

Colleague Learning Guide

Purchase Requisitions:

- PO - Purchase Orders
- BPO - Blanket Purchase Orders
- RTA - Request for Travel Authorizations

**CENTRAL
TEXAS
COLLEGE**



Education for the Individual

Central Texas College Colleague Learning Guide

Purchase Requisitions:

- PO - Purchase Orders
- BPO - Blanket Purchase Orders
- RTA - Request for Travel Authorizations

Prepared by:
Purchasing Department



Education for the Individual

Central Texas College and its Operating Units, Divisions, and Sponsored Activities prohibit discrimination based on race, color, religion, gender, national origin, age, disability or veteran status.

Central Texas College Training Manual Request for Purchase Order

Select Form



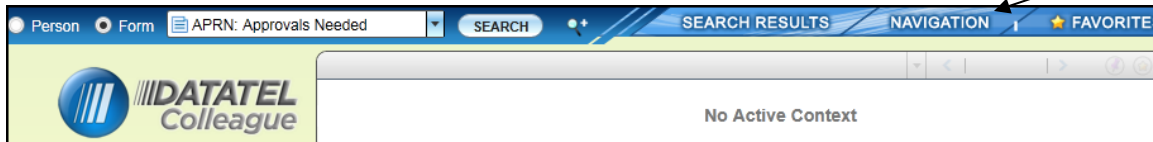
Ensure the vendor is in the Colleague:

- Type **VENI** in the Search box
- In the Vendor's Look Up box enter the vendor's name
- Locate and select the vendor.
- If you're unable to locate the vendor, contact the Purchasing department for assistance.

If the vendor is not in Colleague, you will not be able to continue. Send an email to the Purchasing department requesting to have the vendor(s) added. Your email must include the vendor's name, address, telephone number, fax number, and/or email address. The Purchasing department will contact the vendor to obtain a W9 form. After receiving the W9 form, the vendor will be added, and you will be notified via email.

I. Navigation and Application

A. Click on the **Navigation** tab. Click the **Application** arrow and select **CF**.

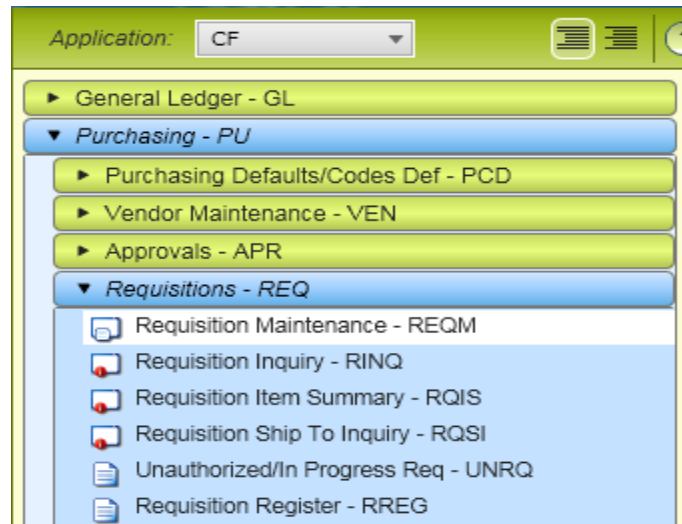


B. Click **Purchasing – PU, Requisition - REQ**, and then double click **Requisition Maintenance - REQM**

OR

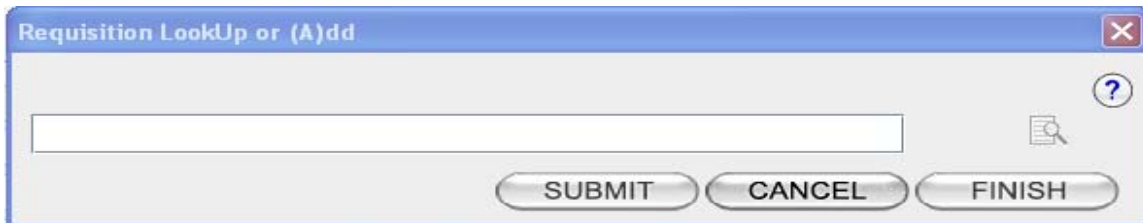
Type **REQM** in the Search box.

Central Texas College Training Manual Request for Purchase Order



II. Requisition LookUp or Add Screen

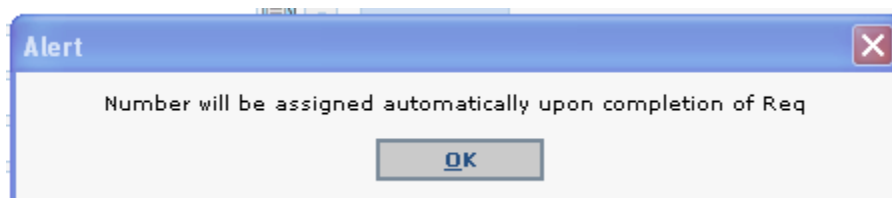
- A. In the Requisition LookUp or (A)dd prompt, enter **A** to add a new requisition, and click **Submit**.



- B. Click **Submit** to ensure a requisition number is automatically assigned. If **“N”** is selected a requisition number will not be assigned.



- C. Click on **OK** when the next Alert prompt appears.



Central Texas College Training Manual Request for Purchase Order

Note: During the beginning of each new fiscal year, a fourth Alert prompt will appear. The message will notify that the date will fall in the future fiscal year, you must click **Y**.

The **REQM** form will appear next.

III. Requisition Maintenance (REQM) Form

The screenshot shows the REQM-Requisition Maintenance form with the following fields and callouts:

- 1** Requisition Date: 07/08/10
- 2** Initiator: Ms Gail S. McGill
- 3** Desired Date: 07/08/10
- 4** Vendor ID: 0000626
- Name: 1 Dell Computer Corp
- Address: 1 PO Box 120001
- Cty/St/Zp: Dallas TX 75312-0786
- Country: [Empty]
- Currency: [Empty]
- Ship To: [Empty]
- Ship Via: [Empty]
- Types: 1
- Terms: 30 30 Days Net
- FOB: [Empty]
- Commodity: [Empty]
- Approvals: 1
- Buyer: [Empty]
- Expire Date: [Empty]
- 5** AP Type: AP12 Ft Hood/SAC--Regular
- Invn Store: [Empty]
- 6** Line Items: [Empty]
- 7** Printed Comments: 1
- 8** Comments: 1
- Priority: [Empty]
- 9** Requisition Done: No

1. **Requisition Date:** The current date will default in the field.

2. **Initiator:** Enter the initiator name (the following screen will require you to select your name) or your Employee ID number.

Central Texas College Training Manual Request for Purchase Order

- a) If the initiator's ID number is used the initiator's name will automatically populate.
- b) If the Initiator's name is used you will be forwarded to the Selection screen, select initiator's name and click **Open**.

| Filter: | Staff | Select All | 1 - 1 of 1 |
|---------|--------------------------|---|--|
| 1 | <input type="checkbox"/> | Gail [redacted] ID: 000 [redacted] Social: [redacted] | Killeen TX 76549 Source: [redacted] Where Used: MAI,PER,STA,HRP... |

3. **Desired Date:** Enter today's date.

4. **Vendor ID:** Enter the vendor number or the vendor name and press enter.

- a) If the Vendor ID number is used, the address will automatically populate.
- b) If the Vendor's name is used, you will be forwarded to the **Selection Screen**. Select the correct vendor and click **Open**.

| Filter: | Vendors | Select All | 1 - 1 of 1 |
|---------|--------------------------|-----------------------------------|---|
| 1 | <input type="checkbox"/> | Dell Computer Corp ID: 0000626 | Attn: Duane Pond Round Rock TX 78662 Where Used: COR, VEN Source: [redacted] |

- c) Clicking **Open** will return you to the **REQM** form.

If the address that populates is not the correct address, click the Address **Drill Down** key on the **REQM Form**. You will then be forwarded to the **Selection Screen**

Central Texas College Training Manual Request for Purchase Order

REQM-Requisition Maintenance

Requisition: _____ Status: _____

Requisition Date: 07/08/10

Initiator: Ms Gail S. McGill

Desired Date: 07/08/10

Vendor ID: 0000626

Name: 1 Dell Computer Corp

Address: 1 PO Box 120001

City/State/Zip: Dallas TX 75312-0786

Types: 1

Click the Drill Down

On the **Address Resolution** screen select the correct address, and click the **Check** key.

REQM-Requisition Maintenance **REQM-Requisition Maintenance**

ADDRESS RESOLUTION
using ADDRESS, View: ADDRESS

| Seq | Address Lines | Status | Residents | Type |
|-------------------------------------|--|--------|--------------------|------------|
| <input checked="" type="checkbox"/> | 1: PO Box 120001 Dept 0786 Dallas, TX 75312-0786 | | Dell Computer Corp | Vendor/Pur |
| <input type="checkbox"/> | 2: PO Box 120001 Dept 0729 Dallas, TX 75312-0729 | | Dell Computer Corp | Vendor/Pur |

Seq Number, (F)lag, (S)ort/Select:

You will automatically be returned to the **REQM** form.

- AP Type:** The AP Type is the fourth and fifth number within the GL Account No. i.e. 19-11801-12345-54102. The AP Type for the account is **18**. Enter **AP18** in the AP Type field. This is a required field and each requisition can have only one AP Type. If multiple AP Types are needed for the same vendor, multiple requisitions must be entered.

- Click on the Line items **Drill Down** key .

Central Texas College Training Manual Request for Purchase Order

IV. Requisition Item List (RQIL) Screen

The Drill Down will automatically forward you to the **RQIL** screen.
Click the **Drill Down** key in line number one.
The screen will automatically move forward to the **RQIM** form.

| REQM-Requisition Maintenance | | RQIL-Requisition Item List | | | |
|---------------------------------|-------------|----------------------------|-----------------|----------------|-----|
| Requisition: | | Status: | | Status Date: | |
| Vendor.....: Dell Computer Corp | | | | | |
| | Description | Quantity | Estimated Price | Extended Price | Tax |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

V. Requisition Item Maintenance (RQIM) Form

This form is used to enter the specific item(s) information i.e. item, price, quantity, account, and percentage.

| REQM-Requisition Maintenance | | RQIL-Requisition Item List | | RQIM-Requisition Item Maintenance | |
|----------------------------------|---------------|----------------------------|--|-----------------------------------|--|
| Requisition: | | Status: | | Status Date: | |
| Vendor Name 1 Dell Computer Corp | | Commodity | | Inv Item | |
| a | Description 1 | | | | |
| | 2 | | | | |
| b | Est Price | Desired Date 07/08/10 | | Fixed Asset | |
| c | Quantity | Vendor Part | | Form/Box/Loc | |
| Unit of Issue | | Trade Disc Amt | | Comments 1 | |
| Trade Disc Pct | | Extended Price | | | |

Central Texas College Training Manual Request for Purchase Order

The screenshot shows a web-based form for a Request for Purchase Order. At the top, there are dropdown menus for 'Work Or/Type/Fig'. Below that is a 'Tax Codes' field with a '1' in a small box. The main section contains several input fields: 'GL Account No' (with a '1' in a box and a search icon), 'Percent' (with a '1' in a box and a search icon), and 'Quantity'. Below these are 'GL Amt' and 'Proj ID' fields. To the right of the form is a vertical stack of blue horizontal bars. A red rectangular box encloses the entire form area.

a) Click the **Drill Down** box in the Description field.

The Requisition Item Maintenance **RQIM** (Item Descriptions) form will appear.

The screenshot shows a window titled 'Item Description'. It has a 'Comments' section with a text area containing the following text: 'HP ScanJet G4050' and 'Mfg. Part: L1957B#B1H'. There is a small icon in the top right corner of the text area.

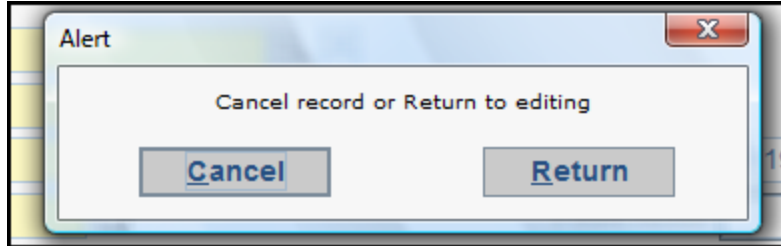
Enter the description of the item i.e. name of item, model/serial number, color, size, etc.
Save & Update.

You will be returned to the **RQIM** form.

- b) **EST Price** field – enter cost of specified item
- c) **Quantity** field – enter appropriate quantity
- d) **GL Account Number** – enter GL Account number
- e) **Percentage** field – enter percentage
- f) **Save & Update**
- g) You will be returned to a blank **RQIM** form
- h) Repeat the process of steps A-G changing the description information, quantity, account number, and percentage as needed.

Central Texas College Training Manual Request for Purchase Order

After all items have been entered click **Cancel** on the blank **RQIM** form.
On the **Alert** box click **Cancel**.



- i) Colleague will return to the **RQIL** screen – item list. Note all items entered will be listed on the screen. Items can still be added if necessary by clicking the next blank line number **Drill Down** key.
Save & Update.

| REQM-Requisition Maintenance | | | | | | RQIL-Requisition Item List | |
|---------------------------------|-------------------|----------|-----------------|----------------|----------|----------------------------|--|
| Requisition: | | Status: | | Status Date: | | | |
| Vendor.....: Dell Computer Corp | | | | | | | |
| | Description | Quantity | Estimated Price | Extended Price | Tax | | |
| 1 | Dell Optiplex 760 | 2.000 | 750.0000 | 1,500.00 | | | |
| 2 | Optiplex 280 | 1.000 | 375.0000 | 375.00 | | | |
| 3 | | | | | | | |
| 13 | | | | | | | |
| Taxes | | | Amounts | Item Total | 1,875.00 | | |
| 1 | | | | Tax Total | 0.00 | | |
| 2 | | | | Req Total | 1,875.00 | | |

Saving from the **RQIL** screen will return you to the **REQM** form.

VI. Requisition Maintenance (REQM) Form

- 7. **Printed Comments:** Click the Search Key and enter the department, phone extension, building, and room number, Ex. **Purchasing/1203/139/128**
 - A. **Fax:** If the vendor requests the purchase order to be fax, enter the word FAX and provide fax number, Ex. FAX 800-123-4567.

Central Texas College Training Manual Request for Purchase Order

B. Issue Check: should only be used for Prepayments, such as reimbursements, registration fees, hotel, subscriptions, and/or contracts. **Note:** the purchase order will not be sent to the vendor, but instead to Accounts Payable only for payment to be issued. If there are any supporting documents, please forward them to Accounts Payable with requisition and/or purchase order number.

C. Great Western Dining Services: In addition to department, phone extension, building and room number the below must also be included:

1. Control No.
2. Date
3. Time
4. Event Location
5. Point of Contact

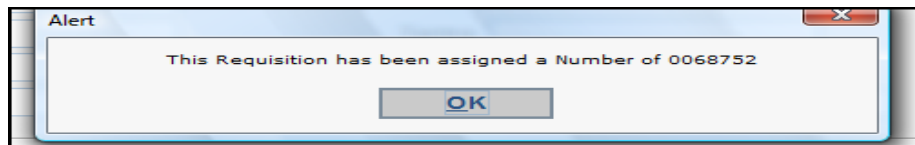
D. Save & Update

All other purchase orders will be automatically mailed to the vendor(s), and Accounts Payable will remit payment after item(s) and invoice has been received and PO has been accepted.

8. Comments: Provide additional justification to support request. If no additional justification is necessary type **None** and press the **Enter** key.

9. Requisition done: Change the N to **Y** for yes. **Save & Update.**

10. Write down the requisition number and Click **OK.**



Central Texas College Training Manual Request for Purchase Order

Print or Email Requisition Register:

Click on the **Navigation** tab. Click the **Purchasing – PU, Requisition - REQ**, and then double click **Requisition Register - RREG**

OR

Type **RREG** in the Search box.

The screenshot shows a web application window titled "RREG-Requestion Register". At the top, there is a toolbar with buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the toolbar, the form is organized into two columns: "Begin" and "End".

| Field | Begin | End |
|-----------------|----------------------|----------------------|
| Saved List Name | <input type="text"/> | <input type="text"/> |
| Report Dates | 09/01/09 | 08/06/10 |
| Requisition No | 0069193 | 0069193 |
| Desired Date | <input type="text"/> | <input type="text"/> |
| Purchase Order | <input type="text"/> | <input type="text"/> |
| Requisition Amt | <input type="text"/> | <input type="text"/> |
| Expiration Date | <input type="text"/> | <input type="text"/> |
| GL Account No | <input type="text"/> | <input type="text"/> |

On the left side of the form, there are two small boxes labeled "a" and "b" next to the "Report Dates" and "Requisition No" fields respectively. The "Report Dates" field is highlighted in yellow.

Central Texas College Training Manual Request for Purchase Order

Non-Range Values

Vendors Include

Vendors Exclude

Buyers

Initiators

AP Types

Additional Selection Criteria

- A. **Reports Dates:** Enter the date, which the requisition(s) was entered.
- B. **Requisition No:** In both the **Begin** and **End** field, enter the requisition number(s). **Save & Update.**

You will be forwarded to the **Sort/Break Definition** screen.

RREG-Requisition Register

Sort/Break Definition
(PUL007) Requisition Register

| Criteria | Field Name..... | Sequence..... | Break |
|----------|--|--------------------------------------|----------------------------------|
| 1 | <input type="text" value="REQ.AP.TYPE"/> | BY <input type="text" value="BY"/> ▼ | <input type="text" value="Yes"/> |
| 2 | <input type="text" value="REQ.VENDOR"/> | BY <input type="text" value="BY"/> ▼ | <input type="text" value=""/> |
| 3 | <input type="text" value="REQUISITIONS.ID"/> | BY <input type="text" value="BY"/> ▼ | <input type="text" value=""/> |
| 4 | <input type="text" value=""/> | <input type="text" value=""/> ▼ | <input type="text" value=""/> |

Save & Update

On the following screen you can choose to print or email a copy of the register

Printing:

Click the arrow in the **Output Device** field, select **H**, and **Save & Update.**

Central Texas College Training Manual Request for Purchase Order

The screenshot shows the 'RREG-Requisition Register' window. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, the window displays the following information:

- Peripheral: SETPTR.RREG.344764
- Description: Requisition Register
- Process...: RREG
- Description: Requisition Register

The main form area contains the following fields:

- Output Device: H Hold/Browse File Output (dropdown menu)
- Printer: (empty text field)
- Form Name: (empty text field)
- Banner: (empty text field)
- Security: (dropdown menu with a blacked-out selection)
- Copies: 1 (text field with a calculator icon)
- Defer Time: (empty text field)
- Other Options: A list of three options:
 - 1 NOEJECT
 - 2 NFMT
 - 3 NHEAD

You will be forwarded to the **Job Description** screen

The screenshot shows the 'RREG-Requisition Register' window in the 'Job Description' screen. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, the window displays the following information:

- Job Description...:
- Job Statistics ID: RREG_GRODERIQ_54162_15562

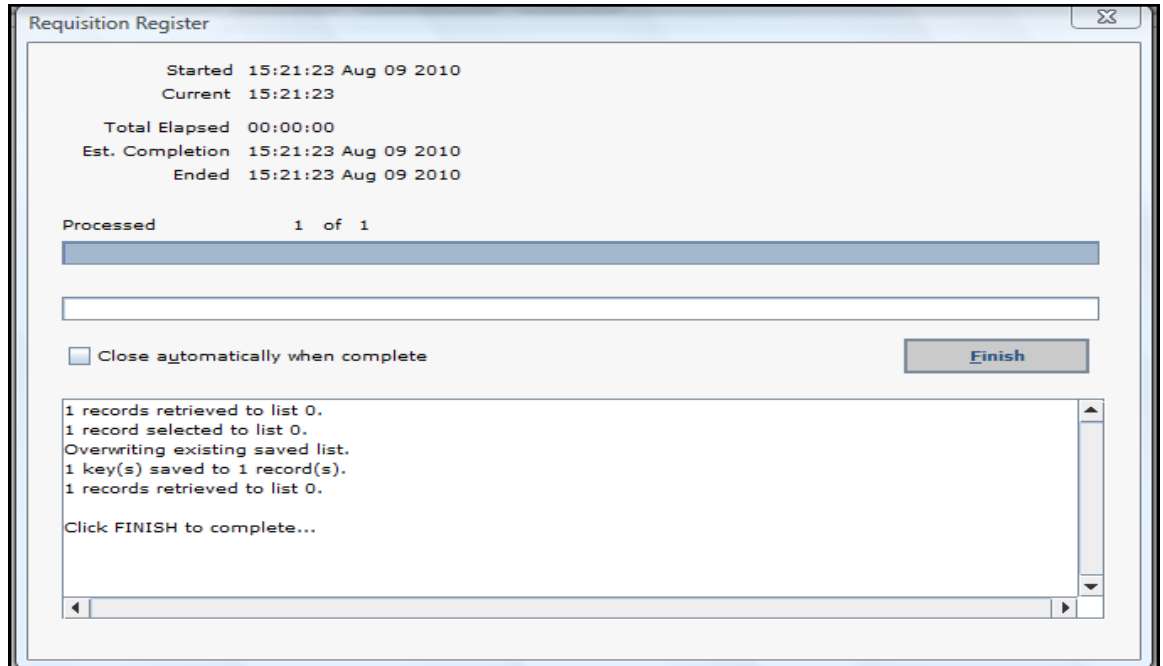
The main form area contains the following fields:

- Execute in Background mode? N (text field)
- Background Execution Type: (empty dropdown menu)

Save & Update

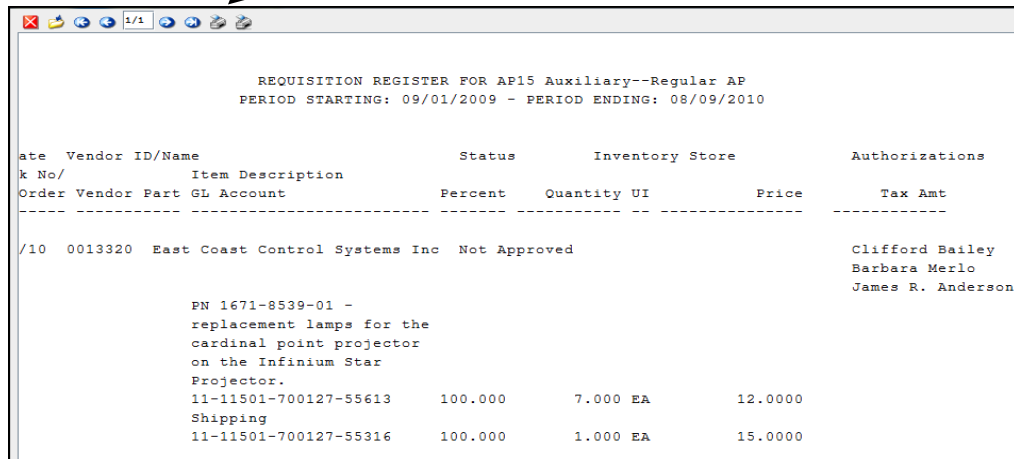
You have been forwarded to the **Requisition Register** screen

Central Texas College Training Manual Request for Purchase Order

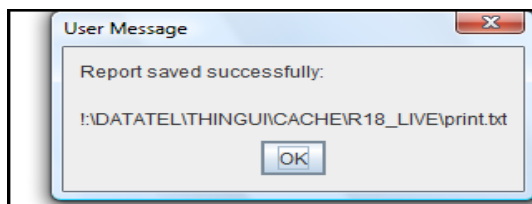


Click **Finish**

On the below screen, click the first printer icon.

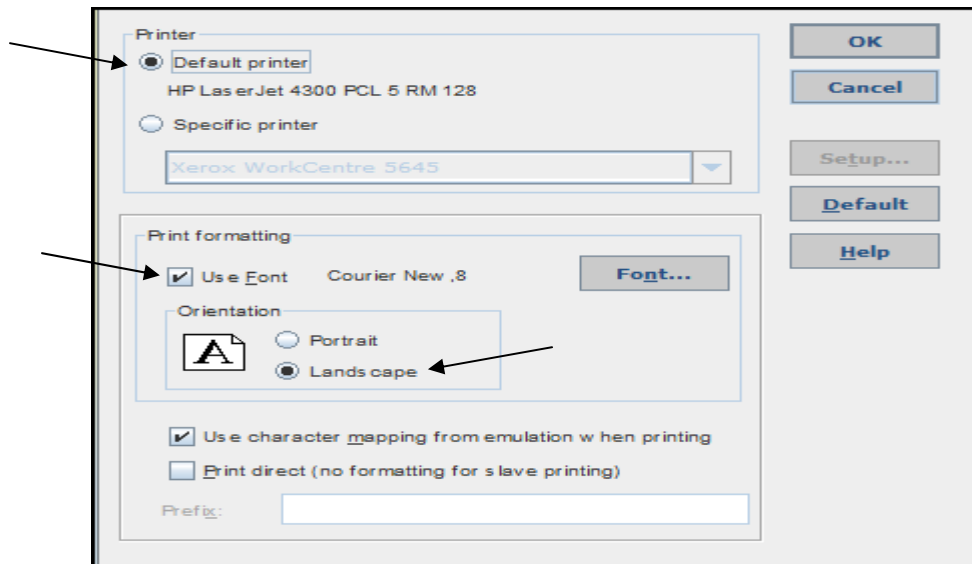


Click **OK** when the **User Message** appears.



Central Texas College Training Manual Request for Purchase Order

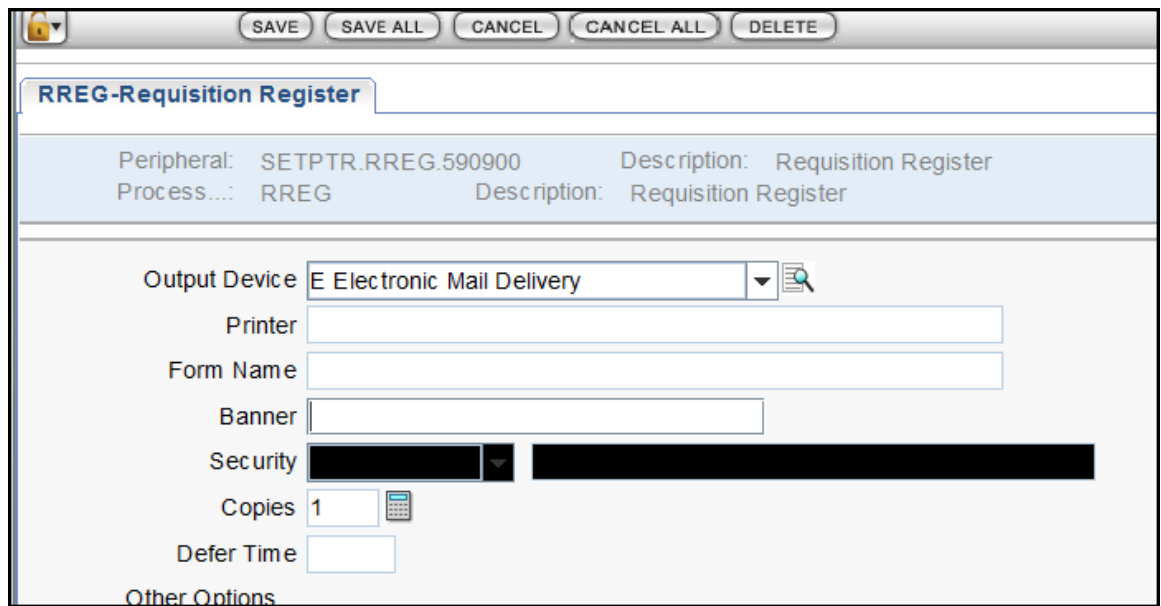
The below screen will appear next.



Select the following: default printer, font Courier New 8, orientation Landscape and click **OK**

Email:

Click the arrow in the **Output Device** field, select **E**, and **Save & Update**.



You will be forwarded to the **Modify Mail Recipients (MMRP)** form.

Central Texas College Training Manual Request for Purchase Order

SAVE SAVE ALL CANCEL CANCEL ALL DELETE

RREG-Requestion Register MMRP-Modify Mail Recipients

Email Name...: SETPTR.RRE Periph Desc: Requisition Register
Process Name: RREG Step Desc...: Requisition Register

Email Subject: Requisition Register

As Attachment: No

Email Recipients

1 gail.roderique@ctcd.edu

2

3

Email Subject field: Enter subject information

Email Recipient field: Enter receiver's email address

Save & Update

Save & Update on the **Requisition Register (RREG)** form

SAVE SAVE ALL CANCEL CANCEL ALL DELETE

RREG-Requestion Register

Peripheral: SETPTR.RREG.590900 Description: Requisition Register
Process...: RREG Description: Requisition Register

Output Device: E Electronic Mail Delivery

Printer

Form Name

Banner

Security

Copies: 1

Defer Time

Other Options

Save & Update on the following screen

Central Texas College Training Manual Request for Purchase Order

The screenshot shows a software window titled "RREG-Requisition Register". At the top, there is a toolbar with buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the toolbar, the window displays the following information:

- Job Description...:
- Job Statistics ID: RREG_GRODERIQ_54162_15562

Below this information, there are two input fields:

- "Execute in Background mode?" with a text input field containing the letter "N".
- "Background Execution Type" with a dropdown menu.

The following screen indicates how many requisitions have been processed.

The screenshot shows a progress window titled "Requisition Register". It displays the following status information:

- Started: 15:21:23 Aug 09 2010
- Current: 15:21:23
- Total Elapsed: 00:00:00
- Est. Completion: 15:21:23 Aug 09 2010
- Ended: 15:21:23 Aug 09 2010

Below the status information, it shows "Processed 1 of 1" with a progress bar that is completely filled. There is a checkbox labeled "Close automatically when complete" which is currently unchecked. A "Finish" button is visible on the right side of the window. At the bottom, a text area contains the following log messages:

- 1 records retrieved to list 0.
- 1 record selected to list 0.
- Overwriting existing saved list.
- 1 key(s) saved to 1 record(s).
- 1 records retrieved to list 0.

Below the log messages, it says "Click FINISH to complete...".

Click **Finish** – email has been sent.

Central Texas College Training Manual Request for Blanket Purchase Orders

Select Form



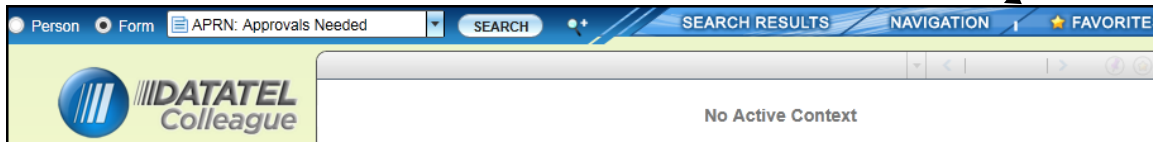
Ensure the vendor is in the Colleague:

- Type **VENI** in the Search box
- In the Vendor's Look Up box enter the vendor's name
- Locate and select the vendor.
- If you're unable to locate the vendor, contact the Purchase department for assistance.

If the vendor is not in Colleague, you will not be able to continue. Send an email to the Purchasing department requesting to have the vendor(s) added. Your email must include the vendor's name, address, telephone number, fax number, and/or email address. The Purchasing department will contact the vendor to obtain a W9 form. After receiving the W9 form, the vendor will be added, and you will be notified via email.

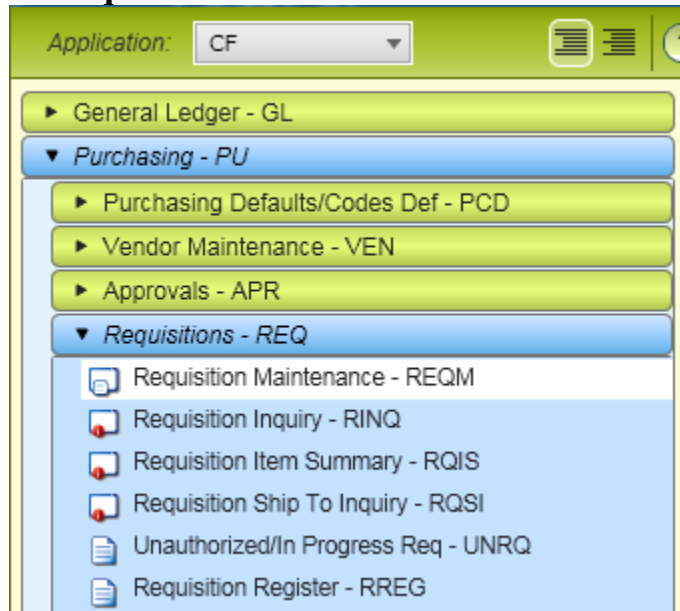
I. Navigation and Application

A. Click on the **Navigation** tab. Click the **Application** arrow and select **CF**.



B. Click **Purchasing – PU, Requisition – REQ**, and then double click **Requisition Maintenance - REQM**
OR
Type **REQM** in the Search box.

**Central Texas College
Training Manual
Request for Blanket Purchase Orders**

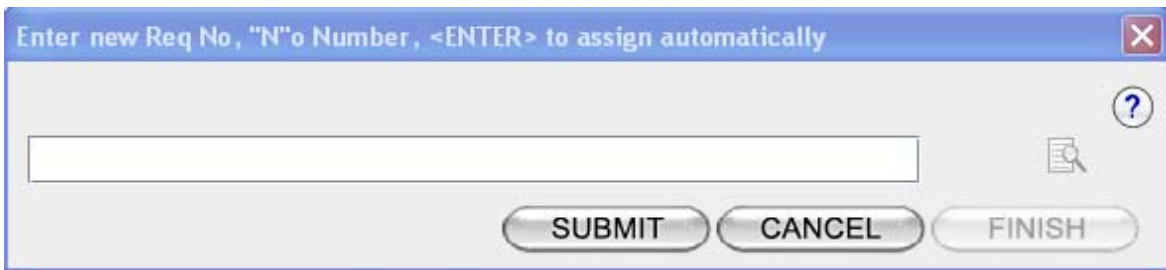


II. Requisition LookUp or Add Screen

- A. In the Requisition LookUp or (A)dd prompt, enter **A** to add a new requisition, and click **Submit**.

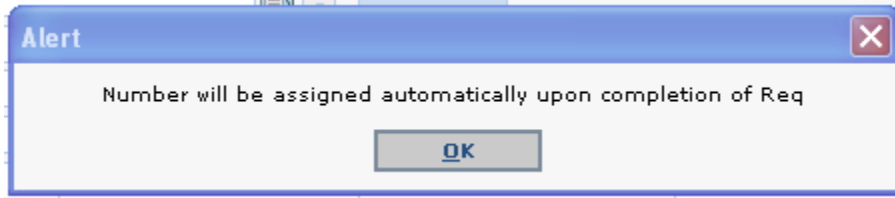


- B. Click **Submit** to ensure a requisition number is automatically be assigned. **If "N" is selected a requisition number will not be assigned.**



- C. Click on **OK** when the next Alert prompt appears.

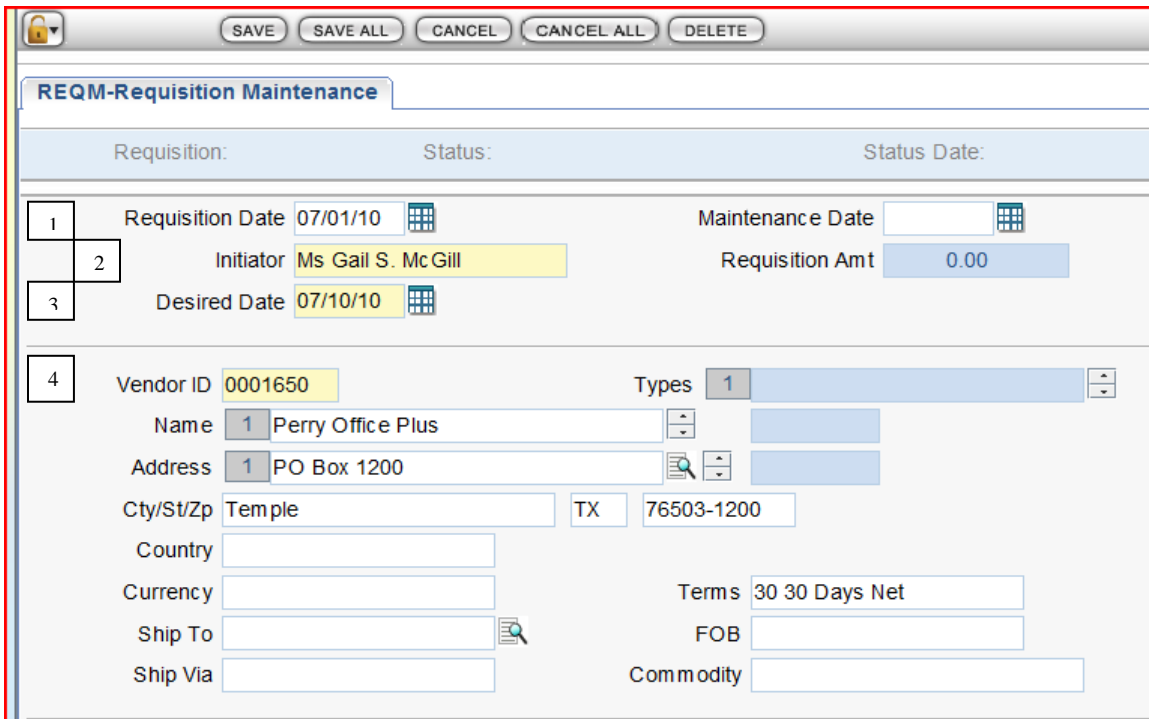
Central Texas College Training Manual Request for Blanket Purchase Orders



Note: During the beginning of each new fiscal year, a fourth Alert prompt will appear. The message will notify that the date will fall in the future fiscal year, you must click **Y**.

The **REQM** form will appear next.

III. Requisition Maintenance (REQM) Form

A screenshot of the REQM-Requestion Maintenance form. The form has a title bar with a lock icon and buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the title bar is a tab labeled "REQM-Requestion Maintenance". The form is divided into several sections. The top section has labels for "Requisition:", "Status:", and "Status Date:". Below this is a table with three rows. Row 1: "1" in a box, "Requisition Date" with a date field containing "07/01/10" and a calendar icon, "Maintenance Date" with an empty date field and a calendar icon. Row 2: "2" in a box, "Initiator" with a text field containing "Ms Gail S. McGill", "Requisition Amt" with a text field containing "0.00". Row 3: "3" in a box, "Desired Date" with a date field containing "07/10/10" and a calendar icon. Below the table is a section for "4" in a box, containing fields for "Vendor ID" (0001650), "Types" (1), "Name" (1 Perry Office Plus), "Address" (1 PO Box 1200), "City/St/Zp" (Temple TX 76503-1200), "Country", "Currency", "Ship To", "Ship Via", "Terms" (30 30 Days Net), "FOB", and "Commodity".

Central Texas College Training Manual Request for Blanket Purchase Orders

The screenshot shows a web form for creating a Request for Blanket Purchase Order. It includes fields for Approvals (with a '1' callout), Buyer, Expire Date, AP Type (set to 'AP18 Systems--Regular AP' with a '5' callout), and Invn Store. On the right side, there are fields for Line Items (with a '6' callout), Printed Comments (with a '7' callout), Comments (with an '8' callout), Priority, and Requisition Done (set to 'No' with a '9' callout).

1. **Requisition Date:** The current date will default in the field.
2. **Initiator:** Enter your Employee ID number or the initiator name and press enter.
 - a) If the initiator's ID number is used initiator's name will automatically populate.
 - b) If the initiator's name is used you will be forwarded to the Selection screen, select initiator's name and click **Open**.

The screenshot shows a selection screen with a filter set to 'Staff'. A table lists staff members. The first entry is for 'Gail' with ID '000...', address 'Killeen TX 76549', and 'Where Used: MAI,PER,STA,HRP...'. At the bottom of the screen, there is an 'OPEN' button.

| Filter: | Staff | Select All | 1 - 1 of 1 |
|---------|-----------------------------------|-----------------------------|---|
| 1 | Gail ID: 000... Social: ... | Killeen TX 76549 Source: | DOB: ... Birth Last: Where Used: MAI,PER,STA,HRP... |

Select #: [] OPEN 1 - 1 of 1

3. **Desired Date:** Enter today's date.
4. **Vendor ID:** Enter the vendor number or the vendor name and press enter.
 - a) If the Vendor ID number is used, the address will automatically populate.
 - b) If the Vendor's name is used, you will be forwarded to the **Selection Screen**. Select the correct vendor and click **Open**.

The screenshot shows the 'REQM-Reqquisition Maintenance' form. It has tabs for 'REQM-Reqquisition Maintenance' and 'RQIM-Reqquisition Item Maintenance'. Below the tabs is a table with columns: Seq, Address Lines, Status, Residents, and Type. Two address lines are listed:

| Seq | Address Lines | Status | Residents | Type |
|-----|--------------------------------------|--------|-------------------|------------|
| 1 | PO Box 1200 Temple, TX 76503-1200 | | Perry Office Plus | Check |
| 2 | 1401 N. 3rd Temple, TX 76501 | | Perry Office Plus | Accounts R |

Clicking **Open** will return you to the **REQM** form.

Central Texas College Training Manual Request for Blanket Purchase Orders

If the address that populates is not the correct address, click the **Address Drill Down** key on the **REQM** form.
You will be forwarded to the **Address Resolution** screen.

The image shows a screenshot of the 'REQM-Reqquisition Maintenance' form. The form contains several input fields and buttons. A callout box on the left side of the form points to the 'Address' field with the text 'Click the Drill Down key'. The fields are as follows:

- Requisition Date: 07/20/10
- Maintenance Date: (empty)
- Initiator: (empty)
- Requisition Amt: (empty)
- Desired Date: (empty)
- Vendor ID: 0001650
- Types: 1
- Name: 1 Perry Office Plus
- Address: 1 PO Box 1200
- City/State/Zip: Temple TX 76503-1200

On the Address Resolution screen select the correct address, and click the **Check** key.


The image shows a screenshot of the 'ADDRESS RESOLUTION' screen. The screen displays a table with the following columns: Seq, Address Lines, Status, Residents, and Type. There are two rows of address data:

| Seq | Address Lines | Status | Residents | Type |
|--------------------------|---|--------|-------------------|------------|
| <input type="checkbox"/> | 1: PO Box 1200 Temple, TX 76503-1200 | | Perry Office Plus | Check |
| <input type="checkbox"/> | 2: 1401 N. 3rd Temple, TX 76501 | | Perry Office Plus | Accounts R |

At the bottom of the screen, there is a search bar labeled 'Seq Number, (F)lag, (S)ort/Select:' and two buttons: a checkmark and a red X.

Central Texas College Training Manual Request for Blanket Purchase Orders

You will automatically be returned to the **REQM** form.

5. **AP Type:** The AP Type is the fourth and fifth number within the GL Account No. example 19-11801-12345-54102. The **AP Type** for this account is **18**. **AP 18** would be entered in the AP Type field. This is a required field and each requisition can have only one AP Type. If multiple AP Types are needed for the same vendor, multiple requisitions must be entered.
6. Click on the Line items **Drill Down key** 

IV. Requisition Item List (RQIL) Screen

The Drill Down will automatically forward you to the **RQIL** screen.
Click the **Drill Down** key in line number one.

The screen will automatically move forward to the **RQIM** form.

| REQM-Requisition Maintenance | | RQIL-Requisition Item List | | | |
|---------------------------------|-------------|----------------------------|-----------------|----------------|-----|
| Requisition: | | Status: | | Status Date: | |
| Vendor.....: Dell Computer Corp | | | | | |
| | Description | Quantity | Estimated Price | Extended Price | Tax |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

V. Requisition Item Maintenance (RQIM) Form

This form is used to enter the specific item(s) information i.e. item, price, quantity, account, and percentage.

Central Texas College Training Manual Request for Blanket Purchase Orders

REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Requisition: Status: Status Date:

Vendor Name 1 Dell Computer Corp

Commodity

Inv Item

a Description 1 2

b Est Price

c Quantity

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price

Desired Date 07/08/10

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

Work Or/Type/Flg

Tax Codes 1

d GL Account No e Percent Quantity

1

GL Amt

Proj ID

- a) Click the **Drill Down** box in the Description field.
The Requisition Item Maintenance **RQIM** (Item Description) form will appear.

REQM-Requisition Maintenance RQIL-Requisition Item List

Item Description

Comments

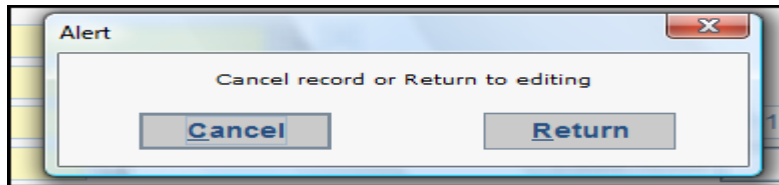
BPO Fiscal Year 2009-2010 For Office Supplies

Enter the description of the item i.e. **BPO Fiscal Year (YYYY/YYYY)** for Office Supplies. **Save & Update.**

**Central Texas College
Training Manual
Request for Blanket Purchase Orders**

- b) **EST Price** field – enter cost of specified item
- c) **Quantity** field – enter appropriate quantity
- d) **GL Account Number** – enter GL Account number
- e) **Percentage** – field enter percentage
- f) **Save & Update**
- g) You will be returned to a blank **RQIM** form
- h) Click the **Cancel** tab on the blank **RQIM** form.

On the **Alert** box click **Cancel**



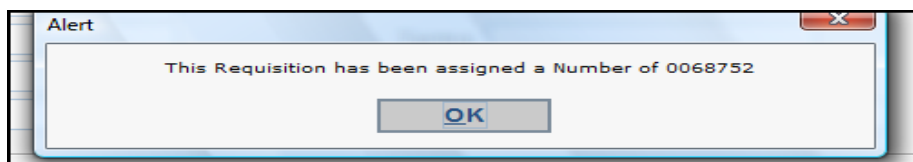
Colleague will return to the **RQIL** screen

Save & Update.

Saving from the RQIL screen will return you to the **REQM** form.

VI. Requisition Maintenance (REQM) Form

- 7. **Printed Comments:** Click the Search Key and enter the department, phone extension, building, and room number, Ex. **Purchasing/1203/139/128**
- 8. **Comments:** Provide additional justification to support request. If no additional justification is necessary type **None.**
- 9. **Requisition done:** Change the N to Y for yes. **Save & Update.**
- 10. Write down the requisition number and Click **OK.**



Central Texas College Training Manual Request for Blanket Purchase Orders

Print or Email Requisition Register:

Click on the **Navigation** tab. Click the **Purchasing – PU, Requisition - REQ**, and then double click **Requisition Register - RREG**

OR

Type **RREG** in the Search box.

- A. **Reports Dates:** Enter the date, which the requisition(s) was entered.
- B. **Requisition No:** In both the **Begin** and **End** field, enter the requisition number(s). **Save & Update.**

You will be forwarded to the **Sort/Break Definition** screen.

Central Texas College Training Manual Request for Blanket Purchase Orders

| Criteria | Field Name..... | Sequence..... | Break |
|----------|-----------------|---------------|-------|
| 1 | REQ.AP.TYPE | BY | Yes |
| 2 | REQ.VENDOR | BY | |
| 3 | REQUISITIONS.ID | BY | |
| 4 | | | |

Save & Update

On the following screen you can choose to print or email a copy of the register

Printing:

Click the arrow in the **Output Device** field, select **H**, and **Save & Update**.

Peripheral: SETPTR.RREG.344764 Description: Requisition Register
Process: RREG Description: Requisition Register

Output Device: H Hold/Browse File Output

Printer:

Form Name:

Banner:

Security:

Copies: 1

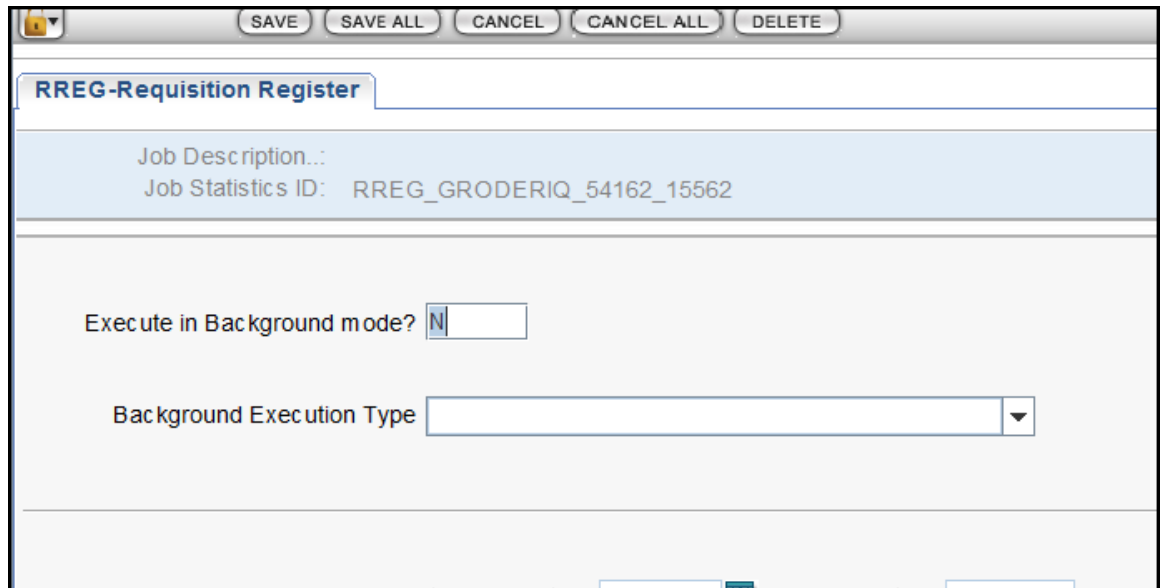
Defer Time:

Other Options

| | | |
|---|---------|--------------------------|
| 1 | NOEJECT | <input type="checkbox"/> |
| 2 | NFMT | <input type="checkbox"/> |
| 3 | NHEAD | <input type="checkbox"/> |

Central Texas College Training Manual Request for Blanket Purchase Orders

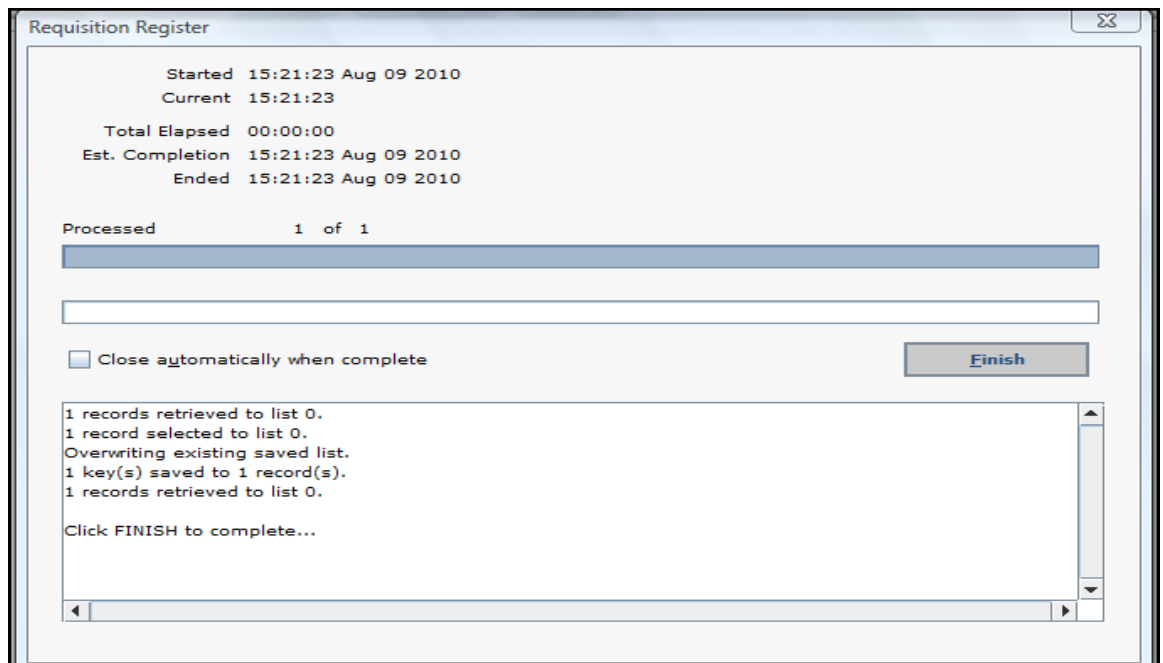
You will be forwarded to the **Job Description** screen



The screenshot shows a software window titled "RREG-Requisition Register". At the top, there are buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the title bar, the window displays "Job Description..." and "Job Statistics ID: RREG_GRODERIQ_54162_15562". There is a text input field for "Execute in Background mode?" containing the letter "N". Below that is a dropdown menu for "Background Execution Type".

Save & Update

You have been forwarded to the **Requisition Register** screen



The screenshot shows a software window titled "Requisition Register". It displays a progress summary with the following information: "Started 15:21:23 Aug 09 2010", "Current 15:21:23", "Total Elapsed 00:00:00", "Est. Completion 15:21:23 Aug 09 2010", and "Ended 15:21:23 Aug 09 2010". Below this, it shows "Processed 1 of 1" with a progress bar. There is a checkbox labeled "Close automatically when complete" and a "Finish" button. A text area at the bottom contains the following status messages: "1 records retrieved to list 0.", "1 record selected to list 0.", "Overwriting existing saved list.", "1 key(s) saved to 1 record(s).", "1 records retrieved to list 0.", and "Click FINISH to complete...".

Click **Finish**

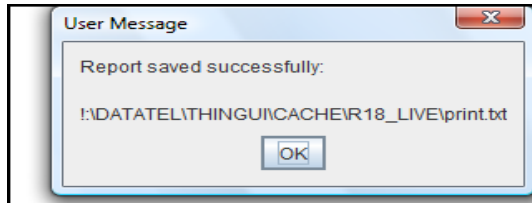
On the below screen, click the first printer icon.



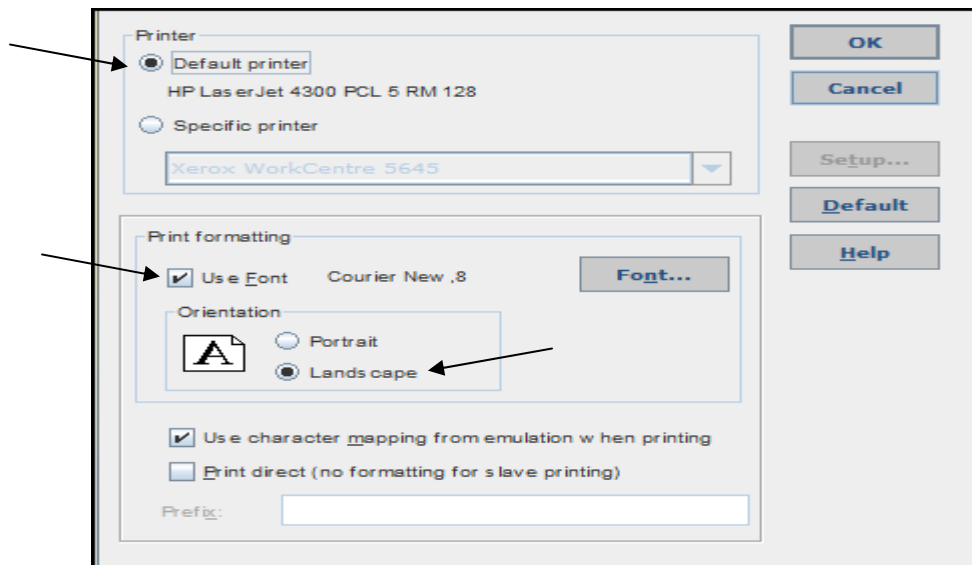
Central Texas College Training Manual Request for Blanket Purchase Orders

| REQUISITION REGISTER FOR AP15 Auxiliary--Regular AP PERIOD STARTING: 09/01/2009 - PERIOD ENDING: 08/09/2010 | | | | | | |
|--|--|--------------|-----------------|----------------|---------|---|
| Rate | Vendor ID/Name | Status | Inventory Store | Authorizations | | |
| Order No/ | Item Description | Percent | Quantity UI | Price | Tax Amt | |
| Order Vendor Part | GL Account | | | | | |
| /10 | 0013320 East Coast Control Systems Inc | Not Approved | | | | Clifford Bailey Barbara Merlo James R. Anderson |
| | PN 1671-8539-01 - replacement lamps for the cardinal point projector on the Infinium Star Projector. | | | | | |
| | 11-11501-700127-55613 | 100.000 | 7.000 EA | 12.0000 | | |
| | Shipping | | | | | |
| | 11-11501-700127-55316 | 100.000 | 1.000 EA | 15.0000 | | |

Click **OK** when the **User Message** appears.



The below screen will appear next.



Select the following: default printer, font Courier New 8, orientation Landscape and click **OK**

Email:

Click the arrow in the **Output Device** field, select **E**, and **Save & Update**.

Central Texas College Training Manual Request for Blanket Purchase Orders

The screenshot shows the 'RREG-Requisition Register' form. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, there are two lines of information: 'Peripheral: SETPTR.RREG.590900' and 'Description: Requisition Register', followed by 'Process...: RREG' and 'Description: Requisition Register'. The main form area contains several fields: 'Output Device' is a dropdown menu set to 'E Electronic Mail Delivery'; 'Printer' is an empty text box; 'Form Name' is an empty text box; 'Banner' is an empty text box; 'Security' is a dropdown menu with a blacked-out selection; 'Copies' is a text box with the value '1' and a calculator icon; 'Defer Time' is an empty text box. At the bottom, there is a link for 'Other Options'.

You will be forwarded to the **Modify Mail Recipients (MMRP)** form.

The screenshot shows the 'MMRP-Modify Mail Recipients' form. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, there are two tabs: 'RREG-Requisition Register' and 'MMRP-Modify Mail Recipients'. Below the tabs, there are two lines of information: 'Email Name...: SETPTR.RRE' and 'Periph Desc: Requisition Register', followed by 'Process Name: RREG' and 'Step Desc...: Requisition Register'. The main form area contains several fields: 'Email Subject' is a text box with the value 'Requisition Register'; 'As Attachment' is a dropdown menu set to 'No'; 'Email Recipients' is a list box with three entries: '1 gail.roderique@ctcd.edu', '2', and '3'. The list box has a scroll bar on the right.

Email Subject field: Enter subject information

Email Recipient field: Enter receiver's email address

Save & Update

Save & Update on the **Requisition Register (RREG)** form

Central Texas College Training Manual Request for Blanket Purchase Orders

The screenshot shows a software interface for the 'RREG-Requisition Register'. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, the form is titled 'RREG-Requisition Register'. It contains the following fields and information:

- Peripheral: SETPTR.RREG.590900
- Description: Requisition Register
- Process...: RREG
- Description: Requisition Register
- Output Device: E Electronic Mail Delivery (dropdown menu)
- Printer: (empty text field)
- Form Name: (empty text field)
- Banner: (empty text field)
- Security: (black redacted area)
- Copies: 1 (with a calculator icon)
- Defer Time: (empty text field)
- Other Options: (text label)

Save & Update on the following screen

The screenshot shows the same software interface, but with different fields filled out:

- Job Description...: (empty text field)
- Job Statistics ID: RREG_GRODERIQ_54162_15562
- Execute in Background mode? N (checkbox)
- Background Execution Type: (empty dropdown menu)

The following screen indicates how many requisitions have been processed.

Central Texas College Training Manual Request for Blanket Purchase Orders

The screenshot shows a window titled "Requisition Register". At the top right is a close button. The main area contains the following text:

Started 15:21:23 Aug 09 2010
Current 15:21:23

Total Elapsed 00:00:00
Est. Completion 15:21:23 Aug 09 2010
Ended 15:21:23 Aug 09 2010

Processed 1 of 1

Below this is a full-width progress bar. Underneath the progress bar is an empty text input field. To the left of the input field is a checkbox labeled "Close automatically when complete". To the right of the input field is a button labeled "Finish".

Below the input field is a scrollable text area containing the following status messages:

1 records retrieved to list 0.
1 record selected to list 0.
Overwriting existing saved list.
1 key(s) saved to 1 record(s).
1 records retrieved to list 0.

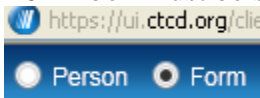
Click FINISH to complete...

Click **Finish** – email has been sent.

**Central Texas College
Training Manual
Request for Travel Authorization Requisition**
You must have the following information before proceeding:

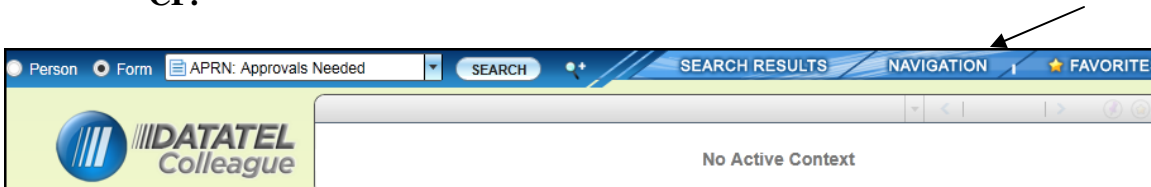
| | |
|--|--|
| <ul style="list-style-type: none"> • Name of person traveling • Date(s) of travel • Destination • Purpose of travel • Mode of transportation • Availability of CTC vehicle (contact Facilities Management x1366) • Personal car mileage (contact Budget x 1310) | <ul style="list-style-type: none"> • Vendor numbers for all vendors (contact Purchasing x 1203) • Extended or circuitous travel, if applicable • Registration information • Taxi/Rental Car • Hotel • Meals & Incidental Expenses (contact Budget x 1310) • Other expenses |
|--|--|

Form box must be selected.

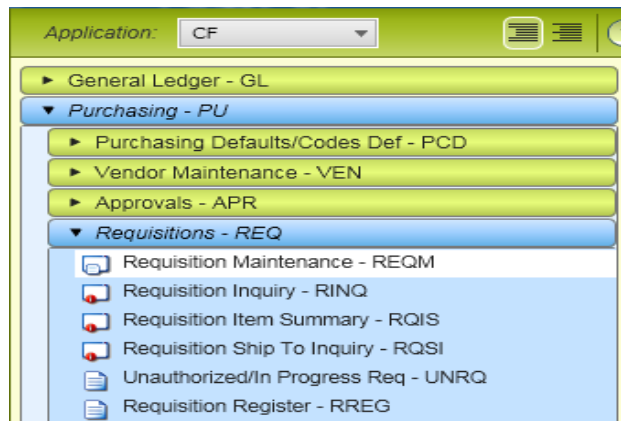


I. Navigation and Application

A. Click on the **Navigation** tab. Click the **Application** drop down box and select **CF**.



B. Click **Purchasing – PU**, then click **Requisitions - REQ**, and then double click **Requisition Maintenance - REQM**
OR
Type **REQM** in the Search box.



Central Texas College Training Manual Request for Travel Authorization Requisition

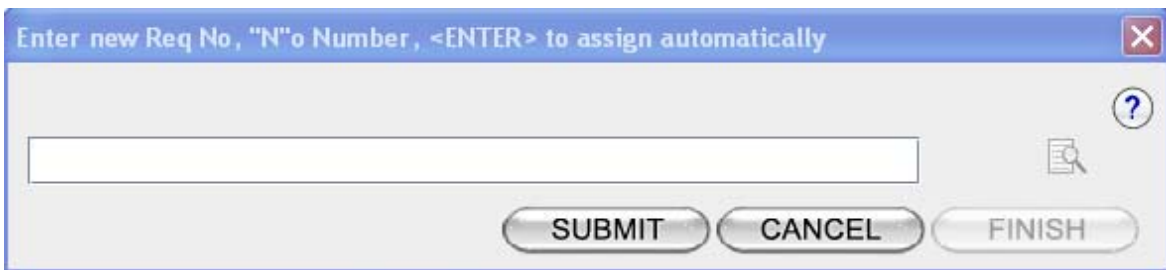
II. Requisition LookUp or Add Screen

1. In the Requisition LookUp or (A)dd prompt, enter **A** to add a new requisition, and click **Submit**.



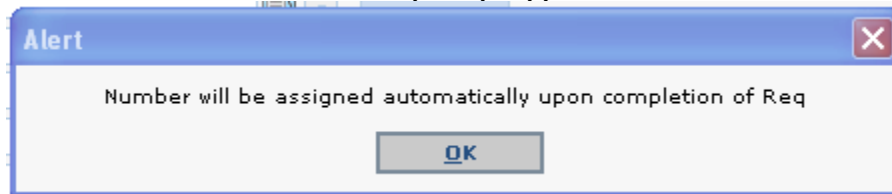
The screenshot shows a dialog box titled "Requisition LookUp or (A)dd". It features a text input field, a search icon, and three buttons: "SUBMIT", "CANCEL", and "FINISH".

2. Click **Submit** to ensure a requisition number is automatically assigned. **If "N" is selected a requisition number will not be assigned.**



The screenshot shows a dialog box titled "Enter new Req No, 'N'o Number, <ENTER> to assign automatically". It features a text input field, a search icon, and three buttons: "SUBMIT", "CANCEL", and "FINISH".

3. Click on **OK** when the next Alert prompt appears.



The screenshot shows an "Alert" dialog box with the message: "Number will be assigned automatically upon completion of Req". There is an "OK" button at the bottom.

Note: During the beginning of each new fiscal year (September 1, YYYY), a fourth Alert prompt may appear. The message will say that the date will fall in the future fiscal year. You must click Y for yes.

The **REQM** form will appear next.

Central Texas College Training Manual Request for Travel Authorization Requisition

| Filter: | Staff | Select All | 1 - 1 of 1 |
|---------|--------------------------|---------------------------------------|---|
| 1 | <input type="checkbox"/> | Gail ID: 000 Social: [REDACTED] | Killeen TX 76549 Source: DOB: [REDACTED] Birth Last: Where Used: MAI,PER,STA,HRP... |

Select #: [] OPEN 1 - 1 of 1

3. **Desired Date:** Enter today's date.
4. **Vendor ID:** Enter the traveler's vendor ID number or the name of the traveler and press enter.
 - (a) If you type in the Vendor's ID number, the address will automatically populate.
 - (b) If the traveler's name is used, you will be forwarded to a **Selection Screen**, select the name of the traveler and click Open.


Person Search Results for: john doe

| Filter: | Combined | Select All | 1 - 2 of 2 |
|---------|--------------------------|-----------------------------|---|
| 1 | <input type="checkbox"/> | John Doe ID: 0802829 | P.O. Box 1800 Killeen TX 76549 Where Used: FAC, VEN Source: |
| 2 | <input type="checkbox"/> | John R Doepp ID: 0340548 | 260 Guard Rd Aguadilla PR 00603 Where Used: APP, STU Source: |

Select #: [] OPEN 1 - 2 of 2



- (c) Clicking **Open** will return you to the REQM form.

**Central Texas College
Training Manual
Request for Travel Authorization Requisition**

5. **AP Type:** The AP Type is the fourth and fifth number within the GL Account No. (example 19-11801-12345-54102). The **AP Type** for this account is **18**. Enter **AP18** in the AP Type field. This is a required field and each requisition can have only one AP Type. If multiple AP Types are needed for the same vendor, multiple requisitions must be entered.
6. Click on the Line Items **Drill Down Key** .

IV. Requisition Item List (RQIL Screen):

The Drill Down will automatically forward you to the **RQIL** screen. Click the **Drill Down** key in line number one. The screen will automatically move forward to the **RQIM** form.

| REQM-Requisition Maintenance | | RQIL-Requisition Item List | | | |
|-------------------------------|---|----------------------------|-----------------|----------------|-----|
| Requisition: | | Status: | | Status Date: | |
| Vendor..... Ms Gail S. McGill | | | | | |
| | Description | Quantity | Estimated Price | Extended Price | Tax |
| 1 |  | | | | |
| 2 |  | | | | |
| 3 |  | | | | |
| 4 |  | | | | |
| 5 |  | | | | |
| 6 |  | | | | |
| 7 |  | | | | |
| 8 |  | | | | |
| 9 |  | | | | |
| 10 |  | | | | |
| 11 |  | | | | |

V. Requisition Item Maintenance (RQIM) Form:

This form is used to enter the specific information in regards to the travel, i.e. name of traveler, airfare, hotel, taxi/rental car, mileage, meals and incidental, etc.. (See **Example Sheet** page 8.)
The Example Sheet provides details concerning how the data must be entered.

Central Texas College Training Manual Request for Travel Authorization Requisition

- a) Click the **Drill Down** box in the Description field.

The Requisition Item Maintenance **RQIM** (Item Descriptions) form will appear.

Enter the following information:

Name of traveler, dates of travel, purpose of trip, destination, point-of-contact in traveler's absences, availability of CTC vehicle, and extended or circuitous travel if applicable. **Save & Update**

You will be returned to the **RQIM** form.

**Central Texas College
Training Manual
Request for Travel Authorization Requisition**

- b) **EST Price** field – enter cost of specified item
- c) **Quantity** field – enter appropriate quantity
- d) **GL Account no.** field – enter GL Account number
- e) **Percentage** field – enter percentage
- f) **Save & Update**
- g) You will be returned to a blank **RQIM** form.
- h) Repeat the process of steps **A – G** changing the description information as needed i.e. airfare, registration, hotel etc.

Note: See **Example Sheet** of how data must be entered into Colleague.

**Central Texas College
Training Manual
Request for Travel Authorization Requisition**

Example Sheet

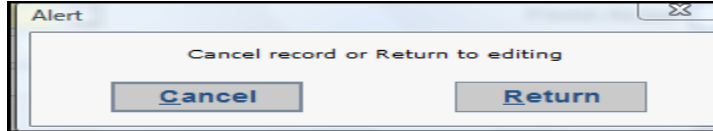
- **Traveler's Information:**
John Doe will be attending the Annual ABC Annual Conference in Memphis, TN on July 15-16, 2010. Bob Smith will be the POC in his absences.
- **Airline tickets:** vendor is Bank of America V 5386 Add 4
Example: Airline V5386 Add 4 (BOA)
for John Doe
- **Rental car:** EAN Holdings LLC V1044902
Example: Prepayment Car Rental V 1044902 (EAN Holdings LLC)
for John Doe
- **Personal Own Vehicle:** Mileage is used when the traveler is providing his/her own vehicle (CTC vehicle is not available or trip is more than 2 days)
Example: POV Round trip from Killeen to Austin and back. The amount is the number of miles times the current mileage reimbursement rate.
- **CTC Vehicle:** Example – Gas CTC Vehicle #711
- **Hotel:**
Prepay Example: Prepay Hotel – Ramada Inn 1771
for John Doe
Issue Check
call X 1234 (extension is used only when the traveler wants to pick up check)

Reimbursement: Hotel – cost per night times number of nights
- **Registration:**
Prepay Example: Prepay Registration NACUBO V 958
for John Doe
Issue Check
call X 1234 (extension is used only when the traveler needs to pick up check)

Reimbursement: Registration – cost
- **M&IE:**
- **Other Expenses:** Parking, taxi, copies, faxes, etc.

Central Texas College Training Manual Request for Travel Authorization Requisition

4. After all items have been entered, click **Cancel** on the blank RQIM screen.
5. On the **Alert box** click **Cancel**.



6. Colleague will return to the RQIL screen – item list. Note all items entered will be listed on the screen. Items can still be added if necessary by clicking the next blank line number Drill Down key. **Save & Update**

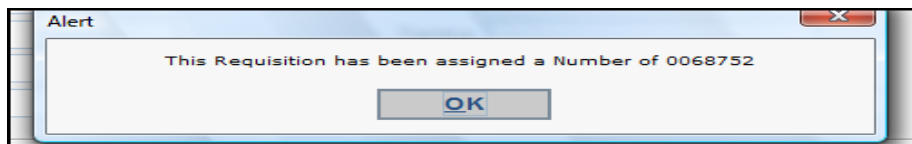
The screenshot shows a software window titled 'REQM-Requisition Maintenance' and 'RQIL-Requisition Item List'. At the top are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below is a table with the following data:

| | Description | Quantity | Estimated Price | Extended Price | Tax |
|----|---------------------------|----------|-----------------|----------------|-----|
| 1 | John Doe will be | 1.000 | 0.0000 | 0.00 | |
| 2 | Airfare V 5386 Add 4 | 1.000 | 189.0000 | 189.00 | |
| 3 | Registration Fee for John | 1.000 | 25.0000 | 25.00 | |
| 4 | M&IE | 1.500 | 65.0000 | 97.50 | |
| 5 | Shuttle | 1.000 | 8.0000 | 8.00 | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| | Taxes | Amounts | Item Total | 319.50 | |

Saving from the RQIL Screen will return you to the **REQM** screen.

VI. Requisition Item Maintenance (REQM) Form:

7. **Printed Comments:** Click **Drill Down** Key and enter the department, phone extension, building, and room number, Ex. **Purchasing/1203/139/128**
Issue Check: Should only be used for Prepayments, such as reimbursements, registration fees, and hotel. Forward all supporting documents to Budget and Accounts Payable make sure the requisition number is indicated on all documents. **Save & Update.**
8. **Comments:** Provide additional justification to support request. If no additional information is necessary type **None** and press the **Enter** key.
9. **Requisition Done:** Change the N to a Y for yes. **Save & Update.**
10. Write down the requisition number and Click **OK.**



**Central Texas College
Training Manual
Request for Travel Authorization Requisition**

Print or Email Requisition Register:

Click on the **Navigation** tab. Click the **Purchasing – PU, Requisition - REQ**, and then double click **Requisition Register - RREG**

OR

Type **RREG** in the Search box.

RREG-Requisition Register

Saved List Name

Report Dates **Begin** 09/01/09 **End** 08/06/10

Requisition No 0069193 0069193

Desired Date

Purchase Order

Requisition Amt

Expiration Date

GL Account No

Non-Range Values

Vendors Include 1 2 3 4

Vendors Exclude 1 2 3 4

Buyers 1 2

Initiators 1 2

AP Types 1 2

Additional Selection Criteria No

- A. **Reports Dates:** Enter the date, which the requisition(s) was entered.
- B. **Requisition No:** In both the **Begin** and **End** field, enter the requisition number(s). **Save & Update.**

You will be forwarded to the **Sort/Break Definition** screen.

Central Texas College Training Manual Request for Travel Authorization Requisition

| Criteria | Field Name..... | Sequence..... | Break |
|----------|-----------------|---------------|-------|
| 1 | REQ.AP.TYPE | BY | Yes |
| 2 | REQ.VENDOR | BY | |
| 3 | REQUISITIONS.ID | BY | |
| 4 | | | |

Save & Update

On the following screen you can choose to print or email a copy of the register

Printing:

Click the arrow in the **Output Device** field, select **H**, and **Save & Update**.

Peripheral: SETPTR.RREG.344764 Description: Requisition Register
Process...: RREG Description: Requisition Register

Output Device: H Hold/Browse File Output

Printer: _____

Form Name: _____

Banner: _____

Security: _____

Copies: 1

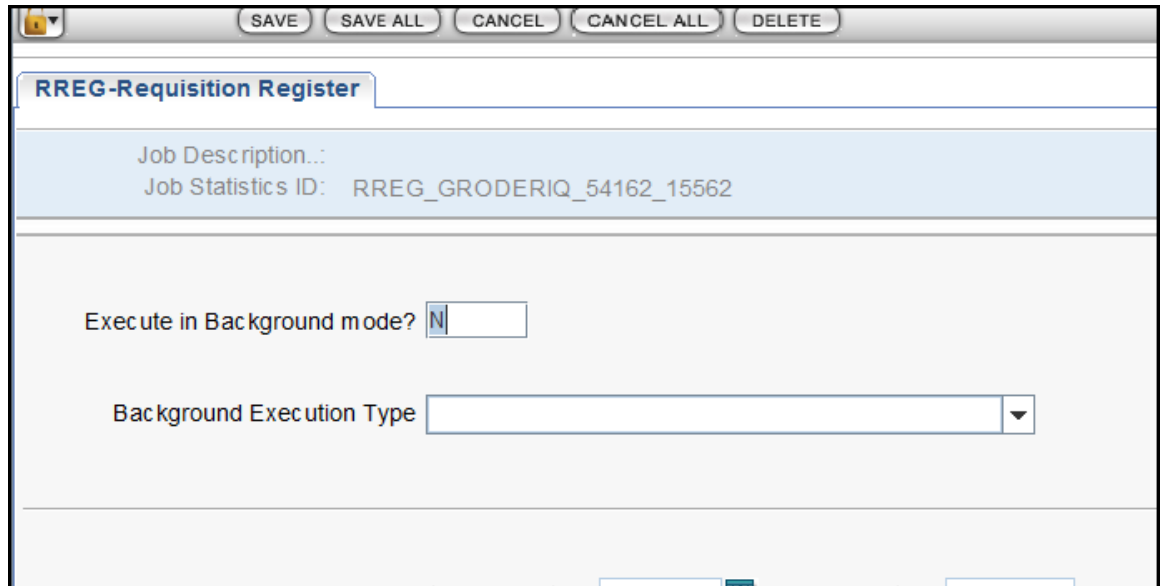
Defer Time: _____

Other Options

| | | |
|---|---------|--------------------------|
| 1 | NOEJECT | <input type="checkbox"/> |
| 2 | NFMT | <input type="checkbox"/> |
| 3 | NHEAD | <input type="checkbox"/> |

Central Texas College Training Manual Request for Travel Authorization Requisition

You will be forwarded to the **Job Description** screen



The screenshot shows a software window titled "RREG-Requisition Register". At the top, there is a toolbar with buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the toolbar, the window displays the following information:

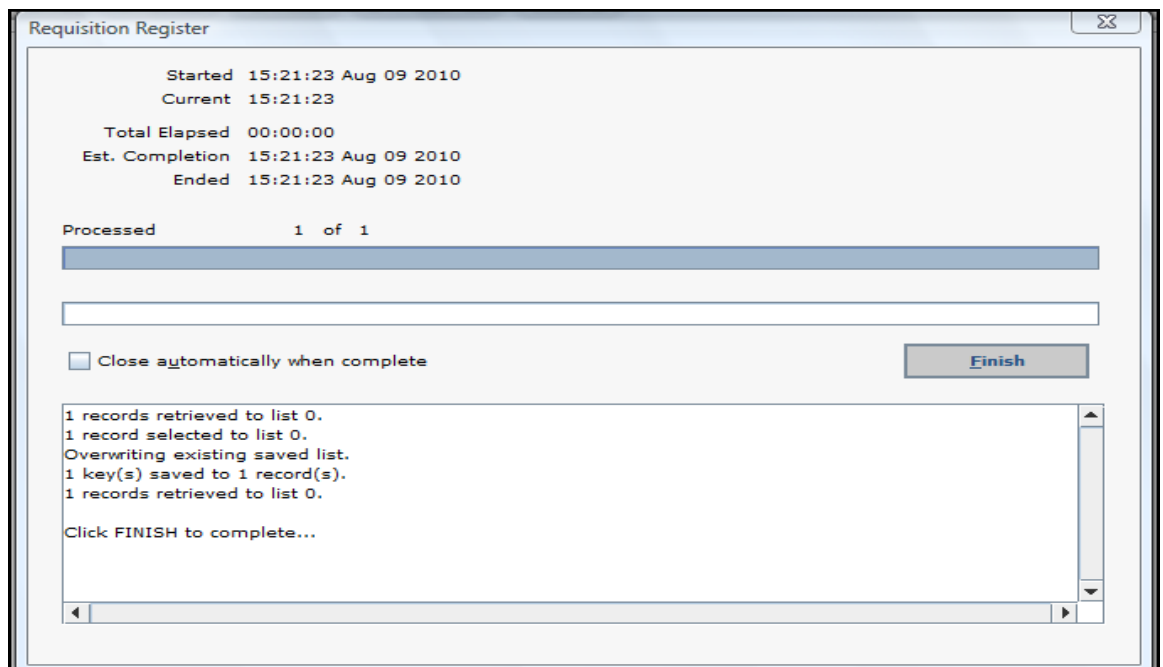
- Job Description..:
- Job Statistics ID: RREG_GRODERIQ_54162_15562

Below this information, there are two input fields:

- "Execute in Background mode?" with a dropdown menu showing "N".
- "Background Execution Type" with an empty dropdown menu.

Save & Update

You have been forwarded to the **Requisition Register** screen



The screenshot shows a software window titled "Requisition Register". The window displays the following information:

- Started 15:21:23 Aug 09 2010
- Current 15:21:23
- Total Elapsed 00:00:00
- Est. Completion 15:21:23 Aug 09 2010
- Ended 15:21:23 Aug 09 2010

Below this information, there is a progress bar showing "Processed 1 of 1".

There is a checkbox labeled "Close automatically when complete" which is currently unchecked. To the right of this checkbox is a button labeled "Finish".

At the bottom of the window, there is a text area containing the following text:

- 1 records retrieved to list 0.
- 1 record selected to list 0.
- Overwriting existing saved list.
- 1 key(s) saved to 1 record(s).
- 1 records retrieved to list 0.

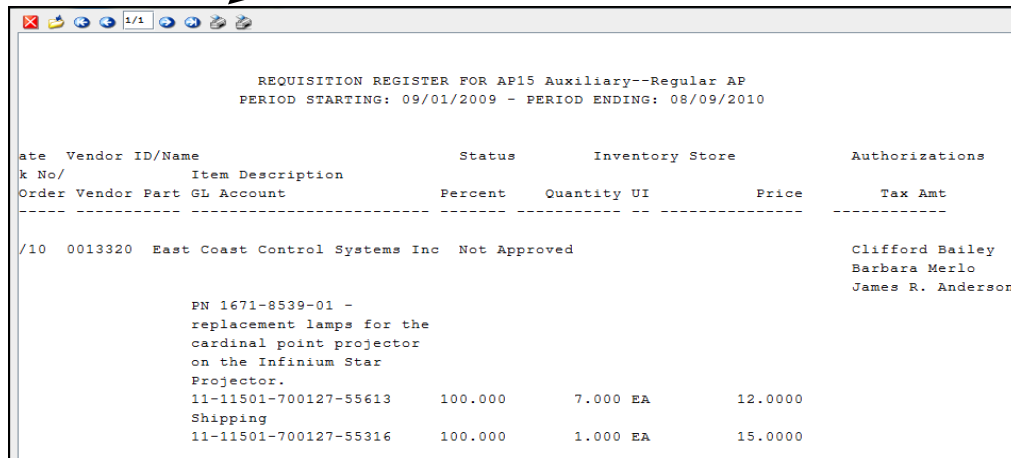
Below the text area, there is a message: "Click FINISH to complete...".

Click **Finish**

Central Texas College Training Manual

Request for Travel Authorization Requisition

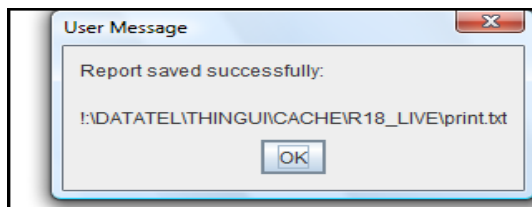
On the below screen, click the first printer icon.



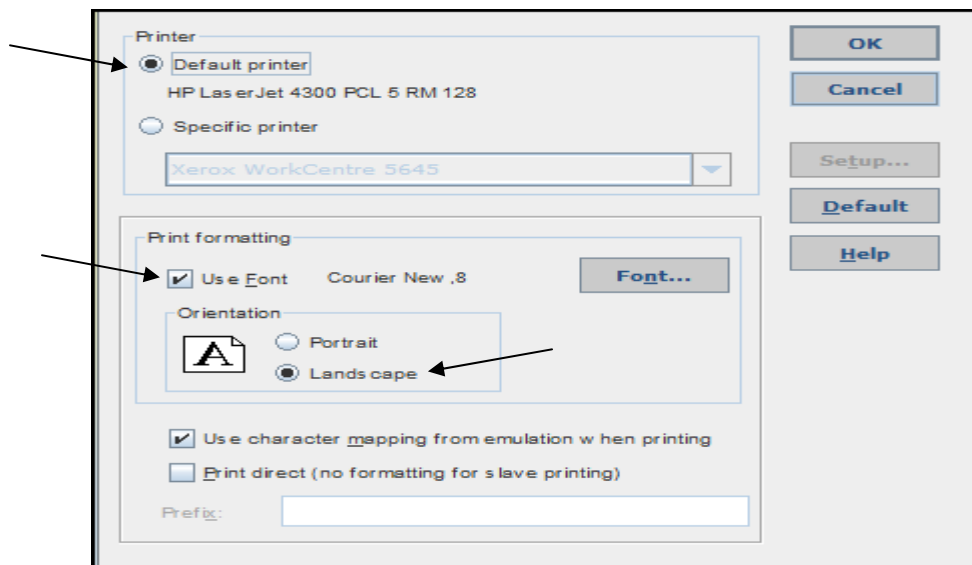
REQUISITION REGISTER FOR AP15 Auxiliary--Regular AP
PERIOD STARTING: 09/01/2009 - PERIOD ENDING: 08/09/2010

| ate | Vendor ID/Name | Status | Inventory Store | Authorizations |
|-------------------|--|--------------|-----------------|---|
| Order No/ | Item Description | Percent | Quantity UI | Tax Amt |
| Order Vendor Part | GL Account | | Price | |
| /10 | 0013320 East Coast Control Systems Inc | Not Approved | | Clifford Bailey Barbara Merlo James R. Anderson |
| | PN 1671-8539-01 - replacement lamps for the cardinal point projector on the Infinium Star Projector. | | | |
| | 11-11501-700127-55613 | 100.000 | 7.000 EA | 12.0000 |
| | Shipping | | | |
| | 11-11501-700127-55316 | 100.000 | 1.000 EA | 15.0000 |

Click **OK** when the **User Message** appears.



The below screen will appear next.



Select the following: default printer, font Courier New 8, orientation Landscape and click **OK**

Email:

Click the arrow in the **Output Device** field, select **E**, and **Save & Update**.

Central Texas College Training Manual Request for Travel Authorization Requisition

The screenshot shows the 'RREG-Requisition Register' form. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, the form displays the following information:

- Peripheral: SETPTR.RREG.590900
- Description: Requisition Register
- Process...: RREG
- Description: Requisition Register

The main form area contains several input fields:

- Output Device: A dropdown menu with 'E Electronic Mail Delivery' selected.
- Printer: An empty text input field.
- Form Name: An empty text input field.
- Banner: An empty text input field.
- Security: A dropdown menu with a blacked-out selection.
- Copies: A text input field with '1' and a calculator icon.
- Defer Time: An empty text input field.

At the bottom, there is a link for 'Other Options'.

You will be forwarded to the **Modify Mail Recipients (MMRP)** form.

The screenshot shows the 'MMRP-Modify Mail Recipients' form. At the top, there are buttons for 'SAVE', 'SAVE ALL', 'CANCEL', 'CANCEL ALL', and 'DELETE'. Below the title bar, the form displays the following information:

- Email Name...: SETPTR.RRE
- Periph Desc.: Requisition Register
- Process Name: RREG
- Step Desc...: Requisition Register

The main form area contains several input fields:

- Email Subject: A text input field with 'Requisition Register' entered.
- As Attachment: A dropdown menu with 'No' selected.
- Email Recipients: A list of three email addresses in a table-like structure:
 - 1 | gail.roderique@ctcd.edu
 - 2 |
 - 3 |

Email Subject field: Enter subject information

Email Recipient field: Enter receiver's email address

Save & Update

Save & Update on the **Requisition Register (RREG)** form

Central Texas College Training Manual Request for Travel Authorization Requisition

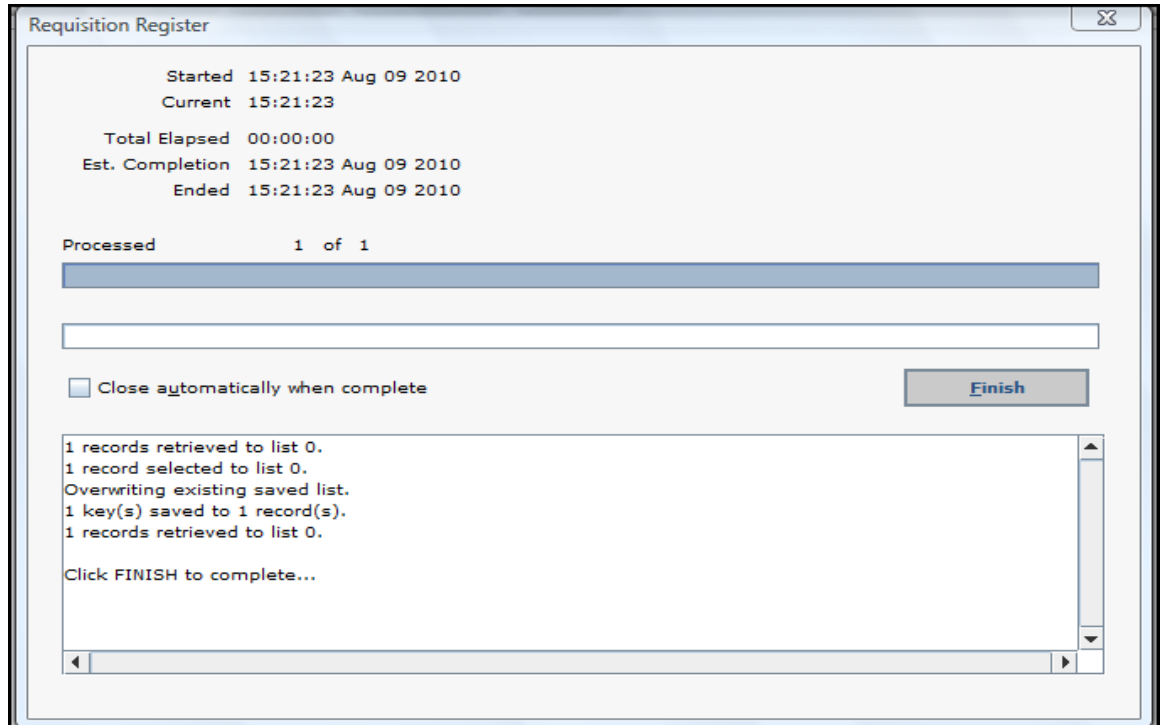
The screenshot shows a software window titled "RREG-Requisition Register". At the top, there are buttons for "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE". Below the title bar, there is a light blue header area with the following text: "Peripheral: SETPTR.RREG.590900" and "Description: Requisition Register" on the first line, and "Process...: RREG" and "Description: Requisition Register" on the second line. The main form area contains several fields: "Output Device" is a dropdown menu set to "E Electronic Mail Delivery"; "Printer" is an empty text box; "Form Name" is an empty text box; "Banner" is an empty text box; "Security" is a dropdown menu with a blacked-out selection; "Copies" is a text box containing the number "1" with a calculator icon to its right; "Defer Time" is an empty text box. At the bottom left of the form area, the text "Other Options" is visible.

Save & Update on the following screen

The screenshot shows the same software window "RREG-Requisition Register". The header area now displays "Job Description...:" and "Job Statistics ID: RREG_GRODERIQ_54162_15562". The main form area contains: "Execute in Background mode?" with a dropdown menu set to "N"; "Background Execution Type" with an empty dropdown menu. The "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE" buttons are still present at the top.

The following screen indicates how many requisitions have been processed.

**Central Texas College
Training Manual
Request for Travel Authorization Requisition**



Click **Finish** – email has been sent.