

MEMBER BUSINESS
SOLUTIONS



Requisition Worksheet

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Purpose of this document

This document illustrates how the Requisition Worksheet is used as the central area for calculating Agency demand and purchased product replenishment.

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Purpose

Ceres utilizes the Requisition Worksheet as the central area for calculating Agency demand and Purchased product replenishment. The planning engine considers inventory on hand (where applicable), Transfer Orders and Agency Orders as sources of demand. Kitting/Advanced Kitting demand is not considered. Once demand is calculated, Ceres will create actions to generate Purchase Orders. Users can review the suggestions and accept, change, or deny the action. This procedure is closely tied with the Item level setup defined in the Item Purchase Replenishment Procedure.

Please note that this functionality is not for a pre-Purchase Order manual purchasing request. That process is handled via a "Purchase Quote" in Ceres.

Ceres object release 4.00.00 is required for this functionality.

Reordering Policies

Reordering Policies are set on a per-item basis. The Requisition Worksheet uses the Item setup to determine how to plan for replenishment. The below matrix describes the various reordering policy options. The options that are supported in Ceres are Fixed Reorder Quantity and Maximum Qty.

Fixed Reorder Quantity	The program uses the quantity specified in the Reorder Quantity field as the standard lot size. The program may adjust this quantity to meet additional requirements or the specified inventory level. If you select this option, the program disables the Maximum Inventory field, which is used exclusively with the Maximum Quantity option.
Maximum Qty.	The program uses the quantity specified in the Maximum Inventory field to determine the maximum lot size. The program may adjust this quantity to meet additional requirements or the specified inventory level. If you select this option, the program disables the Reorder Quantity field, which is used exclusively with the Fixed Reorder Quantity option.
Order	The program generates an order for each individual requirement, and does not use the reorder cycle. This option is not supported in Ceres.
Lot-for-Lot	The program generates an order proposal with a quantity that meets the sum of the requirements that come due within the reorder cycle. In other words, this policy will attempt to summarize replenishment into a single purchase/production. Note - the Lots described here are base NAV manufacturing Lots, and not Ceres Lots. This option is not supported in Ceres.

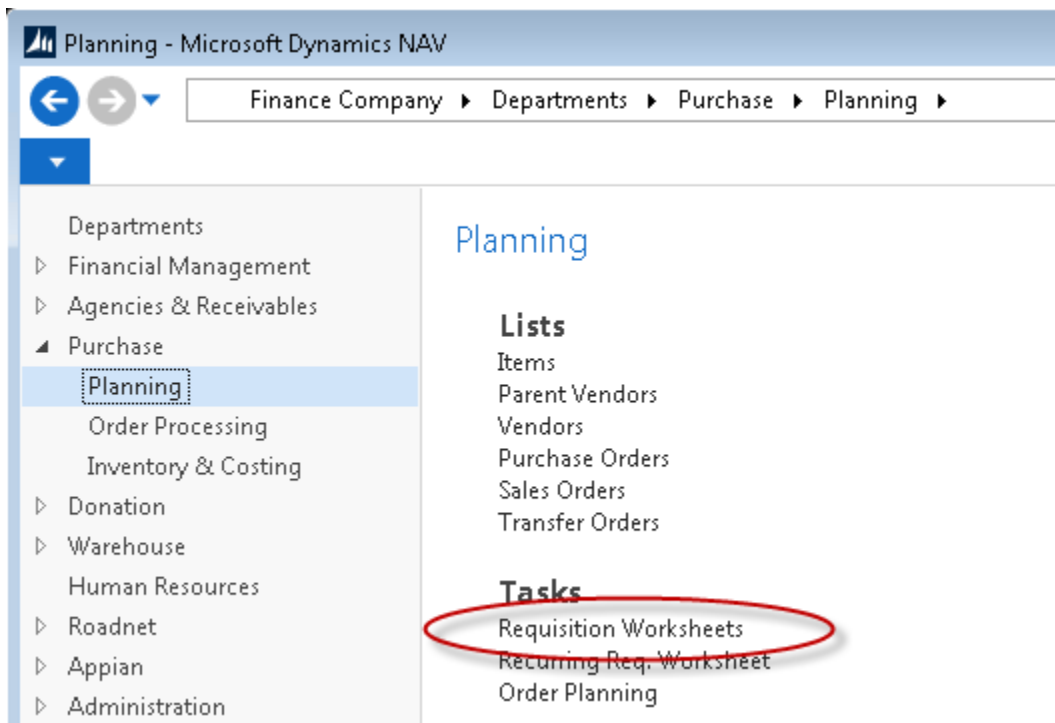
Setup

The planning engine is location-sensitive when considering inventory on hand. Ceres assumes that items are always stored in one location.

Note: When planning for items at locations other than specified in setup, Ceres will default the planning engine to “Lot-for-Lot, Include Inventory” with no other settings included. Make sure to define the setup for another option since Lot-for-Lot is not supported in Ceres.

Accessing the Requisition Worksheet

1. The Requisition Worksheet can be accessed from Departments → Purchase → Planning → Tasks → Requisition Worksheets.



Edit - Req. Worksheet - DEFAULT - Default Journal

HOME ACTIONS NAVIGATE REPORT

Delete Calculate Plan... Carry Out Action Message... Order Tracking Dimensions Inventory Availability Status Inventory - Availability Plan Inventory Purchase Orders Refresh Find

Name: DEFAULT

Type	No.	Action Message	Acc... Acti...	Description	Location Code	Original Quantity
Item	25006C	Cancel	<input checked="" type="checkbox"/>	Okra	KAN	10
Item	25007C	Cancel	<input checked="" type="checkbox"/>	Onions	KAN	10

Note: If the Type column is *Item* then the lookup on the Vendor No. column is related to the Item Vendor Catalog table.

Edit - Req. Worksheet - DEFAULT - Default Journal

HOME ACTIONS NAVIGATE REPORT

Delete Calculate Plan... Carry Out Action Message... Order Tracking Dimensions Order Tracking Inventory Availability Status Inventory - Availability Plan Inventory Purchase Orders Refresh Find

Name: DEFAULT

Type	No.	Action Message	ntity	Quantity	Unit of Measur...	Direct Unit Cost	Original Due Date	Due Date	Vendor No.	Vendor Item No.	Requester ID
Item	25006C	Cancel	10	0	BAG	0.00	1/17/2013	1/17/2013	V000052		
Item	25007C	Cancel	10	0	BAG	0.00	1/17/2013	1/17/2013	V000052		
Item	10256			0	CASE	17.50		8/19/2014	V000021	C-29288	

Otherwise the lookup on the Vendor No. is related to the Vendor table.

Edit - Req. Worksheet - DEFAULT - Default Journal

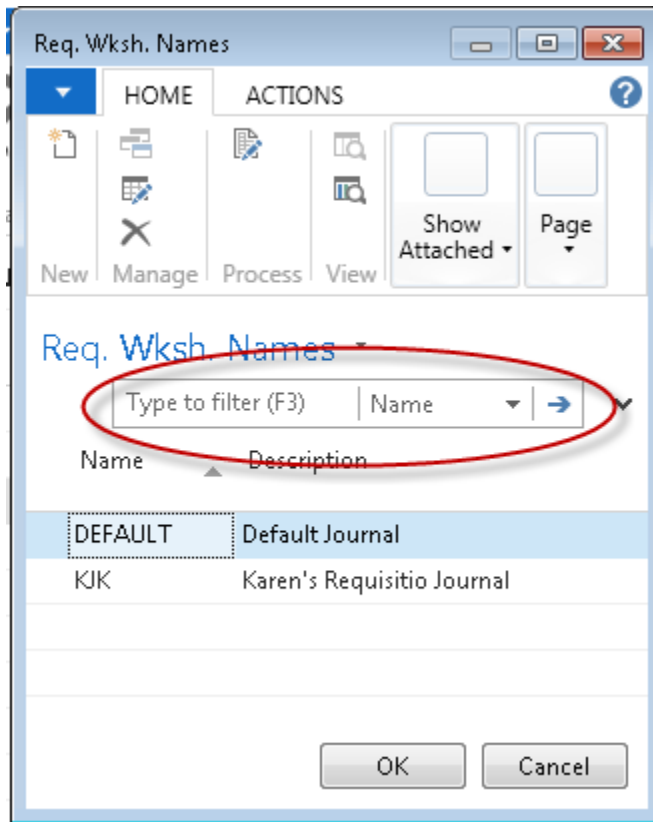
HOME ACTIONS NAVIGATE REPORT

Delete Calculate Plan... Carry Out Action Message... Order Tracking Dimensions Order Tracking Inventory Availability Status Inventory - Availability Plan Inventory Purchase Orders Refresh Find

Name: DEFAULT

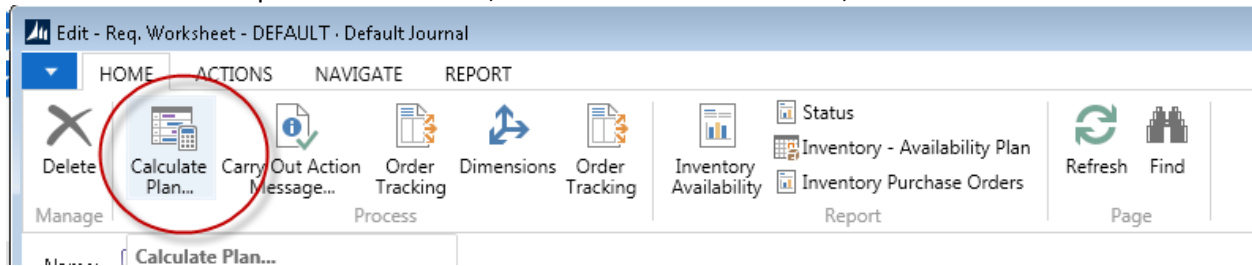
Type	No.	Action Message	ntity	Quantity	Unit of Measur...	Direct Unit Cost	Original Due Date	Due Date	Vendor No.	Vendor Item No.	Requester ID
Item	25006C	Cancel	10	0	BAG	0.00	1/17/2013	1/17/2013	V000052		
Item	25007C	Cancel	10	0	BAG	0.00	1/17/2013	1/17/2013	V000052		
Item	10256			0	CASE	17.50		8/19/2014	V000021	C-29288	

2. On the (Journal) Name field, click on the lookup button to show the Req. Wksh.Names form.




3. Select an entry and click OK

4. From the Requisition Worksheet, click Home → Calculate Plan, and then click OK.



Edit - Calculate Plan - Req. Wksh.

ACTIONS ?

 Clear Filter Page

Options ^

Starting Date:

Ending Date:


Use Forecast:


Exclude Forecast Before:


Respect Planning Parameters for Supply Triggered by Safety Stock:

Item ^


Show results:


 Where No. ▼ is Enter a value.

 And Search Description ▼ is Enter a value.

 Add Filter

Limit totals to:

 Where Location Filter ▼ is Enter a value.

 Add Filter

OK Cancel

5. Fill in the desired options on the options tab and any filters in the Item tab.

Type	No.	Action Message	ntity	Quantity	Unit of Measur...	Direct Unit Cost	Original Due Date	Due Date
Item	65195	New		1,000	CASE	16.16	1/3/2014	1/3/2014

The Requisition Worksheet will populate with suggestions on how to fulfill demand. Users should pay particular attention to the Action Message, Location, Quantity, Due Date, and Vendor No. fields, and adjust them as necessary. Any line that should not be carried out can be deleted, or users can uncheck the Accept Action Message flag. Once the changes are made, users should click Homes → Carry Out Action Messages. This function will create Purchase Order(s) for the accepted action lines.

Related Topics:

1. Item Overview
2. Item Purchase Replenishment
3. Item Vendor Cross References and Prices
4. Agency Order Overview
5. Transfer Order Overview
6. Purchase Order Overview
7. Item Journal Overview