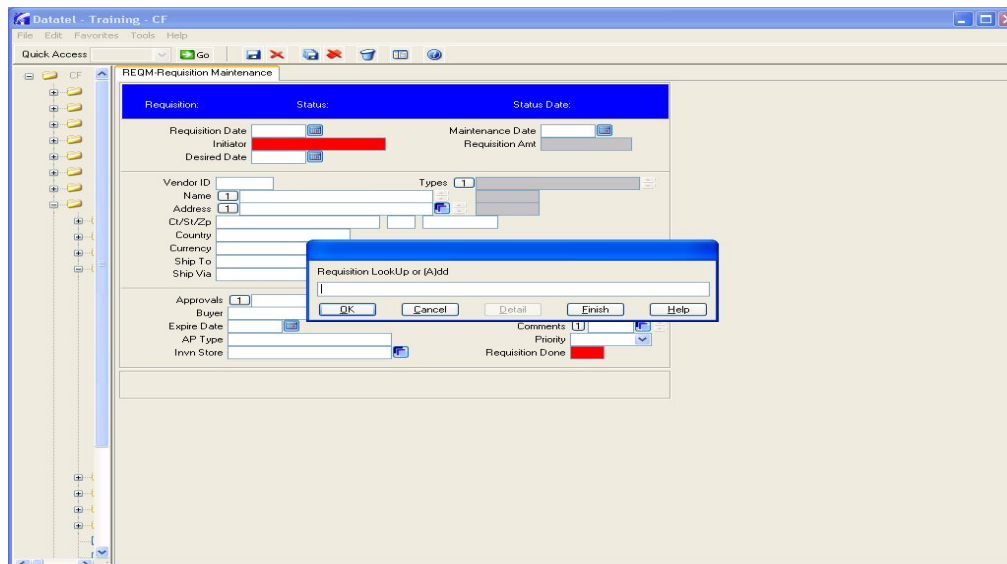
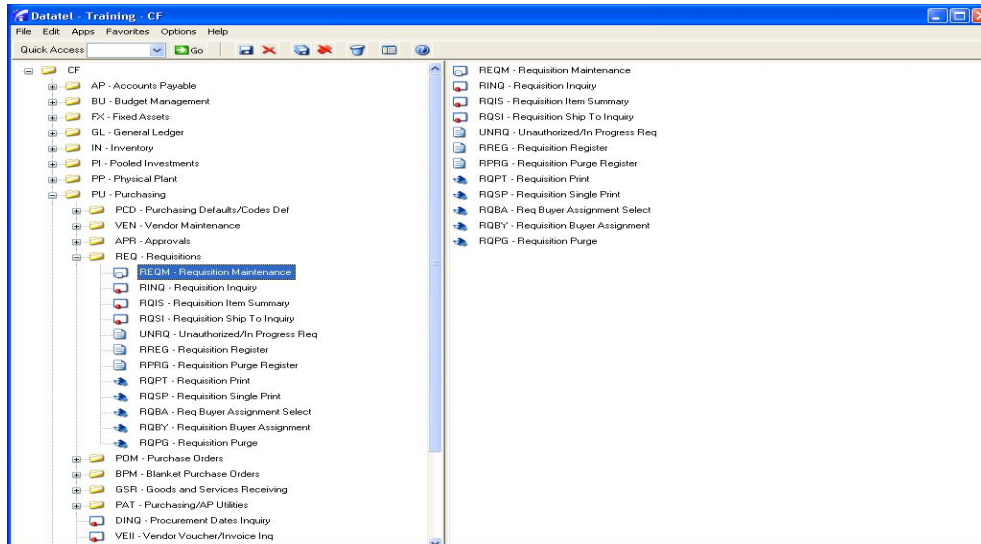


# Datatel - REQM Requisitions – How to

Enter REQM from the CF\PU\REQ folder or type REQM in the Quick Access box.



Type a for add and press enter, then at each dialog box press enter (3 more times) and you are into the requisition screen

tab into the **red initiator** box and type the first few letters of your last name and press enter.

## Datatel - REQ Requisitions – How to

REQM-Requsition Maintenance

Requisition: Status: Status Date:

Requisition Date: 08/15/06 Initiator: Maintenance Date: Requisition Amt:

Desired Date:

Vendor ID: Types:

Name: Address: City/State/Zip: Country: Currency: Ship To: MC Datatel - Main Ca Ship Via: Terms: FDB Commodity:

Approvals: Buyer: Approve: Expire Date: AP Type: Inven Store: Printed Comments: Comments: Priority: Requisition Done: No

New Record

Using the mouse, place a check mark in the box next to the person you want to select and click on the diskette icon or type the number into the box at the bottom and press enter.

PERSON Lookup Screen  
using PERSON, View: Staff

Seq	Name	Address	SSM	ID, Status (Peunion Class)	Entry Date	Source (Birth Name)	Where Used	Birth Date
<input checked="" type="checkbox"/>	1: Schaubroeck, Thomas P	2424 29-1/2 St	999-12-3456	0001192	Rock Island, IL 61201	02/15/06	STA, VEN	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Controller LookUp Resolution  
Seq Number, (F)lag, (S)ort/Select: Page 1/1

In **Vendor I.D.** box, type partial vendor name and click enter. **Do not try to search on Name field.** If you do not know the vendor or do not have a preference you can type just a name in the Vendor name field. This will alert Purchasing to search for the best vendor for these items.

## Datatel - REQM Requisitions – How to

**REQM-Requisition Maintenance**

Requisition: \_\_\_\_\_ Status: \_\_\_\_\_ Status Date: \_\_\_\_\_

Requisition Date: 03/20/06 Maintenance Date: \_\_\_\_\_  
 Initiator: Melinda Peamy Requisition Amt: \_\_\_\_\_  
 Desired Date: \_\_\_\_\_

Vendor ID: ge Types: 1  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Ct/St/Zp: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Currency: \_\_\_\_\_  
 Ship To: MC Datatel - Main Ca Terms: \_\_\_\_\_  
 Ship Via: \_\_\_\_\_ FOB: \_\_\_\_\_  
 Commodity: \_\_\_\_\_

Approvals: 1  
 Buyer: \_\_\_\_\_  
 Expire Date: \_\_\_\_\_  
 AP Type: \_\_\_\_\_  
 Inrvn Store: \_\_\_\_\_

Line Items: \_\_\_\_\_  
 Printed Comments: 1  
 Comments: 1  
 Priority: \_\_\_\_\_  
 Requisition Done: No

Vendors LookUp      New Record

Using the mouse, place a check mark in the box next to the vendor you want to select and click on the diskette icon or type the number into the box at the bottom and press enter

**CORP Lookup Screen**  
using CORP, View: Vendors

Seq	Name	Address	SIC Code
<input checked="" type="checkbox"/>	1: General Electric Company	1441 McComb Dr	
	0000198	Brighton, MA 02135	10/07/01
	VEN - Vendor		COR, VEN
<input type="checkbox"/>	2: General Motors Corporation	30 Renewal Center	
	0000199	Detroit, MI 48265	10/07/01
	VEN - Vendor		COR, VEN
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Controller LookUp Resolution      Page 1/1  
 Seq Number, (F)lag, (S)ort/Select: \_\_\_\_\_

# Datatel - REQM Requisitions – How to

The vendor name and address boxes will automatically be filled in.

The screenshot shows the 'REQM-Requestion Maintenance' window in the Datatel application. The window title is 'Datatel - Training - CF'. The menu bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. The 'Quick Access' bar has a 'Go' button and several icons. The main form is divided into several sections:

- Requestion:** Requisition Date: 03/20/06, Status: (empty), Status Date: (empty)
- Initiator:** Melinda Reamy (highlighted in red), Requisition Amt: (empty)
- Desired Date:** (empty)
- Vendor Information:** Vendor ID: 0000198, Types: 1, Name: General Electric Company, Address: 1441 Mccomb Dr, Ct/St/Zp: Brighton, MA, 02135, Country: (empty), Currency: (empty), Ship To: (empty), Ship Via: (empty), Terms: (empty), FOB: (empty), Commodity: (empty)
- Approvals:** Approvals: 1, Buyer: (empty), Expire Date: (empty), AP Type: (empty), Invn Store: (empty)
- Line Items:** Line Items: (empty), Printed Comments: 1, Comments: 1, Priority: (empty), Requisition Done: No

At the bottom of the form, there are buttons for 'Ship To Codes LookUp' and 'New Record'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:43 PM.

“Country” and “Currency” should default to USA and Dollars.

# Datatel - REQM Requisitions – How to

The screenshot shows the 'REQM-Requisition Maintenance' window in a software application. The window title is 'Datatel - Training - CF'. The menu bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a 'Quick Access' bar with a 'Go' button and several icons. The main area is divided into several sections:

- Requisition Information:** Includes fields for 'Requisition Date' (03/20/06), 'Initiator' (Melinda Reamy), 'Desired Date', 'Maintenance Date', and 'Requisition Amt'.
- Vendor Information:** Includes 'Vendor ID' (0000198), 'Name' (General Electric Company), 'Address' (1441 Mccomb Dr), 'City/State/Zip' (Brighton, MA, 02135), 'Country', 'Currency', 'Ship To' (MC Datatel - Main Ca), 'Ship Via', 'Terms', 'FOB', and 'Commodity'.
- Approvals and Line Items:** Includes 'Approvals' (1), 'Buyer', 'Expire Date', 'AP Type', 'Invn Store', 'Line Items', 'Printed Comments' (1), 'Comments' (1), 'Priority', and 'Requisition Done' (No).

At the bottom of the form, there are buttons for 'Vendor Terms LookUp' and 'New Record'. The Windows taskbar at the bottom shows the 'Start' button, several application icons, and the system clock showing 3:56 PM.

“Ship to” will default to Sorensen Rear Dock, 639 – 38th Street, Rock Island, IL 61201.

## Datatel - REQM Requisitions – How to

The screenshot shows the 'REQM-Requestion Maintenance' window in the Datatel application. The window contains several sections of data entry fields:

- Requisition Header:** Requisition: (blank), Status: (blank), Status Date: (blank). Below this are fields for Requisition Date (03/20/06), Initiator (Melinda Reamy), Desired Date, Maintenance Date, and Requisition Amt.
- Vendor Information:** Vendor ID (0000198), Name (General Electric Company), Address (1441 Mccomb Dr), Ct/ST/Zp (Brighton MA 02135), Country, Currency, Ship To, Ship Via, Types (1), Terms, FOB, and Commodity.
- Approval and Tracking:** Approvals (1), Buyer, Expire Date, AP Type, Invn Store, Line Items, Printed Comments (1), Comments (1), Priority, and Requisition Done (No).

Buttons for 'Ship To Codes LookUp' and 'New Record' are visible at the bottom of the form area.

If you need items delivered to **Westerlin Food Service, College Center Food Service, or Library**, you can type 3 periods such as “...” and in the “Ship to” box and click “Enter” for a choice of destinations.

This screenshot shows the 'File Resolution' dialog box within the Datatel application. It displays a list of ship-to codes with their corresponding descriptions:

Seq	Item ID	Description
<input type="checkbox"/>	1: CD	Datatel - Central Dist. Office
<input type="checkbox"/>	2: DT	Datatel - Downtown
<input type="checkbox"/>	3: EC	Datatel - Extension Center
<input checked="" type="checkbox"/>	4: MC	Datatel - Main Campus
<input type="checkbox"/>	5: SC	Datatel - South Campus

The dialog also includes a 'Controller LookUp Resolution' section at the bottom with a search field and a 'Page 1/1' indicator.

## Datatel - REQM Requisitions – How to

**Note:** This is not required; however, if the buyer is different than the initiator enter them into buyer box using same method as initiator.

At this point the only other information needed is the item details for what you wish to purchase. Mouse click on the blue square on the right side of the Line Items box

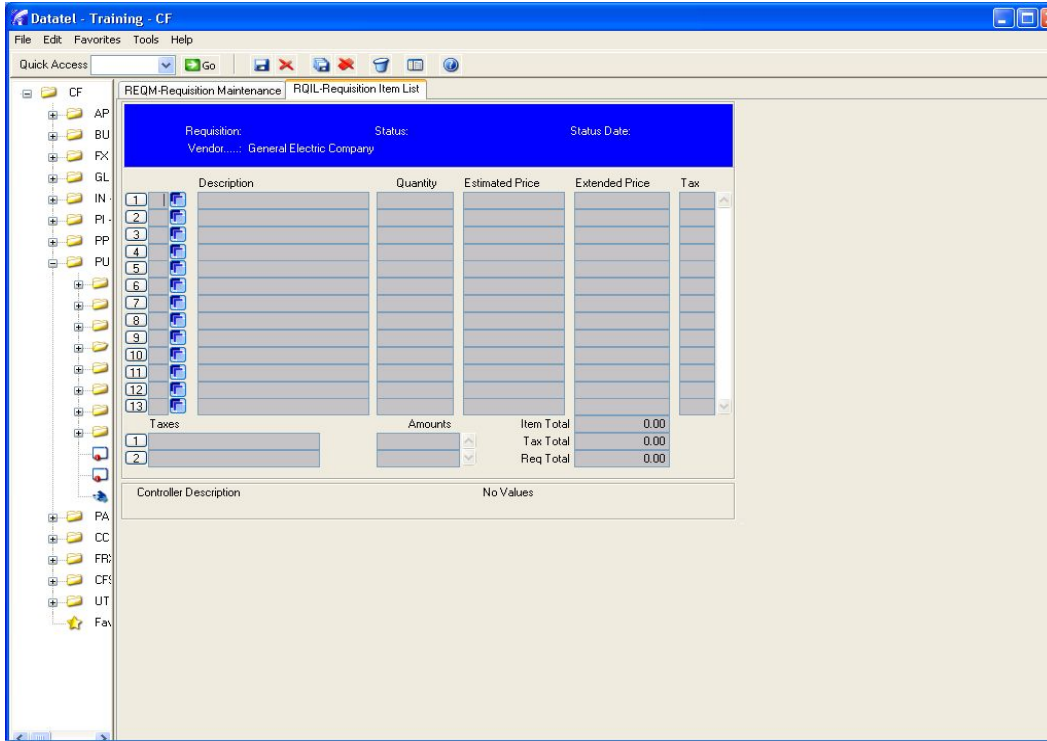
The screenshot shows the 'REQM-Requestion Maintenance' window in the Datatel application. The window title is 'Datatel - Training - CF'. The main form is divided into several sections:

- Requisition Information:** Requisition Date: 03/21/06, Status: (blank), Status Date: (blank), Initiator: Thomas P. Schaubroeck, Maintenance Date: (blank), Requisition Amt: (blank), Desired Date: (blank).
- Vendor Information:** Vendor ID: 0000198, Types: 1, Name: General Electric Company, Address: 1441 Mccomb Dr, City/State/Zip: Brighton, MA 02135, Country: (blank), Currency: (blank), Ship To: MC Datatel - Main Ca, Ship Via: (blank), Terms: (blank), FOB: (blank), Commodity: (blank).
- Approvals:** Approvals: 1, Buyer: (blank), Expires Date: (blank), AP Type: (blank), Inrvn Store: (blank).
- Line Items:** Line Items: (blank), Printed Comments: 1, Comments: 1, Priority: (blank), Requisition Done: No.

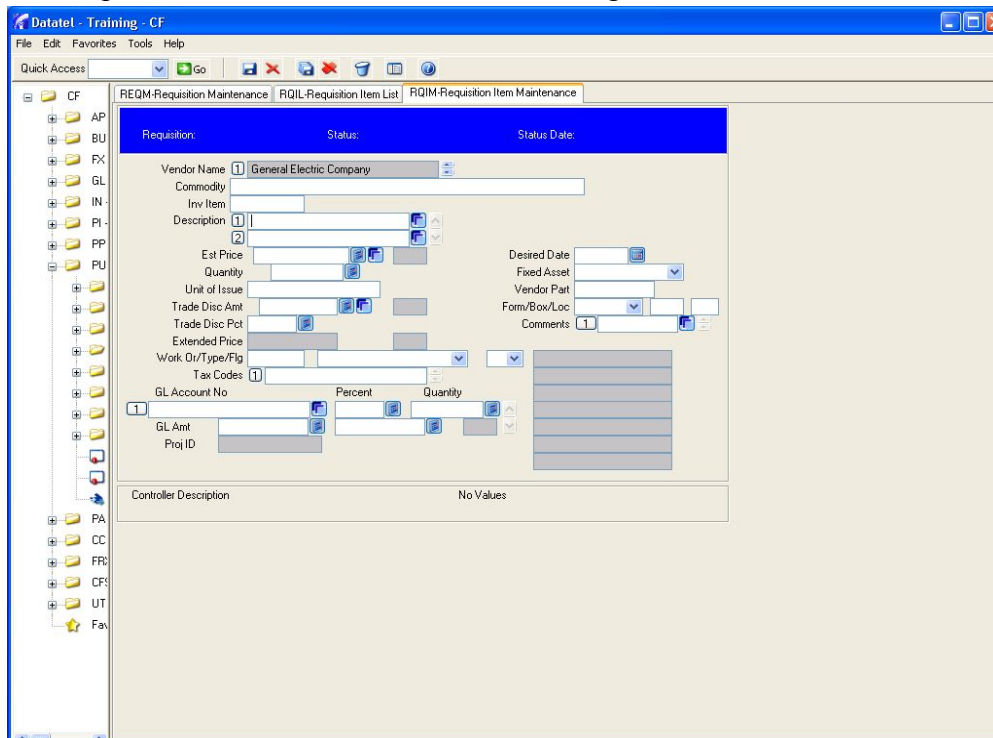
At the bottom of the form, there is a section for 'Controller Approvals' with 'New Record' and 'Value 1/1'.

Mouse click on the blue box next to box number 1 to begin entering information for the first line item.

# Datatel - REQM Requisitions – How to



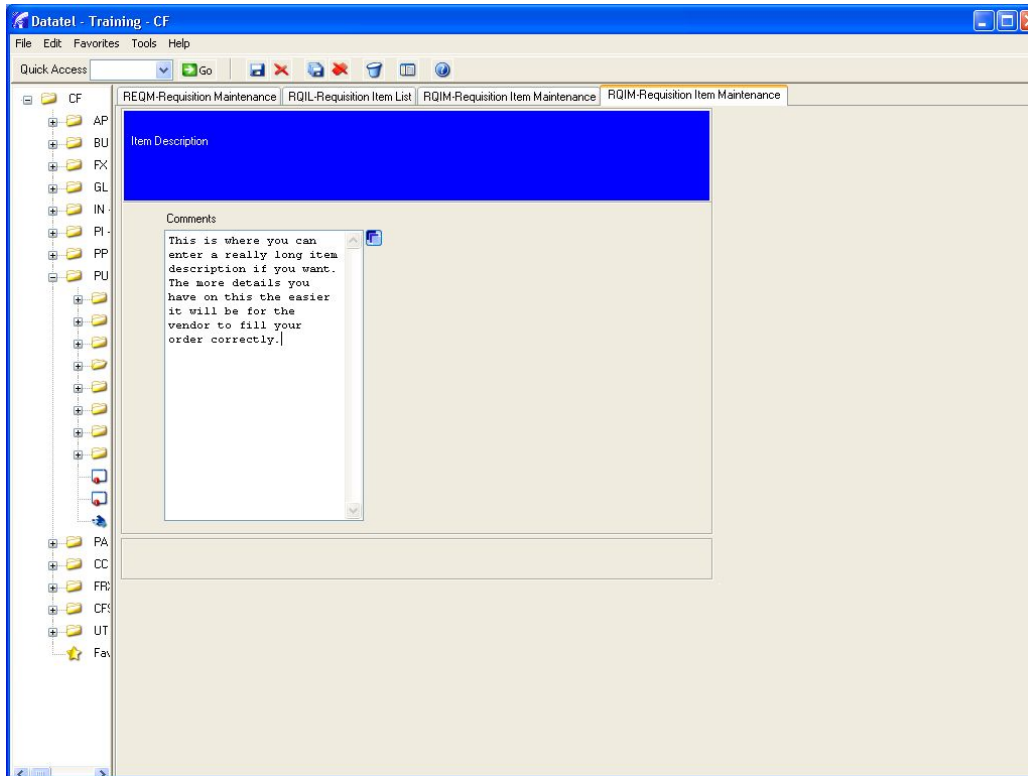
You are now presented with a detail sheet for entering the first item.



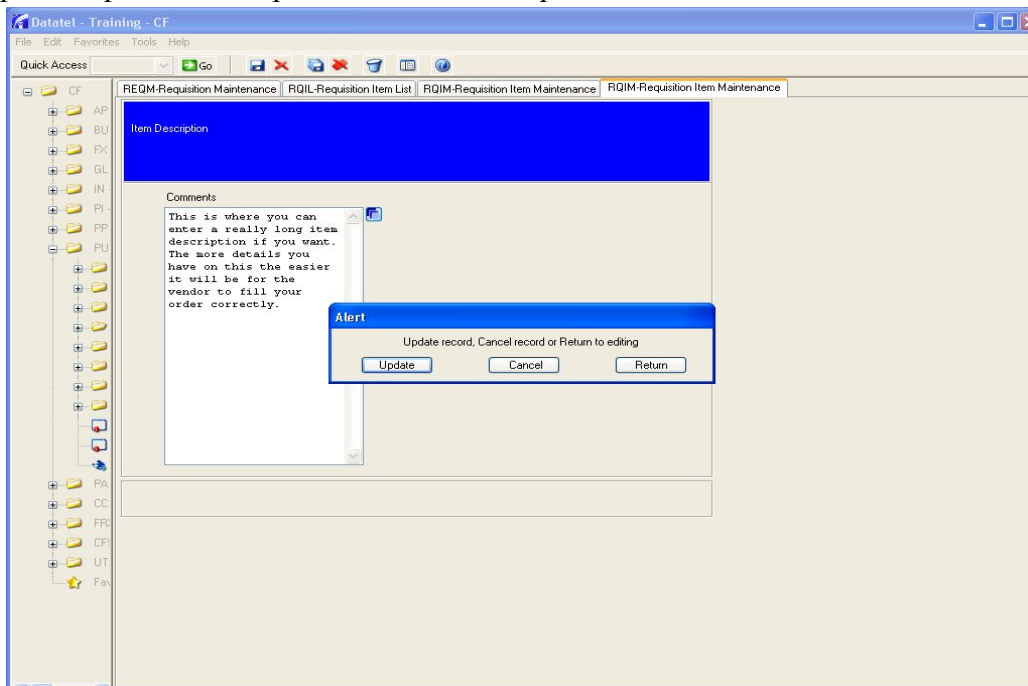


## Datatel - REQM Requisitions – How to

If the description is longer than the first line, click on the blue box to the right and detail into a larger description window.



When done with the description, press the small diskette icon up in the menu bar to save and press "update" when presented with that option.



## Datatel - REQ Requisitions – How to

Notice the first part of the description shows up in both line 1 and 2.

The screenshot shows the 'REQM-Requestion Maintenance' window. The 'Description' field contains two lines of text: '1 This is where you can' and '2 enter a really long item'. The 'Est Price' is 26.5000, 'Quantity' is 4.000, and 'Unit of Issue' is EA Each. The 'Extended Price' is 106.00. The 'GL Account No.' is 11-00-01-00-00000-18021, 'GL Amt' is 106.00, and 'Quantity' is 4.000. The 'Element GL Accounts' table shows 'Value 1/1'.

Enter the **Est. Price, Quantity, 2 digit code for unit of issue such as ea** (each), bx (box) etc. (... will bring up list)

**Enter GL Account No.** to be charged. (... brings up your list)

Click on the blank box after GL Amt. and you will notice the Percent, Quantity and GL Amt will fill in automatically.

That's it you are done. Click the diskette to save and update and you are brought back to the RQIM item detail screen to allow you to enter the next item.

## Datatel - REQM Requisitions – How to

REQM-Requisition Maintenance

Requisition: Status: Status Date:

Vendor Name 1 General Electric Company

Commodity

Inv Item

Description 1 2

Est Price

Quantity

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price

Work Or/Type/Flg

Tax Codes 1

GL Account No

GL Amt

Proj ID

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

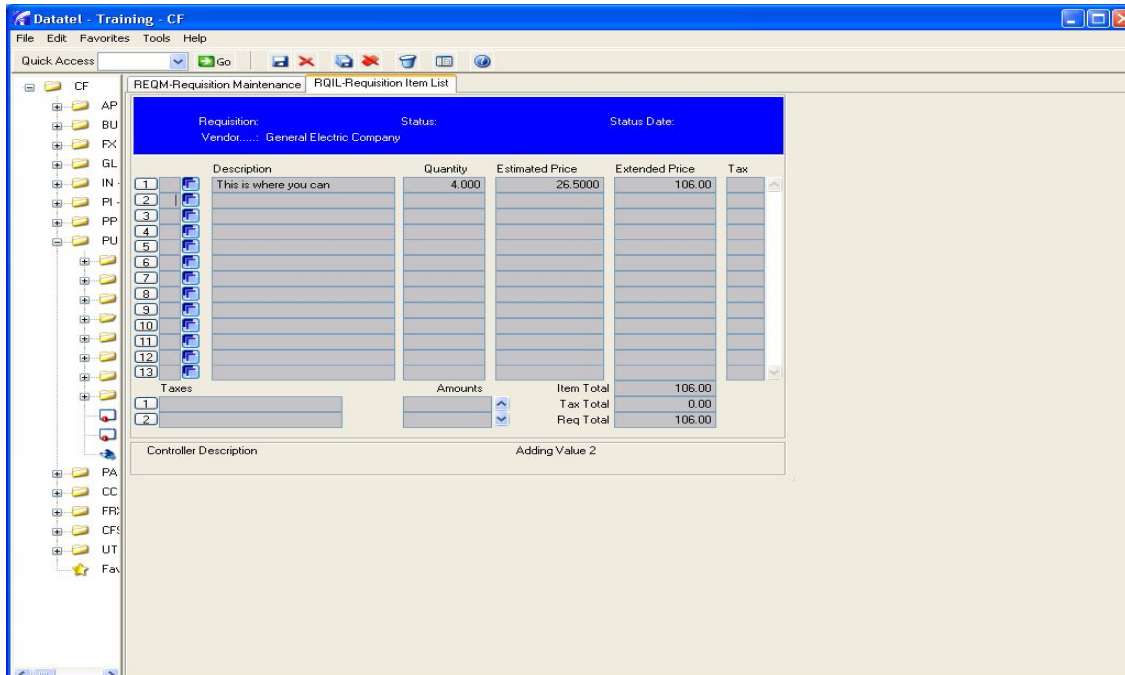
Comments 1

Controller Description No Values

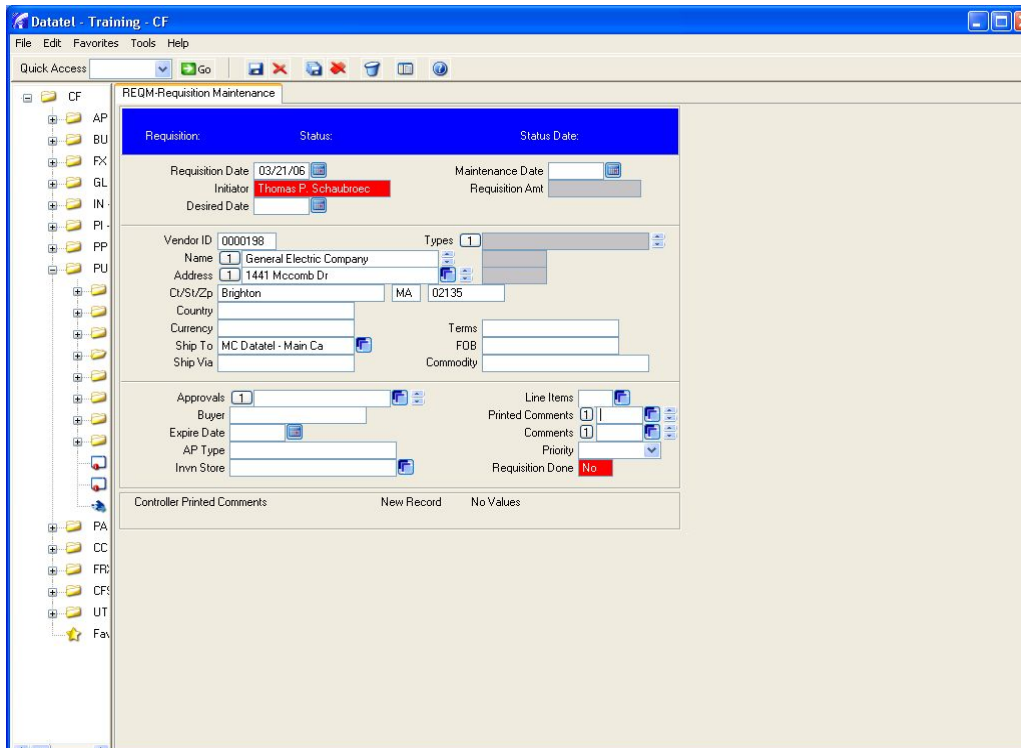
Repeat above steps for each item you wish to order. When done, at this blank screen, click the red X to cancel this screen and return to RQIL - Requisition Item List .

**DO NOT Repeat cancel operation** at this screen or you will delete your edits. Instead, at this screen you need to click the diskette and do a save and update.

## Datatel - REQM Requisitions – How to

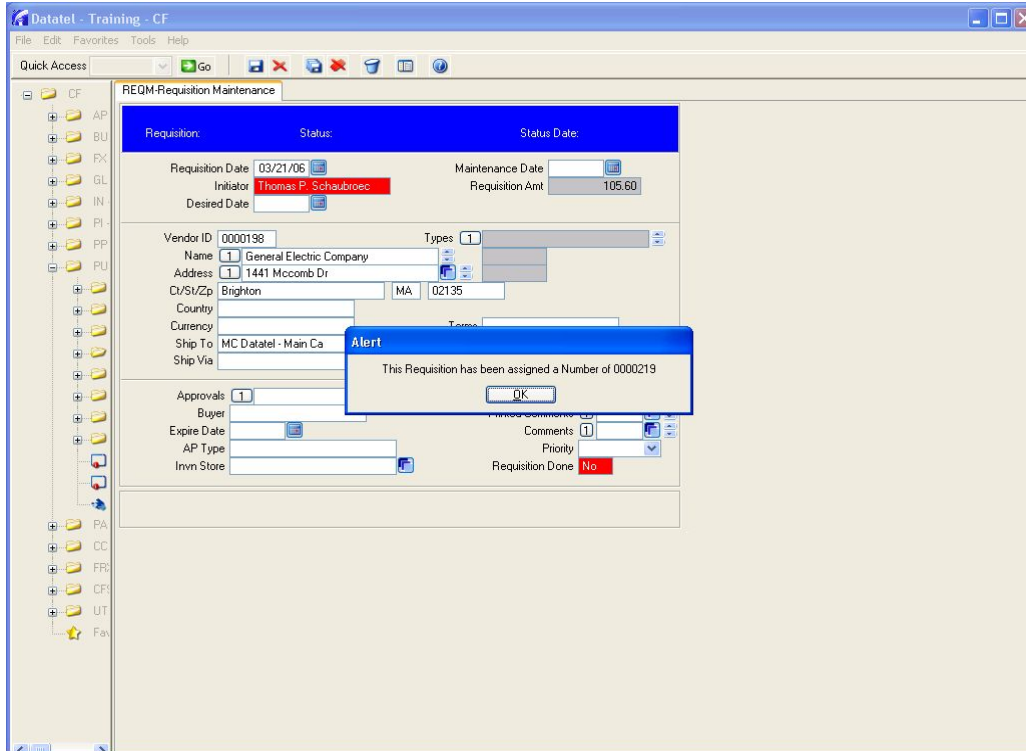


To return you to the REQM main requisition screen.



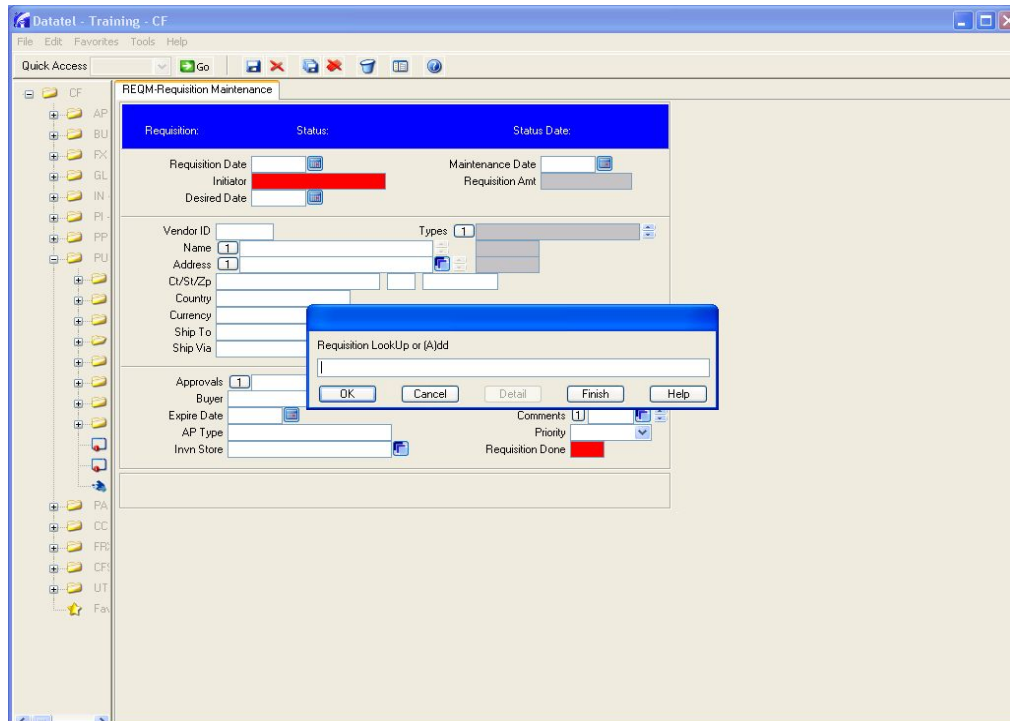
Repeat the save and update process and take note of the requisition number the system has assigned .

# Datatel - REQM Requisitions – How to

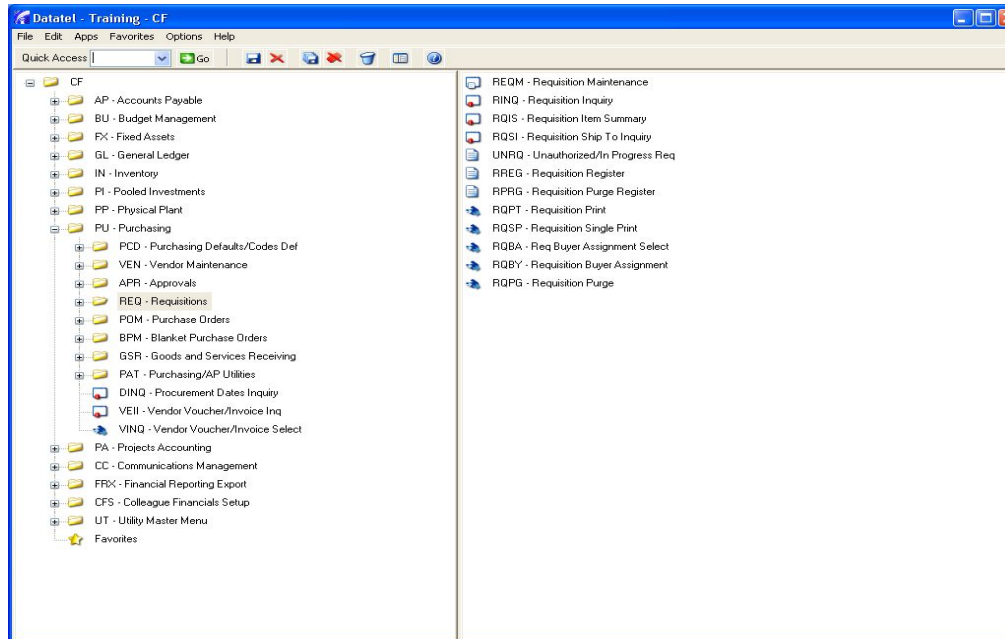


Press OK

you are ready to a (add) another requisition or click finish to exit.



# Datatel - REQM Requisitions – How to



click the red X in the top right corner to exit Datatel.