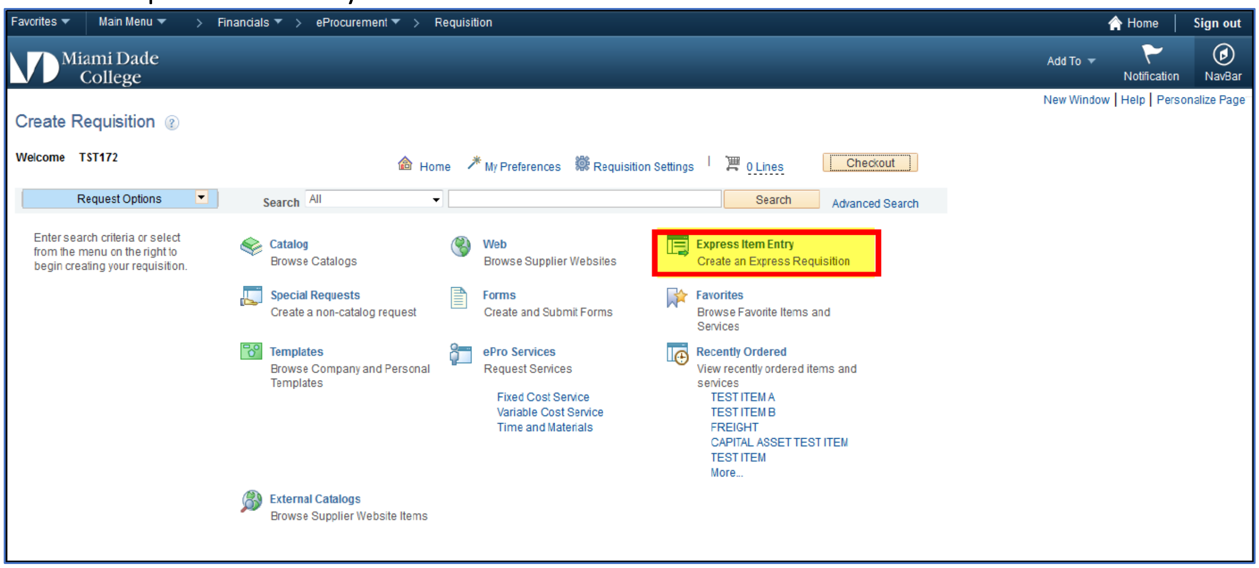
Employee Job Aid
Create a Requisition – Amount Only

Creating a Requisition – Amount Only

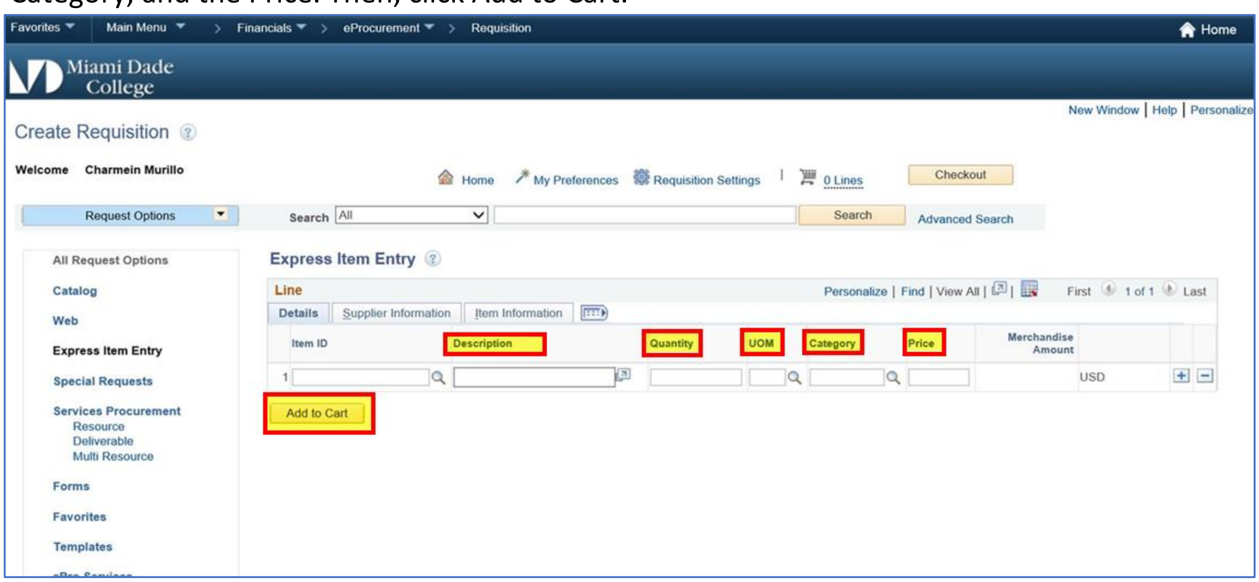
Employees can create a requisition via eProcurement. The specific changes for an “amount only” requisition are found in the “checkout” section of this document.

Navigate to: Main Menu-> Financials-> eProcurement-> Requisition

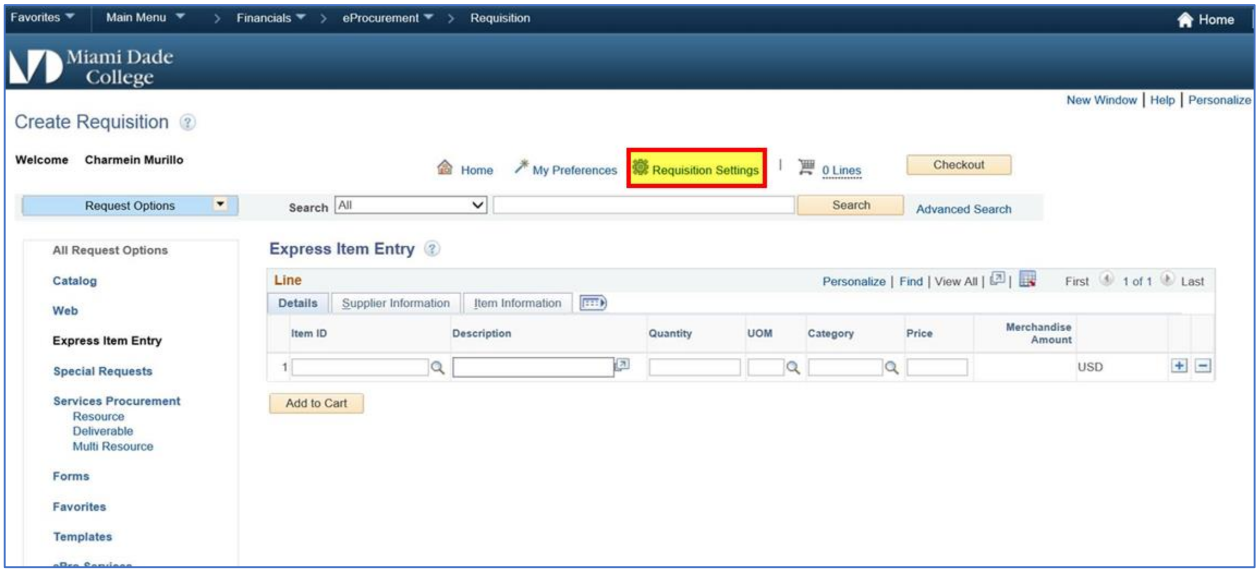
Click on Express Item Entry



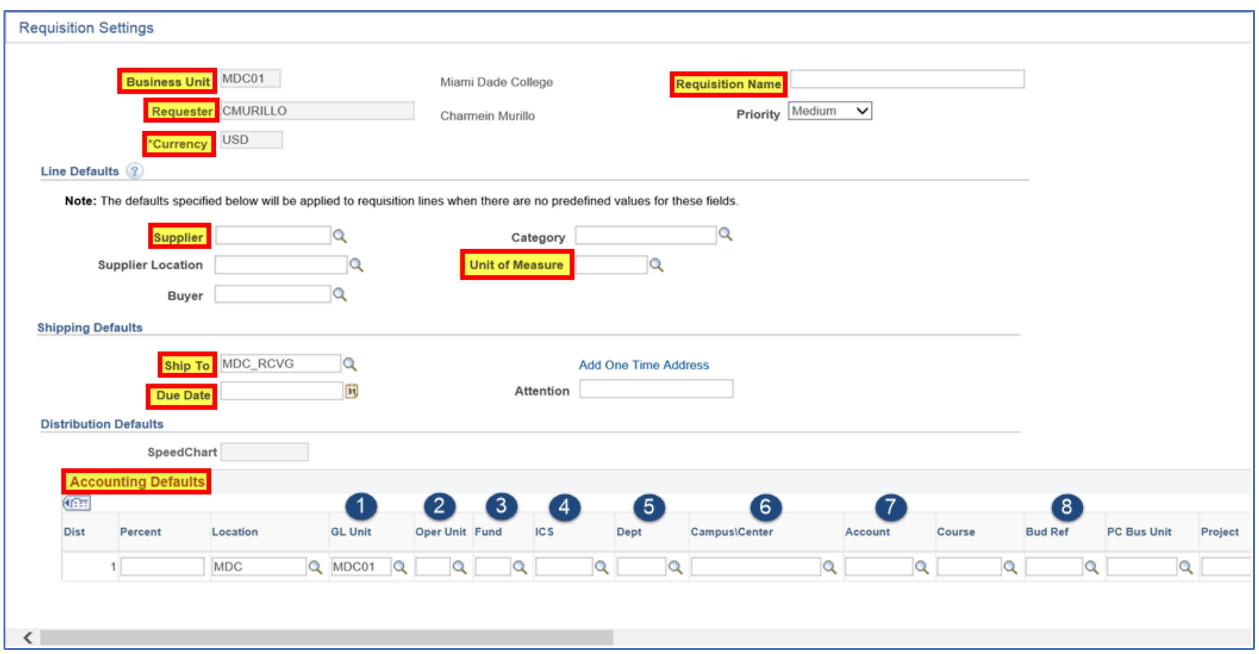
Enter your line item details as follows: Enter a Description, the Quantity, the UOM, the Category, and the Price. Then, click Add to Cart.



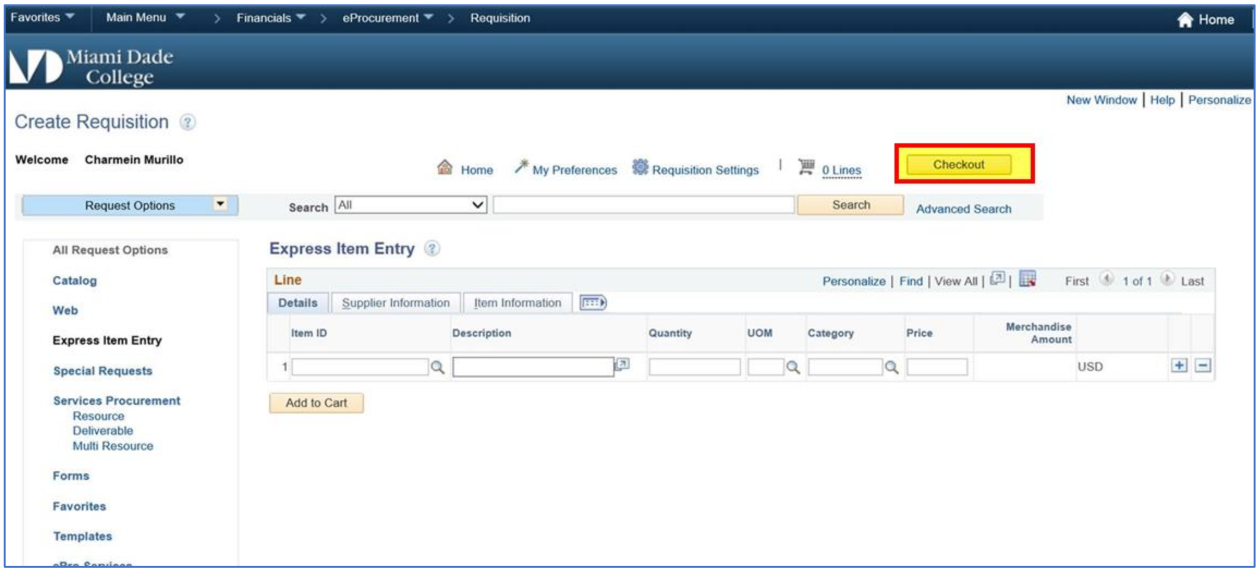
Click on the Requisition Settings Link.



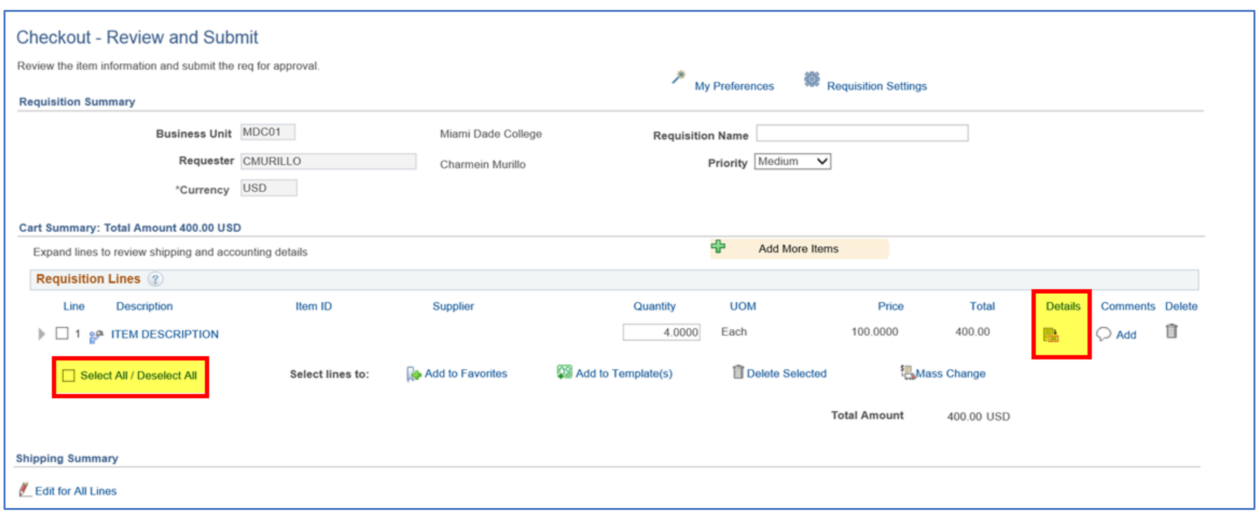
The Business Unit, Requestor, Currency, Ship To, and some Accounting Chartfield information will default. Enter a Requisition Name otherwise it will default to the requisition ID. Select a Supplier with the appropriate Supplier ID. Then, select a Due Date. Lastly, in the Accounting Details box, select your correct chartfield information, including the (1) GL Unit, (2) Oper Unit, (3) Fund, (4) ICS, (5) Dept, (6) Campus/Center, (7) Account, and (8) Bud Ref. Click OK.



Then, select Checkout.



Select All Distribution Lines. Then, select the Details Link to select the Amount Only checkbox.



Miami Dade College

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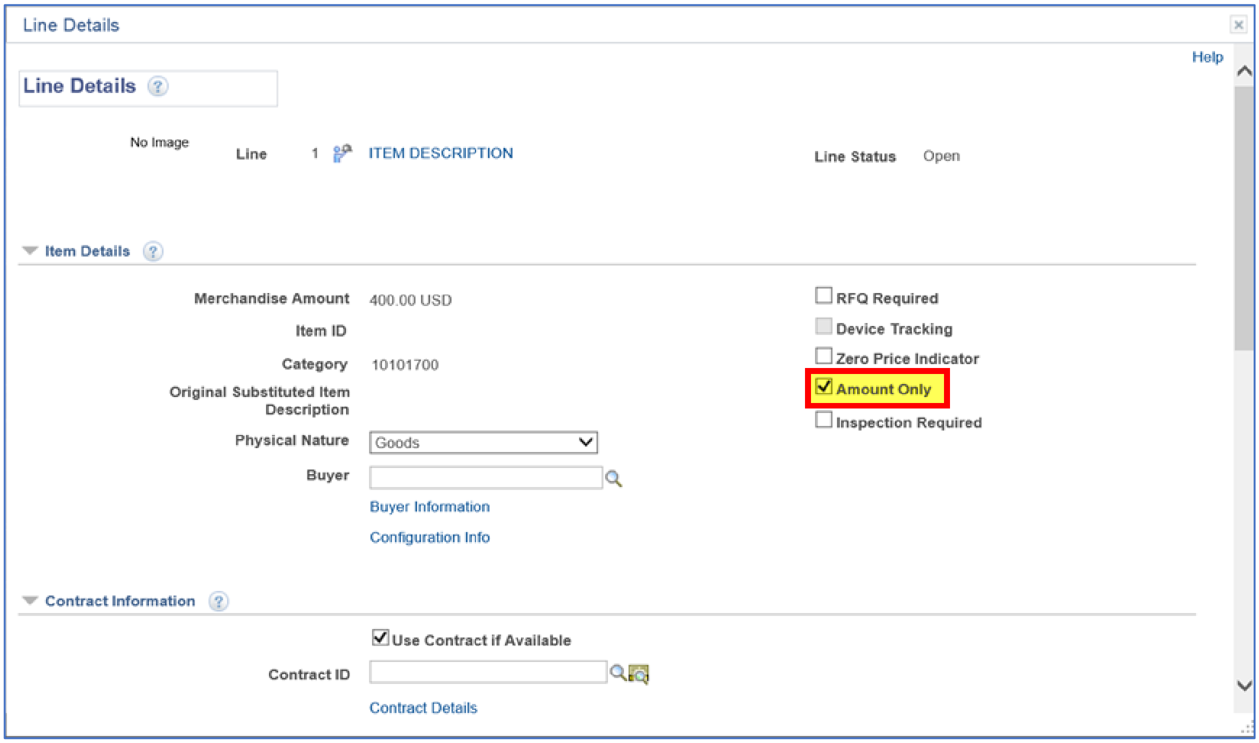
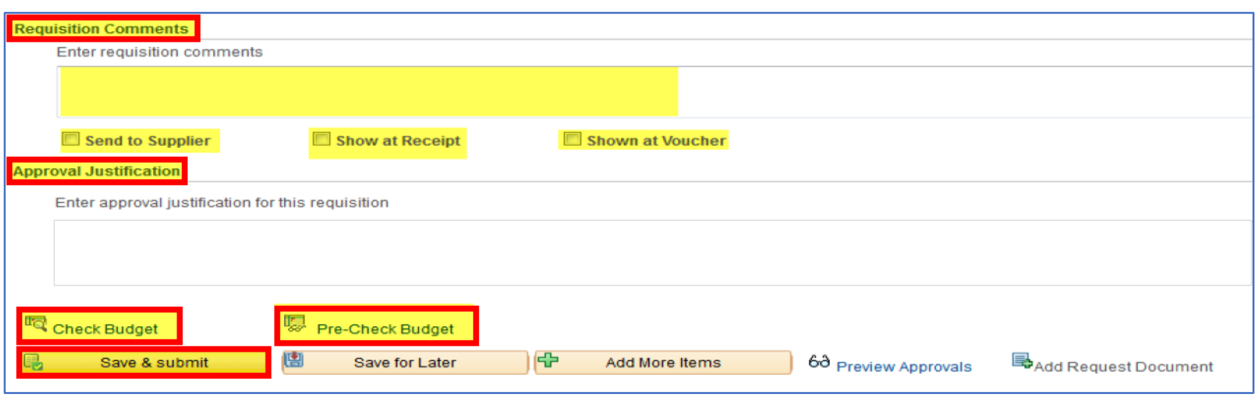
Select the Amount Only Checkbox to make this an Amount Only requisition.



Enter comments to be viewed by the Supplier, Buyer, Receiver, and Accounts Payable (Voucher). Enter information for the approver to see here when they approve the requisition. The Pre-Check Budget Link will show if you have sufficient funds to make the requisition. Then, click on Check Budget, which encumbers the funds for the requisition. Lastly, click Save and Submit.



The Confirmation screen will populate after submitting. Here you will see your Requisition ID and the Status of your requisition. Also, all Approvers who are in queue.