UNIVERSITY OF TORONTO

Financial Services Department

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> **Financial Services Department** > **Financial Advisory Services and Training (FAST)** > **Reference Guides** > **Purchasing** > **Purchase Requisition** > Create Purchases $25,000 or greater

Create Purchase Requisition ($25,000 or greater)

When to Use

For purchases when the total value is $25,000 or greater, before taxes (for **UTSC ONLY**).
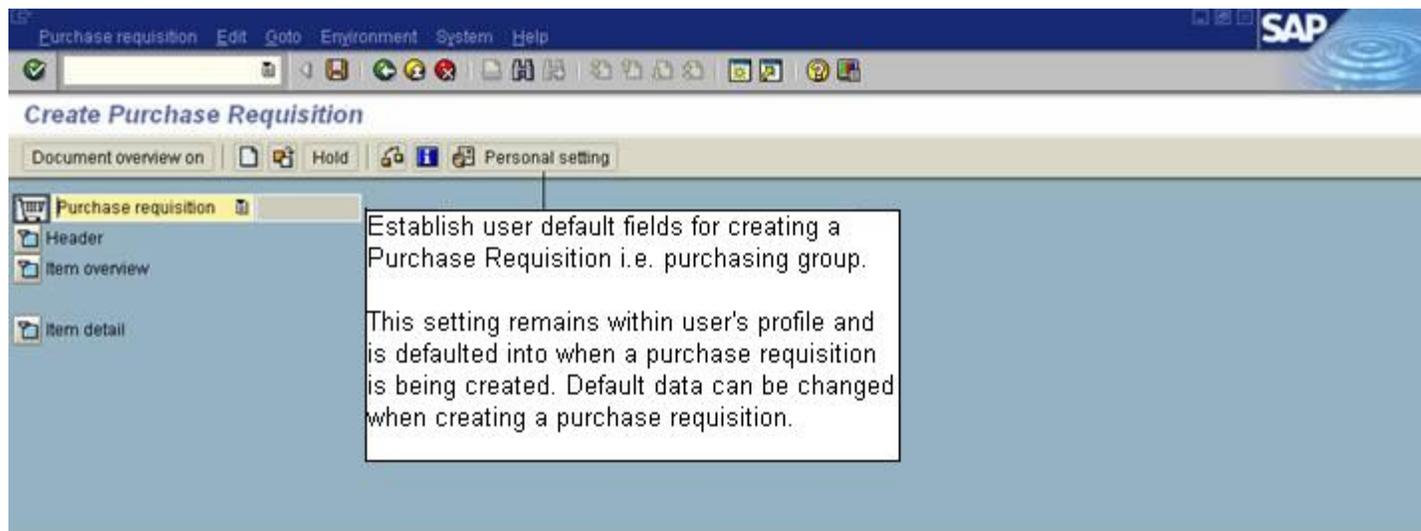
Steps

1. Determine the FIS accounts to be posted to (Vendor account, General Ledger (G/L), Funds Center, Fund (if applicable) and Cost Center or Internal Order, applicable tax code, delivery date and quantity to order)

2. Obtain the appropriate authorization to create the purchase requisition

3. Create purchase requisition in FIS

4. Record FIS purchase requisition number on your supporting documents

5. Fax supporting documentation to Procurement Services for review and approval

6. Procurement Services will create the purchase order and contact the department.
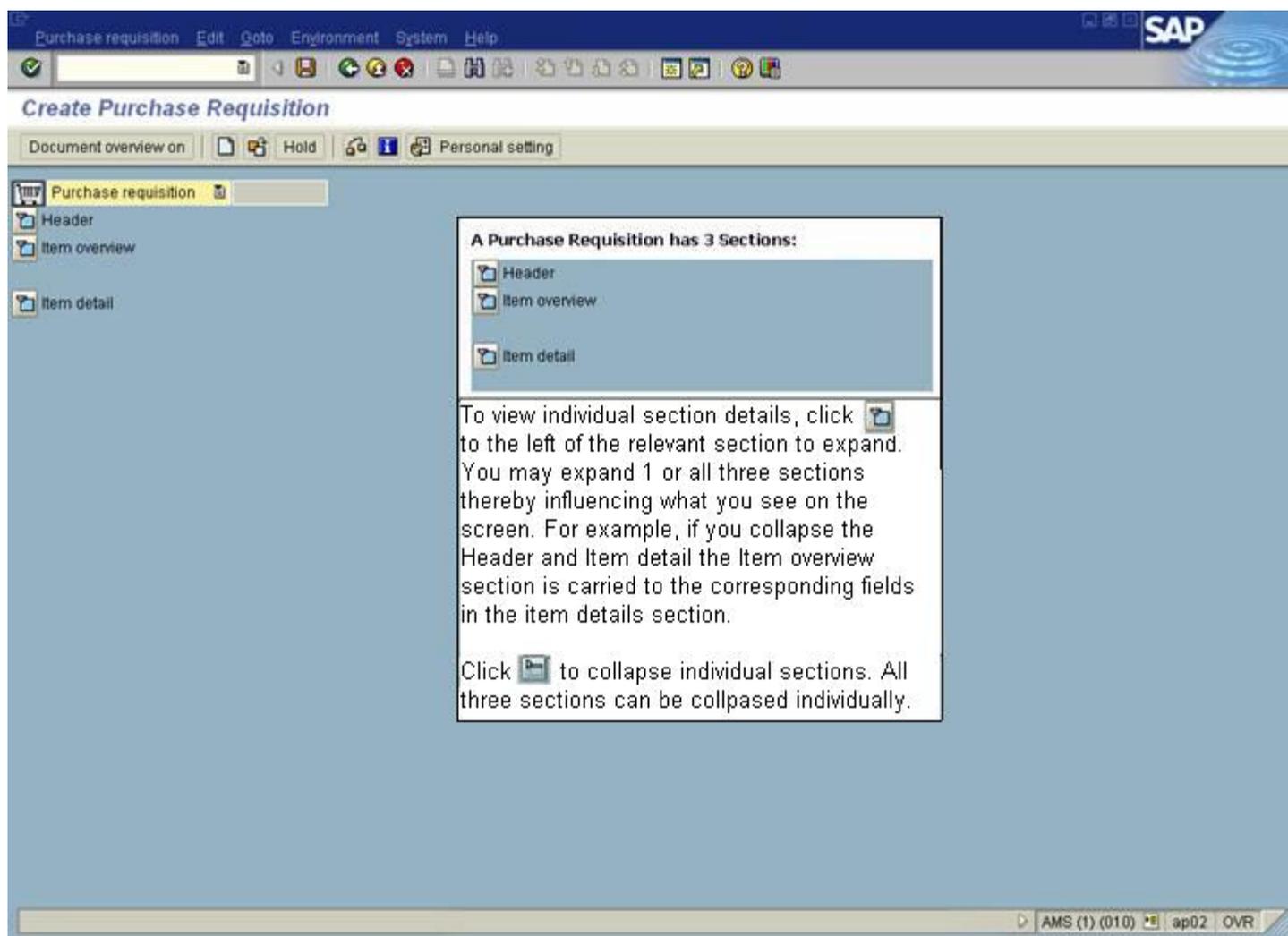
Detailed Procedures

Access the transaction using:

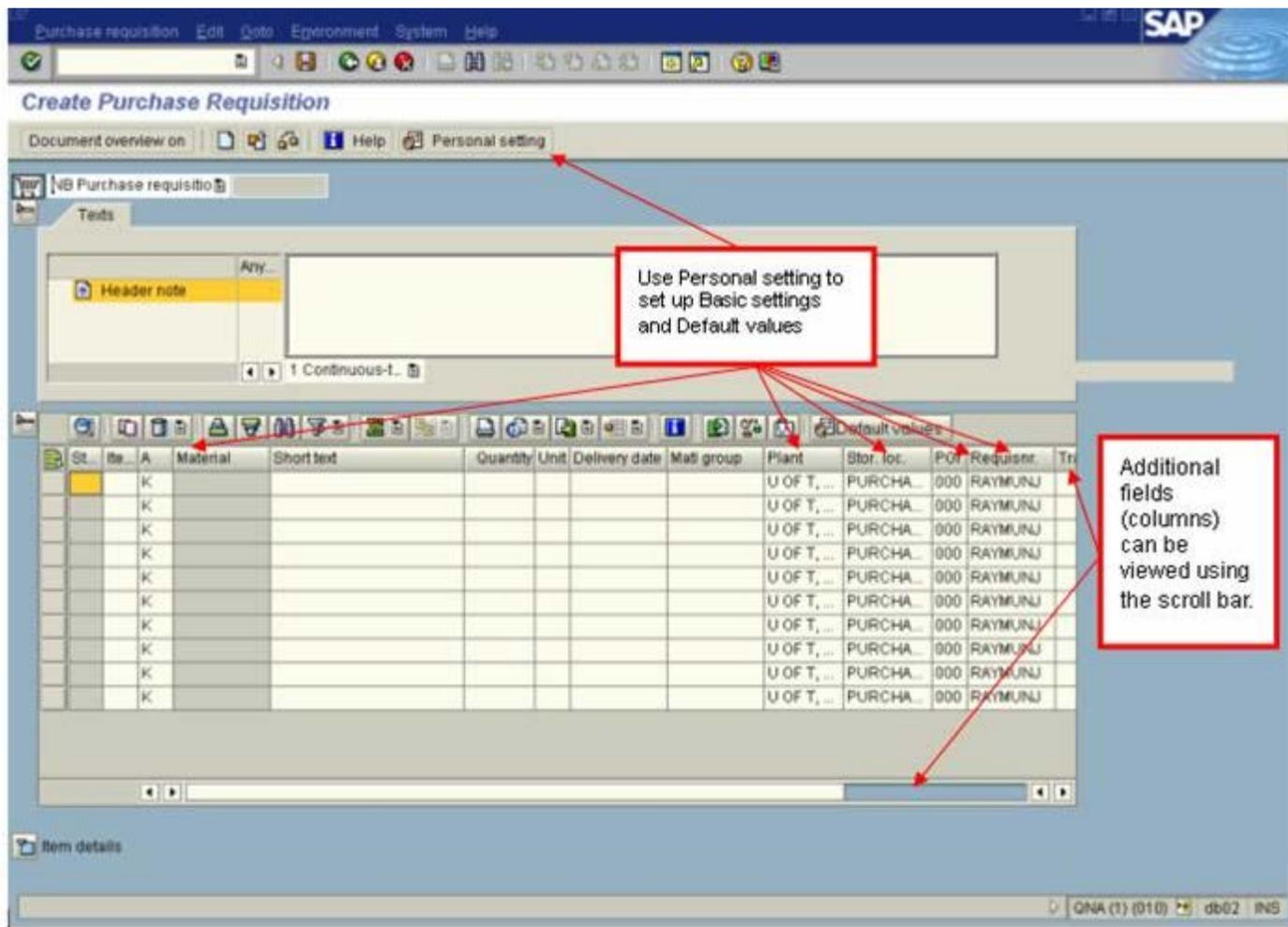| Menu	Logistics >> Materials management >> Purchasing >> Purchase Requisition >> Create
Transaction code	ME51N

Screen: Create Purchase Requisition

Create Purchase Requisition

Document overview on | Hold | Personal setting

Purchase requisition
Header
Item overview

Item detail

Establish user default fields for creating a
Purchase Requisition i.e. purchasing group.

This setting remains within user's profile and
is defaulted into when a purchase requisition
is being created. Default data can be changed
when creating a purchase requisition.

Click **here** for instructions on setting your Personal settings.

Create Purchase Requisition

Document overview on | Hold | Personal setting

Purchase requisition
Header
Item overview

Item detail

A Purchase Requisition has 3 Sections:

Header
Item overview

Item detail

To view individual section details, click
to the left of the relevant section to expand.
You may expand 1 or all three sections
thereby influencing what you see on the
screen. For example, if you collapse the
Header and Item detail the Item overview
section is carried to the corresponding fields
in the item details section.

Click to collapse individual sections. All
three sections can be collpased individually.

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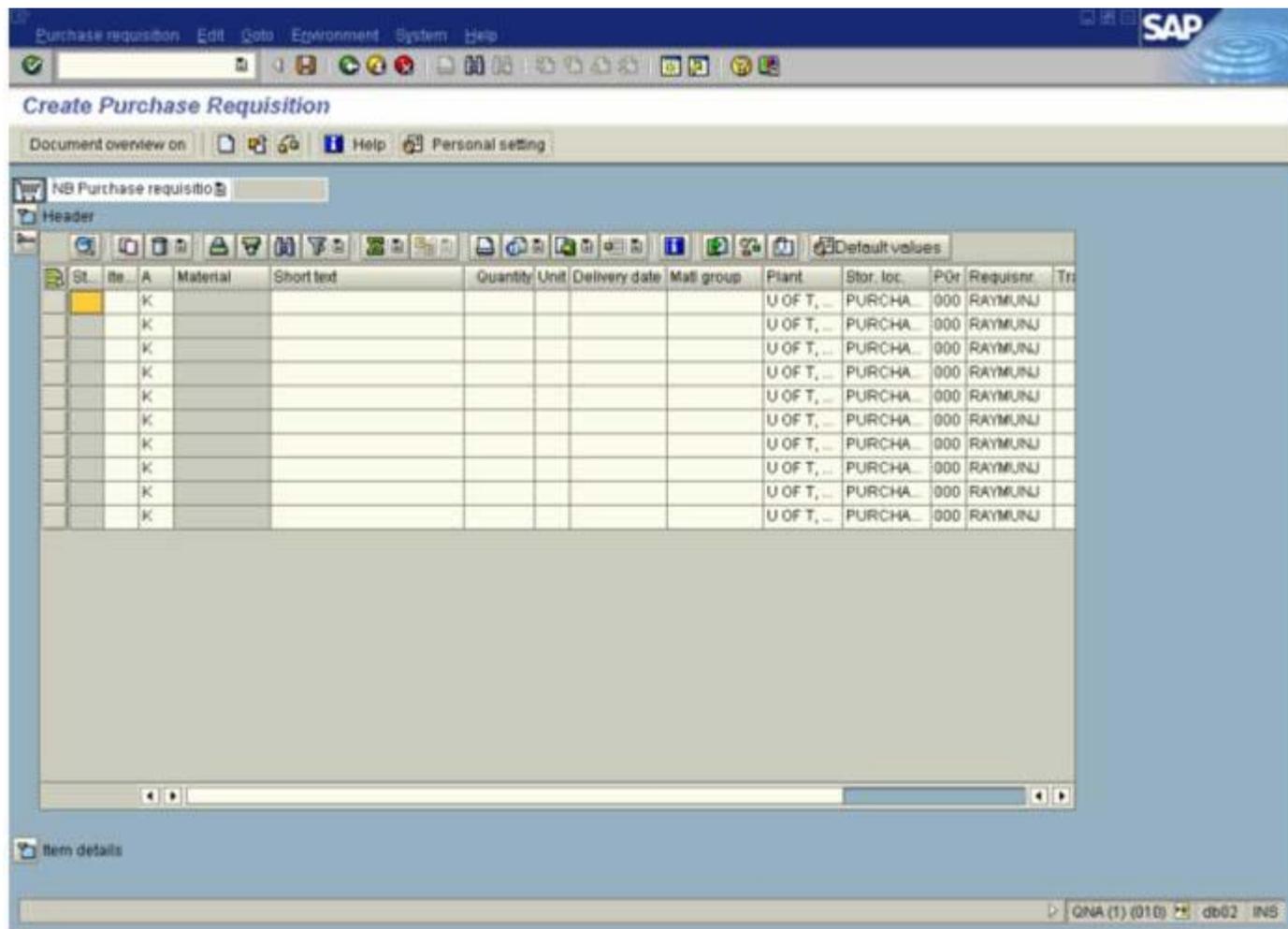**Screen: Create Purchase Requisition**

Header: Text Tab

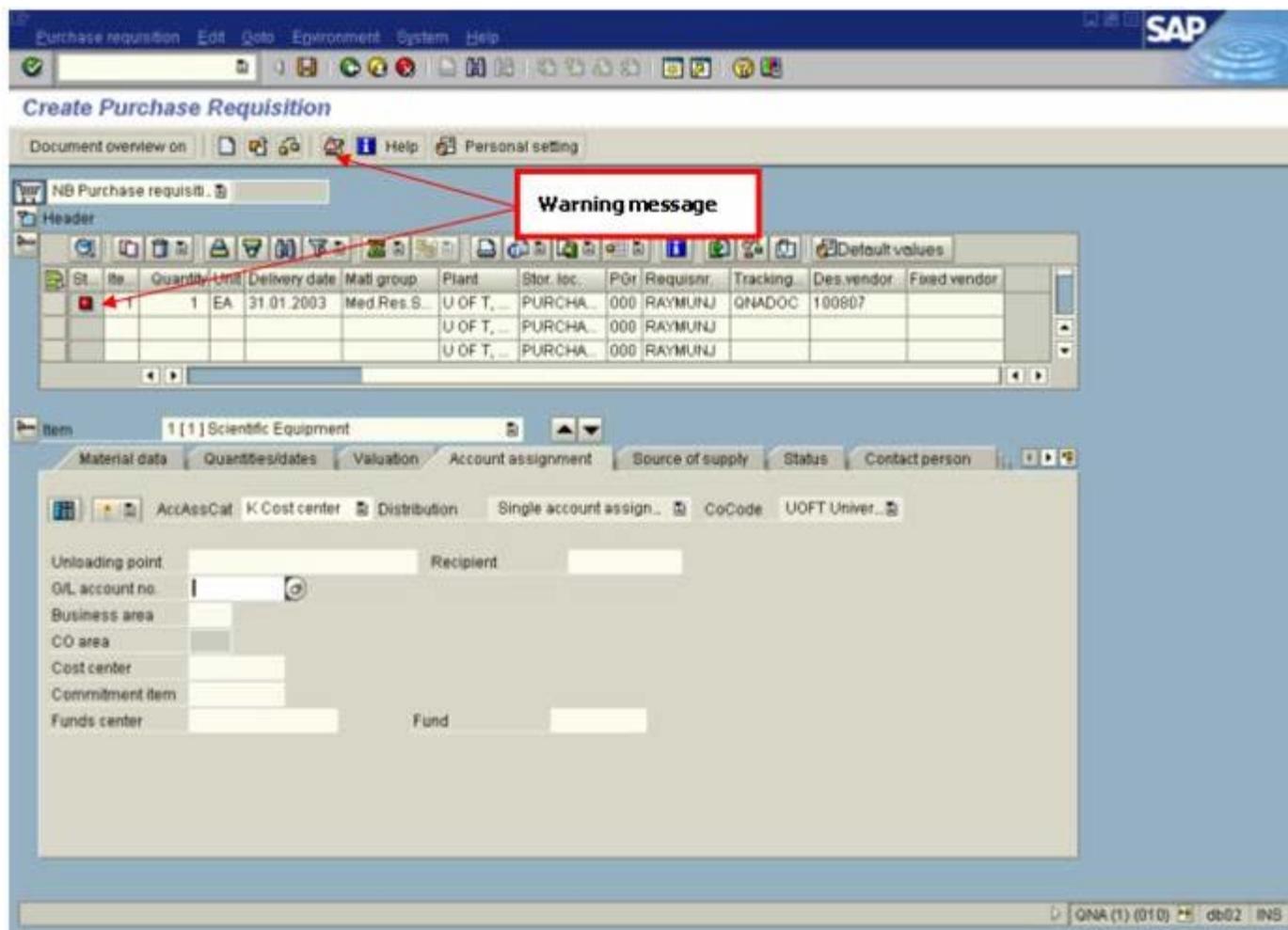| Field Name	Required (R) / Optional (O)	Description of Field Content
Header note	O	Enter internal note related to purchase requisition. This note provides a subsequent processor with information applicable to the entire requisition. This text is NOT displayed on purchase order.

Item Overview

Field Name	Required (R) / Optional (O)	Description of Field Content
Item (Item of requisition)	O	Enter line item number. As a rule, requisitions are processed on an item-by-item basis. This means that each item of a requisition represents a separate requirement.
A (Account Assignment Category)	R	Defaults to **K** (Cost center) or **F** (Internal order) based on user's Personal setting. This can be changed if applicable by typing either **K** or **F** or using the matchcode button for possible entries.
Short text	R	Enter a short description of the materials, goods or services.
Quantity (Quantity Requested)	R	Enter quantity requested in numeric format.
Unit (Unit of Measure)	R	Enter unit of measure to determine the size/quantity of material or services requested, use matchcode button for possible entries.
Delivery Date	R	Enter desired delivery date or a confirmed delivery date by the vendor.

Material Group	R	Enter material group if unknown use matchcode button, for possible entries.
Plant	R	Code should be within 1XXX or 2XXX. Use matchcode button to find your Plant code; if a specific one is not available, use general campus code (ie. 1000 for Scarborough Campus, 1500 for Mississauga Campus 2000 for UofT St. George Campus).
Stor. Loc. (Storage Location)	R	Enter your storage location, if unknown use matchcode button for possible entries.
PGr (Purchasing Group)	R	Enter your purchasing group, if unknown use matchcode button for possible entries.
Requisitioner	O	Enter name of requisitioner.
Tracking No (Tracking Number)	O	This is an open text field that can be used to further track postings. (10 character field similar to the ASSIGNMENT field).
Des.vendor (Desired Vendor)	R	Enter desired vendor number, if unknown use matchcode button for possible entries. Vendor must exist in FIS. If a Vendor number has not been created, please contact Procurement before completing the requisition. • **Internal New Vendor Account Request Form**

Click the checkmark button or use button to expand Item details.

Item details: Account Assignment Tab
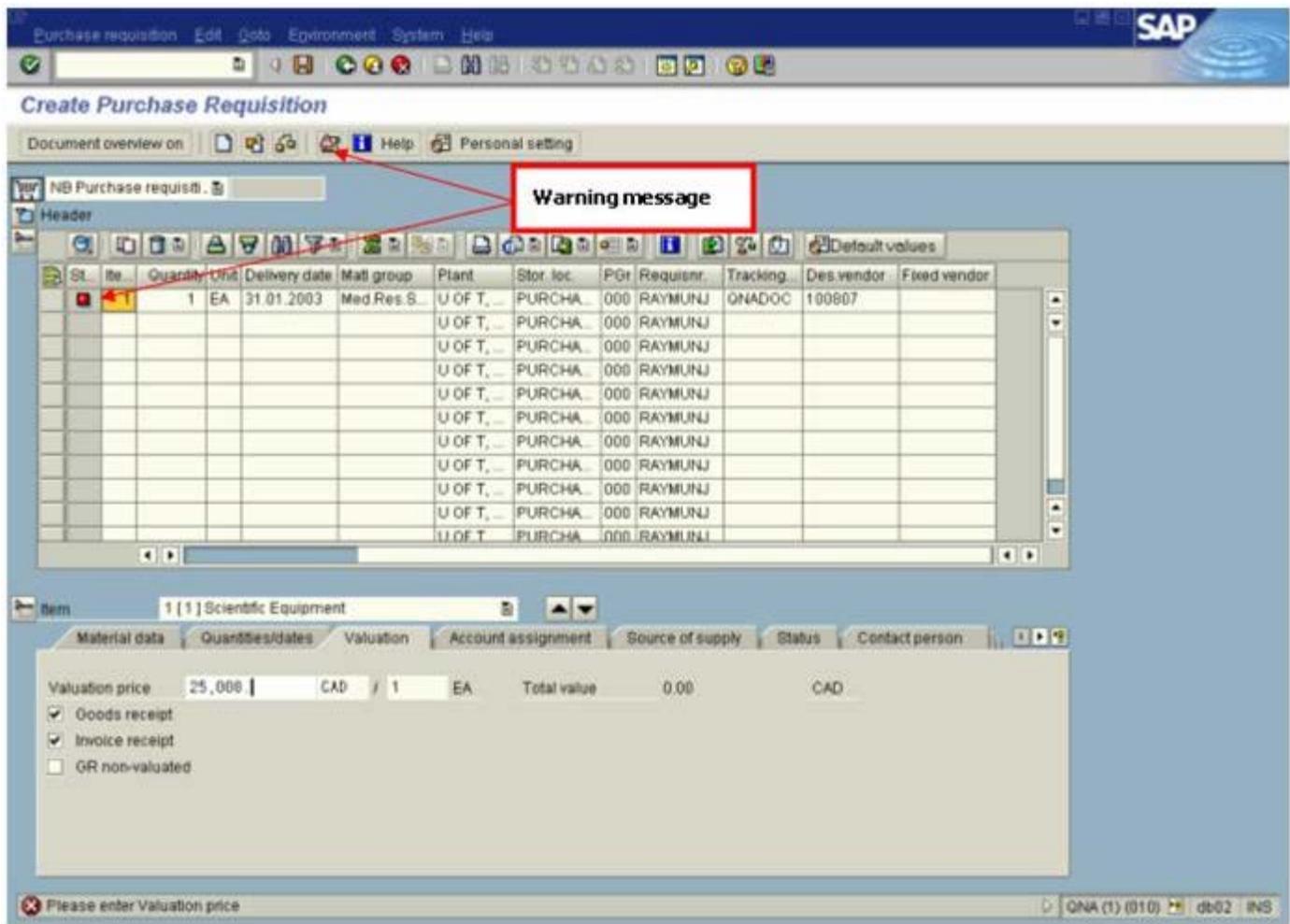
Field Name	Required (R) / Optional (O)	Description of Field Content
🎛	O	Multiple Account Assignment allows purchase requisition to be split among several different accounts. The distribution can be carried out by quantity or by percentage. To display or print the procedure for multiple account assignment, click **here** : Multiple Account Assignment.
⭷	O	Repeat Account Assignment allows purchase requisition to use the same account assignment for several or all requisitioned line items. To display or print the procedure for repeat account assignment, click **here:** Repeat Account Assignment.
AcctAssnCat	R	Defaults to data entered from Item overview screen.
Distribution	R	Distribution indicator how the quantity and value of this purchase requisition or purchase order are apportioned among the individual account assignment items. Use select ⭷ button for possible entries.

| Unloading point	R	Enter the room and/or floor number where the goods or services will be delivered.
Recipient	R	Enter the name of the person receiving the goods or services.
G/L account no.	R	Enter the G/L account number identifying the type of expense. If the G/L account number is unknown, use the matchcode [image] button to perform a search.
Business area	R	Business area 1000 will default based on the cost center entered. All areas except the ancillary operations enter business area 1000.
Cost Center or Internal Order	R	Enter either Cost Center or Internal Order number that the expense is to be posted to.
Commitment Item	R	Commitment item defaults from the G/L account entered and should not normally be changed. The commitment item must be changed to post expenses against budgets in specific commitment items (i.e.; SPECIALS). When a commitment item is changed a warning message will appear. Hit enter to acknowledge the warning message and continue.
Funds Center	R	Enter the funds center number that the expense is to be posted to. The fund center identifies the budget which the expense will be paid from. (Note: When funds center and fund are both entered the expense is posted against the budget in the funds center/fund combination).
Fund	O	Enter a fund in combination with a funds center to post the expense against the budget in the funds center/fund combination. A fund cannot be entered without a funds center.

Choose Valuation Tab.

Item details: Valuation Tab

Field Name	Required (R) / Optional (O)	Description of Field Content
Valuation price	R	Enter net price of material goods or services before taxes.
Goods receipt	R	Indicator default setting is **ON (✔)**.
Invoice receipt	R	Indicator default setting is **ON (✔)**.

Choose Texts tab.

Item details: Texts Tab
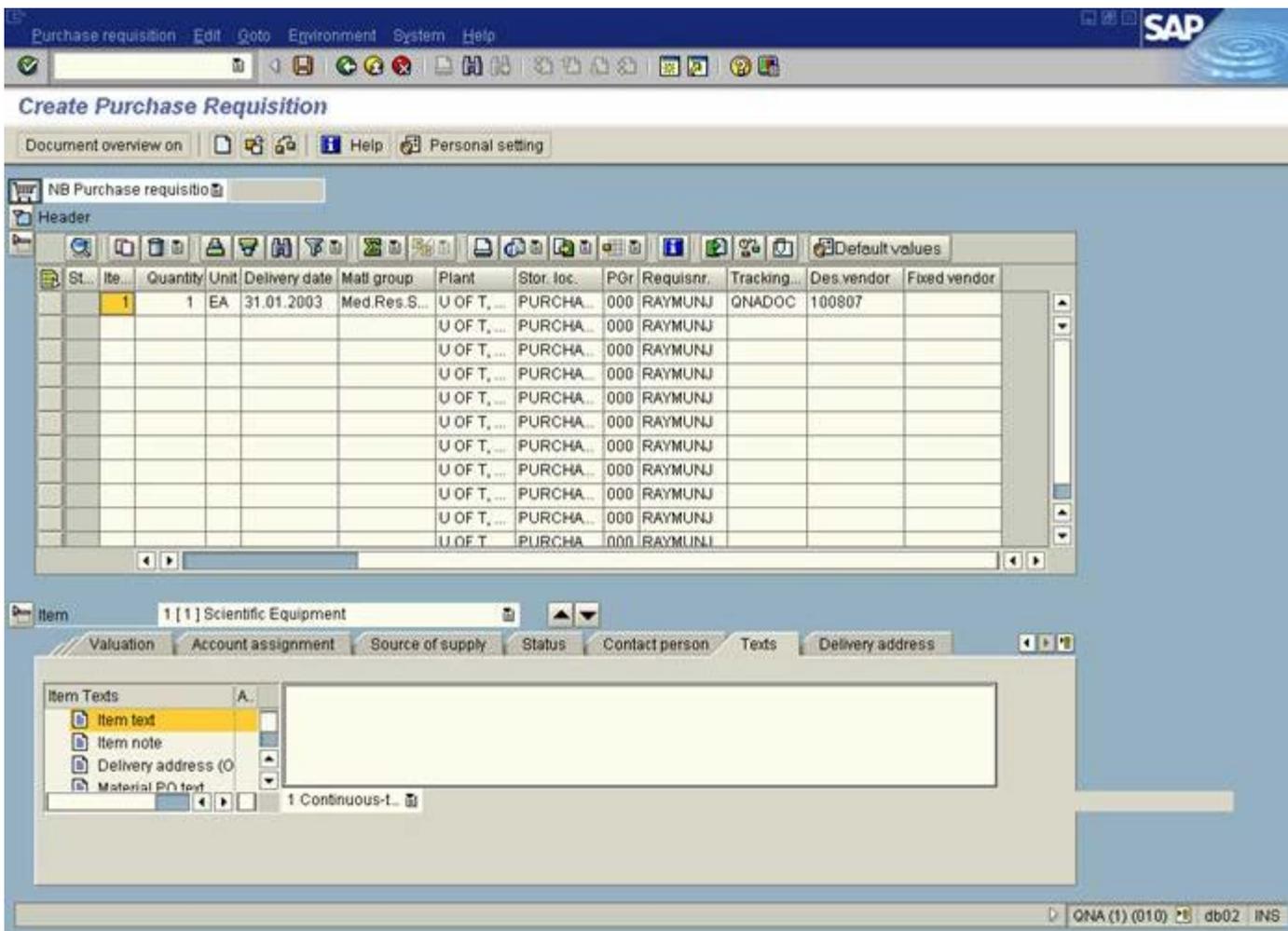
Field Name	Required (R) / Optional (O)	Description of Field Content
Item text	O	Enter additional text description related to the line item. This text will be displayed on the purchase order. Enter the end use of the goods (e.g. Research, Teaching, Administration) so that Vendor will charge appropriate Taxes.
Item note	O	Enter internal note related to the line item. This text will NOT be displayed on the purchase order.
Delivery address (Override)	O	If necessary override storage location address and enter required delivery address. This will appear on the purchase order for the line item.

The following processing options are available:

Action	Icon	Description
Check		Check to ensure that all required fields have been completed and additional data necessary have been entered to the header note or item text fields as necessary.
Post		Posts the document and provides a document number. Record document number on original invoice and file.

End of procedure.

Related Topics/Sites

Purchase Requisition:Personal Settings

Purchase Order: Print Additional Copy of a PO

Resource Information

How to Purchase Goods or Services (Procurement Services website)

Guide to Financial Management

Purchasing Policy

Purchasing Regulations

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