

Requisition Guide for Approvers

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

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2.0 Workflow

Review Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link		
Cedar Consultant	06/15/2004	Req Approval Worklist	Requisition Amount Approval		26.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Req Approval Worklist	Requisition Amount Approval		26.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Req Approval Worklist	Requisition Amount Approval		26.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Approve ChartFields Worklist	Requisition ChartField Appr		27.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Approve ChartFields Worklist	Requisition ChartField Appr		27.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Approve ChartFields Worklist	Requisition ChartField Appr		27.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Approve ChartFields Worklist	Requisition ChartField Appr		27.COPPN_0000000012	Mark Worked	Reassign
Cedar Consultant	06/15/2004	Approve ChartFields Worklist	Requisition ChartField Appr		27.COPPN_0000000012	Mark Worked	Reassign

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.

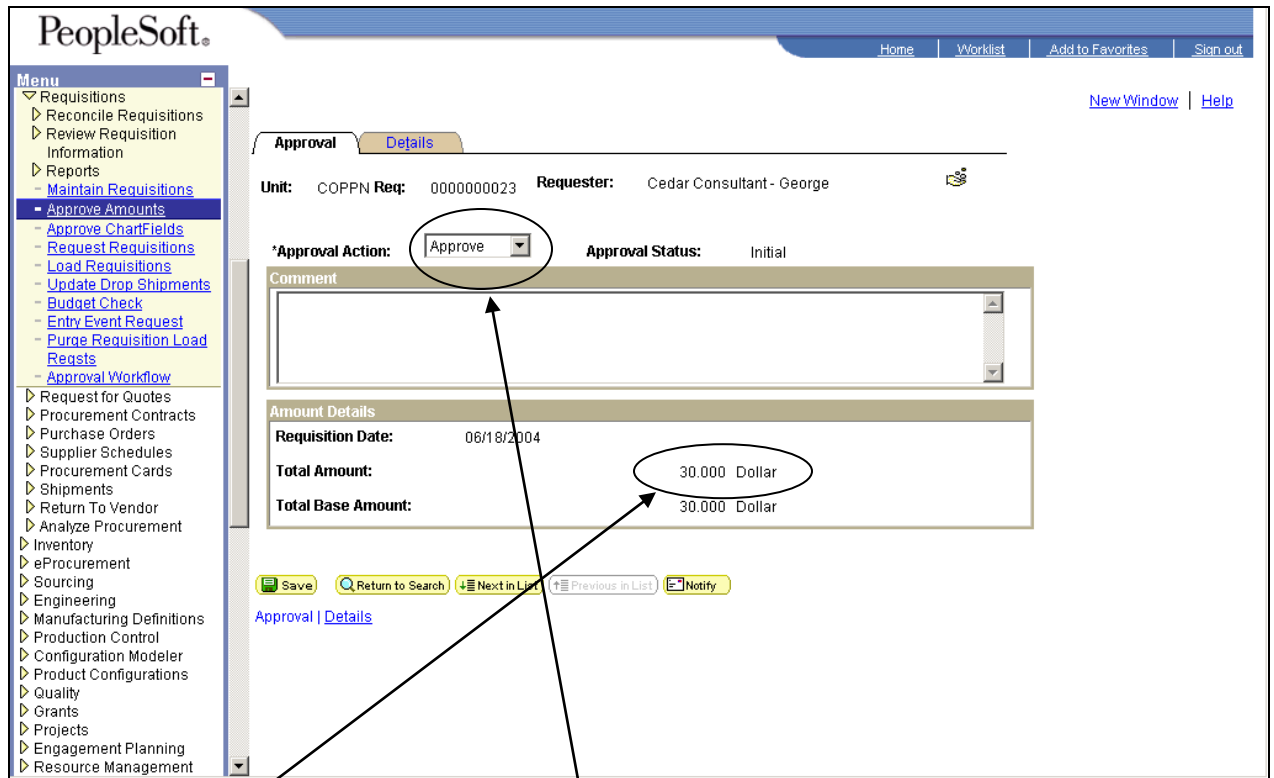
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3.0 Requisition – Amount Approval

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  Save

Again the Approval does not take effect until you click Save.

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

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4.0 Requisition – Chartfield Approval

Chartfield Approval Screen

Click on the [Schedule](#) Tab at the top of the screen.

Click on the [Distribution](#) link to review the Accounting information.

The screenshot shows the PeopleSoft Worklist interface. At the top, there are navigation tabs: Home, Worklist, Add to Favorites, and Sign out. Below the tabs, there are links for New Window, Help, and Customize Page. The main area displays a table of worklist items. The table has columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and actions (Mark Worked, Reassign). Two items are listed:

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Workflow Administrator	01/26/2005	Req Approval Worklist	Requisition Amount Approval		188_COPPN_0000500128	Mark Worked	Reassign
Workflow Administrator	01/26/2005	Approve ChartFields Worklist	Requisition ChartField Appr		187_COPPN_0000500128	Mark Worked	Reassign

Below the table, there are two text labels with arrows pointing to the links in the table:

- Click here to approve Requisition Amount
- Click here to approve Requisition ChartField

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.

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

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Approval **Details**

Unit: COPPN Req: 0000000023 Requester: Cedar Consultant - George

*Appr Act: **Approve** Approval Status: Initial

Comment

Distributions/Chartfields

Line	Sched	Distrib	Status	GL Unit	Account	Fund	Dept	Program	Bud Ref	Project
1	1	1	Open	COPPN	090201	4010	2001012	00101		

Save | View Worklist | Next in Worklist | Previous in Worklist | Notify

[Approval | Details](#)

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

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5.0 Budget Check

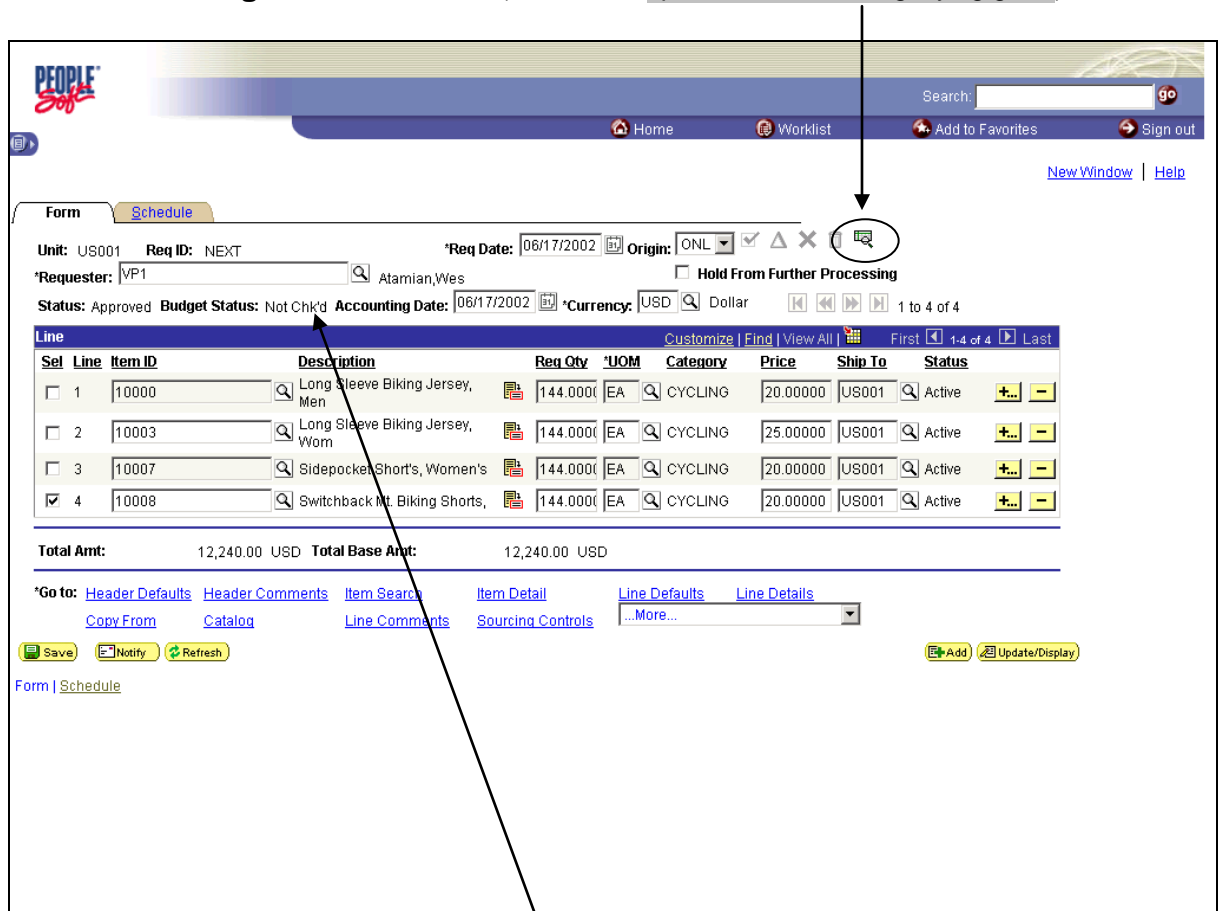
Navigation *Purchasing > Requisitions > -Add/Update Requisitions*

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 screenshot shows the PeopleSoft Requisition form. At the top right, there is a search bar and navigation links like Home, Worklist, Add to Favorites, and Sign out. Below that, there are links for New Window and Help. The main form area has a 'Form' tab and a 'Schedule' sub-tab. The form fields include: Unit: US001, Req ID: NEXT, Req Date: 06/17/2002, Origin: ONL, Requester: VP1, Atamian, Wes, Hold From Further Processing checkbox, Status: Approved, Budget Status: Not Chkd, Accounting Date: 06/17/2002, Currency: USD, Dollar. Below these fields is a table with 4 lines of items. The 'Budget Status' field is circled in red, and an arrow points to it from the text above. At the bottom of the form, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	10000	Long Sleeve Biking Jersey, Men	144.0000	EA	CYCLING	20.00000	US001	Active
2	10003	Long Sleeve Biking Jersey, Women	144.0000	EA	CYCLING	25.00000	US001	Active
3	10007	Sidepocket Short's, Women's	144.0000	EA	CYCLING	20.00000	US001	Active
4	10008	Switchback Mt. Biking Shorts,	144.0000	EA	CYCLING	20.00000	US001	Active

Total Amt: 12,240.00 USD Total Base Amt: 12,240.00 USD

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

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

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

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6.0 Canceling a Requisition

Navigation *Purchasing > Requisitions > -Maintain Requisitions*

The screenshot shows the PEOPLE SOFT interface for maintaining a requisition. The form is in 'Schedule' mode. Key fields include: Unit: US001, Req ID: NEXT, Req Date: 06/17/2002, Origin: ONL, Requester: VP1, Status: Approved, Budget Status: Not Chk'd, Accounting Date: 06/17/2002, Currency: USD. A table lists four line items for cycling gear. The 'Update/Display' button is circled in red.

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1	10000	Long Sleeve Biking Jersey, Men	144.0000	EA	CYCLING	20.00000	US001	Active
2	10003	Long Sleeve Biking Jersey, Wom	144.0000	EA	CYCLING	25.00000	US001	Active
3	10007	Sidepocket Short's, Women's	144.0000	EA	CYCLING	20.00000	US001	Active
4	10008	Switchback Mt. Biking Shorts,	144.0000	EA	CYCLING	20.00000	US001	Active

Total Amt: 12,240.00 USD Total Base Amt: 12,240.00 USD

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  Update/Display 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.

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

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7.0 Inquiry/Tracking a Requisition

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

Navigation	<i>Purchasing > Requisitions > Review Requisition Information > -Requisitions</i>
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The screenshot shows a web browser window titled "Requisitions - Microsoft Internet Explorer". The address bar contains the URL: `http://scfinweb.frostburg.edu/ps/ps/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQ_INQUIRY.GBL`. The page features a "PEOPLE Soft" logo and a search bar. A navigation menu on the left lists various options under "Purchasing > Requisitions", with "Review Requisition Information > Requisitions" selected. The main content area is titled "Requisition Inquiry" and contains several search fields: Business Unit (FROST), Requisition ID, To Req, Req Status, Origin, Requester, Requisition Date, To, Vendor Set ID (FROST), Vendor ID, Short Vndr Name, Item Set ID (FROST), Item ID, and Descr. There is also a Department field and a "Drop Ship" checkbox. At the bottom of the form are "OK" and "Cancel" buttons.

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**.

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Inquiry Details Tab

Requisitions - Microsoft Internet Explorer

Address: http://scfinweb.frostburg.edu/ps/ps/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQ_INQUIRY.GBL

Menu

- Purchasing
- Requisitions
 - Reconcile Requisitions
 - Review Requisition Information
 - Requisitions**
 - Accounting Entries
 - Workbench
 - Document Status
 - Change History
 - Reports
 - Maintain Requisitions
 - Approve Amounts
 - Approve ChartFields
 - Request Requisitions
 - Load Requisitions
 - Update Drop Shipments
 - Budget Check
 - Entry Event Request
 - Purge Requisition Load Regsts
 - Approval Workflow
 - Request for Quotes
 - Procurement Contracts
 - Purchase Orders
 - Supplier Schedules
 - Procurement Cards
 - Shipments
 - Return To Vendor
 - Analyze Procurement
 - Inventory
 - eProcurement
 - Sourcing
 - Engineering

Requisitions

Req Inquiry Customize | Find | View All First 1-9 of 30 Last

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/>	FROST	0000000096	Open	Atamian,Wes	06/18/2003	1000.000 Dollar
<input type="checkbox"/>	FROST	0000000095	Approved	Harris,Susan	05/06/2003	75000.000 Dollar
<input type="checkbox"/>	FROST	0000000094	Approved	Harris,Susan	05/05/2003	52.040 Dollar
<input type="checkbox"/>	FROST	0000000093	Approved	Harris,Susan	04/24/2003	2131.000 Dollar
<input type="checkbox"/>	FROST	0000000092	Approved	Harris,Susan	04/18/2003	20095.000 Dollar
<input type="checkbox"/>	FROST	0000000091	Approved	Harris,Susan	04/18/2003	990.000 Dollar
<input type="checkbox"/>	FROST	0000000090	Approved	Harris,Susan	04/18/2003	4158.030 Dollar
<input type="checkbox"/>	FROST	0000000089	Approved	Harris,Susan	04/18/2003	2110.000 Dollar
<input type="checkbox"/>	FROST	0000000088	Approved	Harris,Susan	04/18/2003	2503.250 Dollar

Search Approval History Header Comments Document Status
Show RFQ Show PO Show Receipts Show MSR Show Voucher / Payment

Notify

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 **Status** tab.

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Inquiry Status

Unit	Requisition	On RFQ	On PO	Drop Ship	Received	On MSR	On Voucher
<input checked="" type="checkbox"/>	SALIS 220628354		Y		Y		
<input type="checkbox"/>	SALIS 000000010						
<input type="checkbox"/>	SALIS 000000009						
<input type="checkbox"/>	SALIS 000000008		Y				
<input type="checkbox"/>	SALIS 000000007						
<input type="checkbox"/>	SALIS 000000006						
<input type="checkbox"/>	SALIS 000000005		Y				
<input type="checkbox"/>	SALIS 000000004		Y				
<input type="checkbox"/>	SALIS 000000003						

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.