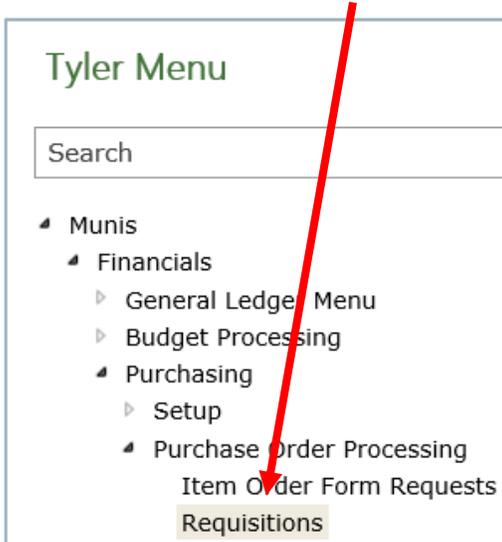


TO REQUEST A PURCHASE ORDER

1. From the Tyler Menu, go to Financials>Purchasing>Purchase Order Processing>Requisitions (i.e. click on requisitions)



2. The following screen will appear. Click "New".



The requisition page will open for data entry. This page is broken down into 4 sections: requisition, item details, allocations and optional details.

A. Requisition Section

The following screen should appear, and your cursor should be in description field.

Requisitions

New Delete

Mass Allocate Custom Interface

Attach (0) Excel

Duplicate Notes

Edit Menu Tools Office

Requisition: 2018/4209

Created, David Lawing, 09/12/2018

▼ Requisition

[Vendor Quotes \(0\)](#) [General Notes \(0\)](#)

Fiscal Year* Requisition Number* Created Date*

2018 4209 09/12/2018

Department*

(521) Finance-Accounting & Budgeting ... [View](#)

Commodity

... [View](#)

Description

|

Verify data is correct in “Fiscal Year, Created Date and Department” boxes. Make changes as necessary. Do not enter anything in the “Commodity” field. Only enter a *brief* description in the “Description” field. A full description will be entered in the next section.

The fiscal year can only be adjusted in the month of June. It will only need to be adjusted if you are requesting a purchase order for the subsequent fiscal year.

B. Items Section

Click on “Add Item”.

▼ Items (0)

[Add Item](#) [Bid Items](#)

No requisition items exist.

The requisition will save and open the item details page. Tab to the “Description” field and enter a detailed description of the item(s) being purchased. This information will print on the purchase order.

Requisition: 2018/4215
Created, David Lawing, 09/12/2018

▼ Item Details
[Add Item](#) [Delete Item](#) [Notes \(0\)](#) [Line 1 ▼](#)

Commodity
 ... [View](#)

Inventory Item
 ... [View](#)

Location
 ...

Pick Ticket Purchase

Description*

Tab to the “Vendor” field. Enter the vendor name or number or click the ellipses for the dropdown box and choose desired vendor.

Vendor

 ... [View](#)

By clicking on the ellipses, the vendor column can be sorted by name by clicking on “Name” to make it easier to find the vendor. ****DO NOT** attempt to add a new vendor. If a vendor is not set up, please provide a completed IRS Form W9 to the finance department so the vendor can be added into the Munis system.

Vendor Help			
Vendor ▼	Name	Remit	Address Line 1
100013	TCSA/COAT REGISTRATION	0	226 CAPITOL BLVD STE 700

If the ship to and email addresses are correct, tab to “Quantity”. If the ship to address is incorrect, click on the ellipses and select the correct address. If an address needs to be added, contact the finance department.

If the email address is incorrect, enter the correct address. If this is a permanent change, contact the finance department to update the address.

Ship to*

(520110) Sumner County Finance ...

Sumner County Finance
355 North Belvedere Drive
Room 302
Gallatin , TN 37066

E-mail

dlawing@sumner.tn.org

Enter “Quantity”, “Unit Price” and other needed details, then tab to “Line Item Total”. The total should have automatically calculated. Tab to Allocations section (see below).

Quantity

50.00

Unit Price \$500.00000 Unit of Measure EACH

Discount Percent

0.00

Freight Amount

\$500.00

Credit Amount

\$0.00

Line Item Total

\$25,500.00

If you have quotes, a bid or any other supporting documentation, click on “Attach” at the top of the page.

+ New X Delete

Mass Allocate Custom Interface

Duplicate Notes

Attach (0) Excel

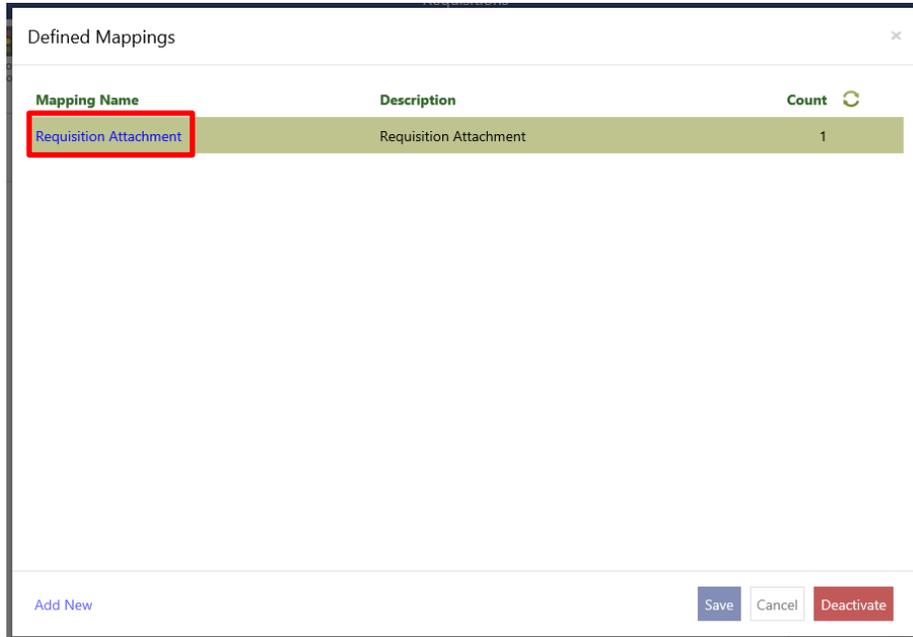
Actions/ Approvers Release My Approvals

Activate

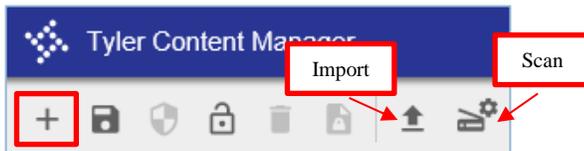
Return to Search

Edit Menu Tools Office Workflow Search

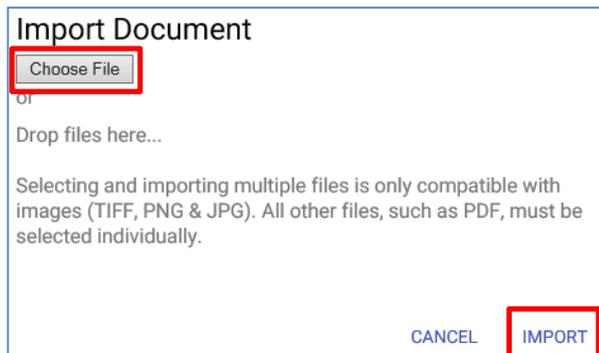
Click on “Requisition Attachment”. This will open Tyler Content Manager.



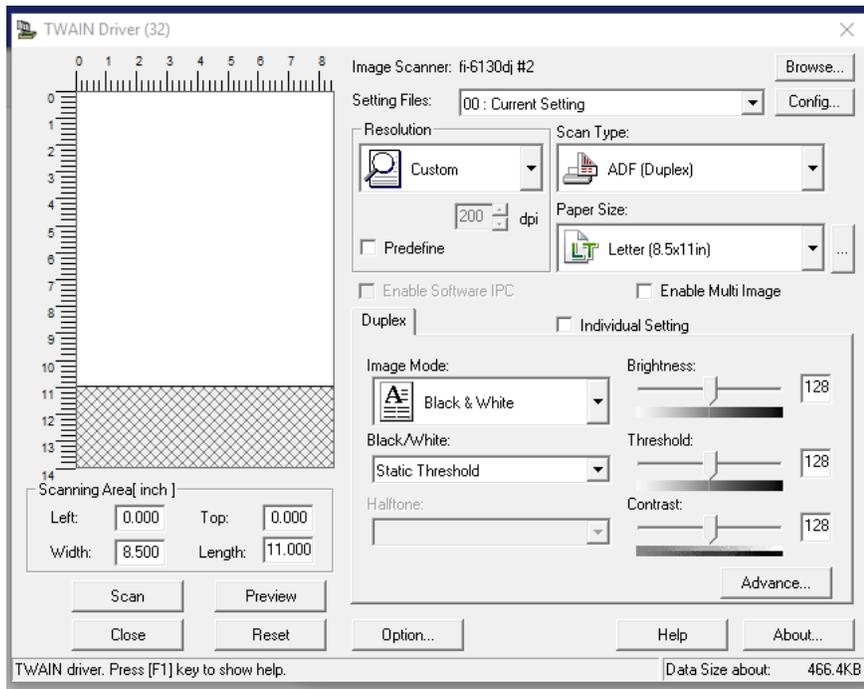
Click on “+” (New). Click on the appropriate to import or scan the document(s).



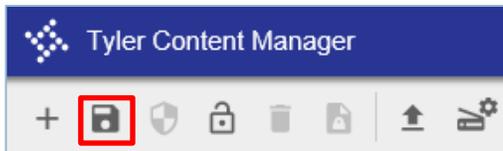
If the document will be imported into TCM, click “Choose File”, select the document and click “Import”.



If the document will be scanned into TCM, place the document in the scanner and click “Scan”. **All scanners may not be the same so this step may vary slightly.

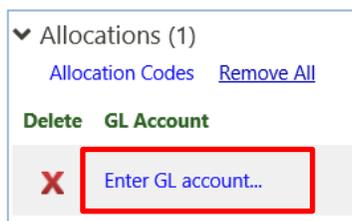


After the document has been attached (imported or scanned), click “Save” and exit out of TCM.



C. Allocations Section

Click “Enter GL account”



Select the general ledger (GL) account from the drop-down boxes. Most of the account segments should be populated. **Descriptions are provided on each segment (e.g. data processing equipment)

▼ Allocations (1)
 Allocation Codes Remove All

Delete GL Account

570900 - Data Processing Equipment

X E 101 0000 52100 521 1100 52 570900 Clear ✓

GL account available budget: \$2,000.43

This will automatically allocate 100% of the amount being purchased to this account line. If the purchase needs to be split between multiple, enter the percent or amount for the first account line.

GL Budget code	Percent	Amount
80.000		\$480.00
Totals:	80.000	\$480.00

Hit tab twice to add another GL Account line. Enter the corresponding account line.

Delete GL Account

X E (101-0000-52100-521-1100-52-570900-) Data Processing Equipment
 GL account available budget: \$1,484.56

X 101 0000 52100 521 1100 52 Clear ⚠

Adjust the percentage or amount if needed and repeat until the full amount has been allocated. When the allocation is complete, click “Save” or “Save and Add Item”. If “Save and Add Item” is chosen, the screen will return to the Item Details Section. Repeat the steps in B. above.

✓ Save Save and Add Item Cancel

100%

When the screen looks like this, everything has been entered successfully, and the available budget is good and ok to proceed. If the account line needs to be changed (wrong account, not enough funds, etc.), click on the red “X”, click on “Add Allocations”, and repeat the steps in C above.

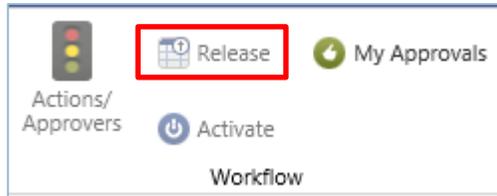
▼ Allocations (1)
 Allocation Codes Remove All

Delete GL Account

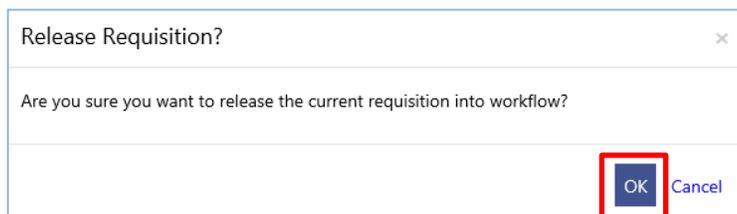
X E (101-0000-52100-521-1100-52-570900-) Data Processing Equipment
 GL account available budget: \$2,000.43

D. Optional Details Section

After all items have been entered and the PO request is ready to be submitted, click “Release” at the top of the page.

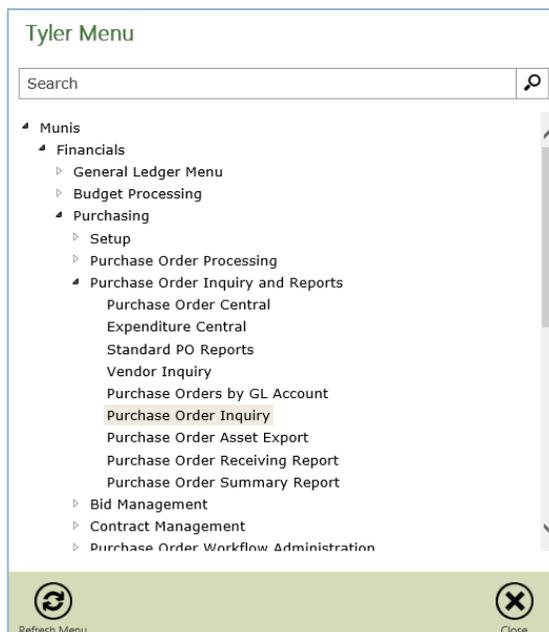


The following pop-up box will appear; click OK.



This will forward the PO request to the finance department. You will receive an email typically within 2 hours that the PO request has either been approved or rejected. If the requisition was rejected, refer to Exhibit B.

If the email states the requisition was approved, within 30 minutes of receiving the email, go to Purchase Order Inquiry to print the purchase order.



Click “Search”; enter the department and requisition numbers (from the email), and click “Accept”.

Purchase Order

Dept/Loc ...

Fiscal Year Period

PO number

Gen commodity

Entry date

Needed by date

Status

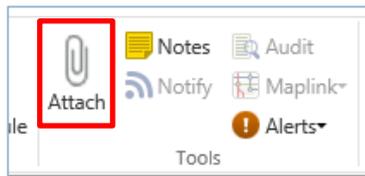
Type

Requisition number

General Description

Open amount

Click “Attach”



Double click “Purchase Order”. The PO may be saved to your computer or printed.

Attachment Documents			
Attachment Type	Document Type	Read Only	Count
PO Attachment	PO Attachment		0
<input type="checkbox"/> Maintain			
Associated Documents			
Document Title	TCM Document Type	Read Only	Count
PO Attachments	PO Attachment		0
PO Receivable	PO Receivable		0
Purchase Order	Purchase Order	✓	1
Purchase Orders	Purchase Order		0
Requisition Attachment	Requisition Attachment	✓	0
Student Activity Purchase Order	Student Activity Purchase Order	✓	0