Requisition Guide for Requesters

Oracle Financials

Requisition Guide

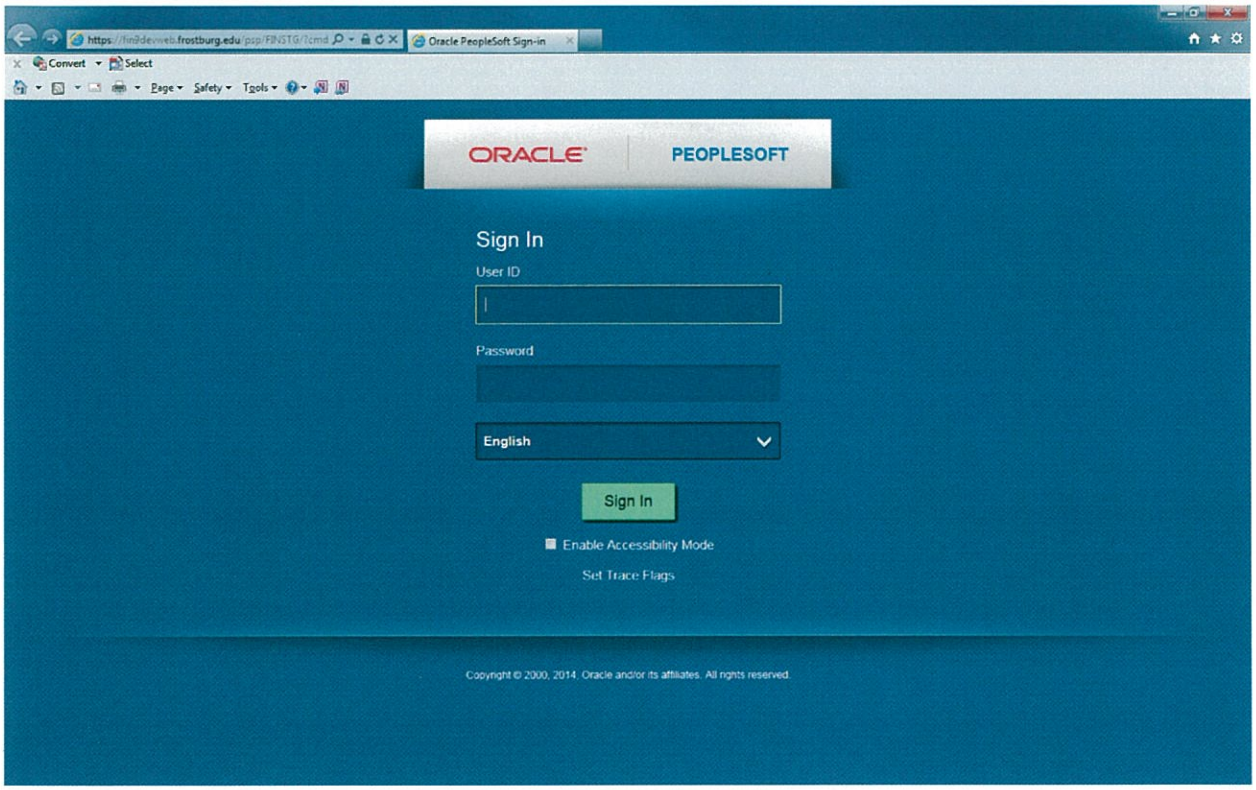
For Requesters

Office of Procurement

Alan Snyder
301-687-4243
arsnyder@frostburg.edu

Krista Warnick
301-687-4242
kawarnick@frostburg.edu

PeopleSoft Sign On



Requires a User ID & Password
Case sensitive (upper/lower)
Note - your User ID is associated with almost every transaction you make

Requisition Manual for Requesters

Basic steps for Requisitioning

Header – Requisition Defaults (applicable to entire requisition)

1. Default / Override
   Use the Override if the charge is to be different than what populated. Verify that the distribution has been brought in successfully. If a default did not populate or needs changed, please add dept or project, program and fund.
2. Buyer: Enter Alan Snyder
3. Select the recommended supplier for the entire requisition

Line Item

4. Choose an Item
   (Items correspond to an account. This will populate the account on the line distribution)
5. Blank out populated description and create a detailed description for the item to be requested
6. Enter the quantity, unit of measure, and price

Distribution (specific to individual line)

7. Verify that the default distribution has been brought in successfully
8. If distribution needs to be changed,
   - Department/Project: change to desired department (Make sure Program and Fund are changed to match the Department or Project number selected)

Completing the Requisition Process

9. Header Comments
10. Attachments
11. Save the requisition
12. Budget check the requisition
13. Submit for approval

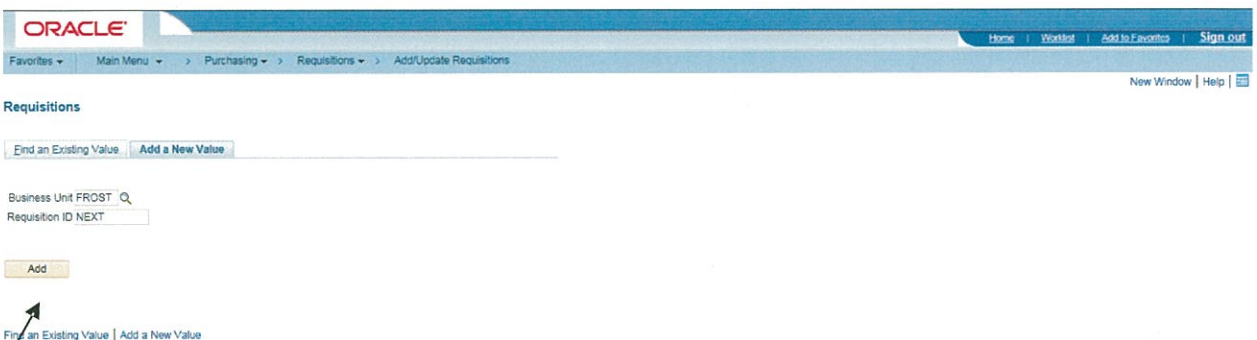
Entering Requisitions

PS Menu Navigation

Click on the following menu navigation

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

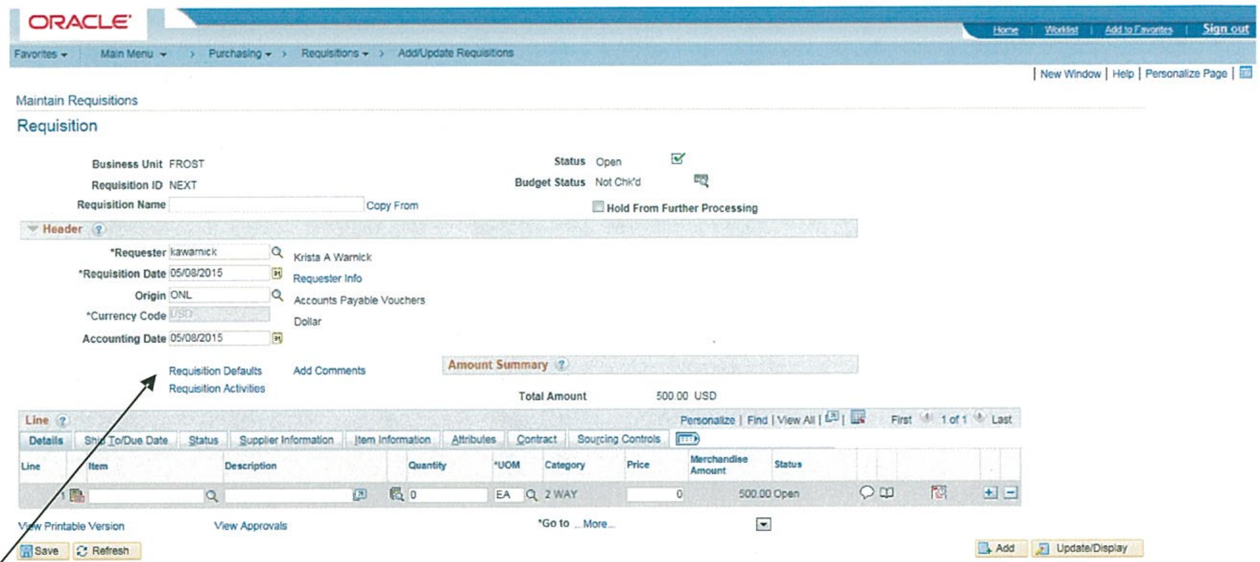
A page similar to the illustration below should appear on your screen:



Click ADD

This is the same page you will use to retrieve Existing Requisitions (under the "Find Existing Value" tab.

Your Next Screen Should Look Like This



The information between the Header and Line is Header information and pertains to the entire Requisition.

Requester: Should contain your User ID with your name displayed beside it.

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.

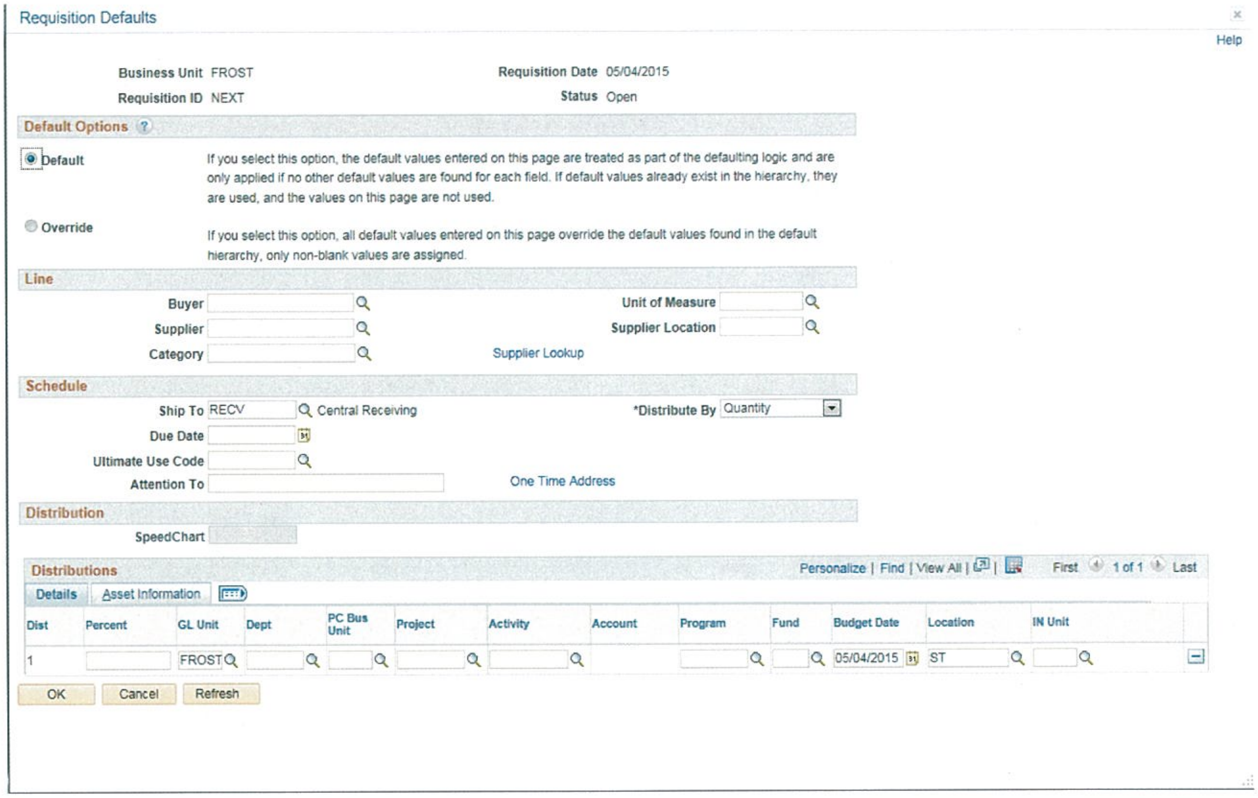
Origin: Defaults from your User ID setup.

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

Accounting Date: Defaults in as today's date.

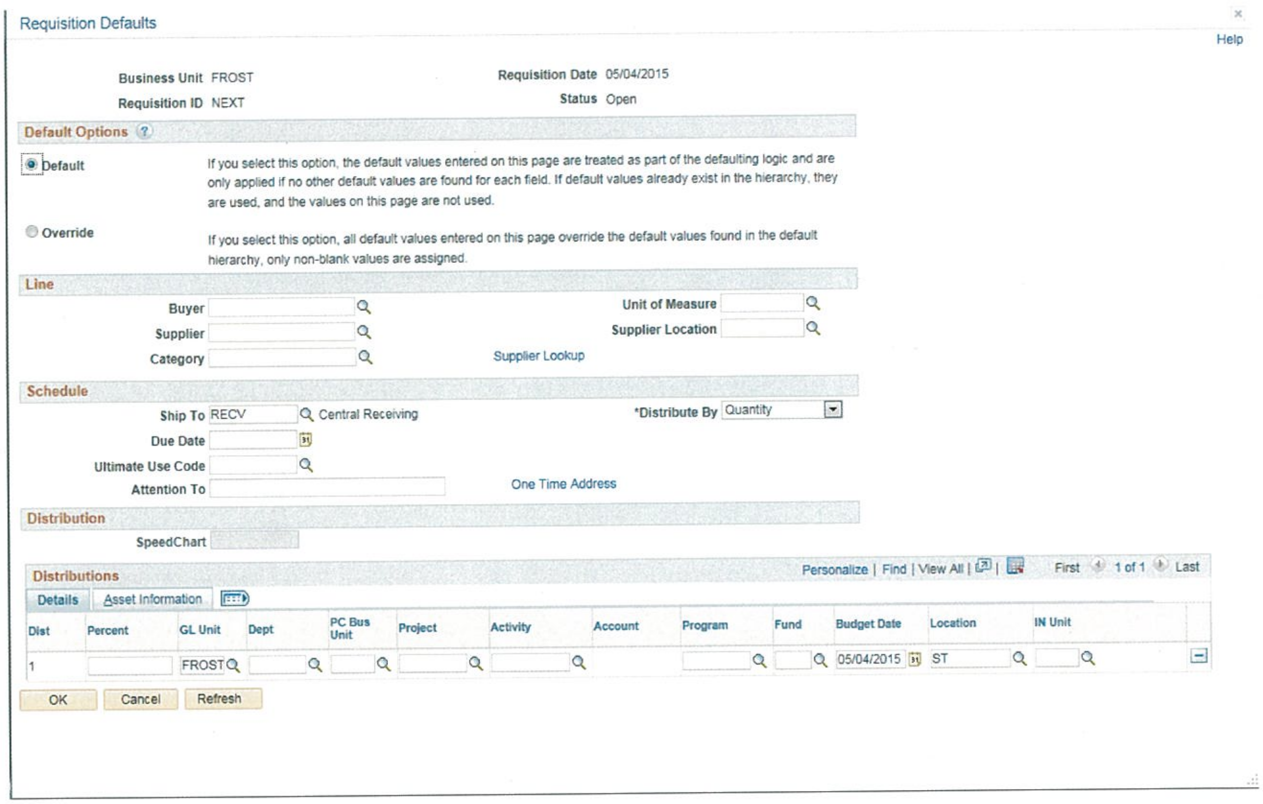
Click on the blue hyperlink Requisition Defaults

This should be your next screen



Default Options: See explanations

Override: Click this button if you want the whole requisition to override with a new department or if the department did not default.



Buyer: Enter Alan Snyder

Supplier: Click the magnifying glass. Enter the supplier under short name and click Look-Up. Once you found the supplier click on the supplier name. You should now be back to the above screen and the supplier name should now be displayed in the vendor box. (additional supplier instructions on following pages)

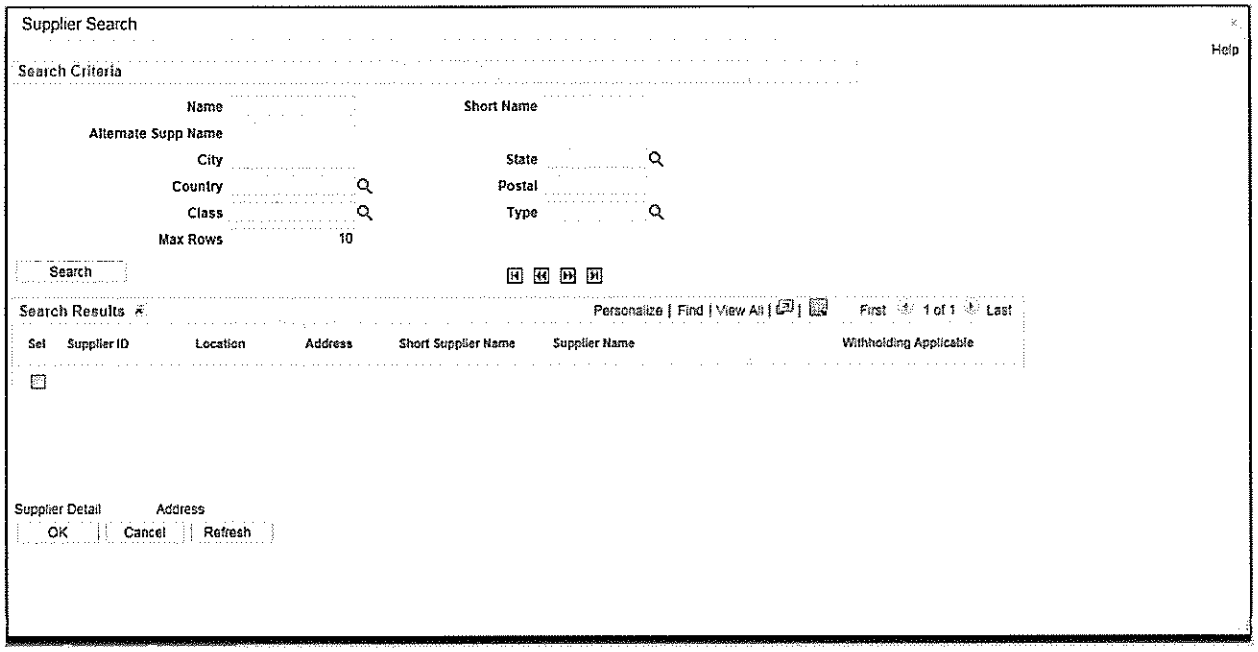
Category: This will be entered on the Maintain Requisition screen, no need to enter it again.

Unit of Measure: This will be entered on the Maintain Requisition screen, no need to enter it again.

Location: If you know the supplier you have chosen has various locations, choose the correct location by clicking on the magnifying glass.

Ship To: This section defaults to (RECV) Central Receiving. No need to make any changes.

Supplier Look Up Details



Enter the first few letters of the supplier name in the Short Name field.

Then click "Search"

Every supplier in the financial system with that name should appear in the Search Results section. Once you find the one you want, click the little box to the far left of that supplier name.

Then click "OK"

Distribution Instructions on Default or Line Distribution

Distributions

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: **FROST** – this will always be FROST.

Department: Enter the department number.

Project: Enter the project number. (Per line you have to choose either a department or project – you can't have both on one line)

When entering a Project, 2 additional fields are now required:
PC Business Unit – "FROST" (all caps)
Activity ID – "DEFAULT" (all caps)

Account: The GL account number to which the items on the line are being charged (will default from the item).

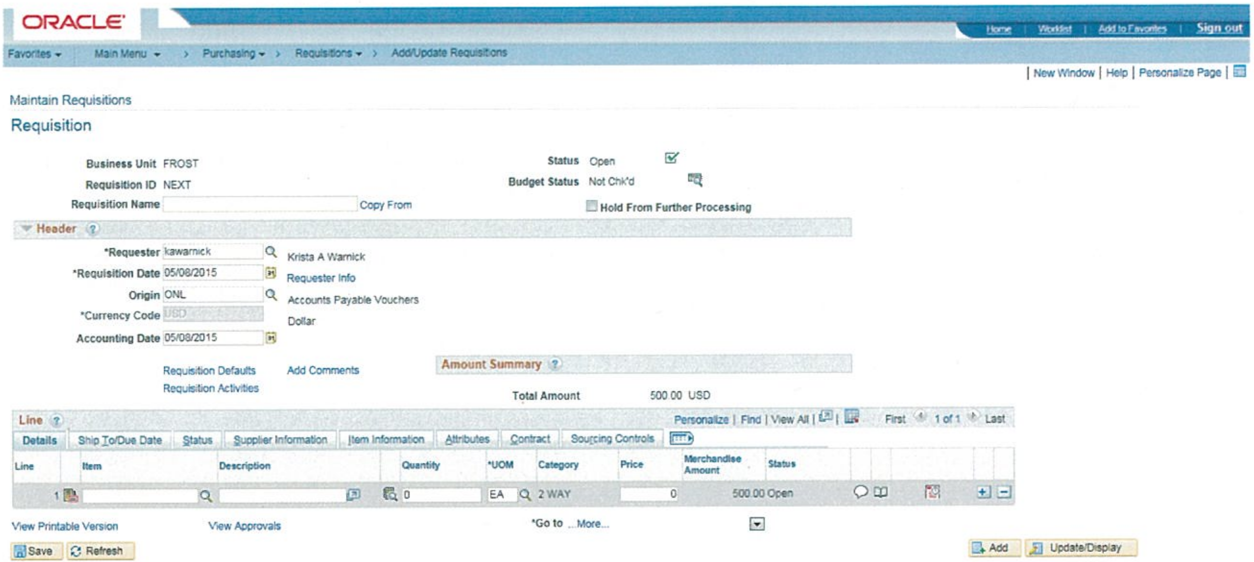
Program: Enter the program number.

Fund: Enter the fund code.

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

If all the information entered appears correct, **Click OK**

You should be back to the Maintain Requisitions Screen



Item: Enter item to be requested by clicking on the magnifying glass.

Description: The populated data can be deleted and then you can enter a full description of the item you are purchasing

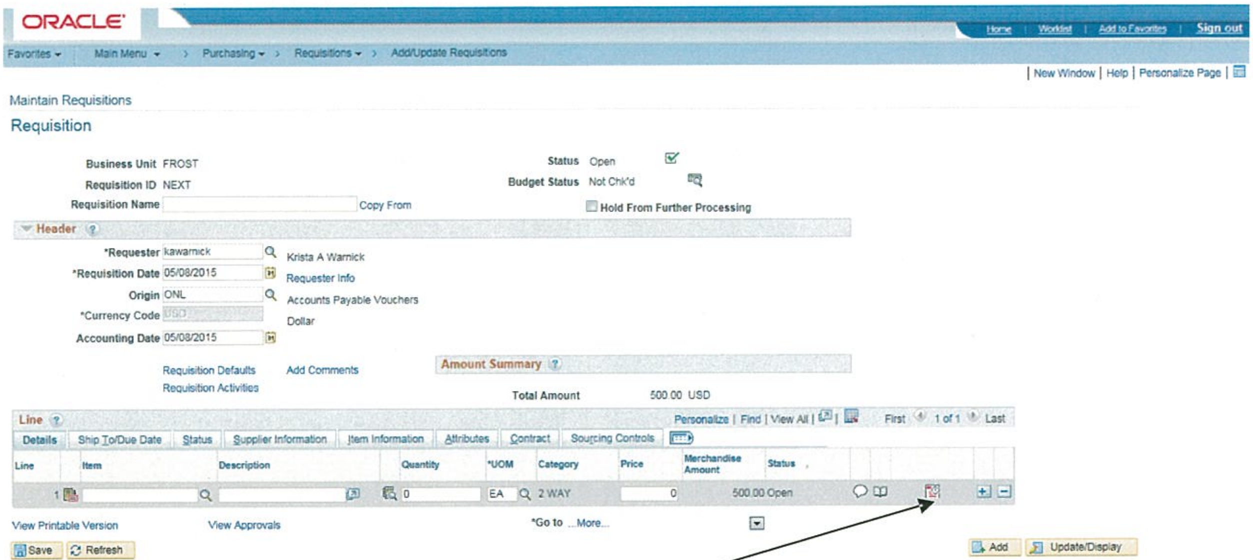
Quantity: Enter the full quantity of the item requested.

Unit of Measure: Unit of measure is defaulted. If the UOM is different for this item, use the magnifying glass to choose a different unit of measure.

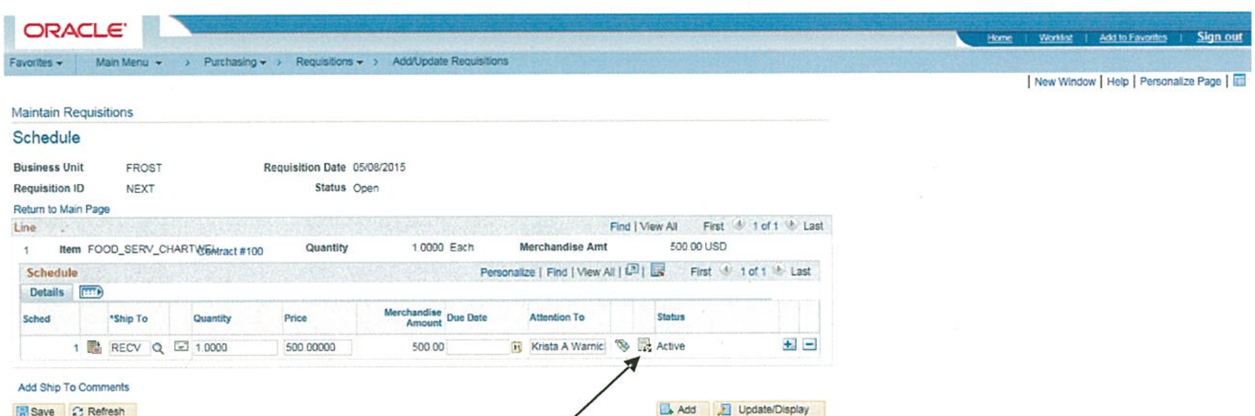
Category: This will default from the item selected.

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 calculate the total of the requisition.

Check or Change Line Distributions using Icons

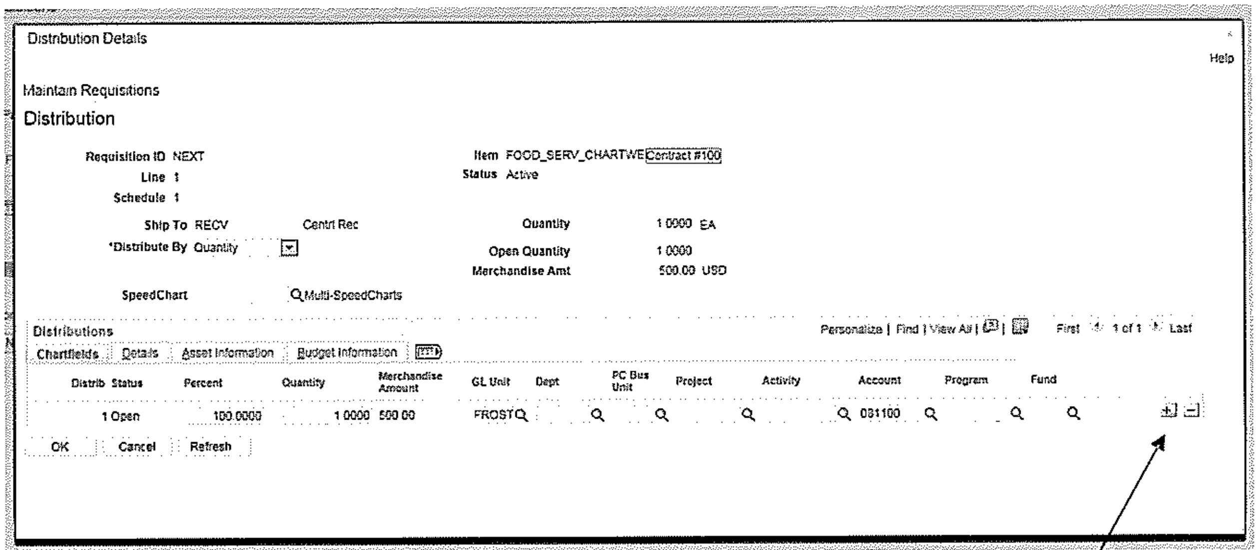


Click the **Schedule** icon



Click the **Distribution** icon

Distribution Details Screen



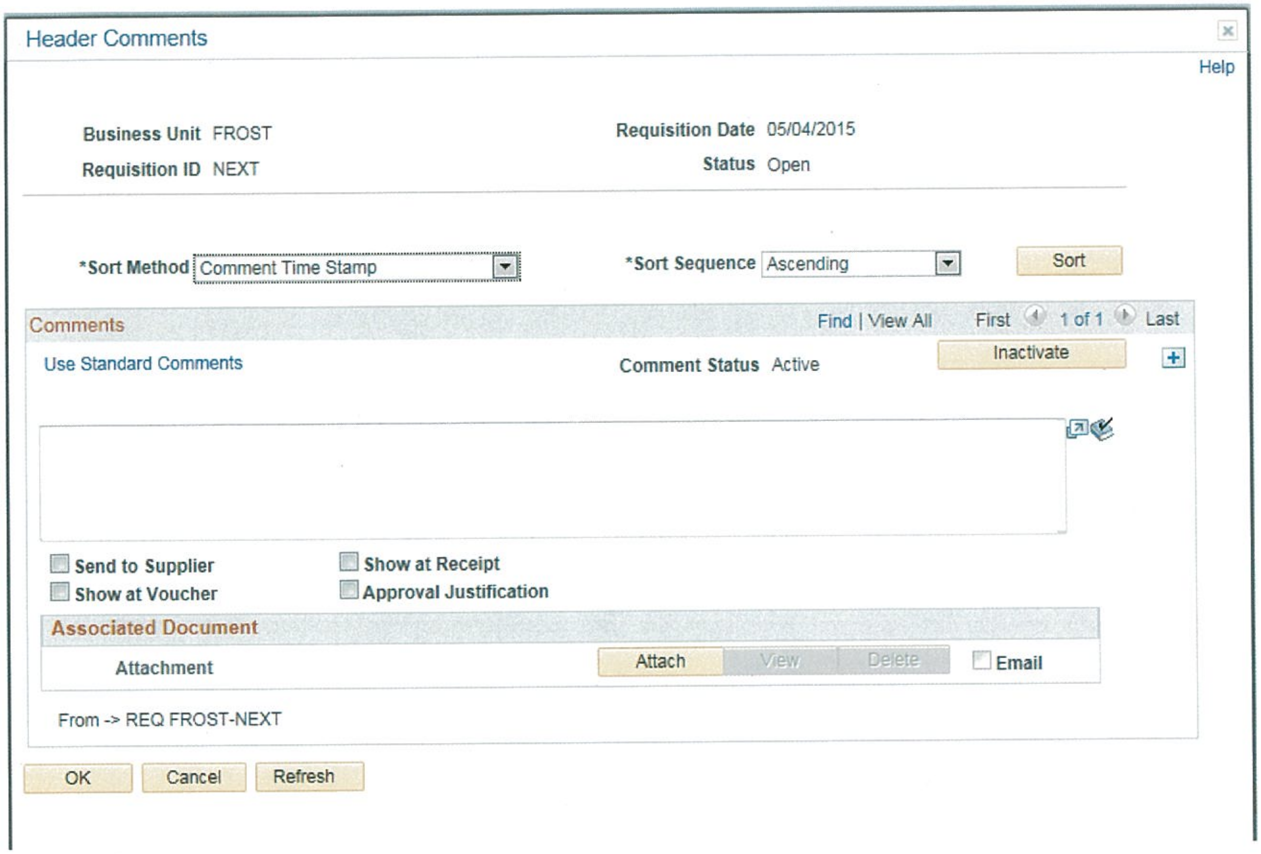
You can add lines to distribute between various departments by clicking the +

*If you use Speedchart on the line distribution, the system will wipe out Quantity & Account, so please note the account that was populated from the entered "Item".

The quantity & account will need to be added back.

When finished, Click OK to get back then click "Return to Main Page"

Click on the blue hyperlink Add Comments in the Header Section



Enter comments in the comment box.

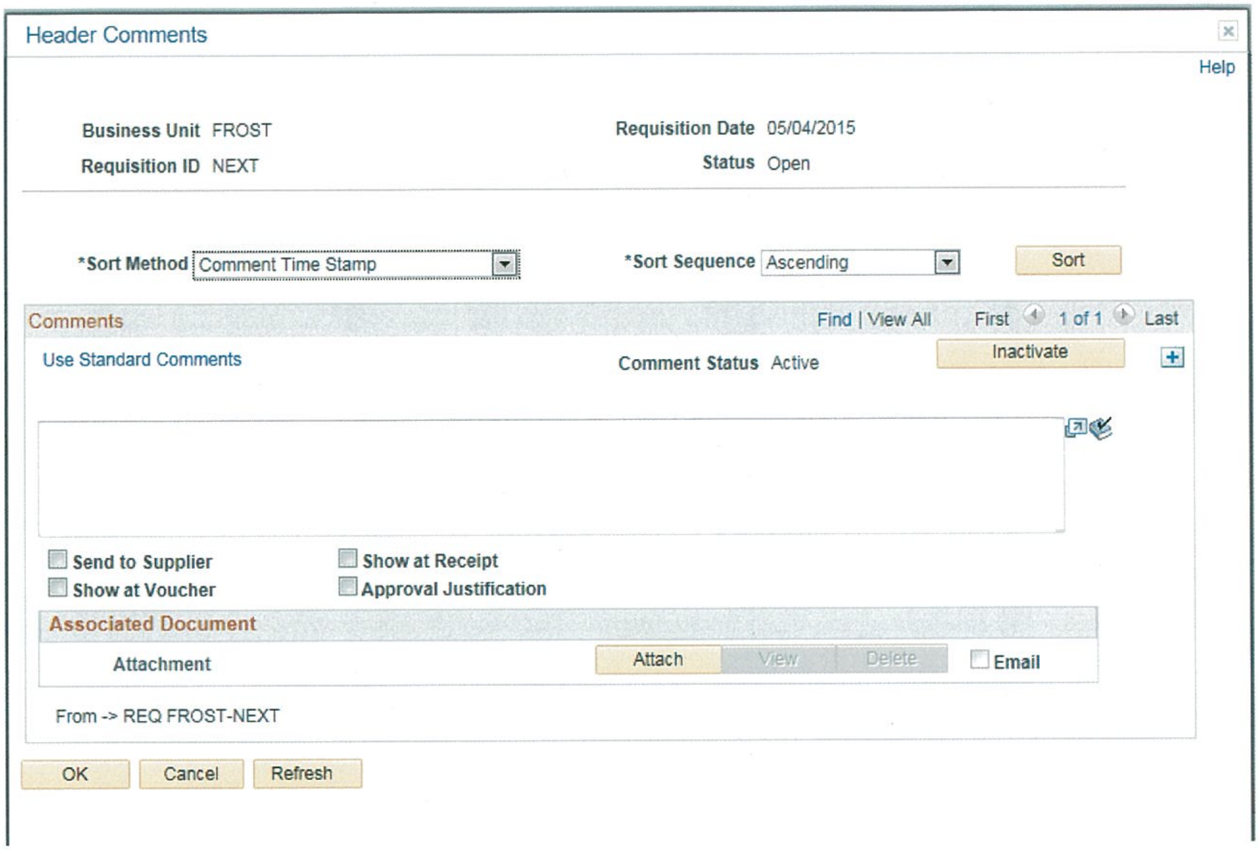
Please include things such as:

- Requesting Department Name and phone number
- If the PO needs fax or emailed, please indicate that along with the fax number/email address and Name of contact person.
- Any other information you want to print on the PO should be entered in the comment box.

Put check marks in the three small boxes under the comment section. IF YOU DO NOT ENTER THE CHECK MARKS, COMMENTS WILL NOT PRINT!

Click: OK

Attachments



You have the option to place an attachment on your requisition.

This is a great place to add a copy of a quote or any other supporting documentation you may have.

Click: **Edit Comments**
Click: **Attach**
Click: **Browse**
Now locate the document you want to attach and click **UPLOAD.**

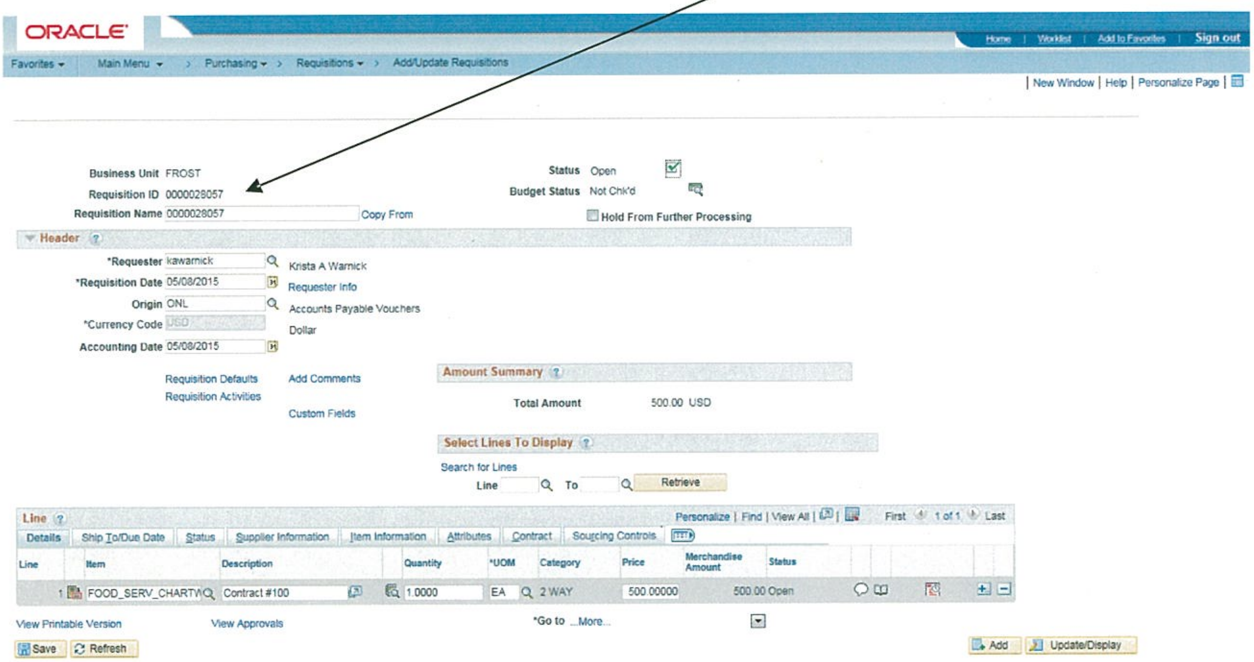
If you add an attachment you need to indicate that in the comment box along with your other comments.

Click: **OK**

You have now entered all the information requested.

If everything is entered correctly you can Click **SAVE.**

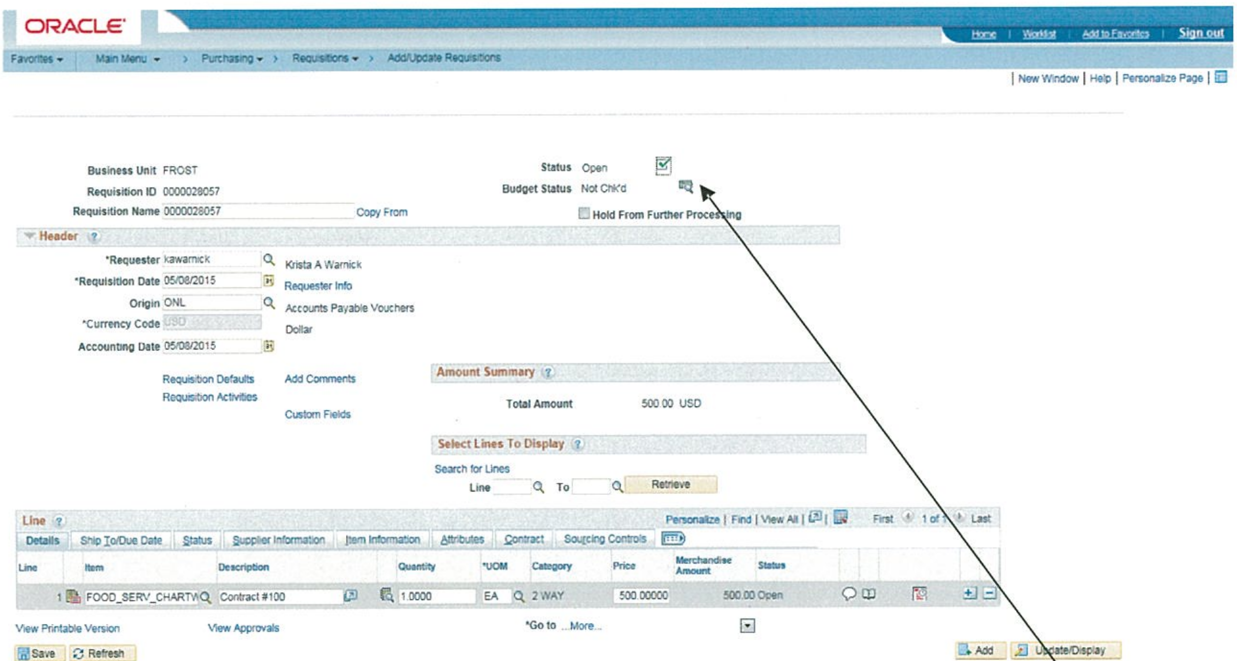
You should now have Requisition # under Requisition ID.



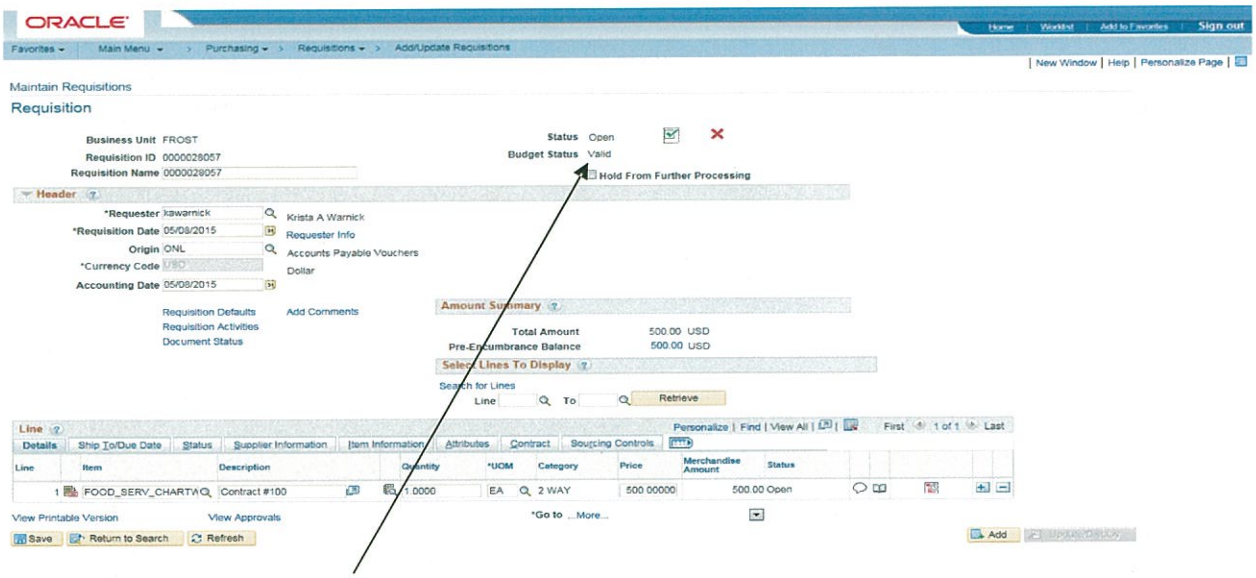
At this point the requisition is ready to be approved.

NEW STEPS!!

You as the requestor will now budget check the requisition before sending it to your supervisor for approval.



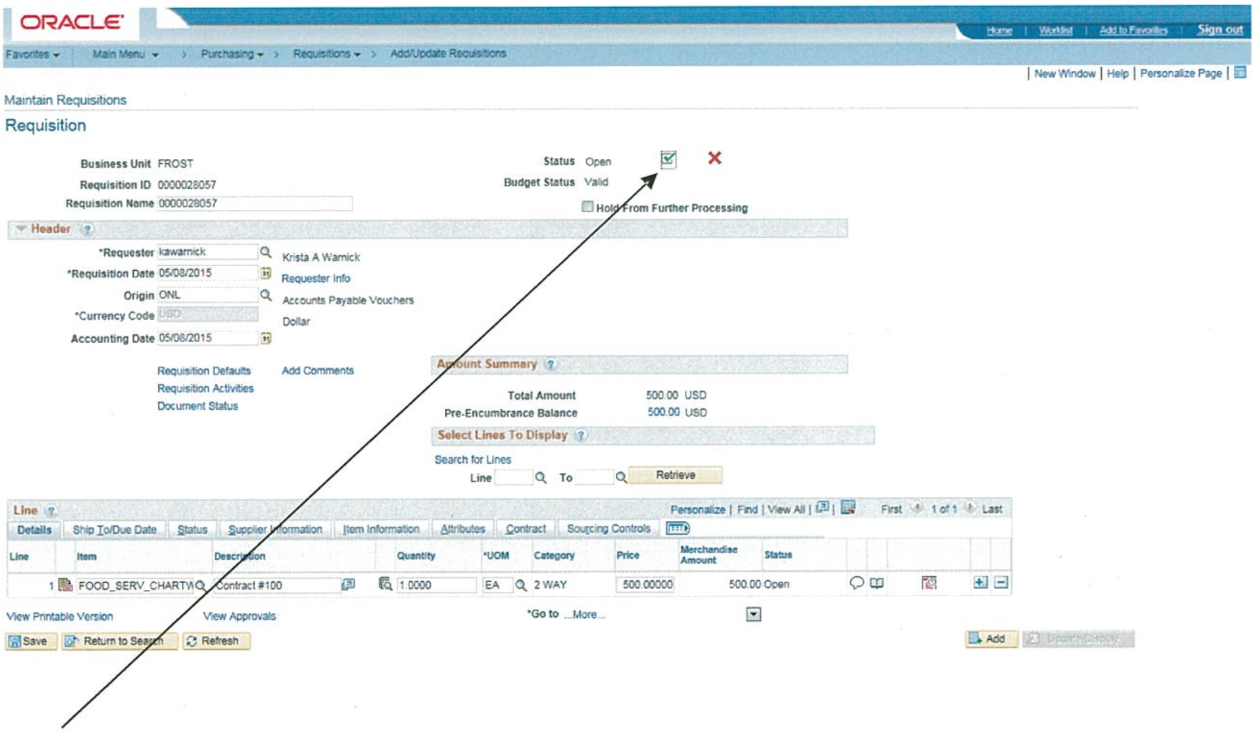
Click the Budget Check icon



Budget Status should now be "Valid"

If the requisition fails budget check you must contact the budget office (Denise x4593) before sending the requisition on for approval.

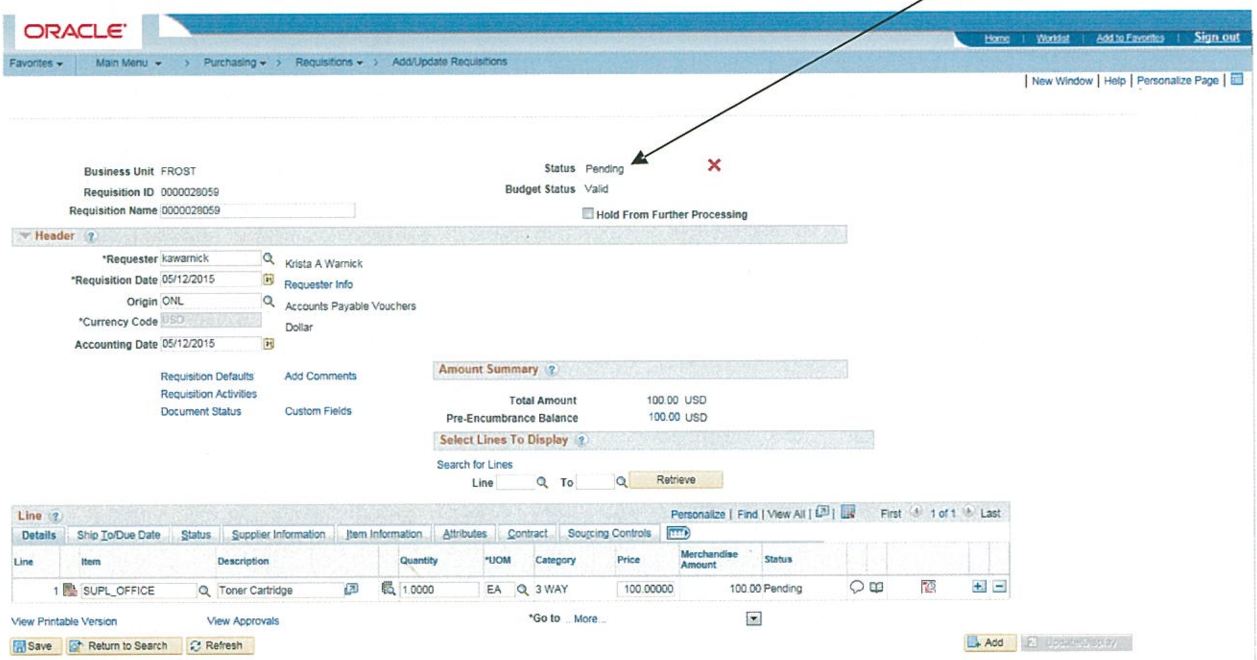
Submit for Approval



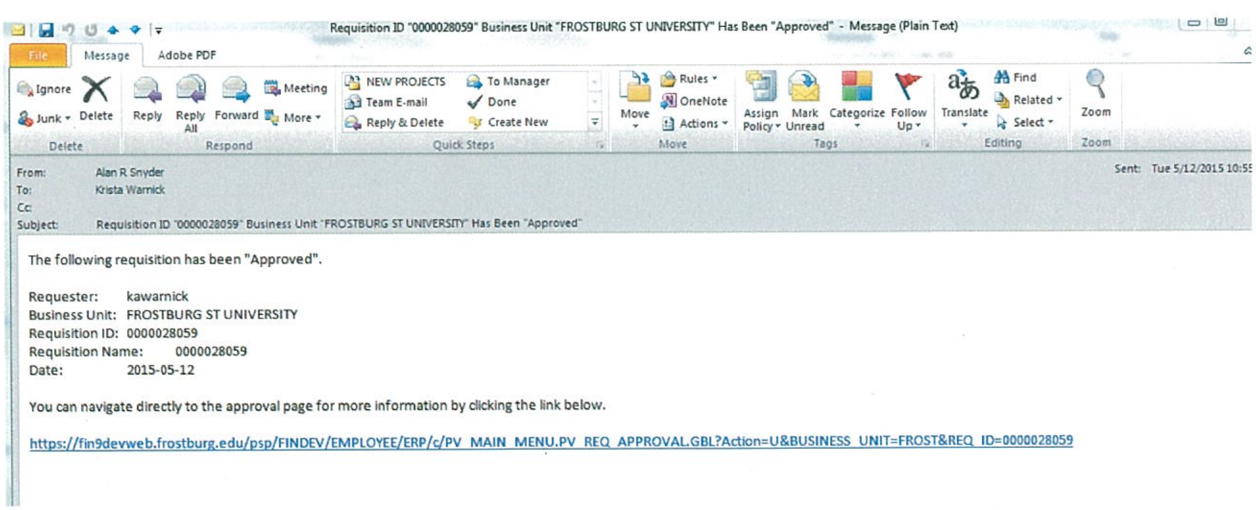
Once the requisition has been budget checked and the status is “Valid” you need to submit it for approval.

Click the “Submit for Approval” icon (✓)

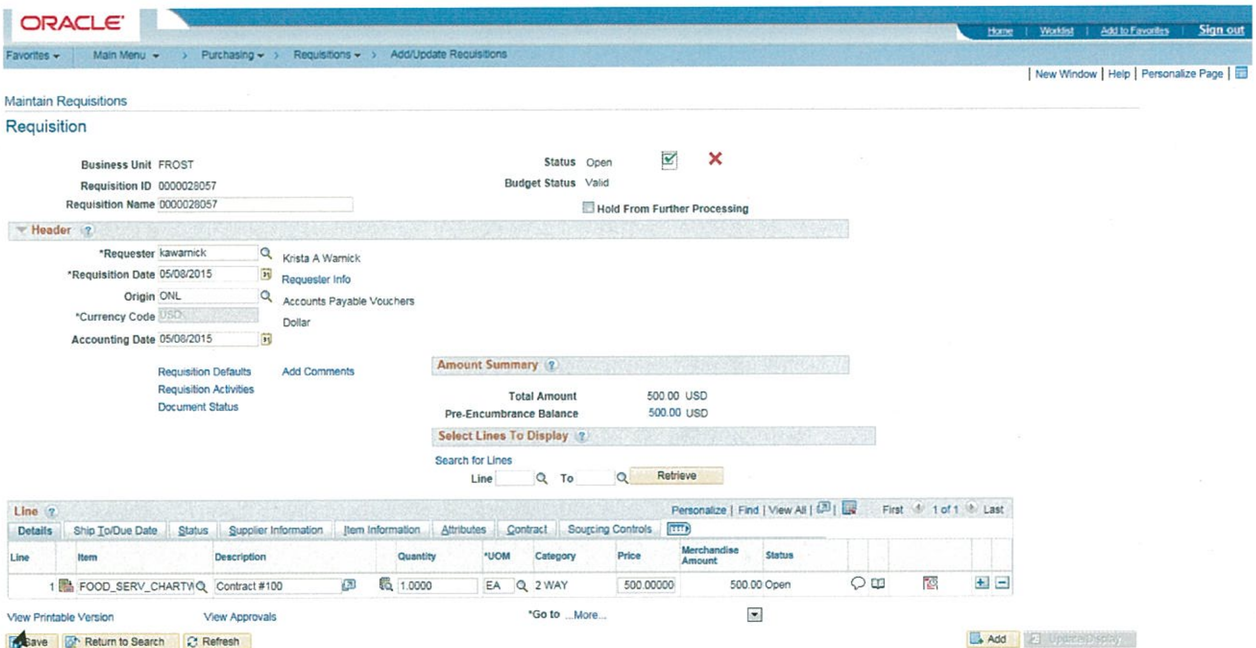
Once you submit for approval the status changes to "Pending." The requisition will automatically be sent to the approver assigned to the department/project being charged.



When the requisition is approved you will receive email notification.



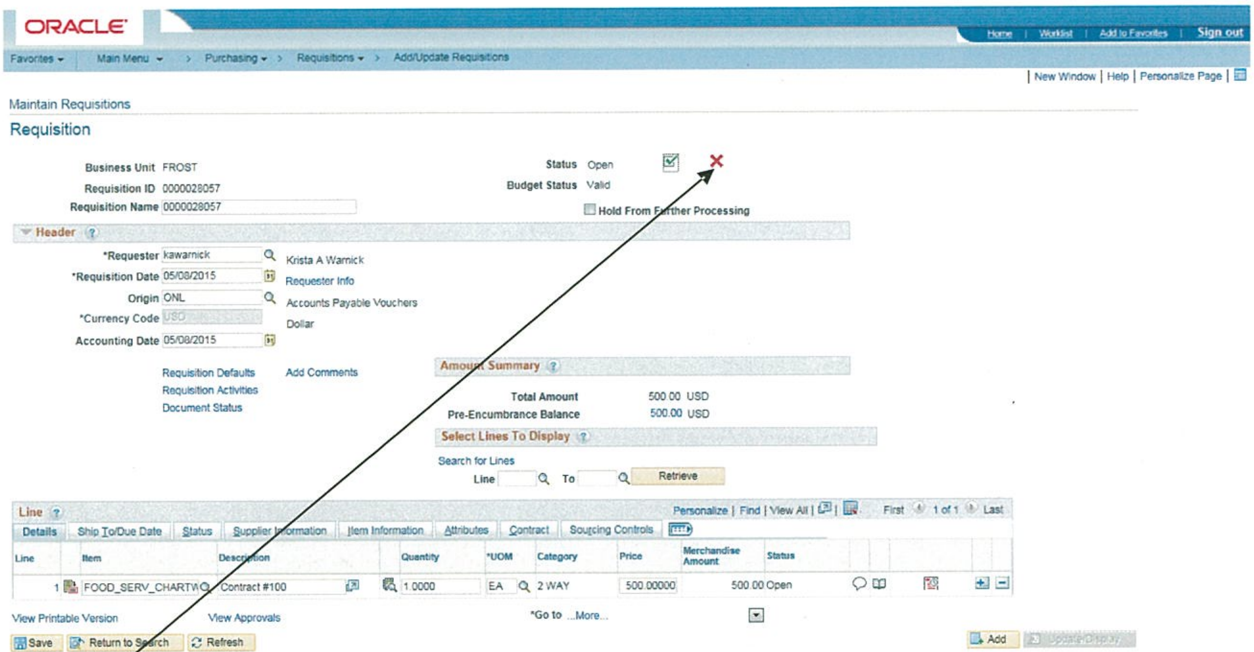
Printing Requisition



If you wish to print the requisition click the View Printable Version blue hyperlink

Canceling a Requisition

Navigation	*Purchasing>Requisitions> Add/Update Requisitions>Find an Existing Value*



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, use the navigation steps above to Find an Existing Value. Enter the Requisition ID (remember to always add 00000 before your requisition ID) and proceed to cancel.

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

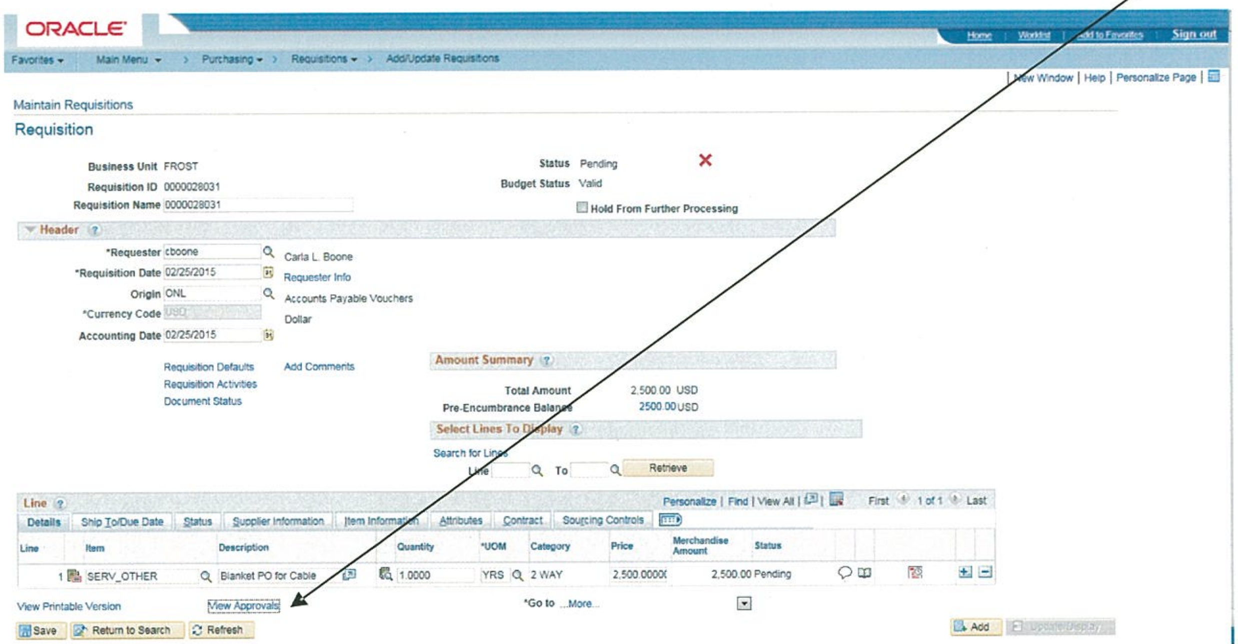
Click the Cancel button (looks like a big **X**)

You will get a message that asks if you want to proceed, if so, click Yes.

The Cancel takes effect the minute you click Yes.

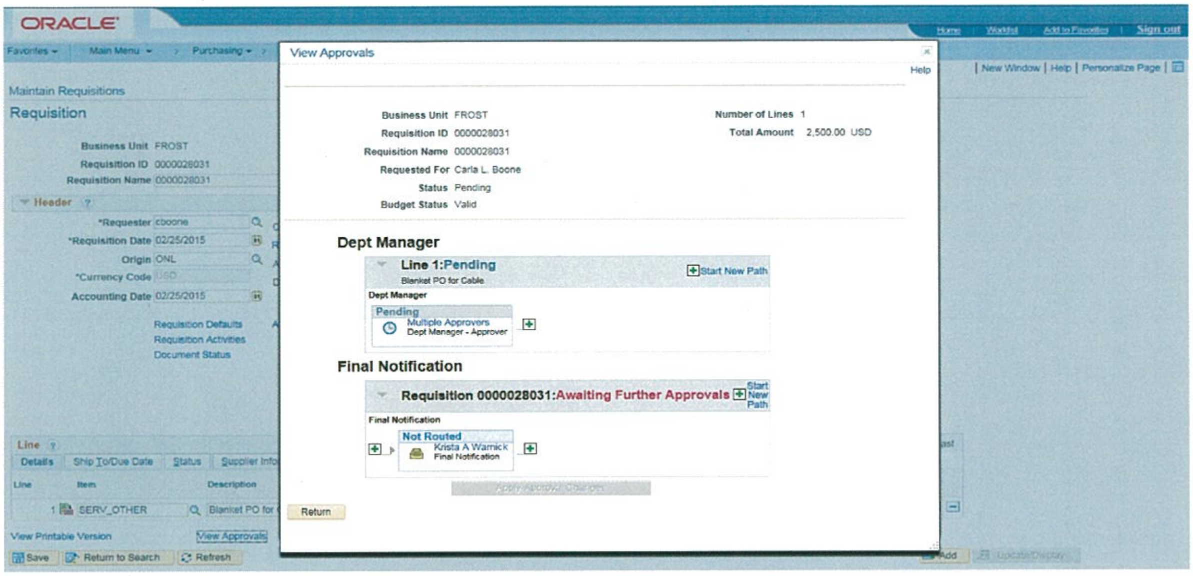
Tracking the Approval Process

You can now see where the requisition is in the approval process by clicking the View Approvals hyperlink

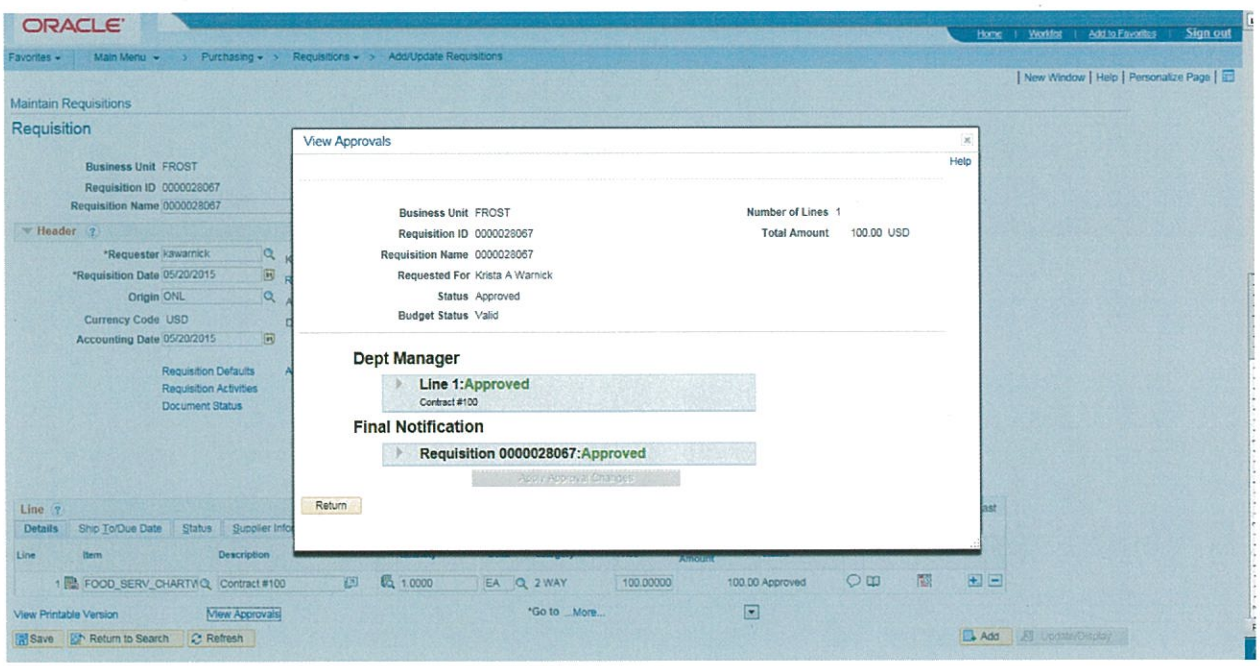


Window opens to show if the requisition has been approved by the Dept Manager

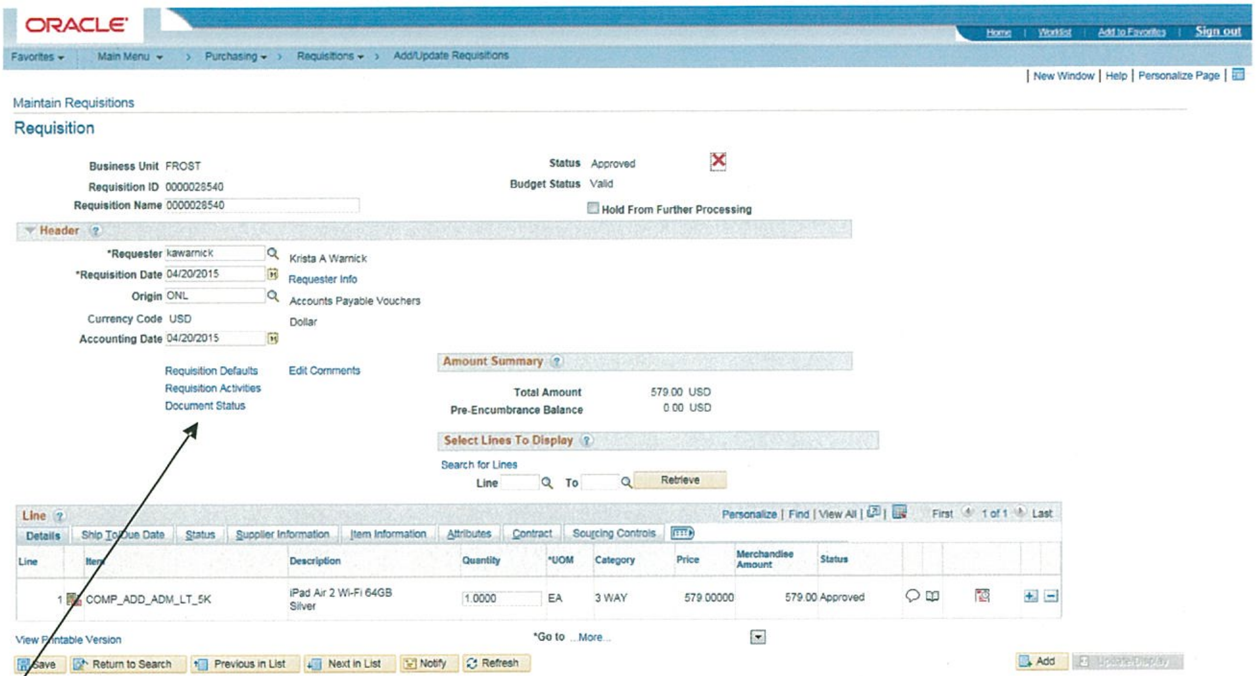
The example below is pending approval.



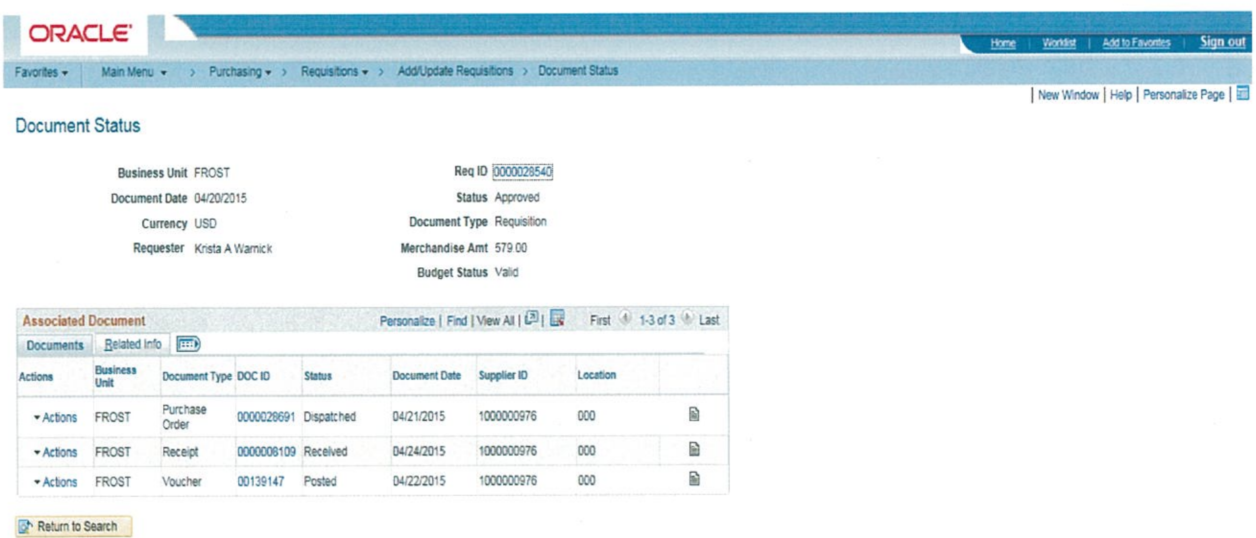
Example below shows requisition has been approved and sent to Krista to be rolled to a PO.



Tracking the Requisition through Document Status

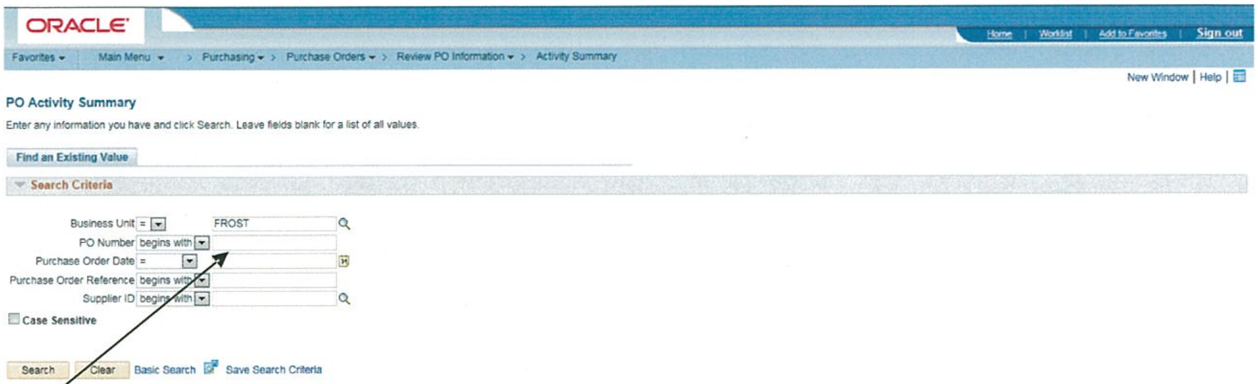


On the Requisition page, Click on Document Status. It will show the following:

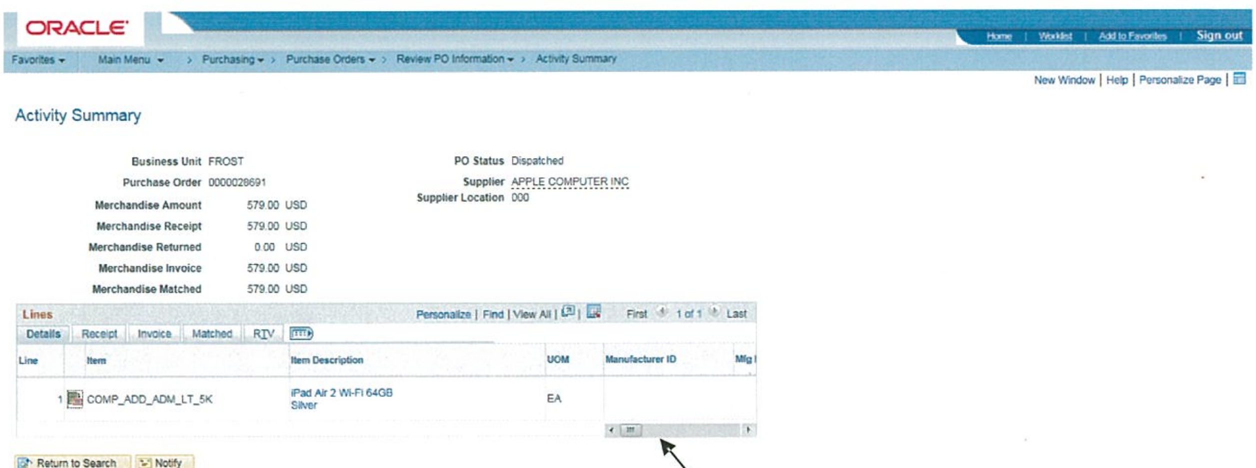


PO Activity Summary

Navigation	*Purchase Order>Review PO Information>Activity Summary*



Enter the PO Number & Click Search



On the Invoice Tab, you can view what has been invoiced. The Receipt tab will show if the item has been received.

To see the information you must now use the slide bar.

THE NEXT SECTION CONTAINS INSTRUCTIONS

ON HOW

THE APPROVER/MANAGER

SHOULD APPROVE THE REQUISITION

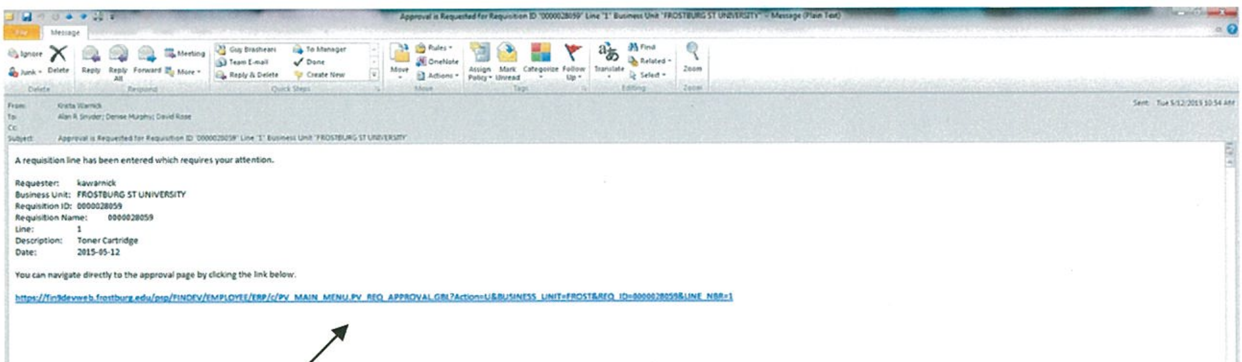
Instructions to Approve a Requisition

Approval

Requisition approvals must be done by someone who is set up with 'Approval' authority in PeopleSoft and maintains the Manager or PI status. Approvers are not permitted to add requisitions. Conversely, requesters are not permitted to approve requisitions.

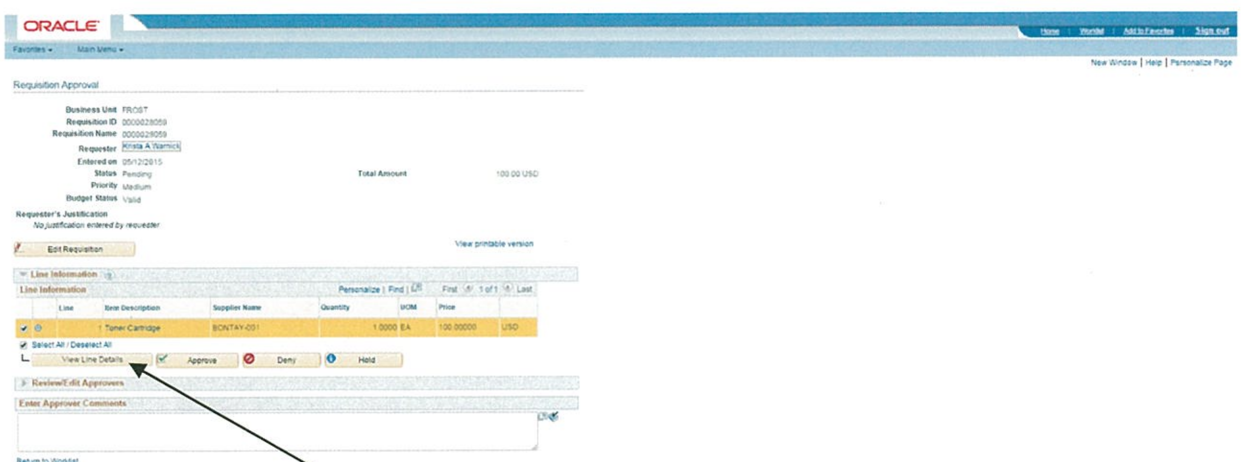
The Approval process is fairly simple!

When the requisition has been submitted for approval, it will generate an email notification.



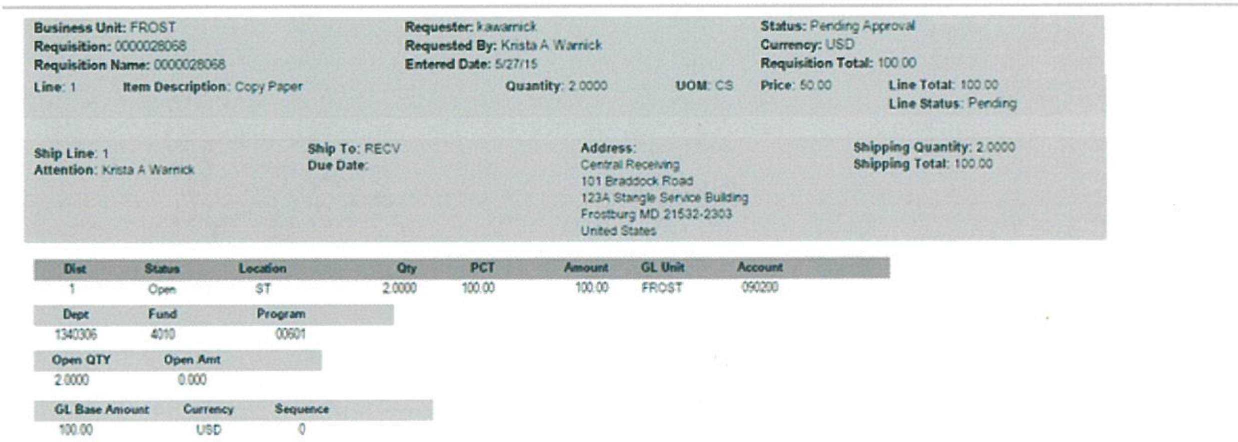
Click on the link

The requisition will then appear



You can see where the requisition is being charged by clicking View Line Details

The following screen appears showing the distribution details.



Business Unit: FROST
Requisition: 0000028068
Requisition Name: 0000028068
Requester: kawarnick
Requested By: Krista A Warnick
Entered Date: 5/27/15
Status: Pending Approval
Currency: USD
Requisition Total: 100.00

Line: 1 **Item Description:** Copy Paper **Quantity:** 2.0000 **UOM:** CS **Price:** 50.00 **Line Total:** 100.00
Line Status: Pending

Ship Line: 1
Attention: Krista A Warnick
Ship To: RECV
Due Date:
Address:
Central Receiving
101 Braddock Road
123A Stangle Service Building
Frostburg MD 21532-2303
United States
Shipping Quantity: 2.0000
Shipping Total: 100.00

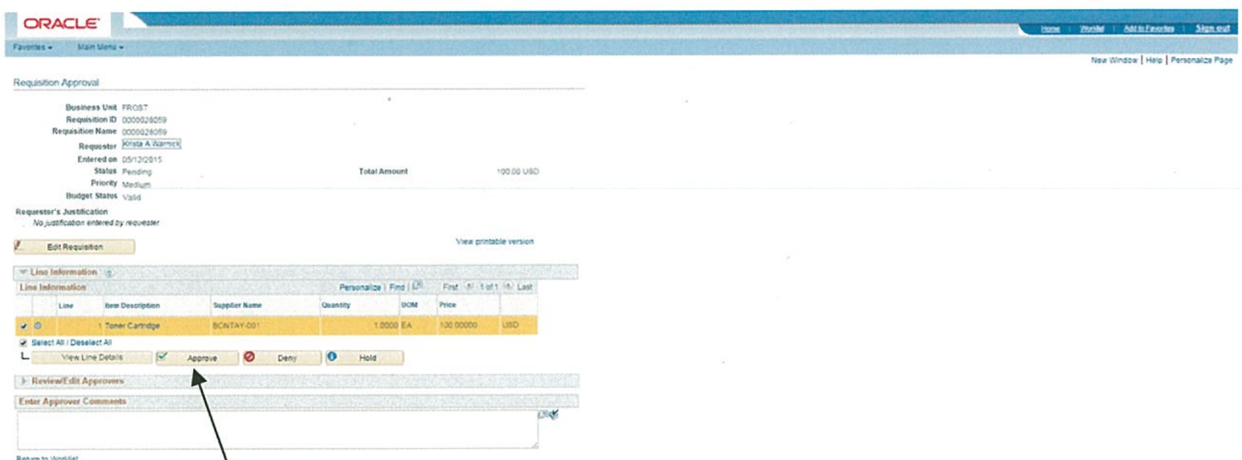
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	ST	2.0000	100.00	100.00	FROST	090200

Dept	Fund	Program
1340306	4010	00601

Open QTY	Open Amt
2.0000	0.000

GL Base Amount	Currency	Sequence
100.00	USD	0

You can then continue with approving the requisition

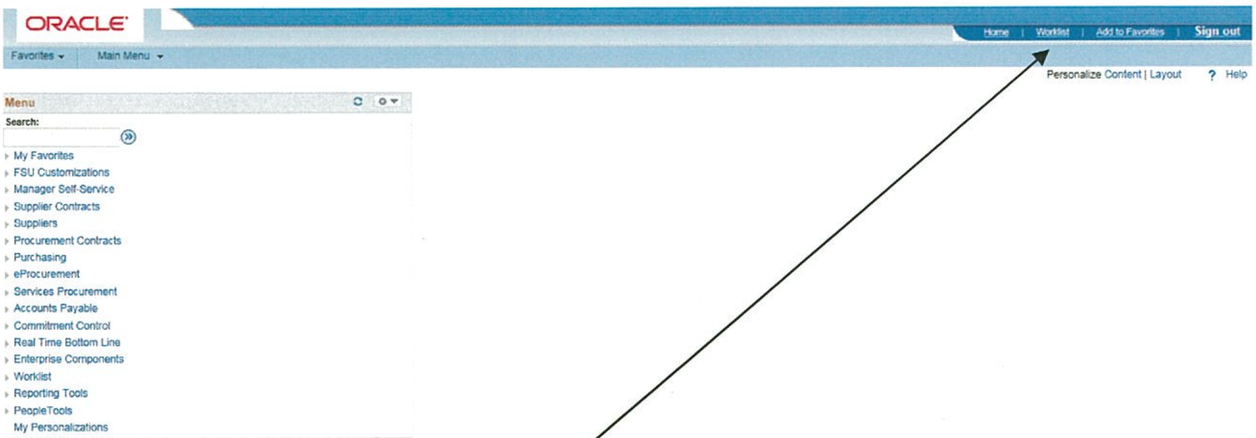


Click "Approve"

You will then get a confirmation screen showing the approval was successful.

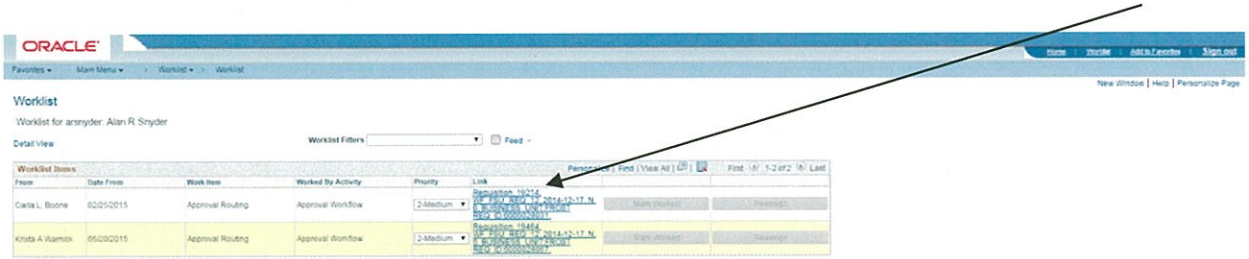
Approving the Requisition using the Worklist.

If the email notification is not available the requisition can be pulled up using the Worklist.

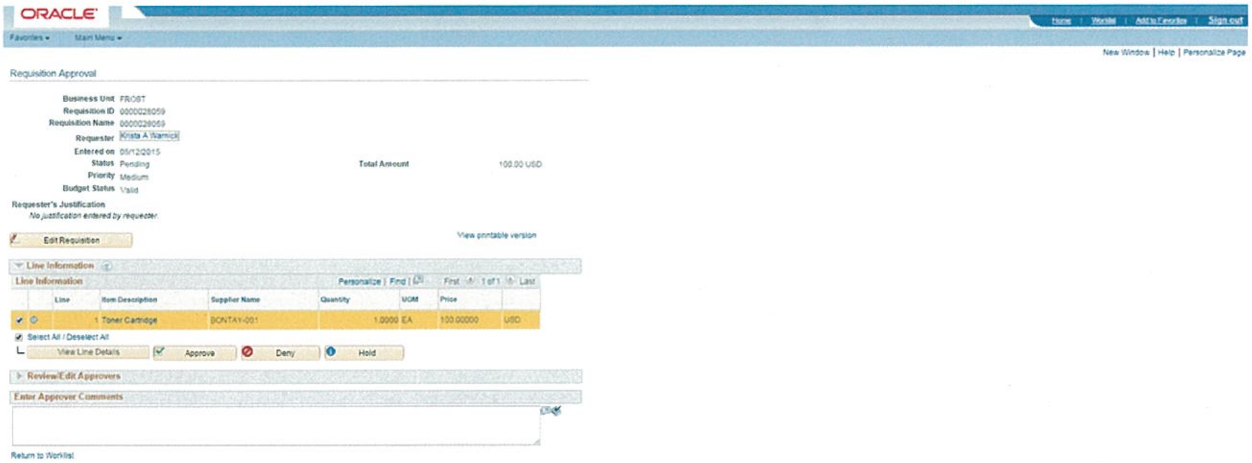


From the Main Menu, Click on Worklist

Requisitions requiring approval will be displayed. Click on the requisition using the Link



The Approval window below will be displayed .



You can then look at the line details and approve the requisiton using the same steps as on page 1 & 2.