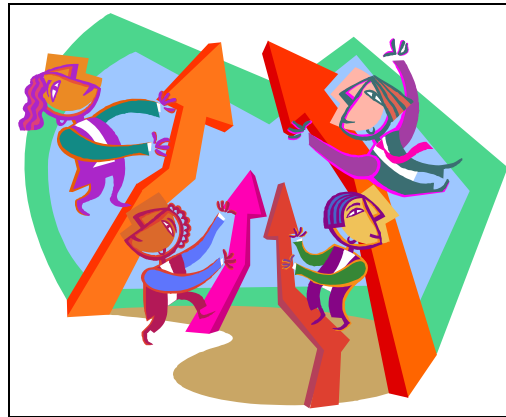


## FAST 8.9 UPGRADE



## PURCHASING Requisitions and Receipts

## OVERVIEW

Differences for Purchasing will be navigational and visual. Basic processing steps remain the same.

- A new Purchasing Menu allows users to navigate with the old menu or with a new, web-based format.
- The screenshots below serve as a cross-reference and compare 8.4 Requisition, Receiving and PCard pages with their new counterparts in 8.9.

The first shot is the 8.9 version of the page with items numbered and listed below. Below that is a screenshot of the same page in 8.4 with corresponding numbers to make them easier to find.

### CONTENTS

<u>Purchasing Menu</u>	<u>Page 3</u>
<u>Add/Update Requisitions (Maintain Requisitions)</u>	<u>Pages 4 – 5</u>
<u>Requisition Header Defaults</u>	<u>Pages 6 – 7</u>
<u>Requisition Schedule &amp; Distribution</u>	<u>Pages 8 – 9</u>
<u>Add/Update Receipts (Maintain Receipts)</u>	<u>Pages 10 – 11</u>



**Menu**

Search:

- ▷ My Favorites
- ▷ USF Menu Items
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Customers
- ▷ Partners
- ▷ Products
- ▷ Catalog Management
- ▷ Promotions
- ▷ Customer Contracts
- ▷ Order Management
- ▷ Pricing Configuration
- ▷ Customer Returns
- ▷ Items
- ▷ Cost Accounting
- ▷ Vendors
- ▼ **Purchasing**
  - ▷ Requisitions
  - ▷ Request for Quotes
  - ▷ Procurement Contracts
  - ▷ Vendor Rebates
  - ▷ Purchase Orders
  - ▷ Receipts
  - ▷ Return To Vendor
  - ▷ Procurement Cards
  - ▷ Supplier Schedules
  - ▷ Analyze Procurement
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Sourcing

Main Menu >

## Purchasing

[Edit "Purchasing" Folder](#)

Manage requisitions, purchase orders, receipts, contracts, and related data.

<p><b>Requisitions</b></p> <p>Create, maintain, reconcile or review requisitions information.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Add/Update Requisitions</a></li> <li>▢ <a href="#">Approve Amounts</a></li> <li>▢ <a href="#">Approve ChartFields</a></li> <li><a href="#">11 More...</a></li> </ul>	<p><b>Request for Quotes</b></p> <p>Create requests for quotes (RFQs), enter vendor responses, or award RFQs.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Add/Update RFQs</a></li> <li>▢ <a href="#">Manage Vendor Quote Group</a></li> <li>▢ <a href="#">Dispatch Quotes</a></li> <li><a href="#">6 More...</a></li> </ul>	<p><b>Procurement Contracts</b></p> <p>Define, maintain, release, review and report on vendor and GPO contracts.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Manage Master Contracts</a></li> <li>▢ <a href="#">Add/Update Contracts</a></li> <li>▢ <a href="#">Dispatch Contracts</a></li> <li><a href="#">5 More...</a></li> </ul>
<p><b>Vendor Rebates</b></p> <p>Vendor Rebates</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Rebate Agreement</a></li> <li>▢ <a href="#">Rebate Dispatch</a></li> <li>▢ <a href="#">Rebate Accrual</a></li> <li><a href="#">3 More...</a></li> </ul>	<p><b>Purchase Orders</b></p> <p>Add, maintain, and dispatch purchase orders.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Add/Update Express POs</a></li> <li>▢ <a href="#">Add/Update POs</a></li> <li>▢ <a href="#">Approve Amounts</a></li> <li><a href="#">18 More...</a></li> </ul>	<p><b>Receipts</b></p> <p>Enter and load receiving data, generate accruals, review and report on receipts.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Add/Update Receipts</a></li> <li>▢ <a href="#">Load Receipts</a></li> <li>▢ <a href="#">Process Receipts</a></li> <li><a href="#">15 More...</a></li> </ul>
<p><b>Return To Vendor</b></p> <p>Create returns to vendor (RTVs); dispatch, reconcile or review RTVs.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Add/Update RTV</a></li> <li>▢ <a href="#">Dispatch RTVs</a></li> <li>▢ <a href="#">Reconcile RTVs</a></li> <li><a href="#">5 More...</a></li> </ul>	<p><b>Procurement Cards</b></p> <p>Set up card data; load, reconcile, or report on procurement card transactions.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Review Bank Statement</a></li> <li>▢ <a href="#">Reconcile</a></li> <li>▢ <a href="#">Process Statements</a></li> <li><a href="#">3 More...</a></li> </ul>	<p><b>Supplier Schedules</b></p> <p>Create, build, and dispatch supplier schedules.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Schedule Group</a></li> <li>▢ <a href="#">Schedule Item Attributes</a></li> <li>▢ <a href="#">Scheduler's Workbench</a></li> <li><a href="#">3 More...</a></li> </ul>
<p><b>Analyze Procurement</b></p> <p>Accumulate summarized data and analyze purchasing and vendor data.</p> <ul style="list-style-type: none"> <li>▢ <a href="#">Update Procurement Info</a></li> <li>▢ <a href="#">Update Spend History</a></li> <li>▢ <a href="#">Build Vendor Analysis Cube</a></li> <li><a href="#">3 More...</a></li> </ul>		

### Maintain Requisitions

## Requisition

Business Unit: TAMPA

Requisition ID: NEXT

5 [Copy From](#)

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

#### Header

2 \*Requester: JKUHN Julie A Kuhn

1 [Requisition Defaults](#)

8 \*Requisition Date: 10/18/2006 [Requester Info](#)

[Add Comments](#) 3  
[Requisition Activities](#)

Origin: ONL Online

9

\*Currency Code: USD Dollar

10 Accounting Date: 10/18/2006

#### Amount Summary

Total Amount: 0.00 USD

#### Line Customize | Find | View All | First 1 of 1 Last

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#)

Line	Description	Quantity	'UOM	Category	Price	Amount	Status
11 1		0.0000			0		Open

[View Printable Version](#)

7

'Go to: [...More...](#)

4

6

[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Dis](#)

- 1. Requisition Header Defaults link
- 2. Requester
- 3. Header Comments
- 4. Line Comments
- 5. Copy From link
- 6. Schedule link

- 7. Print Requisition
- 8. Requisition Date
- 9. Origin
- 10. Accounting Date
- 11. Line Details – Description, Quantity, Category, Price



[Form](#) | [Schedule](#) 6 | 8 | 9  
 Unit: TAMPA    Req ID: NEXT 2    \*Req Date: 11/07/2006 8    Origin: ONL 9       
 \*Requester: JKUHN 2 Julie A Kuhn 10     Hold From Further Processing  
 Status: Open    Budget Status: Not Chk'd    Accounting Date: 11/07/2006 10    \*Currency: USD    Dollar   

Line	Item ID	Description	Req Qty	*UOM	Category	Price	Ship To	Status
<input checked="" type="checkbox"/> 1	<span>11</span>		0.0000			0.00000	T_FMHI	Active

Total Amt: 1 0.00 USD    Total Base Amt: 0.00 USD

\*Go to: [Header Defaults](#) [Header Comments](#) [Item Search](#) [Item Detail](#) [Line Defaults](#) [Line Details](#)  
[Copy From](#) [Catalog](#) [Line Comments](#) [Sourcing Controls](#)

Form | [Schedule](#)

6

- ...More...
- ...More...
- 01-Activity Log
- 02-Preview Req 7
- 03-Show Currency
- 04-Requester Info
- 05-Activities
- 06-Category Search
- 07-Budget Status
- 08-Change History
- 09- -----
- 09-Requester Items
- 10-Kit
- 11-View Hierarchy
- 12-Document Status Inquiry



### Requisition Defaults

**Business Unit:** TAMPA      **Requisition Date:** 11/08/2006  
**Requisition ID:** NEXT      **Status:** Open

#### Default Options

- 1 Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

#### Header

**Buyer:**        **Unit of Measure:**    
**Vendor:**        **Location:**    
**Category:**        [Vendor Lookup](#) **2**

#### Item Defaults

**3 Ship To:**   TAMPA FMHI RECEIVING      **Distribute by:**   **4**  
**Due Date:**   **31**  
**Ultimate Use Code:**        [Modify Shipping Address](#)

#### Amount Summary

**5 SpeedChart:**

#### Distributions

Details    **Asset Information**   

Dist	Percent	GL Unit	Account	Oper Unit	Fund	DeptID	Bud Ref	Product	PC Bus Unit	Project	Activity ID	Source Type
<b>6</b> 1	<input type="text"/>	USF01 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	TPA <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	120100 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	000000 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>

**7**

Header Defaults

Unit: TAMPA Req ID: NEXT

**Default Options**

Default  Override 1

**Item Defaults**

Vendor:   Location:

[Vendor Lookup](#) 2

Buyer:

3 Ship To: T\_FMHI\_REC  TAMPA FMHI RECEIVING

Due Date:   Category:   UOM:

Distribute by:   4 5 SpeedChart:

**Distributions** Customize | Find | View All | First 1 of 1

Details 6 Asset Information

Dist	Percent	GL Unit	Oper Unit	Fund Code	Account	DeptID	Product	Initiative	Project	Bud Ref	Budget Date	Location
1	<input type="text"/>	USF01 <input type="button" value="Lookup"/>	TPA <input type="button" value="Lookup"/>	<input type="text"/> <input type="button" value="Lookup"/>	<input type="text"/> <input type="button" value="Lookup"/>	583000 <input type="button" value="Lookup"/>	000000 <input type="button" value="Lookup"/>	0000000 <input type="button" value="Lookup"/>	<a href="#">Project</a> <span style="border: 1px solid black; padding: 2px;">7</span>	<input type="text"/> <input type="button" value="Lookup"/>	11/07/2006	MHC2312 <input type="button" value="Lookup"/>

[One Time Address](#)

- 1. Default Options
- 2. Vendor Lookup
- 3. Ship To
- 4. Distribute by
- 5. SpeedChart
- 6. Chartfields

## 7. Project Chartfields

# REQUISITION SCHEDULE & DISTRIBUTION 8.9

**Maintain Requisitions**

## Schedule

Business Unit: TAMPA      Requisition Date: 11/22/2006  
 Requisition ID: 0000105809      Status: Pending

[Return to Main Page](#)

Line	Item	Quantity	Batch Lot	Amount
1	<a href="#">Build out of roof facing, poin</a>	1.0000		8,000.00 USD

[Find | View All](#)    First 1 of 1 Last

**Schedule**      [Customize | Find | View All](#)    First 1 of 1 Last

Details

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	T_FMHI_REC	1.0000	8,000.00000	8,000.00		Active

[Add Ship To Comments](#)

Distribution Icon –  
click to see chartfields

**Maintain Requisitions**

## Distribution

Requisition ID: 0000105809      Item: [Build out of roof facing, poin](#)

Line: 1      Status: Active

Schedule: 1

Ship To: T\_FMHI\_REC    TAMPA FMHI      Quantity: 1.0000    LOT

'Distribute by: Quantity      Open Quantity: 1.0000

Amount: 8,000.00    USD

SpeedChart:  [Multi-SpeedCharts](#)

**Distributions**

Chartfields    Details    Asset Information

Distrib	Status	Percent	Quantity	Amount	GL Unit	Oper Unit	Fund	Account	DeptID	Product	Initiative	PC Bus Unit	Project
1	Open	100.0000	1.0000	8,000.00	USF01	TPA	22000	53600	210600	000000	0000000	GRT01	2106106800

OK    Cancel    Refresh

REQUISITION SCHEDULE & DISTRIBUTION 8.4

Unit: TAMPA    Req ID: 0000107471    ▲ ✖

Line    Find | View All    First ◀ 1 of 1 ▶ Last

Line: 1    [University Connection Endorsem](#)

Schedule    Customize | Find | View All |    First ◀ 1 of 1 ▶ Last

Sel	Sched	*Ship To	Due Date	Req Qty	Price	Amount	Status		
<input checked="" type="checkbox"/>	1	T_PHYS_ED	<input type="text" value=""/>	1.0000	125.00000	125.00	Active	<a href="#">+</a>	<a href="#">-</a>

Req Qty: 1.0000    Batch Lot    Amount: 125.00    Dollar

[Distribution](#)    [Shipment Detail](#)    Drop Shipment

[Ship To Address](#)    [One Time Address](#)

[Save](#)    [Return to Search](#)    [Next in List](#)    [Previous in List](#)    [Notify](#)    [Refresh](#)    [Add](#)

[Form](#) | [Schedule](#)

Distribution Link – click to see chartfields

### Distribution Information

Req ID: 0000107471 Line: 1 Sched: 1 [University Connection Endorsement](#) ✖

Ship To: T\_PHYS\_ED PHYSICAL E Open Qty: 1.0000

\*Distribute by: Qty  SpeedChart:  [Multi-SpeedCharts](#)

#### Distributions

[Customize](#) | [Find](#) | [View](#)

[Details](#) | [More Details](#) | [Asset Information](#) | [...](#)

Sel	Dist	Status	*Location	Req Qty	Amount	Percent	GL Unit	Operating Unit	Fund	Account	DeptID	Product	Initiative	BU
<input checked="" type="checkbox"/>	1	Open	PED0214	1.0000	125.00	100.0000	USF01	TPA	10000	62100	173200	000000	0000000	

Req Qty: 1.0000 LOT Amount: 125.00 USD

[Exchange Rate Detail](#)

## MAINTAIN RECEIPTS 8.9

### Select Purchase Order

**Search Criteria**

PO Unit: TAMPA Days +/- Today:

ID: 94059 Start Date:  BT

Line/Sched Num:  /  End Date:  BT

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor Item ID:

Ship To:  Manufacturer ID:

Ship Via:  Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows** [Customize](#) | [Find](#) | [View All](#) | [...](#) First 1-3 of 3 Last

[Selected Rows](#) | [Shipping Related](#) | [More Details](#) | [...](#)

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	TAMPA	0000094059	1	1		09/05/2006	1.0000			<a href="#">Test line 1</a>
<input type="checkbox"/>	TAMPA	0000094059	3	1		09/05/2006	1.0000			<a href="#">Test line 3</a>
<input type="checkbox"/>	TAMPA	0000094059	4	1		09/05/2006	1.0000			<a href="#">Tst line 2</a>

[Select All](#)  [Clear All](#)

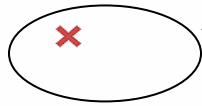
New location for Select and Clear All function

Maintain Receipts

Receiving

Business Unit: TAMPA  
Receipt ID: NEXT

Receipt Status: Open  
[Add Comments](#) [Activities](#)



Cancel Entire Receipt

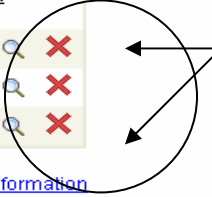
Cancel Receipt Line

Header

Select Purchase Order

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	'Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1		<a href="#">Test line 1</a>	4.00000	1.0000	EA	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA
2		<a href="#">Test line 3</a>	2.00000	1.0000	EA	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA
3		<a href="#">Tst line 2</a>	3.00000	1.0000	EA	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA



Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)  
[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

MAINTAIN RECEIPTS 8.4

### Pick Purchase Order

**PO Unit:** TAMPA  **Order:** 94175 **Line:**  /  **Release:**   
**Days +/- Today:**  **Start Date:**  **End Date:**  **Ship To:**   
**Item ID:**  **ShortName:**  **Vnd Itm ID:**   
**Ship Via:**  **Mfg ID:**  **Mfg Itm ID:**

OpenSched     
 No Order Qty   
 Ordered Qty   
 PO Remaining Qty

[Select All](#)
 [Clear All](#)

Retrieved Rows: Customize Find View All First 1 of 1 Last

Selected rows	Shipping related	more Details									
Sel	Details	PO Unit	PO	Release	Line	Sched Num	Due Date	PO Qty	Prior Rcpt	Item	Description
<input type="checkbox"/>	<a href="#">Details</a>	TAMPA	0000094175		1	1	09/25/2006	1.0000			POLYCOM SOUNDSTATION2 EXPANDAB

Old Location

### Receiving

**Business Unit:** TAMPA    **Receipt No:** 0000163030    **Receipt Status:** Received  
**Receive Source:** On-line   

 PO Receipt

Receipt Lines Customize Find View All First 1-2 of 2 Last

Receipt lines	Reject and Inspect	Optional Input										
Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	DT Details	Inspect
<input type="checkbox"/>	1		981 (UVRAGpS) BOOST/EXSANG BOT	1.0000	EA	1.0000	R			EA	<a href="#">DT Details</a>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2		981 (UVRAGpS) 1X P/NP AP (POO	1.0000	EA	1.0000	R			EA	<a href="#">DT Details</a>	<input type="checkbox"/>

Cancel Entire Receipt

Select Receipt line and click Cancel Line Button

**Go to:** [Select Purchase Order](#)   
[Header Details](#)   
[PO Header Comments](#)   
[PO Ship To Comments](#)  
Insert non PO line   
[Receipt Defaults](#)   
[PO Line Comment](#)