

# Creating a purchase requisition

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#### THINGS TO REMEMBER

- The Purchasing Department must create a purchase order *BEFORE* you receive services, materials, and/or an invoice from the supplier. Purchases that have been initiated and processed by an end-user without a purchase order are "UNAPPROVED PURCHASES." The College cannot be held liable for purchases made without a purchase order. All purchases MUST have an assigned purchase order number issued by the Purchasing and Contract Services Department prior to making a purchase. If a purchase is made without a PO, the payment cannot be made. Potentially the end user can be held financially responsible for any order placed without a college-authorized purchase order.
- A requisition that is created after a purchase has been made is called a
   Confirmation Requisition. If approved, a justification form will need to be uploaded as a single attachment to line 1 of the requisition. Identify the requisition as a confirmation by stating "CONFIRMATION" as the first word in the description box on Line 1 of the requisition. An example would be "CONFIRMATION PAYMENT FOR xxx" and then provide further details in the Additional Information field.
- This does not affect P-Card purchases. You do not need a requisition to use your purchasing card.

### **OVERVIEW OF PROCEDURE**

This manual explains how to enter each component of a Requisition, and how they relate to each other. In PeopleSoft, Requisitions consist of four components:

- HEADER Where general information pertaining to the entire order is stored and displayed. This includes data such as the suggested Supplier, Buyer, Ship-To, and Due Date.
- LINES Where the description, unit of measure, category and quantity for each item you are ordering.
- SCHEDULE Where the due date, ship to address and unit price are stored for each item on the order.
- DISTRIBUTION Where the accounting information (i.e. the general ledger chartfield string) is entered.

Purchase Requisitions (or purchase requests) are the first step in the Procure to Pay process. The general process is outlined below.

- Gather necessary information including quotes or "carts" of goods
- Log into PeopleSoft
- Begin the requisition
- Add budget and shipping information

- Attach cart, quotes and supporting documentation
- Input item information
- Save the requisition
- Complete a budget pre-check
- Submit requisition for approval

#### PROCEDURE

To create and submit a purchase requisition, the REQUESTER will do the following:

#### **Gather necessary information**

- 1. **SHOP** for goods/services.
- 2. **GATHER** product/services documentations such as quotes, carts, etc.
- 3. **SAVE** documentation to be attached in PeopleSoft in one file (combine separate files into one).
- 4. **OBTAIN** budget chartfields from budget manager.
- 5. **IDENTIFY** the appropriate category code for the purchase.

#### Log in and Navigate to Requisitions in PeopleSoft

- 6. **LOG** into PeopleSoft.
- 7. **SELECT** FCSM from the top tabs.
- 8. **SELECT** the NavBar from the top right-hand corner.
- 9. **SELECT** the Navigator from the pop-out menu.
- 10. **SELECT** Requisitions from the Purchasing menu.
- 11. **SELECT** Add/Update Requisitions from the Requisitions menu.

The Requisitions screen appears

Requisitions							
Eind an Existing Value	Keyword Search	Add a New Value					
Business Unit WA120 Q	]						
Requisition ID NEXT							
Add							

Find an Existing Value | Keyword Search | Add a New Value

- 12. VERIFY the Add a New Value tab is selected
- 13. **VERIFY** the Business Unit has defaulted to WA250.
  - 13a. If the Business Unit has not defaulted to WA250, **TYPE** WA250 in the Business Unit field.
- 14. VERIFY the Requisition ID has defaulted to NEXT

- 14a. If the Requisition ID has not defaulted to NEXT, **TYPE** NEXT as the Requisition ID.
- 15. **CLICK** the ADD button.

#### The Maintain Requisitions page displays

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Maintain Requisition	S												Ne	w Window   He	p   Per	sonalize Page
	Jnit WA120	Copy Fr		uger status	Open Not Chk'd	Further	Processing									
*Request *Request *Request *Request *Request *Requisition D	ate 01/11/2021	Amanda Witt Requester Info		d Number	Use Procurer	ment Ca	<b>√</b> ∎rd									
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Line ②												14		1-1 of 1 👻 🕨	ы	View All
	Due Date	upplier Information	tem Information	butes <u>C</u> o	ontract So	ourcing C	Controls III								P) 1	V IOW PILI
Line It	em	Description		Quantity	*UOM		Category		Price	Merchandise Amount	Status					
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- 16. **TYPE** the name of the Preferred Vendor and, if possible, the requester's first and last name in the Requisition Name field. *Note: There is a character limit on this field, the priority is the vendor name.*
- 17. If the Requester is creating the requisition on behalf of someone else, **TYPE** the EMPLID or **USE** the look up tool to find the EMPLID in the Requester field.
- 18. **SKIP** the Requisition Date, Origin, Currency Code and Accounting Date fields.

#### Add budget information

- 19. **SELECT** the Requisition Defaults hyperlink directly below the Accounting Date field.
- 20. **SELECT** the Override radio button under Default Options near the top left-hand side of the page.

			Requ	isition Defaults
Requisition ID Default Options ③	000000038		Status Approved	
○ Default	applied if no other d		entered on this page are treated as part of the defau I for each field. If default values already exist in the h	
Override	If you select this opt		entered on this page override the default values foun	d in the default hierarc
Line				
Buyer		Q	Unit of Measure	۹
Supplier		Q	Supplier Location	۹
Category		Q	Supplier Lookup	
Schedule				
Ship To	CNTEC Q	CC RECEIVING	*Distribute By	Quantity 🗸
Due Date	<b></b>		*Liquidate By	Amount 🗸
Ultimate Use Code	٩		Ship Via	COMMON Q
Attention To			Freight Terms	DES Q
Distribution	One Time Address			
SpeedChart	٩			

- 21. **SKIP** the Line and Schedule sections. *DO NOT ENTER A SUPPLIER on the requisition.*
- 22. **BEGIN** entering budget chartstring information in the Distributions area near the bottom of the page.



If the cost of the requisition is being charged to *only one budget*, **SKIP** to step 25. If the cost of the requisition is being *split across multiple budgets*, **PROCEED** to step 23.

- 23. **SCROLL** to the right of the window.
- 24. **CLICK** the plus sign at the end of the Distribution line.
- 25. **TYPE** the number of additional budgets that will need to be added to the requisition in the pop-up window. Remember there is already one line available.
- 26. **TYPE** the percentage as a number (do not include the % symbol) that should be charged to each budget in the Percentage field.
- 27. TYPE or USE the lookup tool to enter the following budget chartfield information using the information that was provided by budget manager. Do not enter Account here.
  - 1. GL Unit PeopleSoft should default this to WA250
  - 2. Fund
  - 3. Oper Unit 7250
  - 4. Approp only if you were provided this information by the budget manager
  - 5. Dept
  - 6. Class
  - 7. PC Bus Unit only if you were provided this information by the budget manager
  - 8. Project only if you were provided this information by the budget manager
  - 9. Activity only if you were provided this information by the budget manager

#### 28. **SELECT** Ok.

#### Attach cart, quote or supporting documentation

Business Unit	WA120			
Requisition ID	NEXT			
Requisition Name				Copy From
Header ⑦				
*Requester	201185352	Q	Amanda Witt	
*Requisition Date	01/11/2021	:::	Requester Info	
Origin	ONL	Q	On Line Entry	
*Currency Code	USD	Q	Dollar	
Accounting Date	01/11/2021			
	Requisition Defaults		Add Comments	
	<b>Requisition Activities</b>		Add Request Do	cument

- 29. SELECT Add Comments hyperlink.
- 30. **TYPE** general comments for the Purchasing Office and/or Vendor in the Comment field if desired.
  - 30a. This is anything that you would like to communicate to the Purchasing office and/or the vendor. You can copy and paste a website, provide sales person contact information, etc.

	Header Comment	5		×
				Help
Business Unit WA120	Requisi	tion Date 01/03/2021		
Requisition ID 000000038		Status Approved		
Retrieve Active Comments Only	Retrieve			
*Sort Method Comment Time Stamp	✓ *Sort S	equence Ascending	~	Sort
Comments		Q    4	1 of 1 🗸 🕨	▶   View A
Use Standard Comments	Comment	t Status Active	Inactiva	te +
□ Sond to Supplier □ Show at 5	Pagaint		li.	
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Show at Voucher Approval Associated Document	Justification	View Dele	ate ail	
Show at Voucher Approval Associated Document	Justification	View Dek	ete amail	
Show at Voucher Approval Associated Document Attachment AmazonCart1 pdf	Justification	View Dek	ate Danii	
Show at Voucher  Approval  Associated Document  Attachment  Attac	Justification	View Delf	mail	
Show at Voucher  Approval  Associated Document  Attachment  Attac	Justification	View Dela	mail	

- 31. CLICK the Attach button in the Associated Document grouping.
- 32. **CLICK** Choose File to navigate to saved supporting documentation.
- 33. **CLICK** Open in file browser window.
- 34. **CLICK** Upload to attach document.
- 35. **CLICK** View button to verify document successfully attached.
- 36. CLOSE browser window when done viewing attachment.
- 37. If more than one document needs to be attached to the requisition, **SELECT** the plus sign near the Inactivate button to add an addition line.
- 38. **REPEAT** steps 30 through 36 to attach additional documents.

39. **SELECT** Ok when done.

#### Input line item information

- 40. **VERIFY** the Details tab is selected in the Line information at the bottom of the page.
- 41. **SKIP** the Item field. This is not a vendor item number, model number or SKU.
- 42. **CLICK** the Display Description Module icon next to the Description field.

Description	

- 43. **TYPE** description information in the description window. Include things like item number, model, color, general description. *DO NOT INCLUDE QUANTITY*.
- 44. **CLICK** Return when complete to close the window.
- 45. **TYPE** the desired quantity in the Quantity field.
- 46. **TYPE** or **USE** the look-up tool to enter the Unit of Measure (UOM). Note: Most frequently used are each (EA), box (BOX) or case (CS).
- 47. **CLICK** the look-up tool in the category field.
- 48. CHANGE the filter on the description field to "contains."
- 49. **TYPE** a one- or two-word description of the category of item.
- 50. CLICK Search.
- 51. **CLICK** either the number of the description to select the category.
- 52. **ENTER** the unit price in the Price field.
- 53. **SCROLL** to the right of the page.
- 54. CLICK the Schedule icon.
- 55. CLICK the Distributions icon.
- 56. **TYPE** or **USE** the look-up tool to enter the Account.
- 57. **SCROLL** to the right the State Purpose field.
- 58. **USE** the Look-Up tool to open the menu.
- 59. **CHOOSE** the appropriate response based on the type of the item.
  - 59a. If the item is NOT an IT item, choose N
  - 59b. If the item is IT equipment to replace something we already have, choose Y. For example, we are replacing an existing computer
  - 59c. If the item is IT equipment that is to meet a new need, choose X. For example, we received a grant and are purchasing ten new iPads for staff/clients/faculty that have never had iPads before.
- 60. **CLICK** OK.
- 61. CLICK Return to Main Page.

If the requisition has *more than one line-item*, **PROCEED** to step 62. If the requisition has *only one line-item*, **SKIP** to step 65.

- 62. **USE** the scroll bar to slide the page all the way to the right.
- 63. **CLICK** the plus sign at the end of the first-row item.
- 64. **ENTER** the number of additional lines that need to be added to the requisition.
- 65. **REPEAT** steps 41 through 60 for each additional line as needed.

#### Save, complete a budget pre-check and submit for approval

- 66. **CLICK** Save at the bottom of the page.
- 67. **LOCATE** the Budget Status heading near the top right-hand side of the screen.



- 68. **CLICK** the Budget Pre-Check icon to pre-check the budget.
- 69. **OBSERVE** the budget status has changed from *Not Chk'd* to *Prov Val*.
  - 69a. If a pop-up window appears stating the document has failed the budget test, **CLOSE** the pop-up window.
  - 69b. **CONTACT** the Purchasing Department.

# If the budget status is anything other than Prov Val after the budget pre-check, DO NOT SUBMIT FOR APPROVAL. Just save the requisition.

- 70. **SELECT** the green check mark next to the Status heading.
- 71. **OBSERVE** the status changes from Open to Pending.

#### The requisition has entered the Approval Workflow Engine.

72. To view the approval progress, **CLICK** View Approvals at the bottom of the screen to monitor approval process if desired.

After the approval workflow has been completed, your requisition will be moved into the queue for the Purchasing Department to purchase your goods/services.