To Enter Purchasing Requisitions
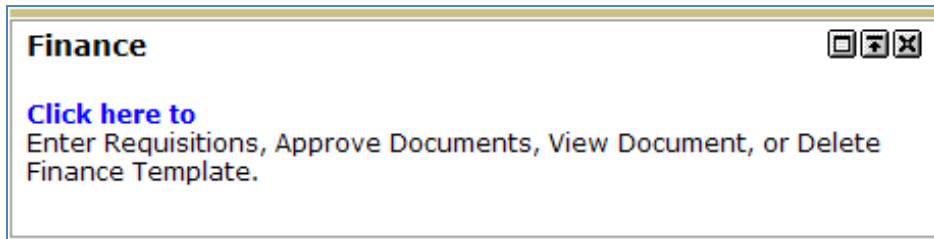
Before starting a requisition, you will need information from your *Accounting Codes Report*. To access and print this report, log in to **ARGOS**. Click on the + sign in front of *Production Reports*, + sign in front of *Faculty* folder, + sign in front of *Finance* folder, + sign in front of *Requisition Accounting Codes by User* folder, and execute the *Accounting Codes Report*.

1. Log into **Doghouse**.

2. Click on the **Resources** tab and click on the link in the **Finance** channel.

Finance

Click here to
Enter Requisitions, Approve Documents, View Document, or Delete Finance Template.

3. Click on **Requisition**.

4. Scroll to the bottom of the screen to **Code Lookup** to look up the Vendor ID.

    a. **Chart of Accounts Code** = 1.

    b. **Type** choose **Vendor** from the drop down list.

    Code Lookup
    Chart of Accounts Code 1
    Type vendor
    Code Criteria
    Title Criteria Cen%
    Maximum rows to return 10
    Execute Query

    c. **Code Criteria** (leave blank).

    d. **Title Criteria** - Type in the first few letters of the business name followed by % (percent sign) to process search.

    e. **Maximum rows to return** - Select the number of rows you want to display from the pull-down.

    f. Click **Execute Query**. The list of vendors will be displayed. If you do not see your vendor, you will need to adjust the **Maximum rows to return** to view more.

    g. When you receive your query results, write down or copy the Vendor ID.

Code lookup results

Hold	Vendor ID	Name
No	H00000009	Central Office Supply
No	H00000199	Central Hills Baptist Retreat
No	H00000200	Central Pipe Supply Inc
No	H00000305	Centerpoint Energy
No	H00001658	Central Mississippi Communications
No	H00001682	Century Heating & Cooling Inc
No	H00002170	Central Electric Motors
No	H00002230	Central Mississippi Specialties LLC.
No	H00002618	Central Mississippi Amusements, Inc.
No	H00002650	Center for Continuous Improvement

*(Note: If your vendor does not show in the Lookup, leave the Vendor ID blank and click on **Document Text** to enter the vendor name, address, and any billing information in the Document/Commodity Text screen.)*

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

Save

Document Text

5. Enter the **Vendor ID** number in the box and click **Vendor Validate**. The vendor's information will be displayed.

Transaction Date 20 ⌄ JUL ⌄ 2012 ⌄
Delivery Date 20 ⌄ JUL ⌄ 2012 ⌄
Vendor ID H00000009 | Vendor Validate

Address Type BU | **Address Sequence** 1

Vendor Contact | **Vendor E-mail**
Vendor Name Central Office Supply
Vendor Address PO Box 848
Kosciusko MS 39090
Fax Number -2893824

6. The requestor information will also be displayed. If any information is incorrect, you can use the Code Lookup to search for information needed.

Requestor Name Lilly Austin
Requestor E-mail laustin@holmescc.edu

	Area Code	Phone Number	Extension
Requestor Phone	662	4729146	
Requestor Fax			

Chart of Accounts 1 | **Organization** 11118

Currency Code USD ⌄ | **Discount Code** None ⌄

Ship Code REC | **Attention To** Lilly Austin

7. To order items:

   a. **Commodity Code** (leave blank).

   b. **Commodity Description** - Enter the item number and description .

   Note: If you have a long commodity description, you will want to use the **Item Text** screen to enter the information. To open the **Item Text** screen, click on the number under **Item**.

   c. **U/M** - Select the unit of measure from the drop down.

   d. **Quantity** - enter the quantity.

   e. **Unit Price** - enter the price for the item.

Document/Commodity Text
Enter Item 1 Text, Print
Enter Item 1 Text, No Print
Save

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		QWE78-Black Printer Cartridge	EA	1	24.50		
2		TEC30-Pink Copy Paper	EA	2	15.70		
3			None				
4			None				
5			None				

   Commodity Validate

   Note: There is a limit of 5 items on the form. If you need to order additional items you will need to create another work order.

   f. When done entering items, click on **Commodity Validate**. The *Calculated Commodity Amounts* will be displayed, including the total price of your order.

   Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	24.50			24.50
2	31.40			31.40
3				
4				
5				
Totals:	55.90	0.00	0.00	55.90

8. Click on the **Dollars** radio button and enter the following information from the *ARGOS Accounting Codes Report*.

	Dollars	Percents
●		○

a. **Chart** = 1

b. **Index** (leave blank)

c. **Fund***

d. **Organization***

e. **Account***

f. **Program***

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1		1100	11118	7041	10			24.50
2	1		1100	11118	7221	10			31.40
3									
4									
5									

g. **Activity** (leave blank)

h. **Location** (leave blank)

i. **Accounting** - Total amounts for each account number. All amounts must equal the totals in the Calculated Commodity Amounts box.

Totals:	55.90	0.00	0.00	55.90

9. Click **Validate** to verify that everything has been entered correctly.

Validate	Complete	Save In Process

Note: Error messages will be displayed at the top of the screen.

Search In Process Requisitions

☐ **Accounting amounts not equal to net amount total**

10. When you get the message **Document Validated with no errors**, you may complete this requisition by clicking on **Complete**.

Search In Process Requisitions

☐ Document Validated with no errors

Validate	Complete	Save In Process

11. Be sure to write down the **Requisition Number** located at the top of the screen.