Prairie State College

Colleague: Requisitions and Purchase Orders

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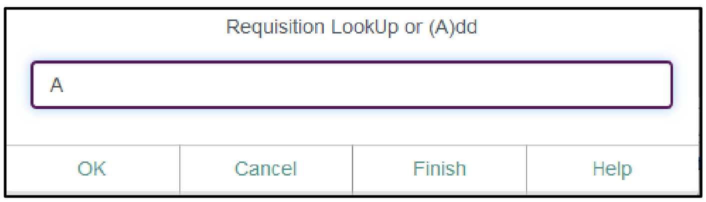
Requisitions and Purchase Orders

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

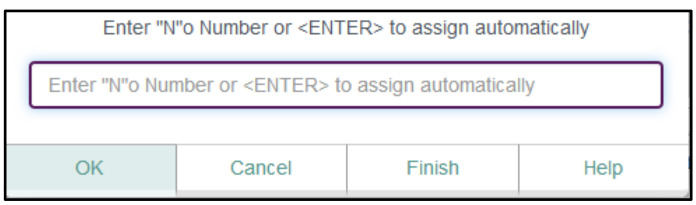
Creating New Requisitions

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

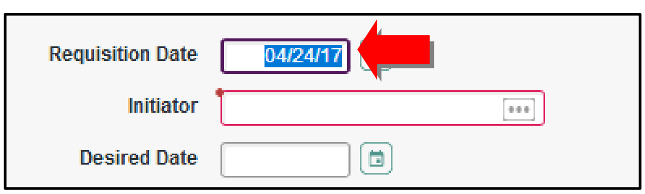
3. In the **Requisition LookUp or (A)dd** window, enter **A** to add a new requisition and select **OK**.



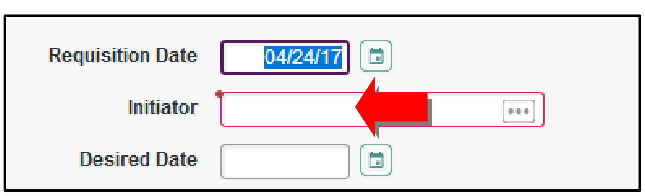
4. Select the **ENTER** key to force the system to automatically assign a number to the requisition.



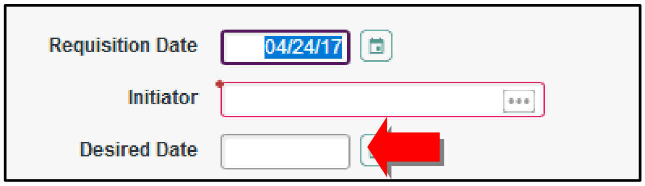
5. Select **OK** when the alert window appears and the REQM form will appear.
6. Enter today's date in **Requisition Date**.



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**.

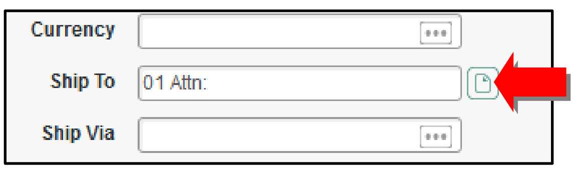


Note: Not all requests can, or will, be granted.

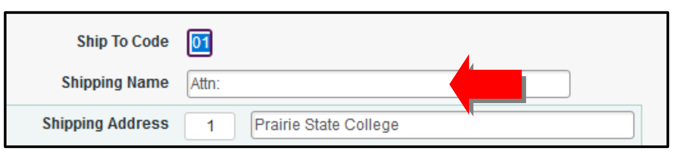
9. Enter the vendor ID number in **Vendor ID**. If you do not know the vendor ID, enter the vendor name to search for it in the records. Once a vendor has been selected, the Vendor ID, Name, Address, and CSZ fields will be populated.

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.

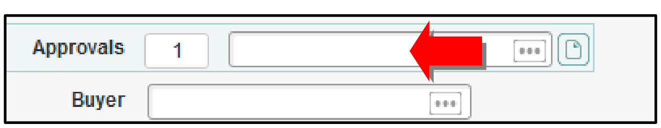


   a. Add your department name after **Attn:** in the **Shipping Name** field.



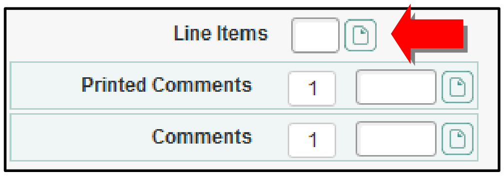
   b. Select **Save** to return to the REQM form.

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

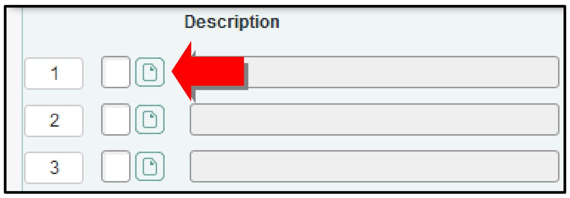


12. Enter **001** in **AP Type**.

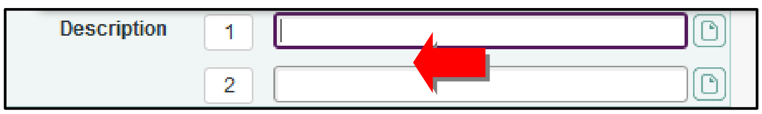
13. Select the detail button next to **Line Items** to open the **RQIL** form.



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

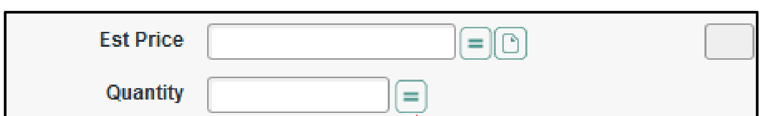


   b. Enter the name of the first item in **Description**.

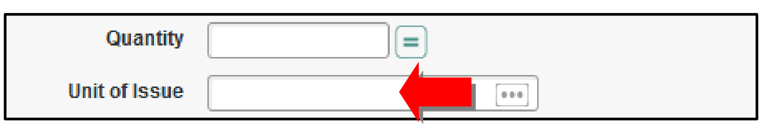


   c. Enter the cost of the item in **Est Price**.

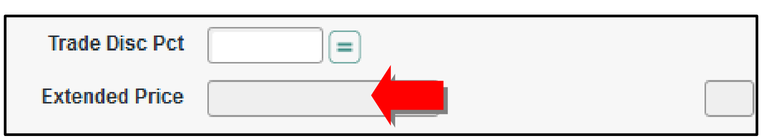
   d. Enter the total number of the item being purchased in **Quantity**.



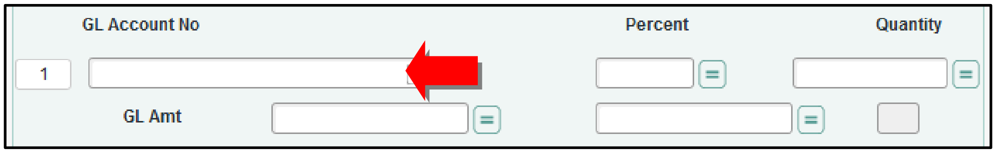
   e. Enter **ea** in **Unit of Issue**.



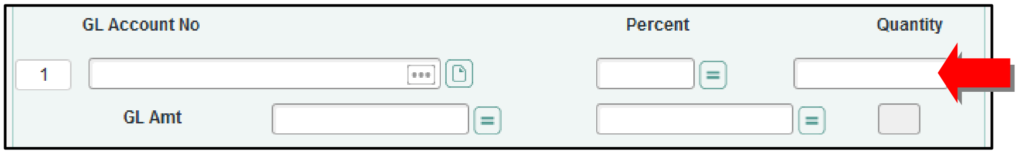
   f. The **Extended Price** will automatically populate based on the Est Price and Quantity fields.



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



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

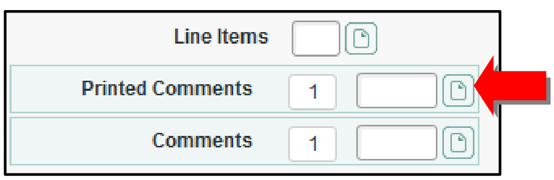


i. Select **Save** to return to the RQIL form.

j. Repeat step 13 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.

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

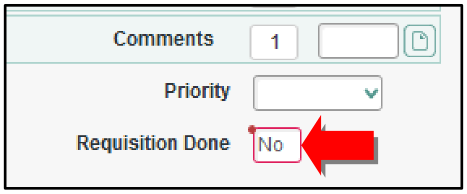


a. Enter the fax number and/or mailing address of the company, Attn: line (if applicable), quote number (if applicable), budget code being used to purchase the items, department name, and any other information that would be needed when purchasing the items.

> **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**.



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

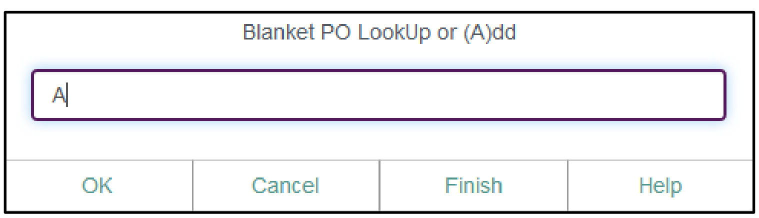
17. Select **Save**.

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.

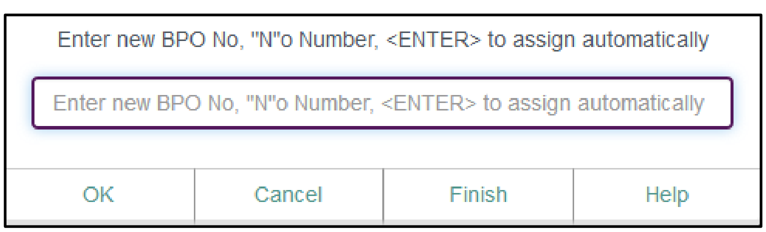
Creating Blanket Purchase Orders

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**.

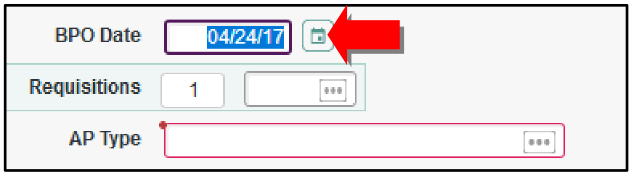


4. Select the **ENTER** key to force the system to automatically assign a number to the requisition.

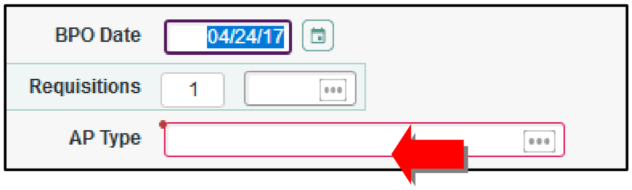


5. Select **OK** when the alert window appears and the BPOM form will appear.

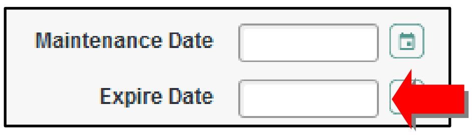
6. Enter today's date in **BPO Date**.



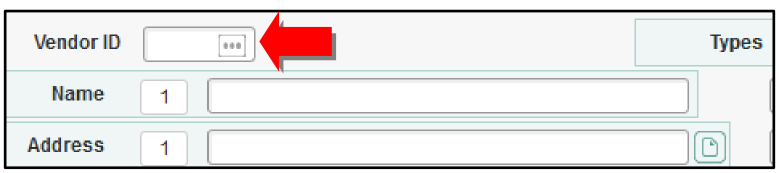
7. Enter **001** in **AP Type**.



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

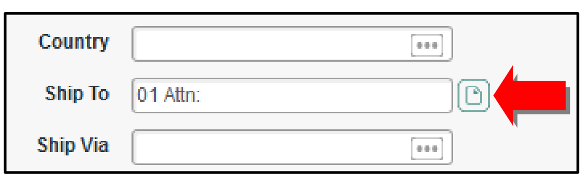


9. Enter the vendor ID number in **Vendor ID**. If you do not know the vendor ID, enter the vendor name to search for it in the records. Once a vendor has been selected, the Vendor ID, Name, Address, and CSZ fields will be populated.

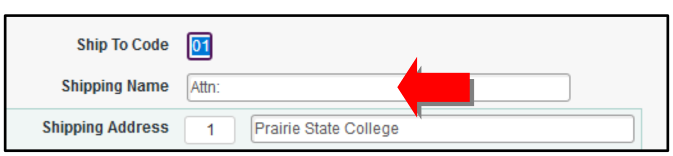


> **Note:** If the vendor cannot be found in Colleague, contact Deanna Burghardt to have the vendor added to Colleague.

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

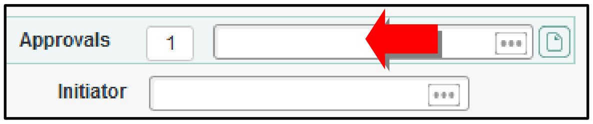


   a. Add your department name after **Attn:** in the **Shipping Name** field.



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

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.

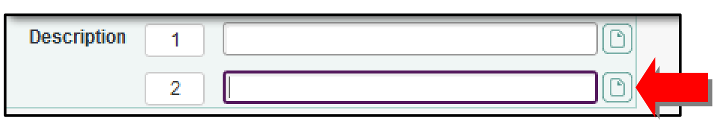
13. Select the detail button next to **Prt Comment** to open the comments screen. These comments will print on the PO.

    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.

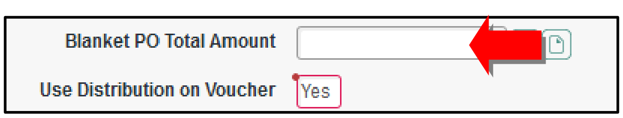
    b. Select **Save** to return to the BPOM form**.**

14. Select the detail button next to **Expense Nos** to open the **BGLM** form.

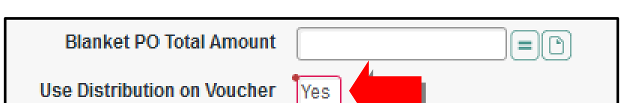
    a. Select the detail button next to **Description** to open the comments screen. Enter any application details about the blanket PO and select **Save**.



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



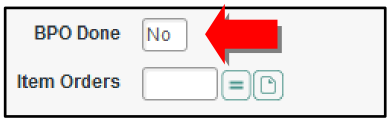
    d. Enter **Y** in **Use Distribution on Vendor**.



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.

f. Select **Save** to return to the BPOM form.

15. Enter **Y** in **BPO Done**.



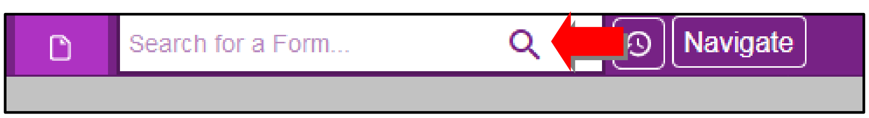
> **Note:** Make sure you are completely finished and that there are no errors. Once you select **Save**, you cannot go back and edit the requisition.

16. Select **Save**.

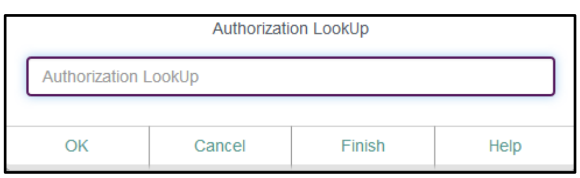
17. An alert window will appear with the BPO number. ***Write down the requisition number***. You will need it to look up the PO once it has been approved.

Approving Requisitions

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

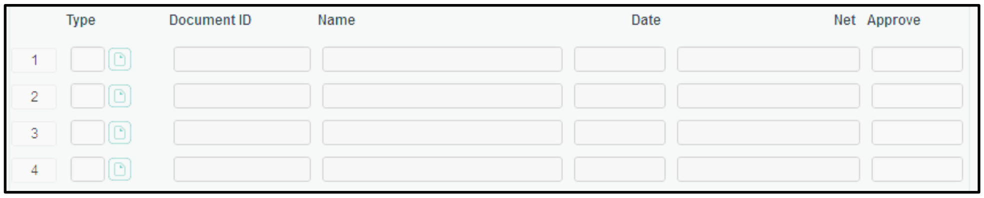


3. In the **Authorization LookUp** window, enter your username or PSC ID number and select **OK**.

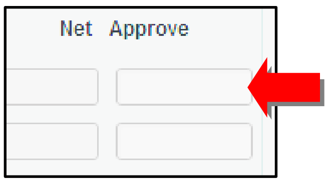


4. In the **Fiscal Year LookUp** window, enter the four-digit fiscal year for the corresponding PO.

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.



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

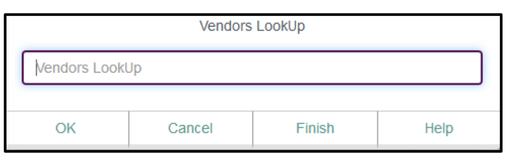


7. Select **Save**.

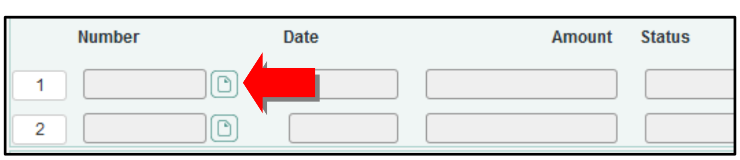
Checking Requisition/PO Status

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

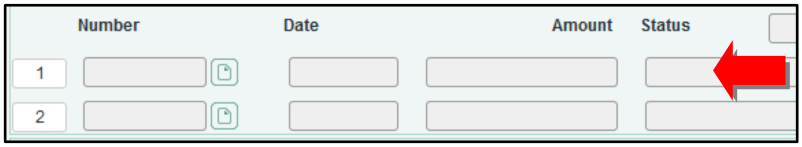
3. In the **Vendors LookUp** window, enter the vendor ID number, if known, or the vendor name and select **OK**.



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.



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

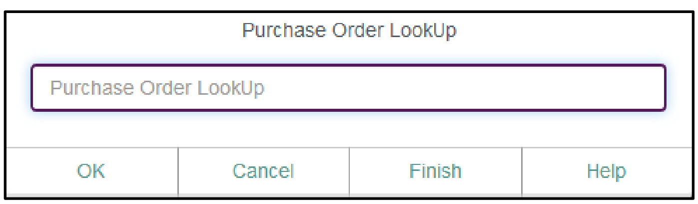


- **Not Approved:** Still needs to be approved by all responsible parties
- **Outstanding:** Has been approved but still needs to be made into a PO
- **In Progress:** Requisition is not complete
- **A:** Accepted
- **P:** Paid
- **R:** Reconciled
- **U:** Unfinished

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**.

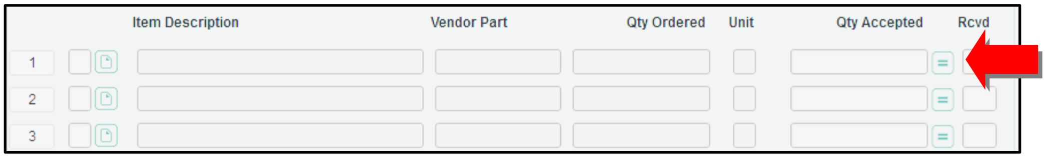


Note: If the requisition has not been approved by all required supervisors, you will get an alert stating that the record cannot be found.

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:
    a. **Accept items as they are received:** In the **Qty Accepted** field enter the number of units received for each item.



    b. **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.

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:

1. Ordered as listed in the Printed Comments field on the requisition.
2. Initiator
3. Accounts Payable
4. Receiving
5. 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.