



# Requisitions

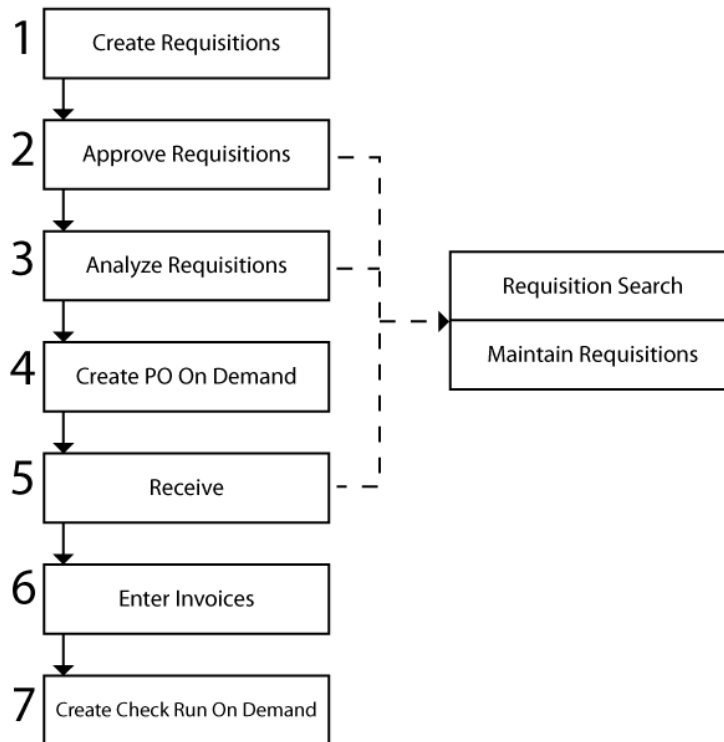
District personnel purchase items in the TEAMS system using the Requisitions module. Requisitions must be created, approved, and analyzed. A purchase order can then be created for the requisition, which is then received. An invoice must then be created for the requisition. This document describes this process.

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# Introduction

Purchasing items in TEAMS is a seven-step process. The following chart illustrates this process.



**Figure 1: Requisitions workflow**

**Note:** You can use the *Approve Requisitions*, *Analyze Requisitions*, and *Receive Requisitions* functions to search for requisitions you want to approve, analyze, or receive. If you want to modify a requisition you are about to approve, analyze, or receive, use the *Maintain Requisitions* function.

An overview of the information in this guide is below:

- **Create Requisitions** describes how to create traditional, not-to-exceed, project, and blanket requisitions.
- **Maintain Requisitions** describes how to edit or view information about requisitions.
- **Requisition Search** describes how to search for traditional, not-to-exceed, and blanket/project requisitions.
- **Approve Requisitions** describes how to approve traditional, not-to-exceed, and blanket/project requisitions.
- **Analyze Requisitions** describes how to analyze traditional, not-to-exceed, and blanket/project requisitions.

- **Create Purchase Orders On Demand** describes how to create purchase orders for requisitions.
- **Receiving Requisitions** describes how to receive items bought through requisitions.
- **Enter Invoices** describes how to create invoices for purchase orders.
- **Create Check Run On Demand** describes how to create and print a check run.
- **Appendix: Requisitions** provides supplementary information for requisition-related functions.

## Create Requisitions

To purchase items using TEAMS, you must create and submit requisitions to be approved by approvers and analyzers so that it can be posted and invoiced. This document describes how to create and submit the following types of requisitions:

- Traditional Requisitions (below)
- Not-To-Exceed Requisitions (page 13)
- Project Requisitions (page 16)
- Blanket Requisitions (page 19)

## How to Create a Traditional Requisition

1. Navigate to the TEAMS Home page and locate the Requisition menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Create Requisitions** link. The Select Requisition Type tab is displayed, as shown in the following illustration.

**Figure 2: Select Requisition Type tab**

3. In the **Requisition Type** field, Traditional (New) is the default selection. Leave Traditional (New) selected.

**Note:** Select *Traditional (Saved)* if you have already created the requisition and saved it as incomplete in the Line Items tab, and select the saved requisition from the **Cart Name** drop-down list.

4. The **Fiscal Year** defaults to the current year, but you can change this, if necessary.
5. In the **Cart Name** field, the following information is defaulted in:
  - The employee's name who is logged in
  - Today's date
  - The next cart number

You can change this information, if necessary.

**Note:** Cart Names are stored in numbered increments. If you change the Cart Name, the next requisition will default in using the same number as the number you change. For instance, if you change the Cart Name from Andrew 07-29-2008 Cart #4 to Office Chairs, the next requisition you create will default in the same Cart Number you changed: Andrew 07-29-2008 Cart #4.

6. Because the line items you add to the requisition can be approved individually, one item may be approved but not the other, or one item may be approved before the other. Use the **Process Lines Separately** field to indicate whether the items you add to the requisition must be purchased together. Select Yes if one item may be purchased without the other(s). Otherwise, select No.
7. Use the **Confirmation Only** field to indicate whether you are creating this requisition only to confirm it. For instance, select Yes if you already have the merchandise and only need to confirm the order. (No is the system default.)
8. Click the **Continue** Button. The Create Requisition tab is displayed, as in the following illustration.

**Figure 3: Create Requisition tab**

9. The **Category** and **Vendor** fields are related. You have the following options:
  - **Select a Category first:** If you enter a category first, the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
  - **Select a Vendor first:** If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.

**Note:** The **Contract** and **Requestor** drop-down lists are populated with preferred contracts and requestors, respectively.

10. Select a **Contract** from the drop-down list.
11. Select the **Order From** from the drop-down list.
12. The **Requestor** field defaults to your name, but you can select another one from the drop-down list, if necessary.

**Note:** The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.

**Note:** Requestors you support are defined in the Maintain Requisition Support Hierarchy function. You can also view who you support and who supports you using the View My Requisition Support function. For more information about these functions, see the TEAMS Requisition Setup Guide.


13. Select the **Ship-To Location** from the drop-down list.

**Note:** Depending on your selection, the *Ship-To Receiving Group* field is populated, and the *Delivery Location* and *Delivery Receiving Group* fields are displayed and populated on the tab. Select items from these drop-down lists.

14. Select the **Ship-To Receiving Group** from the drop-down list. Available selections in the drop-down list are based on your selection in the Ship-To location field.

15. Select the **Delivery Location** from the drop-down list.

16. Select the **Delivery Receiving Group** from the drop-down list.

17. Click the  on the Messages panel to add messages to the requisition. The expanded Messages panel is displayed in the following illustration.

**Figure 4: Create Requisition tab – Messages panel expanded**

18. To include a message to Approvers, Buyers, or Vendors, highlight to select the appropriate message in the respective field and click the **Add** button.

**Tip:** Use the **Add All** button to move all of the items in one of the Available fields to its corresponding Selected field.

**Note:** Available messages are created in the *Requisition Options* function. For more information, see the *TEAMS Requisition Setup Guide*.

19. Click the **Add Line Items** button. The Line Items tab is displayed, as in the following illustration.

Requisition Line Items

Show Install?: ☐ Yes ☒ No    Show Freight?: ☐ Yes ☒ No    Show Tax?: ☐ Yes ☒ No    Split Accounts By Type?: ☐ Yes ☒ No    Cart Total Amount: **\$0.00**

Save as Fav.?	Quantity	Item Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Discnt.	Total Line Amount	Accounts	Type	
<input type="checkbox"/>	1.0						0.00	0.00	0.00	(click to add an account)	Regular	

Add Line from Scratch    Add Line from Catalog    Save Cart as Incomplete

Submit    Cancel

**Figure 5: Line Items tab**

**Tip:** Use the Add Line from Catalog button to add a line item from the catalog, from a list of items you have saved as a favorited item, or from a list of items you have added in the past. For more information about how to add these items, see "How to Add a Line from the Catalog" on page 9.

20. In the **Show Install?** field, indicate whether the item needs to be installed. If you select Yes, the Unit Install column is added to the table displaying the line items. Enter the amount the installation will cost in that cell of the appropriate line item.
21. In the **Show Freight?** field, indicate whether freight charges will be applied to the item. If you select Yes, the Freight column is added to the table displaying the line items. Enter the amount in that cell of the appropriate line item.
22. In the **Show Tax?** field, indicate whether taxes will be applied to the item. If you select Yes, the Unit Tax column is added to the table displaying the line items. Enter the amount the tax amount in that cell of the appropriate line item.
23. In the **Split Accounts By Type?** field, indicate whether the unit price, discount, or tax amounts need to be taken out of another account. If you select Yes, the Expense Accounts, Discount Accounts, and Tax Accounts columns are added to the table displaying the line items. Enter the amounts for each and add the account out of which to draw the funds.

**Note:** For more information about how to add an account, see step 25.

24. Use the information in the following table to configure the table in the Line Items tab.


**Note:** Click inside the cells under the relevant columns to enter information. The Total Line Amount cell cannot be edited, but is altered by what you enter in the Unit Price and Unit Discount fields, as well as the Install, Freight, and Unit Tax columns, if they are selected.

Column	Action
<b>Save As Fav?</b>	Checkmark the box in this column to save that line item as a favorite. The line item is added to the My Favorites tab when you click the Submit button.  <i>Tip: When you need to add that item later, click the Add Line From Catalog button to access the Favorited Items tab. For more information about how to add favorited items, see "How to Add Items from the My History tab" on page 11.</i>
<b>Quantity</b>	Enter the number of items you want to purchase.
<b>Item Number</b>	Enter the item's number.  <i>Note: Entering an item number that matches the item number used in the catalog populates all of the information for the line item except for the account. For more information about how to add an account, see step 25.</i>
<b>Unit of Measure</b>	Select how the items are grouped from the drop-down list.
<b>Long Description</b>	Enter a long description.
<b>Justification</b>	Enter an explanation for the purchase.
<b>Special Instructions</b>	Enter any special instructions.
<b>Unit Price</b>	Enter a price per unit.
<b>Unit Dscnt.</b>	Enter a unit discount.

25. Click the **(Click to add an account)** hyperlink to include an account from which to draw funds to pay for the item. The Edit Accounts box is displayed, as shown in the following illustration.

**Figure 6: Edit Accounts box**


26. Enter the account number, or click the  icon to select one from the Account Numbers tab.

*Tip: Complete any of the boxes and click the  icon to filter the search.*

27. Select the **Year** from the drop-down list.  
28. Select the **Owner** from the drop-down list.



29. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.

**Note:** To delete an account, click the  icon.

30. **Optional.** Click the + icon to add another account number for the requisition. Repeat steps 25 through 29, and ensure that the Percentage fields for all accounts equals 100.
31. Click the **Ok** button. The account is added into the Accounts column in the Line Items tab.
32. Use the following information to add line items:

- Use the **Add Line from Scratch** button to add a new, blank line item.
- Use the **Add Line from Catalog** button to add a line with previously defined information.

**Note:** Clicking the Add Line from Catalog button opens the Purchasing Catalog tabs, which you can use to select catalog items, items you have saved as a favorite, and items you have added before. For more information about how to select these items, see "How to Add a Line from the Catalog" on page 9.

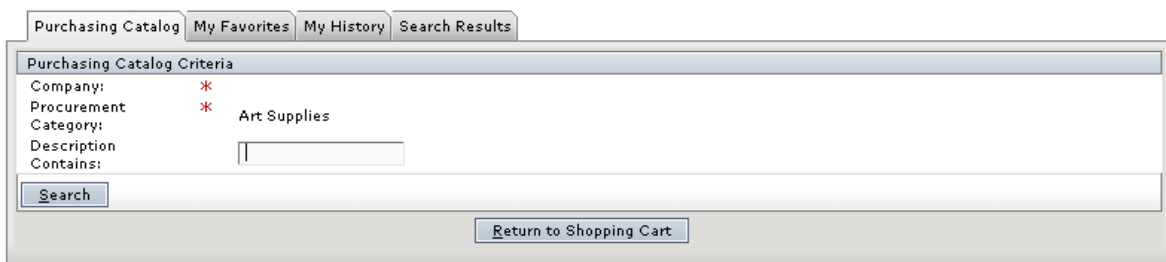
**Note:** Click the **Save Cart as Incomplete** button to save the requisition and complete it at another time. When you want to continue creating the requisition, select Traditional (Saved) from the Select Requisition type tab, and choose the requisition you created and saved from the drop-down list.

33. Click the **Submit** button. A message is displayed which tells you that the requisition was successfully created, and asks if you would like to create another requisition.

## How to Add a Line from the Catalog

If the item you want to add can be found in the catalog, instead of manually entering the line item, you can save time by adding line items that have already been saved in the catalog.

1. On the Line Items tab, click the **Add Line from Catalog** button. The Purchasing Catalog tab is displayed, as in the following illustration.



The screenshot shows a web interface for the 'Purchasing Catalog' tab. At the top, there are four tabs: 'Purchasing Catalog', 'My Favorites', 'My History', and 'Search Results'. Below the tabs is a section titled 'Purchasing Catalog Criteria'. This section contains four labeled fields: 'Company:' with a red asterisk, 'Procurement:' with a red asterisk, 'Category:' with the text 'Art Supplies', and 'Description Contains:' with an empty text box. Below these fields is a 'Search' button. At the bottom right of the form is a 'Return to Shopping Cart' button.

**Figure 7: Purchasing Catalog tab**

2. Enter information in the **Description Contains** field to search for items with a particular description.
3. Click the **Search** button. The Search Results tab is displayed, as in the following illustration.

Purchasing Catalog My Favorites My History Search Results									
Search Results									
Sort   Clear Sorted by: (default)									
Prchs Item ID	Short Description	Vendor	Stock Number	Category	Unit of Measure	Hazard	Perish	NIGP Code	
745074	Gold ribbons	Beklemek Furniture	GD1	Furniture	EA	×	×		
754264	desk-L	Beklemek Furniture	desk- Lreturn	Furniture	EA	×	×		
867344	large brown desk	Beklemek Furniture	desk- brown	Furniture	EA	×	×		
867343	V - Student chairs	Beklemek Furniture	V - CH Furniture		EA	×	×		
518943	Student Desks	Beklemek Furniture	Dd	Furniture	EA	×	×		
867340	short descp	Beklemek Furniture	OKI2	Furniture	Each	×	×		
									record count: 6 of 6
Select Catalog Item(s)									
Return to Shopping Cart									

Figure 8: Search Results tab displaying results from a purchasing catalog search

- Highlight to select the appropriate item, and click the **Select Catalog Item(s)** button. The Line Items tab is displayed with the item you selected added to the list.

## How to Add Items from the My Favorites tab

When line items were originally entered, users have the option of saving it as a favorite by selecting the Save as Fav? field. Use the procedure below to select the items that have been saved as favorites.

- Click the **My Favorites** tab to bring it forward. The My Favorites tab is shown in the following illustration.

Purchasing Catalog My Favorites My History Search Results				
My Favorite Shopping Carts				
Sort   Clear Sorted by: (default)				
Name	Created On	Created By	Description	Num Items
Default Barsky 09-30-2008 Cart #2 Favorites	09-30-2008	Barsky, Default	Favorites from the 2009 shopping cart Default Barsky 09-30-2008 Cart #2	1
Default Barsky 10-04-2008 Cart #4 Favorites	10-04-2008	Barsky, Default	Favorites from the 2009 shopping cart Default Barsky 10-04-2008 Cart #4	1
Default Barsky 09-23-2008 Cart #5 Favorites	09-23-2008	Barsky, Default	Favorites from the 2009 shopping cart Default Barsky 09-23-2008 Cart #5	2
Default Barsky 09-23-2008 Cart #6 Favorites	09-23-2008	Barsky, Default	Favorites from the 2009 shopping cart Default Barsky 09-23-2008 Cart #6	1
				record count: 4 of 4
Select				
Return to Shopping Cart				

Figure 9: My Favorites tab

- Highlight to select the item from the My Favorite Shopping Carts list, and click the **Select** button. The Search Results tab is displayed, as in the following illustration.

Prchs Item ID	Short Description	Vendor	Stock Number	Category	Unit of Measure	Hazard	Perish	NIGP Code
745074	Gold ribbons	Beklemek Furniture	GD1	Furniture	EA	X	X	

record count: 1 of 1

Select Catalog Item(s)

Return to Shopping Cart

Figure 10: Search Results tab showing results for a favorited items search

- Highlight to select the appropriate item, and click the **Select Catalog Item(s)** button. The Line Items tab is displayed with the item you selected added to the list.

## How to Add Items from the My History tab

Use the following procedure to search for and select items that have been added before.

- Click the **My History** tab to bring it forward. The My History tab is shown in the following illustration.

Search Types to Include

My Requisitions ☐ Supported Requisitions ☐

Requisition Criteria

Company: \* Beklemek Furniture (2)

Requestor:

Stage:

Ship-To Location:

Shopping Cart Name:

Status:

Account Number: FUND FNC OBJ SUB ORG PI

Requisition Create Date:  Minimum  Maximum

Requisition Last Modified Date:

Purchase Order Date:

Purchase Item Criteria

Stock Number:

Category: \* Furniture

NIGP Commodity Code:

Purchase Item Number:

Description:



Keywords:

Search Clear



Return to Shopping Cart


Figure 11: My History tab

2. In the Search Types to Include panel, select at least one of the following options:
  - **My Requisitions:** Select to search for requisitions that you created.
  - **Supported Requisitions:** Select to search for requisitions that were created for you by someone who supports you.
3. In the Requisition Criteria panel, enter information into at least one of the following fields:

Field	Action
<b>Requestor</b>	Select an item from the drop-down list.
<b>Requisition Create Date (Minimum column)</b>	Under the <b>Minimum</b> column, enter a date on or after which the requisition(s) for which you are searching were created, or click the  icon to select a date from the calendar.  <i><b>Note:</b> Enter a date in the <b>Maximum</b> column to search for requisitions that were created within a timeframe.</i>
<b>Stock Number</b>	Click the  icon to select a Stock Number from the Lookup Stock Number tab.  <i><b>Note:</b> In order to search for a stock number, you must first select a vendor. For more information about the Lookup Stock Number tab, see "Using the Lookup Stock Number Tab" on page 71.</i>
<b>Shopping Cart Name</b>	Select the name of the shopping cart that was used for the requisition from the drop-down list.

4. To narrow your search results, enter information into any of the following fields:

Field	Action
<b>Stage</b>	Select the stage of the requisition for which you are searching from the drop-down list.
<b>Status</b>	Select the status of the requisition for which you are searching from the drop-down list.
<b>Ship-To Location</b>	Select the location where the items on the requisition were or are being shipped from the drop-down list.
<b>Account Number</b>	Enter the account number that was used to pay for the requisition for which you are searching.
<b>Requisition Create Date (Maximum column)</b>	Enter the date on or after which the requisition was created, or click the  icon to select a date from the calendar.  <i><b>Note:</b> If you entered a date in the <b>Minimum</b> column, you can search for a requisition that was created within a timeframe by entering a date in this field.</i>
<b>Requisition Last Modified Date</b>	Enter a date on or after which the requisition was last modified, or click the  icon to select a date from the calendar.  <i><b>Note:</b> Enter a date in the <b>Maximum</b> column to search for a requisition that was last modified within a timeframe.</i>

**Purchase Order Date** Enter the purchase order date for the requisition for which you are searching, or click the  icon to select a date from the calendar.

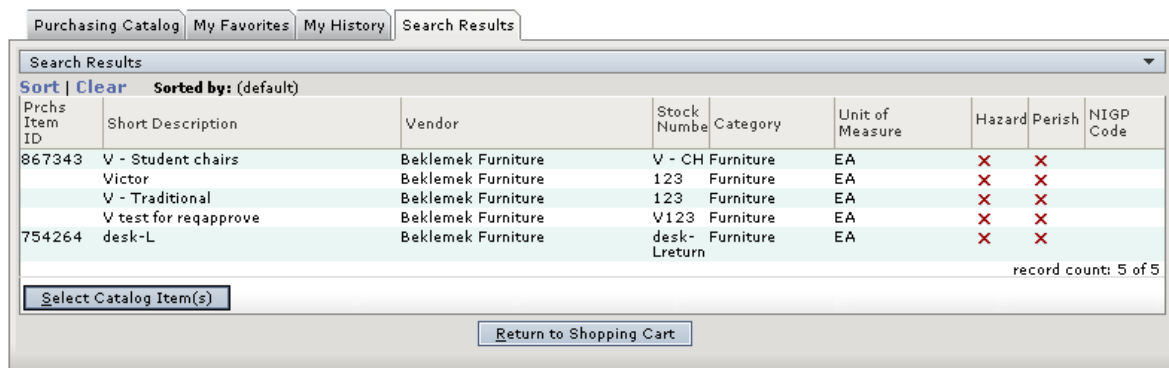
**Note:** Enter a date in the **Maximum** column to search for a requisition's purchase order date within a timeframe.

**Purchase Item Number** Enter the number of the item that is or was being requisitioned.

**Description Keywords** Enter words that would match the description of the items on the requisition.

**NIGP Commodity Code** Enter the NIGP Commodity code of the item of the requisition.

- Click the **Search** button. The results of your search are displayed on the Search Results tab, as in the following illustration.



Prchs Item ID	Short Description	Vendor	Stock Number	Category	Unit of Measure	Hazard	Perish	NIGP Code
867343	V - Student chairs	Beklemek Furniture	V - CH Furniture	Furniture	EA	X	X	
	Victor	Beklemek Furniture	123	Furniture	EA	X	X	
	V - Traditional	Beklemek Furniture	123	Furniture	EA	X	X	
	V test for reqapprove	Beklemek Furniture	V123	Furniture	EA	X	X	
754264	desk-L	Beklemek Furniture	desk- Lreturn	Furniture	EA	X	X	

record count: 5 of 5

Select Catalog Item(s)

Return to Shopping Cart

Figure 12: Search Results tab for items that have been ordered before

- Highlight to select the appropriate item, and click the **Select Catalog Item(s)** button. The Line Items tab is displayed with the item you selected added to the list.

## How to Create a Not-To-Exceed Requisition

- Navigate to the TEAMS Home page and locate the Requisition menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

- Select the **Create Requisitions** link. The Select Requisition Type tab is displayed, as shown in the following illustration.

Figure 13: Select Requisition Type tab

3. In the **Requisition Type** field, select the Not-To-Exceed Requisition option. The tab is redisplayed.

**Note:** The maximum amount the requisition is not to exceed is determined by a business rule. Business rules are high-level maintenance functions that allow districts to control certain aspects of how TEAMS will operate.

4. Select a **Fiscal Year** from the drop-down list.
5. Click the **Continue** button. The Not-To-Exceed Payment Authorization tab is displayed, as in the following illustration.

Figure 14: Not-To-Exceed Payment Authorization tab

6. The **Category** and **Vendor** fields are related. You have the following options:
  - **Select a Category first:** If you enter a category first, the vendor field is populated with those vendors that are assigned to the category you selected.
  - **Select a Vendor first:** If you enter a vendor first, the category field is populated with those categories that are assigned to the vendor you selected.


**Note:** The **Contract** and **Requestor** drop-down lists are populated with preferred contracts and requestors, respectively.

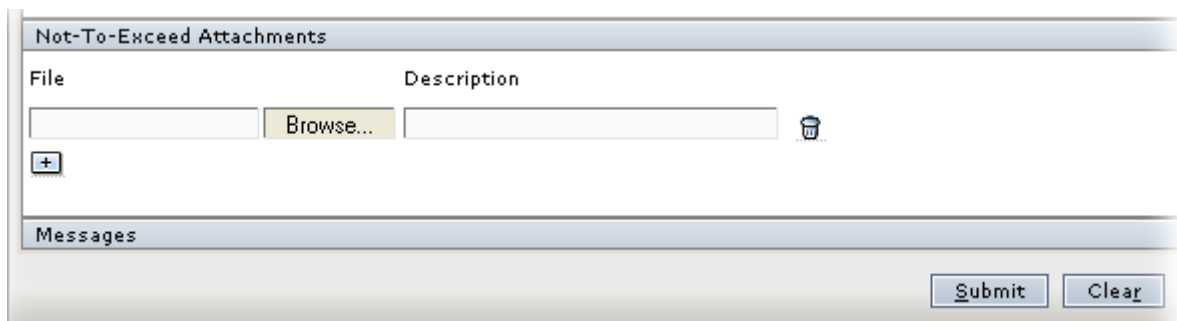
7. Select a **Contract** from the drop-down list.

8. The **Requestor** field defaults to your name, but you can select another one from the drop-down list, if necessary.


**Note:** The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.

**Note:** Requestors you support are defined in the Maintain Requisition Support Hierarchy function. You can also view who you support and who supports you using the View My Requisition Support function. For more information about these functions, see the TEAMS Requisition Setup Guide.

9. Enter a **Description**.
  10. Enter an amount in the **Not-To-Exceed Requisition** field. The amount must not be more than the amount displayed in the field name.
  11. Enter or edit the account number, or click the + icon to select another one from the Account Numbers tab.
- Tip:** Complete any of the boxes and click the  icon to filter the search.
12. Select the **Year** from the drop-down list.
  13. Select the **Owner** from the drop-down list.
  14. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
  15. **Optional.** To add another account to the requisition, repeat steps 11 through 14, and ensure that the Percentage fields for all accounts equals 100.
  16. Click the **Ok** button. The new account number is populated in the Account Number column.
  17. In the Not-To-Exceed Attachments panel, click the + icon to add an attachment. The File and Description fields are displayed, as in the following illustration.



**Figure 15: Not-To-Exceed Attachments panel with File and Description fields displayed**

18. Click the **Browse** button to navigate to the file location.
  19. Enter a **Description**.
- Note:** To add attachments, click the + icon again. To delete additional attachments, click the  icon.
20. Click the **Submit** button. A message is displayed which tells you that the requisition was successfully created, and asks if you would like to create another requisition.

## How to Create a Project Requisition

1. Navigate to the TEAMS Home page and locate the Requisition menu.  
***Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.*
2. Select the **Create Requisitions** link. The Select Requisition Type tab is displayed, as shown in the following illustration.

Select Requisition Type

Requisition Types

Requisition Type: \* ☒ Traditional (New) ☐ Traditional (Saved) ☐ Warehouse Replenishment ☐ Not To Exceed Requisition - Maximum Amount \$500 ☐ Project ☐ Blanket

Fiscal Year: \* 2010

Cart Name: \* Prologic Administrator 09-17-2009 Cart #3

Process Lines Separately: \* ☐ Yes ☒ No

Confirmation Only: \* ☐ Yes ☒ No

Continue Cancel

Figure 16: Select Requisition Type tab

3. In the **Requisition Type** field, select the Project option. The tab is redisplayed.
4. Select a **Fiscal Year** from the drop-down list.
5. Click the **Continue** button. The Create Project Requisition tab is displayed, as in the following illustration.

Create Project Requisition

Create Project Requisition Header

Fiscal Year: \* 2010

Category: \* [dropdown]

Requestor: \* [dropdown]

Ship-To Location: \* Distribution Center - 982

Delivery Location: \* [dropdown]

Description: \* [text area]

Vendor: \* [dropdown]

Order From: [dropdown]

Contract: [dropdown]

Ship-To Receiving Group: Distribution Center

Delivery Receiving Group: [dropdown]

Characters remaining: 255 (255 max)

Create Project Requisition Description

Description	Total Amount	Released Amount	Balance Amount	Account Numbers	Action
	0.00	0.00	0.00	click to add an account	[trash icon]

Add New Description

Create Project Requisition Attachments

File Description

[+]

Submit Clear Return

Figure 17: Create Project Requisition tab



6. The Category and Vendor fields are related. You have the following options:
  - **Select a Category first:** If you enter a category first, the vendor field is populated with those vendors that are assigned to the category you selected.
  - **Select a Vendor first:** If you enter a vendor first, the category field is populated with those categories that are assigned to the vendor you selected.

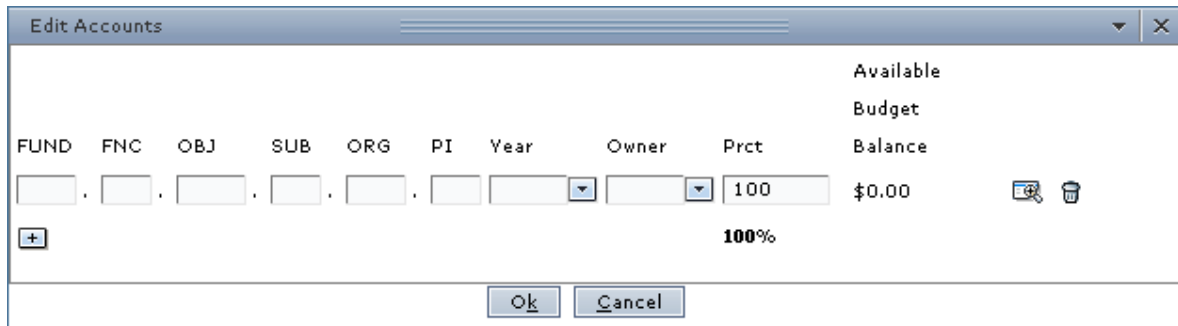
***Note:** The Contract and Requestor drop-down lists are populated with preferred contracts and vendors, respectively.*
7. Select a **Contract** from the drop-down list. The Category, Vendor, and Order From drop-down lists are populated with preferred Categories, Vendors, and Order From names, respectively.

***Note:** Preferred Vendors and Categories are defined in the Maintain Procurement Contracts function.*
8. The **Requestor** field defaults to your name, but you can select another one from the drop-down list, if necessary.

***Note:** The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.*

***Note:** Requestors you support are defined in the Maintain Requisition Support Hierarchy function. You can also view who you support and who supports you using the View My Requisition Support function. For more information about these functions, see the TEAMS Requisition Setup Guide.*
9. Select the **Ship-To Location** from the drop-down list.

***Note:** Depending on your selection, the Ship-To Receiving Group field is populated, and the Delivery Location and Delivery Receiving Group fields are displayed and populated on the tab.*
10. Select the **Ship-To Receiving Group** from the drop-down list. Available selections in the drop-down list are based on your selection in the Ship-To location field.
11. Select a **Delivery Location** from the drop-down list.
12. Select the **Delivery Receiving Group** from the drop-down list.
13. Enter a **Description**.
14. Click the **Add New Description** button. An empty row is displayed.
15. Click in the cell under the **Description** column to enter the name of the milestone.
16. Click in the cell under the **Total Amount** column to change the total amount.
17. Click on the **(click to add account)** hyperlink to enter the account number. The Edit Accounts box is displayed, as in the following illustration.




The 'Edit Accounts' dialog box contains a table with the following columns: FUND, FNC, OBJ, SUB, ORG, PI, Year, Owner, Prct, Available, Budget, and Balance. The 'Prct' column has a value of 100. The 'Balance' column has a value of \$0.00. There is a '+' icon in the bottom left and a trash icon in the bottom right. At the bottom are 'Ok' and 'Cancel' buttons.

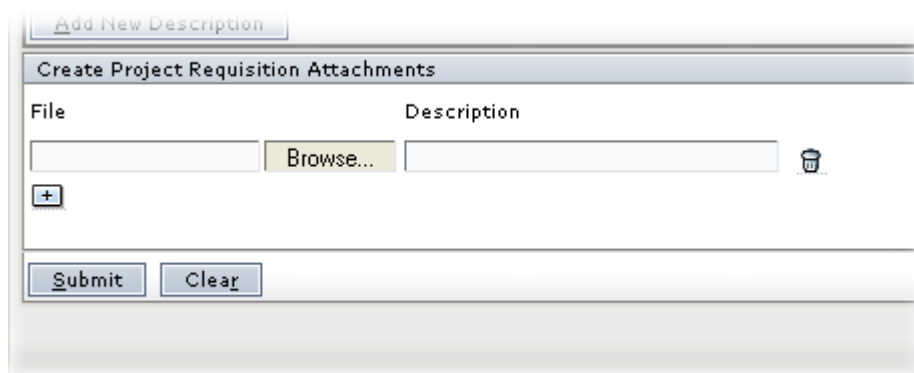
FUND	FNC	OBJ	SUB	ORG	PI	Year	Owner	Prct	Available	Budget	Balance
								100			\$0.00

**Figure 18: Edit Accounts box**

18. Enter the account number, or click the + icon to select another one from the Account Numbers tab.

**Tip:** Complete any of the boxes and click the  icon to filter the search.


19. Select the **Year** from the drop-down list.
20. Select the **Owner** from the drop-down list.
21. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
22. **Optional.** Click the + icon to add another account number for the requisition. Repeat steps 17 through 21, and ensure that the Percentage fields for all accounts equals 100.
23. Use the **Action** column to delete a line item.
24. Click the **Ok** button. The new account number is populated in the Account Number column.
25. In the Create Project Requisition Attachments panel, click the + icon to add an attachment. The File and Description fields are displayed, as in the following illustration.



The 'Create Project Requisition Attachments' panel has a title bar 'Add New Description'. It contains two main fields: 'File' and 'Description'. The 'File' field has a 'Browse...' button next to it. There is a '+' icon in the bottom left and a trash icon in the bottom right. At the bottom are 'Submit' and 'Clear' buttons.

**Figure 19: Create Project Requisition Attachments panel with Browse and Description fields displayed**

26. Click the **Browse** button to navigate to the file location.
27. Enter a **Description**.

**Note:** To add attachments, click the + icon again. To delete additional attachments, click the  icon.

28. Click the **Submit** button. The Select Requisition Type tab is displayed with a message that the project requisition was successfully saved.

## How to Create a Blanket Requisition

1. Navigate to the TEAMS Home page and locate the Requisition menu.  
***Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.*
2. Select the **Create Requisitions** link. The Select Requisition Type tab is displayed, as shown in the following illustration.


Figure 20: Select Requisition Type tab


3. In the **Requisition Type** field, select the Blanket option.
4. Select a **Fiscal Year** from the drop-down list.
5. Click the **Continue** button. The Blanket Requisition tab is displayed, as in the following illustration.

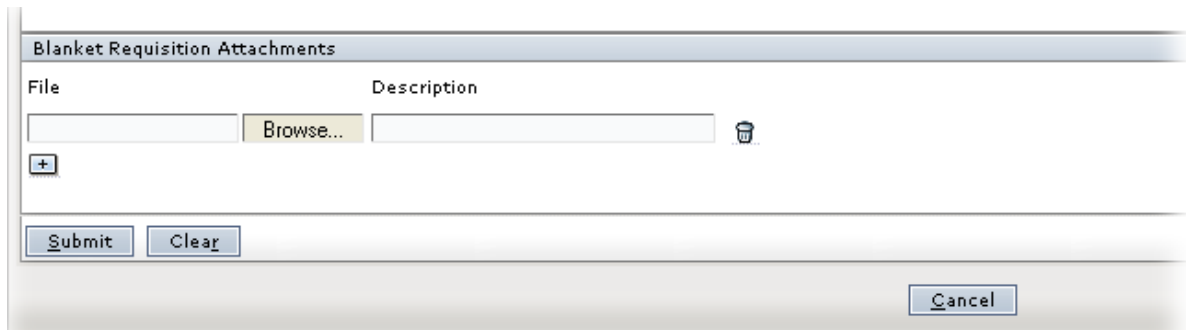
Figure 21: Blanket Requisition tab



6. The **Category** and **Vendor** fields are related. You have the following options:
  - **Select a Category first:** If you enter a category first, the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
  - **Select a Vendor first:** If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.

***Note:** The **Contract** and **Requestor** drop-down lists are populated with preferred contracts and requestors, respectively.*
7. Select the **Order From** from the drop-down list.
8. Select a **Contract** from the drop-down list.
9. Select the **Ship-To Location** from the drop-down list.

***Note:** Depending on your selection, the Ship-To Receiving Group field is populated, and the Delivery Location and Delivery Receiving Group fields are displayed and populated on the tab.*
10. Select the **Ship-To Receiving Group** from the drop-down list. Available selections in the drop-down list are based on your selection in the Ship-To location field.
11. Select a **Delivery Location** from the drop-down list.
12. Select a **Delivery Receiving Group** from the drop-down list.
13. Enter a **Description**.
14. Enter the **Amount**.
15. Edit the **Expense Account**, or click the  icon to select another one from the Account Numbers tab.

***Tip:** Complete any of the boxes and click the  icon to filter the search.*
16. Select the **Year** from the drop-down list.
17. Select the **Owner** from the drop-down list.
18. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
19. **Optional.** Click the + icon to add another account number for the requisition. Repeat steps 15 through 18, and ensure that the Percentage fields for all accounts equals 100.
20. Click the **Ok** button. The new account number is populated in the Account Number column.
21. In the Blanket Requisition Attachments panel, click the + icon to add an attachment. The File and Description fields are displayed, as in the following illustration.


The image shows a software interface titled "Blanket Requisition Attachments". It features a table with two columns: "File" and "Description". Under the "File" column, there is a text input field, a "Browse..." button, and a small trash can icon. Below the "File" column, there is a "+" icon. At the bottom of the panel, there are three buttons: "Submit", "Clear", and "Cancel".

File	Description
<input type="text"/> Browse... 	
	

**Figure 22: Blanket Requisition Attachments panel with Browse and Description fields displayed**

22. Click the **Browse** button to navigate to the file location.

23. Enter a **Description**.

**Note:** To add attachments, click the + icon again. To delete additional attachments, click the  icon.

24. Click the **Submit** button. A message is displayed which tells you that the requisition was successfully created, and asks if you would like to create another requisition.

# Requisition Search

You can search for regular requisitions, not-to-exceed requisitions, and blanket/project requisitions.

## How to Search for Traditional Requisitions

- 1. Navigate to the TEAMS Home page and locate the Requisition menu.  
***Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.*
- 2. Select the **Requisition Search** link. The Requisition Search tab is displayed, as shown in the following illustration.

Requisition Search   Requisition Search Results

Search Types to Include

My Requisitions ☒ All Requisitions ☐

Requisition Criteria

Vendor:

Requestor:

Stage:

Ship-To Location:

Order From:

Shopping Cart Name:

Status:

Account Number: FND FN OBJ SO ORG PI L PR

\* \* \* \* \*

Requisition Create Date: Minimum 08-01-2009 Maximum 09-16-2009

Requisition Last Modified Date:

Purchase Order Date:

Purchase Item Criteria

Stock Number:

Category:

NIGP Commodity Code:





Purchase Item Number:


Description:

Keywords:

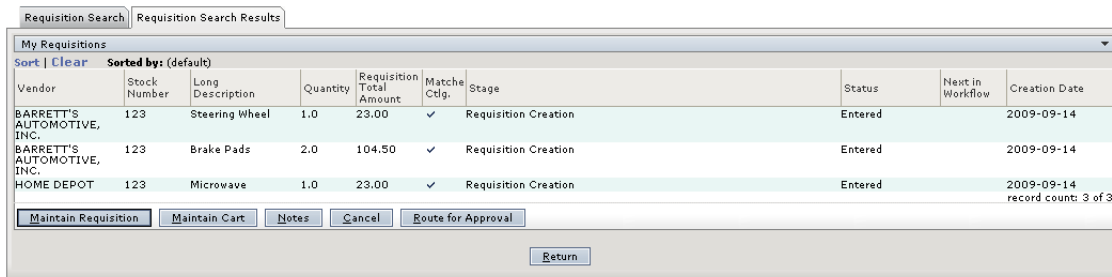
Figure 23: Requisition Search tab

3. In the Search Types to Include panel, select at least one of the following options:
  - **My Requisitions:** Select to search for requisitions that you created.
  - **All Requisitions:** Select to search for both requisitions that you created and requisitions that you approved.
4. Enter information into at least one of the following fields:

Field	Action
<b>Vendor</b>	Enter the name of a Vendor, or click the  icon to select one from the Vendor Lookup tab.  <i><b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.</i>
<b>Order From</b>	Select the name of the person from whom the items on the requisition were ordered from the drop-down list.
<b>Requestor</b>	Select an item from the drop-down list.
<b>Shopping Cart Name</b>	Select the name of the shopping cart that was used for the requisition from the drop-down list.
<b>Stage</b>	Select the stage of the requisition for which you are searching from the drop-down list.
<b>Status</b>	Select the status of the requisition for which you are searching from the drop-down list.
<b>Ship-To Location</b>	Select the location where the items on the requisition were or are being shipped from the drop-down list.
<b>Account Number</b>	Select the location where the items on the requisition were or are being shipped from the drop-down list.
<b>Requisition Create Date</b>	Under the <b>Minimum</b> column, enter a date on or after which the requisition(s) for which you are searching were created, or click the  icon to select a date from the calendar.  <i><b>Note:</b> Enter a date in the <b>Maximum</b> column to search for requisitions that were created within a timeframe.</i>
<b>Requisition Last Modified Date</b>	Enter a date on or after which the requisition for which you are searching was last modified, or click the  icon to select a date from the calendar.  <i><b>Note:</b> Enter a date in the <b>Maximum</b> column to search for a requisition that was last modified within a timeframe.</i>
<b>Purchase Order Date</b>	Enter the purchase order date for the requisition for which you are searching, or click the  icon to select a date from the calendar.  <i><b>Note:</b> Enter a date in the <b>Maximum</b> column to search for a requisition's purchase order date within a timeframe.</i>

Field	Action
<b>Stock Number</b>	Click the  icon to select a Stock Number from the Lookup Stock Number tab.  <i><b>Note:</b> In order to search for a stock number, you must first select a vendor. For more information about the Lookup Stock Number tab, see "Using the Lookup Stock Number Tab" on</i>
<b>Purchase Item Number</b>	Enter the number of the item that is or was being requisitioned.
<b>Category</b>	Select the requisition's category from the drop-down list.
<b>Description Keywords</b>	Enter words that would match the description of the items on the requisition.
<b>NIGP Commodity Code</b>	Enter the NIGP Commodity code of the item of the requisition.

- Click the **Search** button. The results of your search are displayed on the Requisition Search tab, as in the following illustration.



Vendor	Stock Number	Long Description	Quantity	Requisition Total Amount	Matched Ctdg.	Stage	Status	Next in Workflow	Creation Date
BARRETT'S AUTOMOTIVE, INC.	123	Steering Wheel	1.0	23.00	✓	Requisition Creation	Entered		2009-09-14
BARRETT'S AUTOMOTIVE, INC.	123	Brake Pads	2.0	104.50	✓	Requisition Creation	Entered		2009-09-14
HOME DEPOT	123	Microwave	1.0	23.00	✓	Requisition Creation	Entered		2009-09-14

record count: 3 of 3

Buttons: Maintain Requisition, Maintain Cart, Notes, Cancel, Route for Approval, Return

Figure 24: Requisition Search Results tab

## How to Maintain Requisitions

Highlight to select the requisition you want to edit, and click the **Maintain Requisitions** or **Maintain Cart** button to edit the requisition or the cart, respectively. Both buttons open the Requisition Maintenance tab. For more information, see "Maintain Requisitions" on page 28.

## How to Add Notes to Requisitions

Highlight to select the requisition to which you want to add a note, and click the **Notes** button. For more information, see "Using the Notes Tab" on page 69.

## How to Cancel Requisitions

Highlight to select the requisition you want to cancel, and click the **Cancel** button. A message is displayed which tells you that the requisition was successfully canceled.



## How to Route Requisitions for Approval

Highlight the requisition you want to route for approval, and click the **Route for Approval** button. The requisition is routed for approval.

## How to Search for Not-To-Exceed and Blanket/Project Requisitions

**Note:** Because you use the same process to search for not-to-exceed requisitions as you use to search for blanket/project requisitions, the procedures in this section only cover how to search for not-to-exceed requisitions.


1. Navigate to the TEAMS Home page and locate the Requisition menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Not To Exceed Requisition Search** link. The Not-To-Exceed Requisition Search tab is displayed, as shown in the following illustration.

**Figure 25: Not-To-Exceed Requisition Search tab**

3. In the Search Types to Include panel, select at least one of the following options:
  - **My Requisitions:** Select to search for requisitions that you created.
  - **All Requisitions:** Select to search all requisitions.
4. Select a **Fiscal Year** from the drop-down list.
5. Enter information into any of the following fields:

Field	Action
<b>Vendor</b>	Enter the name of a Vendor, or click the  icon to select one from the Vendor Lookup tab.  <b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.
<b>Category</b>	Select an item from the drop-down list.
<b>Limit to Releasable</b>	Select Yes to search for releasable not-to-exceed requisitions. Select No to search for both releasable and non-releasable requisitions.

Field	Action
<b>Min Amount</b>	Enter the minimum amount for the requisition
<b>Max Amount</b>	Enter the maximum amount of the requisition
<b>Description Contains</b>	Enter a part of the description.
<b>Stage</b>	Select an item from the drop-down list.
<b>Status</b>	Select an item from the drop-down list.
<b>Account Number</b>	Enter the account number.

- Click the **Search** button. The Results tab is displayed, as in the following illustration.

Not-To-Exceed Requisition Search Results

Requisitions									
Sort   Clear Sorted by: (default)									
Fiscal Year	Requisitioner	Vendor	Amount	Released Amount	Category	Contract(s)	Description	AccountNumbers	Stage
2009	Barsky, Default	Sax Art Supplies	250.00		Art Supplies	2009-AS	test 48724	199.13,6499,35,918.30 - 100.0%	Approval Chain
2009	Barsky, Default	Sax Art Supplies	250.00		Art Supplies	2009-AS	test 48724	199.13,6499,35,918.30 - 100.0%	Approval Chain
2009	Barsky, Default	Sax Art Supplies	250.00		Art Supplies	2009-AS	testing 48724	199.13,6499,35,918.30 - 100.0%	Approval Chain
2009	Barsky, Default	Sax Art Supplies	250.00		Art Supplies	2009-AS	BD's crayons	199.00,2110.00,000.00 - 100.0%	Buyer Analysis
2009	Barsky, Default	Sax Art Supplies	200.00		Art Supplies	2009-AS	BD	199.13,6499,35,918.30 - 100.0%	Approval Chain
2009	Barsky, Default	Sax Art Supplies	250.00		Art Supplies	2009-AS	BD	199.13,6499,35,918.30 - 100.0%	PO 1256
2009	Barsky, Default	Sax Art Supplies	200.00		Art Supplies	2009-AS	Need this	101.35,6269.00,909.99 - 100.0%	Buyer Analysis
2009	Varlau, Will	Sax Art Supplies	300.00		Art Supplies	2009-AS	Facile	199.00,2110.00,000.00 - 100.0%	Approval Chain

record count: 13 of 13

Maintain Notes Void Route for Approval Return

Figure 26: Results tab

## How to Maintain Not-To-Exceed Requisitions

Highlight to select the requisition you want to edit, and click the **Maintain** button to edit it. This button opens the Not-To-Exceed Requisition Maintenance tab. For more information, see "How to Maintain Not-To-Exceed Requisitions" on page 26.

**Note:** If you are working in the Blanket/Project Requisition Search function, clicking on the Maintain button opens the Blanket/Project Requisition Maintenance tab. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.

## **How to Add Notes to Not-To-Exceed Requisitions**

Highlight to select the requisition to which you want to add a note, and click the **Notes** button. For more information, see "Using the Notes Tab" on page 69.

## **How to Void Not-To-Exceed Requisitions**

Highlight to select the requisition you want to cancel, and click the **Void** button. A message is displayed which tells you that the requisition was successfully canceled.

## **How to Route Not-To-Exceed Requisitions for Approval**

Highlight the requisition you want to route for approval, and click the **Route for Approval** button. The requisition is routed for approval.

## Maintain Requisitions

After you create a requisition and it is submitted for approval, district personnel in the workflow have the option of editing it. Use the Requisition Maintenance tabs to review or edit traditional requisitions, use the Not-To-Exceed Requisition Maintenance tabs to review or edit not-to exceed requisitions, and use the Project Requisition tabs to review or edit Blanket or Project requisitions. The following topics describe how to maintain requisitions.

- How to Maintain Traditional Requisitions (below)
- How to Maintain Not-To-Exceed Requisitions (see page 26)
- How to Maintain Blanket/Project Requisitions (see page 35)

### How to Maintain Traditional Requisitions

You can maintain requisitions from various requisition-related functions. Use the following procedure to maintain requisitions.



**Note:** Illustrations in this procedure show the Requisition Maintenance tabs accessed from the Approve Requisitions function. Button options will depend on the function from which you accessed the Requisition Maintenance tabs.

1. If you are in the Requisition Search function, select a requisition and click the **Maintain Requisitions** button. If you are using the Approve Requisitions or Analyze Requisitions functions, click the **Requisition Details** button. The Requisition Overview tab is displayed with the Requisition Maintenance navigation bar, as in the following illustration.

Figure 27: Requisition Overview tab with the Requisition Maintenance navigation bar


**Note:** The buttons on the bottom of this tab depend on how you accessed the Maintain Requisitions function.


2. Use the following information to edit information in the Purchase Item Details panel:

Field	Action
Vendor	Enter a vendor, or click the  icon to select a vendor from the Vendor Lookup tab. <b>Note:</b> For more information about working with the Lookup Vendor tab, see "Using the Vendor Lookup Tab" on page 71.
Category	Select a category from the drop-down list.
Order From	Select the entity from which the item(s) will be ordered from the drop-down list.
Contract	Select the contract from the drop-down list.
Item Number	Enter the item number, or click the  icon to select one from the Lookup Stock Number tab. <b>Note:</b> For more information about working with the Lookup Stock Number tab, see "Using the Lookup Stock Number Tab" on page 71.
Unit of Measure	Select a unit by which to measure the item(s).

<b>NIGP Code</b>	Enter the NIGP Commodity code of the item of the requisition.
<b>Detailed Description</b>	Enter a detailed description.
<b>Special Instructions</b>	Enter any special instructions.
<b>Justification</b>	Enter a reason for the requisition.

3. Use the Accounts panel to select which account out of which to draw funds to purchase the item(s) being requisitioned. You have the following options:
- Expense Accounts
  - Freight Accounts
  - Tax Accounts
  - Installation Accounts

Once you select an account type, edit the account number by either manually entering it, or by clicking the  icon to select one from the Account Numbers tab.

***Tip:** Complete any of the boxes and click the  icon to filter the search.*

4. Use the following information to edit information in the Cost panel:

Field	Action
<b>Quantity</b>	Enter a quantity.
<b>Unit Price</b>	Enter a price per unit.
<b>Unit Discount Amount/Pct</b>	Enter an amount or percent to be discounted per unit.
<b>Unit Tax Amount/Pct</b>	Enter an amount or percent to be taxed per unit.
<b>Unit Install Amount/Pct</b>	Enter an amount or percent to be charged for installation per unit.
<b>Freight Amount</b>	Enter an amount to be charged for freight.

5. Click the **Save and Continue** button. The Requisition Indicators tab is displayed, as in the following illustration.

**Figure 28: Requisition Indicators tab**

6. Use the following information to edit information on the Requisition Indicators tab:

Field	Action
<b>Stock Replenishment</b>	Indicate whether you want the item to be requisitioned again.
<b>Fixed Asset</b>	Indicate whether this requisition is a fixed asset.
<b>Can Combine</b>	Indicate whether this requisition can be combined with other requisitions.
<b>Can Substitute</b>	Indicate whether this requisition can be substituted.
<b>Receiving Required</b>	Indicate whether receiving is required for this requisition.
<b>Confirmation Only</b>	Indicate whether this requisition is only a confirmation.

7. Click the **Save and Continue** button. The Requisition Attachments tab is displayed, as in the following illustration.

**Figure 29: Requisition Attachments tab**

8. To add an attachment to this requisition, click the + icon. The File and Description fields are displayed, as in the following illustration.

**Figure 30: Requisition Attachments tab with File and Description fields displayed**

9. Click the **Browse** button to navigate to the file location.

10. Enter a **Description**.

**Note:** Click the + icon to add another attachment.

11. Click the **Save and Continue** button. The Requisition Favorites tab is displayed, as in the following illustration.

**Figure 31: Requisition Favorites tab**

12. Look through the list of available favorite shopping carts. If you do not want to use the items in this list, proceed to the next step to add a new shopping cart. If you want to use an existing favorite shopping cart or carts, proceed to step 17.

13. Click the + icon to add a new favorite shopping cart. The New Favorite Shopping Cart Info box is displayed, as in the following illustration.

**Figure 32: New Favorite Shopping Cart Info box**



14. Enter the new **Favorite Shopping Cart Name**.
15. Enter a description in the **Favorite Shopping Cart Description** field.
16. Click the **Add** button. The new favorite shopping cart is added to the Available Favorite Shopping Carts list.
17. Highlight the appropriate item(s) from the Available Favorite Shopping Carts list, and click the **Add** button.
 

**Note:** To select all the available favorites, click the **Add All** button. To remove a favorite from the Selected Favorite panel, highlight the favorite's name and click the **Remove** button. To remove all selected favorites, click the **Remove All** button.
18. Click the **Next** button. The Requisition Status tab is displayed, as in the following illustration.

The screenshot shows the 'Requisition Status' tab. On the left is a sidebar with a menu containing: Overview, Indicators, Attachments, Favorites, Review, Status (selected), Receiving, Action History, Cart, and Ordering. The main content area has a tab labeled 'Requisition Status'. Below the tab is a 'Status' section with three rows: 'Urgency: \* Medium' (with a dropdown arrow), 'Stage: \* Buyer Analysis', and 'Status: \* Analysis in Progress'. Below these are buttons for 'Save and Continue' and 'Back'. At the bottom of the main panel are buttons for 'Return' and 'Approve and Return'.

**Figure 33: Requisition Status tab**

19. Select an item from the **Urgency** drop-down list
20. Click the **Save and Continue** button. The Requisition Receiving tab is displayed, as in the following illustration.

The screenshot shows the 'Requisition Receiving' tab. The sidebar menu is the same as in Figure 33, but 'Receiving' is now selected. The main content area has a tab labeled 'Requisition Receiving'. Below the tab is a 'Requisition Receiving Summary' section with a table showing: Total Ordered: 2, Total Received: 0, Total Cancelled: 0, and Total Expected: 2. Below this is a table with columns: Receipt Type, Quantity Good, Quantity Damaged, and Quantity Good or Damaged. The rows are: Kept (0, 0, 0), Returned (0, 0, 0), and Rejected (0, 0, 0). Below this is a 'Requisition Receiving Records' section with a dropdown arrow. Below the dropdown is a 'Sort | Clear Sorted by: (default)' section. Below that is a table with columns: Ordered Stock Number, Received Stock Number, Received, Rejected, and Cancelled. The bottom right of the table shows 'record count: 0 of 0'. At the bottom of the main panel are buttons for 'Next', 'Back', 'Return', and 'Approve and Return'.

**Figure 34: Requisition Receiving tab**

21. Review the information on the Requisition Receiving tab.
22. Click the **Next** button. The Action History tab is displayed, as in the following illustration.

**Requisition Maintenance**

**Action History**

**Creation**

Date: 09-17-2008 Requisitioner Position: 0  
 Requisitioner ID: 0 Requisitioner Name: Barsky, Default

**Last Modification**

Date: 11-04-2008 Position: 614  
 ID: 0 Employee Name: Barsky, Default

**Action History**

Sort | Clear Sorted by: (default)

Action Type	Date	Description	Actor ID	Actor PCN	Actor Name
Stage/Status Change	2008-09-18 14:01:44 (405)		1128630	730	Ramirez, Magdalena
Approver	2008-09-18 14:01:44 (271)	Approved	1128630	730	Ramirez, Magdalena
Approver	2008-09-18 13:55:51 (622)	Approved	1127351	262	Dawson, Ronnie
Stage/Status Change	2008-09-18 13:55:39 (334)		1127351	262	Dawson, Ronnie
Stage/Status Change	2008-09-17 14:35:55 (950)		0	0	Barsky, Default
Stage/Status Change	2008-09-17 14:35:55 (813)		0	0	Barsky, Default

record count: 6 of 6

Next Back Return Approve and Return

Figure 35: Action History tab

23. Review the information on the Action History tab.

24. Click the **Next** button. The Cart tab is displayed, as in the following illustration.

**Requisition Maintenance**

**Cart**

**Cart Header**

Cart Name: Default Barsky 11-14-2008 Cart #12 Requisition Total Amount: \$3406.19  
 Process Lines Separately: \* Yes No

**Cart Requisitions**

Vendor	Vendor Order From	Category	Contract(s)	Quantity	Item Number	Unit of Measure	St Desc
Sax Art Supplies	null	Art Supplies		100.0	705411446	EA	PA.
Sax Art Supplies		Art Supplies		1.0	705215604	EA	FO.
Sax Art Supplies	null	Art Supplies		1.0	705219888	EA	BO.
Sax Art Supplies	null	Art Supplies		1.0	705409717	EA	PO.
Sax Art Supplies		Art Supplies		1.0	705404793	EA	PA.
Sax Art Supplies		Art Supplies		1.0	705446081	EA	CH.
Sax Art Supplies		Art Supplies		1.0	705446684	EA	BO.
Sax Art Supplies		Art Supplies		1.0	705446249	EA	PA.

Save Cart Add Line to Cart

Next Back Return Approve and Return

Figure 36: Cart tab

25. Use the **Process Lines Separately** field to indicate whether the items you add to the requisition must be purchased and delivered together. If necessary, select Yes if one item may be purchased without the other(s). Otherwise, select No.

26. Review the information in the Cart Requisitions list. To edit items in the cart, click once in the cell you want to change.

27. To add an item to the cart, click the **Add Line to Cart** button. A duplicated line is added to the bottom of the Cart Requisitions list. Click once in the cells to change information.

28. Click the **Save Cart** button to save your changes.

29. Click the **Next** button. The Ordering tab is displayed, as in the following illustration.

Figure 37: Ordering tab

30. Review the information on the Ordering tab.

## How to Maintain Blanket/Project Requisitions

1. If you are in the Blanket/Project Requisition Search function, click the **Maintain** button. If you are using the Approve Blanket/Project Requisitions or Analyze Blanket/Project Requisitions functions, click the **View** button. The Project Requisition Overview tab is displayed with the Project Requisition Maintenance navigation bar, as in the following illustration.

Figure 38: Project Requisition Overview tab

2. Select a **Category** from the drop-down list.
3. Select a **Vendor** from the drop-down list.
4. Select a **Contract** from the drop-down list.

- The **Requestor** field defaults to your name, but you can select another one from the drop-down list, if necessary.

**Note:** The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.

- Select the **Ship-To Location** from the drop-down list.

**Note:** Depending on your selection, the Ship-To Receiving Group field is populated, and the Delivery Location and Delivery Receiving Group fields are displayed and populated on the tab.

- Select the **Ship-To Receiving Group** from the drop-down list. Available selections in the drop-down list are based on your selection in the Ship-To location field.

- Enter a **Description**.

- Click in the cell under the **Description** column to change the description.

- Click in the cell under the **Total Amount** column to change the total amount.

**Note:** If the requisition has been approved and analyzed, and a purchase order has been created for it, then the number in the Released Amount column is a hyperlink. To release funds, proceed to the next step. If you do not have this option, proceed to step 13.

- To release funds, click the hyperlinked amount in the Released Amount column. The Release Funds box is displayed, as in the following illustration.

Release Amount	Released By	Released On
66.66	Dawson, (Grecia) Grecia & Dawson, (Mari)	09-06-2009

**Figure 39: Release Funds box**

- Enter the amount you want to release in the New Release Amount field, and click the **Release** button. The release is added to the Prior Releases list, and the amount is subtracted from the Released Amount field in the Project Requisition Overview tab.

- Click on the **Account Number** hyperlink to change the account number. The Edit Accounts box is displayed, as in the following illustration.

FUND	FNC	OBJ	SUB	ORG	PI	Year	Owner	Prct	Available Budget Balance
199	51	6399	00	914	99	2009	914	100	\$11,144.73

100%

Ok Cancel

**Figure 40: Edit Accounts box**

14. Edit the account number, or click the icon to select another one from the Account Numbers tab.

**Tip:** Complete any of the boxes and click the icon to filter the search.

15. Select the **Year** from the drop-down list.
16. Select the **Owner** from the drop-down list.
17. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
18. **Optional.** To add another account, repeat steps 14 through 17, and ensure that the percentage for all accounts equals 100.
19. Click the **Ok** button. The new account number is populated in the Account Number column.
20. In the Project Requisition Overview Attachments panel, click the + icon to add an attachment. The Browse and Description fields are displayed, as in the following illustration.

Create Project Requisition Attachments

File	Description
<input type="text"/> Browse...	<input type="text"/>

Submit Clear

**Figure 41: Project Requisition Overview Attachments panel with Browse and Description fields displayed**

21. Click the **Browse** button to navigate to the file location.
22. Enter a **Description**.

**Note:** To add attachments, click the + icon again. To delete additional attachments, click the icon.

23. If you accessed the Project Requisition Maintenance function from the Approve or Analyze Requisitions functions, you have the following button options for submitting your changes:

- **Submit:** Use to submit the requisition for approval to the next.
- **Save and Restart Approval:** Use to save your changes and restart the approval process as though the requisition was just created.
- **Approve and Return:** Use to approve the requisition and return to the function in which you were originally working.

To continue viewing information about the requisition, proceed to the next step.

24. Click the **Action History** link in the Project Requisition Maintenance navigation bar. The Project Requisition Action History tab is displayed, as in the following illustration.

Project Requisition Action History					
<b>Creation</b>					
Date:	10-10-2008	Requisitioner Position:	0		
Requisitioner ID:	0	Requisitioner Name:	Barsky, Default		
<b>Status</b>					
Stage:	Approval Chain	Status:	Approval in Progress		
Next Approver:	Ramirez, Magdalena				
<b>Action History</b>					
Sort   Clear Sorted by: (default)					
Action Type	Date	Description	Actor ID	Actor PCN	Actor Name
Approver	2008-10-10 15:42:41 (486)	Approved	1127351	262	Dawson, Ronnie
Stage/Status Change	2008-10-10 15:42:28 (371)		1127351	262	Dawson, Ronnie
Stage/Status Change	2008-10-10 15:41:03 (683)		0	0	Barsky, Default
Stage/Status Change	2008-10-10 15:41:03 (429)		0	0	Barsky, Default
					record count: 4 of 4
Cancel					

**Figure 42: Project Requisition Action History tab**

25. Review the information on the Project Requisition Action History tab.
26. Click the **Purchase Order** link on the Project Requisition Maintenance navigation bar. The Project Requisition Purchase Order tab is displayed.
27. Review the information about the purchase order.

## How to Maintain Not-To-Exceed Requisitions

You can maintain not-to-exceed requisitions from various not-to-exceed requisition-related functions. Use the following procedure to maintain not-to-exceed requisitions.

1. If you are in the Not To Exceed Requisition Search function, click the **Maintain** button. If you are using the Approve Not-To-Exceed Requisitions or Analyze Not-To-Exceed Requisitions functions, click the **View** button. The Not-To-Exceed Payment Authorization tab is displayed with the Not To Exceed Requisition Maintenance navigation bar, as in the following illustration.

**Figure 43: Not-To-Exceed Payment Authorization tab**

**Tip:** If you are an Approver or a Buyer for this requisition, you can use the Approve button to submit it with a status of Approved or Analyzed, respectively.

2. The **Category** and **Vendor** fields are related. You have the following options:
  - **Select a Category first:** If you enter a category first, the vendor field is populated with those vendors that are assigned to the category you selected.
  - **Select a Vendor first:** If you enter a vendor first, the category field is populated with those categories that are assigned to the vendor you selected.


**Note:** The **Contract** and **Requestor** drop-down lists are populated with preferred contracts and requestors, respectively. Select a **Contract** from the drop-down list.

3. Select a **Contract** from the drop-down list.
4. The **Requestor** field defaults to your name, but you can select another one from the drop-down list, if necessary.

**Note:** The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.

**Note:** Requestors you support are defined in the Maintain Requisition Support Hierarchy function. You can also view who you support and who supports you using the View My Requisition Support function. For more information about these functions, see the TEAMS Requisition Setup User Guide.

5. Enter a **Description**.
6. Enter an amount in the **Not-To-Exceed Requisition** field. The amount must be less than the amount displayed in the field name.
7. Enter or edit the account number, or click the + icon to select another one from the Account Numbers tab.

**Tip:** Complete any of the boxes and click the  icon to filter the search.

8. Select the **Year** from the drop-down list.
9. Select the **Owner** from the drop-down list.

10. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
11. **Optional.** To add another account to the requisition, click the + icon, and repeat steps 7 through 10. Ensure that the Prct fields equal 100 for all accounts.
12. In the Not-To-Exceed Attachments panel, click the + icon to add an attachment. The File and Description fields are displayed, as in the following illustration.

**Figure 44: Not-To-Exceed Attachments panel with File and Description fields displayed**

13. Click the **Browse** button to navigate to the file location.
14. Enter a **Description**.  
***Note:** To add attachments, click the + icon again. To delete additional attachments, click the trash icon.*
15. Click the **Action History** link in the Not To Exceed Requisition Maintenance navigation bar. The Action History tab is displayed, as in the following illustration.

Creation						
Date:	11-06-2008	Requisitioner Position:	0			
Requisitioner ID:	0	Requisitioner Name:	Barsky, Default			
Status						
Stage:	Buyer Analysis	Status:	Analysis in Progress			
Next Approver:	Juarez, Juan A					
Action History						
Sort   Clear Sorted by: (default)						
Action Type	Date	Description	Actor ID	Actor PCN	Actor Name	
Stage/Status Change	2008-12-01 13:09:37	Changed Stage / Status to Buyer Analysis / Analysis in Progress	1127351	262	Dawson, Ronnie	
Approver	2008-12-01 13:07:41	Approved	1127351	262	Dawson, Ronnie	
Approver	2008-11-06 10:31:40	Denied	0	0	Barsky, Default	
Stage/Status Change	2008-11-06 09:41:55	Changed Stage / Status to Approval Chain / Approval in Progress	0	0	Barsky, Default	
Stage/Status Change	2008-11-06 09:41:55	Changed Stage / Status to Requisition Creation / Entered	0	0	Barsky, Default	
						record count: 5 of 5

**Figure 45: Not To Exceed Requisition Action History tab**

16. Review the information on the Not To Exceed Requisition Action History tab, and click the **Purchase Order** link in the Not To Exceed Requisition Maintenance navigation bar. The Not To Exceed Requisition Purchase Order tab is displayed.
17. Review the information about the purchase order.



# Approve Requisitions

Once a requisition has been created, it needs to be approved. Use the following topics to approve traditional or warehouse requisitions, not-to-exceed requisitions, and blanket/project requisitions.

## How to Approve Requisitions

1. Navigate to the TEAMS Home page and locate the Requisition menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Approve Requisitions** link. The Traditional Requisition Approval tab is displayed, as shown in the following illustration.

Traditional Requisition Approval | Not-To-Exceed Requisition Approval | Blanket/Project Requisition Approval | History

Filter Criteria

Requisitions to Approve

Approve As: Kenney, Blanca (20427) This approval list was compiled for you on 09-22-2009 14:37. Refresh this list with the most current approval candidates?

Configure columns | Sort | Clear Sorted by: (default)

Cart Name	Location	Vendor	Long Description	Quantity	Total Amount	Account Number(s)	Consistent w/ Catalog
Prologic Admin 07-29-2009 Cart #6	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #6	High School	Handy Man Auto Supply - North	Brake Pads	1.0	55.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #2	High School	Handy Man Auto Supply - North	Tire Iron	1.0	15.00	199.11.6399.001.11.001 - 100.0%	✓
Prologic Admin 07-29-2009 Cart #10	High School	Boots True Value Hardware and Furniture	Bedding	1.0	20.00	199.11.6399.001.11.001 - 100.0%	✓

record count: 15 of 15

Requisition Details | Cart Details | Select All | Approve | Approve All | Reject | Void | Hold | Notes | Return

Figure 46: Traditional Requisition Approval tab

**Note:** If you are approving Not-To-Exceed Requisitions or Blanket/Project Requisitions, bring that tab forward, and skip to step 5.

3. Click the ▼ to expand the Filter Criteria panel.

Traditional Requisition Approval | Not-To-Exceed Requisition Approval | Blanket/Project Requisition Approval | History

Filter Criteria

Vendor: [ ] [ ] [ ]

Requisitioner: [ ] [ ] [ ]




Requisitioned On: [ ] [ ] [ ]

Status: [ ]

Filter

Requisitions to Approve

Figure 47: Traditional Requisition Approval tab with Filter Criteria panel expanded

Field	Action
<b>Vendor</b>	Enter the name of the vendor by which to filter the list, or click the  icon to select one from the Vendor Lookup tab.  <i><b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.</i>
<b>Requisitioner</b>	Enter the name of the person who created the requisition, or click the  icon to select one from the Employee Lookup tab.  <i><b>Note:</b> For more information about the Employee Lookup tab, see "Using the Employee Lookup Tab" on page 69.</i>
<b>Requisitioned On</b>	Enter a date on which the requisition was created, or click the  icon to select one from the calendar.
<b>Status</b>	Select an item from the drop-down list to filter the list by the status of the requisition.

- Click the **Filter** button. The filtered Requisitions to Approve list is displayed.
- Bring the appropriate tab forward, and highlight to select the requisition you want to approve.

***Tip:** If you want to approve all of the requisitions in the Requisitions to Approve list, and click the **Approve All** button. If you want to approve most of the items in the list, click the **Select All** button, and deselect the item(s) you do not want to approve, and click the **Approve** button.*

***Note:** To review and/or edit the requisition before approving it, click the **View** button. The Requisition Overview tabs are displayed. For more information about these tabs, see "Maintain Requisitions" on page 28.*

- Click the **Approve** button. A message is displayed which tells you that the requisition(s) you selected were approved.

***Note:** Use the History tab to track the progress of the requisition you just submitted for approval.*

## How to View Requisition Details

***Note:** To view the details of Blanket/Project or Not-to-Exceed Requisitions, click the View button.*

To view the details of and/or edit a requisition before approving it, highlight to select the requisition in the Requisitions to Approve list, and click the **Requisition Details** button. The Requisition Overview tabs are displayed. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.

***Note:** After viewing and/or editing information on the Cart tab, you can approve the requisition from any of the Requisition Maintenance tabs by clicking the **Approve and Return** button. Clicking the this button does not approve all of the requisitions in the cart. Only the requisition with which you are working is approved.*

## How to View Cart Details

**Note:** You can only view the cart details of a Traditional requisition.

To view the details of and/or edit requisitions in a cart before approving the requisition, click the **Cart Details** button. The Cart tab is displayed with the Requisition Maintenance navigation bar. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.

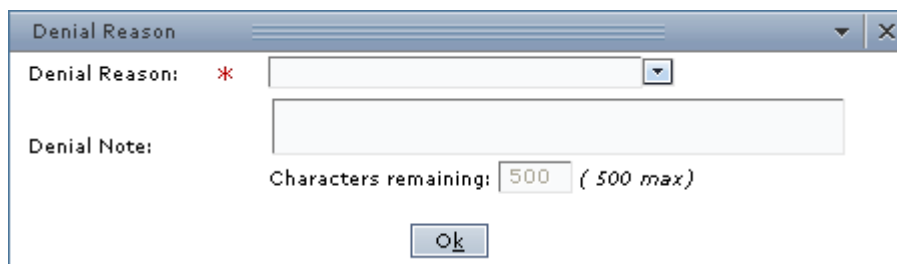
**Note:** After viewing and/or editing information on the Cart tab, you can approve the requisition from any of the Requisition Maintenance tabs by clicking the **Approve and Return** button. Clicking this button does not approve all of the requisitions in the cart. Only the requisition with which you are working is approved.

## How to Reject a Requisition

**Note:** Only Traditional requisitions can be rejected.

**Note:** Rejecting a requisition returns it to the requisitioner for modification and can be resubmitted. To completely void a requisition so that it cannot be resubmitted, use the Void button. For more information about how to void requisitions, see the next section.

1. On the Requisitions tab, highlight to select the requisition(s) you want to reject.



**Figure 48: Denial Reason box**

2. Select a **Denial Reason** from the drop-down list.
3. Enter a **Denial Note**.

**Note:** The note you enter is displayed in the report queue, which the requisitioner will access so that he or she can make modifications to rejected requisitions so that they can be resubmitted. Therefore, you can use this field to explain what modifications need to be made so that the requisition can be approved after it is resubmitted.

4. Click the **Ok** button. The requisition is removed from the list.

## How to Void or Deny Requisitions

**Note:** Traditional requisitions are voided, and Not-To-Exceed and Blanket/Project requisitions are denied.

1. Unlike rejecting a requisition, voiding a requisition means that it cannot be modified and resubmitted to the requisitioner.

**Note:** To return the requisition to the requisitioner for modifications, click the **Reject** button. For more information about the Reject button, see the previous section.

2. On the Requisitions tab, highlight to select the requisition(s) you want to void.
3. Click the **Void** button. The Void Reason box is displayed, as in the following illustration.

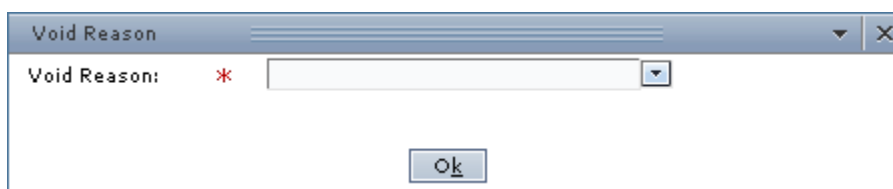


Figure 49: Void Reason box

4. Select a **Void Reason** from the drop-down list.
5. Click the **Ok** button. The requisition is removed from the list.

## How to Hold Requisitions

**Note:** Only Traditional requisitions can be held.

1. On the Requisitions tab, highlight to select the requisition you want to hold.
2. Click the **Hold** button. The Hold Reason box is displayed, as in the following illustration.

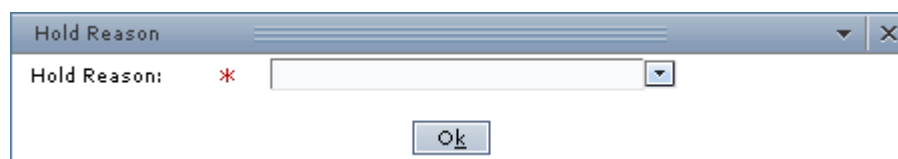


Figure 50: Hold Reason box

3. Select the **Hold Reason** from the drop-down list.
4. Click the **Ok** button. The requisition can no longer be approved.

## How to Add Notes to Requisitions

**Note:** You can only add notes to Traditional requisitions.

Click the **Notes** button on the Requisitions tab. The Notes tab is displayed. For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 69.

# Analyze Requisitions

Use the Analyze Requisitions function to send requisitions to the next stage in the requisitions workflow.

## How to Analyze Requisitions

1. Navigate to the TEAMS Home page and locate the Requisitions menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Analyze Requisitions** link. The Traditional Requisition Analysis tab is displayed, as in the following illustration.

The screenshot shows the 'Traditional Requisition Analysis' tab selected. Below the tabs, there's a 'Filter Criteria' section with 'Requisitions to Approve' set to 'Kenney, Blanca (20427)'. A table lists requisitions with columns: Cart Name, Location, Vendor, Long Description, Quantity, Total Amount, Account Number(s), and Consistent w/ Catalog. The table contains 15 rows of data, mostly for 'Prologic Admin 07-29- High School' and 'Handy Man Auto Supply - North'. At the bottom, there are buttons for 'Requisition Details', 'Cart Details', 'Select All', 'Approve', 'Approve All', 'Reject', 'Void', 'Hold', 'Notes', 'Send Message', and 'Return'. A status bar at the bottom right indicates 'record count: 15 of 15'.




Figure 51: Traditional Requisition Analysis tab

**Note:** If you are approving Not-To-Exceed Requisitions or Blanket/Project Requisitions, bring that tab forward, and skip to step 5.

3. To filter the Requisitions to Approve list, click the ▲ on the Filter Criteria panel to expand it.

This screenshot shows the 'Filter Criteria' panel expanded. It includes fields for 'Vendor:', 'Requisitioner:', 'Requested On:', and 'Status:'. There are also icons for adding or removing filters. A 'Filter' button is located below the input fields. The 'Requisitions to Approve' section is partially visible below the filter panel.

Figure 52: Traditional Requisition Analysis tab with the Filter Criteria panel expanded

Field	Action
<b>Vendor</b>	Enter the name of the vendor by which to filter the list, or click the  icon to select one from the Vendor Lookup tab.  <i><b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.</i>
<b>Requisitioner</b>	Enter the name of the person who created the requisition, or click the  icon to select one from the Employee Lookup tab.  <i><b>Note:</b> For more information about the Employee Lookup tab, see "Using the Employee Lookup Tab" on page 69.</i>
<b>Requisitioned On</b>	Enter a date on which the requisition was created, or click the  icon to select one from the calendar.
<b>Status</b>	Select an item from the drop-down list to filter the list by the status of the requisition.

- Click the **Filter** button. The filtered Requisitions to Approve list is displayed.
- Bring the appropriate tab forward, and highlight to select the requisition you want to approve.

***Tip:** If you want to approve all of the requisitions in the Requisitions to Approve list, and click the **Approve All** button. If you want to approve most of the items in the list, click the **Select All** button, and deselect the item(s) you do not want to approve, and click the **Approve** button.*

***Note:** To review and/or edit the requisition before approving it, click the **View** button. The Requisition Maintenance tab is displayed. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.*

- Click the **Approve** button. A message is displayed which tells you that the requisition(s) you selected were approved.

***Note:** Use the History tab to track the progress of the requisition you just submitted for approval.*

## How to View Requisition Details

***Note:** You can only view the details of a Traditional requisition.*

To view the details of and/or edit a requisition before approving it, highlight to select the requisition in the Requisitions to Approve list, and click the **Requisition Details** button. The Requisition Overview tab is displayed. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.

***Note:** After viewing and/or editing the requisition, you can approve it from any of the Requisition Maintenance tabs by clicking the **Approve and Return** button.*

## How to View Cart Details

**Note:** You can only view the cart details of a Traditional requisition.

To view the details of and/or edit requisitions in a cart before approving the requisition, click the **Cart Details** button. The Cart tab is displayed with the Requisition Maintenance navigation bar. For more information about this tab and navigation bar, see "Maintain Requisitions" on page 28.

**Note:** After viewing and/or editing information on the Cart tab, you can approve the requisition from any of the Requisition Maintenance tabs by clicking the **Approve and Return** button. Clicking the this button does not approve all of the requisitions in the cart. Only the requisition with which you are working is approved.

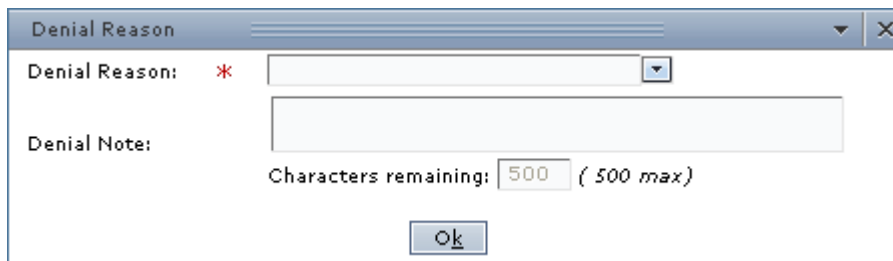
## How to Reject a Requisition

**Note:** Only Traditional requisitions can be rejected.

1. Rejecting a requisition returns it to the requisitioner for modification and can be resubmitted.

**Note:** To completely void a requisition so that it cannot be resubmitted, use the Void button. For more information about how to void requisitions, see the next section.

2. On the Requisitions tab, highlight to select the requisition(s) you want to reject, and click the Reject button. The Denial Reason box is displayed, as in the following illustration.



**Figure 53: Denial Reason box**

3. Select a **Denial Reason** from the drop-down list.
4. Enter a **Denial Note**.

**Note:** The note you enter is displayed in the report queue, which the requisitioner will access so that he or she can make modifications to rejected requisitions so that they can be resubmitted. Therefore, you can use this field to explain what modifications need to be made so that the requisition can be approved after it is resubmitted.

5. Click the **Ok** button. The requisition is removed from the list.

## How to Void or Deny Requisitions

**Note:** Traditional requisitions are voided, and Not-To-Exceed and Blanket/Project requisitions are denied.

1. Unlike rejecting a requisition, voiding a requisition means that it cannot be modified and resubmitted to the requisitioner.

**Note:** To return the requisition to the requisitioner for modifications, click the **Reject** button. For more information about the Reject button, see the previous section.

2. On the Requisitions tab, highlight to select the requisition(s) you want to void.
3. Click the **Void** button. The Void Reason box is displayed, as in the following illustration.

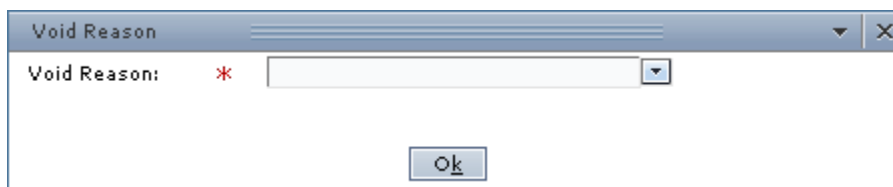


Figure 54: Void Reason box

4. Select a **Void Reason** from the drop-down list.
5. Click the **Ok** button. The requisition is removed from the list.

## How to Hold Requisitions

**Note:** Only Traditional requisitions can be held.

1. On the Requisitions tab, highlight to select the requisition you want to hold.
2. Click the **Hold** button. The Hold Reason box is displayed, as in the following illustration.

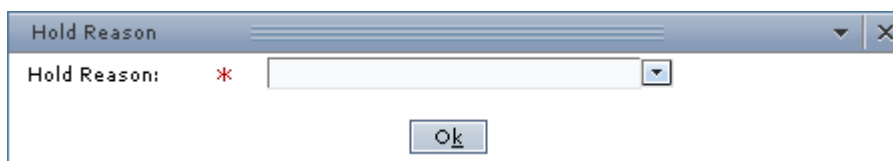


Figure 55: Hold Reason box

3. Select the **Hold Reason** from the drop-down list.
4. Click the **Ok** button. The requisition can no longer be approved.

## How to Add Notes to Requisitions

**Note:** You can only add notes to Traditional requisitions.

Click the **Notes** button on the Requisitions tab. The Notes tab is displayed. For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 69.



# Create Purchase Orders On Demand

Use the Create Purchase Orders On Demand function to print purchase orders for requisitions.

## How to Print Purchase Orders for Requisitions

1. Navigate to the TEAMS Home page and locate the Requisitions menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **Create Purchase Orders On Demand** link. The Submitted Tasks tab is displayed, as in the following illustration.

Name	Request Date	Status	Status Message	Queue Position	Wait Time	Processing Time
Create Purchase Orders	08-31-2009 16:23	Requested		1	0 seconds	0 seconds
Create Purchase Orders	08-31-2009 16:18	Complete	Successfully created 0 purchase orders from 0 r...	N/A	0 seconds	0 seconds
Create Purchase Orders	08-31-2009 15:43	Complete	Successfully created 1 purchase orders from 1 r...	N/A	1 seconds	1 seconds
Create Purchase Orders	08-26-2009 12:07	Complete	Successfully created 1 purchase orders from 1 r...	N/A	1 seconds	1 seconds
Create Purchase Orders	08-19-2009 09:25	Complete	The TraditionalRequisitionToPOConverter failed...	N/A	0 seconds	1 seconds

record count: 5 of 5

**Figure 56: Submitted Tasks tab**

3. When the Status of the purchase order changes from Requested to Complete, you can print the checks using the My Report Profiles function.

**Note:** For more information about the My Report Profiles function, see TEAMS Online Help.

# Receiving Requisitions

Use the Receive function to receive requisitions.

## How to Receive Requisitions

- 1. Navigate to the TEAMS Home page and locate the Requisitions menu.  
***Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.*
- 2. Click the **Receive** link. The Receiving Search tab is displayed, as in the following illustration.

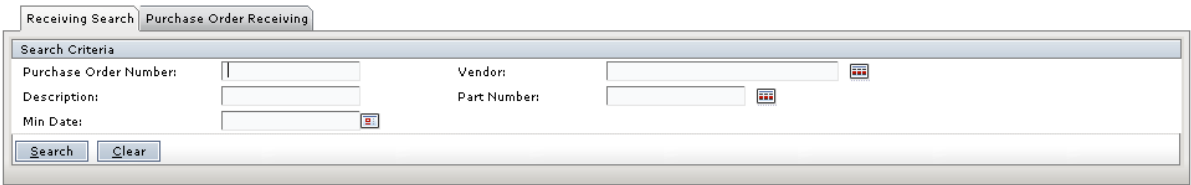





Figure 57: Receiving Search tab

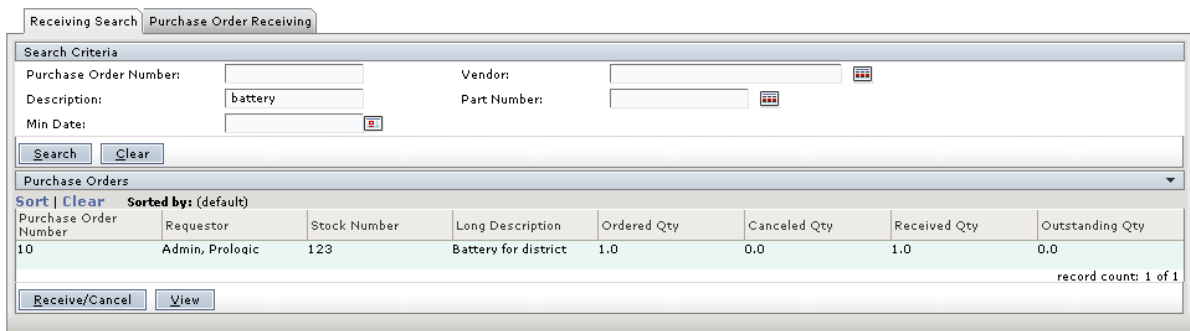
- 3. The current **Fiscal Year** is selected by default, but you can change this, if necessary.
- 4. Enter information into any of the following fields:

Use this filter	To search by
Purchase Order Number	The purchase order number
Description	The description of the requisition <i><b>Note:</b> You must enter at least three characters.</i>
Part Number	The part number of the order  <i><b>Note:</b> Click the  icon to select a part number from the Vendor Lookup tab. For more information about the Lookup Stock number tab, see "Using the Lookup Stock Number Tab" on page 71.</i>

- Use the following information to refine your search results:

Use this filter	To search by
<b>Vendor</b>	The name of a <b>Vendor</b>  <i><b>Note:</b> Click the  icon to select a vendor from the Vendor Lookup tab. For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.</i>
<b>Min Date</b>	The date after which to search for requisitions  <i><b>Note:</b> Click the  icon to select a date from the calendar.</i>

- Click the **Search** button. The results of your search are displayed in the Purchase Orders panel, as in the following illustration.



The screenshot shows the 'Receiving Search' tab with the following search criteria: Purchase Order Number (empty), Vendor (empty), Description (battery), Part Number (empty), and Min Date (empty). The 'Search' button is highlighted. Below the search criteria, the 'Purchase Orders' panel displays a table with the following data:

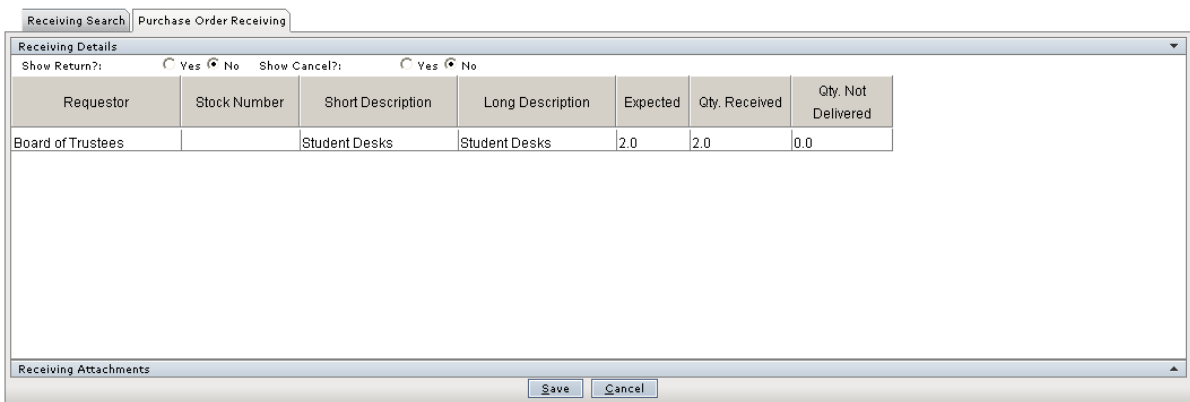
Purchase Order Number	Requestor	Stock Number	Long Description	Ordered Qty	Canceled Qty	Received Qty	Outstanding Qty
10	Admin, Prologic	123	Battery for district	1.0	0.0	1.0	0.0

The record count is 1 of 1. Buttons for 'Receive/Cancel' and 'View' are at the bottom.

**Figure 58: Receiving Search tab with results displayed**

**Note:** The columns that are displayed in Figure 58 and Figure 59 depend on what is selected in the Requisition Options function. For more information about this function, see the *TEAMS Requisition Setup User Guide*.

- Highlight to select the appropriate requisition, and click the **Receive/Cancel** button. The Purchase Order Receiving tab is displayed, as in the following illustration.




The screenshot shows the 'Purchase Order Receiving' tab with the following details:


Requestor	Stock Number	Short Description	Long Description	Expected	Qty. Received	Qty. Not Delivered
Board of Trustees		Student Desks	Student Desks	2.0	2.0	0.0


Buttons for 'Save' and 'Cancel' are at the bottom.

**Figure 59: Purchase Order Receiving tab**

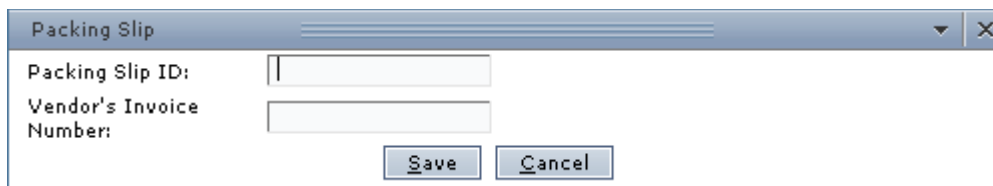
**Note:** Use the *Show Return?* and *Show Cancel?* fields to display information about returns and cancellations, respectively.

8. Click once in the **Qty. Received** field and enter how many items were received.
9. Click once in the **Qty. Not Delivered** field and enter how many expected items were not received.
10. To add an attachment to the Purchase Order, click the  in the Receiving Attachments panel.
11. Click the + icon. The tab is redisplayed with the File and Description fields displayed.
12. Click the **Browse** button to navigate to the file location.
13. Enter a **Description**.

**Note:** Click the + icon to add another attachment or click the  icon to delete an attachment.

**Tip:** Once the attachment is added, you can open it by clicking the  icon.

14. Click the **Save** button. The Packing Slip box is displayed, as in the following illustration.



The image shows a 'Packing Slip' dialog box with a title bar containing a dropdown arrow and a close button (X). Inside the dialog, there are two text input fields: 'Packing Slip ID:' and 'Vendor's Invoice Number:'. Below these fields are two buttons: 'Save' and 'Cancel'.

**Figure 60: Packing Slip box**

15. Enter the **Packing Slip ID**.
16. Enter the **Vendor's Invoice Number**.
17. Click **Save** button. A message is displayed which tells you that the system saved the new receiving record for the purchase order.

## How to View the Details of a Requisition

On the Receiving Search tab, after you search for a requisition, highlight to select the requisition, and click the **View** button. The Requisition Maintenance tabs are displayed. For more information about these tabs, see "Maintain Requisitions" on page 28.

## Enter Invoices

Use the Enter Invoices function to create or edit invoices and then post them so that they can be printed.

### How to Create an Invoice

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Click the **Enter Invoices** link. The Display Batch of Invoices tab is displayed.

**Figure 61: Display Batch of Invoices tab**

**Note:** The Not Posted column shows the number of edits that have failed.

**Note:** The Must Pay Vendor column indicates that the vendor has been marked as a Must Pay Vendor in the Vendor Maintenance function. Must Pay Vendors are usually local vendors needing faster payments. For more information about the Vendor Maintenance function, see the TEAMS Vendor Maintenance User Guide.

3. Click the **Add** button. The Add Invoice box is displayed, as in the following illustration.

**Figure 62: Add Invoice box**

4. Select the type of invoice you want to create from the **Invoice Type** drop-down list. You have the following options:
- PO
  - Payroll Disbursement
  - AP Invoice Template
  - AP Invoice


Use the following sections to complete each type of request.





How to Create an Invoice for a Purchase Order

1. On the Add Invoice box, select PO from the **Invoice Type** drop-down list.
2. Enter the **PO Number**.
- Note:** If you do not know the PO Number, do not enter anything in the PO Number field, and click the **Ok** button to search for a purchase order.
3. Click the **Ok** button. If you entered a valid PO Number, the Maintain Purchase Order Invoice tab is displayed, as in the following illustration.

Figure 63: Maintain Purchase Order Invoice tab

4. Fields on the Maintain Purchase Order Invoice tab are populated from the information that was entered for the purchase order you chose. You can change this information, if necessary.
- Use the following information to complete the Invoice Header panel.

Field	Action
Vendor	Enter the name of a <b>Vendor</b> , or click the  icon to select one from the Vendor Lookup tab.  <b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.
Remit To	Select the appropriate address from the drop-down list.
Invoice Number	Enter the number for the invoice.
1099	Select Yes if the invoice will be recorded as a 1099 and select No if the invoice will not be recorded as a 1099.

Field	Action
<b>Invoice Amount</b>	Enter the amount for the invoice.
<b>Can Combine</b>	Indicate whether the invoice can be combined.
<b>Description</b>	Enter a short description for the invoice.
<b>Invoice Date</b>	Enter the date the invoice was created, or click the  icon to select a date from the calendar.
<b>Receipt Date</b>	Enter the receipt date for the invoice, or click the  icon to select a date from the calendar.
<b>Print By Date</b>	Enter the date by which the invoice must be printed, or click the  icon to select a date from the calendar.
<b>Payment Due Date</b>	Enter the date the payment is due for the invoice, or click the  icon to select a date from the calendar.

5. Click the **Ok** button.

**Note:** An Existing Invoices box is displayed if the following fields match those of another invoice: Invoice Number and Vendor, or Vendor, Invoice Date, and Invoice Amount.

6. The Maintain Purchase Order Invoice Details tab is displayed, as in the following illustration.


Maintain Purchase Order Invoice    Maintain Purchase Order Invoice Details    Validation

Show Accounts: ☐ Yes ☒ No    Invoice Amount: 200.83    PO Invoice Details Total: 200.83    Discount Subtotal: 37.38    Freight Subtotal: 0.00

Line #	Long Description	Ord	Prev Inv	Not Inv	Curr Inv	Tot Recvd	Stock Number	Unit Price	Unit Discount	Unit Install	Unit Tax	Freight	Total
Invoice Line 1	Duncan Envision Glazes;	1.0	0.00	1.00	1.00	1.0	1300630-785	\$7.35	\$1.47				
--- Requisition Detail for Invoice Line 1	Duncan Envision Glazes;	1.0	0.0	1.0	1	1.0	1300630-785	\$7.35	\$1.47				
Invoice Line 2	School smart children's	12.0	0.00	12.00	12.00	12.0	085001-876	\$5.12	\$1.02				
--- Requisition Detail for Invoice Line 2	School smart children's	12.0	0.0	12.0	12	12.0	085001-876	\$5.12	\$1.02				
Invoice Line 3	Duncan envision	1.0	0.00	1.00	1.00	1.0	1300636-	\$7.35	\$1.47				

Invoice Attachments

File



Ok    Return    Restore Lines

**Figure 64: Maintain Purchase Order Invoice Details tab**

**Note:** The information on the Maintain Purchase Order Invoice Details tab is populated from information already entered when the purchase order was created, but you can change this information, if necessary.

**Note:** Click the **Add New Invoice Line (W/O Requisition)** button to add a new invoice line without having to create a requisition for it.

- 7. Click the **Ok** button. If the Invoice Amount and PO Invoice Details amounts match, the Display Batch of Invoices tab is displayed with the purchase order you entered displayed in the Invoices panel, as in the following illustration.

New invoice created for the PO

PO	Type	Status	Vendor	Invoice Number	Invoice Date	Amount	Failed Edits
457	PO	Entered	Mardel Incorporated - 9888000	11-30-2009	21.97	1 (1 lines)	

Figure 65: Display Batch of Invoices tab with PO invoice added to the Invoices panel

How to Create an Invoice for a Payroll Disbursement

Information about how to create invoices for Payroll Disbursements will be covered in a future edition of the documentation.

How to Create an Invoice for an AP Invoice Template

- 1. On the Add Invoice box, select AP Invoice Template from the **Invoice Type** drop-down list.
- 2. Click the **Ok** button. The AP Invoice Template Search tab is displayed, as in the following illustration.

AP Invoice Template Search Results

Vendor: [ ] Template ID: [ ]

Created Date Min: [ ] Created Date Max: [ ]

Amount Min: [ ] Amount Max: [ ]




Account Number [ ] [ ] [ ] [ ] [ ] [ ]

Search

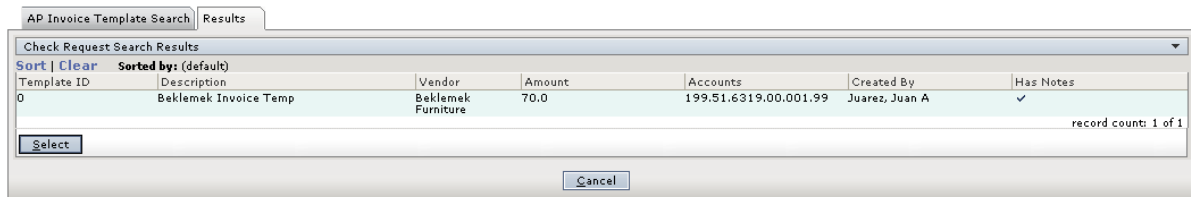
Figure 66: AP Invoice Template Search tab



3. Enter information into any of the following fields to filter your search:

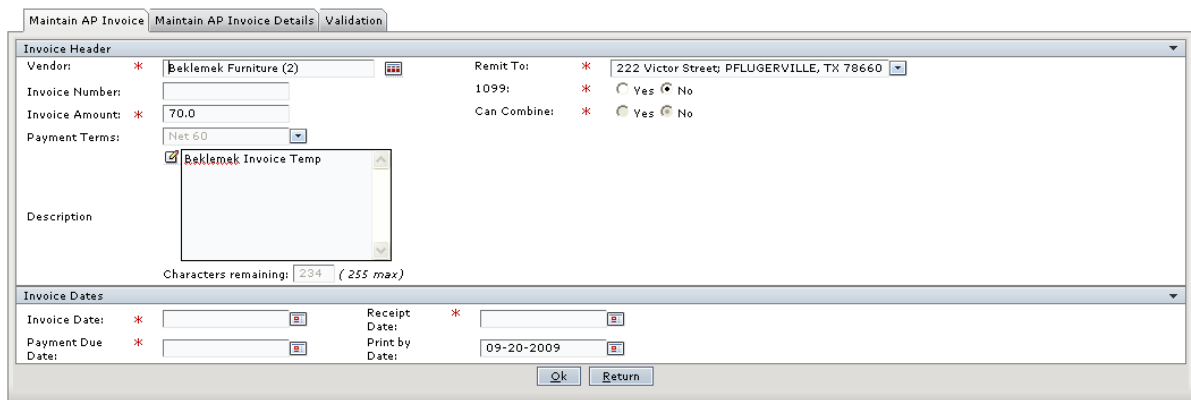
To search by	Do this
<b>Vendor</b>	Enter the name of a <b>Vendor</b> , or click the  icon to select one from the Vendor Lookup tab.  <i><b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.</i>
<b>Template ID</b>	Enter the identification number of the template
<b>Created Date Min</b>	Enter the earliest date by which to search for when the request was created, or click the  icon to select that date from the calendar.
<b>Created Date Max</b>	Enter the latest date by which to search for when the request was created, or click the  icon to select that date from the calendar.
<b>Amount Min</b>	Enter the minimum amount of the check. Results will display checks with amounts that are equal to or greater than the amount you enter.
<b>Amount Max</b>	Enter the maximum amount of the check. Results will display checks with amounts that are equal to or less than the amount you enter.
<b>Account Number</b>	Enter the account number.

4. Click the **Search** button. The Results tab is displayed, as in the following illustration.







**Figure 67: Results tab**

5. Highlight to select the appropriate AP Invoice Template, and click the **Select** button. The Maintain AP Invoice tab is displayed, as in the following illustration.



**Figure 68: Maintain AP Invoice tab**

**Note:** The information in this tab was set up as a template in the Maintain AP Invoice Template function, but you can change any of the editable information, if necessary.

- 6. Enter the **Invoice Date**, or click the  icon to select one from the calendar.
- 7. Enter the **Receipt Date**, or click the  icon to select one from the calendar.
- 8. Enter the **Payment Due Date**, or click the  icon to select one from the calendar.
- 9. In the **Print By Date** field, enter the date by which the invoice must be printed, or click the  icon to select a date from the calendar.
- 10. Click the **Ok** button. The Display Batch of Invoices tab is displayed with the AP Invoice Template you added displayed in the Invoices panel.

**Note:** An Existing Invoices box is displayed if you entered an Invoice Number that matches an existing Invoice Number, or if the information you entered in the Vendor, Invoice Date, and Invoice Amount fields match another invoice in the system.

How to Create an AP Invoice

- 1. On the Add Invoice box, select AP Invoice from the **Invoice Type** drop-down list.
- 2. Click the **Ok** button. The Maintain AP Invoice tab is displayed, as in the following illustration.

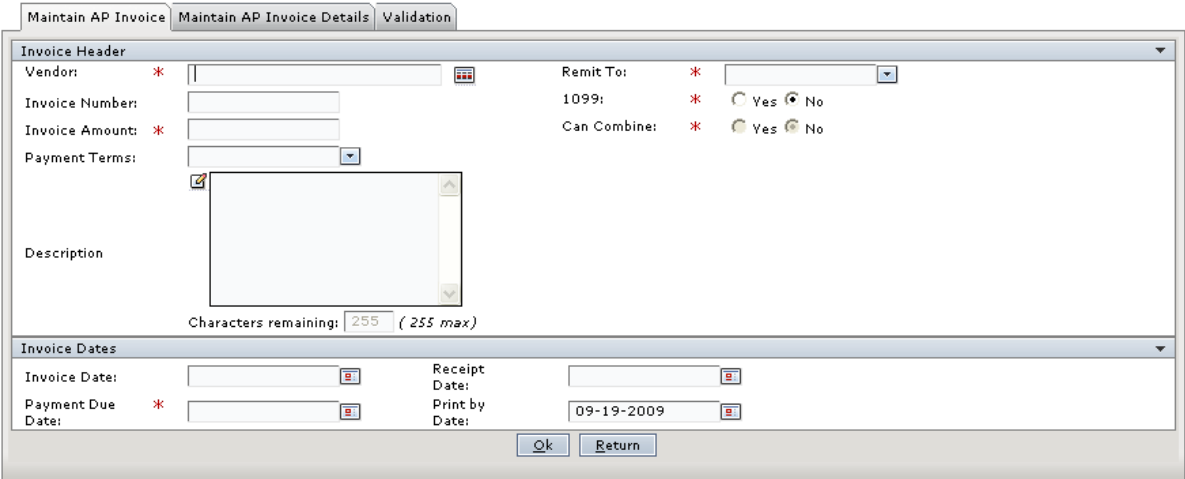







Figure 69: Maintain AP Invoice tab

- 3. Enter information into any of the following fields to filter your search:

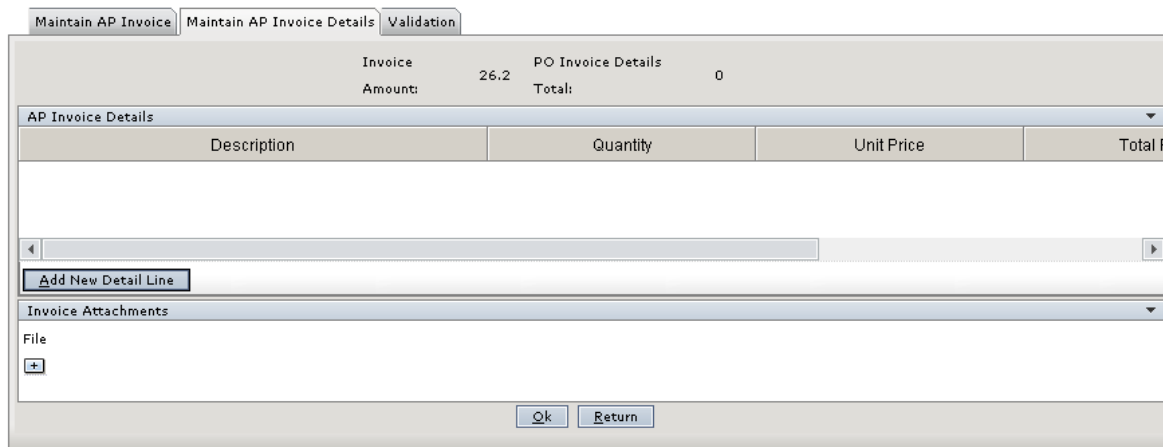
Field	Action
Vendor	Enter the name of a <b>Vendor</b> , or click the  icon to select one from the Vendor Lookup tab.  <b>Note:</b> For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.
Remit To	Select an item from the drop-down list.
Invoice Number	Enter the number for the invoice.

Field	Action
<b>1099</b>	Select Yes if the invoice will be recorded as a 1099 and select No if the invoices will not be recorded as a 1099.
<b>Invoice Amount</b>	Enter the amount for the invoice.
<b>Can Combine</b>	Indicate whether the invoice can be combined.
<b>Payment Terms</b>	Select the terms of payment for the invoice.
<b>Description</b>	Enter a short description for the invoice.
<b>Invoice Date</b>	Enter the date the invoice was created, or click the  icon to select a date from the calendar.
<b>Receipt Date</b>	Enter the receipt date for the invoice, or click the  icon to select a date from the calendar.
<b>Payment Due Date</b>	Enter the date the payment is due for the invoice, or click the  icon to select a date from the calendar.
<b>Print By Date</b>	Enter the date by which the invoice must be printed, or click the  icon to select a date from the calendar.

4. Click the **Ok** button.

**Note:** An Existing Invoices box is displayed if the following fields match those of another invoice: Invoice Number and Vendor, or Vendor, Invoice Date, and Invoice Amount.

5. The Maintain AP Invoice Details tab is displayed, as in the following illustration.




**Figure 70: Maintain AP Invoice Details tab**

6. Click the **Add New Detail Line** button. A new line item is added to the Template Details panel, as in the following illustration.

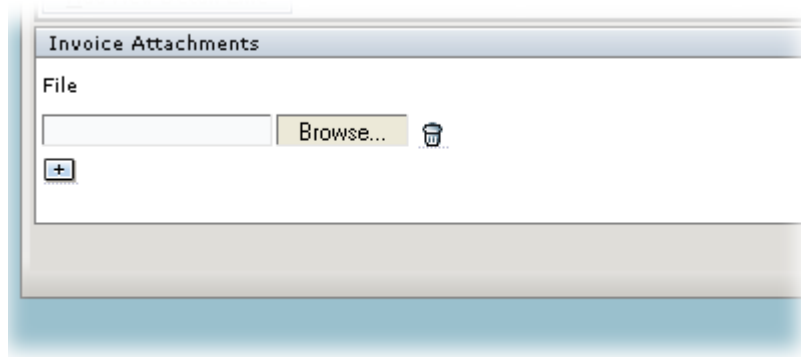
**Figure 71: Maintain AP Invoice Details tab with new line item added**

7. Click in the **Description** field, and enter a description of the item.
8. Click in the **Quantity** field, and enter a quantity.
9. Click in the **Unit Price** field, and enter a price per unit of the item(s).
10. Click in the **Total Price** field, and enter the total price for the item(s).
11. Click the **(click to add an account)** hyperlink to include an account from which to draw funds to pay for the item(s). The Edit Accounts box is displayed, as shown in the following illustration.

**Figure 72: Edit Accounts box**


12. Enter the account number, or click the  icon to select one from the Account Numbers tab.  
*Tip: Enter any amount of information into any of the boxes and click the icon to filter the search.*
13. Select the **Year** from the drop-down list.
14. Select the **Owner** from the drop-down list.
15. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent if you are adding two or more accounts.
16. **Optional.** Click the + icon to add another account number for the requisition. Repeat steps **11** through **15**, and ensure that the Percentage fields for all accounts equals 100.
17. Click the **Ok** button. The account is added into the Accounts column in the Line Items tab.

18. In the Invoice Attachments panel, click the + icon to add an attachment to the template. The tab is redisplayed with the File field displayed, as shown in the following illustration.



**Figure 73: Invoice Attachments panel expanded**

19. Click the **Browse** button to navigate to the file location.

**Note:** Click the + icon to add another attachment and click the  icon to delete an attachment.

20. Click the **Save** button. The Display Batch of Invoices tab is displayed with the AP Invoice Template added to the Invoices panel.

## How to Edit Invoices

Once you add an invoice, it is housed in a batch. A batch can be one or more invoices. When you edit a batch, you can edit its invoices, route its invoices to another approver, post the batch, or delete its invoices.

On the Display Batch of Invoices tab, highlight to select an item from the Other Invoices list, and click the **Edit Batch** button. The tab is redisplayed to show the invoice(s) in that batch, as in the following illustration.

Failed Edits column

Display Batch of Invoices Invoice Search Results

**Batch Summary**

Invoice Status: ▼

Batch ID: 2024 Created On: 10-07-2009 10:25  
 Number of Invoices: 8 Total Amount: 1,703.74

**Invoices**

Sort | Clear Sorted by: (default)

PO	Type	Status	Vendor	Invoice Number	Invoice Date	Amount	Failed Edits
1954	PO	Validation In Progress	SHI Government Solutions Incorporated - 101349	533E2	09-24-2009	197.88	1 (1 lines)
2500	PO	Validation In Progress	Sargent Welch L L C - 67060000	39700734	09-30-2009	218.96	1 (5 lines)
3184	PO	Validation In Progress	Tape Online Texas L P - 11433000	INV406196	09-30-2009	289.07	1 (6 lines)
660	PO	Validation In Progress	Time Magazine - 1679	660-092409	09-24-2009	221.0	1 (1 lines)
672	PO	Validation In Progress	Time Magazine - 1679	672-092409	09-24-2009	81.3	1 (1 lines)
779	PO	Validation In Progress	Time Magazine - 1679	779-092409	09-24-2009	141.44	1 (1 lines)
985	PO	Validation In Progress	Southwest International Trucks - 13144000	155986	09-22-2009	75.97	1 (1 lines)
992	PO	Validation In Progress	Southwest International Trucks - 13144000	155939	09-04-2009	478.12	1 (1 lines)

record count: 8 of 8

Add Edit Route Post Batch Delete

**Other Batches**

Sort | Clear Sorted by: (default)

Batch Number	Created By	Not Posted	Created On	Must Pay Vendor
2801	Peggy A Mary	1	11-23-2009	Yes
2799	Felice A Lincoln	1	11-23-2009	
2798	Felice A Lincoln	1	11-23-2009	
2797	Felice A Lincoln	1	11-23-2009	
2769	Felice A Lincoln	1	11-05-2009	Yes
2743	Felice A Lincoln	1	11-05-2009	
2736	Felice A Lincoln	1	11-04-2009	Yes
2723	Peggy A Mary	1	10-29-2009	
2722	Felice A Lincoln	1	10-29-2009	
2710	Felice A Lincoln	2	10-27-2009	
2708	Felice A Lincoln	2	10-27-2009	
2707	Felice A Lincoln	1	10-27-2009	

Edit Batch

Run Edits Post All

**Figure 74: Display Batch of Invoices tab with a batch of invoices Displayed for editing**

**Note:** The Failed Edits column shows the number of edits, and the number displayed in the parentheses displays the number of lines that are affected by the failed edit(s).

With a batch selected for editing, you have the following button options:

- Edit
- Route
- Post Batch
- Delete

Information about each button is described in the following sections.

## How to Edit a Batch of Invoices

1. Highlight to select an invoice, and click the **Edit** button. The tab that is related to the type of invoice you are editing is displayed. For instance, if you are editing a PO, then the Maintain Purchase Order Invoice tab is displayed.

**Note:** For more information about these tabs, see the appropriate subsection in the section that covers "How to Create an Invoice" on page 53.

## How to Use the Validation tab

When you are editing batches, you can use the Validation tab to check if the invoices violate any of the validation rules set up by your district.

1. Click the **Validation** tab to bring it forward. The Validation tab is displayed, as in the following illustration.

Validation Code	Validation Description	Passed?	Failed Lines	Overridden?	Next Approver
10	This invoice line item exceeds the outstanding released amount on the requisition	X	2, 3, 1, 4	X	Peggy A Mary
14	An invoice description is required	X	Hdr	X	Felice A Lincoln
23	The qty invoiced is greater than the PO qty outstanding	X	2, 3, 4, 1	X	Felice A Lincoln
39	Invoice is a duplicate	X	Hdr	X	Peggy R Mary

record count: 4 of 4

**Figure 75: Validation tab**

**Note:** If you do not have any failed edits, nothing will be displayed in the Invoice Validations list.

2. Highlight to select the validation rule that failed. You have the following options:

- **Override:** Allows the requisition to be approved despite the failed edit.

**Note:** Use the **Override All** button to override all of the items in the Invoice Validations list.

- **Deny:** Requires the requisition to be edited before being submitted again for approval.

**Note:** Use the **Deny All** button to override all of the items in the Invoice Validations list.

## How to Route Invoices to Another Approver

1. Highlight to select the invoice, and click the **Route** button. The Route Invoice tab is displayed, as in the following illustration.

TEAMS Role Name	PCN	Organization Name	Locations	Employee ID	Employee Name
-----------------	-----	-------------------	-----------	-------------	---------------

record count: 0 of 0

**Figure 76: Route Invoice tab**

2. Use the following table to search for the approver:

Filter	Action
<b>Role</b>	Select to search by the name of the approver's role. Enter criteria in the Role Name field.
<b>Role Type</b>	Select to search by the approver's type of role. Select a filter from the Role Type drop-down list.
<b>Organization</b>	Select to search by the approver's organization. Select a filter from the Organization drop-down list.
<b>Position</b>	Select to search by the approver's position. Select a filter from the PCN drop-down list.
<b>Security Role</b>	Select to search by the approver's security role. Select either Y or N in the Master Schedule field.
<b>Location</b>	Select to search by the approver's location. Select a filter from the Location drop-down list.
<b>Employee</b>	Select to search by the approver's last name. Enter the last name in the Last Name field, and choose whether to search for part of the name, or the exact name.

3. Click the **Search** button. The results of your search are displayed on the tab.
4. Highlight to select the approver to whom you want to route the invoice and click the **Route** button. The Display Batch of Invoices tab is displayed with a message which tells you that the invoice has been routed to the approver whom you selected.

## How to Post a Batch of Invoices

With the batch selected for editing, click the **Post Batch** button. If there are no failed edits, then a message is displayed which tells you that the batch was successfully posted.

## How to Delete a Batch of Invoices

Highlight to select the invoice, and click the **Delete** button. A message is displayed which tells you that the invoice was successfully deleted.



# Creating and Printing the Check

Once the Check Request has been created and approved, and once the invoice for that check request has been created and approved, the check run needs to be created. After the check run has been created, the check can be printed. Use the following sections to create and print a check run.

## How to Create a Check Run

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.  
**Note:** The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.
2. Select the **Create Check Run on Demand** link. The Create Check Run on Demand tab is displayed, as in the following illustration.


**Figure 77: Create Check Run On Demand tab**

You can create check runs for an Invoices, for Payroll, or for Check Reissues.

**Note:** Creating check runs for Check Reissues will be covered in a future edition of the documentation.

Use the following sections to create each type of check run.

## How to Create a Check Run for an Invoice

1. In the **Check Source** field, Invoice is the default selection. Leave Invoice selected.
2. Select the **Financial Institution** from which to draw the funds from the drop-down list.
3. Select the **Account** number from which to draw the funds from the drop-down list.
4. The default selection in the **Fiscal Year** field is the current fiscal year, but you can change this, if necessary.
5. Enter the name of a **Vendor**, or click the  icon to select one from the Vendor Lookup tab.  
**Note:** For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 71.
6. If you want to pay an individual invoice, enter the **Invoice ID** of that invoice.
7. Enter the **Payable Account Number**.

8. Checkmark the types of invoices you want to create with this check run.
9. Click the **Create** button. The Results tab is displayed.

Proceed to "How to Print the Check" on page 67.

## How to Create a Check Run for Payroll

1. In the **Check Source** field, select Payroll. The tab is redisplayed, as shown in the following illustration.

The screenshot shows a software interface for creating a check run. At the top, there are two tabs: 'Create Check Run On Demand' and 'Results'. The 'Create Check Run On Demand' tab is active. Below the tabs is a section titled 'Schedule Check Run'. Inside this section, there is a 'Check Source:' label followed by three radio buttons: 'Invoice', 'Payroll' (which is selected), and 'Check Reissues'. Below the radio buttons are four input fields: 'Financial Institution:' (with a red asterisk), 'Account:' (with a red asterisk), 'Payment Type:', and 'Paycheck Profile Id:'. Each of these fields has a small dropdown arrow. At the bottom left of the form is a 'Create' button.

*Figure 78: Create Check Run On Demand tab with Payroll option selected*

2. Select the **Financial Institution** from which to draw the funds from the drop-down list.
3. Select the **Account** number from which to draw the funds from the drop-down list.
4. Select the **Payment Type** from the drop-down list.
5. Enter the **Paycheck Profile Id**.
6. Click the **Create** button. The Results tab is displayed.

Proceed to "How to Print the Check" on page 67.

## How to Create Check Reissues

Creating Check Reissues will be implemented in a future release of the TEAMS system.

## How to Print the Check

After you click the **Create** button on the Create Check Run On Demand tab, the Results tab is displayed, as in the following illustration.

Create Check Run On Demand

Results

Refresh Rate: \* 10 seconds

Refresh Now

Submitted Tasks

Sort | Clear

Sorted by: (default)

Name	Request Date	Status	Status Message	Queue Position	Wait Time	Processing Time
Check Run	08-05-2008 11:42	Requested		2	0 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 11:33	Complete	Created 1 checks; considered 4 possible source ...	N/A	2 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 10:33	Complete	Created 1 checks; considered 1 possible source ...	N/A	4 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 16:10	Complete	Created 1 checks; considered 1 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 11:42	Complete	Created 1 checks; considered 2 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 11:41	Complete	Created 1 checks; considered 2 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 11:34	Complete	Created 1 checks; considered 2 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-03-2008 12:21	Complete	Created 0 checks; considered 0 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-03-2008 12:12	Complete	Created 0 checks; considered 0 possible source ...	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 16:25	Complete	Created 0 checks; considered 0 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 16:14	Complete	Created 4 checks; considered 4 possible source ...	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 15:40	Complete	Created 0 checks; considered 0 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 15:34	Complete	Created 2 checks; considered 2 possible source ...	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-01-2008 16:04	Complete	Created 2 checks; considered 2 possible source ...	N/A	0 sec.	0 sec.

record count: 63 of 63

**Figure 79: Results tab**

1. Locate the check run you created, and click the **Check Run** hyperlink under the Name column. The Results tab is displayed, as in the following illustration.

Check Request Search Results						
Sort   Clear		Sorted by: (default)				
Check Number	Status	Issue Date	Amount	Financial Institution	Financial Institution Account	
31	Issued	08-04-2008	333.33	Bank Of Austin	111000025	
						record count: 1 of 1
View Void Reissue Print Print All Create ACH for Selected Create ACH for All						

**Figure 80: Results tab**

2. Highlight to select the check(s) you want to print.
3. Click the **Print** or **Print All** button. The Submitted Tasks tab is displayed, as in the following illustration.

i No tasks in progress. Refresh was stopped

Submitted Tasks

Refresh Rate: \* Stopped Refresh Now

Submitted Tasks

Sort | Clear
Sorted by: (default)

Name	Request Date	Status	Status Message	Queue Position	Wait Time	Processing Time
Check Printing	08-05-2008 11:46	Failed	com.prologic.teams.common.batchrunner.schedul	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 11:43	Complete	Created 0 checks; considered 2 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 11:43	Complete	Created 0 checks; considered 2 possible source ...	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 11:42	Complete	Created 0 checks; considered 2 possible source ...	N/A	4 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 11:33	Complete	Created 1 checks; considered 4 possible source ...	N/A	2 sec.	0 sec.
<a href="#">Check Run</a>	08-05-2008 10:33	Complete	Created 1 checks; considered 1 possible source ...	N/A	4 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 16:10	Complete	Created 1 checks; considered 1 possible source ...	N/A	3 sec.	0 sec.
Check Printing	08-04-2008 11:42	Failed	com.prologic.teams.common.batchrunner.schedul	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 11:41	Complete	Created 1 checks; considered 2 possible source ...	N/A	3 sec.	0 sec.
<a href="#">Check Run</a>	08-04-2008 11:34	Complete	Created 1 checks; considered 2 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-03-2008 12:21	Complete	Created 0 checks; considered 0 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-03-2008 12:12	Complete	Created 0 checks; considered 0 possible source ...	N/A	1 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 16:25	Complete	Created 0 checks; considered 0 possible source ...	N/A	0 sec.	0 sec.
<a href="#">Check Run</a>	08-02-2008 16:14	Complete	Created 4 checks; considered 4 possible source ...	N/A	1 sec.	0 sec.

record count: 66 of 66

**Figure 81: Submitted Tasks tab**


- In the Submitted Tasks panel of the Results tab, locate the check run you created. If the check run has a status of Complete, click the **Check Run** hyperlink under the Name column. The Results tab is displayed, as in the following illustration.

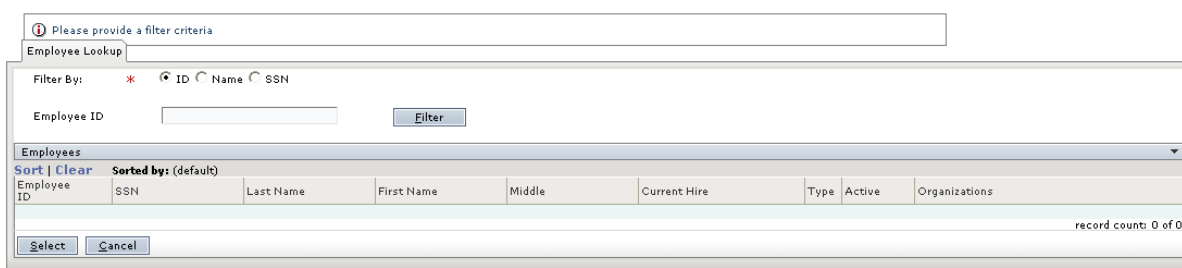
**Note:** You can also void, reissue, or create Automated Clearinghouse checks from this tab. Information about these processes will be available in a future edition of the documentation.

## Appendix: Requisitions

This appendix provides supplementary information for requisition-related functions, such as how to use the Notes tab and various Lookup tabs.

### Using the Employee Lookup Tab

The Employee Lookup tab is accessed by clicking the  icon. The Employee Lookup tab is displayed.



Please provide a filter criteria

Employee Lookup

Filter By: ☒ ID ☐ Name ☐ SSN

Employee ID:

Employees

Sort | Clear Sorted by: (default)

Employee ID	SSN	Last Name	First Name	Middle	Current Hire	Type	Active	Organizations
record count: 0 of 0								

**Figure 82: Employee Lookup tab**

1. You have the following options:
  - **ID:** Enter the employee's Employee Identification Number.
  - **Name:** Enter the employee's Last Name, Middle Name, or First name.
  - **SSN:** Enter the employee's Social Security Number.
2. Click the **Filter** button. The results are displayed on the Employees list.
3. Highlight to select the employee, and click the **Select** button. The tab in which you were previously working is displayed with your selection.

### Using the Notes Tab

The Notes tab is accessed by clicking the **Notes** button.

Notes

Note:

Characters remaining: 500 ( 500 max)

Private: \* ☐ Yes ☒ No

Internal Only: \* ☒ Yes ☐ No

Communication Method:

Notes

Sort | Clear Sorted by: (default)

Added On	Last Modified	Note	Added By	Private	Internal Only	Note Operation
record count: 0 of 0						

Figure 83: Notes tab

## How to Add Notes

1. In the **Notes** field, enter any free-text comments, up to 500 characters.
2. In the **Private** field, select Yes to indicate that this note is private; select No if the note is not private. No is the system default.

**Note:** If a note is designated as Private, then only the person entering the note has access to it. No information about the note is displayed for other users.

3. In the **Internal Only** field, select Yes to indicate that this note is for internal use only; select No if the note is not only for internal use. Yes is the system default.

**Note:** Selecting Yes in the Internal Only field indicates that only district employees have access to the note.

4. Select the **Communication Method** by which you received the information.
5. Click the **Add** button. The note is added to the Notes list.
6. Click the **Return** button to return to the tab on which you were working.


## How to Edit an Existing Note

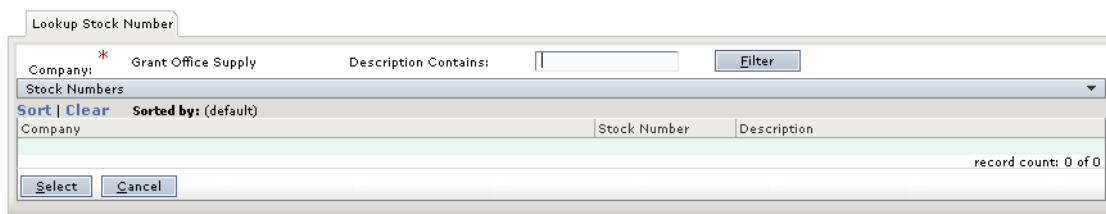
Highlight it in the Notes list and click the **Edit** button. Make any changes, and click the **Save** button.

## How to Delete a Note

Highlight it in the notes list and click the **Delete** button. The system displays a message asking you to confirm the deletion action. Click **Yes** to delete the note.

## Using the Lookup Stock Number Tab

The Lookup Stock Number tab is accessed by clicking the  icon next to the **Stock Number** field. The Lookup Stock Number tab is displayed.



Lookup Stock Number

Company: \* Grant Office Supply Description Contains:

Stock Numbers


Sort | Clear Sorted by: (default)

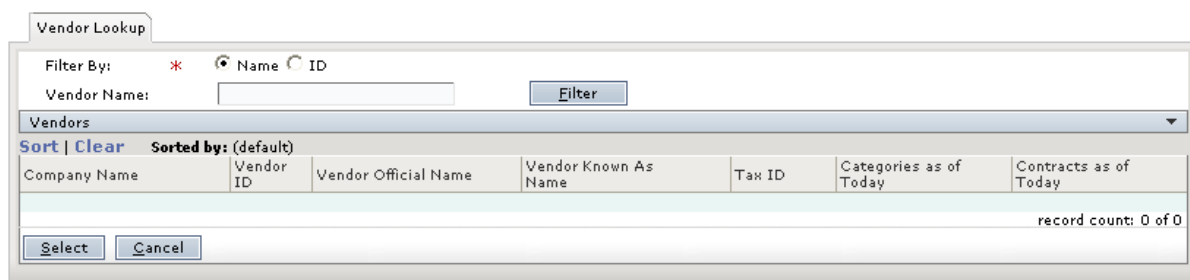
Company	Stock Number	Description
record count: 0 of 0		

**Figure 84: Lookup Stock Number tab**

1. To filter the items in the Stock Numbers list, enter at least one character in the **Description Contains** field. The list is filtered by the Description of the item.
2. Highlight to select the appropriate item in the Stock Numbers list.
3. Click the **Select** button.
4. You are taken back to the appropriate tab, and the stock number you selected is populated next to the Stock Number label.

## Using the Vendor Lookup Tab

The Vendor Lookup tab is accessed by clicking the  icon. The Lookup Vendor tab is displayed.



Vendor Lookup

Filter By: \* ☒ Name ☐ ID

Vendor Name:

Vendors

Sort | Clear Sorted by: (default)

Company Name	Vendor ID	Vendor Official Name	Vendor Known As Name	Tax ID	Categories as of Today	Contracts as of Today
record count: 0 of 0						

**Figure 85: Vendor Lookup tab**

1. In the **Filter By** field, select one of the following options:

- **ID:** The Vendor ID field is displayed.
- **Name:** The Vendor Name field is displayed.

**Tip:** If you are unsure of the spelling of the company name, enter at least one letter, and click the **Filter** button. For example, if you enter *Ed*, your search results could return companies containing the word *United*, as well as those containing the word *Red*.

2. If you selected the ID button, enter the vendor's identification number in the Vendor ID field. If you selected the Name button, enter the vendor's name in the Vendor Name field.

3. Click the **Filter** button. The search results are displayed.
4. Select the appropriate **Company**.
5. Click the **Select** button. The tab in which you were previously working is displayed with the Vendor's information populated in the appropriate field.