REQUISITION ENTRY

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 3
ENTERING A REQUISITION

Overview

The life cycle of a requisition starts with the original entry of a request for products and services. It is then approved based on budgetary allowances. After approval has been given, the requisition must be Budget Checked to assure there are sufficient funds for the purchase of the item.

In this chapter we will learn all the necessary steps to Create a new Requisition using PeopleSoft eProcurement.

Objectives

By the end of this chapter, you will be able to:

- Understand the Requisition Process
- Understand the role of the Requester of a Requisition
- Successfully enter a Requisition
- Successfully use the Notify function
- Successfully Add and/or Update/Display Requisitions
- Successfully use the Copy From function to copy a Requisition
1. An Originator, someone who cannot enter a requisition, but requires goods and/or services, wishes to order something using the Requisition Process. [See the Appendix for Procedures on when to use the Requisition Process.]

2. The Originator must submit a request to an Authorized Requester or Authorized Approver for an item that is on the Approved Category Code List. [See the Appendix for a list of all category codes]

3. All necessary information should be obtained from the Originator at the time of the request including:
   - Price of Item
   - Vendor
   - Quantity
   - Desired delivery date [the date should allow for shipping]
   - Budget information
   - Additional notes, comments, or reasons for the purchase
Role of the Requester of a Requisition

- **Enter Requisition**: When a **Requisition** is entered, all information must be as accurate as possible.

- **Make Updates/Changes to the Requisition**: After the Requisition is entered, any **Changes or Updates** that are needed must be done before the requisition can be approved.

- **Requisition Approval**: **Approval** of the requisition should be done before the Requisition is Budget Checked.

- **Budgetary Control Module (BCM)**: **The Budgetary Control Module** referred to as the BCM and also called Budget Checking; allows you to ensure that your commitments and expenses do not exceed total budgets, that revenues match estimates, and that appropriations correctly reflect dedicated revenues.

**Note**: After this point in the cycle, the requisition is sourced to a Purchase Order. We will be concentrating on the **Life Cycle of a Requisition** in this training manual.
**Field Descriptions**

Before you begin **Requisition Entry**, familiarize yourself with these terms:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category List</strong></td>
<td>A list of categories describing the items a requestor can order. Your selection should be as accurate as possible and match the item you are purchasing.</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>The Business Unit will always be <strong>BSU</strong> (Bowie State University). This value allows Peoplesoft to access the appropriate vendor, purchase order, and receiving information.</td>
</tr>
<tr>
<td><strong>Buyer</strong></td>
<td>A representative that orchestrates the purchase of the requested goods and/or services.</td>
</tr>
<tr>
<td><strong>ChartField</strong></td>
<td>An element of the accounting code block; the keys by which financial data is recorded in PeopleSoft General Ledger. Individual fields identify the type of information represented within your chart of accounts.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>Account represents the natural account to code different categories of revenues, expenditures, assets, liabilities, and fund equity transactions. Account is a required field.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>Class represents a type of functionally related to revenue or expense accounts. Most of BSU's reporting of revenue is by Class (which is a rollup of accounts).</td>
</tr>
<tr>
<td><strong>Department ID</strong></td>
<td>A Department represents a cost center for budgeting purposes. Departments can be rolled up to Programs. Department is a required field.</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>Funds separate financial information for the purpose of keeping specific activities and objectives within their limits and regulations. Fund is a required field.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>Program represents a group of functionally related departments. A department can only be assigned to one program. Most of BSU's external reporting for expenses is by Program (State, Audited Financial Statements, Maryland Higher Ed Commission, Middle States Accreditation Council). Program is a required field.</td>
</tr>
</tbody>
</table>
**Project/Grant**

Project/Grant represents segmented cost centers of limited duration. A project can represent an event or an activity that crosses various departments. The Project/Grant field is only required for all transactions coded to Fund 43. It is optional for all other funds.

**ChartField Combination Edit**

Also called Combo Edit. Peoplesoft will check the entries in your distribution line details panel to assure that valid ChartFields have been entered. Peoplesoft will not allow you to enter conflicting information. If you enter information that does not follow the established rules, you will receive a ChartField Combination Edit.

There are three main rules to remember to avoid a ChartField Combination Edit:

- Accounts rollup to Classes.
- Departments rollup to Programs.
- Fund 43 requires a project/grant code.

**Item Total**

The total number of units being purchased.

**Purchase Order**

A contractual document issued by an authorized BSU buyer to a vendor that details the terms of the sale under which the buyer will purchase the vendor’s goods.

**Ship to Location**

This is the location where the item ordered is to be delivered. [All deliveries must go to Central Receiving first and can then be re-routed to your campus location]
Entering A New Requisition

You just received a request from Joe Rogers (Originator) for a new printer. Your task is to enter the this request as a requisition in the PeopleSoft system.

You must first obtain the following information:

<table>
<thead>
<tr>
<th>Detailed Description</th>
<th>CP1160 HP Color Inkjet Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>499.00</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>Data Networks</td>
</tr>
<tr>
<td><strong>Department ID</strong></td>
<td>The department ID assigned in class.</td>
</tr>
</tbody>
</table>

Navigation

- eProcurement
- Create Requisition
- Business Unit = BSU
- Requester = your ID
- Click OK

Fields that you need to define on this page include the following:

- **Business Unit**: This will be BSU, the only business unit used.
- **Requestor**: The ID of the person making the official request.

Note that there is a summary box in the upper right corner that keeps a running total of the number of line and the total amount of the requisition.
**Define Requisition**

When you click **OK** on the *Create Requisition* search page, the *Define Requisition* page is displayed.

The Create Requisition component shown below consists of several pages. To move to another page, click its hyperlinked tab, or click one of the hyperlinks at the bottom of the page.

Much of the Default Information on the Requisition Form page comes from the Operator Preferences that have been set up for your User ID.

The first page that appears is set up to define the header information. This is information that is common to the entire requisition and not specific to any one line.

**Navigation**

- eProcurement
- Manage Requisitions
- Business Unit = BSU
- Requester = your ID
- Click **OK**

Enter the following information:

- **Business Unit** Defaults from the *Create* page.
- **Requestor** Defaults from the *Create* page.
- **Requisition Name** An identifier to help identify the requisition in a search list.
- **Currency** Defaults to USD, the currency used at BSU.
- **Priority** Indicates the priority of the order. Options are *High*, *Low* or *Medium*. This can be used for reporting or queries.
Once you have entered all the *Requisition Name* you are ready to enter the line information.

Press the **Continue** button at the bottom of the *Define Requisition* page.

**Special Request**

BSU is only using Special Request ordering. When you press **Continue** on the *Define Requisition* page, this tab will open.

BSU is only using the Special Request tab.
Click the **Special Item** hyperlink. The *Special Item* page is displayed.

Note: This is the only link you will use.

**Special Item**

You use the *Special Item* page to enter the specific information about the item(s) you are ordering.

**Navigation**
- eProcurement
- Create Requisition
- Define Requisitions
- Click **Add Items and Services**
- Click **Special Request** tab
- **Special Item** hyperlink

The following fields are available on the *Special Items* page. Required items are preceded by an asterisk (*).

- **Item Description**
  
  A detailed description of what you are ordering. The long description should be as detailed as possible. PeopleSoft will allow you to cut and paste a description of the item into this field from any word document or web page. The description should contain enough detail for the buyer to complete the purchase. **Insufficient details will delay the processing of the requisition.**

- **Price**
  
  The actual price of the item. If you do not know the price, do not guess – look up the information.

  **Make sure your prices are accurate. Any discrepancies will affect your budget.**

- **Quantity**
  
  Number of this item to be ordered.
**Currency**  
The default is **USD** and cannot be changed.

**Unit of Measure**  
Item UOM. Determine how many of each item you wish to order.

**Category**  
Defaults from the category selected on the **Category Tree** on the **Definition Requisition** page. For more details, see **Category Selection** in the materials that follow.

**Due Date**  
The date by which the item is needed.

**Vendor ID**  
The ID for the vendor. The Look Up icon accesses the Vendor Search page. For more details, see **Vendor Search** in the material that follows.

**Vendor Name**  
The Name of the vendor. The Look Up icon accesses the Vendor Search page.

**Vendor Item ID**  
The identifier used by the vendor for this item.

**Mfg ID**  
The identifier for the manufacturer of this item.

**Manufacturer**  
Displays the name of the manufacturer after entry of the ID.

**Mfg Item ID**  
The identifier used by the manufacturer for this item.

**Suggest New Vendor**  
Hyperlink to access the **Suggest a Vendor** page to enter information on a vendor not already stored in the system. **BSU is not using this option.**

**Additional Information**  
Notes about this item that are pertinent to the buyer, vendor or requestor.

**Send to Vendor**  
Indicates that this note is to be printed on the purchase order for the vendor.
Show at Receipt Indicates that this note is to be printed on the receiver.

Show at Voucher Indicates that this note is to be printed on the voucher.

Request New Item Indicates that this should be added to the item master. Not used at BSU.

Add Item Button to add the line to the requisition.

Enter the following information on this page.

- Item Description: *CP1160 HP Color Inkjet Printer*
- Price: $499.00
- Quantity: 1
- Unit of Measure: EA
- Due Date: 09/30/2010

When you click **Add Item**, the line item is added and the page is cleared for you to add a new item, if needed.
**Category Selection**

Each request will belong to a category. In this example, the category you want to use is *4162 Printing EQ-R*.

To select a category you will click the **Look Up** icon next to the Category field. The Create Requisition *Look Up Category* page is displayed.

**Navigation**
- eProcurement
- Create Requisition
- Expand Line Defaults section
- Click **Look Up** icon next to **Category** field

Expand the Browse Category Tree section.
Click on the folder icon next to the All Items hyperlink to display the Category Tree.

Note: Do not click on the All Items hyperlink.
A list of the available categories is displayed.

Click on the hyperlink of the category that fits the item you are ordering.
In this example, the category is **10-Dup/Printing Printer**. When you click on that hyperlink the Add Items and Services page is displayed with the selected value.

**Navigation**

- eProcurement
- Create Requisition
- Expand Line Defaults section
- Click Look Up icon next to Category field
- Open Categories
- Select **10-Dup/Printing Printer**
Vendor Search

The vendor for this purchase is Data Networks, Inc. Look up this vendor using the vendor search.

The Vendor Search page appears when you click on the Look Up icon next to the vendor field. It has a little more capability than other pages.

Navigation
- eProcurement
- Create Requisition
- Define Requisitions
- Expand Line Defaults section
- Click Look Up icon next to Vendor field

There are a number of search fields used on this page to search for the correct vendor. They include the following:

- Vendor ID
- Name
- Short Vendor Name
- Alternate Vendor Name
- City
- Country
- Postal Code

The more information you enter the easier it is to find the correct vendor. After entering the search criteria, click the Find button to display the available matches. Click on the hyperlink of the correct vendor.

The Add Items and Services page will be displayed with the selected vendor.
Review and Submit

After entering the information for the item(s) on your requisition, click the **Review and Submit** hyperlink at the top of the page.

The Review and Submit page is displayed.

**Navigation**

- eProcurement
- Create Requisition
- Add Items and Services
- Review and Submit

The Requisition Lines are displayed. You can review the Line Details and Add or Edit comments about this line by clicking the icons on the end of each line.

Requisition line numbers are assigned in the order in which you generate them, regardless of where you insert the lines.

The summary box in the upper right corner of the page contains updated information to tell at a glance what is on the requisition.

Any open field on this page is available for update. In addition there are several buttons that can be used to finalize the requisition. These include:

- **Add to Favorites**
  
  This functionality is not used at BSU.

- **Add to Template(s)**
  
  This functionality is not used at BSU.

- **Modify Line / Shipping / Accounting**
  
  Click to modify the line details, shipping or accounting information for a specific line.

- **Delete**
  
  Click to delete this line from the requisition.
Line Details

You can view additional information about any line item, by clicking on the Line Details ( ) icon at the end of the line.

The Line Details page is displayed.

Navigation

• eProcurement
• Create Requisition
• Add Items and Services
• Review and Submit
• Line Details icon ( )

The following information is available for review, update or entry.

Line
Displays the number assigned to the line item.

Line Status
Displays the current status of the line. If the line is canceled, all fields on the line are unavailable for entry.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandise Amt Category</td>
<td>Displays the information entered on the previous page. This information is display only and cannot be changed.</td>
</tr>
<tr>
<td>Merchandise Amt Description</td>
<td>Displays the information entered on the previous page. This information is display only and cannot be changed.</td>
</tr>
<tr>
<td>Buyer</td>
<td>Displays the buyer for the item based on the selected category.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Displays the information entered on the previous page. It can be changed for this line item on this page, if needed.</td>
</tr>
<tr>
<td>Vendor Location</td>
<td></td>
</tr>
<tr>
<td>Vendor’s Catalog</td>
<td></td>
</tr>
<tr>
<td>Vendor Item ID</td>
<td></td>
</tr>
<tr>
<td>Manufacturer ID</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Manufacturer’s Item ID</td>
<td></td>
</tr>
<tr>
<td>Physical Nature</td>
<td>Indicates whether this line item is for goods or for services.</td>
</tr>
<tr>
<td>RFQ Required</td>
<td>Indicates that an RFQ is required for ordering.</td>
</tr>
<tr>
<td>Amount Only</td>
<td>Indicates that the requisition is to be tracked to amounts and not quantities. <strong>This field is to be checked if you are entering a blanket PO.</strong></td>
</tr>
<tr>
<td>Inspection Required</td>
<td>Indicates that an inspection of the item is required before receiving.</td>
</tr>
<tr>
<td>Suggest New Vendor</td>
<td>Hyperlink that accesses the Suggest New Vendor page to give vendor information to the buyer to set up in the system.</td>
</tr>
<tr>
<td>Contract Section</td>
<td>Contains fields to link the requisition to an existing contract.</td>
</tr>
<tr>
<td>Sourcing Controls</td>
<td>Allows sourcing to calculate the price.</td>
</tr>
</tbody>
</table>

Make entries and click the **OK** button to save any changes you have made. If no changes were made, click the **Cancel** button to return without saving any changes.
Add/Edit Comments

You can view add comments and attachment for each line by clicking on the Add/Edit Comments (şiş) icon at the end of the line. These comments are only for the line to which they are attached and give you a place to provide special instructions for one particular line.

The Line Comments page is displayed.

The following fields are on the Line Comments page.

- **Line**: Displays the number assigned to the line item.
- **Description**: Displays the name entered for the line item.
- **Quantity**: Displays the quantity entered for the line item.
- **Unit**: Displays the unit of measure for the line item.
- **Price**: Displays the price for the item/UOM combination.
- **Comment**: A long description field is provided to enter the comment. New vendor information will be entered here. See the Entering New Vendor Information section that follows.
**Send to Vendor** Indicates that the comment is to be printed on the purchase order for this line.

**Show at Receipt** Indicates that the comment is to show on the receiver.

**Show at Voucher** Indicates that the comment is to be shown when creating the voucher.

**Entering New Vendor Information**

You will use the Comments field to enter Vendor information if the vendor is not already in the system.

The first line in the comment should read: **New Vendor Information**. Followed by the following information:

- Vendor Name
- Vendor Address
- Vendor E-mail Address
- Vendor Phone Number
- Vendor Fax Number (Optional)
- Vendor Tax Identification Number

**Add Attachment**

The **Add Attachment** button allows you to search for and attach another document for this line item on the requisition.

*You will use this to send price sheets or quotes to the buyer. Attach this information to the requisition instead of faxing the information to the buyer.*

Make entries and click the **OK** button to save any changes you have made. If no changes were made, click the **Cancel** button to return without saving any changes.
Modify Line / Shipping / Accounting

Click the **Modify Line / Shipping / Accounting** button to enter the information required to charge and ship your item. The Modify Line / Shipping Accounting page is displayed.

**Navigation**

- eProcurement
- Create Requisition
- Add Items and Services
- Review and Submit
- **Modify Line / Shipping / Accounting** button

You will use this page to revise any information that is open to change and to enter information about where the item is to be shipped and the accounts to which the purchase is to be charged.
Shipping Defaults

The *Shipping Information* section is where you enter shipping information to for the item you are ordering.

**Navigation**

- eProcurement
- Create Requisition
- Expand Line Defaults section
- Ship To = BSU_RECV
- Due Date = 10/15/2010

Some of these values may default based on your user preferences, and others may be entered.

Fields to enter as Shipping Defaults include the following:

- **Ship To**
  This is the location where the item ordered is to be delivered. The value should be BSU_RECV since all deliveries must go to Central Receiving first and can then be re-routed to your campus location.

- **Due Date**
  The preferred date to have this item. This is just a suggestion for the buyer and cannot be considered as a guarantee.

- **Attention**
  The name of the person who is to be notified when the item is received.
Accounting Information – Chartfields1

The Chartfields1 tab in the Accounting Defaults section is where you enter the account distribution information required for the items on this requisition.

Navigation

- eProcurement
- Create Requisition
- Expand Line Defaults section
- Chartfields1 = LIBRA_CTRLR
- GL Unit = BSU
- Fund = 40
- Program = 06
- Dept = 155040
- Class = 10
- Account = 4150

Some of these values may default based on your user preferences, and others may be entered.

Fields to enter as Accounting Defaults – Chartfields1 include the following:

- **Percent**: The percentage of the amount to be designed to this ChartField combination.

- **Location**: The ultimate location of the requested items.

- **GL Unit**: The GL Business Unit to which the item will be charged.

- **Fund**: Select the appropriate value from the look up screen. The most common value used is 40 for unrestricted funds. The Fund must be compatible with the Program and Department.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Select the appropriate value from the look up screen. The <strong>Program</strong> must be compatible with the <strong>Fund</strong> and <strong>Department</strong>.</td>
</tr>
<tr>
<td>Dept</td>
<td>Select the appropriate value from the look up screen. The <strong>Department</strong> must be compatible with the <strong>Fund</strong> and <strong>Program</strong>. The description field of the Department look up will display a two-digit number at the end of the description. This will indicate the compatible program for the department code selected.</td>
</tr>
<tr>
<td>Project</td>
<td>The Project field is only required for all transactions coded to Fund 43, Grants.</td>
</tr>
<tr>
<td>Job ID</td>
<td>The identifier for the particular job being charged for the item.</td>
</tr>
<tr>
<td>Class</td>
<td>Select the appropriate value from the look up screen. The <strong>Class</strong> must be compatible with the <strong>Account</strong>.</td>
</tr>
<tr>
<td>Account</td>
<td>This field is defaulted based on the <strong>Category</strong> you selected on the Form screen. The <strong>Account</strong> must be compatible with the <strong>Class</strong>. The description field of the Account look up will display a two-digit number at the end of the description. This will indicate the compatible class for the account code selected.</td>
</tr>
<tr>
<td>Affiliate</td>
<td>The affiliate account to be charged for this item.</td>
</tr>
</tbody>
</table>
If you make changes to the Distribution information on the Modify Line / Shipping / accounting page, the Distribution Options page appears when you click Apply to return to the Review and Submit page.

**Navigation**

- eProcurement
- Create Requisition
- Add Items and Services
- Review and Submit
- Modify Line / Shipping / Accounting
- Click Apply

Options on this page include:

- **All Distribution Lines**: Applies the changes to all existing lines on the requisition.

- **Matching Distribution Lines**: Applies the changes to the line items matching the lines changed on the page.

- **Replace Distribution Lines**: Removes the existing distribution lines and replaces with the values on the lines shown here.

Select the appropriate option and click **OK** to return to the **Review and Submit** page.
Save and Preview Approvals

Click the **Save and Preview Approvals** button to save the data without submitting to workflow for approval.

The confirmation page is displayed.

**Navigation**

- eProcurement
- Create Requisition
- Add Items and Services
- Review and Submit
- Click **Save and Preview Approvals** button

The following information is displayed on this page.

- **Requested for**: The name of the requestor.
- **Number of Lines**: The total number of lines on the requisition.
- **Requisition Name**: The description of the requisition.
- **Total Amount**: The total amount of the requisition.
- **Requisition ID**: The number assigned to the requisition by the system.
- **Business Unit**: BSU, the only business unit used.
- **Status**: The current status of the requisition. Immediately after saving, this is **Open**.
- **Priority**: The priority assigned to the requisition.
- **Budget Status**: The status of the budget check.
If approvals are required, they will be listed in the next section.

Actions you can take from this page include:

- **Submit**: Submit to workflow for the next step in the purchasing process.
- **Edit Requisition**: Open the requisition to make changes.
- **Check Budget**: Check the budget and reserve funds for the request.
- **Pre-Check Budget**: Check the budget without reserving funds.
- **View Printable Version**: View a PDF version of the requisition that you can print.
- **Manage Requisitions**: Go to the Manage Requisitions page to work on this or other requisitions.
- **Create New Requisition**: Go to the Create New Requisition page to create a new request.

Click the **Edit Requisition** button to return to the requisition.

**Pre-Check the Requisition Budget**

Budget Check is the term used to describe the PeopleSoft system’s process of checking a purchase against a budget prior to committing to a vendor. Prior to submitting the requisition for approval, you will pre-check the budget.

If the funds are available for the purchase, the system will indicate that the budget status is *Provisionally Valid* meaning that the funds are available at the time the check was done but they have not been encumbered. If the funds are not available, the system will display an error and the purchase requisition will not move forward.
Select the **Pre-Check Budget** option before submitting the requisition to workflow.

The budget status will change to **Provisionally Valid** if the funds are available.

The Budget Status will be reflected as one of the following.

- **Not Chk’d (not checked)**
  - This is the requisition's initial budget checking status. The status may also return to this value after a value change that affected the budget status.

- **Provisionally Valid**
  - The Pre-Budget Check process has verified that the funds are available but the funds have not been encumbered.

- **Valid**
  - The requisition has been successfully budget checked and the funds have been encumbered.

- **Error**
  - The requisition has failed budget checking. The text is enabled as a link, which you can click to access the Requisition Exceptions page where you can view budget check exceptions for this requisition. Users with appropriate authority can override the budget exceptions on the Requisition Exceptions page.
Save and Submit

Click the Save and Submit button to submit the requisition to the workflow process. The requisition will be placed in the worklist of the next line approver.

The confirmation page is displayed.

Navigation

- eProcurement
- Create Requisition
- Add Items and Services
- Review and Submit
- Click Save & Submit button

This page gives you the status and information on the approver.