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.

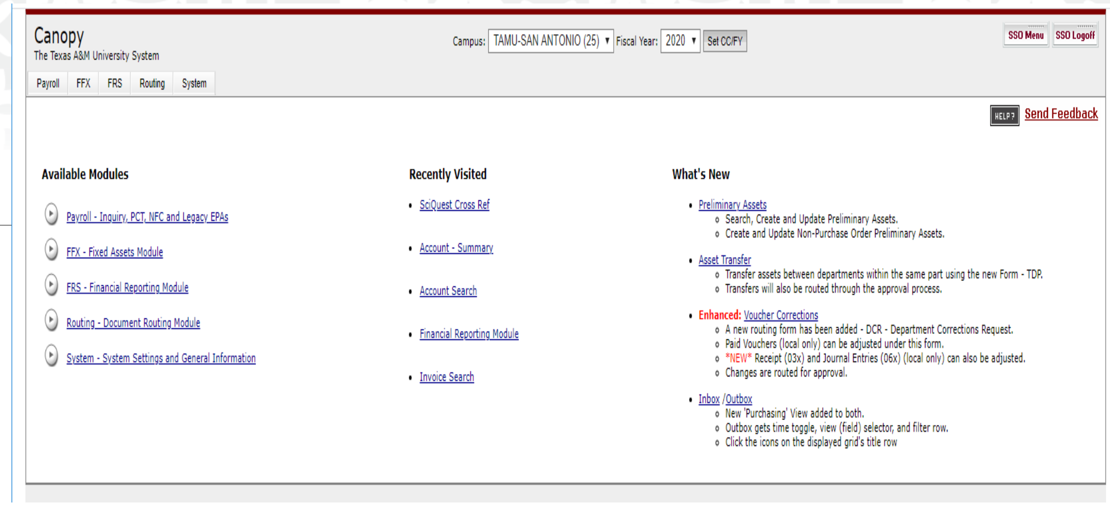
Go to Single Sign On
Click on the Canopy link.

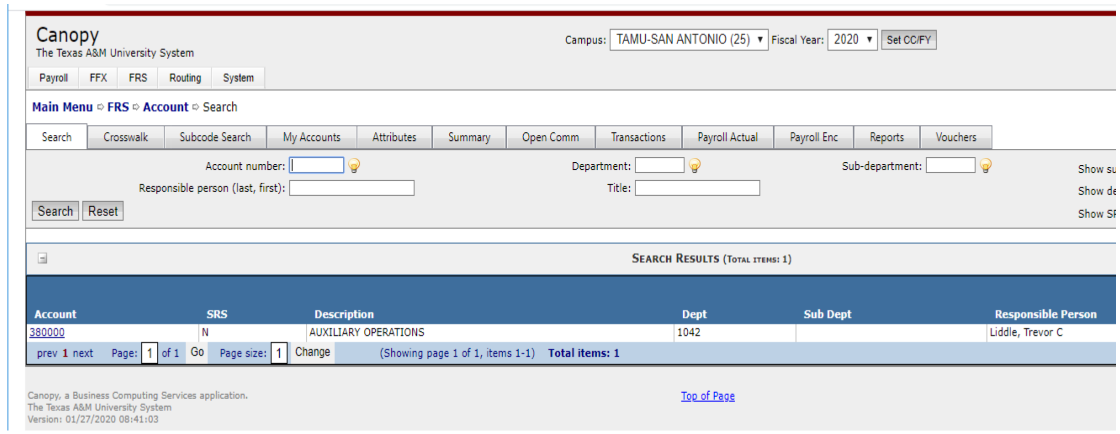
Hover over the FRS tab. From the dropdown select Search and Account Search.

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.





Create a Purchase Requisition

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

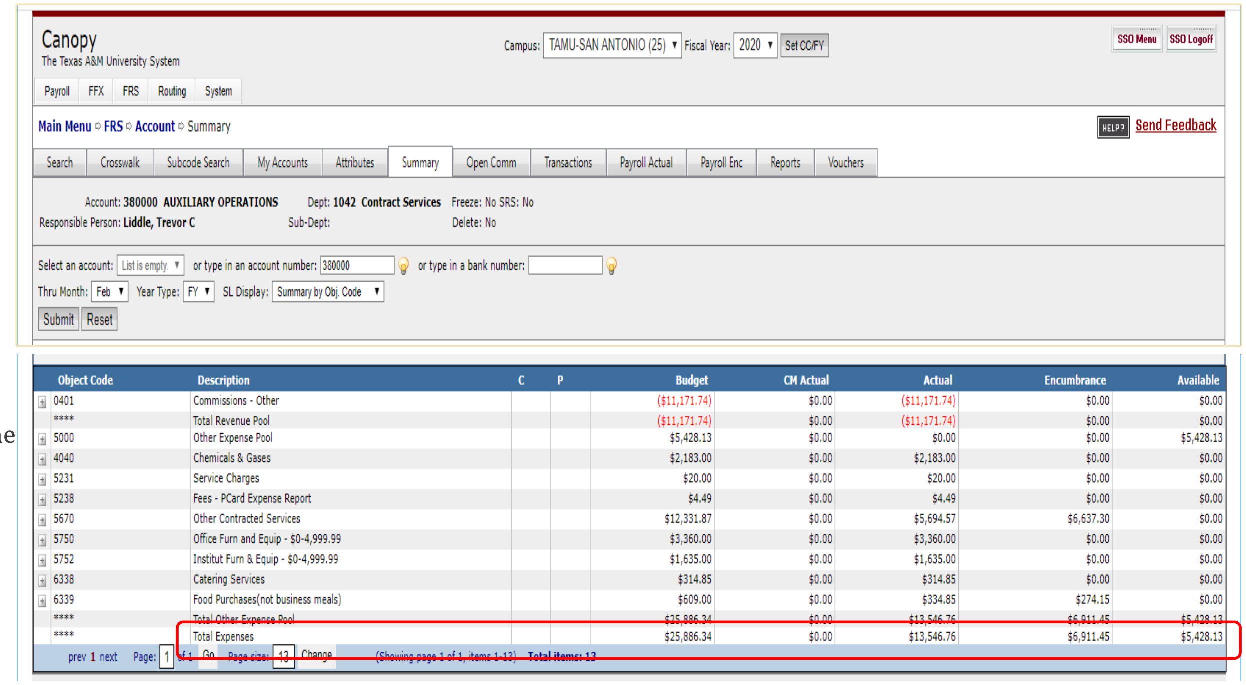
The three columns to the right will show:

- **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.

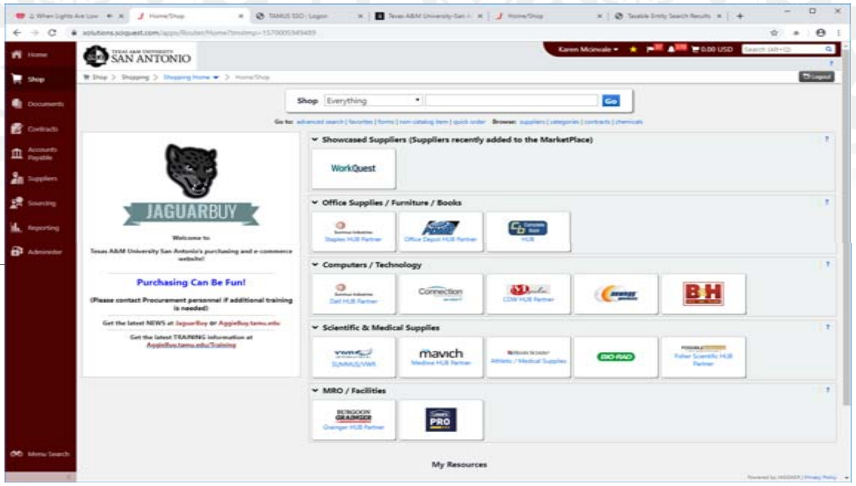


Canopy
The Texas A&M University System
Campus: TAMU-SAN ANTONIO (25) Fiscal Year: 2020 Set CC/FY
SSO Menu SSO Logoff
Payroll FFX FRS Routing System
Main Menu › FRS › Account › Summary
Send Feedback
Search Crosswalk Subcode Search My Accounts Attributes Summary Open Comm Transactions Payroll Actual Payroll 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 1 Go Page size: 13 Change (Showing page 1 of 1, items 1-13) Total items: 13

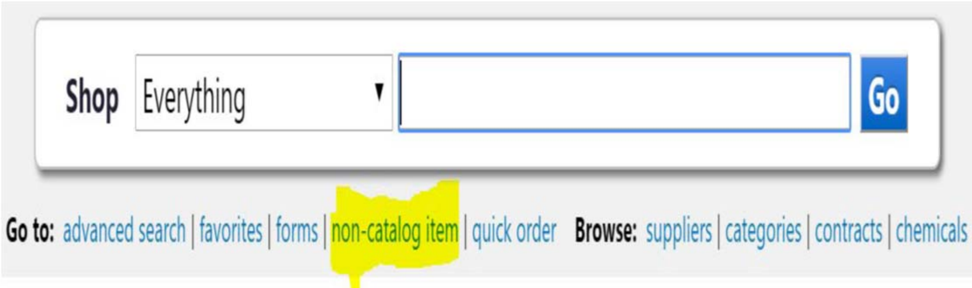
Create a Purchase Requisition



You are now ready to Create a Purchase Requisition

Go to Single Sign On
Click on AggieBuy web page.

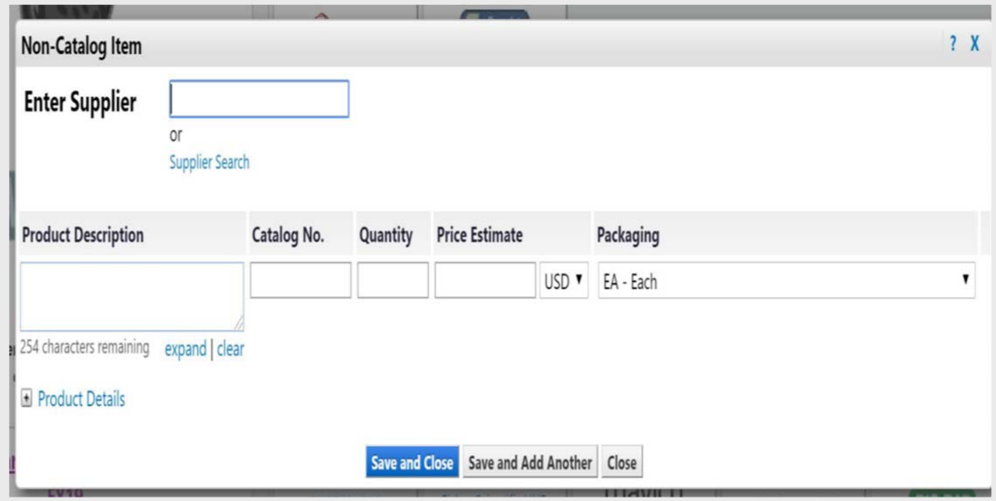
Click on Non-Catalog Item



Create a Purchase Requisition

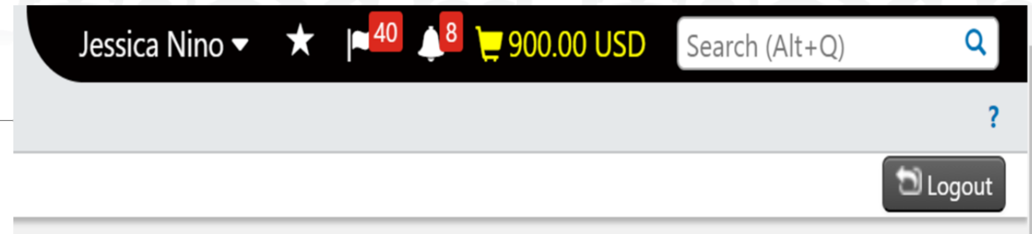
The following window will pop-up.

- 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**.

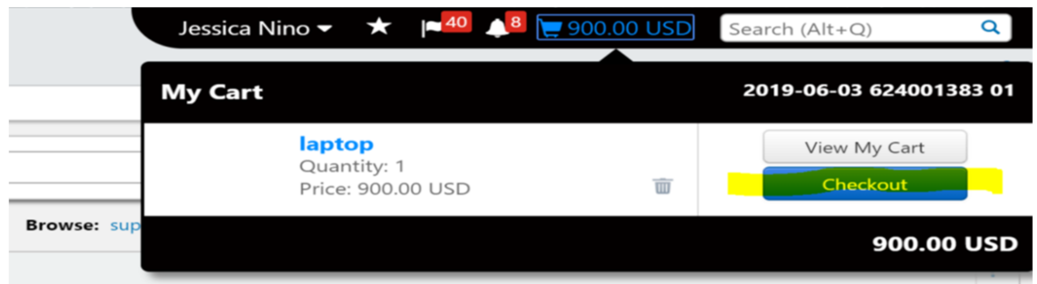


Create a Purchase Requisition

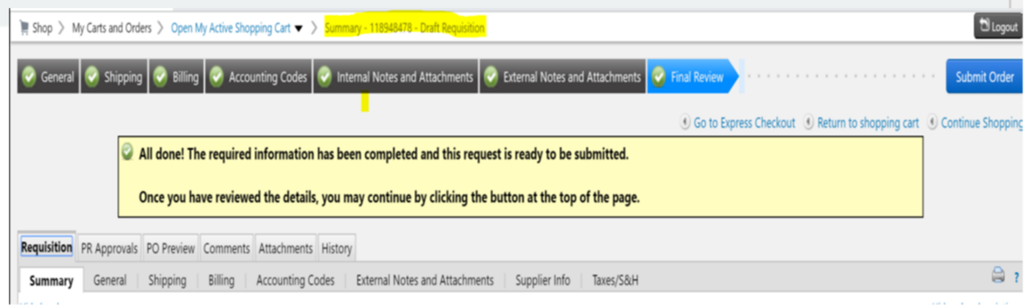
Once closed, the Non-Catalog item(s) will go to your shopping cart.



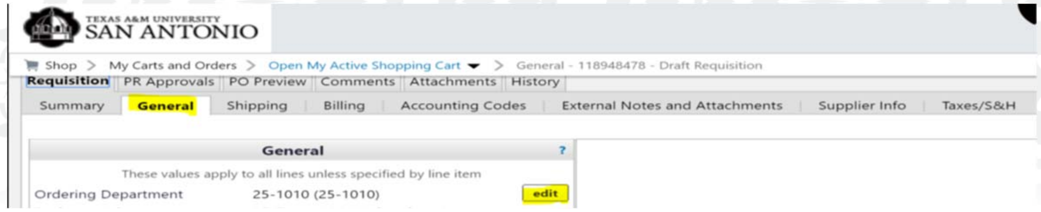
Click on your shopping cart and then click on checkout. Make sure the items listed the correct quantity and price.



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



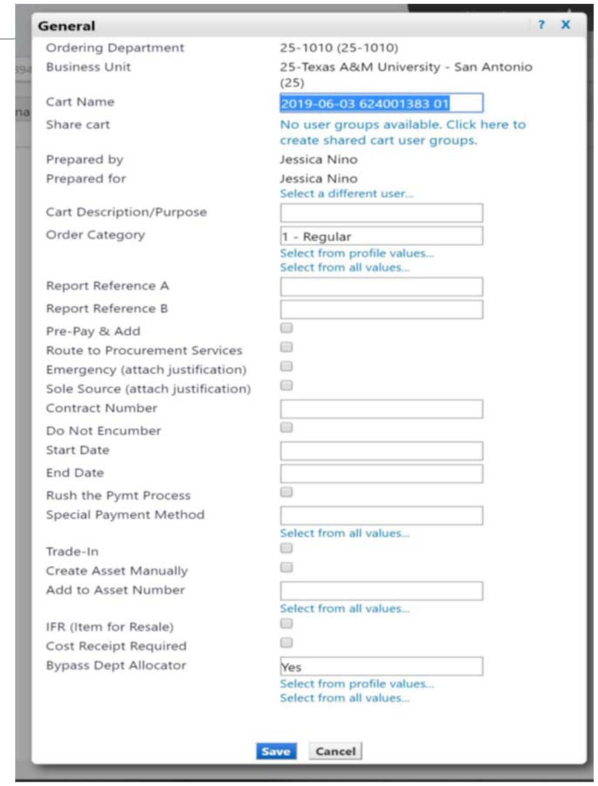
Create a Purchase Requisition



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.

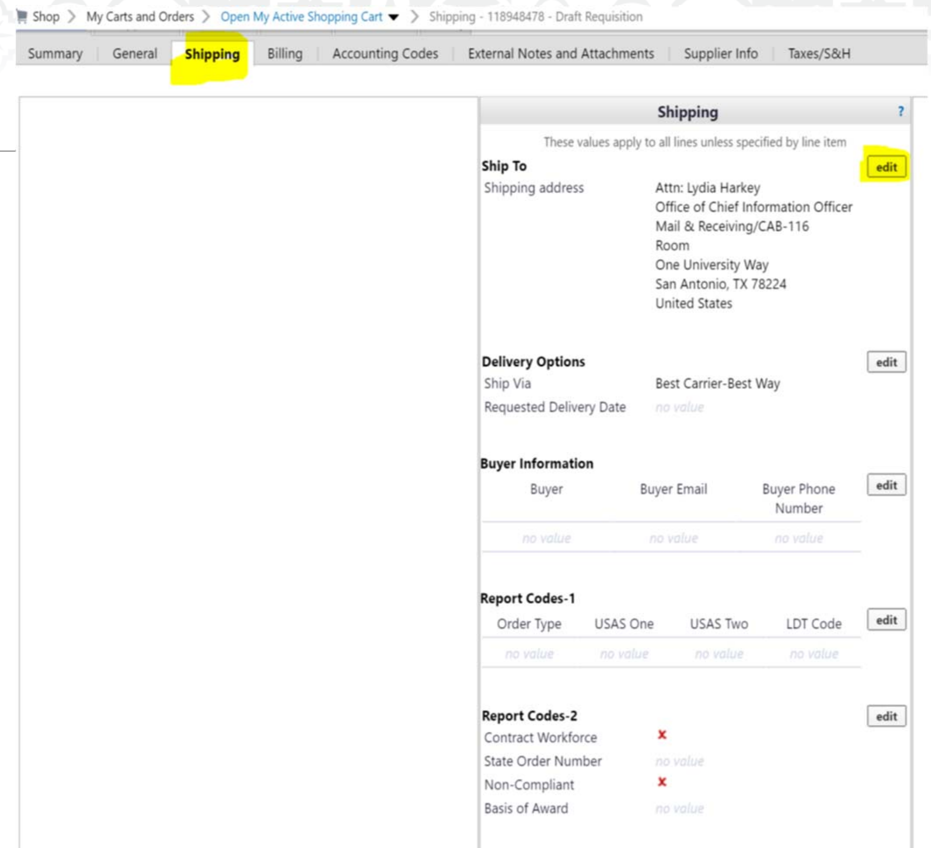
- Ordering dept. – This is the **department code** that falls under the shopper and/or allocator, this is important as it will route under this department for approval.
- Business Unit – will always be **25**, this is our campus number within A&M System.
- Cart Name – use this as opportunity to name 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.
  1 – **Regular** –usually used, your requisition will be sent to the vendor to place your order.
  2 – **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.
  3 - **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**.



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.

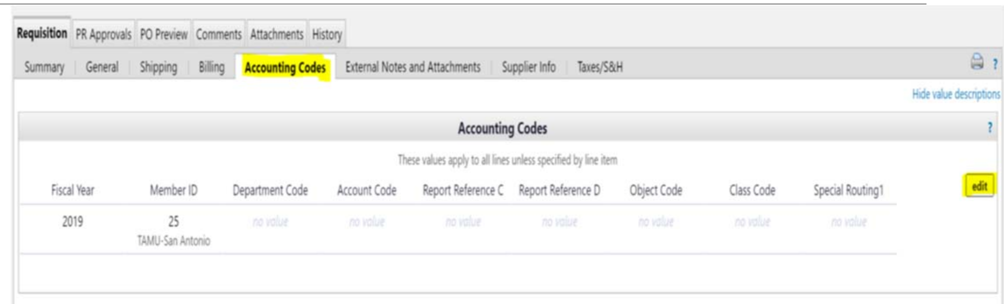


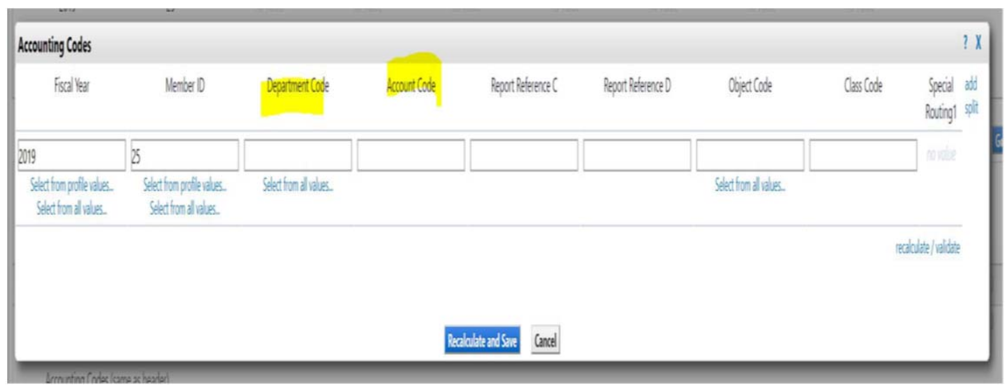
Under the next section, Accounting Codes, click on **Edit** and a pop-up window will open.

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 – 25-111111-00000
  - 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.



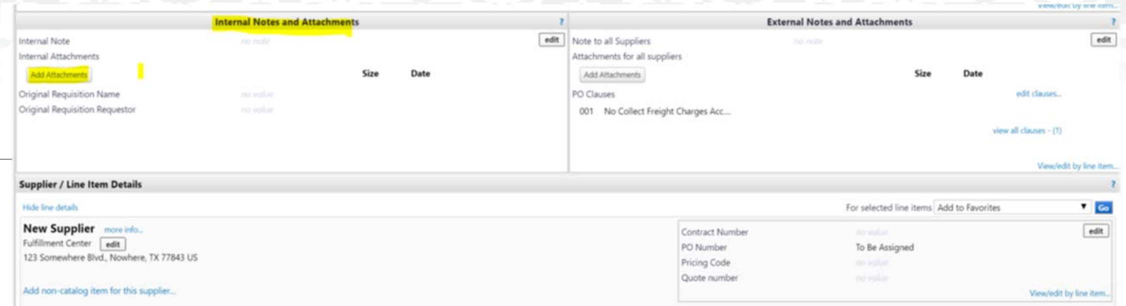


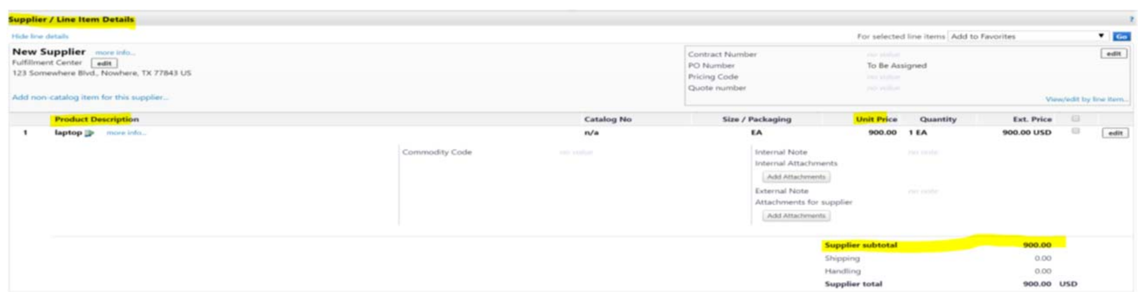
Create a Purchase Requisition

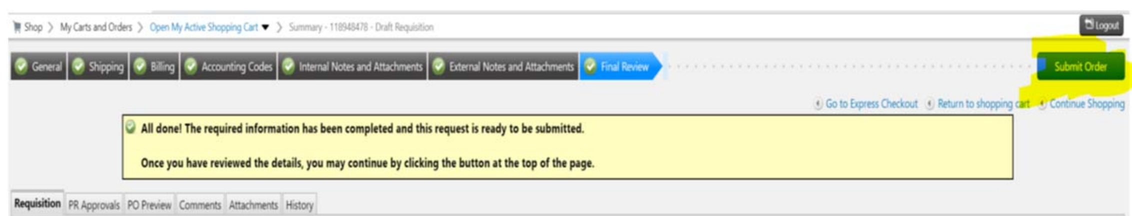
- Go back to the top of the page, click on the Summary Tab
- Scroll down to the middle page and click on Internal Attachments.
- Attach all quotes, contract, proposals or invoice information. Make sure quotes are in current dates. If not, ask for a revised quote and attach.
- Write internal notes if 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.







Create a Purchase Requisition

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.