1. Customizing your Requisition System

In order to customize the database to reflect your account’s information, there are several locations in which text needs to be changed or added. These include both the entry screen and the actual requisition form.

1.1 Changing the Entry Screen

1. In the menu bar select `Mode → Layout` (or `CTRL + L`).

2. Click on the Text tool in the tool palette to the left.

3. Double-click on the phrase `Your Account 0-99999` in the header and change this to the name of your supplies account and its account number.

1.2 Changing the Requisition Form

1. Click on the box which currently says `Entry`, and then click on `Requisition`.

2. Double-click on the phrase `Your Department Name Here` next to “Account Name” and change this to reflect the name of your Department. Repeat for “Department of”.

3. Double-click the phrase `Your Department Chair`, and enter the name of the department’s Director, Chairperson, or Dean.

   **Note:** See figure on top of page 2.
4. Double-click on *Your Building*, and enter the name of your building. Repeat for *Room Number*.

5. Double-click the 0-99999 next to “Account Number” and change it to the correct account number.

6. To return to normal viewing mode, click on the box on the left which says *Requisition* and select *Entry*.

7. Select *Mode → Browse*

2. **The First Requisition Record**

   The first record in the Requisition system contains your Beginning Balance information. It is not an actual requisition, so the assigned requisition number should be 0.

   Select *Mode → New Record* (or click the *New Requisition* button to the right)

   Under the “Adjustment Descriptions”, type *Beginning Balance*, and under “Amount”, type in your beginning budget amount.

3. **Creating a Requisition**

   1. Click on *New Requisition* (or press CTRL + N)

   2. Enter your *Quantity* (as 1) and the *Description* (or Invoice number). Press TAB to move from one field to the other.

      **Note:** The description field can be several lines long, although it may not all show up on screen at the same time.

   3. If you desire to assign an *Object Code*, click on the appropriate code.

   4. Press TAB and enter any personal notes concerning the item. These will *not* print on the Requisition.

   5. In the *Unit Cost* field, type in the price per unit.

   6. Repeat steps 1 - 5 for up to a maximum of 5 items.

      **Note:** See the example at the top of page 3.
4. **Adding an Adjustment**

Adjustments are necessary to adjust for IDT’d items and for discrepancies in invoices received. If your adjustment is being subtracted from your account balance, then it must be preceded with a minus sign.

1. Enter the date of the original requisition for which the adjustment must be made.

2. Press **TAB**, and enter the number of the requisition, invoice number, or the IDT number to be corrected.

3. If there was an object code used on the original item, select it under the **Object Code** field.

4. Under **Adjustment Descriptions**, enter the reason for adjustment, or invoice number.

5. Press **TAB**, and enter the amount of the adjustment. If the amount is to be subtracted from your account, it must be preceded with a minus sign.

5. **Selecting a Vendor**

A basic list of vendors is included with the Requisition System. Additional vendors should be added before you attempt to do a requisition for that vendor.

5.1 **Using an existing vendor**

You can type the full name of a vendor in the first box beside **Name**. If they exist in the vendor database by that name, their address will automatically be printed on the requisition. If you are unsure of the full name, you may use **Select Vendor**.

5.2 **Selecting a vendor from the database**

1. Click on the **Select Vendor** button
2. In the blank provided, type in as much of the name as you know. Press ENTER.

3. If the correct vendor is listed, select it, and click on the Continue button to the left.

4. If you receive the message “No records match this request,” you can either choose Modify Find and then select the Add a new Vendor button, or you can choose the Continue button (to the left) to see the entire list of vendors. Once you select the correct one, click on the Continue button.

5.3 Adding a vendor

1. Click on the Open Vendor button to the right of the main requisition entry screen.

2. Select the Add New Vendor button.

2. Fill in the appropriate fields, pressing TAB to move from one field to another.

3. Once you have entered the information for the vendor, click on the Continue button to the left.

6. Printing a Requisition

Once you have completed the requisition and confirmed it is correct, print it by clicking on the Print Requisition button. When the Print Setup screen appears, make sure the correct printer is selected and click on OK. You must have the three pieces of colored, collated NCR paper in your printer, because it will automatically print all three copies.

7. Precautions and Notes

NEVER delete a record (with the exception of starting a new year). Deleting records will leave Requisition numbers incorrect. If you delete a record, you will have to reset the number again, and have FileMaker Pro relookup your balances. (See section 11.3)

NEVER click on the New Requisition button (or select Mode → New Record) until you are actually ready to enter a new Requisition.

Resetting your balances: Should the balance forward and the balance from last not appear to be working correctly (i.e. it’s not deducting the amount of a requisition) then FileMaker Pro will need to “relookup” the balances. To do this, click in the Entry Index field. Select Mode → Relookup, then click OK.
8. **Printing a Journal of Requisitions**

At any time, you can print a current list of all requisitions including balances by clicking on **Print Journal**. When the **Print Setup** box appears, make sure that the correct printer is selected and click on **OK**. In the next print box, make sure that **Records being browsed** is selected, and the **Print Range** is set to **All**, then click **OK**.

9. **Customizing Object Codes**

1. Select **File → Define → Value Lists**.

2. Select **Object Code for Adj List**

   ![Editing area]

3. Begin editing in the text area where the object codes and descriptions are listed. You can delete one by selecting it and pressing the **DELETE** key on the keyboard. To add one just place the cursor where you would like to insert the new object code, press **ENTER** and type the new information.

4. To customize object code for the requisition list, repeat the previous steps and choose **Object Code for Req List** for step 2.

10. **Printing a Report of Requisitions According to Object Codes**

In order to get a report of all items on requisitions listed according to object codes, there are two buttons on the entry screen. **Print Object Codes (Req.)** will print all items listed in the main requisition section of all requisitions, sorted and subtotaled by **Object Codes**. **Print Object Codes (Adj.)** will print all items listed in the adjustment section of all requisitions, sorted and subtotaled by **Object Codes**. Currently, there is no way to merge these reports into one complete list.

11. **New Fiscal Year Setup**

In order to start a new fiscal year, the previous year must be backed up and the existing records cleared and reset back to its initial state. Generally, it is best to wait until the previous year is completed as much as possible.
11.1 **Backing up previous years records**

1. Select **File → Save a Copy As**
2. Type a new file name, such as \_\_95_96req.fm to distinguish the year.
3. Click on **Save**

11.2 **Deleting previous year’s records**

1. Choose **Select → Find All** (unless it is in grey).
2. Select **Mode → Delete All**
3. Click on **Delete**
   
   **Note**: At this point, your screen will be empty, as there will be no records.

11.3 **Resetting the requisition numbering**

1. Select **File → Define → Fields**.
2. Select the **Entry Index** field.
3. Click **Options**.
4. Make sure that the **Serial number** check box is checked.
5. In the **next value** box, enter 1.
6. Make sure the **increment by** box has a 1.
7. Click **OK**.
8. Select the **Requisition Number** field.
9. Click **Options**
10. Make sure that the **Serial number** check box is checked.
11. In the **next value** box, enter 0.
   
   **Note**: This will allow your first requisition number to be number 0 so that you can enter your beginning balance.
12. Make sure the **increment by** box has a 1.
13. Click **OK**
14. Click **Done**
11.4 Creating the first record

1. Select **Mode → New Record** (or the **New Requisition** button or **CTRL + N**)
2. Click on the box below “Adjustment Descriptions”.
3. Type in **Beginning Balance**
4. Press **TAB** and type in your beginning balance amount.

12. Getting Help

One of the easiest ways to get help for FileMaker Pro is the on-line help provided. Should you have a question that the on-line help does not address, please contact the Microcomputer Support Office at x6315. If you have questions about the Requisition System software, please contact Tracy Farris at x3987.