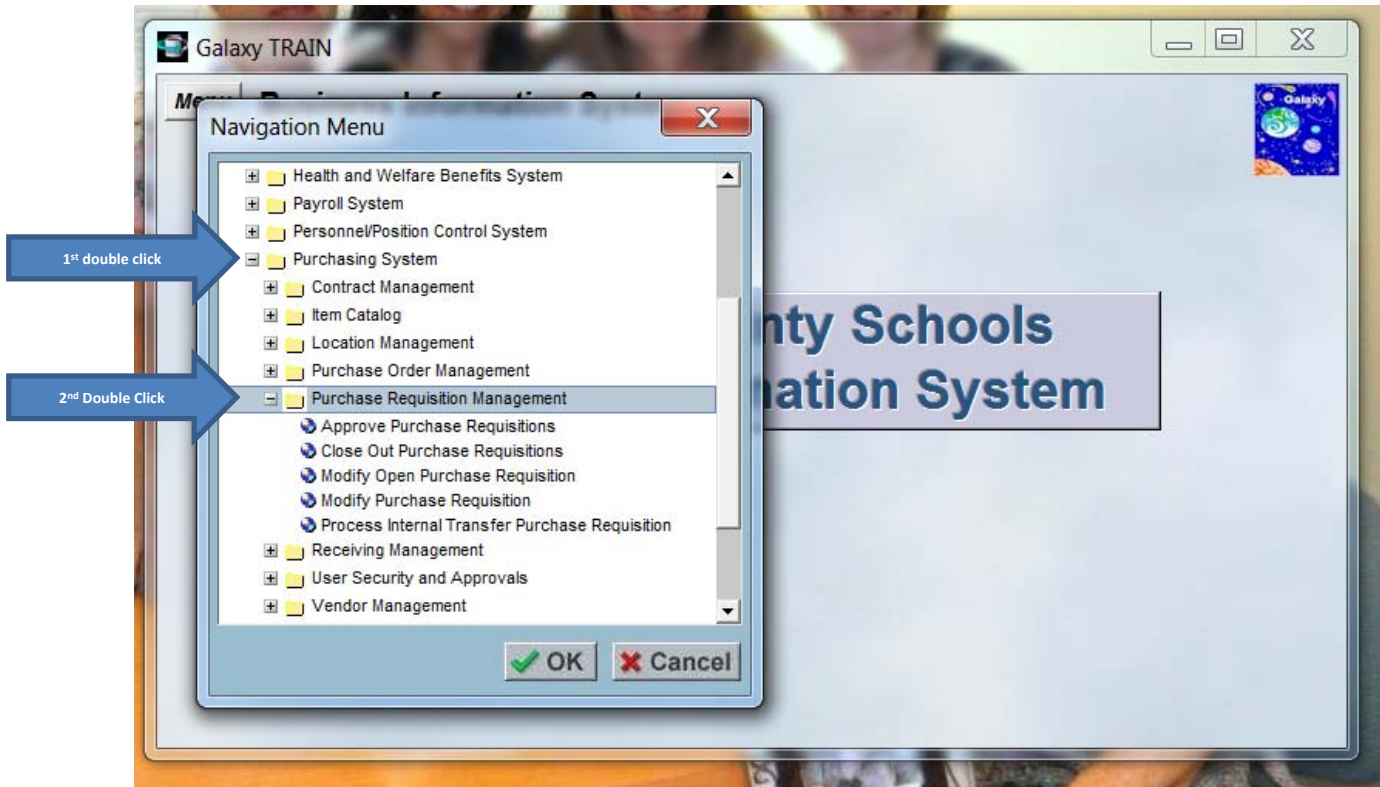
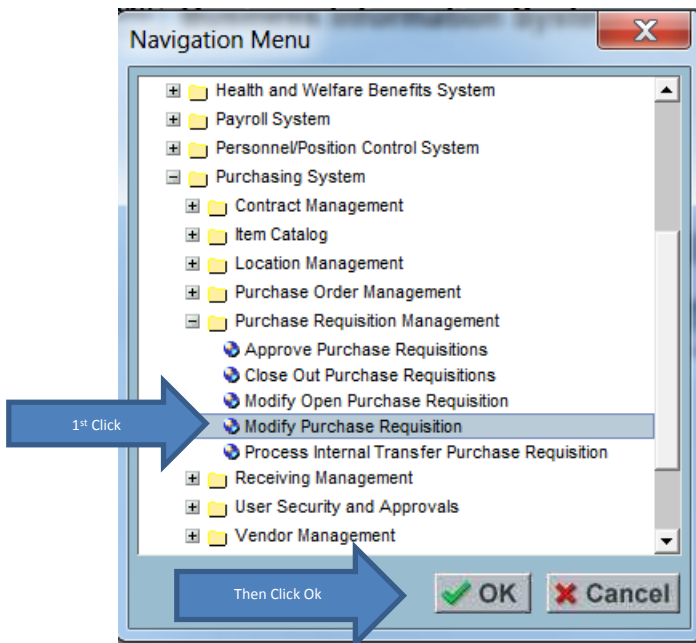


GALAXY PURCHASE REQUISITION

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

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

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:

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

The screenshot shows the 'Modify Purchase Requisition' window with a 'Select a Vendor' dialog box open. The dialog box contains a table with the following data:

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

A blue arrow points to the 'Select Vendor' button on the left side of the dialog box. Another blue arrow points to the 'OK' button at the bottom right of the dialog box.

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

The screenshot shows the 'Modify Purchase Requisition' window with the 'Select a Vendor' dialog box closed. The 'Board Rpt. Desc.' field is filled with 'OFFICE SUPPLIES' and the 'Routing' field is filled with 'S. SLAGAN'. A blue arrow points to these two fields.

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".

1st FILL IN ALL INFORMATION

THEN CLICK SAVE

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION

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".

The screenshot shows the 'Modify Purchase Requisition' window. At the top, there are tabs for 'Search', 'Details', 'Items', 'Notes', 'Approvals', and 'Cost Distribution'. Below the tabs, there are input fields for 'Vendor', 'Fiscal Year' (2016), 'P.R. Number' (R0000NEW), and 'Acct. Dist.'. There are also checkboxes for 'Show Description', 'Discount Amt' (0.00), 'Pct' (0.000000), and 'Freight Amt' (0.00). A 'View' section has 'Expand' and 'Close' options.

Line Nbr.	P.R. Line	Fiscal Year	Item Name	Description	Quantity	Unit Price	U/M	Amount	Discount	Discount Amount	Freight	Freight Amount	Tax
0001	2016		ITEM NUMBER IN CATA LIST ITEM HERE		1.00	15.99	EACH	5.99	N	0.00	Y	0.00	
			Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct.	
			11	BSV	0000	4	6720	0000	4550	0.00			
										0.00			
										1.000000			
										Total:			
										0.00			
										Total:			
										5.99		0.00	

At the bottom, there are buttons for 'Add Acct.', 'Add Fav.', 'Dup', 'Delete', 'Save', and 'Cancel'. A blue arrow points to the 'Add Acct.' button with the text '1st Click "Add Acct."'. Another blue arrow points to the 'Amount' field in the table with the text '2nd Enter Budget #'. A third blue arrow points to the 'Percent' field in the table with the text '3rd enter either amount OR percent.'. A fourth blue arrow points to the 'Freight' and 'Tax' columns in the table with the text 'Add Freight or discount amount. Tax is auto.'.

- **You must list out every different item you are purchasing. Please DO NOT say "see attached list" as your requisition will be sent back for correction.**

- 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 1st approval!**

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition** Notes Approvals

1st Click on "Notes" tab

Vendor: QULL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW

Internal

External

ENTER EXTERNAL NOTES HERE. THIS SHOULD BE YOUR JUSTIFICATION FOR PURCHASES, NEW VENDOR INFORMATION, QUOTE NUMBER, ETC. THEN CLICK SAVE

2nd Enter External Notes

Attach Attach

Last Click "Save" Save Cancel

- 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".

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition** Search Details Items **Notes** Approvals

Vendor: QULL CORP. Fiscal Year: 2013 P.R. Number: R0000NEW

Internal

External

ENTER EXTERNAL NOTES HERE. THIS SHOULD BE YOUR JUSTIFICATION FOR PURCHASES, NEW VENDOR INFORMATION, QUOTE NUMBER, ETC. THEN CLICK SAVE

Confirmation

Please confirm your request to save your changes.

Click "Ok" OK Cancel

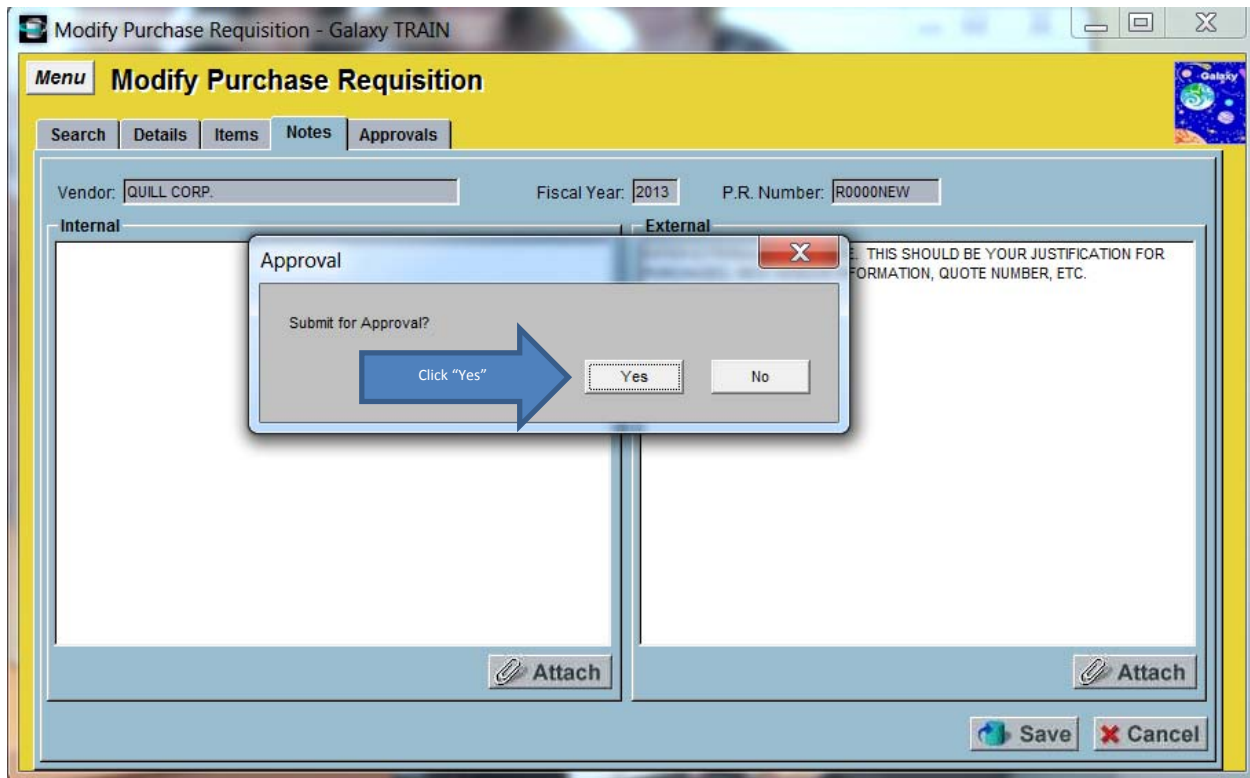
Attach Attach

Save Cancel

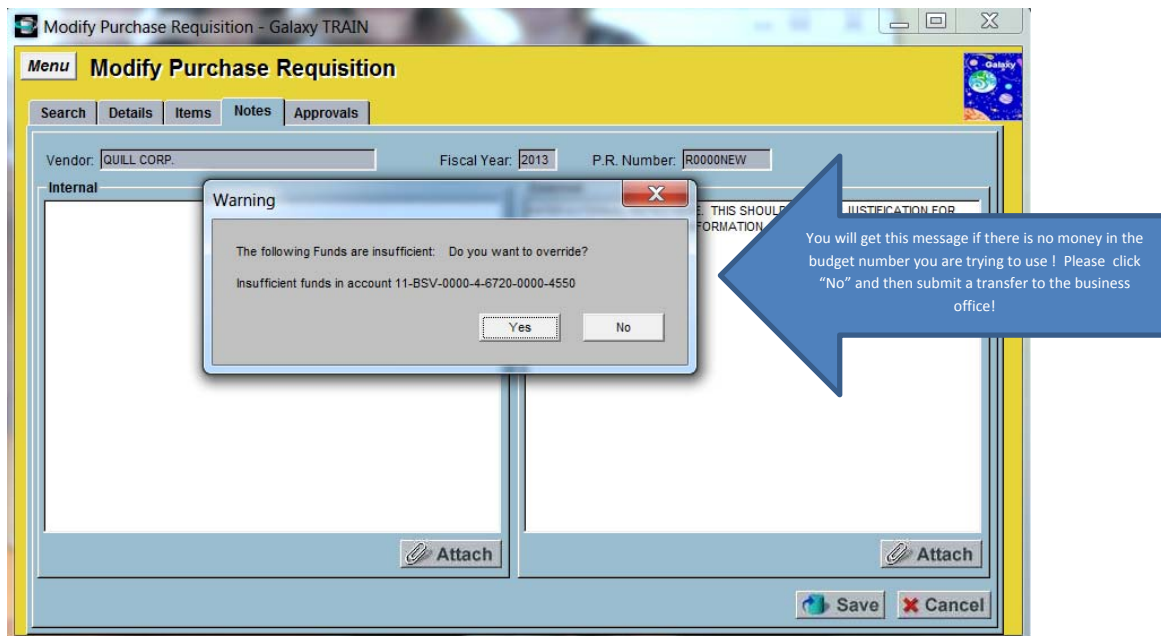
Click "ok".

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION



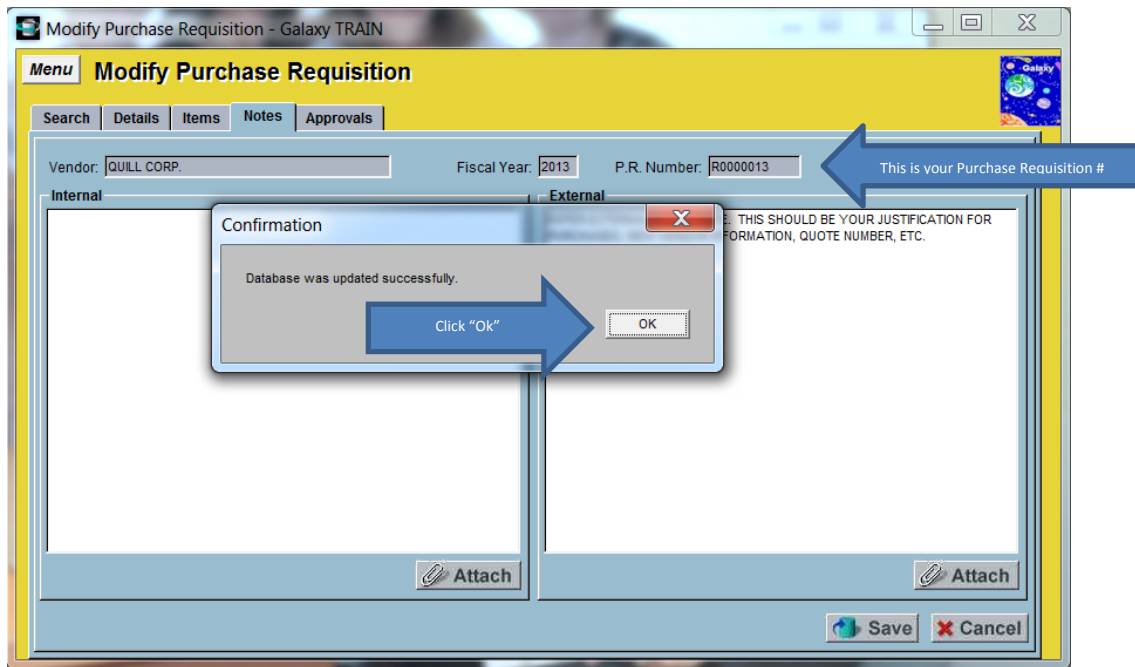
Click "Yes".



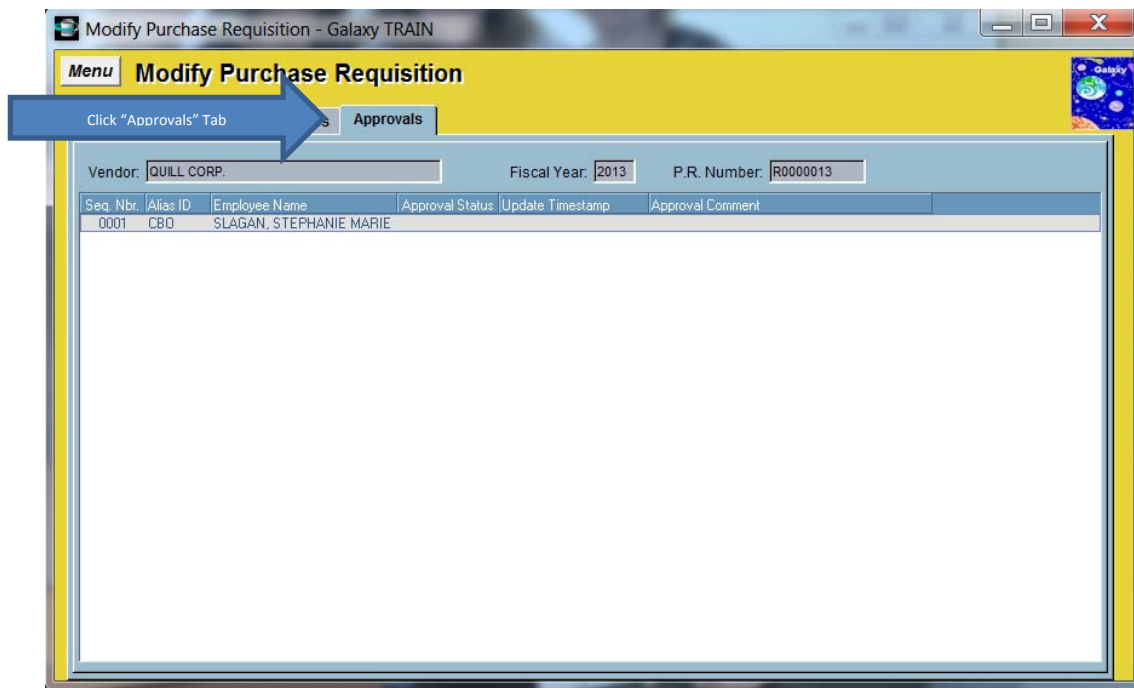
You will only see this message if there is no money in the account you are trying to use. Please submit a transfer and then re-save once the transfer has been completed. You must click no as the only people with override capabilities are the Fiscal Services Staff and they will not override! ***Your requisition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

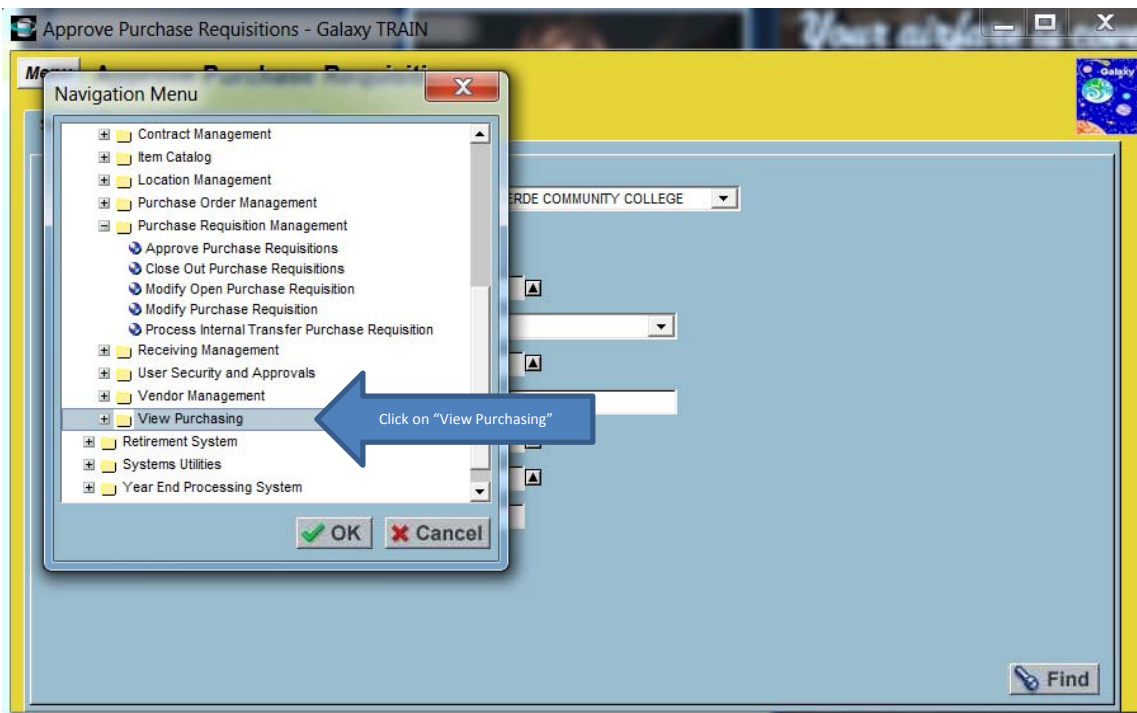


- Click Approvals Tab, This will show you all approvers required for your requisition. Your supervisor is 1st approval, followed by the VP of your service area unless you report directly to the Supt/Pres. and then your requisition will be approved by her/him. Any Purchase over \$10,000.00 goes automatically 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!**

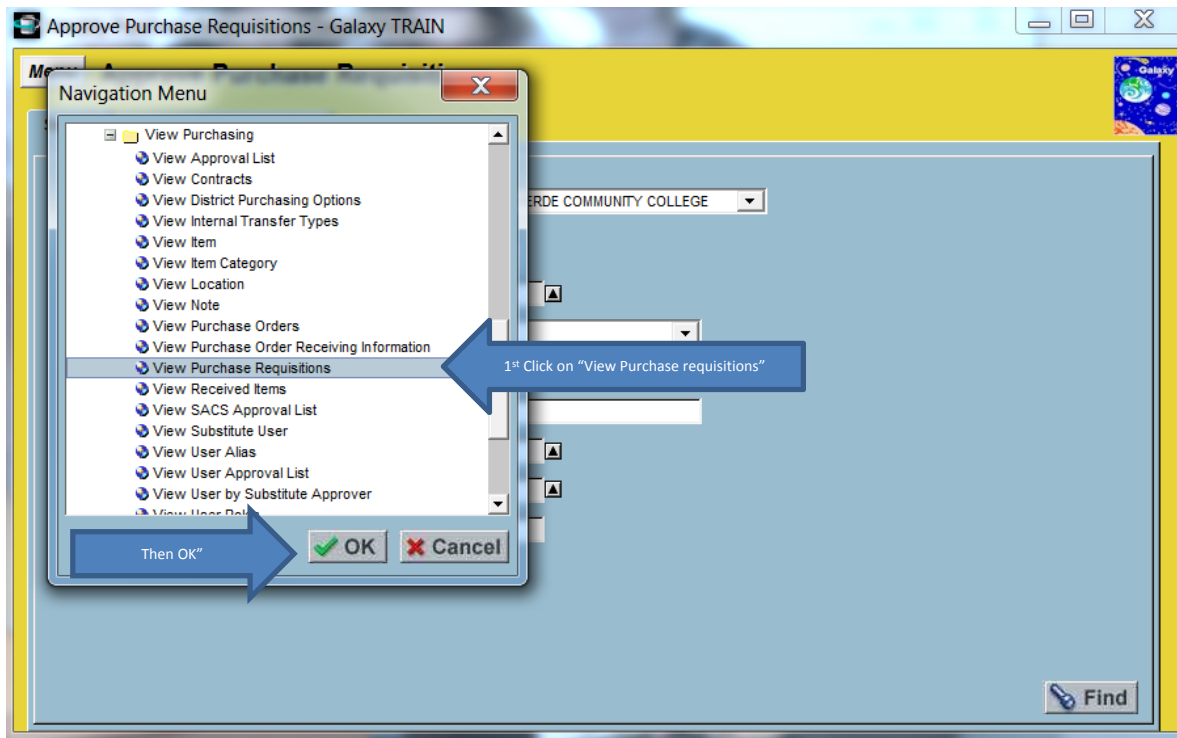
GALAXY PURCHASE REQUISITION

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

1st 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
R0000013	N		17.23	NEW (NOT SUBMITTED FOR AF
R0000012	N		100.00	FINALIZED
R0000011	N		7.62	APPROVED
R0000010	N		5.15	FINALIZED
R0000009	N		1.35	APPROVED
R0000008	N		1.62	APPROVED
R0000007	N		23.17	FINALIZED
R0000006	N		538.75	FINALIZED
R0000005	N		7,000.00	CANCELLED
R0000004	N		215.52	CANCELLED
R0000003	N		12.00	CANCELLED
R0000002	N		7.00	CANCELLED
R0000001	N		0	CANCELLED

Then Click "OK"

OK Cancel

Category:

Item Name:

Item Description:

Fund School Resource Year Goal Function Object

Find

1st Choose your requisition from the list

Then click "Find"

1st 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 VERD

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 2nd 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 VERD

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

Details Items Account Distribution Notes Authorized Purchaser Approvals

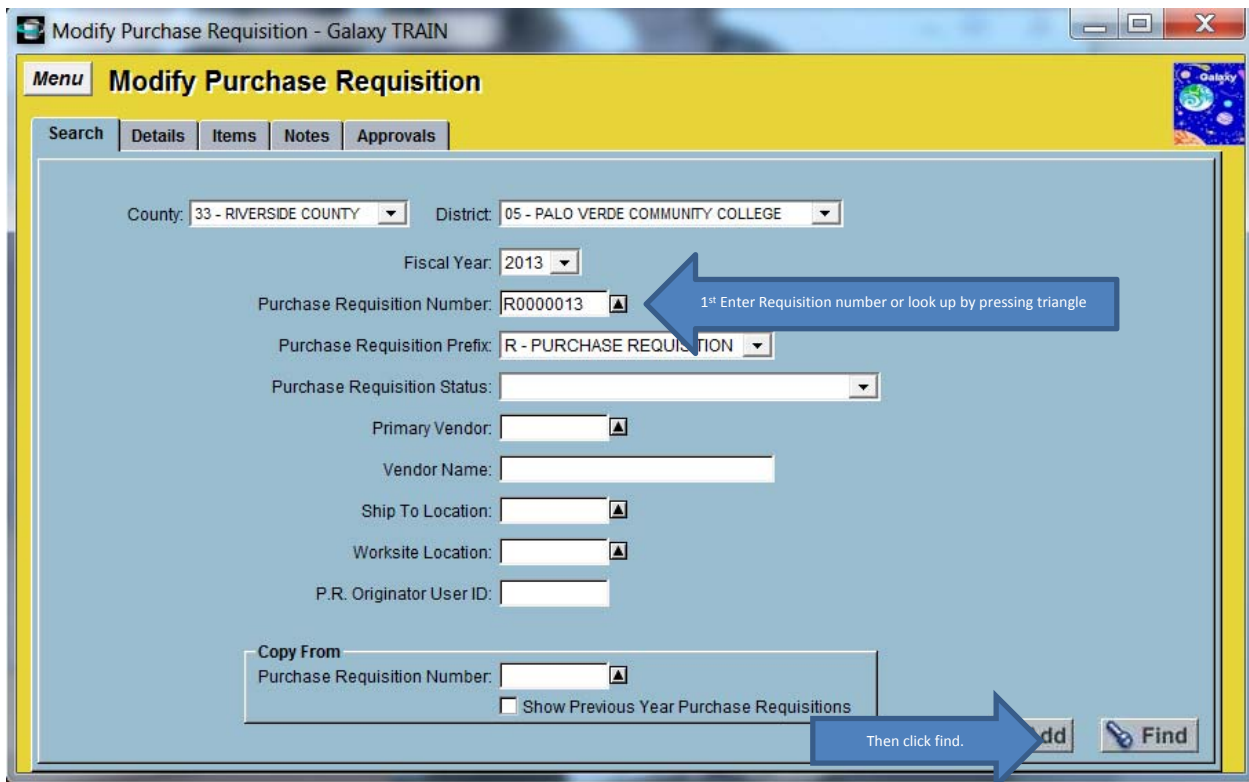
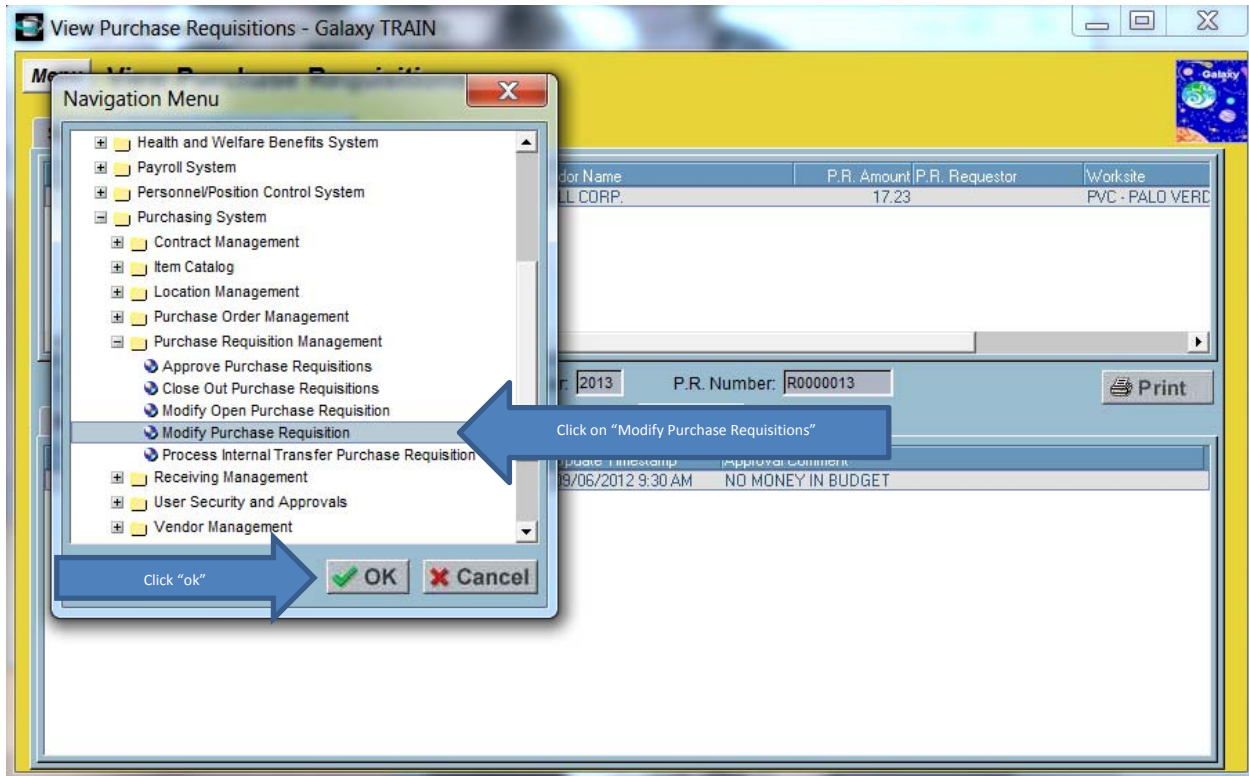
Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	CBO	SLAGAN, STEPHANIE MARIE	N	09/06/2012 9:30 AM	NO MONEY IN BUDGET

1st 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 Production

Menu **Modify Purchase Requisition**

Search | Details | **Items** | Notes | Approvals | Cost Distribution

Vendor: _____ Fiscal Year: 2016 P.R. Number: R0000NEW Acct. Dist. _____

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 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	2016	ITEM NUMBER IN DATA LIST	ITEM 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	1.000000				
							Total:	1.000000				
							Total:	15.99				

Change Budget Line if Needed.

Add Line | Add Acct. | Add Fav. | Dup | Delete | Save | Cancel

Modify Purchase Requisition - Galaxy TRAIN

Menu **Modify Purchase Requisition**

1st Click on "Notes" tab. | Details | **Notes** | Approvals

Vendor: QUILL CORP. Fiscal Year: 2013 P.R. Number: R0000013

Internal

CHANGED BUDGET NUMBER PLEASE APPROVE

2nd Enter internal notes for approvers if needed.

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

THEN CLICK SAVE!

Attach | Attach | Save | Cancel

Last, Click "Save".

GALAXY PURCHASE REQUISITION

REGULAR PURCHASE REQUISITION

