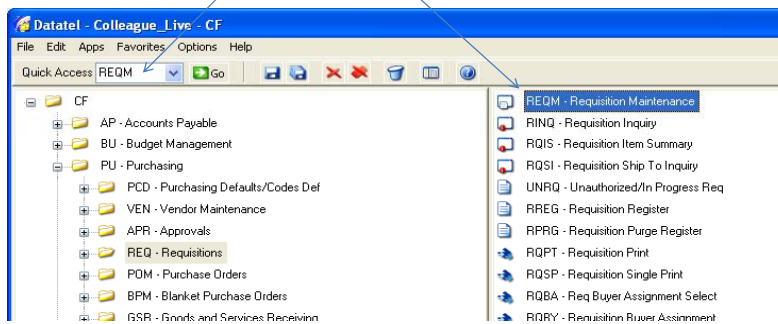




How to Enter a Catering Services Requisition in Datatel

TO BEGIN

- Access 'REQM' – Requisition Maintenance Screen in Datatel.
 - Click on 'Requisition Maintenance' on the menu tree or
 - Enter "REQM" in the Quick Access field and click on GO.



Step 1: REQM screen

Enter Sodexo as the vendor. ID is 161131.

The screenshot shows the 'REQM Requisition Maintenance' window. The 'Vendor ID' field is highlighted in red. A callout box on the right shows the details for Vendor ID 0161131, including the name 'Sodexo - Internal' and address 'San Juan College'. The main form includes fields for Requisition Date (10/28/08), Initiator (Alvina Begay), and AP Type (AP Accounts Payable).

Step 2: REQM Screen

Enter AP type as "AP" if fund account number begins with a '10', otherwise enter "AP" plus the first two digits of the fund account number.

The screenshot shows the 'REQM Requisition Maintenance' window with the 'AP Type' field highlighted in red. A callout box on the right shows the details for AP Type AP20 Accounts Payable fun. The main form includes fields for Requisition Date (08/27/08), Initiator (Alvina Begay), and Vendor ID (0161131).

Step 3: REQM Screen

Click on the blue detail icon to enter "Line Items".

Approvals [1] [icon] Line Items [1] [icon]
Buyer [] Printed Comments [1] [icon]
Expire Date [] Comments [1] [icon]
AP Type AP Accounts Payable Priority []
Invn Store [] Requisition Done No

New Record

REQM-Requisition Maintenance RQIL-Requisition Item List

	Description	Quantity	Estimated Price	Extended Price	Tax
1					
2					
3					
4					

Click on the first blue detail icon field to enter food request items.

Step 4: RQIM Screen

Entering requested food items.

REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Requisition: Status: Status Date:

Vendor Name (1) Sodexo - Internal
Commodity
Inv Item
Description (1) E01489 12/14/09
Est Price 186.49004
Quantity 1.000
Unit of Issue SM Sum
Trade Disc Amt
Trade Disc Pct
Extended Price 186.49
Work Or/Type/Flg
Tax Codes (1)
GL Account No 20-110-20-1014-6520
Percent 100.000
Quantity 1.000
GL Amt 186.43
Proj ID

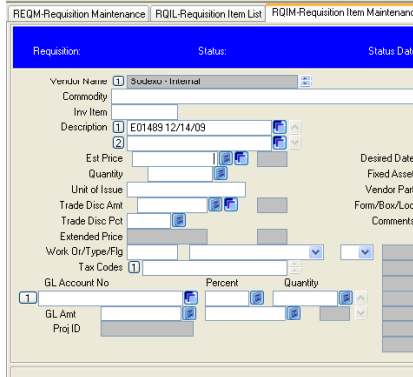
Desired Date
Fixed Asset
Vendor Part
Form/Box/Loc
Comments (1)
GL Funds Availability
San Juan College Foun
Bgt: 23000.00
Exp: 11159.39
Enc: 609.12
Req: 433.71
Bal: 10797.78

Datatel - Colleague_Live - CF
File Edit Favorites Tools Help
Quick Access REQM [Go] [icon] [icon] [icon] [icon] [icon] [icon]
REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Required Fields to enter information.

Once the information is entered in the required fields, Save by pressing F10 function key or the diskette icon. Then click on 'Update'.

Step 4 (continued): RQIM Screen



Enter food event number and the date of the event within the Item Description Field.

Note: Previously it was requested to enter each food item per line. This has been eliminated.

Step 4 (continued): RQIM Screen Exit the screen

When you have saved and update the RQIM Screen, click on the single **red 'X'** on top of the screen.



This will close the blank RQIM screen and the RQIL screen will appear (next slide).

Step 5: RQIL Screen Review description and amount entered.

	Description	Quantity	Estimated Price	Extended Price	Tax
1	12/14/09 E01489	1.000	186.4900	186.49	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Taxes				Item Total	186.49
Amounts				Tax Total	0.00
				Req Total	186.49

Verify that requisition total is equal to Food Contract Total.

Step 6: Printed Comments Field

Within the **Printed Comments** field, please enter the date of the event, the time of the event, and the name of the event only.

Step 6: Comments Field

Include the following information:

- Date/Time
- Location
- Contact Person
- Name of Event
- Purpose of Event

Step 7: REQM Screen Approvals Needed

Enter the approvals in this order:

1. Director (less than \$1,500)
2. Gayle Dean – Foundation (for 20 foundation account)
3. Dean (more than \$1,500 but less than \$3,000)
4. VP of Dept (more than \$3,000 but less than \$4,000)
5. Mary Sisley (if grant account,'20')
6. Controller -Dianne Garcia

Step 8: REQM Screen Requisition Done Field

The screenshot shows the 'REQM-Requestion Maintenance' window. The 'Requisition Done' field at the bottom right is set to 'Y'. Other fields include Requisition Date (10/28/08), Initiator (Alvina Begay), Requisition Amt (377.44), Vendor ID (0161131), Name (Sodexo Inc), Address (9801 Washington Blvd), City/ST/Zip (Gaithersburg MD 20878), and AP Type (AP82 Accounts Payable /un).

IMPORTANT:
Once requisition is complete (all items entered and no changes are necessary), enter "Y" in the Requisition Done field.

If changes are made after approval(s), approval(s) will automatically be deleted by Datatel and re-entered under "Next Approvals". Approvals will need to reapprove the requisition with the changes.

Step 9: Requisition Number

An alert dialog box with a blue header and a white body. The text reads: "Approvals must be entered before the document will be flagged as approved". There is an "OK" button at the bottom.

This alert message to remind the initiator that approvals must be entered. Click on "OK".

An alert dialog box with a blue header and a white body. The text reads: "Update record, Cancel record or Return to editing". There are three buttons: "Update", "Cancel", and "Return".

Click on "Update" and Datatel will immediately send an email to the first listed approval.

An alert dialog box with a blue header and a white body. The text reads: "This Requisition has been assigned a Number of 0014795". There is an "OK" button at the bottom.

Once a requisition number has been assigned, approvals have access to the requisition.

Step 10: Purchase Order

- A purchase order will be processed once the food requisition is approved.
- A copy of the Purchase Order will be sent to the following:
 - Initiator
 - Denisa Knutson, A/P
 - Victoria Dutton, Sodexo



??Questions??

*Contact
Denisa ext 3605
or
Victoria ext 3155*