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Course Overview

Purchase Requisition Module Overview

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. Effective materials management involves a complex set of interactions between processes, suppliers, inventory, and the data that links them all together. IDEAS MMS analyzes and balances these interactions to drive improvement and cost savings. The Purchase Requisition module is an integral part of this system and provides the following functionality:

- Easily generates requests for the purchase of goods and services.
- Prepares purchase requisitions remotely for consolidation at a central purchasing location.
- Electronically creates purchase orders, work orders and contracts from requisitions received.
- Tracks requisitions to purchase orders to invoices and payments.
- Automatically converts requisition amounts to the purchasing currency.

Course Description

This course covers the IDEAS Inventory Accounting module utilities, transaction processing, journalization, and standard reports.

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS Requisition Processing module within the Materials Management System (MMS). Prerequisites: IDEAS UI Navigation modules and Introduction to IDEAS. It would be helpful but not required if the student has a good understanding of the IDEAS General Ledger, Accounts Payable and Currency Conversion modules.

What You Will Learn

- Purchase Requisition Setup
  - Prior Level Setup
  - Requisition Approval Setup
  - Type/Pick Code Setup
  - RQ Miscellaneous
P2 IDEAS

MMS Requisition Processing Training Guide

- Monthly System Usage
  - Create Purchase Requisitions from Material Requisitions
  - Transaction – Purchase Requisition Entry
  - Transaction – Purchase Requisition Approval
- Purchase Requisition Standards Reports
Lesson One: PURCHASE REQUISITION SETUP

Select the following processes from the Utilities menu.

**Prior Level Setup**

Set up a level of priority for the requisition document.

![Priority Level Setup](image)

**Requisition Approval Setup**

The Requisition Approval Setup screen is used to define buyer approval details for the Purchase Request.

![Requisition Approval Setup](image)
**Type/Pick Code Setup**

The Type/Pick Code Setup screen is used to define Type/Pick Codes to be assigned to Purchase Requisitions.

![Type/Pick Code Setup Screen](image)

**RQ Miscellaneous**

The RQ Miscellaneous screen is used to initialize the starting purchase requisition number based on company. Additional codes may be added in future releases for other purposes. The codes ending in README are created to explain the purpose and setup of miscellaneous codes.

![RQ Miscellaneous Screen](image)
Lesson Two: MONTHLY SYSTEM USAGE

Step 1: Create Purchase Requisitions from Material Requisitions

This process makes possible the transfer of material requisitions created in the Warehouse (WH) module to stock purchase requisitions in the Requisition Processing module.

Create Purchase Requisitions from Material Requisitions Screen

From the Create Purchase RQ’s From Material RQ menu, select From Stock Material Requisition. The Create Purchase Requisitions from Material Requisitions screen displays.
Create Purchase RQ’s from Non-Stock Material RQ Screen

From the Create Purchase RQ’s From Material RQ menu, select From Non-Stock Material Requisition. The Create Purchase Requisitions from Non-Stock Material Requisitions screen displays.
Step 2: Transaction - Purchase Requisition Entry

Purchase Requisition Entry allows the creation of new Purchase Requisition entries and the ability to change, delete, approve and close existing purchase requisitions.
Step 3: Transaction- Purchase Requisition Approval

Purchase Requisition Approval allows the approval of Purchase Requisition entries. To turn on the function, in the Purchase Documents module, Purchase Parameters Setup Screen, within the General Tab, select **Allow Separate Approval**.
Lesson Three: STANDARD REPORTS

Outstanding Requisition Report

This report provides a detailed print-out of every purchase requisition, that is not yet closed and where further action is required.
Print Requisition Documents

Print Requisition Documents allows you to select the purchase requisition records that are to be printed. A specific requisition or range of requisitions may be selected. A choice may be made as to new or modified records and as to whether both stock and non-stock items will be printed. Each requisition is printed on a separate page and can be used to document user approval of requisition amounts.
Requisition Tracking Report generates a report of purchase requisition line items and their status, with the ability to filter line items based on many different selection criteria.