LOS RIOS COMMUNITY COLLEGE DISTRICT

Purchasing Department

User Guide for Requisitions

General Services Department

2100 Northrup Ave., Suite 200

Sacramento, CA 95825

Phone 916.568.3071 • Fax 916.568.3145
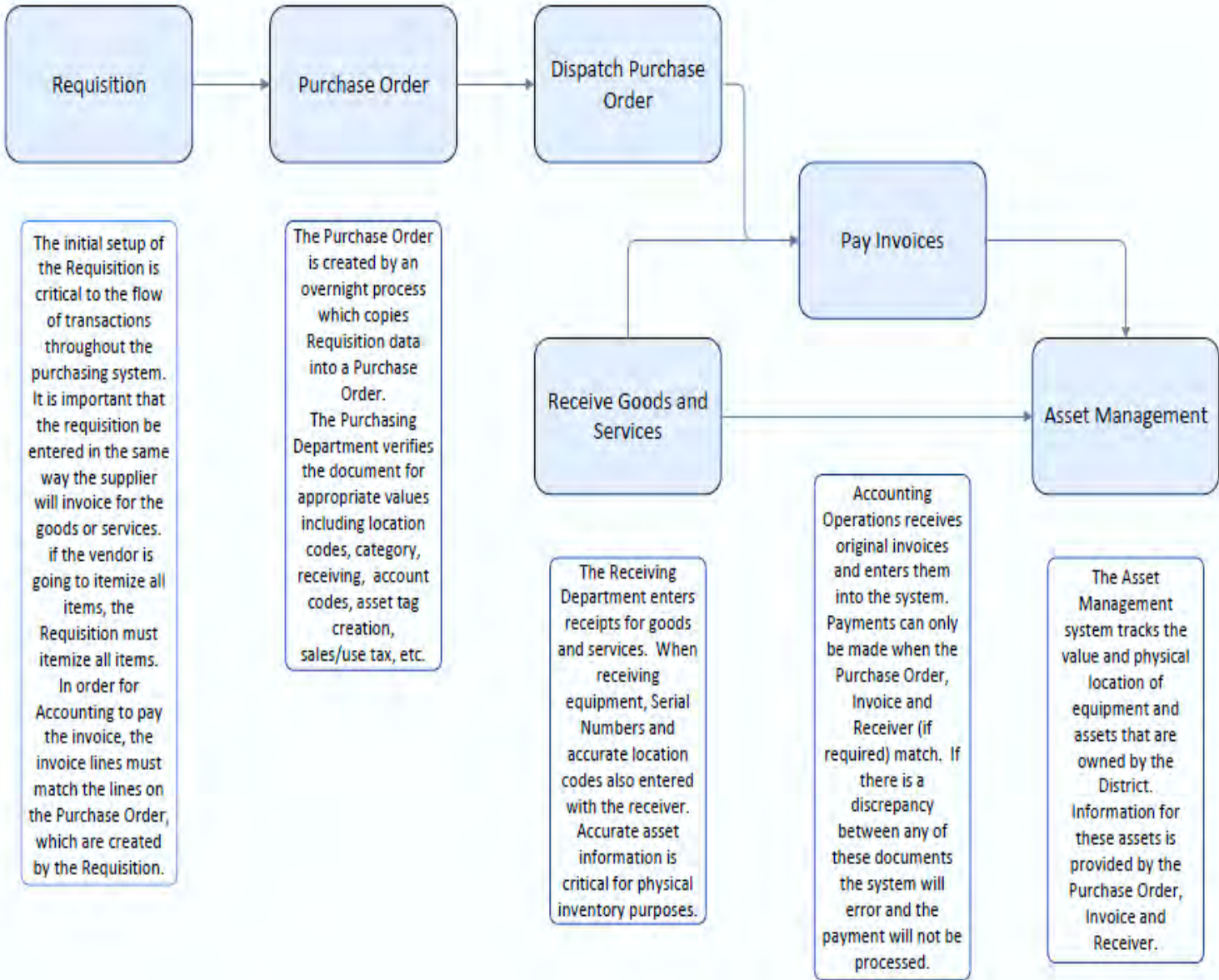
lrccdpurchase@losrios.edu

Table of Contents

Before we begin…

The Requisition is the initial document in the Purchasing process. This process not only involves Purchasing, but also impacts Receiving, Accounts Payable and Asset Management. The examples that follow are provided with the entire procurement process in mind.

The PeopleSoft Financial System is an enterprise application that has many integrated modules. In order to understand the reasoning behind why we create transactions in the manner we do, it is important to note the relationships that exist between the modules. The following illustration provides a graphical summary of how purchases are managed at Los Rios.

Purchasing System Overview

```
Requisition  →  Purchase Order  →  Dispatch Purchase Order
```

Dispatch Purchase Order → Pay Invoices

Receive Goods and Services → Pay Invoices

Receive Goods and Services → Asset Management

Pay Invoices → Asset Management

Requisition

The initial setup of the Requisition is critical to the flow of transactions throughout the purchasing system. It is important that the requisition be entered in the same way the supplier will invoice for the goods or services. if the vendor is going to itemize all items, the Requisition must itemize all items. In order for Accounting to pay the invoice, the invoice lines must match the lines on the Purchase Order, which are created by the Requisition.

Purchase Order

The Purchase Order is created by an overnight process which copies Requisition data into a Purchase Order. The Purchasing Department verifies the document for appropriate values including location codes, category, receiving, account codes, asset tag creation, sales/use tax, etc.

Receive Goods and Services

The Receiving Department enters receipts for goods and services. When receiving equipment, Serial Numbers and accurate location codes also entered with the receiver. Accurate asset information is critical for physical inventory purposes.

Pay Invoices

Accounting Operations receives original invoices and enters them into the system. Payments can only be made when the Purchase Order, Invoice and Receiver (if required) match. If there is a discrepancy between any of these documents the system will error and the payment will not be processed.

Asset Management

The Asset Management system tracks the value and physical location of equipment and assets that are owned by the District. Information for these assets is provided by the Purchase Order, Invoice and Receiver.

Section 1 - Create a New Requisition

Creating a new requisition is the first step in PeopleSoft Purchasing. There are many different types of purchases made throughout the District. Depending on the type of purchase you are initiating, the requisition attributes play a significant role in how efficiently your request flows through the system. In Section 9 you can find detailed information on specific requisition setup for different types of purchases.

NAVIGATE TO THE REQUISITION MENU

❖ **Main Menu >**
   Purchasing >
   Requisitions >
   Add/Update Requisitions
   Click Add

✎ Let the Requisition ID default by leaving "NEXT" in the Requisition ID field.

✎ The Business Unit defaults from your user profile. If you are purchasing with funds from a different Business Unit, make the change here.

🔍 The Lookup icon is used throughout all PeopleSoft applications. You can use this button to look up a list of values for the field immediately to the left.

Favorites ▾ | Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

Requisitions

| Find an Existing Value | Add a New Value |

Business Unit GENFD 🔍
Requisition ID NEXT

Add

Find an Existing Value | Add a New Value

MAINTAIN REQUISITIONS

The Maintain Requisitions page displays a view of the Header information and the Line information.

🖱 Click on the Personalize link to hide the fields you will not need.

✎ You will only need to perform this step once. The system will remember your preferences.
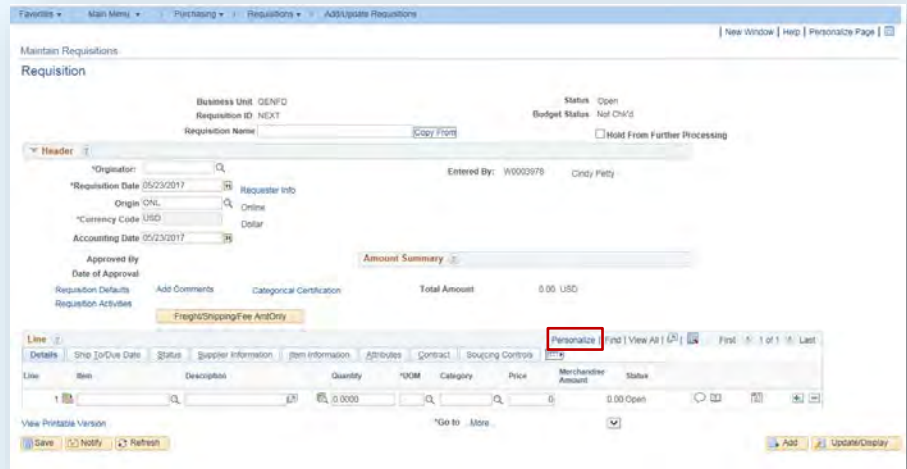
MAINTAIN REQUISITIONS

Scroll to the bottom of the Personalize Column and Sort Order list page. Click on the Copy Settings link	Personalize Column and Sort Order To order columns or add fields to sort order, highlight column name, then press the appropriate button Frozen columns display under every tab. **Column Order** — **Sort Order** Tab Details (frozen) Line (frozen) Details (frozen) Item (hidden) Description (frozen) Item Search (hidden) Quantity *UOM Category Price Merchandise Amount Status (hidden) Supplier Name Ship To Amount Only Line Comments Defaults... Schedule... Tab Ship To/Due Date (hidden) Due Date (hidden) Price (hidden) Schedule... (hidden) Tab Status (hidden) Status (hidden) Tab Supplier Information (hidden) Supplier (hidden) Location (hidden) Tab Item Information (hidden) GTIN (hidden) RFQ Required (hidden) Stockless Item (hidden) Device Tracking (hidden) Supplier Item ID (hidden) Supplier's Catalog (hidden) Manufacturer ID (hidden) Manufacturer's Item ID (hidden) Tab Attributes (hidden) Item Detail (hidden) Buyer (hidden) Name (hidden) Physical Nature (hidden) Zero Price Indicator (hidden) Inspection Required (hidden) Inspect ID (hidden) Tab Contract (hidden) Contract Search (hidden) Contract ID (hidden) Contract Version (hidden) Contract Line (hidden) Category Line Number (hidden) Use Contract if Available (hidden) GPO ID (hidden) GPO Contract Number (hidden) Tab Sourcing Controls (hidden) Source Status (hidden) *Source Date (hidden) Calculate Price (hidden) Override Suggested Supplier (hidden) Consolidate with other Reqs (hidden) Source To Inventory (hidden) Sourcing Controls (hidden) % Unit Price Tolerance (hidden) % Unit Price Tolerance - Under (hidden) Unit Price Tolerance (hidden) Unit Price Tolerance - Under (hidden) Hidden Frozen — Descending OK Cancel Preview **Copy Settings** Share Settings Delete Settings

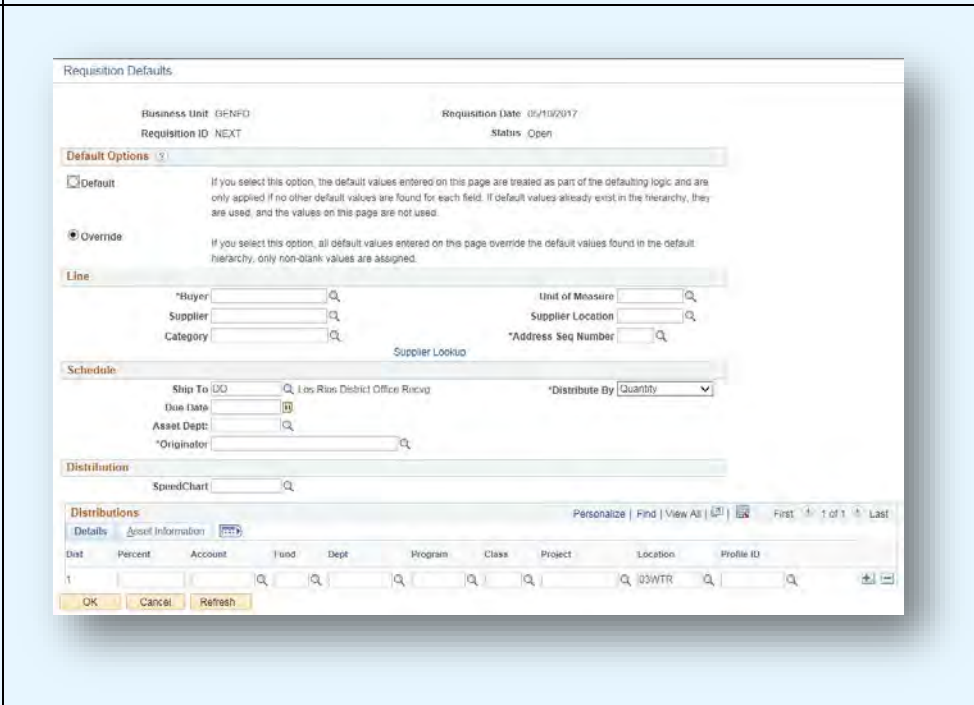| MAINTAIN REQUISITIONS	
Use the lookup icon 🔍 to copy the LR template.	
Select the LR REQ setting. Click **OK** twice to get back to the Requisition page. ✎ The page customization takes effect the next time you open a Requisition.	
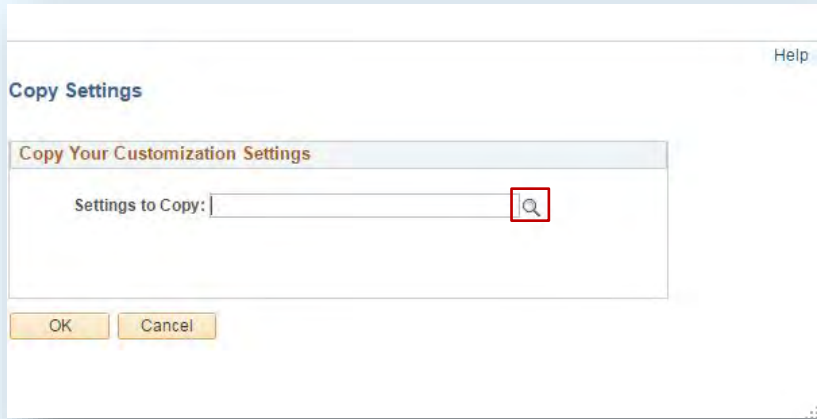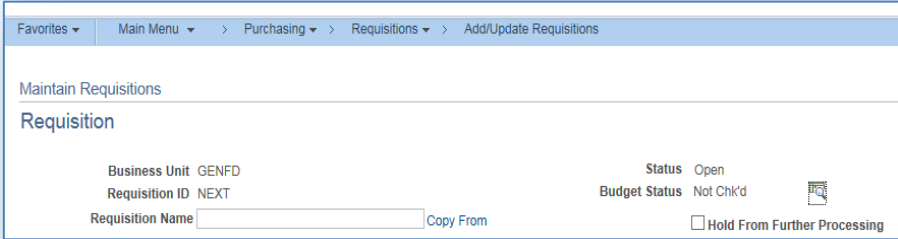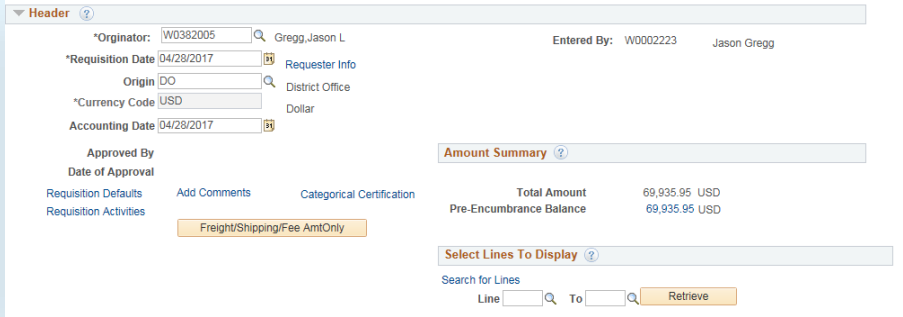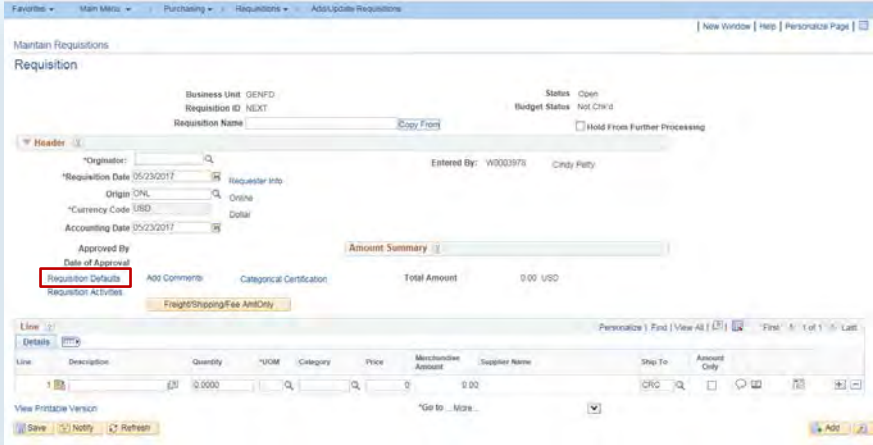
REQUISITION	
The upper portion of the Requisition page contains general information.	
Business Unit	The Business Unit value defaults from your user setup.
Status	The initial Requisition status is "Open". Upon approval, the status updates to "Approved". The Requisition remains "Approved" until the subsequent Purchase Order is complete. The status will then update to "Complete".
Requisition ID	"NEXT" will be displayed when you initiate the Requisition. The system will assign a Requisition ID when the transaction is saved.
Budget Status	The initial budget status is "Not Checked". Budget Checking can be run by clicking the ⊞ icon. When the process completes, the status will update to either "Valid" or "Error". There is also a nightly batch process that budget checks Requisitions.
Requisition Name	You can give your requisition a meaningful name which can help locate the transaction later. If the field is left blank, the system will insert the Requisition ID here.
Copy From	To save time on recurring orders, you can copy from a previous requisition. (see page 46)
Hold From Further Processing	Checking this box prevents the requisition from being processed further. A requisition on hold will not be budget checked or sourced to a Purchase Order.

HEADER	
The Header contains values that apply to all Requisition Lines and Distributions	
Originator	Enter the ID of the person initiating the order. You can use the lookup to search.
Entered By	This ID defaults to the person entering the requisition.
Requisition Date	The date defaults to current date.
Origin	This value is defaulted from your user setup.
Currency Code	The system is setup for US Dollars.
Accounting Date	This field will default to the Requisition Date.
Requisition Defaults	This link opens the Requisition Defaults Page. (see page 10)
Add Comments	This link opens the Comments Page. (see page 17)
Categorical Certification	Use this area to record the compliance of expenditures when using categorical funding.
Requisition Activities	This link opens an activities subpage where you can track activities related to the Requisition.
Freight/Shipping/Fee Amt Only	This l will set the attributes for Fees, Freight, and Shipping lines on the requisition.
Total Amount	The total amount of the requisition is displayed upon saving. *(Please note: requisitions do not include sales tax. Be sure to allow enough in your budget to cover applicable taxes which will be added on the purchase order.)*
Pre-Encumbrance Balance	This is the amount of funds pre-encumbered against the budgets on the Requisition. (Displays after the requisition is saved.)
Select Lines to Display	This feature allows you to search for a select group of lines on multi-line requisitions.

Section 2 - Requisition Header Defaults

Setting Requisition Defaults can be done at two different levels. You can set Header Defaults which apply to all lines and distributions on the Requisition, or you can set Line Defaults which apply to an individual line. (see page 22)

SETTING REQUISITION HEADER DEFAULTS	
From the Maintain Requisitions Page **Click on the Requisition Defaults link.**	
Setting the defaults before entering the line items, can save time by eliminating repetitive data entry. 🖉 This page can also be used to retrofit values to all existing requisition Lines and Distributions. 🖱 Click on the Personalize link to hide the fields you will not need. 🖉 You only need to perform this step once. The system will remember your preferences.	

SETTING REQUISITION HEADER DEFAULTS
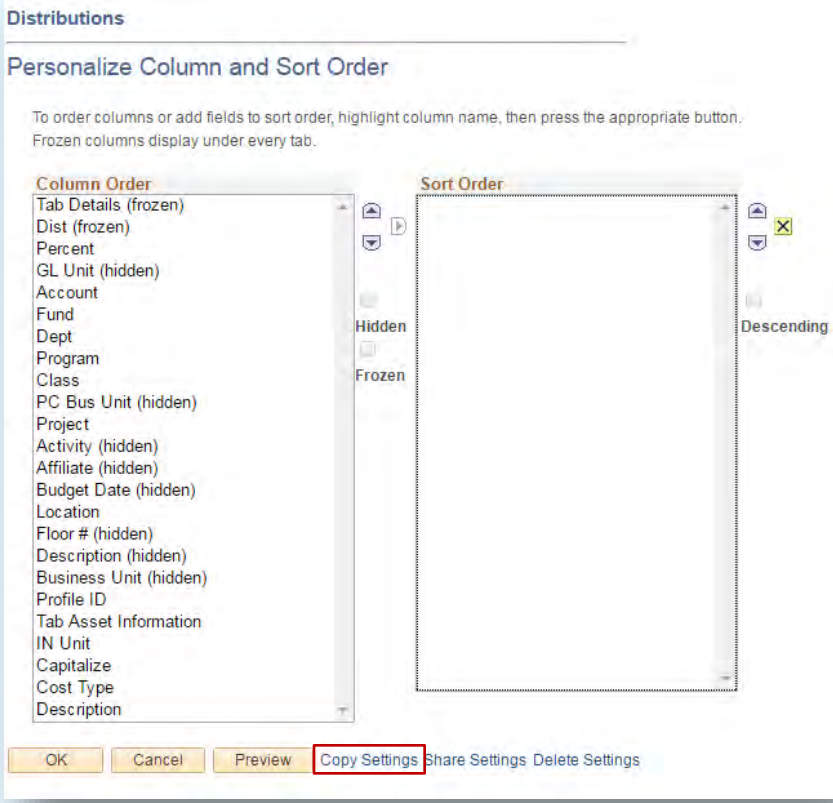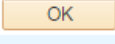
Click on the Copy Settings link at the bottom of the Personalize Column and Sort Order page.	
Use the lookup icon 🔍 to copy the settings template.	
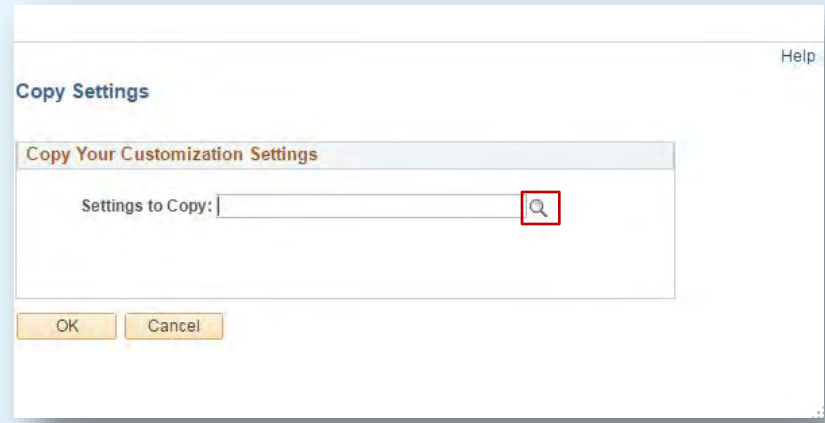
SETTING REQUISITION HEADER DEFAULTS	
Select the LR REQ setting. Click **OK** twice to get back to the Requisition Defaults page. 🖉 The page customization takes effect the next time you open a Requisition.	
Requisition Defaults Page	
Buyer	Enter or use 🔍 to lookup the Buyer for your location.
Supplier	Enter or use 🔍 to lookup the Supplier you would like to use.
Category	Enter or use 🔍 to lookup the Category for the items you are requesting.
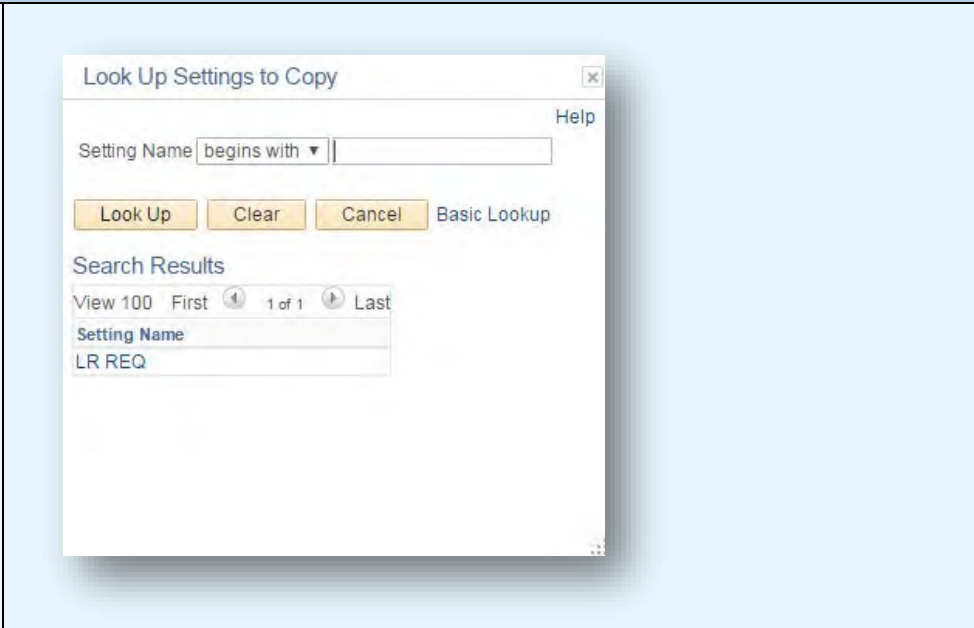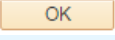
SETTING REQUISITION HEADER DEFAULTS	
Unit of Measure	Enter or use 🔍 to look up the unit of measure that applies to the majority of your line items.
Supplier Location	This value defaults from the supplier ID.
Address Seq Number	Use the magnifying glass 🔍 to select the address you would like the purchase order sent to.
Ship To	Select the receiving location where the items should be delivered. *If the line items on the order are non-taxable (such as services or software delivered electronically), choose the applicable NOTAX Ship To Location.* There are also Ship To Locations set up for Library Book orders and Outreach Centers.
Due Date	Enter the date your items/services are required (this will default to).
Asset Department	This value is required for items purchased with 64*xx* accounts. The Asset Department indicates the area that is <u>paying for the asset</u>, not the location where the asset will be housed.
Originator	Enter the ID of the employee originating the request. This will default from the Requisition Header.
Budget Distributions	• Account • Fund • Dept • Program • Class • Project Entering chartfield values here will save data entry on each individual line. You can change the budget on individual Requisition Lines where applicable. (see Requisition Line Defaults page 23)
Location	The Location Code identifies the specific on-site location for the goods or services. *<u>It is critical to provide an accurate Location Code for equipment</u>*. This Location Code will be used by auditors to locate assets.
Profile ID	A Profile ID is required for asset purchases. The Profile ID identifies the specific type of asset being purchased. This value may be different for a number of items on the same requisition. For instance, a computer will have a Profile ID of COMPU, a monitor will have a Profile ID of COMPMONT and the recycle fee for the monitor will have a Profile ID of COMP:FEES. The different Profile IDs are necessary because different asset types have differing depreciation and tagging rules.

SETTING REQUISITION HEADER DEFAULTS

Click OK to return to the Requisition	

Section 3 – Requisition Lines

Requisition Lines contain the detailed information for the products or services requested. The attributes that you set for each requisition line will dictate how the order flows through the system. Refer to section 10 for examples of how different types of Requisitions should be set up.

LINES	
The Line section of the Requisition contains the detail of the request. ✎ The line is where you set the attributes applicable to the item or service that you are requesting.	
Line	Displays the line number.
Description	Enter the description of the item or service requested. ***Please phrase your description in a manner that will make it easy for the next user to understand what it is you are requesting.*** A technical description of an item may be perfectly clear to someone familiar with the product. But someone in Purchasing, Accounting or Asset Management may not possess the same level of expertise in the commodity requested. A clear description will help get your order processed more efficiently (see Section 10 for examples).
⬀	This Icon displays the entire description for review and editing.
Quantity	Enter the quantity for the line.
UOM	Enter or use 🔍 to lookup the Unit of Measure for the line. This value can be defaulted from the Requisition Defaults. (see page 10)
Category	Enter or use 🔍 to lookup the Category that applies to the line item. This value can be defaulted from the Requisition Defaults. (see page 10)
Price	Enter the unit price for the line.
Merchandise Amount	The calculated line amount will display upon saving.
Ship To	The Ship To defaults from the Requester setup. This value can also be defaulted from the Requisition Defaults (see page 10).

LINES	
Supplier Name	The supplier name is displayed here.
Amount Only	This checkbox should be flagged for items that may require multiple payments. *Blanket Orders are always Amount Only.*
	This Icon opens the Line Comments Page. (see page 17)
	This Icon opens the Line Defaults Page. (see page 22)
	These buttons add or delete lines on the requisition.
View Printable Version	The View Printable Version link generates the requisition report and displays it in PDF format.
Delete Requisition	The Delete Requisition pushbutton is available after save and before successful budget checking. Once the Budget Status is valid, the Requisition can no longer be deleted. (See cancelling a Requisition, page ___)
Save	Saving the Requisition will trigger a few things. The defaults that were set on the Header Defaults will populate to the Requisition Lines, the Merchandise and Total Amounts will calculate, the Delete pushbutton will be visible and a Requisition ID will be assigned.
Notify	The Notify pushbutton allows you to generate an email notification (see page 26).

Section 4 - Comments and Attachments
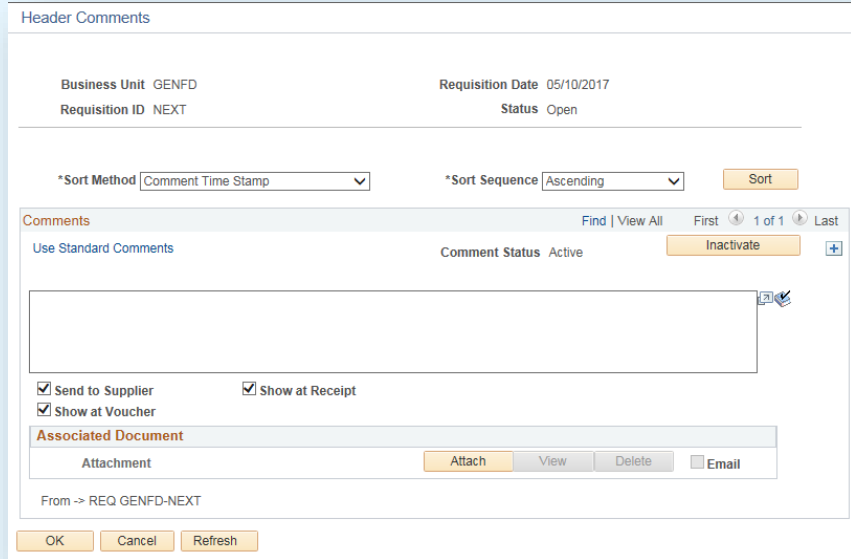
Comments and Attachments, like defaults, can be added at either the Header or Line level. Comments and Attachments on the Header apply to the entire requisition and will print after the line items on the Purchase Order.

COMMENTS AND ATTACHMENTS	
COMMENTS **On the Requisition Header** **Click on the Add Comments link.** 🖉 If a comment or attachment already exists on the Requisition Header, the link will read "Edit Comments" instead of "Add Comments". 🖉 Comments entered here will copy to the Purchase Order and print on the Purchase Order following the PO Lines.	
On The Requisition Line **Access the Line Comments page by clicking the 🗨 icon.** 🖉 Comments entered here will copy to the Purchase Order and print on the Purchase Order immediately following the Line Item.	

COMMENTS AND ATTACHMENTS

The Comments page provides a text box for comments and an attachment option for uploading supporting documents such as quotes, agreements, etc.

✎ *If you remove the check from Send to Supplier, the comment*

Standard Comments are available by selecting the Use Standard Comments link.

PEOPLESOFT REQUISITIONS

COMMENTS AND ATTACHMENTS
Use the 🔍 to lookup the Comment Type and Comment ID.

PEOPLESOFT REQUISITIONS

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COMMENTS AND ATTACHMENTS

File Attachments

Support documents can be uploaded directly into PeopleSoft using the Attachment functionality.

Click the Attach pushbutton to add an attachment.

🖉 You can only attach one file per comment. To avoid having to create multiple comments, scan all supporting documents into one file prior to uploading.

Header Comments

Business Unit GENFD   Requisition Date 05/10/2017
Requisition ID NEXT   Status Open

*Sort Method Comment Time Stamp   *Sort Sequence Ascending   Sort

Comments   Find | View All   First 1 of 1 Last
Use Standard Comments   Comment Status Active   Inactivate
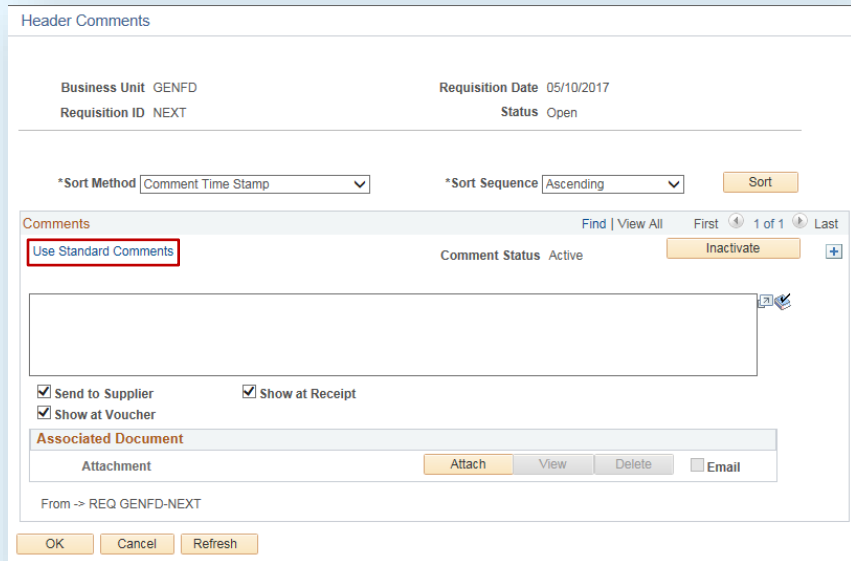
☑ Send to Supplier   ☑ Show at Receipt
☑ Show at Voucher
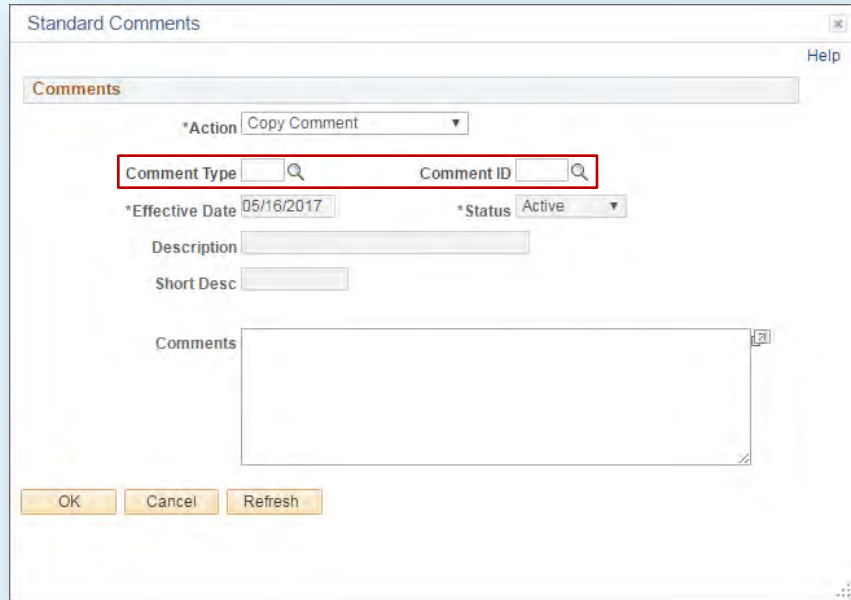
Associated Document
Attachment   Attach   View   Delete   ☐ Email

From -> REQ GENFD-NEXT

OK   Cancel   Refresh

COMMENTS AND ATTACHMENTS

From here you can browse and upload a file.

✎ You can upload any file format.

✎ Depending on your browser, the File Attachment page may look different.
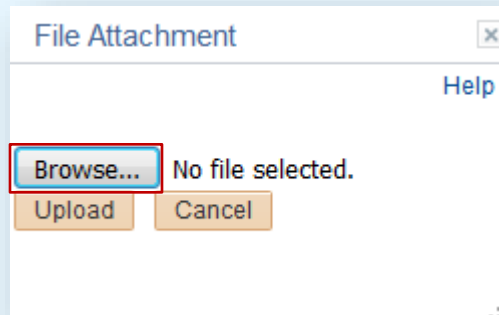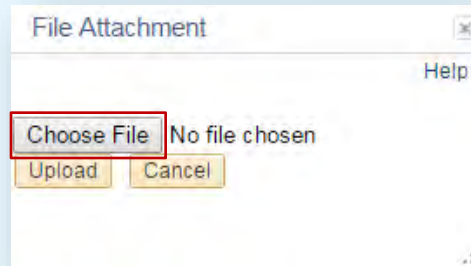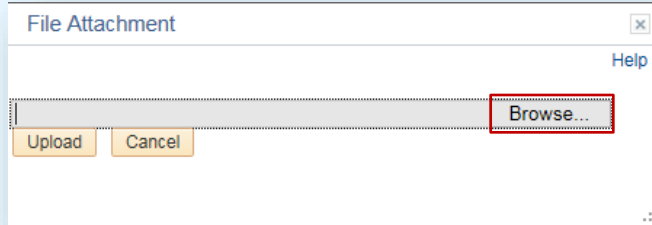
COMMENTS AND ATTACHMENTS
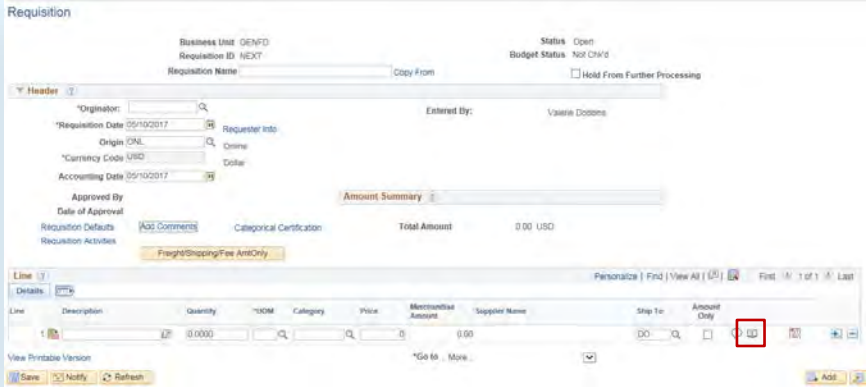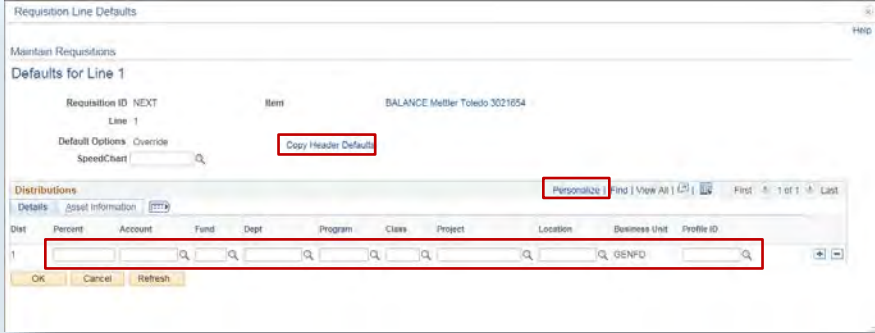
When a File Attachment exists, the file name is displayed and the View and Delete pushbuttons become active.

Section 5 - Requisition Line Defaults

Requisition Lines can require different attributes. For instance, one line could be for equipment and the remaining lines for supplies. In this case, the equipment line will require an equipment budget and the appropriate Asset Profile ID. Since the majority of the line items are supplies, we can enter the supply budget on the Header Defaults page. This will apply the supply budget and category to all requisition lines. To apply the appropriate budget and Asset Profile ID for the equipment item, we can change the defaults on that Requisition line.

LINE DEFAULTS	
On The Requisition Line **Access the Line Defaults by clicking the 📖 icon.**	
The Requisition Line Defaults provides access to chartfields, location and Asset Profile ID Click the Copy Header Defaults link to bring in the header default values and then make changes accordingly. 🖑 Click on the Personalize link to hide the fields you will not need. You will only need to perform this step once. The system will remember your preferences.	

LINE DEFAULTS
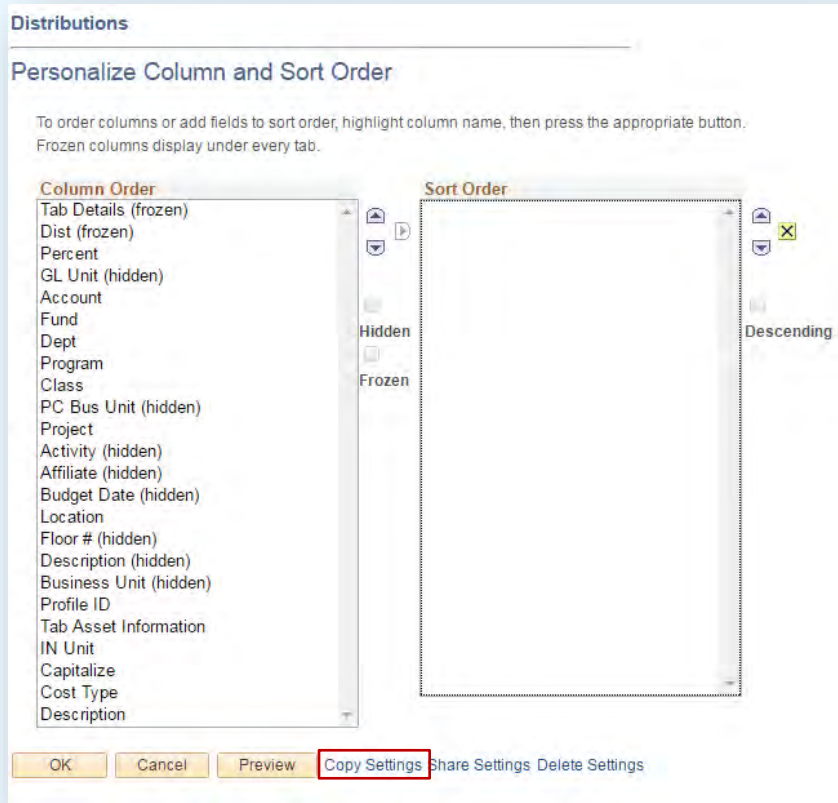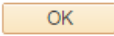
Click on the Copy Settings link at the bottom of the Personalize Column and Sort Order page.	
Use the lookup icon to copy the LR template.	
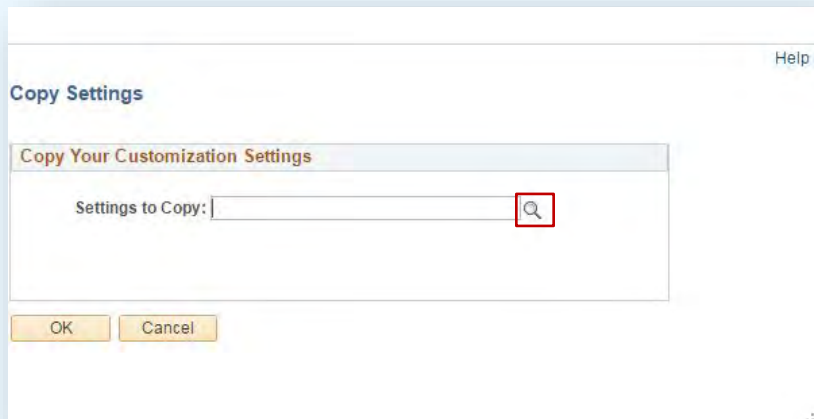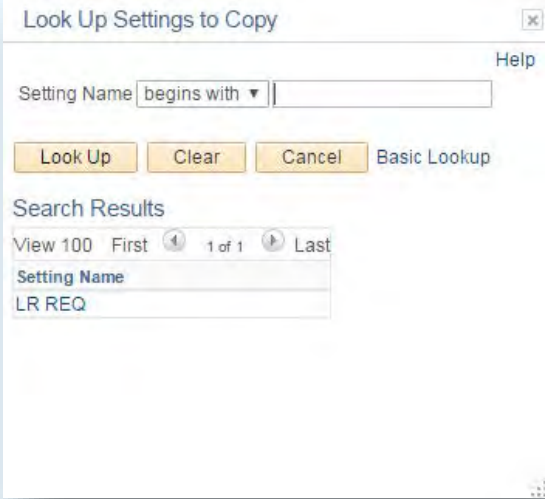
LINE DEFAULTS
Select the LR REQ setting. Click [OK] twice to get back to the Requisition Defaults page. ✏ The page customization may not display immediately.	
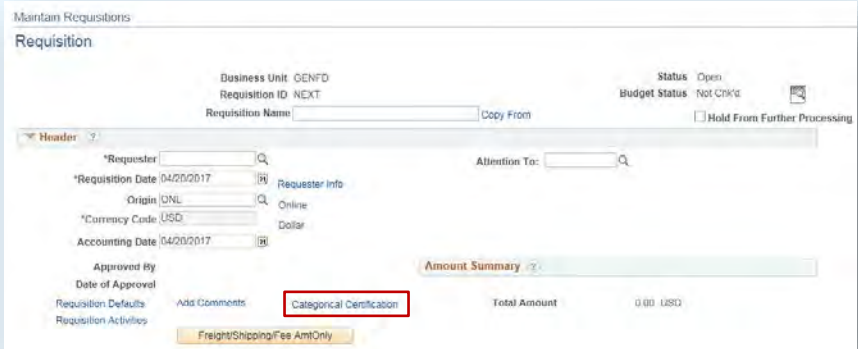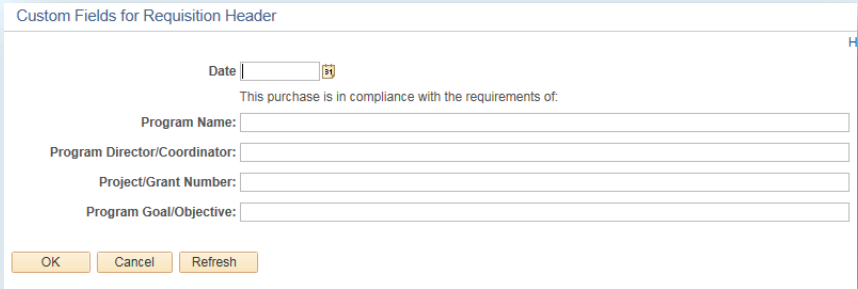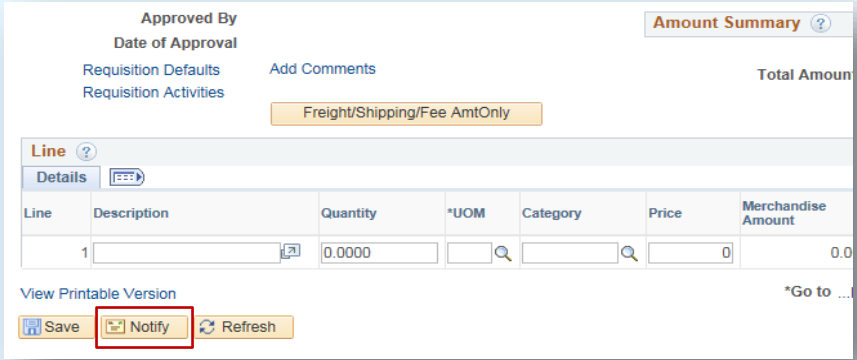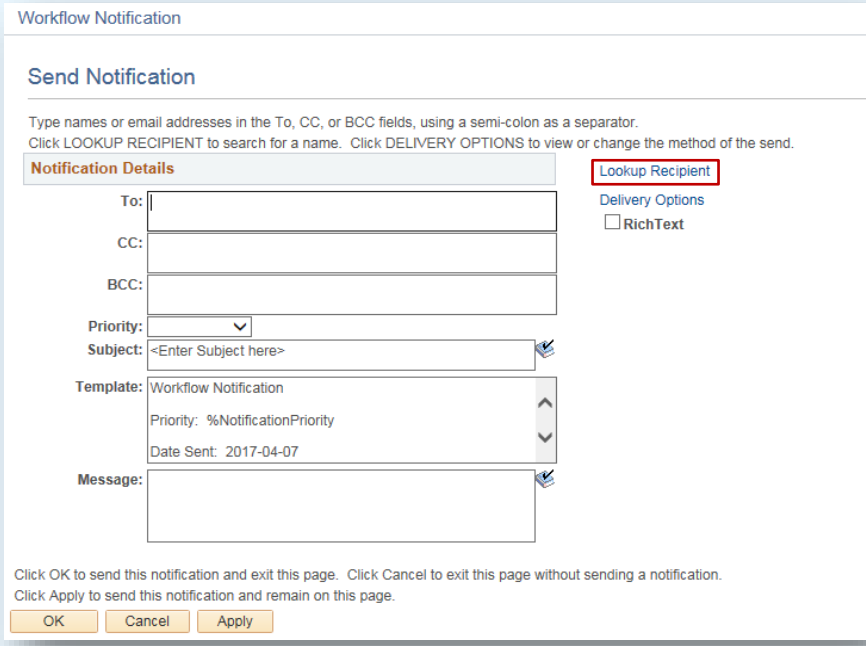
SECTION 6 - CATEGORICAL PROGRAMS

Categorical Programs, Grants or Special Projects require certification that funds are being expended appropriately. The Categorical Certification link on the Requisition Header opens a pop-up page for recording this information.

CERTIFYING CATEGORICAL PURCHASES	
On the Requisition Header **To document the criteria met by the purchase, click on the Categorical Certification link.**	
Enter the applicable information on the page.	

SECTION 7 - NOTIFICATIONS

Email notifications can be sent directly from the Maintain Requisitions page. The notification includes a link to the Requisition within PeopleSoft Financials. This notification can provide easy access to users that need to review and/or approve Requisitions.

NOTIFY	
From the Maintain Requisitions Page **You can send an email by clicking the Notify pushbutton located on the bottom left of the page.**	
Use the Lookup Recipient link to select email recipients. ✎ Email addresses can also be entered manually.	

NOTIFY	
Enter the last name of the employee you wish to notify. **Click Search and select the action for the Recipient. (To, CC, Bcc).** **Click the Add to Recipient List pushbutton to add the email addresses to the Recipient List below.**	Send Notification **Lookup Address** **Recipient Search** Name: Dobbins [Search] **Search Results** Personalize | Find | View All | 🔄 | 🔳 First ◀ 1 of 1 ▶ Last | To | cc | bcc | | Recipient | Email Address | User ID | | ☑ | ☐ | ☐ | 👤 | Dobbins,Valerie J. | DobbinV@losrios.edu | W0002223 | [Add to Recipient List] **Recipient List** To: Dobbins,Valerie J./W0002223 CC: BCC: [OK] [Cancel]

Once you have your recipients identified, you can set the Priority, add a Subject, and enter a Message.
 	
Click OK to send the notification.
	Workflow Notification
	
	Send Notification
	
	Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
	Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.
	Notification Details Lookup Recipient
	To: Dobbins,Valerie J./W0002223 Delivery Options
	  ☐ RichText
	CC:
	BCC:
	Priority: 2-Med ▼
	Subject: Requisition 0001009154 - Amerigas
	Template: Workflow Notification
	  Priority: %NotificationPriority
	  Date Sent: 2017-04-13
	Message: Hello Valerie,
	  This requisition is for service at FLC. Please review.
	  Thank you
	Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
	Click Apply to send this notification and remain on this page.
	[OK] [Cancel] [Apply]

NOTIFY

| The resulting email message contains a direct link to the requisition.
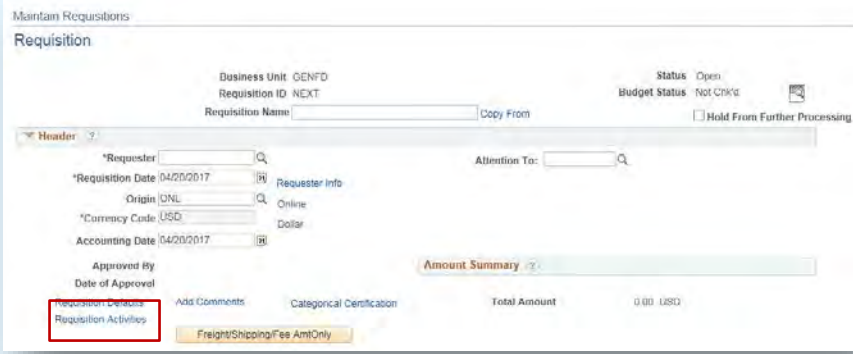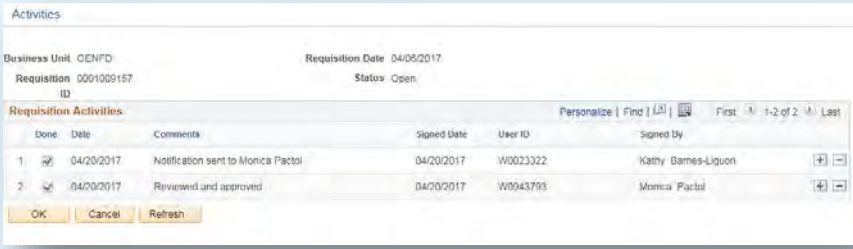
✎ This email can be forwarded to the next user for review. The active link will forward with the message. | |

SECTION 8 - TRACKING ACTIVITIES
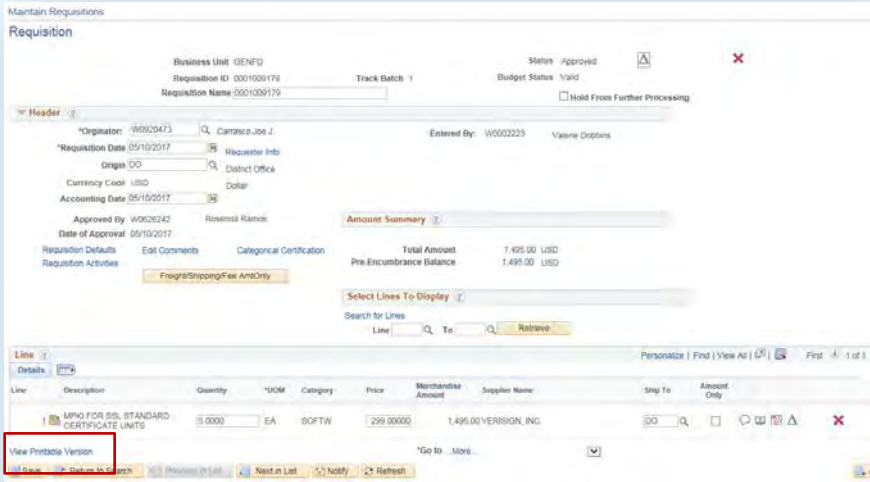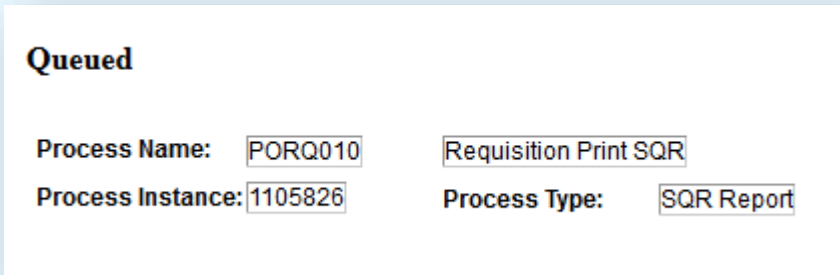
Requisition Activities can be tracked using the pop-up page accessed from the link on the Requisition Header.

REQUISITION ACTIVITIES	
On the Requisition Header **Click on the Requisition Activities link.**	
Reviews and intermediate approvals can be tracked using Requisition Activities.	

SECTION 9 - VIEWING THE COMPLETED REQUISITION

Viewing the Requisition in simple page format can be done by generating the requisition report. Using the View Printable Version link at the bottom left of the Requisition page will initiate the report.

VIEW THE REQUISITION	
On the Requisition page **Click on the View Printable Version link.**	
You will see the report submitted for printing	

VIEW THE REQUISITION

When the process completes, a PDF of your requisition is displayed.

Requisition

Supplier:	HILLYARD 826 PROFESSOR LN STE 150 SACRAMENTO CA 95834 United States	0000002517

Phone: (800) 755-3111 **Fax:** (916) 569-4175
email: jborup@hillyard.com

Ship To: RECEIVING
1919 SPANOS COURT
SACRAMENTO CA 95825-3981

Business Unit: **GENFD** **APPROVED**
Req ID: Date   Page
0001009372   04/19/2017   1
Requisition Name:
0001009372
Requester
Claudia Castellon
Requester Signature

Buyer: Jaqueline Kaldani
Approved: RAMOSR   19-APR-2017
Entered By: CASTELLC 19-APR-2017

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	HIL0081422 ARSENAL CARPET PRE-SPRAY 1/2 GAL (#14)	12	EA	21.13	253.56	
2-1	HIL0081522 ARSENAL CARPET SPOTTER 1/2 GAL (#15)	6	EA	21.31	127.86	

Total Requisition Amount: 381.42

CUTODIAL DEPT.

QUOTE# 100435024

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	DS.GS.WATR	65300	00000	073M	381.42

Section 10 – Requisitions for Specific Purchases

Different types of Requisitions require different set up to ensure the transaction moves through the PeopleSoft system efficiently. The examples that follow will provide pointers on the attributes and settings needed for different types of purchases. This section covers:

- **Blanket Orders**

- **Equipment Orders**

- **Maintenance Agreements**

- **Prepaid Expenses**

- **Split budgets**

- **Future Dated Requisitions**

BLANKET ORDER

Ship-To

The Ship-To should always be "NOTAX" for Blanket Orders.

Select the applicable NOTAX ship to location code on the Requisition Defaults page

✎ Blanket Orders are always set up as a flat amount. All charges, including tax and shipping will be deducted from the total as the individual invoices are paid. .
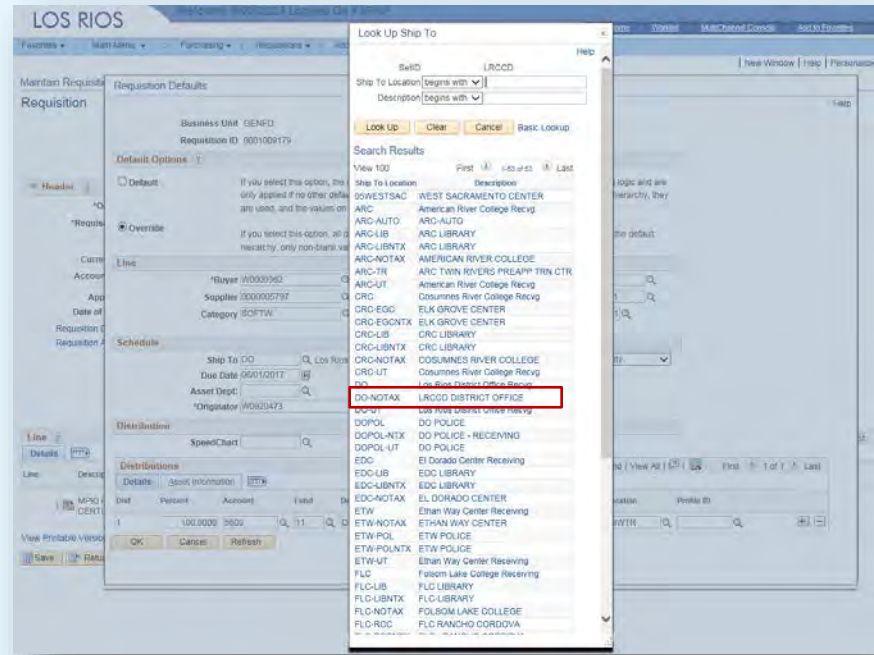
Description

Begin your description with the words "Blanket Order".
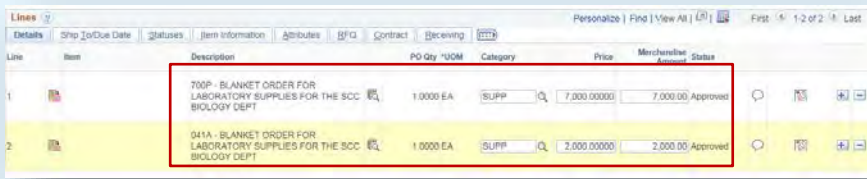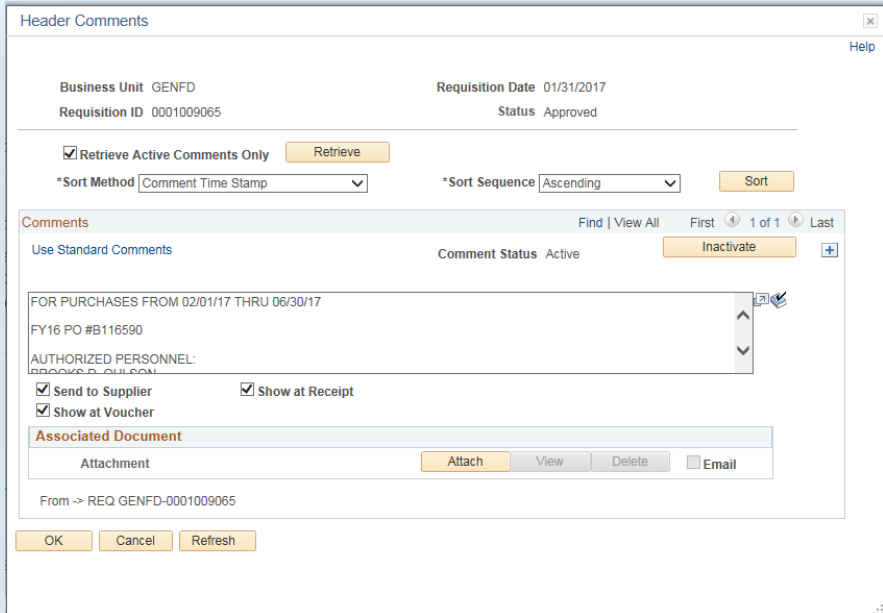
✎ The system recognizes the word "Blanket" and notifies Purchasing when the PO is processed. This signals the Buyer to assign a "B" PO number.
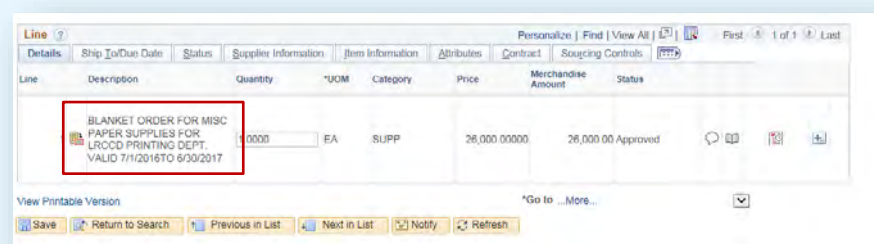
Line Attributes

The quantity is always 1 and the price is the maximum amount to be spent during the fiscal year. The line is always "Amount Only."
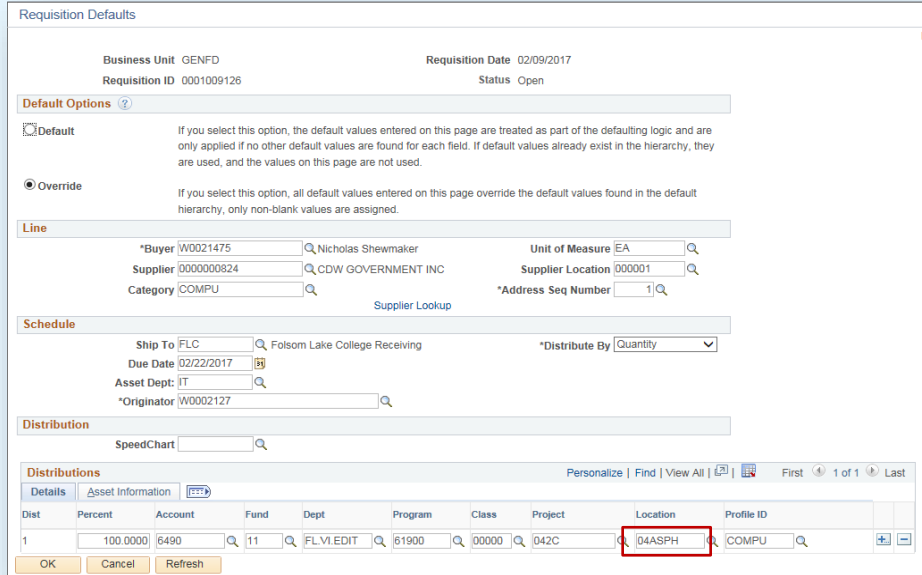
BLANKET ORDER

Split Budgets

If you require multiple budgets on a Blanket Order, create separate lines of the requisition.

Begin the description with the Project/Grant number of the budget to be used.

✎ Using a separate line for each budget ensures the appropriate budget gets charged.

Comments

Enter a comment on the Requisition Header

Include the date the Blanket Order is in effect, the prior year Blanket PO Number and the names of personnel authorized to make purchases using this Blanket Order.

EQUIPMENT ORDERS

Defaults - Location Code

It is very important to be accurate when selecting the location code for equipment. This indicates to auditors where the equipment is located (building and room) during physical inventory.

✎ The location code can be set on the Requisition Defaults or it can be set on the Line Defaults (see page 22)

Defaults - Profile ID

The profile ID is specific to various assets and is used to determine the useful life for depreciation purposes.

✎ Different lines on a single requisition may require different Profile IDs. The Profile ID can be set on the Line Defaults for an individual Requisition Line. (see page 22)

✎ Many of the Profile IDs will default from the Category Code for the Requisition Line.

EQUIPMENT ORDERS

Description

Enter an obvious description.

A good description will tell anyone reading it what the item is within the first few words.
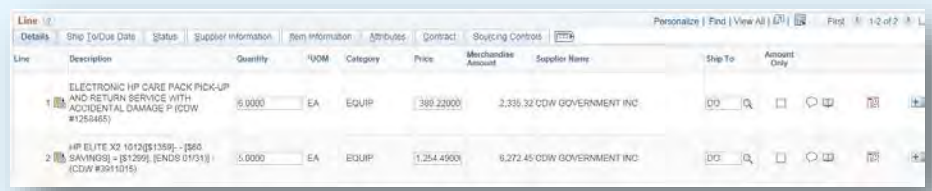
The Purchasing staff cannot verify the appropriate Category/Profile ID if they are not sure exactly what the item is.

✎ An obvious description also assists auditors during physical inventory.

Good Description

Not So Good Description

Asset Tags?

Another reason for the obvious description is determining if the item is taggable?

The Buyer must decide if the item can physically be tagged or if it is a product that cannot feasibly be tagged with an adhesive label.

✎ If you know it is not practical to place an asset tag on the item you are requesting, please include an explanation in the comments.

Taggable or not?

EQUIPMENT ORDERS

Category

Categories are specific to the type of equipment being requested. Please be sure to select the appropriate Category for the item.

✎ The Category may default the appropriate Profile ID for you.

✎ For a list of Categories and Profile IDs see page 55.

Good Categories

Not So Good Categories

PEOPLESOFT REQUISITIONS

MAINTENANCE AGREEMENTS

Recurring (monthly) payments

When entering a Requisition for routine/recurring payments, specific information needs to be included in the description.

- Equipment Serial Number
- Exact cost per month, including taxes
- Term of contract (effective dates)
- Prior Year PO number

Begin the description with the Serial Number of the equipment. This assists in matching the invoice to the correct PO line.

Annual Agreements

Include the description of services to be provided and the terms of the agreement. This can be done using the line description and/or the comments.

🖉 If you are paying up front for one year of service that crosses fiscal years, the current year cost is charged to a regular budget and the future expenses are charged to the 9220 account code. (see prepaid expenses page 40)

MAINTENANCE AGREEMENTS

Multi-Year Agreements

The current year cost is charged to a regular budget and the future costs are charged to the 9220 account.

✎ If you have a maintenance agreement that covers multiple years and the full agreement amount needs to be on the initial Purchase Order, Contact Accounting Operations for assistance. (see prepaid expenses page 40)

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status		
1	4/16/17-6/30/17 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI#15482222 QUANTITY: 99999	1.0000	EA	SERVI	2,914.0000	2,914.00	Open		
2	7/01/17-4/15/22 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI#15482222 QUANTITY: 99999	1.0000	EA	SERVI	67,021.9500	67,021.95	Open		

Line   Details | Ship To/Due Date | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls

Personalize | Find | View All | First

Distribution

Requisition ID 0001009177
Line 1
Schedule 1
Ship To DO   DO-RCV
*Distribute By Quantity

Item   4/16/17-6/30/17 ORACLE DATABAS
Status Active

Quantity   1.0000 EA
Open Quantity   1.0000
Merchandise Amt 2,914.00 USD
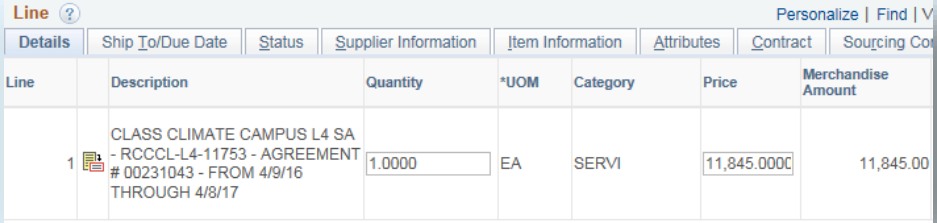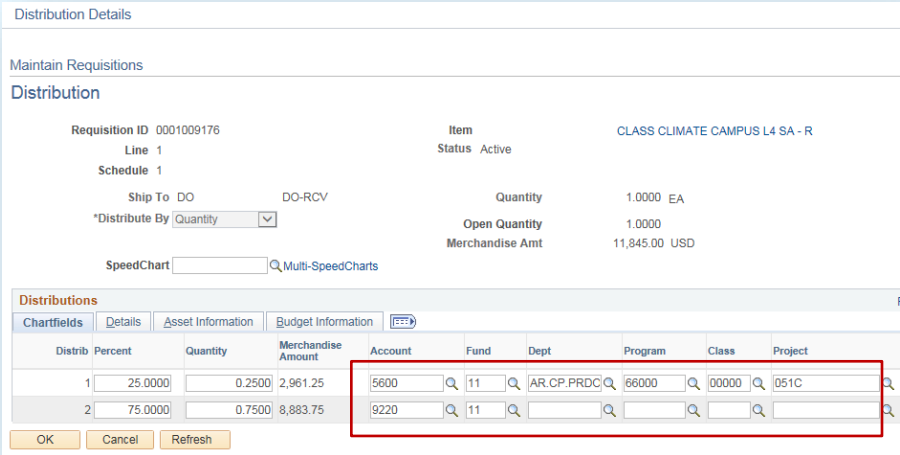
SpeedChart   Multi-SpeedCharts

Distributions

Chartfields | Details | Asset Information | Budget Information

Distrib Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1 Open	100.0000	1.0000	2,914.00	GENFD	5600	11	DS.IT.PROD	67800	00000		044H

OK   Cancel   Refresh

Distribution

Requisition ID 0001009177
Line 2
Schedule 1
Ship To DO   DO-RCV
*Distribute By Quantity

Item   7/1/17-4/15/18 ORACLE DATABASE
Status Active

Quantity   1.0000 EA
Open Quantity   1.0000
Merchandise Amt 13,987.19 USD

SpeedChart   Multi-SpeedCharts

Distributions

Chartfields | Details | Asset Information | Budget Information

Distrib Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1 Open	100.0000	1.0000	13,987.19	GENFD	9220	11	DS.IT.PROD	67800	00000		044H

OK   Cancel   Refresh

PREPAID EXPENSES

Prepaid Expenses

A prepaid expense occurs when a payment must be made in advance of the Fiscal Year that the service/product will be provided in.

✎ This agreement example begins in April of one year and completes in April of the following Fiscal Year.

Accounting Requirements

The amount for the service/product that is provided in the current Fiscal Year is charged to a current year budget.

The amount for services/product that will be provided in the next Fiscal Year is charged to Account 9220.

PREPAID EXPENSES

Prepaying multi-year agreements

Occasionally you may need to create a requisition that covers multiple years of service. In this case there should be one line for each Fiscal Year of the agreement.

✎ It is advised that you contact Accounting Operations prior to creating the requisition to ensure the future year payments can be processed without creating a new requisition each year.

SPLIT BUDGETS

NOTE: EQUIPMENT PURCHASES CANNOT HAVE SPLIT BUDGETS

Equipment purchases are processed with a single budget to ensure the transaction processes through to the Fixed Asset System.

For non-equipment items, you can split the cost by percentage, quantity or specific dollar amount.

Percentage Split

On the Requisition Defaults page, you can specify split distributions by percentage. The percentage split will be applied to each line on the requisition.

SPLIT BUDGETS

Quantity Split If you need to split the requisition line by quantity, you will need to drill down to the distribution.	
Click the Schedule Icon	
Click the Distribution Icon	
Enter the quantity to be charged to each distribution	

SPLIT BUDGETS

Amount Split

If you want to charge a specific dollar amount to each budget, you will need to drill down to the distribution.

Click the Schedule Icon

Click the Distribution Icon

Change the Distribute By field to Amount.

Enter the dollar amount to be charged to each budget.

FUTURE DATED REQUISITIONS

Requisitions for next Fiscal Year

In the spring, requisitions may be entered for the next Fiscal Year. The Requisition Date dictates which Fiscal Year the transaction will be charged to. Change the Requisition date to July 1.

✎ If you copy a Requisition from a prior year, be sure to update the descriptions and comments.

Maintain Requisitions

Requisition

Business Unit GENFD	Status Open
Requisition ID NEXT	Budget Status Not Chk'd
Requisition Name	Copy From □ Hold From Further Processing

▼ Header ?
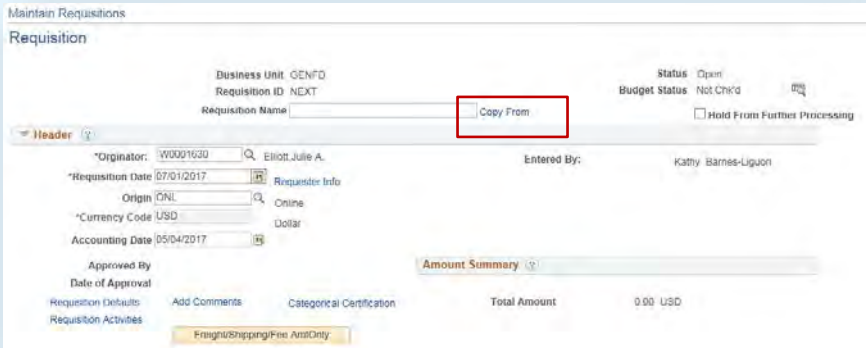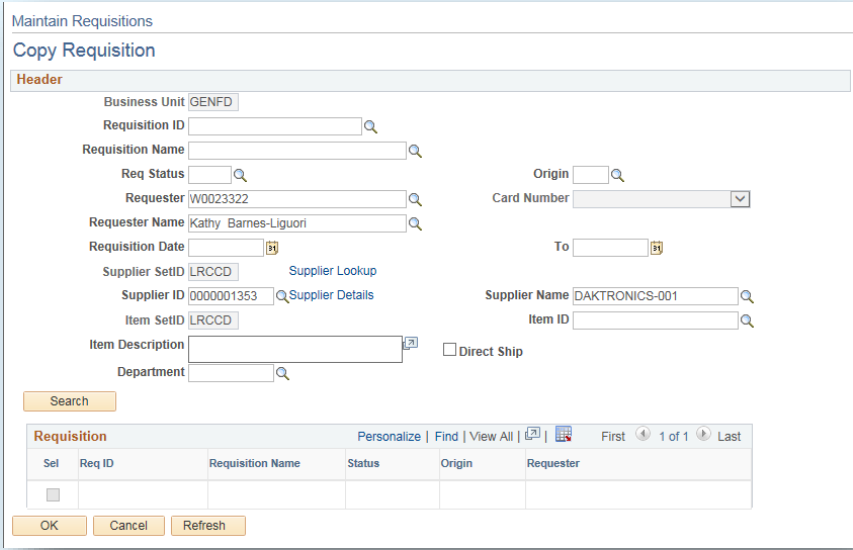
*Orginator: W0001630 🔍 Elliott Julie A.　　　　　　Entered By: Kathy Barnes-Liguori

*Requisition Date 07/01/2017 📅 Requester Info

Origin ONL 🔍 Online

*Currency Code USD Dollar

Accounting Date 05/04/2017 📅

Approved By

Date of Approval

Amount Summary ?

Requisition Defaults　Add Comments　Categorical Certification　Total Amount　0.00 USD

Requisition Activities

Freight/Shipping/Fee AmtOnly

Section 11 – Copying Requisitions

You can copy a Requisition using the Copy From link on the header of the Requisition.

COPY A REQUISITION	
On the Requisition Header **Click on the Copy From link.**	
Enter whatever information you have for the Requisition you would like to copy and click Search.	

COPY A REQUISITION

Select the desired Requisition from the search results displayed at the bottom of the page and click OK.

Add the Originator and make necessary changes to defaults, descriptions, comments and attachments.
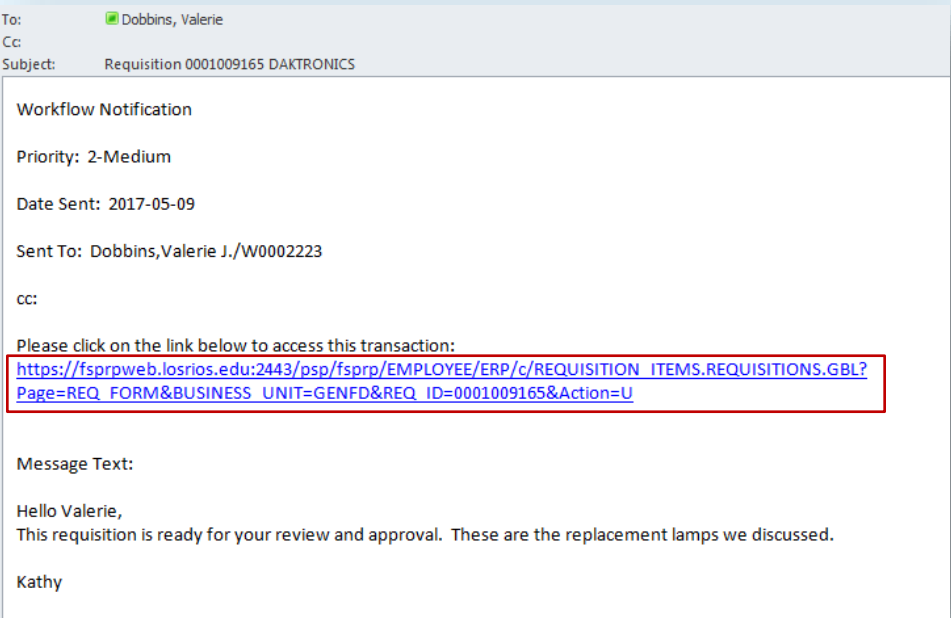
Section 12 – Approving Requisitions

Approving the Requisition is the final step before the document is sourced to a Purchase Order. Only an Authorized Signer, that has appropriate security access, can approve the requisition. Approval can be done by accessing the requisition via a notification link or by searching for the requisition using specific search criteria.

APPROVING REQUISITIONS	
Using the notification link **Using the link within the notification email, you can go directly to the requisition without any menu navigation.** **If you are not logged into PS Financials, the link will first take you to the log in page and then to the requisition.**	To: Dobbins, Valerie Cc: Subject: Requisition 0001009165 DAKTRONICS Workflow Notification Priority: 2-Medium Date Sent: 2017-05-09 Sent To: Dobbins,Valerie J./W0002223 cc: Please click on the link below to access this transaction: https://fsprpweb.losrios.edu:2443/psp/fsprp/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=REQ_FORM&BUSINESS_UNIT=GENFD&REQ_ID=0001009165&Action=U Message Text: Hello Valerie, This requisition is ready for your review and approval. These are the replacement lamps we discussed. Kathy

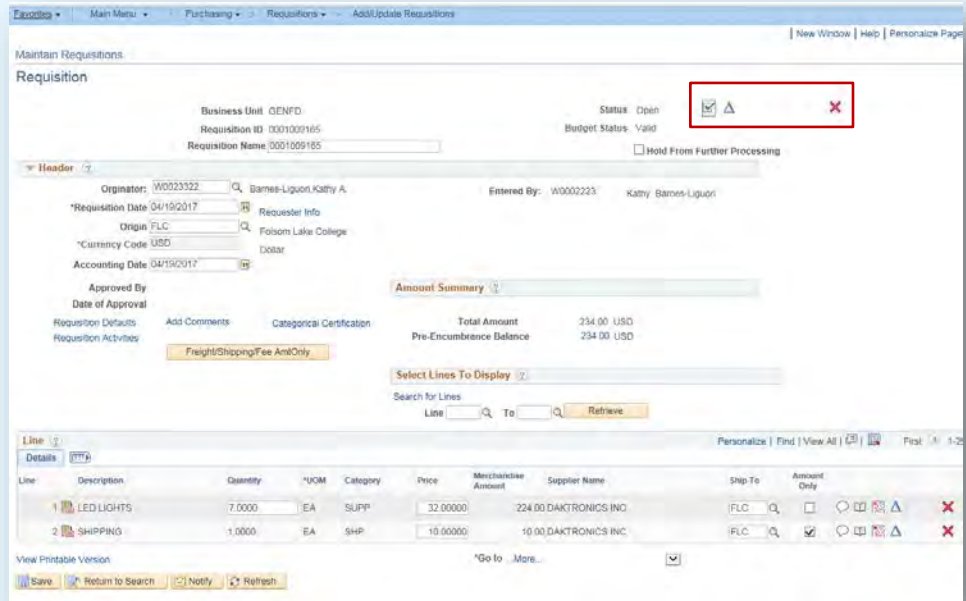| APPROVING REQUISITIONS	
Search for a Requisition **You can use the Add/Update Requisitions menu to search for a requisition.** **Under the Find an Existing Value tab, use a specific Requisition number or enter whatever search criteria you have.**	 Main Menu > Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value
You may want to search for a list of open Requisitions by Origin. Select the Requisition you would like to review. 🖉 The search by Requisition Status, Origin, and Budget Checking Status provides a list of Requisitions meeting the criteria. 🖉 The search criteria can be saved by using the Save Search Criteria link. 🖉 You may want to save a search for each Business Unit.	

APPROVING REQUISITIONS

The icons to update the Requisition Status are in the upper right corner of the page.
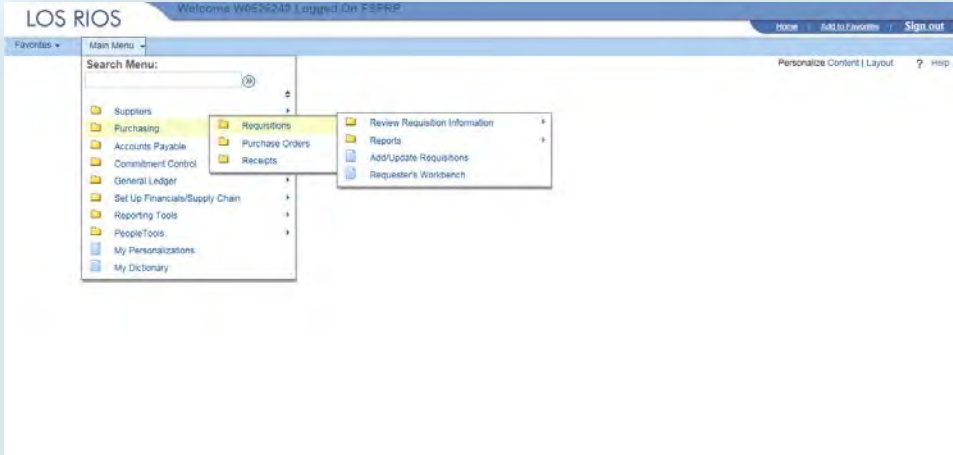
🖉 To approve the Requisition, simply click on the ☑ in the upper right corner.

🖉 The delta icon △ is used to create a header change. The cancel icon ✖ is used to cancel the Requisition.

Section 13 – Unapproving Requisitions

Unapproving the Requisition may be necessary from time to time. Occasionally the requisition may be set up in a manner that is not conducive to Accounts Payable or Asset Management. The Purchasing staff will make changes on the Purchase Order if possible, but sometimes it is necessary to start back at the beginning. Once a Requisition is unapproved, the person with Requisition Entry access will be able to make changes to the Requisition.
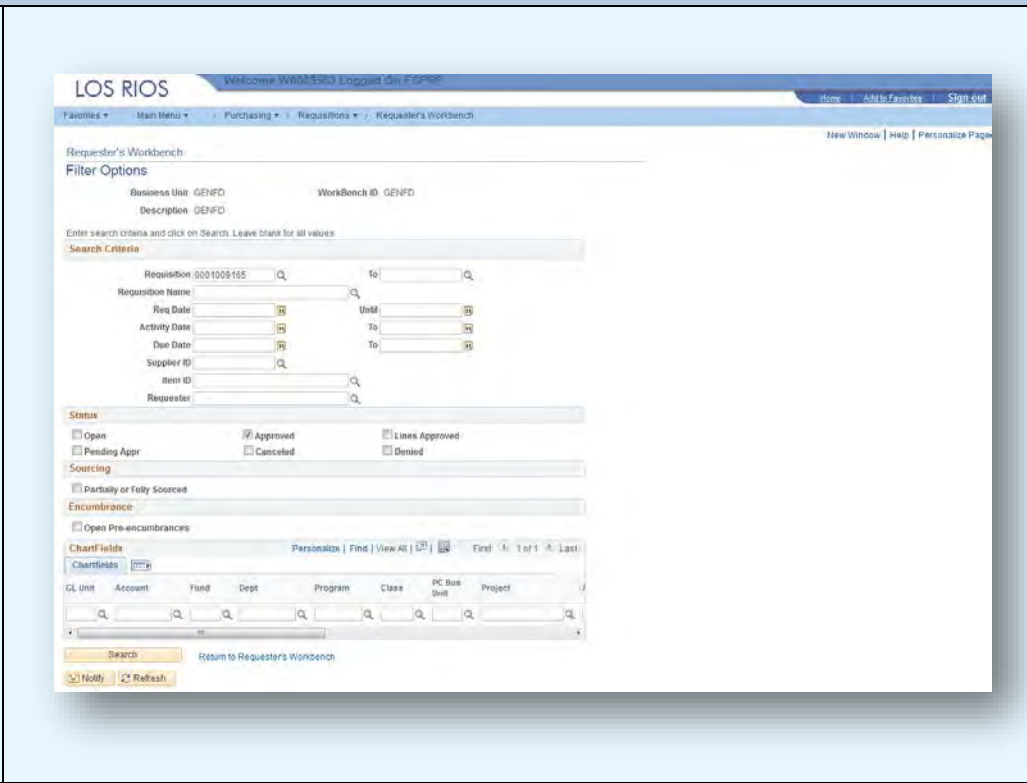
<table>
<tr><td colspan="2">UNAPPROVING REQUISITIONS</td></tr>
<tr>
<td>

Navigate to the Requester's Workbench

Purchasing > Requisitions > Requester's Workbench

</td>
<td>

</td>
</tr>
</table>

UNAPPROVING REQUISITIONS

Filter Options
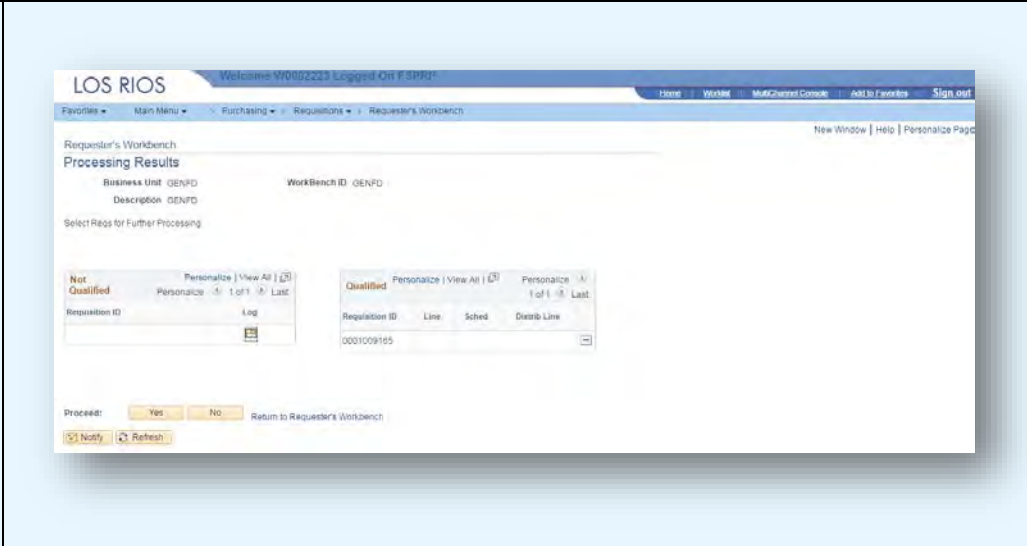
Enter the requisition number you wish to unapproved.

Click Search

Processing Results

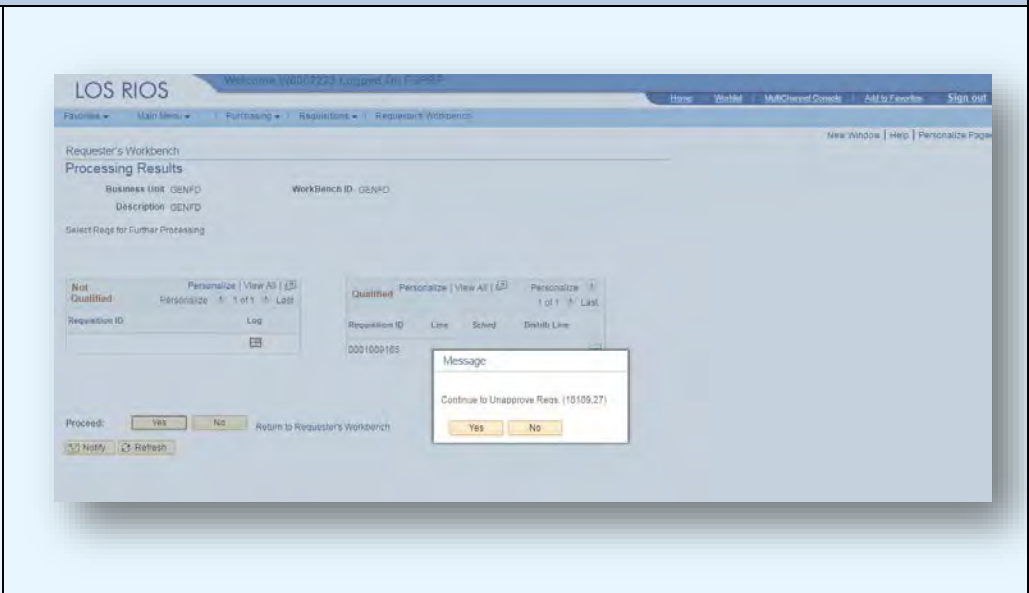The page displays the qualified transactions.

Click Yes to proceed.

UNAPPROVING REQUISITIONS

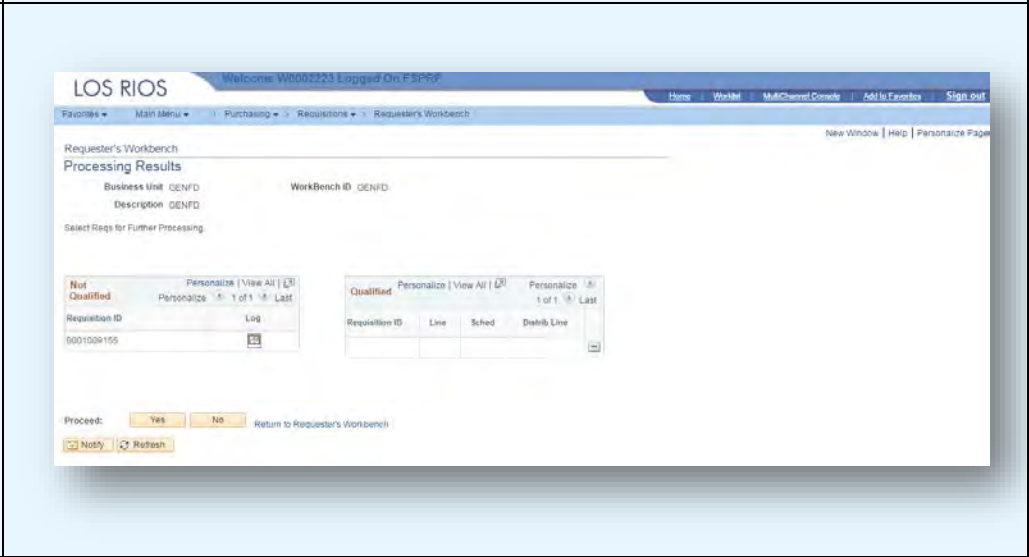|	
Are you sure? The system asks once more if you are sure you want to Unapprove. Click Yes to proceed.	
Not Qualified If the requisition selected is not qualified for the action selected, the Requisition ID will be displayed on the left under Not Qualified. Click on the ⊞ for an explanation.	

UNAPPROVING REQUISITIONS

Requisition Logs

The Requisition Log will display a message explaining why you cannot proceed with unapproving the requisition.

In this case, the requisition has already been sourced to a Purchase Order.

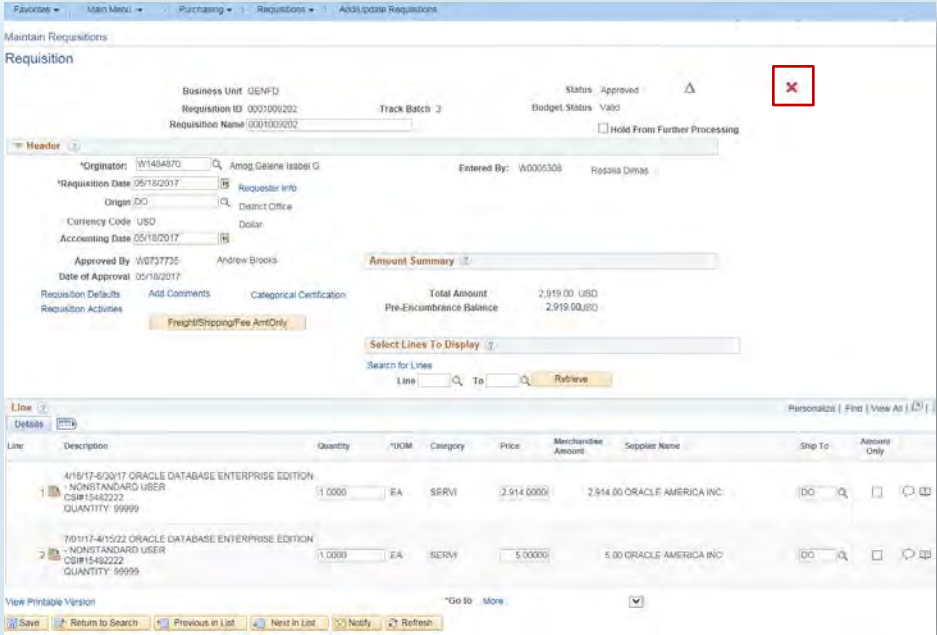🖉 If you cannot complete the process, contact Purchasing for assistance.
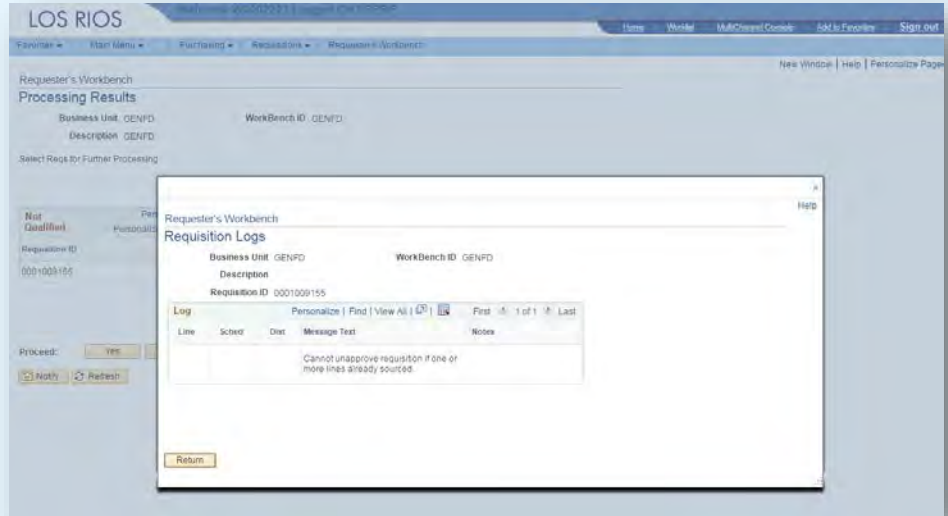
Section 14 – Canceling a Requisition

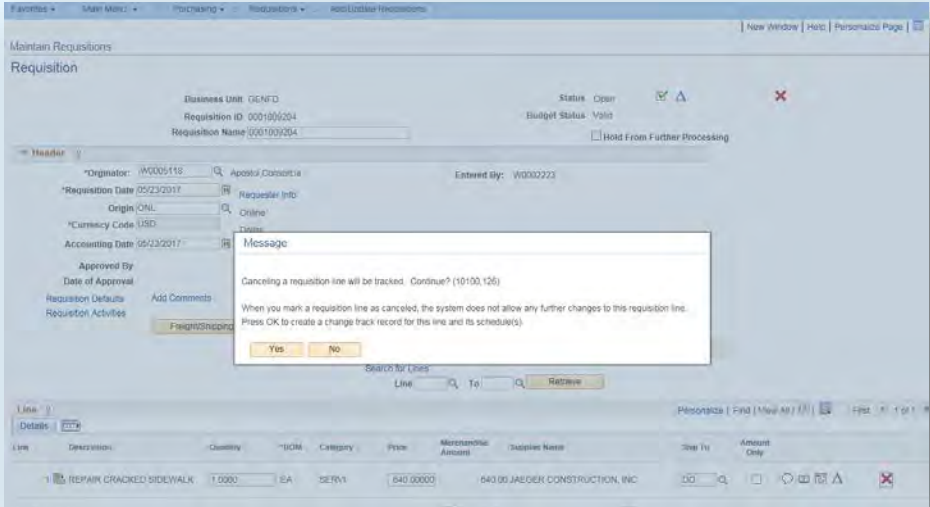| CANCELING REQUISITIONS	
Cancel the Requisition on the Header Click the ✖ at the top right of the Requisition. 🖊 Only Authorized Signers can access approved Requisitions for cancellation.	
A message is displayed asking to confirm your choice. To cancel the Requisition, click Yes.	
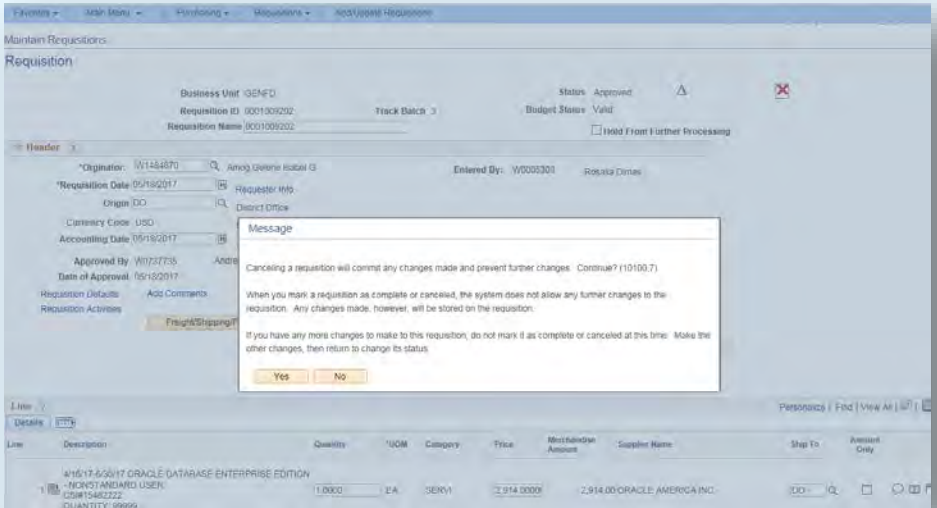
CANCELING REQUISITIONS

Canceling Requisition Lines To cancel an individual line on a Requisition, click the ✖ on the Requisition Line.	
A message is displayed asking to confirm your choice. Click Yes to proceed.	

Section 15 – Categories and Profile IDs

CATEGORIES AND PROFILE IDS		
Category Code	**Description**	**Profile ID**
FURN	Furniture	FURN
SUPP	Supplies	
SERVI	Services	
COMPU	Computer Equipment	COMPU

CATEGORIES AND PROFILE IDS		
EQUIP	Miscellaneous Equipment	EQP:OTHER
VEHIC	Vehicle	VEHIC
SOFTW	Software	SOFTW
MEMBR	Membership	
RENTL	Rentals	
TRAVL	Travel	
FRT	FREIGHT	
FEES	FEES	
CMPAC	Computer Accessories	CMPAC
CPYPR	Copy/Printing/Duplicating Eq	CPYPT
PHOTO	Photography Equipment	EQP:PHOTO
PROP	Real Property	
SSJ	Sole Source Justification	
VOIP	VOIP	
APPL	Appliances & Supplies	EQP:APPL
BLDIM	Buildings & Improvements	
BLDSUPP	Building Supplies & Materials	EQP:BLDIM
COMPMONT	Computer Monitor	COMPMONT
COMPPRINT	Computer Printer	COMPPRINT
COMPSERVER	Computer Server	COMPSERVER
CONSULTSVC	Consulting Services	
COPIER	Copier	COPIER
ENTERTAIN	Entertainment, Misc.	
ART	Art	EQP:ART
ATHL	Athletic Equipment & Supplies	EQP:ATHL
AUDVIS	Audio Visual/Theatre/Equip&Sup	EQP:AUDVIS
AUTO	Auto Equipment & Supplies	EQP:AUTO
COMM	Communication Equip & Supp	EQP:COMM
HORT	Horticulture/Landscape Equpmnt	EQP:HORT
OFFICE	Office Machines & Accessories	EQP:OFFICE
EQU:OTHER	Other Equipment	EQP:OTHER
PHOTO	Photography Equipment	EQP:PHOTO
PIANO	Piano Equipment & Supplies	EQP:PIANO
POLICE	Police Equipment/Supplies	EQP:POLICE
SCI	Science Lab Equipment & Supp	
FUEL	Fuel	
INSURE	Insurance	
LIBR	Library books	
MUSIC	Musical Instruments & Supplies	EQP:MUSIC
SACIM	Site Acquisition	
SIMPR	Site Improvements	
SURVCAM	Surveillance/Security Camera	SURVCAM
TOOLS	Tools	EQP:TOOLS
TRAIN	Training	
SHP	Shipping & Handling	
NETWORK	Network	NETWORK
SAN	Storage Area Network (SAN)	SAN
WAP	Wireless Access Point (WAP)	WAP
TABLETS	Tablets	TABLET

Index