


EAS Purchase Requisitions EAS Requisition Entry - Alias (GL) Based

How Enter EAS Purchase Requisitions that are charged to an Alias.

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

GW Finance Division



EAS Purchase Requisitions Alias Based EAS Requisition Entry

Topics

- Overview
 - New PO vs. Existing PO
 - Requisition Line Types
 - Categories (NIGP Codes)
- Enter New EAS Requisition *or* a Requisition to Change Existing PO
- Attach Documents (pdf, doc, xls, etc.)
- Submit for Approval

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Overview

- **Add to an Existing PO**
 - When additional funds are needed on an existing PO a new requisition is created and linked to the existing PO

- **Requisition Line Types**
 - Goods: tangible products generally sold at a fixed unit price
 - Services: intangible services generally sold hourly
 - QuickPay: Goods type line with a total PO cost less than \$2,500, all PO lines must be QuickPay line type
 - Leases: Monthly rental or lease agreements, work with Procurement prior to use

- **Categories (NIGP Codes)**
 - A National Institute of Governmental Purchasing (NIGP) code defines the products/services that a vendor provides
 - Vendors receive solicitations based on the NIGP codes that they register

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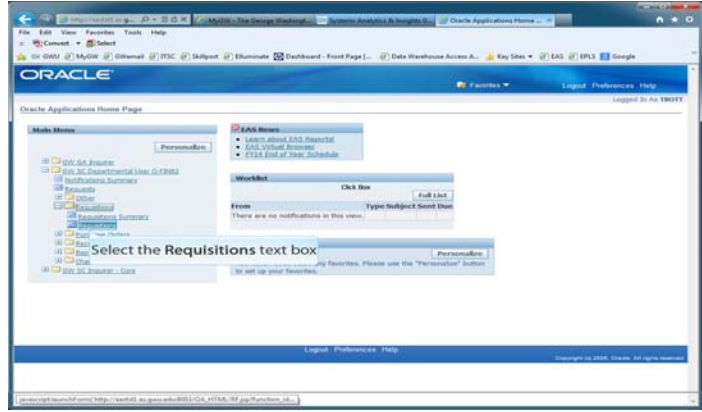
Notes:

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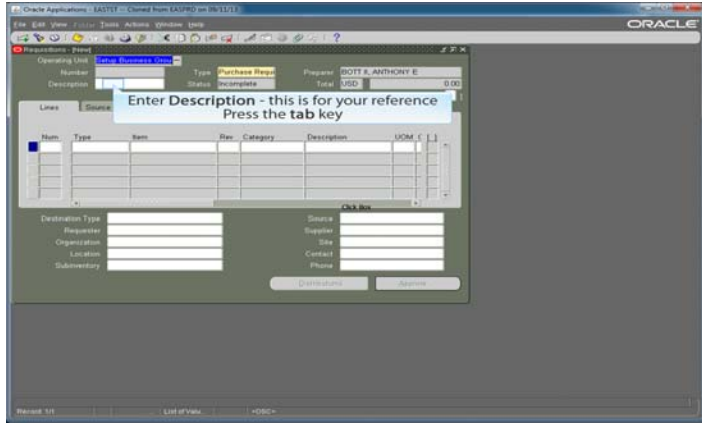
4

EAS Purchase Requisitions Alias Based EAS Requisition Entry



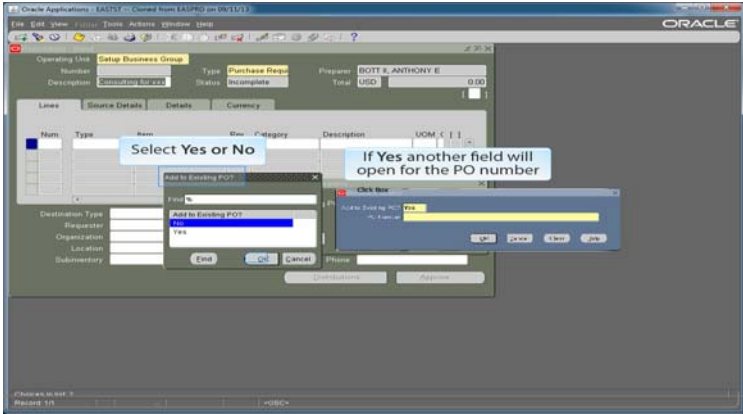
Notes:

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Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry

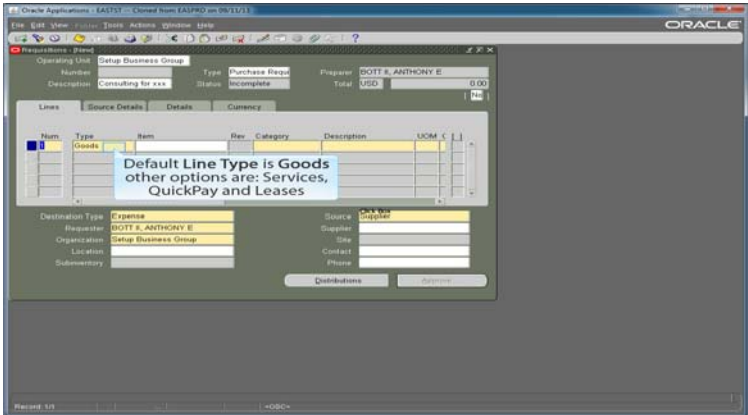


The screenshot shows the Oracle EAS interface for a purchase requisition. A dialog box titled "Add to Existing PO?" is open, asking the user to select "Yes" or "No". A callout points to the dialog with the text "Select Yes or No". Another callout points to the "Yes" option with the text "If Yes another field will open for the PO number". The background shows the requisition details, including the operating unit "Setup Business Group", type "Purchase Requisition", and status "Incomplete".

Notes:

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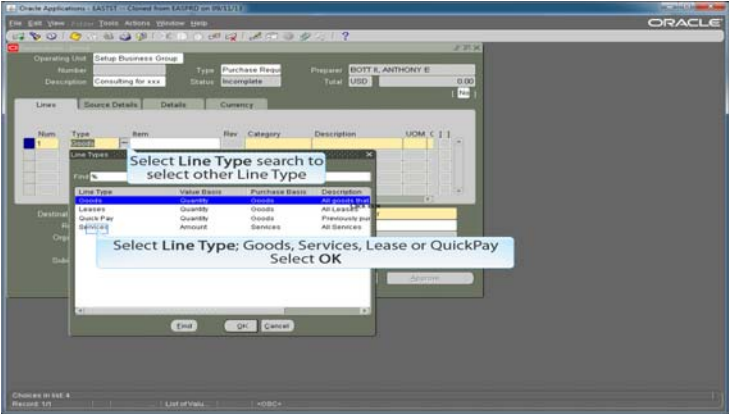


The screenshot shows the Oracle EAS interface for a purchase requisition. A callout points to the "Goods" line type in the requisition table with the text "Default Line Type is Goods other options are: Services, QuickPay and Leases". The background shows the requisition details, including the operating unit "Setup Business Group", type "Purchase Requisition", and status "Incomplete".

Notes:

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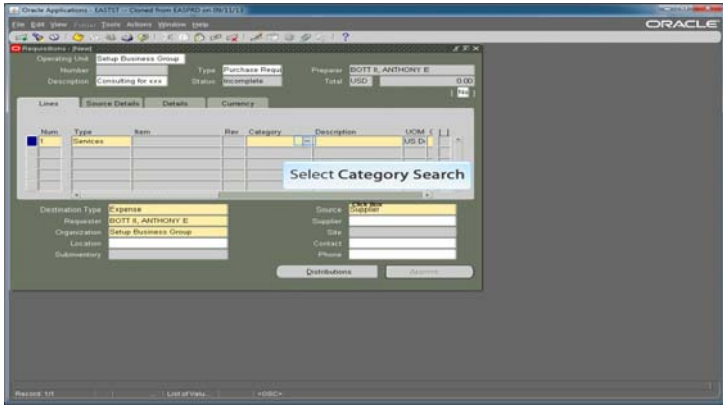
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle Applications interface for entering a purchase requisition. The main window displays fields for Operating Unit (Setup Business Group), Number, Description (Consulting for xxx), Type (Purchase Requisition), Preparer (BOTT, ANTHONY E), and Total (USD 0.00). A dialog box titled 'Select Line Type search to select other Line Type' is open, showing a list of line types: Lease, Lease Pay, and Quick Pay. A second dialog box titled 'Select Line Type; Goods, Services, Lease or QuickPay Select OK' is also present, with 'OK' and 'Cancel' buttons.

Notes:

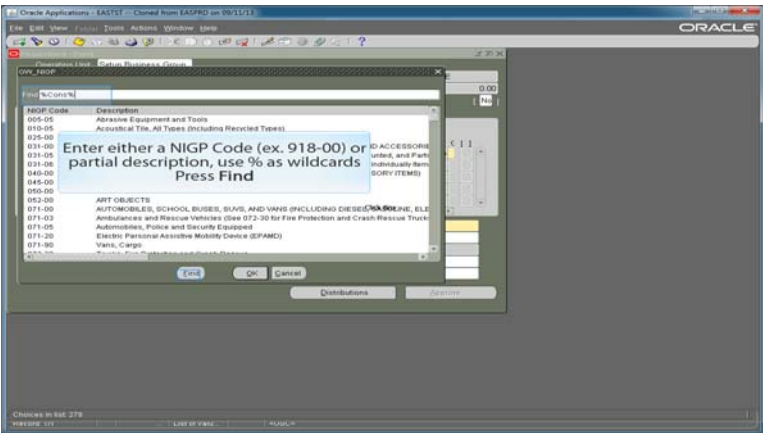
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle Applications interface for entering a purchase requisition. The main window displays fields for Operating Unit (Setup Business Group), Number, Description (Consulting for xxx), Type (Purchase Requisition), Preparer (BOTT, ANTHONY E), and Total (USD 0.00). A dialog box titled 'Select Category Search' is open, showing a list of categories: Goods, Services, and Lease. The dialog box also includes fields for Destination Type, Preparer, Organization, Location, and Subsegment, along with buttons for 'Distributions' and 'Distributions'.

Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



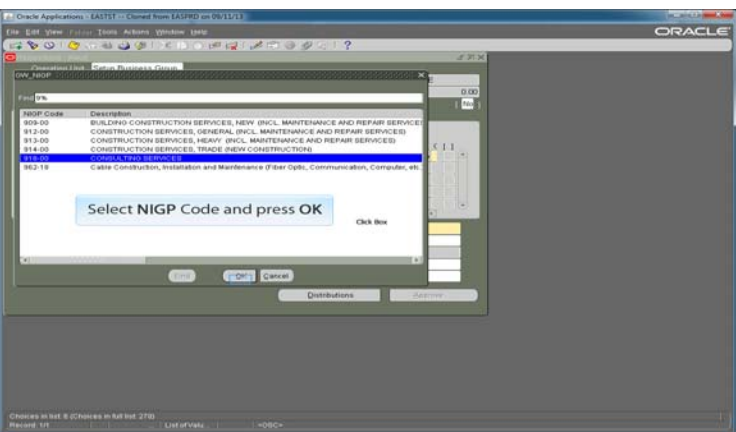
Enter either a NIGP Code (ex. 918-00) or partial description, use % as wildcards. Press Find

NIGP Code	Description
005-05	Abrasive Equipment and Tools
010-05	Acoustical Tile, All Types (Including Recycled Tiles)
025-00	
031-00	
031-05	
031-06	
040-00	
045-00	
050-00	
052-00	ART OBJECTS
071-00	AUTOMOBILES, SCHOOL BUSES, BUSES, AND VANS (INCLUDING DESIGNS, PARTS, ACCESSORIES, TUBES, AND PARTS INDIVIDUALLY ITEMIZED (ITEMS))
071-02	Ambulances and Rescue Vehicles (See 072-30 for Fire Protection and Crash Rescue Trucks)
071-05	Automobiles, Police and Security Equipped
071-30	Electric Personal Assistive Mobile Device (EPAMD)
071-90	Vans, C-args
075-00	

Notes:

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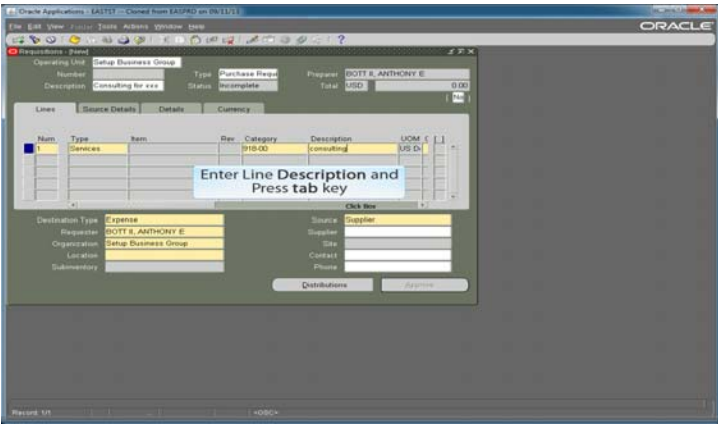
Select NIGP Code and press OK

NIGP Code	Description
909-00	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
912-00	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
913-00	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
914-00	CONSTRUCTION SERVICES, TRADE (INCL. CONSTRUCTION)
918-00	CONSULTING SERVICES
962-10	Cable Construction, Installation and Maintenance of fiber Optic, Communication, Computer, etc.

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The screenshot shows the Oracle EAS interface for entering a purchase requisition. The main window displays a requisition header with the following details:

Operating Unit	Setup Business Group	Type	Purchase Requisition	Preparer	BOTT, ANTHONY E
Number		Status	Incomplete	Total	USD 0.00
Description	Consulting for ex				

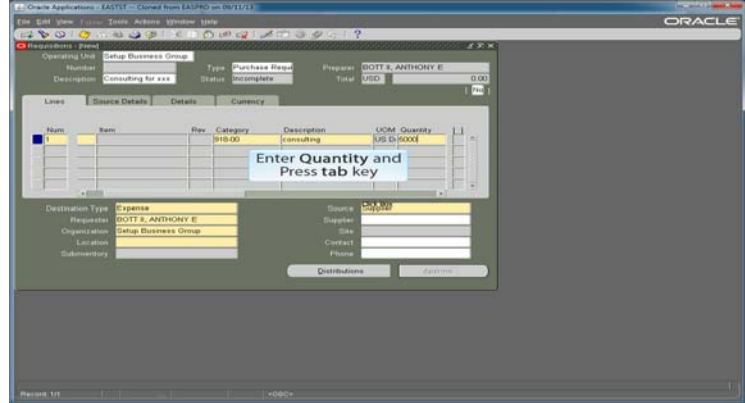
The 'Lines' section contains a table with the following data:

Line	Type	Item	Qty	Category	Description	UOM	Price
1	Services			910.00	consulting	USD	

A text box in the center of the screen reads: "Enter Line Description and Press tab key". Below the table, there are fields for Destination Type (Expense), Requester (BOTT, ANTHONY E), Organization (Setup Business Group), Location, and Subinventory. On the right, there are fields for Supplier, Site, Contact, and Phone. Buttons for "Distributions" and "Expenses" are visible at the bottom.

Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS interface for entering a purchase requisition. The main window displays a requisition header with the following details:

Operating Unit	Setup Business Group	Type	Purchase Requisition	Preparer	BOTT, ANTHONY E
Number		Status	Incomplete	Total	USD 0.00
Description	Consulting for ex				

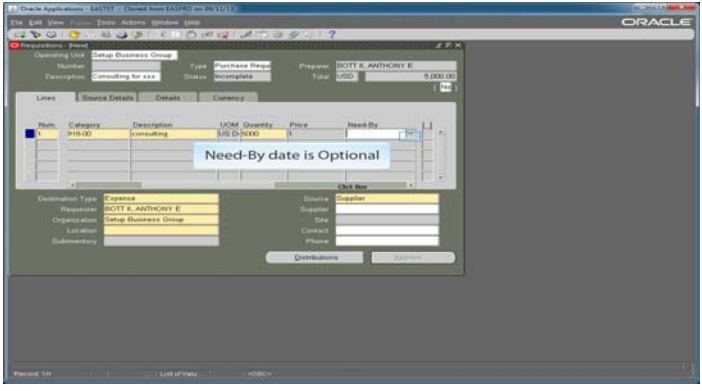
The 'Lines' section contains a table with the following data:

Line	Item	Qty	Category	Description	UOM	Quantity
1			910.00	consulting	USD	910.00

A text box in the center of the screen reads: "Enter Quantity and Press tab key". Below the table, there are fields for Destination Type (Expense), Requester (BOTT, ANTHONY E), Organization (Setup Business Group), Location, and Subinventory. On the right, there are fields for Supplier, Site, Contact, and Phone. Buttons for "Distributions" and "Expenses" are visible at the bottom.


Notes:

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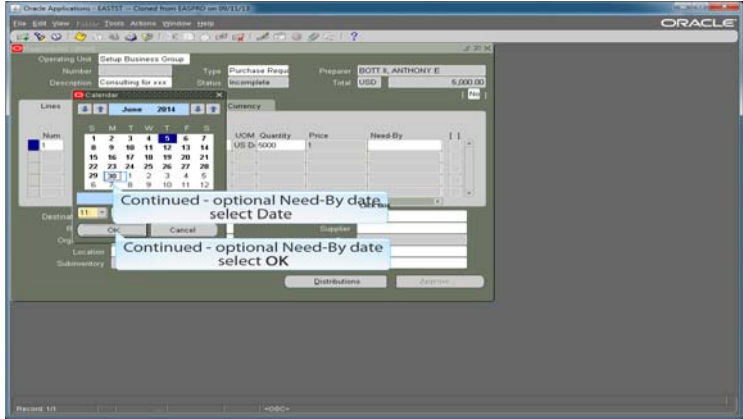


The screenshot shows the Oracle EAS Purchase Requisition Entry form. The header includes the Operating Unit (Setup Business Group), Requisition Number (Consulting for eac), Type (Purchase Reqs), Status (Complete), Program (BOTT E, ANTHONY E), and Total (USD 5,000.00). The Lines table has one line with Item 1, Category 9910-00, Description Consulting, UOM D-P000, Quantity 1, and Price 5,000.00. A callout box with the text 'Need-By date is Optional' is overlaid on the form. The Destination section shows Organization (Setup Business Group) and Supplier (Supplier).

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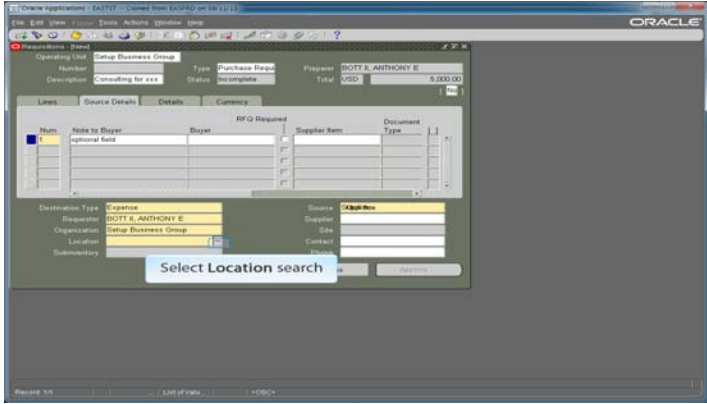


The screenshot shows the Oracle EAS Purchase Requisition Entry form with a calendar for June 2014 open. The calendar shows dates from 1 to 30. Two callout boxes are overlaid: 'Continued - optional Need-By date select Date' and 'Continued - optional Need-By date select OK'. The form header and lines table are the same as in the previous slide.

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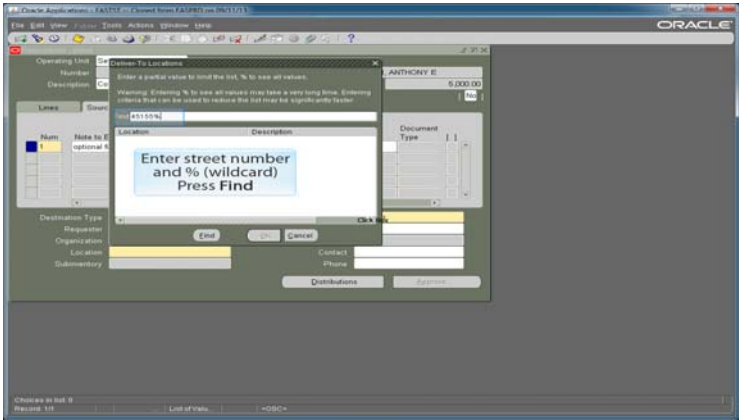


The screenshot shows the Oracle EAS Requisition Entry interface. At the top, the 'Operating Unit' is 'Setup Business Group'. The 'Requester' is 'BOTT & ANTHONY E' and the 'Total' is '5,000.00'. A 'Select Location search' dialog box is open in the center, with a text input field and a 'Find' button. Below the dialog, there are three horizontal lines for notes.

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The screenshot shows the Oracle EAS Requisition Entry interface with a 'Enter street number and % (wildcard) Press Find' dialog box open. The dialog has a text input field and a 'Find' button. Below the dialog, there are three horizontal lines for notes.

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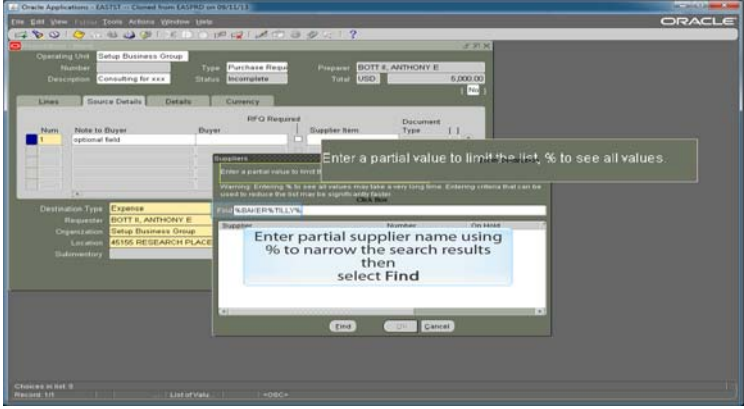
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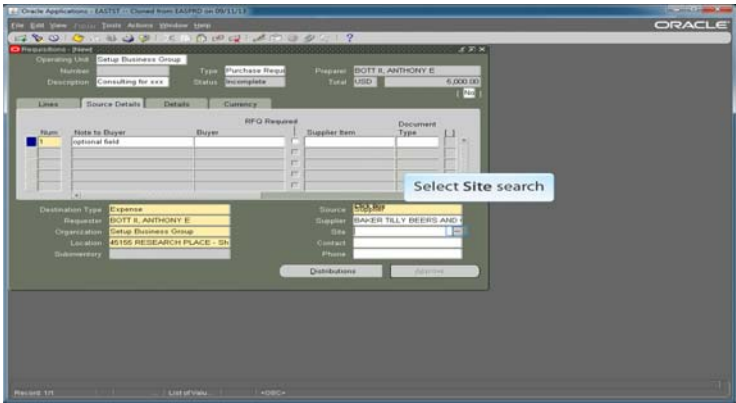
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS interface for entering a purchase requisition. The main window displays requisition details such as 'Setup Business Group', 'Type: Purchase Requisition', 'Prepared by: BOTT, ANTHONY E', and 'Status: Incomplete'. A search dialog box is open, prompting the user to 'Enter a partial value to limit the list. % to see all values.' and 'Enter partial supplier name using % to narrow the search results then select Find'. The dialog box also includes a 'Find' button and a 'Cancel' button.

Notes:

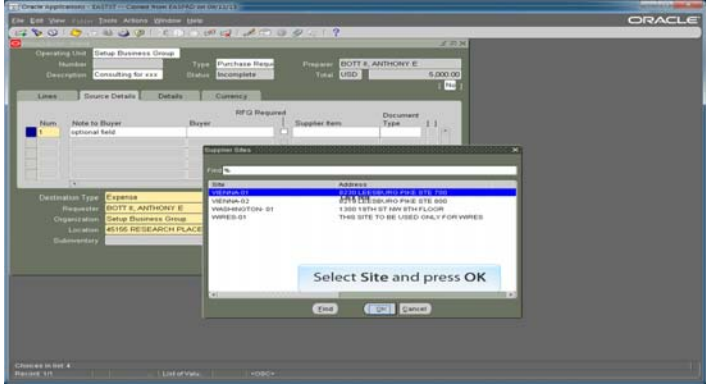
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS interface for entering a purchase requisition. The main window displays requisition details such as 'Setup Business Group', 'Type: Purchase Requisition', 'Prepared by: BOTT, ANTHONY E', and 'Status: Incomplete'. A search dialog box is open, prompting the user to 'Select Site search'. The dialog box also includes a 'Distributions' button and an 'Apply' button.

Notes:

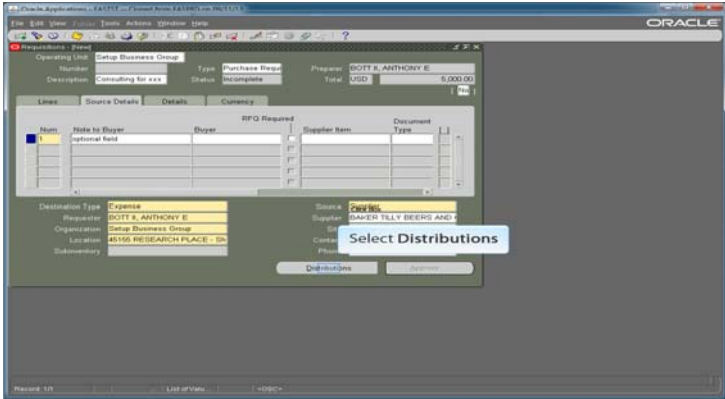
EAS Purchase Requisitions Alias Based EAS Requisition Entry



Notes:



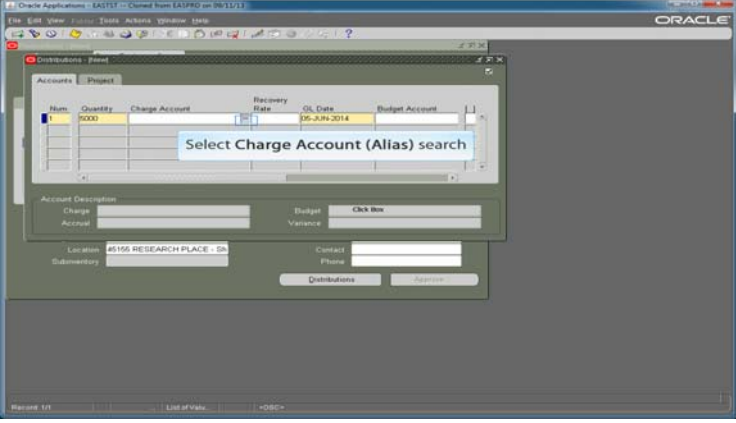
EAS Purchase Requisitions Alias Based EAS Requisition Entry



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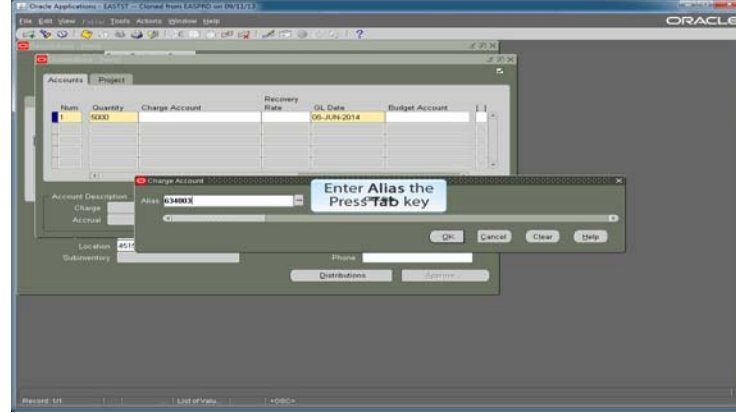
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Select Charge Account (Alias) search" is open, overlaying the main form. The dialog box contains a search field and a "Click Here" button. The main form shows a table with columns: Item, Quantity, Charge Account, Recovery Rate, OL Date, and Budget Account. The table has one row with Item 1 and Quantity 6000. Below the table, there are fields for Account Description, Charge Account, Location (4556 RESEARCH PLACE : SA), and Subsegment. There are also buttons for "Distributions" and "Approve".

Notes:

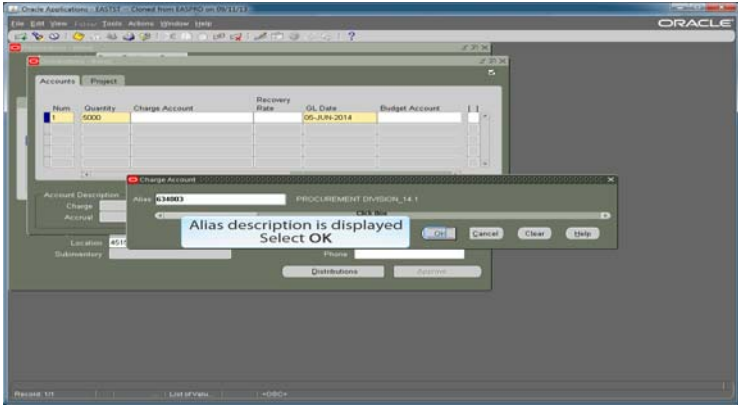
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Charge Account" is open, overlaying the main form. The dialog box contains a search field with the value "63400" and a "Press Tab key" instruction. The main form shows a table with columns: Item, Quantity, Charge Account, Recovery Rate, OL Date, and Budget Account. The table has one row with Item 1 and Quantity 6000. Below the table, there are fields for Account Description, Charge Account, Location (4556 RESEARCH PLACE : SA), and Subsegment. There are also buttons for "Distributions" and "Approve".

Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry

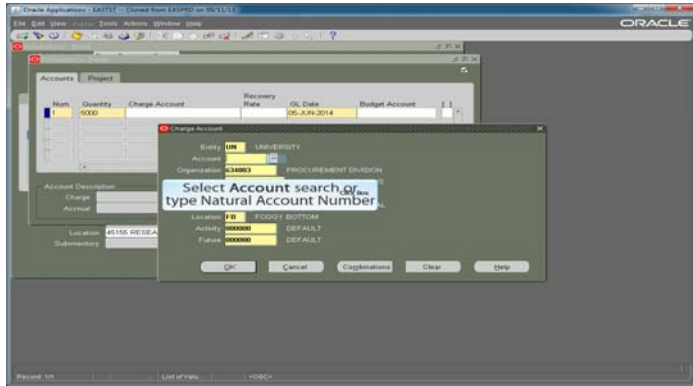


The screenshot shows the Oracle EAS Requisition Entry interface. A table with columns 'Num', 'Quantity', 'Charge Account', 'Recovery Rate', 'GL Date', and 'Budget Account' is visible. A 'Charge Account' dialog box is open, displaying 'Alias: 434003' and 'PROCUREMENT DIVISION_14.1'. A message box says 'Alias description is displayed Select OK'. Below the dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Notes:



EAS Purchase Requisitions Alias Based EAS Requisition Entry

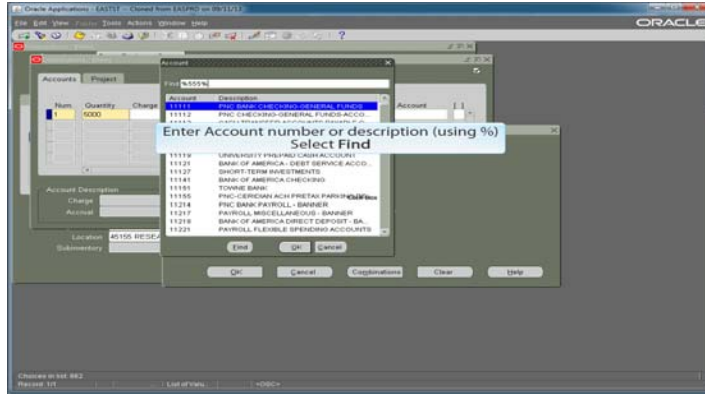


The screenshot shows the Oracle EAS Requisition Entry interface. A 'Charge Account' dialog box is open, displaying 'Entity: UNV UNIVERSITY' and 'Account: 434003'. A search prompt says 'Select Account search or type Natural Account Number'. Below the dialog are buttons for 'OK', 'Cancel', 'Help', 'Clear', and 'Help'.

Notes:

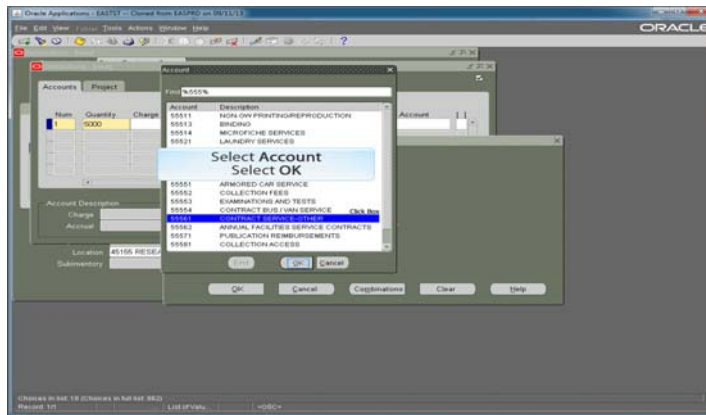


EAS Purchase Requisitions Alias Based EAS Requisition Entry



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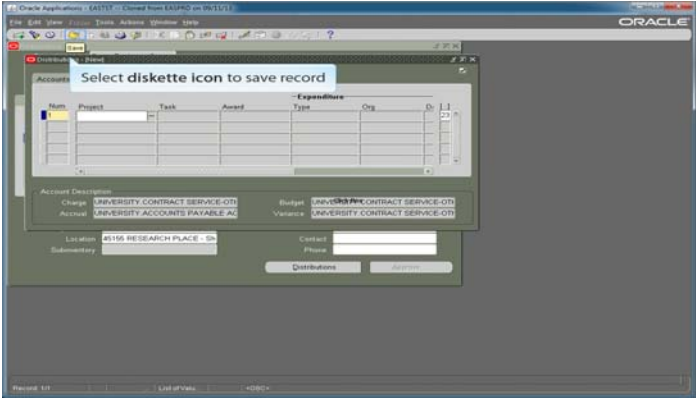
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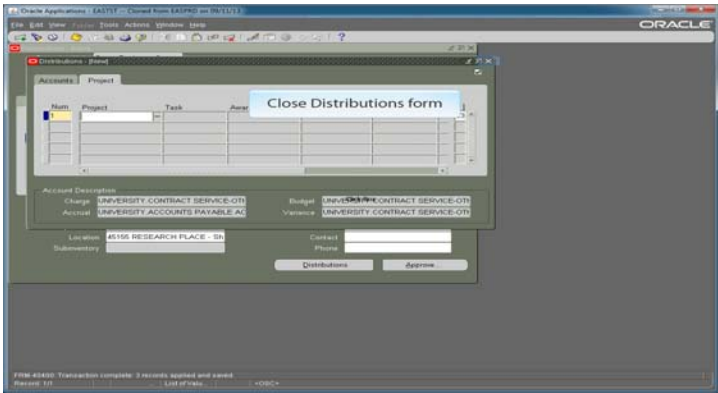
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Select diskette icon to save record" is overlaid on the main form. The dialog box contains a table with columns: Num, Project, Task, Award, and Expenditure. Below the table, there are fields for Account Description, Charge, Account, Budget, and Variance. The Charge and Account fields are populated with "UNIVERSITY CONTRACT SERVICE-01" and "UNIVERSITY ACCOUNTS PAYABLE AC" respectively. The Budget and Variance fields are populated with "UNIVERSITY CONTRACT SERVICE-01" and "UNIVERSITY CONTRACT SERVICE-01". There are also fields for Location (4156 RESEARCH PLACE - 01) and Subsegment. At the bottom of the dialog box, there are buttons for "Distributions" and "Approve".

Notes:

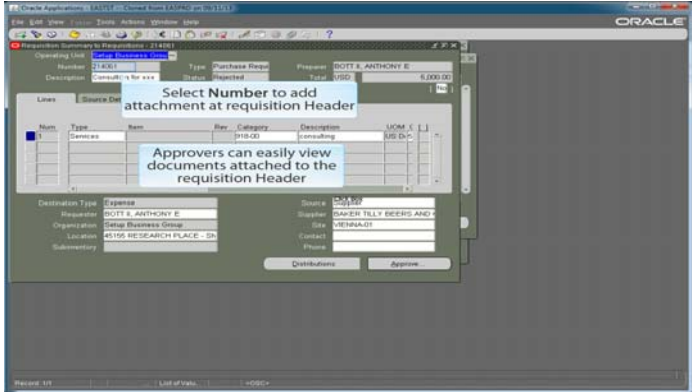
EAS Purchase Requisitions Alias Based EAS Requisition Entry




The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Close Distributions form" is overlaid on the main form. The dialog box contains a table with columns: Num, Project, Task, Award, and Expenditure. Below the table, there are fields for Account Description, Charge, Account, Budget, and Variance. The Charge and Account fields are populated with "UNIVERSITY CONTRACT SERVICE-01" and "UNIVERSITY ACCOUNTS PAYABLE AC" respectively. The Budget and Variance fields are populated with "UNIVERSITY CONTRACT SERVICE-01" and "UNIVERSITY CONTRACT SERVICE-01". There are also fields for Location (4156 RESEARCH PLACE - 01) and Subsegment. At the bottom of the dialog box, there are buttons for "Distributions" and "Approve".

Notes:

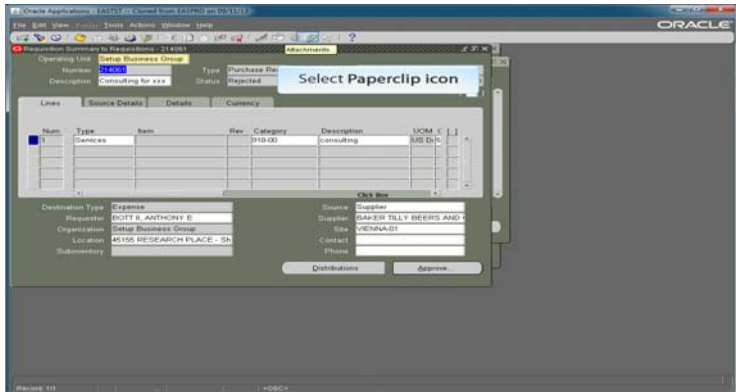
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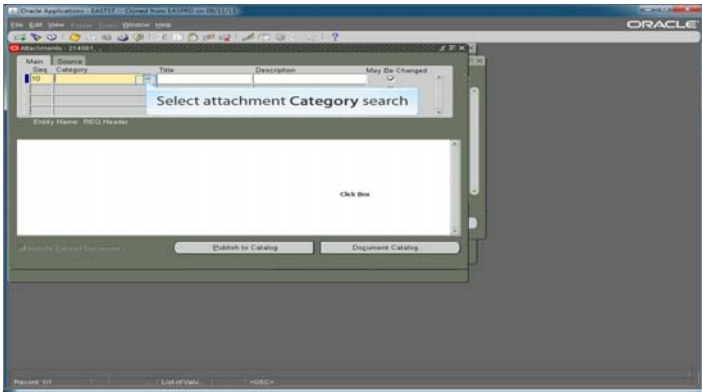
EAS Purchase Requisitions Alias Based EAS Requisition Entry



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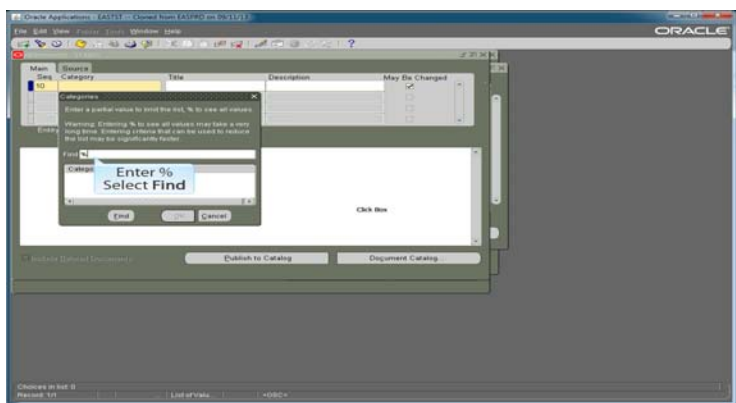
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Select attachment Category search" is open, displaying a table with columns: Main, Seq, Category, Title, Description, and May Be Changed. The table is currently empty. Below the table, there is a "Click Box" and buttons for "Publish to Catalog" and "Document Catalog".

Notes:

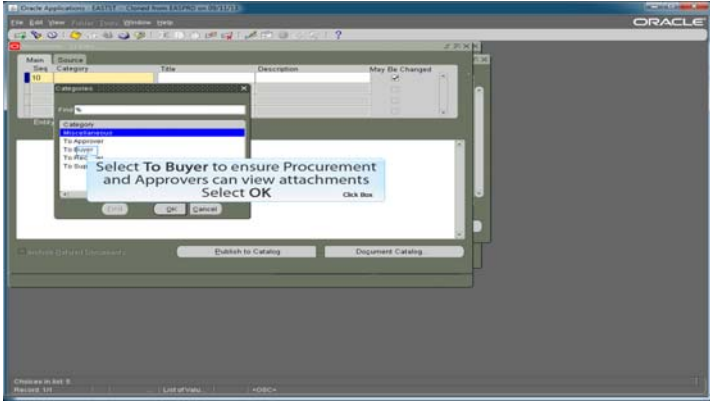
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A dialog box titled "Enter % Select Find" is open, displaying a table with columns: Main, Seq, Category, Title, Description, and May Be Changed. The table is currently empty. Below the table, there is a "Click Box" and buttons for "Publish to Catalog" and "Document Catalog".

Notes:

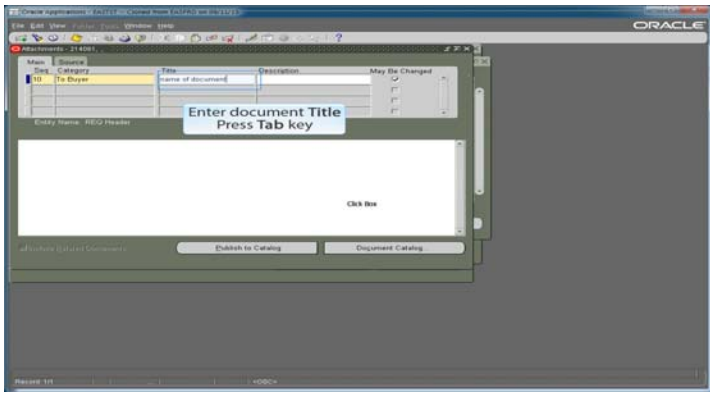
EAS Purchase Requisitions Alias Based EAS Requisition Entry



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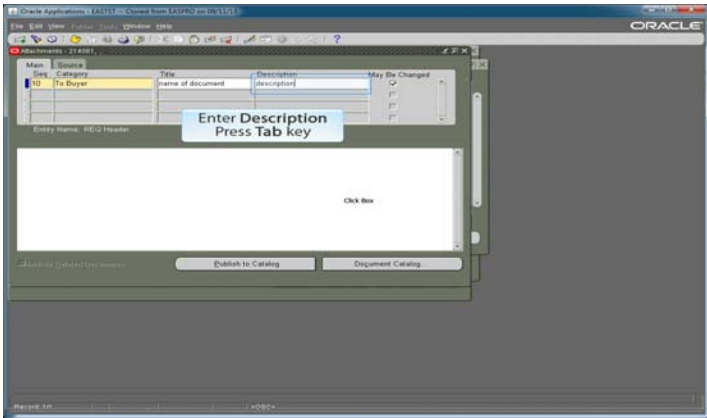
EAS Purchase Requisitions Alias Based EAS Requisition Entry



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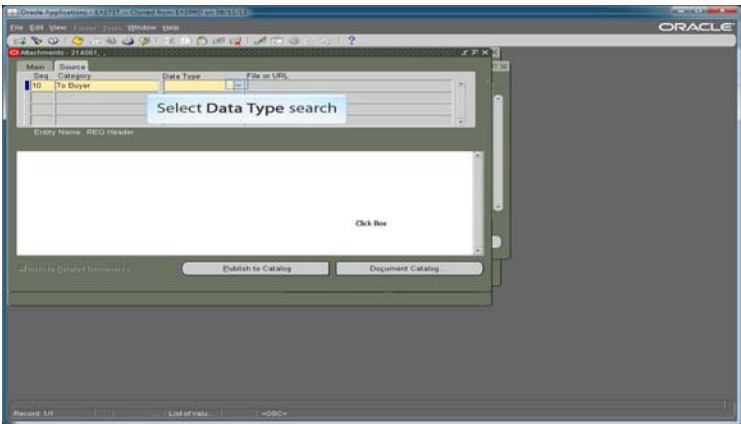
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. At the top, there is a table with columns: Item, Source, Title, Description, and May Be Changed. The 'Item' column has a value '10' and the 'Source' column has 'To Buyer'. Below the table, there is a large text area for entering the description. A callout box with a blue background and white text says 'Enter Description Press Tab key'. At the bottom of the form, there are buttons for 'Publish to Catalog' and 'Document Catalog'.

Notes:

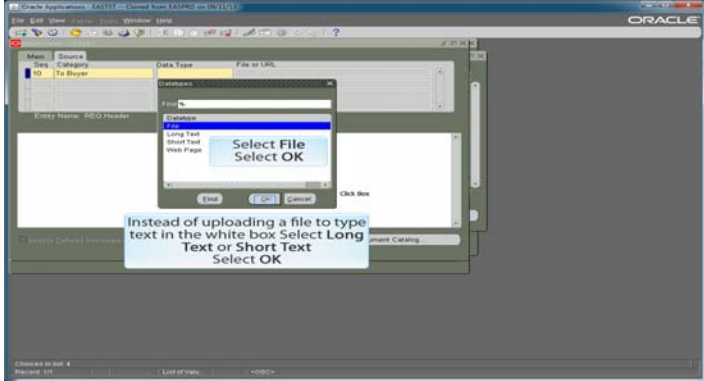
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. At the top, there is a table with columns: Item, Source, Category, Data Type, and File or URL. The 'Item' column has a value '10' and the 'Source' column has 'To Buyer'. Below the table, there is a large text area for entering the description. A callout box with a blue background and white text says 'Select Data Type search'. At the bottom of the form, there are buttons for 'Publish to Catalog' and 'Document Catalog'.

Notes:

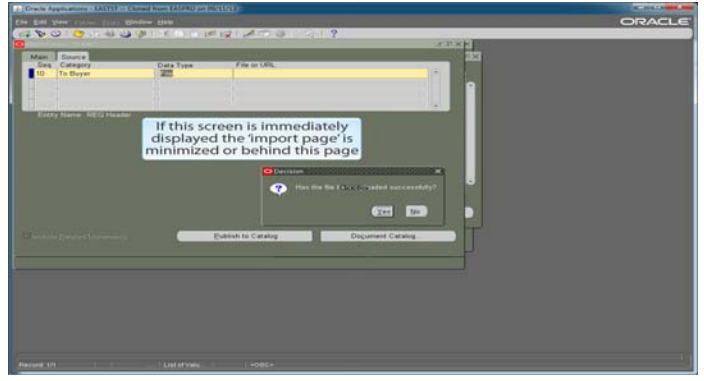
EAS Purchase Requisitions Alias Based EAS Requisition Entry



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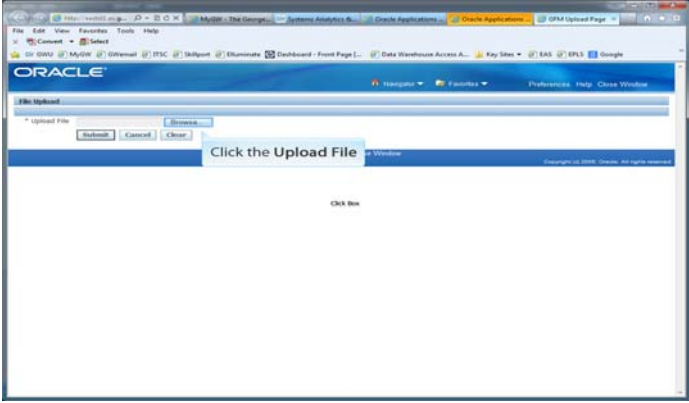
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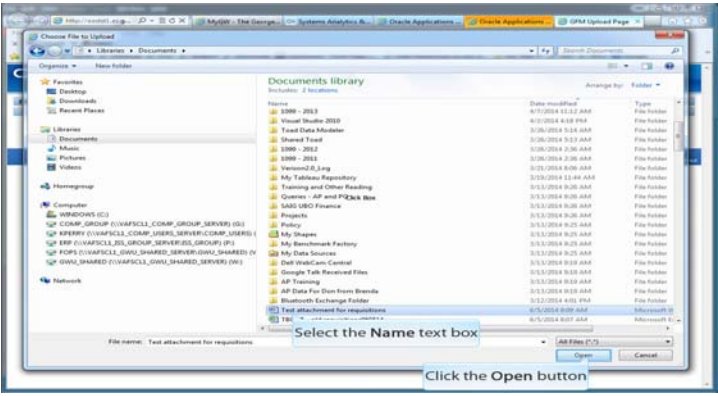
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows a web browser window displaying the Oracle EAS Upload Page. The page has a blue header with the Oracle logo and navigation links. Below the header, there is a file upload section with a 'Browse...' button and a 'Click the Upload File' callout box. The page also includes a 'Click Box' label and a 'Notes:' section with three horizontal lines for text entry.

Notes:

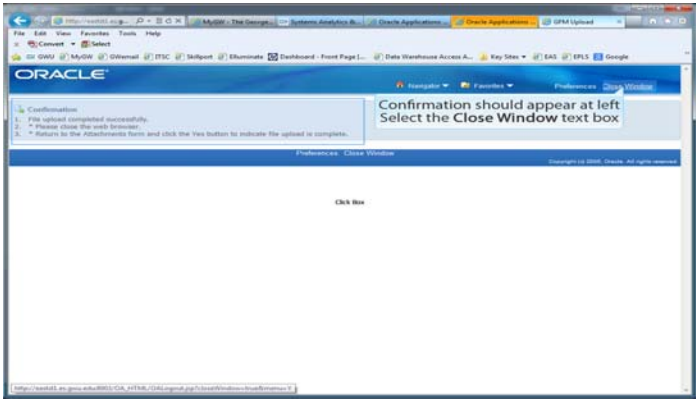
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows a Windows File Explorer window displaying the 'Documents library' folder. The window lists various folders and files, including '2009 - 2013', 'Visual Studio 2010', 'Tandem Data Migration', 'Shared Tools', '2009 - 2012', '2009 - 2011', 'Version2_1_1ng', 'My Tables Repository', 'Training and Other Reading', 'Queries - AP and P&C&B', 'SAGE UBO Expense', 'Projects', 'My Shapes', 'My Benchmark Factory', 'My Data Sources', 'Dell WorkCam Central', 'Orange Tabs Reserved Files', 'AP Training', 'AP Data For Don Item Bonilla', 'Bluetooth Exchange Folder', and 'Test attachment for requisitions'. A callout box points to the 'Test attachment for requisitions' file, and another callout points to the 'Open' button at the bottom of the window.

Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



Confirmation
File upload completed successfully.
Please close the web browser.
Return to the Attachments form and click the Yes button to indicate file upload is complete.

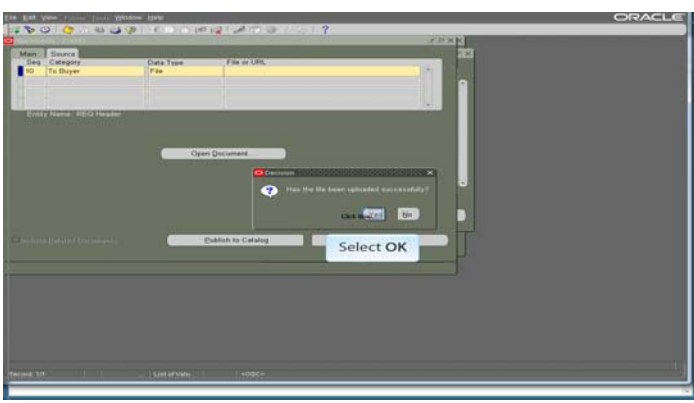
Confirmation should appear at left
Select the Close Window text box

Click Box

Notes:

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EAS Purchase Requisitions Alias Based EAS Requisition Entry



Mass Upload

File	Source	Data Type	File or URL
File Uploader		File	

Entity Name: BEOG Header

Open Document

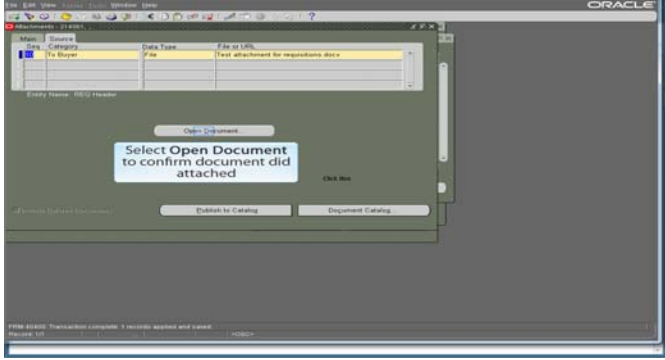
File has been uploaded successfully?

Select OK

Notes:

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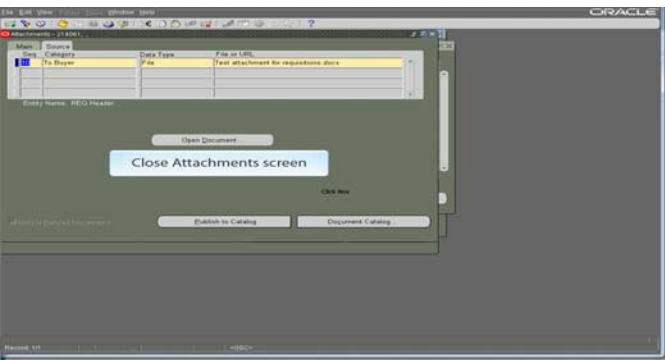
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Attachments interface. At the top, there is a table with columns: Menu, Source, Data Type, and File or URL. The table contains one row: 'To Buyer', 'File', and 'Text attachment for requisitions.doc'. Below the table is a dialog box with the text 'Select Open Document to confirm document did attached'. The dialog has an 'Open Document' button and a 'Click Here' link. At the bottom of the dialog are 'Publish to Catalog' and 'Document Catalog' buttons. The Oracle logo is in the top right corner.

Notes:

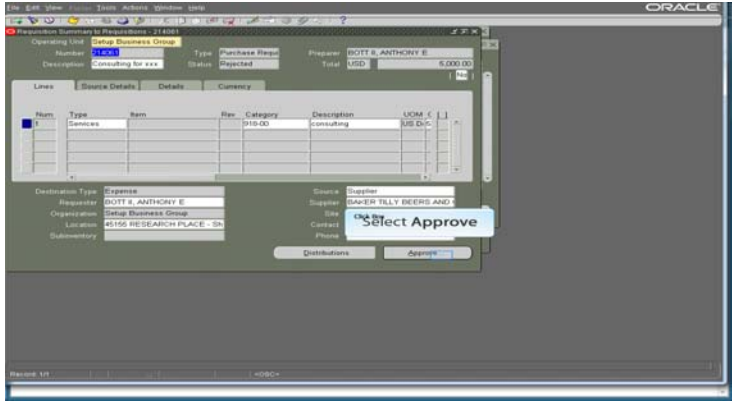
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Attachments interface. At the top, there is a table with columns: Menu, Source, Data Type, and File or URL. The table contains one row: 'To Buyer', 'File', and 'Text attachment for requisitions.doc'. Below the table is a dialog box with the text 'Close Attachments screen'. The dialog has an 'Open Document' button and a 'Click Here' link. At the bottom of the dialog are 'Publish to Catalog' and 'Document Catalog' buttons. The Oracle logo is in the top right corner.

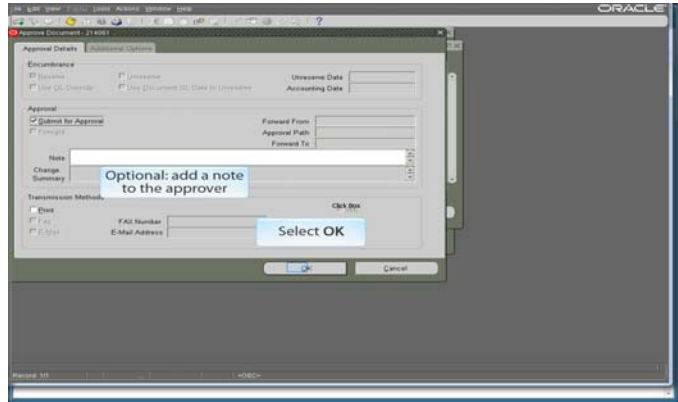
Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



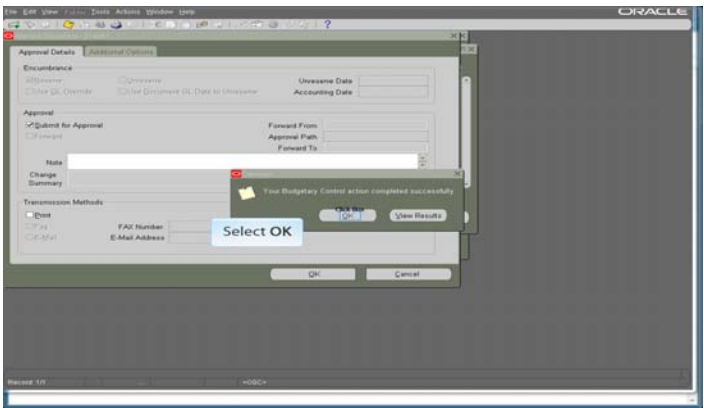
Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



Notes:

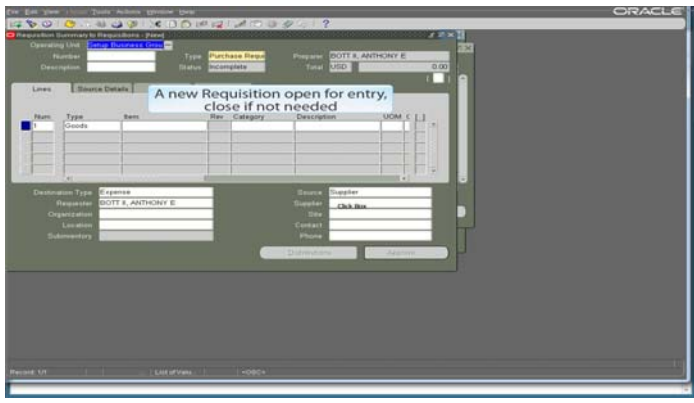
EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A message box is displayed in the center, stating "Your Budgetary Control action completed successfully". The background window shows various fields for requisition entry, including "Encumbrance", "Approval", "Note", and "Transmission Methods". A "Select OK" button is visible on the message box.

Notes:

EAS Purchase Requisitions Alias Based EAS Requisition Entry



The screenshot shows the Oracle EAS Requisition Entry interface. A message box is displayed in the center, stating "A new Requisition open for entry, close if not needed". The background window shows a table with columns for "Item", "Type", and "Item", and a "Purchase Order" section with fields for "Requester", "Organization", "Location", and "Subsidiary".

Item	Type	Item
	Goods	

Notes:



EAS Requisition Entry - Alias (GL) Based

Requisition Entry and Submission Complete

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