



TEXAS A&M UNIVERSITY - SAN ANTONIO

PROCUREMENT SERVICES

STANDARD OPERATING PROCEDURES (SOP'S)

CREATE A PURCHASE REQUISITION

POC: Karen McInvale

PS-JB-01

Revised Date: 3/3/2020



Create a Purchase Requisition

At this point it is the creators responsibility to verify that the account you are using has enough funds to cover the purchase.

Go to Single Sign On
Click on the Canopy link.

Hover over the FRS tab. From the dropdown select **Search** and **Account Search**.

Enter **account number** in space provided and **enter**.

If you are using a Sub-Account, select the Yes radio button for “Show support accounts”.

Click on the account number under the blue bar to go to the Account Summary Page.

Canopy
The Texas A&M University System
Campus: TAMU-SAN ANTONIO (25) Fiscal Year: 2020 Set COIFY SSO Menu SSO Logout

Payroll FFX FRS Routing System

Available Modules

- Payroll - Inquiry, PCT, NFC and Legacy EPAs
- FFX - Fixed Assets Module
- FRS - Financial Reporting Module
- Routing - Document Routing Module
- System - System Settings and General Information

Recently Visited

- SciQuest Cross Ref
- Account - Summary
- Account Search
- Financial Reporting Module
- Invoice Search

What's New

- Preliminary Assets**
 - Search, Create and Update Preliminary Assets.
 - Create and Update Non-Purchase Order Preliminary Assets.
- Asset Transfer**
 - Transfer assets between departments within the same part using the new Form - TDR.
 - Transfers will also be routed through the approval process.
- Enhanced: Voucher Corrections**
 - A new routing form has been added - DCR - Department Corrections Request.
 - Paid Vouchers (local only) can be adjusted under this form.
 - NEW! Receipt (03x) and Journal Entries (06x) (local only) can also be adjusted.
 - Changes are routed for approval.
- Inbox /Outbox**
 - New 'Purchasing' view added to both.
 - Outbox gets time toggle, view (field) selector, and filter row.
 - Click the icons on the displayed grid's title row

Canopy
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Payroll FFX FRS Routing System

Main Menu FRS Account Search

Search Crosswalk Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Actual Payroll Enc Reports Vouchers

Account number: Department: Sub-department: Show su
Responsible person (last, first): Title: Show de
 Show SF

SEARCH RESULTS (TOTAL ITEMS: 1)

Account	SRS	Description	Dept	Sub Dept	Responsible Person
380000	N	AUXILIARY OPERATIONS	1042		Liddle, Trevor C

prev 1 next Page: 1 of 1 Go Page size: 1 Change (Showing page 1 of 1, items 1-1) Total items: 1

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 01/27/2020 08:41:03 [Top of Page](#)

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Create a Purchase Requisition

On the Account Summary Page. Go to the end of the report and look at Total Expenses.

The three columns to the right will show:

- **Actual** money already spent
- **Encumbrance** pending purchases and
- **Available** balance to spend (encumbrance has already been deducted from this amount).

If dollar values are in black, this is what is available. If it is in **(red with parenthesis)** the account is overdrawn.

If the account does not have enough funds to cover your purchase, please reach out to the Budgets office to increase the amount on the account or find another account to use.

Please Note: this amount does not include p-card purchases on account.

Canopy
The Texas A&M University System

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Payroll FFX FRS Routing System

Main Menu FRS Account Summary

Search Crosswalk Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Actual Payroll Enc Reports Vouchers

Account: 380000 AUXILIARY OPERATIONS Dept: 1042 Contract Services Freeze: No SRS: No
Responsible Person: Liddle, Trevor C Sub-Dept: Delete: No

Select an account: [List is empty] or type in an account number: 380000 or type in a bank number: []

Thru Month: Feb Year Type: FY SL Display: Summary by Obj Code

Submit Reset

Object Code	Description	C	P	Budget	CM Actual	Actual	Encumbrance	Available
0401	Commissions - Other			(\$11,171.74)	\$0.00	(\$11,171.74)	\$0.00	\$0.00
****	Total Revenue Pool			(\$11,171.74)	\$0.00	(\$11,171.74)	\$0.00	\$0.00
5000	Other Expense Pool			\$5,428.13	\$0.00	\$0.00	\$0.00	\$5,428.13
4040	Chemicals & Gases			\$2,183.00	\$0.00	\$2,183.00	\$0.00	\$0.00
5231	Service Charges			\$20.00	\$0.00	\$20.00	\$0.00	\$0.00
5238	Fees - PCard Expense Report			\$4.49	\$0.00	\$4.49	\$0.00	\$0.00
5670	Other Contracted Services			\$12,331.87	\$0.00	\$5,694.57	\$6,637.30	\$0.00
5750	Office Furn and Equip - \$0-4,999.99			\$3,360.00	\$0.00	\$3,360.00	\$0.00	\$0.00
5752	Institut Furn & Equip - \$0-4,999.99			\$1,635.00	\$0.00	\$1,635.00	\$0.00	\$0.00
6338	Catering Services			\$314.85	\$0.00	\$314.85	\$0.00	\$0.00
6339	Food Purchases(not business meals)			\$609.00	\$0.00	\$334.85	\$274.15	\$0.00
****	Total Other Expense Pool			\$25,886.34	\$0.00	\$13,546.76	\$6,911.45	\$5,428.13
****	Total Expenses			\$25,886.34	\$0.00	\$13,546.76	\$6,911.45	\$5,428.13

prev 1 next Page: 1 of 13 Change (Showing page 1 of 1, Items 1-13) Total Items: 13

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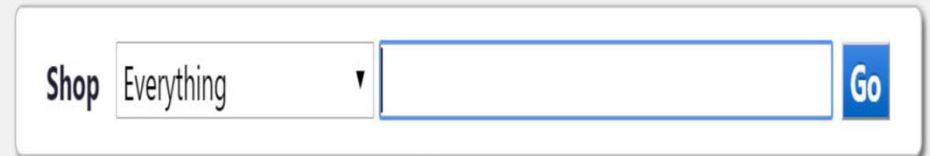
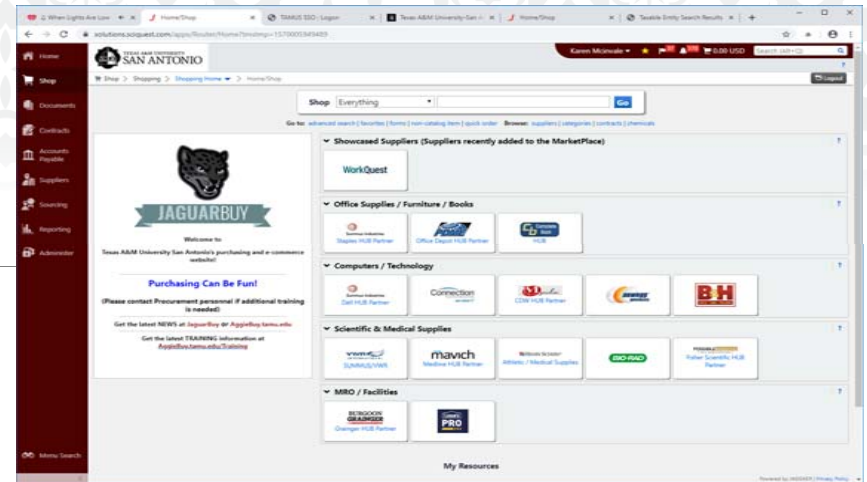


Create a Purchase Requisition

You are now ready to Create a Purchase Requisition

Go to Single Sign On
Click on AggieBuy web page.

Click on Non-Catalog Item



Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

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Create a Purchase Requisition

The following window will pop-up.

- The first box “Enter Supplier” enter **Vendor Name**. If the vendor does not populate, they are not in the system. For new vendor setup please reference PS-A-02 work instructions “Enter W-9 for Vendor” located on the I drive/Procurements/SOPs folder.
- Product Description – enter **all information** from the quote. Please list all start and end dates if needed; the more details you can provide the better.
- Catalog No - enter **N/A** if you do not have a reference number.
- Quantity – list the **quantity** of what you are ordering.
- Price Estimate – the **cost** of your item(s)
- USD - stays as **USD**
- Packaging – **EA** (each) is for all physical items, all others please choose **USD**.
- If you have more than 1 line item you will continue and choose **Save and Add Another** if only 1 line item choose **Save and Close**.

Non-Catalog Item

Enter Supplier

or
Supplier Search

Product Description	Catalog No.	Quantity	Price Estimate	USD	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	EA - Each

254 characters remaining expand | clear

Product Details

Save and Close Save and Add Another Close



Create a Purchase Requisition

Once closed, the Non-Catalog item(s) will go to your shopping cart.

Click on your shopping cart and then click on checkout. Make sure the items listed the correct quantity and price.

Once you have clicked on Checkout, the draft requisition will populate and you will be able to edit and complete the requisition.

The screenshot shows a user interface for creating a purchase requisition. At the top, a navigation bar displays the user's name 'Jessica Nino', a star icon, a notification bell with '40', a shopping cart icon with '8' items, and a total value of '900.00 USD'. A search bar is also present. Below this, a 'My Cart' pop-up window shows a 'laptop' with a quantity of 1 and a price of 900.00 USD, along with 'View My Cart' and 'Checkout' buttons. The main page shows a progress bar with steps: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and Final Review. A yellow message box states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.' At the bottom, there are tabs for 'Requisition' and 'Summary', and a 'Submit Order' button.

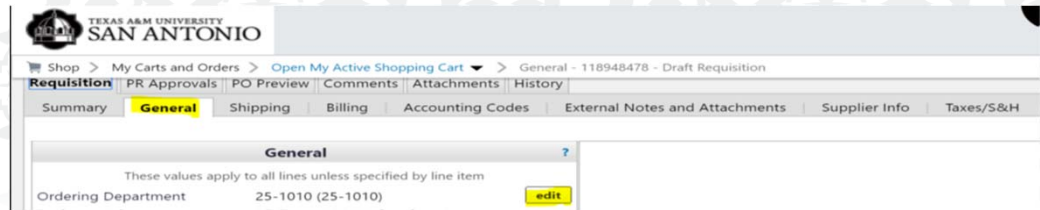
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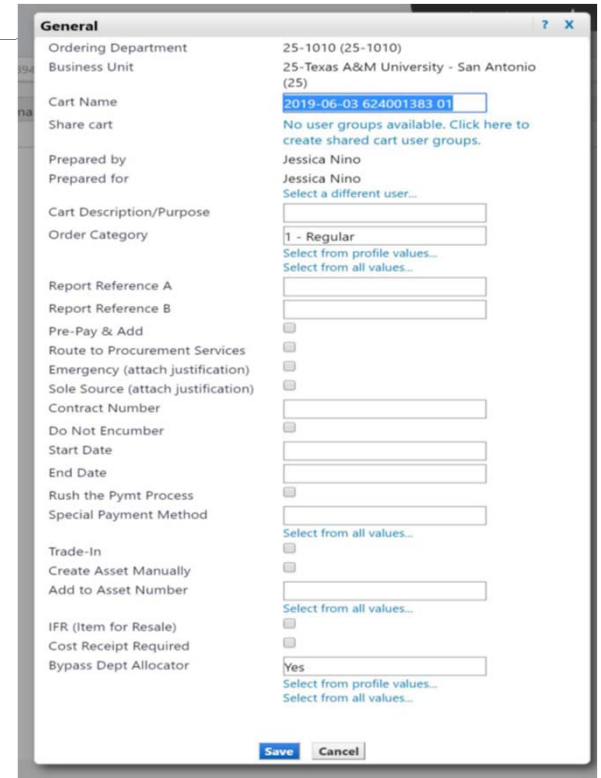
Create a Purchase Requisition



Click on the **General** tab, and then **Edit**.

The pop-up window of the General Tab will open. All items that are not listed below, please disregard.

- Ordering dept. – This is the **department code** that falls under the shopper and/or allocator, this is important as it will route under this department for approval.
- Business Unit – will always be **25**, this is our campus number within A&M System.
- Cart Name – use this as opportunity to name your carts, use unique names to identify them. (ex: klm 10-10-19)
- Prepared by – originator of the requisition, **your name** will populate.
- Prepared for – if you are entering the requisition on **behalf of someone** in your department.
- Order Category– 1, 2, and 3.
 - Regular** – usually used, your requisition will be sent to the vendor to place your order.
 - Confirmed** – do not distribute – means, a PO will be created and will not be sent to the vendor. Examples for using category 2 are annual charges, open POs, reoccurring services like spectrum, AT&T, fed-ex, etc.
 - Payment Request** – after work is done and an invoice is attached and ready for payment.
- Start Date – **start date** is needed when an event is taking place, a license renewal, a speaker will perform, etc. If dates cross fiscal years, you will have to allocate in new year.
- End Date – same information as above, if a start date is being provided an **end date** will also need to be provided.
- Cost Receipt Required – this box will need to be **checked** ONLY if you are receiving by a dollar amount. (Consistent pricing as in a Service).
- Click **Save**.



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Create a Purchase Requisition

Next, is Shipping information. Click on the Shipping Tab then the Edit button that has been highlighted. Select location of campus and department. Even if items will not be received, this information must be entered.

If your shipping information does not populate, you may manually choose it by searching for your department number, ex. 1010, 1070, etc. Remember, department numbers are the ones identified under an account. Select your shipping address and department location, click on save to proceed.

Shipping ?

These values apply to all lines unless specified by line item

Ship To [edit](#)

Shipping address Attn: Lydia Harkey
 Office of Chief Information Officer
 Mail & Receiving/CAB-116
 Room
 One University Way
 San Antonio, TX 78224
 United States

Delivery Options [edit](#)

Ship Via Best Carrier-Best Way
 Requested Delivery Date *no value*

Buyer Information [edit](#)

Buyer	Buyer Email	Buyer Phone Number
<i>no value</i>	<i>no value</i>	<i>no value</i>

Report Codes-1 [edit](#)

Order Type	USAS One	USAS Two	LDT Code
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

Report Codes-2 [edit](#)

Contract Workforce	✘
State Order Number	<i>no value</i>
Non-Compliant	✘
Basis of Award	<i>no value</i>

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Create a Purchase Requisition

Under the next section, Accounting Codes, click on **Edit** and a pop-up window will open.

Enter account information.

- **Department Code** and **Account code**.
- Click **Recalculate and Save**. If it does not save please make sure the sequence is followed below.
 - Ex. of dept. code – 25-1005
 - Ex. of Account code – 25-11111-00000
 - Both must begin with 25 and the account code must have 5 digits at the end, (use zeros' if a support account does not follow).
- If adding a split, type in % of price split. Reference “AggieBuy Percentage spreadsheet.”

Please Note: If you're unsure about available funds in an account, reference slides 2 and 3 of this work instruction.

The top screenshot shows the 'Accounting Codes' section of a purchase requisition. It includes a table with the following data:

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2019	25	no value	no value	no value	no value	no value	no value	no value

The bottom screenshot shows the 'Accounting Codes' pop-up window with input fields for each column. The 'Department Code' and 'Account Code' fields are highlighted in yellow. Below the input fields are dropdown menus for 'Select from profile values...' and 'Select from all values...'. At the bottom right, there is a 'recalculate / validate' link and a 'Recalculate and Save' button.

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- Go back to the top of the page, click on the **Summary** Tab
- Scroll down to the middle page and click on **Internal Attachments**.
- Attach** all quotes, contract, proposals or invoice information. Make sure quotes are in current dates. If not, ask for a revised quote and attach.
- Write internal notes if needed. The more information the better.
- Add line item for shipping or discount. Enter dollar amount as unit price.

Review the line items at the bottom of the Summary tab. Cross reference the quote, contract or invoice to verify it matches.

Once complete, submit the requisition to route.

The screenshot displays the 'Internal Notes and Attachments' and 'External Notes and Attachments' sections. The 'Internal Notes and Attachments' section includes fields for 'Internal Note', 'Internal Attachments', 'Original Requisition Name', and 'Original Requisition Requestor'. The 'External Notes and Attachments' section includes fields for 'Note to all Suppliers', 'Attachments for all suppliers', 'PO Clauses', and 'Quote number'. Below these sections is the 'Supplier / Line Item Details' section, which shows 'New Supplier' information and a table of line items. The table has columns for 'Product Description', 'Catalog No', 'Size / Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. A 'Supplier subtotal' is highlighted in yellow, showing a total of 900.00. At the bottom of the screenshot, a navigation bar shows tabs for 'General', 'Shipping', 'Billing', 'Accounting Codes', 'Internal Notes and Attachments', 'External Notes and Attachments', and 'Final Review'. A 'Submit Order' button is highlighted in yellow. A message box states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.'

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NOTES:

- PUNCHOUTS - Vendors icons listed on our HUB vendors AggieBuy web-page.
- Anything >\$5,000 may be considered an asset, check with Andrew Cavazos X2013 in Accounting to confirm.
- Requisition will go through PR Approvers in system to make sure accounts have money. Click on view approvers link to see where requisition is at. When requisition is completed a Purchase Order is created and sent to the vendor.
- If Requisition is returned to originator, check the history tab of the requisition for any errors, " ****Error found** Rejected - SA Direct bottom line exceeded on Account # by \$dollar value**" You will need to get with Budgets to add additional funds to account or use another account. Otherwise, the requisition will continue to error out.
- When using USD as unit of measure quantity must be 1. Price needs to reflect the full total owed the vendor. Receive the PO the same quantity and unit of measure. When paying PO in dollars or USD (not hours, eaches, etc) check Cost Receipt. Used for blanket PO's US Dollars.
- To search for a requisition,
 - In left panel go to "**Documents**"
 - Click on "**Search Documents**". Enter by owner or vendor, enter business unit **25** and click **search**.
 - View all requisitions for that search
- When an approver wants to return a requisition to the requisitioner.
 - Enter the **requisition #** in the search field and click **search**
 - Under "Available Actions" (right side of screen) drop down select "**return requisition**".
 - Click the blue "**GO**" button.
 - **DO NOT** select "**REJECT**" this will cancel the requisition.
- If an approver is out and an assigned a delegate in JaguarBuy. They will need to send an email notification to Andrew explaining who they want to delegate authority to in their absence.

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