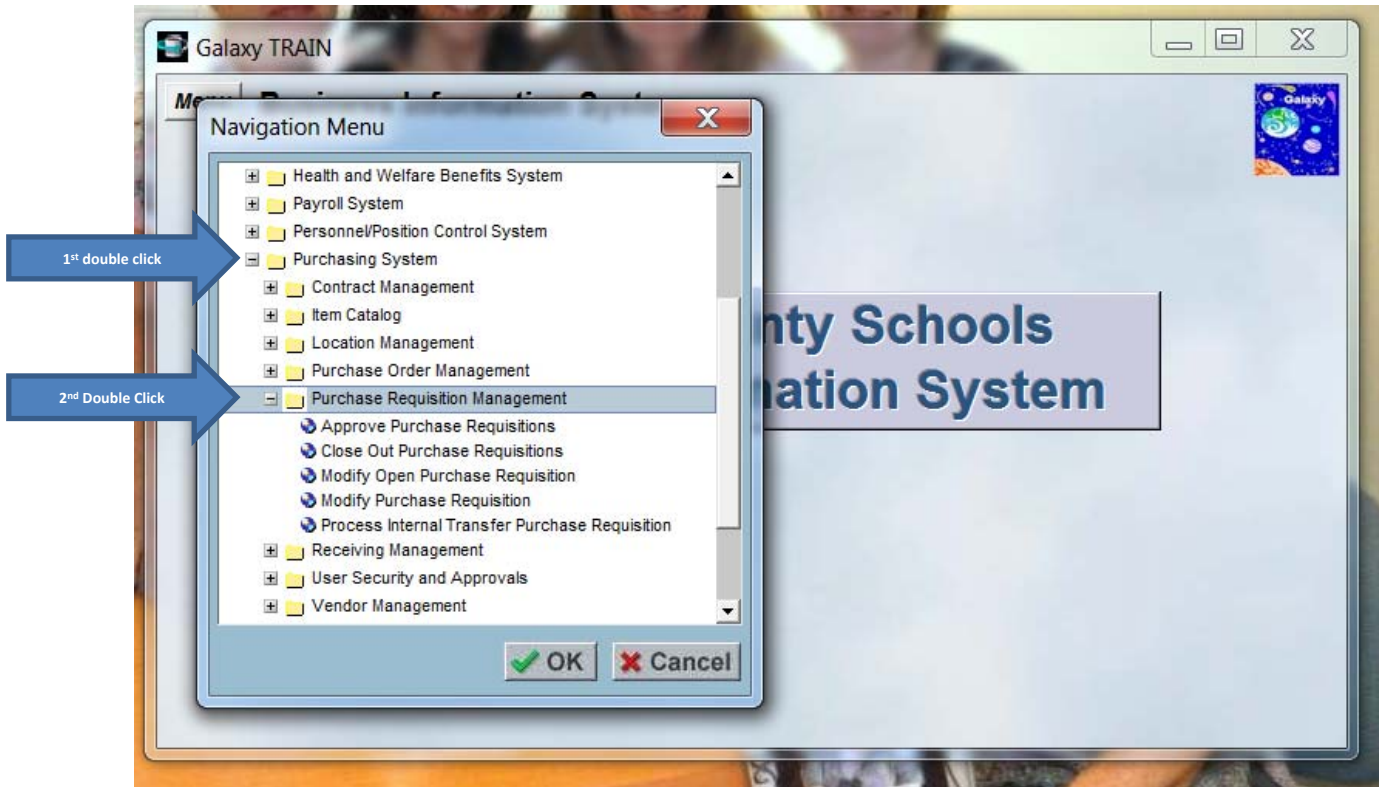
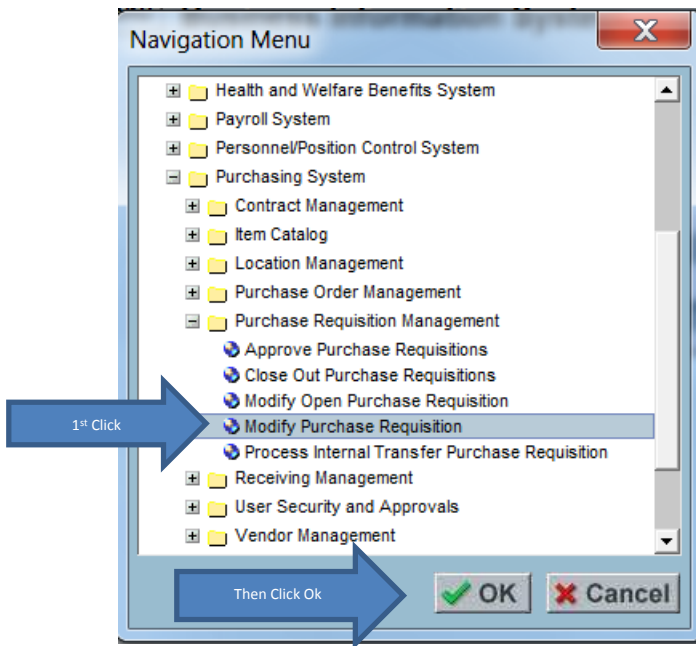


# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION



Double Click on the plus sign on “Purchasing System” then double click on the plus sign on “Purchase Requisition Management”



Click on “Modify Purchase Requisition” and click on “ok”.

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

County: 33 - RIVERSIDE COUNTY District: 05 - PALO VERDE COMMUNITY COLLEGE

Fiscal Year: 2013

Purchase Requisition Number:

Purchase Requisition Prefix: R - PURCHASE REQUISITION

Purchase Requisition Status:

Primary Vendor:

Vendor Name:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From

Purchase Requisition Number:

Show Previous Year Purchase Requisitions

Click Here + Add Find

Click on Add

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R0000NEW Delete

P.R. Type: N - NORMAL Date Due: 09/21/2012

P.R. Status: N - NEW (NOT SU... 1st Enter 1st few letters of name then \* Search: QUILL\* 2nd click triangle

P.R. Amount:  Multi. Yr. P.R.

Category:

Vendor Address:

P.R. Requestor:

Bill To Location: CORPORATE Palo Verde Community College

Ship To Location: CORPORATE Palo Verde Community College

Worksite Location: PVC PALO VERDE COLLEGE MAIN CAMPUS

Board Rpt. Desc:

Routing:

P.R. Originator User ID: 161181

Contact Phone Nbr:

Update User ID: 161181

Misc. Field 2:

Update Timestamp: 09/06/2012 9:13 AM

In Rev.  Rev Cmt:

Print Save Cancel

Enter a few letters from the vendor's name, then \* and then click on triangle to bring up vendors.

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

District: 05

Select Vendor

Vendor Number / Vendor Name	Payee
14321 QUILL	
11046 QUILL CORP.	QUILL CORP.

Click OK

OK Cancel

Primary Vendor

Verde Community College

Verde Community College

COLLEGE MAIN CAMPUS

Contact Phone Nbr: [ ] Board Rpt. Desc: [ ]

Update User ID: 161181 Routing: [ ]

Update Timestamp: 09/06/2012 9:13 AM Misc. Field 2: [ ]

In Rev: [ ] Rev Cmt: [ ]

Print Save Cancel

Select the vendor you would like to use the Click "ok".

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2013 P.R. Number: R0000NEW

Delete

P.R. Type: N - NORMAL Date Due: 09/21/2012

P.R. Status: N - NEW (NOT SUBMITTED FOR A Primary Vendor

P.R. Amount: [ ] Multi. Yr. P.R. Vendor Name Search: QUILL\* 11046

Category: [ ] Vendor Address: 1 [ ] QUILL CORP.

P.O. BOX 94080, PALATINE, IL 600944080 USA

P.R. Requestor: [ ] Bill To Location: CORPORATE [ ] Palo Verde Community College

Approval List: [ ] Ship To Location: CORPORATE [ ] Palo Verde Community College

P.R. Originator User ID: 161181 Worksite Location: PVC [ ] PALO VERDE COLLEGE MAIN CAMPUS

SLAGAN, STEPHANIE MARIE

Contact Phone Nbr: [ ] Board Rpt. Desc: OFFICE SUPPLIES

Update User ID: [ ] Routing: S. SLAGAN

Update Timestamp: 09/06/2012 9:13 AM Misc. Field 2: [ ]

In Rev: [ ] Rev Cmt: [ ]

Print Save Cancel

Fill in "Board Rpt. Desc." And also "Routing"

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

Click on "Items" Tab

Then click "add line"

Click on "items" Tab, then click on "Add Line".

1<sup>ST</sup> FILL IN ALL INFORMATION

THEN CLICK SAVE

Fill in "Item Name", "Description of item", "Quantity", "Unit Price", and "U/M" (Unit of Measure). Also click on "Discount", "Freight", or "Taxable" if any of these items apply to your item. Then click "Save".

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

The screenshot shows the 'Modify Purchase Requisition' window. At the top, there are tabs for 'Search', 'Details', 'Items', 'Notes', and 'Approvals'. Below these are input fields for 'Vendor: QUILL CORP.', 'Fiscal Year: 2013', 'P.R. Number: R0000NEW', and 'Acct. Dist.'. There are also fields for 'Discount Amt: 0.00', 'Pct: 0.000000', and 'Freight Amt: 0.00'. A 'View' section has 'Expand' and 'Close' options. The main table has columns for 'Line Nbr.', 'P.R. Line', 'Fiscal Year', 'Item Name', 'Description', 'Quantity', 'Unit Price', 'U/M', 'Amount', 'Discount', 'Discount Amount', 'Freight', 'Freight Amount', and 'Tax'. The first row shows '0001', '2013', 'ITEM NUMBER FROM C LISTE ITEMS HERE', '1.00', '15.99', 'EACH', '5.99', 'N', '0.00', 'Y', '0.00'. Below this is a sub-table with columns for 'Fund', 'School', 'Resource', 'PY', 'Goal', 'Function', 'Object', 'Amount', 'Percent', and 'Acct'. The first row in this sub-table has '11', 'BSV', '0000', '4', '6720', '0000', '4550', '0.00', and '1.000000'. A 'Total' row shows '0.00' for 'Amount' and '1.000000' for 'Percent'. At the bottom, there are buttons for 'Add Acct.', 'Add Fav.', 'Dup', 'Delete', 'Save', and 'Cancel'. Blue callout boxes point to the 'Add Acct.' button (labeled '1st Click "Add Acct."'), the 'Fund' field (labeled '2nd Enter Budget #'), the 'Amount' and 'Percent' fields (labeled '3rd enter either amount OR percent.'), and the 'Freight Amt' field (labeled 'Add Freight or discount amount. Tax is auto.').

-Add freight or discount amount if needed. Tax will be automatically calculated if selected on item.

-If you have more items, repeat the last step until all items have been added.

- Click "Add Acct.", then Enter Budget Number. If you need to add more than one budget number to a line, you can repeat this process. Enter either Amount or Percent, NOT BOTH! If there is more than one budget line, you must split the percentage or amount between the lines. ***Please make sure your budget number is correct as the system will automatically check budget upon 1<sup>st</sup> approval!***

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

1<sup>st</sup> Click on "Notes" tab

2<sup>nd</sup> Enter External Notes

Last Click "Save"

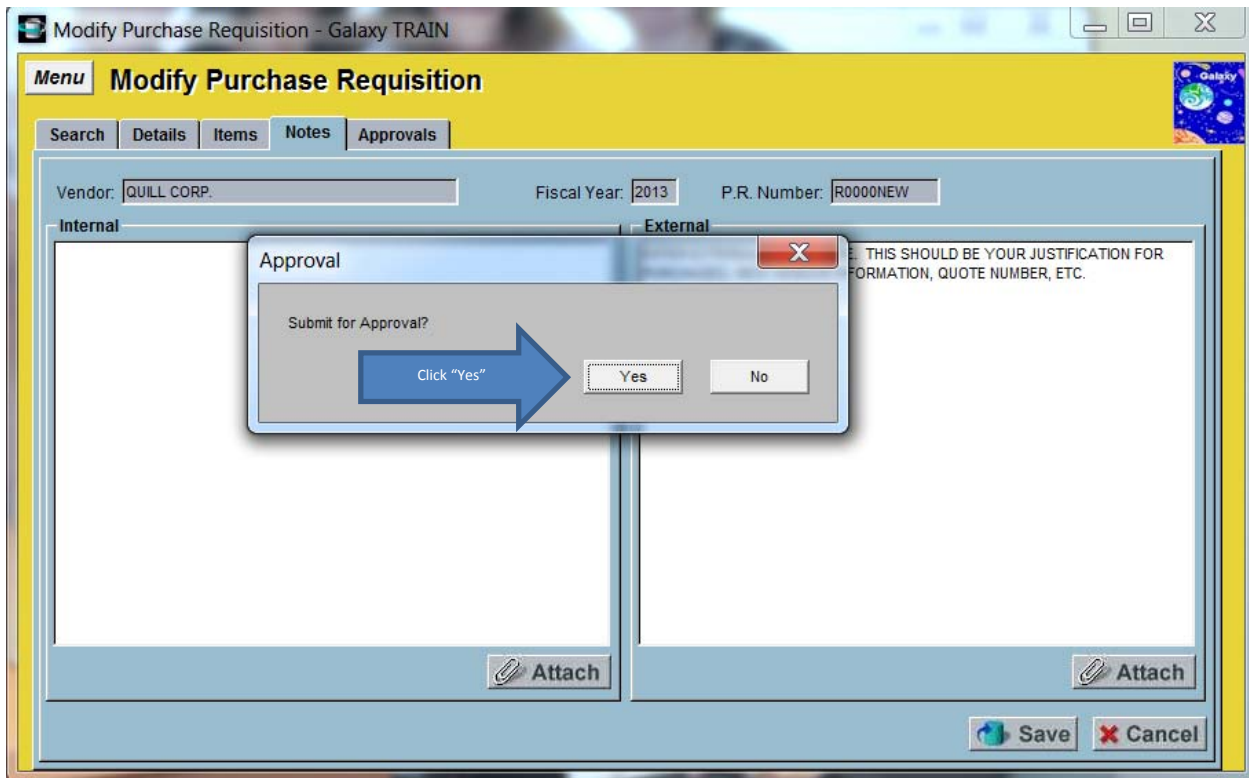
- Click on "Notes" Tab. Then enter internal and/or External Notes. Remember that internal notes are for the Approvers and will not print on the purchase order. External notes will print on the Purchase Order. When completed, click "save".

Click "Ok"

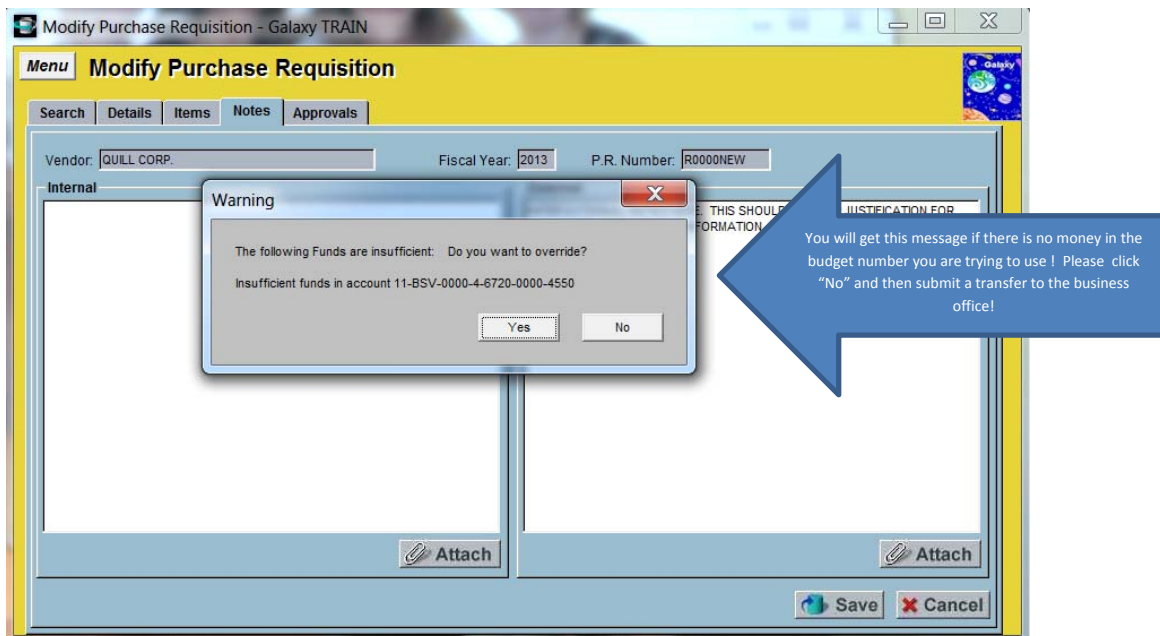
Click "ok".

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION



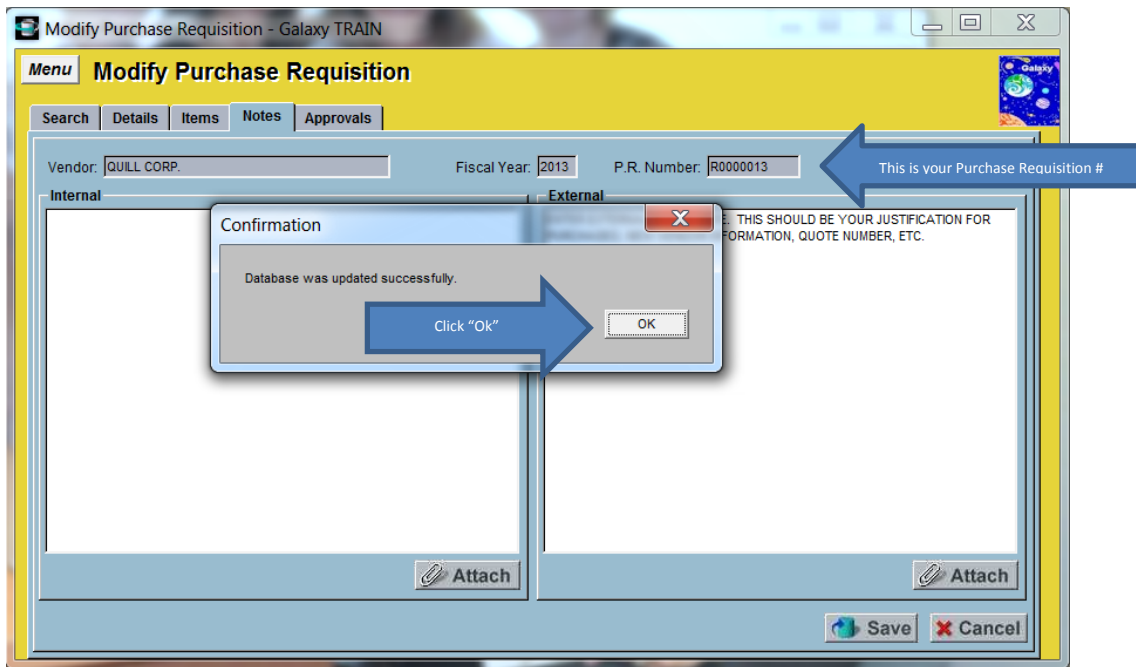
Click "Yes".



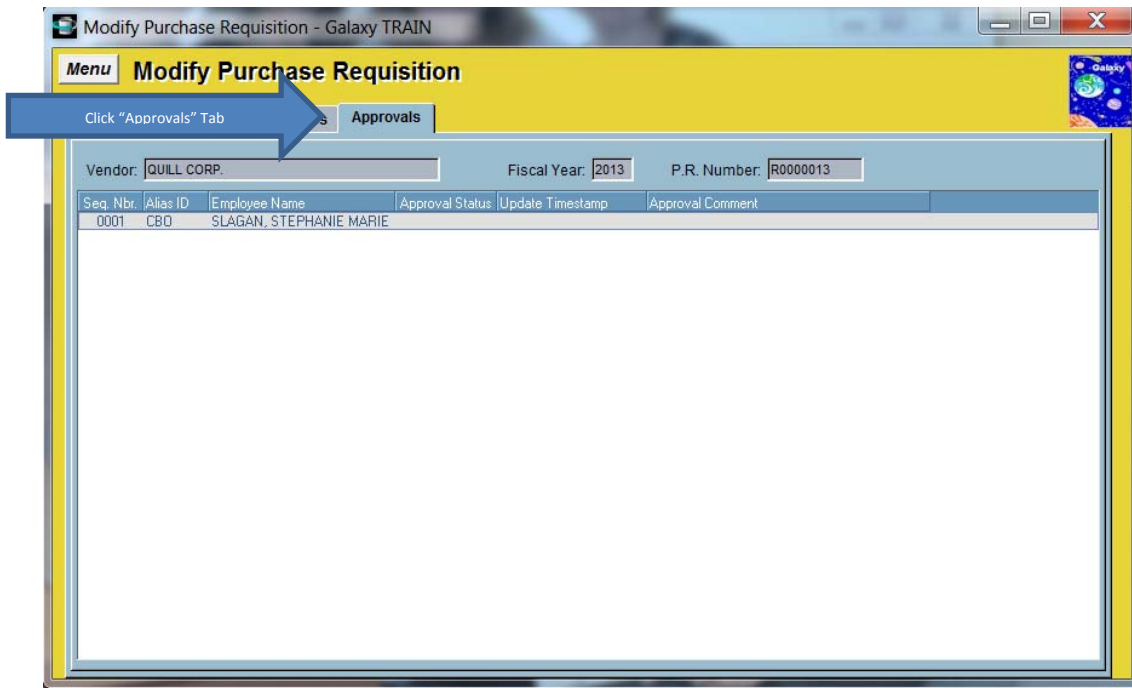
You will only see this message if there is no money in the account you are trying to use. Please submit a transfer and then resave once the transfer has been completed. You must click no as the only people with override capabilities are the Fiscal Services Staff and they will not override! ***Your requisition will not move past this point unless there is money in the account!***

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION



- Click Ok. You will then be able to see your Purchase Requisition Number.



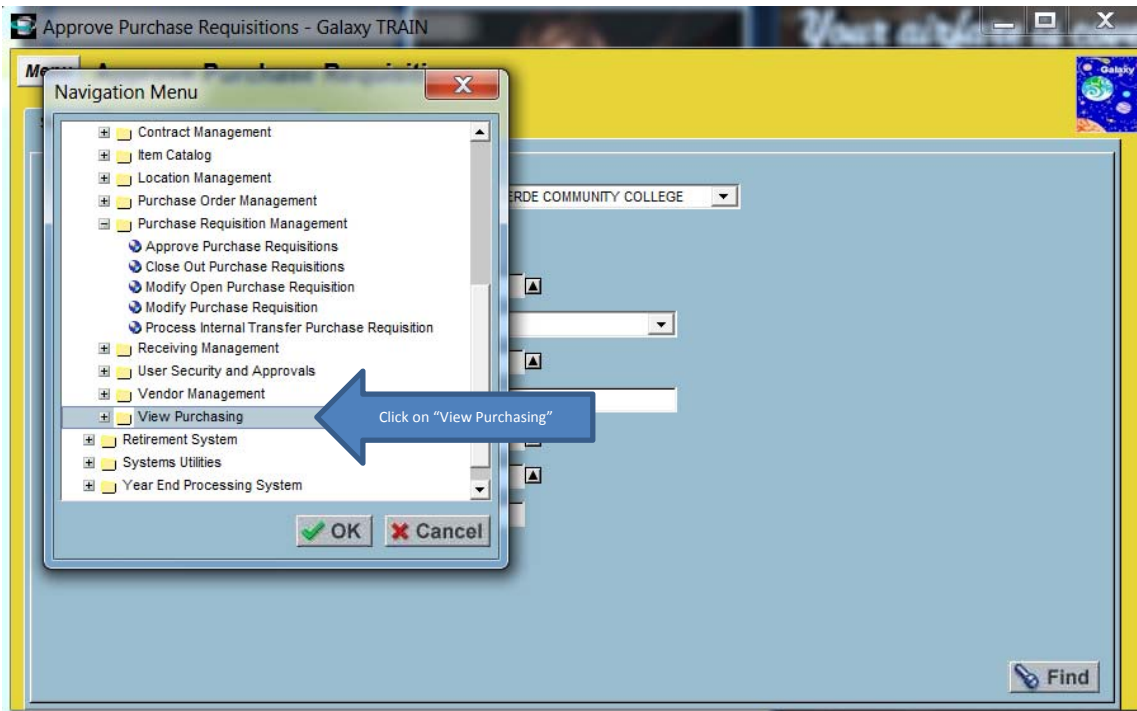
- Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1<sup>st</sup> approval, followed by the VP of your service area unless you report directly to the Supt/Pres. and then your requisition will be approved by her/him. Any Purchase over \$10,000.00 goes automatically to the Superintendent. Travel requests, computer items and/or technology, Contracts, as well as funds 12, 33, 41 have additional approval steps. **Purchase Requisition funds will encumber upon first approval!**



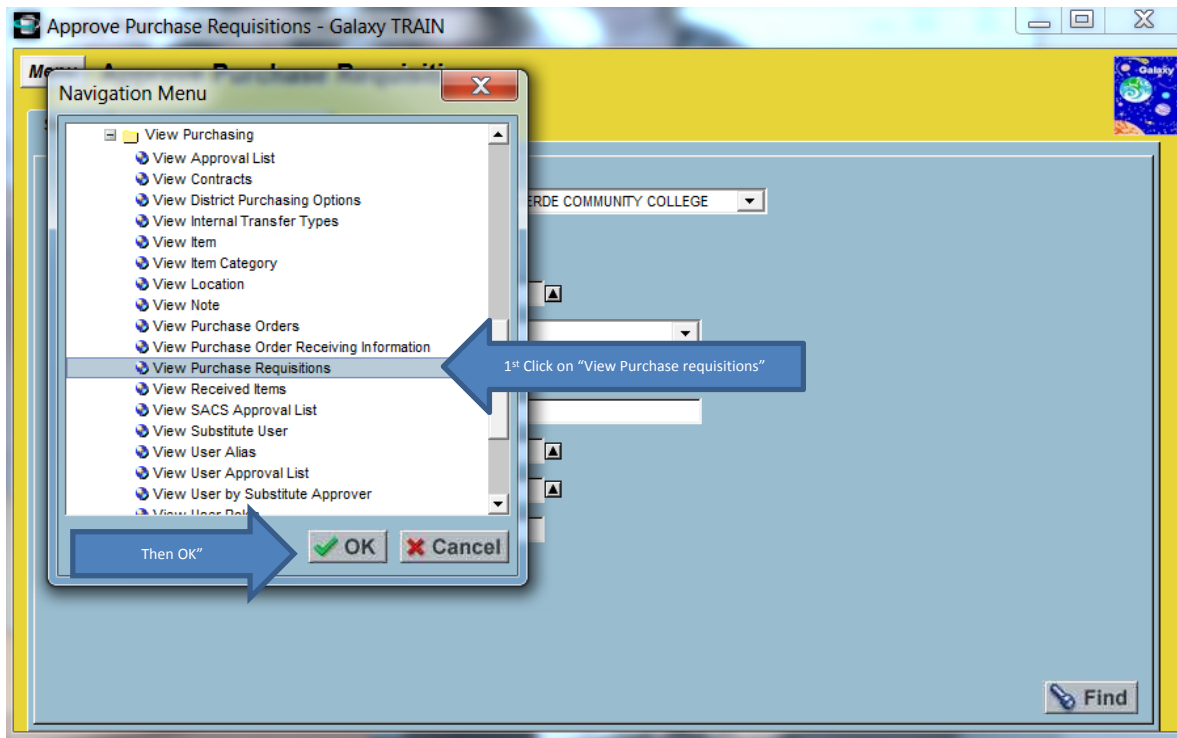
# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

### Viewing Approvals



Click on View Purchasing



Click on "View Purchase Requisitions", then click "OK".

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

View Purchase Requisitions - Galaxy TRAIN

Menu View Purchase Requisitions

Search Purchase Requisition Data

County: 33 - RIVERSIDE COUNTY District: 05 - PALO VERDE COMMUNITY COLLEGE

Fiscal Year: 2013

Purchase Requisition Number:  ▲

Purchase Requisition Prefix:

Purchase Requisition Status:

From P.R. Created Date:  To:

Primary Vendor:  Vendor Name:

Ship To Location:  Worksite Location:

P.R. Originator User ID:

Category:

Item Name:

Item Description:

Fund School Resource Year Goal Function Object

Find

1<sup>st</sup> Enter Purchase Requisition Number or click the Triangle

Enter the Purchase Requisition Number or click the Triangle to look up your requisition.

View Purchase Requisitions - Galaxy TRAIN

Menu View Purchase Requisitions

Search Pu

County: 33 -

Select a Purchase Requisition Number

P.R. Number	Multi. Yr.	P.R. Requestor	P.R. Amount	P.R. Status
R000013	N		17.23	NEW (NOT SUBMITTED FOR AF
R000012	N		100.00	FINALIZED
R000011	N		7.62	APPROVED
R000010	N		5.15	FINALIZED
R000009	N		1.35	APPROVED
R000008	N		1.62	APPROVED
R000007	N		23.17	FINALIZED
R000006	N		538.75	FINALIZED
R000005	N		7,000.00	CANCELLED
R000004	N		215.52	CANCELLED
R000003	N		12.00	CANCELLED
R000002	N		7.00	CANCELLED
R000001	N		0	CANCELLED

Then Click "OK"

OK Cancel

Category:

Item Name:

Item Description:

Fund School Resource Year Goal Function Object

Find

1<sup>st</sup> Choose your requisition from the list

Then click "Find"

1<sup>st</sup> Choose your requisition from the list and then click from the list. Then click "Find"

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

**View Purchase Requisitions - Galaxy TRAIN**

**Menu View Purchase Requisitions**

**Search Purchase Requisition Data**

Fiscal Year	P.R. Number	P.R. Type	P.R. Status	Multi. Yr.	Vendor/Vendor Name	P.R. Amount	P.R. Requestor	Worksite
2013	R0000013	N	N	N	11046 QUILL CORP.	17.23		PVC - PALO VERDE

District: 05 - PALO VERDE COMMUNITY COLLEGE    Fiscal Year: 2013    P.R. Number: R0000013

**Details    Items    Account Distribution    Notes    Authorized Purchaser    Approvals**

P.R. Type: N - NORMAL    P.R. Created Date: 09/06/2012    Date Due: 09/21/2012

Incr/Decr to Open P.O. Nbr:    Primary Vendor: 11046 - QUILL CORP.

P.R. Status: N - NEW (NOT SUBMITTED FOR A)    Vendor Address: 1 - P.O. BOX 94080, PALATINE, IL 600944080 USA

P.R. Amount: 17.23    Multi. Yr. P.R.     Bill To Location: CORPORATE - Palo Verde Community College

Category: -    Ship To Location: CORPORATE - Palo Verde Community College

P.R. Requestor:    Worksite Location: PVC - PALO VERDE COLLEGE MAIN CAMPUS

Approval List:    Board Rpt. Desc: OFFICE SUPPLIES

P.R. Originator User ID: 161181    SLAGAN, STEPHANIE MARIE    Routing: S. SLAGAN

Contact Phone Nbr:    Misc. Field 2:    In Rev: Y    Rev Cmt: 161181 -NO MONEY IN BUDGET

Update User ID: 161181    09/06/2012 9:29 AM

Override User ID: 161181    09/06/2012 9:26 AM

**Print**    **Print HTML Report**

Click on approvals

**View Purchase Requisitions - Galaxy TRAIN**

**Menu View**    2<sup>nd</sup> Click Menu to return to the main menu.

**Search Purchase Requisition Data**

Fiscal Year	P.R. Number	P.R. Type	P.R. Status	Multi. Yr.	Vendor/Vendor Name	P.R. Amount	P.R. Requestor	Worksite
2013	R0000013	N	N	N	11046 QUILL CORP.	17.23		PVC - PALO VERDE

District: 05 - PALO VERDE COMMUNITY COLLEGE    Fiscal Year: 2013    P.R. Number: R0000013

**Details    Items    Account Distribution    Notes    Authorized Purchaser    Approvals**

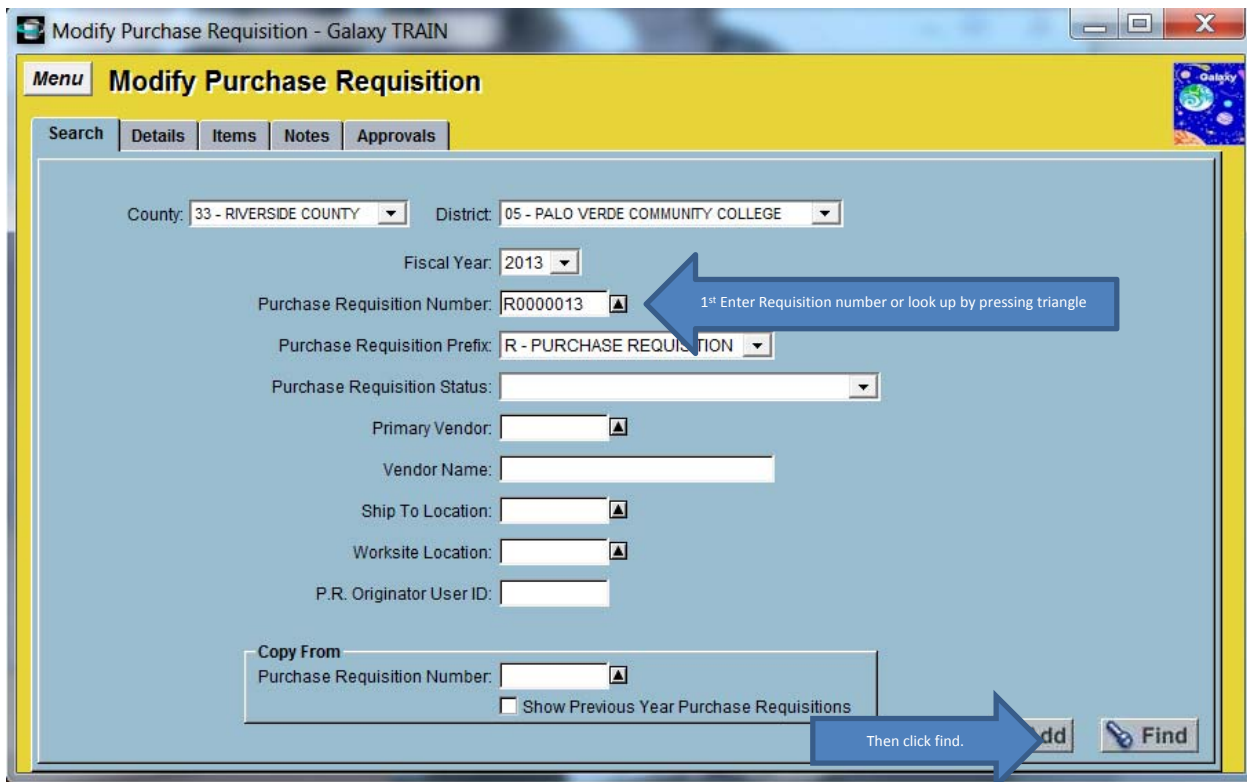
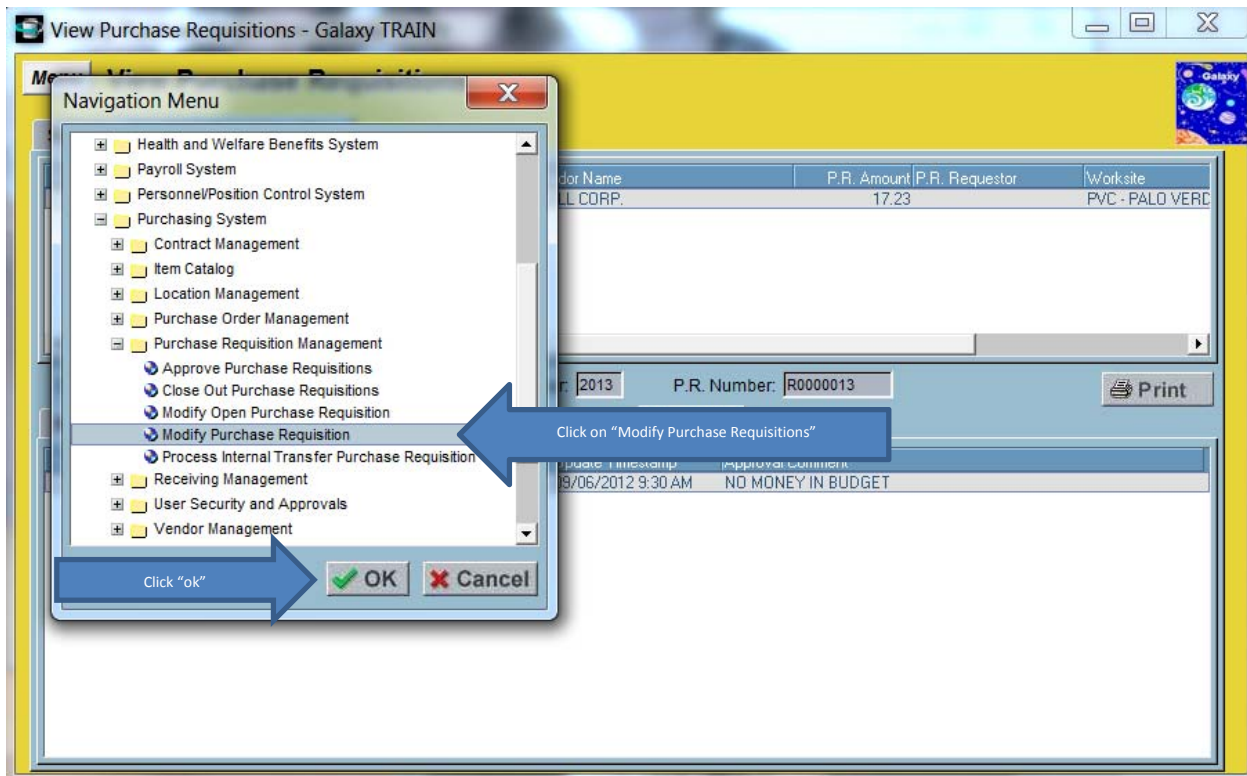
Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	CBO	SLAGAN, STEPHANIE MARIE	N	09/06/2012 9:30 AM	NO MONEY IN BUDGET

**1<sup>st</sup> You will be able to view the approvals of your supervisors. If the answer is yes, it moves on the next approver, if no, you must make the required changes and resubmit.**

**Print**

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION



# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN

**Menu** **Modify Purchase Requisition**

Search Details **Items** Notes Approvals

Vendor:  Fiscal Year:  P.R. Number:  Acct. Dist.

Show Description  Discount Amt:  Pct:  Freight Amt:  View  Expand  Close

Line Nbr.	P.R. Line	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
0001	2013	ITEM NUMBER FROM C LISTE ITEMS HERE		1.00	15.99	EACH	15.99		0.00	Y	0.00	Y
		Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	
		11	BSV	0000	4	6720	0000	5590	0.00	1.000000	17.23	
				Total:					0.00	1.000000	17.23	
				Total:					15.99		0.00	

Change Budget Line if Needed.

Modify Purchase Requisition - Galaxy TRAIN

**Menu** **Modify Purchase Requisition**

1<sup>st</sup> Click on "Notes" tab. **Items** **Notes** Approvals

Vendor:  Fiscal Year:  P.R. Number:

**Internal**

CHANGED BUDGET NUMBER PLEASE APPROVE

2<sup>nd</sup> Enter internal notes for approvers if needed.

NOTES HERE. THIS SHOULD BE YOUR JUSTIFICATION FOR VENDOR INFORMATION, QUOTE NUMBER, ETC.

THEN CLICK SAVE!

Last, Click "Save".

# GALAXY PURCHASE REQUISITION

## REGULAR PURCHASE REQUISITION

