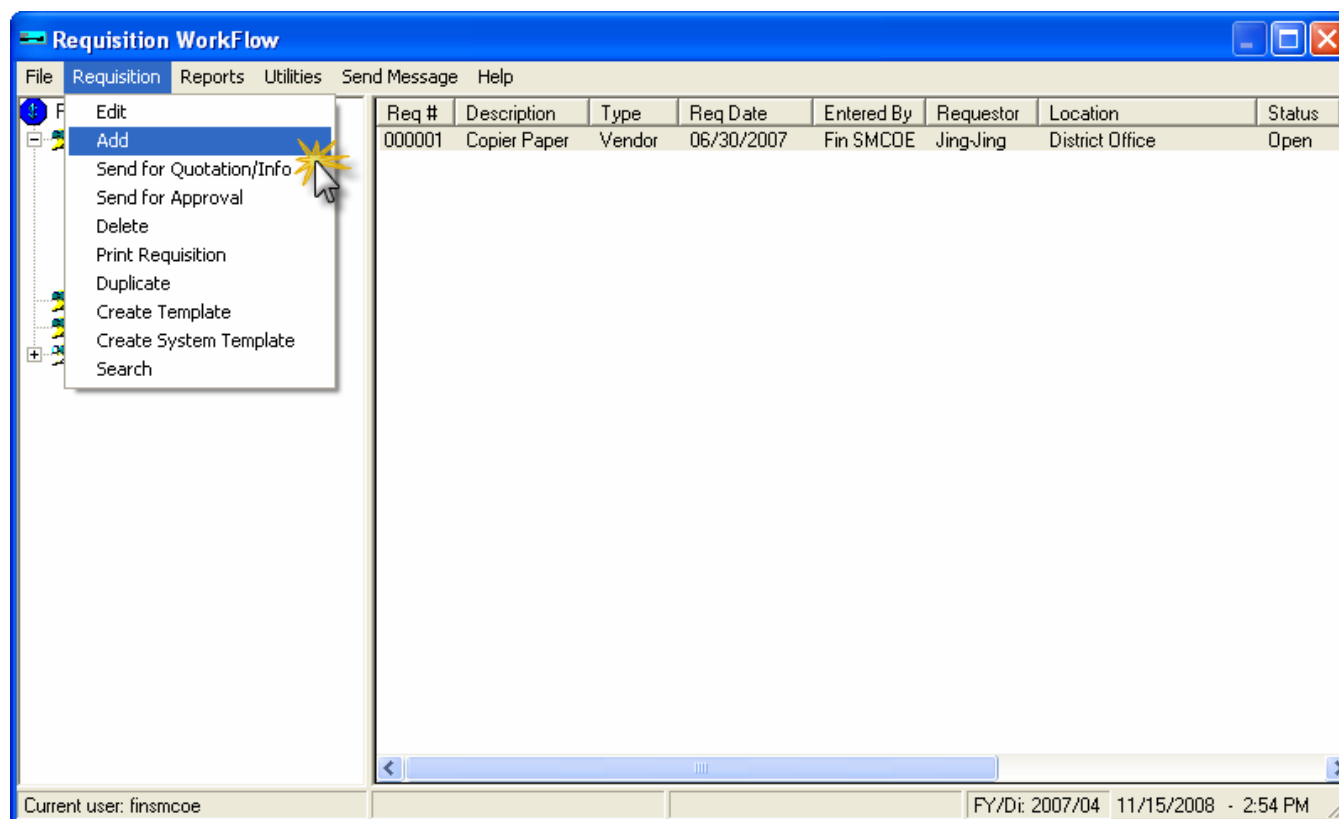


3. Adding a New Requisition

- Click on the **New Requisitions** workflow.



- From the Requisition Menu, click the **Add** option.



4. Completing the Requisition Tab

- All the fields with a green checkmark are **required** fields.
- Place a checkmark in the **Annual Requisition** checkbox if you order these items every year. If you do this, you can roll this requisition into the next fiscal year and edit the information as needed.

This saves you from having to enter all the information from scratch each year.

New Requisition Entry - 000028

Requisition | Vendor | Shipping

Type: ✓ Annual Requisition: ☐ Status:
Number: Cause of Last Status Change:
Date:
Description: ✓ Entered By:
Building/Department: ✓ Requestor's Position: ✓
Room: Requestor's Name: ✓
Type of Goods and Services: ✓
Location: ✓

Purchase Order Number: Purchase Order Date:

Item/Accounting | Attachments | Notes | Log | Approval Trail

OK Cancel Save Help

5. Completing the Item/Accounting Information

- Click on the **[Item/Accounting]** button

New Requisition Entry - 000028

Requisition | Vendor | Shipping

Type: **Vendor** Annual Requisition: ☐ Status: **Open**

Number: **000028** Cause of Last Status Change: **Requisition Created**

Date: **6/30/2007**

Description: **Classroom Supplies** Entered By: **finsmcoe**

Building/ Department: **Washington Elementary** Requestor's Position: **finsmcoe**

Room: Requestor's Name: **Faith Kroeger**

Type of Goods and Services: **4310-Instructional Supp**


Location: **Washington Elementary**

Purchase Order Number: Purchase Order Date:

Item/Accounting | Attachments | Notes | Log | Approval Trail

OK **Cancel** **Save** **Help**

5.1 Entering the Item Lines

- Click the  button to add a line for each item you are ordering.
- Fill in all the information for each item you are ordering on each line.

Requisition Item/Accounting Entry - 000028

Line #	Item #	Description	Quantity	UDM	Unit Price	Ext. Price	Compl	Disc Rate	Disc Amt	U
1	00125	#2 Pencils	12.00	bx	5.0000	60.00		0.00	0.0000	
2	00300	White copier paper	100.00	rm	2.5000	250.00		0.00	0.0000	

Overall Discount: 0.00 % 0.00 Total Items: 0 Total Requisition Amount: 0.00

Accounting Lines: Accounting Method: ☒ Charge Total ☐ Charge per Item Balance: 0.00

Line#	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Percentage %	Dollar \$	Total Account Charges

Search Accounts Distribute Evenly Reset Accounts Tax/SH Breakdown Check Balance

Overall Additional Charges:


	Percentage %	Dollar \$
Taxable S & H:	0.00	0.00
Non-Taxable S & H:	0.00	0.00
Additional Charges:	0.00	0.00
Total SH & A:	0.00	

Tax Rate: 8.250 % Tax Amount: 0.000

Description:

OK Cancel Help

5.2 Entering the Accounting Lines

- Click the  button to add each accounting line to charge for this order.
- Click the **[Search Accounts]** button for a list of allowable accounts to charge.

Requisition Item/Accounting Entry - 000028

Line #	Item #	Description	Quantity	UOM	Unit Price	Ext. Price	Compl	Disc Rate	Disc Amt	Unit Cost	T
1	00125	#2 Pencils	12.00	bx	5.0000	60.00			0.0000	5.0000	
2	00300	White copier paper	100.00	rm	2.5000	250.00			0.0000	2.5000	

Overall Discount: 0.00 % 0.00 Total Items: 2 Total Requisition Amount: 335.57

Accounting Lines: Accounting Method: ☒ Charge Total ☐ Charge per Item Balance: 335.57

Line#	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Percentage %	Dollar \$	Total Account Charges
1			

Search Accounts Distribute Evenly Reset Accounts Tax/SH Breakdown Check Balance

Overall Additional Charges:

	Percentage %	Dollar \$
Taxable S & H:	0.00	0.00
Non-Taxable S & H:	0.00	0.00
Additional Charges:	0.00	0.00
Total SH & A:	0.00	

Tax Rate: 8.250 % Tax Amount: 0.000

Description:

OK Cancel Help

- You can enter parts of the account number to narrow your search in the upper part of the Account Search window.
- Click the **[Search]** button. A list of allowable account numbers will be displayed.
- Highlight the account number you want by clicking on the account.
- Once the account number is highlighted, click the **[Select]** button.

The screenshot shows a window titled "Account Search" with a table of account numbers and search controls. The table has columns: Fund, Resource, Year, Goal, Function, Object, School, and Management. The "School" column contains the value "900". Below the table, there is a search bar with the text "Search for Account: ~~~.~~~~~.~.~~~~~.~~~~~.~~~~~-900-~~~~~" and "Records Matched: 241". A list of account numbers is displayed below the search bar, with the account "01-0000-0-1110-1000-4300-900-110" highlighted. To the right of the list are buttons for "Search", "Clear", "Select", and "Cancel". The "Search" button is circled in red, and the "Select" button is highlighted with a yellow starburst.

Fund	Resource	Year	Goal	Function	Object	School	Management
						900	

Search for Account: ~~~.~~~~~.~.~~~~~.~~~~~.~~~~~-900-~~~~~ Records Matched: 241

Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt
01-0000-0-0000-7180-4300-900-810
01-0000-0-0000-7500-4300-900-710
01-0000-0-1110-1000-4300-900-110
01-0000-0-1110-1000-4300-900-124
01-0000-0-1110-1000-4300-900-128
01-0000-0-1110-1000-4300-900-136
01-0000-0-1135-1000-4300-900-127
01-0000-0-1135-1000-4300-900-128

Buttons: Search, Clear, Select, Cancel

- Once all the account number have been entered, you can
 - Enter a percentage to charge to each account,
 - or*
 - Enter the dollar amount to charge to each account,
 - or*
 - Click the [**Distribute Evenly**] button to distribute the cost evenly to all the account lines.
- Click the [**OK**] button once all the costs have been allocated to the proper accounting lines.

Requisition Item/Accounting Entry - 000028

Line #	Item #	Description	Quantity	UOM	Unit Price	Ext. Price	Compl	Disc Rate	Disc Amt	Unit Cost	T
1	00125	#2 Pencils	12.00	bx	5.0000	60.00			0.0000	5.0000	
2	00300	White copier paper	100.00	rm	2.5000	250.00			0.0000	2.5000	

Overall Discount: 0.00 % 0.00 Total Items: 2 Total Requisition Amount: 335.57

Accounting Lines: Accounting Method: ☒ Charge Total ☐ Charge per Item Balance: 335.57

Line#	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Percentage %	Dollar \$	Total Account Charges
1	01-0000-0-1110-1000-4300-900-110			
2	01-0000-0-1110-1000-4300-900-124			

Search Accounts Distribute Evenly Reset Accounts Tax/SH Breakdown Check Balance

Overall Additional Charges:

	Percentage %	Dollar \$
Taxable S & H:	0.00	0.00
Non-Taxable S & H:	0.00	0.00
Additional Charges:	0.00	0.00
Total SH & A:	0.00	

Tax Rate: 8.250 % Tax Amount: 0.000

Description:

OK Cancel Help

6. Completing the Vendor Tab

- Click on the **Vendor** tab.
- You can look up vendors by name by clicking on the **[Search]** button.
- You can automatically add special instructions by selecting the appropriate code (*see below*).

New Requisition Entry - 000028

Requisition **Vendor** Shipping

Number: 005549-01 Search

Name: OFFICE DEPOT

Address 1: 6700 AUTO MALL PARKWAY

Address 2:

Address 3:

City: FREMONT State: CA Zip: 94538-0000

Contact:

Phone: Pager:

Fax: E-Mail:

Additional Information: Additional Instructions:

Suggested Vendor/Changes:

Confirmation Code:

Payment Terms: Bid:

Contract:

Special Instructions:

Code	Description
Back to School June 30	

OK Cancel Save Help

Lookup Table - SPECIAL INSTRUCTIONS TO VENDOR

Special Instructions to Vendor

Add Edit View Delete Print Duplicate Print Form

Code	Description
Back to School June 30	Materials/Items must be delivered a week before the 1st day of school
June 30	Materials/Items must be delivered prior to June 30

Close Help

7. Completing the Shipping Tab

- Click on the **Shipping** tab.
- Select the appropriate **Ship To** code from the dropdown box. The corresponding ship to information will automatically be displayed.

New Requisition Entry - 000028

Requisition Vendor **Shipping**

Ship To: 900-WAS Washing Elementary Sch

Address 1: 801 Howard Avenue

Address 2:

Address 3:

City: Burlingame State: CA Zip: 94010

Contact: Geraldine Ghiglieri

Phone: (650) 259-3880 Ship Via:

Fax: (650) 259-3884 FOB: FOB

Additional Information:

Additional Instructions:

Delivery Instructions:
No deliveries after 4PM

Receiving Instructions:

Code	Description
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OK Cancel Save Help

8. Saving the Requisition

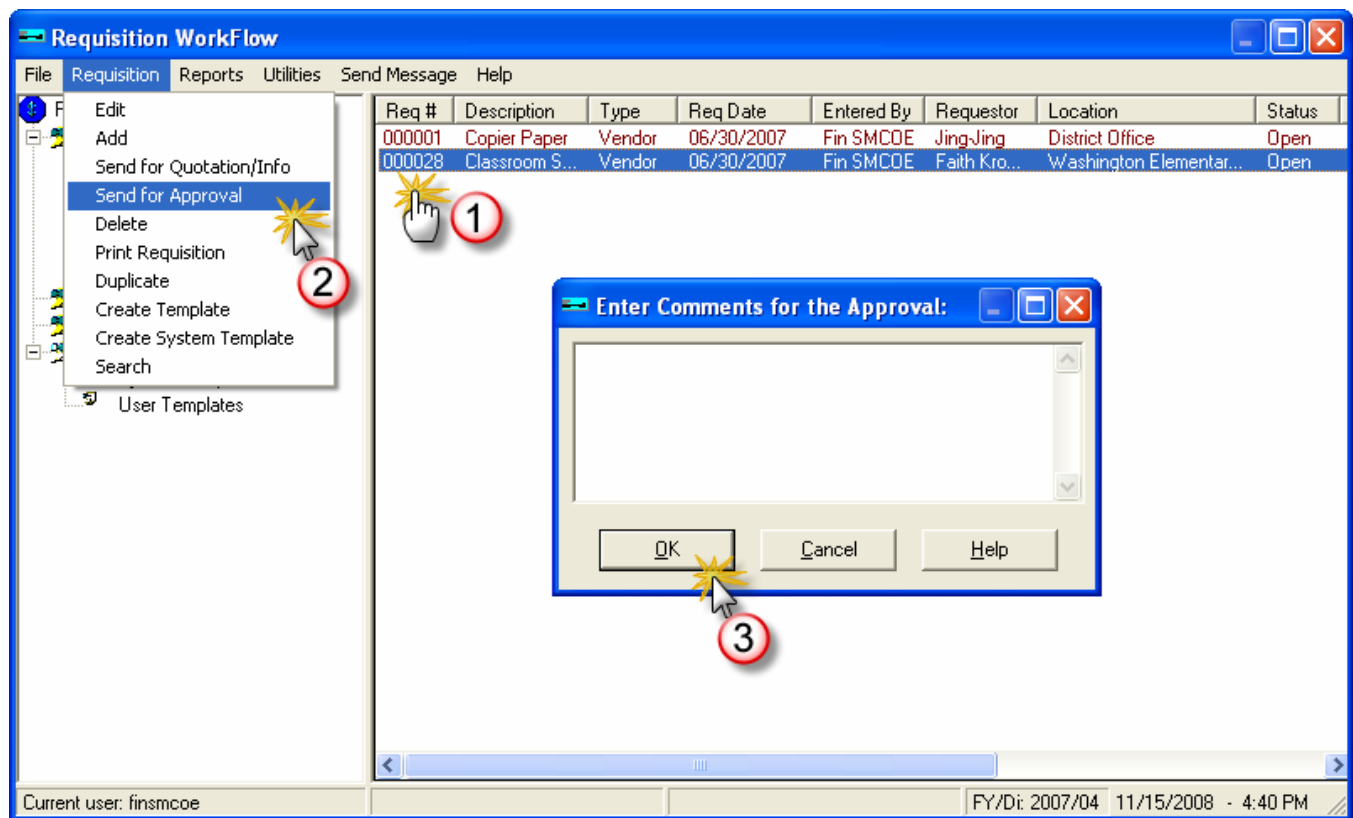
- When you click the **[Save]** button, you will see a message that the requisition was saved.

The screenshot shows a software window titled "New Requisition Entry - 000028" with three tabs: "Requisition", "Vendor", and "Shipping". The "Shipping" tab is active. It contains several input fields: "Ship To:" with a dropdown menu showing "900-WAS" and a text field showing "Washing Elementary Sch"; "Address 1:" with "801 Howard Avenue"; "Address 2:" and "Address 3:" are empty; "City:" with "Burlingame" and "State:" is empty; "Contact:" with "Geraldine Ghiglieri"; "Phone:" with "(650) 259-3880"; "Fax:" with "(650) 259-3884"; "Additional Information:" and "Additional Instructions:" are empty text areas. A "Delivery Instructions:" text area contains "No deliveries after 4PM". At the bottom are buttons for "OK", "Cancel", "Save", and "Help". A yellow starburst cursor is clicking the "Save" button. Overlaid on top of the window is a smaller blue dialog box titled "Financial2000" with an information icon and the text "Requisition 000028 Saved Successfully!". It has an "OK" button.

9. Sending the Requisition for Approval

The newly saved requisition will appear in your New Requisitions workflow.

- Highlight the requisition by clicking on it.
- Once the requisition is highlighted, select the **Send for Approval** option from the Requisition Menu.
- You can enter comments or leave the comments blank. Click the **[OK]** button to send the requisition for approval.



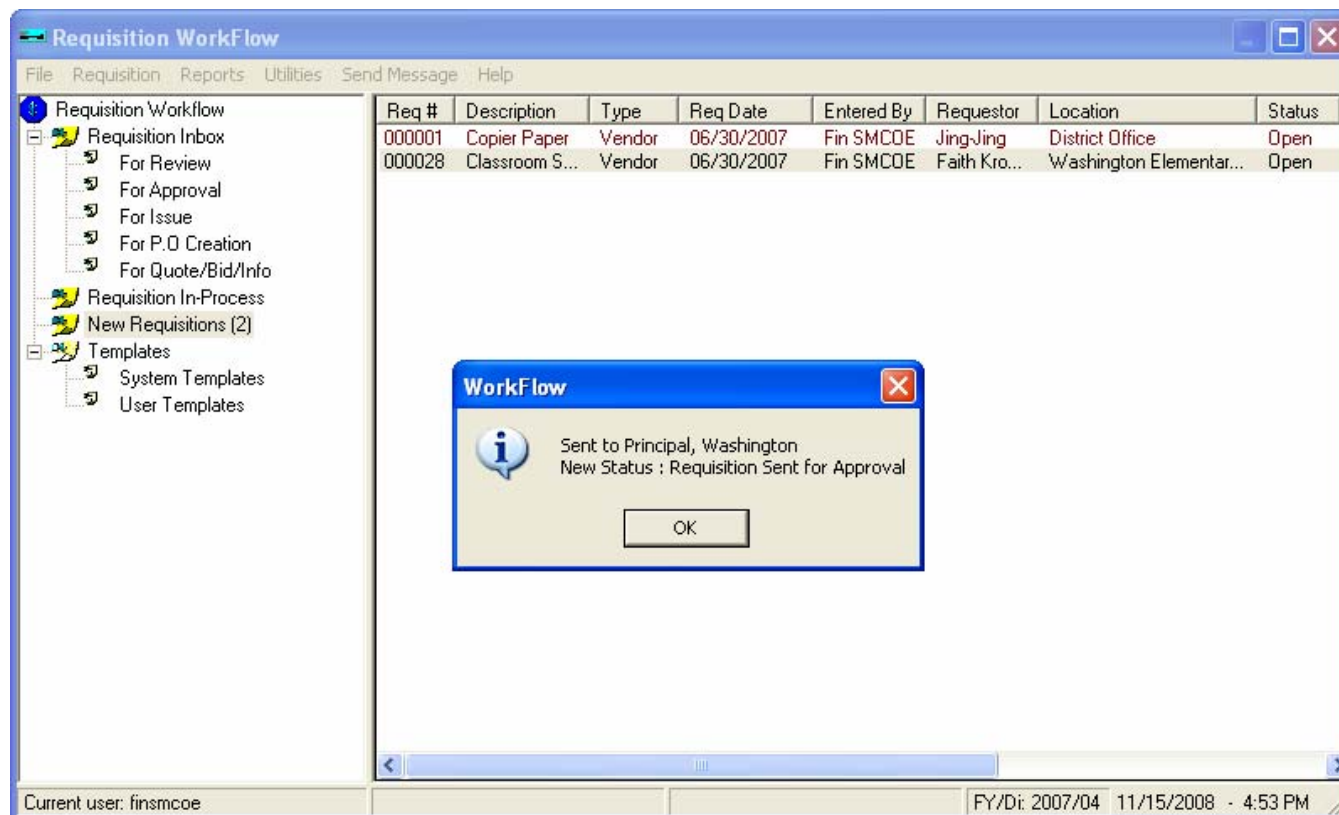
- If the amount on this purchase requisition exceeds the available budget, you will see a warning message notifying you about this situation.
- If you proceed with the approval routing, a screen will be displayed showing you how the requisition will be routed.
- Click the **[Apply]** button to proceed with routing the requisition for approval.



The screenshot shows a software window titled "Approval Path for Requisition No - 28". It contains a table with six columns: Sequence, Position, Position Type, Encumbrance, Buyer, and PO Creator. The table lists six steps in the approval process. Below the table is a large grey rectangular area. At the bottom right of the window are three buttons: "Apply", "View Rule", and "Close". A mouse cursor is pointing at the "Apply" button.

Sequence	Position	Position Type	Encumbrance	Buyer	PO Creator
1	finsmcoe	Purchasing Non-Buyer	No	No	No
2	PRIN-Washington	Principal	Yes	No	No
3	Controller	Controller	No	No	No
4	CBO	CBO	No	No	No
5	PO Creator	PO Creator	No	No	No
6	PO Creator	PO Creator	No	No	Yes

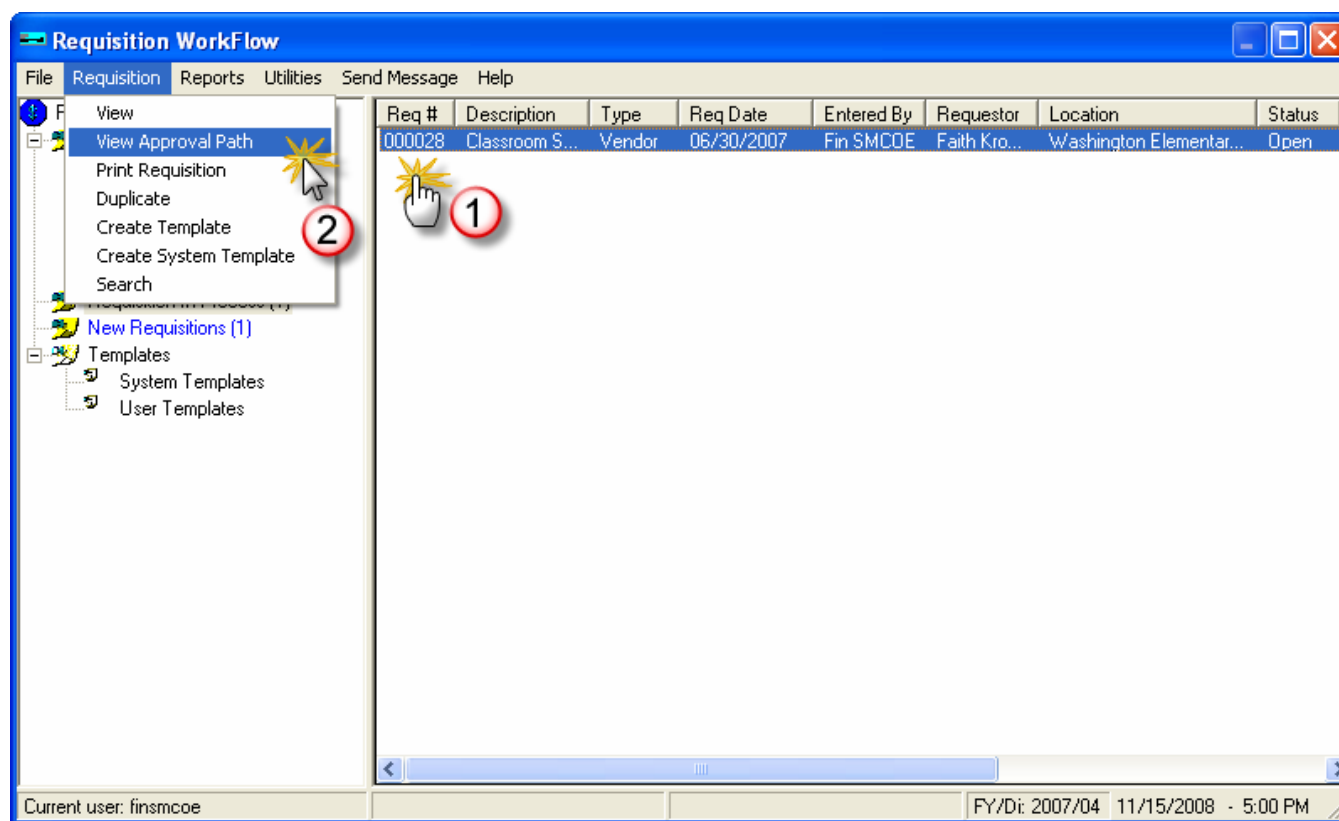
- You will see a confirmation message letting you know where the requisition was sent for approval.



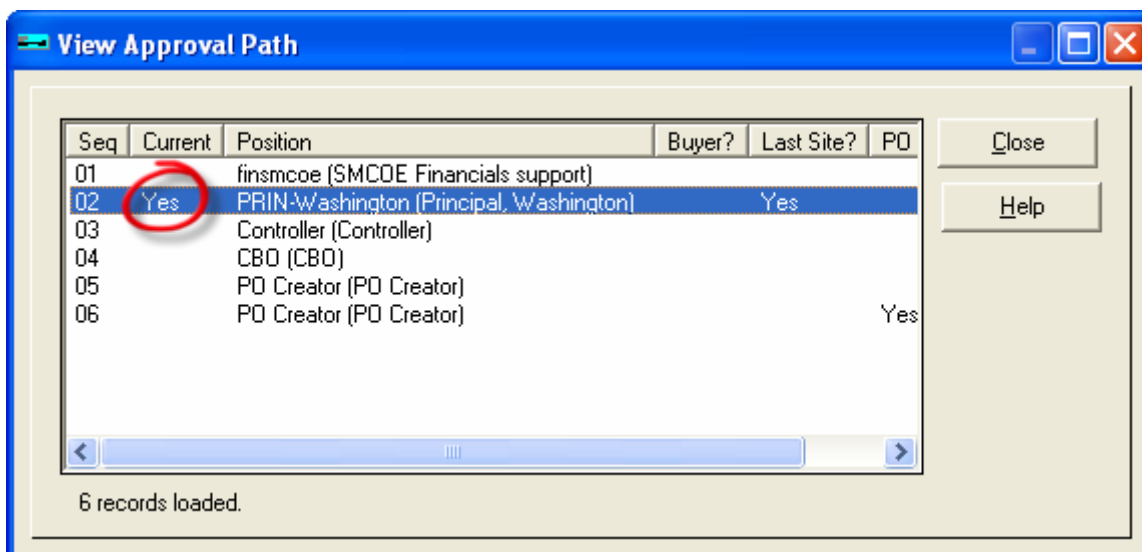
10. Locating a Requisition Sent For Approval

After you have forwarded a requisition for approval, it will move from your New Requisitions workflow to your **Requisitions in Process** workflow.

- Highlight the requisition by clicking on the requisition number.
- Click on the **View Approval Path** option on the Requisition Menu.



- You will see the sequential approval path for the requisition.
- The position with a 'Yes' in the "Current" column identifies the position currently holding the requisition.



The screenshot shows a window titled "View Approval Path" with a table of requisition steps. The table has columns: Seq, Current, Position, Buyer?, Last Site?, and PO. Step 02 is highlighted, and its 'Current' value 'Yes' is circled in red. To the right of the table are 'Close' and 'Help' buttons. At the bottom, it says '6 records loaded.'

Seq	Current	Position	Buyer?	Last Site?	PO
01		finsmcoe (SMCOE Financials support)			
02	Yes	PRIN-Washington (Principal, Washington)		Yes	
03		Controller (Controller)			
04		CBO (CBO)			
05		PO Creator (PO Creator)			
06		PO Creator (PO Creator)			Yes

11. Questions or Need Assistance?

Call 650-802-5678 or submit a Help Desk Ticket to help@smcoe.k12.ca.us for questions or assistance with this documentation.