













## Welcome to Doc e Fill

### Icon Glossary

The icons in the upper left hand corner control almost all of the functions of Doc e Fill. The following list will detail the basic usage of each button.



Icon	Function	Description
	Library	List of all documents available to you for origination
	Drafts	Documents you have saved for later editing
	Received	Documents sent to you from other users in the system
	Submitted	Documents originated by you and sent to others in the system
	Completed	Documents archived for future referencing
	Softdocs on Demand	Access to personal documents from Doc e Scan
	Change Settings	Allows changing of password, archive settings, email settings, report settings, and location
	Print	Allows you to print a document
	Help	Opens the user manual in a new window
	Reports	List of all available reports



## **Purchase Requisition Form**

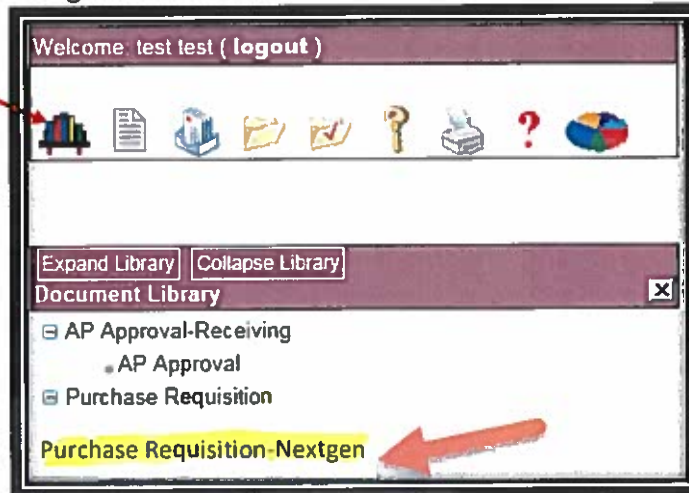
The purpose of this document is to provide an overview of the **Purchase Requisition Form** that is available to you in the **Doc e Fill** Library. The functionality of this form is to provide some assistance and allow the user a number of possibilities when starting or completing the official purchase of items from authorized vendors.

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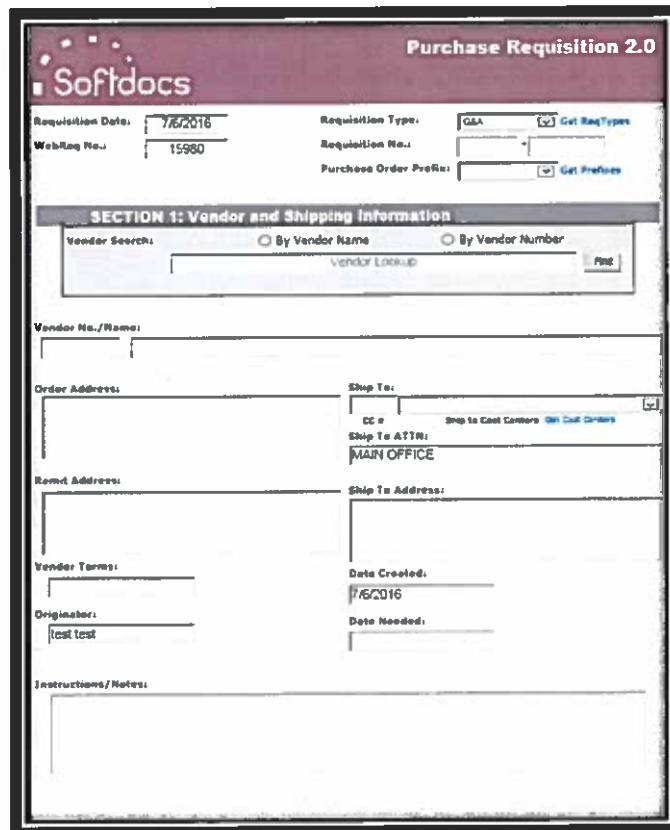
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### Initiating a new Purchase Request

Once you have used your **Doc e Fill** credentials to log in to the system, the user can select the **Document Library** option from the Navigation Tool Box.



The Document Library will be presented to the user on the left side of the screen. Selecting the **Purchase Requisition Form** from the list will present a new **Purchase Requisition** form to the user in the viewer panel on the right side of the screen.

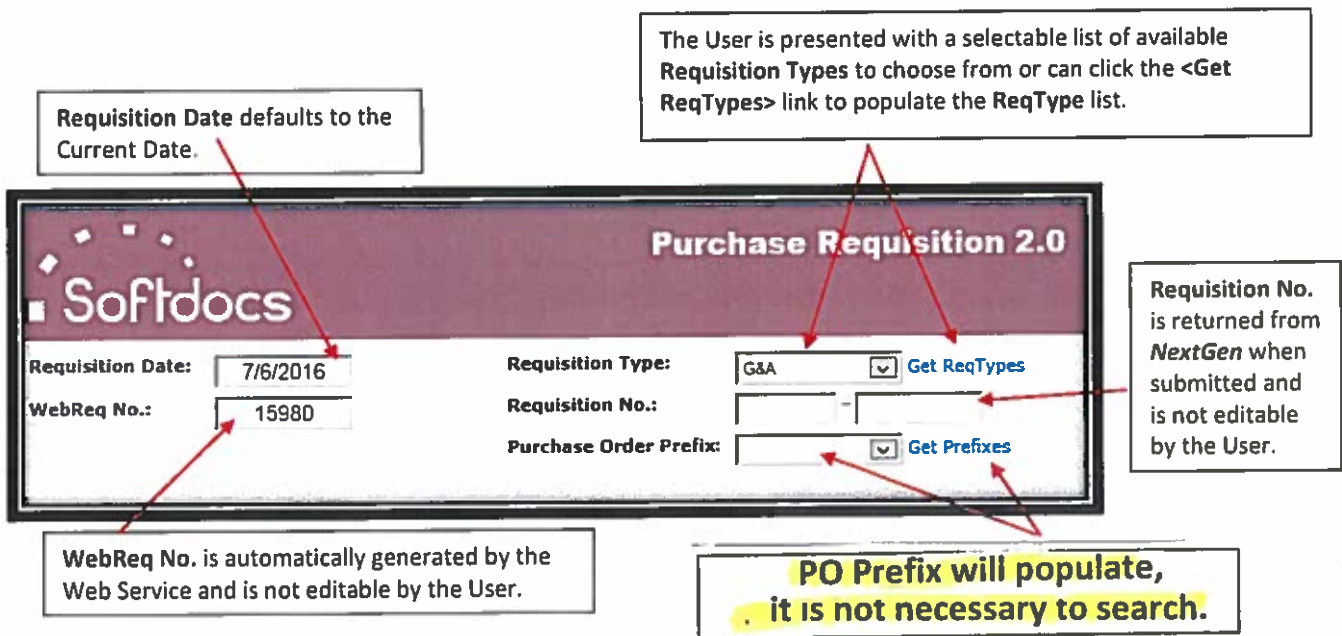


The screenshot shows the 'Purchase Requisition 2.0' form. At the top, there are fields for 'Requisition Date' (7/6/2016), 'Requisition Type' (G&A), 'Requisition No.' (15980), and 'Purchase Order PreReq'. Below this is 'SECTION 1: Vendor and Shipping Information'. This section includes a 'Vendor Search' area with radio buttons for 'By Vendor Name' and 'By Vendor Number', and a 'Vendor Lookup' button. There are also fields for 'Vendor No./Name', 'Order Address', 'Ship To' (with a dropdown for 'CC #' and 'Ship to Cost Centers'), 'Remote Address', 'Ship To Address', 'Vendor Terms', 'Originator' (test test), 'Date Created' (7/6/2016), and 'Date Needed'.

### Header Information

The fields listed in the Header information of a new Purchase Requisition Form are:

- **Requisition Date** – The date this Requisition was started.
- **WebReq No.** – The auto-generated number assigned to this Requisition.
- **Requisition Type** – A selectable list of available Types for the user to select from.
- **Requisition No.** – The Requisition number returned from *NextGen* when the form is submitted.  
*\*This field is not editable by the user because the value MUST be provided by NextGen to be valid.*
- **Purchase Order Prefix** – A selection of allowable Purchase Order Prefixes for the user to select from.



The screenshot shows the 'Purchase Requisition 2.0' form with the following fields and callouts:

- Requisition Date:** 7/6/2016. Callout: "Requisition Date defaults to the Current Date."
- WebReq No.:** 15980. Callout: "WebReq No. is automatically generated by the Web Service and is not editable by the User."
- Requisition Type:** G&A. Callout: "The User is presented with a selectable list of available Requisition Types to choose from or can click the <Get ReqTypes> link to populate the ReqType list."
- Requisition No.:** [Empty]. Callout: "Requisition No. is returned from NextGen when submitted and is not editable by the User."
- Purchase Order Prefix:** [Empty]. Callout: "PO Prefix will populate, it is not necessary to search."

## Section 1: Vendor and Shipping Information

The next step in the process of starting the **Purchase Requisition** is to Search for and Select the appropriate Vendor. The Vendor must be selected from the Approved Vendor list in the Vendor Lookup area.



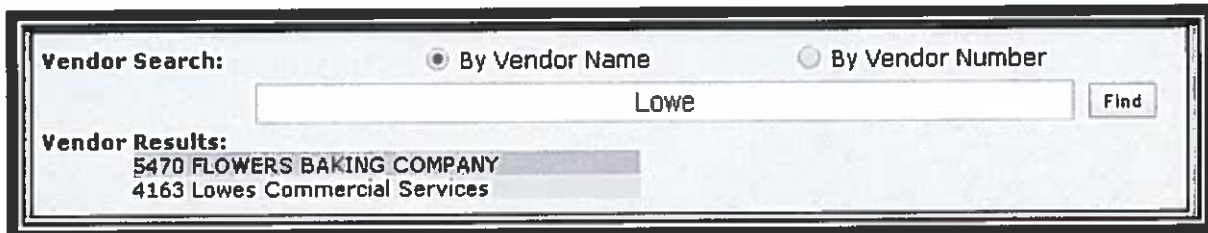
**SECTION 1: Vendor and Shipping Information**

Vendor Search:  By Vendor Name  By Vendor Number

Vendor Lookup

### Vendor Search

The User has the option of searching for a Vendor using the Vendor Name or the Vendor Number and will need to enter at **least four (4) characters or numbers** in the Vendor Lookup field and click <Find> to complete the Search. All vendors that have the search criteria will be displayed to the User for selection.



Vendor Search:  By Vendor Name  By Vendor Number

Vendor Lookup

Vendor Results:

- 5470 FLOWERS BAKING COMPANY
- 4163 Lowes Commercial Services

**Note:** If searching by **Vendor Name** for ABC, type ABC(space) and then click <Find>, if searching for a **Vendor Number** for 12, type 0012 and then click <Find>.

### Vendor Selection

When the desired Vendor is selected in the Vendor Results list, the remaining Vendor related fields will automatically be populated for the User.

SECTION 1: Vendor and Shipping Information

**Vendor Search:**       By Vendor Name       By Vendor Number

**Vendor Results:**

5789 BOX5 SOFTWARE INC
204 COMPUTER SOFTWARE INNOVATIONS
4817 DOLPHIN SOFTSENSE INC
37 FOLLETT SOFTWARE COMPANY
5447 KUTA SOFTWARE LLC
4971 MACKICHAN SOFTWARE, INC
4513 SEARCHSOFT SOLUTIONS, INC
5739 SOFTDOCS, INC
3924 TES SOFTWARE, INC
2807 VERNIER SOFTWARE

**Vendor No./Name:**

<input style="width: 95%;" type="text" value="5739"/>	<input style="width: 95%;" type="text" value="SOFTDOCS, INC"/>
---	--

**Order Address:**

807 BLUFF ROAD  
COLUMBIA SC 29201

**Ship To:**

CC #      [Ship to Cost Centers](#)    [Get Cost Centers](#)

**Ship To ATTN:**

MAIN OFFICE

**Remit Address:**

807 BLUFF ROAD  
COLUMBIA SC 29201

**Ship To Address:**

**Vendor Terms:**

Net 30

**Originator:**

test test

**Date Created:**

7/7/2016

**Date Needed:**

### Cost Center Selection

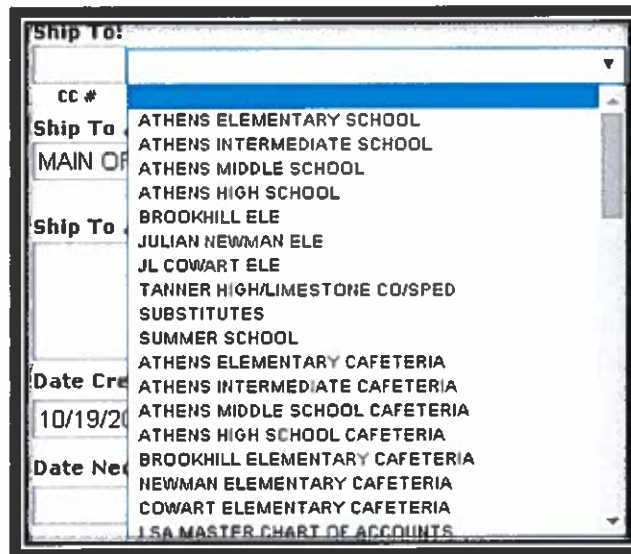
Now that the Requisition has a valid Vendor, Order Address, Remit Address, Vendor Terms, Originator, and Date Created, the User will select the correct Cost Center for the Requisition. The list can be refreshed by clicking on the <Get Cost Centers> link on the right of the Form.



Ship To:

CC #      Ship to Cost Centers    [Get Cost Centers](#)

When this link is clicked, it will go to the *NextGen* database and return the available Cost Centers to choose from (you will see the screen blink out and reappear with the list populated).



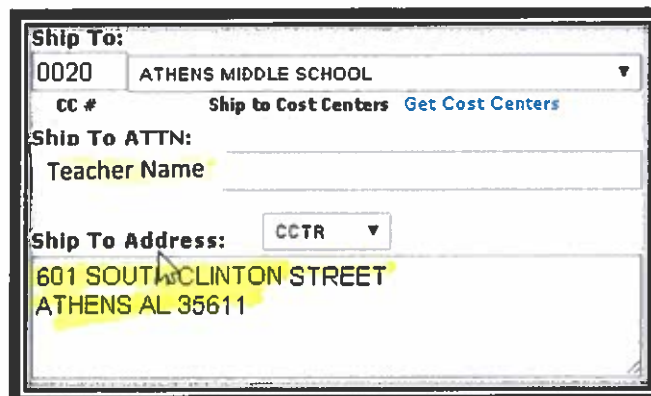
Ship To:

CC #	Ship To
0020	ATHENS ELEMENTARY SCHOOL
0020	ATHENS INTERMEDIATE SCHOOL
0020	ATHENS MIDDLE SCHOOL
0020	ATHENS HIGH SCHOOL
0020	BROOKHILL ELE
0020	JULIAN NEWMAN ELE
0020	JL COWART ELE
0020	TANNER HIGH/LIMESTONE CO/SPED
0020	SUBSTITUTES
0020	SUMMER SCHOOL
0020	ATHENS ELEMENTARY CAFETERIA
0020	ATHENS INTERMEDIATE CAFETERIA
0020	ATHENS MIDDLE SCHOOL CAFETERIA
0020	ATHENS HIGH SCHOOL CAFETERIA
0020	BROOKHILL ELEMENTARY CAFETERIA
0020	NEWMAN ELEMENTARY CAFETERIA
0020	COWART ELEMENTARY CAFETERIA
0020	LSA MASTER CHART OF ACCOUNTS

Date Cre: 10/19/2010

Date Ne:

Selecting the appropriate Cost Center for this Requisition will allow the form to automatically populate the Ship To Cost Center, ATTN and Address fields. If you have setup default Ship To ATTN this will populate on the form but will be editable.



Ship To: 0020 ATHENS MIDDLE SCHOOL

CC #      Ship to Cost Centers    [Get Cost Centers](#)

Ship To ATTN: Teacher Name

Ship To Address: CCTR

601 SOUTH CLINTON STREET  
ATHENS AL 35611





### Other Section 1 Information

There are two remaining fields in this area that the User is allowed to modify.

1. **Date Needed** - Indicates the date that the items on the Requisition are needed by the User, *this is a required field.*
2. **Instruction/Notes** - The User can list any special handling or other specific instructions in regards to the Requisition.

Vendor Terms:

Date Created:

Originator:

Date Needed:

Instructions/Notes:

Enter quotes, shipping or discount codes here.

## Section 2: Line Item Details

The Line Item Details area is where the User can enter in all of the necessary information needed for the purchase of items from the selected Vendor. Each Line in this section has a specific Line Item Number that is also used in the General Ledger Account section of the Requisition Form.

Qty indicates the number of these Items to order and the U/M is the unit of measurement for this Item.

Item Description is an area where descriptive text can be entered in regards to the item.

+	Line Item#	Qty	U/M	Item Description	Cost	Extended Total
	1	6	Each	40 Watt Light Bulbs	1.00	6.00
	Additional Notes				Deliver these to John	X
<b>Requisition Total</b>						6.00
+	-					

**DO NOT USE THIS FIELD**  
**Use the Instructions/Notes field instead.**

The Cost field allows for numeric values of the Cost per Unit of Measurement. The Extended Total will be calculated for the User.

### Adding more Line Items

A single Purchase Requisition Form can accommodate up to 50 separate Line Items. A new Line Item can be added to the Item list by clicking the + symbol on the top or the bottom of any existing Line Item. The - icon can be used to remove the last item in the list.

Add a New Line Item.

+	Line Item#	Qty	U/M	Item Description	Cost	Extended Total
	1	6	Each	40 Watt Light Bulbs	1.00	6.00
	Additional Notes				Deliver these to John	X
<b>Requisition Total</b>						6.00
+	-					

Remove the last Line Item in the list.

**WHEN ENTERING MULTIPLE LINE ITEMS, YOU MAY WANT TO SAVE THE FORM BEFORE COMPLETING IT SO WILL YOU NOT LOSE YOUR INFORMATION IN THE EVENT OF A LOSS OF POWER OR CLOSING THE FORM BY MISTAKE. WHEN YOU ARE READY TO GO BACK TO THE FORM, YOU WILL FIND IT UNDER "DRAFTS".**

### Zeroing out/Removing Line Items

A Line Item can also be "Zeroed" out for instances when the Line Item that needs to be removed is not the last Line Item in the list. To properly Zero out an existing Line Item in the list, the User can set the Qty of the Line Item equal to 0. This will prevent the User from having to remove good Line Items but not order something that was entered incorrectly. The small <x> button on each Line Item row can be used to remove the Line Item altogether, and any Line Items below the one being removed will shift up in the list.

Line Item#	Qty	U/M	Item Description	Cost	Extended Total
1	1	Each	40 Watt Light Bulb	2.00	2.00
Additional Notes: Deliver to John					X
2	0	Each	60 Watt Light Bulb	2.00	0.00
Additional Notes: Deliver to Ann					X
3	1	Each	Hammer	15.00	15.00
Additional Notes:					X
<b>Requisition Total</b>					<b>17.00</b>

### Section 3: General Ledger Account Distribution per Line Item

The General Ledger Account Distribution List is where the User indicates how the cost of this Purchase Requisition should be distributed. It allows for up to 100 different account numbers to be used in a single Requisition and a single Line Item can be split among as many accounts as necessary.

#### Using ATN/ATT THIS STEP WILL NEED TO BE DONE BEFORE YOU SELECT THE "SAME GL ALL ITEMS" TAB

Also on each GL Account lines, the User has the ability to associate the specific amount of the purchase to a combination of ATN and ATT variables within NextGen. The User can directly enter a specific ATN/ATT code or can Search available codes by name or by number. If you click on "Name" it will change to "Number" (employee number)

REQUIRED

Entering a Value in to the ATN field and clicking the <Search> button will return a list of matches to select from.

Line Item#	GL Account to be Charged	GL Account Description	Amount
	ATN Search by <b>Name</b> smith Search	ATT	Same GL All Items
	ATN Search Results:		
	Elmore, Smith, Wilbanks	Michelle Smith	
	Elmore, Smith, Wilbanks	JONES, TERAH SMITH	
	Elmore, Smith, Wilbanks	Michelle Smith	
		SMITH, ALISON HUTTO	
		SMITH, CHUCK R	
		Next >	

If more than eight results match the search criteria, the <Next> link will be available in the lower right of the Search Results area.

Select your name and once it populates in bold letters, select "Fee" in the ATT Drop down box.

When the appropriate ATN is selected from the Search Results list, the ATT options will then be available for selection in the ATT list box. YOU WILL SELECT "FEE" Please check to be sure each line has your name and "fee" entered.

Line Item#	GL Account to be Charged	GL Account Description	Amount
	ATN Search by <b>Name</b> 16151 Search Elmore, Smith, Wilbanks	ATT Fee	Same GL All Items

THE GL CODE WILL NEED TO BE ENTERED BY THE BOOKKEEPER OR PERSON HANDLING STATE ALLOCATION OR TITLE FUNDS, UNLESS THEY HAVE GIVEN YOU THE CORRECT CODES TO USE.

Line Item#	GL Account to be Charged	GL Account Description	Amount
	ATN Search by <b>Name</b> 16151 Search Elmore, Smith, Wilbanks	ATT 3	Same GL All Items
	32-5-1100-419-8617-6950-0-0000-0000		

### Assigning Line Item numbers

For every Line Item within Section 2 of the Purchase Requisition, there will need to be at least one G/L Distribution line specifically associated to the Line Item or the form will return an error.

SECTION 2: Line Item Details					
Line Item#	Qty	U/M	Item Description	Cost	Extended Total
1	1	Each	Ink Cartridge	25.00	25.00
Additional Notes					X
2	1	Each	Binder	10.00	10.00
Additional Notes					X
<b>Requisition Total</b>					35.00

SECTION 3: General Ledger Account Distribution per Line Item			
Line Item#	GL Account to be Charged	GL Account Description	Amount
1	ATN Search by <u>Name</u> ATT <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Same GL All Items"/>		25.00
11-5-1100-411-0000-1110-0-0000-0001			
Search By: Acct <input type="text"/> <input type="button" value="Search"/>			
2	ATN Search by <u>Name</u> ATT <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Same GL All Items"/>		10.00
11-5-1100-411-0000-1110-0-0000-0001			
Search By: Acct <input type="text"/> <input type="button" value="Search"/>			
<b>Distribution Total</b>			35.00

For instances where every Line Item within Section 2 of the Purchase Requisition are being paid with funds from the same GL Account, the user needs only enter the information once and then click the <Same GL ALL Items> button and the necessary GL Lines will be entered and populated automatically. If the GL Account needs to be changed for any particular Line Item, the Account Number can be modified directly or the user can use the <Clear> link to remove all entered data on the specified GL Account Line.

Line Item#	GL Account to be Charged	GL Account Description	Amount
1	ATN Search by <u>Name</u> ATT <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Same GL All Items"/>		
32-5-1100-419-0000-0000-0-0000-0000			
Search By: Acct <input type="text"/> <input type="button" value="Search"/>			
2	ATN Search by <u>Name</u> ATT <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Same GL All Items"/>		
32-5-1100-419-0000-0000-0-0000-0000			
Search By: Acct <input type="text"/> <input type="button" value="Search"/>			
3	ATN Search by <u>Name</u> ATT <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Same GL All Items"/>		
32-5-1100-419-0000-0000-0-0000-0000			
Search By: Acct <input type="text"/> <input type="button" value="Search"/>			

**YOU MUST FIRST SELECT ATN, ATT AND GL CODE BEFORE USING THIS FEATURE.**

**VERIFY THAT THE FOLLOWING FIELDS ARE COMPLETED:**

VENDOR NAME AND ADDRESS

SCHOOL NAME AND ADDRESS

SHIP TO ATTENTION

DATE NEEDED

SPECIAL INSTRUCTIONS IF APPLICABLE

LINE ITEMS IN SECTION TOTAL LINE ITEMS IN SECTION 3

ATT SHOWING YOUR NAME AND ATN SHOWING "FEE" OR FUNDS BEING USED

**SELECT THE "DESTINATION" DROP DOWN BOX AND THEN SELECT YOUR BOOKKEEPER OR APPROPRIATE PERSON FOR APPROVAL.**