# Contents

## Completing the Vendor Requisition Form in the Escape software

Form entries should be in ALL CAPS

1. From the Escape Activities tree, select Finance - Requisitions - Vendor Requisitions.
2. Press the **New** button on the activity toolbar.
3. Select the Department from the drop down menu. Many users have access to only one requisition department. When only one fiscal year is open, the Vendor Requisition Form will open. When multiple fiscal years are open, the user will need to enter the fiscal year.

   Note: Business Services cannot issue payment if the invoice amount exceeds the approved requisition by 10% or $200.00 (whichever is less). Please confirm pricing and applicable shipping charges with the vendor prior to submitting requisitions for 'PO with Receiving'. PRIOR to placing an order on a 'Blanket PO', verify that the remaining encumbrance on the PO is enough to cover the order. Amend the purchase order if the encumbrance is not enough to cover the order. Please do not wait until the invoice needs to be paid to amend the PO; it delays payment to the vendor.

## ENTERING REQUISITIONS

### Requisition Tab

Enter the following fields on the *Requisition* tab

1. **Requisitioner:** Defaults to user, can override when desired.
2. **Order Location:** Enter partial location name and press function key F4 for a list matching your entry. Press F4 to view all locations. **<u>Select a Location code beginning with S only</u>**. If you know the location code, you may enter the code.
3. **Delivery Location:** Defaults to the selected Order Location, can override when desired.
4. **Comment:** Enter a short *description of purchase*. **<u>The entry in this field will show on reports.</u>**
5. **Goods and Services Category:** Select appropriate goods and services. The Goods and Services Category controls the approvers of the requisition.

   Please Note: Our Information Technology Department generally prepares vendor requisitions for technology orders. If your department prepares requisitions for *software licenses*, the requisition must have a Goods and Services Category of Technology in order to include IT in the workflow approval path.

6. **Order Type:** Default is 'PO with Receiving'. If the requisition is a 'confirming' or a 'Payment with Order' request, this field should be changed to '*Direct Payment'* in order to exclude printing a purchase order.

7. **Vendor Id:** Enter at least two characters of the vendor name. Press F4 to obtain list matching your entry. The more characters entered prior to pressing F4 the smaller the selection list. If you are unable to locate the vendor, e-mail Business Services tcolyer@shastacoe.org to request a new vendor. Provide at minimum the payee name, address, telephone number and specify if they are

providing a service or if they are supplying product only. If the vendor is providing a service you must obtain a W-9 form.

8. **Vendor Address Id:** After selecting the vendor, verify the address. If address is not the desired address, click on the drop down arrow at end of field. If there are additional addresses for the vendor, you will see them displayed. Click on the desired address. If you do not see the address you would like to use, e-mail tcolyer@shastacoe.org and provide the Vendor Id number, the vendor name and the new address you need added.
9. **Allows Emailing POs:** This field comes from the vendor address record. We do not email Blanket PO's and this field must have "No". If you are creating a 'Blanket PO', be sure to select the correct address. If you need a new address added e-mail tcolyer@shastacoe.org.
10. **Quote Number:** If provided a quote number enter it here. This field is limited to 12 characters. If more character space is needed do not use this field, instead enter the quote number in the *Message Before* field located on the Items tab.
11. **PO Date:** Enter the date you are preparing the PO. When preparing purchase orders for the consecutive fiscal year, you may change this date to July 1.
12. **Shipping Amount:** Enter shipping percent or amount when applicable to the purchase. Confirm applicable shipping amount with the vendor.
13. **Account Distribution Option:** Default is Account Manual, it will populate after saving the requisition. There are two additional choices, Line Item Manual and Line Item Percentage. To change the account distribution option, use the drop down field within the *Account Distribution Option* field.

## Items Tab

Press New button

1. **Order Quantity:** Default is one. Change to desired quantity when applicable.
2. **Order Unit:** Default is EACH. When applicable, change to SET, PKG, QTR, MONTH etc. On a 'Blanket PO', delete and leave blank.
3. **Description:** Enter the vendor's description of item. (i.e. SC115 – WATERCOLOR PENCILS).
4. **Unit Price:** Enter price per unit.
5. **Taxable:** Default is "Yes". Change to No if item is not taxable or the requisition is for a 'Blanket PO'. When purchasing supplies we are required to pay sales tax. *SCOE is not tax exempt.* The Sales Tax Return to California Department of Tax and Fee Administration will report uncollected accrued sales tax.
6. **Message Before:** Use for entering a message on the PO *before* the item. Press F4 to see commonly used messages.
7. **Message After:** Use for entering a message on the PO *after* the item. Press F4 to see commonly used messages. Use Message After on a 'Blanket PO' order type.
8. **Account Information:** If the user selects the "Line Item Manual" option on the Requisition tab, enter the account number(s) here. If you are unable to enter information, the user has used the default account distribution "Account Manual" or "Account Percentage", refer to the Accounts Tab below.
9. Press Save/New to enter additional items or press Save/Close when done.

## Accounts Tab

If the selected Account Distribution Option is "Account Manual" on the *Requisition* tab, (accounts not entered on the Items tab), you will enter the account code here.

- If the entered account distribution was by Line Item, skip this step.
- If entering account numbers by percentage, select Account Percentage in the Account Distribution Option field on the *Requisition* tab.

*Account Components*

| FUND | SITE | *RESOURCE* | *PROGRAM* | *OBJECT* | GOAL | FUNCTION | MANAGER | PROJ YR |
|---|---|---|---|---|---|---|---|---|
| 2 digits | 3 digits | 4 digits | 4 digits | 4 digits | 4 digits | 4 digits | 3 digits | 1 digit |

Enter the account code or alias. If the full account is unknown, enter the required number of digits for the known account components without spaces or dashes between the account-components. Use a single period in the place of account components that are unknown. For example, if the only known components are the program and the object code, enter ...53204510…. then press F4 to view account choices based on the components provided. To select and insert the account number, double click on desired account.

Users may choose to enter the six-digit alias code if known. When entering account by alias code, verify that the resource, program and object components of the populated account are appropriate. Press New button to add additional accounts and amounts or press enter until another line is displayed

## Payments Tab

Payments applied against the requisition will show on this tab.

## Quotes Tab

The Quotes Tab is not used, it is for receiving quotes from multiple vendors and we do not have a central purchasing location that determines, based on vendor quotes, which vendors are used. If you would like to enter a quote number provided by the vendor on the Req/PO, use the Quote Number field located on the *Requisition* tab. If the quote number exceeds twelve characters, use the "Message Before" field located on the *Items* tab.

## Approvals Tab

Once the requisition is in submitted status, you can view the list of approvers on this tab.

## Assets Tab

This is a read only tab that displays fixed assets related to the requisition. Assets are received either through the requisition or manually added by entering the requisition number in the asset record.

## Attachments Tab

1. Locate the file to attach and name it appropriately
2. Click on the **Attachments** tab
3. Press the **New** button
4. Place cursor in the ***File to Attach*** field and click on the look up window to the right of the field
5. Locate the file to attach and double click on it. File will populate the *File to Attach* field

6. **<u>In the *Description* field enter a description of the attachment (i.e. INVOICE, RECEIPT, QUOTE)</u>**
7. Press Save/Close on **<u>both</u>** the *Attachments* tab and the *Form* tab
8. **Open requisition to verify that the file is attached**

   Do not attach vendor Form W-9 to the Attachments tab. Send the Form W-9 directly to Business Services.

### Notes Tab

Utilize this tab to note anything you would like to communicate to approvers and/or Business Services.

### History Tab

Refer to this tab to view requisition events.

## VERIFICATION OF REQUISITION INFORMATION

1. After required requisition tab entries are completed, go to the Requisition tab and press Save/Close.
2. From the List tab highlight the requisition and then press the paper with magnifying glass icon on the activity toolbar.
3. Select one of the following: Snapshot, Snapshot With Notes and History or Snapshot With Payments.
4. Review the requisition snapshot for accuracy.
5. Close the Snapshot.
6. If no changes need to be made, proceed to *submitting the requisition*. If changes need to be made, press the Open icon on the activity tool bar or double click on the requisition to open the *Form* tab. Make changes, Save/Close and review snapshot again.

## SUBMITTING THE REQUISITION

1. After the requisition data has been verified and no further changes are needed, open the requisition from the list tab. From the Tasks tab drop down menu select Submit.
2. From the List tab verify that the Status column indicates *Submitted.*

After the requisition is in submitted status, workflow approvals have begun. From the *List* tab, you may open the requisition and click on the *Approvals* tab to view the approvers.

## REQUISITION/PURCHASE ORDER PROCESSING

- **Direct Payment order type** – After all approvals are completed, the requisition will go to Ready for Payment status after the final approval. Business Services will generate the payments.

- **PO with Receiving and Blanket PO order types** – The PO number will be assigned after all requisition approvals are completed. The PO will then be printed. After the PO is printed, you will be able to receive on it. After you receive the items, it will go to Ready for Payment status and Business Services will generate the payments.

After the Approvals, *Programs* may obtain a copy of the purchase order from the Attachments tab.

**Non-local and out of state vendor purchase orders** will be emailed to the vendor by Business Services unless otherwise communicated via the *Notes* tab. Business Services will mail the purchase order via USPS if an email address is not available. Programs may choose to send the PO to the vendor themselves by choosing an address that has the 'Allows Emailing POs' field set to 'No'; If this option is selected, please make a note in the *Notes* tab.

To verify that vendor requisitions are processed, perform a vendor requisition search via Finance - Requisitions - Vendor Requisitions. Enter your desired search criteria and press Go.

## RECEIVING

There are two processes for receiving:

### 1. RECEIVING on-line for Order Type 'PO with Receiving'

**NOTE:** When you receive the invoice from either the vendor or accounts payable, verify that the invoice does not exceed the encumbered funds. **If the invoice exceeds the remaining encumbrance by 10% or $200.00, the requisition will need amended before proceeding**. Follow the procedures in the PAYMENTS section to amend to requisition.

In Escape, select activities tree select *Finance - Purchasing - Receive PO Items*
Enter the following information about the requisition/purchase order:

a. ***Date Received*** – In the first section, **Beginning Req / PO Sequence,** todays date is shows in the 'Date Received' field. This will be the received date for all items unless otherwise indicated. The '*Date Received*' must be the actual received date of the item(s).
When receiving on multiple Reqs/POs with different received dates enter the date received in the '*Date Received'* field under each individual Receipt #. If you do not enter a date, the default date is used. The '*Date Received*' must be the actual received date of the item(s).
b. ***Reference Number -*** Enter either the requisition or the purchase order number
c. ***Receive All -*** If all items have been received, enter 'Yes'. If you did not receive all of the items, enter 'No'.
d. Press the Go button

e. If you entered '***No***' to the '***Receive All'*** question on the *Receipts* tab, indicate the number to receive in the '***Receive Now'*** field on the *List* tab for each item on the PO. When the remaining items are received, you will '**Receive**' those items at that time.
f. Verify entry/entries in the '***Receive Now*** 'column
g. From the **Tasks** drop down select **Post**
h. Verify that the '***Received*** 'column reflects the correct number and close the activity.
i. *When in receipt of the invoice, attach it to the Attachments tab of the requisition.* Retain the invoice until verification of the payment. (Payments Tab).

Purchase orders will remain open until the order is completed. If you are waiting for the remaining items, add note on the invoice or on the Notes tab. For example, Item #2 is on backorder and the items will ship later.
If a purchase order is not going to be completed, notify Business Services and have the purchase order closed. Add a note on the Notes tab as to why the order was not completed. For example, Item #4 discontinued and wont shipped.

## 2. RECEIVING off-line on a Blanket PO

To receive on a 'Blanket PO', stamp each invoice 'Okay to Pay' and include the account(s) and amount(s) for payment distribution.

When you receive the invoices, from either the vendor or Accounts Payable, verify that the invoice does not exceed the encumbrance available on the requisition. If the invoice exceeds the remaining encumbrance by 10% or $200.00, the amount of the 'Blanket PO' needs increased before proceeding.

Check the invoice for the following:

a) Verify that invoice references the PO number. If invoice does not reference the PO number, indicate the PO number that goes with the invoice.
b) Indicate the date received and by whom.
c) When there is more than one account in the account distribution of the requisition and the invoice has a different distribution, indicate on the invoice which account(s) is/are to be charged.
d) When approving the last invoice for payment on the 'Blanket PO' please note 'l*ast invoice/close PO'* on the invoice.
e) Scan the invoice and/or packing slip and e-mail to accounts payable. ***The subject line of the e-mail should reference the Req or PO number.*** Emailing invoices and/or packing slips are preferred although sending invoices and/or packing slips via inner-office mail is also acceptable.

### 3. Unreceiving Items

After receiving on the items, the PO goes to 'Ready to Pay' status. In order to return the PO to 'Open' status you will have to 'unreceive' the items. Anyone can unreceive items. Be sure the PO is not open; Escape will not give a message that the PO is open.

a) Go to 'Purchasing/Receive PO items'
b) Enter the PO or Req number
c) Mark 'No' to Receive All
d) Press 'Go"
e) On the list, key a negative number on the 'Received Now' line.
f) Click on 'Task' and 'Post'
g) Open the PO and verify that is has been returned to 'Printed' status.

## PAYMENTS

Invoices will paid after the items are marked received **and** accounts payable is in receipt of an itemized invoice.

**Be sure to amend the requisition amount when the invoice exceeds the approved requisition amount by 10% or $200.00. Instructions included in below.**

### Invoices received by program

After the program receives the invoice from the vendor, the program should verify that the invoice amount does not exceed the approved requisition amount by 10% or $200.00. If it does, do not receive on-line (PO with Receiving order) or submit invoice for payment to Business Services Department (if Blanket PO). Contact Business Services at 225-0262 or tcolyer@shastacoe.org to have the requisition returned to open status. Once the requisition is in open status, follow one of the two processes below based on whether the requisition is a 'PO with Receiving' or a 'Blanket PO'.

1. PO with Receiving:
   a. Change the Order Type to 'Direct Payment'
   b. Attach the invoice
   c. Increase the requisition amount by adding an additional line item for the increased amount (do not change existing line items)
   d. Resubmit for approvals

2. Blanket PO:
   a. Increase the requisition amount by adding an additional line item (do not change existing line items)
   b. Resubmit for approvals
   c. Forward the invoice to accounts payable

When amending a 'Blanket PO' with multiple accounts verify the payment amount applied to each account and increase encumbrance(s) accordingly.

## Invoices received by Business Services (Accounts Payable)

When Business Services receives the invoice from the vendor and the invoice exceeds the approved requisition amount by 10% or $200.00, Business Services will forward the invoice to the program.

If the items have been marked received, the program will need to unreceive the items. See Unreceiving Items for instruction on how to unreceive. The program will contact Business Services at 225-0262 or tcolyer@shastacoe.org to have the requisition returned to open status. Once the requisition is in open status, follow one of the two processes indicated above based on whether the requisition is a 'PO with receiving' or a 'Blanket PO'.

## Deposit/Partial Payment Required with Order Request

When a deposit/partial payment is required with the order, the requisition should be an Order Type '*PO with Receiving*'. Requests must have supporting documentation attached. When a deposit is required, create two line items, one for the deposit and one for the remaining amount. Indicate the amount that is due with the order (i.e. 50% payment of $100.00 is due with order). Use the **Notes** tab to notify Business Services that partial payment is due with the order.

Generating two separate requisitions for the deposit amount and the final payment not preferred.

## Payment with Order Request

For orders that require a prepayment use order type 'Direct Payment'. The requisition must have the invoice or supporting documentation attached (exception: initial annual petty cash fund requests).

The **Description** field of the **Attachments** tab shall indicate '***INVOICE***' and the **Comment** field of the **Attachments** tab shall indicate '***PAYMENT WITH ORDER***'.

Include a note on the Notes tab indicating that the vendor requires prepayment and will not accept a purchase order. 'Direct Pay' order type will not be generate a purchase order.

The payment will be processed after the requisition is approved and the check will be sent to the requesting program.

# CHANGES TO THE REQUISITION

## Changes to Requisitions in *Submitted* or *Denied* Status

To make changes to a requisition in **Submitted** or **Denied** status, search for the requisition via **Finance ~ Requisitions ~ Vendor Requisitions**. Open the Form tab select '**Return to Open**' from the **Tasks** drop down menu. Make necessary changes and then **Submit** via the **Tasks** drop down menu.

Note: Requisitions do not need returned to 'Open' status when attaching documents to the *Attachments tab* or when making notes on the *Notes tab.*

## Changes to Requisitions in Approved or Ready for Payment Status (amending purchase order)

Contact Business Services at tcolyer@shastacoe.org to have the purchase order returned to 'Open' status. Once the requisition is in 'Open' status, you may make necessary changes and Submit via the Tasks drop down menu.

When increasing or decreasing a 'Blanket PO', please do not edit existing line items. Add an additional line item describing the change. Include the date of the change. Perform the following steps:
For a 'Blanket PO', change the NOT TO EXCEED amount in line item 1 to match the amended amount of the Req/PO
Add a new item for the increase/decrease. For example, $500.00 INCREASE 12/01/XX
Verify account code distribution
Include any notes you would like approvers to see regarding the change on the Notes tab
Submit for approvals

Changes to Authorized Users of a 'Blanket PO'
Business Services can change the authorized users in a requisition. The requisition/PO does not need to be in 'Open" status and resubmitted for approvals when adding/removing authorized users. Send requests to edit authorized users to tcolyer@shastacoe.org.

# BLANKET PO

Vendor Requisitions for a 'Blanket PO' should indicate what the 'Blanket PO' is for, the beginning and ending effective dates, a not to exceed amount and authorized users. To save some data entry, utilize the 'Message After' field on the Items tab and fill in the blanks.

# NEW VENDORS

Please verify that the vendor will accept a purchase order and have the payee name, address, telephone number and the W-9 form available prior to contacting Business Services. Indicate if the vendor is providing services. Please e-mail requests for new vendor setup to tcolyer@shastacoe.org. For 1099 purposes, please obtain a Form W-9 from the new vendor if they are providing a service and forward it to Business Services, do not attach it to the Attachments tab of the requisition.

# DIRECT PAYMENT (CONFIRMING ORDERS)

Order type 'Direct Payment' requisitions must have the invoice(s) attached to the 'Attachments' tab of the requisition. You must indicate "**INVOICE**" or "**RECEIPT**" in the **Description** field of the **Attachment** tab. Use the **Comment** field for any comments you want noted.

After the requisition is approved, the payment will be processed and the check will be mailed to the vendor by Business Services unless otherwise requested on the 'Notes' tab.

## PETTY CASH

The Petty Cash Fund Recap Form provides detail for each transaction. The form is located on Business Services Forms and Procedures webpage. It should be completed and submitted when replenishing and closing petty cash.

**OPEN**
Request Petty cash funds via a 'Direct Payment' requisition. The Comment field on the Requisition tab shall indicate ***Open Petty Cash***. You may replenish Petty cash funds as often as needed, please keep that in mind when deciding the fund amount to have on hand. Petty cash checks are generally payable to the program manager. Keep cash in a locked box and safeguard at all times.

**REPLENISH**
Replenish Petty Cash funds at the minimum of once per year, the recommendation is mid-year. To replenish the Petty Cash fund, use the PETTY CASH FUND RECAP FORM and attach all receipts supporting the amount of replenishment to the Attachments tab of a 'Direct Payment' requisition. The Comment field on the Requisition tab shall indicate ***Replenish Petty Cash***. Receipts shall be in the same order as the PETTY CASH FUND RECAP FORM. Summarize as desired on the requisition. The sum of codes and amounts on the requisition shall match the Total Receipts field of the PETTY CASH FUND RECAP FORM.

**CLOSE**
Close out Petty Cash funds at year-end. To close the Petty Cash fund, use the PETTY CASH FUND RECAP FORM and attach all receipts supporting the amount of replenishment to the Attachments tab of a 'Direct Payment' requisition. The Comment field on the Requisition tab shall indicate ***Close Petty Cash****.* Receipts shall be in the same order as the PETTY CASH FUND RECAP FORM. Summarize as desired on the requisition. The sum of codes and amounts on the requisition shall match the Total Receipts field of the PETTY CASH FUND RECAP FORM. ***<u>Deliver</u>*** a copy of the PETTY CASH FUND RECAP FORM, with the requisition number referenced, and the cash to Business.