

Creating an Internal Blanket Requisition using one Category per Cost Center

1. Type **IREQ** in the **Command** field; tab to the **Action** field and type 'A' (Add); press 'Enter'.
2. Type a Req Type of 'IB' in the Req Type field and press 'Enter'.
3. In the **Req Amount** field type the dollar amount of the requisition. (In most cases of blankets this amount will be \$1.00, unless you wish to encumber more)
4. In the **Vendor ID** field press **PF1**. Now press 'Enter' and a list of internal vendors is displayed. Tab to the internal vendor you are creating the requisition for and press 'Enter'. The vendor number is displayed in the field.
5. The **Customer ID** field is used when creating a blanket to Mailing Services or Printing Services and you have a mail code and/or Dept ID number already setup for the distribution you are using. Also, if you have a 'blanket' work order with another internal vendor you may enter it here.
6. Put in the name of the person to call for questions in the **Requestor** Field
7. Put in the phone number of the Requestor in the **Telephone** field.
8. Press **PF1** and select the appropriate **Ship to** Address
9. Enter the **cost center** distribution for the blanket. The total percentage must equal 100%.
10. Enter the **Category** for each cost center used.
11. The **Reference ID** is an optional field for use if you want to track the Req by this ID.
12. Press 'Enter' to validate then Press **PF8** to Next Screen.
13. Enter the amount you entered in the Req Amount field on Screen 1 in the first Service line.
14. Press 'Enter' to validate then Press **PF10** to Save
15. Go to **REQT** to SUBMIT the internal requisition via TARGET for approval.

**Below is an example of how the internal requisition will look using 1 cost center and 1 category:
You have a one-line requisition, which says 'Services' on the line.**

Screen 1

```

Go to screen 2 to validate data there
UPOIREQ 1 DEMO      Internal REquisition - IREQ      03/08/01 10:54
Command: Action: A Req:      : PO: 6096102:      TA:
Req Type: IB

-----
Action: A Requisition #:      Type: IB (Internal Blanket)  Screen 1 of 2
Requisition Status: P (In Process)
Req Amount:      1.00  Tolerance: 999 %
Vendor ID: 142750-01-001 Mailing Services
Customer ID: 202
Requestor: Donna Carter      Telephone: 8414      Ship to: BASI-002

Co Cost Center #  Co Cost Center Name      %  Amount  Category Pr
0102 02030-61-0000 Associate Vice-Chancellor f 100  Postage

PO Effective Date: 02/01/2001      Expiration Date: 06/30/2001
Reference ID:      Expected Close Date: 12/31/2099
Dept Rep: DONNAC  Donna Carter      BU: AVCB  Asso Vice Chan Busin

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Suspnd Quit      RStrt      NextS      Text
    
```

Screen 2

```

All entries are valid, press PF10 to Save
UPOIREQ 1 DEMO      Internal REquisition - IREQ      03/08/01 11:11
Command: Action: A Req:      : PO: 6096102:      TA:
Req Type: IB

-----
Action: A Requisition #:      Type: IB (Internal Blanket)  Screen 2 of 2
Req Amt:      1.00  Co Center No 1  Co Center No  Co Center No
----- 0102 02030-61-0000
1  Metered Mail
   1.00  Postage

2  Expedited Services
   Postage

3  Bulk Mail
   Postage

4  Other
   Postage
    
```

The PO will be setup using 1 line showing the description: 'Services'

Creating an Internal Blanket Requisition using Multiple Categories

1. Type **IREQ** in the **Command** field; tab to the **Action** field and type 'A' (Add); press 'Enter'.
2. Type a Req Type of 'IB' in the Req Type field and press 'Enter'.
3. In the **Req Amount** field type the dollar amount of the requisition. (In most cases of blankets this amount will be \$1.00, unless you wish to encumber more)
4. In the **Vendor ID** field press **PF1**. Now press 'Enter' and a list of internal vendors is displayed. Tab to the internal vendor you are creating the requisition for and press 'Enter'. The vendor is displayed in the field.
5. The **Customer ID** field is used when you are creating a blanket to Mailing Services and you have an existing mail code.
6. Put in the name of the person to call for questions in the **Requestor** Field
7. Put in the phone number of the Requestor in the **Telephone** field.
8. Press **PF1** and select the appropriate **Ship to** Address
9. Enter the **cost center** distribution for the blanket. The total percentage must equal 100%.
10. Enter the **Category** that is mainly used for each cost center used.
11. The **Reference ID** is an optional field for use if you want to track the req by this ID.
12. Press 'Enter' to validate then Press **PF8** to Next Screen.
13. At this point you make a determination as to how you want to categorize the services offered. For each service you want to re-categorize, press **PF1** while cursor is on the **Category** field and select the one you want to use. **PLEASE NOTE:** As soon as you have one other service line that has a different category on it, you have a multiple line requisition.
14. You must also make a determination of how you want to distribute the Req Amount. You can put the entire amount on 1 line or distribute it between the lines that have a different category. If you only setting up the blanket for \$1.00, you need only put the \$1.00 on one of the lines.
15. Press 'Enter' to validate then Press **PF10** to Save
16. Go to **REQT** to SUBMIT the Internal Requisition via TARGET for approval.

Below is an example of what Screen 2 would look like if you chose to distribute your internal requisition to Mailing Services to different Categories. In this example only 'Expedited Services' was categorized differently. The entire Req Amount is going to be encumbered under the 'Postage' Category.

```

All entries are valid, press PF10 to Save
UPOIREQ 1 DEMO      Internal REquisition - IREQ      03/08/01 14:10
Command: Action: A Req:      : PO:      :      TA:
Req Type: IB

-----
Action: A Requisition #:      Type: IB (Internal Blanket)  Screen 2 of 2
Req Amt:      1.00  Co Center No 1  Co Center No  Co Center No
----- 0102 02030-61-0000
1  Metered Mail
   1.00  MailMetr

2  Expedited Services
   ExprMail

3  Bulk Mail
   BulkMail

4  Other
   Postage
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help  Suspnd Quit      RStrt      PrevS      Text  Save
    
```

The PO will be setup using 4 lines showing the service line description on each line.

How to Copy an Internal Requisition

You will want to take advantage of the copy function when you are creating numerous internal requisitions using the same cost center, just changing the vendor and the categories. Once you have 'added' one internal requisition you can go back with an Action of 'V' to view it then copy it. Below are the steps:

1. Type **IREQ** in the **Command** field; tab to the **Action** field and type '**V**' (**View**); Tab to the Req Number field and enter the Req Number for the internal requisition you just entered; Press '**Enter**'.
2. You are now viewing the internal requisition you just entered
3. Go back to the **Action** field and change from a 'V' to a '**C**' (copy); Press '**Enter**'.
4. All fields are now highlighted. You may now change the information you want to change.
5. You may now follow the same process as you would if you were using an Action of 'A'.
6. Once you have completed the modifications you want to make, press '**Enter**' to validate and **PF10** to save the internal requisition.
7. Go to **REQT** to submit the internal requisition via TARGET for approval.

Below is what **REQT** will look like when you use only one Category for each Cost Center

```
Enter values and press ENTER to validate
UPOREQT 1 DEMO REquisition Target Processing - REQT 03/09/01 12:48
Command: Action: S Req: R054063 : PO: : TA:

-----
Action: S Req #: R054063 : Req Type: IB Status: G P In Process
Requestor: Donna Carter Tolerance: 999 % Req Amount: 1.00
Telephone: 8414 Freight Amount:
Vendor: 142750-01-001 Tax Amount:
Mailing Services Total Amount: 1.00
--- CCC Number --- ----- CCC Name ----- CCC Amount
0102 02030-61-0000 1.00
Adv PO #: Hold Check for:
PO Effective Date: 02/01/2001 Expiration Date: 06/30/2001 Const: N MOF:
Dept Rep ID: DONNAC BU: AVCB Asso Vice Chan Busin
===== 1 through 1 of 1 Line Items =====
Line# ----- Description ----- Quantity Unit Price Extension
1 Services 1.000 1.00 1.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspnd Quit DCode RStRt NextR Text Save CComm CCC
```

This is what **REQT** will look like when you re-categorize even just one of the Services

```
Enter values and press ENTER to validate
UPOREQT 1 DEMO REquisition Target Processing - REQT 03/09/01 12:54
Command: Action: S Req: R054063 : PO: : TA:

-----
Action: S Req #: R054063 : Req Type: IB Status: G P In Process
Requestor: Donna Carter Tolerance: 999 % Req Amount: 1.00
Telephone: 8414 Freight Amount:
Vendor: 142750-01-001 Tax Amount:
Mailing Services Total Amount: 1.00
--- CCC Number --- ----- CCC Name ----- CCC Amount
0102 02030-61-0000 1.00
Adv PO #: Hold Check for:
PO Effective Date: 02/01/2001 Expiration Date: 06/30/2001 Const: N MOF:
Dept Rep ID: DONNAC BU: AVCB Asso Vice Chan Busin
===== 1 through 4 of 4 Line Items =====
Line# ----- Description ----- Quantity Unit Price Extension
1 Metered Mail 1.000 1.00 1.00
2 Expedited Services 1.000
3 Bulk Mail 1.000
4 Other 1.000

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspnd Quit DCode RStRt NextR Text Save CComm CCC
```

Quick Reference Guide to Creating and Submitting Internal Blanket Requisitions

Internal Requisitions are turned into Purchase Orders, which are faxed to each Internal Vendor.

Each internal vendor has specific services defined. You have the option of categorizing these services all under the same category (therefore creating a one line PO) or of assigning different categories based on the type of service offered. (As soon as you categorize just one service line differently you will be creating a multiple line PO)

Although most Purchase Orders created are 'blankets', orders to the Computer Store are not allowed to be a 'blanket' and require the user to create a Req Type of 'IR' (Internal Regular).

Who are our Internal Vendors and what Services can be Categorized?

Physical Plant

1. Building Materials & Labor
2. Vehicle Rental
3. Rental of Special Setup Equipment
4. Vehicle Parts Labor & Fuel
5. Supplies & Misc items

Computing Services

1. Computer Repair
2. Software
3. Networking
4. Other Services

Telephone Service

1. Long Distance
2. Line & Equipment
3. Cell Phones & Misc

Gas Cylinder Management

1. Gas Cylinder Rental & Demurrage

Printing Services

1. Printing
2. Copying
3. Satellite

Mailing Services

1. Metered Mail
2. Expedited Services (UPS, Airborne etc)
3. Bulk Mail
4. Other

U of A Bookstore

1. Books
2. Supplies
3. Software
4. Computer Parts and Supplies
5. Miscellaneous

U of A Computer Store

1. Computer Hardware
2. Software
3. Computer Parts and Supplies
4. Miscellaneous