Escape Requisition Guide

VENDOR REQUISITIONS

For any Purchasing questions contact the Purchasing department at purchasing@stocktonusd.net

Purchasing

STOCKTON UNIFIED SCHOOL DISTRICT | 56 SOUTH LINCOLN STREET STOCKTON, CA 95203

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Vendor Requisitions

All purchasing requests begin with a requisition. Vendor Requisitions (VR) are for purchases from an outside supplier or provider. The requisition types are described in the following sections.

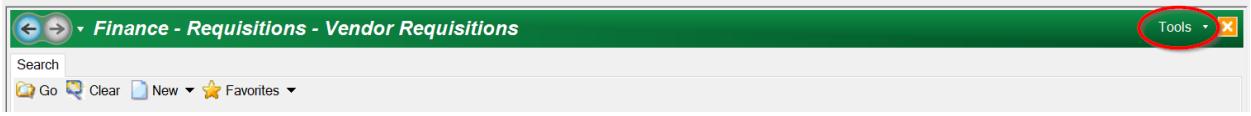
Some things you should know before you get started . . .

For all Requisition types, once a requisition is filled out to completion, it is submitted for approval. At that time, Escape will verify there are funds available for your request and if so, will encumber funds immediately and send your request through the appropriate approval workflow and finish by emailing a District Purchase Order to the Vendor.

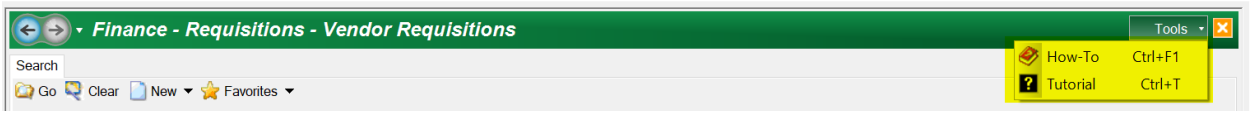
Although you can create and save a requisition that does not have sufficient funds, you cannot submit it until you've processed the appropriate budget transfer and it has been approved and posted.

Approvers can be notified throughout the approval process and once fully approved, either Purchasing will be able to generate a Purchase Order or in some cases, Accounts Payable will be notified that a Payment can be entered.

★**MOST VALUABLE! For Help ANYTIME** - you can use the TOOLS for How-To and Tutorial buttons on the top right of the activity.



The How-To (or F1) will open the Escape User Guide to the Vendor Requisitions activity and the Tutorial (or Ctrl+T) will take you to a Video Tutorial that will walk you through this activity, step-by-step. Be sure to check that out!



Requisition Types

The following are the type of requisitions available. Some are available to all, some are not. You will select one of these types when you select the NEW button from the Vendor Requisitions activity. All requisitions have a Department drop down for you to select. Within each type of requisition, there may be specific object codes and/or vendors allowed, and specific types of POs available. Based on the type of request you are making, you may be limited to certain criteria such as funding sources, required receiving, vendors, and the object code for your purchase or services.

> *NOTE: Once the requisition is started, the Department Type cannot be changed so make sure you select the correct one at the start, for the type of purchase you are planning.*

General Purchase

This requisition type will be used for most of your Vendor Requisitions. For purchase requests of goods, contracted services and blanket purchase orders where appropriate.

PO Amendments

This requisition type will be used when you need to amend an established Purchase Order.

Online Shopping

Certain vendors allow Online Shopping with a direct link to their website through Escape. The vendors set up and available for Online Shopping are:

- Amazon
- Southwest School Supply
- Office Depot

Examples of purchases with this type of Requisition includes office supplies from Office Depot or Southwest School and Office Supply; books and other materials and supplies from Amazon. Online shopping from these vendors will replace blanket purchase orders – which will no longer be needed.

Assets

Used when ordering assets. Assets must be on their own VR. Generally, assets are single items valued over $500.

Employee Reimbursement

Used when requesting reimbursements. These will not go through the Purchasing Department, but will require attachments and approvals like the current paper process.

Pay Only

Pay Only requests are not standard procedure and should be avoided when possible. Used when requesting payment for goods or services that have already been received. These will require the invoice to be attached. Please attach additional documents as appropriate. Will go through the appropriate approval process.

Pay In Advance

Used when requesting payment for goods or services in advance because the vendor does not accept Purchase Orders or the vendor requires payment in advance. These will require the minimum of 2 attachments. Examples of attachments are an order confirmation from vendor stating that they do not accept PO's, Conference Attendance and Request (CAR) packet, if applicable. Please attach additional documents as appropriate. Will go through the appropriate approval process.

Vendor Requisition Tabs

One vendor requisition form is used for all types of requisitions. To make entering all of this data more organized, there are actually several parts to the form.

- **Requisition** – This is the basic information about the requisition: vendor, requisition number, order location, delivery information, status, etc.
- **Items** – This is the line item information. It lists what is being ordered, how much, in what unit, cost, etc.
- **Accounts** – This is the account information. It lists each account for the requisition.
- **Payments** – This lists the payment history for this requisition, including invoice number, invoice date, amount, unpaid sales tax, payment date, etc.

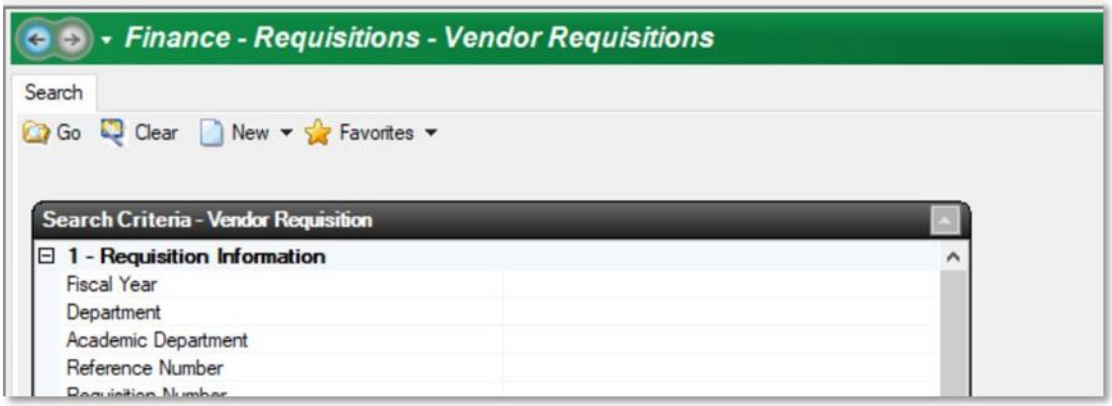
- **Quotes** – This is the information for vendor quotes. You enter the vendor(s) you want quotes from and then produce the report.
- **Approvals** – This lists all of the approvals for the requisition.
- **Assets** – This lists all of the assets created from the line items of the requisition.
- **Attachments** – This is any pertinent document that you want “attached” to the requisition. Escape Online automatically attaches change/cancel notices. Plus, you can attach Adobe Acrobat PDF files (e.g., quotes, inquiries, etc.) and images (e.g., pictures of the item).
- **Notes** – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.
- **History** – This contains historical records of all information that has changed and by whom. All users can see this information. It can also be displayed in reports.

Vendor Requisitions Tasks

- **Submit** – To submit a requisition, you must enter all required fields, plus a vendor, at least one account and one line item. All amounts must be distributed. When you select this task, the requisition is submitted, an encumbrance JE is posted, a history record is written and approval records (or not, as defined) are written to the Approvals tab.
- **Return to Open** – If there is a change that must be made that cannot be handled with a change notice, this option returns the requisition to the Open status, disencumbers the requisition, and writes a history record. This option is not available when a requisition is in the Printed, Ready for Payment, Check Pending, Complete or Cancelled status. They may be returned to open from the Ready for Payment status.
- **Cancel** – Cancelling a requisition, reverses the encumbrance and creates a history record. This option is not available when a requisition is in the Check Pending or Complete status. It is also not available if a payment has been made or items have been received.
- **Vendor Inquiry Printed** – Prints the Vendor Inquiry snapshot listing all items that have not been received.

Creating a New Vendor Requisition

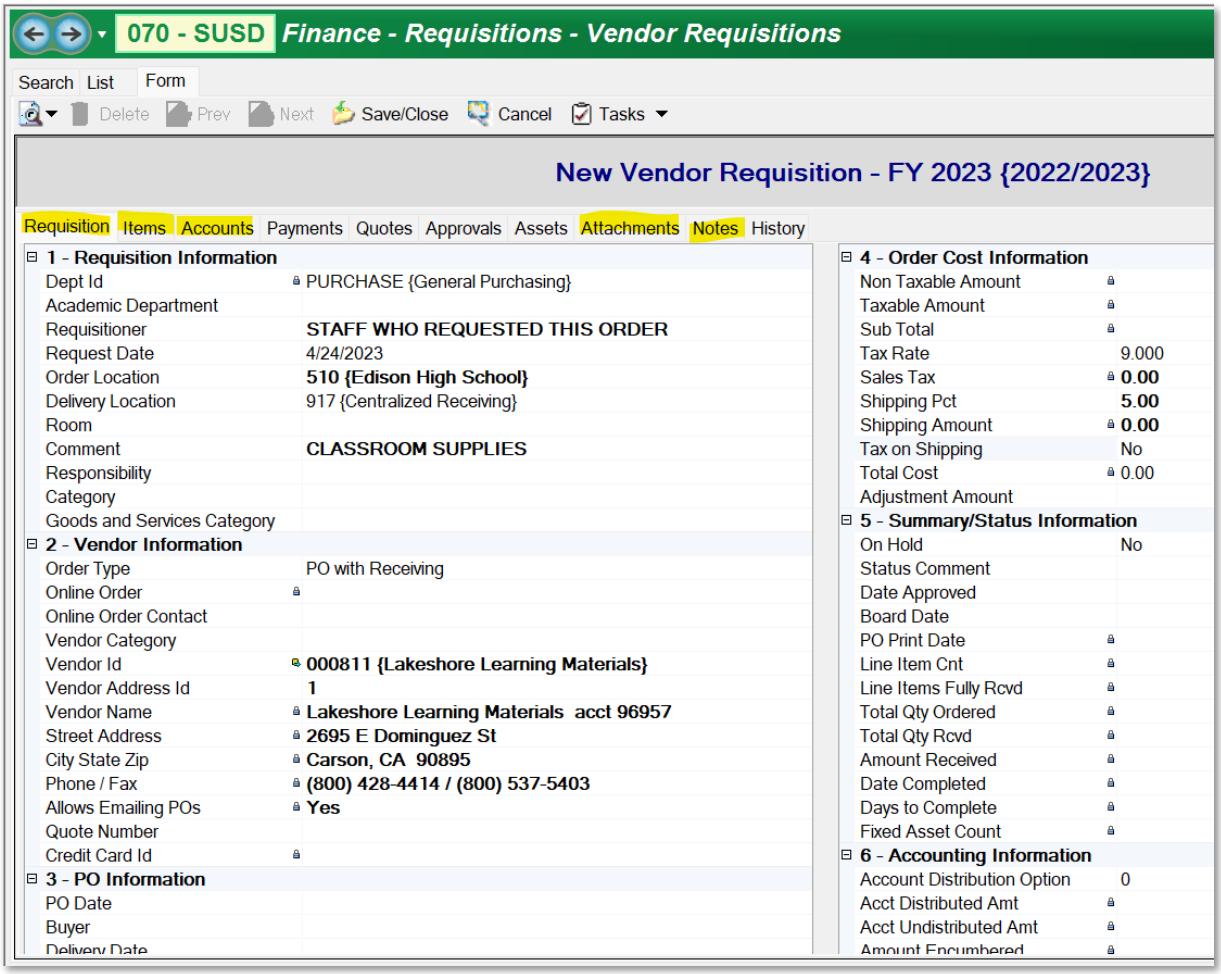
Go to Finance > Requisitions > Vendor Requisitions (Quick Start = VR).



Select the **NEW** button to begin. Then select the type of requisition you want to create. Types were discussed in detail above. Your options are:

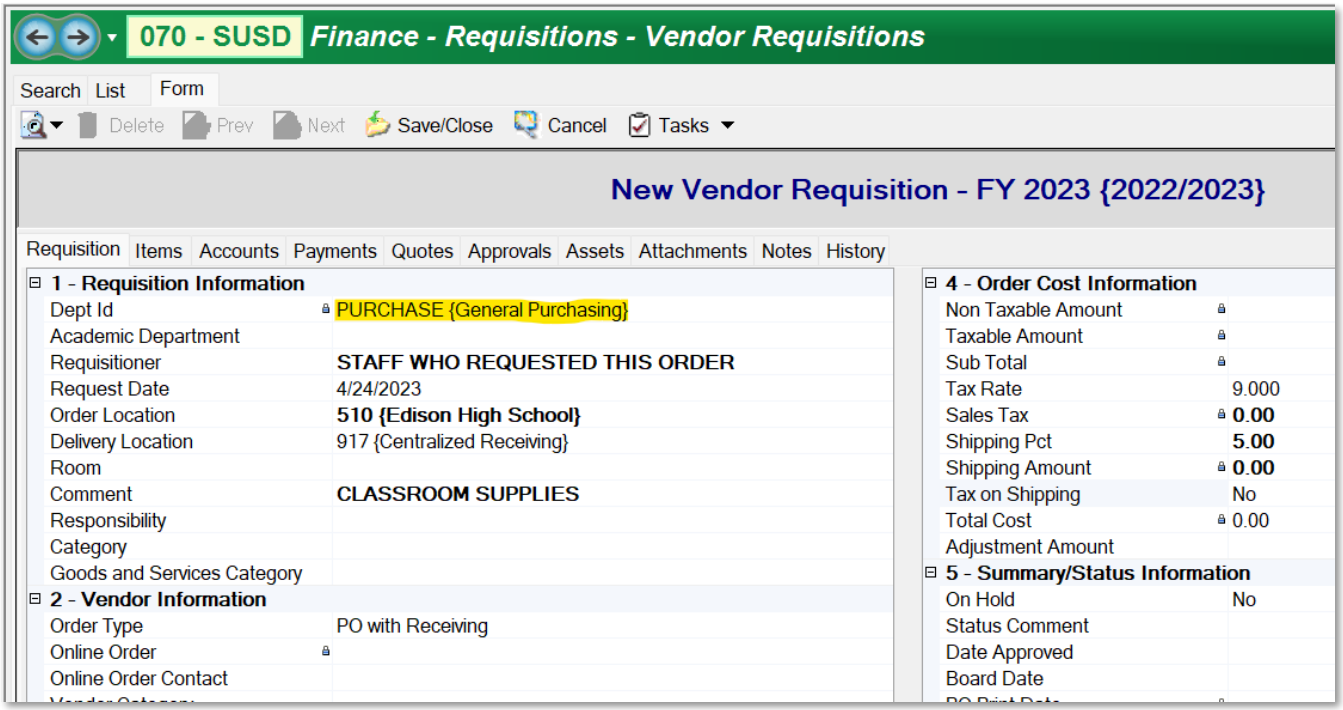
- **General Purchasing** – This requisition type will be used for most of your Vendor Requisitions. For goods, contracted services and blanket purchase orders.
- **PO Amendments** - This requisition type will be used when you need to amend an established Purchase Order.
- **Online Shopping** – For Online Shopping with a link direct to vendor website thru Escape. There are additional instructions for this type of order in a separate section below.
- **Assets –** Used when ordering assets. Assets must be on their own VR. Generally, assets are single items valued over $500.
- **Employee Reimbursement** – Used when requesting reimbursements.
- **Pay Only -** Used when requesting payment for goods or services that have already been received.
- **Pay In Advance -** Used when requesting payment for goods or services in advance because the vendor does not accept Purchase Orders or the vendor requires payment in advance.

Although you will see many tabs when creating a Vendor Requisition, there are only a few you MUST complete before Submitting your request. The **Requisition**, **Items, Accounts, and Attachments** tabs are required; the Notes tab is available for use when necessary and helpful.



Requisition Tab

The Type of Requisition you selected will display in the Dept Id field - verify that is correct before continuing. Dept ID cannot be changed once a Requisition has been saved!



Requisitioner and **Request Date** should be the ACTUAL Requestor (i.e. Teacher name, not who is entering the requisition) and date.

Order Location: Select your site from the drop-down list. This is REQUIRED, but in most cases will default to your site.

Delivery Location: Defaults to Centralized Receiving, except for an Assets order which will default to Property Control.

Room: You may enter a room number where the order will be used. This is NOT a required field.

Comment should be a general summary of what is being requested / the purpose of purchase. For example: “CLASSROOM SUPPLIES” (**NOTE: this comment appears on the Board Report**). This is **REQUIRED**.

- **NOTE:** For Employee Reimbursements, the comment field should indicate the month, year, type of reimbursement, and employee’s name who is being reimbursed. Please use this format: “March 23 Mile Joe Doe”, or “April 23 Meal Jenny Doe”.

Order Type:

PO with Receiving: THIS IS THE DEFAULT and applies to itemized orders for supplies or equipment to be delivered.

Blanket PO – for services that will be provided and billed over a period of time. Or for goods that cannot be specified, with low unit cost which must be ordered and provided as required over a period of time.

Direct Payment: Used infrequently only for Pay Only and Pay In Advance requests.

PO w/o Receiving: Used infrequently.

Vendor ID: Enter the name of the vendor, or if you know the number by heart, it will be the same in Escape. Look up by entering at least 2 letters of the vendor name and click on the arrow to see a drop down list of vendors that include the letters you entered. Select the vendor from that list.

If you cannot find the Vendor that you are using in the system and need a NEW VENDOR added by the Purchasing team, please enter “000000” and you must also provide the vendor name, address and contact information in the Notes tab and you must attach a W9 from the vendor. This is REQUIRED.

Identify Account Distribution Option

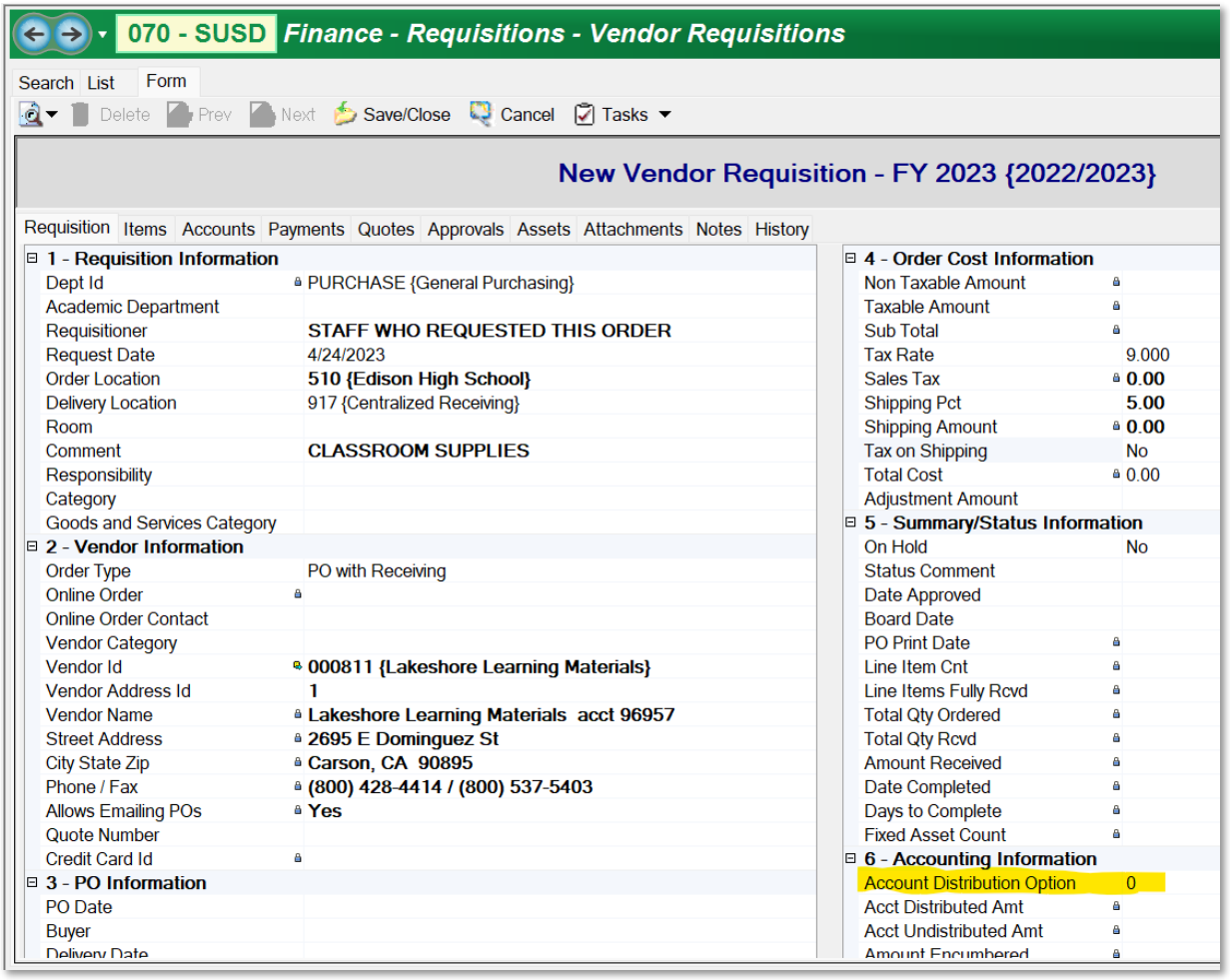
Some Departments will allow only 1 or 2 options to be available to select from, so use the lookup on that field to see your options. Field options are (not all are available for certain Departments):

Account Manual (enter the actual dollar amount for each account on the Accounts tab)

Account Percentage (enter the percentage for each account on the Accounts tab),

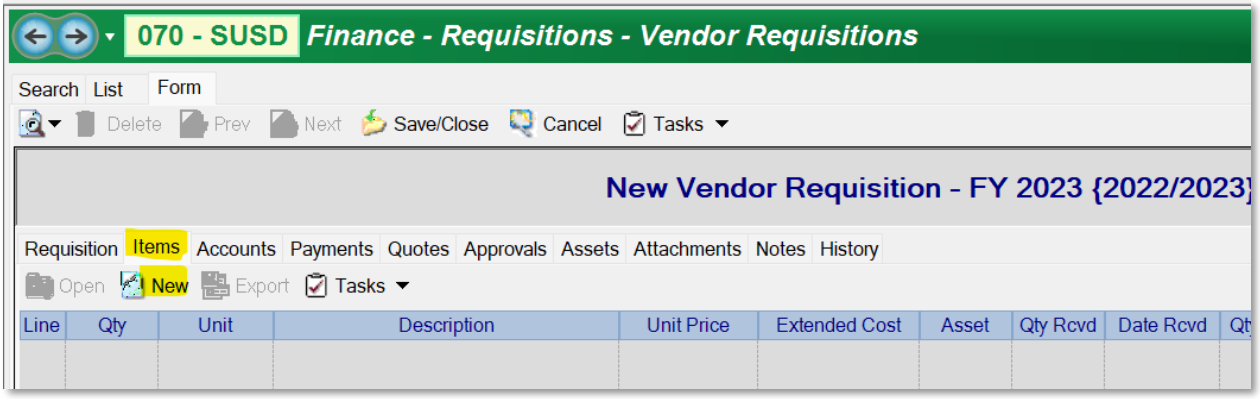
Line Item Manual (enter the actual dollar amount for each account on the Items tab) and

Line Item Percentage (enter the percentage for each account on the Items tab)

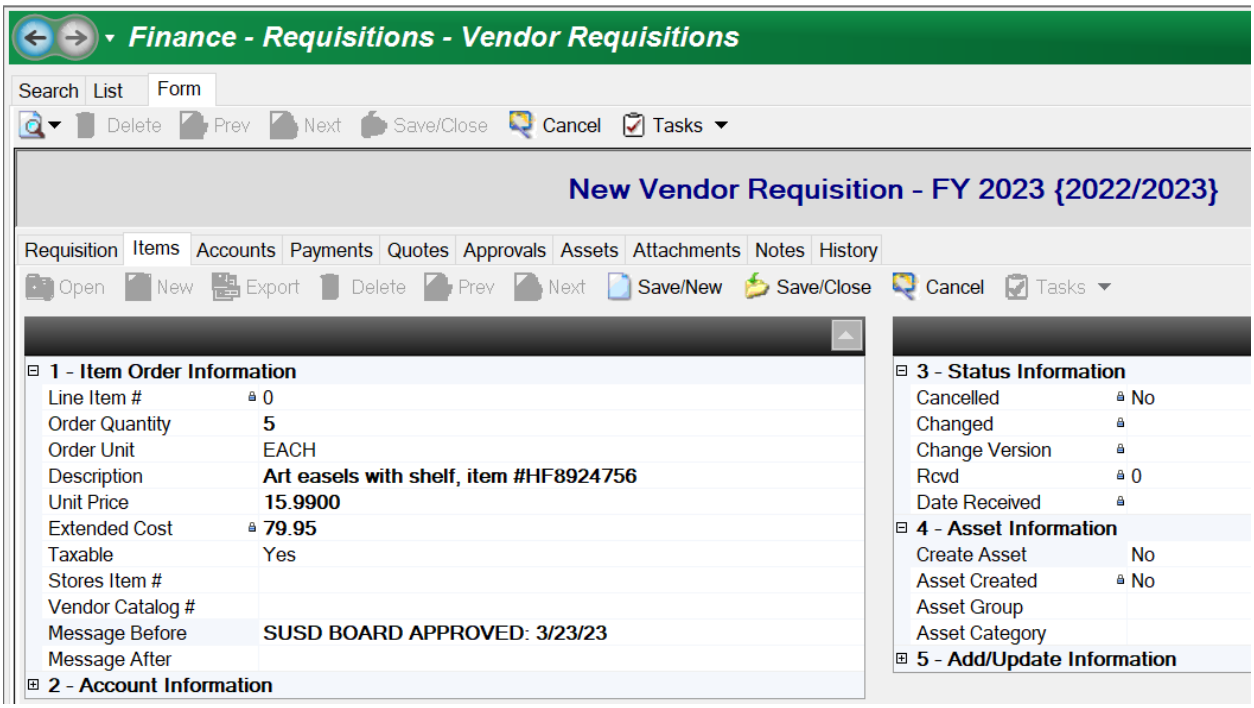


Items Tab

Go to the Items tab and select NEW to enter each of your items. You may enter up to 25 lines.



Enter information for each item you are requesting.



Order Quantity: Remember to make this the actual quantity being ordered if ordering in a bundle.

Order Unit: This will default to EACH, but other examples are Case, Box, Ream, etc.

Description: Use drop down to type a cleaner, more complete description. You can include Quote # in this as well where appropriate.

- NOTE: For Employee Reimbursements, use the same verbiage as in the comments field.

Unit Price: Remember to make this the actual unit price for each item being ordered if ordering in a bundle. Indicate if the item is **taxable. The default is Yes.**

Board Date: If Board approval is required – use the *Message Before* field by selecting from the look up and edit to add the Board Meeting Date where the transaction was authorized by the Board. This is REQUIRED (when applicable).

Note: The Message Before and Message After fields can be typed in directly, but the existing messages that will appear are based on your current Requisition codes to help with less data entry.

Account Information: If the account distribution you selected was by line item, add the account number for each item. (If the Account Distribution you selected is Account Manual or Account Percentage – this field will be locked)

Enter your first account by using the Org Key as discussed in the Accounts document to find the account to use in Escape. You can use the Alias instead of keying in all of the components if you prefer. If you know some components of the account, like Fund and Object, you could enter 01….4311 (Fund 01, then a period as a placeholder for Resource, Year, Function and Goal and then the Object) which will show available accounts for you to use as well as the current available balance and description. Once validated, enter the AMOUNT or PERCENTAGE based on the distribution option you chose. Repeat this process for as many accounts as are needed.

Note: You must itemize your order. You may not summarize "per attached list".

As you add each line, you will see the line added to the bottom.

Click on Save/New to add more lines or Save /Close when you are done adding items.

Accounts Tab

If you selected Accounts Manual or Accounts Percentage for your requisition, select New and add one or more account numbers for your request.

Again, enter your first account by using the Org Key as discussed in the Accounts document to find the account to use in Escape. If you know some components of the account, like Fund and Object, you could enter 01….4311 (Fund 01, then a period as a placeholder for Resource, Year, Function and Goal and then the Object) which will show available accounts for you to use as well as the current available balance and description. Once validated, enter the AMOUNT or PERCENTAGE based on the distribution option you chose. Repeat this process for as many accounts as are needed.

You will have Account Distribution options and accounts can be entered on different tabs of the requisition depending on your need.

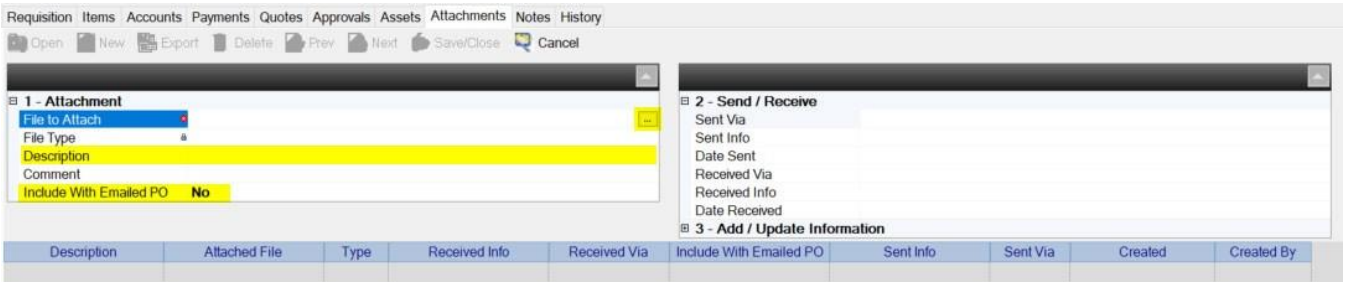
- If you selected an account distribution option, enter the accounts that will apply to the whole requisition on the Accounts tab. You will see that the account fields on the Items tab will be locked.
- If you selected a line item distribution option, enter the accounts for each line item on the Line Items tab. The software will copy the account numbers and Extended Cost (plus tax, if applicable) to the Accounts tab automatically, where they will be locked from editing.

NOTE: You cannot change the account distribution once the requisition has been submitted.

Attachments Tab

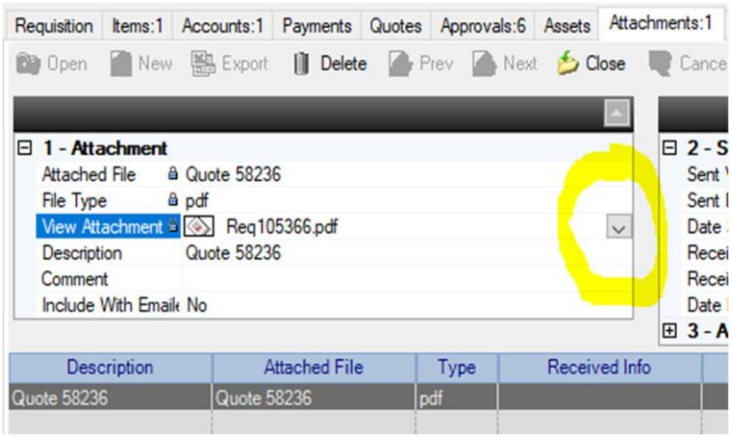
Acceptable attachment files types: PDF, Word, Excel.

Attach all requisition backup to the requisition before submitting. Go to the Attachments tab and select NEW to enter an attachment. NOTE: You can enter as many attachments as you like by selecting NEW, browsing to find your attachment, saving that attachment then enter NEW to add another.



To attach a document to your requisition, in the File to Attach field use the browser button to drill down to your accessible folders. Select the appropriate file to attach. You can attach pdf, Word and Excel file types and you can drill down to any folders you can access whether on your desktop, hard drive, or the server.

Enter a Description for each attachment for ease in finding/reviewing later. The file naming protocol for attachments is “VendorName_content” (example: “Lakeshore_Quote” or “Lakeshore_W9” or “RTI_email” or “UOP_Agreement”. If you would like this attachment included when the purchase order is sent to the Vendor, then flag YES in Include with Emailed PO field.



To view an attachment in a requisition, click on the **Attachments** tab. Once you’ve highlighted the attachment you wish to view, either double-click or hit **Open**. Then click on **View Attachment**, and then click on the little look-up box to the right of the filename and the file will open for viewing.

NOTES: Pay Only requests require at least one invoice be attached.

Pay In Advance requests require at least two attachments. Examples are an order confirmation from vendor stating that they do not accept PO's, Conference Attendance and Request (CAR) packet, if applicable.

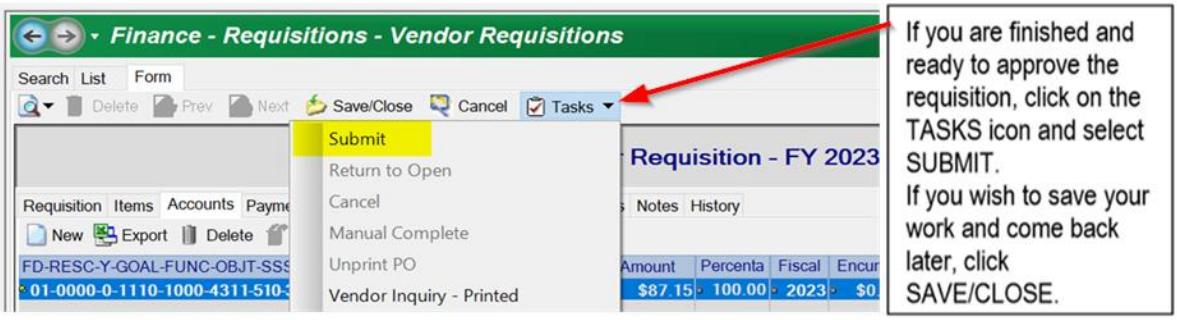
Notes Tab

If you would like to include any notes with this request, go to the Notes tab and select NEW to enter a note. You can enter as many notes as you like by selecting NEW, entering your note, saving that note then enter NEW to add another.

You can simply type your note on the form or you can select the drop-down button and type your note. Each note may be up to 1200 characters in length and Escape will automatically store the Created By User and Created Date/Time with each note saved.

Submitting Your New Vendor Requisition

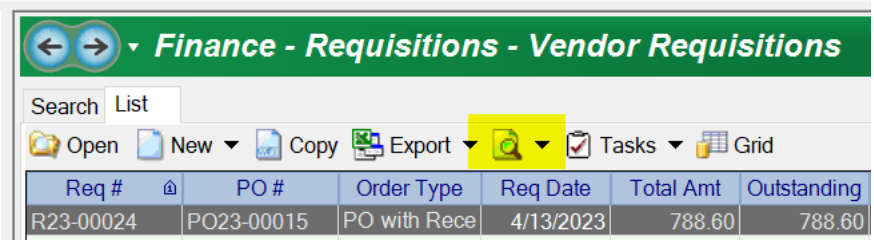
It is okay to Save/Close the requisition during the process of entering your data should you need to leave your work in progress and return later to finish. When you have completed entering all the appropriate information in your requisition, you are ready to Submit it for Approval. To Submit your requisition, simply select the TASKS button from inside your requisition and select Submit. This will submit your requisition for approval and send it on the approval path.



If SUBMIT is not highlighted, you will need to look for a missing piece of information on the vendor requisition that needs to be entered prior to submittal.

Once you have Submitted and/or Saved your requisition, Escape will give it a Requisition Number. Once Submitted or Saved, Escape will take you back to the List and your Requisition number will be included on the list data (as will the Purchase Order number once the PO is generated – NOTE that a PO number will not be displayed until the purchase order is actually printed/emailed by Purchasing Department).

Once you have saved the requisition, you can select the Snapshot button (document with a magnifying glass) if you would like to view/print a snapshot of your requisition. You can print this at any point after saving the requisition and it will display the requisition information that exists to that point.



Creating an Online Shopping Requisition

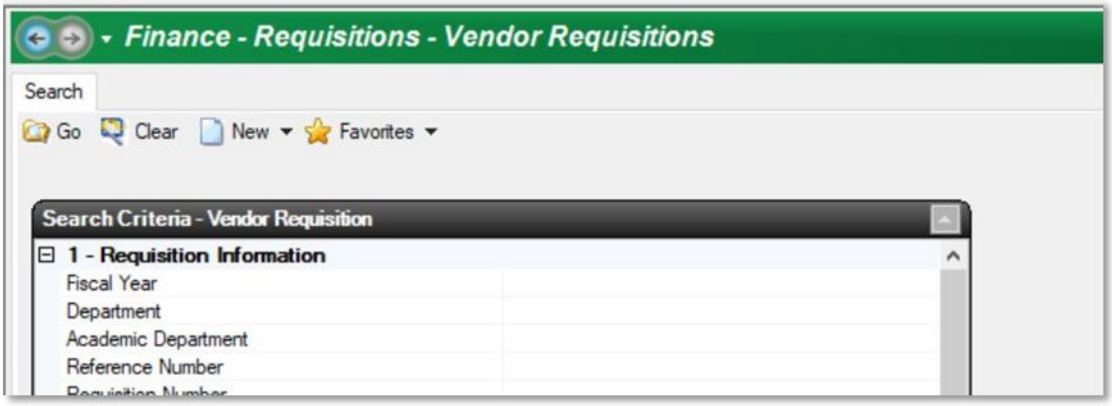
Creating a Requisition for Online Shopping is similar to a General Purchase Requisition, however there are some differences that are pointed out below. Please refer to the previous sections regarding each tab above for remaining fields.

Certain vendors allow this option of Online Shopping with a link direct to their website through Escape. The vendors set up and available for Online Shopping are:

- Amazon
- Southwest School and Office Supply
- Office Depot

Please note: The ship-to default for Online Shopping will be your site address. The site or department will receive PO items in Escape so that AP can pay invoices. Instructions on how to receive PO items are later in this guide.

As before, go to Finance > Requisitions > Vendor Requisitions (Quick Start = VR).



Select the **NEW** button to begin and select Online Shopping.

Requisition Tab

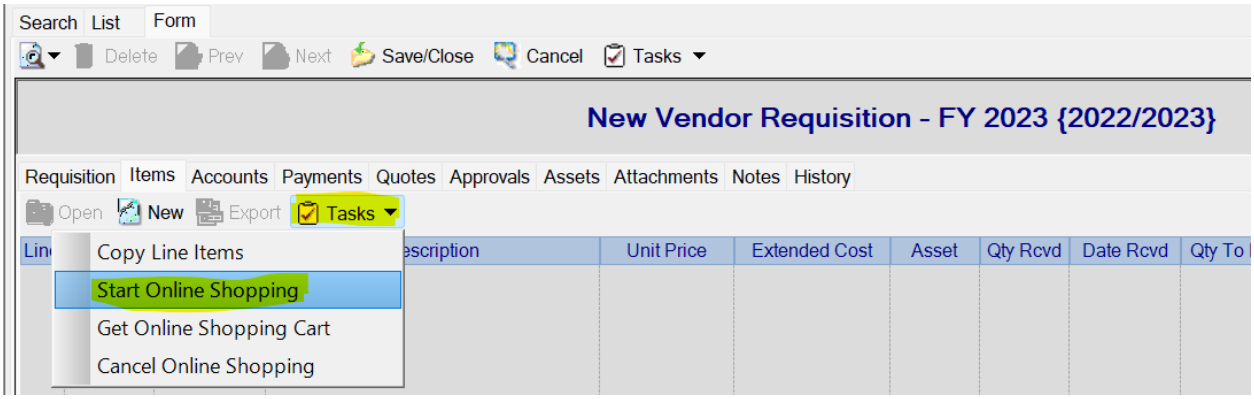
Order Type:

PO with Receiving: THIS IS REQUIRED.

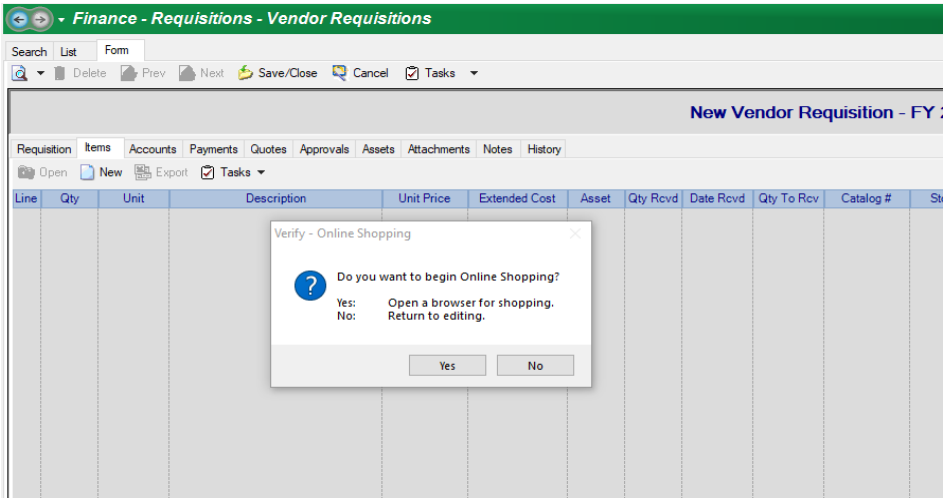
Vendor ID: The list of Vendors will be very short, so you can just click on the arrow to see a drop-down list of the vendors that are set up for online ordering. Select the vendor from that list. This is REQUIRED.

Items Tab

In the Items Tab, you will not need to add a new line for each item you want to order. Instead, you will select “Start Online Shopping” from Tasks.



A dialog box will appear asking if you want to begin online shopping. You will select Yes.



The system will then connect you to the vendor website where you can select the items you want, put them in your shopping cart and when you are done, you ‘check out’ and you can go back to your Escape requisition.

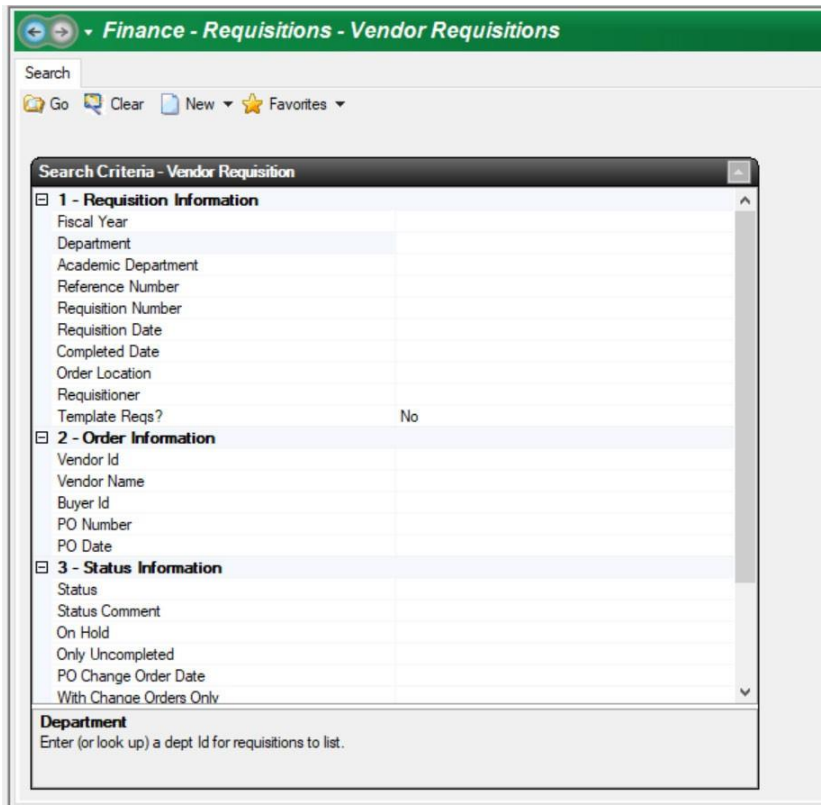
Still in your Escape Requisition Items Tab, you MUST now select “Get Online Shopping Cart” from the Tasks drop down menu and Voila! All of the items from your shopping trip are now itemized for you in your requisition!

Proceed with accounts, and if you want to add notes or attachments you may.

Then select Submit from Tasks and your requisition moves on for approvals; then the order is placed with the vendor.

Searching for a Vendor Requisition

Go to Finance > Requisitions > Vendor Requisitions (Quick Start = VR).



To Search for existing Vendor Requisitions, enter your criteria and select GO. You can search by Vendor name, PO Date, Status, Account Number, etc.

Or you can select Go to see all requisitions.

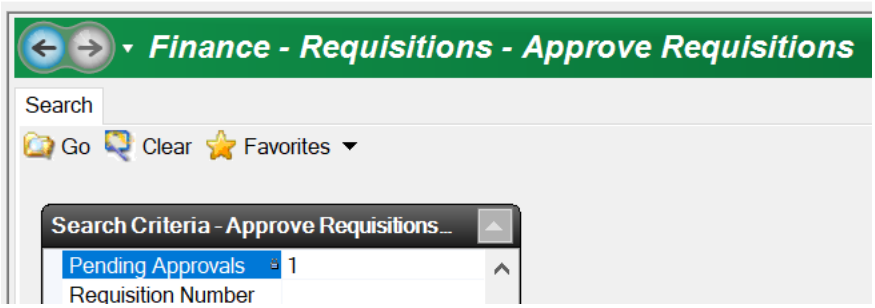
Approval Process

When a requisition is Submitted, Escape will determine the appropriate workflow and required approvals and send it on its way. The first approver in the path will be notified, then once approved the next approver in the path will be notified, and so on. Approvers are NOT notified of a pending requisition until all approval levels 'below' them have approved that requisition. Approvers can move the request on along its path by Approving it OR they may choose to Deny the requisition if they feel it is inappropriate. When denying a request, a comment can be entered as to the reason for denying and the requisitioner will receive a notification that the request was denied along with their comment. If necessary you may return the requisition to OPEN using the TASK from the Vendor Requisition, correct the request and submit again.

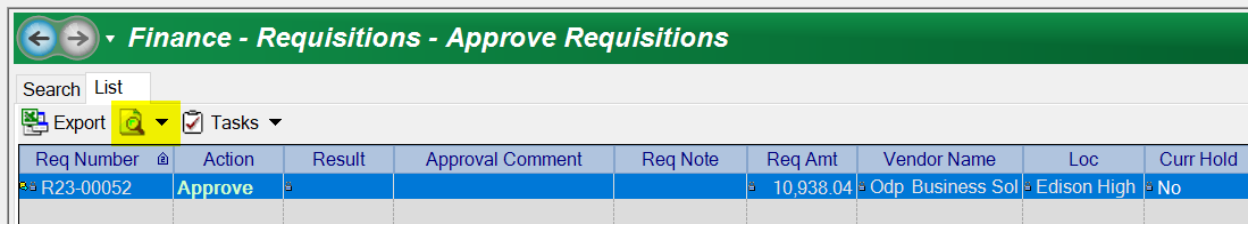
The identified approval path will be noted in the APPROVALS tab of the requisition where you can see all those that need to review/approve the request as well as which have already approved it and where it is currently.

Approving Requisitions

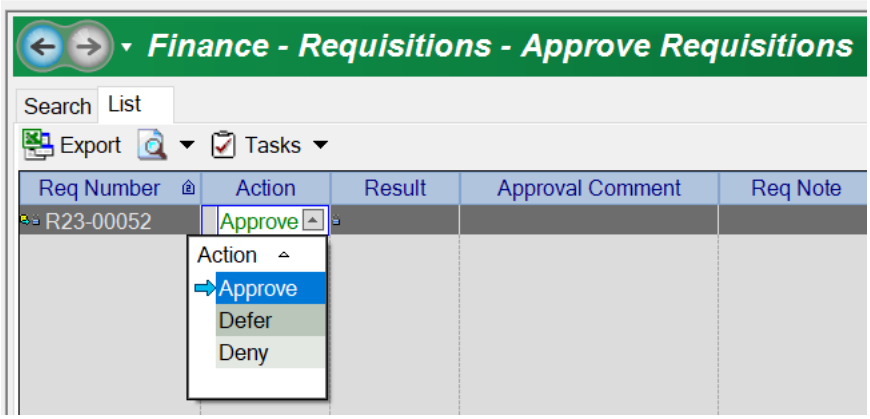
- Go to Finance → Requisitions → Approve Requisitions.



- You'll see how many you have to approve, and you can click GO to get a list of requisitions pending your approval.
    - Note: All requisitions pending your approval can be reviewed on a snapshot report. Click on the magnifying glass on the upper left corner of the activity bar and a report will appear on your screen.



- Review all requisitions and determine if there are any that you have questions about (note: if you are denying a requisition, you MUST add your reason for the denial to the Approval Comment field).
- Close the report once you have completed your review.
- All requisitions will default to an Approve Action. If you want to deny or defer a requisition, use the corresponding Action by typing Deny or Defer (if necessary) in the Action field.



- To post the list, click on Tasks → Post Approvals/Denials
- Click OK to continue.

Receiving PO Items

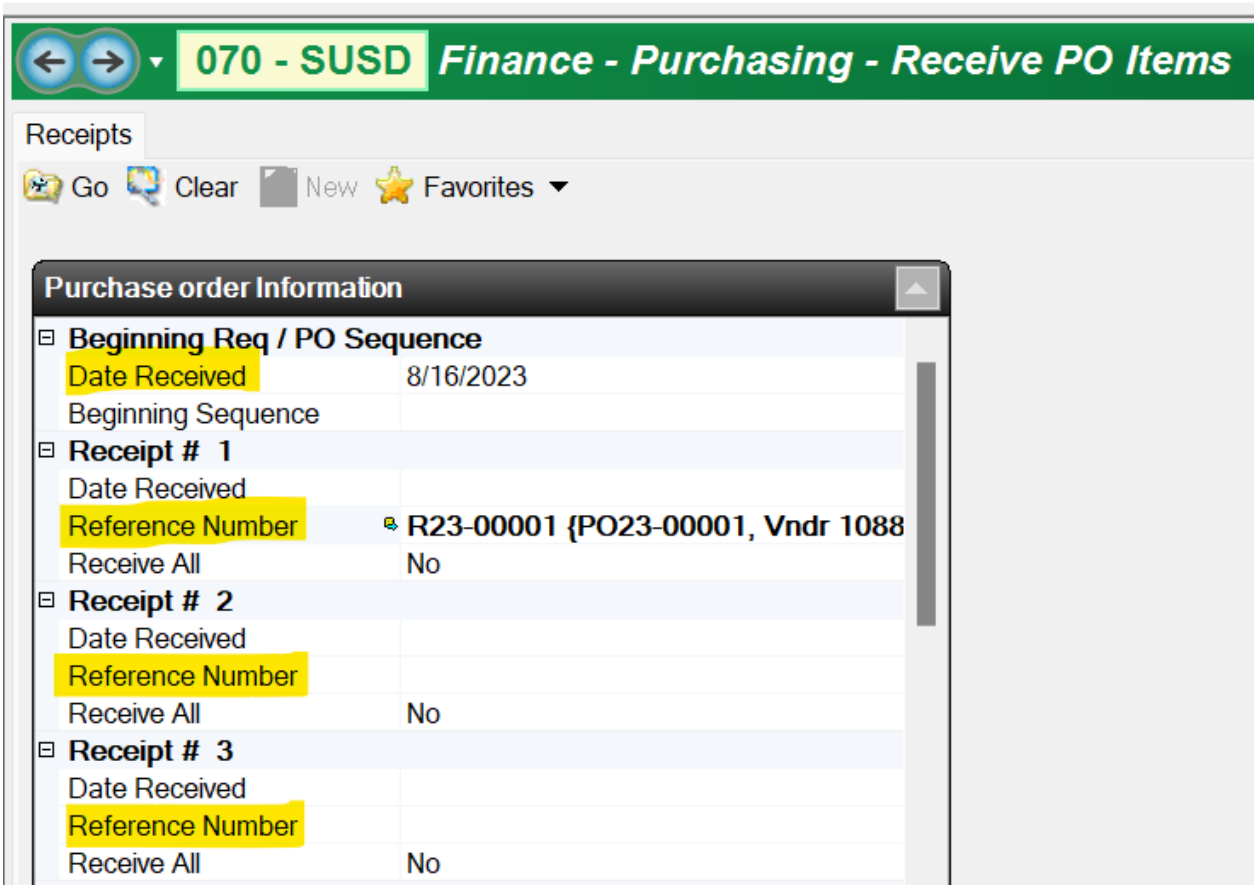
Receiving PO items is a little different than the other requisition processes in that you can enter multiple POs, but might receive only some of the items.

In order to tell the software that items are being delivered and must be received, a user must have created a requisition, specifying the items to be ordered.

When items arrive, this activity records the receipt using a "batch entry" form in the software. Once the items are received, the requisition and stores items (if applicable) are updated automatically.

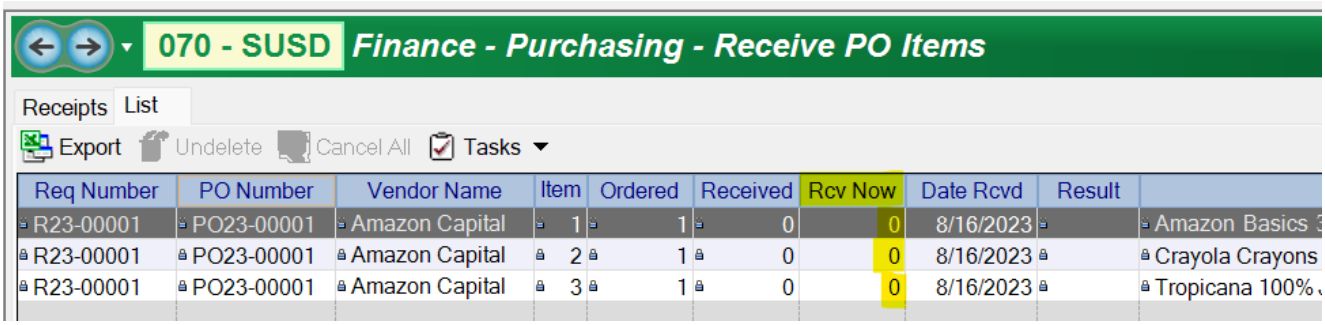
- Go to Finance → Purchasing → Receive PO Items.

You may enter up to 25 reference numbers (requisition/PO) for receiving goods using the **Purchasing - Receive PO Items** activity.



- Enter the **Date Received**. Defaults to the TODAY, but this may be changed. This field will default for all the Date Receive items. In other words, if you enter a date here, you will not need to enter a date for each receipt below,
- Enter a **Beginning Sequence**. This is used to speed up data entry. It acts as a "prefix" to your subsequent entries in the Reference Number field. For example, if all of your purchase orders with PO21-, you could enter that sequence in this field, and then you would only have to enter the rest of the purchase order number in the Reference Number field (i.e., you enter 12345 for requisition PO21-12345). (Even if you do use the beginning sequence, you can still enter an entire requisition or purchase order number.)

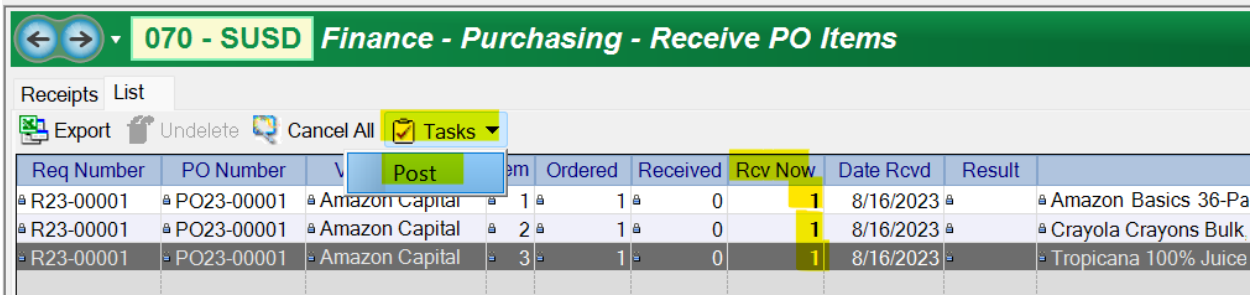
- Enter up to 25 receipts.
- **Date Received**. Enter the date received. You can skip this if the date is the same as the Date Received at the top of the form.
- **Reference Number**. Enter the PO or requisition number (using the quick data entry if you entered a beginning sequence at the top of the form. After you press Enter, the software will search for requisitions and purchase orders that match. When it finds a match, it will display the requisition number, PO number, vendor ID and vendor name, and the remaining amount for the requisition.
- **Receive All**. Change to YES to default all line items in the requisition to Receive Now on the list. Defaults to NO.
- Click **GO** to generate your list.



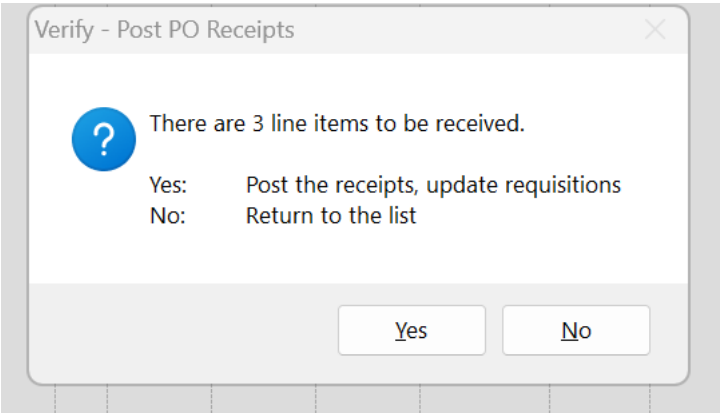
Receiving Line Items

Now you are ready to receive the line items. If you want to change the number of items received or add a note, click on the Receive Now column and enter the number of items to receive. The requisition number, PO number, vendor, item number, ordered number, received number, result, description, and order location fields are read-only.

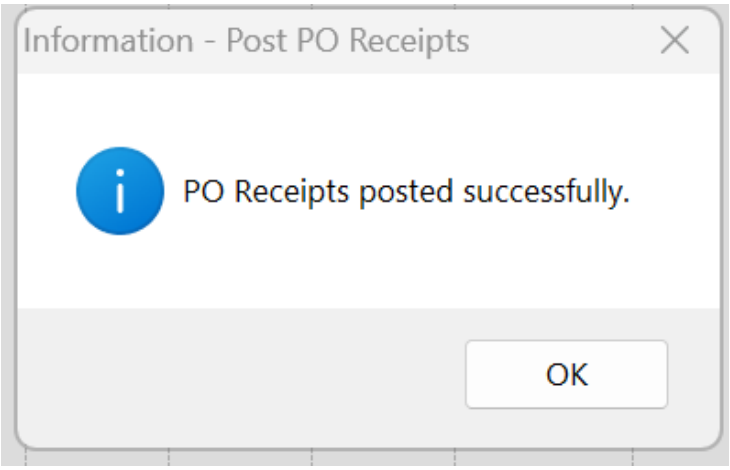
1. When you are ready to receive all items on the list, select **Post** from the **Task** button. the software will display a dialog stating the number of line items ready to be received.



2. Click **Yes** to verify that you want to receive the line items. The Result column on the list will display either "Received" or a message stating why the items were not received.



3. Click **OK** to confirm the items were posted.



Requisition Statuses

- **OPEN (Creation) -** Open is the first status that you will see when you create a requisition. The requisition remains in the Open status until the requisitioner submits the requisition for approval. While in the Open status, the user has complete access to edit any part of the requisition. When submitted, the status changes to Submitted. Note: On occasion, a user may return a requisition to an Open status to correct information. It can then be resubmitted. However, it will have to go through the entire approval process again.
- **SUBMITTED (Submit for Approval) -** A requisition changes to the Submitted status as soon as a requisitioner submits the requisition for approval. The requisition remains in this status until the last approver approves the requisition. The requisition then goes to the status Approved.
- **DENIED (Denied Approval) -** When an approver denies a requisition, the status changes to Denied.
- **APPROVED (Last Approver Approvers) -** As soon as the final approver approves the requisition, the status changes from Submitted to Approved.
- **PRINTED (PO is Printed) -** The requisition has now become a PO. Once a purchase order has been printed for a vendor requisition, the status will change from Approved to Printed. In most cases, the PO is sent to the vendor via email.
- **READY FOR PAYMENT (Payment Entered) -** This status indicates that the employee, payment or vendor requisition is ready for payment, including those requisitions that have been partially paid. Note: If the requisition is a vendor requisition that requires receiving, at least one line item must be received before a payment can be made.
- **COMPLETE -** The requisition has completed the cycle: all line items have been received (if appropriate) and all payments have been paid.
- **CANCELLED (PO Cancelled) -** The PO has been cancelled.