



**Requisitions**

May 1,

2014

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The “How To” Guide to PeopleSoft Requisitions

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# Procurement Process Flow For PeopleSoft Requisitions

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REQUESTER	<b>1</b>	INPUTS REQUISITION, BUDGET CHECKS, AND SENDS REQUISITION FOR APPROVAL	
DEAN/DIRECTOR OF DEPARTMENT DEAN/DIRECTOR OF DIVISION PROGRAM MANAGER	<b>2</b>	APPROVES REQUISITION	
ACCOUNTING	<b>3</b>	CHECKS ACCOUNT STRING	
DIRECTOR OF BUSINESS SERVICES	<b>4</b>	APPROVES REQUISITION	
VP OF DIVISION	<b>5</b>	APPROVES REQUISITION $\geq$ \$1,000	
EXECUTIVE DIRECTOR OF BUSINESS SERVICES	<b>6</b>	APPROVES REQUISITION $\geq$ \$5,000	
PRESIDENT	<b>7</b>	APPROVES REQUISITION $\geq$ \$25,000	
PURCHASING	<b>8</b>	SOURCES REQUISITION INTO PURCHASE ORDER & PLACES ORDER WITH VENDOR	
WAREHOUSE	<b>9</b>	RECEIVES ITEM INTO PEOPLESOF & DELIVERS TO REQUESTER	
REQUESTER (REPLACES GOLDEN ROD)	<b>10</b>	PRINTS PR, VERIFIES RECEIPT OF ITEMS, SIGNS AND WRITES OKAY TO PAY ON PR, THEN FORWARDS TO ACCOUNTING	
ACCOUNTING	<b>11</b>	VERIFIES INVOICE WITH PO & SIGNED PR FROM REQUESTER, THEN SUBMITS PAYMENT TO VENDOR	

## Setting Up Your Workstation for PeopleSoft

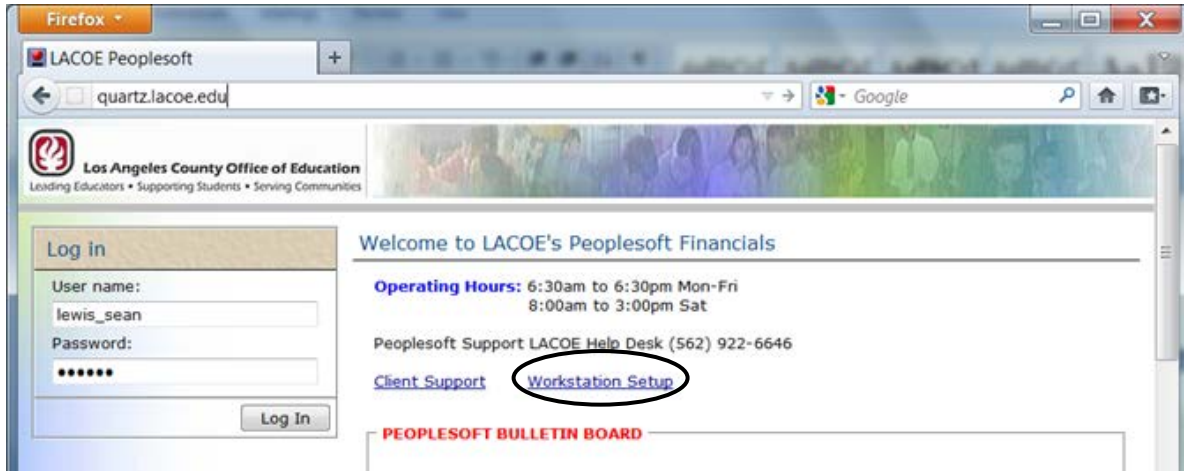
Citrix must be downloaded on the workstation prior to using PeopleSoft. Steps 2-3 are download instructions for windows. Instructions to download to Mac can be found within the workstation link.

1. Type [quartz.lacoe.edu](http://quartz.lacoe.edu) into the web address bar.

Windows: use Internet Explorer or Mozilla Firefox web browser

Mac: Use Mozilla Firefox

2. Click the Workstation Setup link.



3. Click the link "Install Citrix Online Plug-in Web Client for Windows Windows7/Vista/XP/2003/2008." If you have Windows 2000, click the link "Install Citrix Web Client for Windows Vista/XP/2003/2000."
4. Click on the **Run** button when the new window appears. The program will automatically download and install. Normally it takes anywhere from 2-3 minutes to complete the installation from start to finish. If for some reason this option does not work, click the link again and Save to a location on your hard drive. After the download is complete, launch the program to install the Citrix ICA Web client.

**It's Very Important to close and re-launch your Browser after the completion of the installation.**

**NOTE:** If your local machine does not permit you to save the file to your local hard drive, check with your on-site technical support for access permissions.

# Logging into PeopleSoft

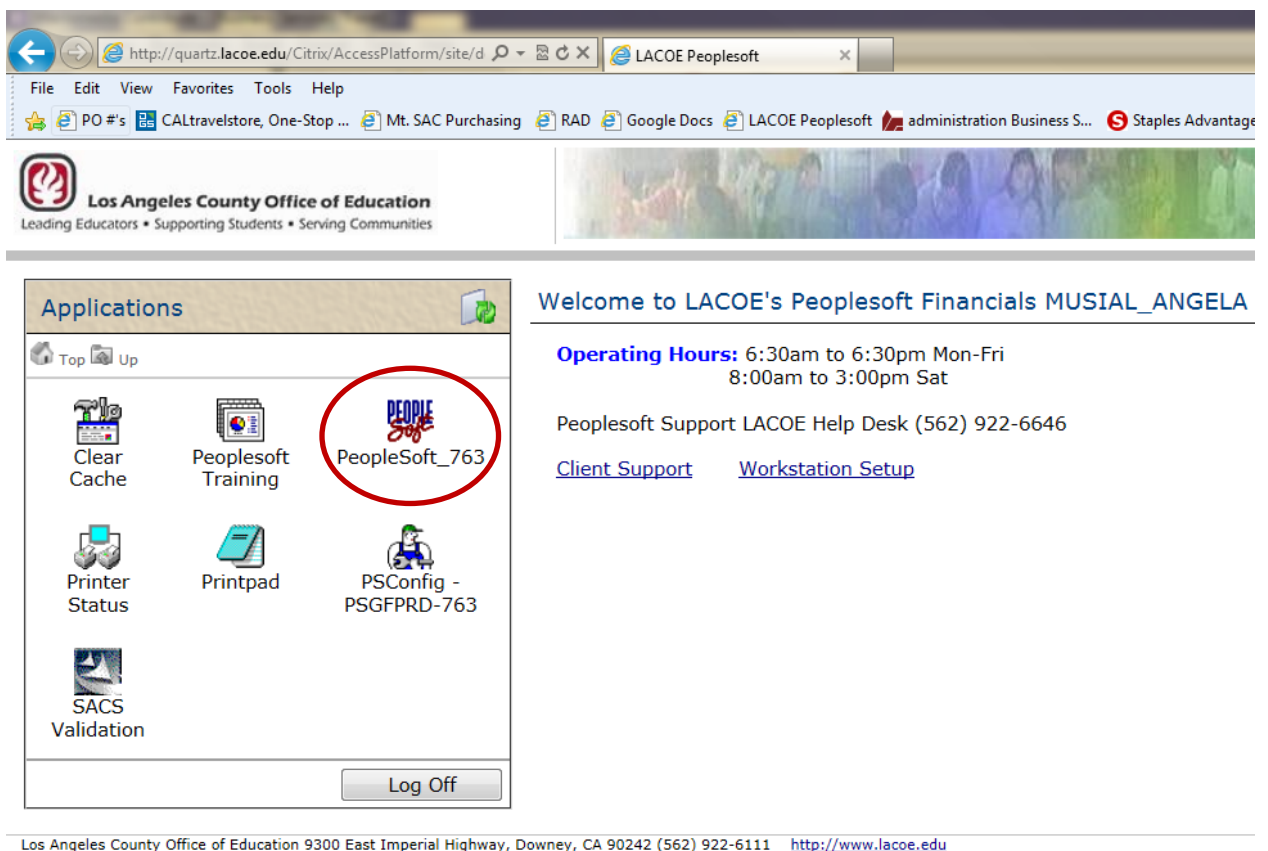
1. Type [quartz.lacoe.edu](http://quartz.lacoe.edu) into the web address bar.

**Windows:** use Internet Explorer or Mozilla Firefox web browser

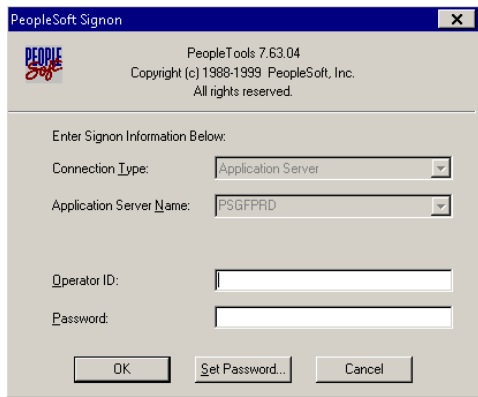
**Mac:** Use Mozilla Firefox



2. Type in your Citrix User name and Password , then click Log In.
3. Click on the PeopleSoft\_763 icon.



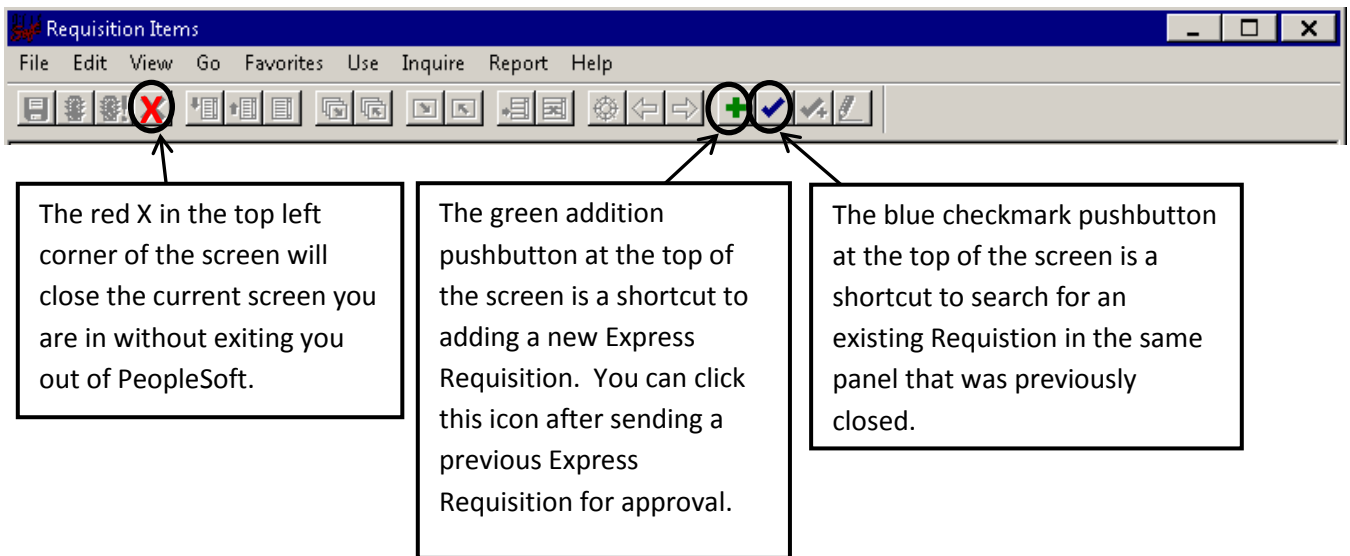
4. Wait for the PeopleSoft Signon box to open, make sure your keyboard is in ALL CAPS, then type in your PeopleSoft Operator ID and Password. Click OK. Everything in PeopleSoft is done in ALL CAPS.



The image shows the 'PeopleSoft Signon' dialog box. At the top, it says 'PeopleTools 7.63.04 Copyright (c) 1998-1999 PeopleSoft, Inc. All rights reserved.' Below this, it says 'Enter Signon Information Below:'. There are two dropdown menus: 'Connection Type:' set to 'Application Server' and 'Application Server Name:' set to 'PSGFFRD'. Below these are two text input fields for 'Operator ID:' and 'Password:'. At the bottom are three buttons: 'OK', 'Set Password...', and 'Cancel'.

## PeopleSoft Hotkeys

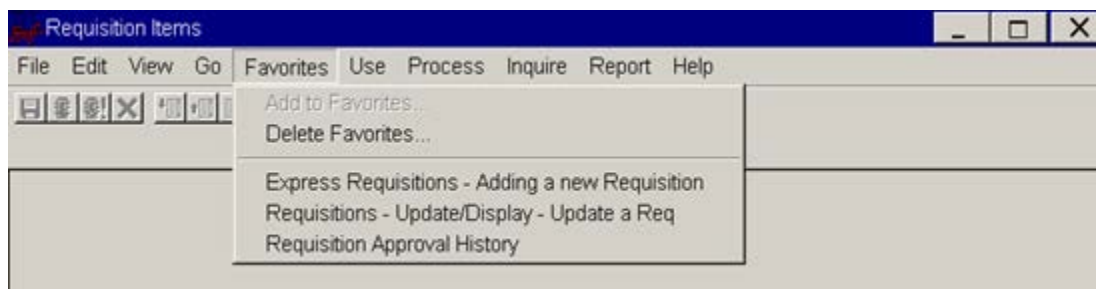
- F7 – Used to add additional account strings and additional Requisition lines.
- F8 – Used to delete account strings and Requisition lines.
- F4 – Used when in a field that has a list of selectable values. For example, UOM and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT%”, PeopleSoft will show all vendors with the word “DEPOT” in the name.
- Shortcuts



The image shows the 'Requisition Items' toolbar with three annotations. The first annotation points to a red 'X' icon in the top left corner of the toolbar, stating: 'The red X in the top left corner of the screen will close the current screen you are in without exiting you out of PeopleSoft.' The second annotation points to a green '+' icon in the toolbar, stating: 'The green addition pushbutton at the top of the screen is a shortcut to adding a new Express Requisition. You can click this icon after sending a previous Express Requisition for approval.' The third annotation points to a blue checkmark icon in the toolbar, stating: 'The blue checkmark pushbutton at the top of the screen is a shortcut to search for an existing Requisition in the same panel that was previously closed.'

## Favorites Menu

PeopleSoft has a menu called “Favorites” that acts like bookmarking in a web browser. After going into a screen via the regular navigation, click on the Favorites menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, that panel can be accessed by clicking Favorites, and selecting the panel name.





# Creating New Requisitions

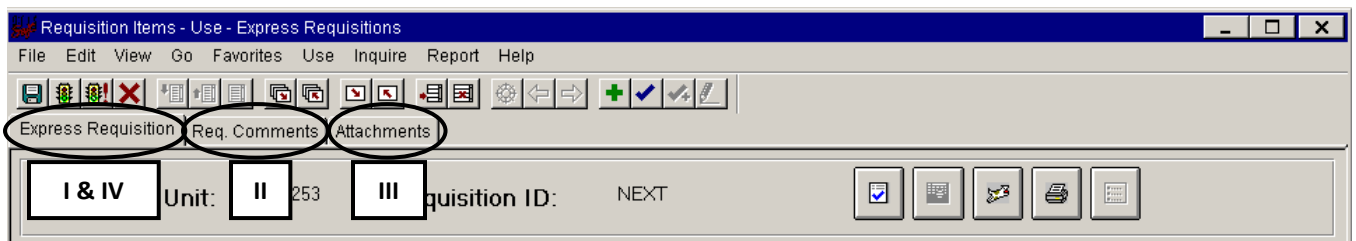
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Menu: Go → Administer Procurement → Requisition Items  
Use → Express Requisitions → Express Requisition → Add



A dialog box titled "Add -- Express Requisitions" with a close button (X) in the top right corner. It contains two input fields: "Business Unit:" with a dropdown menu showing "64253" and a downward arrow, and "Requisition ID:" with a text box containing "NEXT". To the right of these fields are two buttons: "OK" and "Cancel".

Leave the Business Unit as 64253 and the Requisition ID as NEXT, then click OK.



A screenshot of the "Requisition Items - Use - Express Requisitions" window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are three tabs: "Express Requisition", "Req. Comments", and "Attachments", each with a circled icon above it. At the bottom, there are three buttons labeled "I & IV", "II", and "III". To the right of these buttons, the text "Unit: 253" and "Requisition ID: NEXT" is displayed. On the far right, there are five small icons: a checkmark, a document, a magnifying glass, a printer, and a folder.

Step I: Express Requisitions - Begin Entering Your Requisition

Step II: Req. Comments

Step III: Attachments

Step IV: Express Requisitions – Complete Your Requisition

Requisition Scenarios

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Purchasing sources your Requisition into a Purchase Order, they will add the new vendor to the system if they haven't previously been added.

## Location

3. Click on the drop down arrow and select either of the following:
  - a) Room # - For tangible items being delivered to the college (if your room is not listed select 77777 and note your room number in the Req Comments tab under Header Comments: DELIVER TO: APL100A). For items that are asset tagged, select the final destination room #.
  - b) 66666, Accounts Payable – For non-tangible items.

## Due Date

4. For Open PO's change the Due Date to the last day of the fiscal year you are submitting your purchase Requisition for. For all other purchase Requisitions, list the date the item is needed. If you get a warning that your date is out of range, confirm the date is correct and then click OK to continue.

## Accounting Date

5. Leave the date as is unless you are:
  - a) Entering Requisitions for a future fiscal year, in which case you would enter the first date of that fiscal year (ex. 07/01/XXXX). Check the Hold box and then check the Purchasing website to see when the budget will be uploaded. Once the budget is uploaded you can uncheck the Hold box and continue processing the Requisition.\*
  - b) Entering Requisitions for a past fiscal year, in which case you would enter the last date of the fiscal year (ex. 06/30/XXXX).\*

\*You will also need to change the Budget Period in the Account # field to match the fiscal year.

## Distribute by

6. Select "Q" or "A" based on the following:
  - a) Quantity "Q" - used for single account number Requisitions or for Requisitions with multiple account strings where the account strings will be charged by the quantity of the item.
  - b) Amount "A" - used for Open PO Requisitions or Requisitions with multiple account strings where the account strings will be charged by a specific dollar amount.

## Account #

7. Type in the Fund, Resource/Project (Res. PrjY is always 00000.0), Goal, Function, Object, and School/Location codes. To add additional account strings press F7 while in the first account string; adjust the percentage for each field accordingly (see # 13 for more information). Press F8 to delete additional account string lines. The account # placed in this field will be applied to each line you create for the requisition.

**If you have to change your account # AFTER you've already started adding lines to your Requisition, you will have to change the account # on each line by clicking on the Details pushbutton at the end of each line (#13 in the diagram on the previous page). Refer to page 17 for step-by-step instructions.**

## Long Description

8. Type in the vendors product # first followed by the item description (ex. 12345, 16GB FLASH DRIVE). If your item doesn't have a vendor product #, enter in the manufacturer #. If neither are applicable, just enter in the description. Only 256 characters entered into the Long Description field will print on a PO; additional characters need to be entered into the Line Comments field in the Req. Comments tab (see page 12 for details). Click on the magnifying glass pushbutton to also type in the long description. **Each item must be listed on the PR; do not put "SEE ATTACHED QUOTE" as a description.** Refer to the section Requisition Scenarios for more Long Description information.

## Unit of Measure (UOM)

9. Press F4 to bring up a list of UOM options.

## Category

10. The Category ID will match the sub object code series of the account string. For example, if your object code is 5310, the Category ID will be 5300; if your object code is 5100, the category ID will be 5100. The only exception is the Category ID for Ink/Toner. **Only** these lines will be 10750. See page 16 for details.

## Quantity

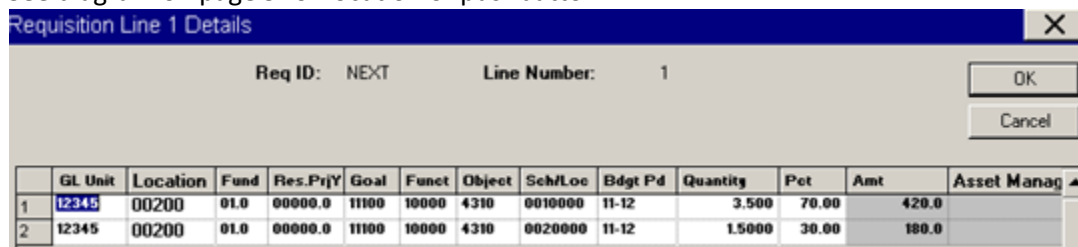
11. Type in the Quantity of the item per the UOM

## Price

12. Type in Price per UOM

## Req Line Details

13. This pushbutton shows the exact charge distribution for each Requisition line. Adjustments to the amount charged to an account # can be made here for each line. You can also add/change account #'s. See diagram on page 9 for location of pushbutton.



The screenshot shows a window titled "Requisition Line 1 Details" with a close button (X) in the top right corner. Below the title bar, there are fields for "Req ID: NEXT" and "Line Number: 1", followed by "OK" and "Cancel" buttons. The main part of the window is a table with the following columns: GL Unit, Location, Fund, Res.PrjY, Goal, Funct, Object, Sch/Loc, Bdgt Pd, Quantity, Pet, Amt, and Asset Manag. The table contains two rows of data:

	GL Unit	Location	Fund	Res.PrjY	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Quantity	Pet	Amt	Asset Manag
1	12345	00200	01.0	00000.0	11100	10000	4310	0010000	11-12	3.500	70.00	420.0	
2	12345	00200	01.0	00000.0	11100	10000	4310	0020000	11-12	1.5000	30.00	180.0	

If the Distribute by is set to "Q" (like the example above) users can adjust the Quantity column. If the Distribute by is set to "A," users can adjust the Amount column.

To add additional lines to your Requisition, click on the Long Description field in the last line and press the F7 key. To delete a line, press the F8 key. Freight can be added as a separate line, but NOT sales tax.

### SAVE OFTEN!

14. Peoplesoft times out after so many minutes of inactivity so it is important to save your work often. You can start saving after one line has been created for the Requisition. See Diagram on page 9 for location of save pushbutton.

## Step II: Req. Comments Tab

Requisition Items - Use - Express Requisitions

File Edit View Go Favorites Use Inquire Report Help

Express Requisition Req. Comments Attachments

Business Unit: 64253 Requisition ID: NEXT

Header Comments

☐ Send to Vendor

THIS IS WHERE YOU TYPE COMMENTS PERTAINING TO THE ENTIRE REQUISITION UP TO 2,000 CHARACTERS. (DISCOUNTS, QUOTE #, SPECIAL DELIVERY INSTRUCTIONS, FREE SHIPPING, ETC.)

IF YOUR ROOM # WAS NOT LISTED UNDER LOCATION YOU WOULD TYPE "DELIVER TO: [ROOM #]" HERE.

TELL PURCHASING HOW TO PLACE YOUR ORDER (SEE BELOW).

IF YOU CHOOSE "NEW VENDOR" YOU WOULD TYPE YOUR VENDOR INFORMATION HERE.

Line: 1

☐ Send to Vendor

THIS IS WHERE YOU TYPE COMMENTS PERTAINING TO A LINE OF THE REQUISITION UP TO 2,000 CHARACTERS. SINCE ONLY 256 CHARACTERS ENTERED INTO THE LONG DESCRIPTION WILL BE VIEWABLE, THE REST OF THE DESCRIPTION CAN BE TYPED HERE.

USE THE SCROLL BAR TO THE RIGHT TO SCROLL TO DIFFERENT LINES OF THE REQUISITION. BE SURE TO CHECK THE "SEND TO VENDOR" BOX FOR EACH LINE.

**\*IMPORTANT\***  
You Must Check Send To Vendor Boxes If Entering A Comment.

In the Header Comments tell the Purchasing Department if the purchase order is to be sent to the vendor or not, for example:

DO NOT SEND PO TO VENDOR

SEND PO TO VENDOR

Also, include any additional processing instructions we may need to be aware of:

MAIL REGISTRATION FORM TO VENDOR ORDER ONLINE AT WWW.....

And the name of the Requester (for example, REQUESTER: JOHN SMITH)

**If you don't specify how to place the order, Purchasing will assume that an order doesn't need to be placed with the vendor and the PO will be given directly to Accounts Payable to await invoicing.**

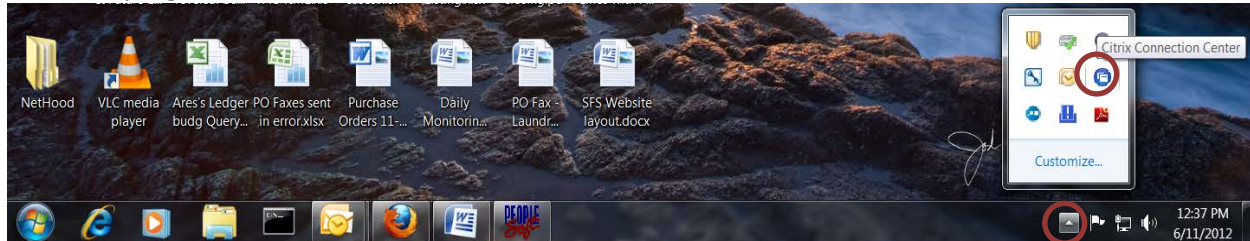
## Step III: Attachments Tab

### One Time Setup

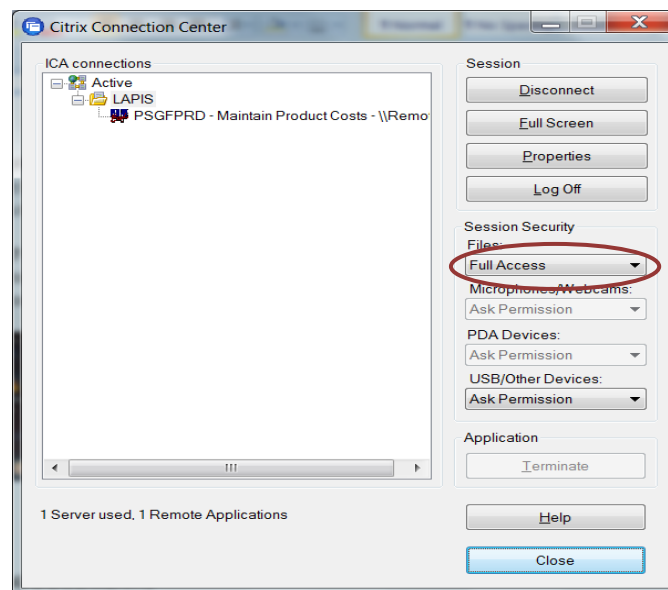
PeopleSoft File Security must be set to “Full Access” in order for users to attach files in PeopleSoft. This step only needs to be checked the first time. First, log in to PeopleSoft. Then follow the instructions below based on your Operating System.

#### Windows 7 Users:

In the bottom right corner of your desktop, find the Citrix Connection Center icon, by clicking the Up Arrow to show the program icons. Double Click the icon.

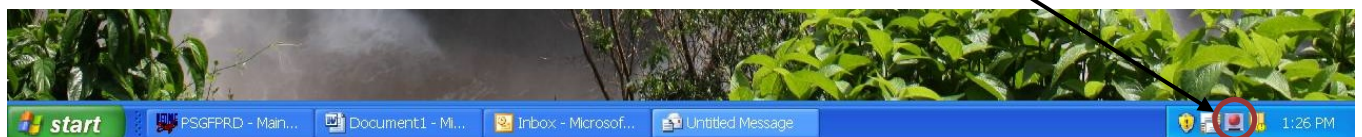


The window should look similar to the one below. Make sure Session Security is set to “Full Access.”



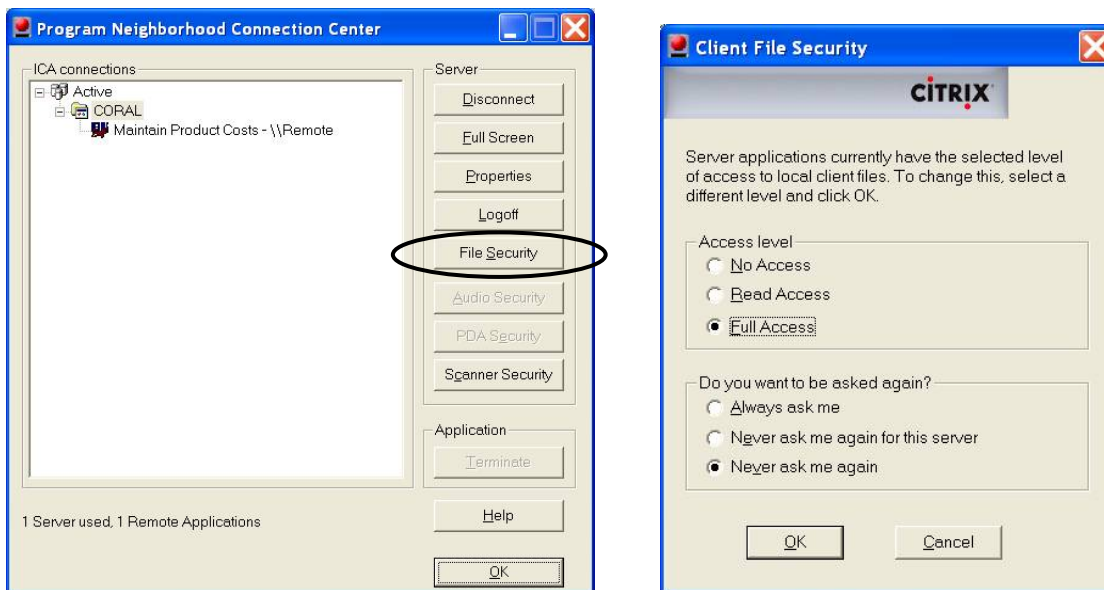
#### Windows XP Users:

In the bottom right corner of your desktop, find the Program Neighborhood Connection Center icon (gray box with a red circle). Double Click the icon.



The following screen will appear. Click on File Security and make sure the settings are “Full Access” and “Never ask me again.”

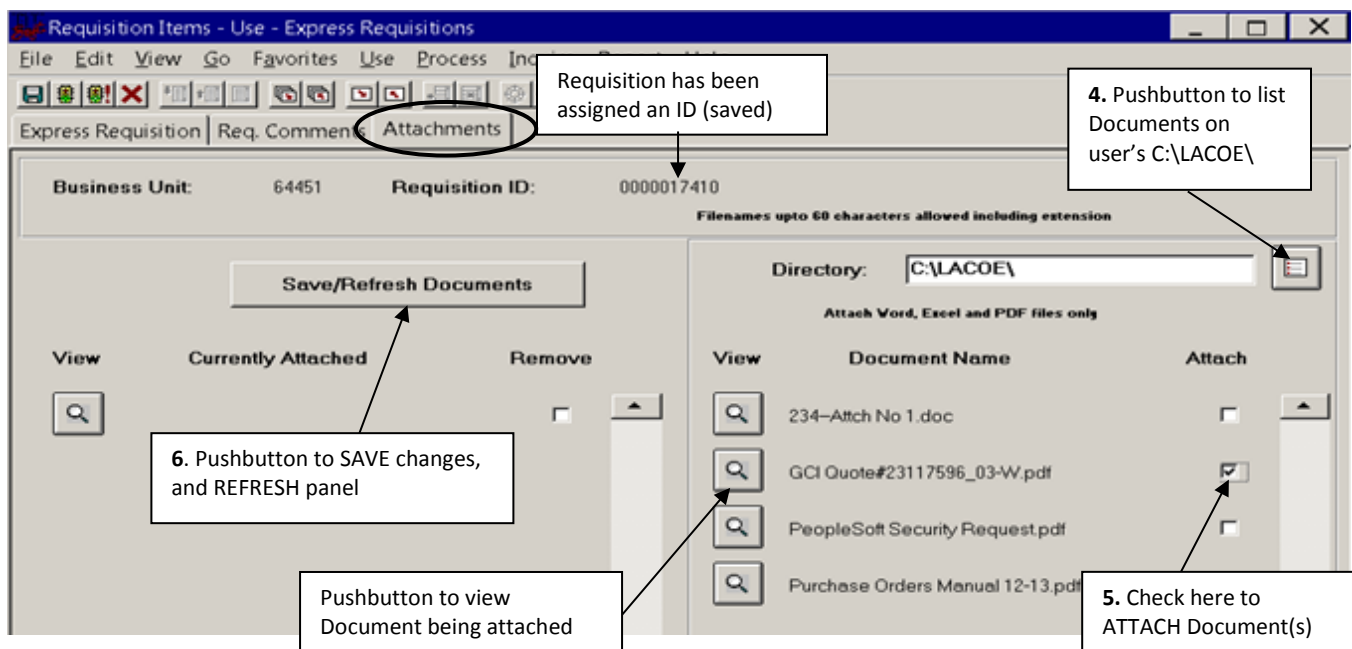




Next, create a folder called LACOE on your C:Drive. All documents that are going to be attached to PeopleSoft Requisition's will be scanned and then saved to this file. Only Word, Excel, and PDF documents can be attached to Requisitions. MAC users, please email [SFSFASTPURCHASING@LACOE.edu](mailto:SFSFASTPURCHASING@LACOE.edu) for instructions.

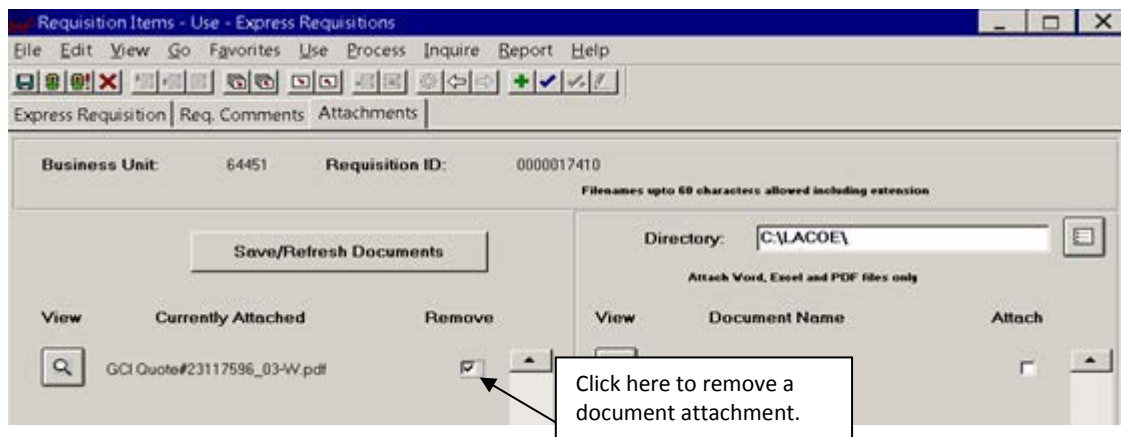
### Attaching Documents to a Requisition

1. Scan and save your attachment's to the LACOE folder on your C:Drive (see section above for creating a folder called LACOE on your C:Drive). The file name for your saved documents must be <60 characters.
2. Create and save your Requisition following the steps above starting on page 8. Only SAVE your Requisition; do NOT budget check or send to approval until after you've attached your documents.
3. Select the Attachments tab.
4. Click the pushbutton to list the documents in your LACOE folder on your C:Drive (see below)
5. Check the document(s) you want to attach to your Requisition. You can select the magnifying glass next to the document(s) to view it before attaching it to your Requisition (see below).
6. Click the Save/Refresh Documents pushbutton (see below).

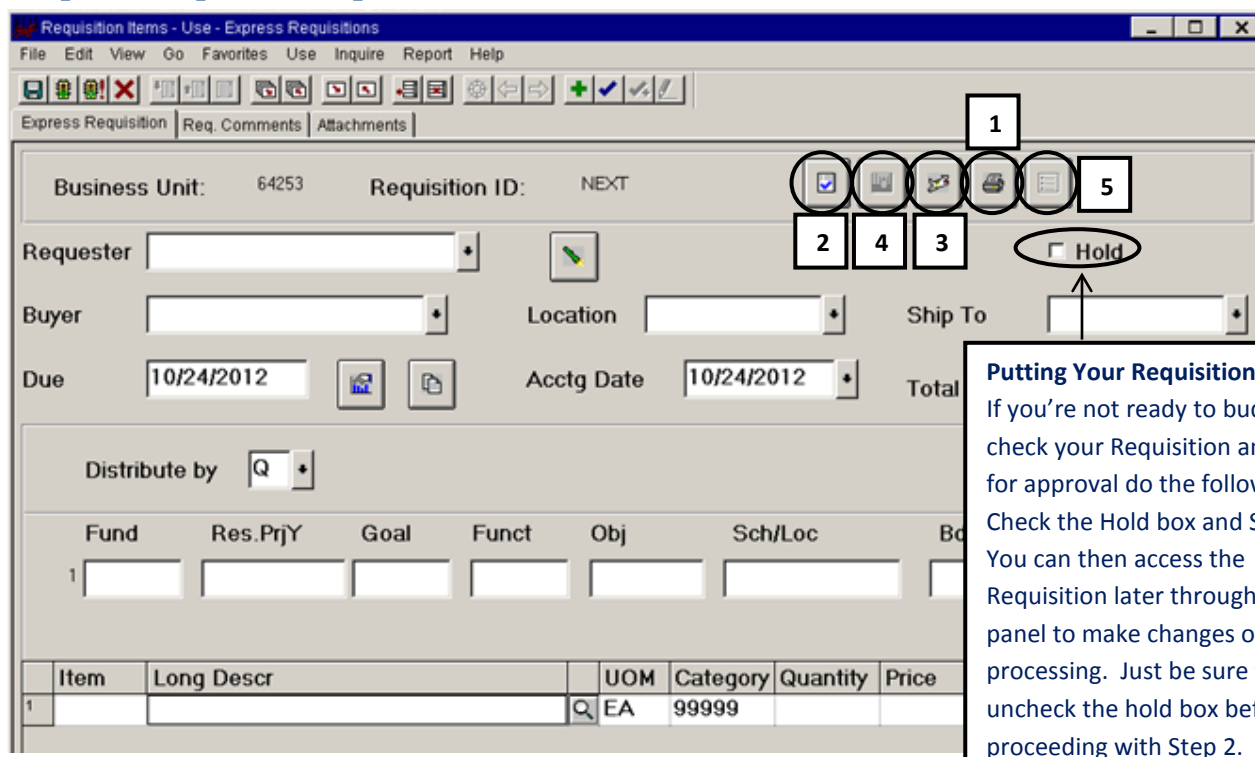


## Removing Attachments from Requisition's

To remove an attached Document from a Requisition, simply click on the Remove checkbox (see below) and then click the Save/Refresh Documents pushbutton to un-link your attachment(s) from the Requisition. The panel will once again be updated accordingly.



## Step IV: Express Requisition Tab – Complete Your Requisition



### Proofread & Print

1. Click on the Printer pushbutton to see a PDF version of your work for proofreading and to print.

### Begin Edit Process

2. Click the Edit pushbutton. A Process Initiated message will appear, click OK.

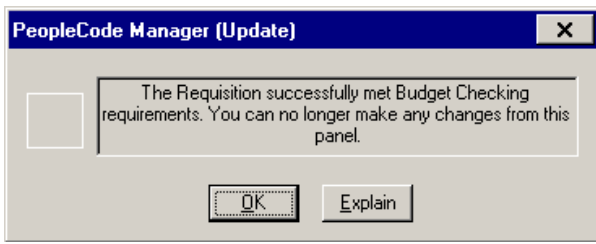
### Refresh Screen

3. Wait a few moments and then click Sparky to refresh the screen. Continue to click Sparky until the Budget Check pushbutton appears. Click OK for any pop-up messages that appear.

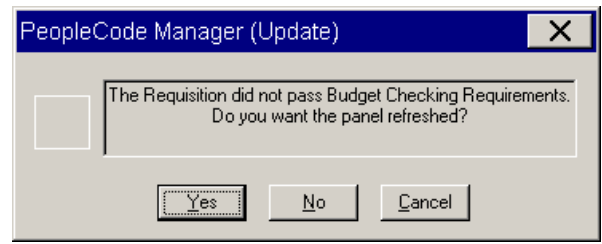
### Budget Check

4. When the Budget Check pushbutton becomes active, click it to run the budget check process.\* One of the following messages will appear:





The Requisition successfully meets Budget Check. Changes can now only be done through the Standard Requisition panel. See page 20.



The Requisition did not meet Budget Checking requirements, refer to the section “Fixing a Budget Check Error” on page 33 of this manual.

**\*IF ITEMS ON YOUR REQUISITION ARE TAXABLE, ENSURE THAT THERE ARE ENOUGH FUNDS IN YOUR ACCOUNT STRING TO COVER TAX. DO NOT ADD SALES TAX AS A LINE TO YOUR REQUISITION.**

### Send for Approval

- Click this pushbutton to initiate the online approval process once your Requisition passes Budget Check. Click yes to confirm and send it for approval, otherwise the Requisition will not be processed any further. Please note, you will NOT receive a notification once your email is approved.

## Requisition Scenarios

### Freight/Shipping & Handling Charges

If your vendor has freight/shipping & handling charges, the charge needs to be added as a line on the Requisition; the line description should read “FREIGHT” or “SHIPPING & HANDLING.”

### Discounts/Credits

If your order qualifies for a discount, enter each price to reflect the discount. Then in the comments, note the following: ITEM PRICING REFLECTS QUALIFYING [SPECIFY DISCOUNT: 10% DISCOUNT]. If a code is also required to receive the discount, also note this in the comments.

### Office Supplies

To request office supplies, a Requisition for an Open PO should be submitted for Office Depot. In the Line Description, note the following: “OPEN PO FOR OFFICE DEPOT ONLINE, NTE (not to exceed) \$XXX.XX.” In the header comments note the authorized users with their email addresses and the department dean/director and their e-mail address. For more information on office supplies, visit the Purchasing website.

### Maintenance Agreements

Requisitions for maintenance agreements should include the following information:

Line Description: “MAINTENANCE AGREEMENT FOR [ITEM NAME/MAKE & MODEL], DATES: [AGREEMENT START DATE] – [AGREEMENT END DATE], ITEM SERIAL # [XXXXXXX], LOCATION: [BUILDING/ROOM #]”

### Ink/Toner

For ink/toner purchases use the category ID 10750 (page 11). Also, note in the line description what employee the ink is for, the type of device and their department. If it’s for a printer used by multiple employees, note in the line description what department and type of device. For example: “12456, HP220 BLACK TONER (FOR A. MUSIAL’S PRINTER IN PURCHASING)” or “12376, HP570 BLACK TONER (FOR PURCHASING DEPARTMENT’S FAX).” Inkjets/Deskjets must be OEM and can be ordered through Office Depot with an existing Open PO. Toner cartridges can be OEM or OEM compatible and be ordered through Office Depot with an existing Open PO, or departments can request a quote from Purchasing and submit a Requisition. For more information please see the Ink/Toner Page on the Purchasing website.

## Sales Tax Charges

If your items are taxable ensure that there are enough funds in your account string to cover the tax so it passes budget after being sourced into a PO. **Do NOT add Sales Tax as a line to your Requisition.**

## Changing Your Account # Prior to Passing Budget Check

If you need to change your account # prior to checking budget on your Requisition or prior to your Requisition passing budget check, this can be done through the following steps:

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Express Requisitions → Express Requisition → Update/Display*

Requisition Items - Use - Express Requisitions

File Edit View Go Favorites Use Inquire Report Help

Express Requisition | Req. Comments | Attachments

Business Unit: 64253 Requisition ID: NEXT

Requester: 64253 - BUSINESS SERVICES 0000004055 NEW VENDOR ☐ Hold

Buyer: Location: 66666 Ship To: 77777

Due: 08/27/2013 Acctg Date: 08/27/2013 Total Value: 240.00

Distribute by: Q

1. First change the account # in the default field.

Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	Bdgt Pd	Pct
01.0	00000.0	00000	14020	5300	6770000	13-14	

2. Click on the Details pushbutton of each line and change the account #.

Item	Long Descr	UOM	Category	Quantity	Price	
1	MEMBERSHIP DUES FOR JULY-DECEMBER	MO	5300	6.000	20.00000	120.00
2	MEMBERSHIP DUES FOR JANUARY-JUNE	MO	5300	6.000	20.000	120.00

Requisition Line 1 Details

Req ID: NEXT Line Number: 1

OK Cancel

GL Unit	Location	Fund	Res.PrjY	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Quantity
64253	66666	01.0	00000.0	00000	14020	4500	6770000	13-14	6.

## Entering a Requisition for a Future Fiscal Year

In May of each fiscal year, users can begin entering their requisitions for the next fiscal year. Follow the instructions below for step-by-step instructions:

1. Select your Requester site, Vendor, Location, and Due Date.
2. Next change the Accounting Date to the first day of the next fiscal year, 07/01/XXXX.
3. Choose your distribute by then enter in the account #.
4. Change the budget period to the next fiscal year.
5. Complete the rest of your Requisition, but do NOT check budget or send for approval. Instead, check the Hold box and SAVE the Requisition.
6. Purchasing will notify all users when Requisitions for the next fiscal year can finished being processed. At that point, the user can uncheck the hold box, budget check the Requisition, and send it for approval (see page 15 for details).

The example below is for a 14/15 Requisition entered during the 13/14 fiscal year:

Requisition Items - Use - Express Requisitions

File Edit View Go Favorites Use Inquire Report Help

Express Requisition Req. Comments Attachments

Business Unit: 64253 Requisition ID: NEXT

Requester: 64253 - BUSINESS SERVICES 0000006617 CDW-G COMPUTER CENTERS INC. ☒ Hold 5

Buyer: Location: 77777 Ship To: 77777

Due: 05/02/2014 Acctg Date: 07/01/2014 2 Total Value: 12.99

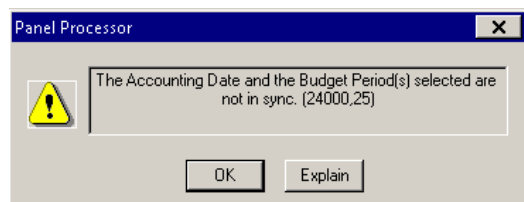
Distribute by: Q

Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	Bdgt Pd	Pct:	
1	01.0	00000.0	00000	14020	4500	6600000	14-15	100.00

Item	Long Descr	UOM	Category	Quantity	Price	Amount
1	125462. SAN DISK	EA	15350	1.000	12.990	12.99

Details pushbutton

If you get the error below, click on the Details pushbutton and make sure that your budget period is correct there also:



Requisition Line 1 Details

Req ID: NEXT Line Number: 1

GL Unit	Location	Fund	Res.PrjY	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Quantity	
1	64253	77777	01.0	00000.0	00000	14020	4500	6600000	14-15	1

## Open Purchase Orders (PO)

An Open PO is used for a requirement that is repetitive in nature, difficult to quantify over a period of time, and is not to exceed or cross fiscal periods (Jul 1 – Jun 30). Open POs allow requestors to make repetitive purchases of miscellaneous low cost supplies or to pay for lease/rentals and maintenance contracts throughout the current fiscal year. Open POs cannot be used to purchase capital equipment. The Due Date for an Open PO Requisitions is the last day of the fiscal year (06/30/XXXX). They Distribute by Field for an Open PO Requisition should be changed to “A” for Amount.

Examples of items to purchase with Open PO:

- Office Supplies (pens, pencils, staples, etc.)
- Instructional Supplies (art materials, lab materials, etc.) – Open PO’s for Instructional Supplies are to be submitted for a semester instead of fiscal year.
- Janitorial Supplies (paper towels, hand soap, etc.)

Examples of items NOT to purchase with Open PO:

- Ink/Toner
- Furniture
- IT Equipment

In the line description, specify the following: “OPEN PO FOR [VENDOR NAME], FISCAL YEAR XX/XX (put semester and year for instructional supplies), NTE \$XXX.XX.” In the header comments, give a brief description of what will be purchased with the Open PO and who will be authorized to use the Open PO. UOM can be EA (each) or LOT.

# Maintaining Requisitions

Requisitions that have NOT yet been Budget Checked and are on Hold, or have not passed Budget Checked, can be accessed and maintained through the Express Requisitions Panel:

Menu: Go → Administer Procurement → Requisition Items

Use → Express Requisitions → Express Requisition → Update/Display

Requisitions that have already passed Budget Checked can ONLY be accessed through the Standard Requisitions Panel:

Menu: Go → Administer Procurement → Requisition Items

Use → Requisitions → Requisition Form → Update/Display

## Making Changes to a Requisition after Budget Check (Change Order)

If your Requisition has already been sent to Workflow for Approval, you must first remove it from Workflow prior to making any changes. If it hasn't been sent to Workflow for Approval, you can make changes immediately. **If your requisition has already been assigned a PO #, contact the Purchasing Department prior to making any changes.**

### Removing a Requisition from Workflow

Menu: Go → Administer Procurement → Requisition Items

Inquire → District Requisition Details → Req Approval History

1. Enter the Requisition ID that you need to change and click OK.
2. Click the WF Reset pushbutton to pull the Requisition out of Workflow. You will be prompted to confirm, click Yes.
3. Your Requisition has now been removed from Workflow (you may need to exit the panel for the reset to take effect). See page 38 for managing email notifications.

Approver	Approved By	Level	Approval Date	Days in Inbox	Worklist Status	Comment Text	Instance ID
Llarena, Lisa	Llarena, Lisa	0	09/23/2011 8:56AM	0	Initiated		199661
Marguerite Johnson		10		159	Pending		199661
HOLMES, JERI		11			ToBeSent		199661
Marguerite Johnson		20		159	ToBeSent		199661
Cabey, Shawn		30			ToBeSent		199661

## Changing an Account #

Menu: Go → Administer Procurement → Requisition Items  
Use → Requisitions → Requisition Schedule → Update/Display

Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.

If your Requisition has not yet passed budget check, refer to pg 17.

If the account # on all lines of the Requisition need to be changed, repeat steps 2-5 for each line.

**You must contact purchasing prior to changing account #'s on a Requisition that has already been assigned a PO #. In this situation the PO will need to be cancelled so the change can be made. If payments have already been issued against the PO, account # changes will have to be processed by Accounts Payable.**

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

3. Click the Distribute button.

2. Use the scroll bar to scroll to the line(s) that needs changing.

4. With the mouse, right click on the Status field to bring up the "Cancel Distribution Line" box, then left click the "Cancel Distribution Line" box to cancel that account string.

5. Next press F7 to insert the new account string. Then press OK when finished.

6. Click Save.

7. Re-Process Requisition (Budget Check and send for Approval). See page 30 for instructions.

## Changing the Location

Menu: Go → Administer Procurement → Requisition Items

Use → Requisitions → Defaults/Details → Update/Display

Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

The screenshot shows the 'Requisition Items - Use - Requisitions' window with the 'Defaults/Details' tab selected. The 'Business Unit' is 64253 and the 'Requisition ID' is 1400000421. The 'Total Value' is 2,048.73 US Dollar. The 'Vendor' is 0000003745, 'MAIN', and 'HAWKINS DELAFIELD & WOOD'. The 'Buyer' field is empty. The 'Ship To' and 'Location' fields both show '77777' and 'Receiving Department'. A callout box points to the 'Location' field with the text '2. Change the Location.' Below these fields are checkboxes for 'Hold From Further Processing', 'Post Doc' (Y), and 'Budget Check' (Valid). At the bottom, there are fields for 'GL Unit' (64253), 'Stat', 'Fund', 'Res.PrjY', 'Goal', 'Funct', 'Object', 'Sch/Loc', and 'Bdgt Pd'.

The screenshot shows the same window with the 'Requisition Schedule' tab selected. The 'Business Unit' is 64253 and the 'Requisition ID' is 1400000421. The 'Line' is 1, 'PROFESSIONAL SERVICES CERTIFICATES OF PARTICIPATION'. The 'Quantity' is 1.0000, 'Each', and the 'Amount' is 2,048.73 US Dollar. A table at the bottom shows the schedule details:

Sched Num	Ship To	Due Date	Quantity	Price	Amount
1	77777	07/23/2013	1.0000	2,048.73000	2,048.73

A callout box points to the 'Distribute...' pushbutton in the bottom right corner of the table with the text '3. Go to the Requisition Schedule tab and click on the Distribute... pushbutton.'

Business Unit: 64253 Requisition ID: 1400000421

Line 1 Schedule 1 Details

PROFESSIONAL SERVICES CERTIFICATES OF PARTICIPATION

Quantity: 1.0000 Each Amount: 2,048.73 US Dollar

Ship To: 77777 Receiving: 77777

Distribute by: Qty

Open Quantity: 1.0000

Line	Status	Location	Quantity	Perc	GL Unit	Event	Fund	Res.PrjY
1	Open	66666	1.0	100	64253		01.0	00000.0

- Repeat steps 3 and 4 for each line of your Requisition. Click save.
- Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Changing/Adding Header Comments

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Header Comments → Update/Display*

Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.

- Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Business Unit: 64253 Requisition ID: 1400000421

Header Comments

Post Status: None

Budget Check: Valid

Active Only: ☒

Send to Vendor: ☐

Associated Document

File Name:

PLEASE SEND CHECKS TO :  
 ACCOUNTING DEPARTMENT  
 HAWKINS DELAFIELD & WOOD LLP,  
 ONE CHASE MANHATTAN PLAZA, FLOOR 42  
 NEW YORK, NY 10005



4. Click Save.

5. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Changing/Adding Line Comments

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Requisition Form → Update/Display*

Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the buyer in Purchasing prior to making changes.

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: 12345 Requisition ID: 0000000082

Status: **Approved** Requester: 12345 - Rivera Elementary

Line	Item ID	Category	Long Description	Actions		
	Requisition Quantity	UOM	Price	Ship To Location	Due Date	
1	10.0000	99999	test order	2.00000	77777	10/20/2011

2. Click on the Comments pushbutton.

Requisition Line 1 Comments

3. Click Sparky (the dog pushbutton).

4. Enter your information in the white section of the Comment field. Click OK.

5. Click Save.

6. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Changing the Vendor

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Requisition Form → Update/Display*

Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.

The Vendor information is stored on every line of a Requisition. Therefore, if you've entered the vendor incorrectly while building the Requisition, you will need to change these fields on every line of the Requisition.

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

5. Click Save.

6. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Change Item Information a.k.a Change Order (Description, Qty, UOM, or Price)

Menu: *Go → Administer Procurement → Requisition Items  
Use → Requisitions → Requisition Form → Update/Display*

**Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.**

The steps below are done for most change orders (C/O) that a requester processes.

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities

Business Unit: 12345 Requisition ID: 0000000082

Status: **Approved** Requester: 12345 - Rivera Elementary

Line	Item ID	Category	Long Description	Requisition Quantity	UOM	Price	Ship To Location	Due Date
1		99999	test order	10.0000	EA	2.00000	77777	10/20/2011

2. Click on the Line Details button to change the Requisition line fields.

Requisition Line 1 Details

Line: 1 test order

Item Details:

Amount: 20.00 US Dollar

Category: MISCELLANE

Price: 2.00000

Quantity: 10.0000

Buyer:

Vendor: 0000015115 1 STAPLES-001

Vnd Itm ID:

Vndr Catlg:

Paper Req:

Mfg Itm ID:

Line Defaults:

IN Unit:

AM Unit:

Profile ID:

Res.PrjY:

Status:

Zero Price Indicator

UOM: Each

Inspection Required

RFQ Required

Stockless Item

Capitalize

3. Click the blue checkmark to open the fields for changing. PeopleSoft will take you back to the main Requisition screen (the above screenshot) and the fields for the Requisition will be available for editing. Edit the field(s). Repeat these steps for any other lines needing to be edited.

If you get the following error after clicking the blue check mark, contact the Purchasing Department so they can change your Purchase Order status to Partialize. After this is done you can go back into your requisition, click the blue checkmark and make the needed changes.

Requisition -- Line 1

All existing schedules have been finalized. Changes may require a new schedule. (9350,78)

OK Cancel Explain

4. Go to the Header Comments tab and click Sparky on the left hand side of the screen (the dog pushbutton). In the white section note the following for the change order (see the Changing/Adding Header Comments section for details):

C/O #[# - start with 1]: Date [XX/XX/XXX format], [Change made], [INCREASED/DECREASED] PO \$[XX.XX]

**DO NOT ADD AN ADDITIONAL LINE WHEN INCREASING OR DECREASING AN OPEN PO, MAKE THE CHANGE TO THE ORIGINAL LINE. IF THE ORIGINAL LINE AMOUNT WAS \$1,000.00 FOR THE ABOVE EXAMPLE, IT WOULD BE CHANGED TO \$1,200.00.**

5. Click Save.

6. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Canceling a Requisition Line

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Requisition Form → Update/Display*

**Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.**

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Line	Item ID	Category	Long Description	Actions
	Requisition Quantity	UOM	Price	Ship To Location
1	10.0000	EA	2.00000	77777

2. Click on the Line Details button to cancel a Requisition line.

4. Click Save.

5. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for instructions.

### Adding a Requisition Line

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Defaults/Details → Update/Display*



Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

2-5. Fill in the default information that will be used to populate the fields on your new Requisition lines and SAVE.

If you are adding a line for a change order (freight, etc.), in the Header Comments include the following information (for details, refer to step 4 of section Change Item Information on page 25):

**C/O #[# - start with 1]: [DATE (XX/XX/XXX format)], [CHANGE MADE], [INCREASED/DECREASED] PO \$[XX.XX]**

6. Click on the Requisition Form tab then click on the last Requisition line and press F7 to add a new line (depending on the status of your REQ, you may need to click the Line Details pushbutton  on the last line and then the Create Line Change pushbutton , prior to adding an additional line; see steps 2 and 3 of the Change Item Information section for screen shots). Enter the Category ID, Long Description, Requisition Quantity, Unit of Measure (UOM), Unit Price, and Due Date. A message will appear asking to confirm the Change Order. Click Yes.

7. Click the Distribute button to verify or change the account string distribution.

8. Click Save.

9. Re-Process Requisition (Budget Check and send for Approval). See Page 30 for details.



## Releasing a Hold on a Requisition

Requisitions on hold are not able to be budget checked, sent for approval, or deleted or cancelled. To unhold your requisition choose one of the following two ways:

1. For requisitions that have not previously been budget checked:

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Express Requisitions → Express Requisition → Update/Display*

Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Uncheck the “Hold” box and click the Save

2. For requisitions that have been previously budget checked:

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Requisitions → Defaults/Details → Update/Display*

Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

Uncheck the “Hold From Further Processing” box and click Save

## Re-Processing Your Requisition

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Requisitions → Header Comments → Update/Display*

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The 'Header Comments' tab is selected and circled with a callout '2. Click on the Header Comments tab to Re-Process the Requisition.' Below the tabs, the 'Business Unit' is 12345 and 'Requisition ID' is 0000000087. In the 'Post Document' section, 'Active Only' is checked, 'Post Document' is N, and 'Budget Check' is Not Chk'd. In the 'Post Status' section, there are seven buttons: a checkmark button (4), a document icon button (6), a trash can button (5), a document with checkmark button (3), a document with X button (7), and two other document icons. Below this, there is a 'Send to Vendor' checkbox which is checked, and an 'Associated Document' section with a 'File Name' field. The requisition number 'REQ 12345-0000000087' is displayed, and a 'Standard' button is at the bottom right.

3. Proofread your Requisition.

4. Begin Edit Process – Click the Edit pushbutton. A Process Initiated message will appear, click OK.

5. Refresh Screen – Wait a few moments and then click Sparky to refresh the screen. Continue to click Sparky until the Budget Check pushbutton appears. Click OK for any pop-up messages that appear.

6. Budget Check – When the Budget Check pushbutton becomes active, click it to run the budget check process (see page 33 for Budget Check Errors).

7. Send for Approval (if the Send for Approval button does not appear after the Requisition has passed Budget Check, click on the Requisition Form tab and ensure that the Requisition Status is “Pending Approval.” If it isn’t, click on the drop down arrow to correct the status).

## Deleting & Canceling Requisitions

A Requisition can only be deleted before it passes budget check. After the Requisition has passed budget check, it can only be canceled as long as no lines have been sourced into a purchase order.

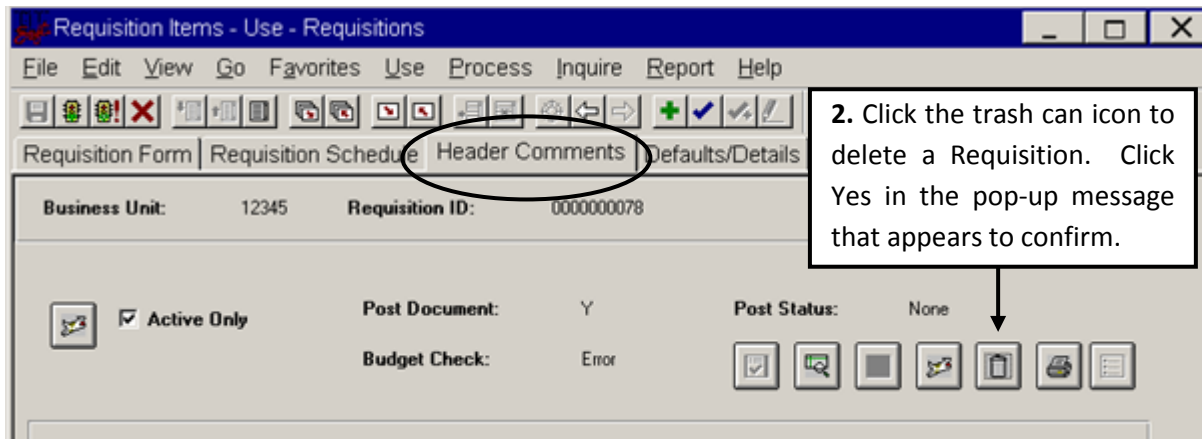
**Requisitions on hold can NOT be deleted or cancelled until they are unheld. See the section Releasing a Hold on a Requisition on page 30 for more details.**

### Deleting a Requisition

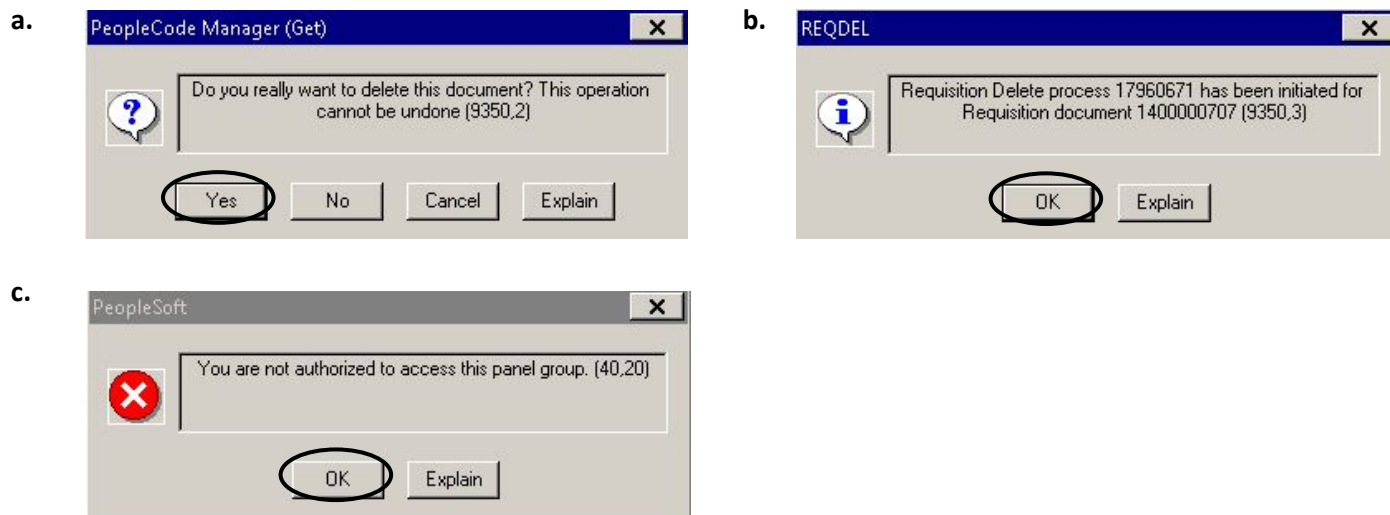
Menu: *Go → Administer Procurement → Requisition Items*

*Use → Requisitions → Header Comments → Update/Display*

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.



3. After click the trash can icon, you will get the following messages:



### Canceling a Requisition

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Requisitions → Requisition Form → Update/Display*

**Reqs in Workflow must be removed prior to making changes (pg 20). If your Req has been assigned a PO #, contact the Buyer in Purchasing prior to making changes.**

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.



**Requisition Form** | Requisition Schedule | Header Comments | Defaults/Details | Activities

Business Unit: 12345 Requisition ID: 0000000078

Status: **Approved** (dropdown menu open showing: Approved, **Canceled**, Complete, Initial, Open, Pending Approval)

Requester: Requester - Training USD

Line 1: Requisition Quantity 2.0000, UOM EA, 189.00000, 77777, 08/17/2011

\*If your Requisition is still in Workflow, it will need to be removed from Workflow prior to Canceling. See page 20 for details. If your Requisition has already been sourced into a Purchase order, see page 40.

## How to Tell if Your Requisition Has Been Cancelled

A requisition that is cancelled will show a "Cancelled" status the same day it was cancelled in the Requisition Update/Display Search panel. After the system posts (which is done every night), the status will show "Complete" in the Requisition Update/Display Search panel and it will not list (or be assigned) a PO #.

An actual Complete Requisition will show a status of "Complete" in the Requisition Update/Display Search panel, but it will also list an Assigned PO #.

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Requisitions → Requisition Form → Update/Display*

Type in the Requisition ID # and hit Search or just hit Search to view a list of Requisitions.

**Cancelled Requisition (No Assigned PO)**

**Complete Requisition (Assigned PO)**

Unit	Req ID	Operator	Entered By	Acctg Date	Assigned PO	Requester	Status	Origin	Vendor	ShortName
64253	1400000615	AVC139AM	Moore Stan	2013-08-14	P140615	64253 - WAREHOUSE	Approved	EXP	0000007226	UUNE-001
64253	1400000583	AVC139AM	Moore Stan	2013-08-07		64253 - WAREHOUSE	Complete	EXP	0000000167	METALCRAFT-001
64253	1400000462	AVC139AM	Moore Stan	2013-07-25	P140482	64253 - WAREHOUSE	Complete	EXP	0000004055	NEV-004
64253	1400000443	AVC139AM	Moore Stan	2013-07-25	P140443	64253 - WAREHOUSE	Complete	EXP	0000007226	UUNE-001
64253	1400000149	AVC139AM	Moore Stan	2013-07-01	P140149	64253 - WAREHOUSE	Complete	EXP	0000004063	CPG-002
64253	1400000122	AVC139AM	Moore Stan	2013-07-01	P140122	64253 - WAREHOUSE	Complete	EXP	0000000726	AIRGAS SAF-001
64253	1400000073	AVC139AM	Moore Stan	2013-07-01	P140073	64253 - WAREHOUSE	Approved	EXP	0000003433	ASSET-001
64253	1400000048	AVC139AM	Moore Stan	2013-07-01	P140048	64253 - WAREHOUSE	Approved	EXP	0000002811	IMPRESSIVE-001
64253	1400000041	AVC139AM	Cooper, Teresa	2013-07-01		64253 - WAREHOUSE	Pending	EXP	0000006617	CDW-G-001
64253	1400000025	AVC139AM	Moore Stan	2013-07-01	PE140025	64253 - WAREHOUSE	Pending	EXP	0000000167	METALCRAFT-001

## Fixing a Budget Check Error

Users can view budget check errors that arise from the Budget Check process on this panel. A Budget Check error must be addressed before processing can continue.

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Budget Control Exceptions*

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

There are several possible error messages that a user may come across. The main error messages are:

- A. **Org Budget Data Not Found** – Account string does not exist. This error cannot be overridden.
- B. **Insufficient Org Budget** – Account string doesn't have enough money.
- C. **Insufficient Appropriation** – The Fund doesn't have enough money.
- D. **Not Checked** – The current line is fine.

A. If your Budget Check Error is because of **Org Budget Data Not Found**, first verify that the account # you entered is correct. If it is correct, contact the accountant responsible for maintaining the fund to add the account string. If the account # was entered incorrectly you can change the number by doing the following:

Menu: *Go → Administer Procurement → Requisition Items*

*Use → Express Requisitions → Express Requisition → Update/Display*

1. Type in your Requisition ID and click OK or click Search to choose from a list of Requisitions.

**Requisition Items - Use - Express Requisitions**

File Edit View Go Favorites Use Inquire Report Help

Express Requisition Req. Comments Attachments

Business Unit: 64253 Requisition ID: 0000001698

Requester: 64253 - Adv. Research & Devel. 0000000585 AVC CAFETERIA ☐ Hold

Buyer: Location: APL104B Ship To: 77777

Due: 11/06/2012 Acc'tg Date: 11/06/2012 Total Value: 0.01

Distribute by: Q

Fund	Res.PrjY	Goal	Funct	Obj
1 01.0	00000.0	00000	00000	5000

Item	Long Descr	UOM	Category	Quantity	Price	Amount
1	TEST	EA	99999	1.000	0.010	0.01

2. Make corrections to the account string for each line through the Details pushbutton and then Budget Check and send for Approval (see page 15 for instructions).

If your Budget Check Error occurs while doing a change order, correct your account string via the steps on page 18.

B. If your Budget Check Error is because of **Insufficient Org Budget**, contact your Fund Manager, complete a Budget Transfer Form (Budget Augmentation Request Form), and forward it to the Business Services Area. Once Accounting notifies you that your transfer is complete, log into PeopleSoft and re-process the Requisition (Budget Check and Send For Approval; see page 15 for instructions).

C. If your Budget Check Error is because of **Insufficient Appropriation**, contact the Accounting Supervisor for the fund for resolution.

Requisitions are budget checked a second time when the Purchasing Department sources them into a Purchase Order. If the Requisition does not pass budget check at that time, the Purchasing Department will notify the Requester to submit a Budget Transfer Form. Below are possible reasons a Requisition would not pass budget check when being sourced into a Purchase Order:

- Requester did not ensure account string had enough funds to cover tax prior to submitting the Requisition for approval
- Prices of items or services requested on the Requisition increased
- Purchasing Department had to add freight costs to Purchase Order and the account string did not have enough funds to cover the freight
- Budget Transfers were made after the Requester budget checked the Requisition

# Miscellaneous Requisition Information

## Submitting “OK to Pay” to Accounts Payable (Golden Rod)

Once the Requester receives the items ordered on the Requisition, follow the steps below to notify Accounts Payable to process the invoice:

1. Print the requisition
2. Verify receipt of each item (note any changes or differences on the Requisition)
3. Sign your name and write “OK to Pay”
4. Forward Requisition to Accounts Payable

OR

1. Send an e-mail to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu). Include the PO # and that all the items have been received, or specify which items have been received, and the “OK to pay.”

## Requisition Approval History

The Requisition Approval History screen gives users the ability to see where the Requisition is in the approval process. The matrix shows the approvers, the date and time the Requisition was approved by each approver, how many days it was in the approver’s inbox, and comments the approver made, if any.

Menu: *Go → Administer Procurement → Requisition Items*  
*Inquire → District Requisition Details → Req Approval History*

Type in your Requisitions ID and click okay OR click search to choose from a list of entered requisitions.

The screenshot shows a web application window titled "Requisition Items - Inquire - District Requisition Details". The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs: "Requisition Form", "Requisition Schedule", "Header Comments", "Activities", and "Req Approval History". The "Req Approval History" tab is selected. The main content area displays a table with the following data:

Approver	Approved By	Level	Approval Date	Days in Inbox	Worklist Status	Comment Text	Instance ID
Llarena, Lisa	<input type="checkbox"/> Llarena, Lisa	0	10/28/2011 1:13PM	0	Initiated		205019
Marguerite Johnson	<input type="checkbox"/> Marguerite	10	10/31/2011 9:48AM	3	Approved		205019
HOLMES, JERI	<input type="checkbox"/> HOLMES, JERI	11	10/31/2011 9:59AM	0	Approved		205019
Marguerite Johnson	<input type="checkbox"/> Marguerite	20	10/31/2011 9:48AM	3	Approved		205019
Cabey, Shawn	<input type="checkbox"/> Cabey, Shawn	30	10/31/2011 10:42AM	0	Approved		205019

The Worklist Status column will show one of the following values depending on the approver’s action:

**Initiated** – The user that sent the Requisition for approval.

**Approved** – If the user approved the Requisition.

**Denied** – If the user denied the Requisition.

**Pending** – If the Requisition is currently in the approver's inbox.

**ToBeSent** – These approvers are next in line to approve the Requisition.

**WF Reset** – A user reset workflow (took it out of the approval process). This usually happens when a change needs to be made on a Requisition.

**Not Applicable** – This goes with WF Reset. The Requisition never made it to this approver because workflow was reset.

## District Requisition Details (Main Requisition Inquiry Screen)

Menu: *Go → Administer Procurement → Requisition Items*  
*Inquire → District Requisition Details → Requisition Form*

1. Type in your Requisitions ID and click okay OR click search to choose from a list of entered requisitions.

The District Requisition Details panel group is an inquire version of the Standard Requisition panel group. A Requisition can always be viewed and printed from this panel group regardless of the Requisition status. No changes can be made to a Requisition from this panel.

The screenshot displays the 'Requisition Items - Inquire - District Requisition Details' window. The 'Requisition Form' tab is selected. The 'Business Unit' is 65102 and the 'Requisition ID' is 512801. The 'Status' is 'Approved' and the 'Requester' is '65102 - Educational Services'. The 'Total Value' is 4283.30 US Dollar. A table lists the requisition line items:

Line	Item ID	Category	Long Description	Requisition Quantity	UOM	Price	Ship To Location	Due Date
1	04900		SES TUTORING SERVICES AT \$63 PER HOUR; \$	4,283.3000	EA	1.00000 77777		06/30/2012

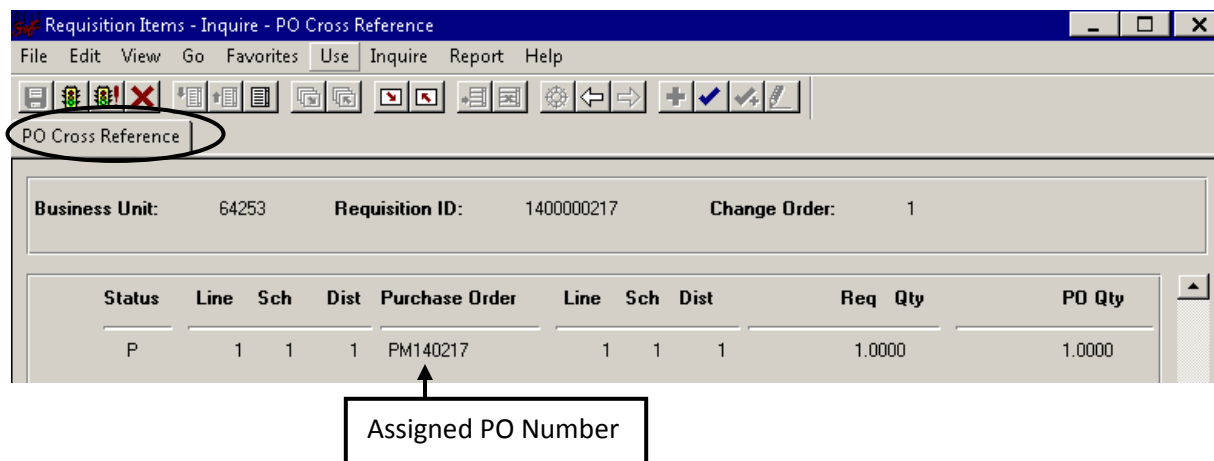
A callout box with arrows pointing to the print icon in the top right corner of the screen contains the text: "Users can print a Requisition and it's attachments from this panel regardless of the status."

## PO Cross Reference (PO Number Lookup)

The PO Cross Reference panel shows the Requisition lines and their corresponding purchase order lines. Users can view this panel to see which PO number the Requisition became, as well as compare the quantity on the Requisition to the quantity ordered on the PO. This panel will be blank if the Requisition has not been turned into a PO.

Menu: Go → Administer Procurement → Requisition Items  
Inquire → PO Cross Reference

1. Type in your Requisitions ID and click okay OR click search to choose from a list of entered requisitions.

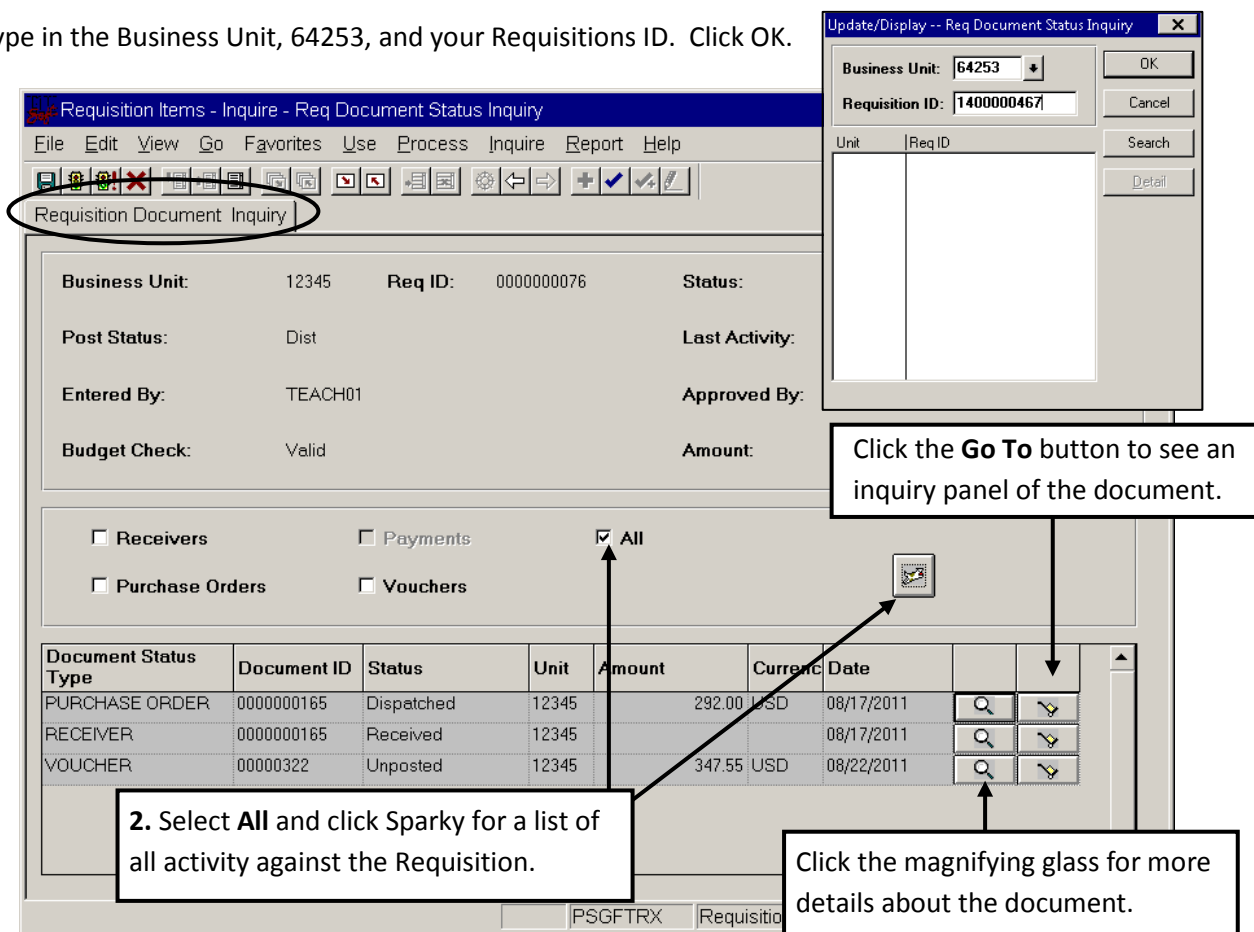


## Requisition Document Status Inquiry (Tracking a purchase)

The Req Document Status Inquiry is a great panel that requesters can use to find information about a Requisition throughout its life. From this panel, users can see which PO(s) their Requisition became, when the items were received, and when the invoice was paid. This panel gives requesters the ability to track their purchase from beginning to end.

Menu: Go → Administer Procurement → Requisition Items  
Inquire → Req Document Status Inquiry

1. Type in the Business Unit, 64253, and your Requisitions ID. Click OK.



## Opening an Additional Window in PeopleSoft

At time you may find that you need to open an additional PeopleSoft screen. To do so follow the navigation below:

Menu: *Go → New Window → Administer Procurement → Requisition Items*

## Managing PeopleSoft E-mail Notifications

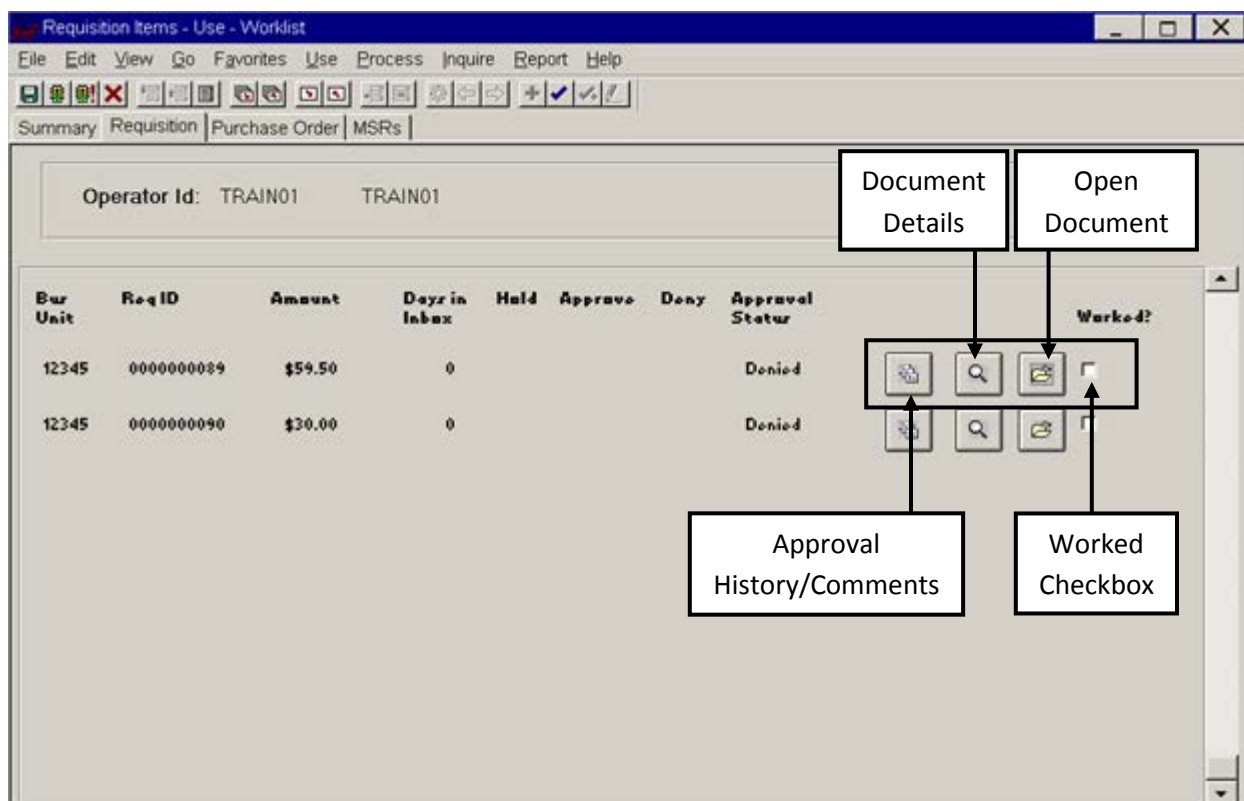
When a Requisition is DENIED by an approver in workflow or RESET out of workflow, an email notification is sent to the original requester to inform the requester about the denial/reset. When this happens, requesters must go to the “Worklist” to ACKNOWLEDGE the denial/reset. The original requester will continue to receive an email notification until this step is done.

Note: Users will get this email even when they reset their own Requisition out of workflow.

Menu: *Go → Administer Procurement → Requisition Items*  
*Use → Worklist → Requisition*

The panel below will appear. It will list all the Requisitions that have either been denied by an approver or reset out of workflow, but have not yet been acknowledged.

Note: The Approval Status will show “Denied” even if the workflow was reset.



The three pushbuttons to the right of each Requisition will enable the Requester to view/access additional information regarding the Requisition. From left to right, they are:

1. Approval History/Comments – allows the Requester to view the approval matrix and any approver comments at each approval level.



2. Document Details – opens the Req Details Inquiry panel to allow the Requester to inquire on the Requisition.
3. Open Document – opens the Requisition in the Standard Requisition panels so that users can make any required changes to the Requisition.
4. **Worked Checkbox – check this box to “acknowledge” that the Requisition has been denied or reset. This will stop PeopleSoft from emailing you concerning this Requisition.**

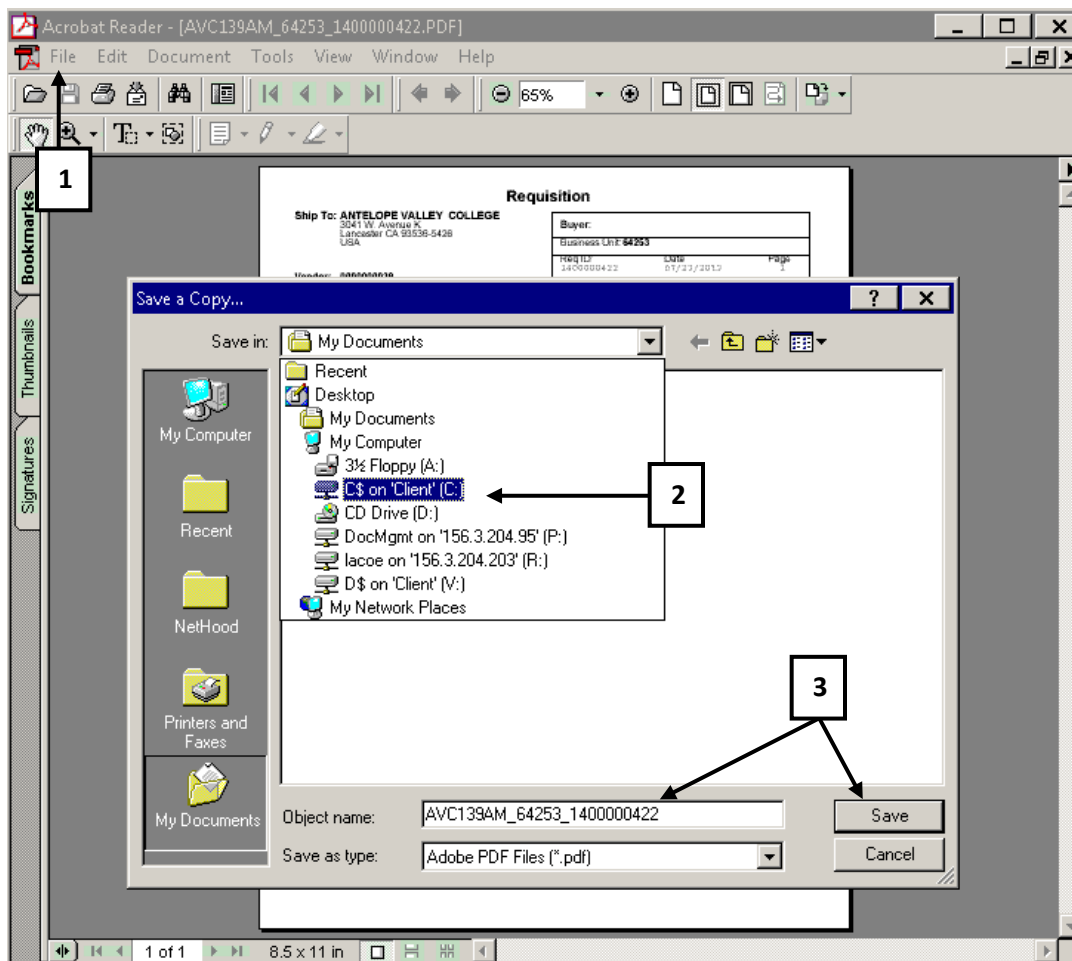
Note: Make sure to SAVE the panel after clicking the worked checkbox.

## Saving a Requisition to Your Computer

If for some reason you need to save the Requisition to your computer, it must be saved in your C drive (C\$ on 'Client' (C:)). Selecting any other destination (Desktop, My Documents, etc.) will actually be saving it to LACOE's system.

1. While in the Print Preview Screen go to File, and select Save As.
2. Change the Save in: file to “C\$ on 'Client' (C:).”
3. Name your file and click the Save button.

Your file will now be saved withing you C drive.





## Canceling a Purchase Order

Go to the Requisition Document Status Inquiry panel (see page 37) to see if the PO has been received or paid against.

For Purchase Orders that have NOT been received or paid against:

1. Contact the Purchasing Department.
2. The Purchasing Department will contact the vendor to see if the order has shipped.
  - a. If the order has shipped, the requester will have to process a return once the merchandise is received.
  - b. If the order has not shipped, the Purchasing Department will cancel the order with the vendor and then cancel the Purchase Order and Requisition.

For Purchase Orders that have ALREADY been received and/or paid against:

1. The Purchase Order cannot be cancelled. Contact the Purchasing Department to process a return.