GEARS

General Enterprise and Resource Support

Accounting Day

November 19, 2013

MARYLAND JUDICIARY

Agenda

- Introduction
- Session Objectives
  - Creating Requisitions in GEARS
  - Managing Requisitions in GEARS
- Questions

Introduction

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A little bit about me… *Danyelle Reid*

Sr. Procure-to-Pay ERP Consultant and

Published Author on Personal Financial Management.

A 18-year Financial Systems Operations & Support veteran of various Financial Systems – IFAS, Oracle, & PeopleSoft. I've worked within Federal, State, County, & City Governments supporting best in class Procurement, Contracts, Travel and P-Card functions across industries.

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Let's Talk:

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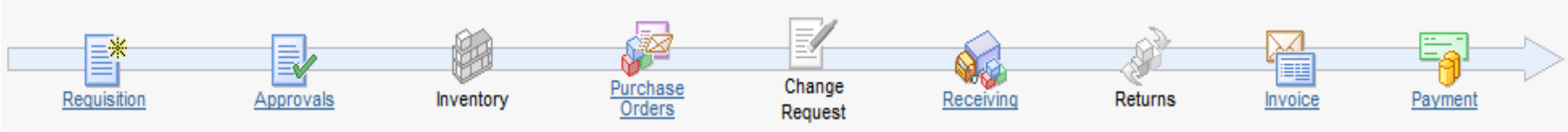
- Creating Requisitions

What is a Requisition



- It's the first step in ordering goods and/or services.

- It is the first indication to Procurement that you you have decided to make a purchase. This step initiates the process of determining who is the best supplier for those goods and/or services, selecting those goods & its supplier, and finally pave the way to the transaction that pays for the goods purchased.

- When or How do I know to create a requisition?

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Creating a Requisition

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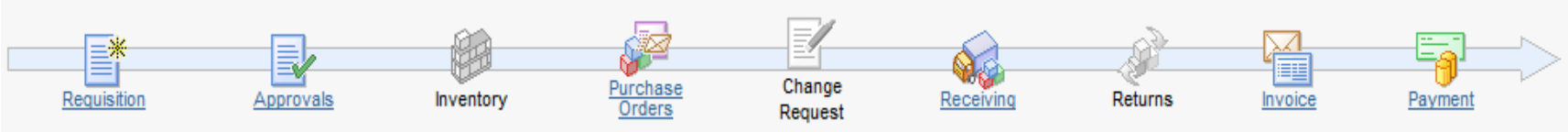

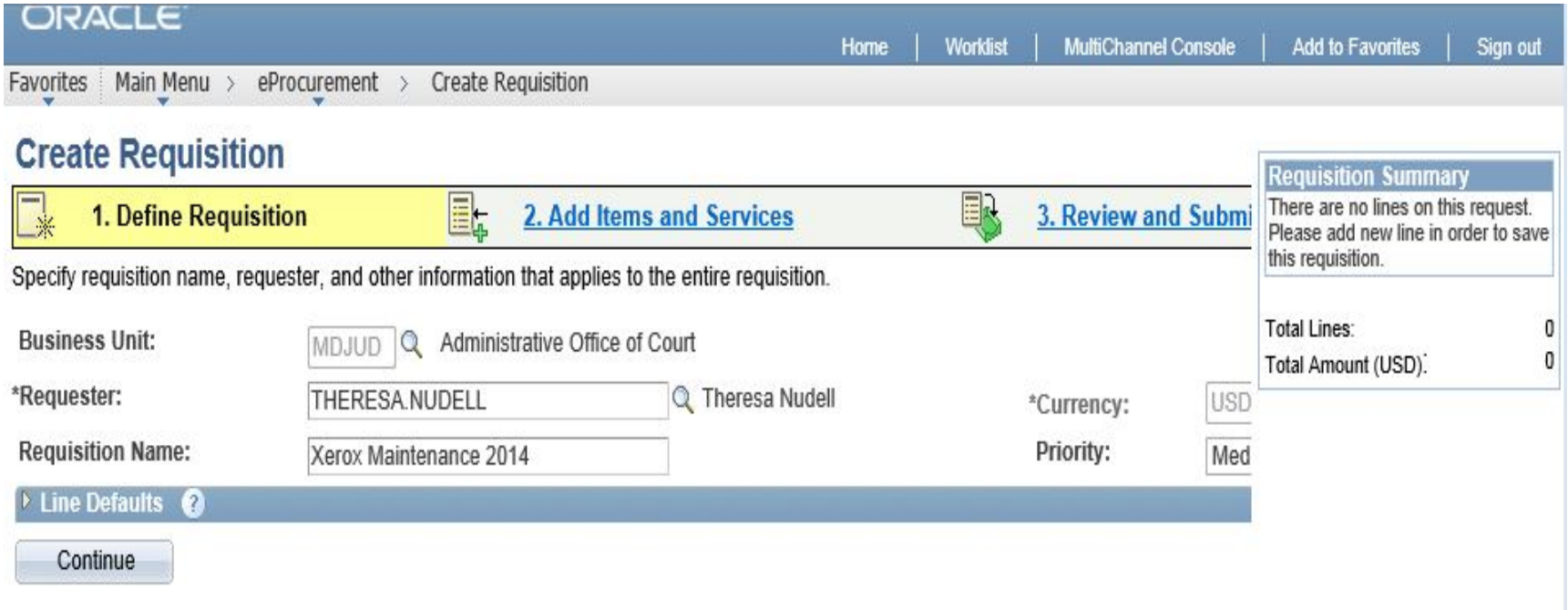

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Creating a Requisition

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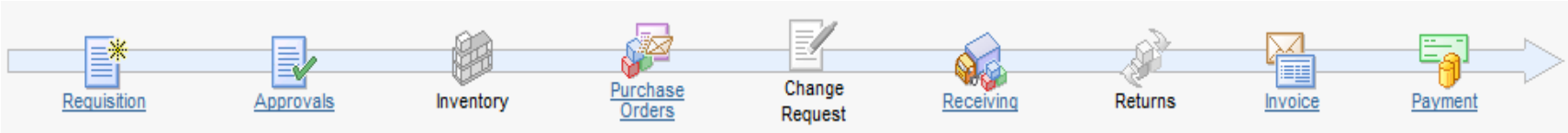

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Create Requisition

1. Define Requisition | 2. Add Items and Services

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Services | Forms | Web | Special Request

Special Item

*Item Description: Monthly Maintenance Charges

*Price: 250.00000 *Currency:

*Quantity: 12.0000 *Unit of Measure:

*Category: OM_EQUIP_MAIN Due Date: 12/19/2013

Vendor ID: 0000000493 Suggest New Vendor

Vendor Name: XEROX STATE & I

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

Requisition Summary

Description	Qty	UOM
Monthly Maintenance Charges	12	EA

Total Lines: 1

Total Amount (USD): 3,000.00

Additional Information

Send to Vendor | Show at Receipt | Show at Voucher

Request New Item

Request New Item

Add Item | Cancel | Add or Start New Type

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Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

*Requester: THERESA.NUDELL Theresa Nudell

Priority:

Requisition Name: Xerox Maintenance 2014

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price
1	Monthly Maintenance Charges	XEROX STATE & LOCAL SOLUTIONS INC	12.0000	Each	250.00000
2	Monthly BW and Color Copies	XEROX STATE & LOCAL SOLUTIONS INC	12.0000	Each	25.00000

Select All / Deselect All

Total Amount:

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting

Requisition Summary

Description	Qty	UOM
Monthly Maintenance Charges	12	EA
Monthly B&W and Color Copies	12	EA

Total Lines: 2

Total Amount (USD): 3,300.00

Comments

Send to Vendor | Show at Receipt | Shown at Voucher | Approval Justification

Check Budget

Save & submit | Save & preview approvals | Cancel requisition | Find more items

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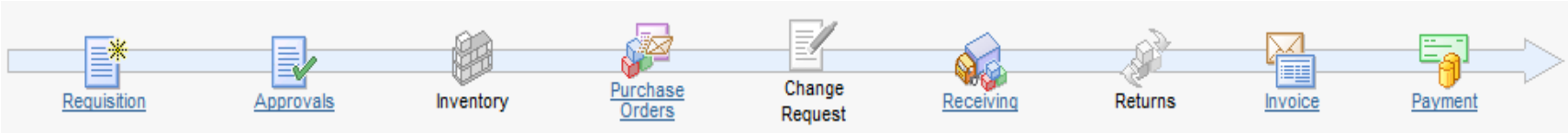

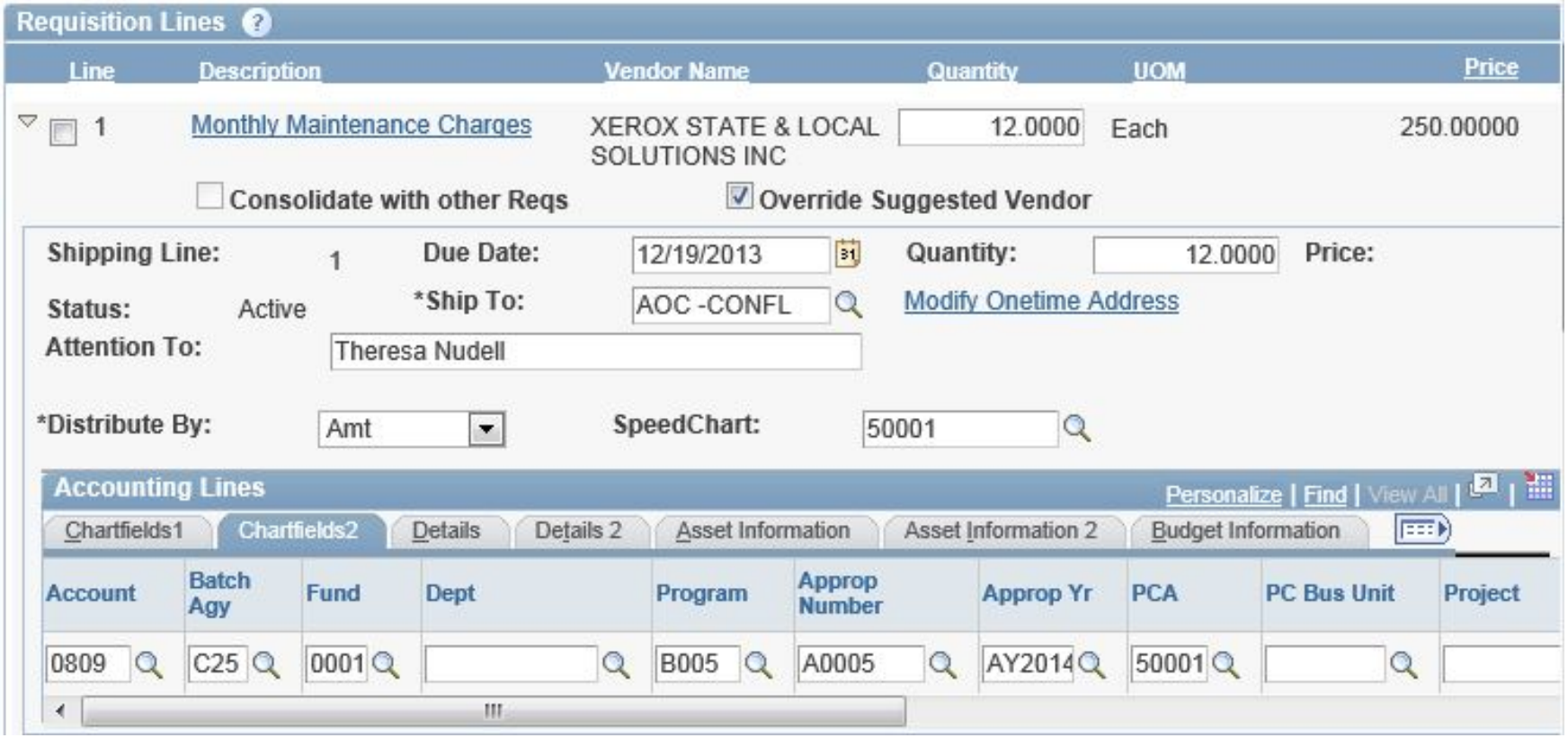

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Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Monthly Maintenance Charges	XEROX STATE & LOCAL SOLUTIONS INC	12.0000	Each	250.00000	3,000.00

☐ Consolidate with other Reqs ☑ Override Suggested Vendor

Shipping Line: 1 Due Date: 12/19/2013 Quantity: 12.0000 Price: 250.00000

Status: Active *Ship To: AOC -CONFL Modify Onetime Address

Attention To: Theresa Nudell

*Distribute By: Amt SpeedChart: 50001

Accounting Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields1 | Chartfields2 | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Account	Batch Agy	Fund	Dept	Program	Approp Number	Approp Yr	PCA	PC Bus Unit	Project
0809	C25	0001		B005	A0005	AY2014	50001		

Comments

Yearly service agreement.

☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☑ Approval Justification

Check Budget

Save & submit | Save & preview approvals | Cancel requisition | Find more items

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Creating a Requisition

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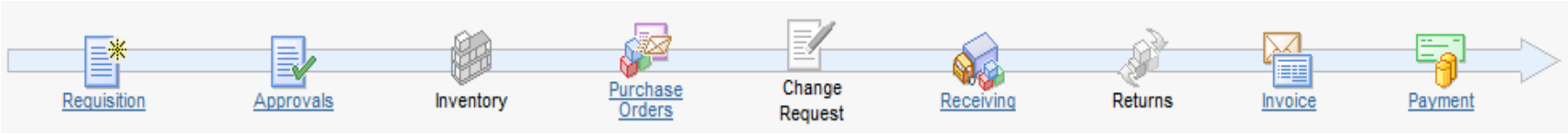

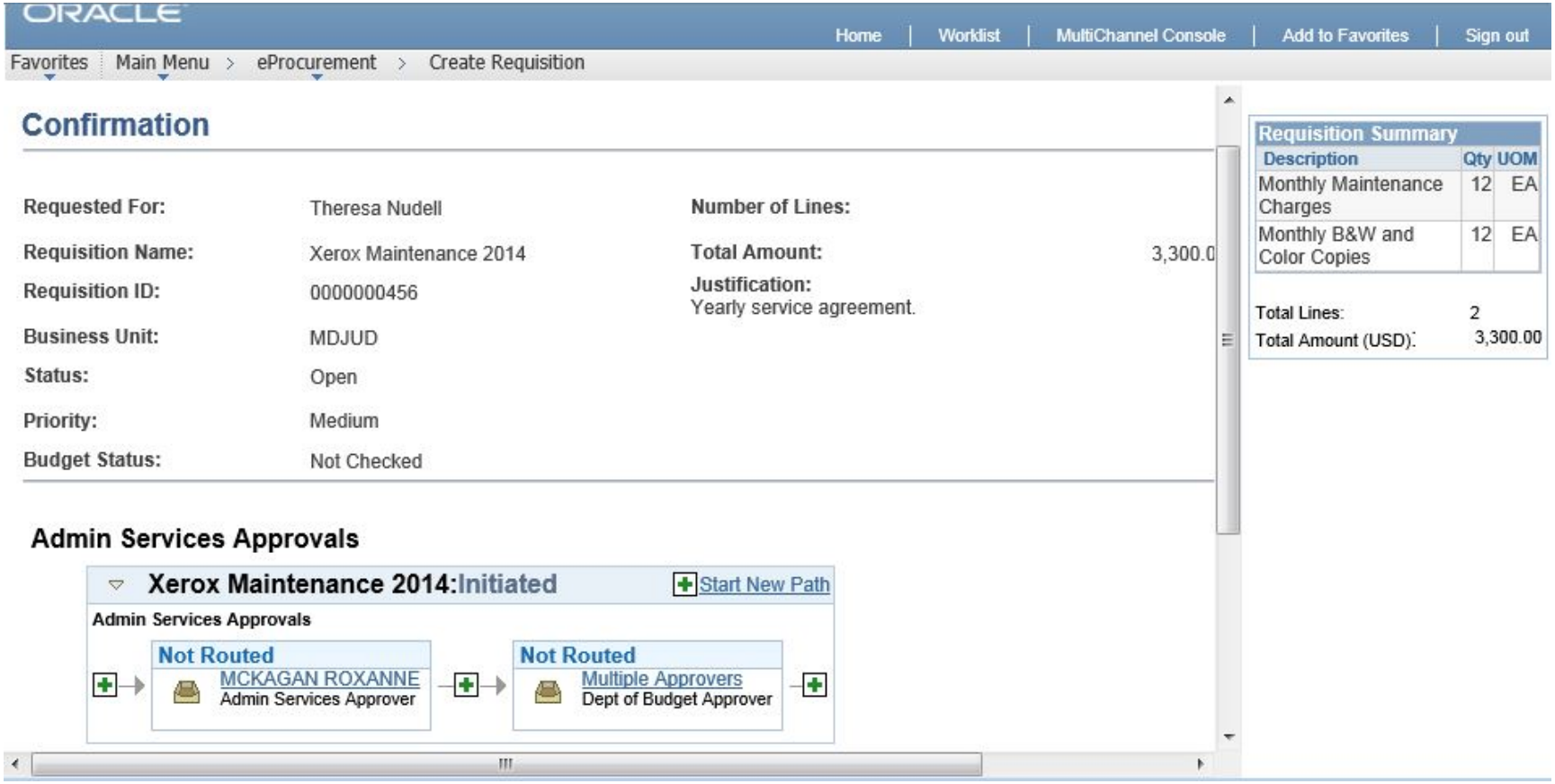

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Let's Talk:

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- Managing Requisitions

Managing a Requisition

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Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Favorites | Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	MDJUD	Requisition Name:			
Requisition ID:	0000000432	Request Status:		Budget Status:	
Date From:		Date To:			
Requester:		Entered By:		PO ID:	

Search | Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000000432	Metaformers Mod #5	MDJUD	10/31/2013	Received	Valid	10.00 USD	<Select Action>	Go

Requester: Diana Newcomer Entered By: Diana Newcomer Priority: High

Pre-Encumbrance Balance: 0.00 USD

Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Request Lifespan:

Line Information — Personalize | Find | First 1 of 1 Last

Line	Description	Status	Price		Quantity	UOM	Vendor
1	Metaformers Mod #5 K10-0073-...	Received	10.00000	USD	1.0000	AMT	METAFORMERS INC

Create New Requisition | Review Change Request | Review Change Tracking | Manage Receipts | Requisition Report

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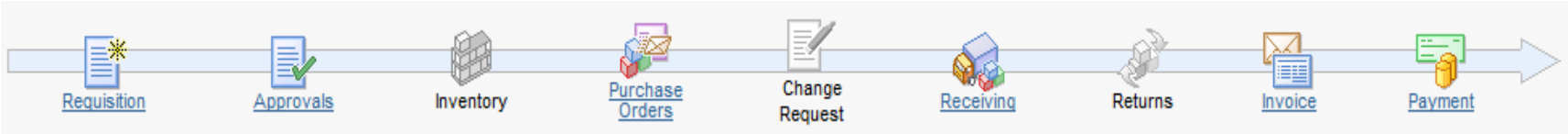
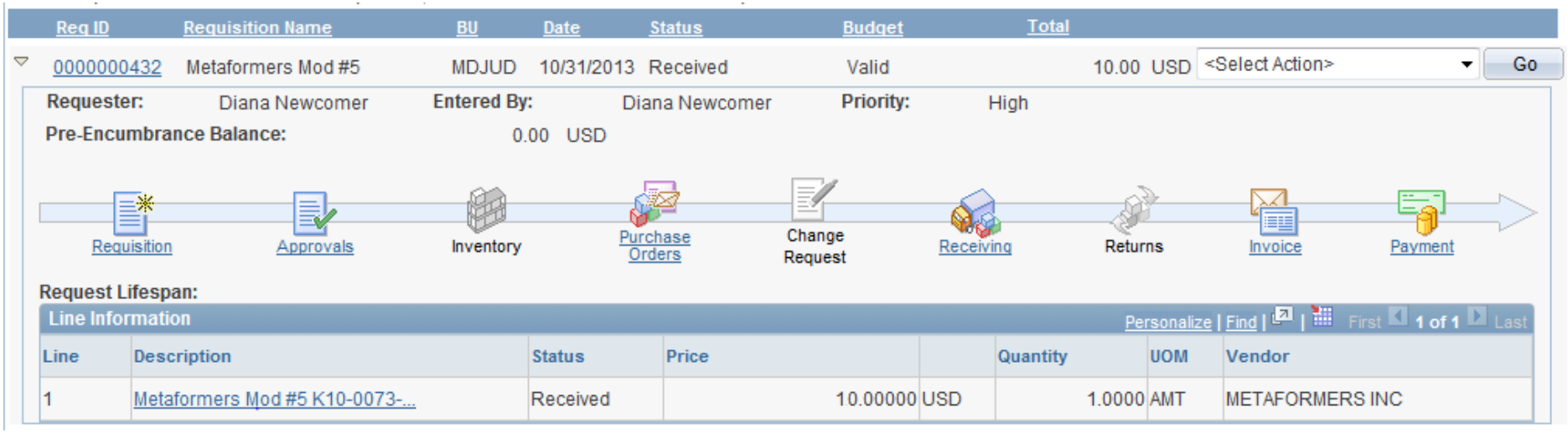
Managing a Requisition





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Review

- We Discussed:
  - What is a Requisition
  - When you know you need a requisition
  - How to Create a Requisition
  - Managing Requisitions

Questions