

U4 ERP RAISING REQUISITIONS

Guide for Users

Version 1.0



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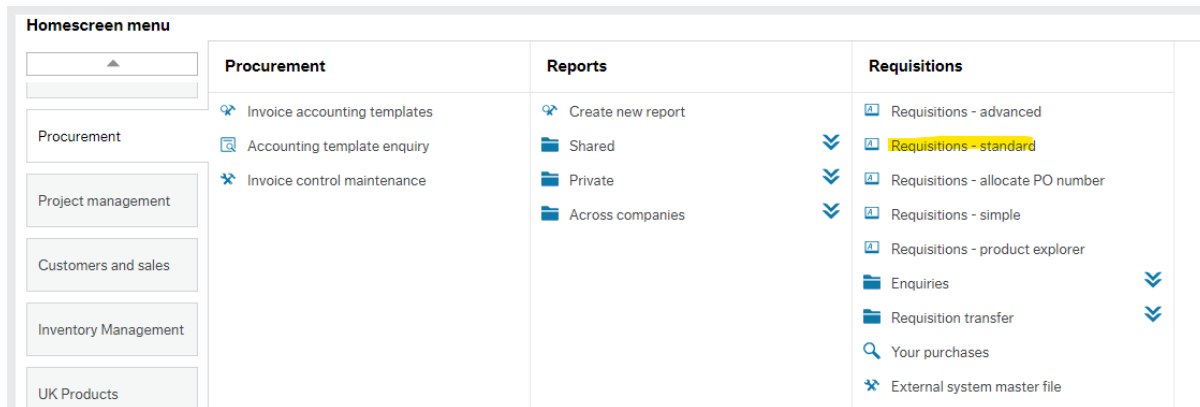
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Raising A Requisition

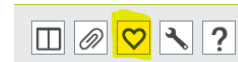
A Requisition (Req) is a request for goods or service. If the request is approved, a purchase order is generated which can then be sent to the supplier for the goods/services. Requisitions should NOT be raised after goods/services have been received as per financial regulations.

1. Unit4 ERP WEB - Go to the Procurement Menu – Requisitions and open *Requisitions – standard*.



The below screen will pop up. Requisitioner, Reqdept and Delivery Contact details should autofill.

You can favorite this screen by pressing the heart icon, this will then appear in your favorites tab on your homescreen.



[Explanation of fields](#)

2. Complete the following fields in order:
Press the **TAB** button on your keyboard to travel through each field after you have filled it in.

Delivery Details

- If the auto fill details are correct, you can skip over this step.
- If delivery address is different, overwrite the required delivery address in the delivery description box.
- If the delivery and invoice address are the same, there is no need to add anything to the Delivery description just check your contact details in the boxes are correct.
- If you are raising a requisition for another place (e.g. a school), you can search through the preset delivery addresses by using the dropdown box in the contact field. Please note if you use any of the present options, you cannot amend the delivery address linked to the contact, but you may change the invoice address (delivery descriptions).

Make sure your delivery details are correct before continuing. If you change your delivery details halfway through a multi-line PO, the system may split the PO into two.

Requisition Details

Product

There are two product types; **quantity** and **value based**.

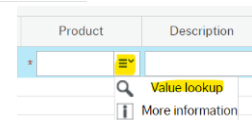
- **Quantity Based** – Used for physical products whereby the quantity and price are known, e.g., stationery orders.
- **Value Based** – Used for a service/contract spanning a period whereby multiple invoices would be submitted for interim payment, e.g., capital projects. Majority of Value based products end in VB and will have value based in their description e.g., PRODUCTVB – Product Value Based.

There are no set rules with using value-based products, but some services can cross between both e.g. refuse collections for a 12-month period.

To Search for a product, start by entering the financial account code description. For example, start typing 'Client Needs' if you are raising an order with account code 6809.

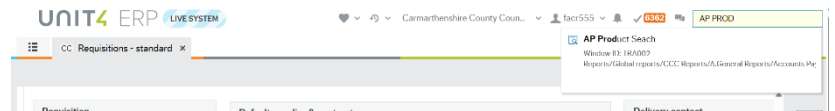
Requisition details									
#	Funds check	Product	Description	Unit	Supplier	Quantity	Price	Amount	
1		client n			...	0.00	0.00	0.00	
		CLIENTNEEDS	Client Needs						
		CLIENTNEEDSV	Client Needs Value Based						

You can also search through all products by clicking the dropdown box next to the product field and selecting Value Lookup.

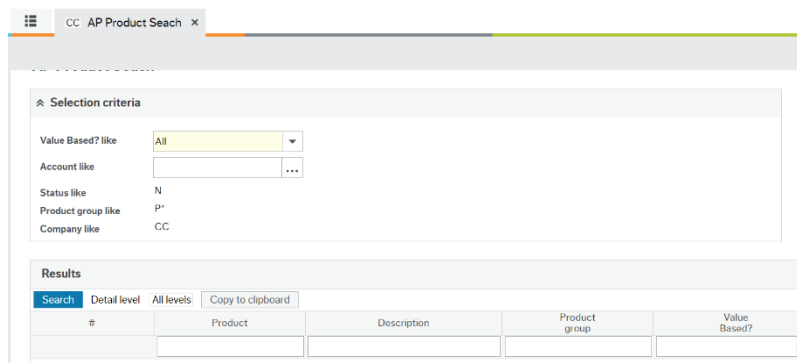


There is also a Product enquiry you can use where you can search by the account code itself or by value-based/quantity-based product.

Use the Search bar at the top right-hand corner of the screen and search 'AP Product Search'.



The screen to the right should appear, where you can change the search criteria or just run it as it is and search through all the Purchase Products.



If you cannot find the appropriate product using any of these searches, contact CR Finance Systems.

Description

When you have entered the Product, you can either change the description to match the supplier's product description or leave it.

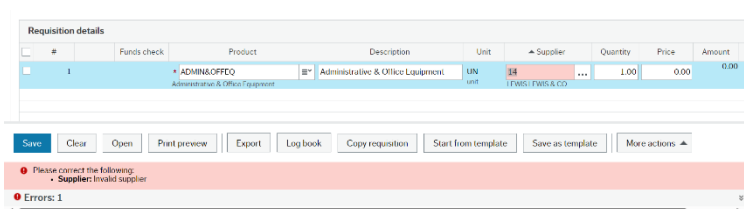
Supplier

To find the supplier id, either enter the supplier code or start typing the supplier's name.

You can also press the 3 dots button to the right of the field to bring up a search for the supplier.

Supplier	Quantity	Price
edf	0.00	0.00
105440		EDF ENERGY
157511		EDF ENERGY LONDON EYE

If you enter a supplier id and you get an error message, the supplier is closed. Use the above search to see if there is another supplier id for the same supplier. If there isn't, contact FI Creditor Payments.



Quantity and Price

Depending on the product used, complete the quantity and the net unit price for quantity-based products or just the net price is using a value-based product.

ALWAYS USE THE NET PRICE (price excl. VAT)

Product Text

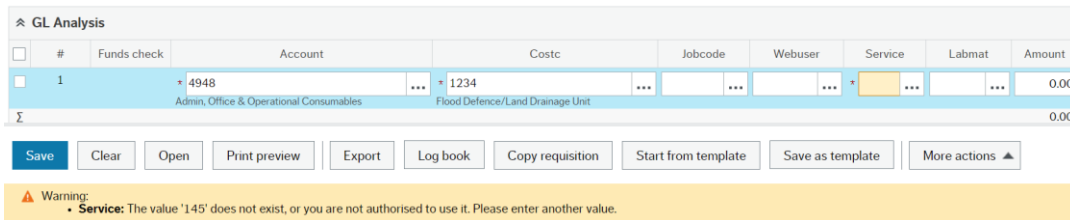
The product text should be used to provide as much detail as necessary for goods/service ordered E.g. Supplier’s Product description/id, relevant reference/size/colour, Quote number, Account number held with the company etc.

The product text and be different for each product line.

GL Analysis

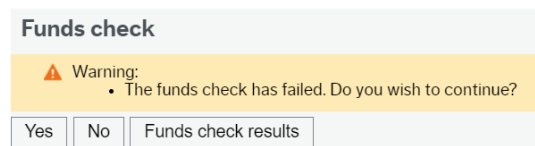
Check the account code is correct (please do not change the account) and complete the rest of the budget code to be used.

If you get an error entering the budget codes, double check the coding and then contact your relevant accountancy department.



You can now enter another product line if applicable or you can go ahead and save the requisition.

When you press Save, you may see a message box appear stating Funds Check, please ignore and press Yes,



You will be provided with a requisition number. Make a note of the number so you can check on the progress of the requisition if required. You can also find this requisition through the Own Requisition screen.

Requesting a Product Set Up

The systems department is responsible for creating new purchase products. Please ensure you have checked that a product is available before requesting on to be set up.

If you require a product and there is no value-based option, contact CR Finance Systems to request that it is set up.

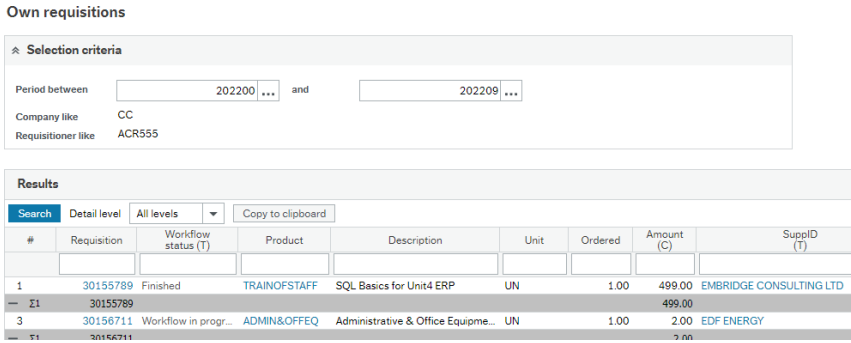
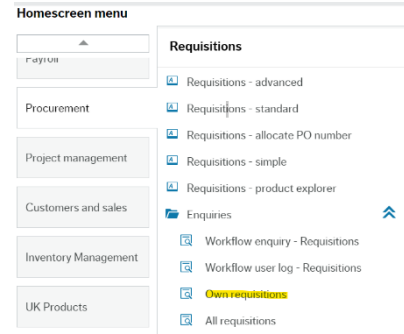
The value-based option for a product should only be used when appropriate and should not be abused.

Amending/Closing a Requisition

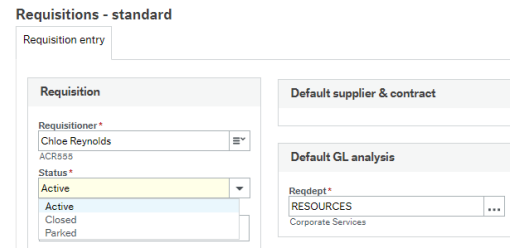
Requisition amendments can only be done prior to approval. If workflow status is "Finished" it cannot be amended/closed.

On Unit4 ERP Web - Go to Procurement - Requisitions – Enquiries – Own Requisitions

Enter the period range required and search.
Click on Requisition Number you want to amend/close, and the requisition will open on the requisition standard page.



Amend what you need to, and press save. If you are closing the requisition, change the status of the requisition to closed and save.



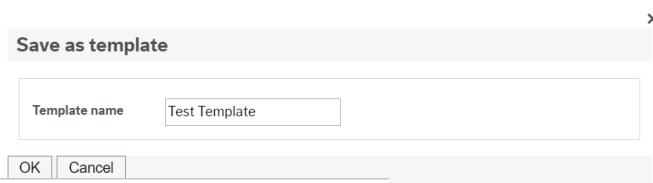
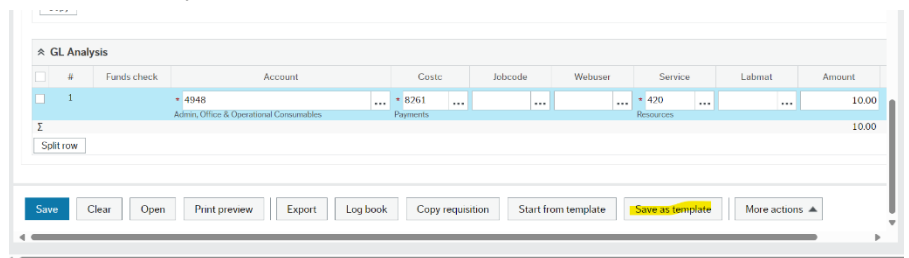
Copy an Existing Requisition

Any requisition can be copied, no matter what the status.

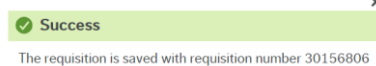
1. Firstly, loading the original requisition from Procurement - Requisitions – Enquiries – Own Requisitions
2. Click on Copy Requisition found on the bottom of the menu screen.
3. Amend/update any information on the requisition and once saved new requisition number will be allocated.

Creating and Using Requisition Templates

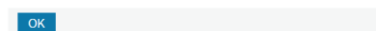
Requisition templates can be used for repeat orders or as a starting point for a requisition. Open and create a requisition as per normal or as far you would like the template to go. Once you are happy with the requisition template click



A box will open up and you will need to name the template, once happy press Ok and template will be saved.



NOTE this has not saved a requisition. This requisition number is the number you can use to search for when you use the template.



To open a template press 'Start from template' on at the bottom of the requisition page.

A search box will open. You can search with the requisition number given when you saved the template, or you can search on your username.

Search criteria

Advanced

Search

Requisition number	Header text	Number type	Requested by	Resource ID	Resource ID (T)
30156806					
30156806	Test Template	RQ	ACRS55	ACRS55	Chloe Reynolds

Requisitions - standard

Requisition entry

Requisition

Requisitioner *
Chloe Reynolds

Status *
Active

Message

Default supplier & contract

Default GL analysis

Reqdept *
RESOURCES
Corporate Services

Requisition details

Save Clear Open Print preview Export Log book Copy requisition Start from template

Check Approval Status of Requisitions

Go to *Procurement – Requisitions - Enquiries* and open *Workflow enquiry - Requisitions*.

Enter the Requisition Number in the field and Search. The Workflow Status column will show the status of Requisition.

Workflow Statuses:

Workflow in progress – still requires approval from authorised signatory.

Finished – Has been approved and has (or in the process) of creating the relating purchase order.

You can open the workflow map to check who needs/has authorised the requisition by clicking on the workflow status.

There are job that run every half and hour to allocate purchase order numbers to authorised requisitions and then another job that creates the purchase order document. If you check the status, and a requisition has been authorised, but no purchase order number has been allocated, check when it was authorised.

Enquiries

Workflow enquiry - Requisitions

Workflow enquiry - Requisitions

Selection criteria

RequisitionNo. like

Company like
CC

Workflow status like

ID1 like
C1

Task owner like

Results

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Responsible (T)
1	B	Req Approv...			Finished	30096403	
2	B	Req Approv...			Finished	30096403	
3	B	Req Approv...			Finished	30096403	
4	B	Req Approv...			Finished	30096403	
5	B	Req Approv...			Finished	30096403	
6	B	Req Approv...			Finished	30096403	
7	B	Req Approv...			Finished	30096403	

Accessing a Pdf Copy of Your Purchase Order

A copy of the purchase order should have been emailed to yourself after it has been created, but you can also access it through own requisitions.

Procurement - Requisitions – Enquiries, open *Own Requisitions*

Click on relevant purchase order number linked to the finished requisition.

Results

Search Detail level All levels Copy to clipboard

#	Requisition	Workflow status (T)	Product	Description	Unit	Ordered	Amount (C)	SupplID (T)	Purchase order	Deliv.date	Contract
1	30167114	Finished	TRAINOFSTAFF	Training of Staff	UN	1.00	499.00	EMBRIDGE CONSULTING LTD	10012459	22/05/2023	

Select the paperclip on the top right-hand side which will generate a pdf copy.

Icons: Print, Comment, Attach, Heart, Erase, Help

All documents 2

- Purchase orders (10012459)
 - Delivery Note
 - Purchase Order 1
 - Purchase Order Amendment
 - Purchase Order Cancellation

Add a document

Supplier: 171957

Purchase Order Details

You can use the below query to search for PO details of other Purchase orders that others have raised. Go to *Reports Menu – CCC Reports - A General Reports – Purchasing* and open *Order Details Enquiry*. You can also search for 'Order Details Enquiry' in the search bar.

facr555 4872 Order Details Enquiry

Order Details Enquiry
 Window ID: TRA002
 Reports/Global reports/CCC Reports/A.General Reports/Purchasing

Enter the period range and then you can search via account/cost centre/service codes, supplier ID or, if you know, the purchase order number.

Order Details Enquiry

Selection criteria

Status like:

Period between: ... and ...

SupplID like:

Order date between: and

OrderNo like:

Company like: CC

Results

Search Detail level All levels Copy to clipboard

#	Requested by	Order date	Pos	Account	Costc	Jobcode	Service	OrderNo	Department (T)	SupplID	SupplID (T)	Product	Unit	Additional Text	Status
1	DED033	09/01/2024	1	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN	C4W+ Youth Partner Breakfast to be held	T
2	DED033	09/01/2024	1	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN	on January 24th 2024 at Parc y Scarlets.	T
3	DED033	09/01/2024	1	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN		T
4	DED033	09/01/2024	1	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN	Phil Bennett Lounge & half day room hire	T
5	DED033	09/01/2024	2	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN	Selection of breakfast pastries x 30 @ £3.50	T
6	DED033	09/01/2024	3	5830	1942		820	11034859	Chief Executives Purchase Or...	131971	SCARLETS REGIONA...	PROJECTS&ACT	UN	Tea & Coffee x 30 @ £1.88	T

Queries

- Requisition Queries - [CR Finance P2P](#).
- Supplier Queries – [FI Creditor Payments](#).
- Workflow/Purchase Product Queries – [CR Finance Systems](#).