

Creating a Requisition in CIS Exercises

Last Modified September 28, 2007

- LOGON TO CIS Training Module
 - username = train1
 - password = student
 - database = training
- Please note you are welcome to use the CIS training module in your office

Exercise 1: Header Funded Requisition

- Funding is for the document as a whole and applies to all ordered items. You can use up to six account and sub-code combinations, splitting payments by dollar amount or percentages.
- **Use line item funding if more than 6 funds**
- Use when ordering goods that will be delivered directly to department or Central Receiving
- Header funding cannot be changed once invoicing has been entered in FRS

Dr. Hunter needs surgical grade instruments for use by students in her lab. She needs 20 each Castroviejo suturing forceps and 20 each 5 ½ inch tungsten carbide operating scissors. Last year you ordered the same items and the cost was \$5,000.00 so you know the purchasing agent will need to issue a bid.

1. From the menu select:

Financial, Documents, Create Documents, REQ Header Funding Create

A reminder box will pop up “When not the result of a bid, goods over \$5,000, services over \$25,000 need sole source, comments to enter.” Click OK to continue.

2. ORDERED BY

Press the TAB key and the ordered by name, department and phone will fill in with “training” information. When not in the Training Module, the ordered by name, department, and phone will default (as you TAB past them) to your name, department, and phone.

For today, change the Ordered by Name to your name (so that you can find your document later).

3. DELIVER TO

The deliver to name, department and address will also fill in with “training” information as you TAB past them. “Ship to” address is address to which the vendor will ship. The default is Central Receiving.

4. PREPARED BY

This field cannot be altered; the information is fed from your CIS login.

5. VENDOR

As you don't yet know the vendor name, enter “Out to bid” or leave blank.

6. CLICK THE PAGE 2 BUTTON

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7. ORDERED GOODS AND FUNDING

Document Detail Section:

Qty = 20

UOM (Unit of Measure) = each

Description = Castroviejo suturing forceps (**for requisitions to enter the description click the Enter Desc button**)

Unit Price = \$50.00

User Field (optional 10 character field) = leave blank

Qty = 20

UOM (Unit of Measure) = EA

Description = 5 ½ inch tungsten carbide operating scissors

Unit Price = \$200.00

User Field (optional 10 character field) = leave blank

Header Level Funding Section:

Account = 135555

Subcode = 3410

Percent = leave blank

Dollar = \$4,000.00

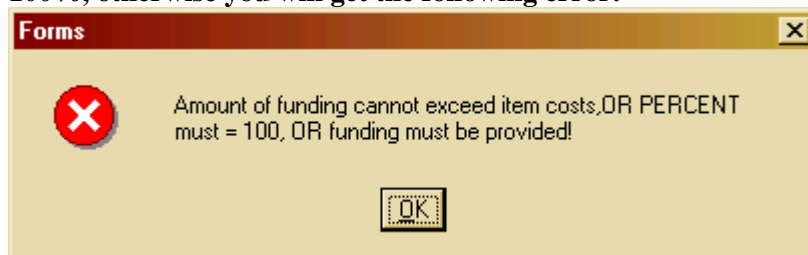
Account = 135555

Subcode = 3411

Dollar = leave blank


Percent = 100

Please Note: in the Header Level Funding section it is required that the percent total equals 100%, otherwise you will get the following error:



8. COMPLETE DOCUMENT

Once you are satisfied with all the parts of your document, click the “send into the approval process” button.

Go back to the CIS main menu, using the Exit  key.

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Exercise 2: Line Funded Requisition

- **Line Funded** – funding is applied to each ordered item/line. Use line funded if using more than six account and sub-code combinations.
- open purchase orders
- agreements (maintenance, rental, lease, lease/purchase, licensing, service, consulting)
- honorariums
- construction projects
- Architectural/Engineering services
- **EXCEPTION** – if services are complete and there are fewer than 7 funds may use header funding
- Line item funding can be changed after invoicing has been entered. If there is any chance that you would want to change funding, use line item funding.
- Use the format shown on Purchase Order Worksheets on Purchasing's website: <http://www.purchasing.colostate.edu/pages/powrksht.asp>

Create a requisition for an open purchase order for liquid nitrogen and monthly tank rental fees for purchase by the Microbiology department.

The estimated amount to be spent for the period 7/1/03 through 4/1/04 is \$1,500.00 to be split between two funds.

Colorado State University Bid B500188 awarded General Air a contract for gases expiring 4/1/2004. The department wants a single order limit of \$375.00.

The persons authorized to place orders are Jenny Harding, Dr. Ian Orme.

The prior order was P921172.

Vendor:

General Air, 1916 Heath Parkway, Fort Collins, CO 80524

Funds, line item funding:

1-35555- 3410 \$750.00

1-35555-3412 \$750.00

1. From the menu select:

Financial, Documents, Create Documents, REQ Line Funding Create

2. ORDERED BY

Press the TAB key and the ordered by name, department and phone will fill in with "training" information. When not in the Training Module, the ordered by name, department, and phone will default (as you TAB past them) to your name, department, and phone.

For today, change the Ordered by Name to your name (so that you can find your document later).

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3. DELIVER TO


The deliver to name, department and address will also fill in with "training" information as you TAB past them. For this exercise change this to the Dr. Orme's name.

4. PREPARED BY

This field cannot be altered; the information is fed from your CIS login.

5. VENDOR

Tab or mouse click in the vendor name field.

The list key  should **always** be used on the vendor field when choosing your vendor. Press the list key; when the "Enter Reduction Criteria" box comes up, today input the letter G, then click the OK button. Normally, you would input 1- 4 letters to search on.

Vendor List Columns

Name	ID	Type	ACARD	Addr1	Addr	City	Stat
ALSCO	V0000000030	R	Y	317 S THIRD ST		LARAMIE	WY
ALSCO	V0000000030	O	Y	317 S 3RD ST		LARAMIE	WY
ALSCO	V0000000030	R	Y	702 S 9TH		GRAND JCT	CO
ALSCO	V0000000030	O	Y	P O BOX 370		GRAND JCT	CO
ALSCO	V0000000030	O	Y	100 N LINK LANE		FORT COLLIN	CO


In the picture above, note the TYPE column.

The TYPE column describes whether the address listed to the right is a Remittance Address (R) or an Order Address (O). When creating a requisition, use the Order from address.

For this exercise type use the list icon and type in GENE, select General Air, 1916 Heath Parkway address.

6. CLICK THE PAGE 2 BUTTON

7. ORDERED GOODS AND FUNDING

The list key  can be used to search for valid units of measure.

The line items should be:

Line Item 1

Qty = blank

UOM (Unit of Measure) = T

Description = Open purchase order for liquid nitrogen and monthly tank rental fees for use by the Microbiology department only.

Period: July 1, 2003 – April 1, 2004

B500188 expires 4/1/04

Single order not to exceed \$375.00

Total order not to exceed \$1,500.00

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Line Item 2

Qty = blank

UOM (Unit of Measure) = T

Description = Persons authorized to request delivery: Jenny Harding and Dr. Ian Orme

Previous PO P921172

Line Item 3

Qty = 1

UOM (Unit of Measure) = LOT

Description = Split Funding

Unit Price = \$750.00

Acct = 135555

Subcd = 3410

Line Item 4

Qty = 1

UOM (Unit of Measure) = LOT

Description = Split Funding

Unit Price = \$750.00


Acct = 135555

Subcd = 3411

USER FIELD


This is an optional 10-character field. It allows you to input information that is pertinent to your department. For example, if you are ordering for different labs on the same document, you could input the name of the lab.

8. COMMENTS

Comments should contain information that Central Receiving, Accounts Payable or Purchasing would need to know. Save your document by pressing the Save icon , then click on the Enter Comments button. Type in a comment, press save again and close comments. If this were a sole source purchase, you could enter the sole source justification here.

9. COMPLETE DOCUMENT

Once you are satisfied with all the parts of your document, click the “send into the approval process” button.

Go back to the CIS main menu, using the Exit  key.

Telecommunications Requisition

From the menu select:

Financial, Documents, Create Documents, and choose the document you want to create.

Select REQ Header Funding Create

The unit of measure is A. The dollar amount is zero. You cannot change these fields.