PeopleSoft Financials 8.4

Requisition Guide

For Requesters

Requisition Guide for Requesters

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Requisition Guide for Requesters

1.0 Entering a Requisition

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.

Requisition Layout

- **Header –** Used for the entire Requisition
  - **Form** – Requester, Req Date, Origin, Acct Dt, Hold Flag
  - **Header Defaults** (override)– Vendor, Buyer, Ship To, Due Dt, Distribution
  - **Header Comments** – Vendor, Receipts, Voucher

- **Line** – Each item requested
  - **Form** – Description, Qty, UOM, Category, Price, Ship To, Status
- **Schedule** – Delivery: Ship To, Due Date, Qty, Price
  - **Distribution** – Account/Dept/Prog/Fund, Delivery Location, %

- **Line** – Each item requested
  - **Form** – Description, Qty, UOM, Category, Price, Ship To, Status
- **Schedule** – Delivery: Ship To, Due Date, Qty, Price
  - **Distribution** – Account/Dept/Prog/Fund, Delivery Location, %
- **Schedule** – Delivery (each line will have 1 or more schedules)
  - **Distribution** – Account/Dept/Prog/Fund, Delivery Location, %
  - **Distribution** – Account/Dept/Prog/Fund, Delivery Location, %

Gray areas indicate that multiple schedules and distributions are permitted for each line.

Requisition Guide for Requesters

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

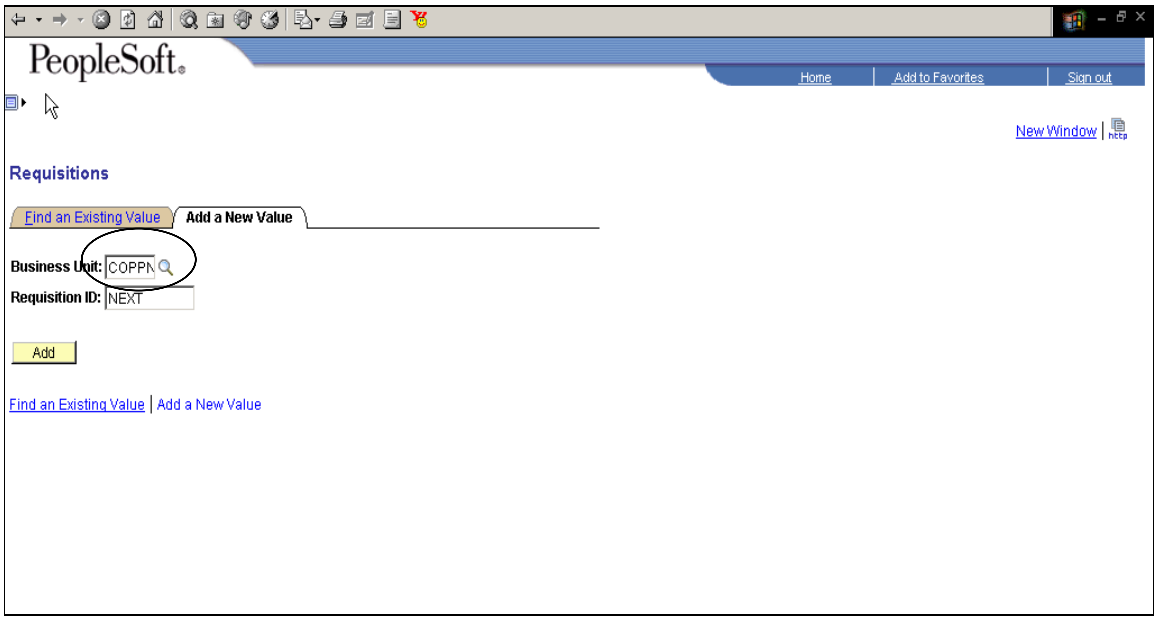
12. Click the **[Approval]** button

Adding a Requisition

Navigation	***Purchasing > Requisitions > -Maintain Requisitions***

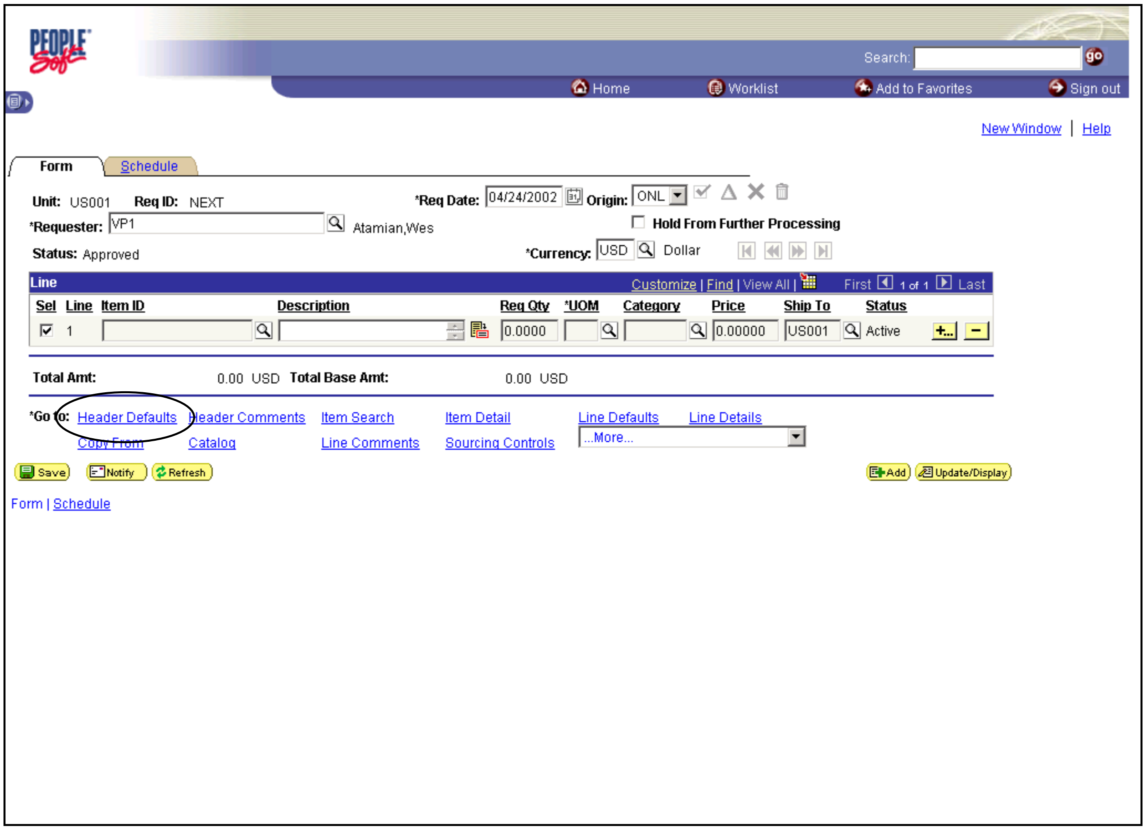
Business Unit: Enter **COPPN** or select from the Lookup.

Click Add.



Requisition Id: NEXT – the word **NEXT** informs PeopleSoft to assign the next available requisition number.

The **Form** screen should appear:



The information at the top of this screen is Header information and pertains to the entire Requisition.

Requester: Should contain your **User ID** with your name displayed next to you ID.

Req Date: Defaults in as Today's date. This date will only be changed if a Requisition has been on hold for more than one day. The date should be changed to today's date so that the requisition will truly represent the date that the request was made.

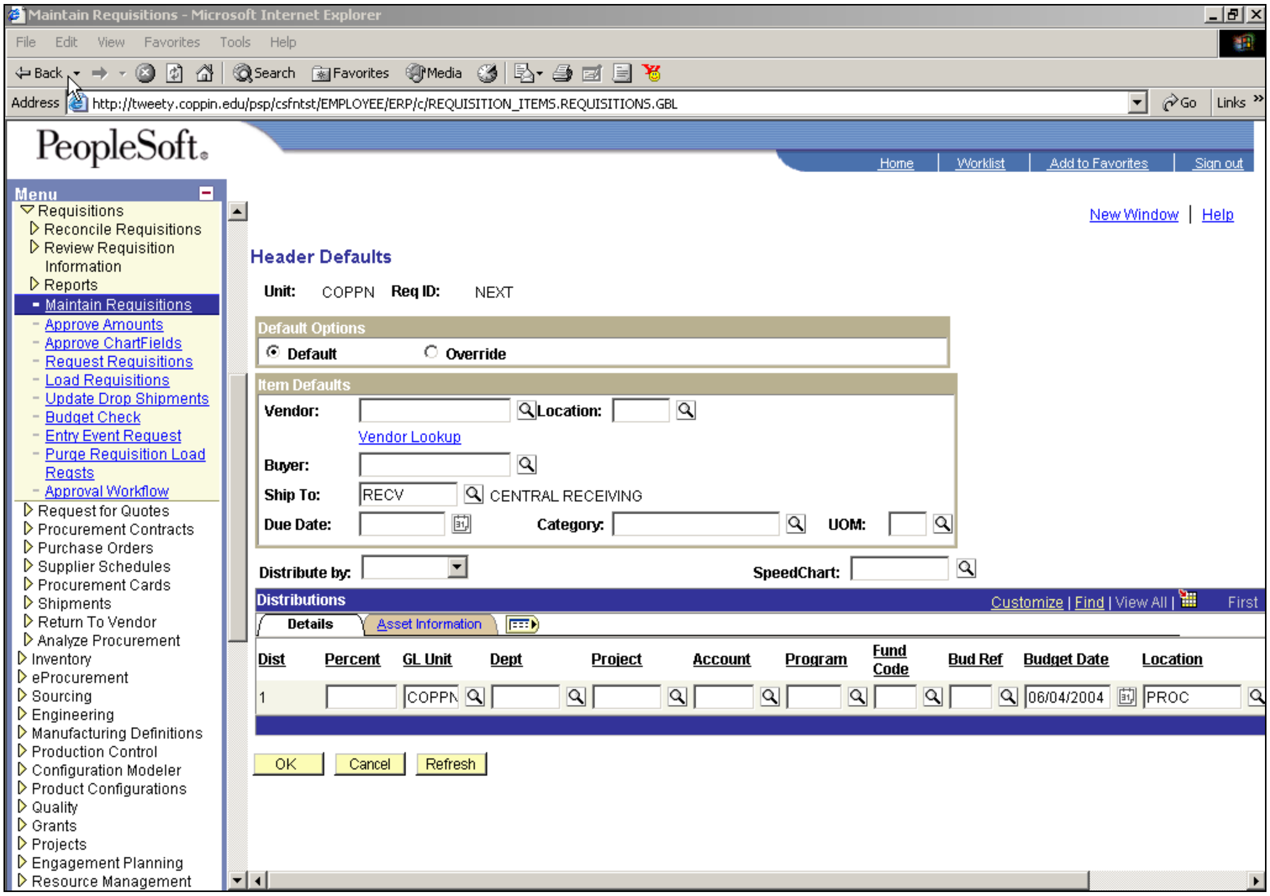
Origin: Defaults from your User ID setup. Can be changed if a more appropriate origin is to be assigned.

Currency: **USD** – will always be USD

Click: Header Defaults .

Header Defaults

The header defaults screen allows the user to enter data that will be applied to each line, schedule, or distribution of the requisition line after the requisition has been create.



Vendor: **Tax ID** of the merchant.

Location: Not required to be entered**.**

Vendor Lookup – we'll explore this in a little more detail below.

Buyer: Not required to be entered**.**

Ship To: **RECV** – this is the code for the location of Central Receiving. This code will be defaulted into the Ship To location of each Schedule.

Due Date: Today's Date or the date that the goods are to be received. This code will be defaulted into the Ship To location of each Schedule.

Category: Requesters will typically use either: A-2WAY MATCH or A-3WAY MATCH.

The category is used to identify what type of good or service is being requested. It also identifies the requirements PeopleSoft will use for Matching the PO, Receiving, and Voucher. This code will be defaulted into the Category field of each Line. **Caution:** *If any item that is being requested is NOT in this Category then it will have to be changed manually at the time the line is added.*

Unit of Measure: Each (EA) is the most popular. Select the most appropriate UOM that describes the quantity that will be used to order and receive the goods. This UOM code will be defaulted into the UOM field of each Line. **Caution:** *If any item that is being requested is NOT in this UOM then it will have to be changed manually at the time the line is added.*

Speed Chart: Abbreviation of a combination of Dept/Program/Fund. This will enable the user to select a valid Dept/Program/Fund without having to enter each field separately.

Distributions – this is the default and will be applied to every Line on the Requisition**.** (Coppin's distribution may look a little different, have changed the order to make it easier for entry.)

Percent: This is the percentage of each line that will be charged to the Account/Department that is listed on the same line.

GL Unit: **COPPN** – is always COPPN

Account: The GL account to which the items on the line are being charged. (What)

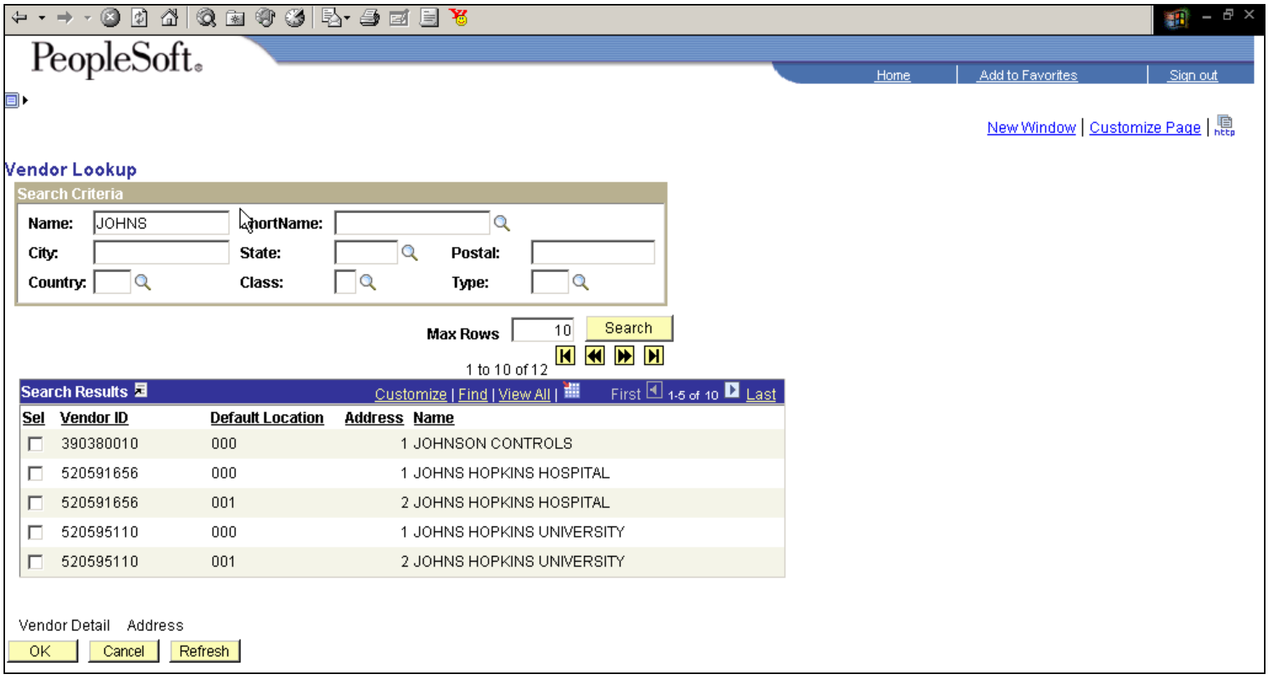
Department: Use the Speed Chart field to populate the department/program/fund combination.

Location: This field should default from your User ID. This field is the delivery location of the person making the request. Will be **RECV**, unless every campus location has been identified and attached to each requester.

Hint: If you have a need to navigate to a different menu location, to lookup the cross-reference from a FRS Account to a PeopleSoft Department as an example, you may not be able to do so without losing your current work. Instead of leaving your current menu location, you can click on 'New Window' in the upper right corner of the screen. This will allow you to navigate to another screen without disturbing the work you are performing. Once you are finished with the 'New Window', close it and you will return to your original location.

Click on the **Vendor Lookup** link. Vendor Lookup

Vendor Lookup



Name: Vendors can be found by entering the name of the Vendor. The Name is listed as it would be on the check.

ShortName: ShortName has been converted to be the vendor name in FRS from the * forward. This is basically a lookup by Last name if the vendor is a typical firstname/lastname vendor

	FRS Vendor	Name:	Shortname (10 characters)
Example:	John*Smith	John Smith	Smith
	John*Smith Inc.	John Smith Inc.	Smith Inc.
	Smith Supplies	Smith Supplies	Smith Supp

Wildcard: **%** - can be used to lookup vendor names without knowing how the vendor name starts **%HOPK%** - above will display any vendor that has HOPK in their name. However this is case sensitive, but Coppin is all **CAPS**

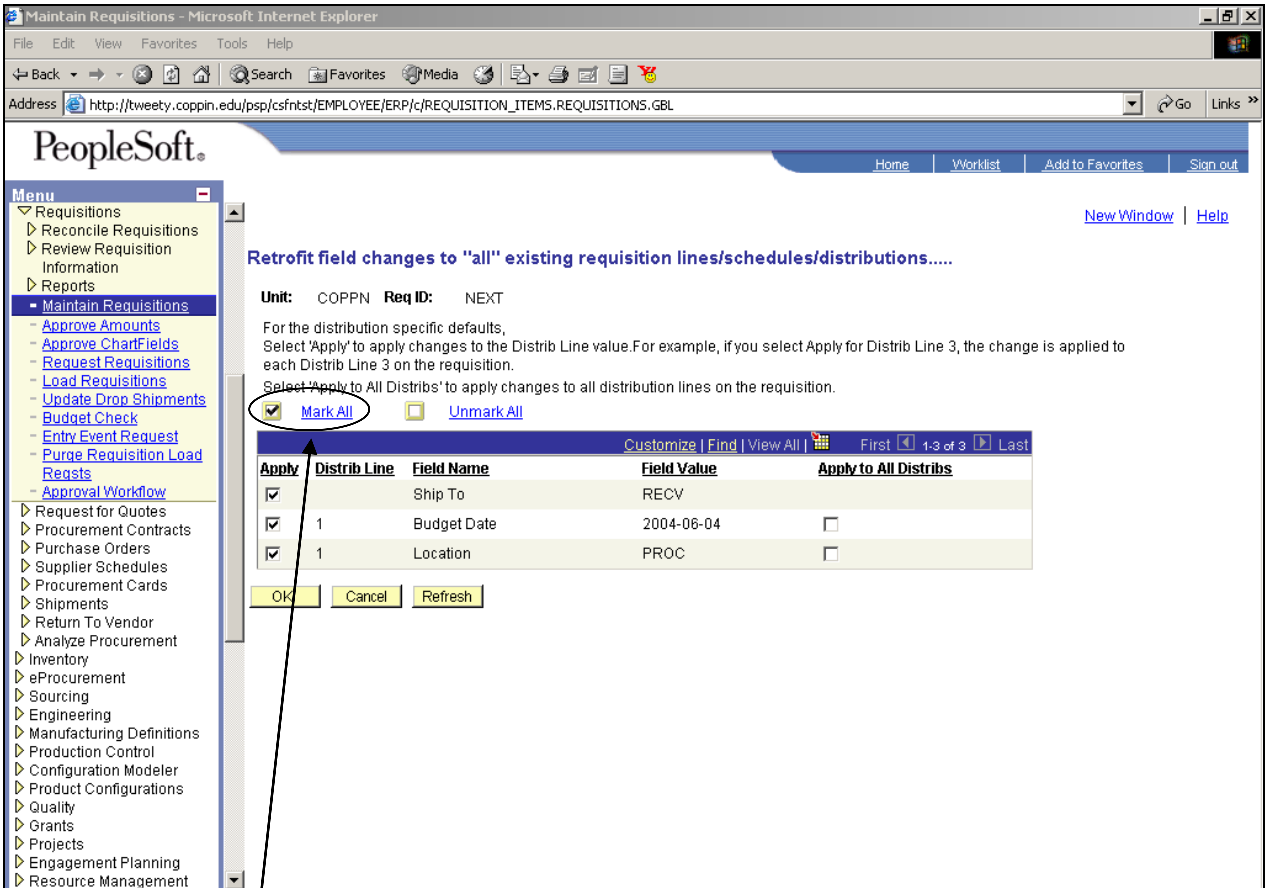
Select a Vendor Id to use by clicking the Sel field in front of the vendor. You can only select one.

Click OK **.**

From the Header Defaults screen

Click OK **.**

Header Defaults - Retrofit

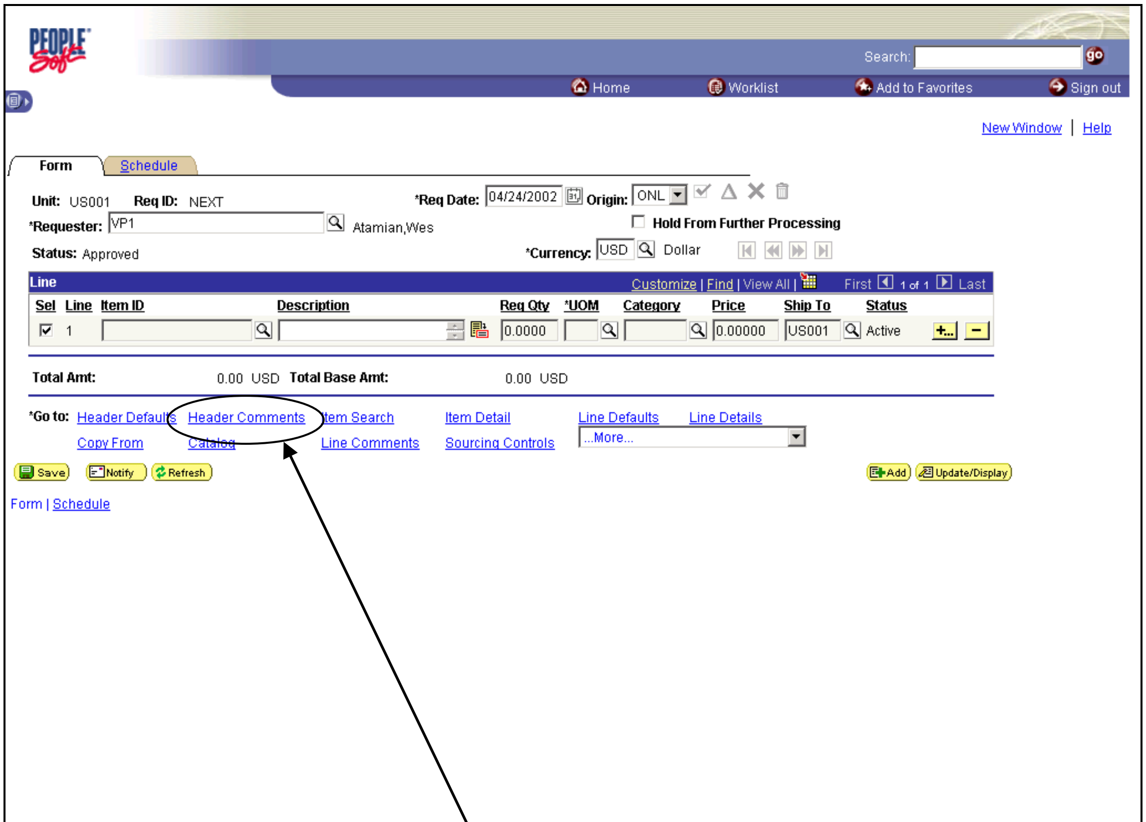


Defaults: If you want to use the values that were just selected on the Header Default page. This will set the Vendor, Ship To, Location, etc… on every line of the requisition.

Click Mark All

Click OK.

New Vendor Info

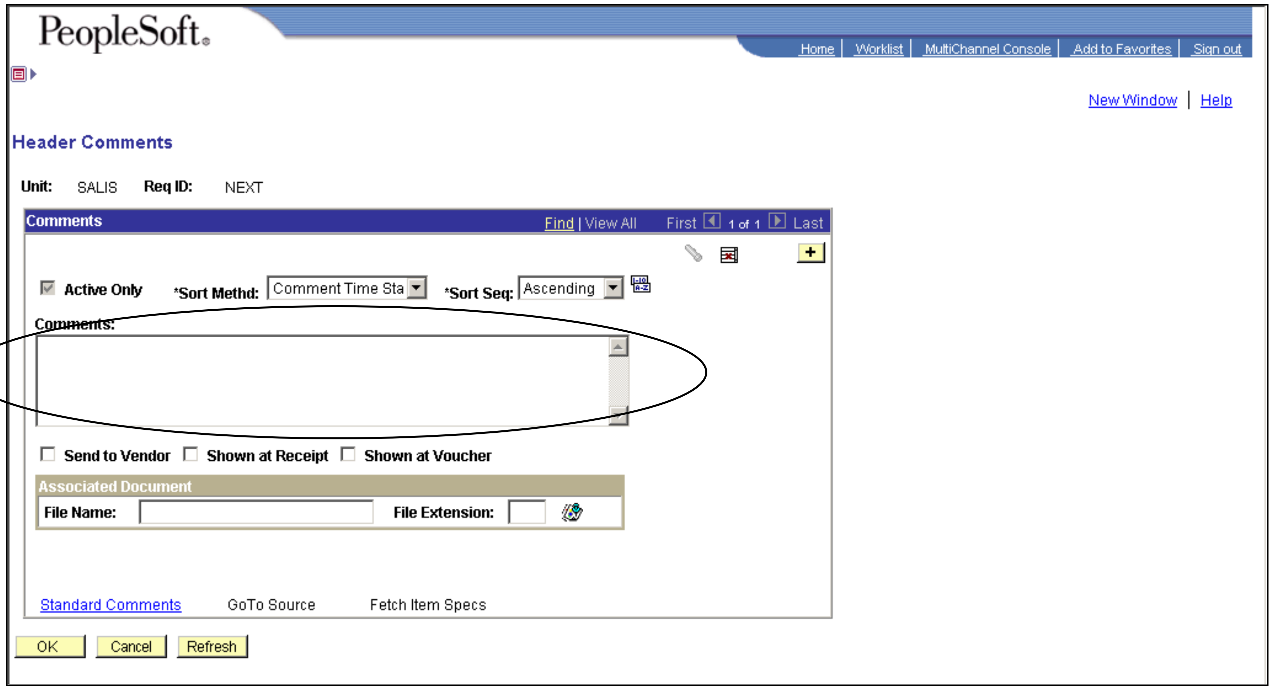


When to use: Vendors that can not be found by doing the Vendor Lookup.

Vendor Info: Vendor Information can be sent to the Buyer within the Requisition. Simply click the Header Comments icon to enter the vendor information.

A screen will appear to allow the user to enter information the buyer should know about:

Header Comments



Enter the information the buyer will need to know to add a new vendor to PeopleSoft prior to creating the PO.

Things like: Federal Tax ID (SSN or TIN)
Name
Address
City, State & Zip

When finished entering the information you would like the buyer to know:

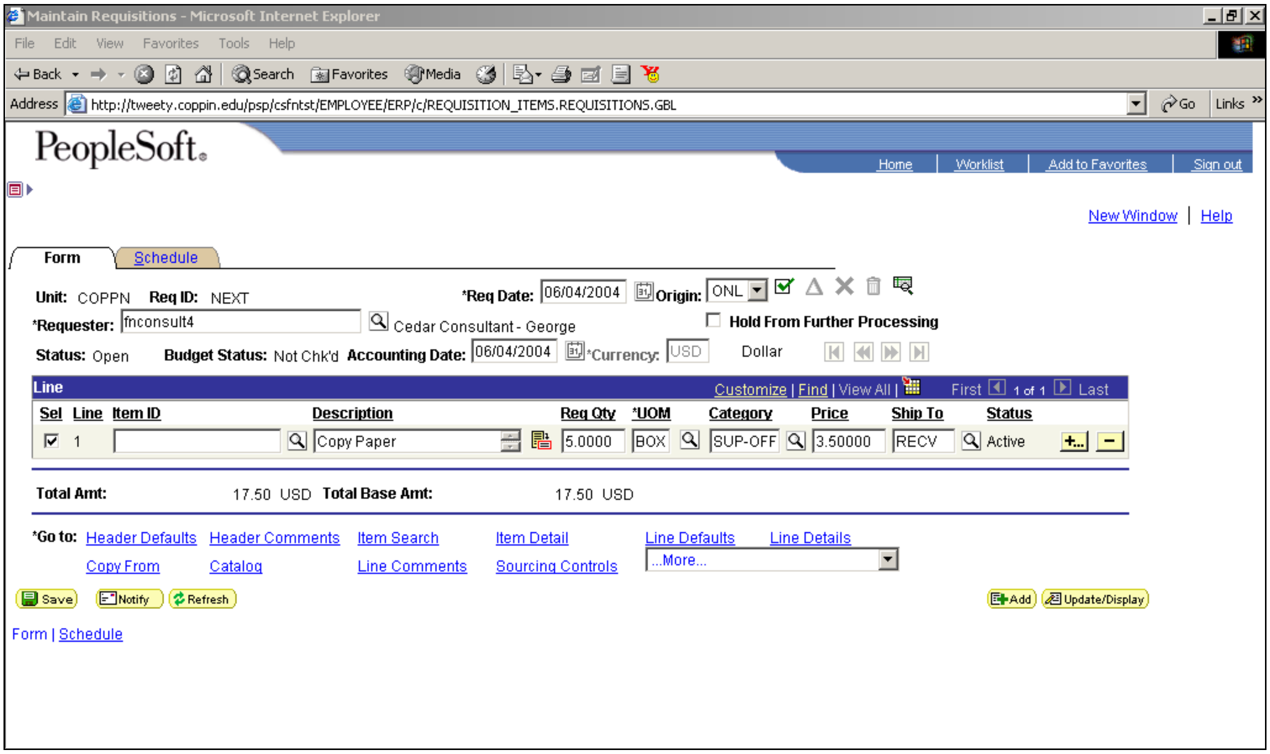
Be careful: If you click these buttons this information will be passed to those people!!

☐ **Send to Vendor** ☐ **Shown at Receipt** ☐ **Shown at Voucher**

Clicking these boxes will pass your comments on to those people.

Click OK.

Adding Lines



Item ID: Not Required to be entered.

Description: Enter a description of the item to be requested.

Req Qty: Enter the full quantity of the item to be requested.

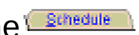
Unit Of Measure: Should default from header defaults. However, if the UOM is different for this item from the header defaults, use the drop down and select a different UOM that better describes the UOM for ordering and receiving. This will be done if the number of items is large and they vary in type.

Category: Should default from header defaults. However, if the Category is different for this item from the header defaults, use the drop down and select a different Category that better describes the UOM. This will be done if the number of items is large and they vary in type.

Price: Enter the Price for each UNIT, not the total price of the items, but rather the individual cost of each item. The system will multiply the Qty * Price to arrive at the Total Cost. In order to get the exact price of items that are sold in lots, you need to extend out the use of decimal places.

Additional Lines

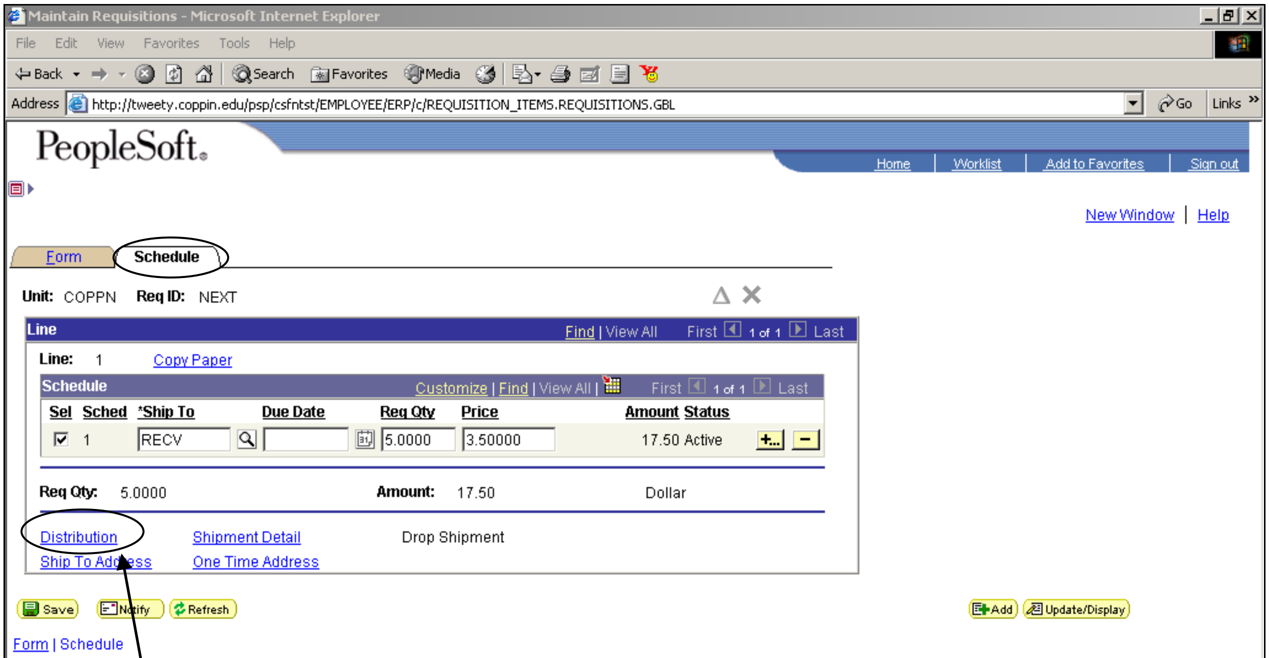
In order to add additional lines you simply click on the  key and you will prompted to enter the number of rows to add.

Schedule Before proceeding to the 

tab you must select the line that you want to review the schedule for. Click the Sel box on the Form screen for one of the lines.

Schedule

Click on the Schedule Tab at the top of the screen.



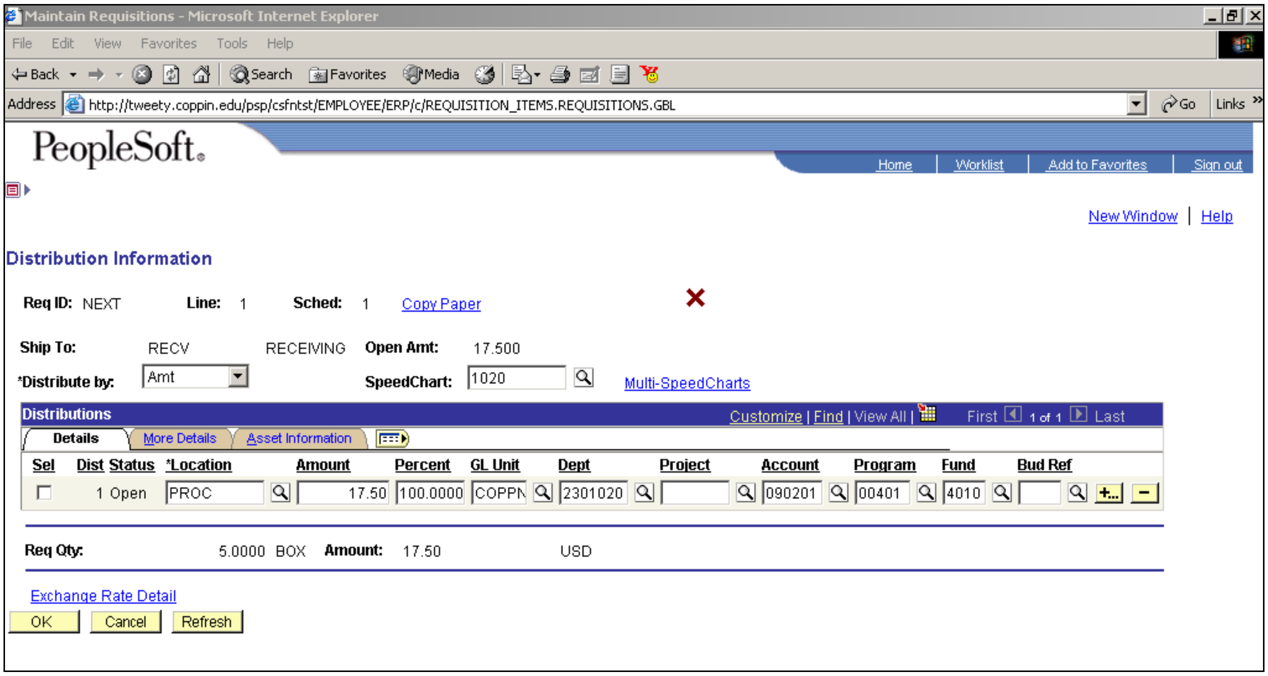
Verify that the Schedule data has defaulted from the User ID or the Header Defaults. Click **View All** to display all lines entered on Form tab.

In order to add additional lines you simply click on the + key and a new row will appear. If additional lines are added the sum of the schedule lines MUST be equal to the total quantity entered on the **Form** screen.

The use of schedules is rare unless you are making large orders for materials to be delivered over time. This usually involves things like construction projects.

Click on the Distribution link to review the Accounting information.

Distribution (Accounting)



Distributions – this Distribution is the accounting information for only this LINE.

Selecting ***Distribute by:** Amt allows the Accounts Payable dept to make payments if this item is invoiced across more than one invoice.

Percent: This is the percentage of each line that will be charged to the Account/Department that is listed on the same line.

GL Unit: **COPPN** – is always COPPN

Account: The GL account to which the items on the line are being charged. (Note: copy the account before using speedchart, the speedchart will blank out the account number)

Department: Use the Speed Chart field to populate the department/program/fund combination.

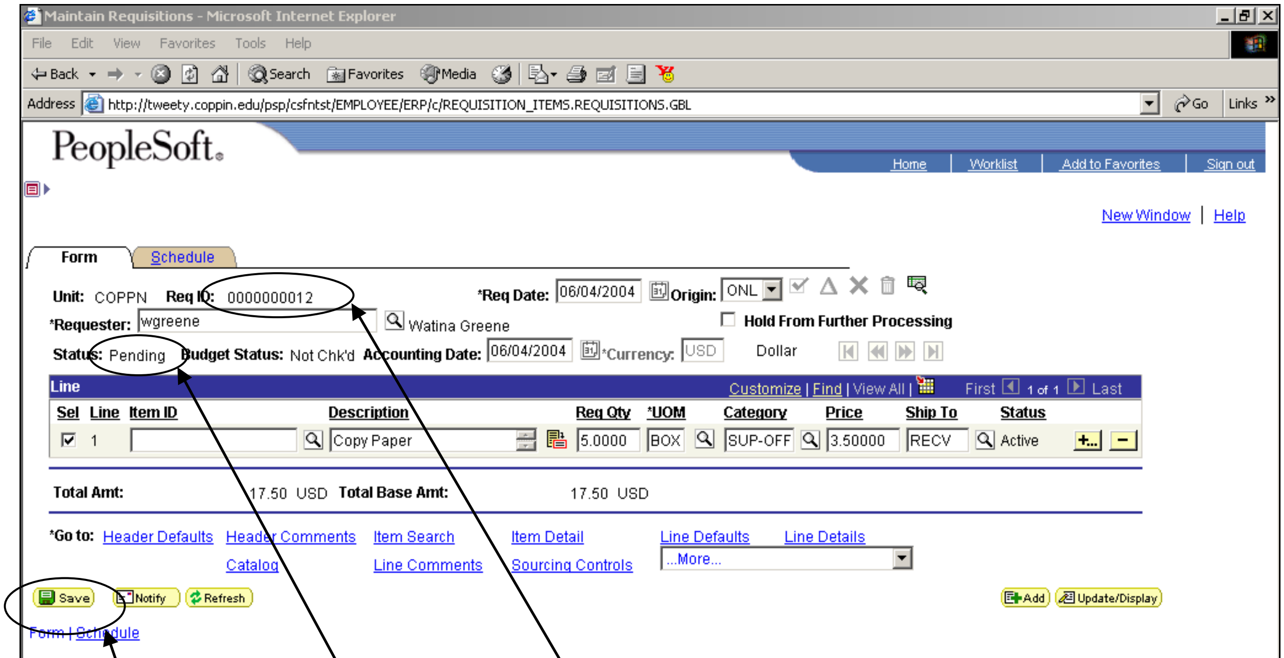
Speed Chart: Abbreviation of a combination of Dept/Program/Fund. This will enable the user to select a valid Dept/Program/Fund without having to enter each field separately.

Location: This field should default from your User ID. This field is the delivery location of the person making the request. Will be **RECV**, unless every campus location has been identified and attached to each requester.

Click OK.

Saving the Requisition

Click on the Form Tab at the top of the screen.



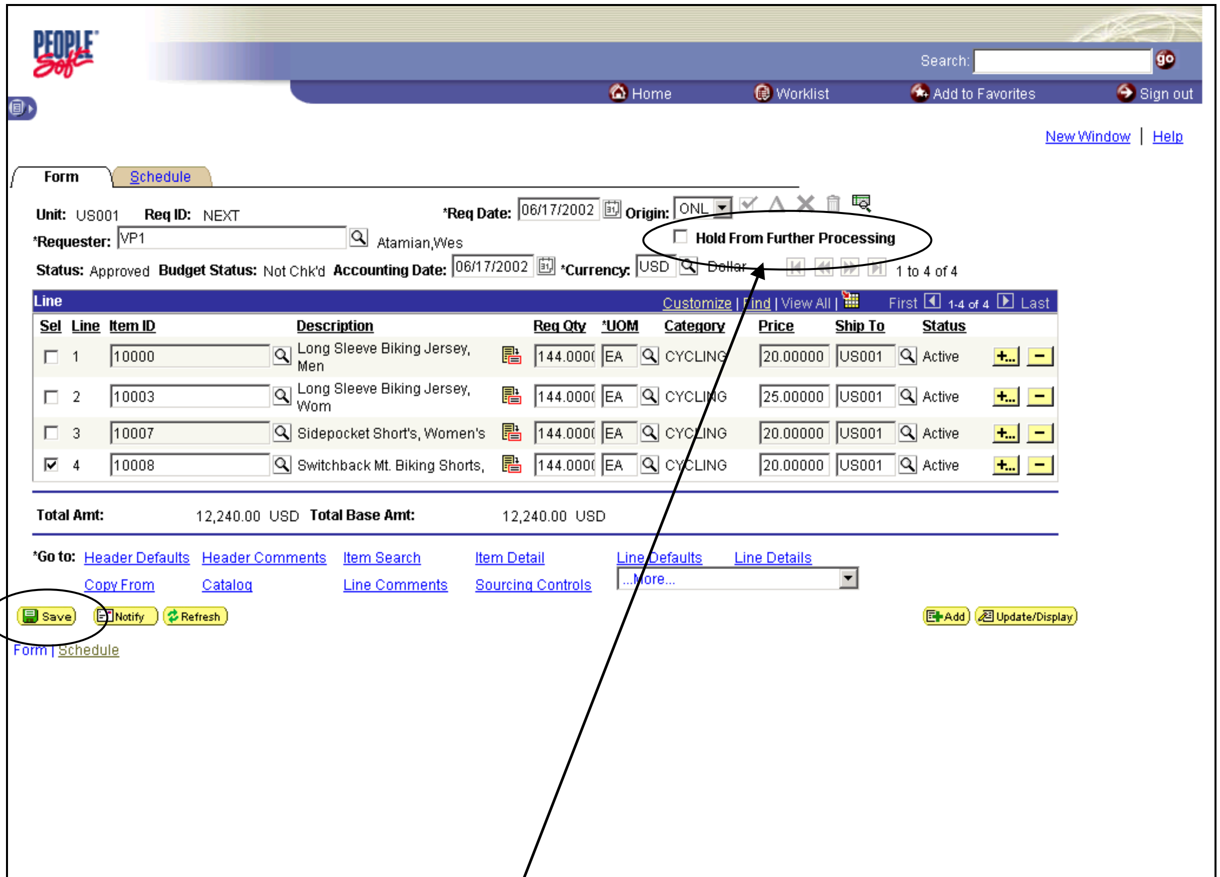
Click Save.

The requisition does NOT exist in PeopleSoft until you click the Save button.

Once you click the Save button, the requisition is saved in PeopleSoft and the word **NEXT** in **Req ID**: is assigned the next available number.

The **Status:** should be **Open** or **Pending** depending on what security has been set up for each user.

Hold – until complete



If the Requisition you are entering is not ready to be sent to the Approver for any reason you can set the Requisition to HOLD so that no further action can be taken by the Approver nor the Buyer. For instance, the Requisition is only partially entered or there is some question about the Requisition that needs to be clarified prior to processing it.

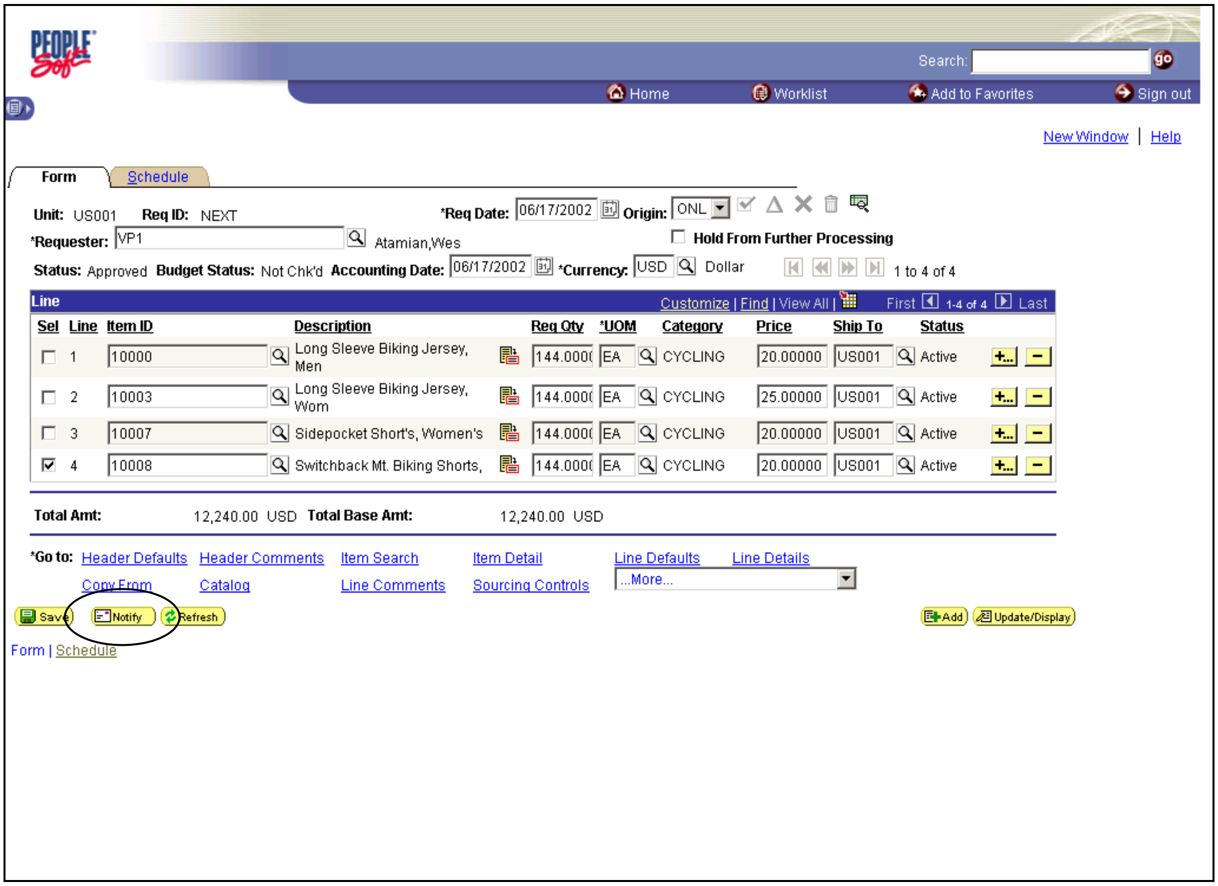
Click on the **Hold from Further Processing** checkbox to **HOLD** the Requisitiion.

The **HOLD** does NOT take effect until you click the Save button.

To take the HOLD off you simple click the **Hold from Further Processing** again.

Don't forget to Click Save after you take the **HOLD** off.

Notify



Once the Requisition is complete:

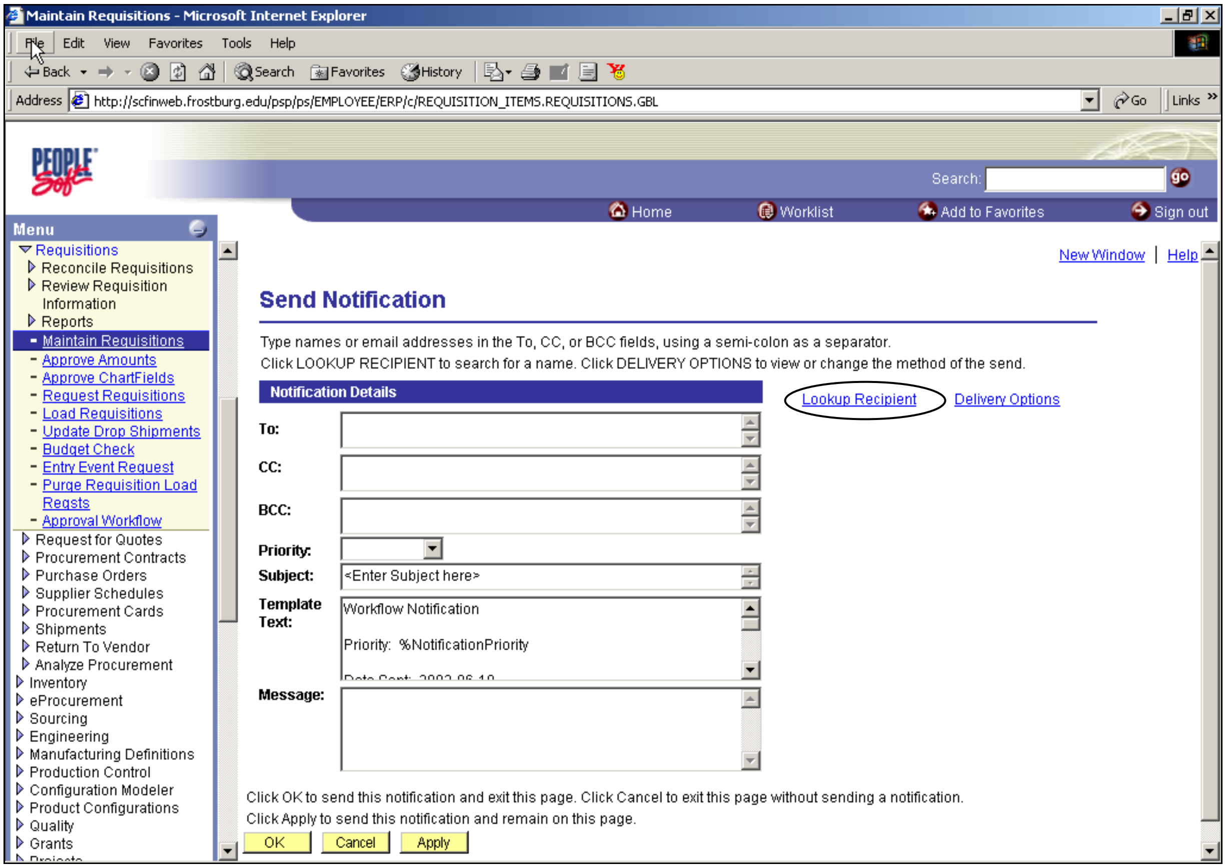
- All Lines are added to the Req
- All Schedules are correct
- All Distribution (accounting) has been assigned correctly

You are now ready to **Notify** the Approver that the Requisition is complete and ready for Approval.

You can create an email message directly from PeopleSoft using the  button.

Click the  button.

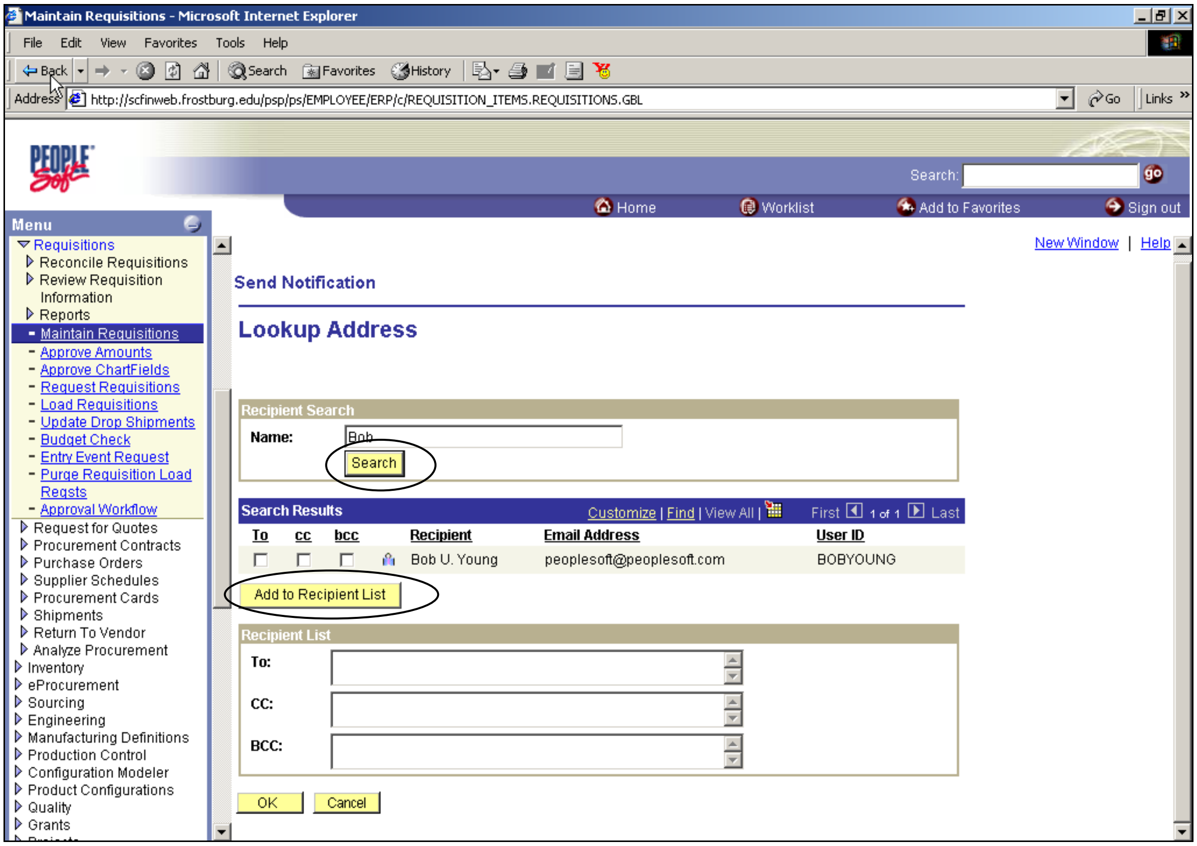
Notify Screen



You first must select who you want to send the Notification to:

Click on the Lookup Recipient link to assign the users you want to notify.

You should get the following screen:



In the **Name:** field enter the name of the person you wish to Notify.

Click Search.

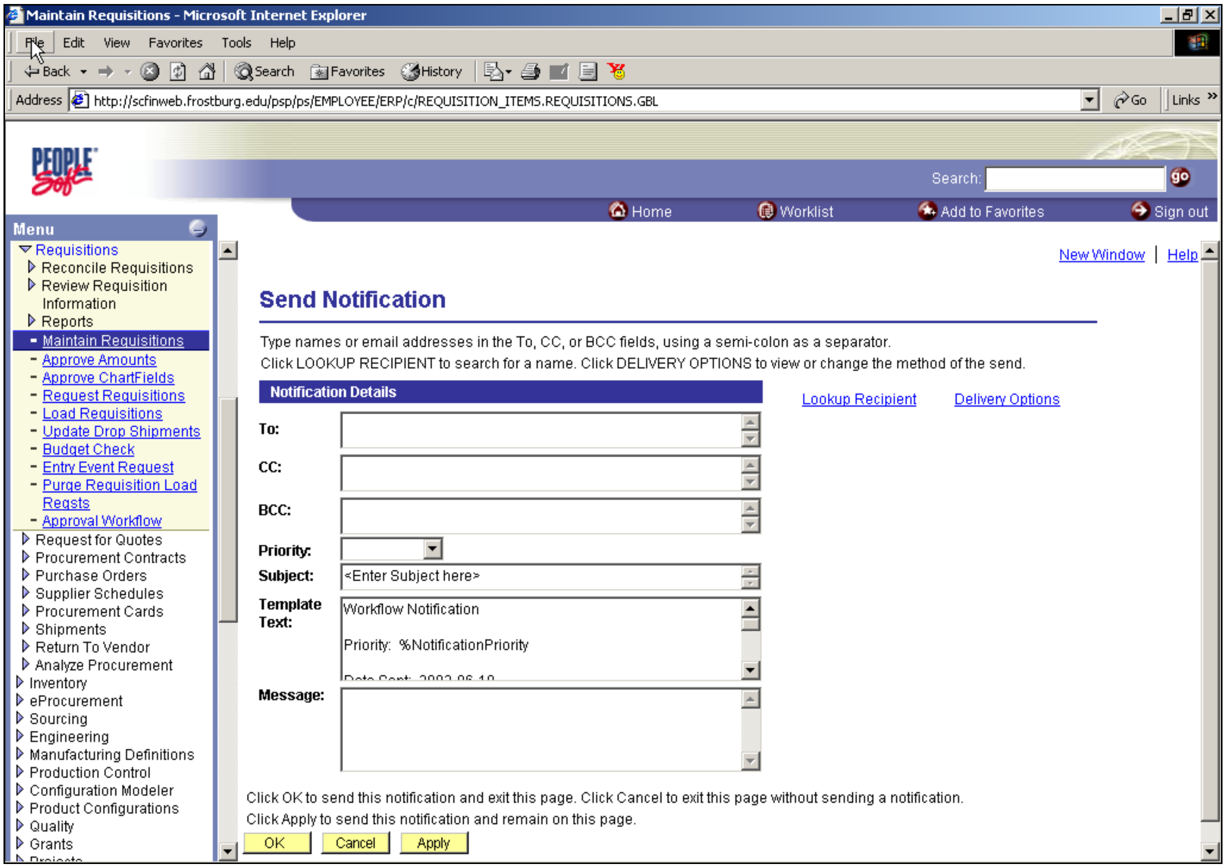
A list of users who have this name should appear. That might be many users or a single user. It depends on how many users meet the criteria.

From the list of users you then Click the **To:** checkbox next to the user's name to tell the system which user to send the Notification to. You can select more than one user if those users all appear on the same search.

Once you have selected the user **To:** notify, click the Add to Recipient List button which will make the user's name appear in the Recipient List at the bottom.

You may perform this process several times to send the notification to more than one user.

Once all users are on the list Click OK.

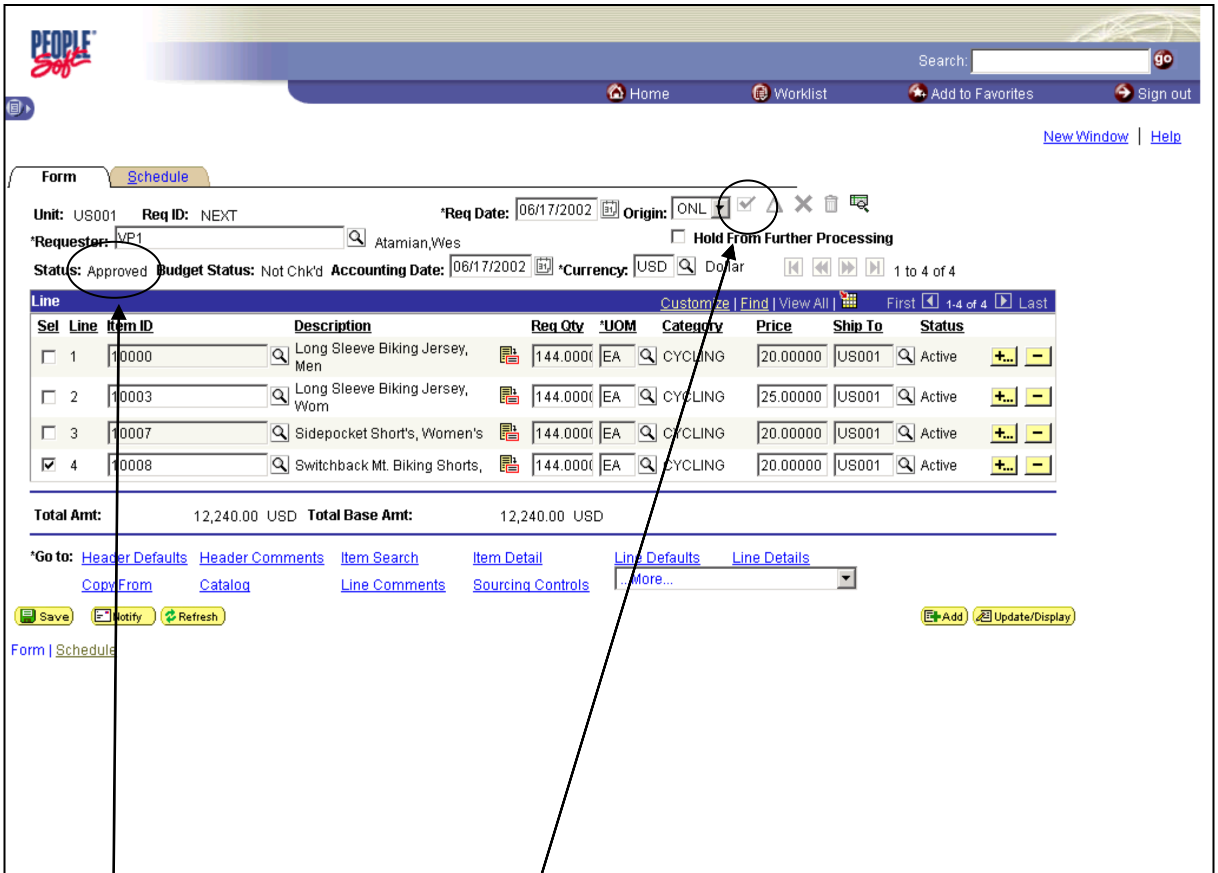


Enter a subject in the **Subject:** field and any comments you want to send to the users in the **Message:** field.

Click  to send the message.

Approval

Requisition approvals must be done by someone who is set up with 'Approval' authority in PeopleSoft and who has access to documents created by specific requesters. Approvers are not permitted to add requisitions. Conversely, requesters are not permitted to approve requisitions.



The Approval process is fairly simple! The approval process applies to the entire Requisition not just single lines.

Once the Requisition is verified:
The Approver must click the **Approve** button (looks like a check mark in a box)
The **Status:** should change to **Approved**

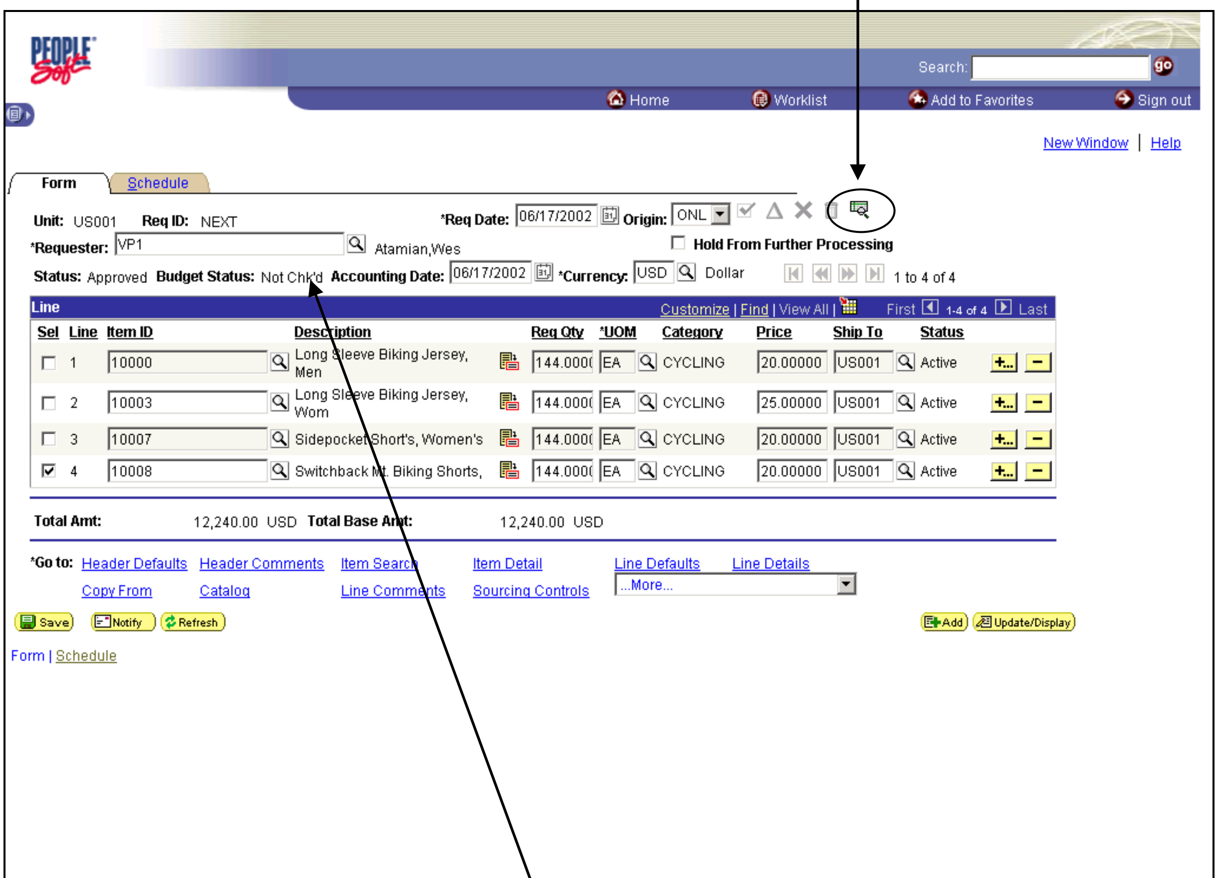
** Note ** - Only certain users have the security to Approve Requisitions

Budget Check

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. Therefore, the Approver will be Budget Checking the Requisition.

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



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

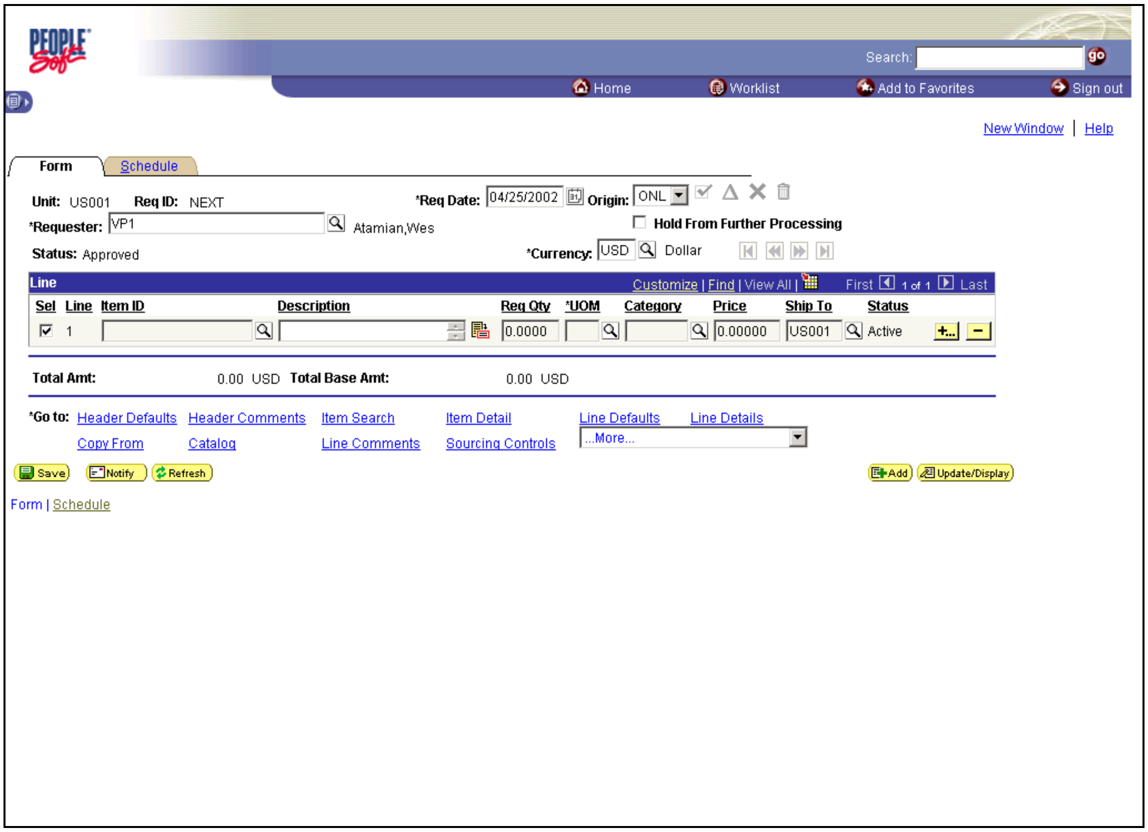
The Budget Check does an automatic save but it never hurts to Click Save

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

2.0 Copying a Requisition from a Previous Requisition

Navigation	***Purchasing > Requisitions > -Maintain Requisitions***

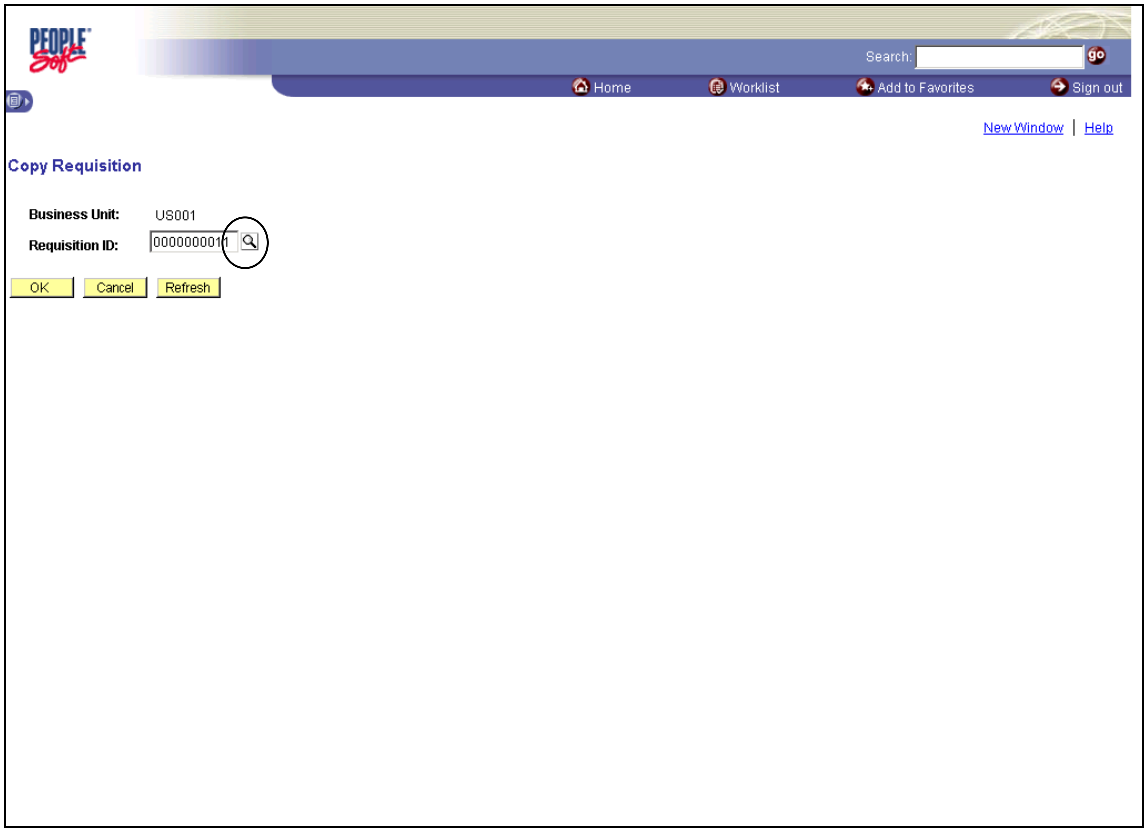
Create a Requisition using the normal process (see pg. 15)



The Copy From option allows you to use an already existing Requisition to create a new Requisition. Much of the data from the original Requisition is copied into the new Requisition, however, the Approval & Budget Statuses are NOT.

Click Copy From.

The Copy From screen appears.

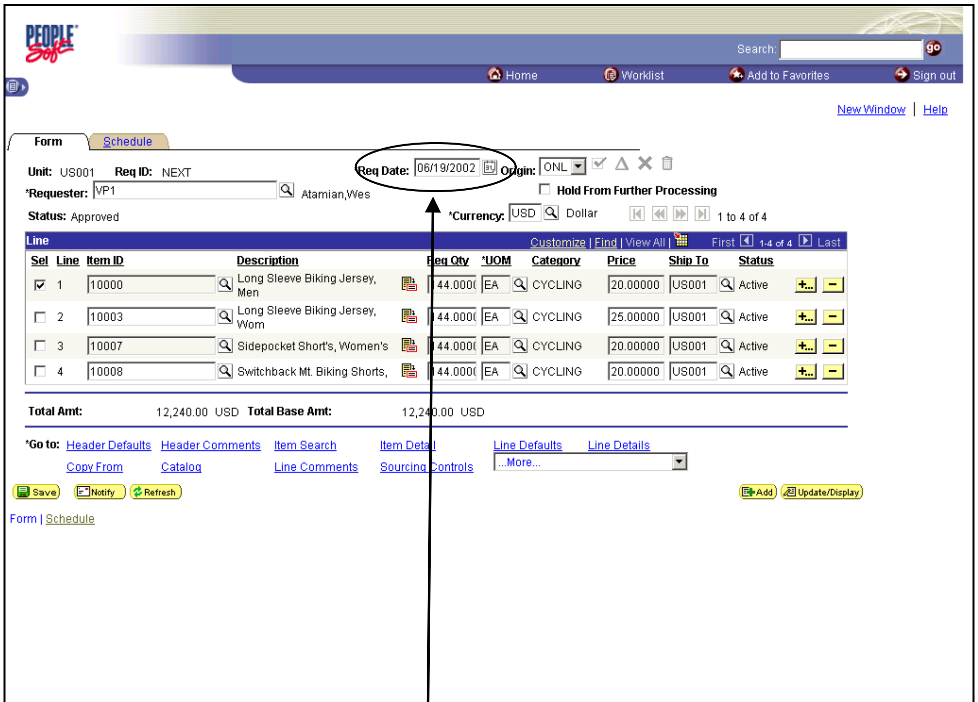


It simply asks you which Requisition you'd like to copy.

Enter the Requisition ID: or click the Lookup button to find the Requisition

Click OK.

When the OK button is clicked the data from the original Requisition is copied into the new requisition.



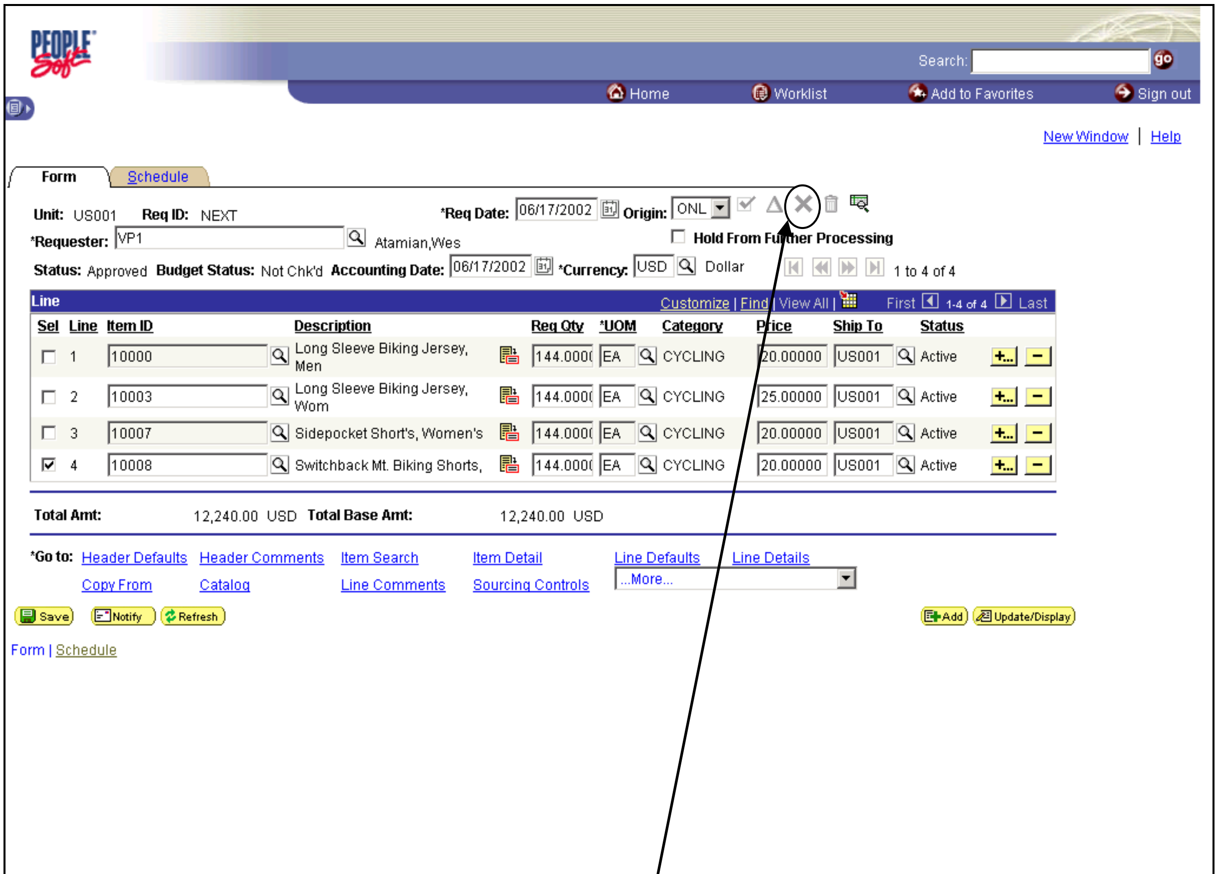
Make sure you update the **Req Date:** so it is set for today's date.

Make any other changes to Header, Line, Schedule or Distribution information. Click Save.

Follow the normal process for Approval and Budget Checking.

3.0 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 30

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

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**

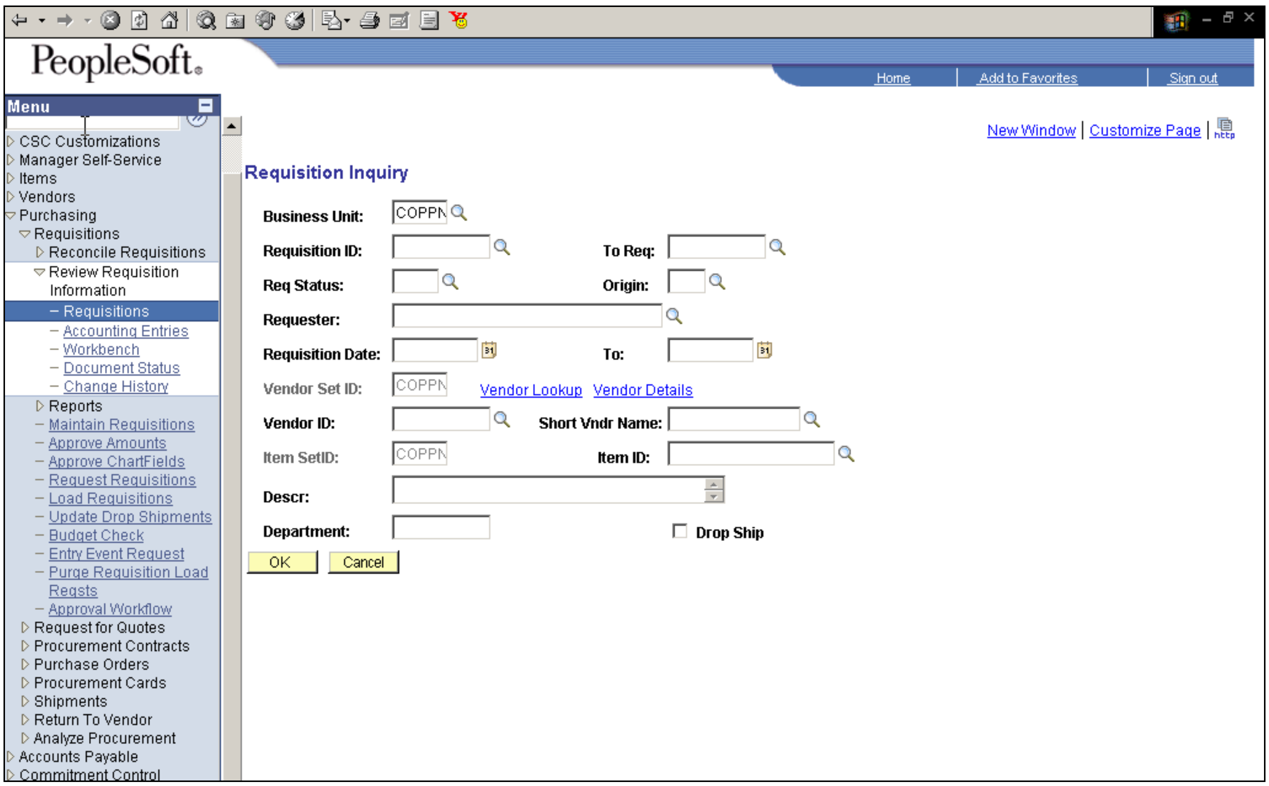
The Cancel takes effect the minute you click Cancel.

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

4.0 Inquiry/Tracking a Requisition

As the Requester you can review the Requisition or track the status of that Requisition.

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



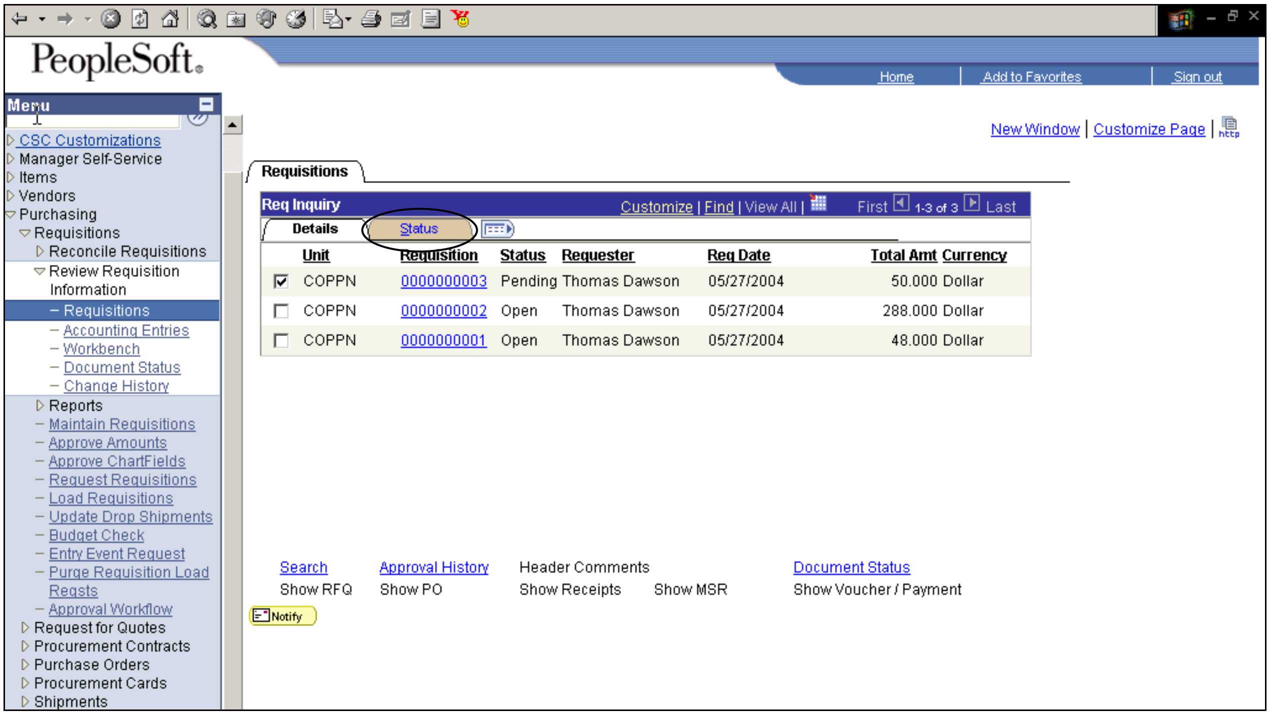
If you click OK you will get a list of ALL Coppin Requisitions.

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



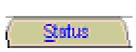
The Inquiry Details screen shows you all the requisitions selected. It gives very brief information about each requisition.

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

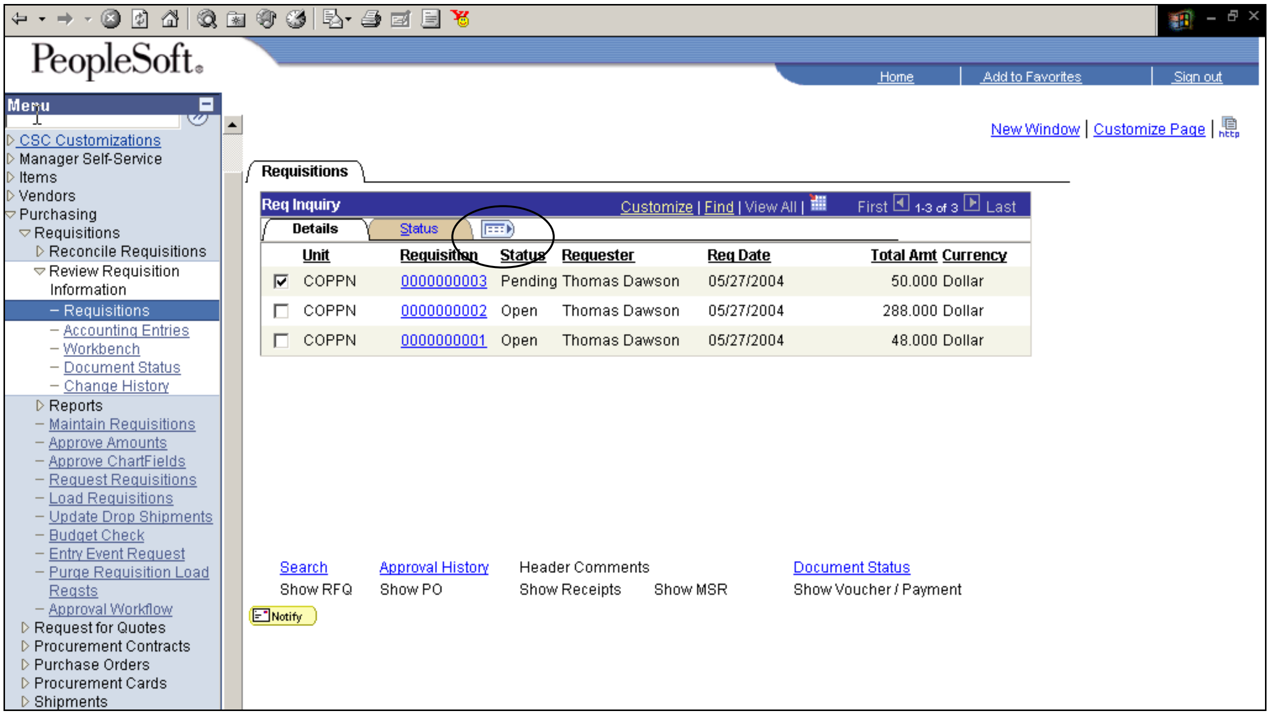
To see any of the topics in blue at the bottom you must first put a check mark in front of the Requisition you want to see.

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.

Inquiry Status



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

The columns on the 

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 **<u>Y</u>** (blue).

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