PeopleSoft Financials 8.4

Requisition Guide

For Approvers

Requisition Guide for Approvers

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1.0 Entering a Requisition (Review)

Overview

A requisition is the first step in the procurement process. The format of a requisition within the system is made up of 4 basic parts, Header, Line, Schedule, and Distribution.

The requester fills out the requisition for the supplies/equipment/services required for their department or project. After the requisition has been filled out completely, the department approver must approve it. Following approval, the budget checking process will be run to verify that budget exists and a pre-encumbrance will be created for the requisition. Staff in purchasing, who will create a purchase order, will then pick up the requisition.

Basic steps for Requisitioning

Header

1. Add a new requisition to the system
2. Select the recommended vendor on the Header Defaults
3. Select a Ship To location on the Header Defaults
4. Verify that the Default Distribution has been brought in successfully

Line

5. Enter a Description for the item to be requested
6. Enter the quantity, unit of measure, category, and price
7. Verify the Ship To location from the Header Defaults

Schedule

8. Verify that the schedule information has been defaulted in from the Header and Line correctly
9. Insert any additional schedules that are required (normally only one schedule is required)

Distribution

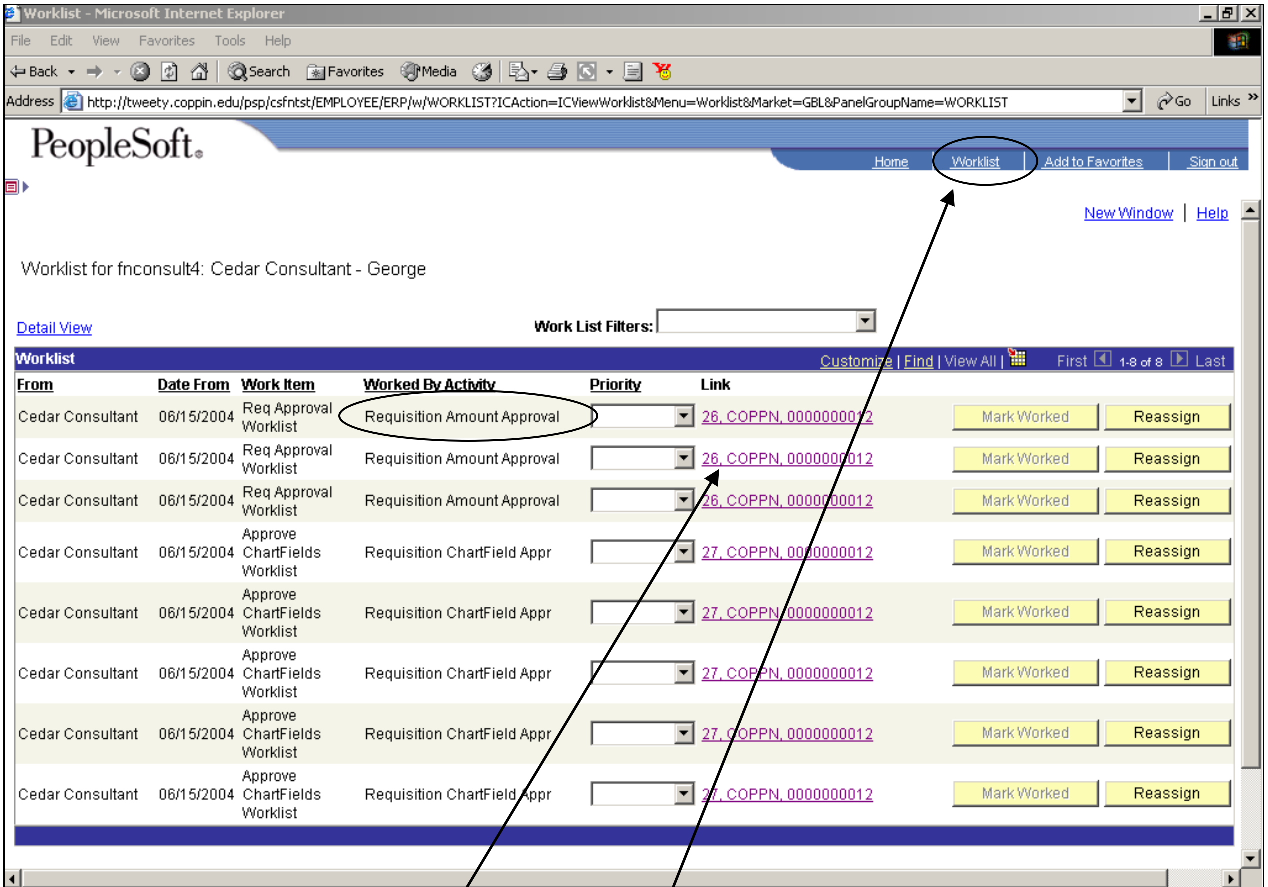
10. Verify that the Default Distribution has been brought in successfully
11. If distribution needs to be changed,
    - Account: select the Account from the dropdown
    - Department: use the SpeedChart dropdown to select a valid Dept/Program/Fund

Following Entry

12. Click the **[Save]** button

2.0 Workflow

Review Worklist



Worklist: To Review your worklist click the Worklist icon on the top PS line.

The items to be "worked" are listed under the Worklist heading. These are the Requisitions that require attention to have the Requisition Chartfield Approved or the Requisition Amount Approved.

Link: From your worklist you can go directly to the PS screen that requires you to perform the approval.

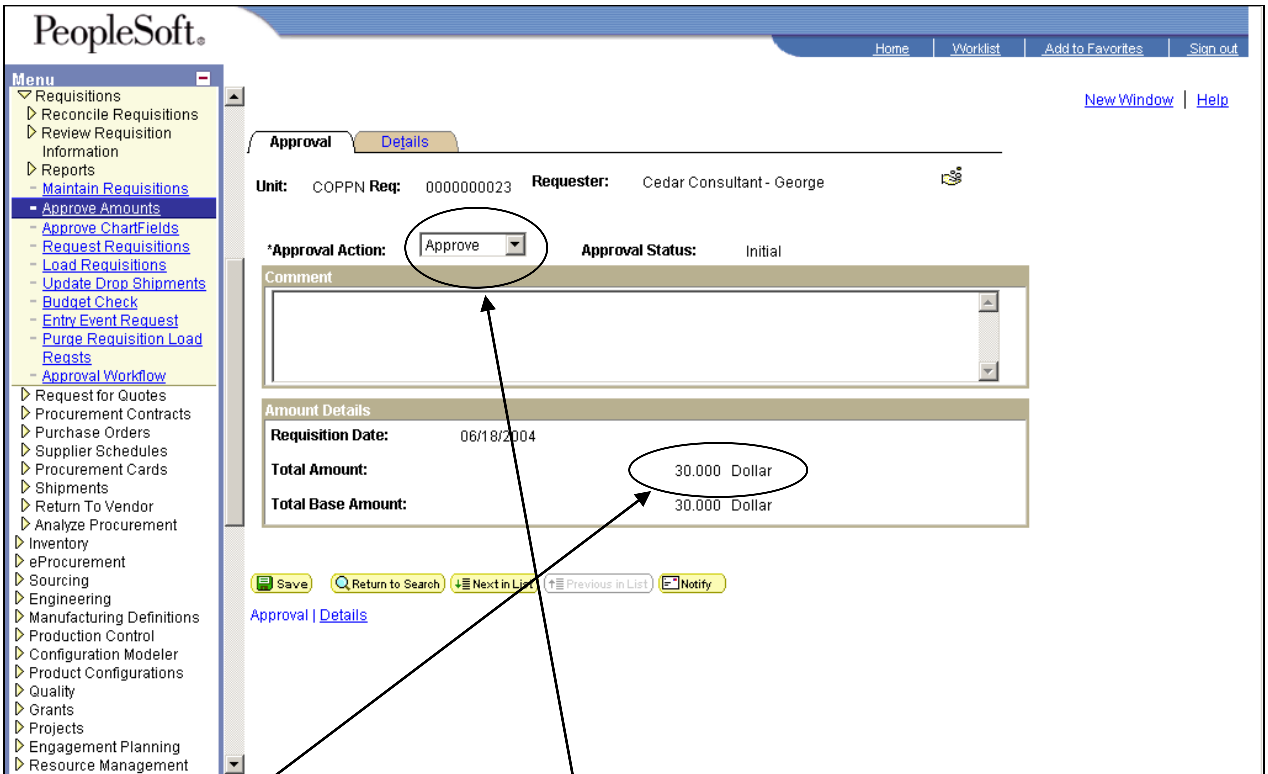
Click the purple link that lists the BU: COPPN and the Requisition number.

3.0 Requisition – Amount Approval

Amount Approval Screen

The Approval process is fairly simple. Just click on the purple link to bring up the requisition that is to be approved. The approval process applies to the entire Requisition not just single lines.

The Amount Approval is to verify the total amount of the Requisition.



Review the Total amount of the Requisition each line to verify that you agree with the amount that is to be spent on each item.

If you agree with the amount of the Requisition then you can approve the Req by making sure the Approval Action is **Approve**

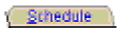
Approval Actions are: **Approve**
Deny
Recycle

Click 

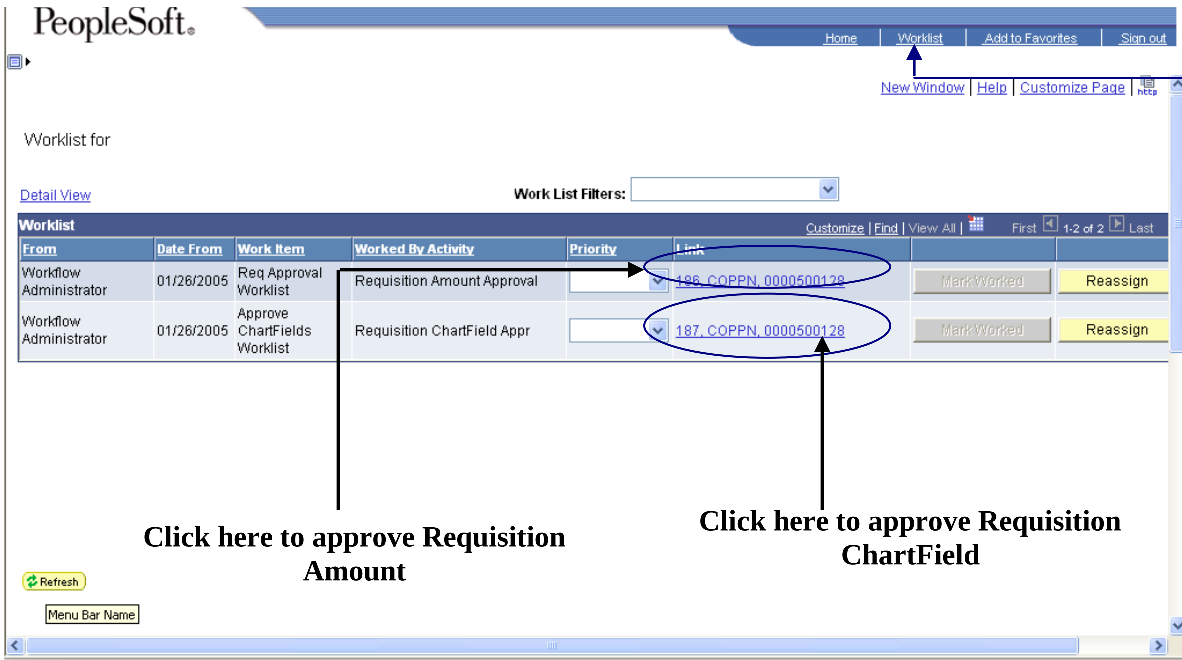
Again the Approval does not take effect until you click Save.
** Note ** - Only certain users have the security to Approve Requisitions

4.0 Requisition – Chartfield Approval

Chartfield Approval Screen

Click on the  Tab at the top of the screen.

Click on the  link to review the Accounting information.

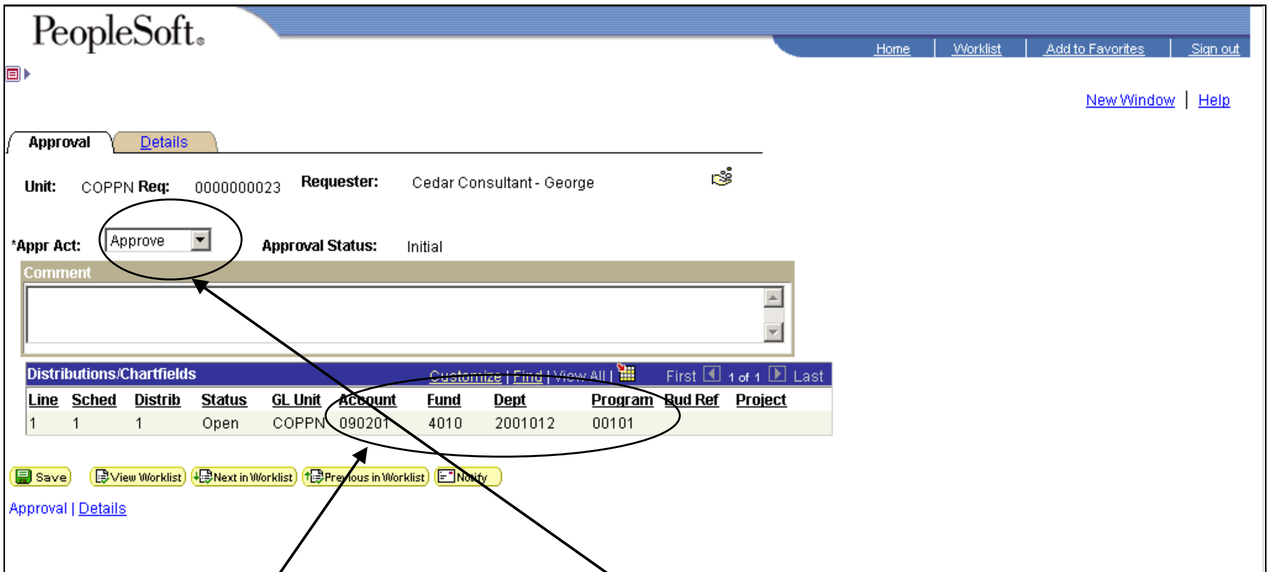


Worklist: To Review your worklist click the **Worklist** icon on the top PS line.

The items to be "worked" are listed under the Worklist heading. These are the Requisitions that require attention to have the Requisition Chartfield Approved or the Requisition Amount Approved.

Link: From your worklist you can go directly to the PS screen that requires you to perform the approval.

The Amount Approval is to verify the total amount of the Requisition.



Review the Chartfields of the Requisition each line to verify that you agree with the amount that is to be spent on each item.

If you agree with the Chartfields assigned on the Requisition then you can approve the Req by making sure the Approval Action is **Approve**

Approval Actions are: **Approve**
Deny
Recycle

Click Save

Again the Approval does not take effect until you click Save.
** Note ** - Only certain users have the security to Approve Requisitions

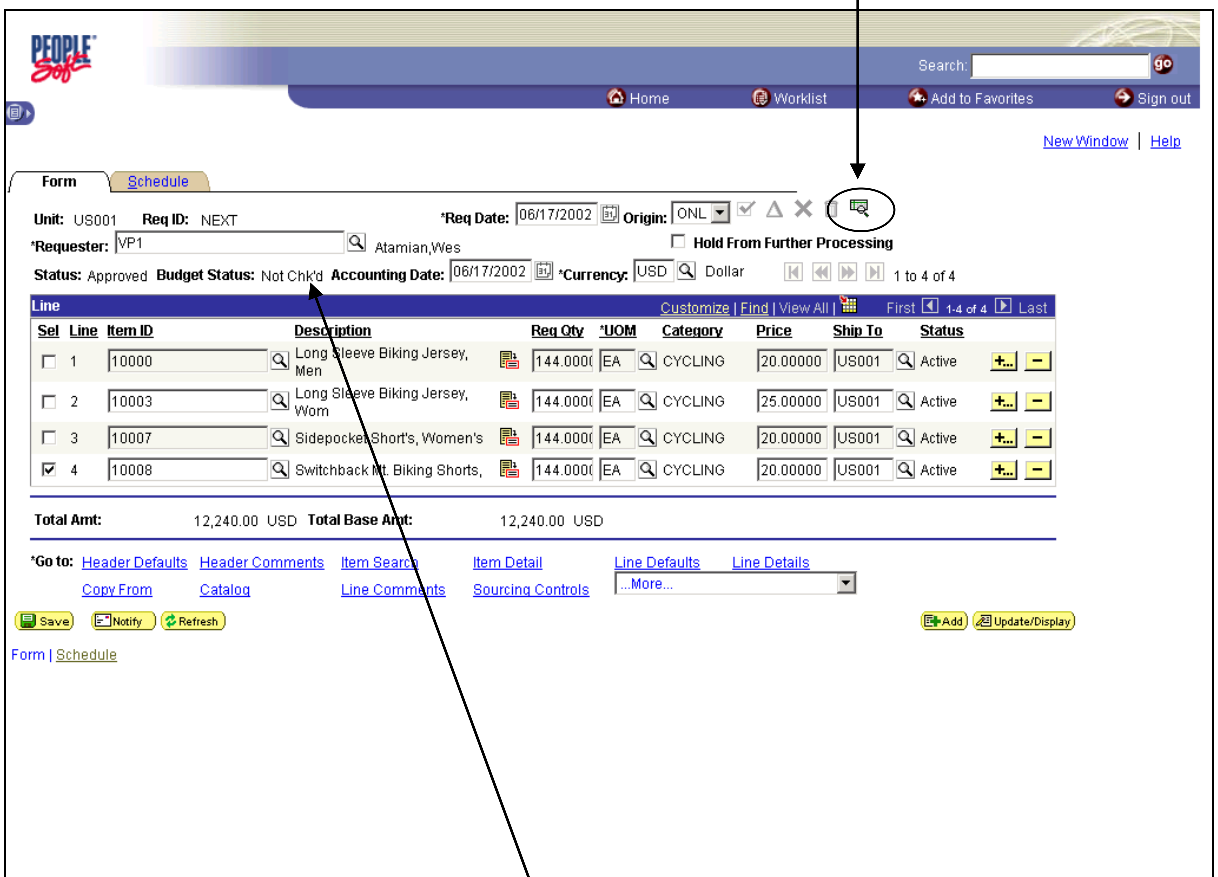
5.0 Budget Check

Navigation	***Purchasing > Requisitions > -Add/Update Requisitions***

In order to Budget Check, you must be looking at the Requisition you want to Budget Check.

The Budget Check process is fairly simple! The Budget Check process applies to the entire Requisition but checks each line one at a time.
The Requisition must be Approved before Budget Checking.

Click the **Budget Check** button (looks like a spreadsheet with magnifying glass)



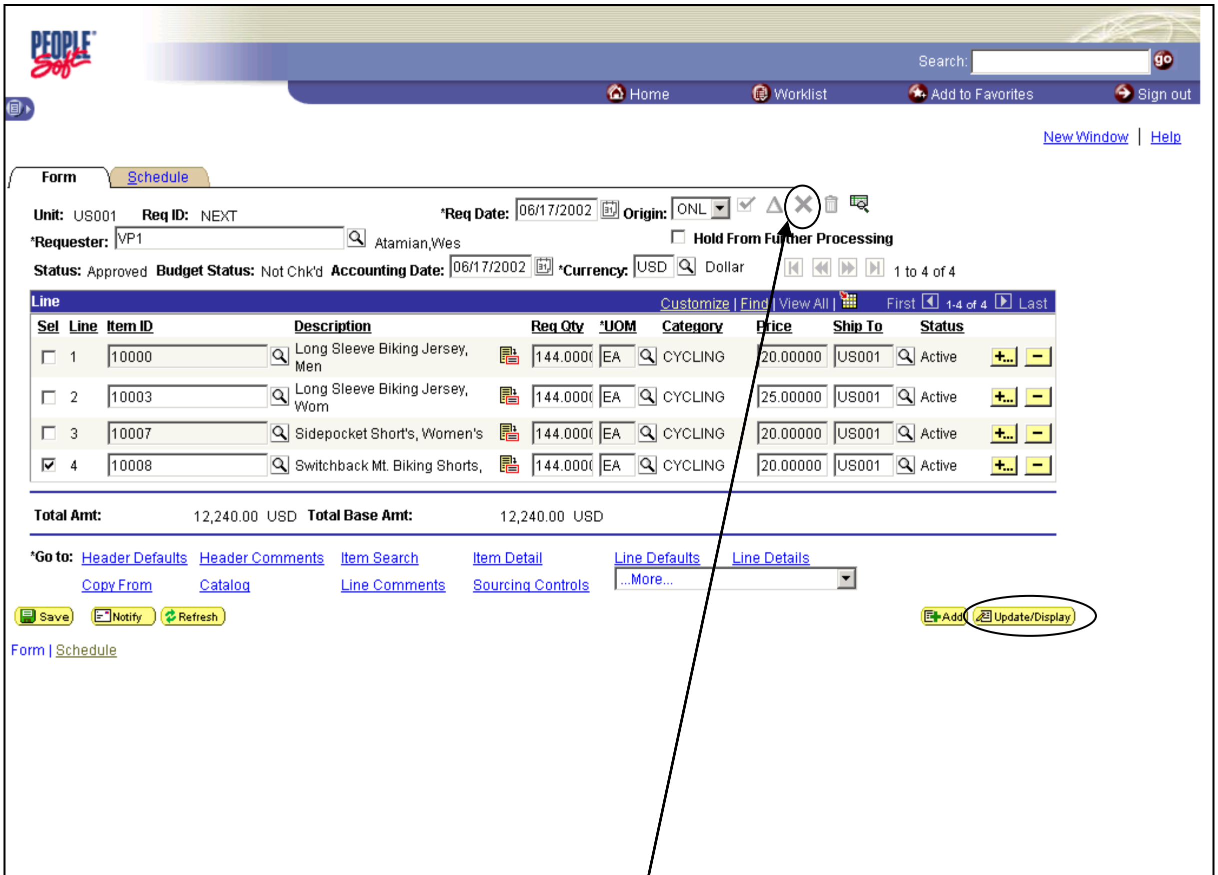
The **Budget Status:** should change to **Valid**

The Budget Check does an automatic save but it never hurts to Click Save

** Note ** - Only certain users have the security to Budget Check Requisitions

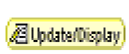
6.0 Canceling a Requisition

Navigation	*Purchasing > Requisitions > -Maintain Requisitions*



In order to Cancel a Requisition you must be looking at the Requisition you want to cancel. If you have been working the Requisition and it is still in front of you then you can proceed directly to Cancel. If not, to Find an Existing Requisition see page 14.

Verify that the Requisition in front of you is the Requisition you wish to Cancel.

Click on the  button to change the mode.

Click the Cancel button (looks like a big **X**)

The **Status:** should change to **Cancelled**

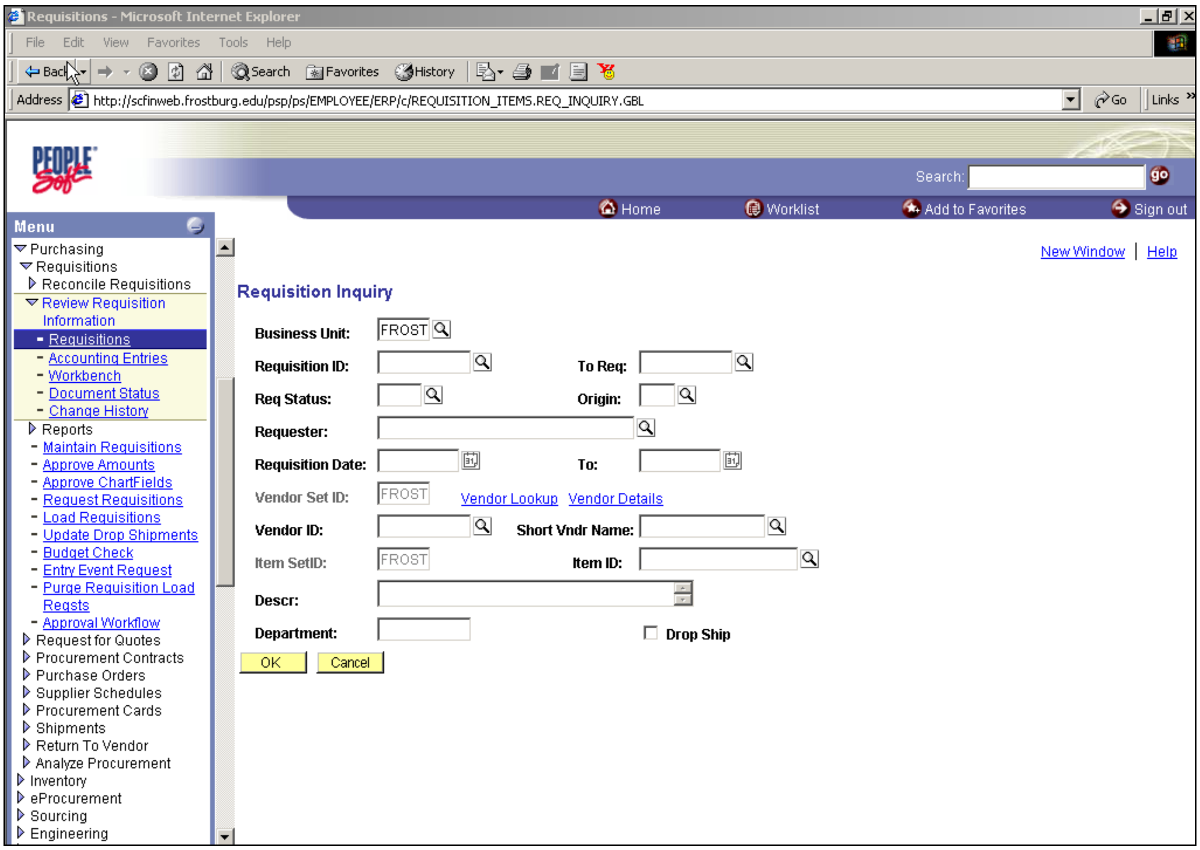
The Cancel takes effect the minute you click Cancel.

** Note ** - Only certain users have the security to Cancel Requisitions

7.0 Inquiry/Tracking a Requisition

You can review the Requisition or track the status of that Requisition.

Navigation	***Purchasing > Requisitions > Review Requisition Information > -Requisitions***



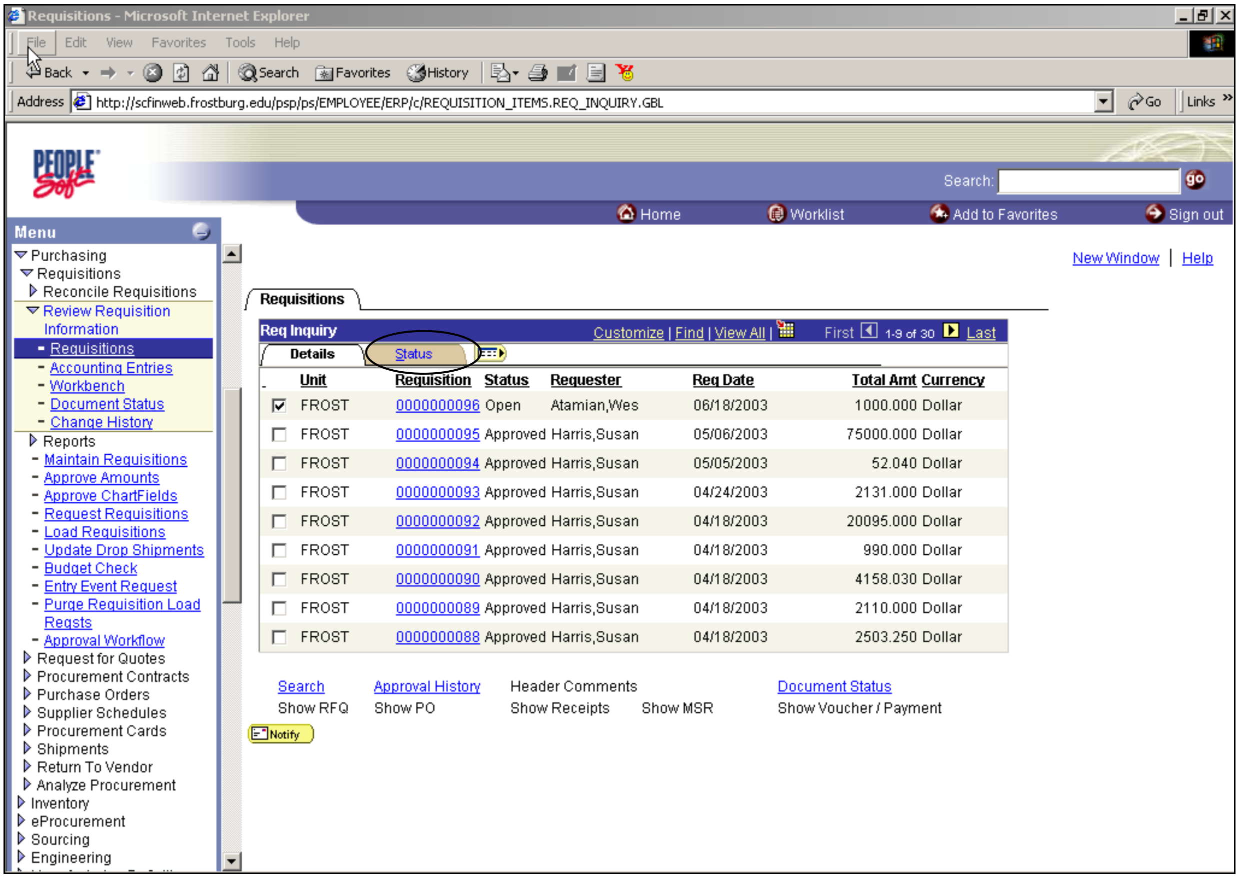
If you click OK you will get a list of ALL Coppin Requisitions.

This may be a big list that can be narrowed down by entering as many of the fields that you'd like to specify which requisition you would like to review.

Click on the Requisition (blue) that you would like to view or work on.

Click OK.

Inquiry Details Tab



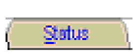
The Inquiry Details screen shows you all the requisitions selected. It gives very brief information about each requisition.

You can see the specific requisition by clicking the Requisition ID: (in blue)

To see any of the topics in blue at the bottom you must first put a check mark in front of the Requisition you want to see.

Note: before leaving this screen that the **Status** of the Requisition is listed beside the Requisition ID:

Interesting that the Status is on this screen but the label on the tab for the next screen is **Status**.

Click on the 

tab.

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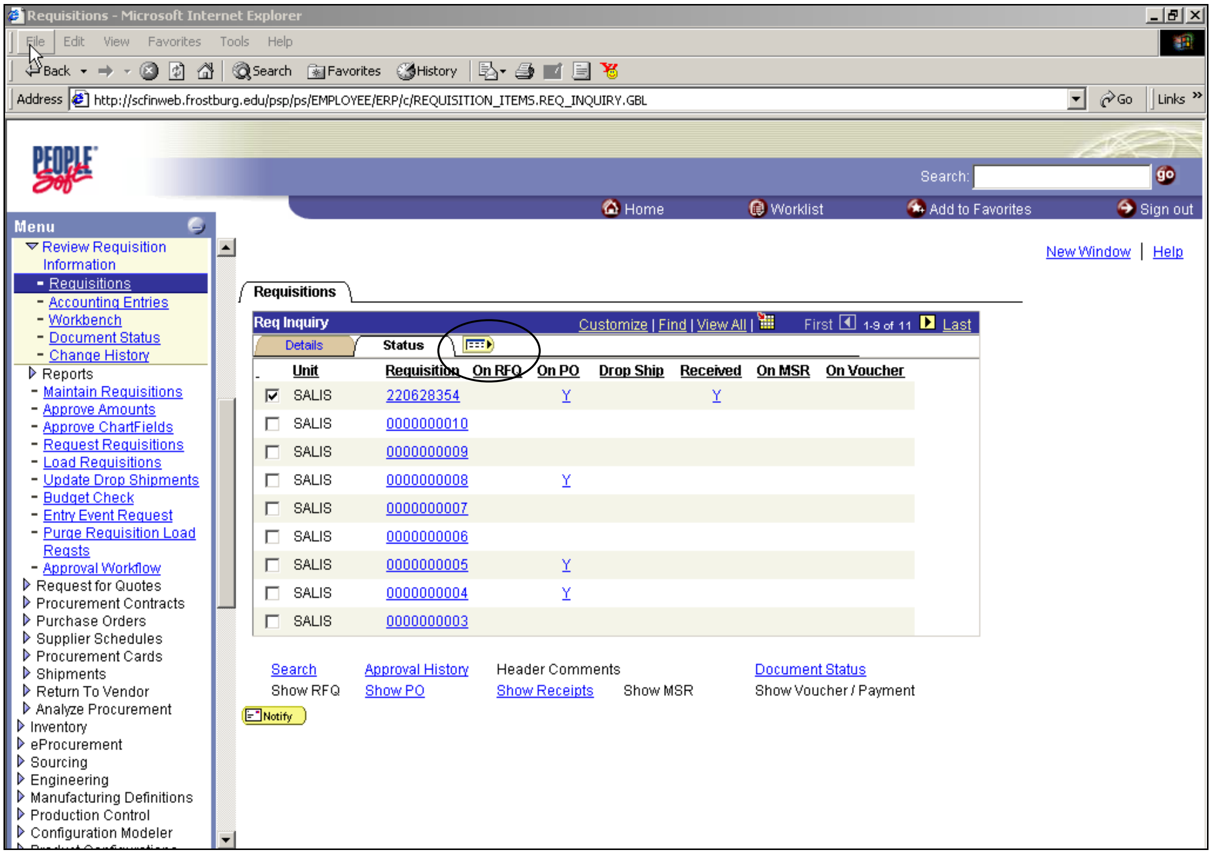
Inquiry Status



The Inquiry Status screen shows you all the requisitions selected. It provides brief information on the progress of each requisition.

The columns on the **Status** tab show the progression of the Requisition. If there is a **Y** next to the Requisition ID: then this requisition has been progressed further along the procurement path.

You can inquire on the **RFQ, PO, Received**, and **Voucher** by clicking on the **Y** (blue).

The yellow box with the arrow in it  shows you both screens at once when it is clicked.