SMARTStream®
Requisition Entry

(Version 6.5)

Table of Contents

Record-Keeping Requirements

As SmartStream entry is rolled out to user departments, it is very important that each department establish a consistent method of file maintenance that will ensure that information related to their entries be readily accessible for internal and external auditors. All records must be retained for a period of three (3) years.

It is recommended that each department assign a liaison to coordinate with the auditors the retrieval of information requested. User departments are required to maintain accurate records of all SmartStream entries as follows:

Requisitions (including Change Orders)

- The original approved requisition **must be forwarded** to Procurement.

- Copies of approved requisitions entered on the SmartStream System must be maintained in departmental files in one of the following ways:
  - by Project Number
  - by Requisition Number
  - by Vendor Name
- These files must be maintained in the department for three (3) years and must be organized in a manner that allows entry information to be easily accessed by auditors.
- At the close of each fiscal year, the files from the previous year should be boxed, labeled and stored in the department and new files for the current year should be established.

Balancing Report Requirements

1. Run Requisition Balancing Report the day after requisition is entered (Date must be entered in the following format: 02/01/99)
2. Create a calculator tape totaling a 'hash total' on requisition sub-totals (gross dollar amount of requisition less sales tax)
3. Compare the tape total with that of the report.
4. If hash totals do not agree, compare the requisition forms to the report and make correct entries once error(s) are found.
5. All discrepancies and their resolutions must be annotated on the Balancing Report.
6. The reconciliation report must be signed and dated (with the date the reconciliation was completed) by the employee performing the reconciliation and filed in the department.

Entering a Requisition

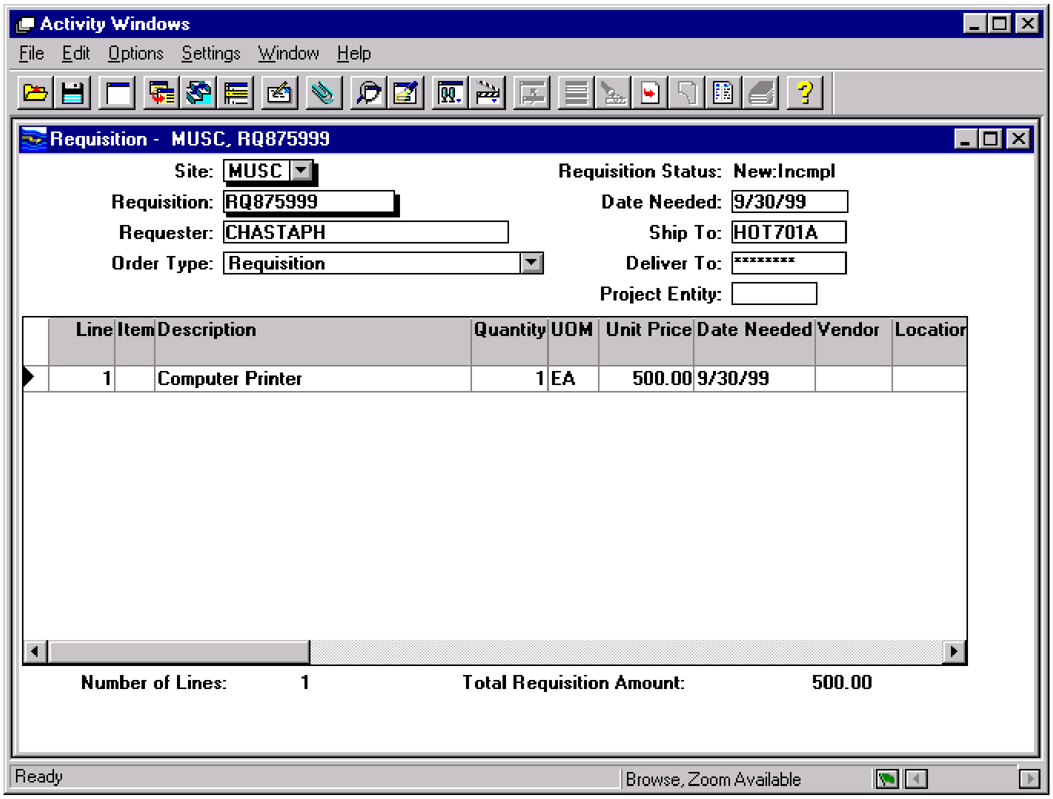
The Office Technology Center, University Press will issue all Requisition numbers for SmartStream.

The requisition window has five views:

1. Main View
2. Header Detail
3. Line Detail
4. Accounting Distribution
5. Line Accounting Distribution

Views 1, 2 and 4 *or* 5 *must* be completed when entering requisitions.

Requisition - Main View



NOTE: Use the TAB key to move from field to field, NOT the Enter key

1. From your Browser:	Double click on your Activity List folder Double click on the 'Requisition' Activity The requisition screen will appear
2. Site:	*Defaults to 'MUSC'.*
3. Requisition:	Enter RQ followed by the six-digit requisition number.
4. Requester Field:	*Defaults to 'your ID'. (Verify it is your ID)* Use the Quick List if necessary.
5. Order Type:	*Defaults to 'Requisition'*.
6. Requisition Status:	*Defaults to New-Incompl* (New Incomplete)
7. Date Needed:	Format is mm/dd/yy or mm dd yy (if no specific date needed, enter the date that is 30 calendar days after the requisition date. Date must be a valid MUSC working day.
8. Ship To:	Select Quick List  from the Tool Bar or type in Ship To information.

A. If the address is predefined in the list, highlight it and click on OK

B. If the ship to address is not listed, or needs to be updated or deleted, contact Procurement

9. Deliver To	TAB through. *Leave Blank.*
10. Project Entity	TAB through. *Leave Blank*
11. Item Field	TAB through. *Leave Blank*
12. Description	Type in the description of the item being requested. If the stock number is known, enter it before the description. (i.e. 4124 XX item)
13. Quantity Field	Enter number of units being ordered.
14. UOM	Use the Quick List to display a list of Units of Measure to make a selection or type. Highlight and click the enter button.
15. Unit Price	Enter a price. Format is $$$$.$$
NOTE:	If the price is discounted, enter the discounted price and describe the discount in the Comments in the Header Detail View.

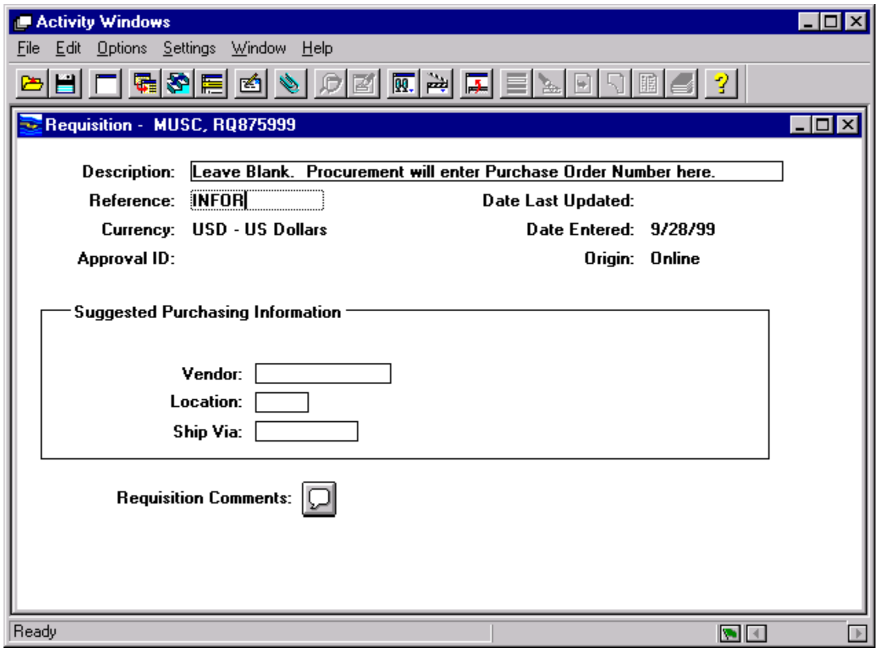
16. Press enter after completing a line to add additional lines as needed.

NOTE: **DO NOT** create a separate line for freight. Enter freight amount (if known) in Comments in the Header Detail View.

Deleting a Requisition Line

- Highlight the requisition line you want to delete.
- From the Edit Menu, Choose ‘Delete Selected’

Requisition - Header Detail View



1. Click on the Views Icon on the toolbar and select on the Header Detail View.
2. Description: *Tab through this field.* It will be used by the Buyer to enter the Purchase Order Number.
3. Reference Field: Enter the buying group that will process the requisition for the following purchases only:

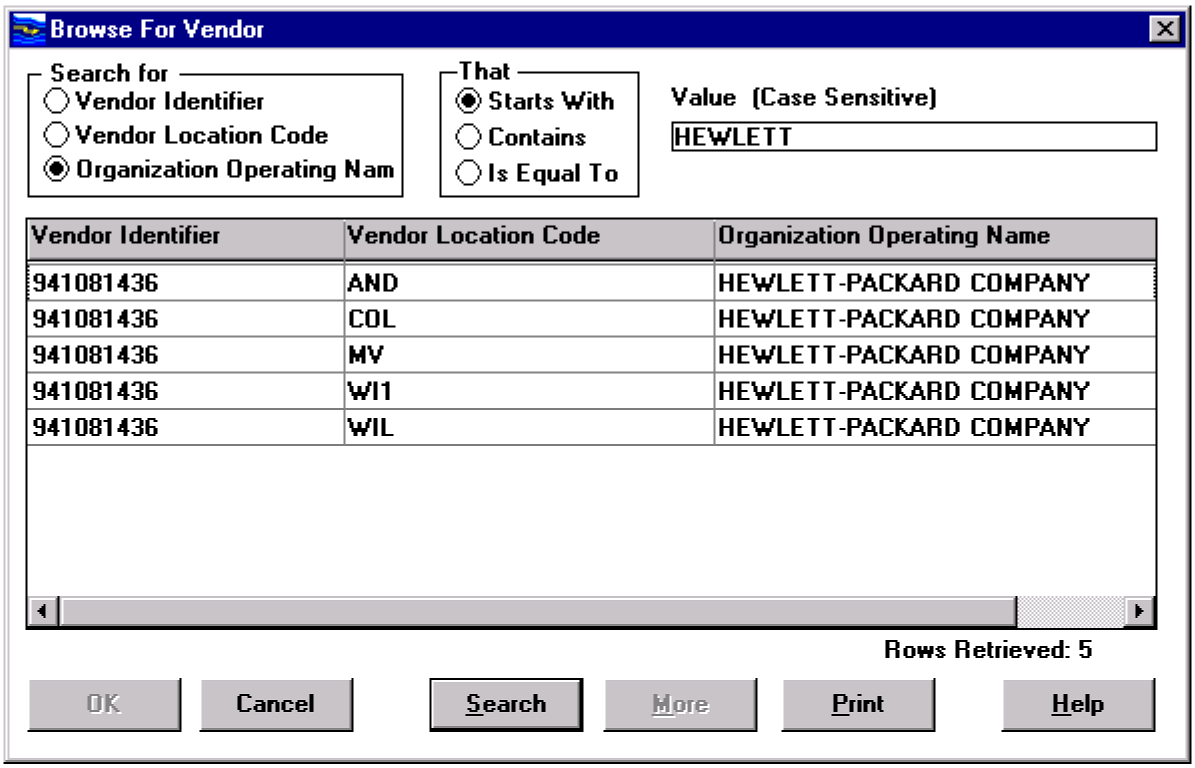
CONTR	CONTROLLER Requisitions for food and entertainment & other expenses that must be approved by the Controller.
RADIA	Radiation Safety - for purchase of radioactive materials (50343)

4. Suggested Vendor: This is an optional field. If there is a particular vendor you want to Select go to Step 5; otherwise, tab through this field and go to Step 7.

Select a Vendor

5. Click on the Browse button  and you will be brought to the Browse for Vendor window.

6. Enter any of the selection criteria you know. Click on the Search Button. It is generally best to search by Organization Operating Name and to select 'Starts With' as the search criteria.



c. You will be presented with a list of vendors. You can sort any of the columns in ascending order by double clicking on the gray title area of the column. If there are multiple rows for a vendor, scroll to the right and select the proper location.

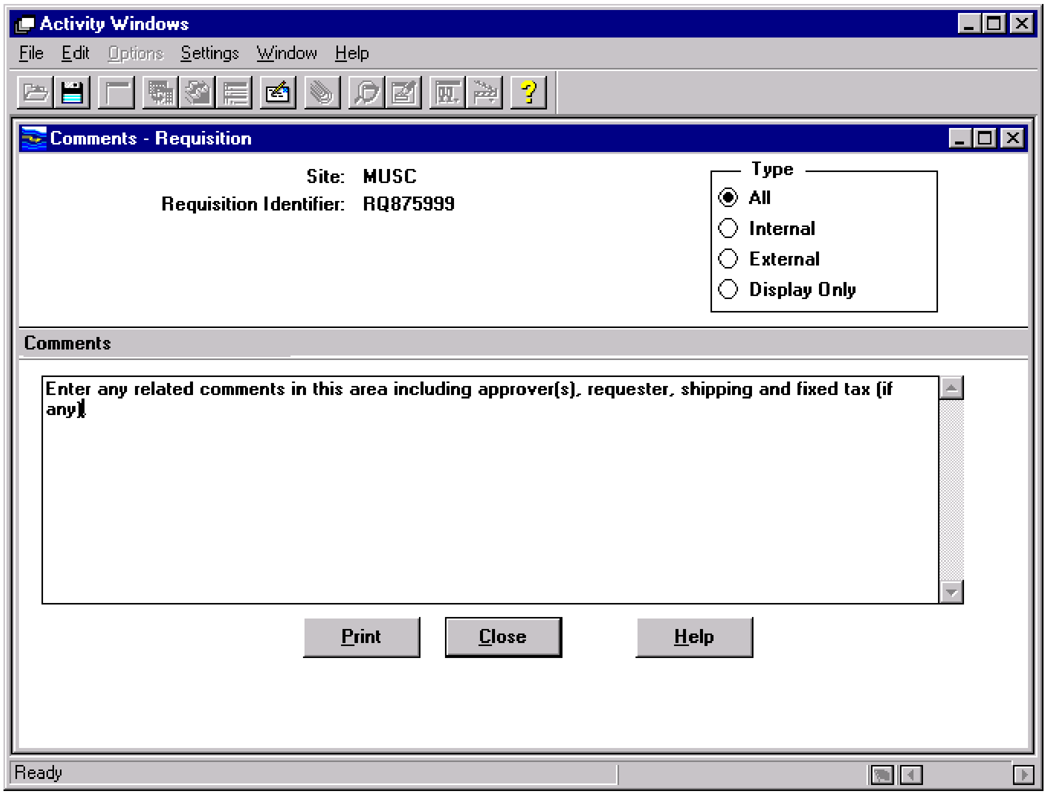
d. Highlight the vendor you want to select. Double click and you will be brought back to the Header View. The Vendor name was inserted in the vendor field for you.

7. Ship Via: Select Quick List from the toolbar (flashlight) 'Best' is the preferred vendor.

8. Click on Save.

Requisition - Header Detail – Comments

1. Click on the Requistion Comments button.



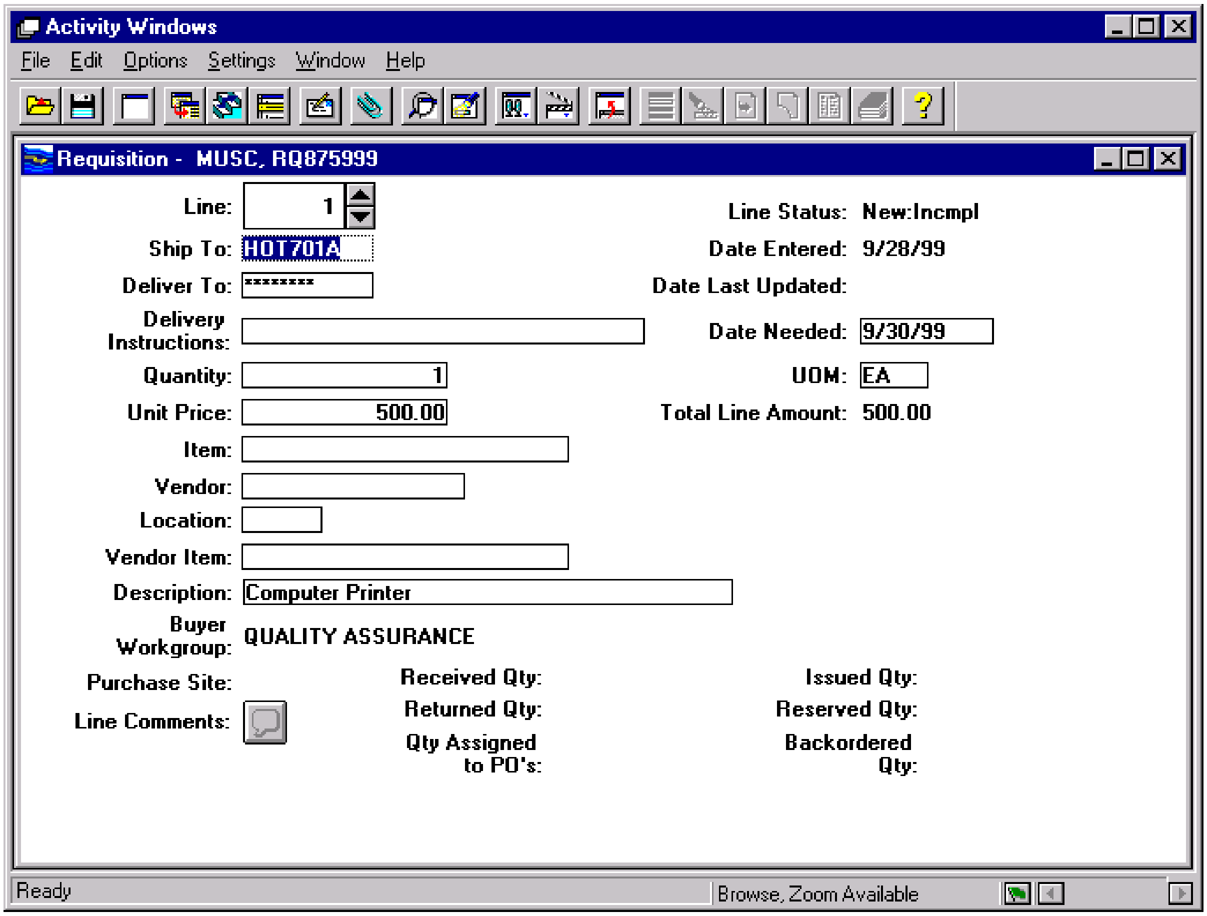
2. Type — Indicates who the comment is intended for. Defaults to All.

3. Comments — ENTER NAME(S) OF APPROVER(S). Include your name and telephone extension in parenthesis. [ex. Approved by Jane Brown (John Smith 2-1234)] Note that text automatically wraps around.

   If you are submitting supporting documentation or equipment forms or specifications, you should indicate this in the comments field.

   Click on the Save button. COMMENTS MUST BE SAVED before closing them.

Requisition - Line Detail View



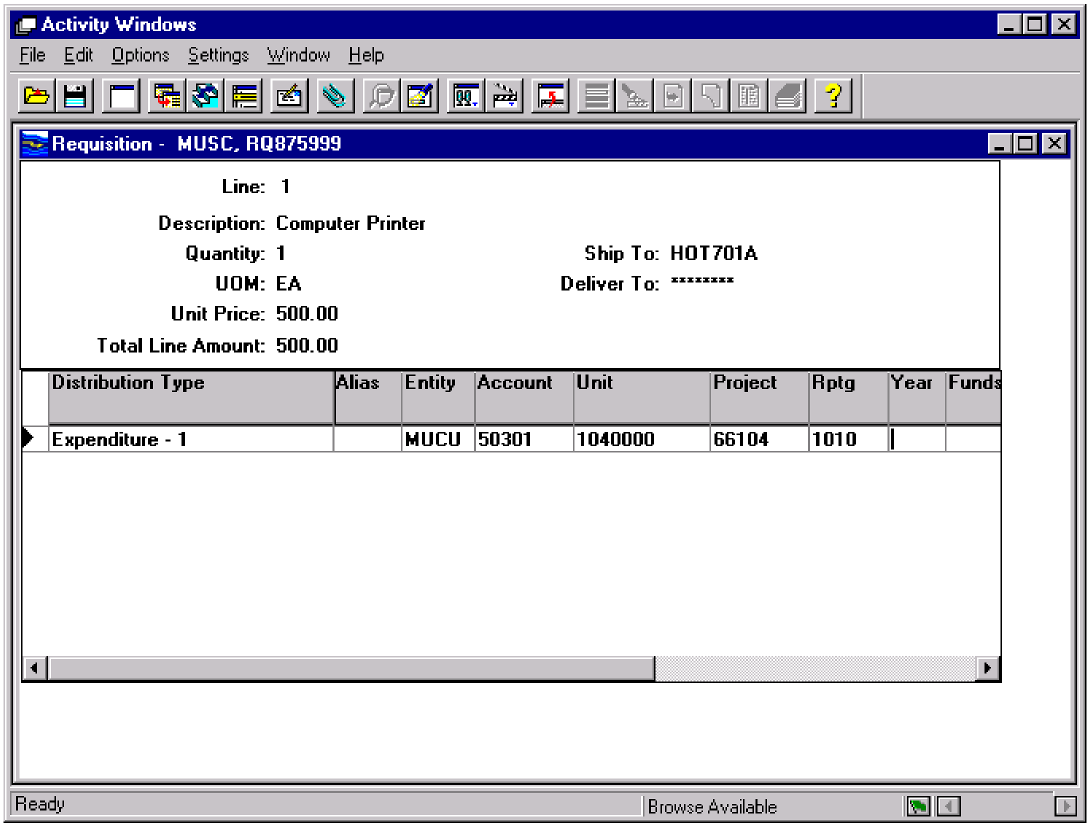
Click on the Views Icon and select Line Detail View.

Use this view to add or override information such as shipping and delivery instructions, vendor item defaults, and activity dates for individual requisition lines.

Enter any comments which relate to only one particular line of the requisition.

Requisition - Accounting Distributions View

Use this view for normal purchases. For split funding, go to page 14



1. Click on the Views Icon on the toolbar and select Accounting Distributions.

2. Enter the UDAK in the appropriate fields. **NOTE**: **Space through year field if there is no year. For multiple lines, you can copy and paste the UDAK as follows:**

   - Click on and Highlight the row you want to Copy From

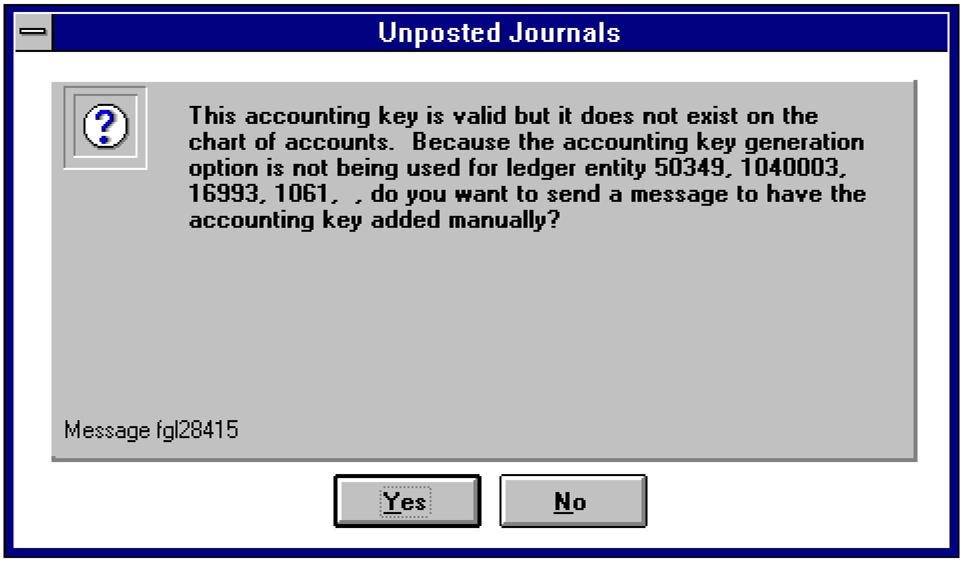
   - From the Action Menu: Select   'Copy Accounting Key'

   - Click on and Highlight the row you want to Copy To

   - From the Action Menu: Select   'Paste Accounting Key'

   You can repeat Copy Accounting Key as many times as necessary until you have a new UDAK to enter.

Account Not Valid (ANV)



If a message appears that an Account is not valid

A. Verify that the UDAK you are entering is correct. (no typo's)

B. Click No. Click on the Actions Button: Select ACCOUNTING KEY BROWSE. Verify that the UDAK you are entereing is established on the Chart of Accounts.
If not:

- Click on the MARK INCOMPLETE button .

- Save the Requisition: Status will be New:Incomplete

- Request Account be added to Chart of Accounts using the following

Request to Add New UDAK to Chart of Accounts

- Go to E-Mail from your Requisition Menu

- Send E-Mail for Grants: Mike Bull
  All Others: Renee Corsello

- Include in Subject: Requisition Number
  ANV Request

- Message should read: 'Please set up the following UDAK'
  Note: Include all elements of the UDAK.

NOTE: New UDAKS are set up on Tuesday and Thursday only.

Once you are notified that the UDAK has been set up in the system, open the incomplete requisition and complete the Accounting Distribution View. Then:

3. Return to Main View by clicking on the Views button or Return to Main View button on the Toolbar.

4. Click on the “Forward”  button. Requisition status will change to New: Frwd.

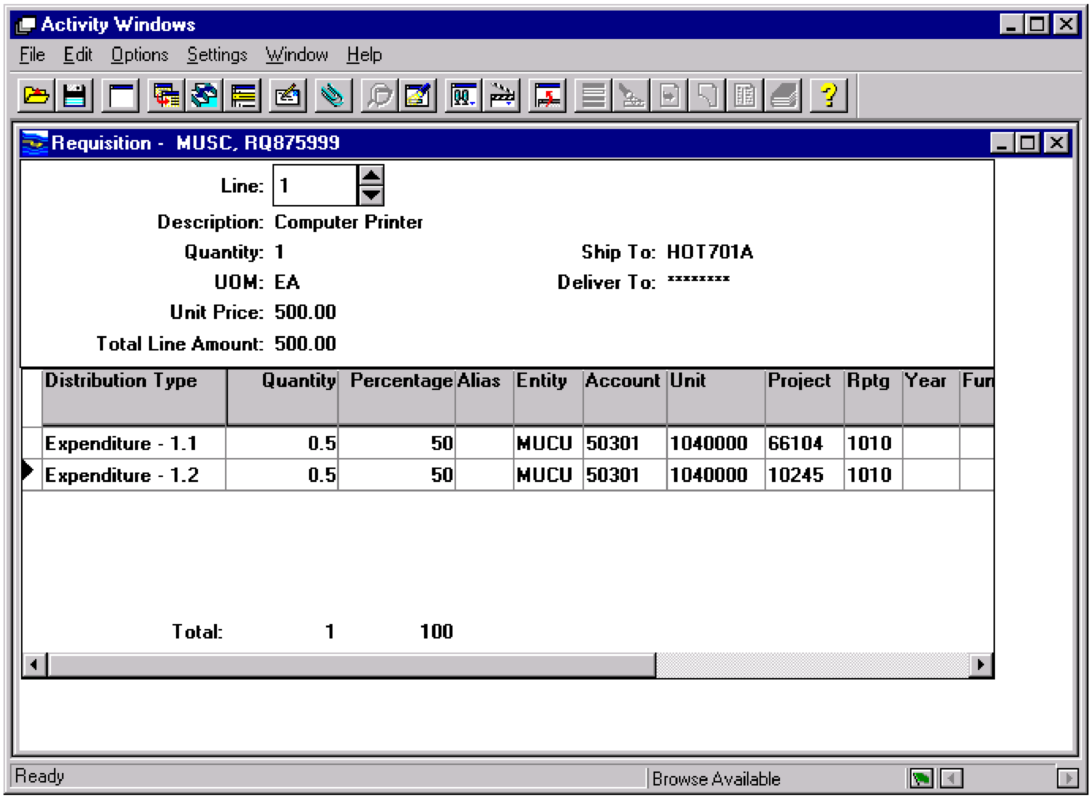
5. Click on the ‘Save’ button. The Requisition will now be saved.

6. Requisition is electronically forwarded to the appropriate Work Group.

7. CLEAR WINDOW for next requisition.

Requisition – Line Accounting Distributions View

Use this view only for split funding.



1. Click on the Views Icon on the toolbar and select Line Accounting Distributions.
2. Using the scroll arrows on the Line field, select the line to be split.
3. Enter a Quantity or Percentage for the amount the first UDAK will be charged for this line item(s).

   Note: Quantity or Percentage may be used. The field that is not changed will automatically calculate.

4. Enter the first UDAK to be charged for this line item.
5. To create another line, press enter.
6. Expenditure Line 1.2 will be created. Enter the Quantity or Percentage and UDAK for this line. Repeat for additional splits.

   Note: Total quantity must equal total quantity ordered for the item. Total percentage must equal 100.

7. Use scroll arrows on the Line field to select any more lines to be split.

Requisition Status

The status of a requisition or a requisition line indicates its current stage in the processing cycle. The status changes many times as a requisition moves through the approval process.

The status changes when:

a. You choose an action to change it.
b. Procurement moves the requisition through the stages of the processing cycle.

Requisition Status Chart

Status	Description
New	A requisition not saved.
New:Incmpl	A requisition saved as incomplete.
New:Fwd	A requisition saved and sent for approval.
New:PApprv	A requisition saved and waiting for the approval review to begin.
New:InAppr	A requisition during the approval review.
New:Reject	A rejected requisition.
Open:Appr	An approved requisition.
Closed	A requisition that completed the processing cycle. All its requisition lines must have a status of Assn:Cmplt, Assn:Part, Issd:Part, Issd:cmplt, Closed or Canceled.
Canceled	A requisition with all of its lines canceled.

Canceling or Deleting a Requisition:

- You cannot delete a requisition or any of its lines after a status is New:Pending Approval. (New: PApprov)

- You can cancel a requisition only if the buyer has not issued a Purchase Order.

Changing a Requisition

- When you save a requisition with a status of 'Incomplete', it does not go through approval review. You can change information and add information as needed.

Change Order

- Once the requisition has been forwarded and the status is New:Pending Approval, a change order must now be created.

The entry for change order requisitions is the same as regular requisitions with the following exceptions:

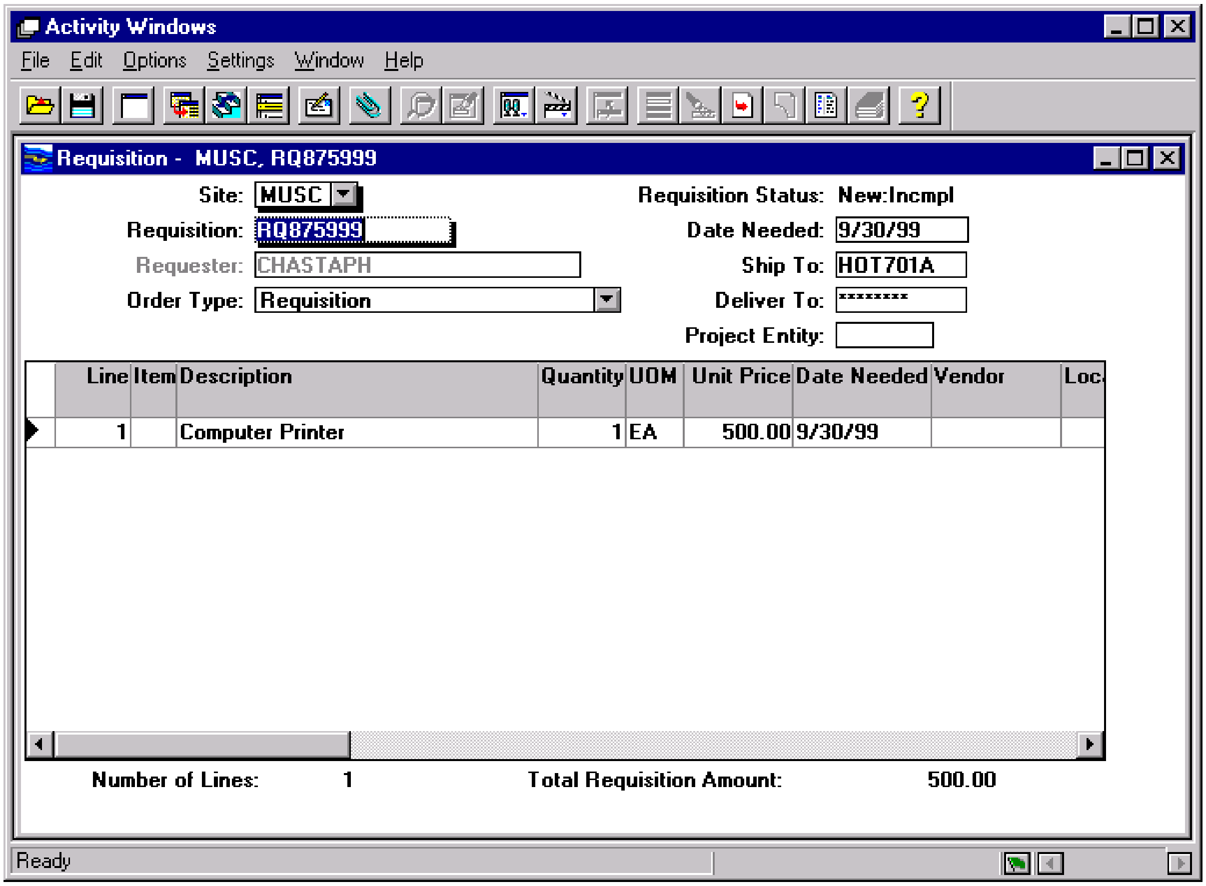
Requisition - Line 1

1.	Description Field:	Type in CHANGE ORDER TO Poxxxxxx (original PO#) This step is important in that it alerts the buyer that this requisition is, in fact, a change order for an existing purchase order and not a request for a new order.
2.	TAB to UOM:	Type in LOT
3.	TAB to UNIT PRICE:	Enter 0 as the price. TAB

Requisition - Line 2

1.	Description Field:	Type in the change you want in the description field. (i.e. Description of new item)
2.	TAB to UOM:	Enter the unit of measure you need based on your change order.
3.	TAB to UNIT PRICE:	Enter the new price. If the change order is to close the purchase order, enter 0.00 in the UNIT PRICE FIELD.
4.	Click on VIEWS Icon:	Select Header Detail View. Select Comments: Enter the name and phone number of the contact person in your department that the buyer should contact if there are any questions. Enter the comments date and your SmartStream User ID. SAVE the comments.

Requisition Inquiry



1. Open the Requisition Activity.

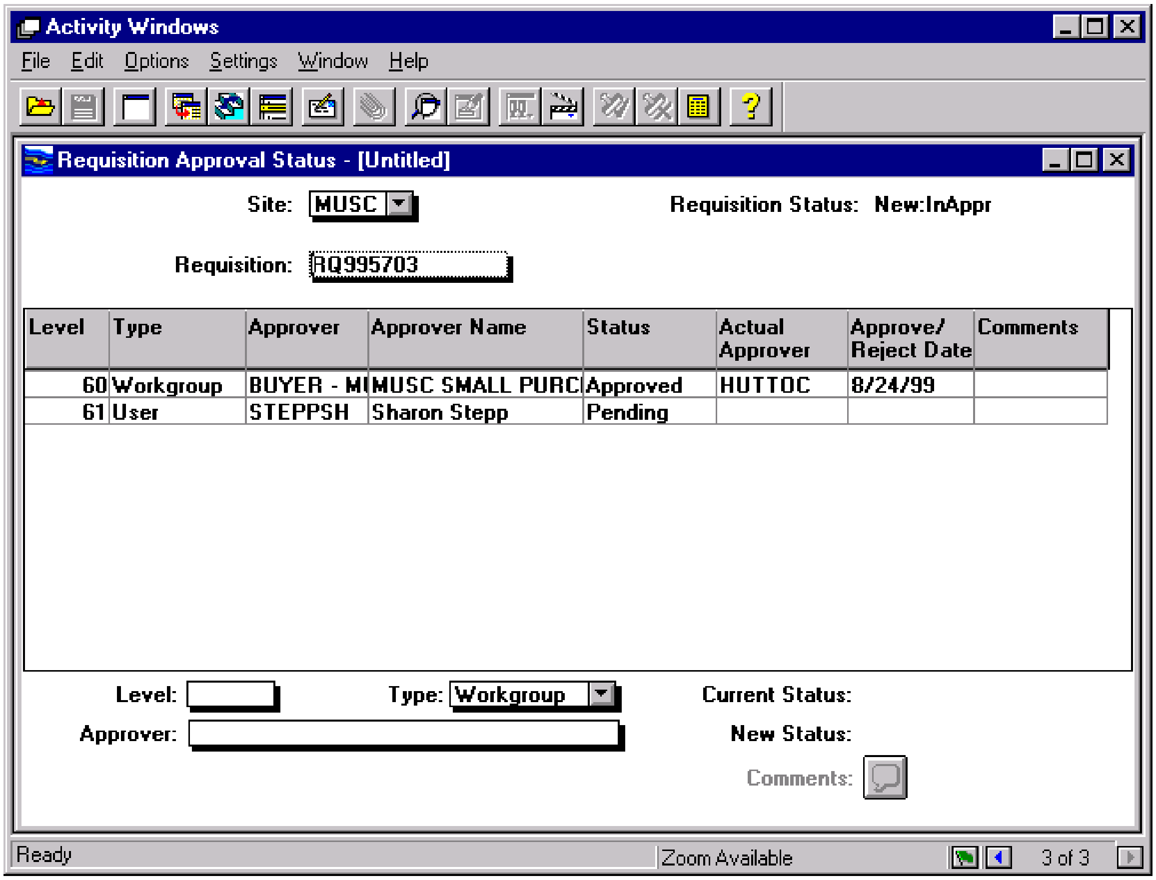
2. There are two methods for selecting a requisition for inquiry:
   a. Type a requisition identifier in the Requisition field and tab

   OR

   b. Choose "File Open" to display Search Criteria:
      Site defaults to MUSC
         Select Field: Requisition Identifier
         Select Operator: Starts with
         Select Value: Enter as many positions of the Requisition Number as you know
         Click on 'search' (flashlight button)
         Highlight Requisition and double click.

Note: To view to an attached Purchase Order, click on the Actions button, select Zoom to Purchase Order. (Only available after Procurement has generated the PO)

The Requisition Approval Status



This window displays status of a requisition at different points in the approval process.

When a requisition is complete and sent through the approval process, its status changes from Forward to Pending Approval. When the first approver approves the requisition, its status changes to In Approval. If any approver rejects the requisition, its status changes to Rejected.

When a requisition is approved, the whole document has been approved. A specific requisition line cannot be rejected. However, there may be approval comments or a line could have been canceled.

Workgroup Requisition Approval Process

There are five stages to the approval process:

1. Save a requisition with a Forward status.

2. Purchasing sends the task of approving the requisition to the approver, or set of approvers, with the lowest level sequence number.

3. Each approver reviews and then approves or rejects the requisition using the Requisition Approval Review window. If one approver rejects the requisition, its status changes to Rejected, and the approval process stops. The approver can approve a rejected requisition at a later time, and the approval process starts again where the requisition was rejected.

4. After the first approver approves the requisition, Purchasing sends the task to the approver with the next highest level sequence number.

5. After all approvers have approved the requisition, the status changes to Open:Approved.