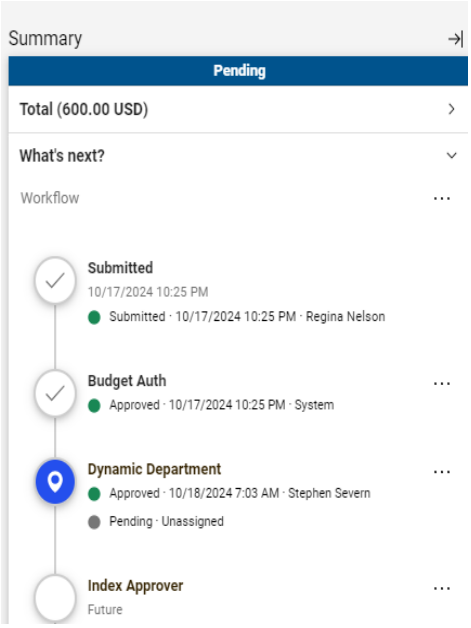
REQUISITION WORKFLOW – WHAT'S NEXT?

A Requisition goes through a series of approval steps before becoming a Purchase Order.

You can follow the Requisition Approval Workflow in the **"Summary"** sidebar. You can also view activity on the form by looking at the information in the **History** tab of the Requisition.



Not all steps will be required for every type of requisition.

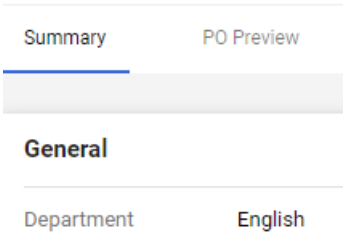
1. "Submitted" and "Budget Auth" are the first steps performed by the System. The System may reject a requisition if it detects incorrectly entered information, such as:
    a. Incorrect Account Code used for type of purchase.
    b. **Both** Foundation and State Index numbers are entered on the requisition.
        NOTE: only one index type allowed per requisition.
    c. Chart not changed to "F" when using a Foundation (9xxxx) index number.
    d. If processing an order for a *Shopper*, **both "Prepared by" and "Prepared for"** need to be the same person's name in both fields; this person will be a Banner Finance User/MT$ource *Requestor* who has completed training from Procurement.
        NOTE: The PO Owner will be the person indicated in the "Prepared for" field.

2. The next step is the **Dynamic Department.**

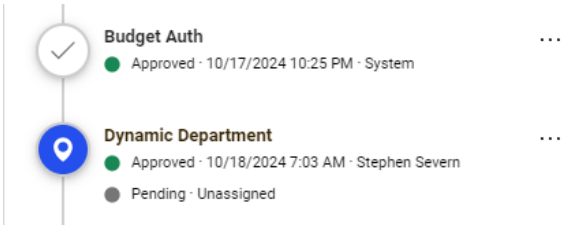
    The Dynamic Department is linked to the department of the person who initiated the requisition.

    The Department is noted on the Requisition – in the General Section of the Summary tab.

    In the example here – the requisition was initiated by a Requestor in the English Department.



3. In this example, Dynamic Department shows one person "Approved" and one is "Pending – Unassigned."

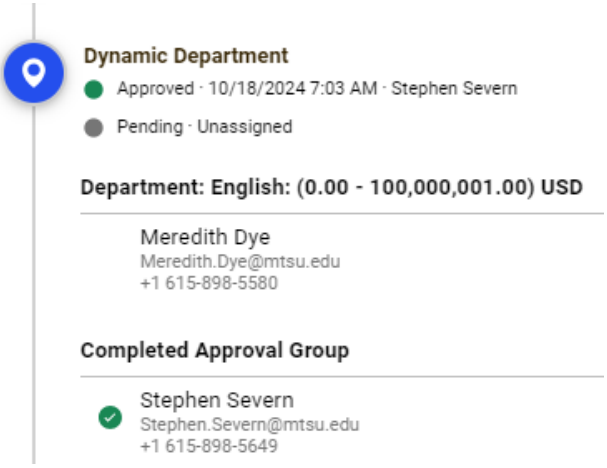


To view more information in any step, **click on the title of the step –**

Click on the words "Dynamic Department."

Here you see two people need to approve before it moves on.

NOTE: More than one person needs to approve at a step when there are two subheadings under a step, as in this example.



Dr. Severn has approved – (the green dot indicates completed).

Meredith Dye needs to review and approve now. Why? In this case, two Approvers have been set up to review and approve a purchase for this Department.

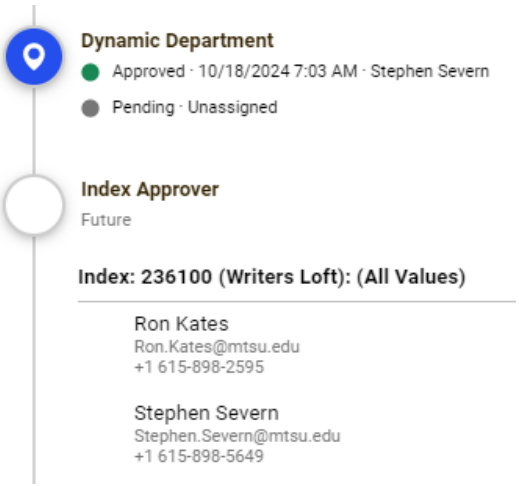
NOTE: "Pending – Unassigned" does not mean that the system needs to assign it to someone. It means Meredith needs to open her requisition approvals in MT$ource and take an action.

4. The next step in the approval workflow is **Index Approver.**

   Here you see two people listed.

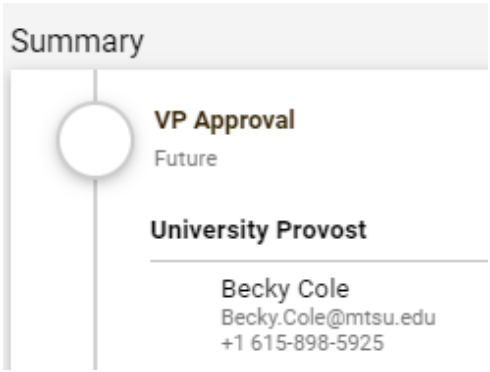
   In this case, **EITHER one** can approve so the requisition can move to the next step.

   NOTE: The Dynamic Department Approver and the Index Approver may be the same person, depending on setup.



5. The next step <u>in this example</u> is **VP Approval**.

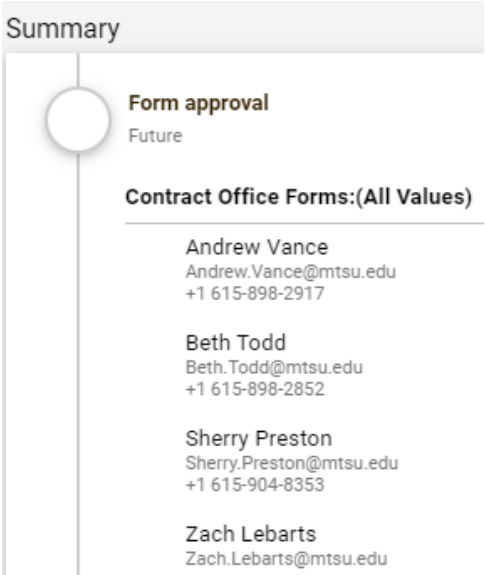
   NOTE: VP approval is only required on Contract Office Forms and Sole Source Purchase Requisitions.



6. <u>This example is a Contract Office Form</u> - the next step is **Form Approval.**

   Any one of these individuals can approve in this step.

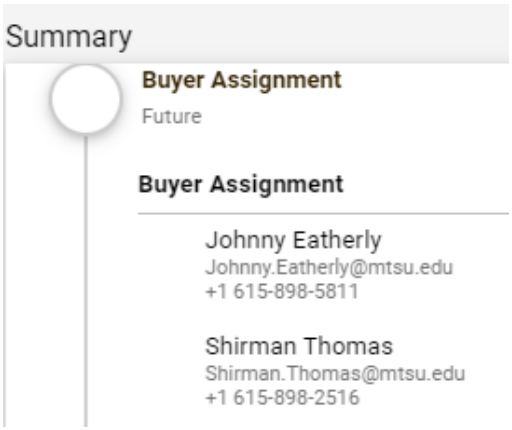
   The Contract Office will review the attached Agreement and other information regarding the request.



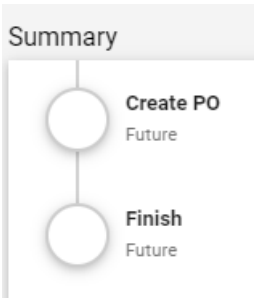
7. The next step <u>in this example</u> is **Buyer Assignment.**

   One of these individuals will assign the Requisition to a Procurement Specialist for review. They make sure all information is entered and available in MT$ource.

   The Procurement Specialist will release the requisition to the next step.

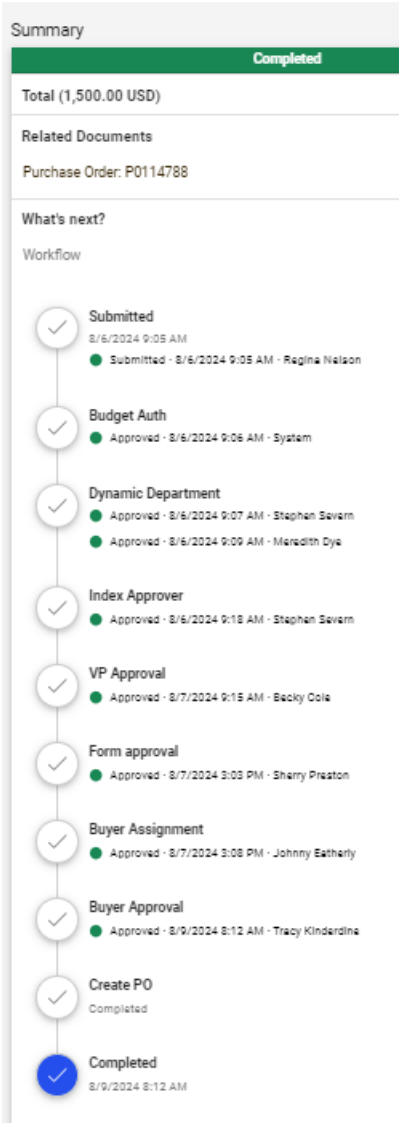


8. The last step for all requisitions is **Create PO** and **Finish.**



These steps are performed by the System.

A Purchase Order is generated and sent by the System to the email address and/or fax # on file.



The Summary color heading will change from Pending (blue) to Completed (Green).

The Purchase Order # will be included as a "Related Document."

<u>FOLLOW UP!</u>

Keep in touch with your vendor about invoice requirements and the payment process.

Keep track of your Purchase Orders by making sure an invoice is sent at the proper time to invoice@mtsu.edu with the PO# on it.

Create a receipt after you receive the goods or services.

Run your Open PO Report in MT$ource every month. Instructions are located on the Procurement website: https://procurement.mtsu.edu/resources/