ELECTRONIC
REQUISITION
PROCEDURE
NO APPROVALS

Colleague UI v. 4.5

Revised August 2015

Windows Keyboard Shortcuts [Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.]

For Windows users, the shortcuts listed below are available when your cursor is *not* within a UI form.

- Change focus to search box (toggles between Person and Form search): **Ctrl+Shift+S**
- Show Search Results panel: **Ctrl+Alt+R**
- Show Clear History dialog box: **Ctrl+Alt+T**
- Show Advanced Person Search dialog box: **Ctrl+Alt+A**
- Show Navigation Panel: **Ctrl+Alt+N**
- Show Favorites Panel: **Ctrl+Alt+F**
- Exit/Logout: **Ctrl+Alt+L**
- Show Debug Information: **Ctrl+Alt+B**
- Show Help (for current UI area in focus): **Ctrl+Alt+H**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**
- View all records in Context Area (card selector drop-down): **Ctrl+Shift+A**
- Map current record in Context Area: **Ctrl+Shift+M**
- Map all records in Context Area: **Ctrl+Alt+M**
- Close current record in Context Area: **Ctrl+Shift+X**
- Close all records in Context Area: **Ctrl+Alt+X**
- Add current record in Context Area to Favorites: **Ctrl+Shift+V**
- Add all records in Context Area to Favorites: **Ctrl+Alt+V**
- Go to next record in Context Area: **Ctrl+Shift+N**
- Go to previous record in Context Area: **Ctrl+Shift+R**
- Launch Copy Window for current card in Context Area: **Ctrl+Shift+C**
- Close open panels (and return to the main UI window): **Esc**

The keyboard shortcuts listed below are available only when working within a UI form (alternative keystroke combinations are separated by |). Most of these commands are also accessible from the UI Form menu.

- Move to the next field: **Tab**
- Move to the previous field: **Shift+Tab**
- Open a drop-down list to select a value: **Down Arrow**
- Scroll through the values in a drop-down list: **Up/Down Arrow**
- Select the highlighted value in the drop-down list: **Enter**
- Move forward one row in a table: **Down Arrow***
- Move back one row in a table: **Up Arrow***
- Move forward one page in a table: **Page Up**
- Move backward one page in a table: **Page Down**
- Move to the previous form: **Ctrl+Page Up**
- Move to the next form: **Ctrl+Page Down**
- Move to the beginning of the current field: **Home**
- Move to the end of the current field: **End**
- Move to the first row of a table: **Ctrl+Home**
- Move to the last row of a table: **Ctrl+End**
- Field insert in a table: **Insert**
- Field delete in a table: **Ctrl+Alt+D**
- Cancel from current form: **F8**
- Cancel from all forms: **Shift+F8**
- Finish from current form: **Ctrl+F9**
- Save current form: **F9** | **Ctrl+0** (zero, not the letter o)
- Save all open forms: **Shift+F9**
- Detail: **F2**
- Print active form: **Ctrl+Alt+P**
- Help: **Ctrl+Alt+H | F1** (shows help for area currently in focus; **F1** may not work in all instances)
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): **Ctrl+U**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**

*If the current field within a window has a drop-down list, use **Down Arrow** to open the list, **Up/Down Arrow** to move up and down within the list, and **Ctrl+Up** or **Ctrl+Down** to move back or forward one row.

STANDARD PO INSTRUCTIONS

When to make it a standard & what to look for:

- Vendor or department requires purchase order
    - Single/one time usage
- Time span
    - **Single** invoice purchase
    - Payment closes PO
- Funds
    - Must maintain **positive** account balance or email of transfer fund request
    - Review quarterly or as required
    - High-end purchases; $25,000
    - $1,000 minimum
    - Fixed Assets: $5,000 per single item or units that function as one: includes components, training, warranty, packaging, software, shipping and handling, installation, and lift equipment
    - Plant fund – Business Office/Assistant Controller assigns GL #'s
        - Not for deferred maintenance
        - Upgrades to buildings/equipment/furniture/communications
        - Funds transferred from operations
- Description
    - **Single** & **specific** per line
    - Initial deposits **require** separate line
- Single or Multiple GL account #'s
- Colleague requires purchasing to accept individual line items prior to payment in AP
    - Purchasing accepts quantity reference per individual invoice so payment can be processed in AP

<u>Examples</u>

- Single one time purchases.
  Examples:
    - ◊ Equipment item under $5K
    - ◊ Repairs/Rentals

- Capital Equipment (Fixed Assets) - (7707)
  Examples:
    - ◊ Equipment item over $5K

BLANKET PO INSTRUCTIONS

When to make it a blanket & what to look for:

- Funds
    - Must maintain **positive** account balance or email of transfer fund request
    - Review quarterly or as required
    - Plant fund – Business Office/Assistant Controller assigns GL #'s
        - Not deferred maintenance
        - Upgrades to buildings/equipment/furniture/communications
        - Funds transferred from operations
- Mandatory for amounts exceeding $25,000 per university procedure
    - Cumulative/year
- Vendor or department requires purchase order
- Extended period of time; limited to one year
    - Quarter, bi-annual, year
    - Minimum 30 days; not same month payment
    - PO's are not created solely for payment purposes
      They are an ordering tool
- Multiple invoices against a single blanket purchase order
    - Ex: Waste Management, computer purchases, long term leases
- Consistently used vendor/product
- Used for budget control
    - Ex: Lasko, EBSCO, Blick Art, Pacific Landscape
- Not required to accept prior to payment

<u>Examples</u>

- Long term leases
    - Copiers
    - Property
- Contractual payments
    - Consultants
    - Clinical Consultation Services
    - Metro
    - Office Depot
    - FedEx
    - Kone
    - Construction projects/upgrades
    - Landscape Maintenance
    - License renewals or maintenance

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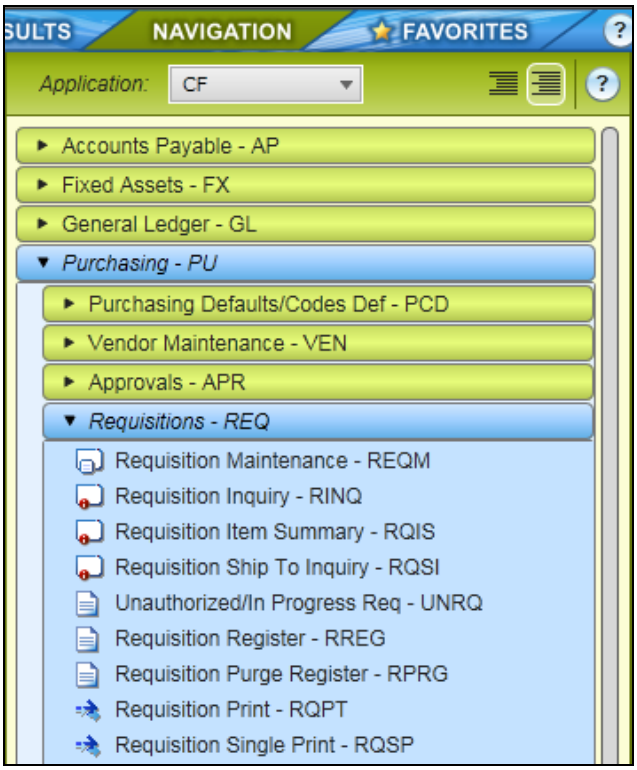
REQUISITION MNEUMONICS:



HELPFUL HINTS:

- The Colleague system is **date driven;** pay special attention when entering dates.
- "Tab" or "Enter" is useful to navigate through fields in established order.
- Enter ALL information in ALL CAPS.
- Use "=" at beginning of information to maintain capitalization
- Double check everything! Names, dates, numbers, AP types, addresses, suite numbers, etc.
    - Requisition dates cannot be changed after requisition is marked done.
- Shift @ - repeat a GL or Requisition number that was just used.
- LookUp prompt: Type "…" when entered into field; this displays appropriate numbers, units, etc.
- **Ctrl+Alt+D – delete unwanted typing in fields**
- Ctrl Z – Retrieve deleted text.
- "Detail" Icon: (magnifying glass) at right of field: click on it to prompt a new detail screen.

- TOOLBAR:
    - Use *Save* to update out of current screen and remain in requisition.
      (When instructed to "Save and Update," use this.)
    - Use *Save All* to save and update all work and exit requisition.
    - Use *Cancel* to cancel out of a single requisition screen.
    - Use *Cancel All* to cancel out of all open requisition screens.
- PRINTING: Print requisitions in *portrait* mode.
- **Purchase Orders are produced Tuesday and Thursday. Completed requisitions and supporting backup must be received prior to 10:00 am to be processed the same day.**

REQUISITION MAINTENANCE:

MANDATORY information fields:

a. Requisition Date – The system is date driven and defaults to current date. Requisitions for coming fiscal year (but entered before new fiscal year begins) MUST be dated July 1.

b. Maintenance Date – Enter current date when a **change** is made to a completed requisition. **Be sure Maintenance Date does NOT precede the initial Requisition Date.**

c. Initiator

d. AP Type

e. At least one item, including a description and a positive dollar amount

f. GL number assigned to the line item

g. Comments – Instructions to the Purchasing Dept.: PO type, preferred order method, change GL #, lead time, deposit instructions, completion date, etc.

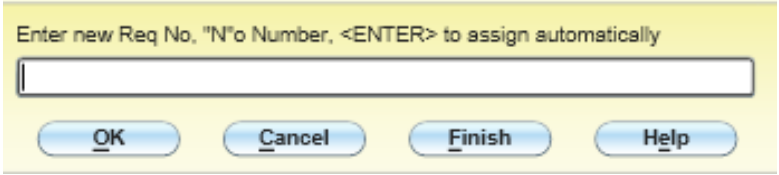
h. Vendor part (for Standards only)

i. Requisition Done
   - N (No): Stays with the department
   - Y (Yes): Purchase Order can be created

1. **REQM**- Requisition Maintenance

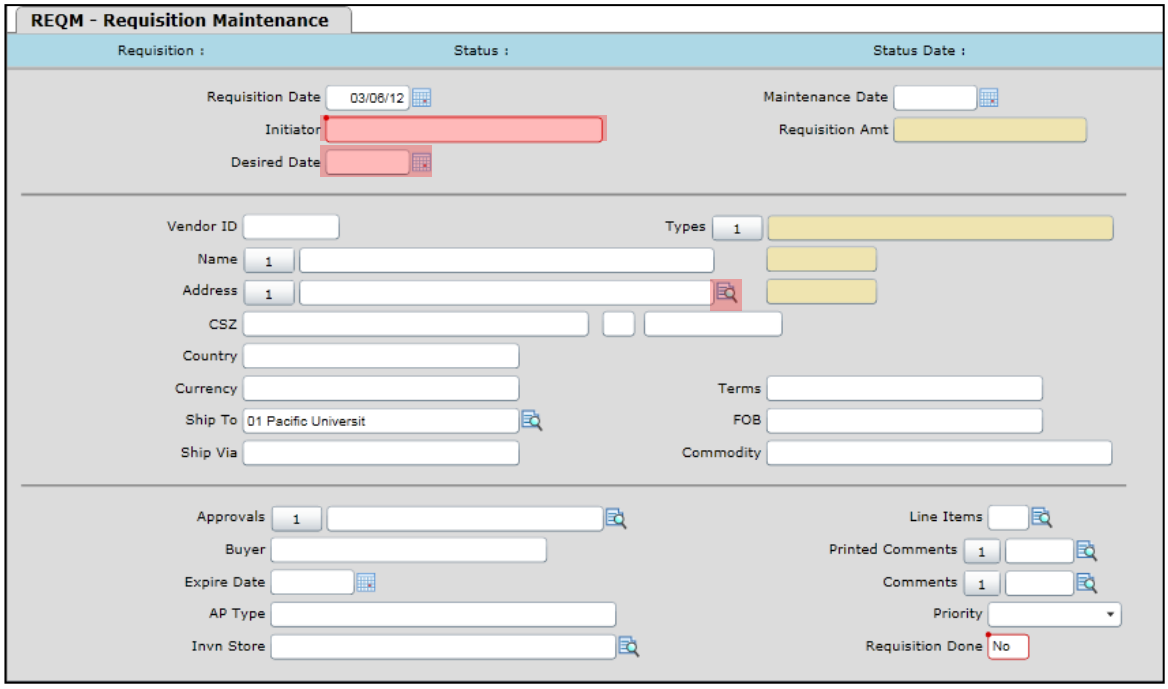
   Requisition LookUp prompt:

2. Either Add or Modify a requisition:

To ADD new Requisition:	***OR***	To FIND an existing Requisition:
Type "A" then Enter, to bring up the prompt below: **Do NOT enter "N"; Hit ENTER.**  This prompt comes up. Hit OK (Enter). 		Choose one of the following: Number of requisition Vendor name "…" for LookUp (Req. Resolution) Shift and @ calls up last requisition entered during the same session

3. Date falls in a future month. Accept date (Y,N): "Y" and then "Enter"
4. REQM screen ready for data entry

5. Input data.



1. **Requisition Date** – The system is date driven and defaults to current date. Requisitions for coming fiscal year (but entered before new fiscal year begins) MUST be dated July 1.
2. **Initiator:** enter ID (name or initials of person) originating requisition for lookup and selection of Initiator in Colleague.
3. **Desired Date:** Enter date requested items are needed.
4. **Maintenance Date** – Enter the current date when a **change** is made to a completed requisition. **Be sure Maintenance Date does NOT precede the initial Requisition Date.**
5. **Requisition Amount:** Colleague automatically totals multiple GL accounts and line items. **Compare** total with personal worksheet at the end of the entry process (before updating) to ensure numbers match.
6. **Vendor ID:** Enter ID # of vendor, or type part of **vendor name** for lookup and selection of vendor in Colleague. If vendor does not appear to be in the system, contact Purchasing or A/P.
    a. **It is the department's responsibility to request IRS version 2014 W-9 for new or updated vendors (copy A/P).**
7. **Name:** return- N/A, **<u>do not use</u>**, will not pull vendor from system
8. **Address:** "Detail" for additional addresses. If not available, **<u>do not add</u>;** contact Purchasing or A/P.
9. **CSZ:** Colleague automatically fills with address selected
10. **Country:** return- N/A
11. **Currency:** return- N/A

12. **Ship to:** Defaults to 01 (main address). Use "…" LookUp prompt and consult with Purchasing for alternate ship-to options. Shipping address: fill with "/ATTN: [INITIATOR]" and add appropriate phone number. (May need to insert "=" before entry in shipping address to maintain capitalization.) Then Save and Update.

SHIP TO CODES

01 **Standard: Forest Grove**	Name: Pacific University Address 1: PO /ATTN: Address 2: 2043 College Way CSZ: Forest Grove OR 97116 Phone: 503-352-2265 Ext:
02 **Service Center**	Name: Pacific University/Service Ctr Address 1: PO /ATTN: SHANA DAVID Address 2: 2019 21st Avenue CSZ: Forest Grove OR 97116 Phone: 503-352-2731 Ext:
03 **Lane County**	Name: Pacific University/LaneCo Address 1: PO /ATTN: SHELLY KNIGHT Address 2: 40 East Broadway Suite 250 CSZ: Eugene OR 97401 Phone: 541-485-6812 Ext:
04 **Facilities: Freight**	Name: Pacific University/Facilities Address 1: PO /ATTN: (DEPARTMENT NAME) Address 2: 2352 Sunset Drive CSZ: Forest Grove OR 97116 Phone: Ext:
05 **HPC1**	Name: Pacific University/HPC1 Address 1: PO /ATTN: Address 2: 222 SE 8th Ave Ste CSZ: Hillsboro OR 97123 Phone: Ext:

06 **Optometry: Beaverton**	Name: Pacific EyeClinic Bvtn Address 1: PO /ATTN: MELISSA JENSEN Address 2: 12600 SW Crescent St, Ste 130 CSZ: Beaverton OR 97005 Phone: 503-988-3506 Ext:
07 **MFA**	Name: Pacific University/MFA Address 1: PO /ATTN: SHELLEY WASHBURN Address 2: 530 NW 12th Ave CSZ: Portland OR 97209 Phone: 503-352-1531 Ext:
08 **HPC2**	Name: Pacific University/HPC2 Address 1: PO /ATTN: Address 2: 190 SE 8th Ave Ste CSZ: Hillsboro OR 97123 Phone: Ext:
09 **Audiology**	Name: Pacific University/Audiology Address 1: PO /ATTN: VICTORIA KEETAY Address 2: 333 SE 7th Ave Ste 4450 CSZ: Hillsboro OR 97123 Phone: 503-352-2657 Ext:
10 **Optometry: Portland**	Name: Pacific EyeClinic Ptld Address 1: PO /ATTN: LINDA FIELDS Address 2: 511 SW 10th Ave Suite 500 CSZ: Portland OR 97205 Phone: 503-352-2512 Ext:
11 **Human Resources**	Name: Pacific University/Hmn Resrc Address 1: PO /ATTN: Address 2: 2011 21st Ave CSZ: Forest Grove OR 97116 Phone: 503-352-3002 Ext:

13. **Ship Via:** OPTIONAL. "…" LookUp prompt. Enter number of corresponding **SUGGESTED** shipping method; hit Enter. Or this field can be left blank.

#	Key	Description
1	AE	AIRBORNE EXPRESS
2	CP	DO NOT SHIP ORDER
3	DH	DHL
4	FE	FEDERAL EXPRESS
5	FR	FREIGHT
6	OT	OUR TRUCK
7	PO	US POST OFFICE
8	SK	SKYWAYS
9	UP	UPS
10	VT	VENDOR'S TRUCK
11	WC	WILL CALL

14. **Types:** return- N/A
15. **Terms:** enter if known
16. **FOB: 01 code** *FOB Destination* is University-mandated usage.

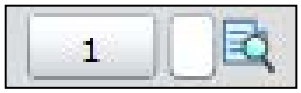
#	Key	Description	
1	01	FOB Destination	
~~2~~	~~02~~	~~FOB Shipping Point~~	

FOB Destination: Title to goods passes to buyer when goods arrive at buyer's destination.
FOB Shipping Point: The title to goods passes to buyer once goods leave the shipping point.

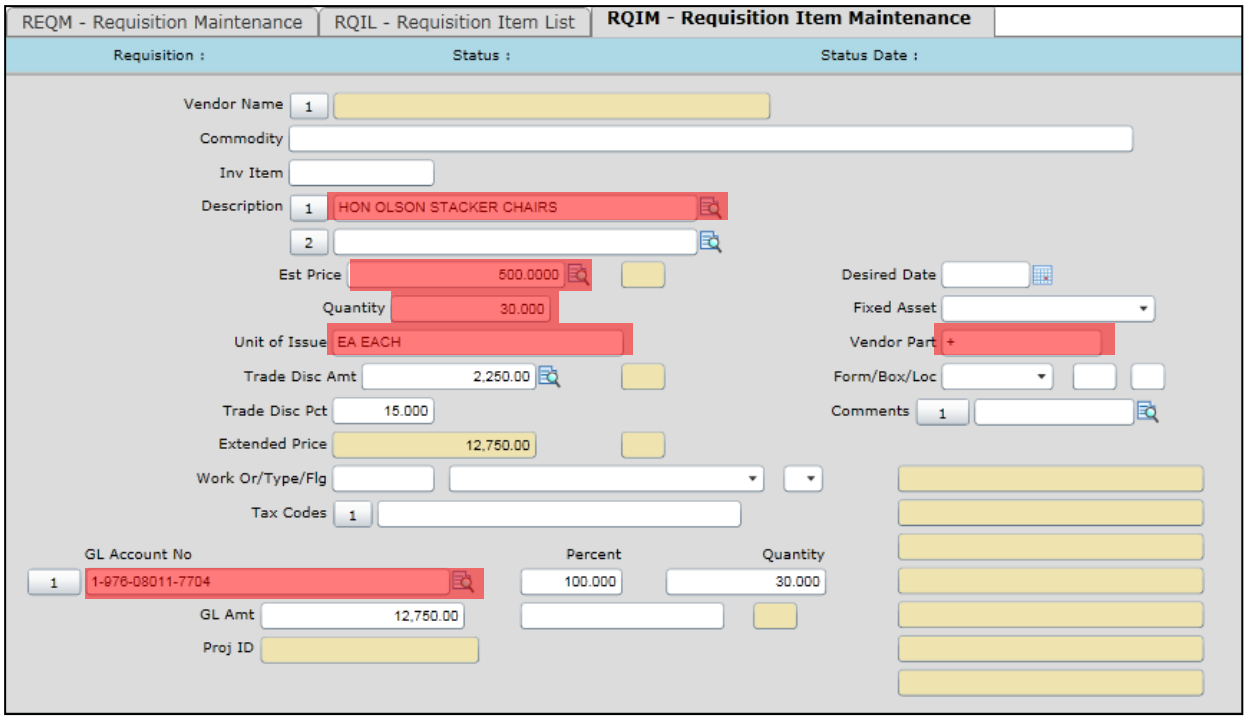
17. **Commodity:** return-N/A
18. **Approvals:** return-N/A
19. **Buyer:** return-N/A
20. **Expire date:** return (optional). This would be the date the requisition will be invalid.
21. **AP type:** Choose either 01-Regular A/P Weekly *or* 1099 Non-wage Payment.
22. **Invn store:** return-N/A
23. **Line items:** "Detail" for line item entry to **RQIL** screen

RQIL-Requisition Item List

1. “Detail” to add a new line item



RQIM-Requisition Item Maintenance



1. **Commodity** – leave blank
2. **Inv Item –** leave blank
3. **Description:** Limited to three lines. Enter specific description of line item/deposit.
4. **Estimated Price:** enter unit price
5. **Quantity:** enter number of items ordered
6. **Unit of issue:** "…" LookUp prompt: choose appropriate unit by selecting the sequence number.
7. **Trade Disc Amt:** enter if applicable **DO NOT** use both Trade Disc Amt AND Trade Disc Pct. If not applicable, leave blank.
8. **Trade Disc Pct:** enter % if applicable. If not applicable, leave blank.
9. **Work Order/Type:** return-N/A
10. **Tax Codes:** return-N/A
11. **GL Account No:** Enter account to be charged; Return.
    a. Multiple account numbers may be used.
    b. Fixed assets **LIMITED** to one object code (7707)
    c. LookUp prompt "…" can be used for part of the GL account number:
       X-XXX-XXXXX… / X-XXX…
12. **GL Amt:** return – will automatically fill
    a. Will need to return one more time to move to next field

13. **Desired Date:** For Standards only: Enter on REQM screen the date product or service required.

14. **Fixed Assets:** use for Fixed Assets only. If not applicable, leave blank.

    a. Enter “S” for single value asset

    b. Enter “M” for multi valued assets

    c. Items charged against

        i. Single 7707 object code

        ii. Value $5,000 or more

        iii. Single item or units that function as one: includes components, training, warranty, packaging, software, shipping and handling, installation, and lift equipment.

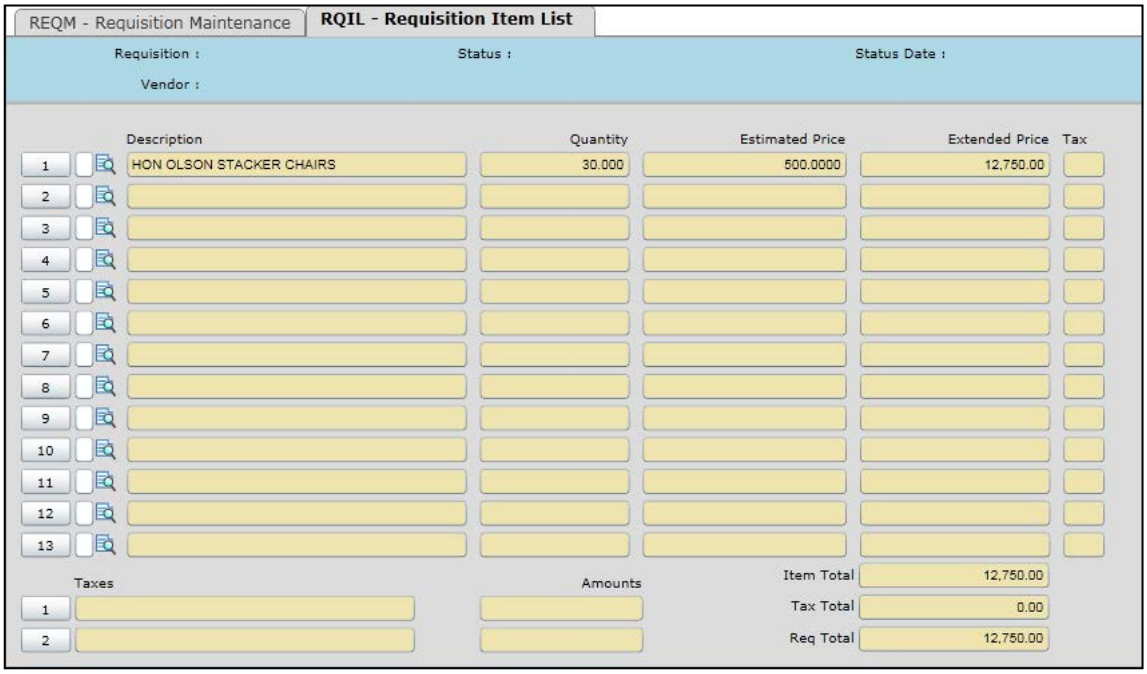
15. **Vendor Part:** **MANDATORY!** Enter product identifying number or enter a “+” if none available.

16. **Form/Box/Location:** Will automatically fill if 1099, if not applicable, return-N/A

17. **Comments:** return-N/A

18. **Save and update. Blank RQIM screen will appear. Use *Cancel* to exit screen.**

Returns to RQIL screen:



VERIFY MATH.

Save and Update to return to REQM screen.

1. Printed Comments: "Detail."
    a. See samples of standard and blanket PO printed comments
    b. Use "***" to separate statements.

STANDARD

Requisition Printed Comments

CONFIRMING
***
ATTN: GARY MURDZA
***
CUSTOMER ID #35897
***
PER QUOTE #987654321
DATED 2/27/13
***
PYMT BY APPROVED INVOICE
***
CONTACT PERSON:
PATSY CHARLESWORTH
503-352-2265

BLANKET

Requisition Printed Comments

CUSTOMER ID #35897
***
REPLACES B16000
***
ORDERS PLACED SEPARATELY BY
CONTACT PERSON
***
PYMT BY APPROVED INVOICE
***
CONTACT PERSON:
PATSY CHARLESWORTH
503-352-2265

    c. **Save** to return to REQM screen

2. Comments: "Detail." This is where you communicate with the Purchasing Dept.
    a. Note **first:** PO type (Standard or Blanket).
    b. Note method of transmitting PO to vendor:
        - Email: (Provide email address)
        - Fax: (Provide Fax Number)
        - Mail
        - Will Call
    c. GL account number change: for example, designation of a Plant Fund account outside of your approved group.
    d. Lead time, deposit instructions, completion date, etc.

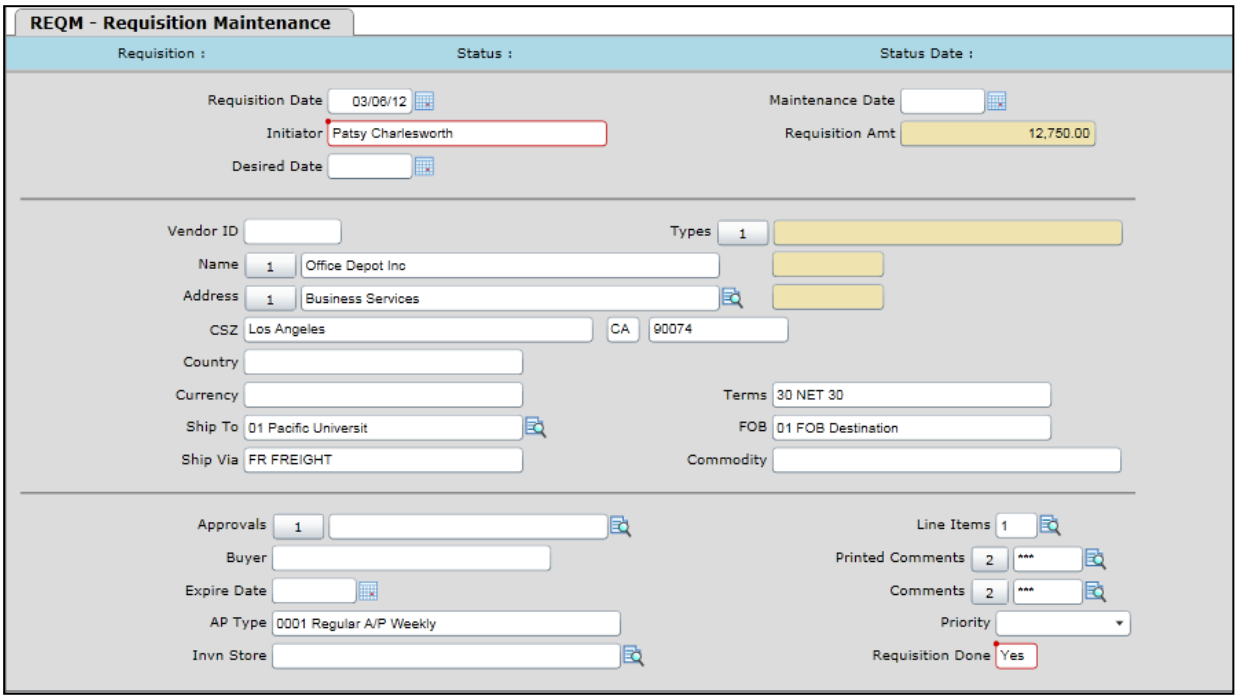
EXAMPLE:

Requisition Comments

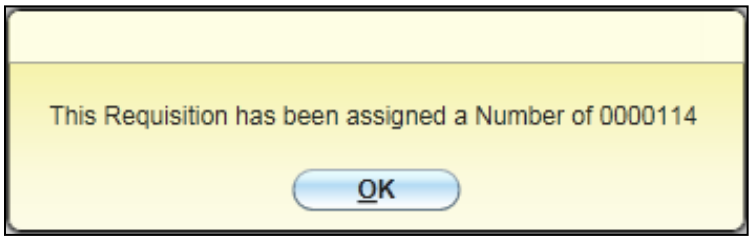
STANDARD PO
***
EMAIL TO: VENDOR@COMPANY.COM
***
USE GL #X-XXX-XXXXX-XXXX
***
50% DEPOSIT REQUIRED WITH PO

3. **Save** to return to REQM screen.

1. **Priority:** defaults to daily 10:00am deadline so return
2. **Complete the Requisition:** BEFORE changing Requisition Done to "Y" for yes, CHECK:
   - Requisition Date
   - AP Type
   - MANDATORY fields completed
3. Insert a "Y" in the Requisition Done field on the REQM screen; press Enter and Update to complete requisition status to Outstanding.



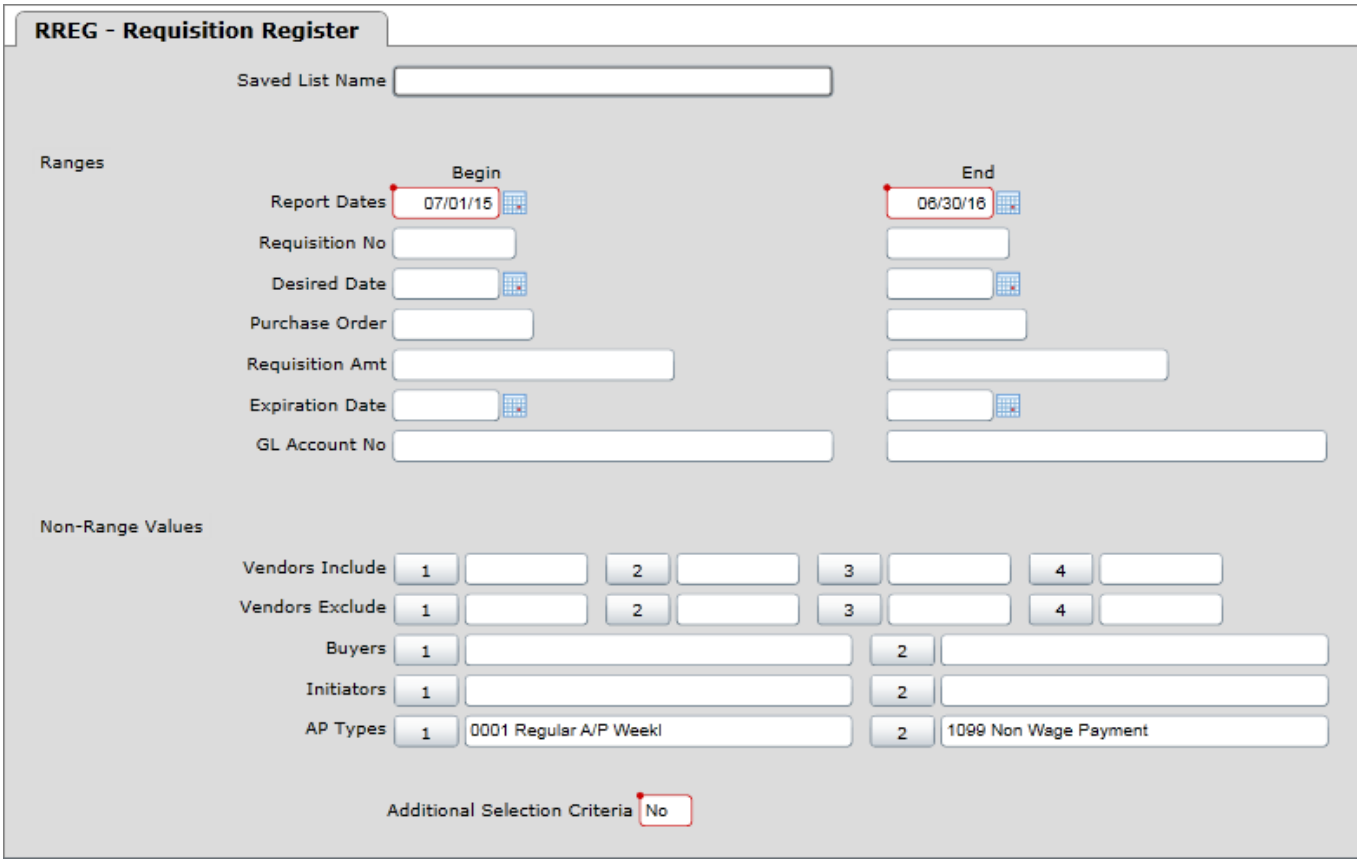
4. **MAKE NOTE OF ASSIGNED REQUISITION NUMBER.**
5. "Finish"



6. Backup information must be available to Purchasing prior to Purchase Order creation:
   - Quote / Proposal
   - Contract: Department-signed original for inclusion with PO for vendor signature
   - If this is a renewal, copy of original agreement
   - Previous PO # this replaces, if applicable
   - Deposit requirement

PRINTING A REGISTER OF OUTSTANDING REQUISITIONS

RREG– Requisition Register



1. RREG, Requisition Register:
   a. MANDATORY: Enter desired date range (Begin and End).
   b. Add any other desired information to narrow your search, such as GL Account or amount.

<u>Note: When using screen for the first time you will have to put in AP types for sorting.</u>

Type:
01
–enter-
1099
–enter-

2. Print register as usual (in landscape mode)

CHECKING REQUISITIONS

1. Purchasing – PU
2. Requisitions – REQ
3. Requisition Inquiry – RINQ
    - Used to check on outstanding requisitions

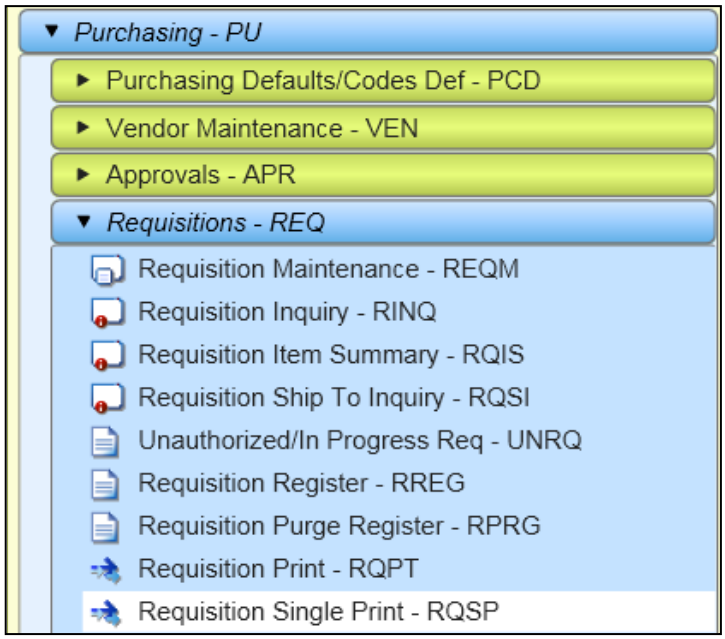
4. Type requisition number, vendor name, or "…" into Requisition LookUp field.

This screen will appear:

O – Outstanding
P – PO Created
U – Unfinished

PRINTING REQUISITIONS

1. Purchasing – PU
2. Requisitions – REQ
3. Requisition Single Print – RQSP **or** RQPT – Requisition Print – RQPT
    - RQSP is used to print single requisitions, or ones that are not sequential
    - RQPT is used to print multiple requisitions in sequential order



4. Follow instructions to look up desired requisition(s).
5. Save and Update to bring up RQSP screen.
6. In Printer field, find your printer and choose –p for PORTRAIT mode.
7. Save and Update.

0000505

Pacific University
PO /Attn: Wendi Bickford
2043 College Way
Forest Grove OR 97116

Office Depot Inc
Business Services
File 81901
Los Angeles CA 90074 Patsy Charlesworth

04/23/15	FOB Destination	NET 30	06/30/16

1.000	EA EACH	+	OFFICE SUPPLIES	5,000.0000	5,000.00

ATTN: COPY KING
***
CUSTOMER ID #8675309
***
PYMT BY APPROVED INVOICE
***
CONTACT PERSON:
WENDI BICKFORD
503-352-2275

Example of a Requisition - Blanket

5,000.00

0000506

Pacific University
PO /Attn: Wendi Bickford
2043 College Way
Forest Grove OR 97116

Shorthill Taffy Factory
1924 NE 181st
Portland OR 97230-6902

Patsy Charlesworth

04/23/15	5/15/15	FOB Destination	NET 10

50.000	EA EACH	XTRA-1	CHOCOLATE BOXERS	10.0000	500.00
1.000	EA EACH		S&H	4.9500	4.95

CONFIRMING
***
ATTN: CANDY MAN
***
CUSTOMER #12345
***
PER QUOTE #445566
DATED 4/23/15
***
PYMT BY APPROVED INVOICE
***
CONTACT PERSON:
WENDI BICKFORD
503-352-2275

Example of a Requisition - Standard

504.95