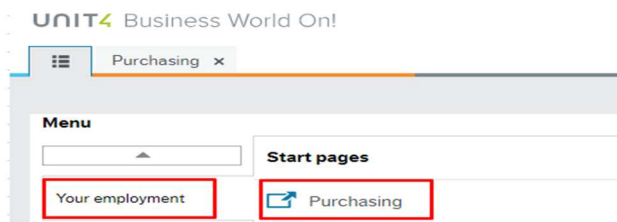
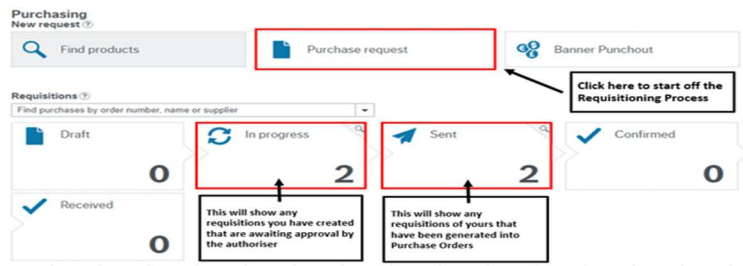


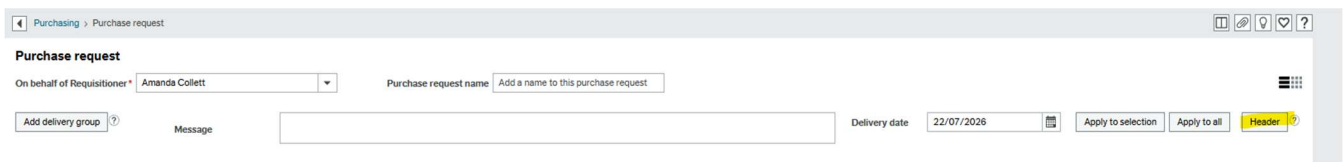
How do I raise a Capital requisition in Unit 4 ERP?



After you click on the Purchasing Button, you can click on the Purchase Request Button to begin the Requisitioning Process.



After choosing 'Purchase Request' you will get this screen:



- Click on 'Header' – highlighted in yellow – this will bring up the pop up below:
- Complete the fields highlighted below – for school's capital cost centres are shown in Annex A – but they all begin with **805**, tip... type that in and it will up all the school capital codes
- Click Close

Header

Supplier

Period *

External reference

1000726

202604

Free text field. Add any exter...

Stoneleigh Consultancy L...

Default cost categories

Cost centre *

Purchase Order Delivery Type *

Is this a retrospective purchase order for goods or services already arranged?

Adderley C.E Primary Sc...

Send PO to Supplier

80500

SUPP

Contract Reference

Price Suppressed on Req/PO *

NC

N

Close

Total amount:

The next stage is to enter what you are ordering:

Purchase request

On behalf of Requisitioner: Amanda Collett Purchase request name: Add a name to this purchase request

Add delivery group: ? Message: Type here whether the spend is from DFC or EEG Delivery date: 22/07/2026 Apply to selection Apply to all Header: ?

Delivery to

Delivery contact: Adderley C.E Primary School (Delivery) Delivery address: Adderley C.E Primary School Adderley Market Drayton Shropshire TF9 3TF

Product	Product description	Supplier	Delivery date	Quantity	Unit	Price	Currency	Currency amount	Funds check	Tax code
C13010-100	Capital - Purchase of IT Hardware		22/07/2026	0		0.00	Sterling Pound (£)	0.00		

Total amount: GBP 0.00

More product information

- C12000... Capital - External Consultants/Profession...
- C12005... Capital - Compensation Payments
- C12005... Capital - Compensation Payments (Call O...
- C12010... Capital - Planning Fees
- C12020... Capital - Legal Fees
- C12020... Capital - Legal Fees (Call Off Order)
- C13000... Capital - Purchase of Furniture & Equipm...
- C13000... Capital - Purchase of Recycling Bins
- C13000... Capital - purchase of recycling bins distri...
- C13000... Capital - Purchase of Furniture & Equipm...
- C13005... Capital - Purchase of Vehicles
- C13005... Capital - Purchase of Vehicles (Non-Coun...
- C13010... Capital - Purchase of IT Hardware
- C14000... Capital - Purchase of Software & Licences
- C14000... Capital - Purchase of Software & Licences...

- In the 'Product' field type in 'Capital', this will list all capital product codes – Schools do not need all of these, and the most popular ones are in Annex B. You can also in the product code – ie C13010
- Product Description will automatically populate – it is good practice to overtype with this with what you are ordering – just think that a company is going to receive this, and the product description won't mean anything to them

Then click on the magnifying glass:

Product	Product description
C13010-100	Capital - Purcha

The screen below will pop up:

- Capital spend requires a sub project code – a list can be found with the cost centres in Annex A, and is unique to your school. If you type in your school's name, a list will appear – you are looking for 'School Managed Capital' as shown below. If you know the sub project code, you can type it in.
- The Project text tab – shown in green – gives you the opportunity to expand on what you are ordering – or leave the a message for the supplier – this will be printed on the PO

Product: C13010-100 - Capital - Purchase of IT Hardware

Cost categories: Product text

Account	Cost centre	Project	Fixed Assets	Sub Project	Legal entity	Tax code	Percentage	Amount	Funds check
Purchas... C13010	Adderley ... 80500			Adderley ...	Shropshir...	VAT Purc...	100	0.00	

Delete

Done Apply cost cat. to selected lines ? Include GL analysis

Project text

- C10036... Albrighton Primary SAI Additional Handrails
- C10169... Adderley Primary Full Fibre Broadband
- C10243... LTG North - Zebra Enhancement - A529 Adderley Road Marke...
- C10349... Adderley Primary - School 20mph Zone
- C10364... Adderley Connect the Classroom
- C10379... Theatre Severn - FRA addition of Martyn's Law Adaptations
- C10437... ITP North - Rectory Lane, Adderley Weight Restriction
- C10448... St Andrews Shifnal - contribution to additional costs
- C10540... Greenacres Rural farm Walford - Additional Fire Alarm Detecti...
- C10583... Adderley C.E Primary School - School Managed Capital - DFC
- C10583... Adderley C.E Primary School - School Managed Capital - Ener...
- C10826... Golf Course Addition Equipment
- C10839... Broseley Primary - Additional SEND space and nurture room
- R10579... Church Stretton School Additional Classrooms Contribution
- R10837... Coleham - Additional SEND space (PIDG)

- Click close, then if you happy – 'Send for Approval' (bottom left hand of the screen)

Annex A

	DFC Grant		Energy Efficiency Improvements Grant	
	Cost centre	Sub project code	Cost centre	Sub project code
Primary Schools				
Adderley Primary School Managed DFC	80500	C10583-100	80500	C10583-101
Belvidere Primary School Managed DFC	80560	C10586-100	80560	C10586-101
Brockton Primary School Managed DFC	80506	C10589-100	80506	C10589-101
Broseley Primary School Managed DFC	80507	C10590-100	80507	C10590-101
Brown Clee School Managed DFC	80517	C10591-100	80517	C10591-101
Buntingsdale Primary School Managed DFC	80508	C10592-100	80508	C10592-101
Chirbury School Managed DFC	80511	C10594-100	80511	C10594-101
Church Preen School Managed DFC	80512	C10596-100	80512	C10596-101
Farlow School Managed DFC	80518	C10600-100	80518	C10600-101
Gobowen Primary School Managed DFC	80520	C10601-100	80520	C10601-101
Hadnall Primary School Managed DFC	80522	C10602-100	80522	C10602-101
Highley School Managed DFC	80523	C10604-100	80523	C10604-101
Kinlet School Managed DFC	80526	C10608-100	80526	C10608-101
Long Mountain School Managed DFC	80557	C10610-100	80557	C10610-101
Longnor School Managed DFC	80528	C10611-100	80528	C10611-101
Minsterley School Managed DFC	80530	C10614-100	80530	C10614-101
Morda School Managed DFC	80531	C10615-100	80531	C10615-101
Moreton Say School Managed DFC	80532	C10616-100	80532	C10616-101
Myddle School Managed DFC	80533	C10617-100	80533	C10617-101
Newcastle Primary School Managed DFC	80535	C10618-100	80535	C10618-101
Newtown School Managed DFC	80536	C10619-100	80536	C10619-101
Norbury School Managed DFC	80537	C10620-100	80537	C10620-101
Norton in Hales School Managed DFC	80538	C10621-100	80538	C10621-101
Oswestry Meadows School Managed DFC	80539	C10622-100	80539	C10622-101
Oxon Primary School School Managed DFC	80564	C10623-100	80564	
Pant - Bryn Offa School Managed DFC	80540	C10624-100	80540	C10624-101
Pontesbury School Managed DFC	80541	C10625-100	80541	C10625-101
Rushbury Primary School Managed DFC	80542	C10626-100	80542	C10626-101
Sheriffhales School Managed DFC	80545	C10628-100	80545	C10628-101
Shifnal School Managed DFC	80547	C10629-100	80547	C10629-101
St Andrews Shifnal School Managed DFC	80546	C10631-100	80546	C10631-101
St Giles Shrewsbury School Managed DFC	80565	C10632-100	80565	C10632-101
St Laurence Ludlow School Managed DFC	80529	C10634-100	80529	C10634-101
St Lawrence Church Stretton School Managed DFC	80513	C10635-100	80513	C10635-101
St Lucias Upton Magna School Managed DFC	80550	C10636-100	80550	C10636-101
St Marys Albrighton School Managed DFC	80501	C10637-100	80501	C10637-101
St Thomas & St Annes, Hanwood School Managed DFC	80521	C10638-100	80521	C10638-101
Stiperstones School Managed DFC	80558	C10639-100	80558	C10639-101
Stoke on Tern School Managed DFC	80548	C10640-100	80548	C10640-101
Trefonen School Managed DFC	80549	C10642-100	80549	C10642-101
Trinity Ford School Managed DFC	80519	C10643-100	80519	C10643-101
Welshampton School Managed DFC	80551	C10644-100	80551	C10644-101
Weston Rhyn School Managed DFC	80554	C10647-100	80554	C10647-101
Winstanstow School Managed DFC	80555	C10648-100	80555	C10648-101
Community College Bishops Castle School Managed DFC	80567	C10650-100	80567	C10650-101
TMBSS School Managed DFC	80568	C10651-100	80568	C10651-101

When coding capital expenditure use your 'Capital' cost centre and capital account/product codes.

C10000-100	Capital - Purchase of Land & Buildings
C11000-100	Capital - Payments to Contractors - Construction
C11000-101	Capital - Payments to Contractors - Highways / Road Infrastructure
C11000-102	Capital - Payments to Contractors - Structures
C11000-103	Capital - Payments to Contractors - Street Lighting / Signals
C11000-104	Capital - Payments to Contractors - Outdoor Rec / Play Facilities
C12000-100	Capital - External Consultants/Professional Services Fees
C12005-100	Capital - Compensation Payments
C12010-100	Capital - Planning Fees
C12020-100	Capital - Legal Fees
C13000-100	Capital - Purchase of Furniture & Equipment
C13005-101	Capital - Purchase of Vehicles (Non-Council)
C13010-100	Capital - Purchase of IT Hardware
C14000-100	Capital - Purchase of Software & Licences
C14005-100	Capital - Internal Software Development
C15000-100	Capital - Payment of Grants/Advances
C16000-100	Capital - Payment of Loan Advances