PeopleSoft Financials 9.1

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

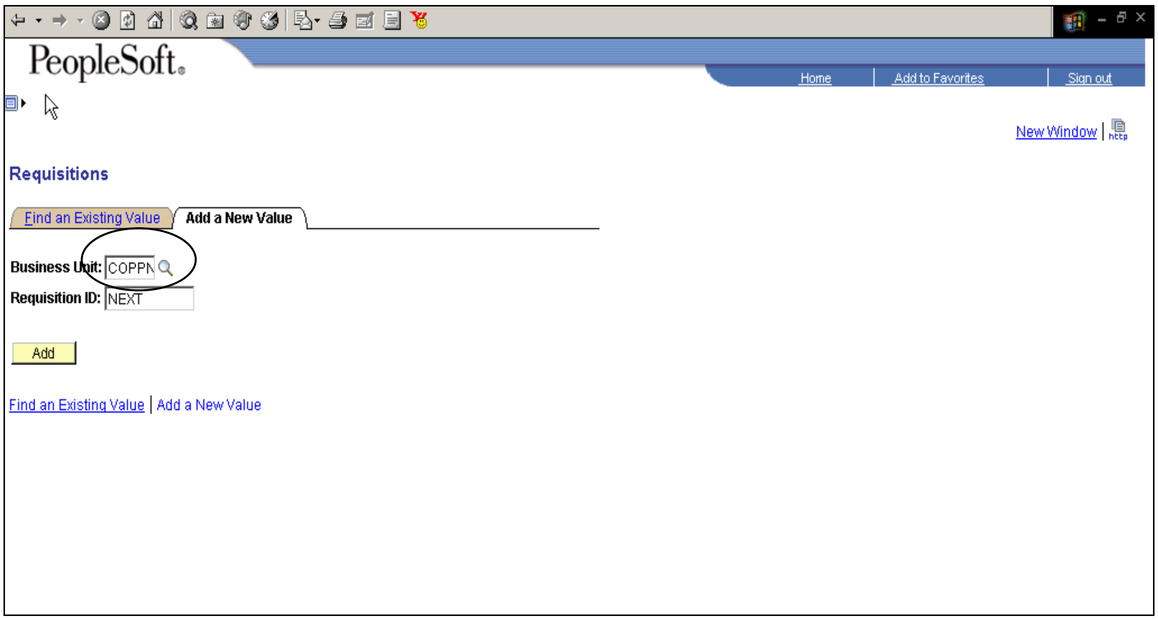
12. Click the **[Approval]** button

Adding a Requisition

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

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

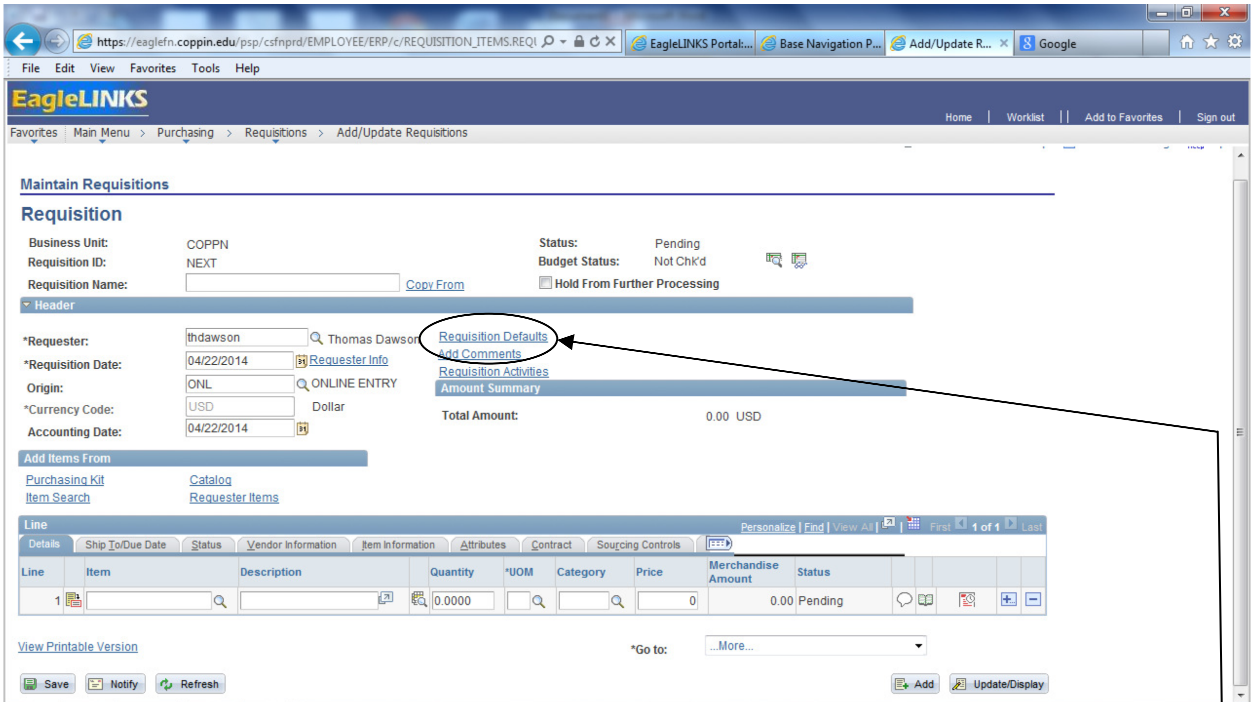
Click Add.



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

HEADER DEFAULTS

The **Form** screen should appear:



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

Requester: Defaults to user's ID. It should contain your name

Req Date: Defaults in as current date. DO NOT CHANGE THIS DATE

Origin: For Office of Procurement use only

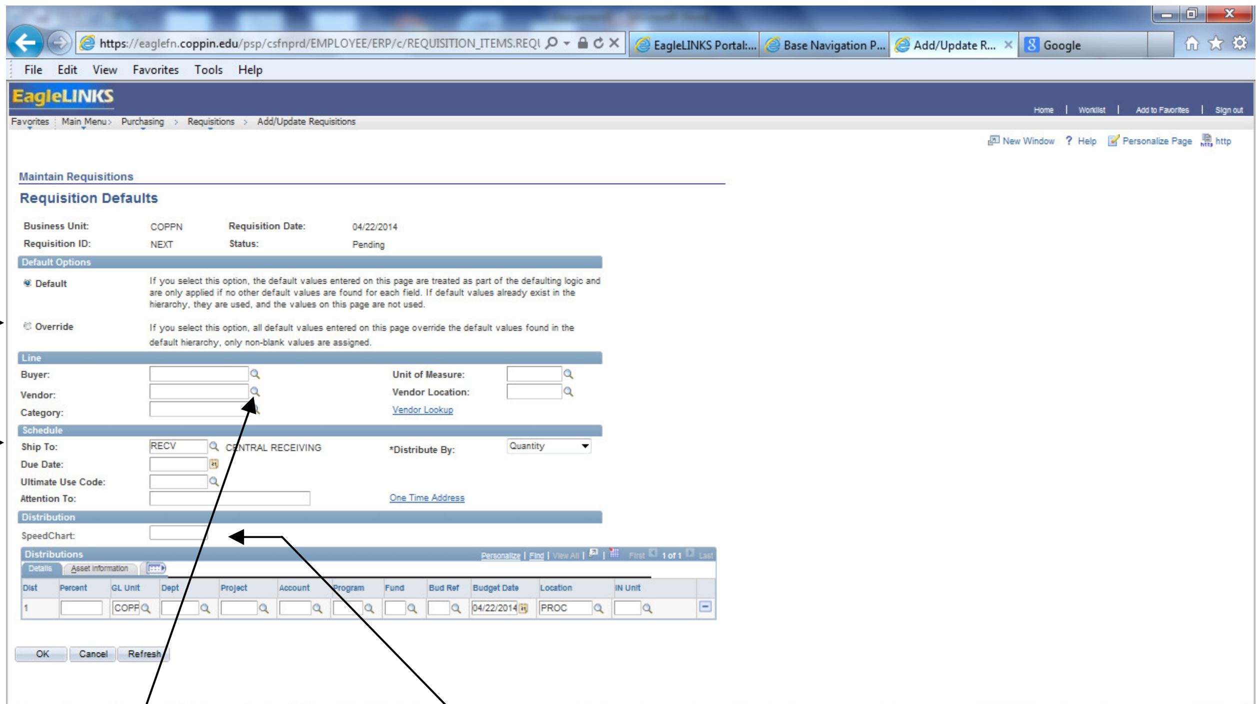
Currency: **USD** – will always be USD

Accounting Date: Defaults to the current date. May be revised if the Accounting period is closed

Click: Requisition Defaults

Requisition 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.



DEFAULT ACTIONS:

Click the *Override* radio button

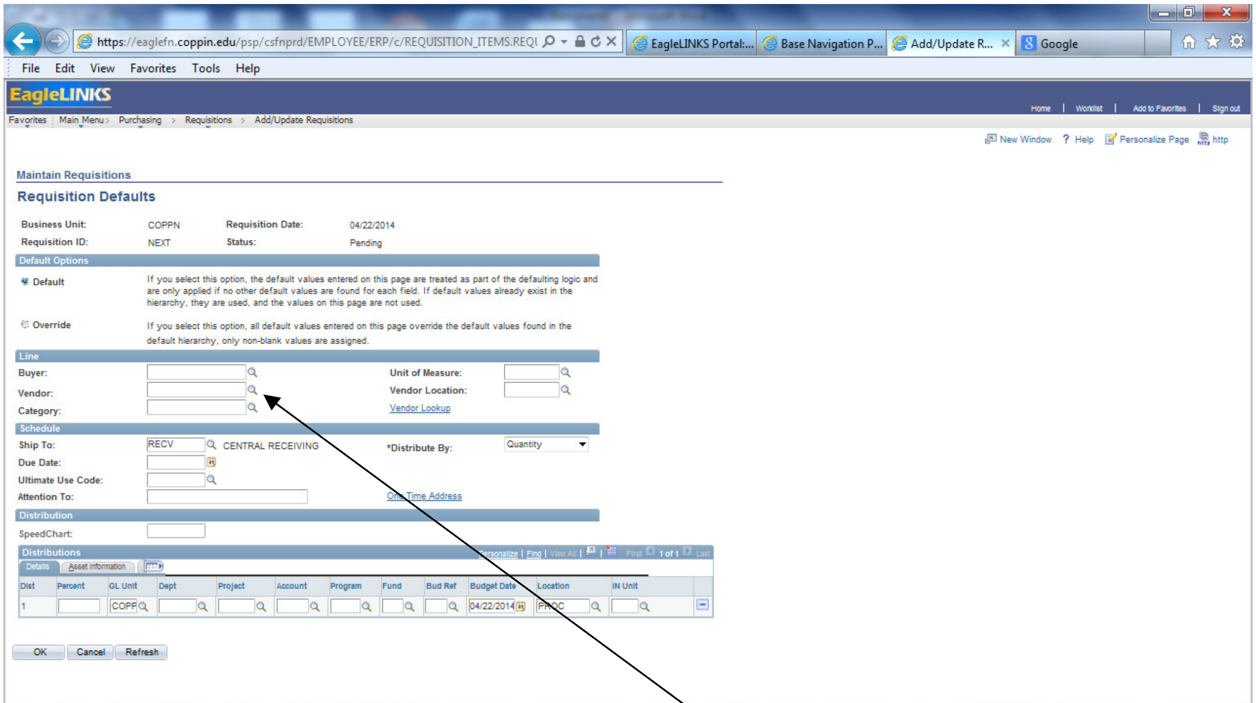
Vendor: **see vendor look up information**.

Ship To: Click on the Magnifying Glass and select a Ship To location

Distributions this is the default and will be applied to every Line on the Requisition. **By entering the last four numbers of a DEPTID of PROJECTID in the SPEEDCHART BOX, the complete charfield number combination will populate the appropriate boxes**

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

Vendor Lookup



Name: Find Vendors by clicking on the **magnifying glass**. A search by can be done by entering the vendor name or vendor ID number.

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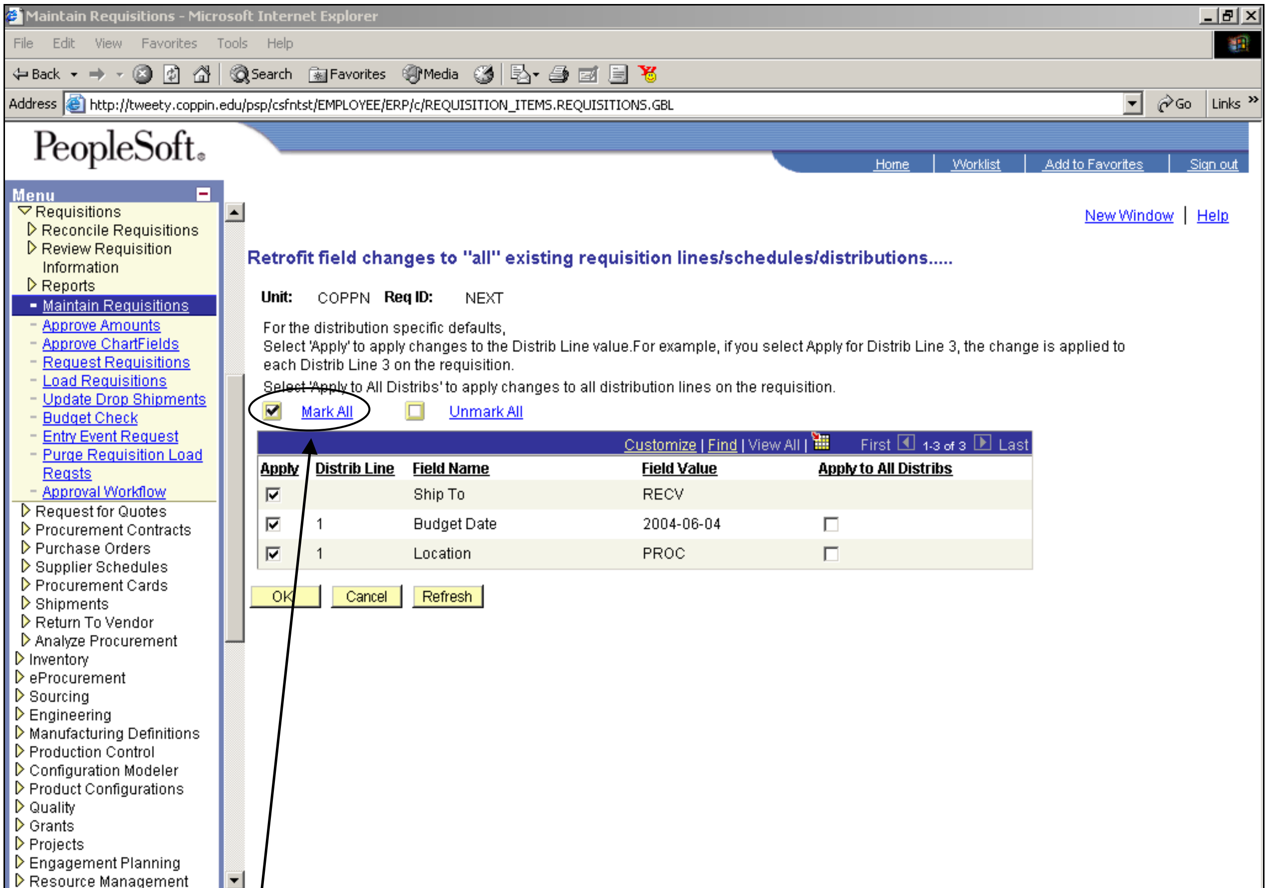
Wildcard: **%** - can be used to lookup vendor names without knowing how the vendor name starts **%HOPK%** - above will display any vendor that has HOPK in their name. However this is case sensitive, but Coppin is all **CAPS**

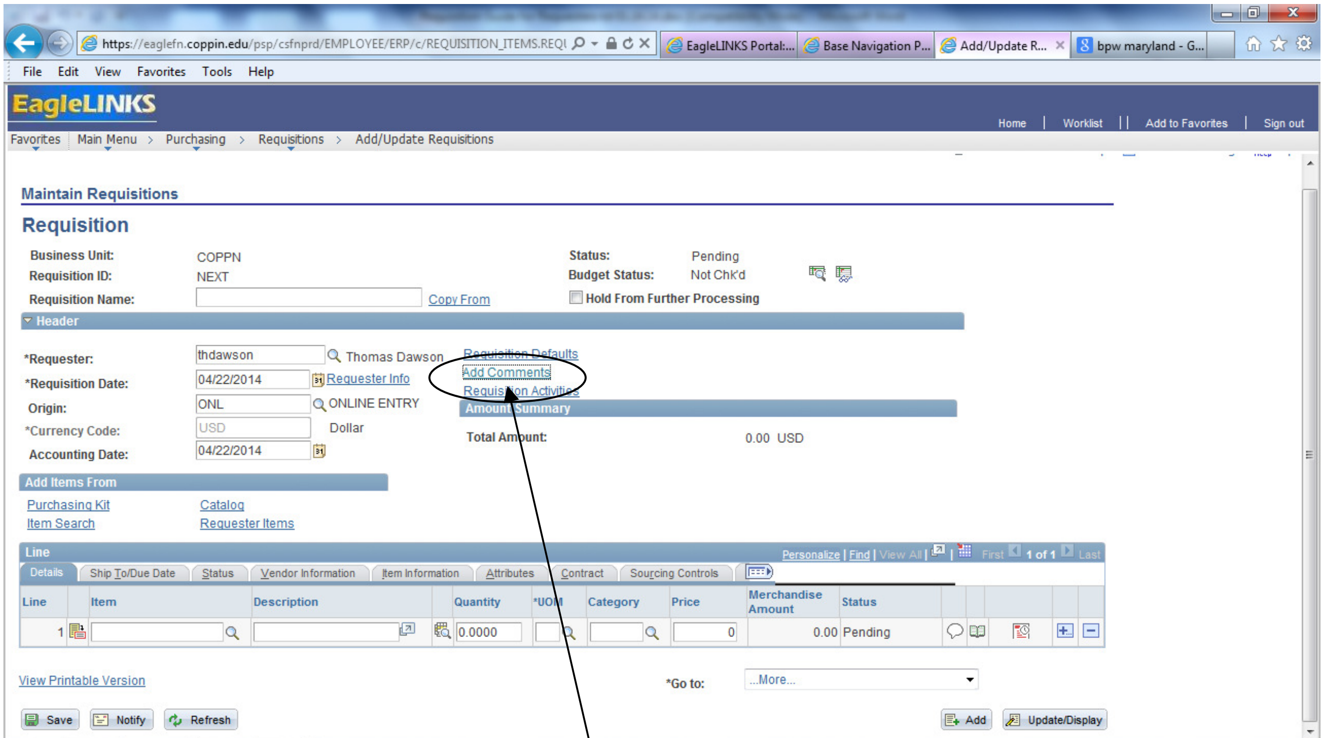


Defaults: If you want to use the values that were just selected on the Header Default page. This will set the Vendor, Ship To, Location, etc… on every line of the requisition.

Click Mark All

Click OK.

New Vendor Info

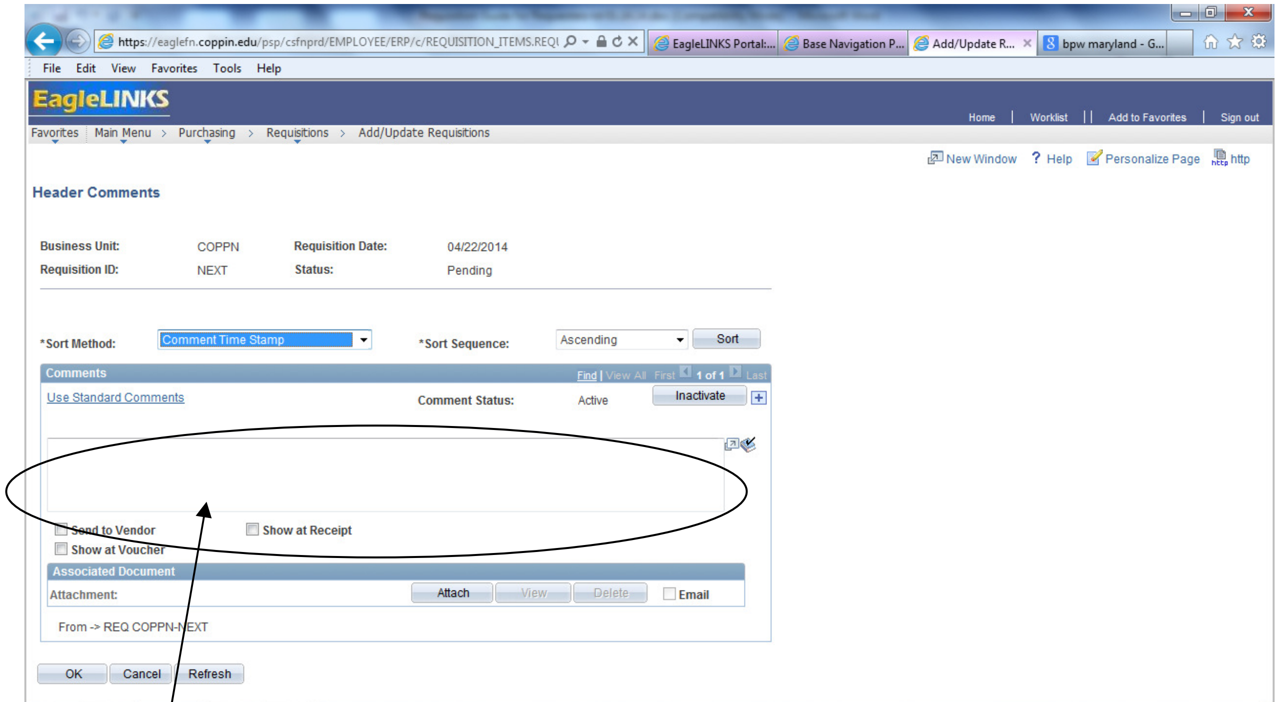


When to use: Vendors that can not be found by doing the Vendor Lookup.

Vendor Info: Vendor Information can be sent to the Buyer within the Requisition. Simply click the Add 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.

Required Information:

Federal Tax ID (SSN or TIN) A W-9 is required for all new vendors
Name
Address
City, State & Zip
Telephone & Fax numbers
Email Address (optional)

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!!

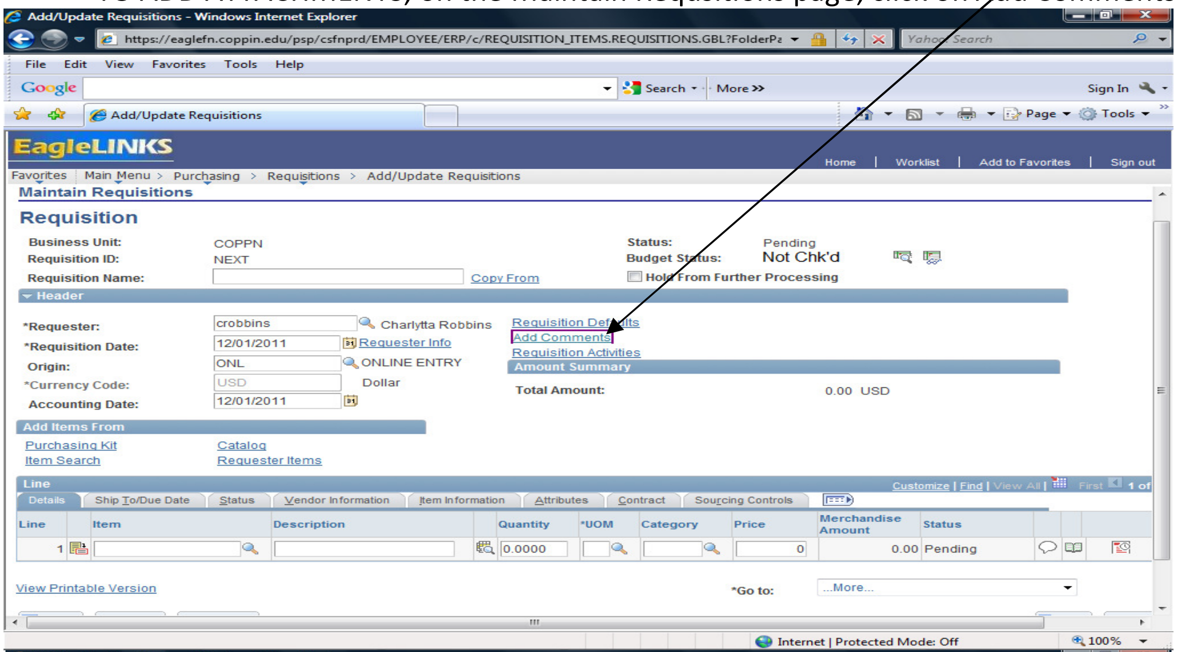
☐ **Send to Vendor** ☐ **Shown at Receipt** ☐ **Shown at Voucher**

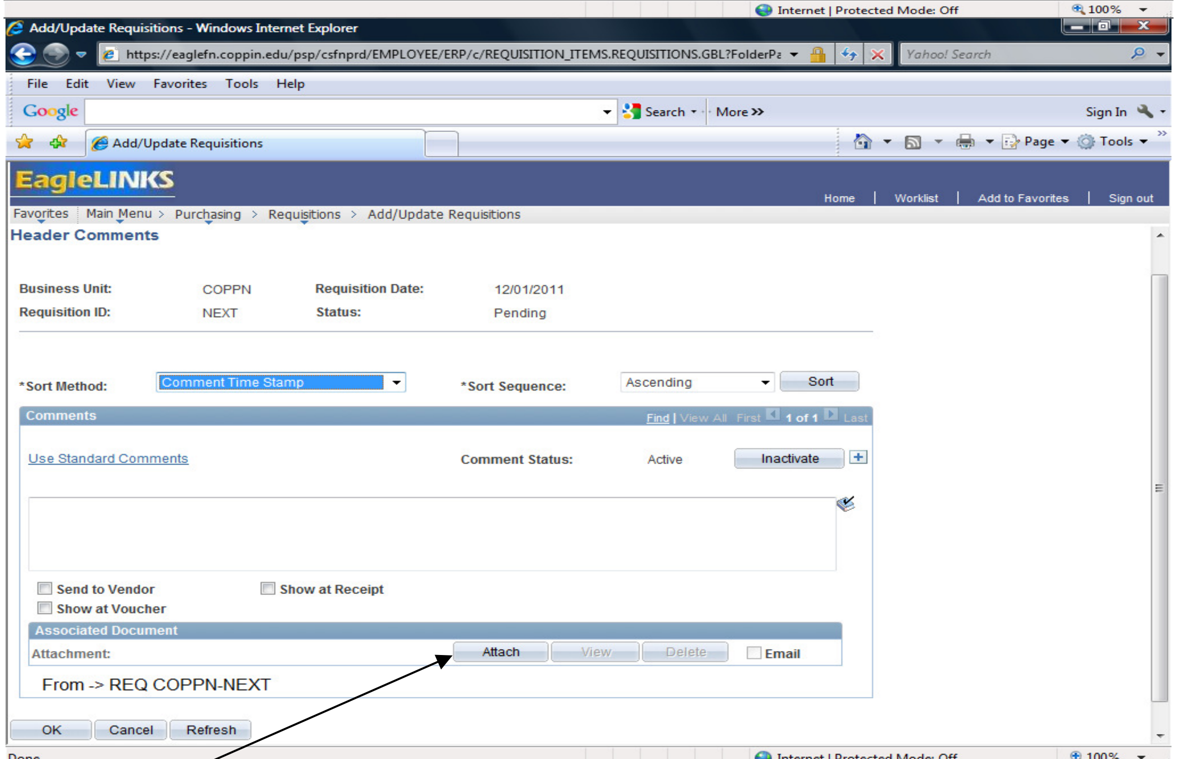
Clicking these boxes will pass your comments on to those people.

Click OK.

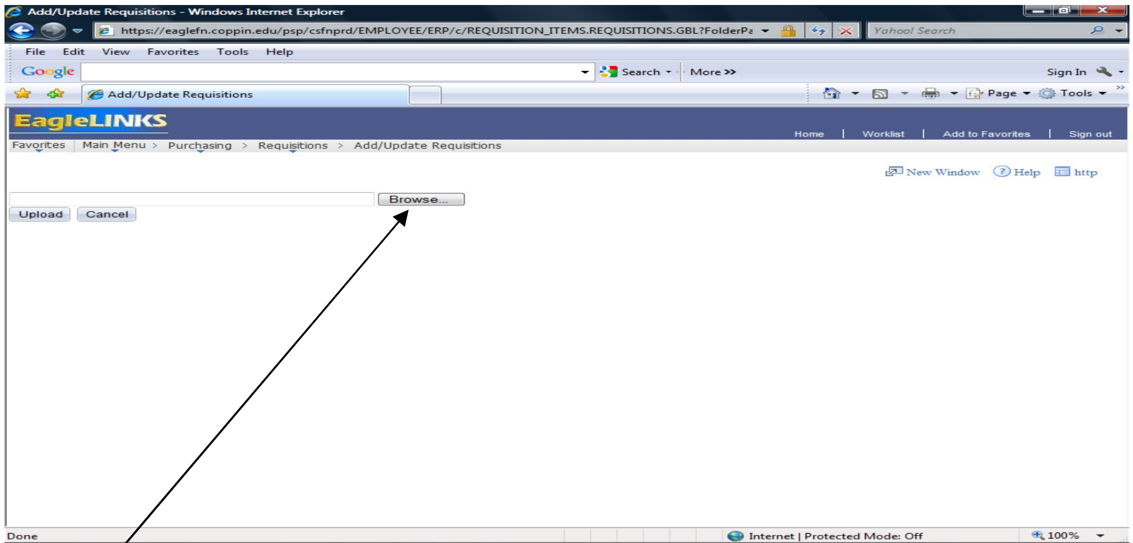
ADDING ATTACHMENTS

TO ADD ATTACHMENTS, on the Maintain Requsitions page, click on Add Comments

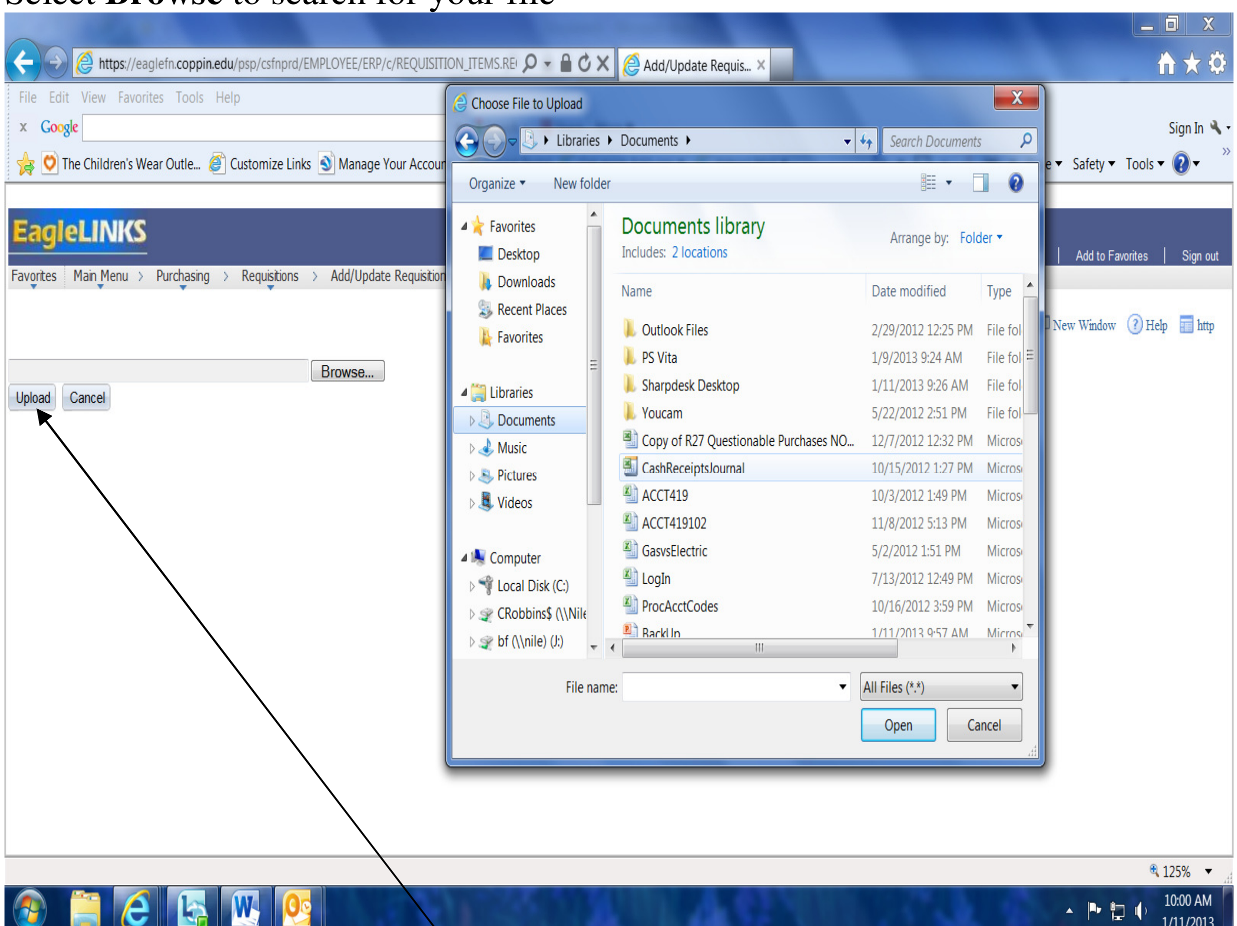




Click **Attach**

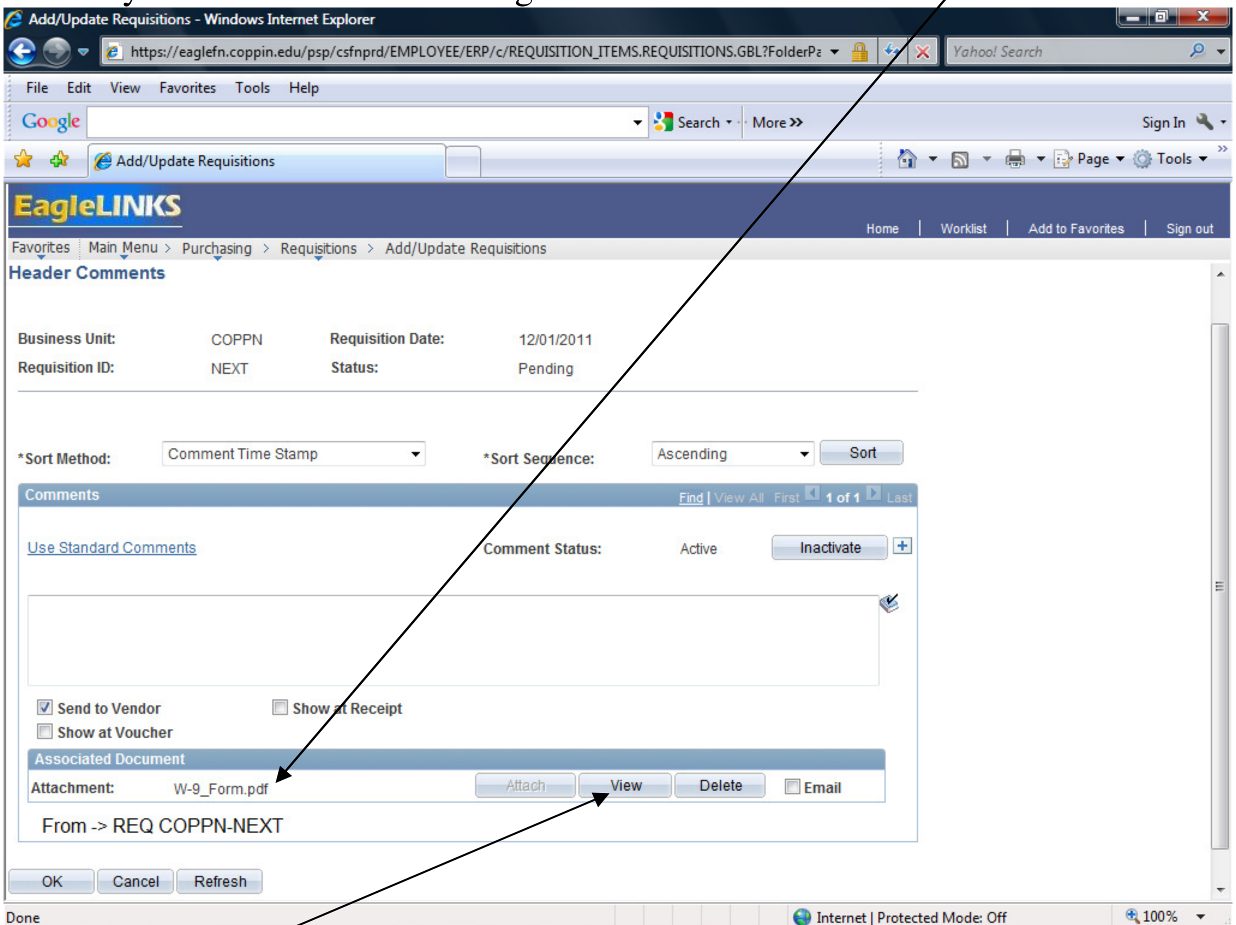


Select **Browse** to search for your file



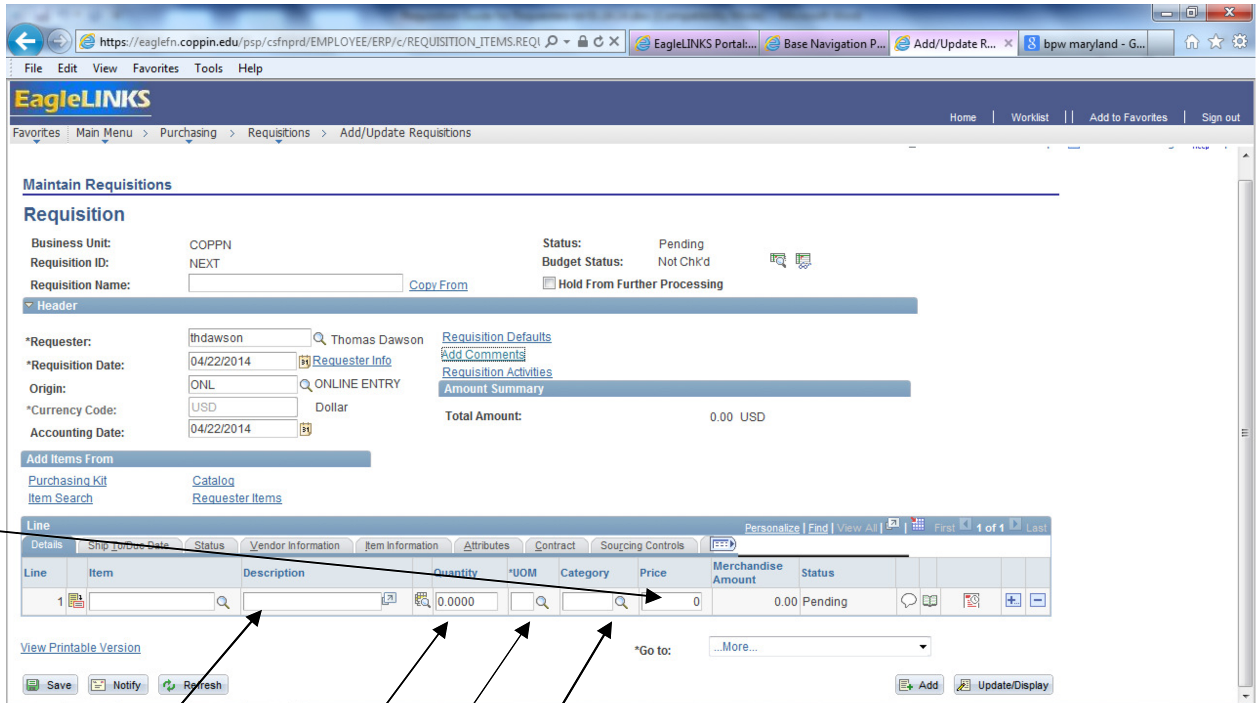
After selecting your file, click **Upload** to attach it to the requisition.

Be sure your attachment is showing at the bottom of the **Header comments** section



Click on **View** to see the attachment Click **OK** to return to the **maintain requisitions** page. Once you have finished entering your requisition and attaching your supporting documents, you may save your requisition. **DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED THE REQUISITION AND ATTACHED YOUR DOCUMENTS; you will not be able to attach once you have saved.** You have now attached your "back-up" to your requisition. You may now continue with the requisition process.

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: Click on the drop down for a full list of Item Categories. FYI: supplies begin with 09; services 08;

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.

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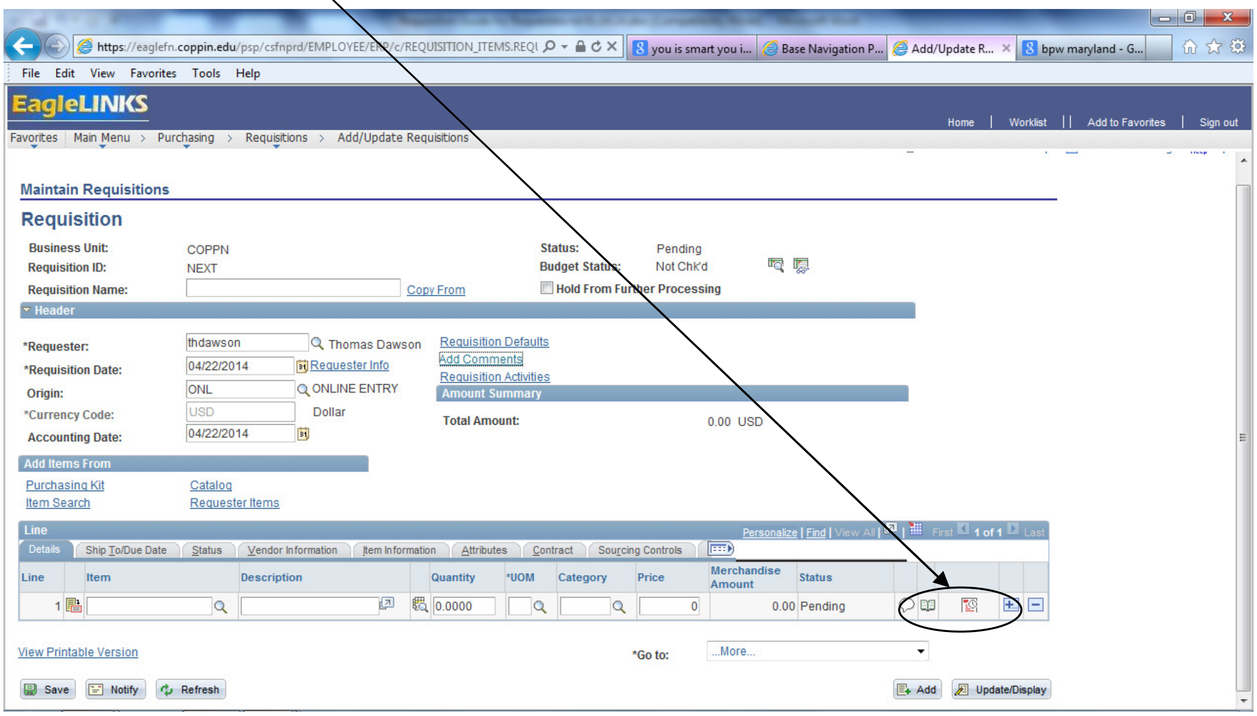
Additional Lines

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

Click on the icon at the bottom top of the screen.

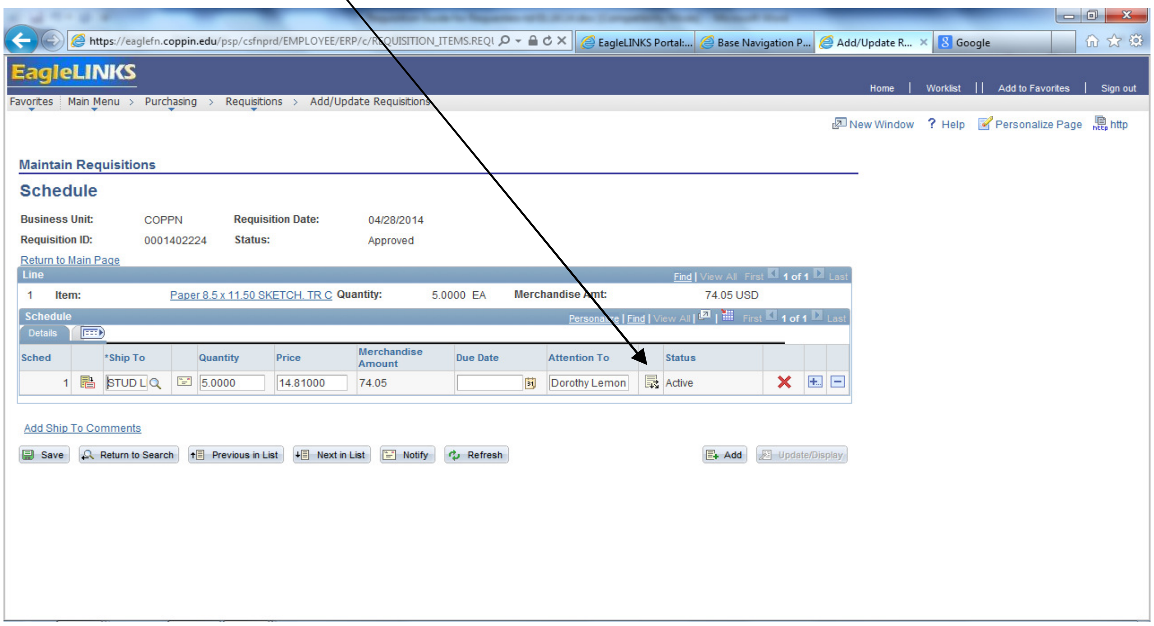


Verify that the Schedule data has defaulted from the User ID or the Header Defaults. Click **View All** to display all lines entered on Form tab.

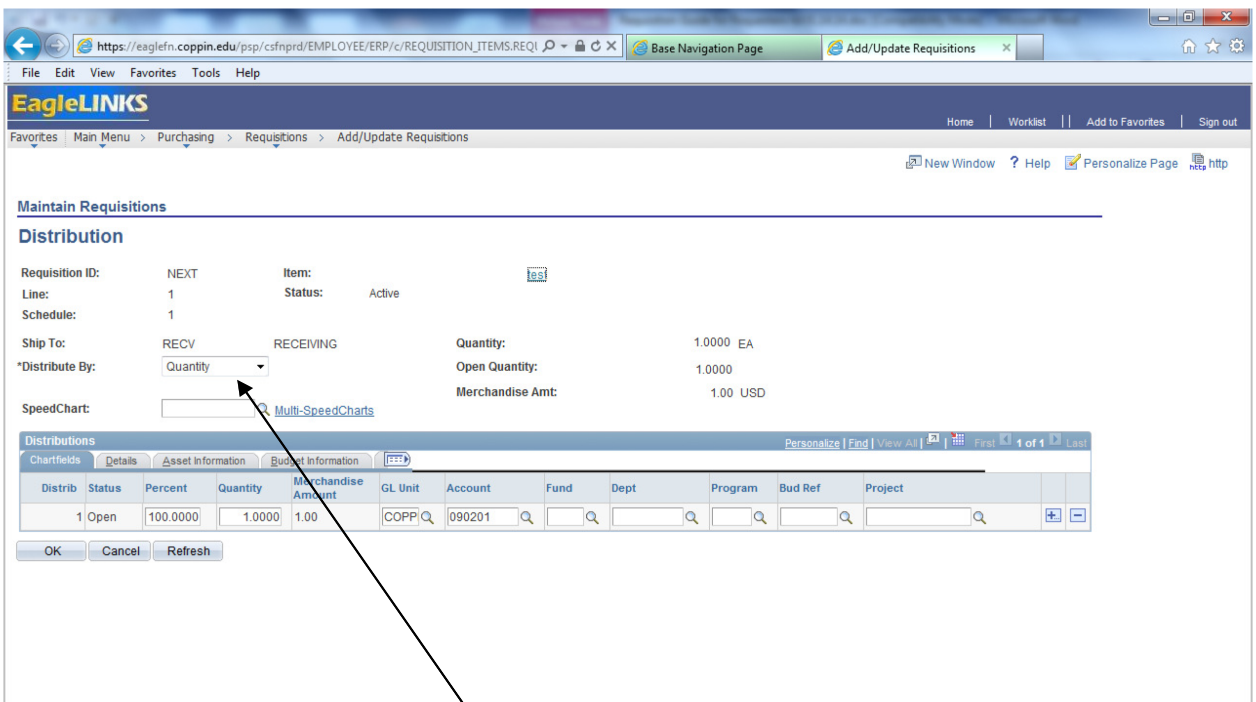
In order to add additional lines you simply click on the key and a new row will appear. If additional lines are added the sum of the schedule lines MUST be equal to the total quantity entered on the **Form** screen.

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)



<u>Distributions</u> – 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)

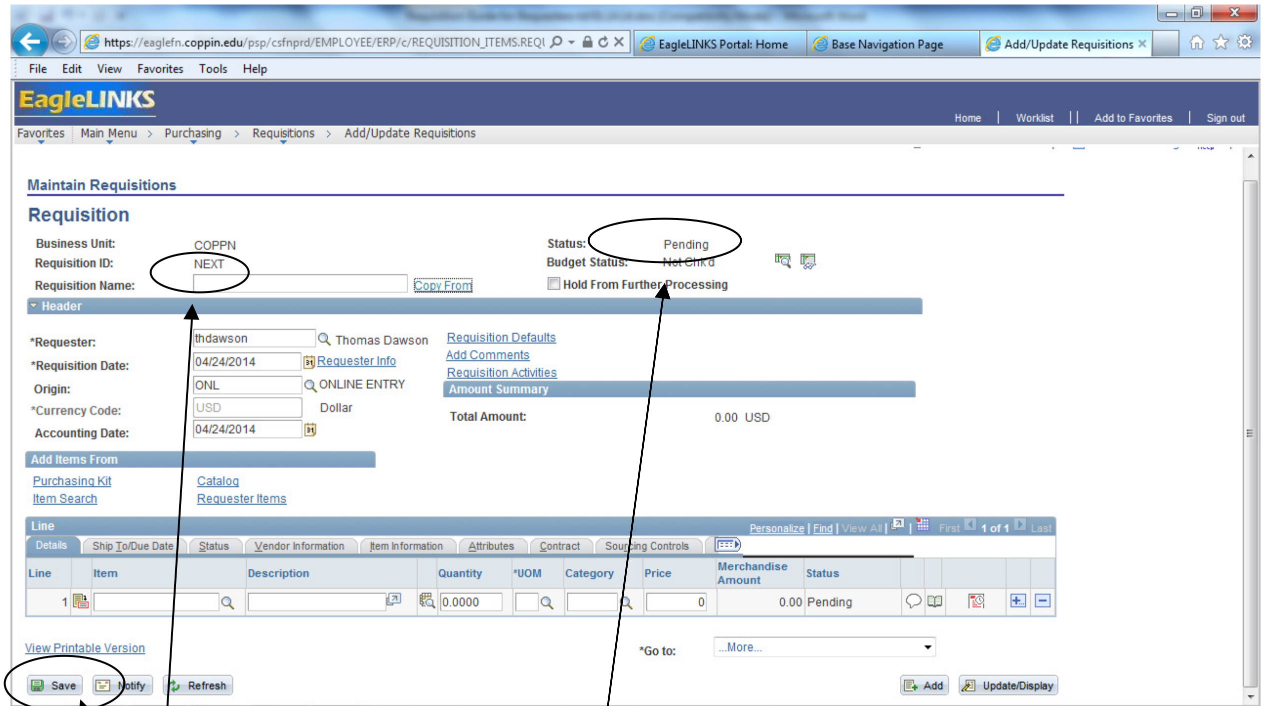
Department: Use the Speed Chart field to populate the department/program/fund combination.

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



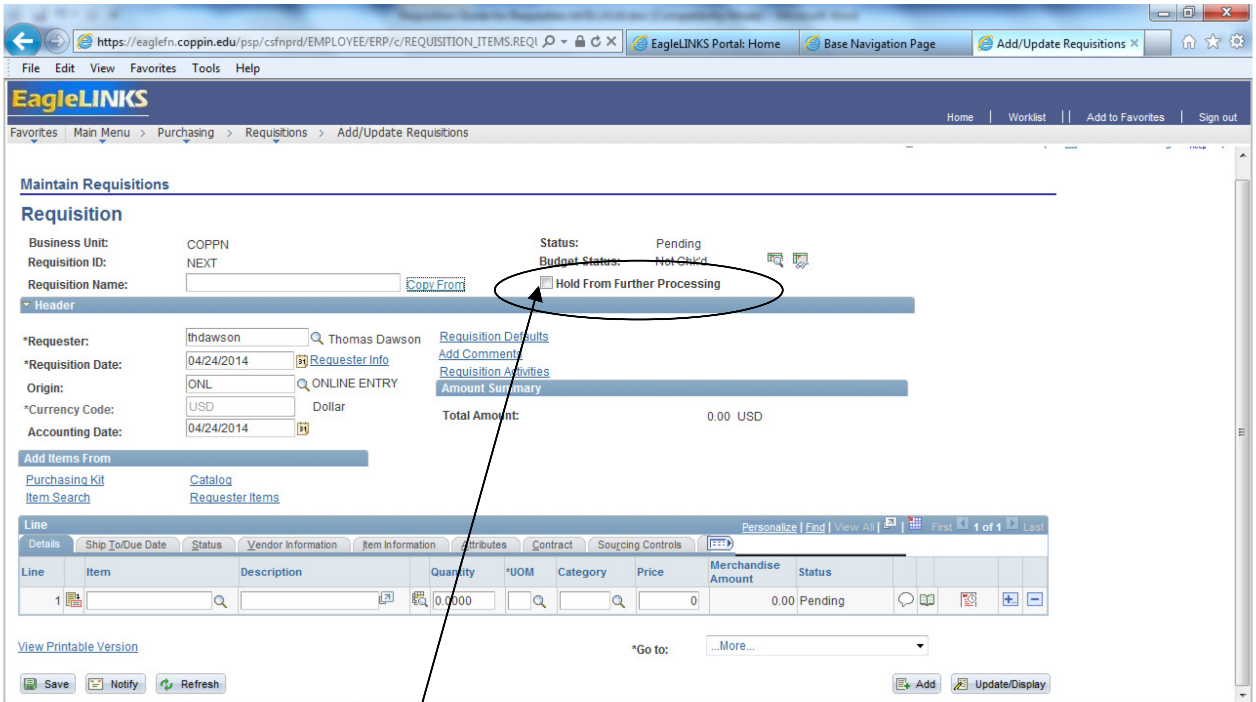
Click **Save**.

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  button.

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

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

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

REQUISITION IS NOW READY FOR APPROVAL (APPROVERS PLEASE REFER TO THE PEOPLESOFT FINANCIALS 9.1 REQUISITION GUIDE FOR APPROVERS)

Save your requisition and record the requisition number. Required detail must be scanned and attached to requisitions if your department has this ability. **Information to be attached:** *a quote for supplies, service contract, and invoice and/or a necessary W-9 or Substitute W-9.*

After the requisition has been completed, it must be **approved and budget checked** by the department's *Requisition Approver* **BEFORE** it will be processed into a Purchase Order by Procurement.

Computer related items (computers, laptops, scanners, printers, software, etc.) must be approved by the OIT Department (Acct No. 092609). Requisitions charged to Title III must be approved by the *Title III Grants Administrator*.

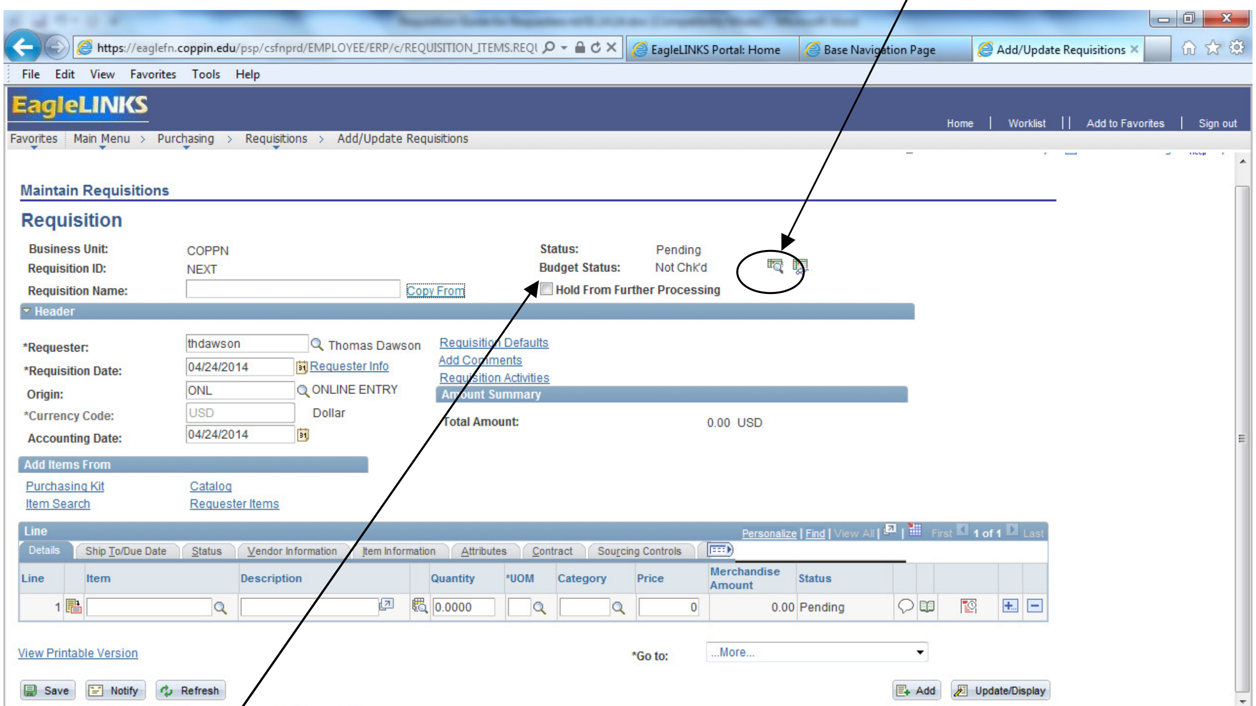
Requisitions are usually pulled from the PeopleSoft system twice per day – 11:00 am and 3:00 pm. The requisition is then assigned to a Buyer for processing into a Purchase Order. Additional bids or procurement related documents may be requested. Once completed, the Purchase Order is faxed or emailed to the vendor. Where applicable , the Visa p-card is used to pay qualified purchase orders. All purchase orders and related documents are alphabetically and numerically filed.

Budget Check

In order to Budget Check, you must be looking at the Requisition you want to Budget Check. ***Navigation: Purchasing>Requisitions>Add/Update Requisitions***

<u>The Requisition must be Approved before Budget Checking</u>. .

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

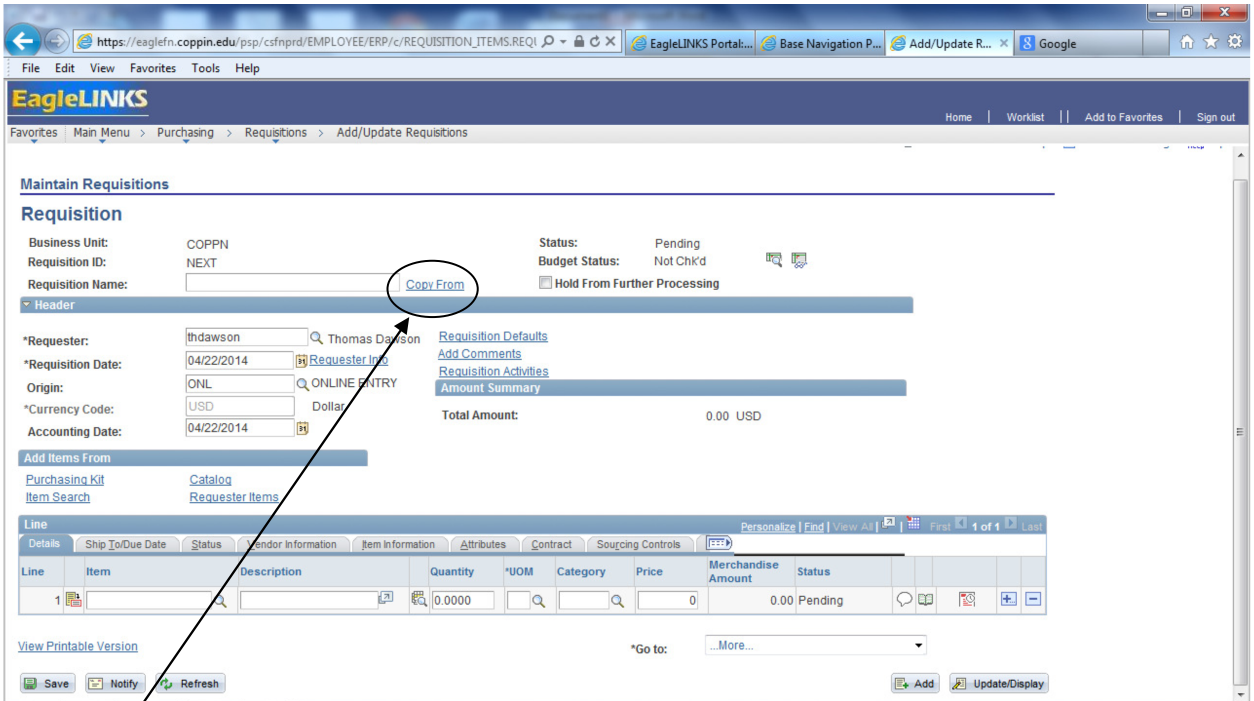


The **Budget Status:** should change to **Valid**

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

2.0 Copying a Requisition from a Previous Requisition

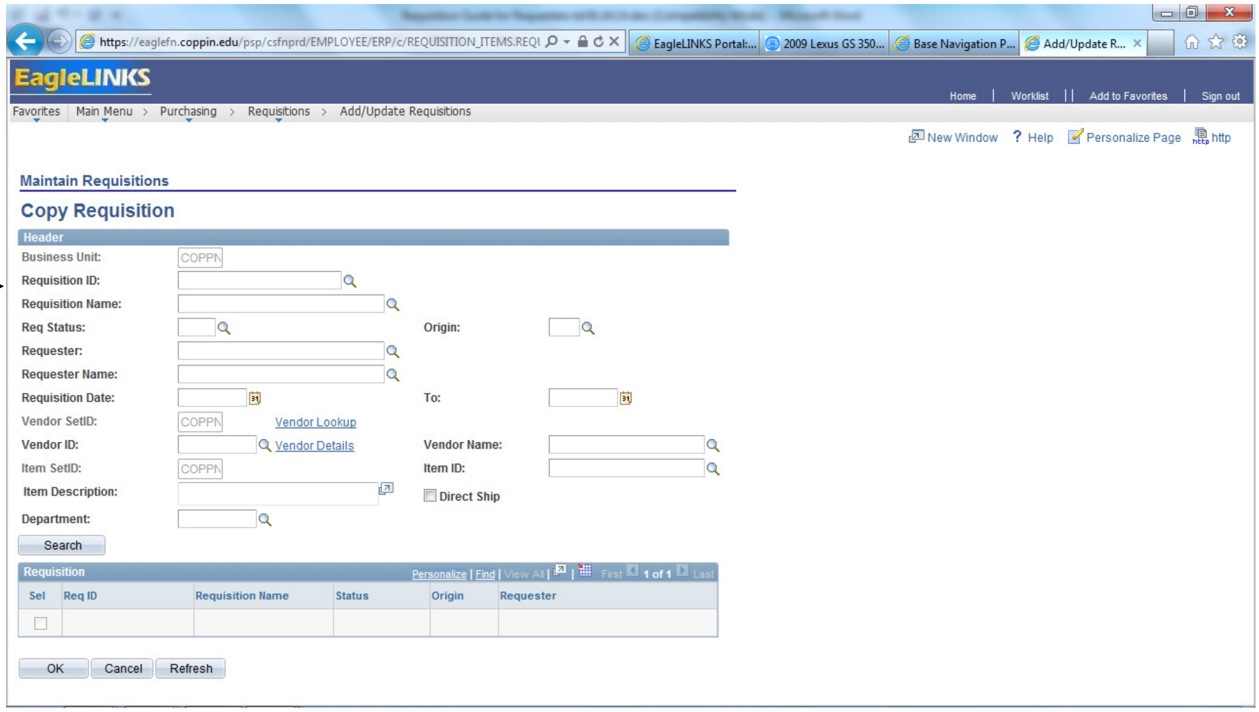
Navigation	***Purchasing > Requisitions > -Add/Update Requisitions***



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.

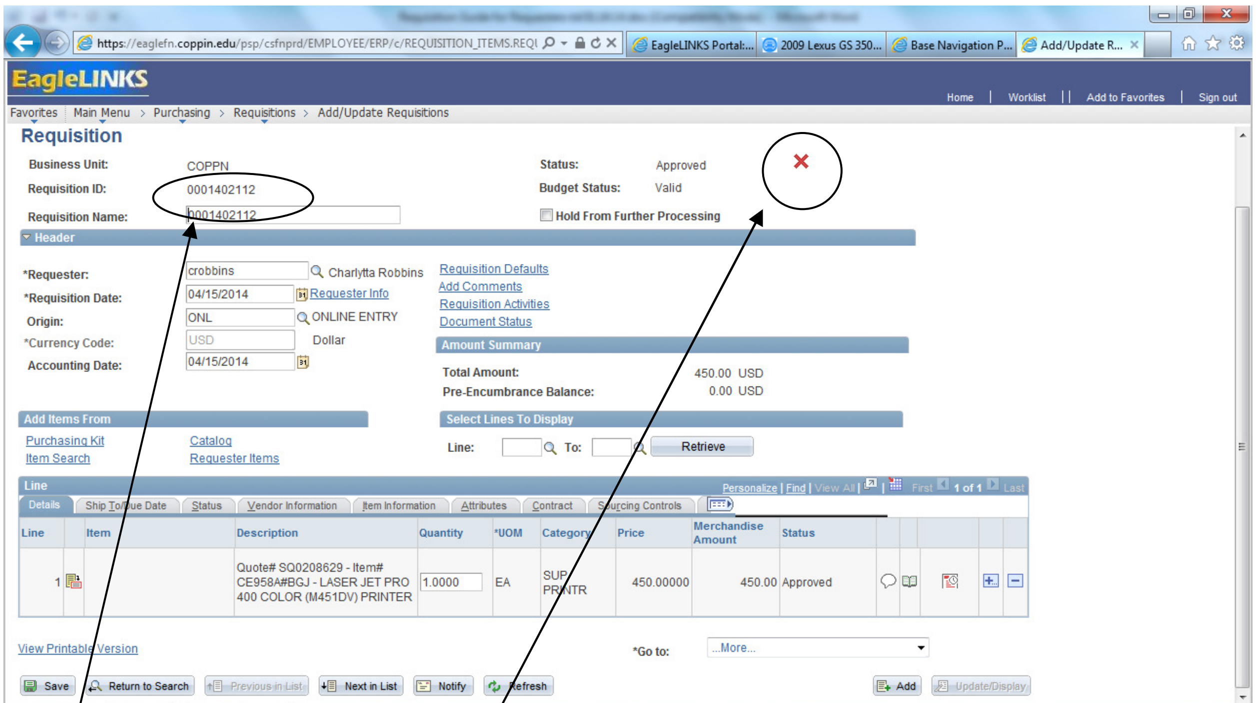
When the OK button is clicked the data from the original Requisition is copied into the new requisition.

Make 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***



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 (x)

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

The Cancel takes effect the minute you click Cancel.

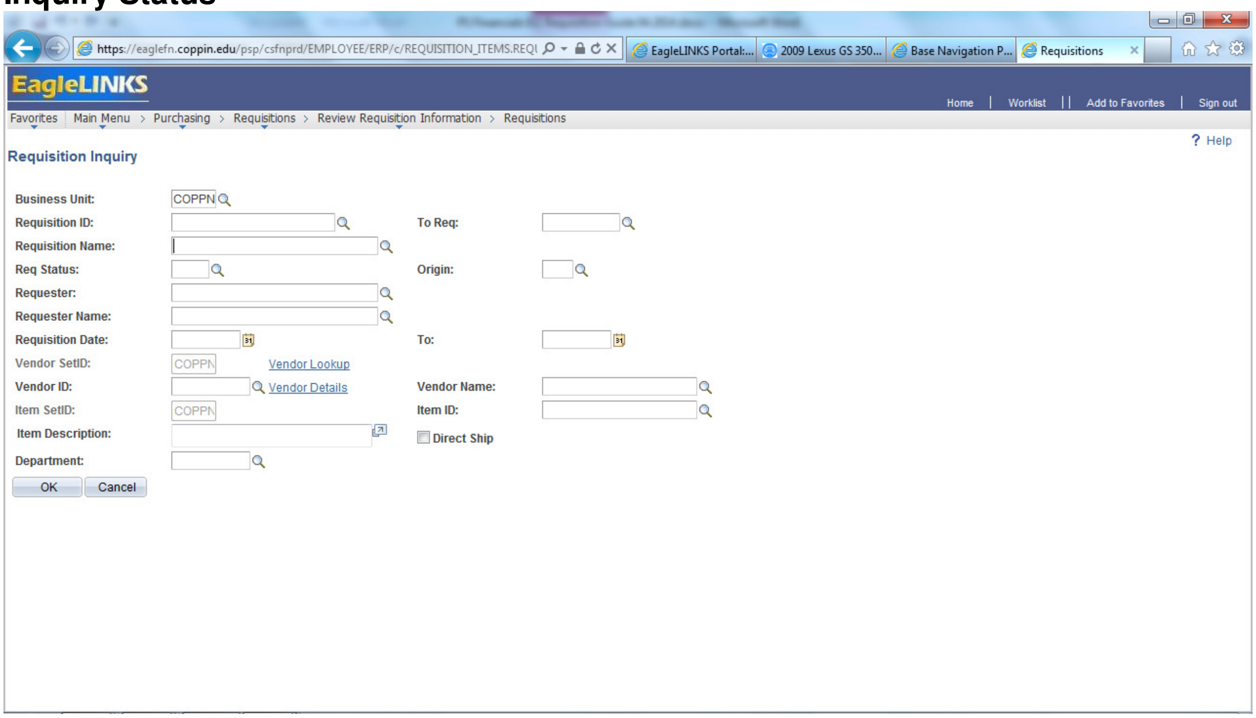
** Note ** - Only certain users have the security to Cancel Requisitions

4.0 Inquiry/Tracking a Requisition

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

NAVIGATION: ***Purchasing>Requisitions>Review Requisition Information>Requisitions***

Inquiry Status

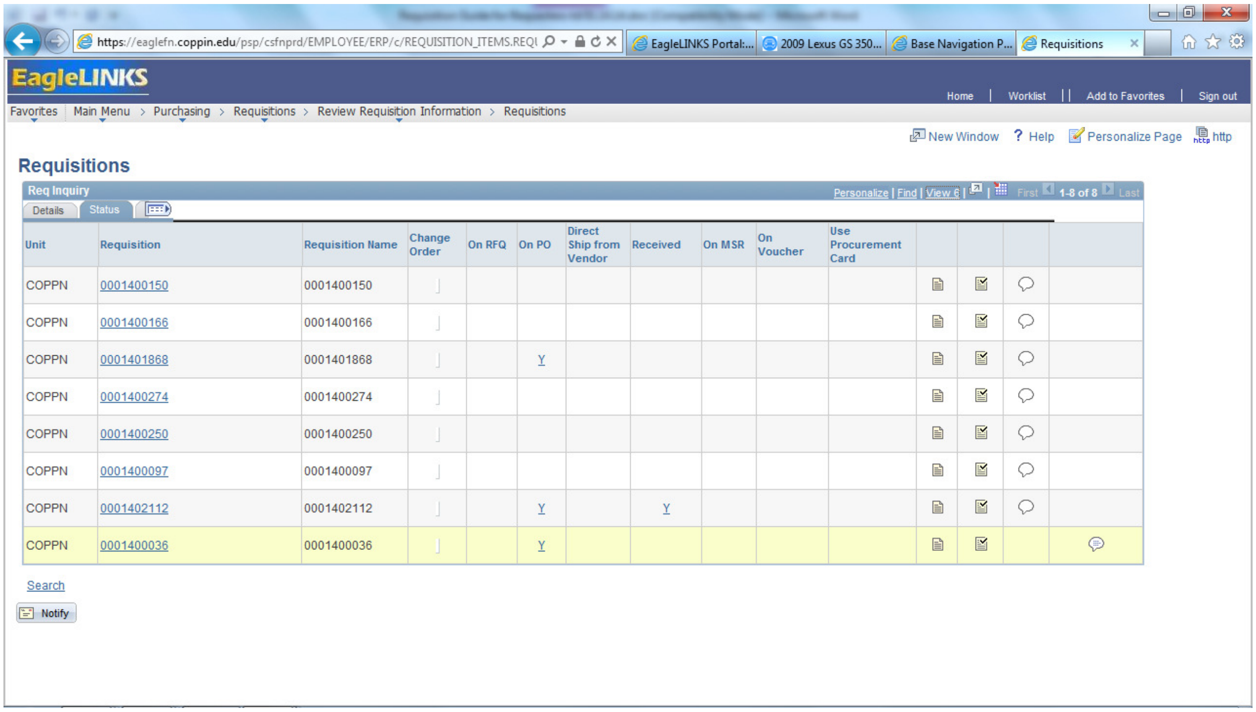


Enter the Requisition Number in the Requisition ID box or If you click OK you will get a list of ALL Coppin Requisitions.

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.



The Inquiry Details screen shows you all the requisitions selected. It gives very brief information about 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 <u>**Y**</u> (blue).

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