

Computer Requisitioning System

User Guide

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Logging on

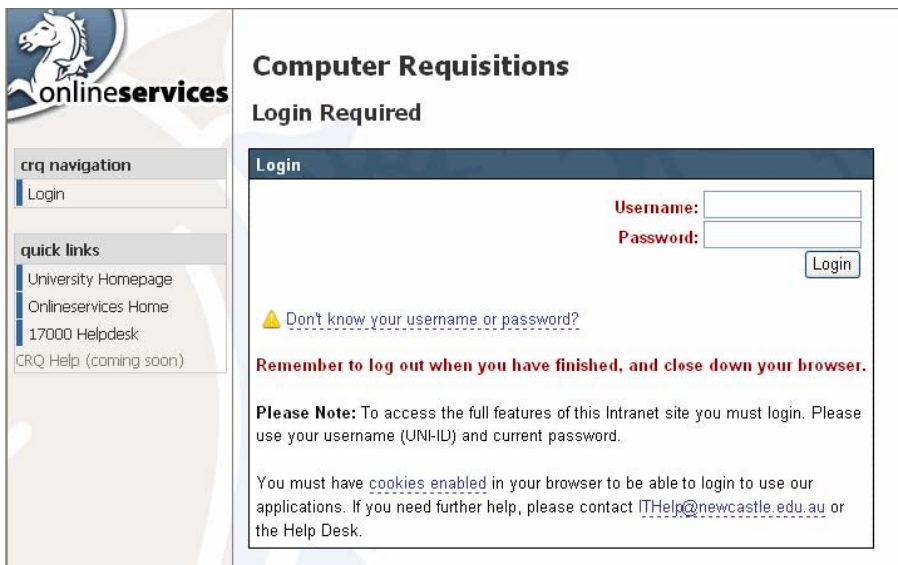
You can access the CRQ home page from the purchasing home page:

<http://www.newcastle.edu.au/service/commercial-services/online-ordering-systems.html>

The CRQ home page will have a link to launch the application at

<https://intraweb.newcastle.edu.au/crq/Login.aspx?ReturnUrl=%2fCRQ%2fView%2fPages%2fDefault.aspx>

To logon to the system use your normal University license plate logon id and password.



The screenshot shows a web page titled "Computer Requisitions" with a sub-header "Login Required". On the left, there is a navigation menu for "onlineservices" with a "crq navigation" section containing a "Login" link and a "quick links" section with links to "University Homepage", "Onlineservices Home", "17000 Helpdesk", and "CRQ Help (coming soon)". The main content area features a "Login" form with "Username:" and "Password:" labels, input fields, and a "Login" button. Below the form, there is a warning icon and text: "Don't know your username or password?". A red warning message states: "Remember to log out when you have finished, and close down your browser." A "Please Note" section explains that users must login with their University license plate (UNHL) and current password to access full features. At the bottom, it notes that cookies must be enabled in the browser and provides contact information for IT help: "ITHelp@newcastle.edu.au" or the Help Desk.

Creating a Standard Requisition

Step 1a

The initial screen is displayed below. The default requisition when logging in is the standard requisition screen.

Computer Requisitions
New Standard Requisition

New Standard Requisition

Step 1 (Start Requisition) | Step 2 (Build Requisition) | Step 3 (Confirm Requisition)

Requisitioned By	Requisitioned For
Name: ROBERT NICCL	Contact Name: ROBERT NICO...
Email: rob.niccl@newcastle.edu.au	Campus: Collaghan Campus
Contact Number: 15536	Building: C1- Chancellery
Approver: SHAUN JOHNSON	Room: C1-3353
Finance Arrangement: Lease	
Justification: End of lease	
Additional Information:	

Next >>

Step 1b

Enter all relevant details, checking the default information.

Computer Requisitions
New Standard Requisition

New Standard Requisition

Step 1 (Start Requisition) | Step 2 (Build Requisition) | Step 3 (Confirm Requisition)

Requisitioned By	Requisitioned For
Name: KRISTY PRINCE	Contact Name: KRISTY PRINCE / SHAE MCGRATH
Email: Kristy.Prince@newcastle.edu.au	Campus: Collaghan Campus
Contact Number: 4921 6666	Building: CH - Chancellery
Approver: DANIEL EGAN	Room: CH219
Finance Arrangement: Lease	
Justification: OFF_LEASE	
Additional Information:	

Next >>

A computer can be ordered on behalf of another staff member by changing the “Requisitioned For” details. It is helpful to put the name of the person raising the requisition (for future contact to confirm the order is received) together with the name of who the machine is being ordered for. A Room must be entered to allow you to move to the next screen. Check the Campus and Building defaults are correct, if not, update these fields. You must click on the “NEXT” button to move to Step 2.

Equipment can be leased or purchased. Please select appropriate financial arrangement from the dropdown menu. Refer to your Management Accountant if you are unsure as to whether you should be leasing or purchasing equipment. In addition, further information can be located in the Equipment Leasing Policy at <http://www.newcastle.edu.au/service/commercial-services/policy-guidelines.html>.

Step 2a

Select the standard computer configuration to suit your needs based on the pre-loaded configurations. The options listed here are the standard configurations for the university. If for some reason, these do not meet your needs, please see the **Creating a Non-Standard Requisition** section of this guide.

Computer Requisitions
New Standard Requisition

Step 2 (Build Requisition)

Select Items for Requisition

Vendor: Dell Computers
System Type: Desktop
Systems: OptiPlex GX520
Cost (GST inclusive): \$2,199.00

Specifications:
CPU: Intel® Pentium® D Processor with Dual Core Technology (3.4GHz 800MHz FSB)
Memory: 2GB DDR2 667MHz - 8.5 GB/s with dual channel
Graphics: Integrated Intel Media Accelerator 950 (224MB Shared)
Display: 17" LCD
Case: Mini Tower or Desktop
Hard Disk: SATA II up to 160GB (7200 rpm)
CD Drive: 16X DVD+RW
Connectivity:
Broadcom 5751 Gigabit Ethernet LAN solution
10/100/1000 Ethernet with Remote Wake Up and PXE support

Item(s)	Cost Centre/Project Code	Units	Cost (GST inclusive)
No records to display.			
Total Cost			\$0.00

The "Vendor" will always be DELL or Apple as they are the preferred suppliers. The "System Type" is either Desktop or Laptop. The "System" drop down list will display the current models available, by selecting the model a picture (if available) and the specifications of the computer are displayed.

Step 2b

Add item(s) to a requisition.

Computer Requisitions
New Standard Requisition

Step 2 (Build Requisition)

Select Items for Requisition

Vendor: Dell Computers
System Type: Desktop
Systems: OptiPlex GX520
Cost (GST inclusive): \$2,199.00

Specifications:
CPU: Intel® Pentium® D Processor with Dual Core Technology (3.4GHz 800MHz FSB)
Memory: 2GB DDR2 667MHz - 8.5 GB/s with dual channel
Graphics: Integrated Intel Media Accelerator 950 (224MB Shared)
Display: 17" LCD
Case: Mini Tower or Desktop
Hard Disk: SATA II up to 160GB (7200 rpm)
CD Drive: 16X DVD+RW
Connectivity:
Broadcom 5751 Gigabit Ethernet LAN solution
10/100/1000 Ethernet with Remote Wake Up and PXE support

Item(s)	Cost Centre/Project Code	Units	Cost (GST inclusive)
OptiPlex GX520	P1234567	3	\$2,199.00
Total Cost			\$6,597.00

Click the “Add Item” button to add this computer to your requisition. For multiple computers, enter the number required and click outside the Units field to update the cost. Ensure the cost collector being used is a capital cost collector. Rules have been set which will not allow for purchases against operating funds or leasing against capital or research funds in both the CRQ system and Technology One Financials. **Contact your Management Accountant for any queries relating to the cost collector you are using.** You must click on the “NEXT” button to move to Step 2c.

Steps 2a and 2b can be repeated multiple times to add a number of computers to a single requisition. If you are ordering 2 of the same computer, but for different cost centres you will need to select 1 item and enter the first cost centre and the repeat by selecting the item again and entering the second cost centre. Single computers cannot be split costed.

Step 2c

Submit Requisition

Computer Requisitions
New Standard Requisition

New Standard Requisition

Step 3 (Confirm Requisition)

Requisitioned By		Requisitioned For	
Name:	ROBERT NICOL	Contact Name:	ROBERT NICOL
Email:	mitchel.turner@newcastle.edu.au	Campus:	Callaghan Campus
Contact Number:	15536	Building:	CH - Chancellery
Approver:	SHAUN JOHNSON	Room:	CH395B
Finance Arrangement:	Lease		
Justification:	End of lease		
Additional Information:			

Item(s)	Cost Centre/Project Code	Units	Cost (GST inclusive)
OptiPlex G520	1620310	1	\$2,199.00
Total Cost			\$2,199.00

<< Previous Cancel Submit

You must click on the “SUBMIT” button to submit the requisition. The confirmation message below will be displayed.

Computer Requisitions

New Standard Requisition

New Standard Requisition

Step 3 (Confirm Requisition)

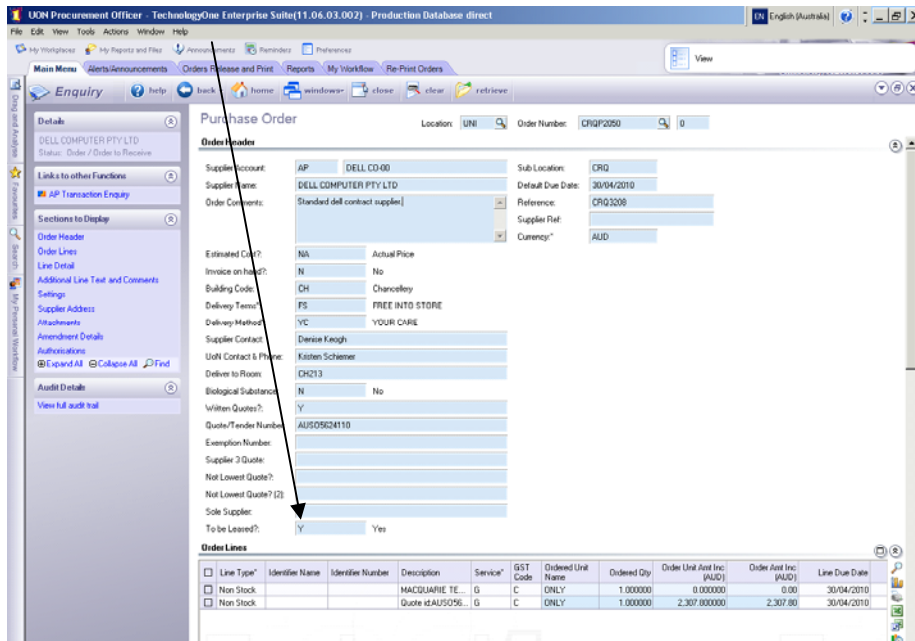
Requisition Confirmation

Thank you for submitting your requisition. To place another requisition please [click here](#). To view the contents of your requisition please [click here](#).

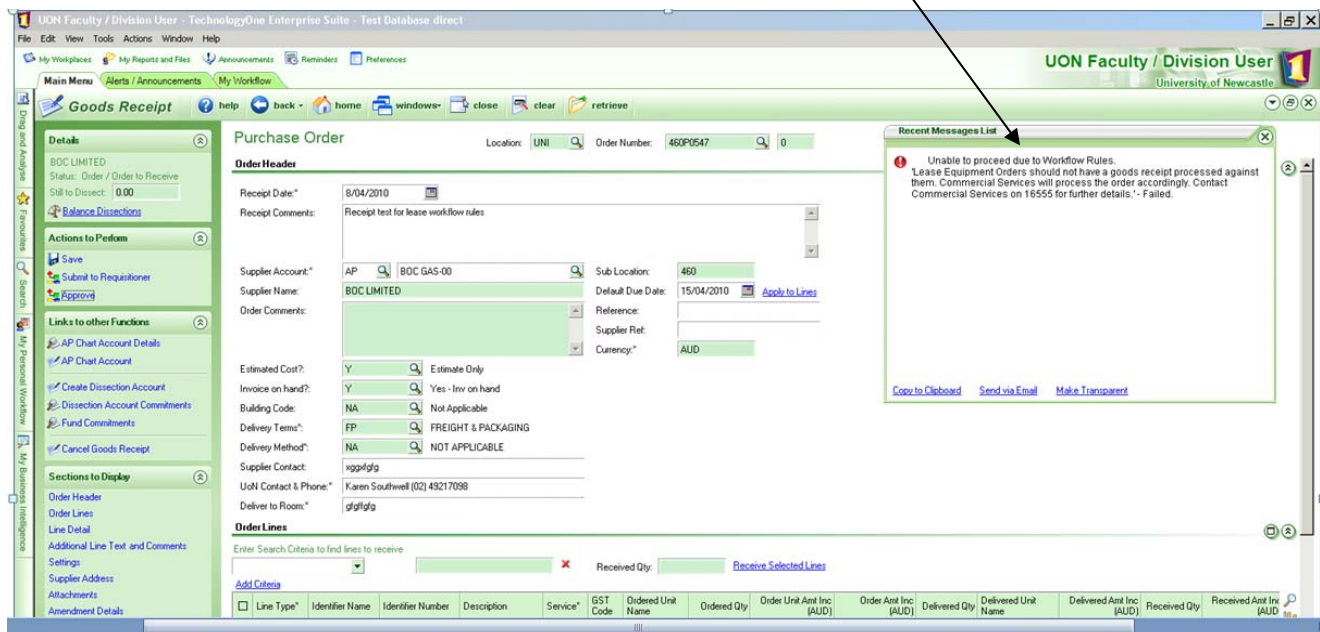
Once approved a CRQ requisition will automatically be sent to Technology One Financials. Once the Purchase Order is released by Commercial Services an e-mail is also sent to the Requisitioner, notifying them of the CRQ approval number (CRQXXX) and the Technology One Purchase Order Number (CRQPXXXX).

Commercial Services will review the requisition and release the order.

CRQ Purchase Orders for Leased Equipment are NOT to be receipted. At a later date, once the equipment has been delivered, Commercial Services will seek confirmation of goods receipt, arrange payment and cancel this purchase order. See screen dump below of a Standard CRQ Order for leased equipment.

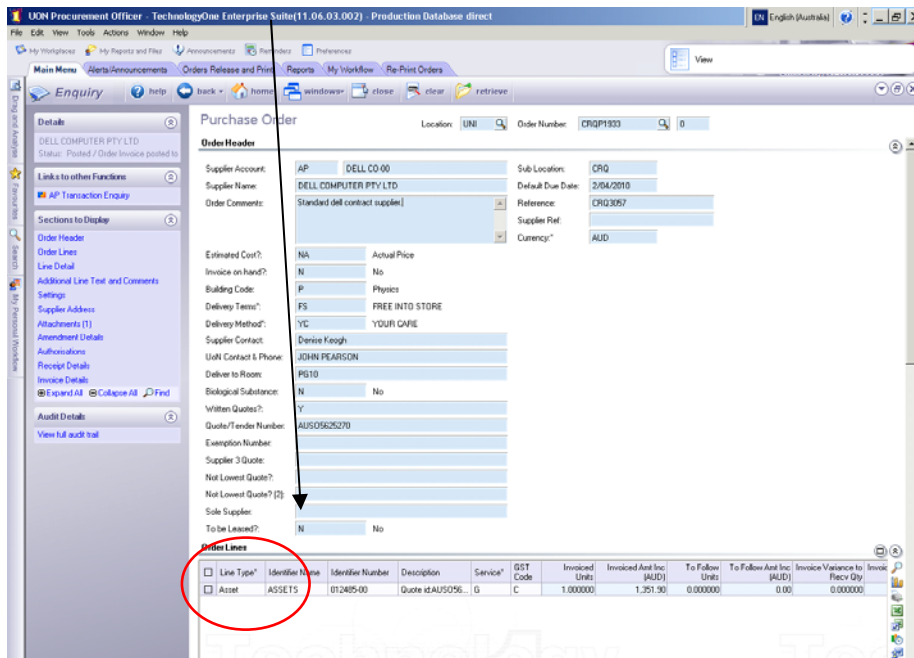


Please see the message below that will be received if you try to receipt an order for leased equipment.



CRQ Purchase Orders for Purchases are to be receipted by the Faculty/Division. When receipting in Technology One Financials indicate the item as an Asset, click on Maintain Asset Details to generate an asset number and fill in the custodian details, Save and Return. Ensure the cost collector being used is a capital cost collector. Rules have been set which will not allow for purchases against operating funds in both the CRQ system and Technology One Financials. Please refer to the Technology One Asset Purchasing Guide for further information: <http://www.newcastle.edu.au/Resources/Finance/Technology%20One/TechnologyOneFAssetsFeb09.pdf>.

Below is a screen dump of a Standard CRQ Purchase Order for an outright purchase.



Refer to the My Enquiries and Contact for Enquiries and Useful Links sections of this guide for further information relevant to receipting and creating assets in Technology One Financials.

Creating a Non-Standard Requisition

By selecting the “Non Standard Requisition” menu item the screen below is displayed.

Computer Requisitions
New Non Standard Requisition

Please note: If you need a quote, please contact <http://www.newcastle.edu.au/17000>

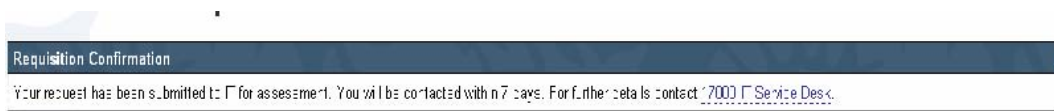
Requisitioned By	Requisitioned For
Name: KRISTY PRINCE	Contact Name: KRISTY PRINCE / SHAE MCGRATH
Email: Kristy.Prince@newcastle.edu.au	Campus: Callaghan Campus
Contact Number: 4921 6555	Building: CH - Chancellery
Campus: Callaghan Campus	Room: CH219

Financial Details	Business Justification Details
Arrangement: Lease	Business Justification: JOB REQUIREMENTS
Financial Justification: ADDITIONAL_MACHINE (NON-STANDARD)	Justification Reason: Additional machine required, new position, upgraded machine to handle special software.
Cost: 2500	
Cost Centre: 1010049	

Equipment Specification	Supplier Details	Quote Details
Dell Studio XPS 1645 Laptop System	Dell Computer Pty Ltd - preferred supplier	AUS05918351

Complete all fields before submitting your request to IT Services for review by hitting the “Submit” button. (Standard approval period for IT to approve a Non Standard CRQ order in the CRQ system is five to seven working days.)

Once submitted successfully you will see the following message.



Note:

Equipment can be leased or purchased. Please select appropriate financial arrangement from the dropdown menu. Refer to your Management Accountant if you are unsure as to whether you should be leasing or purchasing equipment. In addition, further information can be located in the Equipment Leasing Policy at <http://www.newcastle.edu.au/service/commercial-services/policy-guidelines.html>.

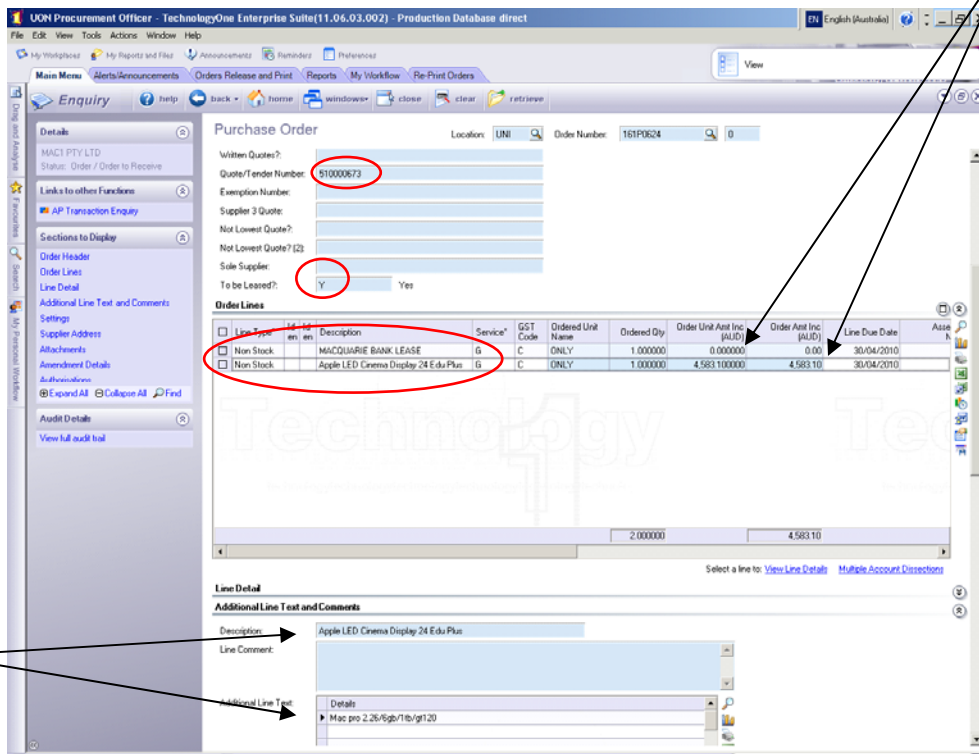
The amount must be numeric, do not enter the “\$” sign. The “Justification Reason” must be entered together with an “Equipment Specification”.

Once an e-mail is received indicating your CRQXXX has been approved, a requisition needs to be raised in Technology One Financials.

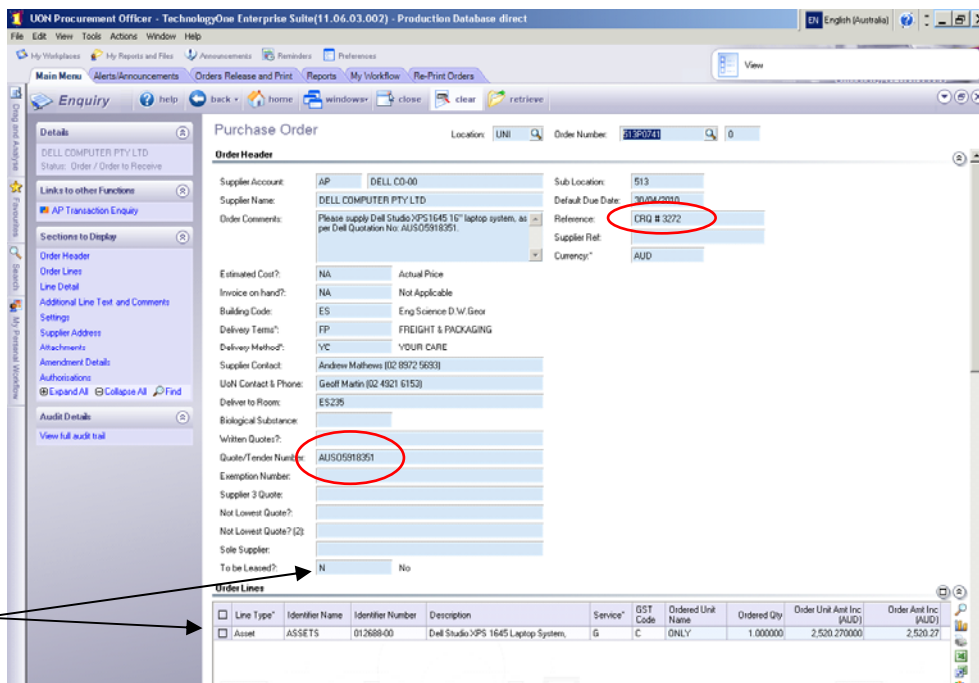
When raising the requisition in Technology One ensure the CRQ approval number is entered into the reference field. Indicate if this is a leased item or purchase by choosing the “Y” or “N” from the drop down menu in the “To be Leased” field. In the description of the Item, type “Macquarie Bank Lease Agreement”. Please ensure the item ordered is placed on a second or following the first line which will read Macquarie Bank. Do not type the order for equipment in

the additional line text and comments on the line which reads Macquarie Bank. Do not include toners or consumables or orders for leased assets. In the Order Line Description, copy and paste the specifications of the machine from the CRQ approval e-mail. If the item is a purchase and meets the threshold value of an asset ensure the line type is Asset and refer to the Technology One Asset Purchasing Guide to generate an asset. Rules have been set which will not allow for purchases against operating funds in both the CRQ system and Technology One Financials.

Non-Standard Leased Equipment: Commercial Services will review requisitions for leased equipment and release these orders. At a later date, once the equipment has been delivered, Commercial Services will seek confirmation of goods receipt, arrange payment and cancel this purchase order. See screen dump below of a Standard CRQ Non-Standard Order for leased equipment.



Non-Standard Purchased Equipment: are to be released to the supplier and received by the Faculty/Division. Below is a screen dump of a Non-Standard CRQ Purchase Order for an outright purchase.



My Requisitions

To view the requisitions you have created, select the menu item “My Requisition” from any screen within the CRQ system.

Computer Requisitions
My Requisitions

My Requisitions

Standard Requisitions

CRQ Ref	Requisition Date	Status	Fin1 Requisition Ref	Fin1 Order Ref	
+ 3297	29/03/2010 9:08:01 AM	The requisition cancelled by user.	NOT YET PROCESSED	NOT YET PROCESSED	Cancel Requisition
+ 3166	26/02/2010 11:58:13 AM	The interface has transferred the req and users notified	NOT YET PROCESSED	NOT YET PROCESSED	Cancel Requisition
+ 3050	29/01/2010 2:18:10 PM	The interface has transferred the req and users notified	NOT YET PROCESSED	NOT YET PROCESSED	Cancel Requisition
+ 3049	29/01/2010 2:15:32 PM	The interface has transferred the req and users notified	NOT YET PROCESSED	NOT YET PROCESSED	Cancel Requisition
+ 3048	29/01/2010 2:14:14 PM	The interface has transferred the req and users notified	NOT YET PROCESSED	NOT YET PROCESSED	Cancel Requisition

Change page: 1 2 | Displaying page 1 of 2, items 1 to 5 of 9.

Non-Standard Requisitions (For status updates please contact [17000 IT Service Desk](#))

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To identify what was requisitioned in the CRQ system:

- For standard requisition click on the “+” sign – the computer model, cost centre, number of units and the total cost are displayed.
- On approval your order is ready to be transferred to the finance system and supplier for Standard Orders this is a daily automatic process.
- Technology One requisition and purchase order numbers are populated when the order has been sent to the finance system. This allows the user to reference it back to a Finance One order if you need to make enquiries with Procurement.
- For non-standard requisition the details and the specification are displayed on each line.
- If CRQ orders are not sent to Technology One within a period of seven days or more, please contact Commercial Services on 4921 6555.

My Approvals

To view any requisitions you will need to approve, select the menu item “My Approvals” from any screen dump within the CRQ system.

My Approvals						
CRQ Ref	Order Date	Status	Req. Creator	Finance Arrangement	Action	
<input type="checkbox"/> 95	10/11/2006 10:55:26 AM	Requisition has been submitted, and approver notified.	MITCHEL TURNER	PURCHASE	<input checked="" type="radio"/> Ignore <input type="radio"/> Approve <input type="radio"/> Reject	
<input type="checkbox"/> 94	10/11/2006 10:54:00 AM	Requisition has been submitted, and approver notified.	MITCHEL TURNER	LEASE	<input checked="" type="radio"/> Ignore <input type="radio"/> Approve <input type="radio"/> Reject	

The screen below indicates that there are no requisitions to approve.

My Approvals						
CRQ Ref	Order Date	Status	Req. Creator	Finance Arrangement	Action	
You currently have no requisitions to approve.						

As an approver you have three (#) options available:

- To approve a requisition select the “Approve” button and click on the “Submit” button.
- To reject the requisition select the “Reject” button and click on the “Submit” button.
- The Ignore option allows an approver to leave the requisition for a later time, for example, until further information/justification is provided. If further information is required, the approver must contact the Requisitioner directly.

After a requisition is approved or rejected the following message appears and the Requisitioner is sent an e-mail.

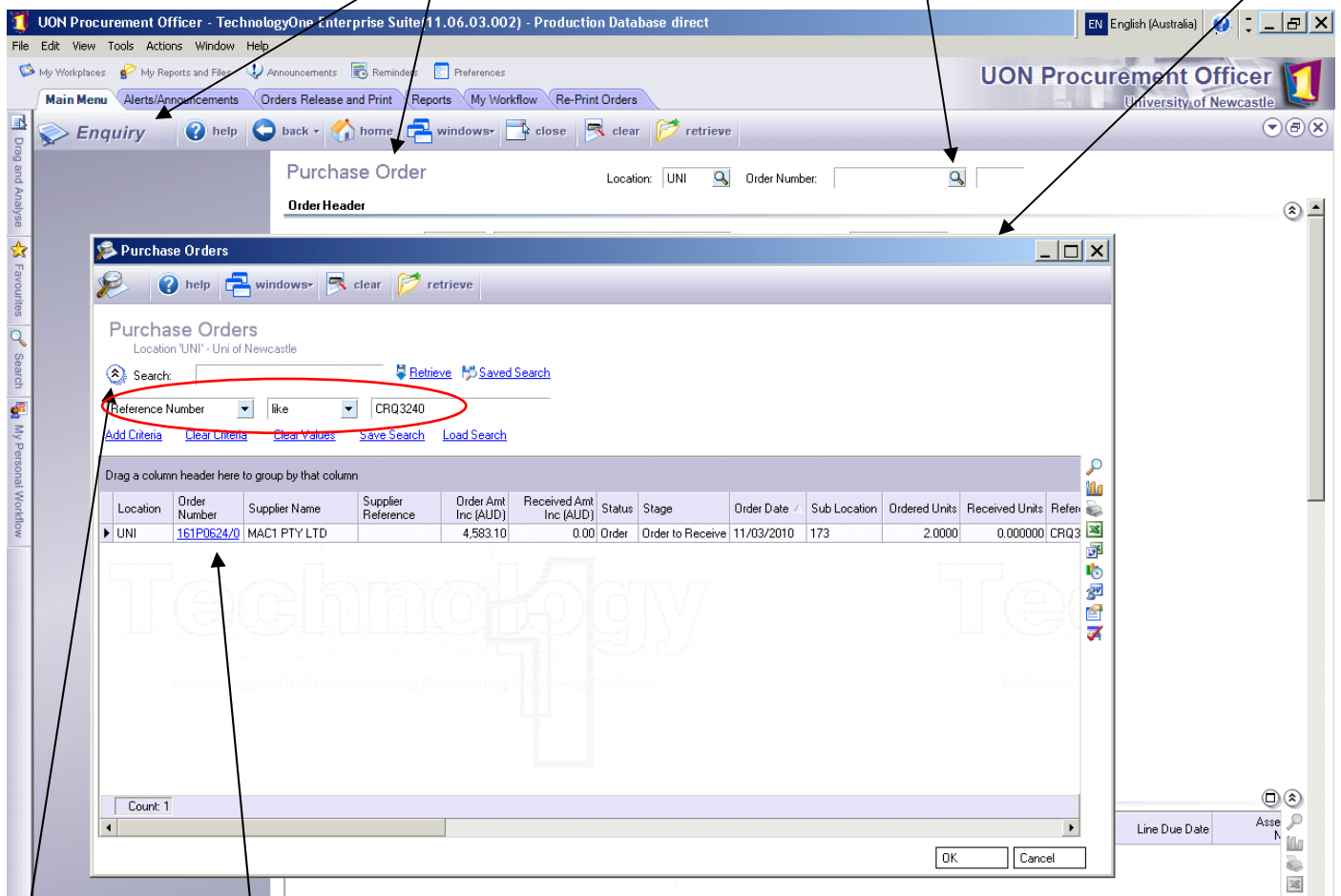
My Approvals						
CRQ Ref	Order Date	Status	Req. Creator	Finance Arrangement	Action	
<input checked="" type="checkbox"/> 94	10/11/2006 10:54:00 AM	Requisition has been submitted, and approver notified.	MITCHEL TURNER	LEASE	<input checked="" type="radio"/> Ignore <input type="radio"/> Approve <input type="radio"/> Reject	

Selected requisitions submitted successfully.

My Enquiries

Technology One Purchase Order Enquiry

The requisition and purchase order can be found by searching the field name "Reference Number" (CRQXXXX) in Technology One. In the View Purchase Order Enquiry Screen, navigate to the magnifying glass to bring up search criteria.



Click on arrows near the Search field to bring up extra criteria. Select "Reference Number" "like" then type in the CRQXXXX number. This will bring up the Purchase order, click on the blue underlined link to view the purchase order.

Repeat the above steps in the View Requisition Enquiry Screen to view the Requisition.

Contacts for Enquiries & Useful Links

CRQ Contacts for Enquiries

For any system faults or enquiries contact Commercial Services initially on extension 16555 or e-mail: commercialservices@newcastle.edu.au.

To log faults with the CRQ system contact IT Services on extension 17000.

Technology One Financials Contacts for Enquiries

Karen Southwell, Finance Training Officer, extension 17098.

Donna Butler, Systems Officer, extension 15697.

Margaret Jones, systems Officer, extension 12012.

E-mail: FinServ-Systems@newcastle.edu.au.

Useful Links

You can access the CRQ home page from the purchasing home page:

<http://www.newcastle.edu.au/service/commercial-services/online-ordering-systems.html>

The CRQ home page will have a link to launch the application at:

<https://intraweb.newcastle.edu.au/crq/Login.aspx?ReturnUrl=%2fCRQ%2fView%2fPages%2fDefault.aspx>

Equipment Leasing Policy at: <http://www.newcastle.edu.au/service/commercial-services/policy-guidelines.html>

The following Guides are available from the Main Menu in Technology One, go to the TOF User Guides:

Technology One Asset Purchasing Guide for further information:

<http://www.newcastle.edu.au/Resources/Finance/Technology%20One/TechnologyOneFAssetsFeb09.pdf>

Navigation in Technology One Financials

<http://www.newcastle.edu.au/Resources/Finance/Technology%20One/FinanceOneFNavigation.pdf>

Purchasing Guide

<http://www.newcastle.edu.au/Resources/Finance/Technology%20One/TechnologyOnePurchasing.pdf>