https://myhr-etowahco.asc.edu

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

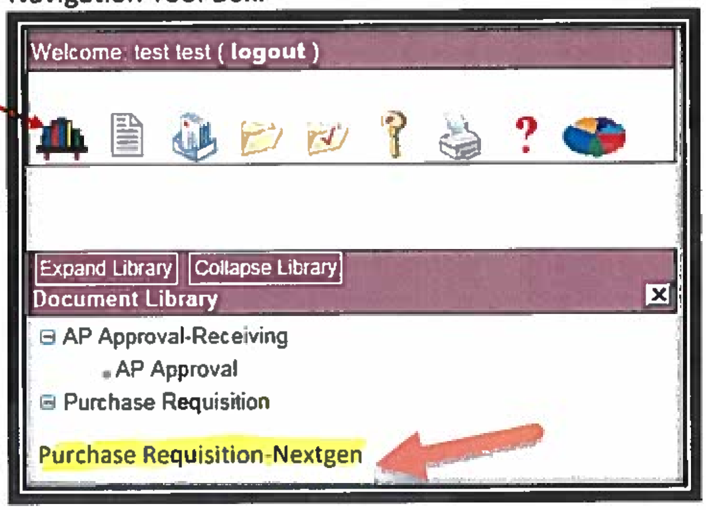
Purchase Requisition Form

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.

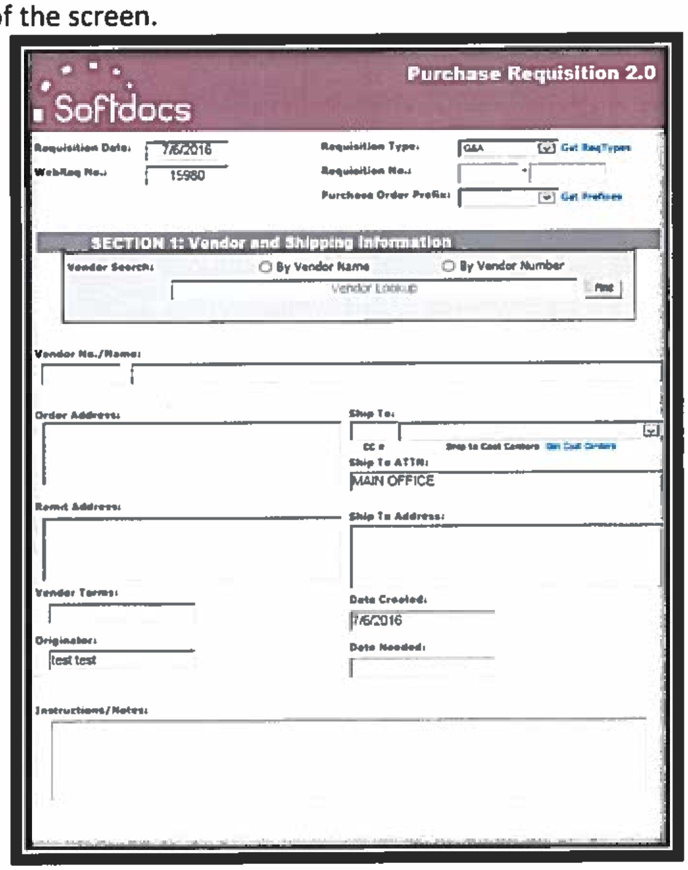
Table of Contents

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.



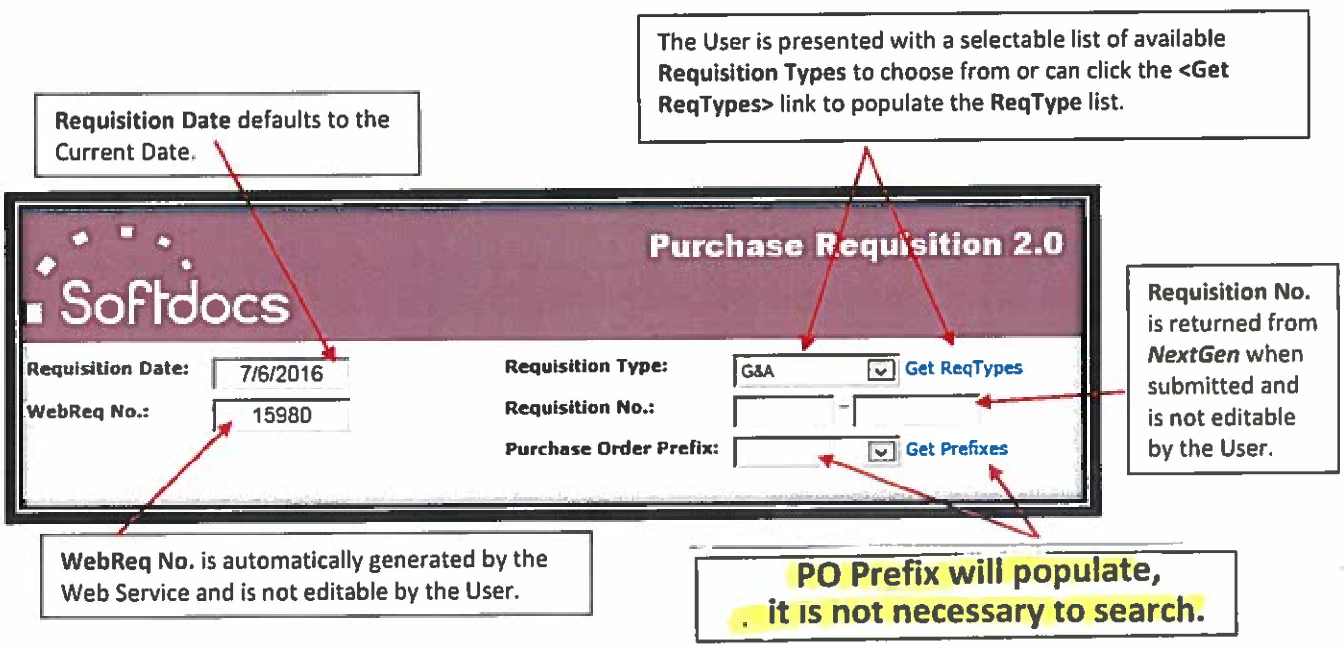
The Document Library will be presented to the user on the left side of the screen. Selecting the **Purchase Requisition Form** from the list will present a new **Purchase Requisition** form to the user in the viewer panel on the right side of the screen.



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.

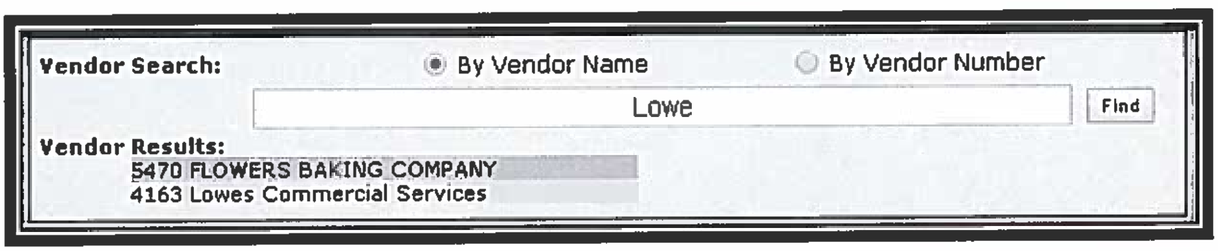


Section 1: Vendor and Shipping Information

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.

Vendor Search

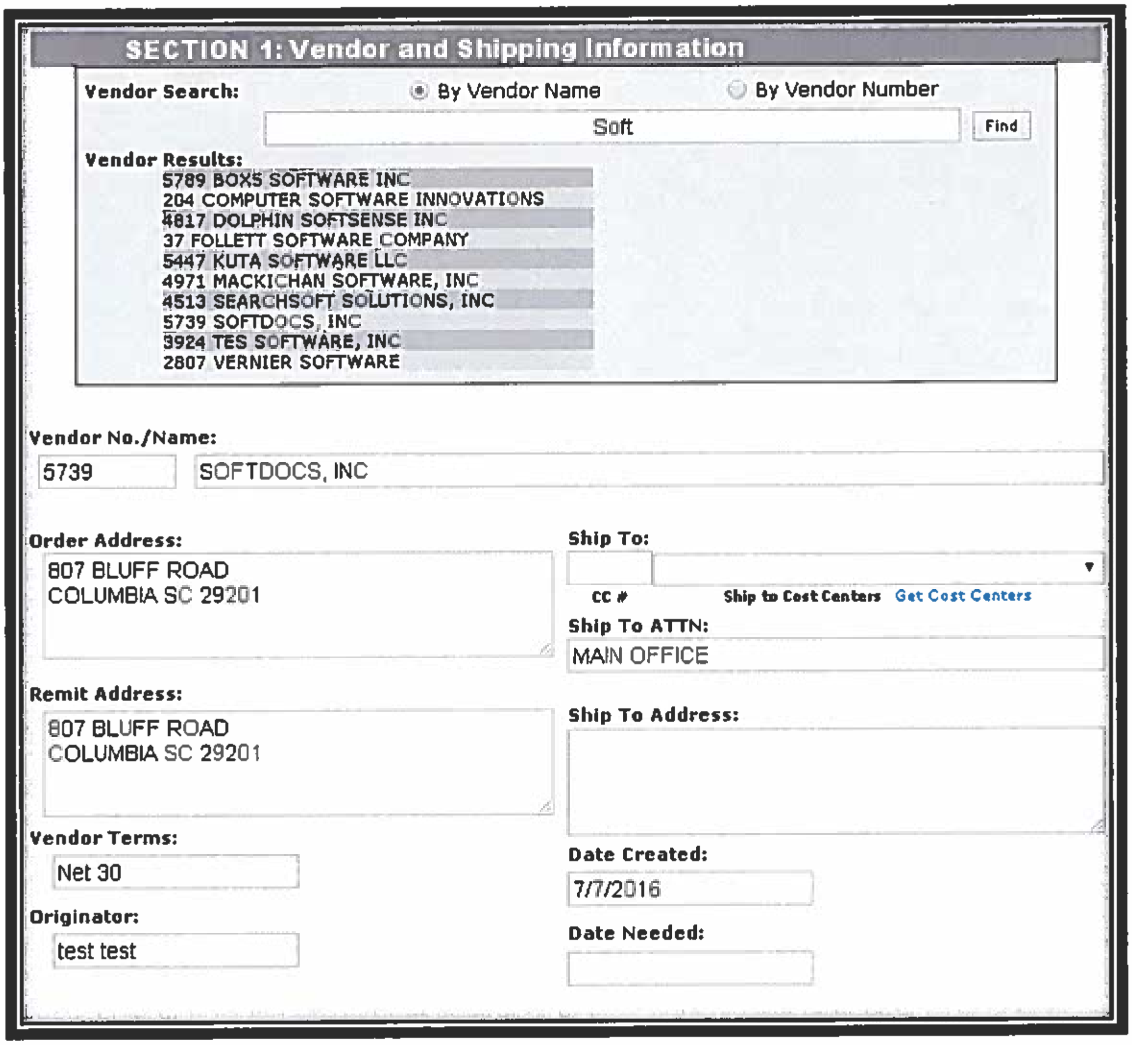
The User has the option of searching for a Vendor using the Vendor Name or the Vendor Number and will need to enter at least four (4) characters or numbers in the **Vendor Lookup** field and click **<Find>** to complete the Search. All vendors that have the search criteria will be displayed to the User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



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

Soft | Find

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: 5739 | 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

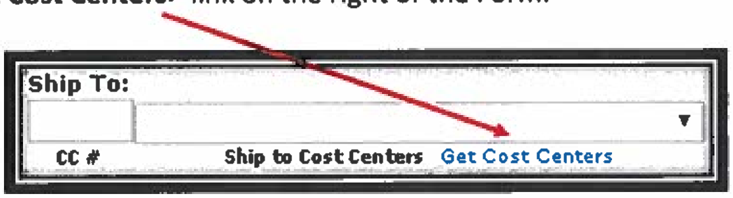
Date Created: 7/7/2016

Originator: test test

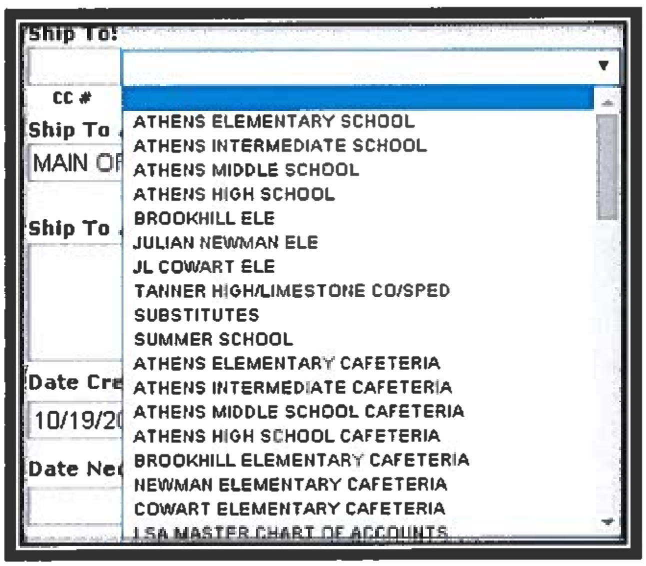
Date Needed:

Cost Center Selection

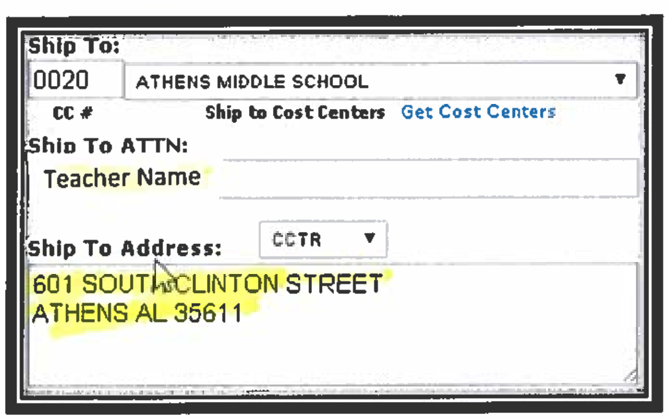
Now that the **Requisition** has a valid **Vendor, Order Address, Remit Address, Vendor Terms, Originator,** and **Date Created**, the User will select the correct Cost Center for the **Requisition**. The list can be refreshed by clicking on the **<Get Cost Centers>** link on the right of the Form.



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).



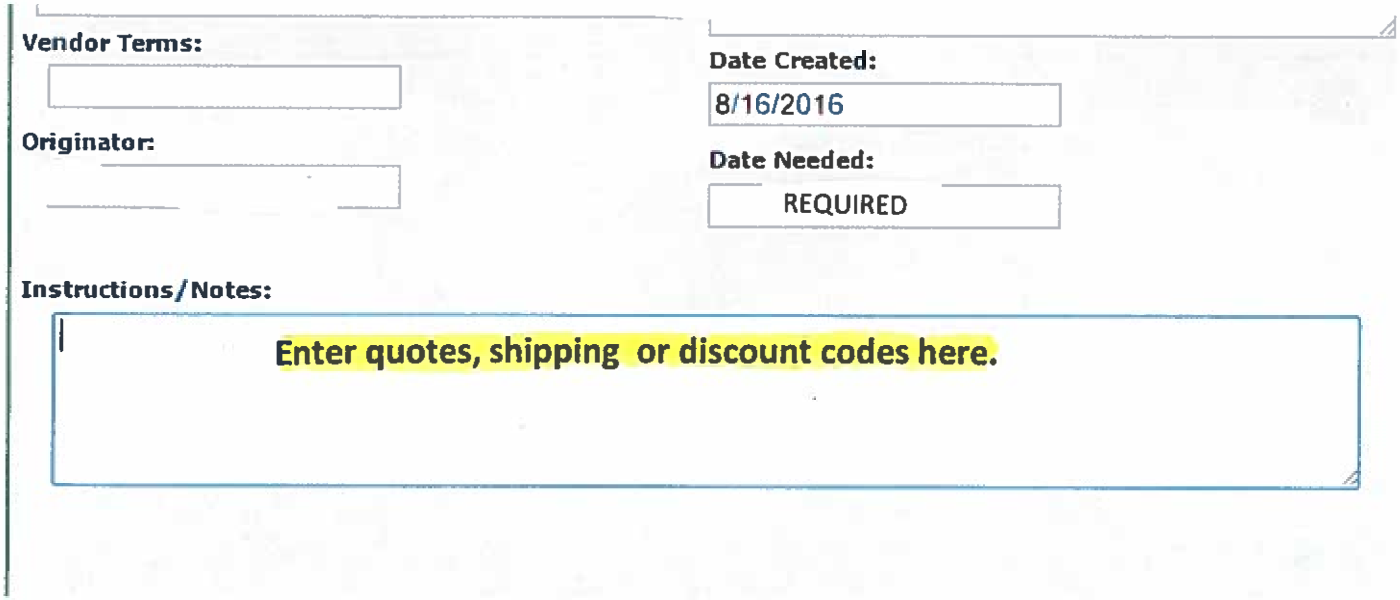
Selecting the appropriate Cost Center for this **Requisition** will allow the form to automatically populate the **Ship To Cost Center, ATTN** and **Address** fields. If you have setup default **Ship To ATTN** this will populate on the form but will be editable.



Other Section 1 Information

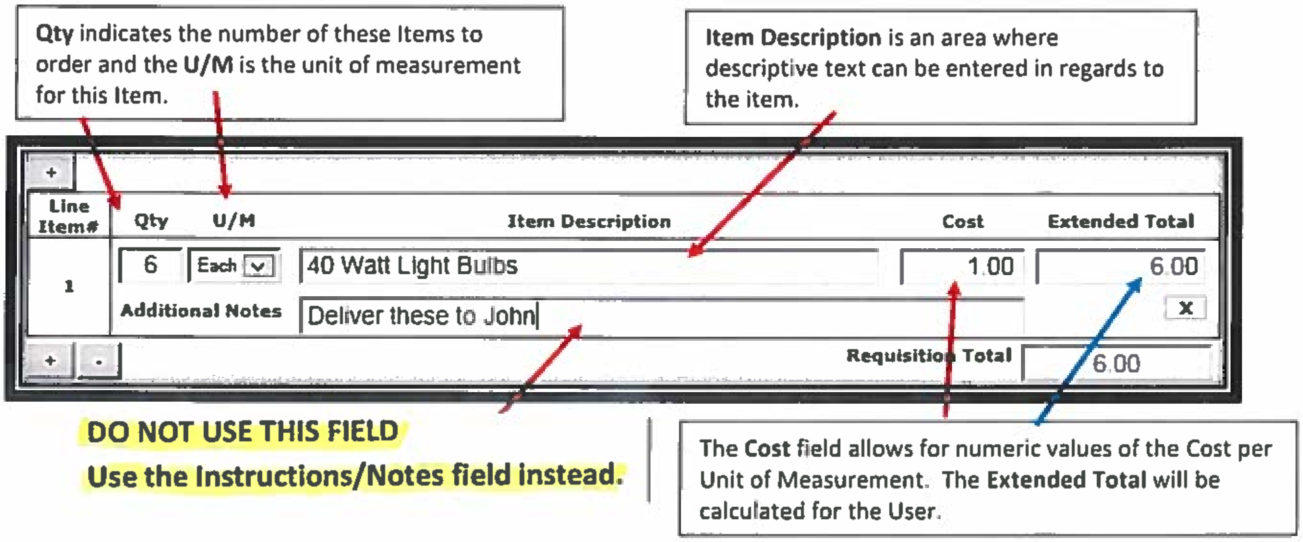
There are two remaining fields in this area that the User is allowed to modify.

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**.



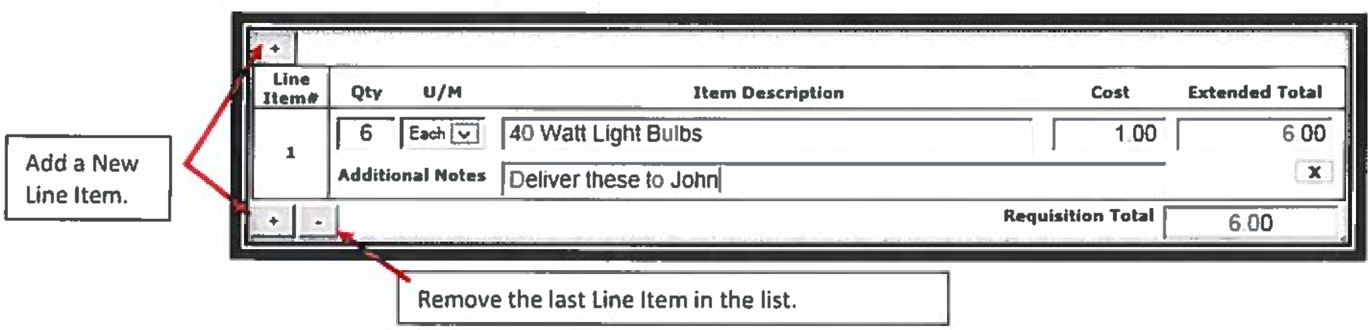
Section 2: Line Item Details

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.



Adding more Line Items

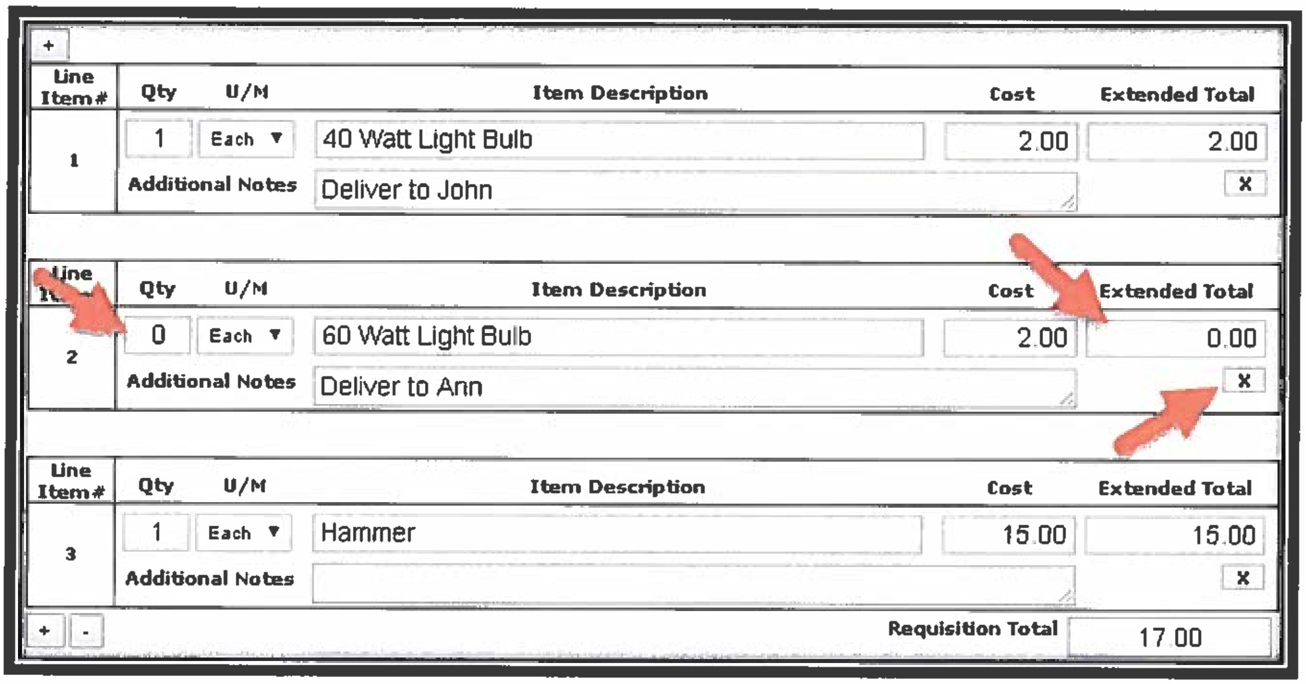
A single **Purchase Requisition** Form can accommodate up to 50 separate Line Items. A new Line Item can be added to the Item list by clicking the + symbol on the top or the bottom of any existing Line Item. The – icon can be used to remove the last item in the list.



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.



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.

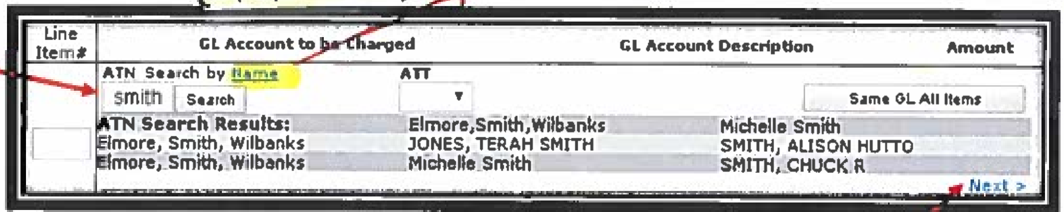
Using ATN/ATT

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

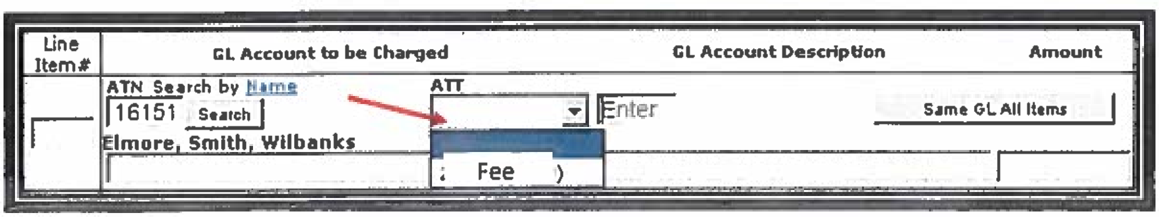
Entering a Value in to the ATN field and clicking the <Search> button will return a list of matches to select from.



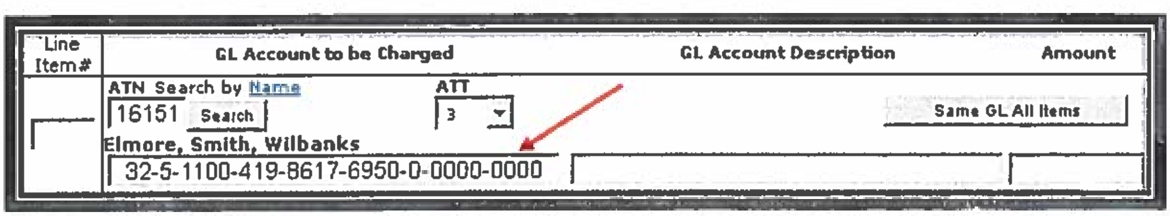
Select your name and once it populates in bold letters, select "Fee" in the ATT Drop down box.

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

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.**

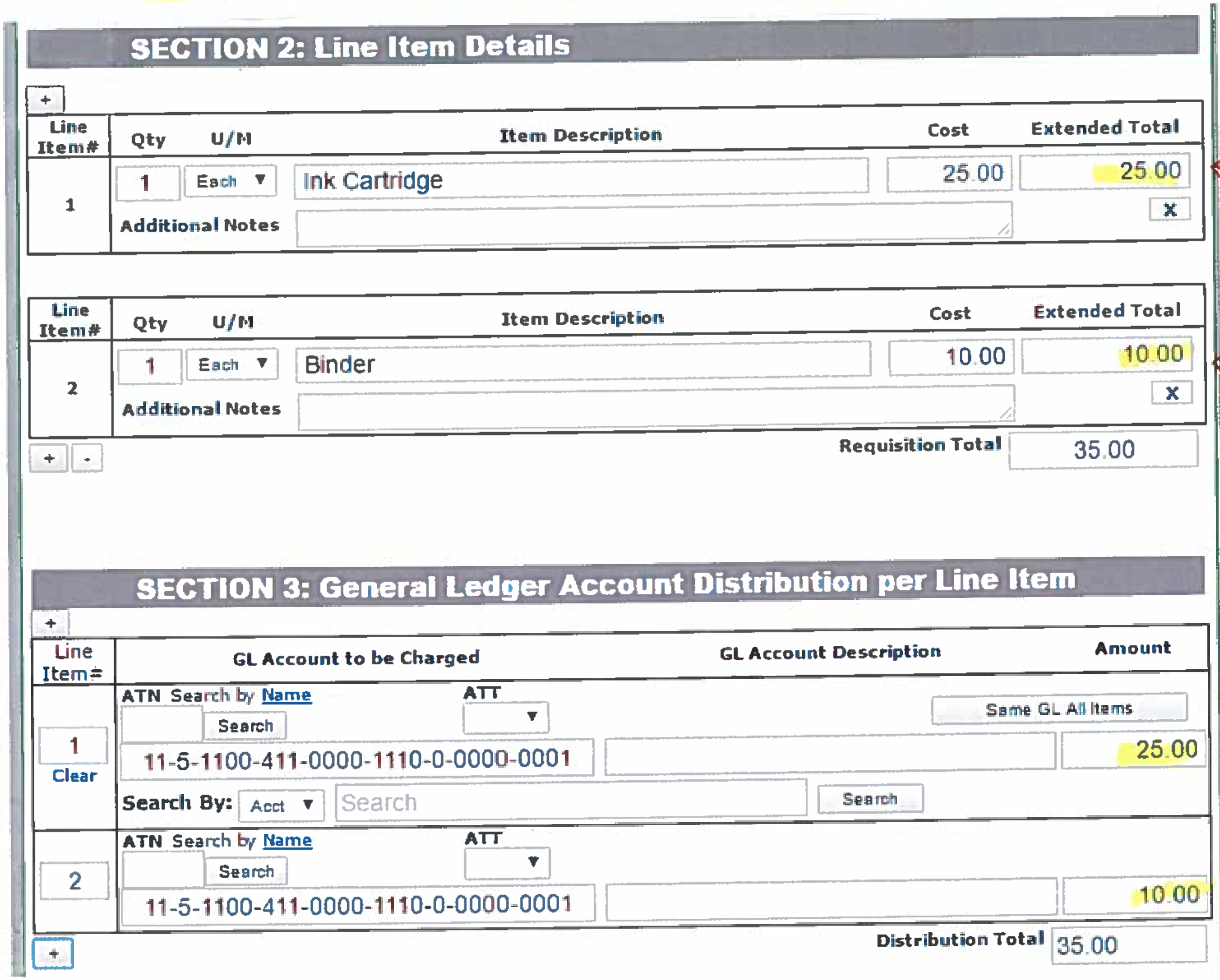


THE GL CODE WILL NEED TO BE ENTERED BY THE BOOKKEEPER OR PERSON HANDLING STATE ALLOCATION OR TITLE FUNDS, UNLESS THEY HAVE GIVEN YOU THE CORRECT CODES TO USE.

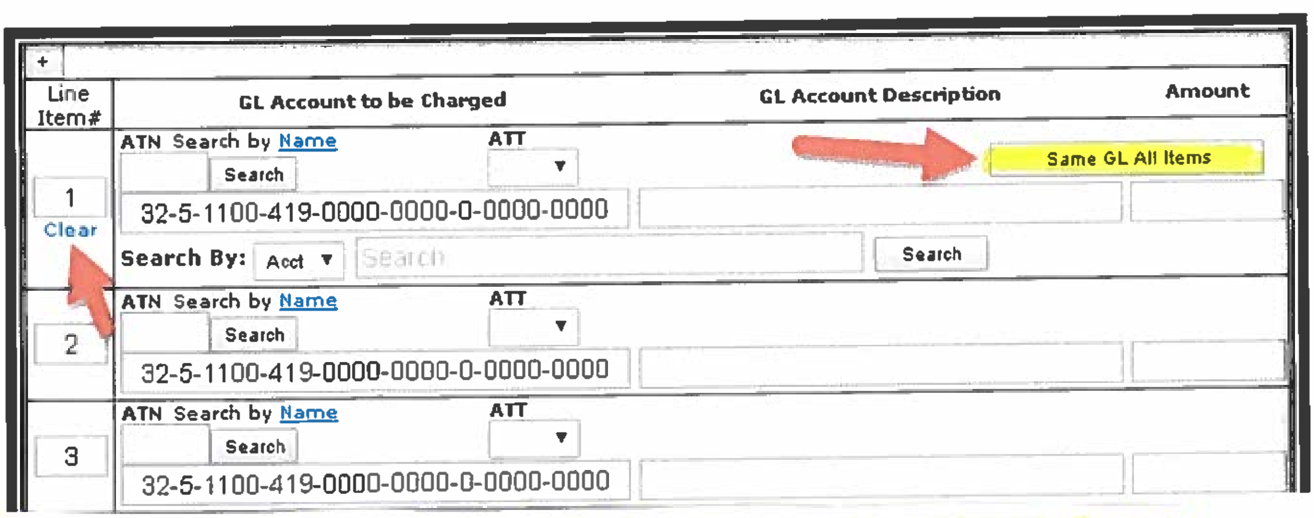


Assigning Line Item numbers

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.



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**.



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.