TREQ - Travel & Requisitions

This is a new system created by the College of Education to be used for purchasing. It is replacing purchasePATH and is tailored to meet the needs of the College.

Types of users in TREQ:

User: an individual who can view orders, respond to approvals, and add notes.

Requester: permissions of the user + the ability to create new orders & request approvals. The requester also has a OneDrive folder.

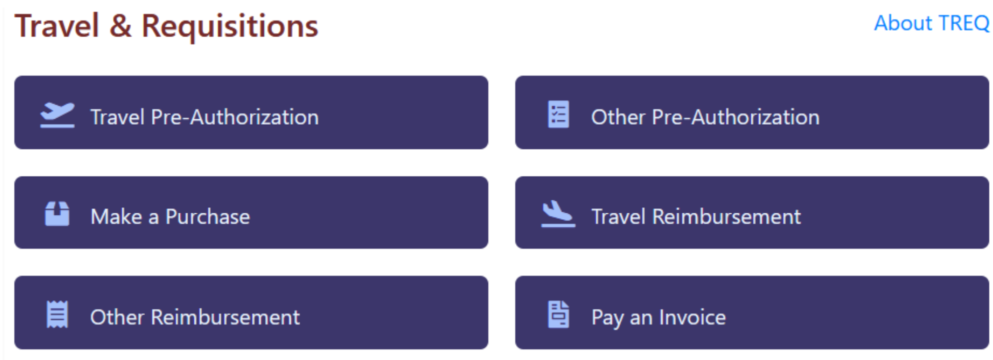
Fiscal: permissions of requesters and users + ability to provide fiscal approvals, approve on others' behalf and the ability to cancel orders.

Logging in:

https://educ.uw.edu/treq/

Contents of TREQ User Guide

Part 1: Submitting an Order



There are 6 options for submitting anything to the fiscal team for approvals and processing:

Travel Pre-Authorization – Use this before the trip. It should include all the expenses related to the trip including airfare, meals, lodging, car service, registration, and any other expenses. These can be estimated numbers.

Travel Reimbursement - Use this after a trip has occurred. If you have any pre-travel inputted into the system, click travel reimbursement and it will prompt you to choose one of your previously entered travel preauthorizations. If your trip does not appear you may proceed with a travel reimbursement. If your trip does appear, click on your trip and the system will link your pre and post travel.

Other pre-authorization - Use this for situations where we need pre-approval (i.e. an event with food provided where the person ordering the food would seek reimbursement after the event). Another purchase needing pre-approval is an agreement with a contractor or agency (i.e. a contract with a consultant to complete a large scope of work and we need a contract signed).

Make a purchase - Use this if the item has not been purchased yet. Some examples are office supplies, test kits and forms, technology equipment, Amazon orders.

Pay an invoice - Use this when you have received an invoice to be paid. Some examples are substitute teacher payments, Ingallina's invoices, membership renewals.

Other reimbursement - Use this for purchases you have completed that are to be reimbursed and that are NOT related to travel.

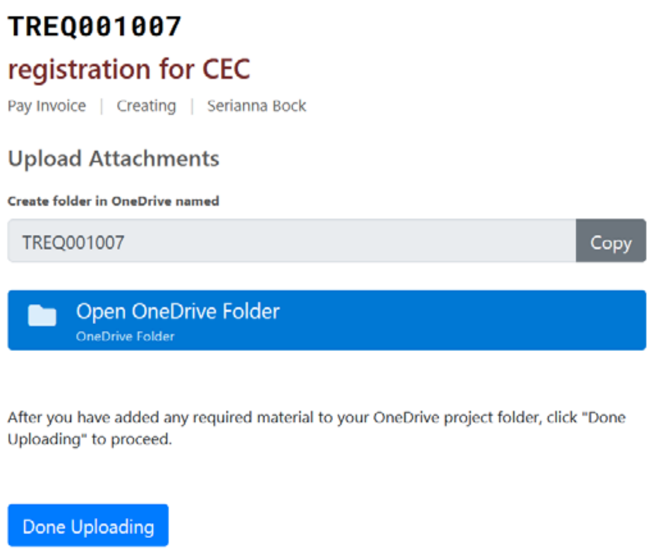
If you are unsure of which option to select, click the "Help Order Types" option in the top right. This will open up more descriptions to assist you with your selection.

Creating an Order:

Once you have determined which option is applicable to the order you are trying to submit, select that option. This will open a form with specified fields that relate to the purchase/reimbursement/order you are submitting.

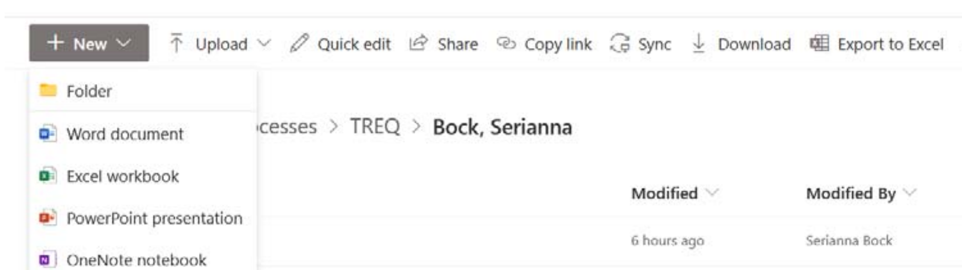
Adding Attachments:

The attachments are all stored in OneDrive. The person submitting the order will have a master folder already in OneDrive that is linked to TREQ. As you are entering your TREQ order you will be prompted to add your attachments.

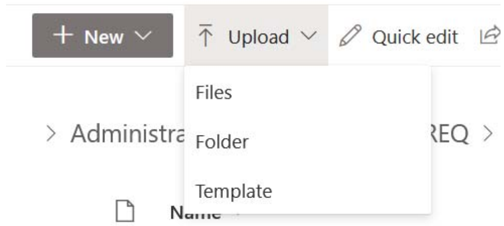


Follow the below to create your unique TREQ order folder and add your attachments:

1) Copy the folder name by clicking the grey “Copy” button
2) Click the blue button “Open OneDrive Folder”
3) Inside OneDrive click “New” and select “Folder”



4) Paste the folder name that you had copied from TREQ into the folder name pop-up box.
5) Open the folder and upload the related attachments to the TREQ order. You can do this by clicking the “Upload” or by dragging and dropping from your file explorer.



6) Once you have completed uploading your attachments, close this tab and return to TREQ.

Note: The folder created for the pre-travel documentation is the same folder that will be used after the trip has occurred. When adding the post-travel information, you will be prompted to use the same folder for the receipts. This will ensure we keep all the documents in one place for processing.

<u>Submitting an order:</u>
After you have gone through all the pages during the creation of an order, you will be asked to review and submit.

When you click the "Submit" button the system will automatically populate a department approver(s) based on the budget(s) you have inputted.

- If this pre-populated approver is yourself, you have an option to approve this order at that time.
- If this pre-populated approver is incorrect, you have the option of overwriting the name of the department approver to the person you input.

Part 2: Authorization

Q: I'm not authorized in TREQ and I think I should be. How do I get Authorized?

A: If you are not authorized and you need access to TREQ, please email edfiscal@uw.edu

Part 3: TREQ Homepage Definitions

Needs Action: These orders are waiting for your response. Click to view the order, review the Approval Request or Task and respond.

Creating: These are orders you started creating, but never submitted for approval. Click an order to return to the creation process. If you have an order Sent Back by an approver it will also appear here.

My Orders: Shows your recent orders and your orders still being processed. The front page will show the stage the order is at and who it is waiting for. You can click in to view details, find the link for attachments, add notes, etc.