



# MTU

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

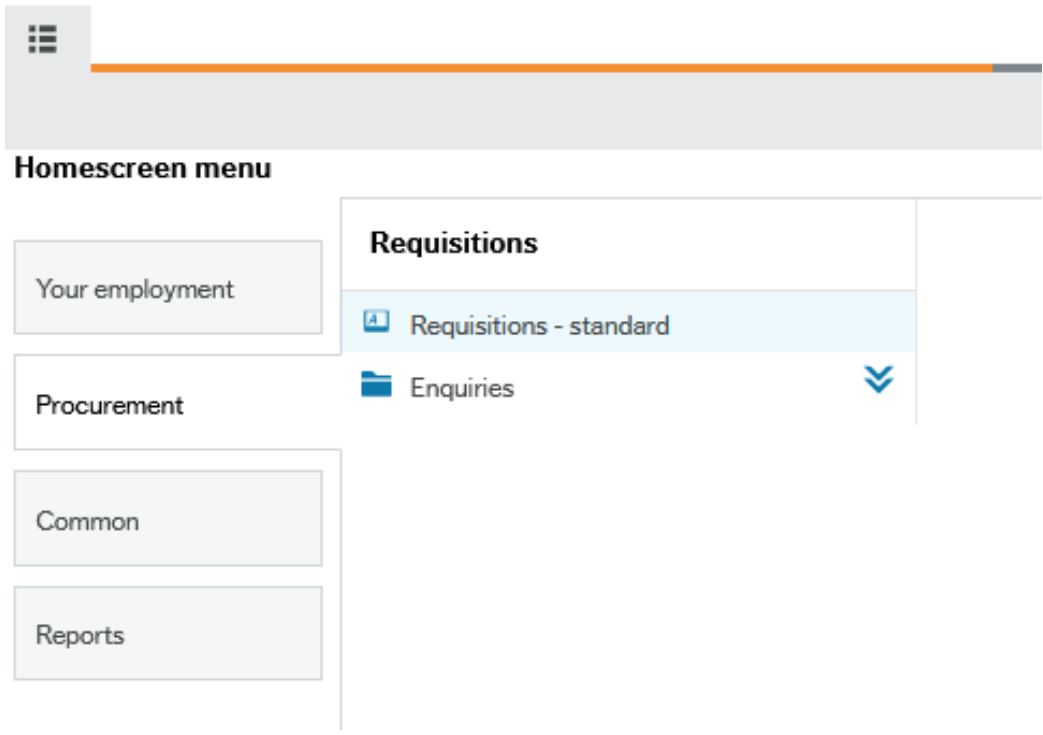
[https://ubw.unit4cloud.com/ie\\_mtu\\_prod\\_web](https://ubw.unit4cloud.com/ie_mtu_prod_web)



2. Enter your BWO! Credentials

## Menu Options

On the left hand menu, you should see an option for Procurement.

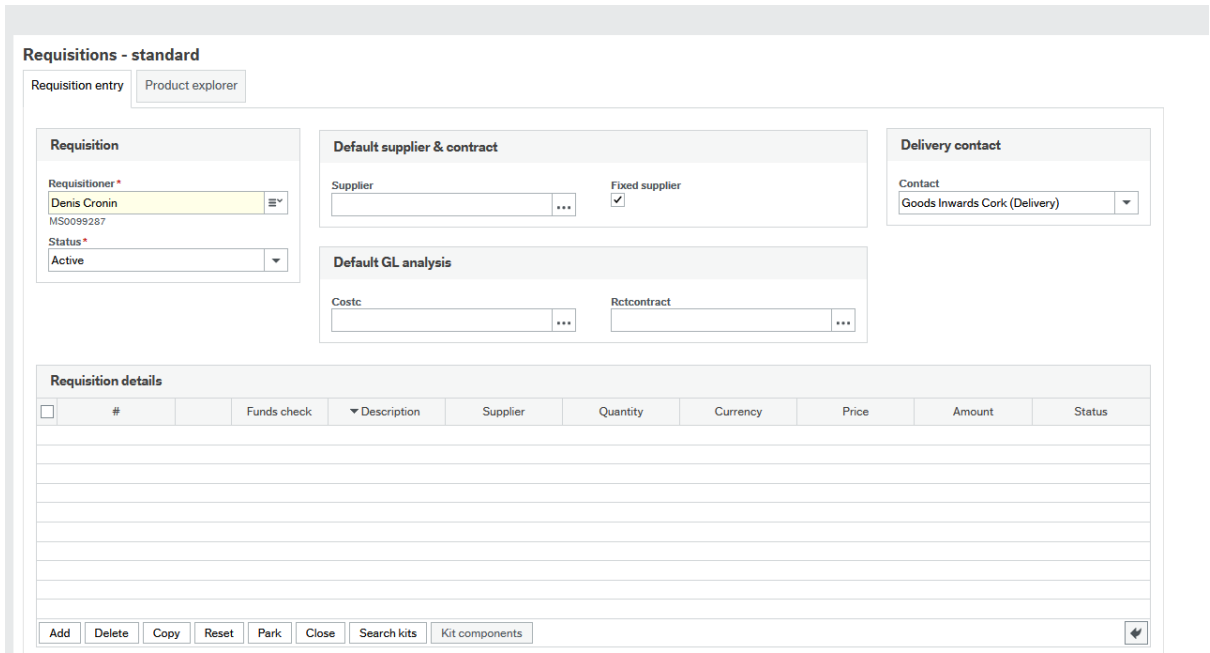


Within Procurement, you will have the option 'Requisitions – standard'. Click here.

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 requisitions, 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.**

*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.

#	Funds check	Product	Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Status
1					50014	4/12/2022	0.00	EUR	0.000	0.00	Active
Σ										0.00	

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

**Product:** The product will default to 'G' for General. Some products are available in the dropdown menu (see Product Catalogue). If the product you need is not on the product catalogue, go directly to the description field to enter a description of the goods.

**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.

**Requisition details**

<input type="checkbox"/>	#	Funds check	Product	Description	Unit	Supplier
<input type="checkbox"/>	1	*	G	test	EA	
Please enter description of Goods						
Each						
Σ						
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Reset"/> <input type="button" value="Park"/> <input type="button" value="Close"/> <input type="button" value="Search kits"/> <input type="button" value="Kit components"/>						

**Product text**

Additional product text can be added here.

**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.

**GL Analysis**

<input type="checkbox"/>	#	Funds check	Account	Costc	Cat2	Cat3	Cat4	Cat5	Budacc	Company	Tax code	Tax system	Percentage	Amount
<input type="checkbox"/>	1	*	...	...	...	...	...	...	...	...	...	...	100.00	2.00
Σ													100.00	2.00

**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%

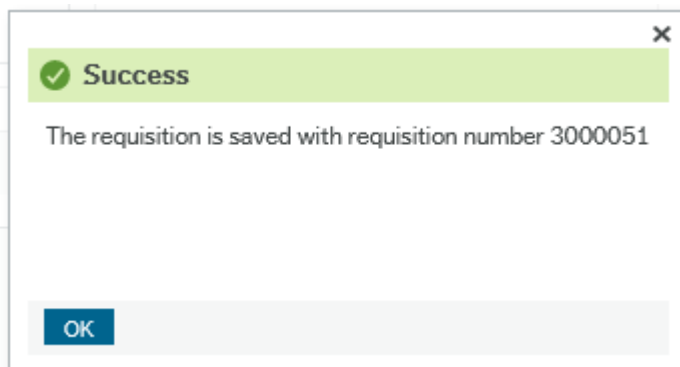
Y4: 9%

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

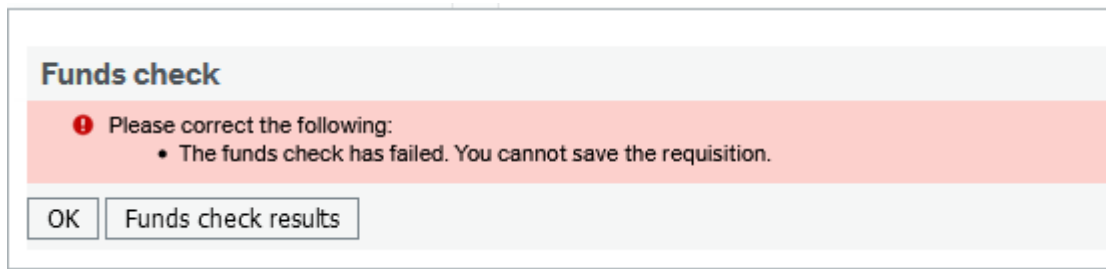
If you are submitting a requisition on a reclaimable project, use the R0, R1, R2 and R3 VAT codes.

**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:



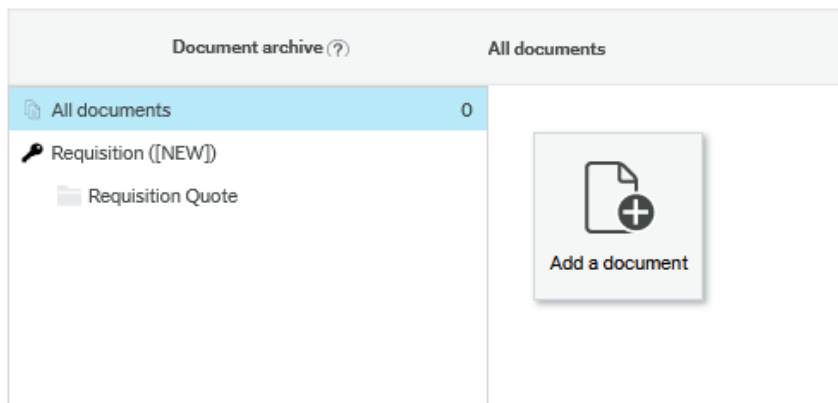
If you need to make any changes to a requisition after it has been saved, choose 'Open' on the lower taskbar. Hit search and it will display all of the requisitions you have raised. Select the one you wish to open. Make any changes you need and hit save.

### Adding Documents

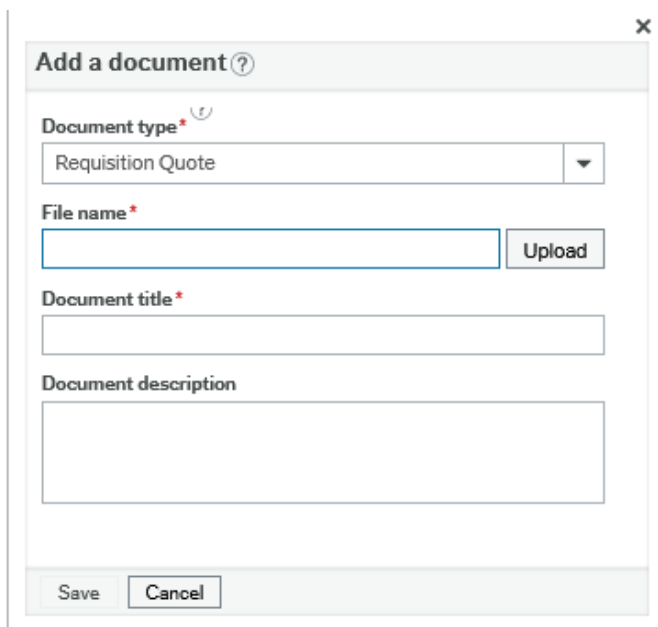
For some requisitions, you will be required to attach documentation, such as quotes. To do this, when you have your requisition screen open, go to the paperclip icon on the upper right of the screen.



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

If you go back to the main menu, under Procurement, you will see an enquiries folder.





## Homescreen menu

Your employment

Procurement

Common

Reports

### Requisitions

- Requisitions - standard
- Enquiries
- Workflow enquiry - Requisitions
- Own requisitions
- All requisitions

## Workflow enquiry – Requisitions

Workflow enquiry - Requisitions x

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**Workflow enquiry - Requisitions**

Selection criteria

RequisitionNo. like  Active

Company like  Historical

Workflow status like

Task owner like

Results

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Approver (T)	Product	Description	Unit	Unit price	Curr. amount	Ordered	Delivery date	PO Requestor (T)	TreatCode

Time executed 4/12/2022 3:13:41 PM Number of rows 0

This enquiry will allow you to check the status of any requisitions currently in workflow. If you hit 'search' without changing any parameters, it will display all requisitions on the system. To limit this, you can:

1. To view only Active requisitions (requisitions still in workflow), just tick 'Active' on the upper right. To view only requisitions which have already passed through workflow, tick 'Historical' only.
2. You can select a specific workflow status to filter by (eg Workflow in Progress)
3. You can enter a username to view all requisitions currently with that user for approval.
4. Enter a requisition number in the filter options and hit search.
5. Enter your name (not username) in the PO Requestor filter and hit search to display just your own requisitions.

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.

### Own requisitions

#	Requisition	Workflow status (T)	Product	Description	Unit	Ordered	Amount (C)	SupplID (T)	Purchase order	Deliv.date
1	3000008	Workflow in progr...	654	Water Dispenser	EA	1.00	120.00	FORREST PRINT & STATIONERY LTD	0	3/28/2022
Σ1	3000008						120.00			
3	3000016	Workflow in progr...	2345	Cabinet	EA	1.00	60.00	BRANDON STATIONERY & OFFICE SUPP...	0	3/28/2022
Σ1	3000016						60.00			
5	3000025	Finished	G	test	EA	1.00	250.00	FORREST PRINT & STATIONERY LTD	2006842	3/28/2022
Σ1	3000025						250.00			
7	3000029	Workflow in progr...	G	test req	EA	1.00	50.00	FEC T/A FARNELL IN ONE	0	3/29/2022
Σ1	3000029						50.00			
9	3000030	Workflow in progr...	G	test advanced scr...	EA	1.00	300.00	FEC T/A FARNELL IN ONE	0	3/29/2022
Σ1	3000030						300.00			
11	3000036	Workflow in progr...	G	test zero value	EA	1.00	0.00	FEC T/A FARNELL IN ONE	0	3/30/2022
Σ1	3000036						0.00			

This enquiry allows you to keep track of the requisitions you have raised. It will automatically generate a list of all of your requisitions. The workflow status will show if the requisition is approved or not (to view the workflow of the requisition, you will need to use Workflow Enquiry – Requisitions). If your requisition has finished workflow and has been converted to an order, the order number will be displayed in the Purchase Order column.

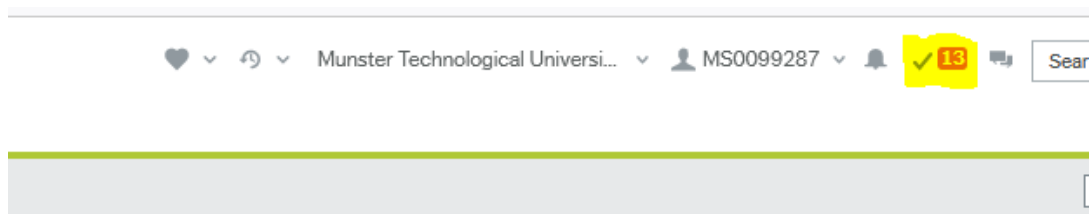
### All Requisitions

#	Requisition	PO Requestor	PO Requestor (T)	Workflow status (T)	Product	Description	Unit	Ordered	Amount (C)	SupplID	SupplID (T)
1	3000000	MENTEC	Unit4 Use Only	No workflow	464	Tea	EA	100.00	435.00	50055	CATERING SUPPLIES
Σ1	3000000								435.00		
3	3000001	MENTEC	Unit4 Use Only	Finished	500	Coffee Beans	EA	10.00	65.00	50055	CATERING SUPPLIES
Σ1	3000001								65.00		
5	3000002	MENTEC	Unit4 Use Only	Aborted	0001	Coffee Machine	EA	0.00	0.00	11030	HYGI-CARE LTD.
Σ1	3000002								0.00		
7	3000003	MENTEC	Unit4 Use Only	Finished	20000	Hot Plate	EA	5.00	6,000.00	50732	COMMERCIAL & INDUSTRIAL SUP
Σ1	3000003								6,000.00		
9	3000004	MENTEC	Unit4 Use Only	Finished	464	Tea	EA	2,000.00	8,700.00	50055	CATERING SUPPLIES
Σ1	3000004								8,700.00		
11	3000005	MENTEC	Unit4 Use Only	Aborted	51002	Milk	EA	0.00	0.00	50055	CATERING SUPPLIES
Σ1	3000005								0.00		
13	3000006	MENTEC	Unit4 Use Only	Finished	CHAIR	Chair	EA	1.00	150.00	50055	CATERING SUPPLIES
14	3000006	MENTEC	Unit4 Use Only	Finished	S	Products	EA	1.00	10,000.00		
Σ1	3000006								10,150.00		
16	3000007	MS0098218	Catherine Cunning...	Rejected	G	MONITOR AND MOUSE	EA	5.00	500.00	50013	FORREST PRINT & STATIONERY L

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

## 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.



Sort and group by			
Client	Process name	Workflow step	Task data
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000047, Name:
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000046, Name:
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000050, Name:
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000028, Name:
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000049, Name:
MT	Requisition Approval	Initial Requisition Approval	OrderNo: 3000031, Name:

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.

**Initial Requisition Approval - Reject**

Enter your comment

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.

MT	Requisition Approval	Amend Requisition	OrderNo: 3000036
MT	Requisition Approval	Amend Requisition	OrderNo: 3000037

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

Requisition details						
<input type="checkbox"/>	#	Funds check	Description	Supplier	Q	
<input type="checkbox"/>	1		USB-SATA Drive Reader	50087 DCB GROUP	...	
Σ						
Add Delete Copy Reset Park Close Search kits Kit components						
Product text						
Workflow log (row 1)						
10/28/2022 2:22 PM Sheila Daly (MS0022989) - Rejected - "Please check price"						

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.

Requisition number  
3000036 ...

<b>Requisition</b>	<b>Default sup</b>
Requisitioner* Denis Cronin MS0099287	Supplier 50014 FEC T/A FARNE
Status* Active	Contact
Active Closed Parked	
External reference	<b>Default GL</b>

## 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

The screenshot shows the 'Requisitions - standard' interface. It has two tabs: 'Requisition entry' and 'Product explorer'. The 'Product explorer' tab is active. On the left, there is a 'Search for product' section with a search input field and a 'Search by' dropdown menu. Below it is a 'Product catalogue' section with a tree view of categories: Available Products, Paper, Computer Equipment, Stationery, Office Furniture, and Toner. There are 'Expand all' and 'Collapse all' buttons. The main area is titled 'Your requisition' and shows a summary: Quantity 0.00, Amount(EUR) 0.00. Below this is a table of requisition items.

<input type="checkbox"/>	Zoom	Add	Quantity	Image	Product	Product description	Unit des
<input type="checkbox"/>			1.00		100006	11838 Image Volume A3 80gsm	Each
<input type="checkbox"/>			1.00		100005	11867 Xerox Symphone A4 80gsm Pastel...	Each
<input type="checkbox"/>			1.00		100001	11870 Xerox Symphone A4 80gsm Pastel...	Each
<input type="checkbox"/>			1.00		100002	11873 Xerox Symphone A4 80gsm Pastel...	Each
<input type="checkbox"/>			1.00		100003	11919 Xerox Symphone A4 80gsm Pastel...	Each
<input type="checkbox"/>			1.00		100004	11930 Xerox Symphone A4 80gsm Pastel...	Each

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 the following only:

Computers/Laptops/iMacs regardless of their value. Their accessories (eg keyboard, mouse, docking station etc) should be coded to 3110 (small equipment)

All Data Projectors including all accessories required for it, and the installation, should be coded to B340.

All tangible items over €3,000 (VAT Inclusive)

## 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.

The screenshot shows the 'Requisitions - standard' form. It has two tabs: 'Requisition entry' (selected) and 'Product explorer'. The form is divided into three main sections:

- Requisition:** Contains fields for 'Requisitioner\*' (with a dropdown arrow), 'Status\*' (set to 'Active' with a dropdown arrow), 'Period' (set to '202212'), and 'External reference'.
- Default supplier & contract:** Contains fields for 'Supplier' (with a dropdown arrow and three dots), 'Contact' (with a dropdown arrow and three dots), and a 'Fixed supplier' checkbox.
- Default GL analysis:** Contains a 'Costc' field (with a dropdown arrow and three dots) and an 'Rctcontract' field (with a dropdown arrow and three dots, highlighted in yellow).

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

## 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

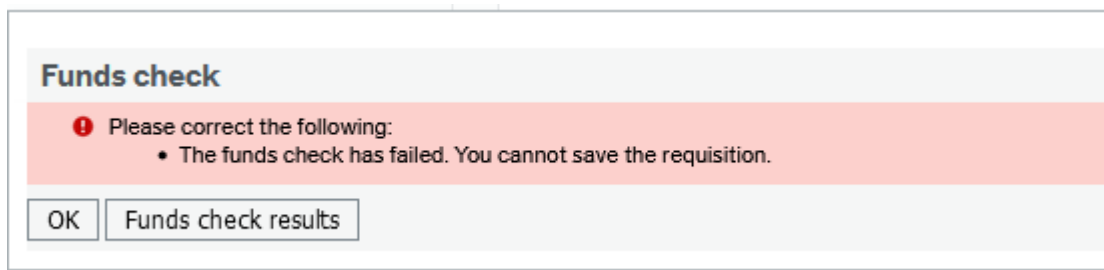
If the requisition is for AV Equipment from Halcon Security (T/A Spectrum AV), two requisitions will need to be raised: One for the fixed asset, which should be coded B340 with Tax Code P2, and a second requisition for the installation, which should be coded B340 with Tax Code C1 and Tax System SC.

### 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 Issues

### 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.

GL Analysis						
#	Funds check	Account	Costc	Resno	Budacc	
1	*	3000 Consumables	B210 Finance - Cork	MS0099287 Denis Cronin	GEN General Non Pay	*
Σ						
Split row						

The main budget categories are CAP – Capital, GEN – General Non-Pay, TRAV – Travel. NOTE: if the account code you have chosen does not fall under CAP, GEN or TRAV budgets, you have chosen an unsuitable account code and should review it. We will be working on limiting the account code list going forward so only valid requisition account codes will be displayed.

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'. 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 and save. The requisition will then go into workflow for approval.

The screenshot shows a 'Requisition' form. The 'Requisitioner' field is set to 'Denis Cronin' with the ID 'MS0099287'. The 'Status\*' dropdown menu is currently set to 'Parked'. To the right, there are partial views of other form sections labeled 'De', 'Sup', and 'De'.

### 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 [procurementcork@mtu.ie](mailto:procurementcork@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.

<input type="checkbox"/>	#	Funds check	Description
<input type="checkbox"/>	2		Double sided bookmark Design/Artwork
<input type="checkbox"/>	1		Design & Artwork of International Office Pull Up I
<input type="checkbox"/>	3		Account & Project Management
Σ			

Copy   Reset   Park   Close   Search kits   Kit components

#### ⌵ Product text

#### ⌵ Workflow log (row 0)

Save   Clear   Open   Print preview   Export   Copy 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](mailto:denis.cronin@mtu.ie)

### Commonly Used Account Codes

3000	Consumables
3020	Books - Non Library
3024	Subscriptions to Associations
3110	Small Equipment
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