

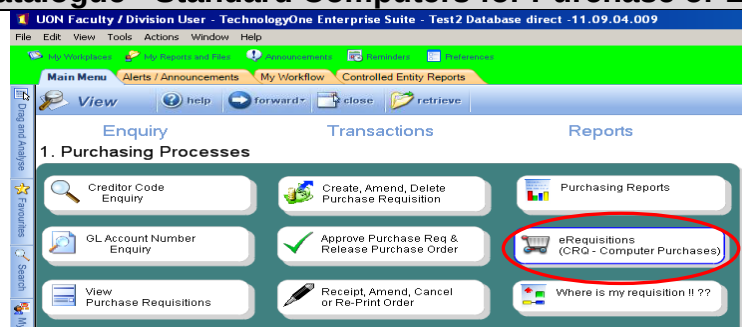
Steps

Actions

Requisitioning Items in the Catalogue - Standard Computers for Purchase or Lease

1. Click on the eCatalogue Requisitions button from the main menu.

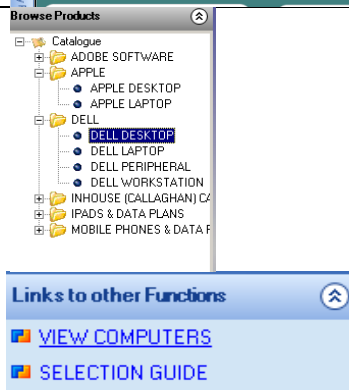
Note: if one item on this order is to be leased then all items must be leased. Also all items will share header information, so if the Deliver to address is different for different items, raise the orders separately



2. Expand the Catalogue list to browse to the type of products you are interested in.

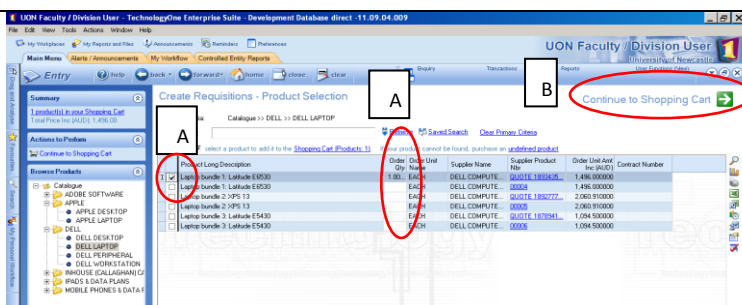
Note If the product you want is not on the Catalogue List then follow the instructions at heading [Non-Standard Computer Purchase or Lease](#) of this Reference Card.

3. Need Help with Product Purpose, Visual and Specifications?
Use Links to Other Functions to [View Computers](#) and/or Use the [Selection Guide](#)



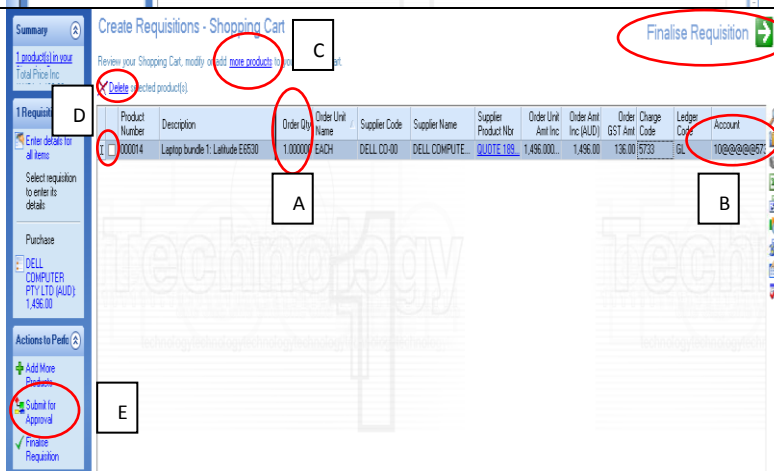
4. Details

- A. Select the item by ticking the box for Quantity "1" to be displayed or hit Tab on your keyboard to move across to enter the Required Quantity.
- B. Click on [Continue to Shopping Cart](#)



5. Create Requisitions – [Shopping Cart Screen](#)

- A. Check the Quantity is correct.
- B. Enter the appropriate Account Number (Refer to the Account Number Guide at heading [Chart of Accounts](#) in this Reference Card or contact your Business Support Accountant for assistance)
The defaults are 10 for Entity UON and 5741 Account Code for Lease.
- C. If you need to add more items Click on [more products](#).
- D. To delete items select the tickbox ☐ next to the item and click on [Delete](#)
- E. Once all items have been added Click on [Submit for Approval](#)



Note: If you select [Finalise Requisition](#) it will also Submit your Requisitions for Approval using your Default Approver. There will be no option to override your default approver.

6. You will be prompted to enter the Header Details for your requisitions (the same details will apply to all requisitions generated).

Use the  to see choices.

- If you have no Reference or Internal comment leave these blank.
- Enter NA for Estimated Cost
- Enter N for Invoice on hand
- Select Deliver to Building Code
- Select FS for Delivery Terms
- Select YC for Delivery Method
- Skip Supplier Contact
- Enter UON Contact and Phone

Use Quicktext  located at the bottom right of the application as a QuickTip.

- Enter Room in Deliver to Room
- Skip Quote/Tender Number
- Skip Exemption Number
- To Be Lease?[Y/N]

LEASING – Select “Y” if all the items on this requisition are to be leased.

If only some items are to be leased they **MUST** be raised on separate orders.

The Account Code (last 4 digits of the Account Number) for all line items must be 5741.

- M. Click  to continue and automatically workflow your requisition(s).

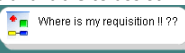
7. Submit for Approval

- Accept or Change  your Approver's User Id.
- Enter Comments for your approver.
- Click OK.

If an **Error** is displayed at the bottom of the screen or you hit Cancel at this point to make changes to the Header Details you will have to manually click on the link to

 [Enter details for all items](#) to the left of the screen. For Help contact Ext 12073

Note: The System will notify you of what the order is and where the workflow has gone first. In addition a report is available to assist with this

from the Main Menu 

Workflow Path for Standard Purchase/Lease is:

- System notifies user of what they have ordered and where the workflow has gone first.
- Financial Approval (Secondary Approval will occur for Capital Purchases and Purchases of Research Equipment > 5K)
- Commercial Services to Supplier.


Header Details



 help

Enter the details for Purchase for DELL COMPUTER PTY LTD

Requisition Date: 12/12/2012 

Required Date: 19/12/2012  ☒ Apply to Lines

Reference: 

Comments: 

Purchase Requisition Details

Estimated Cost?:  

Invoice on hand?:  

Building Code:  

Delivery Terms*:  

Delivery Method*:  

Supplier Contact: 

UoN Contact & Phone*: 

Deliver to Room*: 

Quote/Tender Number: 

Exemption Number: 

To be Leased?:  N  No

Attachments

Attachment Name	Date	Extension	Attachment Type
     			

M  


Submit for Approval


 All Requisitions will be submitted to the nominated user

Item Details

Assign Next User*: AW051  Andrew Wilson

Comments:

OK 

Recent Messages List

-  My Requisition Id 000189 has been saved with 1 Purchase Requisition(s).
-  Purchase Requisition(s) 162R1773 have been suspended.

Requisitioning Items not in the Catalogue- Non-Standard Computers for Purchase or Lease

1. Click on [undefined product](#).

Note: if one item on this order is to be leased then all items must be leased.

All items will share header information, so if the Deliver to address is different for different items, raise the orders separately.

As you attach the quote in the Header raise different orders for different Suppliers.

Primary Criteria: All Products

Search:

Retrieve Saved Search Clear Primary Criteria

Search and ☒ select a product to add it to the [Shopping Cart \(Products: 0\)](#) If your product cannot be found, purchase an [undefined product](#)

Product Long Description	Order Qty	Order Unit Name	Supplier Name	Supplier Product Nbr	Order Unit Amt Inc (Frgn)	Contract Number

2. Complete:
Use Tab on your keyboard to move across the screen.
A. Enter the Description of the Item and the quote number if enough space.
B. Enter the Quantity of the Item.
C. Click the spy glass in Supplier Code field to select a Supplier Code.

UON Faculty / Division User - TechnologyOne Enterprise Suite - Development Database direct - 11.09.04.009

File Edit View Tools Actions Window Help

My Workplaces My Reports and Files Announcements Reminders Preferences

Main Menu Alerts / Announcements My Workflow Controlled Entity Reports

Entry help back home close clear Enquiry Transactions Reports

Summary

1 product(s) in your Shopping Cart
Total Price Inc (AUD): 0.00

Actions to Perform

Continue to Shopping Cart

Browse Products

Catalogue

Create Requisitions - Product Selection

Primary Criteria: All Products

Search:

Retrieve Saved Search Clear Primary Criteria

Enter the details of your purchase to be added to the [Shopping Cart \(Products: 0\)](#)

Delete selected product(s)

Description	Order Qty	Order Unit Name	Supplier Code	Supplier Name	Supplier Product Nbr	GST	Frgn Currency	Order Unit Amt Inc
DellXPS 567575	1.00	ONLY				C	AUD	0.000000

3. In the Supplier Code Search Dialogue Box:
A. Enter part of the suppliers name.
B. Click [Retrieve](#).
C. Select the appropriate Supplier.

Suppliers

help clear retrieve

Suppliers

Search:

Retrieve Saved Search

Click a column header here to group by that column

Supplier Code	Description	Supplier Profile Name	Long Description	Ledger Code	Account Number
DELL C0-00	DELL COMPUTER PTY LTD	\$DEFAULT	DELL COMPUTER PTY LTD	AP	DELL C000

4. Back to [Create Requisition - Product Selection](#)
- Enter the Suppliers Product Nbr if relevant.
 - Enter Order Unit Amt Inc (ie price for one unit).
 - Enter GL in the Ledger Code field
 - Enter the appropriate Account Number (see the Account Number guide at heading [Chart of Accounts](#) of this Reference Card or contact your Business Support Accountant for assistance).
- Note:** If you have more Non Catalogue Items to purchase, continue to enter the details on the line(s) below.
- E. Select [Continue to Shopping Cart](#) 

Create Requisitions - Product Selection

[Continue to Shopping Cart](#) 

Primary Criteria: All Products

Search: [Retrieve](#) [Saved Search](#) [Clear Primary Criteria](#)

Enter the details of your purchase to add products to the [Shopping Cart \(Products: 1\)](#)

☒ Delete selected product(s)

Description	Order Qty	Order Unit Name	Supplier Code	Supplier Name	Supplier Product Nbr	GST	Frign Currency	Order Unit Amt Inc	Order Amt Inc (Frign)	Order Amt Inc (AUD)	Order GST Amt (AUD)	Ledger Code	Account
Very large computer xpo...	1.00...	ONLY	DELL CO-00	DELL COMPUTE...	54546464	C	AUD	2,310.00...	2,310.00	2,310.00		210.00 GL	10.40399.5733

5. [Create Requisitions – Shopping Cart](#).
- Check the Quantity and other details are correct.
 - If you need to add more products click on the [more products](#).
 - To delete items select the tickbox ☐ next to the item and click on [Delete](#)
 - Once all items have been added Click on  [Submit for Approval](#).

Note: If you select [Finalise Requisition](#)  it will also Submit your Requisitions for Approval using your Default Approver. There will be no option to override your default approver (This may be a beneficial choice).

[Finalise Requisition](#) 

1 product(s)
Total Price: 3,212.00

1 Requisition
Enter details for all items
Select requisition to enter its details
Purchase
DELL COMPUTER PTY LTD (AUD)
3,212.00

Actions to Perform
Add More Products
Submit for Approval
Finalise Requisition

Product Number	Description	Order Qty	Order Unit Name	Supplier Code	Supplier Name	Supplier Product Nbr	Order Unit Amt Inc	Order Amt Inc (Frign)	Order Amt Inc (AUD)	Order GST Amt (AUD)	Ledger Code	Account
DELL XPS 567575		1.000000	ONLY	DELL CO-00	DELL COMPUTE...	36465464	3,212.00...	3,212.00	3,212.00	292.00		

6. You will be prompted to enter the Header Details for your requisitions (the same details will apply to all requisitions generated).

Use the  to see choices.

- Enter Comment such as justification for the Item and quote number.
- Select Estimated Cost
- Select Invoice on hand?
- Select Deliver to Building Code
- Select FS for Delivery Terms
- Select YC for Delivery Method
- Enter Supplier Contact
If you have no specific supplier contact name leave it blank.
- Enter UoN Contact and Phone

Use Quicktext  located at the bottom right of the application as a QuickTip

- Enter Room in Deliver to Room
 - Enter Quote/Tender Number
 - Enter Exemption number if relevant.
 - To Be Lease?[Y/N]
- LEASING** – Select “Y” if all the items on this requisition are to be leased.

If only some items are to be leased they MUST be raised on separate orders.

The Account Code (last 4 digits of the Account Number) must be 5741.

Header Details

Enter the details for Purchase for DELL COMPUTER PTY LTD

Requisition Date: 12/12/2012 

Required Date: 19/12/2012  ☒ Apply to Lines

Reference: A

Comments: A

Purchase Requisition Details

Estimated Cost?: B 

Invoice on hand?: C 

Building Code: D 

Delivery Terms*: E 

Delivery Method*: F 

Supplier Contact: G

UoN Contact & Phone: H

Deliver to Room*: I

Quote/Tender Number: J

Exemption Number: K

- M. Click on  to attach document.
Select quote from the share drive stored earlier.

Document
Note
Image

- N. Click  to continue and automatically workflow your requisition(s).

7. Submit for Approval

- A. Accept or Change  your Approver's User Id.
B. Enter Comments for your approver.
C. Click OK.

If an **Error** is displayed at the bottom of the screen or you hit Cancel at this point to make changes to the Header Details you will have to manually click on the link to

 [Enter details for all items](#)

to the left of the screen. For Help contact Ext 12073

Note: The System will notify you of what the order is and where the workflow has gone first. In addition a report is available to assist with this

 Where is my requisition !! ??

from the Main Menu

Workflow Path for Non-Standard Purchase/Lease is:

1. System notifies user of what they have ordered and where the workflow has gone first.
2. IT Client Services Workflow Pool where decision to move to ARCS Pool, CIO Pool, Reject or move on to Financial Approval.
3. Financial Approval (Secondary Approval will occur for Capital Purchases and Purchases of Research Equipment > 5K)
4. Commercial Services to Supplier.

Note All Non-Standard Computer Purchase or Lease will automatically be work flowed to the IT Department for review before being work flowed to your Approver.
The message you will receive is displayed to the right.

To be Leased?: ☐ L ☒ N  No

Attachments

Attachment Name	Date	Extension	Attachment Type
			 M

☐ N

Submit for Approval

 All Requisitions will be submitted to the nominated user

Item Details

Assign Next User.*  Andrew Wilson

Comments:

Recent Messages List

 Purchase Requisition (DELL COMPUTER PTY LTD (AUD)): Workflow Rules have overridden your Decision from 'Submit for Approval' to 'IT Endorsement required' due to rule: You are ordering Non Standard Computer so your requisition is automatically workflowing to the IT Desktop services team for Endorsement. For general system help call xt12073

 My Requisition Id 000221 has been saved with 1 Purchase Requisition(s).

 Purchase Requisition(s) 162R1784 have been suspended.

[Copy to Clipboard](#) [Send via Email](#) [Make Transparent](#)

Report - Where is My Requisition?

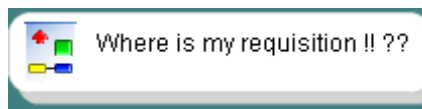
A report which details the stage the Requisition has reached in moving the workflow.

1. Select button from Main Menu.

- A. The details should default as per screen print to right.
- B. Click on the  **Start Processing**.

Note: The report will only list requisitions raised by you (you can't run it for other users).

Each Requisition currently in workflow will be shown on a separate page.



Actions to Perform

- Start Processing
- View Processing History

Sections to Display

- General
- Extended Criteria
- Output Options

Where is my requisition !! ??

General

Destination: Print the report to a window

Workflow System: DEFAULT

Workflow Name: IN_MY_REQN

Item Duration (days greater than): 0

Extended Criteria

2. View the **Workflow Tasks** section highlighted in red.

It will list which stages of workflow have been completed (see status column).

It will show you which user or workflow pool your requisition is currently assigned to.

In this example the requisition was raised by user SLJ481, was a non standard requisition so automatically workflowed to the IT order check pool where it was endorsed by PJS204 and then was workflowed to the inbox of the users normal approver- AW051 which is where it is currently sitting.

KS56920121210032500-1676202bwkit01.pdf - Adobe Reader

The University of Newcastle

Where is my requisition !! ??

Click on Tools and Comment to create, send and mark-up PDF files.

Purchase Reqn UnN

Location: UNI
Requisition Number: 162R1679

Workflow Item
DEFAULT\IN_MY_REQN\1

Workflow Process: System: DEFAULT Name: IN_MY_REQN
This workflow provides for the creation, approval of Purchase Requisitions from the My requisitions screen and the release and print of resultant orders.

Workflow Initiated By: KS569 Item Number: 12
Start Date: 04-Dec-2012 **Completed Date:**
Start Time: 12:00:00AM **Completed Time:**
Current Status: Open **Current Stage:** APPROVED **Elapsed Time:** 6 day(s) 0 hr(s) 0 min(s)

Item Name: \$2,431.00 for DELL COMPUTER.PTY LT
Description: Supplier: DELL COMPUTER.PTY LTD Total Amount (inc): \$2,431.00 Sub Loc: FINANCIAL SERVICES

Workflow Tasks:

Short Description	Type	Scheduled Date/Time	Status	Assigned User	Decision Date/Time	Decision	Reason	Elapsed Time
Create Requisition	UT	04-Dec-2012 10:31	Completed	KS569	04-Dec-2012 10:31	Submit for Approval		0 day(s) 0 hr(s) 0 min(s)
Approve the Reqn	UT	04-Dec-2012 10:31	Completed	AW051	07-Dec-2012 01:28	Please approve		3 day(s) 2 hr(s) 57 min(s)
Approve the Reqn	UT	07-Dec-2012 01:28	Completed	ANH445	07-Dec-2012 01:31	Refer to Someone Else		0 day(s) 0 hr(s) 3 min(s)
Second approv pool	UT	07-Dec-2012 01:31	Completed	ANH445	07-Dec-2012 01:37	Secondary Approval required		0 day(s) 0 hr(s) 6 min(s)
R&CS Review Lease Eq	UT	07-Dec-2012 01:37	Scheduled			Commercial Services Review Re		3 day(s) 1 hr(s) 47 min(s)

Receipting Process for Purchase

If a Standard or Non-Standard is a Purchase Asset Details are to be filled in at the time of completing the Receipt Transaction.

1. There are Three ways to Receipt your Standard or Non-Standard Purchase. Each method will use the same Receipt Data Entry screen.

- A. Using your Alerts to hyperlink to your Orders and Perform the Receipt Action.

Alerts / Announcements
 You have [1 Purchase Order](#) outstanding.

Purchase Orders Outstan
Drag a column header here to group by that

Order Number	Back Order	Supplier Name
162P1669	0	DELL COMPU

- B. Using My Workflow, where Accounts Payable staff have attached invoices(s) that require a Receipt Transaction(s).

My Workflow

- C. From the Main Menu

 Receipt, Amend, Cancel or Re-Print Order

Actions to Perform
 Receive Goods
 Amend Order
 Cancel Order
 Re-Print Order

Links to other Functions
 Order Detail Enquiry
 Back Order Detail Enquiry
 Order History Report
 Orders Pending Receipt Analysis
 Orders Pending Receipt Summary
 Orders Pending Receipt Detail 1
 Orders Pending Receipt Detail 2

Released Purchase Orders

To find an order, enter the Location and Purchase Order Number

Location:  Order Number:

OR

Enter search criteria and retrieve Purchase Orders

 Search:  Retrieve  Saved Search

Location = UNI 

Supplier Name like 

Requisition Create User = KS569 

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#)

Location	Order Number	Supplier Name	Order Date	Order Amt Inc (AUD)	Received Amt Inc (AUD)	Statu
UNI	162P1669/0	DELL COMPUTER ...	7/12/2012	2,431.00	0.00	Order

2. Purchase Order Receipt

- A. Enter Receipt Date
B. Enter Receipt Comments
Include Invoice Date and Invoice Number.

Purchase Order

Locatio

Order Header

Receipt Date:* 

Receipt Comments:

If the Item is an Asset change the Line Type Column from **Catalogue** to **Asset** and click on [Maintain Asset Details](#) to the left of the screen under Links to other Functions.

Fill in the information required in the Asset Details Screen such as:

Note: An Asset Number will be automatically generated and will be visible when back in the Receipt Screen.

Copy the Search Description and **Paste** into **Description and Short Description**.

Enter Asset Custodian and Asset Room/Location.

Enter Identification Information.

Line Type* De
Asset Op
Non Stock
Asset
Catalogue

Links to other Functions

- AP Chart Account Details
- AP Chart Account
- Maintain Supplier
- Maintain Asset Details**

Asset Details

Asset Register:* ASSETS ASSETS ☐ Asset is a template
Asset Number:* <Blank Asset> Optiplex 9010 All in One [User Entered Component](#)
Asset Structure: NNNNNN-NN

Asset Details | Attribute Details | Work Details |

General

Search Description:* Optiplex 9010 All in One
Description:
Short Description:*
ASSET CUSTODIAN:*
ASSET ROOM/LOCATION
STOCKTAKE DATE:

Identification

Manufacturer Name:
Manufacture Date:
Model Number:
Make:
Serial Number:
Registration Number:
Other Number:

Main Menu Alerts / Announcements My Workflow Controlled Entity Reports

Maintain help back home close clear retrieve **save and return**

Click on Save and Return



Note: Asset Number will be visible in the grid in the Goods Receipt Screen.

Receipting of the Items is the process of translating in the TechnologyOne Receipting screen what has actually occurred with the receiving of the Items. Choose an Approach(s) below depending on the scenario.

1. To Receive all items.

- A. Tick the box ☐ against the relevant line(s) and click [Receive](#) or [Receive Selected Lines](#).

TechnologyOne will automatically take the Total Amounts and fill this in the Delivered Amount Column, the Received Amount Column and the BackOrder Amount is zero.

If you need to Reset the Grid and start again use the [Clear](#) at the bottom of the Grid.

- B. Click on [Save & Complete](#).

2. To do a Partial Delivery

- A. Position the cursor in the Description Column and click Tab on your keyboard to manually enter the Delivered values reflecting what has been received.

If you need to Reset the Grid and start again use the [Clear](#) at the bottom of the Grid.

- B. Click on [Save & Complete](#).

A BackOrder will be created against the Purchase Order.

3. To do a BackOrder to retain a balance to receipt against when the item does arrive.

- A. Tick the box ☐ against the relevant line(s) and click [BackOrder](#)

TechnologyOne will automatically take the Total Amounts and fill this in the BackOrder Amount.

If you need to Reset the Grid and start again use the [Clear](#) at the bottom of the Grid.

- B. Click on [Save & Complete](#).

A BackOrder will be created against the Purchase Order.

Note:

If you have Incorrectly Receipted or require assistance contact finserv-erequisitions@newcastle.edu.au

->Cont...

Chart of Accounts

The account numbering sequence (11 digits)

Example

Account Number (11 digits) 10 10084 5025

10

Entity(10 – University
30 – Grad School, 50 – UONS)

Cost Collector(Where is the amount
coming from OR where is it going to?)

Account Code (Description of the type of
Purchase or Income/Revenue)

Cost collectors are all identified by
a cost collector type.

Cost Collector Type

- 1 - Operating
- 2- Project
- 3- Restricted
- 4 - Capital
- 5 - Donations
- 8 - Research

P&L
Statement

Account Class

- 1- Assets
- 2 - Liabilities
- 3 - Equity
- 4 - Income/Revenue
- 5 - Non- Salary Expenditure
- 7 - Salary Expenditure

Balance
Sheet

The first digit in the cost collector identifies the cost
collector type. For example, 1 = Operating.

The first digit represents a class for
example, 5 = Non Salary Exp

The first 2 digits identify the
entity. UoN is 10.

10 10084 5035

The last 4 digits of the account number
represent the account code.

All digits in the middle sequence identify the 'Cost Collector'.
This is simply a numerical sequence and does not identify a
particular area or location.

Cost Collector Hierarchy

Org Level 1 (Fac/Div) eg. 670 Health

Org Level 2 (School/Portfolio) eg. 673 School
of Med & Public Health

Org Level 3 (Workplace/Unit) eg. 673 School
of Med & Public Health

Cost Collector eg. 10374

Account Class Hierarchy

Account Class eg. 5 Non-
Salary Expenditure

Major Rep Group (NN) eg.
51 Consumables

Minor Rep Group (NNN) eg. 510
Office Consumables

Account Code (NNNN) eg.

- 5101 Stationary
- 5102 Photocopy
- 5103 Printing
- 5104 Freight
- 5105 Postage
- 5106 Newspapers, Books, Periodicals
Non-Library

Need Help?

eRequisition assistance – Call the help desk on Ext 12073
or contact finserv-erequisitions@newcastle.edu.au.

If you need help using Technology One Financials please contact the Help Desk at
finserv-systems@newcastle.edu.au

Training sessions are available through HR Online under Training and Development.
<https://hronline.newcastle.edu.au/>

Should you not have access to HROnline please contact Human Resource Services?

Look for TechnologyOne On-line Training and Training materials on Blackboard
<https://blackboard.newcastle.edu.au>

IT Services assistance can be found by using the Online Service Portal
<https://17000.newcastle.edu.au>