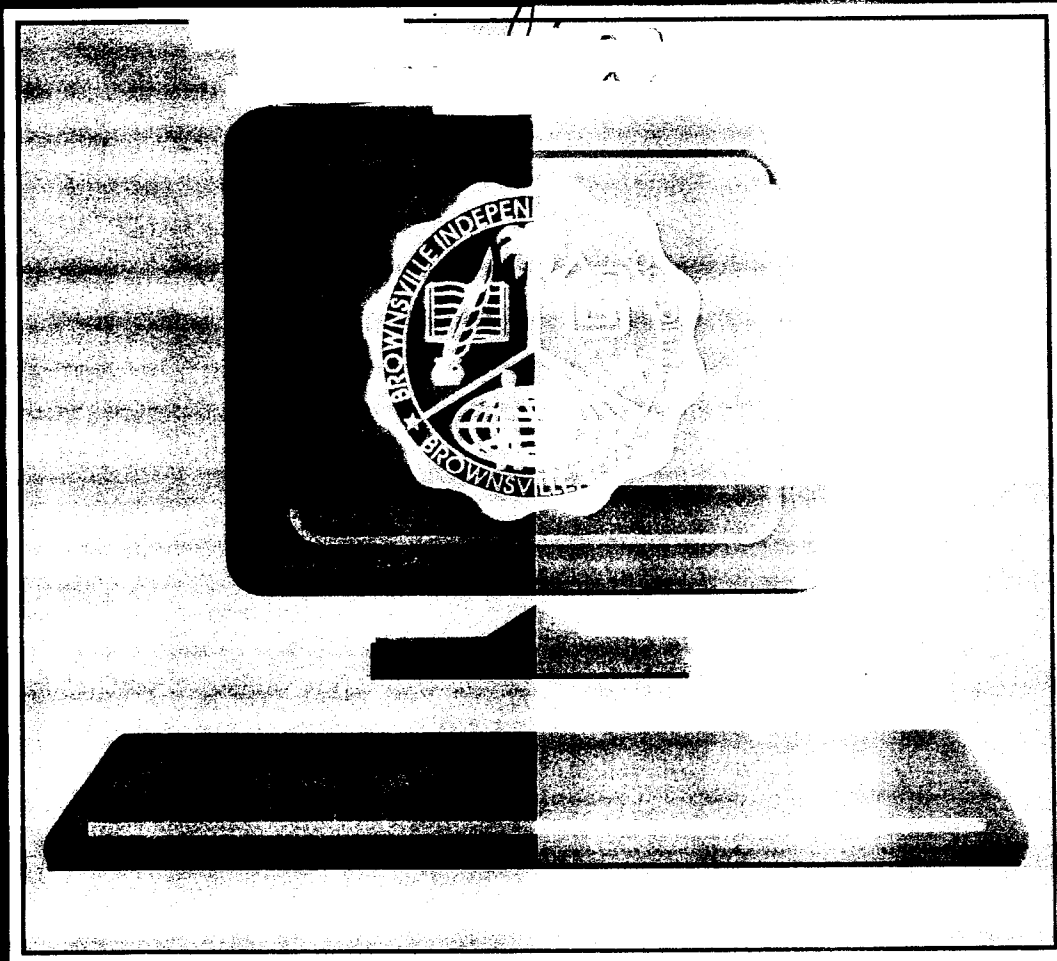


**Brownsville Independent School District**

**On-Line Requisition Training Manual  
for Bi-Tech Software System-Purchase Requisitions**



**January 2005**

**Prepared by  
BISD Purchasing Department**

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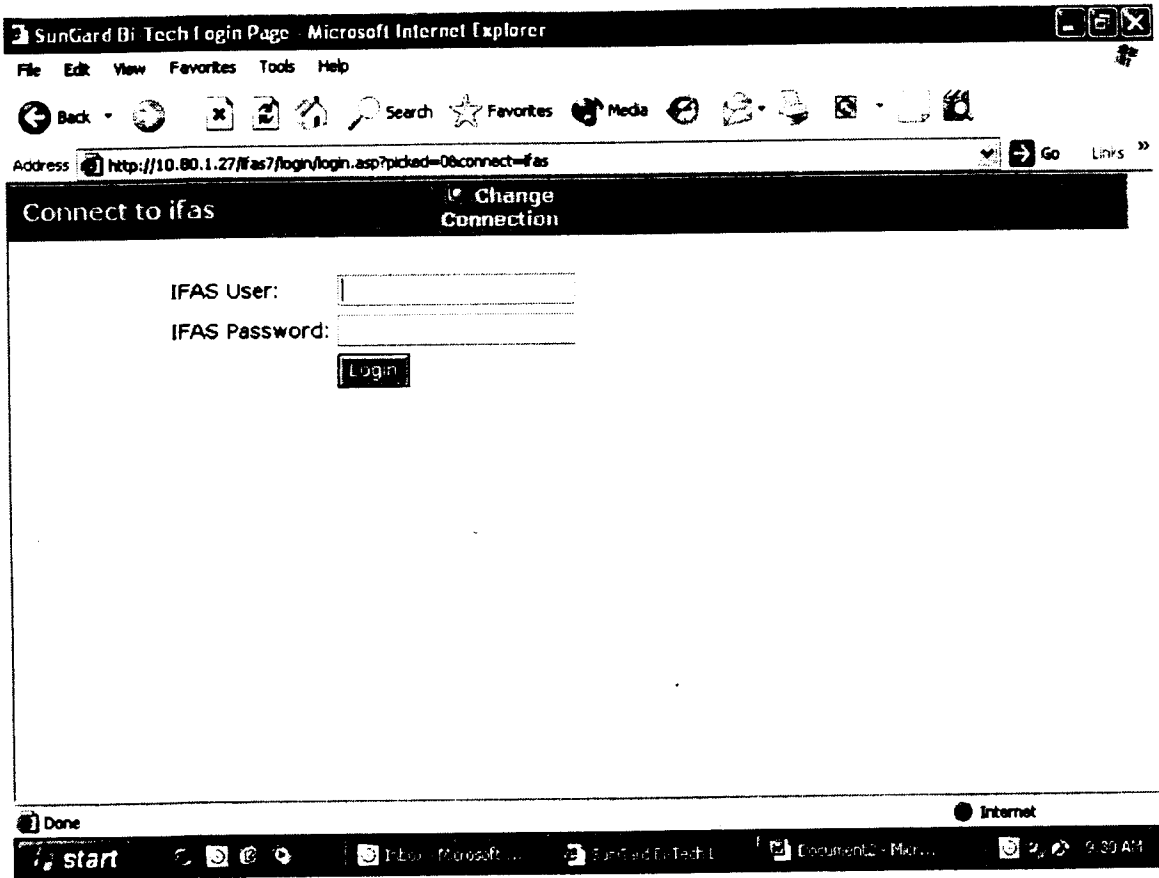
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## ACCESSING BI-TECH SOFTWARE

**Step 1:** Click on the Internet Explorer icon

**Step 2:** In the ADDRESS box enter the following IP Address:  
<http://10.80.1.27/ifa7/>

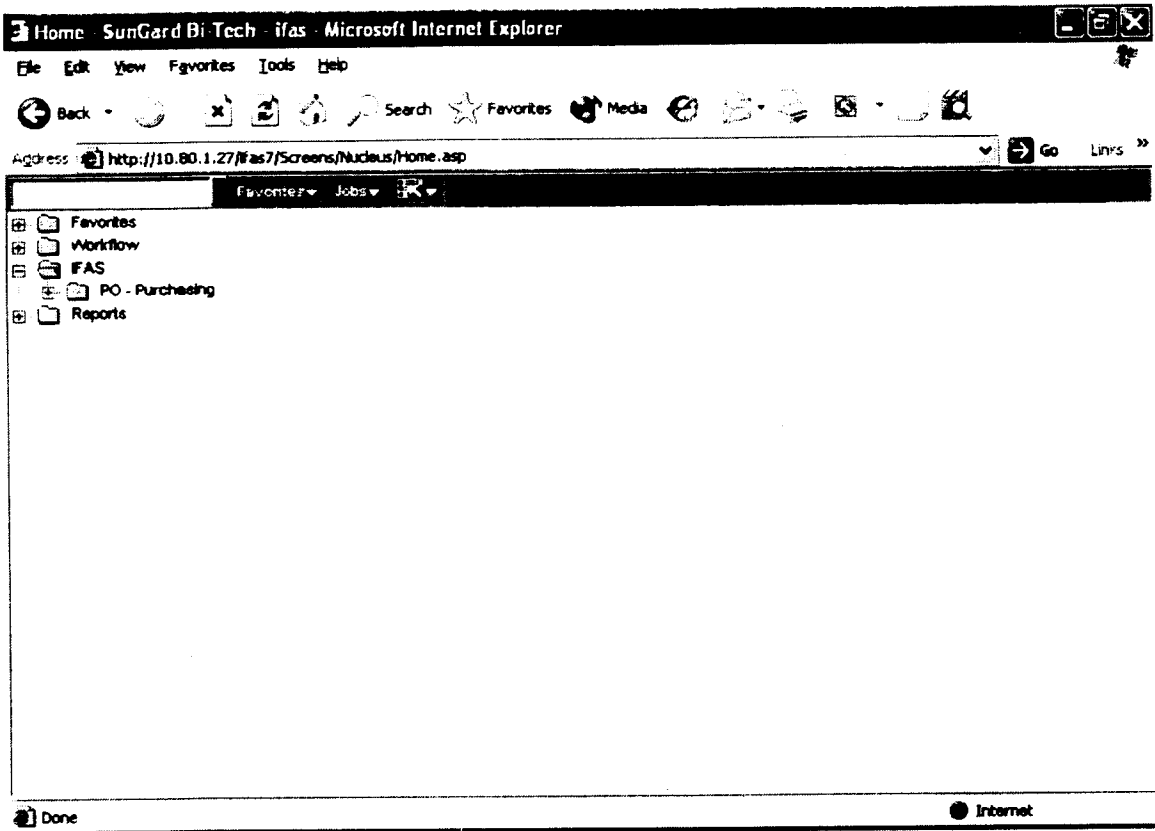


**Step 3:** This will open up the above log on screen.

**Step 4:** Enter your assigned IFAS User Code

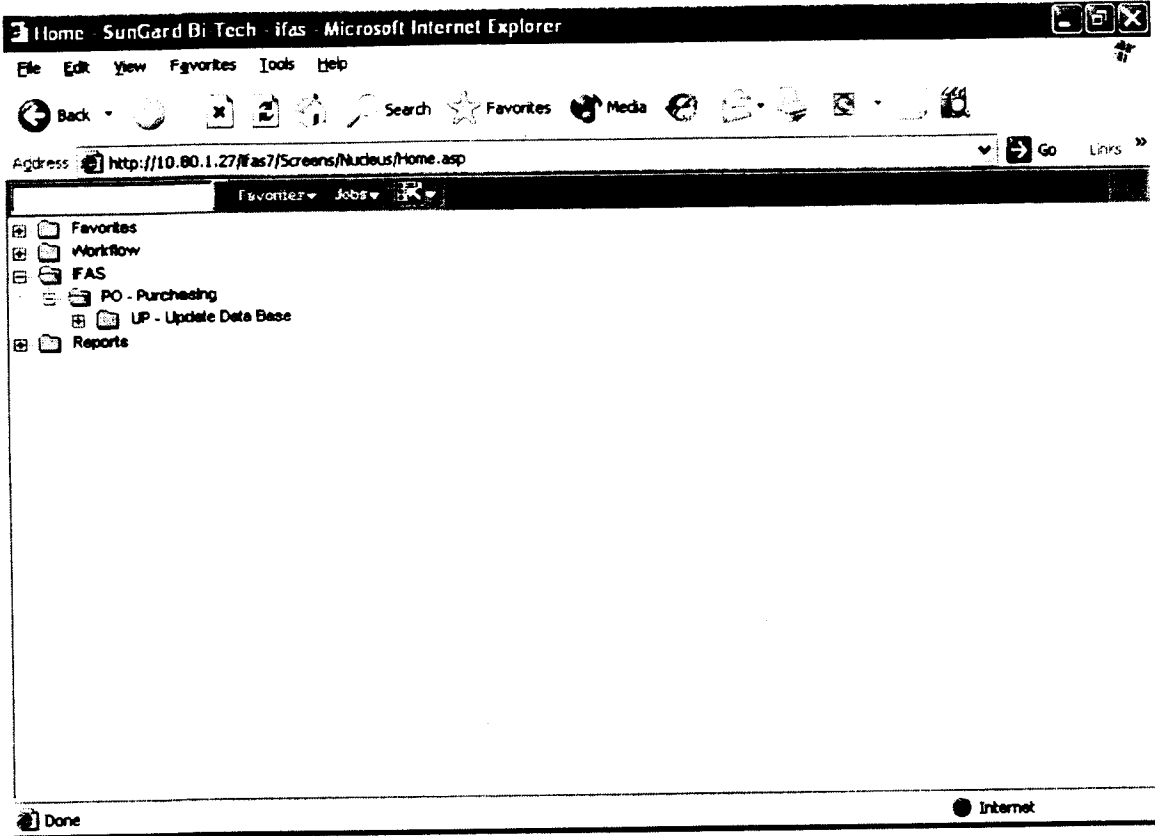
**Step 5:** Enter your assigned Password

Please note that the password may be changed by the user. Before going live with this system, we will forward instructions on how this password may be changed.



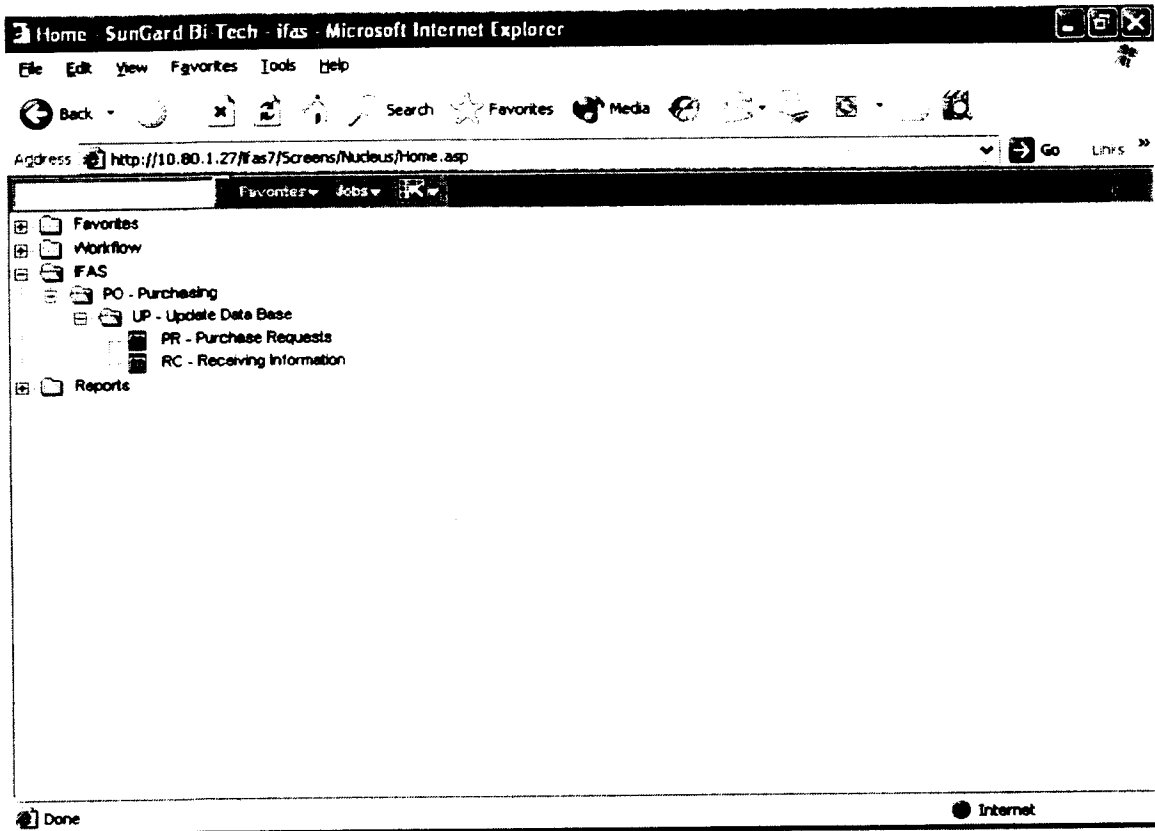
**Step 5:** Once you are logged in the above screen will appear.

**Step 6:** Click on the + sign next to the file folder titled PO – Purchasing




**Step 7:** This will open up the UP file


**Step 8:** Click on the + sign next to the file folder titled UP – Update Date Base



**Step 9:** This will open up the PR – Purchase Requests and RC – Receiving Information

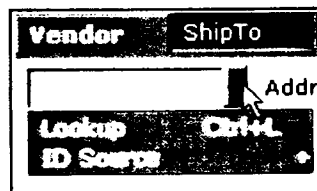
**Step 10:** Click on PR document and you are ready to begin entering your purchase requisition.

**Step 11:** To enter a **Purchase Requisition**, click on the Add button . This will give you a fresh screen to enter the information, as shown below:

**Step 12:** Click on the 3-dot button  on the PR field and select the Auto (PR.SEED). This will automatically assign the next PR number.




**Step 13:** Position the cursor in the **Vendor** field and enter the **Vendor ID Number** if known. If **Vendor ID number is not known**, click on the **Look-up** button and select **Lookup** or (press **Ctrl+L**) to find the **Vendor ID** desired.




**NOTE:** The **Ship To** and **Bill To** tabs will automatically default to pre-set locations. Do not change these. The **Ship To** may be changed only for those items that are known to be shipped directly to the ordering entity.

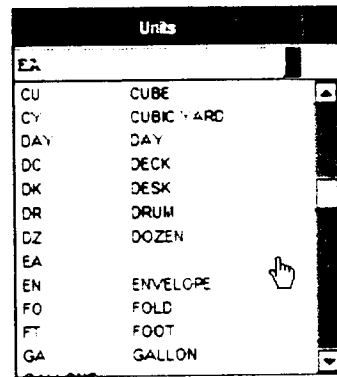
Follow Same Steps for **Ship To** and **Bill To** tabs to select the locations.

**Step 14:** Enter the item information that is being requisitioned. Use the cursor to point to the field.

A. Enter the Quantity of the item you wish to order 

B. Enter Unit Price in the Amount field 

**Optional:** Enter the Units if known. If not, click on the Drop-Down button to select the valid unit of measurement.



**Step 15:** Type in your description after "SUPPLIES". For this example, we have typed in PENS



**Step 16:** Enter the Org. key/Object in the General Ledger account number if known then press the Enter Key. If not, press Ctrl+L to select the appropriate Org key/Object using the Lookup options.

General Ledger	
DWCOSSRGC	

**Completed Screen Below:**

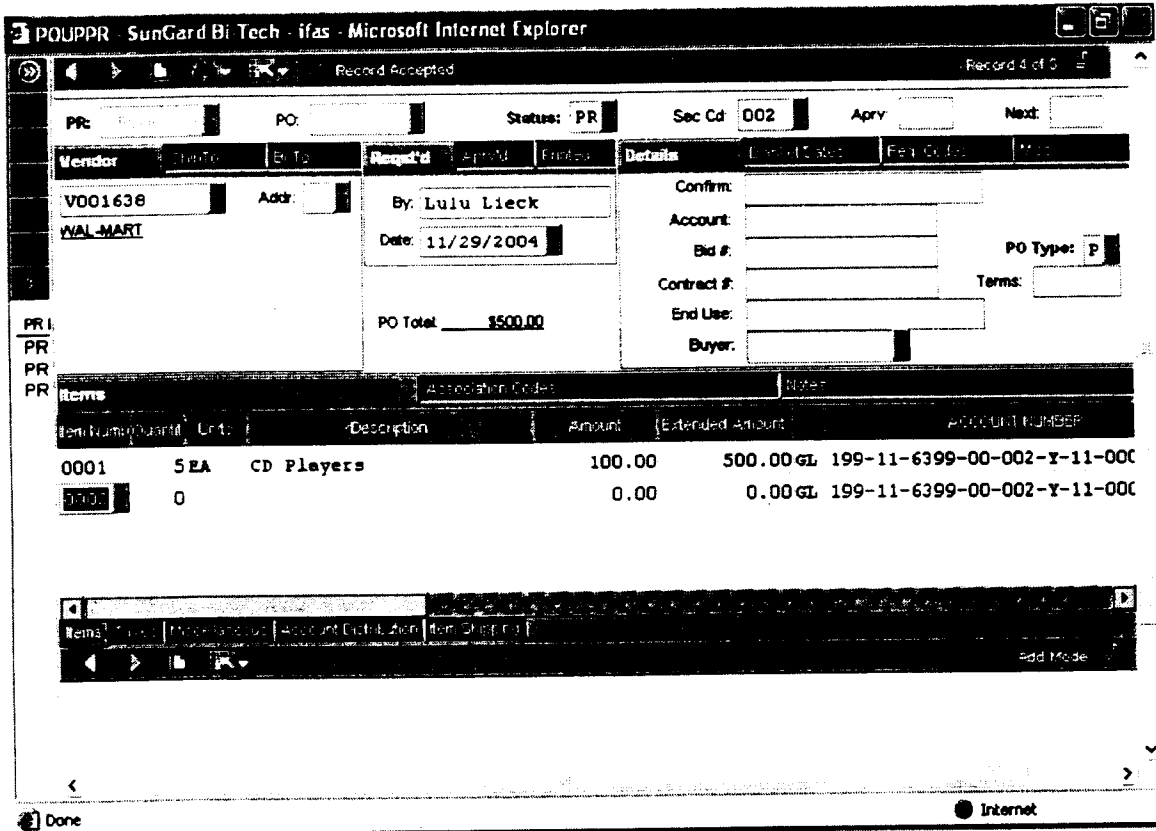
PR: DW00094	PO:	Status: PR	Sec Cdt: HO	Aprv:	Next:		
Vendor: V000066 EXEL SUPPLIES ACCOUNTS RECEIVABLE	Ship To:	Bill To: R1	Req'd: By: Training03 Date: 02/04/2003	Printed:	Details:		
12345 PARK LANE MILWAUKEE WI 53219			PO Total: \$300.00		Blanket/Dates: Req Codes: Misc:		
					Confirm: Account: Bid #: Contract #: End Use: JANE X54321 Buyer: 11		
					PO Type: P Terms:		
Items		Association Codes		Notes			
Item Num	Units	Quantity	Amount	Product Code	Description	General Ledger	Extended Amt
0001	EA	30	10.00	+SUP	SUPPLIES PENS	DWCOSSRGC-ESUP	300.00
0002		0	0.00			DWCOSSRGC-ESUP	0.00
Items Taxes Miscellaneous Account Distribution Item Shipping							

Press Enter to save the record. A green check mark at the top of the screen indicates that the item has been accepted.

Record Accepted						Record Status
PR: DW00094	PO:	Status: PR	Sec Cdt: HO	Aprv:	Next:	
Vendor: V000066	Ship To:	Bill To: R1	Req'd: By: Training03	Printed:	Details:	
12345 PARK LANE			PO Total: \$300.00		Blanket/Dates: Req Codes: Misc:	
MILWAUKEE WI 53219					Confirm: Account: Bid #: Contract #: End Use: JANE X54321 Buyer: 11	
					PO Type: P Terms:	

If you like to add additional Items follow **Step 14 Through Step 16.**

If you like to enter New Purchase Request follow **Step 11 Through Step 16.**



**Step 17:** After you have finished entering the purchase request and hit the “Enter” button you will receive a confirmation that your request has been entered into the system successfully. Notice the top of this screen, a green check mark has appeared with Record Accepted.

**Step 18:** Click on the double white arrows on the far left hand side of this screen. The screen below will appear.

POUPPR SunGard Bi Tech ifas - Microsoft Internet Explorer

Record # of 2

PR: P000078 PO: Status: PR Sec Crt: 002 Aprv:

Vendor: V001638 WAL-MART

By: Lulu Lieck  
Date: 11/29/2004

PO Total: \$500.00

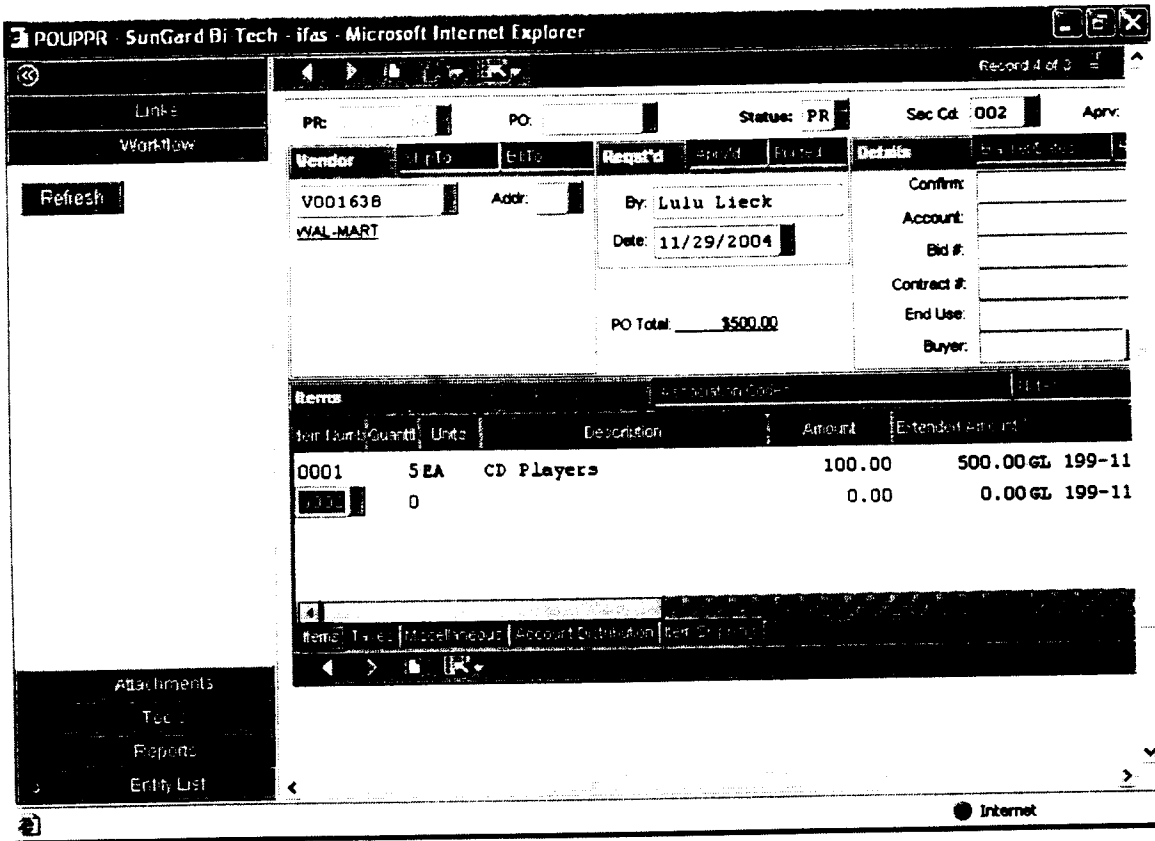
Confirm:  
Account:  
Bid #:  
Contract #:  
End User:  
Buyer:

PR NUMBER	PO NUMBER
PR000078	P000071
PR000328	P000276
PR000363	

Item	Item Description	Quantity	Units	Description	Amount	Extended Amount	GL	199-11
0001	CD Players	5	EA		100.00	500.00	GL	199-11
		0			0.00	0.00	GL	199-11

Internet

**Step 19:** This is your status screen. Information regarding your current and past requisitions will reside in this screen. Before your requisition goes to the next level of approval it must be approved by the original user.



**Step 20:** Click on the Workflow bar. The screen above will appear. Click on the Refresh bar and the screen below will appear. The Refresh bar must be clicked after every purchase request input.



POLUPPR SunGard Bi-Tech - ifas - Microsoft Internet Explorer

Record 4 of 3

PR:  PO:  Status: PR Sec Cdt 002 Appr:

Vendor	Ship To	Addr	Request'd	Revised	Period	Details	Buyer
V001638			By: Lulu Lieck			Confirm:	
WAL-MART			Date: 11/29/2004			Account:	
						Bid #:	
						Contract #:	
						End Use:	
						Buyer:	
			PO Total: 1500.00				

Item	Unit	Description	Amount	Extended Amount	GL	199-11
0001	5 EA	CD Players	100.00	500.00	GL	199-11
0002	0		0.00	0.00	GL	199-11

Submit Cancel

Attachments  
 Terms  
 Reports  
 Entity List

Internet

**Step 24:** This is the submit screen that allows you to enter any comments you wish the approver to read, such as explanations regarding the purchase request.

**Step 25:** Once you have entered your comments, if any, click on the Submit button. After click on the Workflow bar again, this will give your refresh screen once more. This will give you your status with the colored check marks and red x. Click on the Refresh button to accept your approval.

POUPPR - SunGard Bi Tech - ifas - Microsoft Internet Explorer

WAL-MART

By: LINDA LIECK

Date: 11/29/2004

Account: \_\_\_\_\_

Bid #: \_\_\_\_\_

Contract #: \_\_\_\_\_

End Use: \_\_\_\_\_

Buyer: \_\_\_\_\_

PO Total: \$500.00

**Purchase Document**

USER

SE002LLL ✓

AD002ABJ Pending Purchase

**Items**

Item	Quantity	Units	Description	Amount	Extended Amount	GL
0001	5 EA		CD Players	100.00	500.00	199-11
0002	0			0.00	0.00	199-11

Attachments

Tree

Reports

Entity List

Error on page.

Internet

**Step 26:** Once you hit the Refresh button you will get a new status on your purchase request. No longer will you see the colored checks and x marks. The green check will now appear as a grey check mark. Also notice that a new line underneath your approval has appeared. This is the next level of approval. This new status shows that it is now waiting for the approval of the principal. This is the final step in the entering process.

POUPPR - SunGard Bi Tech - ifas - Microsoft Internet Explorer

Record 1 of 1

PR: PR000366 PO: P000284 Status: PO Sec Cd: 002 Appr:

Vendor	Ship To	Entry	Request'd	App'd	Print'd	Details	Print'd
V000002		Addr: P1	By: Rosie Pena			Confirm:	
DELL MARKETING LP			Date: 11/29/2004			Account:	
ONE WELL WAY						Bid #:	
						Contract #:	
						End User:	
						Buyer:	
ROUND ROCK	TX	78682	PO Total	\$10,000.00			

Item	Item Number	Quantity	Units	Description	Amount	Extended Amount	GL	101-35
0001	10 EA			computers	1,000.00	10,000.00	GL	101-35
0002	0				0.00	0.00	GL	-

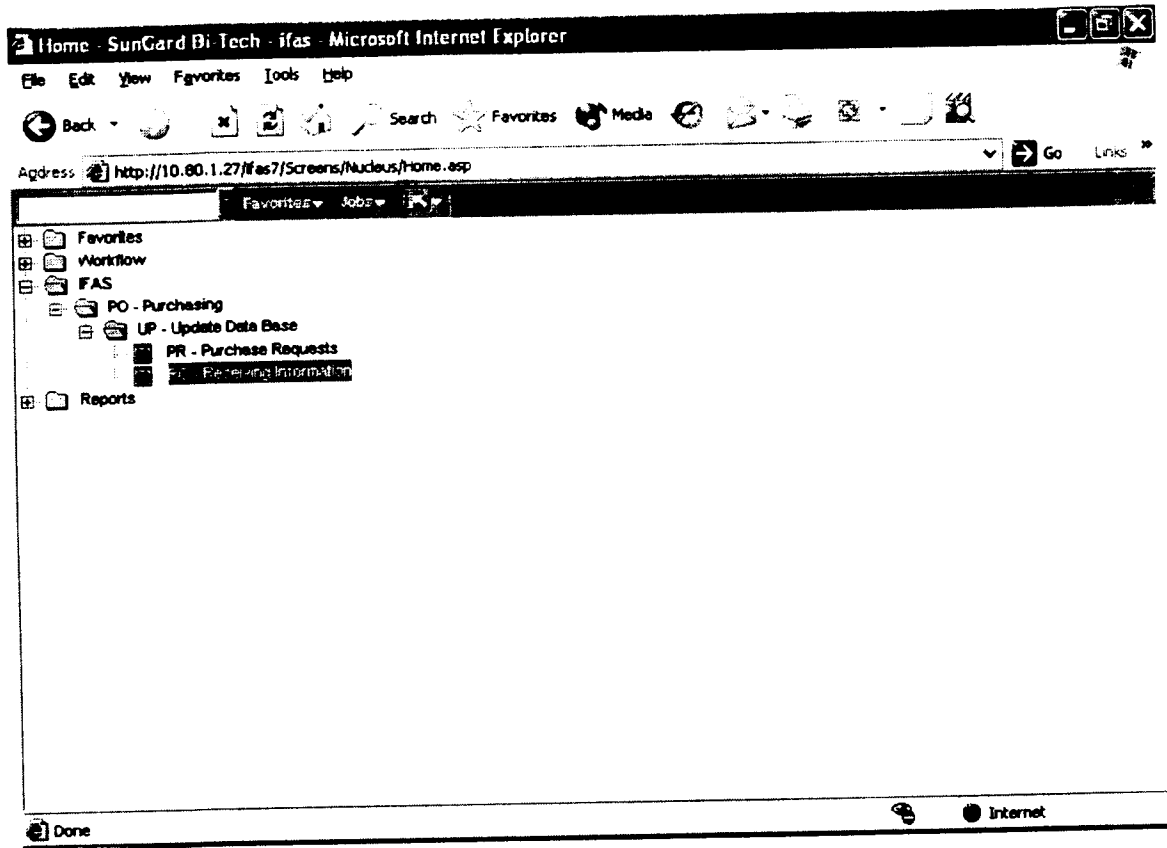
PR NUMBER PO NUMBER  
PR000366 P000284

javascript:void(); Internet

## RECEIVING PURCHASE ORDERS

**Step 1:** You must remember that you will no longer be receiving blue receiving copies of your purchase order. Before you can receive your requested items electronically, you will need to know your purchase order number.

**Step 2:** On your Purchase Requests screen, click on the Binocular button to access the search module. On the PR: field fill in your purchase request number. The above screen will appear. Click on the double while arrows to see your status screen. This will allow you to see your purchase requisition number together with its respective purchase order number.



**Step 3:** Exit out of your Purchase Requests screen. You will now come back to the log in screen above. Click on the RC – Receiving Information, this will now take you to the receiving screen below.

POUPRC - SunGard Bi Tech - ifas - Microsoft Internet Explorer

Record 1 of 1

PO Number: 000100 Date Received: 11/30/2004

Vendor: J.R., INC

End Use:

Ship To: S915

Carrier:

Freight:

Packing:

Save

Items

Item	FF #	Description	Units	Qty Ordered	Qty Accepted	Qty Rejected
0001	PRO00131	TABLETS KIDNEY EACH		50		

Done Internet

**Step 4:** Enter the Purchase Order number in the PO number field and press the TAB key or press the Enter key.

POUPRC - SunGard Bi Tech - ifas - Microsoft Internet Explorer

Record 1 of 1

PO Number: P000103      Date Received: 11/30/2004      Carrier: \_\_\_\_\_

Vendor: J. R., INC.      Freight: \_\_\_\_\_

End Use: \_\_\_\_\_      Packing: \_\_\_\_\_

Ship To: S915     

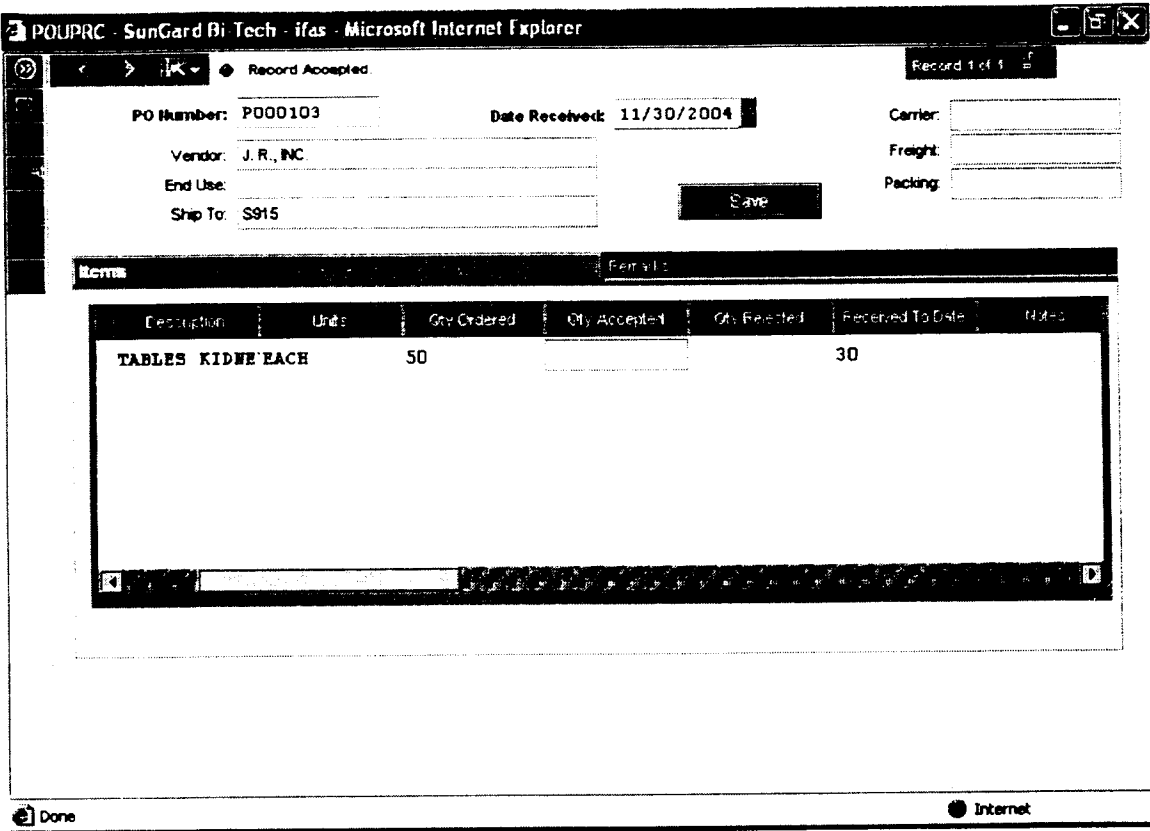
**Items**

Description	Unit	Qty Ordered	Qty Accepted	Qty Picked	Received To Date	Notes
TABLES KIDNE EACH		50	30		0	

Done      Internet

**Step 5:** Click your mouse in the Qty accepted field and the quantity received for that item.

**Step 6:** Click on the SAVE button to record the entry. A green dot mark at the top of the screen indicates the record has been accepted. See screen below.



**View of screen – Note that the Received To Date field has been updated!**

**Step 8:** To receive another purchase order, go to Step 4 and key in the purchase order number.

*NOTE: AFTER ORIGINATOR HAS ACCEPTED ITEMS, THESE ARE READY FOR PAYMENT AND ARE ROUTED AUTOMATICALLY TO THE ACCOUNTS PAYABLE DEPARTMENT. IF ONLY PARTIAL ITEMS ARE RECEIVED, THEN ONLY PARTIAL PAYMENTS WILL BE MADE TO THE PURCHASE ORDER.*

POUPRC - SunGard Bi-Tech - ifas - Microsoft Internet Explorer

Total quantity received exceeds quantity ordered. Record 1 of 1

PO Number: P000103 Date Received: 11/30/2004 Carrier: \_\_\_\_\_  
 Vendor: J.R., INC Freight: \_\_\_\_\_  
 End Use: \_\_\_\_\_ Packing: \_\_\_\_\_  
 Ship To: S915 Save

Items

Description	Unit	Qty Ordered	Qty Accepted	Qty Rejected	Received To Date	Notes
TABLES KIDNEY EACH		50	30		30	

Done Internet

**PLEASE NOTE SCREEN ABOVE. THE SYTEM WILL NOT ALLOW YOU TO ACCEPT MORE ITEMS THAN THOSE THAT HAVE BEEN ORDERED. NOTICE WARNING BAR AT TOP OF SCREEN.**



- A.                      B.                      C.
- D. Click on the Drop Down button next to the Amount field and select "New Account Split" as shown below. (Note that a total is shown after each entry).

General Ledger		
1100000000	ESUP	56.00
✓ 1100000000-ESUP		56.00
Split Total		56.00
New Account Split		Ctrl+S
Delete Current Account		
Split by Percentages		

- E. Repeat Steps 3A to 3C. To enter the next account code distribution. You may distribute as many account codes as necessary.
- F. When finished entering all the account splits, Click on the Drop Down Button next to the amount field to display the total amount distributed. Notice the Split Total [in yellow] – this amount must match the total amount of the purchase order.

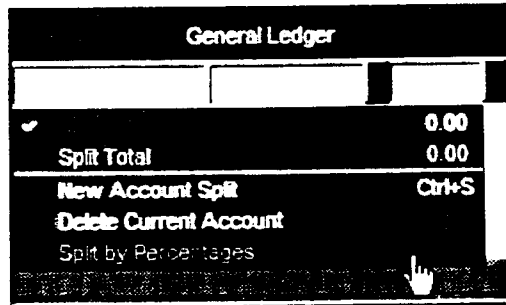
General Ledger		
1130000000	ESUP	21.00
1140000000-ESUP		56.00
✓ 1130000000-ESUP		21.00
Split Total		77.00
New Account Split		Ctrl+S
Delete Current Account		
Split by Percentages		

- G. Press the Enter Key to save the record. A green check mark will appear on the top of the screen showing that the record(s) have been accepted.

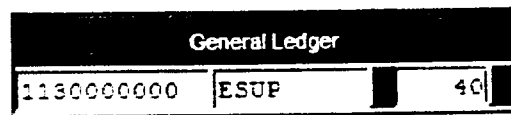


**Step 4: Enter Account Splits based on Percentage.**

A. Click on the **Drop Down Menu** next to the **Amount** field and select **“Split by Percentages”** as shown below.

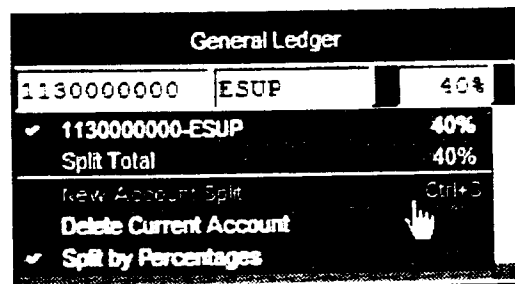


- B. Type in Account Key in the KEY field and Tab through the next field. If Account Key is not known, press Ctrl+L to browse and select.
- C. Type in the Object code in the OBJ field and Tab through the next field. If Object Code is not known, press Ctrl + L to browse and select.
- D. Type in the percentage you wish to assign for this account code. Wait for a few seconds, and notice that the numbers are automatically converted to the correct monetary format



B.                      C.                      D.

E. Click on the Drop Down button next to the Percent field and select **“New Account Split”** as shown below.



F. Repeat Steps 4B to 4D to enter the next account code distribution. You may distribute as many account codes as necessary.

- G. When finished entering all the account splits, Click on the Drop Down button next to the Percent field to display the total percentage distributed. Notice the Split Total [in yellow] is 100%. If this does not equal to 100%, an error message will appear.

General Ledger		
1140000000	ESUP	60%
1130000000-ESUP		40%
✓ 1140000000-ESUP		60%
Split Total		100%
New Account Split		Ctrl+S
Delete Current Account		
✓ Split by Percentages		

- H. Press the Enter Key to save the record. A green check mark will appear on the top of the screen showing that the record(s) have been accepted.



### Step 5: Correcting an error.

- A. Click on the Drop Down button next to the Percent or Amount fields and selects the account containing the error.

General Ledger		
1130000000	ESUP	40%
✓ 1130000000-ESUP		40%
1140000000-ESUP		60%
Split Total		100%
New Account Split		Ctrl+S
Delete Current Account		
✓ Split by Percentages		

- B. Click on the Drop Down button and select "Delete Current Account". After deleting the account, go to Step 3A to add an account and the Amount or go to Step 4B to add an account and a Percent.

General Ledger		
1130000000	ESUP	30%
✓ 1130000000-ESUP		30%
1140000000-ESUP		60%
Split Total		90%
New Account Split		Ctrl+S
Delete Current Account		
✓ Split by Percentages		

## GENERAL INFORMATION

### User ID Definitions

The User ID is divided in the following manner:

1. First two alpha characters identify the title, or department of the user
2. Next three numeric characters identify the location of the user
3. The last three alpha characters identify the initials of the user. If user does not have a middle initial, then the initial of the last name is used twice.

EXAMPLE: PU729TR1 – Purchasing Department, location 729, trainer 1.

By knowing the make up of the user id number, you will be able to see, on your status screen of your purchase requisition, which level of approval is next for your purchase request.

The following list will identify the user titles:

1. AA Area Administrator
2. AD Principal/Assistant Principal
3. AH Athletics
4. AM Admissions and Attendance
5. AQ Aquatic Center
6. AT Attendance
7. BA Business Administration
8. BI Bilingual
9. BK Budget Clerk
10. BU Budget
11. CA Computer Aide
12. CE Certified Personnel
13. CK Clerical Assistant
14. CL Classified Personnel
15. CO St. Joseph's Academy
16. CS Computer Services
17. CT Career and Technology
18. CU Curriculum
19. DE Data Entry
20. DY Dyslexia Program
21. FA Music/Fine Arts
22. FC Facilities
23. FI Finance
24. FP Federal Programs
25. FS Food Service
26. GC Grants

## User ID Definitions

### User titles – continued

27. GR	21 <sup>st</sup> Century Program
28. GT	Advanced Academics
29. HS	Health Services
30. HV	Home Visitor
31. HY	Homeless Youth Project
32. IA	Internal Auditor
33. IN	Insurance and Safety
34. IT	Instructional Technology
35. LI	Librarian
36. MA	Maintenance
37. MC	Media Center
38. MI	Migrant Education
39. PD	Professional Development
40. PE	PEIMS
41. PI	Public Information
42. PL	Parent Liaison
43. PR	Parental Involvement
44. PU	Purchasing
45. PY	Payroll
46. RC	Records Clerk
47. RE	Research/Evaluation
48. RM	Records Management
49. SA	Student Accounting
50. SE	Secretary
51. SF	National Science Foundation
52. SP	Special Programs
53. SR	Security Department
54. SS	Special Services
55. SU	Superintendent
56. TE	Instructional Support Teacher
57. TR	Transportation Department
58. TV	ITV Studio
59. UI	UIL
60. WE	Wellness
61. WH	Warehouse

### **Notification of Final Approval of Purchase Request**

The originator of the Purchase Request will be notified by email when their requisition has been given the final approval and is ready for print.

The email will give you a history of where, when, and how long your requisition has been.

After you have been notified, expect for your requisition to have a purchase order the following day.

The Purchasing Department has set a timeline. All purchase requests received for final approval will be approved by the Administrator of Purchasing between 4 p.m. – 5 p.m. These approved purchase requests will be printed between 10 a.m. – 11 a.m. the following day.

See next two pages for sample of email notification.

**Rosario Pena**

**From:** ifas@bisd.us  
**Sent:** Monday, November 29, 2004 3:26 PM  
**To:** Rosario Pena  
**Subject:** WORKFLOW/Notify PR\_APRV created by PU729MRP

WORKFLOW Information

Your PR has been approved and is ready to print.

Description:

Purchase Request# = PR000366  
PR Total\$ = 10000.00  
Requested By = Rosie Pena  
Request Date = 11/29/2004  
Entry Date = 11/29/2004  
Vendor = V000002-DELL MARKETING LP

Item#	Quantity	Price	Item Total	Description Key(s)	Object(s)	Split Amount/ Percent
0001	10.000	1000.00	10000.00	computers 1013500201	6649	

History:

Who : Rosie Pena  
Status : Yes  
When : 11/29/2004 3:01:02 PM

Who : Alonso Barbosa  
Status : Yes  
When : 11/29/2004 3:06:03 PM

Who : Rachel Ayala  
Status : Yes  
When : 11/29/2004 3:16:06 PM

Who : Eliud Ornelas  
Status : Yes  
When : 11/29/2004 3:17:06 PM

Who : Margarita Ramirez  
Status : Yes  
When : 11/29/2004 3:18:08 PM

Who : Norma Lucio  
Status : Yes  
When : 11/29/2004 3:19:08 PM

Who : Eliud Ornelas  
Status : Yes  
When : 11/29/2004 3:22:09 PM  
Comments: User already processed

Who : Michael Zolkoski  
Status : Yes  
When : 11/29/2004 3:22:09 PM

User=PU729MRP  
Model=PR\_APRV  
Activity=A13  
Key=82BA1FA7-4FE4-429A-A2D0-F5CDA7095D80  
Version=6

## **General Recommendations**

1. We strongly recommend that you closely review this manual prior to your scheduled training session.
2. We recommend that, at the beginning, please be very careful where you tab, click, or enter, on your purchase request screen. Any changes, however minor, will cause the purchase request to go back to the originator for re-approval.
3. We highly recommend, that once you complete your training session, you go back and PRACTICE, PRACTICE, PRACTICE.
4. We recommend that you ask as many questions as possible. The Purchasing Department has set up a Bi-Tech Hot Line dedicated solely to answering questions regarding the software. You can reach this service at (956) 982-3787. Someone will be ready to answer your questions. Also, you may email your questions by logging in to the Purchasing Department website. We will respond as soon as possible.
5. We recommend that you fax in to the Purchasing Department any attachments that will be needed for your purchase request. Please make a note on your attachments of the purchase request number that these attachments need to be placed with. We are working on a procedure for this, but at the moment, faxed in copies will suffice.