San Jose/ Evergreen Community College District

DATATEL PURCHASING SYSTEM

END-USERS MANUAL
Entering a Requisition

Double Click on Datatel icon

Enter User ID…………………………………………………………
Enter Datatel Password………………………………………..
Confirm Datatel Account……………. COLLIVE

FrontView menu bar should appear at the top of your monitor screen. Verify that you are in the correct application: Datatel collive CF

Open REQM screen

Type in Mnemonic REQM ➔
and then hit “enter”.

REQM (Requisition Maintenance)

The REQM screen will open with a prompt box

- New requisition - type A (add new requisition) or just hit “enter”.
- Click - OK

This will bring up the next prompt box.
- Click – OK  (DO NOT ASSIGN NUMBER! System will automatically assign the number) or just hit “enter”.

This will bring up the next prompt box.

- Click – OK  (System is confirming that a number will be automatically assigned) or just hit “enter”.

The REQM Maintenance screen.
a. Requisition Date – system automatically assigns the date.
   Exception: The only time you would change this date is in May or June when you may be entering
   orders against the next fiscal year. For those specific orders the next fiscal year start date of 7/1/xx
   would be entered.

b. Initiator – enter initiator ID number or Name.
   Obtain initiator by entering “. . .” in this field. This will lead you to a listing of initiator names. Locate
   your name and ID number.

c. Desired Date – date order is required by user.

d. Maintenance Date – N/A (leave blank)

e. Vendor ID – ENTER VENDOR’S NAME IN THIS FIELD!
   - If vendor is in the system, this field along with name, address, city/state will be
     automatically filled.
   - If the vendor is NOT in the system, enter name, address, city/state in the
     appropriate fields.
     * * * NEVER ENTER “. . .” IN THIS FIELD!!! * * *

f. Country – N/A (leave blank unless outside the US)

g. Currency – N/A (leave blank)

h. Ship To – default is District Warehouse.
   Exception: If items required should be delivered to another location or items have already been
   received, enter “. . .” for additional ship to codes.

i. Ship Via – N/A (leave blank)
   Exception: If items require Federal Express shipment, enter “. . .” to look up other codes.

j. Terms/FOB/Commodity – N/A (leave blank)

k. Approvals
   - Enter F2 function key to pull up detail Approval screen.
   - Tab to Next Approvals column to enter approver’s name (Supervisor/Manager).
     (Approver’s name is their system user ID. Enter the first initial of their first name followed by the
     first 7 letters of their last name or enter “. . .” which will pull up list of authorized approvers in
     the system for you to choose from.)
After entering manager’s name, enter F9 function key and then the update button to save data entered and return to the previous screen.

1. Buyer – N/A (leave blank)

m. Expire Date – N/A (leave blank)

n. AP Type – Enter the number 11 (System requires this entry).

o. Invn Store – N/A (leave blank)

p. Line Items – Enter F2 function key to detail into summary screen RQIL (Requisition Item List).
Cursor will appear in item 1 box. Enter F2 function key to detail into item detail screen RQIM (Requisition Item Maintenance).
Cursor will appear in line 1 of Description field.

1. Vendor Name field will be automatically filled from information entered on the cover screen – see Page 6.

2. Commodity – N/A (leave blank)

3. Inv Item – N/A (leave blank)

4. Description
   Type in complete description of item:
   - what the item is: chair, computer, paper, service, repair, etc.
   - brand, model, part number, etc.
   - size, quantity per unit/package, etc.
   - invoice# (if item is already received and applicable to this item only.)
   - quote or agreement# (if applicable to this item only.)
If item description exceeds line 1, scroll down to line 2. Continue to scroll down if more lines are needed to complete item description.

(See Appendix 3 for sample descriptions of various types of orders.)
OR

Type description to the end of line 1 then enter F2 function key to detail into expanded item description field. Using line 1 length as a guide you may enter your full item description in this screen.

**PLEASE DO NOT EXCEED LINE 1 LENGTH!**

Characters entered beyond this length will be dropped from the description of the hard copy purchase order mailed to vendors.

5. Estimated Price – enter unit cost of item.
6. Quantity – enter quantity desired.

7. Unit of Issue – this is 2 digit field. If using a unit of issue other than EA (each), enter “.” to lookup other unit of issue codes in the system. Select the code desired.

8. Trade Disc Amt – Discount amount total to be deducted from item total pre-tax.

9. Trade Disc Pct – Discount amount percentage to be deducted from item total pre-tax.

10. Extended Price – system will automatically calculate extended price and fill-in field.

11. Work Order/Type – N/A (leave blank)

12. Tax Codes
   . Enter CA (California) for all items to be purchased whether vendor is in or out of state regardless if vendor is charging us tax or not.
   . Exception: Leave blank for labor charges, shipping charges (if vendor does the actual shipping then shipping is taxable), and all Blanket Purchase Orders.

13. GL Account Number – enter your account number per the current Chart of Accounts. Cursor will automatically move to the GL Amt field.

   Note: If budget is not available, please contact your Site Business Officer.

14. GL Amt - If item is being charged to only 1 account, just enter and system will automatically fill percent and quantity fields.

   Note: If the item is being charged to more than 1 account, you may enter as many accounts numbers required by scrolling down. Charge the item cost by GL amount percentage or quantity.

15. Desired Date field will be automatically filled from information entered on the cover screen – see Page 6. If there is more than one line item with different desired dates you may use this field for each line item.

16. Fixed Asset – N/A (leave blank)

17. Vendor Part – N/A (leave blank)

18. Form/Box/Loc – N/A (leave blank)

   EXCEPTION: If this requisition is for an Independent Contractor, enter 1099MI in the “Form” field and 001 in the “box” field.
19. Comments – N/A (leave blank)  **DO NOT ENTER DATA IN THIS FIELD!**

   Note: Enter comments in the Comments field on the Cover Screen (see Item r).

   When item information is complete, enter F9 function key and then the update button to save data entered and return to previous summary screen RQIL (Requisition Item List).

   If you are requesting more than 1 item, repeat Item p - Line Items (see Page 6).

      Note: If item 1 is made up of more than one different kind of component that might ship separately, they must be entered as separate line items. Shipping charges, installation charges, etc., must all be entered as separate line items.

   When all items have been entered, enter F9 function key and then the update button to save data entered and return to previous cover screen REQM (Requisition Maintenance).

q. Printed Comments – **DO NOT ENTER DATA IN THIS FIELD!**

   Exception: The following information only may be entered in this field by end-user: invoice number for items already received, quote or agreement numbers if applicable to all of the items on this order, and vendor customer account number.

r. Comments - used for internal messages to supervisors/managers, Campus Business Office, District Accounting, District Purchasing and District Warehouse. Date stamp all messages.
   - **Required**
     . Delivery information: campus, building, room number and person order to be delivered to including phone extension.
     . New vendor notice: address, telephone number, fax number, contact name. A W9 form will have to be filled out by the vendor before requisitions can be processed.
     . FAX number for all requisitions flagged with a **RUSH** priority.

s. Priority – enter priority code or enter F1 function to lookup codes. Enter B for blanket orders and 2 for Rush orders. **RUSH ORDERS ARE FOR EXTREMELY URGENT ORDERS ONLY.** Please note that Critical and Rush Orders have the same level of urgency.

t. Requisition Done – change from no to yes **ONLY IF** requisition is complete. If not complete, keep at no and complete later. Purchasing cannot process requisition unless field has been changed to yes.

   **Note: Yes must be entered to release the requisition to “Outstanding” status which will allow Purchasing access to the requisition to create a purchase order.**

u. Enter F10 function to save data. This will bring up the next prompt box.
The system has assigned a requisition number which appears in the box. Until you become familiar with the requisition look-up process in the system, write this number down to reference for future look-up.

Click – OK. This will bring up the REQM prompt box.
APPENDIX 1

Purchasing System Mnemonics

CF    Colleague Financial
PU    Purchasing

VEN
VEIN    Vendor Inquiry – view vendor information
VENI    Vendor Inquiry – view vendor purchasing activity for a specified vendor including year-to-date amounts.

REQ
REQM    Requisition Maintenance – screen to enter and maintain requisitions with accounts assigned to your area.
RINQ    Requisition Inquiry – view information on a requisition.
UNRQ    Unauthorized/In-progress Requisition – screen to produce a report of requisitions that have a current status of unauthorized or In-progress (not forwarded).

RQSP    Requisition single print.

POM
PINQ    Purchase Order Inquiry – view information on a purchase order.

BPM
BINQ    Blank Purchase Order Inquiry – view information on a blanket purchase order.
BPOM    Even though this is a Purchasing only maintenance screen, Requestors are given access for viewing only to view BPO Descriptions on Open BPOs.
BPVL    Blanket Purchase Order Voucher List – view all vouchers created against a specific blanket purchase order.
BGLS    Blanket Purchase Order GL History Summary – view a summer of transaction activity on a specific GL account on a blanket purchase order.
BGLD    Blanket Purchase Order GL History Detail – view a detail history of all transactions performed on a specific GL account on a blanket purchase order. It lists transactions in descending order by date.

GSR
PORL    Purchase Order Receiving List – view item activity for a specific purchase order regardless of items status.

DINQ    Procurement Dates Inquiry – view procurement information for a specific purchase order:
         . purchase order number & status  . contact date
         . vendor information            . purchase order date
         . requisition information       . approvals information
APPENDIX 2

Vendor ID Field

The cursor should appear in the Vendor ID field. Click into EDIT at the top of the screen. Select WIDE EDIT.

Enter vendor data as follows:

1. Enter the vendor number – this will bring up the specific vendor.

OR

2. Enter the vendor’s full name (company or person). This will bring up the specific vendor. However, the vendor name must be entered exactly the way it currently exists in the system.

OR

3. Enter only the first 5 letters of the vendor’s name. This will bring up all vendors names in the system starting with those 5 letters. Scroll through list to select the vendor needed.

If the vendor’s address is different than listed in the system, after the vendor has been selected and appears in the cover screen, enter F2 in the address field. This will bring up additional address for this same vendor if more than one address already exists in the system. Select appropriate address needed.

**IF NONE OF THE ABOVE IS SUCCESSFUL**

Enter vendor’s name and address in the appropriate fields in the cover screen. You must now also remember to note in the COMMENTS field that this is a new vendor. You may also include telephone number, fax number, other addresses, contact person, etc.

**NEVER ENTER “. . .” IN THIS FIELD!!!**

If “. . .” is entered in this field, the system will then pull up all names in the system – over 100,000 entries – for you to review
APPENDIX 3

Sample Order Descriptions

Sample order descriptions for more commonly requested orders.

Regular Purchase Order:

2 ea Ergonomic chair: Smith Model 654  
high back, with arms, casters for carpet 
upholstery color blue.  
P/N RS05462B

Regular Purchase Order:

1 cs Paper: 8-1/2 x 11, 20 lb., color white
(10 reams per case)

28.00

Blanket (Open) Purchase Orders:  
(See Purchasing/Warehouse Public Folder)

Open Order for (type of materials or services required - no equipment) for (department)  
Period of Performance: (date to date - year end date should always be 6/15/xx).

All releases against this order must be authorized by (individual(s) allowed to make purchases against this open order).

Note: If this is an Office Depot open order the requestors telephone number and Ship Code number must be listed here.

Total Amount Not to Exceed: (total dollar amount - maximum $2,500 without prior authorization from Purchasing)

Note: Only 1 line item may be entered for a Blanket Order.
Subscriptions:

Subscription (renewal) to (name of material) for Period of Performance: (date to date)
to be delivered to:

(department - requestor name)
(building - room number)
(campus)
(address)

Cost: (total dollar amount)

Memberships:

Membership (renewal) to (name of organization) for Period of Performance: (date to date)
for:

(department - requestor name)
(building - room number)
(campus)
(address)

Cost: (total dollar amount)

Independent Contractor

Services/Independent Contractor:

(name)
(social security number)
to provide (type of services, project name, etc.)
Period of Performance: (dates service to be provided)
for (campus & department).
APPENDIX 4

LookUp

Shortcuts

... lookup field detail IF “lookup” appears in bottom left area of screen

F1 or ? help information IF field is white

F9 save data entered and return to the previous screen

F10 save data entered and return to enter another like transaction

shift F8 or X cancel last item and/or return to previous screen

@ repeat last data entry used in field

Requisition Lookup (Search)

Search by:

1. Initiator’s first and last name ;IN xxxx xxxx (xxxx = initiator’s name)
2. Complete vendor name. xxxxxxxxx (use at least 5 letters of the name)
3. Vendor ID Number ;V xxxx (xxxx = vendor number)
4. Requisition date ;DA xxxxxx (xxxxxx = date MODAYR (no slashes))
5. Requisition status ;S x (x = whichever status you want, u, n, o, or p)

Requisition Status

U In Progress (requisition done “NO”)  
N Not Approved (requisition done “YES”)  
O Outstanding  
P PO Created
Purchase Order Status

O  Outstanding
A  Accepted
P  Paid (PO has been completely paid)
V  Voided

Purchase Order Line Item Status

Outstanding  Not Received into the system
Accepted     Received into the system
Vouchered    In Process of being paid
Paid         Check has been cut

**MISC**

**To Copy and Paste a Datatel Page** - Go in to the screen you would like to copy, push down the “Cntrl” button and the “Print Screen SysRq” button, go to the page you would like to print it on, right click on your mouse, hit paste.

**To Delete a Requisition** - Go into “REQM”, click on “File”, and then on “Record Delete”. Please e-mail me the requisition number that you deleted.

**To enter date and initiator ID in “Comments” field** - Click on “Edit” and then “Date/Time/Login Stamp”.