



Colleague: Requisitions and Purchase Orders

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Requisitions and Purchase Orders

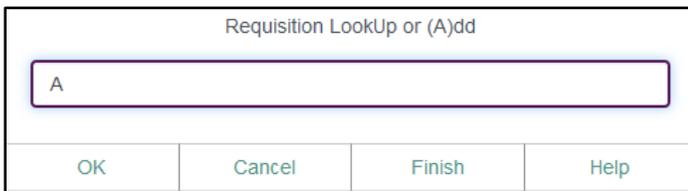
A requisition is intended to be a confirmation of approval by the college for an order before it has been filled.

Creating New Requisitions

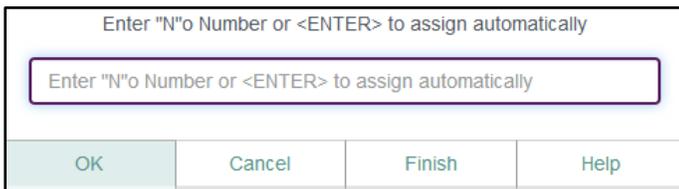
1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **REQM** and select the search icon.



3. In the **Requisition LookUp or (A)dd** window, enter **A** to add a new requisition and select **OK**.



4. Select the **ENTER** key to force the system to automatically assign a number to the requisition.



5. Select **OK** when the alert window appears and the REQM form will appear.
6. Enter today's date in **Requisition Date**.



7. Enter your PSC ID number in **Initiator**. The system will automatically fill in your name.



8. **Optional:** Enter the date the items are needed in **Desired Date**.

Requisition Date

Initiator

Desired Date

Note: Not all requests can, or will, be granted.

9. Enter the vendor ID number in **Vendor ID**. If you do not know the vendor ID, enter the vendor name to search for it in the records. Once a vendor has been selected, the Vendor ID, Name, Address, and CSZ fields will be populated.

Vendor ID

Types 1

Name 1

Address 1

Note: If the vendor cannot be found in Colleague, contact Deanna Burghardt to have the vendor added to Colleague.

10. Select the detail button next to **Ship To** to open the **RQSM** form.

Currency

Ship To 01 Attn:

Ship Via

- a. Add your department name after **Attn:** in the **Shipping Name** field.

Ship To Code 01

Shipping Name Attn:

Shipping Address 1 Prairie State College

- b. Select **Save** to return to the REQM form.

Save Save All Cancel Cancel All

11. Leave the **Approvals** field blank. Colleague will automatically populate this information.

Approvals 1

Buyer

12. Enter **001** in **AP Type**.

Form fields: Expire Date, AP Type, Invn Store. A red arrow points to the AP Type input field.

13. Select the detail button next to **Line Items** to open the **RQIL** form.

Form fields: Line Items, Printed Comments, Comments. A red arrow points to the detail button next to Line Items.

a. Select the detail button next to the first field to open the **RQIM** form.

Description	
1	
2	
3	

A red arrow points to the detail button for the first row.

b. Enter the name of the first item in **Description**.

Description	1	<input type="text"/>	
	2	<input type="text"/>	

A red arrow points to the input field for the first row.

c. Enter the cost of the item in **Est Price**.

Form fields: 2, Est Price, Quantity. A red arrow points to the Est Price input field.

d. Enter the total number of the item being purchased in **Quantity**.

Form fields: Est Price, Quantity. A red arrow points to the Quantity input field.

e. Enter **ea** in **Unit of Issue**.

Form fields: Quantity, Unit of Issue. A red arrow points to the Unit of Issue dropdown menu.

f. The **Extended Price** will automatically populate based on the Est Price and Quantity fields.

Form fields: Trade Disc Pct, Extended Price. A red arrow points to the Extended Price input field.

- g. Enter the budget code in **GL Account No.**

The screenshot shows a form with three columns: 'GL Account No', 'Percent', and 'Quantity'. The 'GL Account No' column has a dropdown menu with '1' selected and a red arrow pointing to the input field. Below it is a 'GL Amt' field with an equals sign button. The 'Percent' column has an input field and an equals sign button. The 'Quantity' column has an input field and an equals sign button.

- h. Enter the **Percentage OR Quantity** of the purchase that will come from this GL account number.

The screenshot shows the same form as in step g. A red arrow points to the 'Quantity' input field.

- i. Select **Save** to return to the RQIL form.

The screenshot shows a row of four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'.

- j. Repeat step I3 using the next blank line item for each additional item to be purchased.

14. Once you have added all the line items, select **Save** to return to the REQM form.

The screenshot shows a row of four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'.

15. Select the detail button next to **Printed Comments** to open the comments screen. These comments will print on the PO.

The screenshot shows a table with three rows: 'Line Items', 'Printed Comments', and 'Comments'. The 'Printed Comments' row has a '1' in a column and a detail button (document icon) with a red arrow pointing to it. The 'Comments' row also has a '1' in a column and a detail button.

- a. Enter the fax number and/or mailing address of the company, Attn: line (if applicable), quote number (if applicable), budget code being used to purchase the items, department name, and any other information that would be needed when purchasing the items.

Note: There are times when a purchase requisition is created *after* an order has been filled. When this occurs, use the **Printed Comments** to mark the requisition as **Internal Copy Only** to prevent the PO from being sent to the vendor.

- b. Select **Save** to return to the REQM form.

16. Enter **Y** in **Requisition Done**.

Comments 1

Priority

Requisition Done **No**

Note: You can return to the Requisition and make changes until it has been processed and becomes a Purchase Order.

17. Select **Save**.

18. An alert window will appear with the requisition number. **Write down the requisition number.** You will need it to look up the PO once it has been approved.

Creating Blanket Purchase Orders

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **BPOM** and select the search icon

3. In the **Blanket PO LookUp or (A)dd** window, enter **A** to add a new blanket PO and select **OK**.

Blanket PO LookUp or (A)dd

4. Select the **ENTER** key to force the system to automatically assign a number to the requisition.

Enter new BPO No, "N"o Number, <ENTER> to assign automatically

5. Select **OK** when the alert window appears and the BPOM form will appear.

6. Enter today's date in **BPO Date**.

A screenshot of a form with three rows. The first row is 'BPO Date' with a text box containing '04/24/17' and a calendar icon to its right. A red arrow points to the calendar icon. The second row is 'Requisitions' with a text box containing '1' and a dropdown menu icon. The third row is 'AP Type' with an empty text box and a dropdown menu icon.

7. Enter **001** in **AP Type**.

A screenshot of a form with three rows. The first row is 'BPO Date' with a text box containing '04/24/17' and a calendar icon. The second row is 'Requisitions' with a text box containing '1' and a dropdown menu icon. The third row is 'AP Type' with an empty text box and a dropdown menu icon. A red arrow points to the dropdown menu icon.

8. **Optional:** Enter a date in **Expire Date**. This could be the end of a fiscal year.

A screenshot of a form with two rows. The first row is 'Maintenance Date' with an empty text box and a calendar icon. The second row is 'Expire Date' with an empty text box and a calendar icon. A red arrow points to the calendar icon for the 'Expire Date' field.

9. Enter the vendor ID number in **Vendor ID**. If you do not know the vendor ID, enter the vendor name to search for it in the records. Once a vendor has been selected, the Vendor ID, Name, Address, and CSZ fields will be populated.

A screenshot of a form with three rows. The first row is 'Vendor ID' with an empty text box and a dropdown menu icon. A red arrow points to the dropdown menu icon. The second row is 'Name' with a text box containing '1' and an empty text box. The third row is 'Address' with a text box containing '1' and an empty text box. There is a 'Types' button on the right side.

Note: If the vendor cannot be found in Colleague, contact Deanna Burghardt to have the vendor added to Colleague.

10. Select the detail button next to **Ship To** to open the **BPSM** form.

A screenshot of a form with three rows. The first row is 'Country' with an empty text box and a dropdown menu icon. The second row is 'Ship To' with a text box containing '01 Attn:' and a detail button (document icon). A red arrow points to the detail button. The third row is 'Ship Via' with an empty text box and a dropdown menu icon.

- a. Add your department name after **Attn:** in the **Shipping Name** field.

A screenshot of a form with three rows. The first row is 'Ship To Code' with a text box containing '01'. The second row is 'Shipping Name' with a text box containing 'Attn:' and an empty text box. A red arrow points to the empty text box. The third row is 'Shipping Address' with a text box containing '1' and 'Prairie State College'.

- b. Select **Save** to return to the BPOM form.

A screenshot of a button bar containing four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'.

11. Leave the **Approvals** field blank. Colleague will **not** automatically populate this information. You must contact your approvers and let them know they need to approve this Blanket Purchase Order.

12. Enter your PSC ID number in **Initiator**. The system will automatically fill in your name.

13. Select the detail button next to **Prt Comment** to open the comments screen. These comments will print on the PO.

- Enter the fax number and/or mailing address of the company, Attn: line (if applicable), quote number (if applicable), budget code being used to purchase the items, department name, and any other information that would be needed when purchasing the items.
 - Select **Save** to return to the BPOM form.
14. Select the detail button next to **Expense Nos** to open the **BGLM** form.

- Select the detail button next to **Description** to open the comments screen. Enter any application details about the blanket PO and select **Save**.

- Select the **Save** button to return to the BGLM form.
- Enter the total amount for the blank PO in **Blanket PO Total Amount**.

- Enter **Y** in **Use Distribution on Vendor**.

- e. Enter the budget codes that the purchase will be taken from in **GL Account No/Project ID** along with the **Percent OR Amount** for each budget code.

GL Account No/Project ID	Percent	Amount
1 <input type="text"/>	<input type="text"/> =	<input type="text"/>

- f. Select **Save** to return to the BPOM form.
15. Enter **Y** in **BPO Done**.

BPO Done	<input type="text" value="No"/>
Item Orders	<input type="text"/> = <input type="text"/>

Note: Make sure you are completely finished and that there are no errors. Once you select **Save**, you cannot go back and edit the requisition.

16. Select **Save**.

<input type="button" value="Save"/>	<input type="button" value="Save All"/>	<input type="button" value="Cancel"/>	<input type="button" value="Cancel All"/>
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17. An alert window will appear with the BPO number. **Write down the requisition number.** You will need it to look up the PO once it has been approved.

Approving Requisitions

- Log in to Colleague: <http://colleague.prairiestate.edu>
- In the Form Search field, enter **APRN** and select the search icon.

<input type="text" value="Search for a Form..."/>	<input type="button" value="Q"/>	<input type="button" value="Navigate"/>
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- In the **Authorization LookUp** window, enter your username or PSC ID number and select **OK**.

Authorization LookUp			
<input type="text" value="Authorization LookUp"/>			
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Finish"/>	<input type="button" value="Help"/>

- In the **Fiscal Year LookUp** window, enter the four-digit fiscal year for the corresponding PO.

5. You will be presented with one of two options:
 - a. An alert will appear stating that you have no requisitions to approve. Select **OK** and logout of Colleague.
 - b. The **APRN** form appears and will list all requisitions that require your approval.

	Type	Document ID	Name	Date	Net	Approve
1	<input type="checkbox"/>	<input type="text"/>				
2	<input type="checkbox"/>	<input type="text"/>				
3	<input type="checkbox"/>	<input type="text"/>				
4	<input type="checkbox"/>	<input type="text"/>				

6. To approve a requisition, enter **Y** in the corresponding **Approve** field.

Net	Approve
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



7. Select **Save**.

<input type="button" value="Save"/>	<input type="button" value="Save All"/>	<input type="button" value="Cancel"/>	<input type="button" value="Cancel All"/>
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Checking Requisition/PO Status

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **VENI** and select the search icon.

	<input type="text" value="Search for a Form..."/>			<input type="button" value="Navigate"/>
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3. In the **Vendors LookUp** window, enter the vendor ID number, if known, or the vendor name and select **OK**.

Vendors LookUp			
<input type="text" value="Vendors LookUp"/>			
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Finish"/>	<input type="button" value="Help"/>

4. The VENI form appears and shows the status of all requisitions, purchase orders, and vouchers (checks).
5. To view the information on any item, select the detail button next to the item number.

Number	Date	Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>



6. Check the status by looking in the **Status** column. Below is a list of what you will find in this column:

Number	Date	Amount	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Not Approved:** Still needs to be approved by all responsible parties
- **Outstanding:** Has been approved but still needs to be made into a PO
- **In Progress:** Requisition is not complete
- **A:** Accepted
- **P:** Paid
- **R:** Reconciled
- **U:** Unfinished

Purchase Order Receiving

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **PORC** and select the search icon.

3. In the **Purchase Order LookUp** window, enter the number you were given when the requisition was created and select **OK**.

Note: If the requisition has not been approved by all required supervisors, you will get an alert stating that the record cannot be found.

If you search for a PO after all items have been received, you will receive an alert stating that there are no outstanding items.

4. If the requisition has been approved by all required supervisors, the PORC form will open.

5. You can accept items two different ways:
- Accept items as they are received:** In the **Qty Accepted** field enter the number of units received for each item.

	Item Description	Vendor Part	Qty Ordered	Unit	Qty Accepted	Rcvd
1	<input type="text"/>					
2	<input type="text"/>					
3	<input type="text"/>					

- Accept all items once they have all been received:** Once all the items on the PO have been received, enter **Y** in the **Accept All Items** field.

9	<input type="text"/>					
10	<input type="text"/>					

Received By

Accept All Items

6. Select **Save**.

Timeline

Once the requisition has been approved by the necessary administrators, the purchasing department creates the PO and gives it the PO number. Five (5) copies of the PO are then printed and distributed as follows:

- Ordered as listed in the Printed Comments field on the requisition.
- Initiator
- Accounts Payable
- Receiving
- Purchasing

Payment

Accounts Payable produces checks thirty (30) days from the date of the invoice, provided that they receive the appropriate approvals and documentation in a timely basis. The sooner the invoice is submitted to Accounts Payable for processing, the better the chances that it will be paid thirty (30) days after the invoice date.

Note: If you need the invoice paid sooner than the allotted thirty (30) days, please contact Accounts Payable as soon as possible. They will do their best to make accommodations to meet your needs.