On-Line
Requisition Entry
Purchasing and Inventories office
2008-2009 Fiscal Year
Account Numbers

- You will have a 15 digit account
  - XX-XXXXXXXX-XX-XXXX
- The first two numbers are your fund source.
  - 10 State Appropriations/Appropriations for Legislature
  - 11 Designated Funds/Lab Fees Service Departments
  - 12 Auxiliary Funds/Auxiliary Departments Student Fees
  - 19 Restricted Funds/Federal/State/Local Grants
  - 40 Renewals/Renovations – Physical Plant
  - 50 foundation – Gift/Corporate/Estate/Individual
Department

- You will have a 15 digit account
  - XX-XXXXXXXX-XX-XXXX
  - The next seven are the department specific number that identifies that department.
    - 0110011 (Purchasing)
Object

- You will have a 15 digit account
- XX-XXXXXXXX-XX-XXXX
- The next two are an object number
  - 62 Budgeted Funds – Fiscal Year
  - 92 If Grant Funds – Term of Grant
  - 92 if gift or fees – Until Money is Expended
    - Money will roll over to next fiscal year if not expended
Object Codes

- You will have a 15 digit account
- XX-XXXXXXXX-XX-XXXX
- The last four digits define the type of purchase. We use generic object codes for requisition entry. If capital equipment is purchased, we change the object code before the Purchase Order is printed.
  - 7100- Travel
  - 7200- Services
  - 7300- Supplies
    - Object Codes will always follow the account number
The AP types for State Appropriations will change each fiscal year

- **A901-** 10 State funds (Fiscal Year)
- **A902-** 10-0155… HEAF Funds (Fiscal Yr)
- **1101-** 11 Local Funds
- **1201-** 12 Local Budgeted Funds
- **1901-** 19 Usually Grant Funding
- **4003-** 40 Agency Funding
- **5003-** 50-068…
- **5101-** 51-0792…
Hierarchy of the Datatel Module

- Admissions
- Development
- Registrar
- Fixed Assets
- Residential Living
- General Ledger
- Purchasing
- Inventories
- Accounts Payable
- Accounts Receivable
- Personnel
Logging On

- To get into the Datatel System, double click on the Datatel Icon on your desktop.
- For all functions dealing with the Purchasing office, you will need to go to the Apps drop down menu and choose the CF function.
DATATEL ICON
Datatel Login

- Type in the Login ID and password given to you.
- Make sure that the Database field at the bottom of the Login screen says R18Live.
- Click OK
PURCHASING MODULE

- Vendor
- Requisition
- Purchase Order
Vendor Search

- To look up vendors you will need to go into the Datatel system.
- In the Apps Drop down menu, please choose the CF function.
- Go to the Purchasing Menu and into Vendor Maintenance.
- From there you will choose VEIN-Vendor Inquiry.  OR
- ADSU – Address Summary
Vendor Maintenance

- If you have checked and the vendor is not on the system and you need a vendor added to the system please e-mail Lou at lberger@wtamu.edu. Call at 651-2105 or fax 651-2109.

Include the following information in your e-mail or fax:

- Vendor name/business name
- Contact person if available
- Address
- City, State, and Zip Code
- Telephone Number & Fax Number
- State of Texas Sales Tax Number or Federal Employers Identification Number or Social Security Number.
- As of March 2008 we also will need a W9 Form from all businesses.
- We will also need a Social Security Number for each person.
- If any of these things are not provided a vendor will not be put in the system, until they are given to our office.
REQUISITION ENTRY
### Requisition Maintenance

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Date: 09/26/07</td>
<td>Maintenance Date:</td>
<td></td>
</tr>
<tr>
<td>Initiator: Ms Mary A. Caraway</td>
<td>Requisition Amt:</td>
<td></td>
</tr>
<tr>
<td>Desired Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Vendor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
<td>0031122</td>
</tr>
<tr>
<td>Name</td>
<td>Mary A. Caraway</td>
</tr>
<tr>
<td>Address</td>
<td>26500 Newton Rd Drop 2</td>
</tr>
<tr>
<td>CSZ</td>
<td>Canyon TX 79015</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td></td>
</tr>
<tr>
<td>Terms</td>
<td></td>
</tr>
<tr>
<td>Ship To</td>
<td></td>
</tr>
<tr>
<td>Ship Via</td>
<td></td>
</tr>
<tr>
<td>Commodity</td>
<td></td>
</tr>
<tr>
<td>Types</td>
<td>001 EMPLOYEE</td>
</tr>
</tbody>
</table>

### Approvals

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvals</td>
<td>1</td>
</tr>
<tr>
<td>Buyer</td>
<td></td>
</tr>
<tr>
<td>Expire Date</td>
<td></td>
</tr>
<tr>
<td>AP Type</td>
<td>1101 Designated Funds</td>
</tr>
<tr>
<td>Invn Store</td>
<td></td>
</tr>
</tbody>
</table>

### Controller Printed Comments

- Printed Comments: 1 PURCH
- Comments: 1
- Priority: 
- Requisition Done: No
Requisition Entry

- At this point you will save an update at every stage until you get back to the main screen.
- Then you will save and update once more and that is where it should give you the requisition number.
Checking The Status

- To check the status of a requisition that has been sent to the Purchasing office:
  - Go to the Apps drop down menu, and choose the CF function.
  - Go to the Purchasing Menu and then to the Requisition menu, then choose Requisition Inquiry and type in your six digit requisition number.
  - From there Datatel will tell you the status of that requisition.
REQUISITION ENTRY
**Requisition Inquiry**

- **Requisition**: 0109723
- **Status**: PO Created
- **Status Date**: 09/24/07

**Line Items**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Quantity</th>
<th>Estimated Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 07 Tuition and Fees</td>
<td>1.000</td>
<td>7,281.0000</td>
<td>7,281.00</td>
</tr>
</tbody>
</table>

**Vendor Information**

- **Vendor ID**: 0528442
- **Name**: Massachusetts Institute of Tec
- **CSZ**: Cambridge, MA 02139-4307
- **Ship To**:
- **Appr/Date**: 1

**Additional Details**

- **PO Numbers**: 1 P0119172
- **BPO Numbers**: 1
- **Comments**:
- **Expire Date**:
- **Priority**:
## VENI-Vendor Activity Inquiry

**ARAMARK Services**

ID: 0199394

Canyon, TX 79016  
Phone: 806-651-2707

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/25/07</td>
<td>354.54</td>
<td>Outstanding</td>
</tr>
<tr>
<td>2</td>
<td>09/21/07</td>
<td>125.80</td>
<td>In Progress</td>
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</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/13/07</td>
<td>170,000.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>2</td>
<td>09/12/07</td>
<td>3,500.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>3</td>
<td>09/12/07</td>
<td>1,000.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>4</td>
<td>10/09/06</td>
<td>1,247,348.54</td>
<td>Outstanding</td>
</tr>
<tr>
<td>5</td>
<td>09/05/07</td>
<td>130,176.12</td>
<td>Outstanding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Net</th>
<th>Status</th>
<th>Check YTD Count/Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/26/07</td>
<td>299.70</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>09/26/07</td>
<td>95.85</td>
<td>Outstanding</td>
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<tr>
<td>3</td>
<td>09/26/07</td>
<td>73.44</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>09/26/07</td>
<td>339.50</td>
<td>Outstanding</td>
<td></td>
</tr>
</tbody>
</table>
Requisition Processing

- Purchasing Audit
  - Signatures
  - Authority on Account
  - Available Budget
Requisition Processing

- Purchasing Office Prints Purchase Order
- Fax Company
- All purchase orders will be faxed from Purchasing Office – please provide fax number
- Department Pick-up
- PO Numbers will never be given over phone to departmental personnel
- Must have University Employee sign receipt
Checking the Status of your Order

- You can check the status of your requisition and your purchase order online.
- Most requisitions have a purchase order printed within 4 working hours of receipt in the Purchasing Office.
- Exceptions
  - Computer problems
  - Lack of available budget
  - Lack of appropriate signatures
### Purchase Order Inquiry

**PO Number:** PA118169  
**PO Status:** Accepted  
**Status Date:** 09/26/07

<table>
<thead>
<tr>
<th>Description</th>
<th>Ordered</th>
<th>Accepted</th>
<th>Item Status</th>
<th>Expected Date</th>
<th>Unit Price</th>
<th>Tax/ Remaining Price</th>
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</thead>
<tbody>
<tr>
<td>money for meter machine</td>
<td>1.000</td>
<td>1.000</td>
<td>Accepted</td>
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<td>15,000.00</td>
<td>0.00</td>
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**Remaining Taxes**

<table>
<thead>
<tr>
<th>Amounts</th>
<th>Remaining</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**PO Number:** P0117947  
**PO Status:** Paid  
**Status Date:** 09/20/07

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amt</th>
<th>Req NOS</th>
<th>Vouchers</th>
<th>Purged IDs</th>
<th>Comments</th>
<th>Ptd Com</th>
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<tbody>
<tr>
<td>P0117947</td>
<td>09/18/07</td>
<td>3,136.00</td>
<td>1</td>
<td>00199394</td>
<td>1</td>
<td>1</td>
<td>REO3POR</td>
</tr>
</tbody>
</table>

**Vendor ID:** 0199394

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0199394</td>
<td>ARAMARK Services</td>
<td>WTAMU Box 60746</td>
</tr>
</tbody>
</table>

**CSZ:** Canyon  
**Buyer:**  
**Ship To:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Ordered</th>
<th>Accepted</th>
<th>Remaining</th>
<th>Item Status</th>
<th>Expected Date</th>
<th>Tax/Remainder</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEALS FOR THE WEEK OF</td>
<td>30.000</td>
<td>30.000</td>
<td></td>
<td>Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEALS FOR THE WEEK OF</td>
<td>150.000</td>
<td>150.000</td>
<td></td>
<td>Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Receipt of Goods or Services

- Receiving Report
  - Should only be sent complete if all goods and services are received.
- Sign and date
  - Return to Purchasing
- Invoice
  - In order for our office to pay for your goods, we need the Invoice, Receiving Report, and PO. If any of those things are missing, we will not be able to process for payment.
Partial Payments

- We will make partial payments on orders
- Dependent
  - Goods received are new and in good working order
  - Good received are not dependent on back order to become operational
  - Correct billing
Deadlines for Payment

- All Requisitions that need to be paid should always be in the Purchasing Office no later than Tuesday at noon.
- If the Requisition uses a 10 account, there will be a delay in payment due to state funds being used.
- If the Requisition uses anything else, the check will be cut the following Friday.
HUB Vendors

- HUB Vendor
- Historically Under-Utilized Business.
- Utilize HUB Vendors
  - Women Owned
  - Black
  - Hispanic
  - Asian
  - American Indian
HUB Vendors

- We are Mandated by state law to purchase a portion of our annual operating budget from minority businesses certified by the Comptroller's office
- Owner 51% and involved in daily operations
HUB Goals

- We have a goal each fiscal year
  - Assist WTAMU in Meeting Goals
  - Part of the University’s performance evaluation and audit for future funding
HUB Vendors

- We have a list of all HUB vendors in the Potter and Randall County area provided, you can also visit
  http://www2.cpa.state.tx.us/cmbl/hubonly.html

To find individual HUB vendors in the State of Texas