Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

WEB REQUISITIONING AGRESSO M7

Business World (M7)

This manual will help you to raise requisitions on Business World (M7)

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Opening BWO M7 on the Web

1. Open your internet browser and go to

   https://ubw.unit4cloud.com/ie_mtu_prod_web

2. Login will be via SSO & Microsoft Authentication

Menu Options

After a couple of seconds, the web requisitioning dashboard should launch, bringing you directly to the requisition entry page

Requisition Entry

Getting Started

Before beginning, it is advisable checking that there is enough budget in the relevant cost centre to cover the requisition costs, as you will not be able to save the requisition otherwise.

First, fill out the general required fields

Requisitioner: This should auto-populate with your name

Supplier: This is a type ahead field. Start typing the name of the supplier and pick from the dropdown list. Alternatively if you know the supplier ID, you can enter it directly. The Fixed Supplier box will automatically be ticked for all requisitions.

Costc: This is a type ahead field. You can enter the cost centre code if known, or if you enter a space, it will display a list of the cost centres you have access to.

Rctcontract: If the supplier is an RCT supplier (doing construction work), you will need to select an RCT contract. Contracts are listed with the supplier ID, name and works involved, so there may be several RCT contracts listed for the one supplier. (For more info see RCT requisitons, section)

Contact (under Delivery contact): This determines the address the goods are to be delivered to, so please ensure this is correct before proceeding. **NOTE: Do not select your name but rather the address the goods are to be delivered to.**

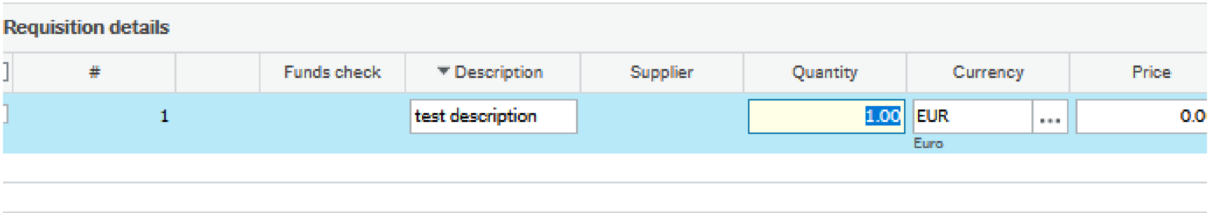
Internal Notes: This field can be used to make any notes you want for your own reference. Anything entered here will not be send on the outgoing purchase order, but it will be listed as a column on the Own Requisitions enquiry. **NOTE: If you are using this field, enter the details before you enter any requisition lines to ensure the notes appear on all lines of the requisition.**

Tips:

1. Most fields in this form are type-ahead fields, so if you start typing, a list of options will appear in the dropdown. If you enter a space in any field where there are multiple options available, it will display a dropdown list of all options. If the list is extensive, only the first number of options will be displayed.
2. The three dots next to some fields allow you to open a search window where you can use more advanced search criteria, and filter the results.

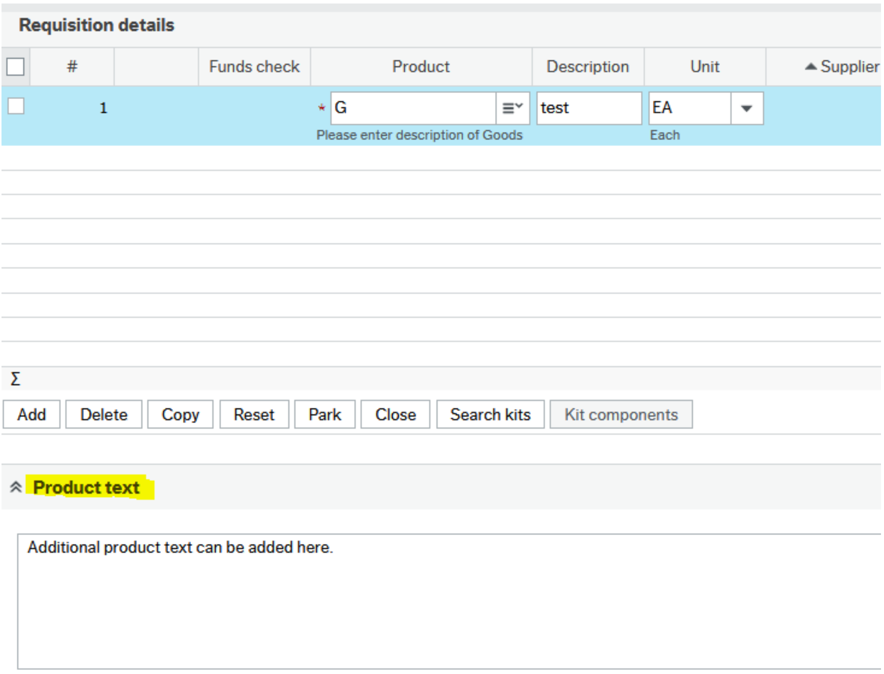
Requisition Details

Now that you have chosen your supplier and cost centre, you need to fill out the requisition details. Click on ‘Add’ or select line 1 under requisition details.



The line will prepopulate with the supplier ID and delivery date. All other details must be manually entered. Fill out the following fields:

Description: A description of the goods you are ordering, including a product code if applicable. If the description is a long one, use the product text box underneath the requisition details to add any additional information. Note that anything entered here will be visible on the outgoing order.

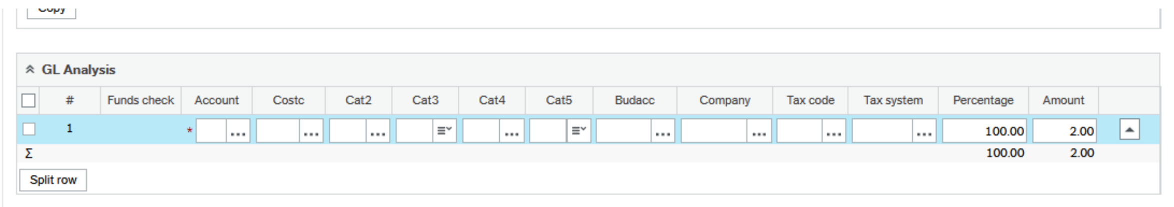


Quantity: The number of items you are ordering.

Price: The price of one unit (excluding VAT)

GL Analysis

Scroll down to the end of the screen and you will see the GL Analysis box. You need to fill out one of these for each requisition line you enter.



Account: chose an account code which fits the description of the goods you are ordering. Eg. If you are ordering a notebook, choose account 6600 – Stationary. (examples of commonly used account codes listed at the end of the document)

Once you choose an account code, the fields from Cat2 – Company will pre-populate.

Cost Centre: This should pre-populate with the cost centre you entered earlier.

Tax Code: This determines the rate of VAT which will be applied to the goods.

For domestic suppliers the VAT codes are as follows:

P0 – 0%	P1 – 13.5%	P2 – 23%	P3 – 9%

For Foreign suppliers within the EU, the codes are:

F0: 0%	F1 – 13.5%	F2 – 23%	F3 – 9%

And for Foreign suppliers outside of the EU the codes are:

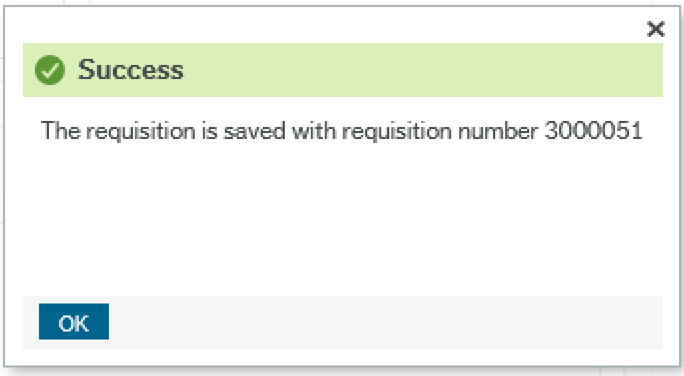
Y – 0%	Y1: 13.5%	Y2: 23%	Y4: 9%

If the requisition is an RCT (Relevant Contractors Tax) related requisition, you will need to use C1 as the VAT code. Note – if RCT related be sure the contract number has also been selected in the Rctcontract field

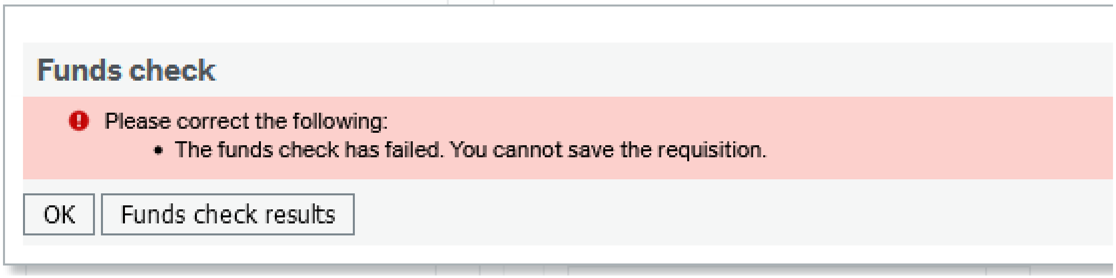
If you are submitting a requisition on a reclaimable project, use the R0, R1, R2 and R3 VAT codes.

Tax System: For most requisitions, this will remain as NA. However, if the requisition is for professional services, eg. Consultancy, Withholding Tax will need to be applied. In these cases, enter WT in this field. If the requisition is for RCT, enter SC in this field.

Once all the above details have been entered, you can go back up and enter additional lines under requisition details (and then their corresponding GL analysis lines), or you can finish and save the requisition. When the requisition saves successfully, you will receive a requisition number.



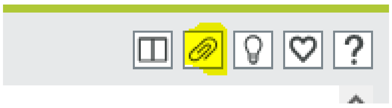
The budget is checked at this stage, so if there isn't sufficient funds in the cost centre to cover the requisition, you will get the following message and you will not be able to save your requisition:



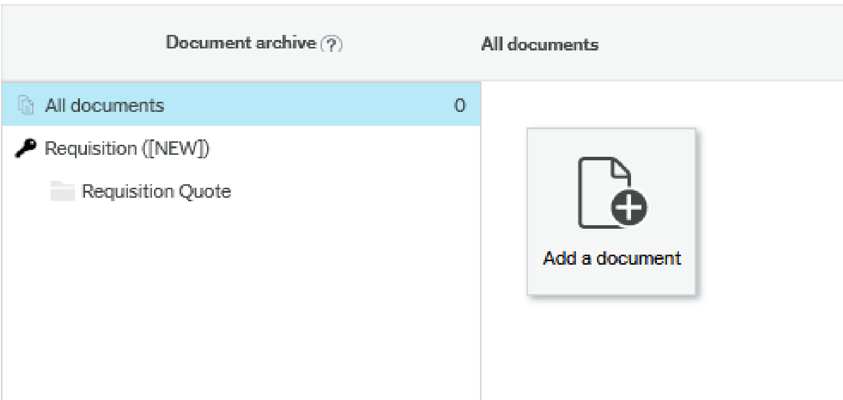
If you need to make any changes to a requisition after it has been saved, choose 'Open' on the lower taskbar. Hit search and it will display all of the requisitions you have raised. Select the one you wish to open. Make any changes you need and hit save.

Adding Documents

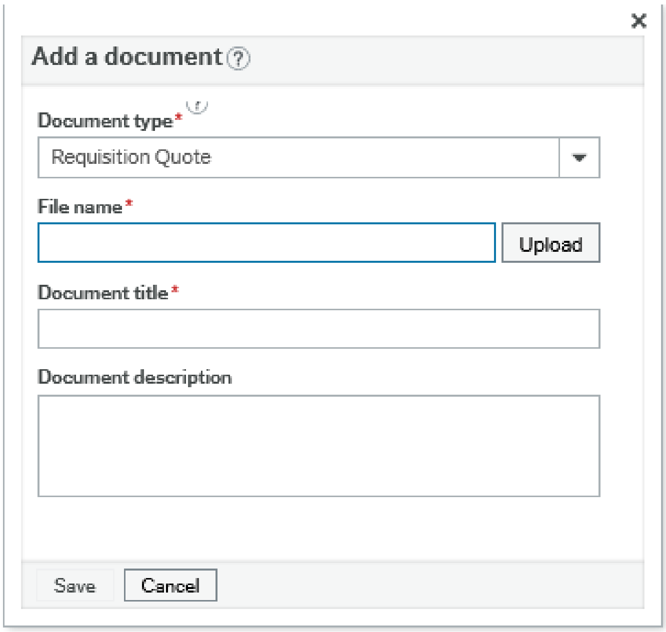
For some requisitions, you will be required to attach documentation, such as quotes. To do this, when you have your requisition screen open, go to the paperclip icon on the upper right of the screen.



This will open a new window. Click on 'Add a document'.



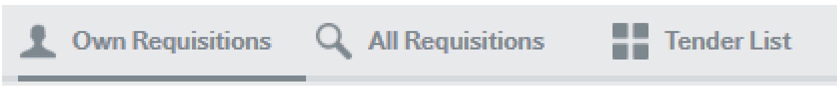
This will open the window below. Click 'Upload' and browse to the document on your machine. The document title will default to the name of the file, but you can amend this if you wish. Click save.



The document is now attached to the requisition.

Enquiries

Along the top of the dashboard, you will see options for Own Requistions, All Requisitions & Tender List reports.



Own Requisitions

This enquiry will provide a list of all requisitions raised by you with the most recent listed on top. You can check the status of requisitions in workflow and see if a purchase order number has been issued to the company using this report.

Under the 'Workflow Status' column, you can see what stage the requisition is at in the approval process. The most common status are as follows:

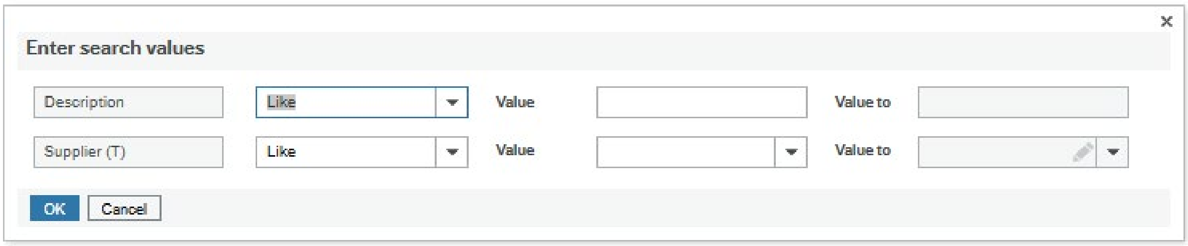
1. Workflow in Progress – The requisition is still in workflow. If you click on the link, you can see what step the requisition is at, and follow up with the approver if needed
2. Finished – The requisition has passed through workflow successfully and should now be a Purchase Order
3. Rejected – an approver has rejected the requisition due to some error. The requisition returns to the user who raised it for amendment.
4. Aborted – The requisition was cancelled without being raised as an order.

All Requisitions

Similar to the Own Requisitions enquiry, but it will display all requisitions on the system. You will only have permissions to drill down and view details on your own requisitions.

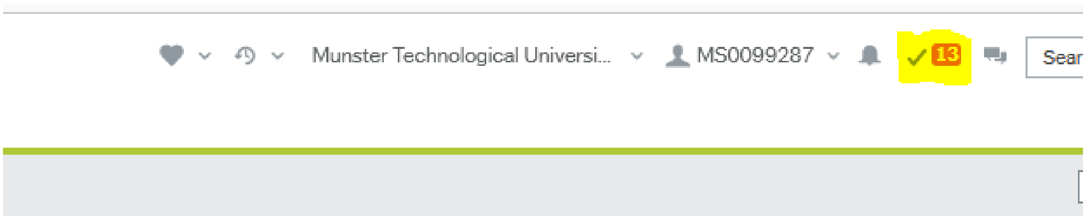
Tender List

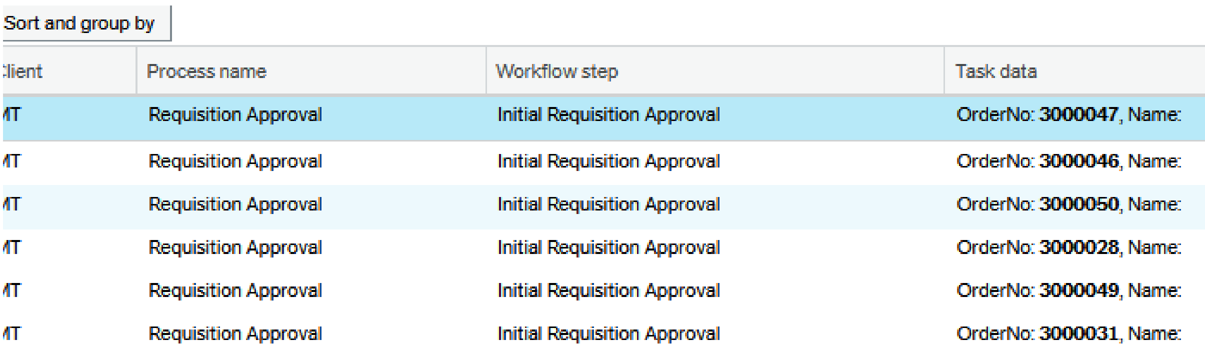
You can use this report to view a list of all active tenders currently in effect. You can filter by the tender description or by the supplier of the tender. If you want to view all tenders, just click ok without filling in any values.



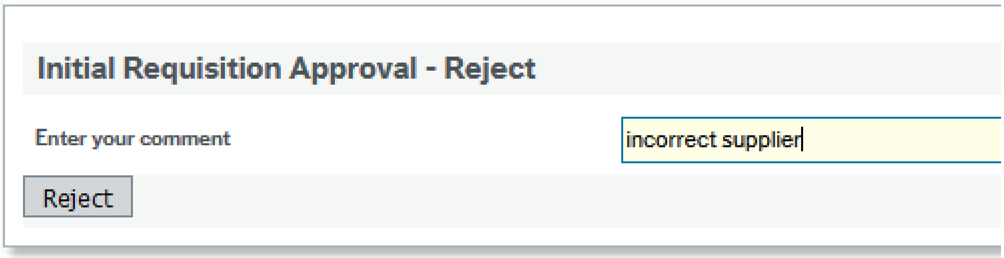
Approving & Rejecting Requisitions

The approval & rejection process for requisitions is very similar to invoice approval & rejection. When you have a requisition awaiting your approval, you will receive an email notification of a task. The requisition number and the name of the person who raised the requisition will be displayed in the task. If you have a task awaiting your approval, there will be number next to the task option (tick mark) on the upper right of the home screen. Click on this to display your tasks. Click on 'Go to Task Management' (button at the bottom of the dropdown) to view all task details. You can also click directly on Task Management on the top of the dashboard to view all tasks awaiting your approval.





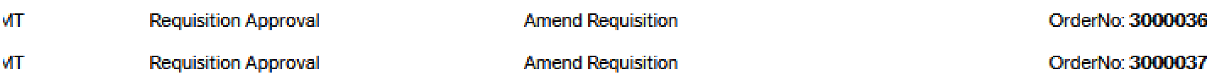
Simply click into the task and review the requisition, and if you are happy for it to be processed, click the approve button on the bottom left. If you wish to reject the requisition, hit the reject button and fill in the prompt that appears.



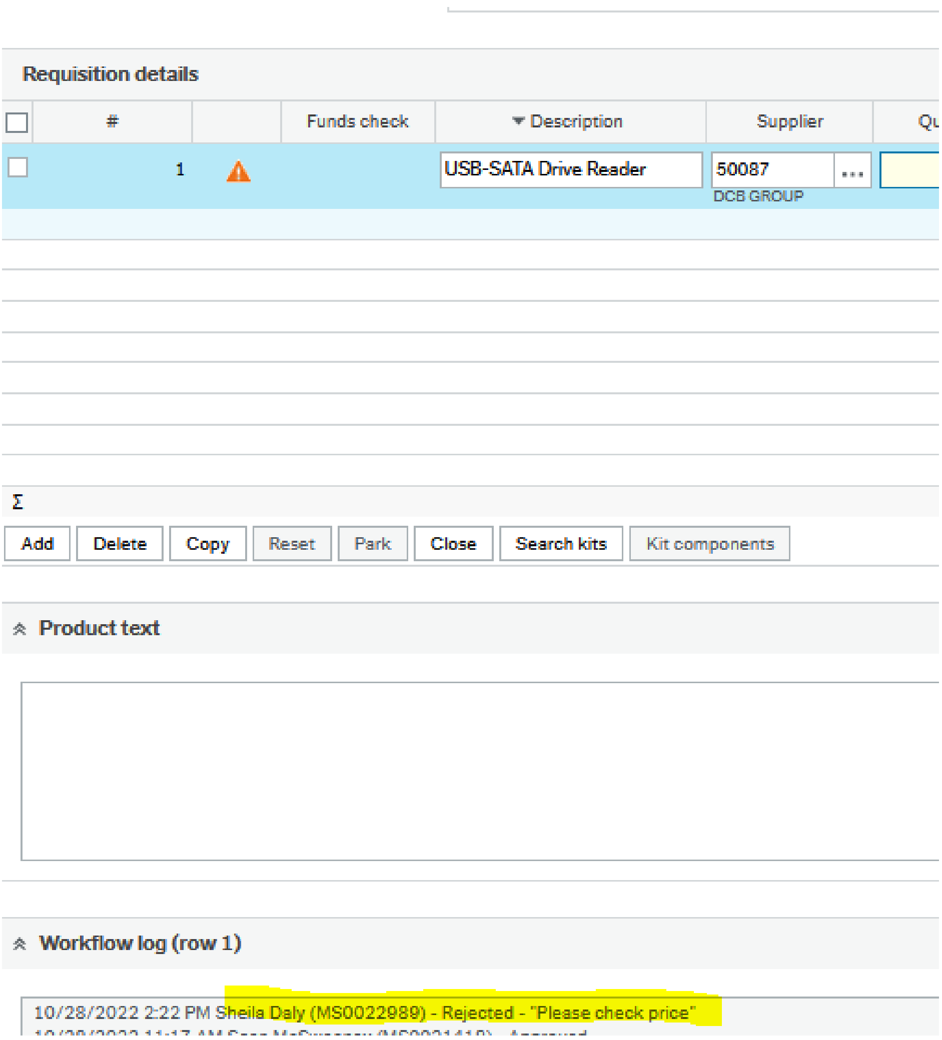
The requisition will then route back to the person who raised the requisition. Please ensure your comment is suitably descriptive of the issue with the requisition.

Rejected Requisitions

Rejected requisitions will appear on your task list. The workflow step will be listed as Amend Requisition rather than Initial Requisition Approval. Click into the task.

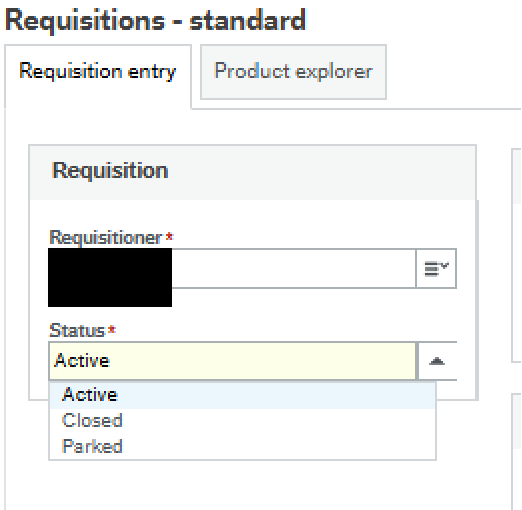


To view the comment made by the approver, click on one of the requisition lines and the comment should be listed under workflow log.



Make whatever adjustments are necessary to the requisition and then resave.

If the requisition needs to be closed, you can change the status from Active to Closed on the upper right and save. This will remove the requisition from workflow and no commitments will be made.



Product Catalogue

Some products are available via the Product Catalogue tab, or via the dropdown menu when you are choosing a product code. The number of products available will increase once we add all tendered items.

If you select items from the product catalogue, the GL Analysis (nominal code, VAT code) will already be done so it will save you having to enter these.

In Product Catalogue, you can browse by keyword, supplier or via the product catalogue menu. Current products uploaded include:

Antalis – Paper

Dell – Computer Equipment

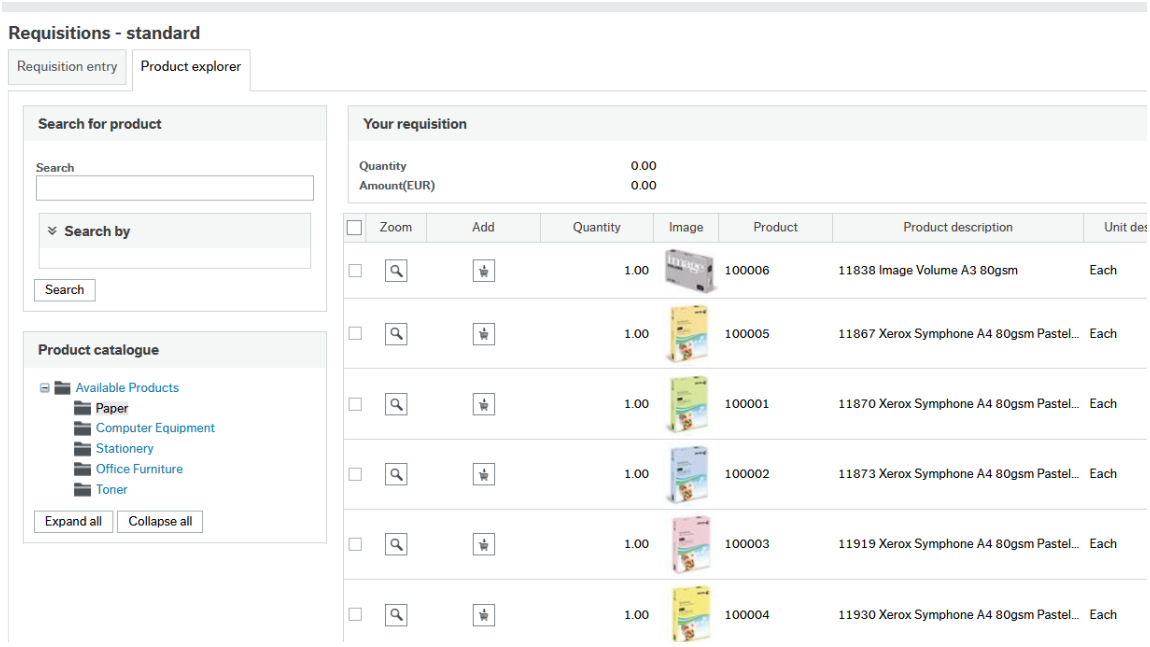
Codex – Stationery (commonly used items) **(minimum order for Codex needs to be €50 incl. VAT)**

Banner – Toner

DAOL – Office Furniture

Anglo Printers – Business Cards, Letterheads, Compliment Slips

Gas – Irish Oxygen



Once you have selected a product, enter the quantity and click add. This will add the item to the requisition entry screen. Once you have chosen your items, move back to the requisition entry screen and lines should have been added for each of your products.

Fixed Assets

The B340 – Fixed Asset Control account code should be used for all tangible items over €3,000 (VAT Inclusive)

All Computers/Laptops/iMacs/Tablets should also be coded to B340. Their accessories (eg keyboard, mouse, docking station etc) should be coded to 3110 (small equipment)

Note: The costing for a fixed asset cannot be split between multiple cost centres on requisition. It must be charged to one.

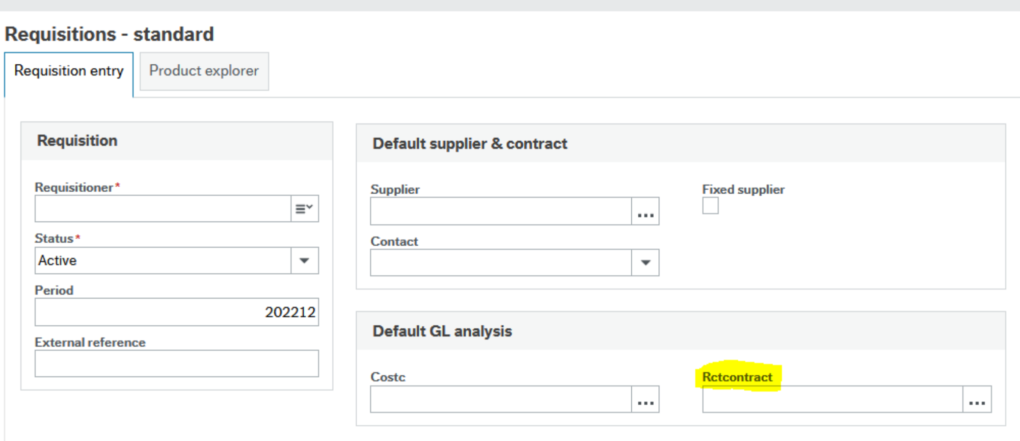
RCT Requisitions

RCT, or Relevant Contract Tax, is a withholding tax that applies to certain payments by principal contractors to subcontractors, for MTU this would be primarily in the construction industry. Raising an RCT (Relevant Contract Tax) requisition is a bit different than raising a regular requisition.

Contract

When it comes to any work completed by a subcontractor where building works are involved, an RCT contract must be registered with the Revenue. A new contract is required for each job of work, unless the works are considered to be part of an ongoing contract with the subcontractor. If a new contract needs to be created, the procurement office will need to be contacted to register this.

Once the contract is registered with revenue, it will be available to choose from the RCTcontract field under default GL analysis. This field **must** be populated for any RCT related requisition.



Account Code

Several different account codes can be used for RCT requisitions depending on the work involved:

Building Upkeep – 5120

Electrical Contractor – Services – 5170

Heat/Plum Contractor – Services – 5176

Air Conditioning Maintenance – 5164

Maintenance Contracts – 5168

Fixed Assets – B340

If the value of work on an asset is significant, it needs to be coded to B340, ie. if it adds significant value to the asset.

AV equipment

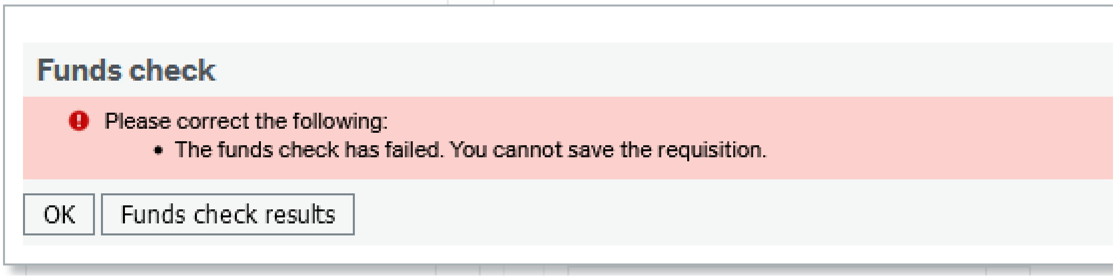
If the requisition is for AV Equipment from Halcon Security (T/A Spectrum AV), two requisitions will need to be raised: One for the fixed asset, which should be coded B340 with Tax Code P2, and a second requisition for the installation, which should be coded B340 with Tax Code C1 and Tax System SC.

Tax Code & Tax System

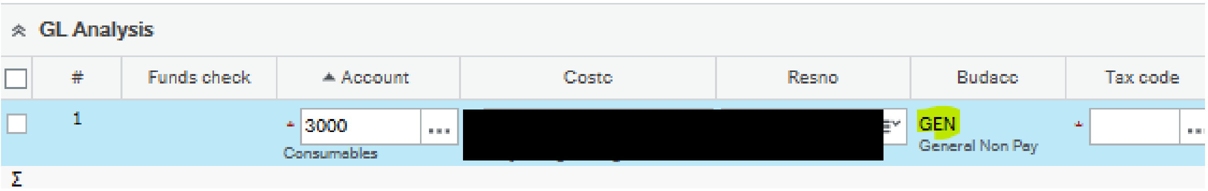
For RCT requisitions, the Tax Code will always be C1 and the Tax System will always be SC. Please ensure you enter these values when raising an RCT requisition.

Common Queries

What do I do if I get a Funds Check Failed Message?



If you get this message, there are not enough funds in the budget category you have coded the requisition to. The budget category is dependent on the account code you enter. For example, the below req is coded to 3000. This comes out of the GEN (or General Non-Pay) budget. Most expenditure for a department comes out of this budget.



The main budget categories are CAP – Capital, GEN – General Non-Pay and TRAV – Travel.

If there are no funds available in the category, rather than deleting the requisition and having to enter it again at a later stage, you can PARK the requisition. You do this by:

Going to status on the upper left of the screen and changing this from 'Active' to 'Parked' and tab/click out. You will then be allowed to save the requisition, but it will not enter workflow for approval.

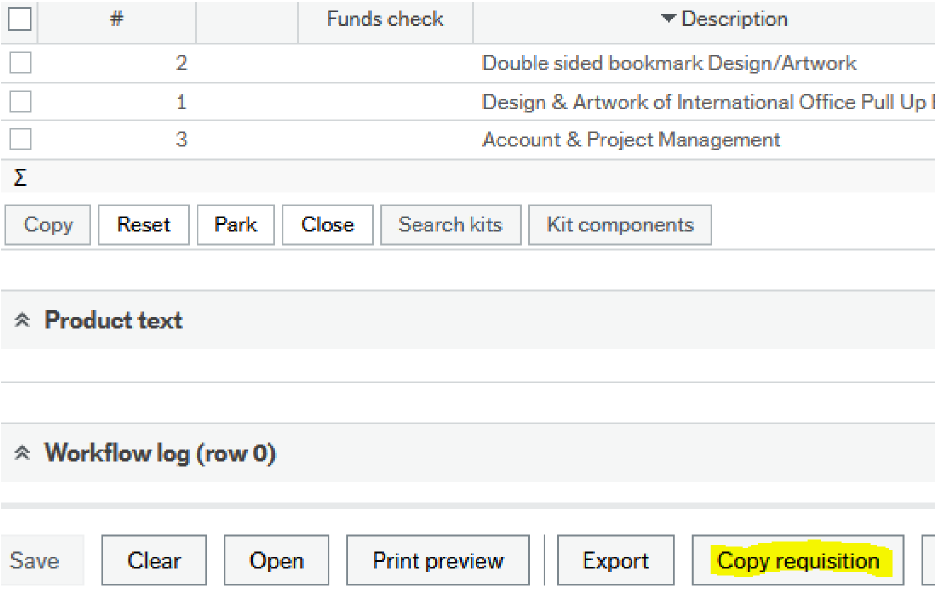
Once the budget issue has been resolved, you re-open the requisition, change the status to Active, tab/click out and save. The requisition will then go into workflow for approval.

What account code should I use?

If you are unsure as to which account code to use, use the 'commonly used account code' list at the end of the manual as a guide. Most requisitions will fall under these categories. Alternatively, contact purchasing@mtu.ie. They will advise you which one is best to use depending on your requisition.

Can I copy an existing requisition instead of starting from scratch?

Yes, you can use the copy requisition function to copy a previous requisition and use that as a starting point for your requisition. Open your 'Own Requisitions' enquiry, scroll to the requisition you want to copy and click on the requisition number. This will bring you to the requisition entry screen. Click on 'Copy Requisition'. This creates a new entry which you can amend and then save as a new requisition.



Can I save a requisition half way through completion?

Yes you can, but it needs to be valid ie. a GL line needs to be entered for each of the requisition lines. So if you have a multiple line requisition, and want to save it after entering half your lines, you can change the status to Parked and save. This will ensure it does not route for approval yet. Once you are ready to resume entering the requisition, open the requisition again, enter the remaining lines, change the status from Parked to Active and save.

Can I create a template to use for future requisitions?

Yes, you can. Enter the details you want to appear on your template. Eg. If you raise requisitions for the same products multiple times during the year, enter these details and then go to 'more actions' on the bottom toolbar and select 'save as template'. Enter a name for the template and save. This template is now available to use as a starting point for future requisitions.

To use the template, click on 'start from template' on the bottom toolbar. Make whatever adjustments you need to make and then hit save. This will then save as a new requisition. The original template will remain available.

Access Queries

If you have any queries in relation to web requisitioning, please email denis.cronin@mtu.ie

Commonly Used Account Codes

3000	Consumables
3020	Books - Non Library
3024	Subscriptions to Associations
3110	Small Equipment
3112	Computer Equipment - Tagged
3113	Other Equipment - Tagged
3115	Sports Gear & Equipment
3120	Repairs to Equipment
3122	Fire Protection Equipment

3125	Minor Furniture
3130	Hire Of Equipment
3600	Computer Services Hardware
3604	Computer Software
3904	Prizes & Awards
3920	Training - External
5300	Protective Clothing
5302	Uniforms
5415	Hospitality
5425	Bus Hire
5430	Conference Costs
5526	Catering Services
5800	Course Fee Costs
6000	Professional Fees - Legal
6002	Professional Fees - Audit
6003	Professional Fees IT
6004	Professional Fees - Internal Audit
6006	Professional Fees - Health & Safety
6008	Professional Fees - Consultancy
6009	Professional Fees - Engineers
6010	Professional Fees - Accounting
6015	Professional Fees - Landscaping
6020	Professional Fees - Public Relations
6600	Stationery
6601	Printing costs - Design only
6602	Printing Costs
6603	Toner
6604	Document Storage
6608	Photocopying
6610	Paper
6612	Reprographic Services
6614	Photography
6900	Advertising - General
6920	Publicity
B340	Fixed Asset Control Account