SYSPRO - AFRICA

TRAINING GUIDE

REQUISITIONS

Company Name	DIETRICH VOIGT MIA (Pty) Ltd
Company Address	PathCare Business Centre Neels Bothma Street N1 City 7460

Version Date: 12 March 2024

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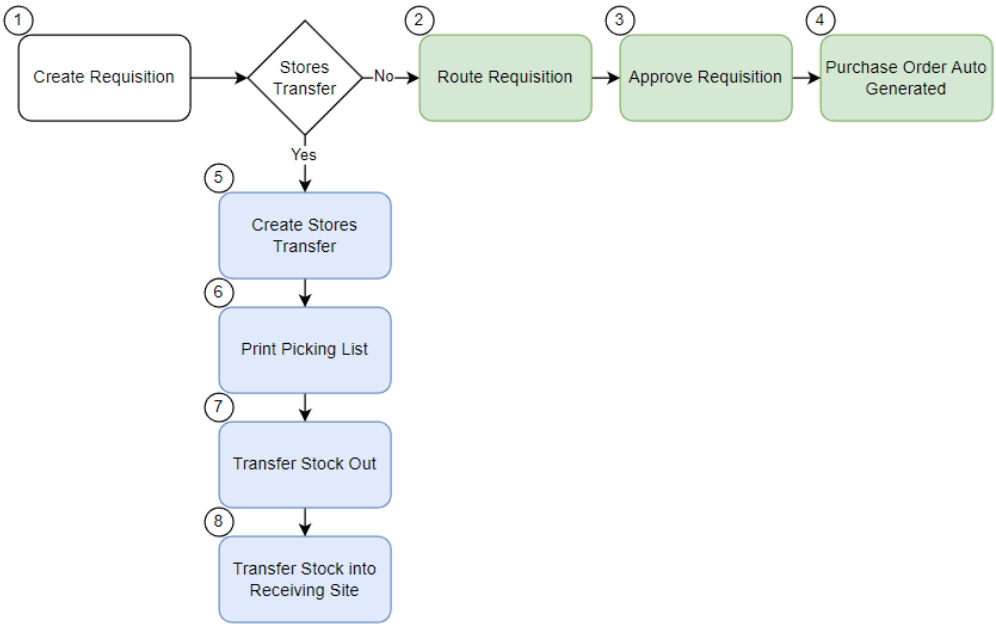
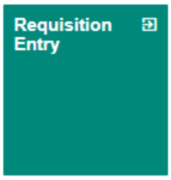
Overall Requisition Process Flow



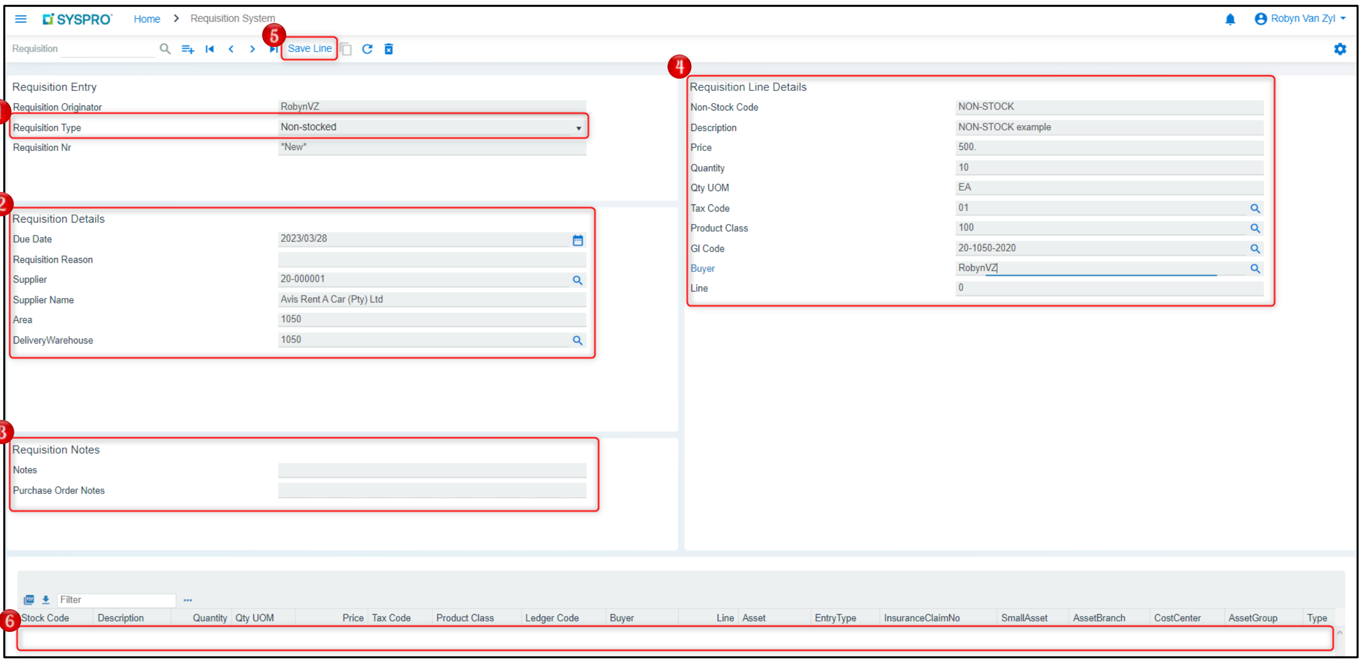
1. Creating a requisition.
    a. Non-Stock
    b. Work Order
    c. Asset
    d. Stores Transfer
2. Route the requisition to the next responsible person.
3. The requisition gets approved by all the applicable level of approvers.
4. On final approval of the requisition, a PO is created.
    a. To maintain this, use the PO Entry screen.
5. If the requisition is a stores transfer, then an SCT must be generated.
6. The SCT picking list needs to be generated.
7. Stock needs to be transferred.
8. The transferred stock then needs to be receipted in.

Creating a Requisition

Open Requisition Entry by clicking on the Requisition Entry Tile

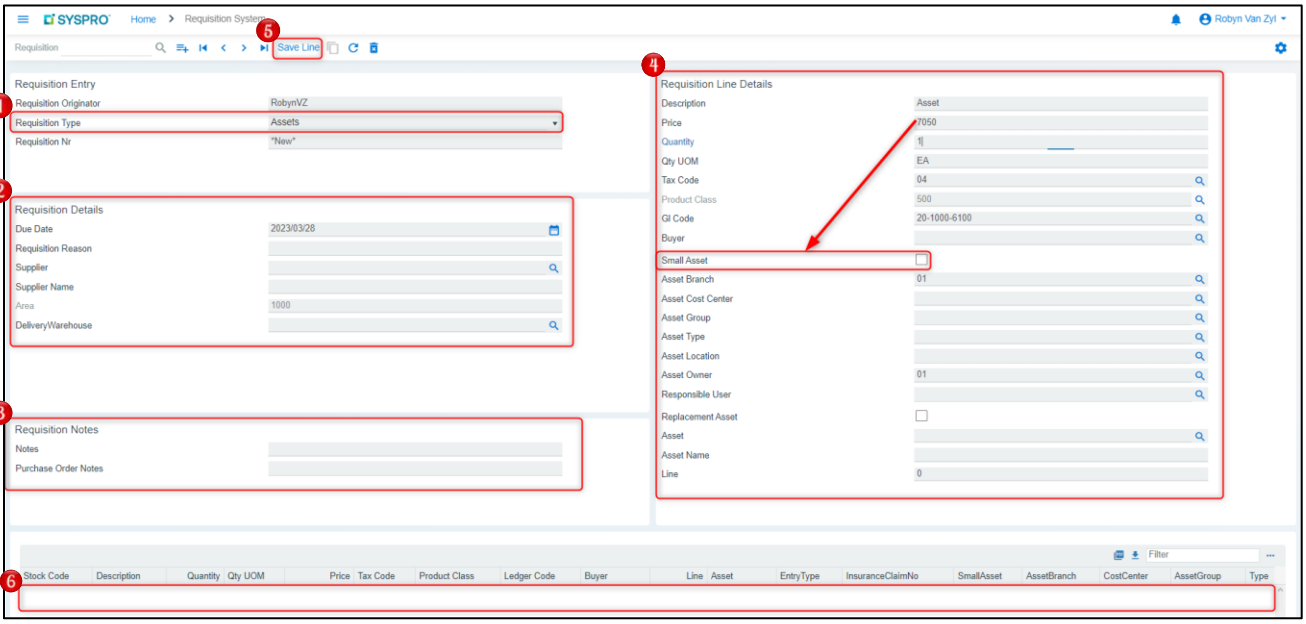


Create Non-Stocked requisition:



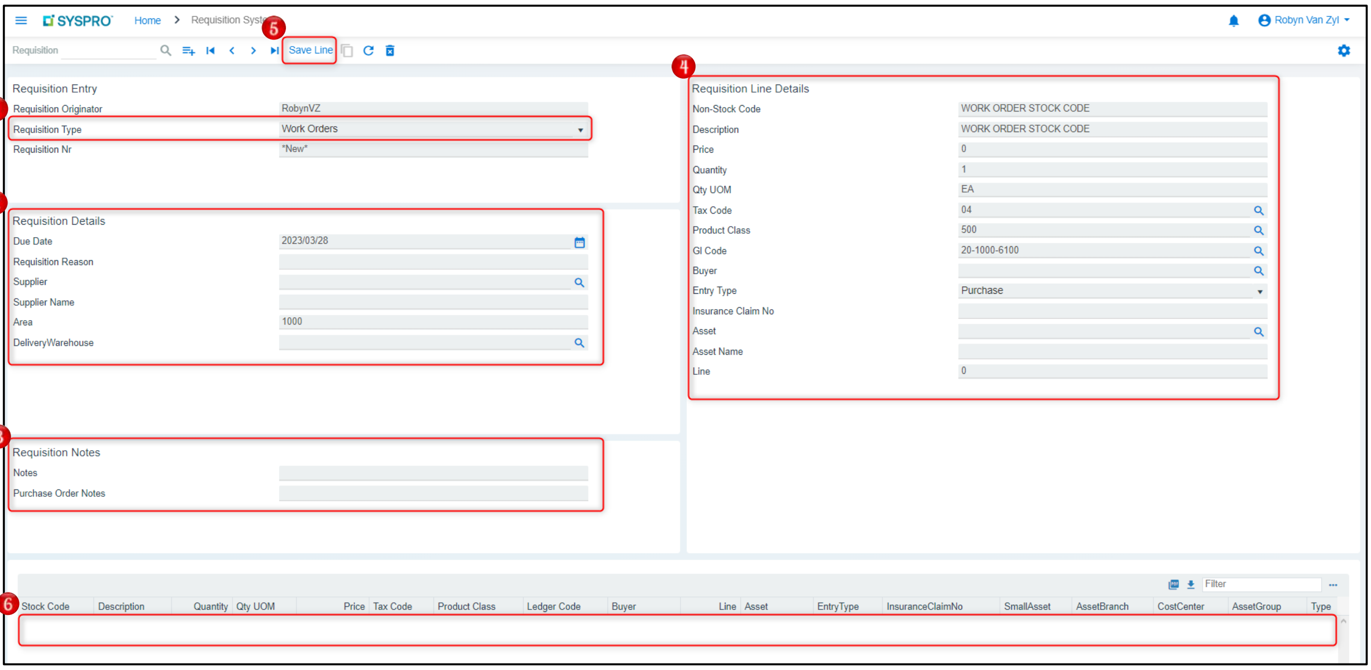
1. Select Requisition Type as Non-stocked.
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
   a. Notes is visible only on the Requisition.
   b. Purchase Order Notes is visible on both the Requisition and the Purchase Order.
4. Enter Requisition Line Details
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. To add more lines, simply repeat step 4 and 5.

Create Assets requisition:



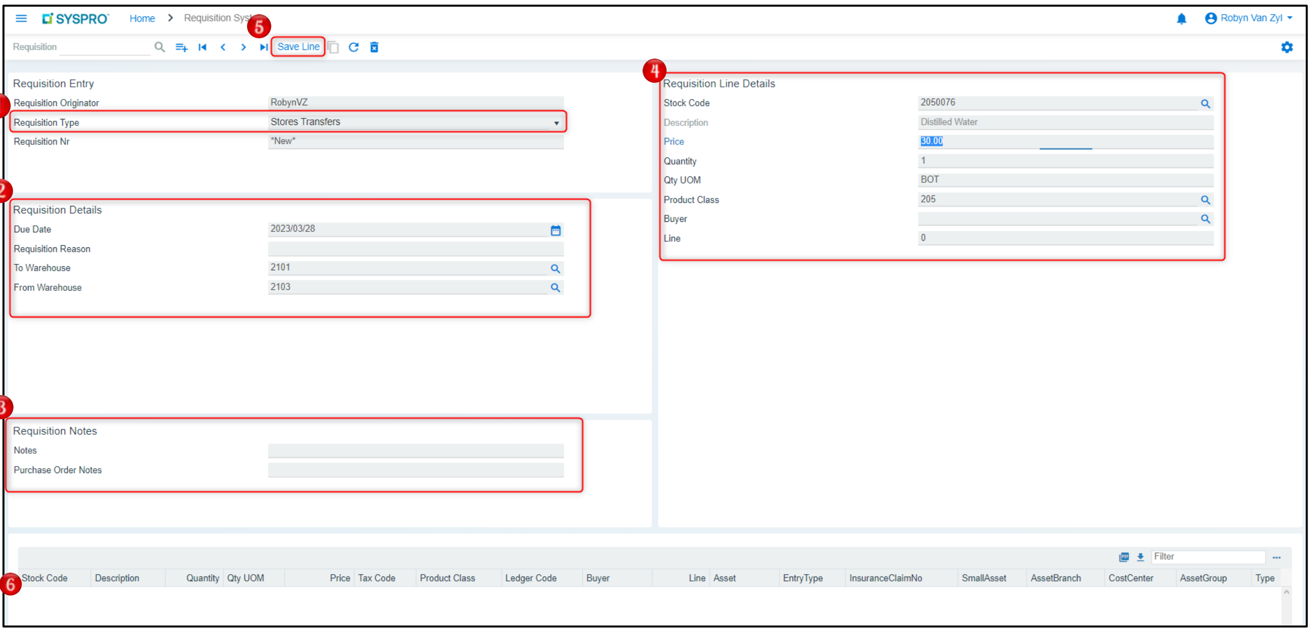
1. Select Requisition Type as Assets
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
    a. Both are visible when viewing the Purchase Order.
4. Enter Requisition Line Details
    a. Note that from Small Asset these are only applicable against the Assets.
    b. If the Price is below R7000, the Small Asset checkbox will be ticked, and no asset detail need to enter.
    c. If the Price is R7000 and above the Small Asset checkbox will be unticked and Asset details need to be filled in
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. Only one Asset can be loaded per requisition.

Create Work Orders requisition:



1. Select Requisition Type as Work Orders
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
   a. Both are visible when viewing the Purchase Order
4. Enter Requisition Line Details
   a. Note that from Entry Type these are only applicable against the Work Order.
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.

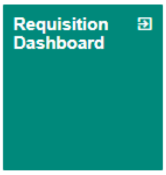
Create Stores Transfers requisition:



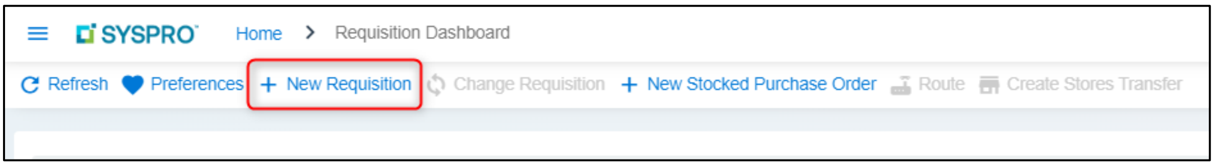
1. Select Requisition Type as Stores Transfers
2. Fill in Requisition Details
    a. Please note that this requires only a from and to warehouse.
3. Enter any applicable Requisition Notes
    a. Both are visible when viewing the Purchase Order
4. Enter Requisition Line Details
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. To add more lines, simply repeat step 4 and 5.

Alternative Screen to Create Requisitions

Open Requisition Dashboard by clicking on the Requisition Dashboard Tile

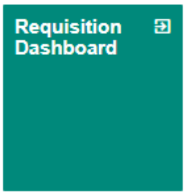


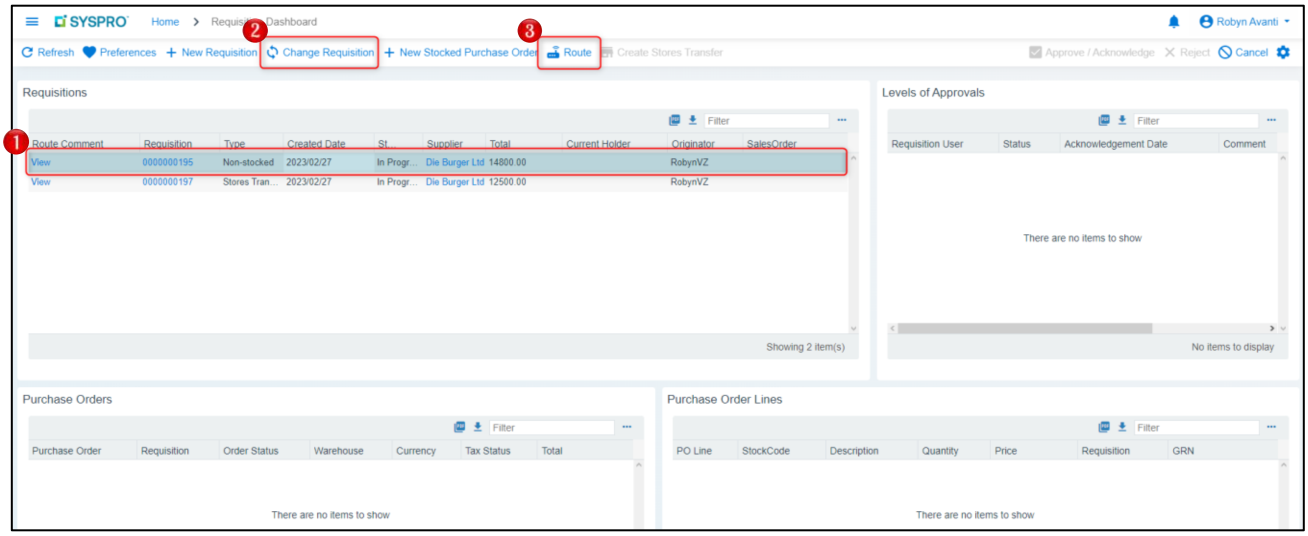
The alternative to creating a new requisition if not directly through REQ001, is indirectly through RPD001 by selecting New Requisition. Then follow the same process as above for each of the Requisition Types.



Routing a Requisition

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile





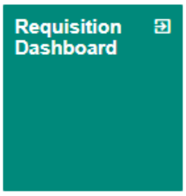
For all Requisition Types except Stores Transfers:

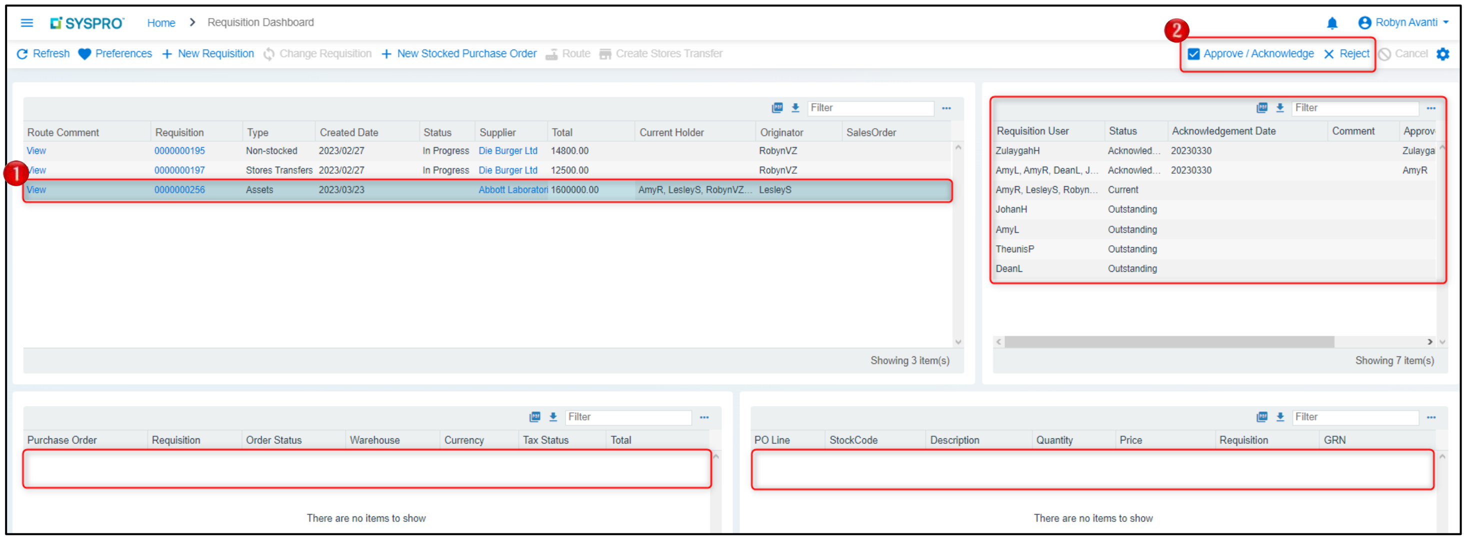
1. Click on the requisition to highlight it.
2. Click Change Requisition if something needs to be updated.
3. Otherwise, Route it on to the next person who needs to approve this.
    a. Type a comment (not mandatory) if required and accept.

Approving a Requisition

Option 1: Avanti Screen

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile

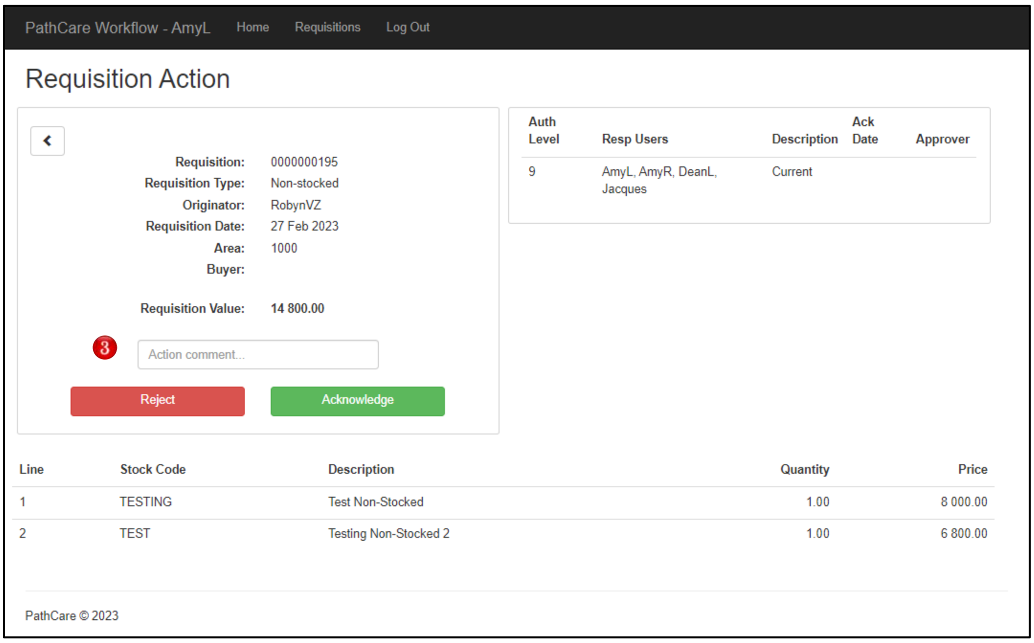




1. Highlight the requisition to be approved by clicking on it.
    a. The next approver in the list can be viewed on the right.
2. Click Approve / Acknowledge or Reject.
    a. The requisition will then disappear from the list of requisitions as it is routed on to the next approver.

Option 2: Workflow Dashboard

1. An email is sent to the next approver with a link to approve the requisition.
2. The “Action” link opens the specific requisition (no login required)

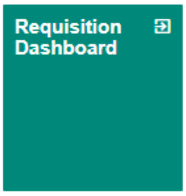


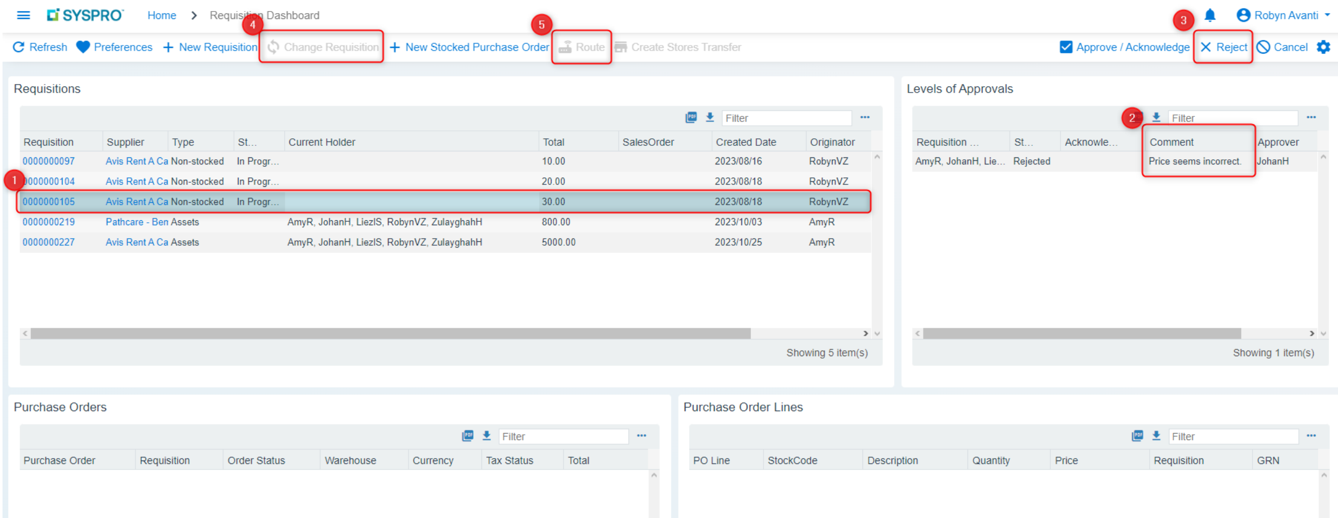
3. To approve click Acknowledge and add a Comment if required.

- If the operator wants to view all requisitions that still require approval, they can click on Requisitions on the toolbar above. This will however require them to log in using their normal Syspro credentials.

Re-Routing a Rejected Requisition

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile

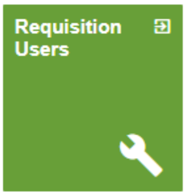


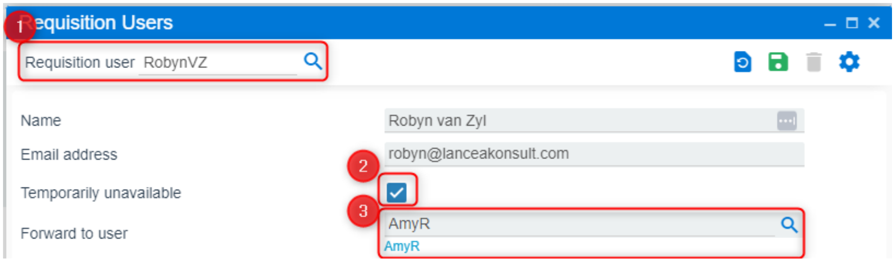


1. Click on the Rejected Requisition.
2. View the rejection comment.
3. Click Reject to bring the requisition back to the Originator.
4. Click Change Requisition to update the required information.
5. Click Route to send it on for approval again.

Re-Routing a Requisition when on Leave

Open the requisition user setup by clicking on the Requisition Users Tile

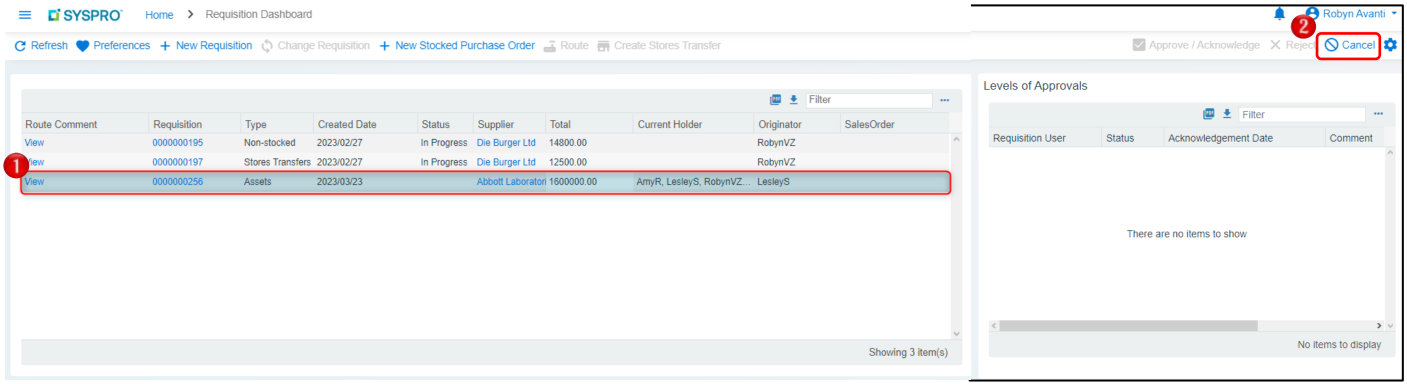




1. Select the user going on leave.
2. Tick the Temporarily unavailable checkbox.
3. Indicate to which operator the requisitions need to be forwarded.
    a. This operator needs to be on the same approval level as the one going on leave.

Cancelling a Requisition

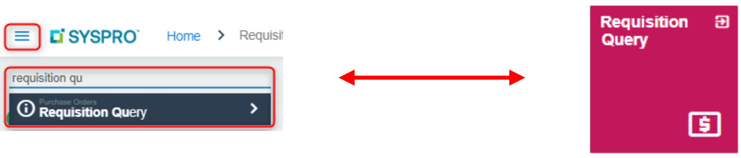
Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile

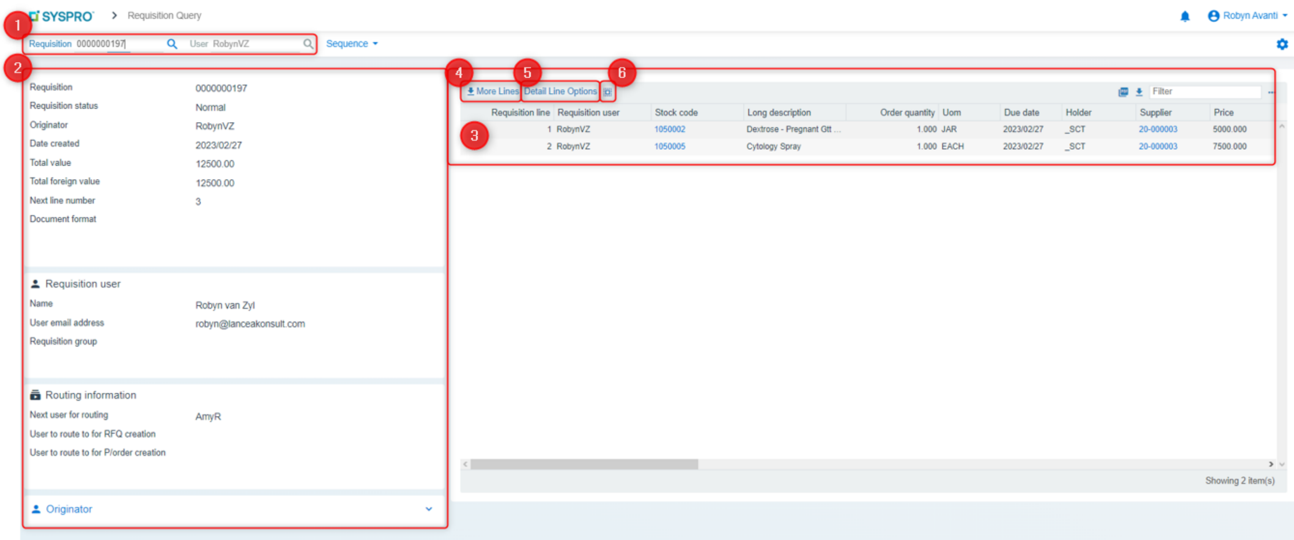


1. Click on the requisition to cancel.
2. Click Cancel.

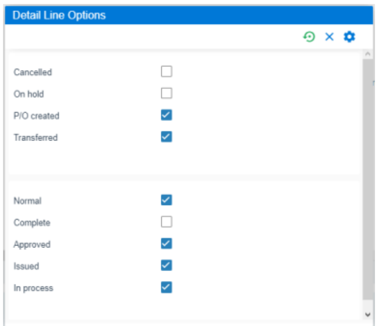
Query a Requisition

Open Requisition Query by clicking on the Tile or by typing it into the Hamburger menu:

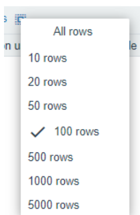




1. Select the Requisition to Query.
2. Review the requisition header.
3. Review the lines on the requisition.
4. Load more lines if not all are displaying.
5. Choose what line detail status should display.



6. Choose how many lines should be displayed in total.



Creating a New Stocked PO from the Dashboard

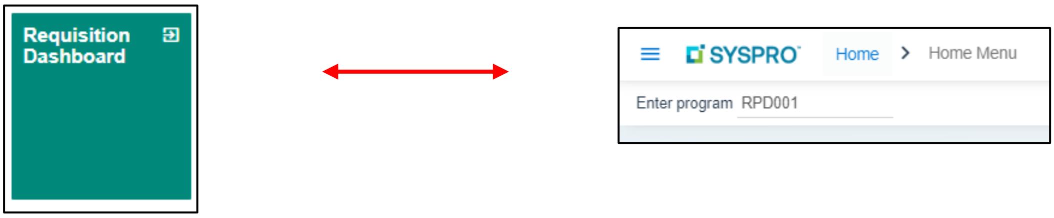
Refer to Purchase Order Training Document

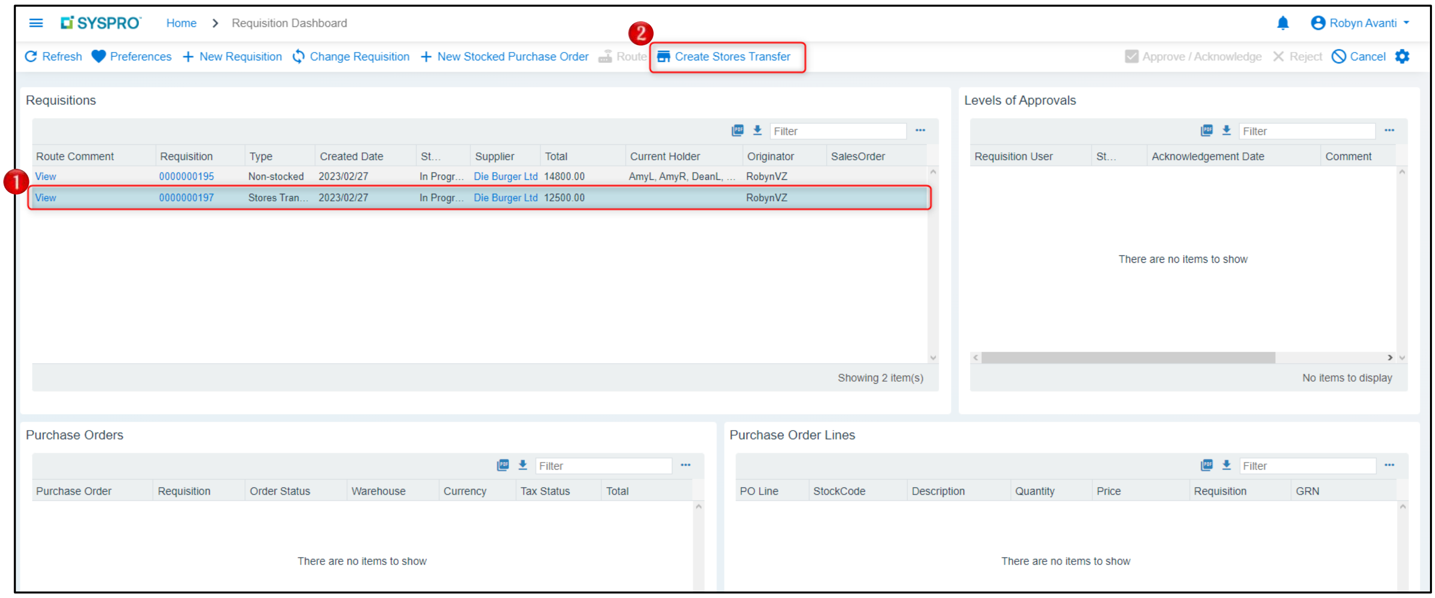
Purchase Order or Stores Transfer (SCT) Creation

- If the Requisition is a Non-Stock, Work Order or an Asset Type, then once final approval has been given, a Purchase Order is automatically generated.
- If the Requisition is a Stores Transfer type, then a Stores Transfer must be created from the requisition.

Creating the Stores Transfer

Open RPD001 by Entering the Program name or by clicking on the Requisition Dashboard Tile

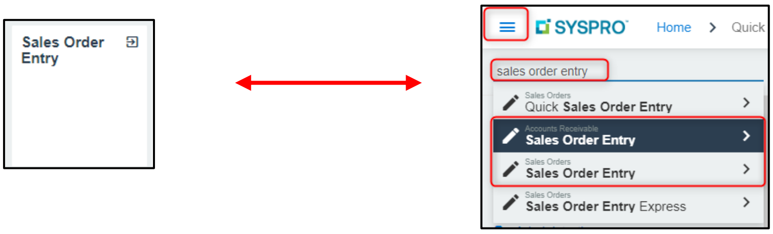


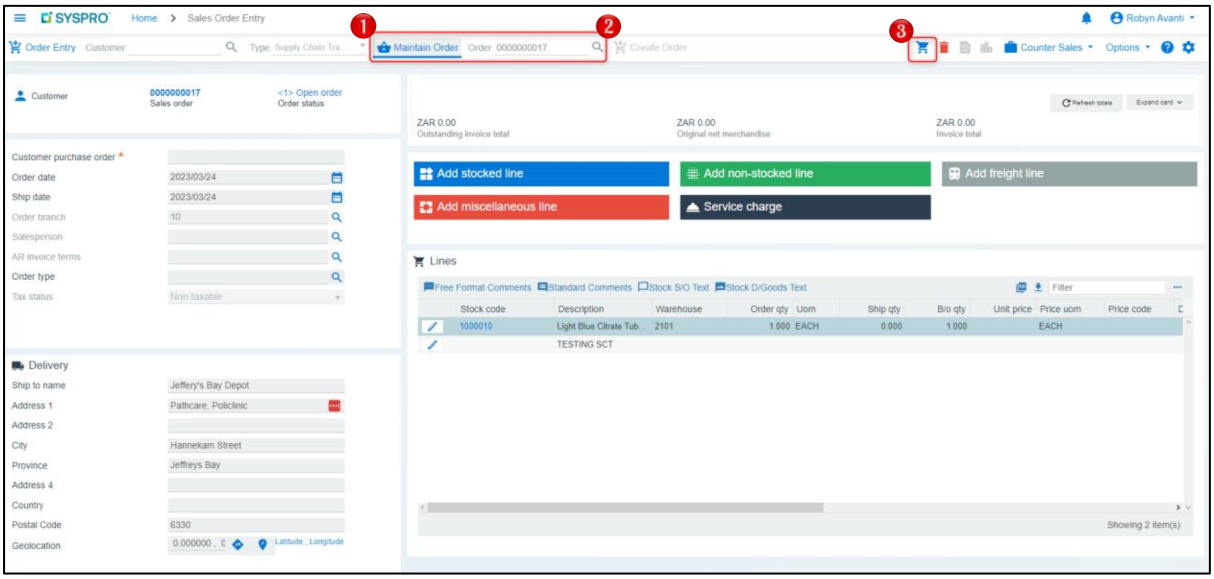


1. Click on the Stores Transfer requisition to highlight the line.
2. Click on Create Stores Transfer

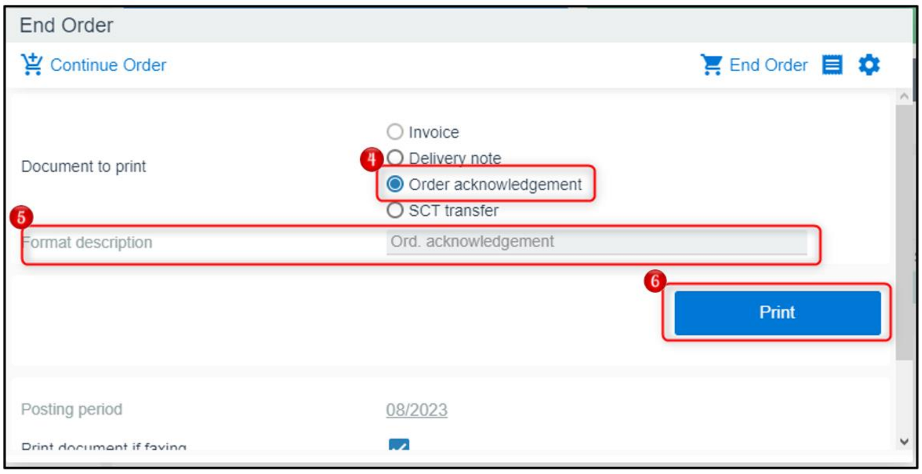
Shipping the Stores Transfer to Site

Open Sales Order Entry by clicking on the Tile or by typing it into the Hamburger menu:



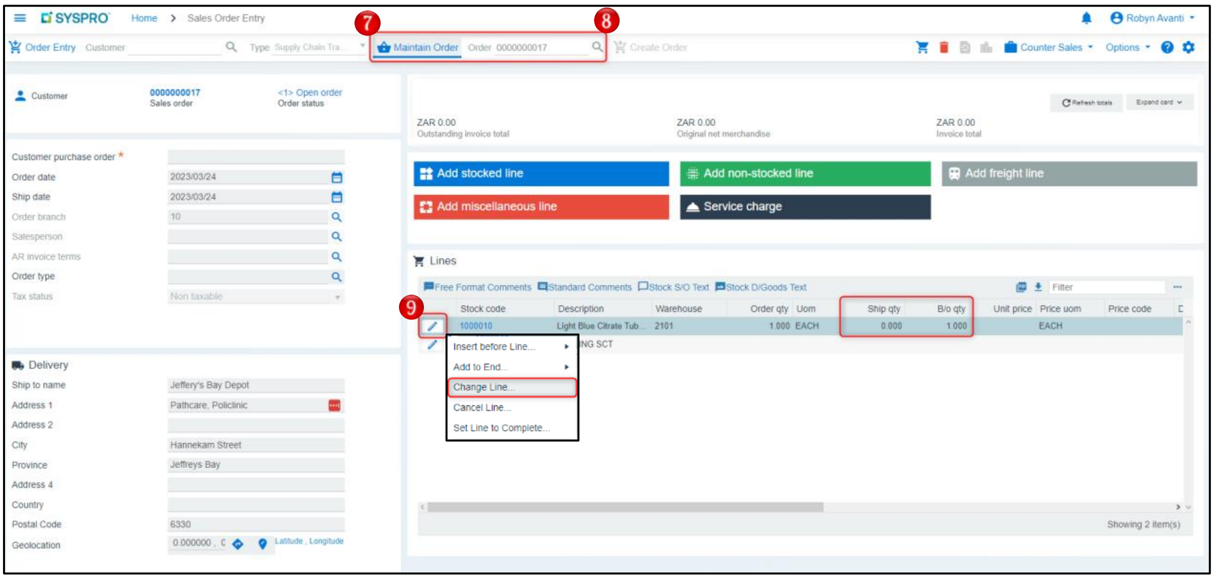


1. Click on Maintain Order
2. Select the order to maintain (the number would have been provided on the Requisition Dashboard when the Stores Transfer was generated)
3. To firstly print the Picking List, click on the Cart (Complete order)

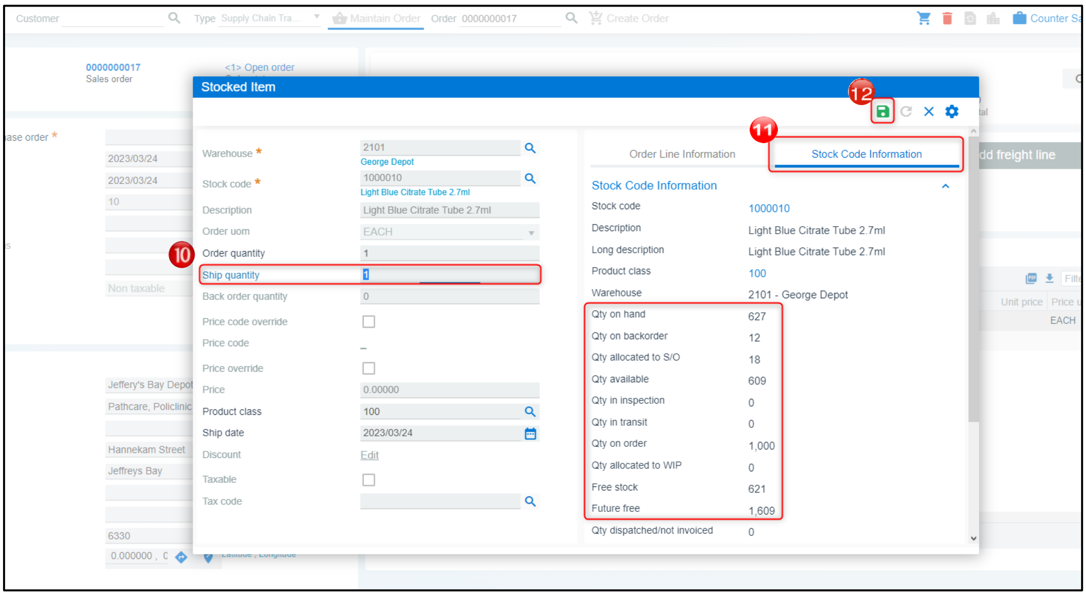


4. Click on Order Acknowledgment
5. Choose the order Format – this will default with the Picking List.
6. Click Print

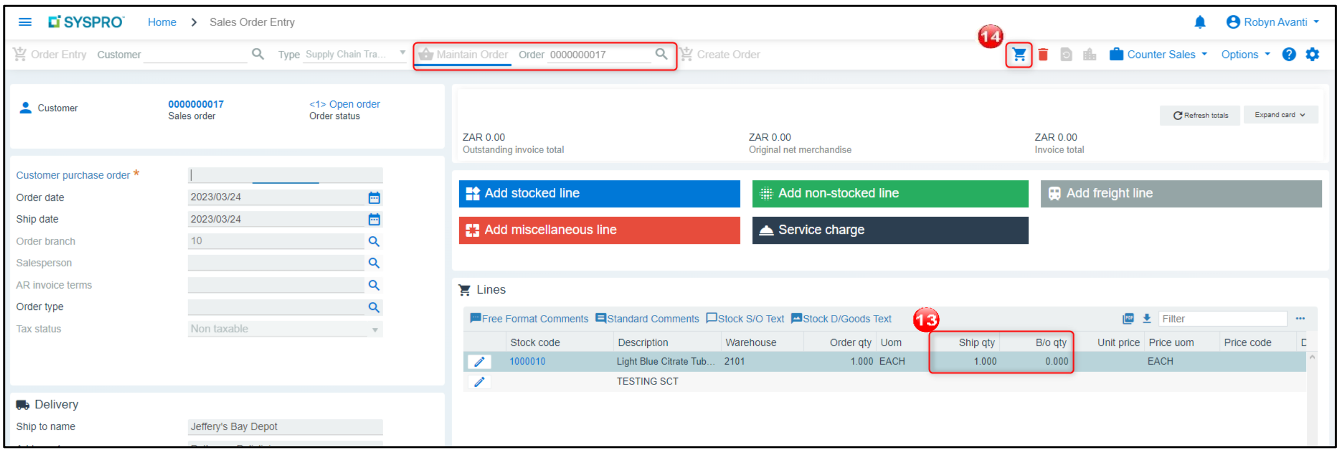
Once the count is completed of how many of the stores transfer item requests are to be sent, open the Sales Order Entry screen again:



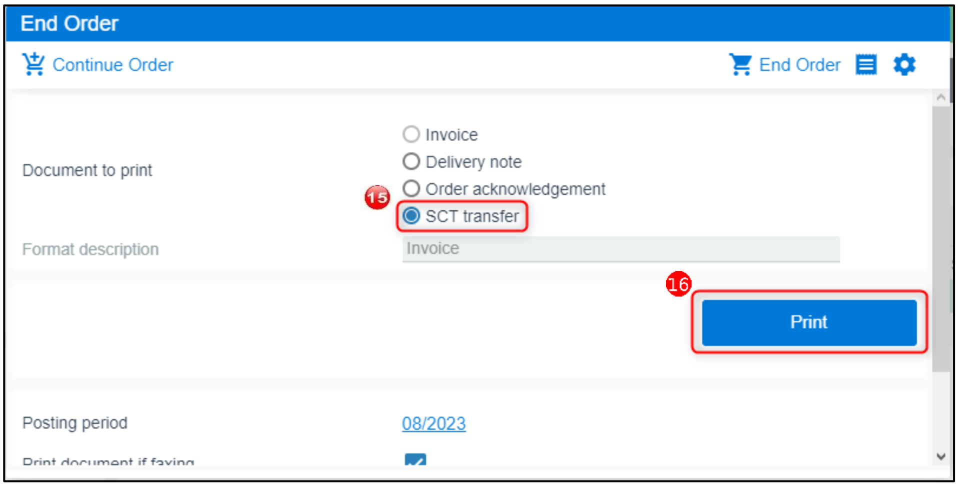
7. Select Maintain Order
8. Select the order to maintain.
9. Click on the pencil and then Change Line
    a. You can see on the line that the ship qty is zero at this point.



10. Change the shipping quantity to the quantity that will be sent to the requesting site.
11. To see more information on the Stock Code, click on the Stock Code Information tab.
12. Click Save.



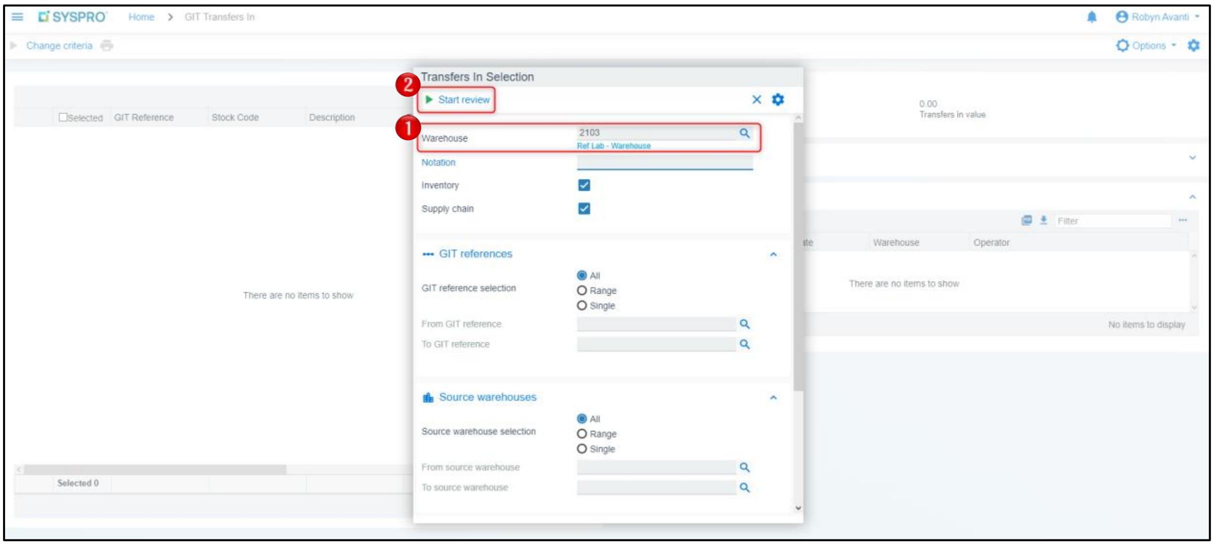
13. Once back on the main screen, see that the back-order quantity is now zero and the shipping quantity is 1.
14. Click on the cart (complete order)



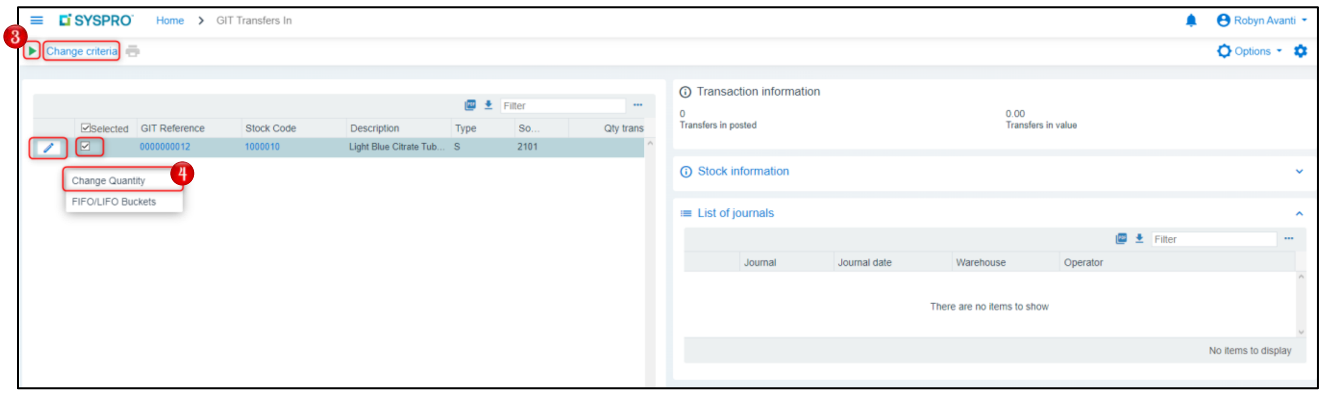
15. Select SCT transfer.
16. Click Print
    a. This will then generate a GIT number that will be used to receive the stock at the receiving (target) warehouse.

Finalizing an SCT for Transfer to the Site

Open Transfers In from the hamburger menu or from the tile

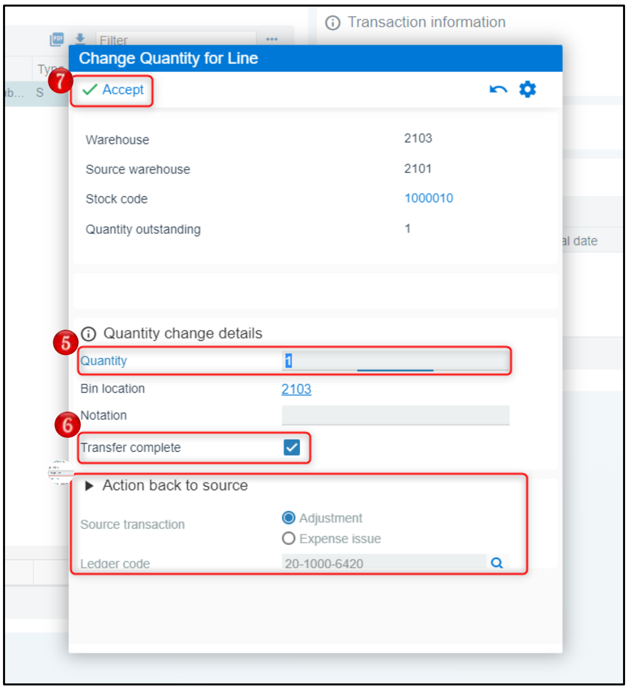


1. Enter the Site warehouse that will receive the stock.
    a. Can narrow down the exact goods in transfer number and items by using the additional filters:
        i. GIT References
        ii. Source Warehouses
        iii. Stock Codes
        iv. Creation Dates
        v. Due Dates
        vi. Product Classes
2. Click Start Review

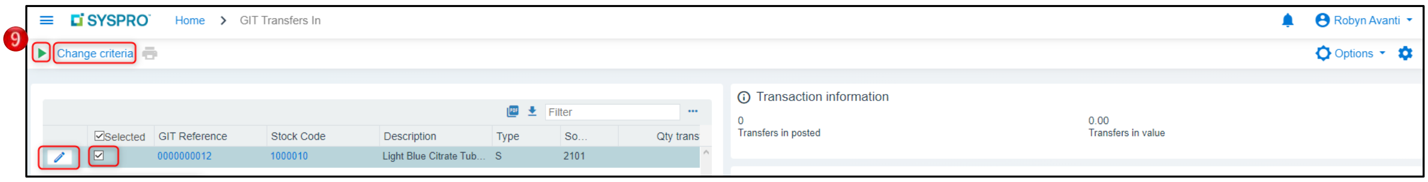


3. If the full quantity should be received, tick the Selected checkbox, and click Post.

4. If a partial quantity should be received, click on the pencil, and choose Change Quantity.



5. Change the receipted quantity.
    a. It allows an over receipt but warns that it exceeds the outstanding quantity.
    b. An over receipt will create a variance in your warehouses.
6. Indicate if the transfer is complete.
    a. Remove the tick if the outstanding amount will still be delivered.
        i. If removed, this will keep the GIT number open so that the next receipt can happen against it.
    b. If the outstanding amount was damaged, or will not be sent, mark it as complete.
7. If the full amount did not arrive and is not expected to arrive, the Action back to source must be indicated as Adjustment:
    a. Adjustment – this will adjust the outstanding quantity back into the source warehouse.
    b. Expense Issue – this will expense the outstanding quantity from the warehouse.
8. Click Accept once happy with the changes.



9. Click Post

Reports

Report Name	Report Description	Report Location
Requisition List	Generate a list of requisitions	Purchase Orders folder >> Requisition System >> Reports
Requisition Print	Produce requisition documents in batch mode	Purchase Orders folder >> Requisition System >> Reports
Order and Booking	Print various reports that list sales orders	Sales Order folder >> Reports
ReqWorkOrders	Asset Transactions – Work Orders	SSRS link

Queries

Query Name	Query Description	Query Location
Inventory Query	View static details of stock items, as well as any transactions that have been processed against them	Inventory folder
Supplier Query	View data relating to suppliers	Accounts Payable folder
Purchase Order Query	View details of purchase orders (including cancelled and completed orders) that have not yet been purged	Purchase Order folder
Requisition Query	View detailed purchase order requisition information	Purchase Orders folder >> Requisition System
Sales Order Query	View sales order information held in the sales order module	Sales Orders folder