

How to enter Requisitions that must be allocated

1. You must first compute the total cost of your Purchase Requisition Order.
2. Now go into Microsoft Excel and open the Allocation file that has been provided to you by the Business Office.
 - a. Enter the total amount of the requisition (including shipping) in the Amount cell (\$846.93).
 - b. Then add the “X’s” to the cells for the schools you want to allocate the requisition to.
 - c. Press “Ctrl P” to print the allocation.
 - d. Close Microsoft Excel

Amount:	Student				
\$846.93	School	Count	Amount	Percent	
X	01 Baldwin	802.49	\$126.38	14.92%	
X	04 Curvin	518.91	\$81.72	9.65%	
X	05 Cunningham	524.38	\$82.58	9.75%	
X	06 Curtis	369.91	\$58.25	6.88%	
X	07 Fallon	612.66	\$96.48	11.39%	
X	08 Little	483.62	\$76.16	8.99%	
X	09 Greene	528.59	\$83.24	9.83%	
X	10 Potter	550.30	\$86.66	10.23%	
X	11 Varieur	387.01	\$60.95	7.20%	
X	12 Winters	600.10	\$94.50	11.16%	
	14 Goff				
	15 Jenks				
	16 Slater				
	18 Tolman				
	19 Shea				
Totals		5,377.97	\$846.92	100.00%	

3. Now log into Accounting and go to the Requisition Entry screen.
4. Enter the Requisition header information as follows:
 - a. Select the appropriate Approval Rule
 - b. Enter “LindaAlc” in the “Ref:” field if the Requisition is to be sent to Linda Ruddy for a Purchase Order or “DonnaAlc” in the “Ref:” field if the Requisition is to be sent to Donna Ryan.
 - c. Enter the Vendor Number and Ship To information.
 - d. In the “Terms” field, enter the first initial and last name or the person that is requesting the requisition or that is placing the order.
5. Now enter the first line of detail information as follows:
 - a. Enter the first account number of the allocation.
 - b. (Hint) Highlight the entire account number except for the last two digits which are the school numbers. Press and hold the “Ctrl” key and tap the “C” key. This will copy that part of the account number to the clip board.
 - c. Enter a quantity of “1”
 - d. Leave the Unit Price as “\$0.00
 - e. Leave the “Desc:” as “Each”

- f. In the “Description” field enter all the items on your Requisition including the vendor’s part number, quantities, unit of measures, item descriptions, and unit prices. After each item press and hold the “Ctrl” key and tap the “Enter” key, this will force a new line in the Description field. (see example below)

145781	2	Ea	Binder clips ¼”	@ \$2.54	(press [Ctrl][Enter])
154236	10	Ea	Yellow Highlighters	@ \$0.79	(press [Ctrl][Enter])
257894	15	Pk	Elastics 2”	@ \$0.25	(press [Ctrl][Enter])
568972	2	Bx	Staples, Bostich	@ \$1.50	(press [Ctrl][Enter])
987562	5	Ea	Scissors 3” Round	@ \$3.54	(press [Ctrl][Enter])
789561	10	Ea	Adding Machines	@ \$79.95	(press [Ctrl][Enter])
			Shipping	\$10.00	

- g. Click on the Save Line button.

6. Now enter the second line of detail information as follows:

- a. Re-enter the first account number of the allocation again (hint: Press and hold the “Shift” key and tap the “Insert” key, the entire account number except for the school number will display, now just enter the school number.)
- b. Enter a quantity of “1”
- c. Enter the allocation amount for the first school in the “Unit Price” field. (per the example enter \$126.38)
- d. Leave the “Desc:” as “Each”
- e. Leave the “Description” field blank.
- f. Save the Line.

7. Continue entering the remaining allocation account numbers and amounts exactly like you did in #6 above.

8. When you are finished, Save the Requisition

9. Submit the Requisition.

10. Linda or Donna will then email or interoffice to you, your Purchase Orders. The Purchase Orders for allocations will now print like the attached sample.

11. When you receive the vendor invoice:

- a. If the vendor invoice allocation matches the Purchase Order allocation exactly, then submit a copy of the Excel allocation that you used to enter the requisition with the vendor invoice.
- b. If the vendor invoice does not match the Purchase Order exactly, then re-do the allocation in the Excel file based on the invoice total and submit a copy of the new Excel allocation with the vendor invoice.