THE PURCHASING REQUISITION EAS500P

- Action: A Add new record (Help available by pressing F1).
- **Requisition no**: Tab passes it created by system.
- .Status: 1 Create requisition (Help available by pressing F1).
- Directed to: The OU code of the Purchase Department [5905].
- Received from: Your own OU code.
- **Reference**: Reference number created by yourself (optional).
- Creditor: F1 -receive list of creditors, select with X, Enter, check details, Enter.
- Cash disc: Optional.
- CC-Acc: Cost Centre.
- Acc: Expense account no. (F1 Help on expense accounts).
- **Project**: Add if relevant.
- Budg Year: Current year.
- Deviat %: Complete if you are not sure of the price.
- **GL description**: Cryptic description for the general ledger (no more than 25 caracters).
- Delivery details Overtype to modify.
- Message Internal: Attention of Purchase Department.
- Message Order: Attention Supplier (gets printed on order form).
- Summr: Y/N To summarize or not.
- Calculate VAT: [Y] program will add 15% VAT to price. [N] user should include 15% VAT in price.

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File Edit Setup Control Window Help	
EAS100P UNITRUST MENU STELSEL	FBS7
20180425 INFRASTRUKTUUR INSTALLERING	1 More >
Action: A (A,C,D,M,N) Requisition numb	per: Status: 1 Requisition c
Directed to : _5905 PURCHASING AND Campu	us: 1_ STELL Authorise:
Received from: _5919 FINANCIAL AND M Campu	us: 1_ STELL Refer:
Creditor :11853 ANDREW SWARTS PHOTO	DGRAPHYCash disc :%
CC - Acc. : 5930B _1673 Project: B	Budg. year : 2018 Deviat. % : %
Ledger Desc: 20180430 PROF J DU PLOOY EDU	JCATIONAL CONFERENCE
Foreign Requisition:	
Delv Name: M SWANEPOEL	Date: 20180425
Dept: FINANCIAL AND MANAGEMENT SYSTE	Room: 3308
Building: ADMIN BLOK C	Street: VICTORIASTRAAT
Town: STELLENBOSCH	Tel: (021)8084381
Processed by: FBS7	On: At:
Accountant Approval:	On:
Message - Internal: PREFERRED SUPPLIER	
Order : PLEASE BE AVAILABLE FR	ROM 18:30 ON 20180430
Tracking Reference:	
Summr: N (Y/N) Calculate N	/AT : N (Y/N)
Email Address for E-voucher:	
Enter-PF1PF2PF3PF4PF5PF6	PF7PF8PF9PF10PF11PF12
Help Menu Enqr Rprt	Budg Left Right Term
No items specified (PF11).	·

F11 to page right

Item F8 (page down) for item 2 and below

•	Quantity: Unit:	Quantity of order. Optional (F1 help available).
•	Code:	Not relevant.
•	Description:	Full description of item(s).
•	Unit price:	Price per item (Format is 100.00, leave out R and comma). The unit price gets calculated with the Quantity.
•	Trade Discount:	Not relevant.
•	Budget no.	In case of a budgeted item, fill in budget no. received from FBG100P and leave out steps 20 - 24, the program will add this information automatically.
•	Maintenance Asset number:	Not relevant.
•	Out of service:	Not relevant.
•	Quoted by:	Fill in the relevant information.

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File Edit Setup Control Window Help	
EAS100P UNITRUST MENU STELSEL	FBS7 ^
< 1 More INFRASTRUKTUUR INSTALLERING	16:31:10
ITEM: 1	
Quantity :20.00 Unit :	
Description: GROUP PHOTO'S BLACK & WHITE	_
Unit price : 20 00 Trade discount : % WAT incl :	
LEVIES RAISED -	20.00
+ Cost Centre Oll Creditor Oll-Creditor	
Budget no. : OO OF carton Item Total :	400.00
Maintenance - Asset number: Out of service (Y/N)	
QUOTED BY 1. 2. 3. Accept	guote
No / Date : 12578486 / 20180412 / /	
Company : ANDREW SWARTS	
Person : ANDREW	
Telephone : 0827794782	
Quote price 1: 20.00 2: 3:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11	PF12
Help Menu Engr Rprt Cnfrm Pg - Pg + Budg Left Righ	it Term 📃
Confirm with PF6	*

To create requisition number:

Complete the above, and then press

• **ENTER** The program does its testing, the creditors information would display, check if everything is correct.

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File Edit Setup Control Window Help		
EAS100P UNITRUST MENU STELSEL	FBS7 ^	
< 1 More 1000000000000000000000000000000000000	θκ:31:10	
د Creditor Information	క్	
<u>ITEM :</u> 1 &Number : 11853	Ę	
Quantity : \$Name : ANDREW SWARTS PHOTOGRAPHY	కి	
Code : <code>\$Address: 46 Burton Road</code>	కి	
Descriptionξ Aurora	క్	
۶ Durbanville	క్	
Unit price ξ Western Cape	ξ20.00	
<u>LEVIES RAIS</u> ဠ 7550	క్	
+ Cost Centξ	క	
Budget no. &Telno : 021 559-1590	<u> </u> 200.00	
Maintenance\$EMail : ANDREW@ANDREWSWARTS.CO.ZA	క్	
¢Order Contact Person:	క్	
<u>QUOTED</u> BY န	ζote	
No / Date :ξ	<u>్</u>	
Company :၄ Req.total Deviation Creditor Levy Commitment	క్	
Person :ይ	క	
Telephone :ξ 400.00 400.00	<u>ج</u>	
\$Against CC: 5930B FINANSIELE EN BESTUURSTELSELS	క్	
Quote priceț Acc.: 1673 PHOTOGRAPHIC EXPENDITURE	క్	
දීUse PF2 or ENTER to return	<u>گ</u>	
Enter-PF1µ00000000000000000000000000000000000		
Help Menu Enqr Rprt Cnfrm Pg - Pg + Budg Left Righ	t Term 📄	
Confirm with PF6	*	

• ENTER

• Confirm with F6 Requisition number appears.

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File Edit Setup Control Window Help	
EAS100P UNITRUST MENU STELSEL 20180425 INFRASTRUKTUUR INSTALLERING	FBS7 ▲ 1 More >
Action: _ (A,C,D,M,N) Requisition number: 2780	318_ Status: <mark>1</mark> Requisition c
Directed to : 5905 PURCHASING AND Campus: 1 ST	ELL Authorise:
Received from: 5919 FINANCIAL AND M Campus: 1 ST	ELL Refer:
Creditor :	Cash disc : %
CC - Acc. : Project: Budg. yea	r : 2018 Deviat. % : 🛛 🕺 🕺
Ledger Desc:	
Foreign Requisition:	
Delv Name: M SWANEPOEL Date:	20180425
Dept: FINANCIAL AND MANAGEMENT SYSTE Room:	*
Building: ADMIN BLOK C Street:	VICTORIASTRAAT
Town: STELLENBOSCHTel:	(021)8084381
Processed by: FBS7 On:	At:
Accountant Approval: On:	
Message - Internal:	
Order :	
Tracking Reference:	
Summr: N (Y/N) Calculate VAT : N (Y/N)
Email Address for E-voucher:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF	8PF9PF10PF11PF12
Help Menu Enqr Rprt	Budg Left Right Term 🦳
Requisition created successfully	·

To change / modify the status:

(This needs to be done so that the process can continue.)

- Action: Fill in [M] modify & (Requisition no.)
- ENTER
- Change status to **2** Approved.
- ENTER Creditor information appears.
- ENTER
- Confirm with F6

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File Edit Setup Control Window Help		
EAS100P UNITRUST MENU STELSEL	FBS7	
20180425 INFRASTRUKTUUR INSTALLERING	1 More >	
Action: D (A,C,D,M,N) Requisition num	ber: <mark>2780318_</mark> Status: 2 REQUISITION A	
Directed to : _5905 PURCHASING AND Camp	us: 1_ STELL Authorise:	
Received from: 5919 FINANCIAL AND M Campus: 1 STELL Refer:		
Creditor : <u>11853</u> ANDREW SWARTS PHOT	OGRAPHYCash disc :%	
CC - Acc. : 5930B 1673 Project:	Budg. year : <mark>2018</mark> Deviat. % : %	
Ledger Desc: 20180430 PROF J DU PLOOY ED	UCATIONAL CONFERENCE	
Foreign Requisition:		
Delv Name: M SWANEPOEL	Date: 20180425	
Dept: FINANCIAL AND MANAGEMENT SYSTE	Room: 3308	
Building: ADMIN BLOK C	Street: VICTORIASTRAAT	
Town: STELLENBOSCH	Tel: (021)8084381	
Processed by: M SWANEPOEL	On: 2018/04/25 At: 16:41:47:3	
Accountant Approval:	On:	
Message - Internal: PREFERRED SUPPLIER		
Order : PLEASE BE AVAILABLE FROM 18:30 ON 20180430		
Tracking Reference:		
Summr: N (Y/N) Calculate VAT : N (Y/N) N		
Email Address for E-voucher:		
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12		
Help Menu Engr Rprt	Budg Left Right Term 🦳	
Record is being displayed 🔹		

By creating an external requisition a commitment appears automatically against the CC and gets releases by time of payment. This indicates that the limit on a CC does not get exceeded. The Purchase department changes the requisition to an external order by modifying the status from 2 to 5.

All status 2 requisitions are directed to the Purchasing department where it is transformed into an order (status changed to a 5 and 2 digits are added to the requisition number). The user receives an e-mail containing the PDF order form and it is their responsibility to inform the supplier of the order number by e-mailing or faxing the order form to the supplier.