LOS RIOS COMMUNITY COLLEGE DISTRICT

Purchasing Department

Revised December 2022

User Guide for Requisitions

General Services Department

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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 a suite of applications 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.

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 10 you can find detailed information on specific requisition setup for different types of purchases.

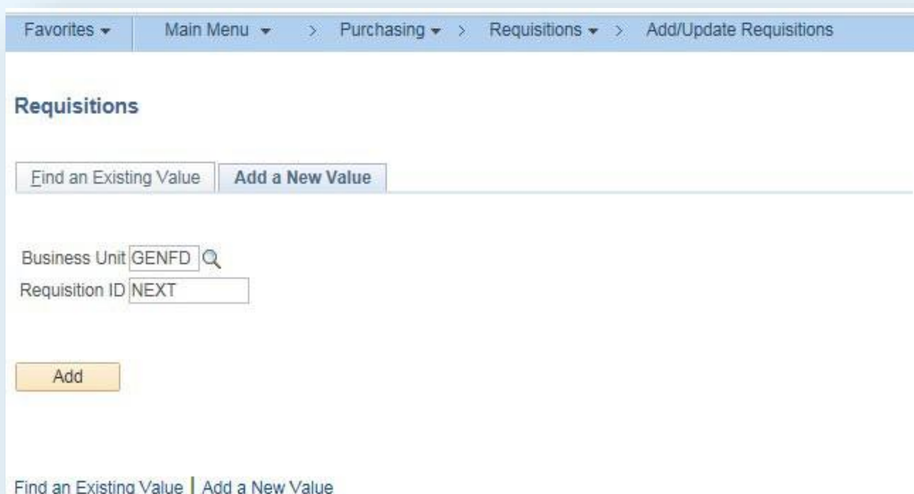
NAVIGATE TO THE REQUISITION MENU

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.

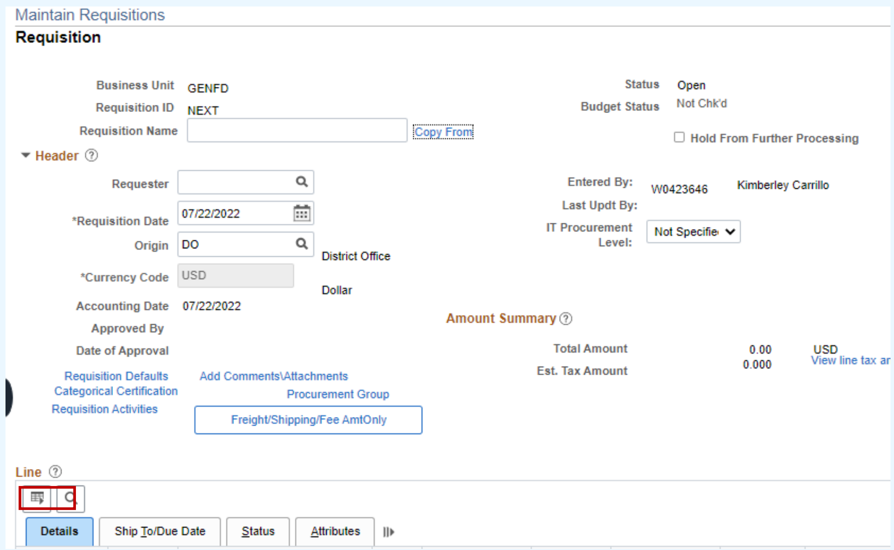


MAINTAIN REQUISITIONS

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.

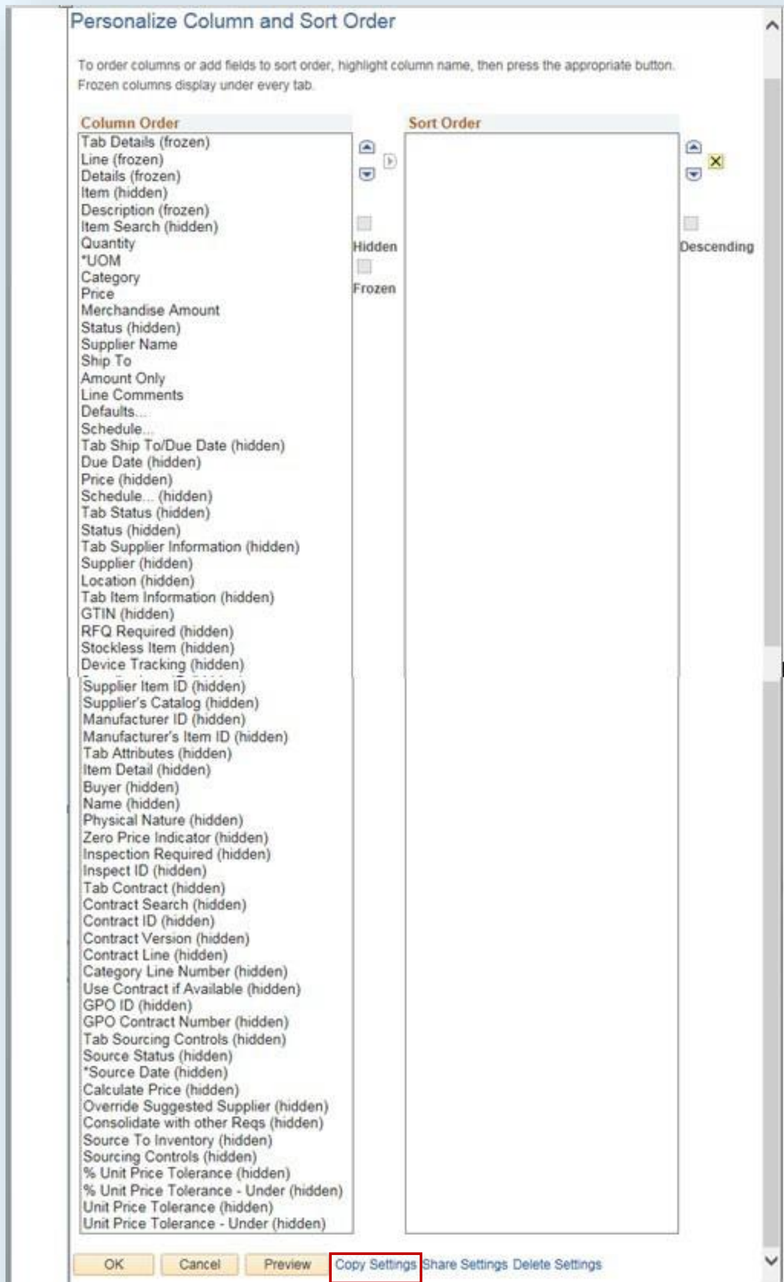
You will only need to perform this step once. The system will remember your preferences.

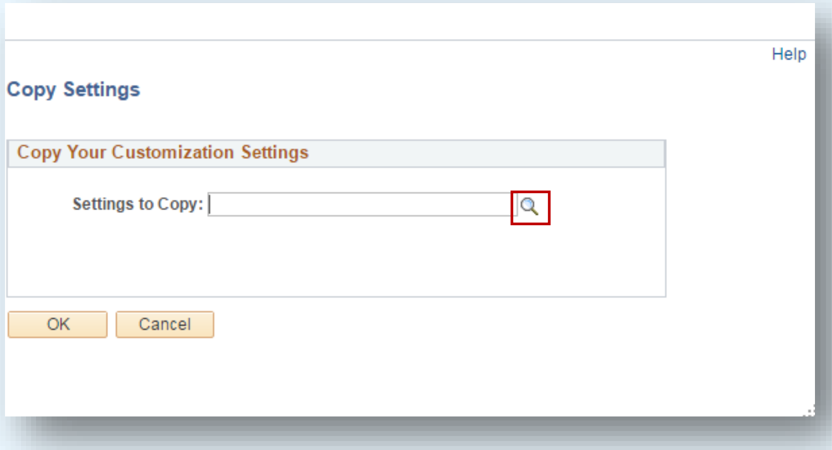
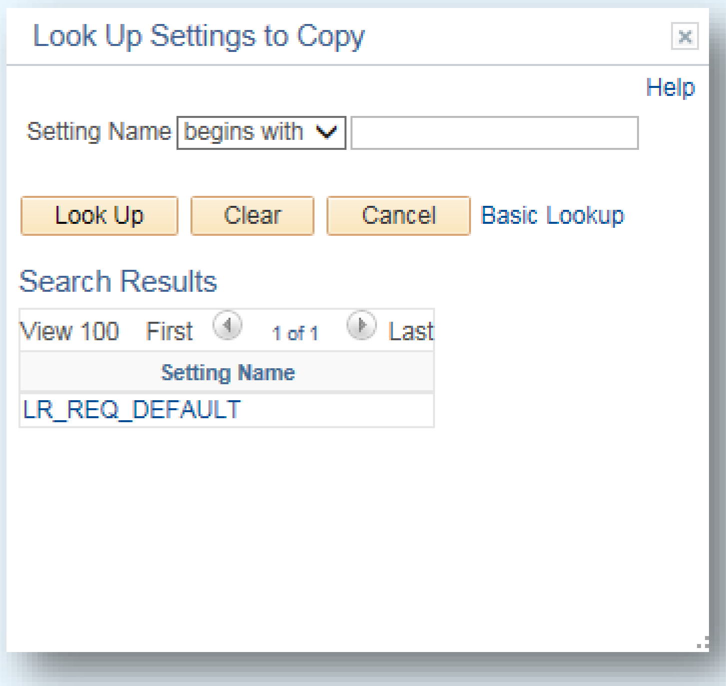


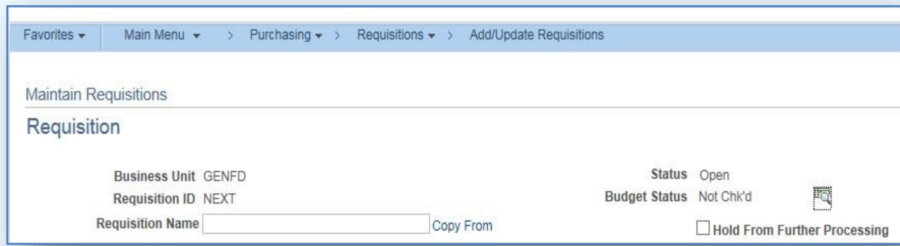
MAINTAIN REQUISITIONS

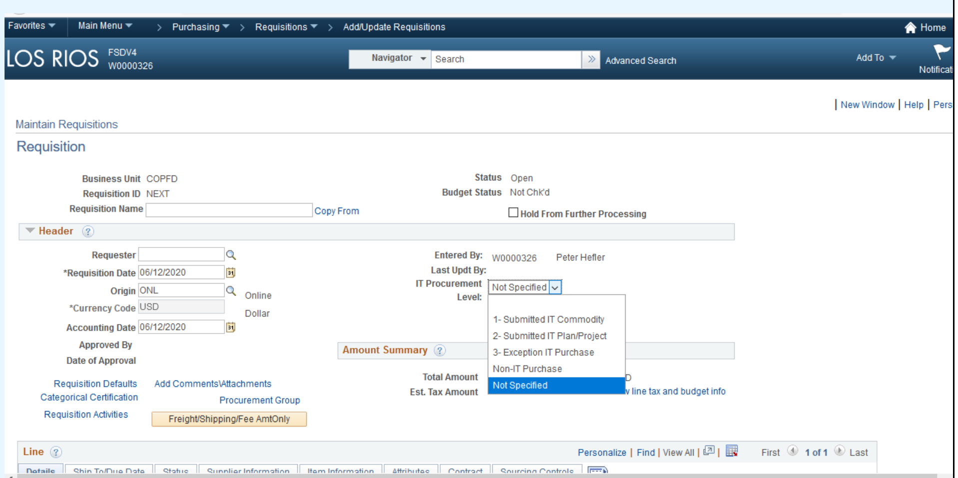
Scroll to the bottom of the Personalize Column and Sort Order list page.

Click on the Copy Settings link



MAINTAIN REQUISITIONS	
Use the lookup icon to copy the LR template.	
Select the LR_REQ_DEFAULT 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 47)
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 **Note: IT Procurement Level functionality added 7/1/20**	
Requester	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.
IT Procurement Level per Information Technology Expenditure Review Process	This is a mandatory field, select one of the options shown in the screenshot above. Non-IT Purchase is for all purchases not IT related. The requestor should provide the IT level with their request to the requisition entry person. For more detailed information select this link: Information Technology Expenditure Review Process to view the process.
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\Attachments	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.

Category: Freight/ Shipping/Fee Amt Only	This 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. Estimated tax amount will show directly under total amount.
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.

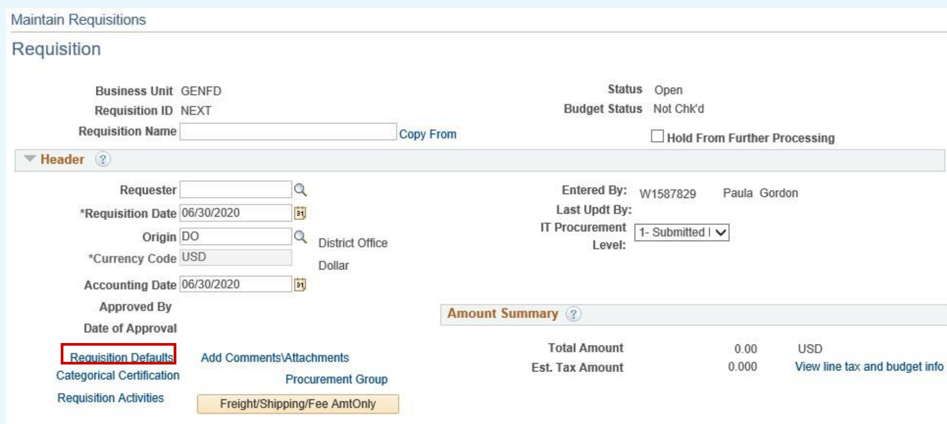
Section 2 - Requisition Header Defaults

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 23)

SETTING REQUISITION HEADER DEFAULTS

From the Maintain Requisitions Page

Click on the Requisition Defaults link.

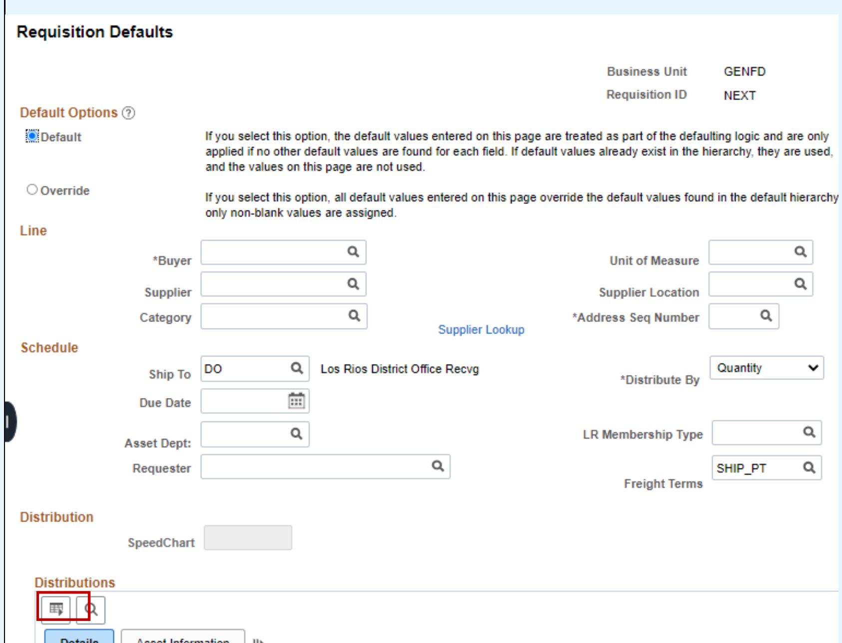


Setting the defaults before entering the line items, can save time by eliminating repetitive data entry.

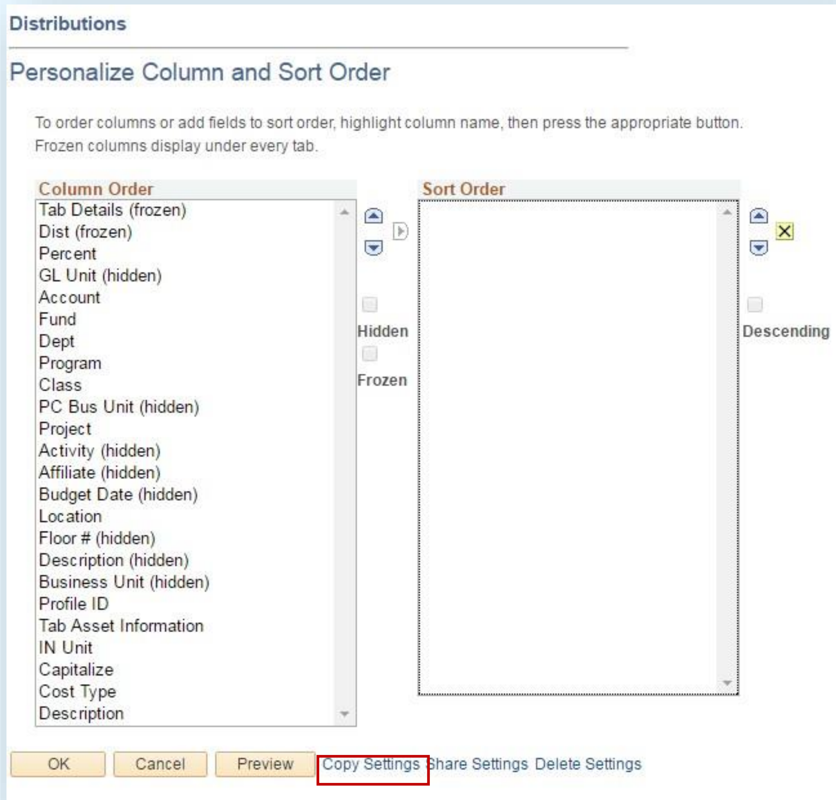
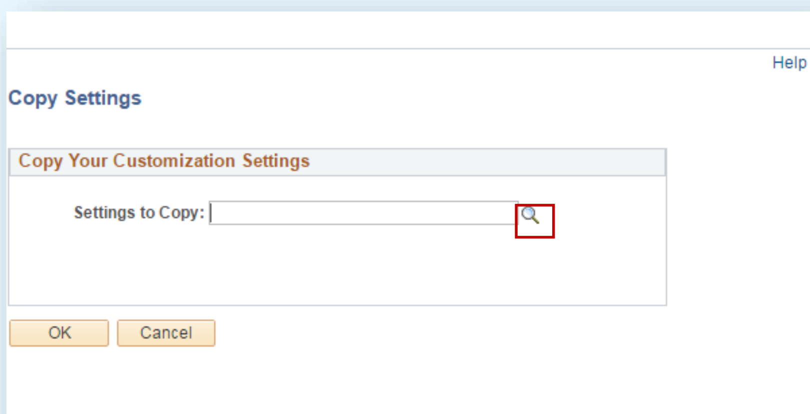
This page can also be used to retrofit values to all existing requisition Lines and Distributions.

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

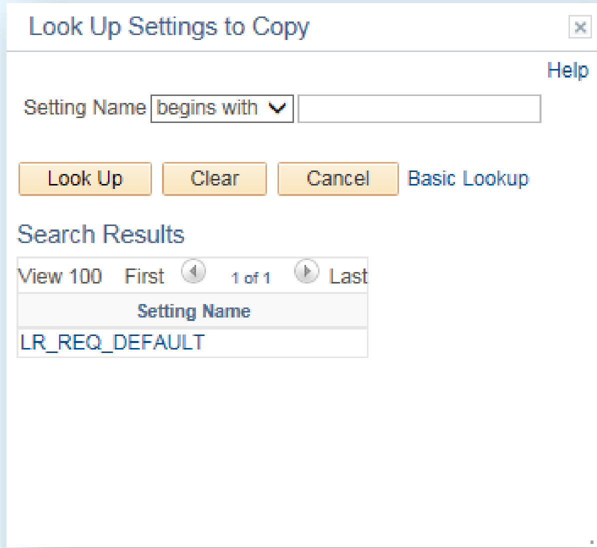
Click on the Copy Settings link at the bottom of the Personalize Column and Sort Order page.	
Use the lookup icon  to copy the settings template.	

SETTING REQUISITION HEADER DEFAULTS

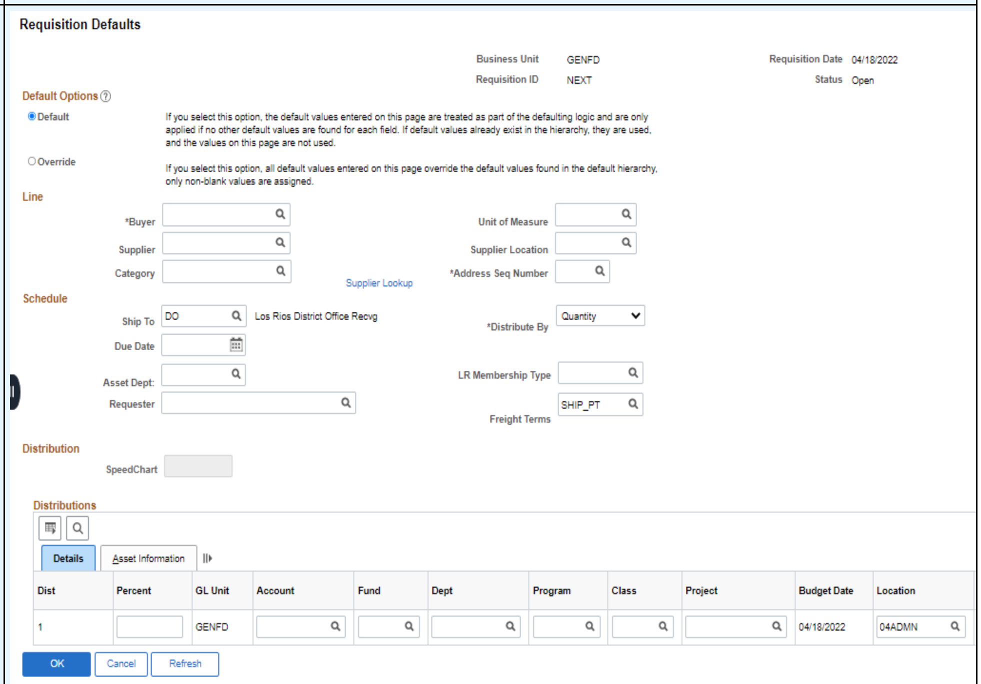
Select the LR_REQ_DEFAULT setting.

Click OK twice to get back to the Requisition Defaults page.

✎ The page customization takes effect the next time you open a Requisition.



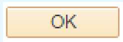
Requisition Defaults Page



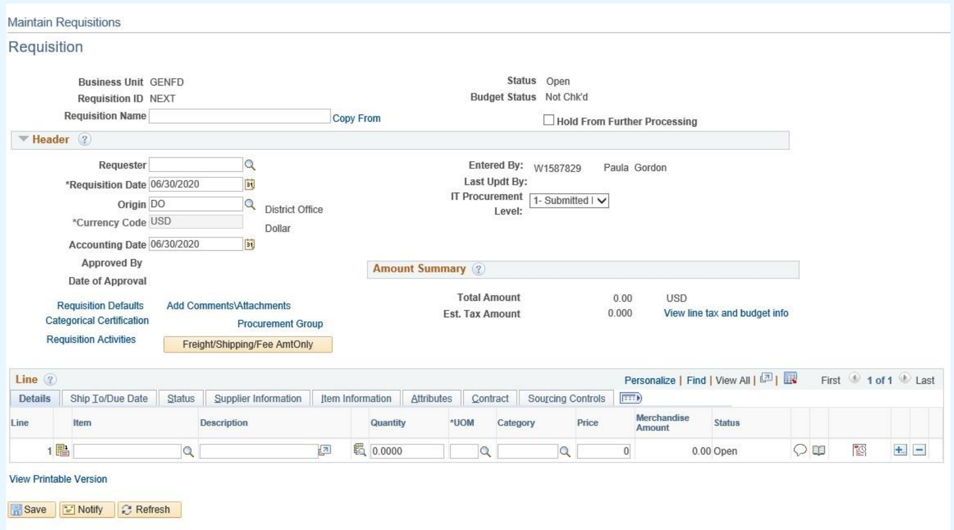
Buyer	Enter or use 🔍 to lookup the Buyer for your location.
Supplier	Enter or use 🔍 to lookup the Supplier you would like to use.
Category	Enter or use 🔍 to lookup the Category for the items you are requesting.

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. Typically 10 days from today's date.
Asset Department	This value is required for items purchased with 64*xx* accounts. The Asset Department indicates the area that is paying for the asset, not the location where the asset will be housed.
Requestor	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 25)
LR Membership Type	To be completed using the drop down, only when 5300 account code is used and description is for a membership. Otherwise, leave "LR Membership" field blank.
Location	The Location Code identifies the specific on-site location for the goods or services. ***It is critical to provide an accurate Location Code for equipment***. 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

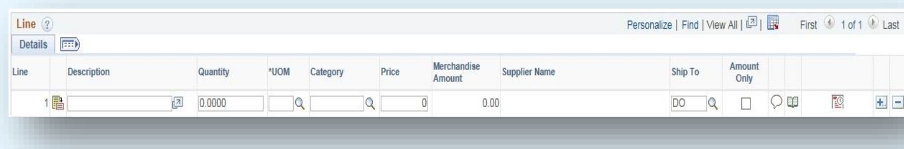
Click 

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).
Supplier Name	The supplier name is displayed here.

LINES	
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. Comments entered here will copy to the Purchase Order and print on the Purchase Order immediately following the Line Item.
	This Icon opens the Line Defaults Page. The Requisition Line Defaults provides access to chartfields, location and Asset Profile ID (see page 25).
	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 only be deleted by a requisition Approver.
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 29).

Section 4 - Comments and Attachments

Comments and Attachments, can only be added at the Header level. Comments and Attachments on the Header apply to the entire requisition and Comments will print after the line items on the Purchase Order.

COMMENTS AND ATTACHMENTS

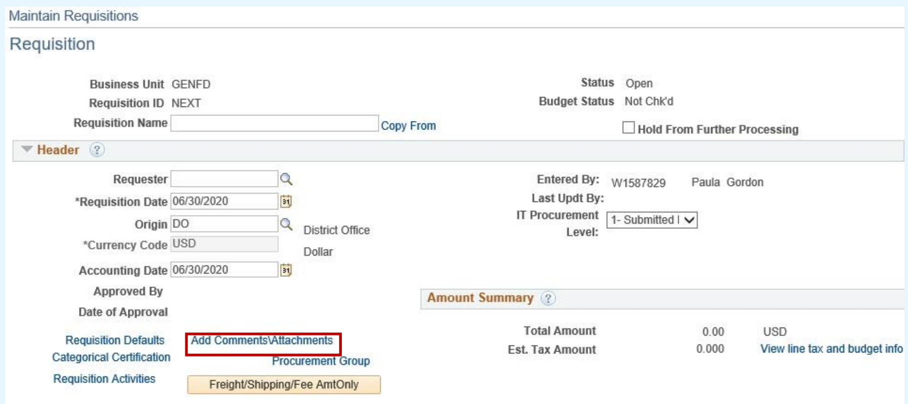
COMMENTS

On the Requisition Header

Click on the Add Comments\Attachments link.

If a comment or attachment already exists on the Requisition Header, the link will read "Edit Comments" instead of "Add Comments".

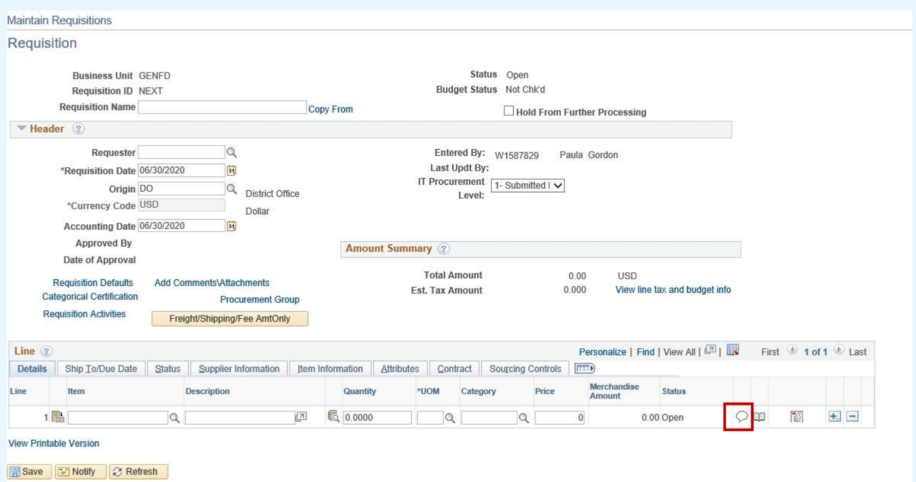
Comments entered here will copy to the Purchase Order and print on the Purchase Order following the PO Lines.



On The Requisition Line

Access the Line Comments page by clicking the icon.

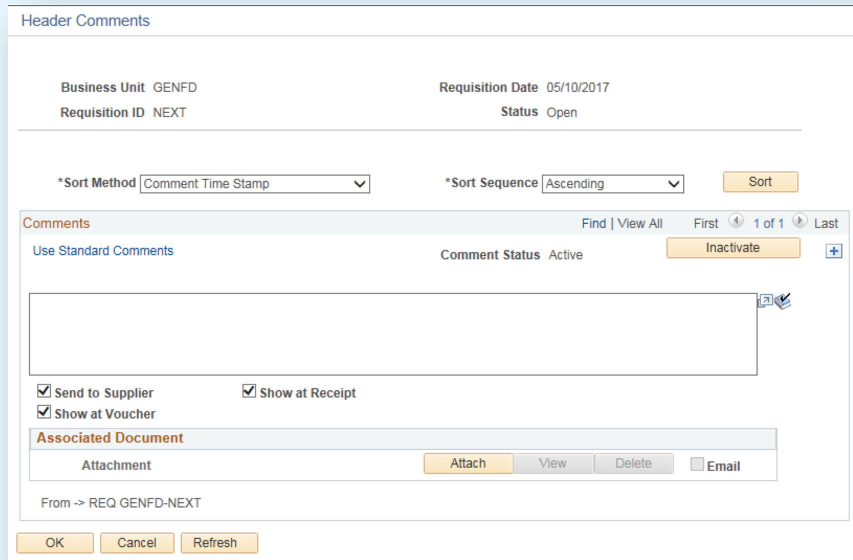
Typically never used, but comments entered here will copy to the Purchase Order and print on the Purchase Order immediately following the Line Item.



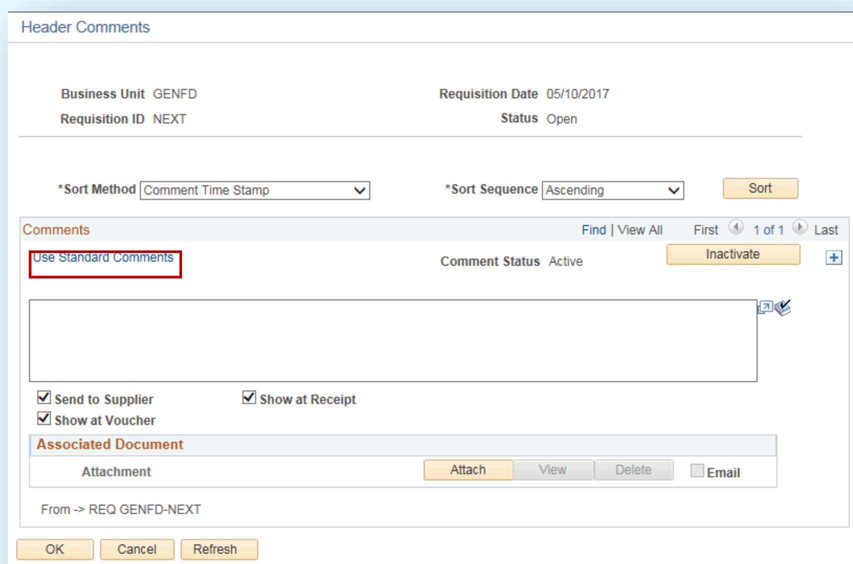
COMMENTS AND ATTACHMENTS

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

The check boxes below the comment indicate who can see the comment. If you remove the check from Send to Supplier, the comment will not print on the PO. The other check boxes allow receiving and accounts payable to see the comment.

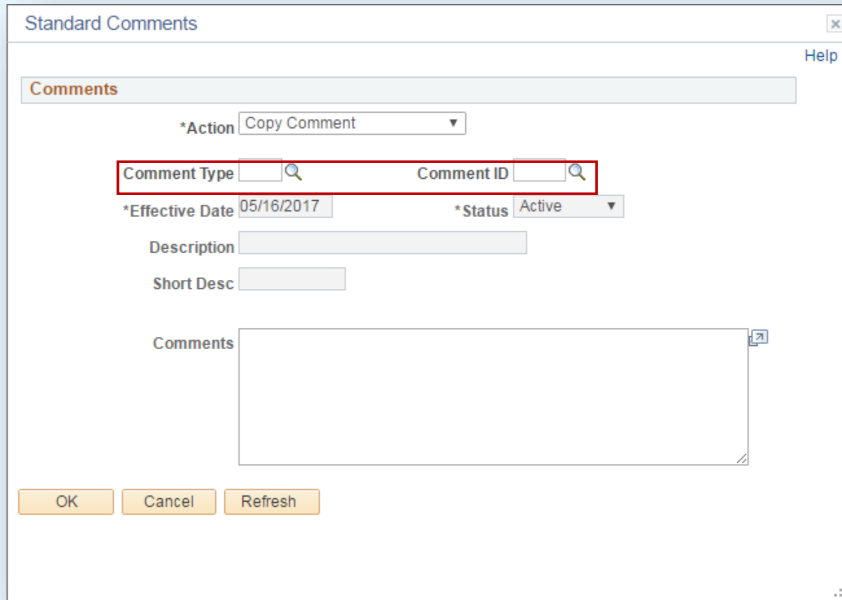


Standard Comments are available by selecting the Use Standard Comments link. Typically not used.



COMMENTS AND ATTACHMENTS

Use the  to lookup the Comment Type and Comment ID. Typically not used or necessary.



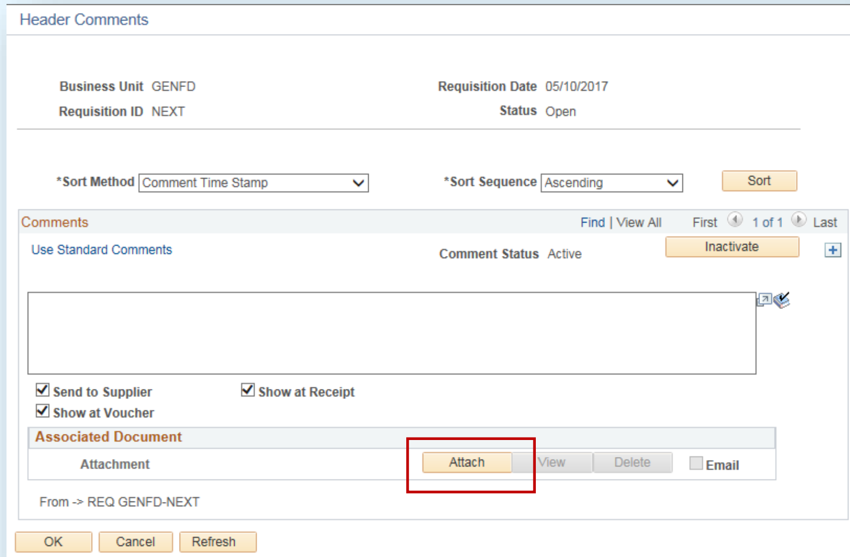
COMMENTS AND ATTACHMENTS

File Attachments

Support documents eg. Quotes, approvals, emails strings, etc. 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, convert all supporting documents into one file prior to uploading. If the file name is too long, the attachment will not load.

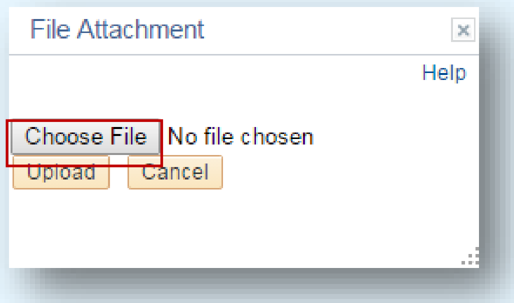


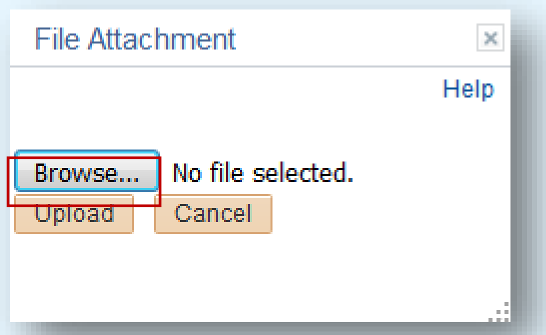
COMMENTS AND ATTACHMENTS

From here you can browse and upload a file.

You can upload any file format.

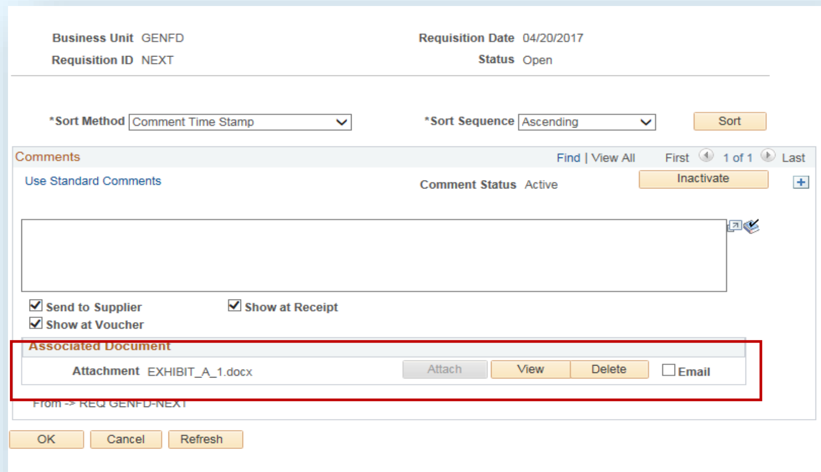
Depending on your browser, the File Attachment page may look different.



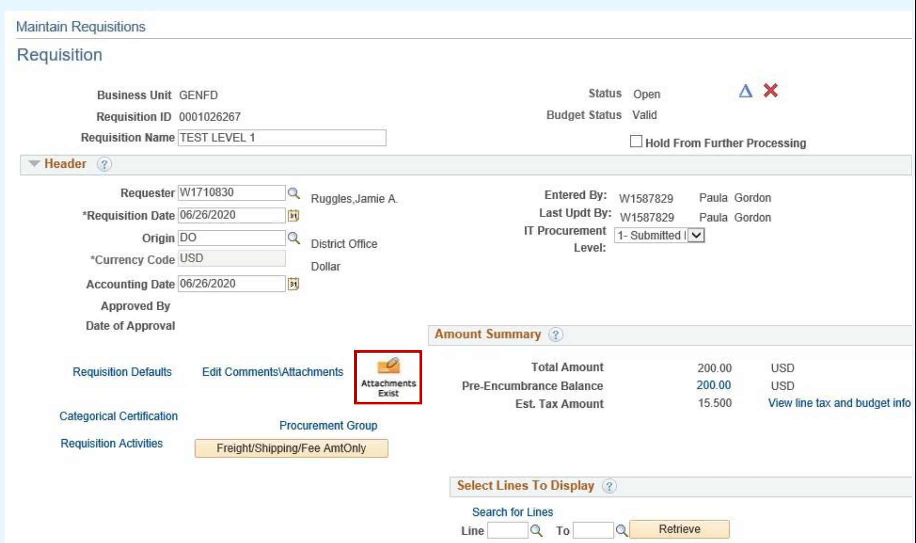


COMMENTS AND ATTACHMENTS

When a File Attachment exists, the file name is displayed and the View and Delete pushbuttons become active.



When a File Attachment has been included on the header, an icon will be displayed.



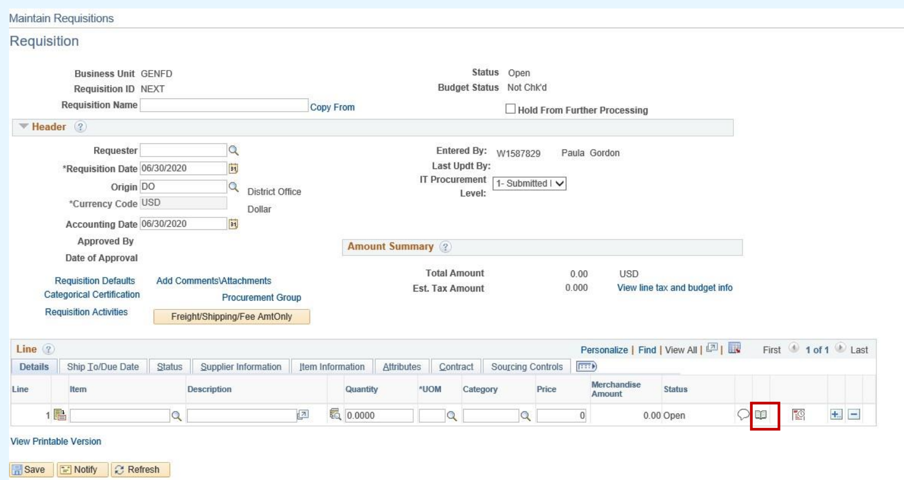
Section 5 - Requisition Line Defaults

Requisition Lines can require different attributes. For instance, one line could be for equipment and the remaining lines for supplies, fees, freight, etc. 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.

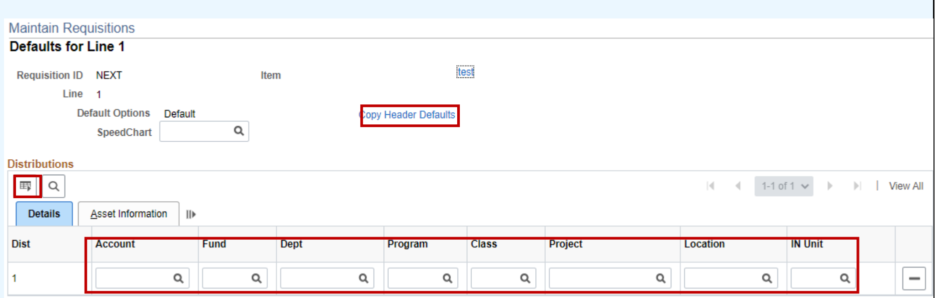


The Requisition Line Defaults provides access to chartfields, location and Asset Profile ID

Click the Copy Header Defaults link to bring in the header default values and then make changes accordingly.

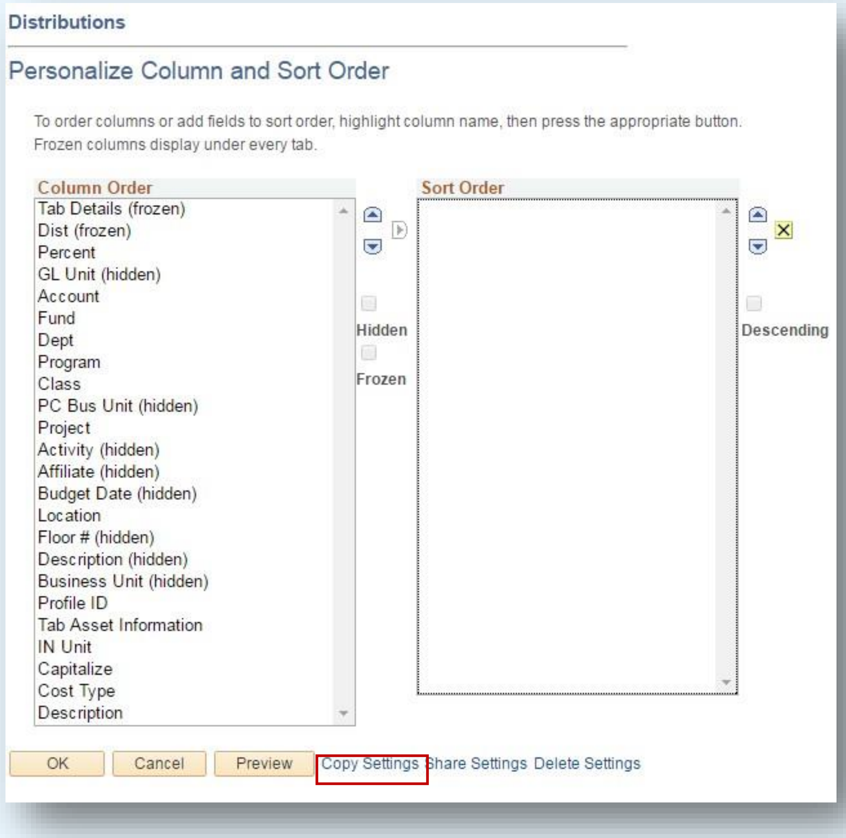
Click on the Personalize link to hide the fields you will not need.

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

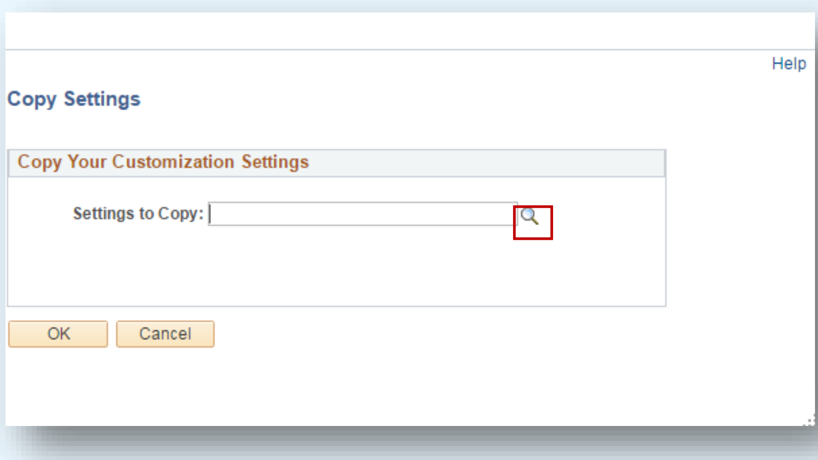


LINE DEFAULTS

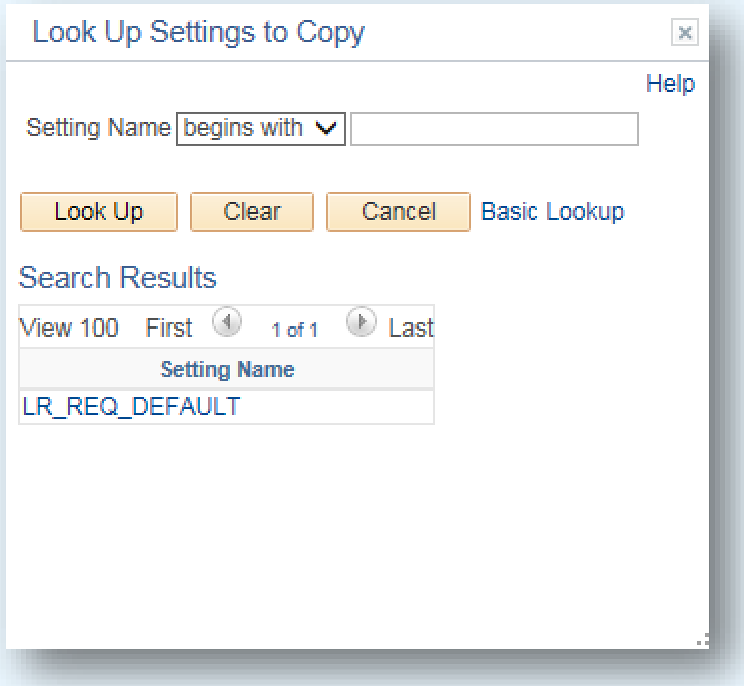
Click on the Copy Settings link at the bottom of the Personalize Column and Sort Order page.



Use the lookup icon to copy the LR template.



LINE DEFAULTS

Select the LR_REQ_DEFAULT setting. Click OK twice to get back to the Requisition Defaults page. The page customization may not display immediately.	

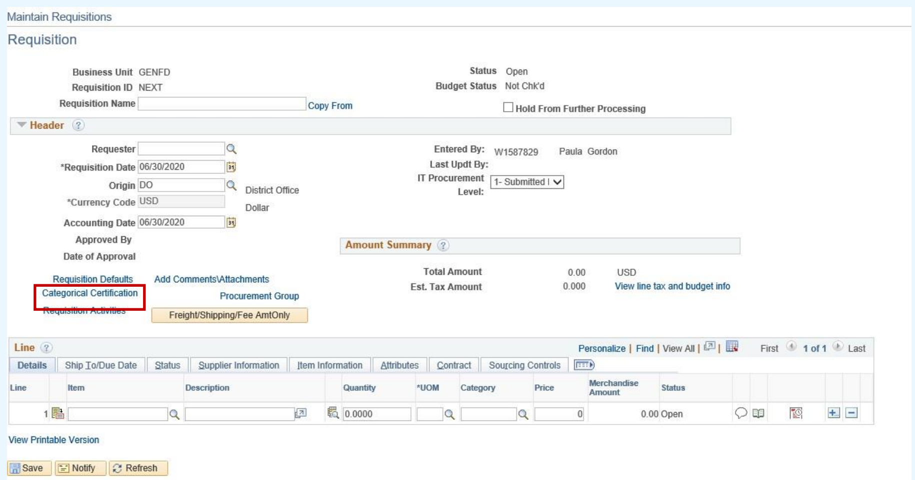
SECTION 6 - CATEGORICAL PROGRAMS

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.

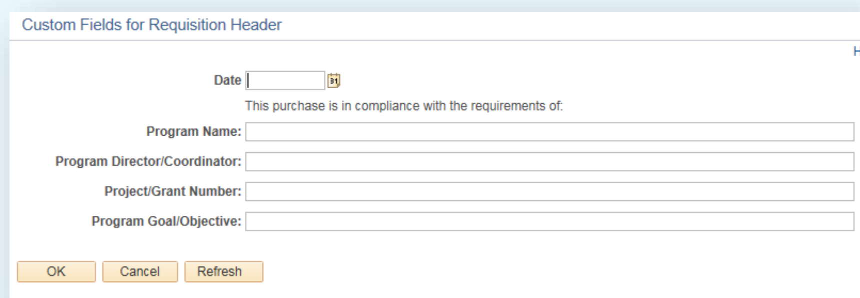
CERTIFYING CATEGORICAL PURCHASES

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.

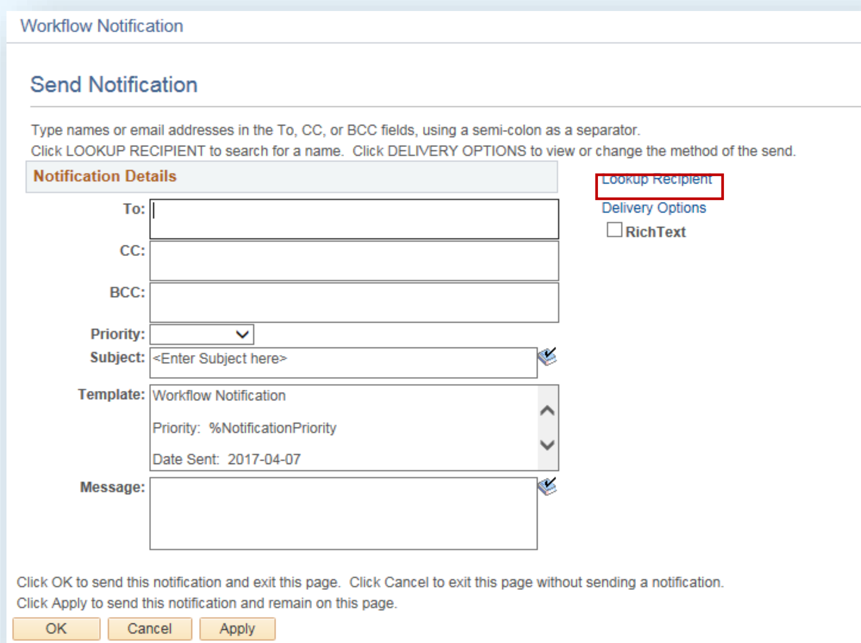
NOTIFY

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.

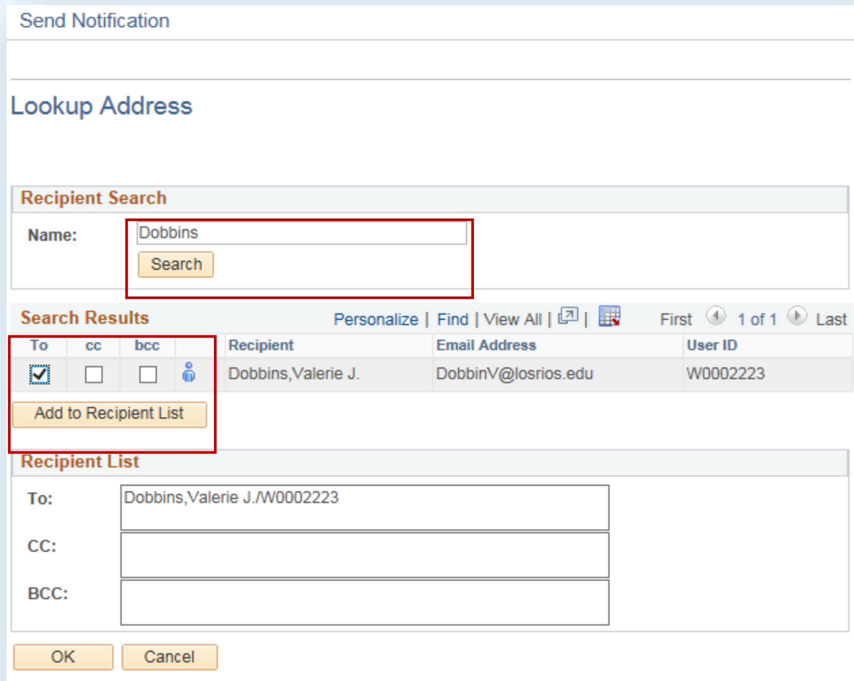
Email addresses can also be entered manually.



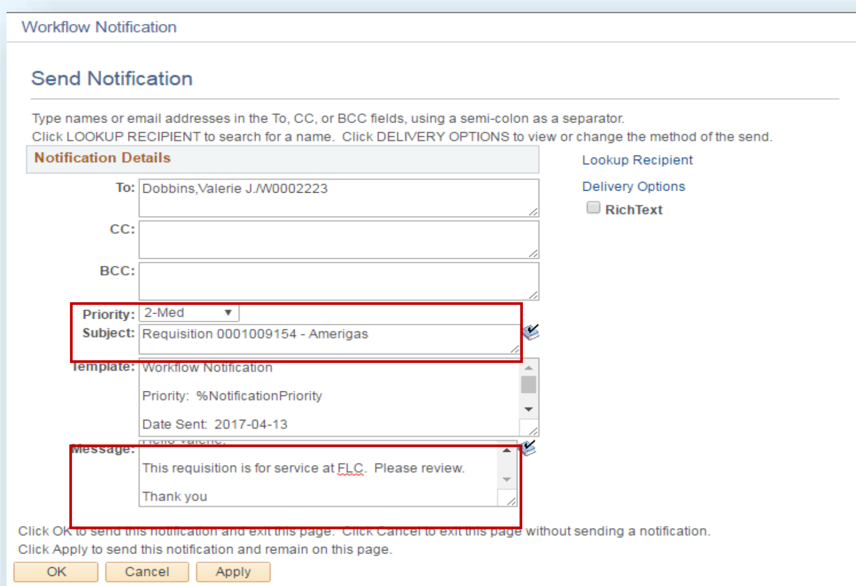
NOTIFY

<table>
<tr>
<td>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.</td>
<td>
</td>
</tr>
<tr>
<td>Once you have your recipients identified, you can set the Priority and enter a Message.

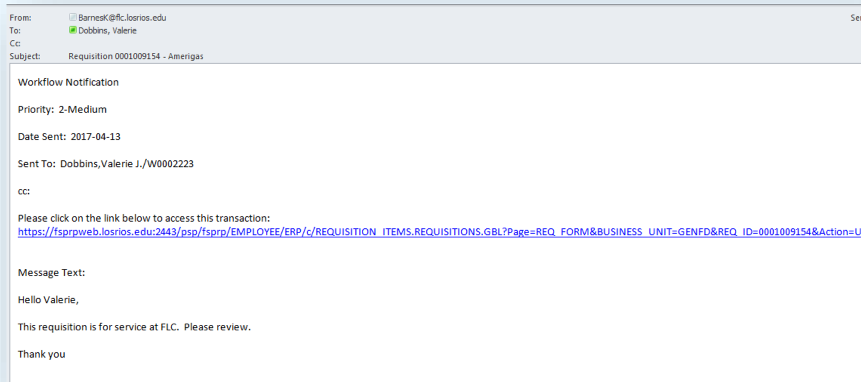
Note: the Subject defaults to the requisition number and vendor name. This can be edited.

Click OK to send the notification.</td>
<td>
</td>
</tr>
</table>

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.


From: BarnesK@flc.losrios.edu
Sent
To: Dobbins, Valerie
Cc:
Subject: Requisition 0001009154 - Amerigas

Workflow Notification

Priority: 2-Medium

Date Sent: 2017-04-13

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=0001009154&Action=U

Message Text:

Hello Valerie,

This requisition is for service at FLC. Please review.

Thank you

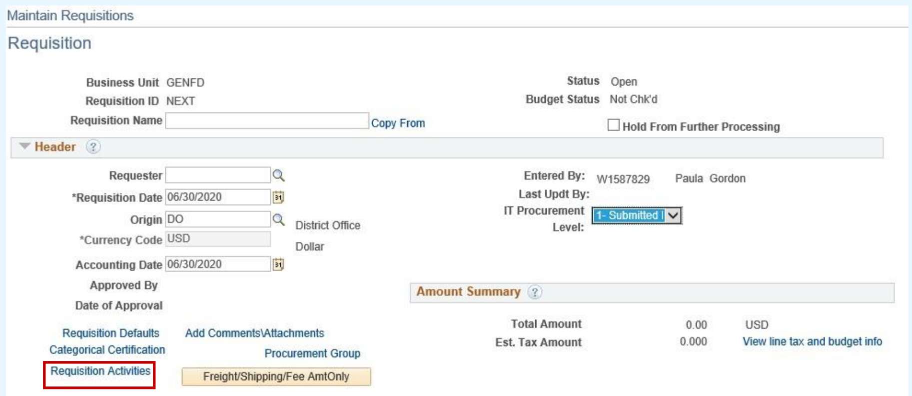
SECTION 8 - TRACKING ACTIVITIES

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.

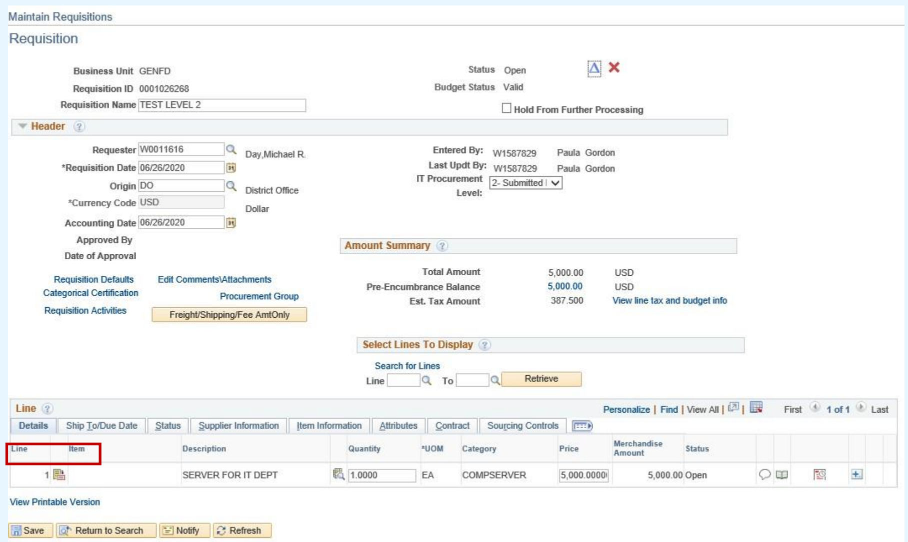
SECTION 9 – Viewing the Requisition

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.

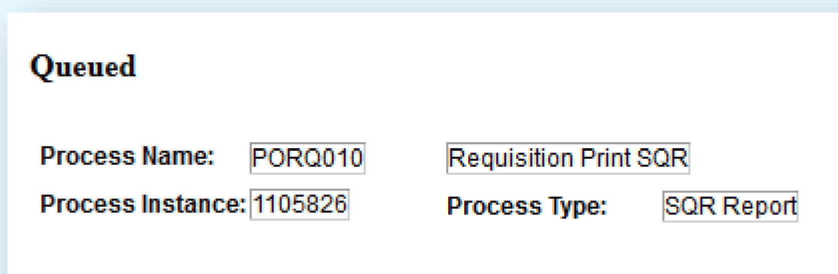
VIEW THE REQUISITION

On the Requisition page

Click on the View Printable Version link.



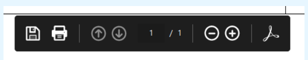
You will see the report submitted for printing

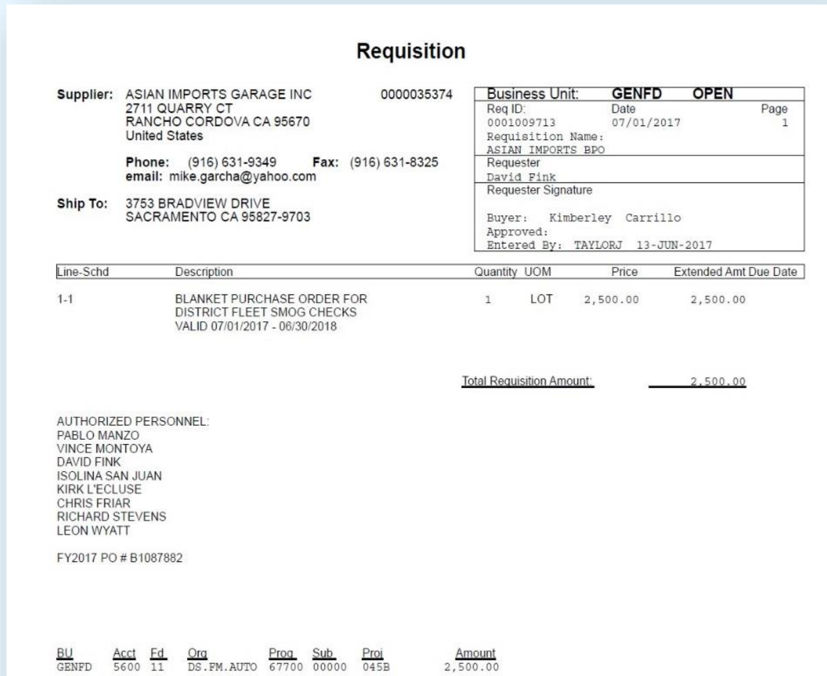


VIEW THE REQUISITION

When the process completes, a PDF of your requisition is displayed and can be printed from this screen.

These options are at the bottom of the screen, select save and/or print.





Requisition

Supplier: ASIAN IMPORTS GARAGE INC 0000035374
2711 QUARRY CT
RANCHO CORDOVA CA 95670
United States

Phone: (916) 631-9349 Fax: (916) 631-8325
email: mike.garcha@yahoo.com

Ship To: 3753 BRADVIEW DRIVE
SACRAMENTO CA 95827-9703

Business Unit: GENFD OPEN
Req ID: 0001009713 Date 07/01/2017 Page 1
Requisition Name: ASIAN IMPORTS BPO
Requester David Fink
Requester Signature
Buyer: Kimberley Carrillo
Approved:
Entered By: TAYLORJ 13-JUN-2017

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BLANKET PURCHASE ORDER FOR DISTRICT FLEET SMOG CHECKS VALID 07/01/2017 - 06/30/2018	1	LOT	2,500.00	2,500.00	

Total Requisition Amount: 2,500.00

AUTHORIZED PERSONNEL:
PABLO MANZO
VINCE MONTOYA
DAVID FINK
ISOLINA SAN JUAN
KIRK L'ECLUSE
CHRIS FRIAR
RICHARD STEVENS
LEON WYATT

FY2017 PO # B1087882

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5600	11	DS.FM.AUTO	67700	00000	045B	2,500.00

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**

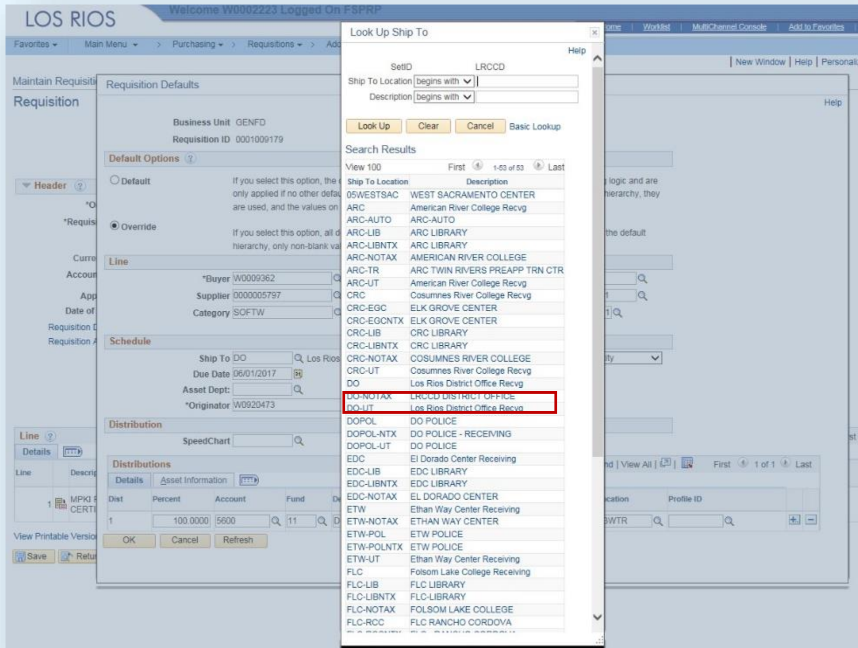
BLANKET ORDER

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

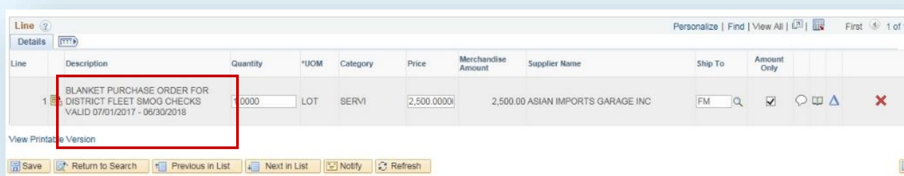
✎ Blanket Orders are always set up as a flat amount. All charges, including tax and shipping will be deducted from the total as the individual invoices are paid.



Description

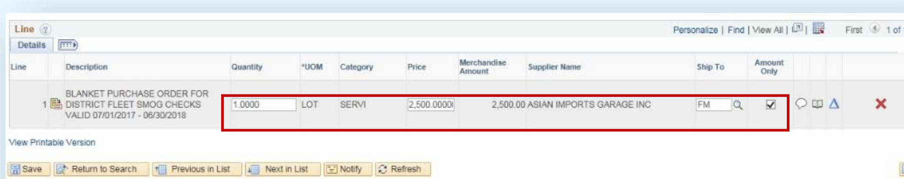
Begin your description with the words "Blanket Order".

✎ 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."



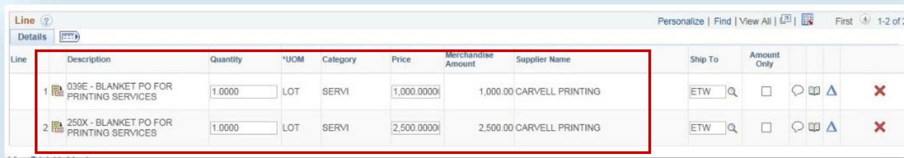
BLANKET ORDER

Split Budgets

If you require multiple budgets on a Blanket Order, create 1 requisition line for each budget string.

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

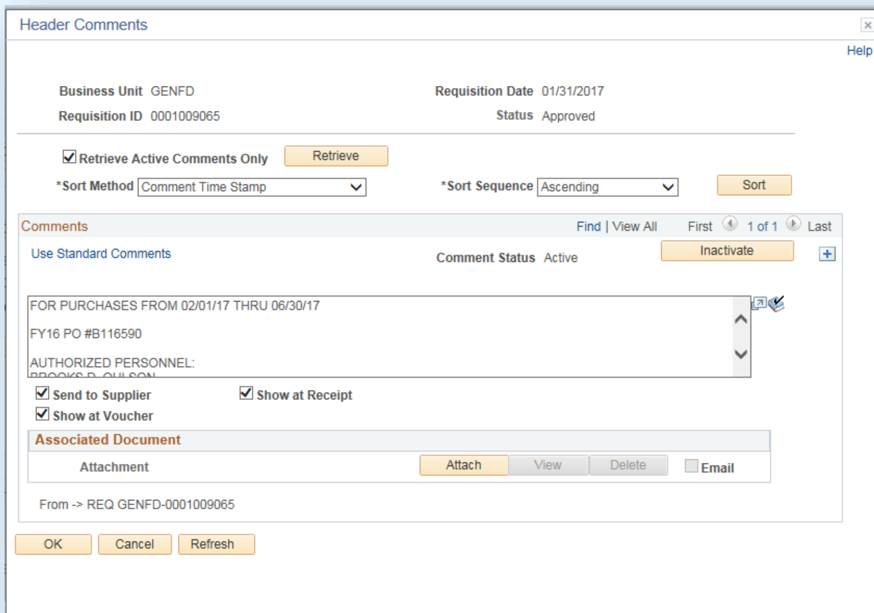
Using a separate line for each budget ensures the appropriate budget gets charged.



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.

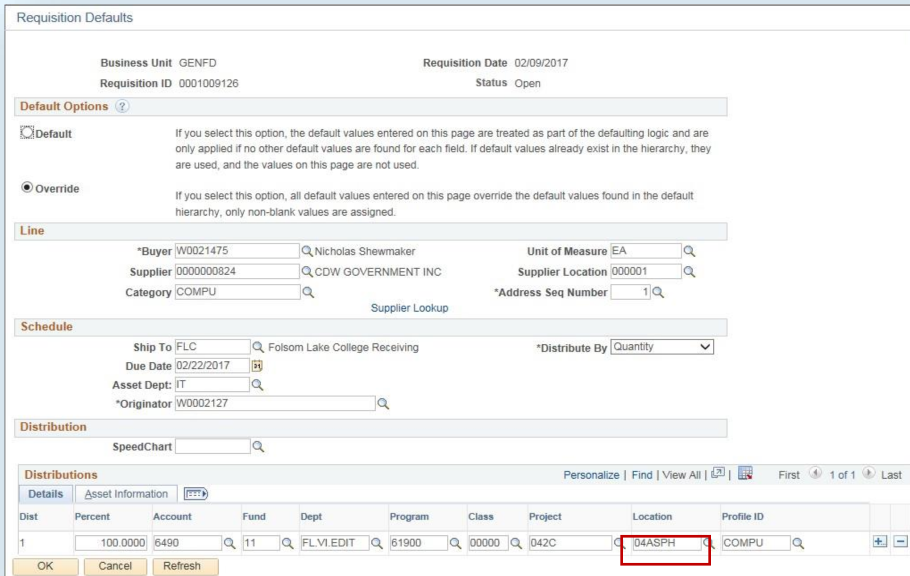


EQUIPMENT ORDERS

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 25)

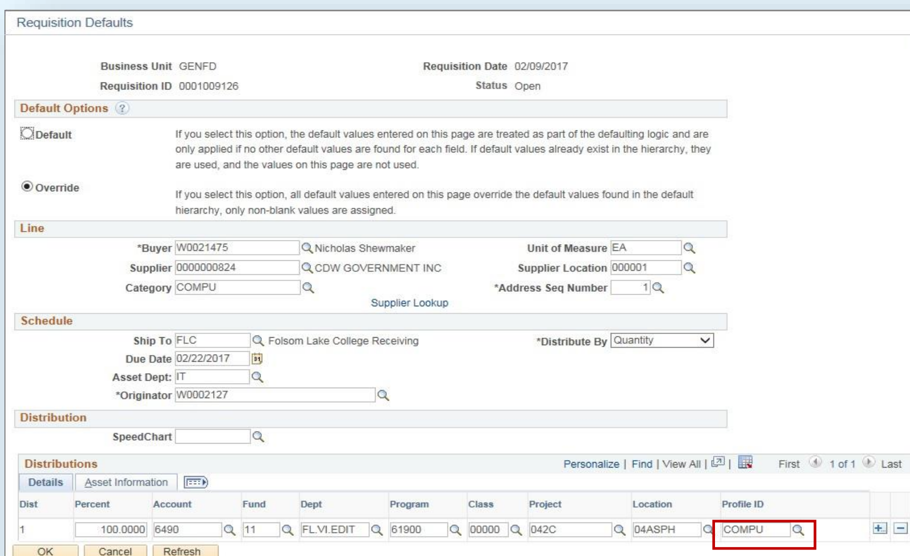


Defaults - Profile ID

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 25)

Many of the Profile IDs will default from the Category Code for the Requisition Line. See pg 58 for a list of common Profile IDs.



EQUIPMENT ORDERS

Description

Enter an obvious description.

A good description will tell anyone reading it what the item is within the first few words.

Good Description

The Purchasing staff cannot verify the appropriate Category/Profile ID if they are not sure exactly what the item is.

Not So Good Description

✎ An obvious description also assists auditors during physical inventory.

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.

Taggable or not?

✎ 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.

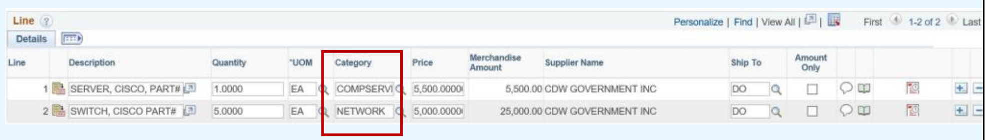
EQUIPMENT ORDERS

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 56.



Good Categories

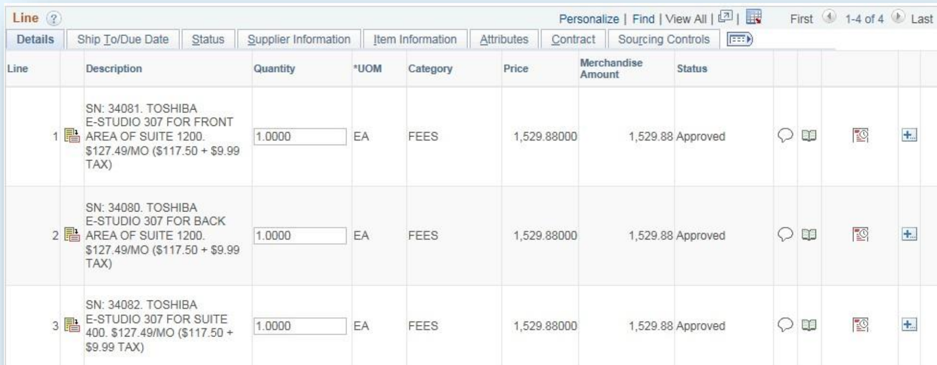
Not So Good Categories

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

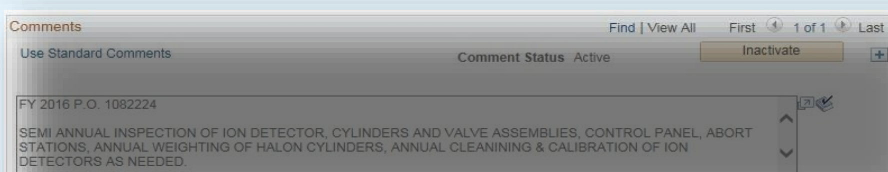


Begin the description with the Serial Number of the equipment. This assists in matching the invoice to the correct PO line.

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 43)



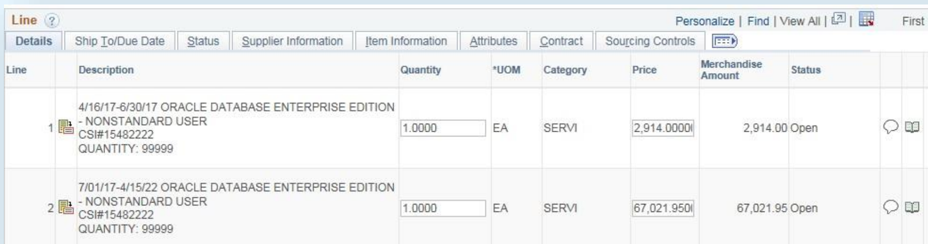
MAINTENANCE AGREEMENTS

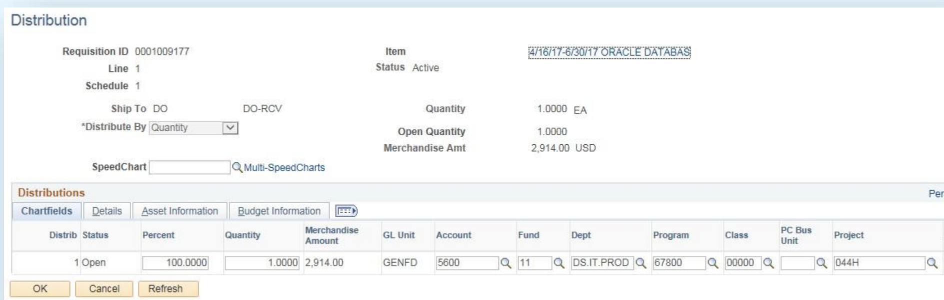
Multi-Year Agreements

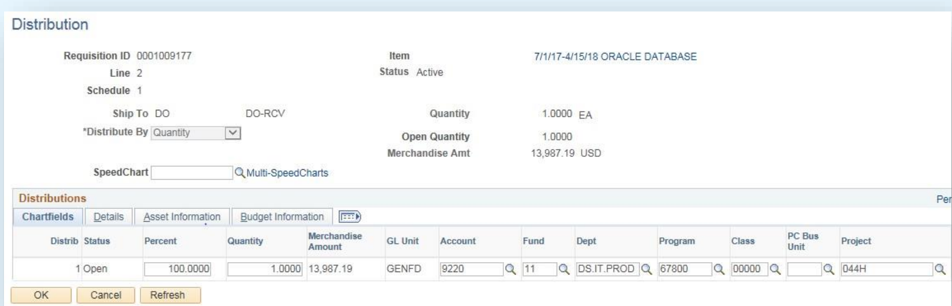
The current year cost is charged to a regular budget and the future costs are charged to the 9220 account.

Create 1 requisition line for each fiscal year.

✏ 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 42)







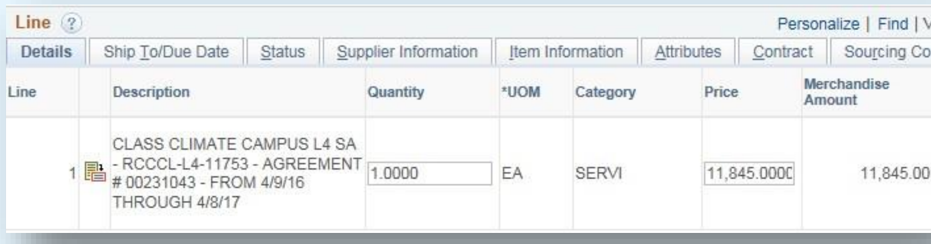
PREPAID EXPENSES

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.

If prepaying any part of fees for recurring services, requisition to have 2 requisition lines: 1st line for prepaid amount and 2nd line for monthly fees.

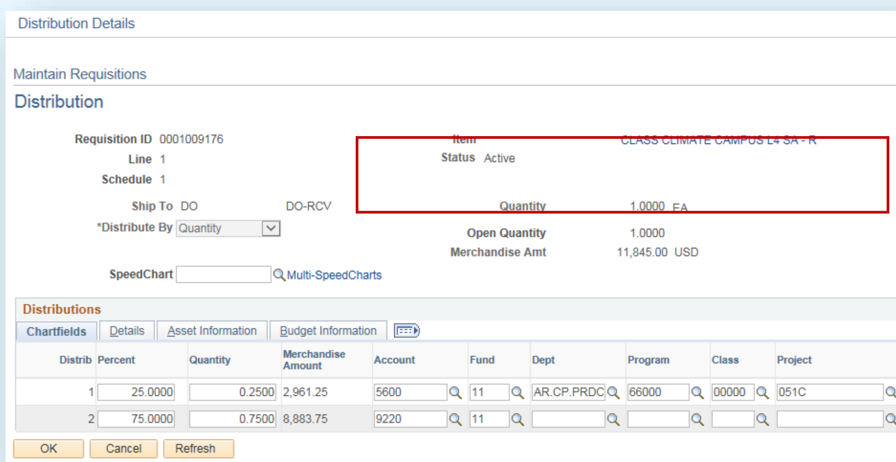
This agreement example begins in April of one year and completes in April of the following Fiscal Year.



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.

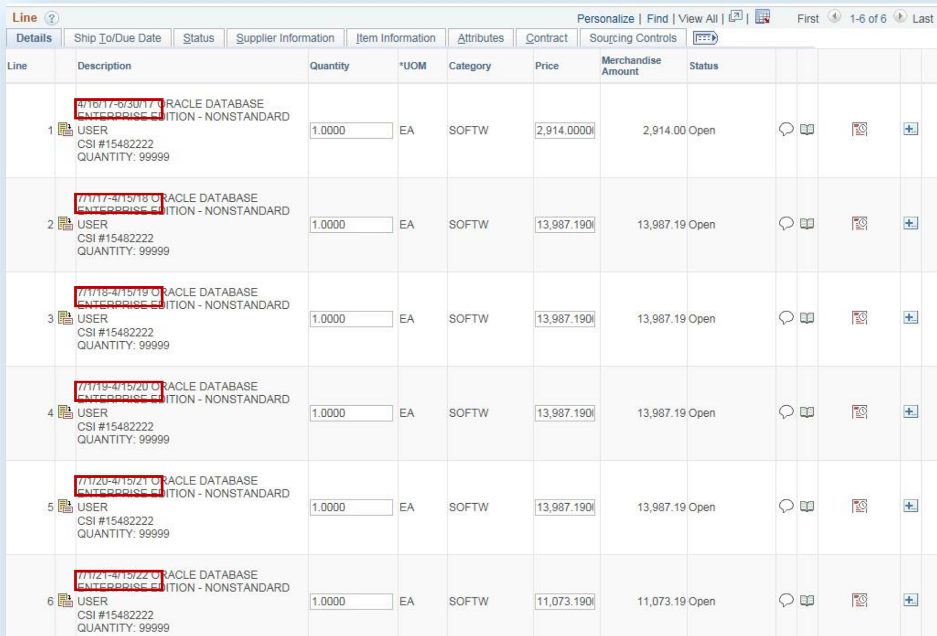


PREPAID EXPENSES

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.



Line | Personalize | Find | View All | First 1-6 of 6 Last

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

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	SOFTW	2,914.0000	2,914.00	Open
2	7/1/17-4/15/18 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.190	13,987.19	Open
3	7/1/18-4/15/19 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.190	13,987.19	Open
4	7/1/19-4/15/20 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.190	13,987.19	Open
5	7/1/20-4/15/21 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.190	13,987.19	Open
6	7/1/21-4/15/22 ORACLE DATABASE ENTERPRISE EDITION - NONSTANDARD USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	11,073.190	11,073.19	Open

SPLIT BUDGETS

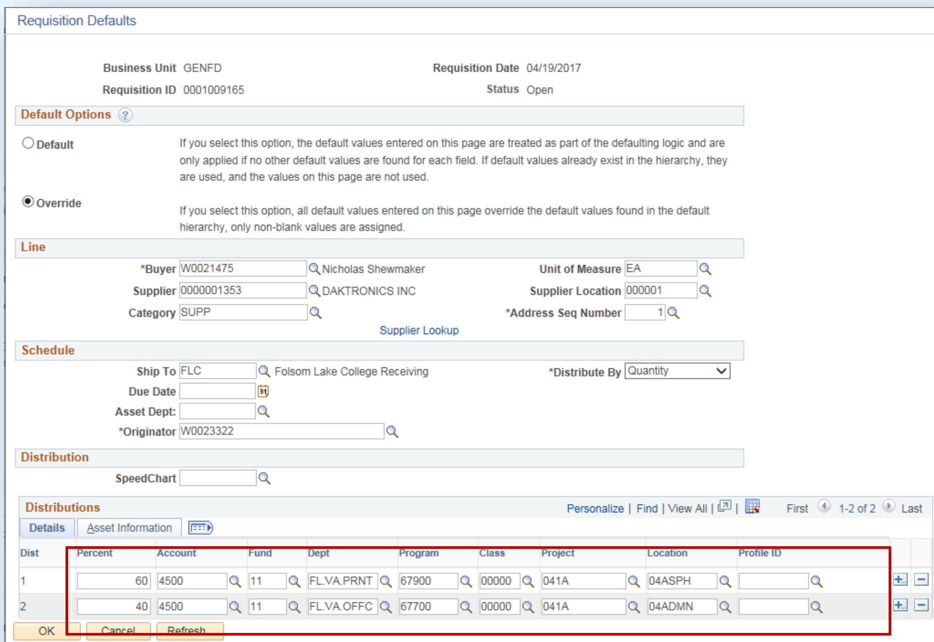
NOTE: EQUIPMENT PURCHASES CANNOT HAVE SPLIT BUDGETS

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. However, it is highly recommended to enter 1 budget string per requisition line to avoid PS budget glitches.

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.

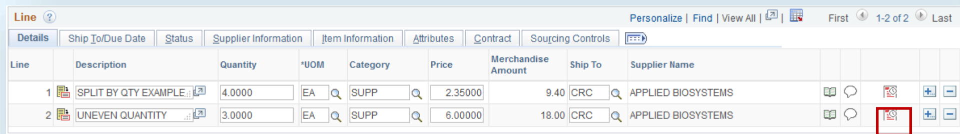


SPLIT BUDGETS

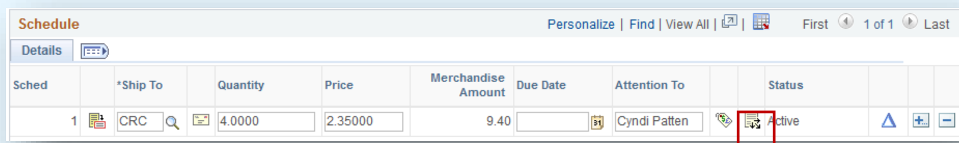
Quantity Split

If you need to split the requisition line by quantity, you will need to drill down to the distribution.

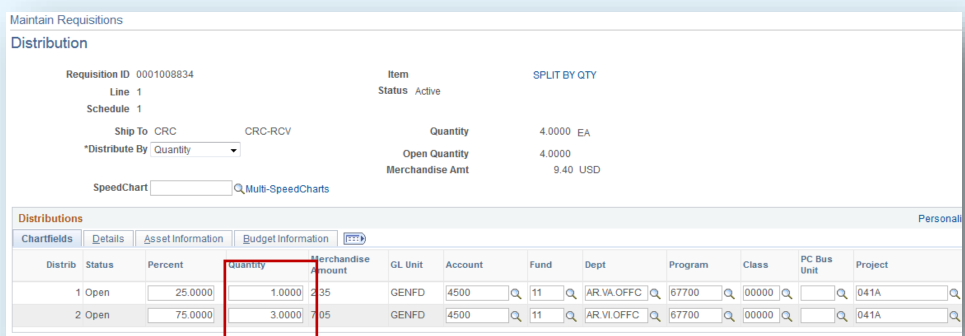
Click the Schedule Icon 



Click the Distribution Icon 



Enter the quantity to be charged to each distribution

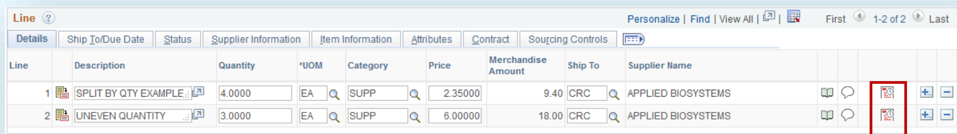


SPLIT BUDGETS

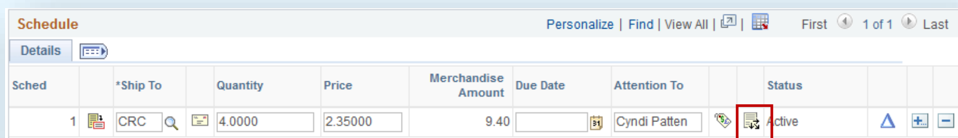
Amount Split

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 

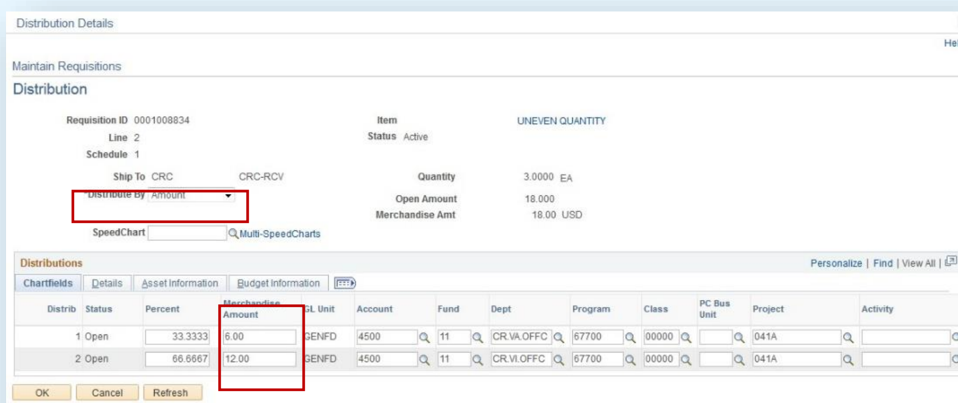


Click the Distribution Icon 



Change the Distribute By field to Amount.

Enter the dollar amount to be charged to each budget.

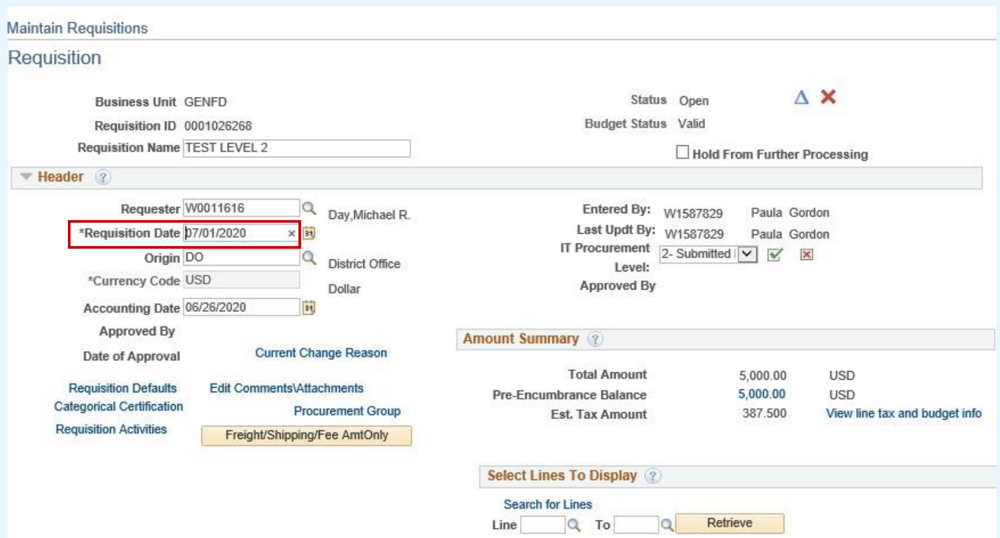


FUTURE DATED REQUISITIONS

Requisitions for next Fiscal Year

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

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



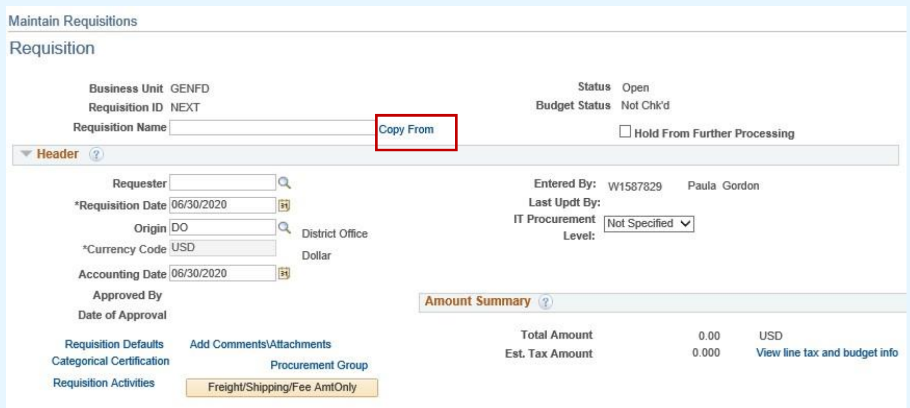
Section 11 – Copying Requisitions

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

COPY A REQUISITION

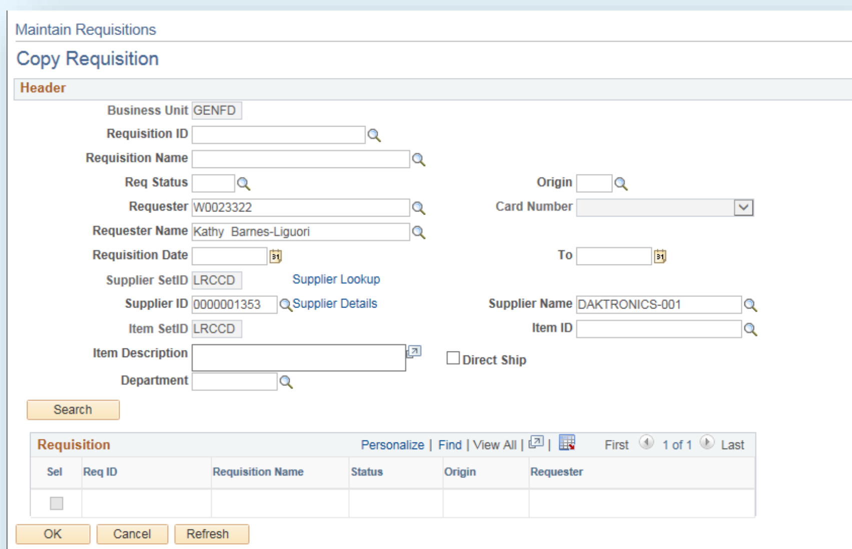
On the Requisition Header

Click on the Copy From link.



Enter whatever information you have for the Requisition you would like to copy and click Search.

A list of requisitions will appear at bottom of the screen. Mark the check box under "Sel" to Select which requisition to copy.



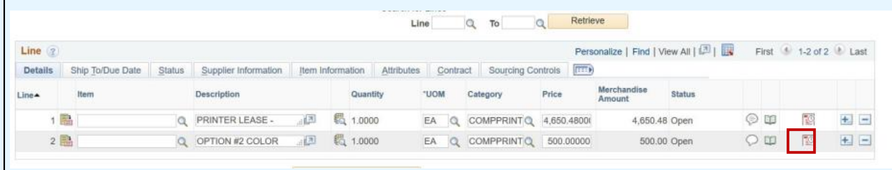
COPY A REQUISITION

<table>
<tr>
<td>

Review the budget when copying a requisition:

Select the “Schedule” button

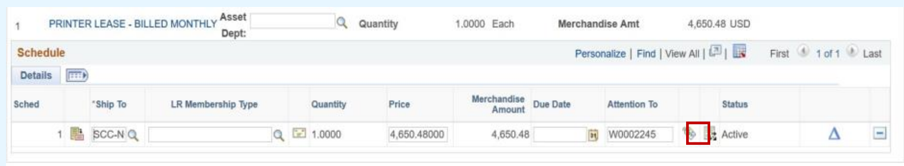
</td>
<td>



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

Select the “Distribution” button

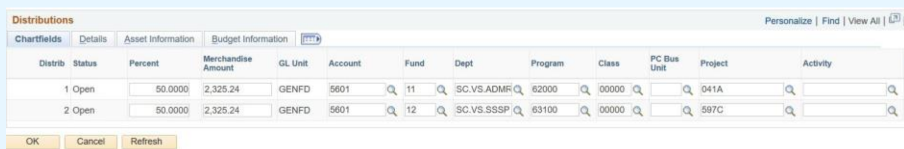
</td>
<td>



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

Update the budget information and/or percentages

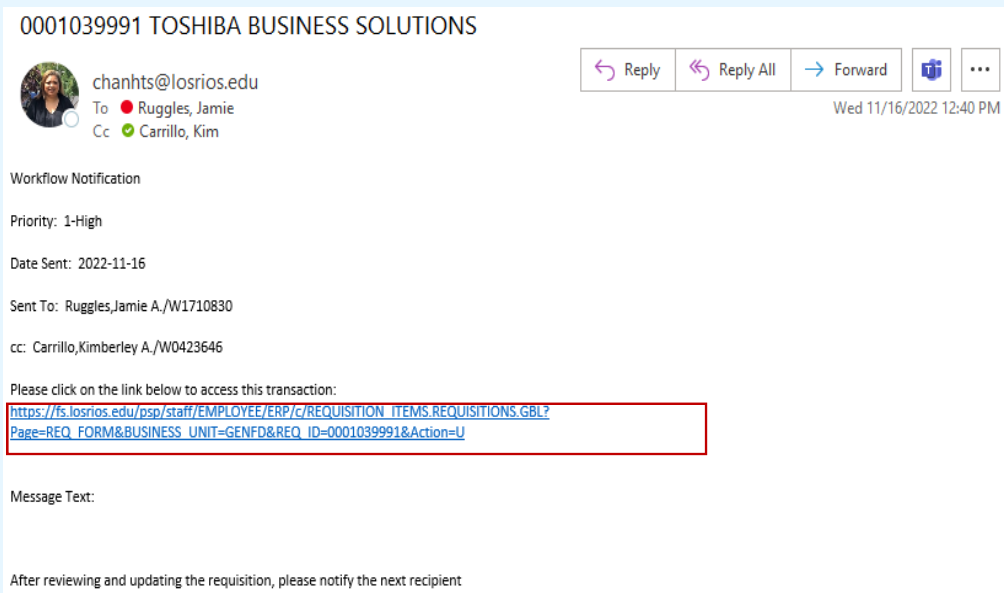
</td>
<td>



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

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 an emailed notification link or by searching for the requisition using specific search criteria.

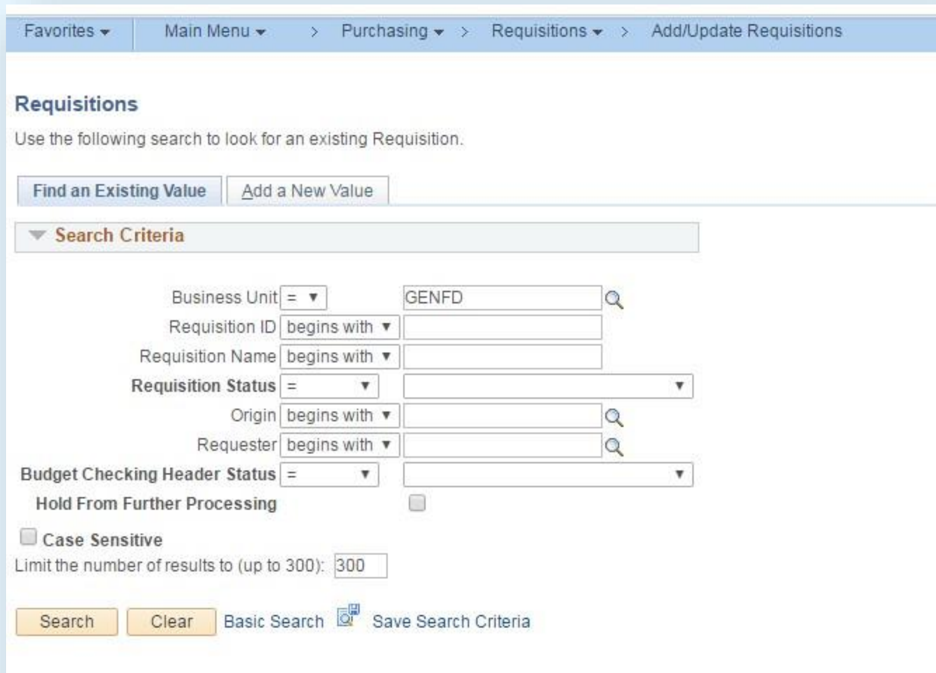
APPROVING REQUISITIONS	
Using the notification link Using the link within the notification email, you can go directly to the requisition without any menu navigation. If you are not logged into PS Financials, the link will first take you to the log in page and then to the requisition.	 0001039991 TOSHIBA BUSINESS SOLUTIONS chanhts@losrios.edu To Ruggles, Jamie Cc Carrillo, Kim Reply Reply All Forward Wed 11/16/2022 12:40 PM Workflow Notification Priority: 1-High Date Sent: 2022-11-16 Sent To: Ruggles,Jamie A./W1710830 cc: Carrillo,Kimberley A./W0423646 Please click on the link below to access this transaction: https://fs.losrios.edu/psp/staff/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=REQ_FORM&BUSINESS_UNIT=GENFD&REQ_ID=0001039991&Action=U Message Text: After reviewing and updating the requisition, please notify the next recipient

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, key in the specific Requisition number or enter whatever search criteria you have.



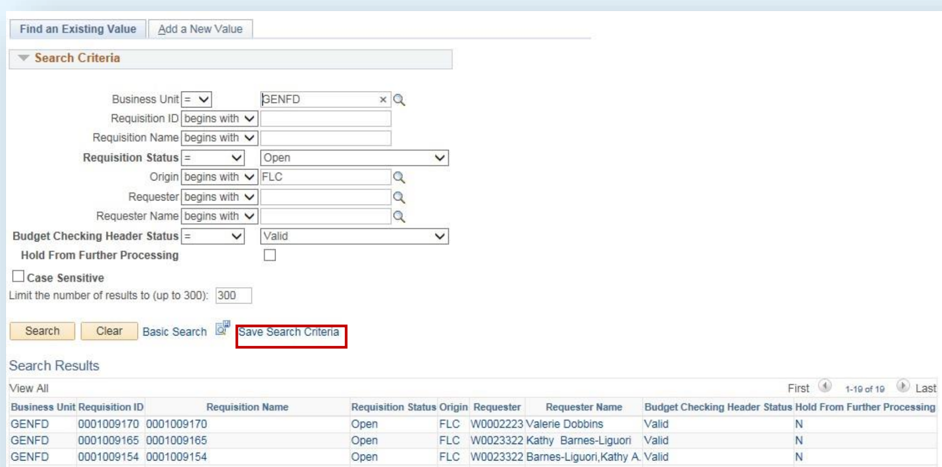
Main Menu > Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value

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.

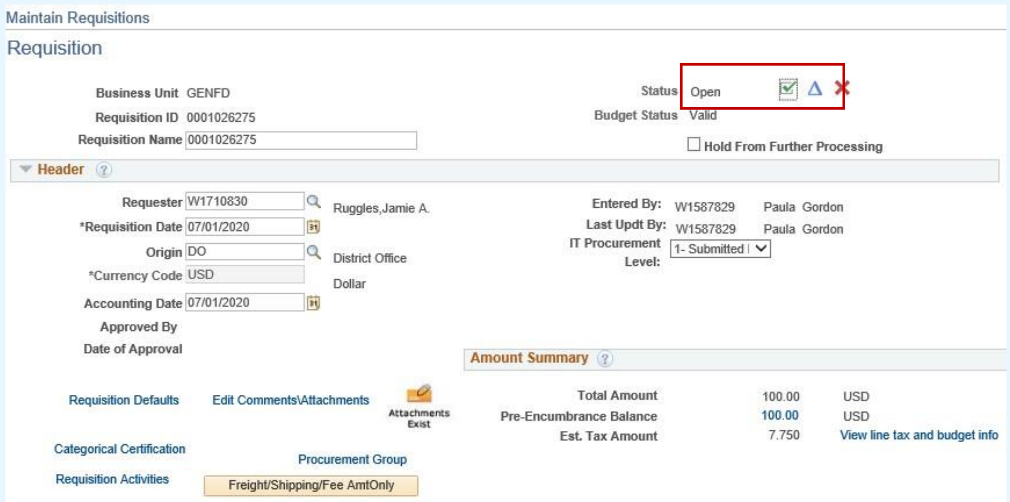


APPROVING REQUISITIONS

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 – Canceling a Requisition or a Line

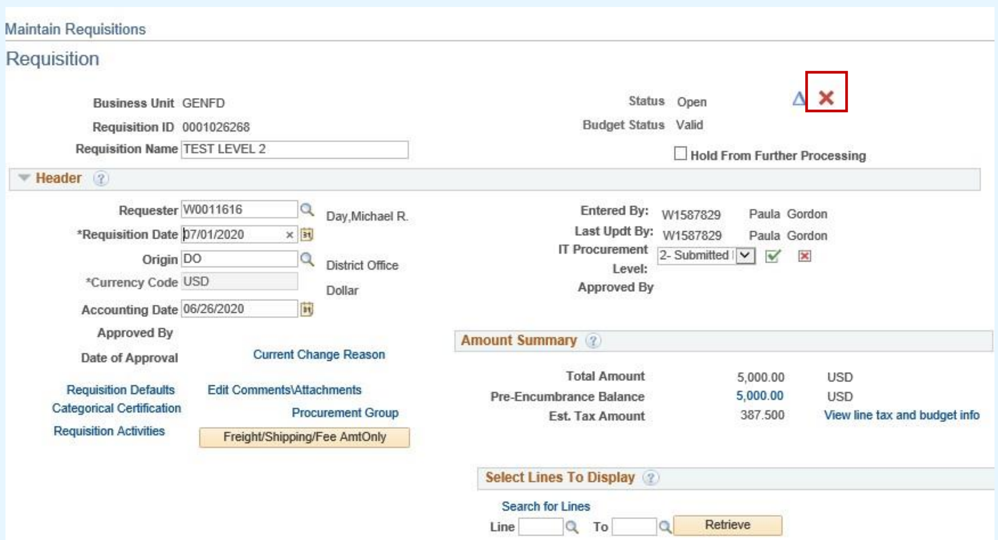
Canceling a Requisition may be required for various reasons. Once the Requisition has been successfully budget checked, it can no longer be deleted, so to discard the transaction, requires the Requisition to be canceled. Users with the Requisition Entry role can cancel a Requisition if it is still in the Open status. If the Requisition has been approved, the cancelation will need to be processed by an Approver.

CANCELING REQUISITIONS

Cancel the Requisition on the Header

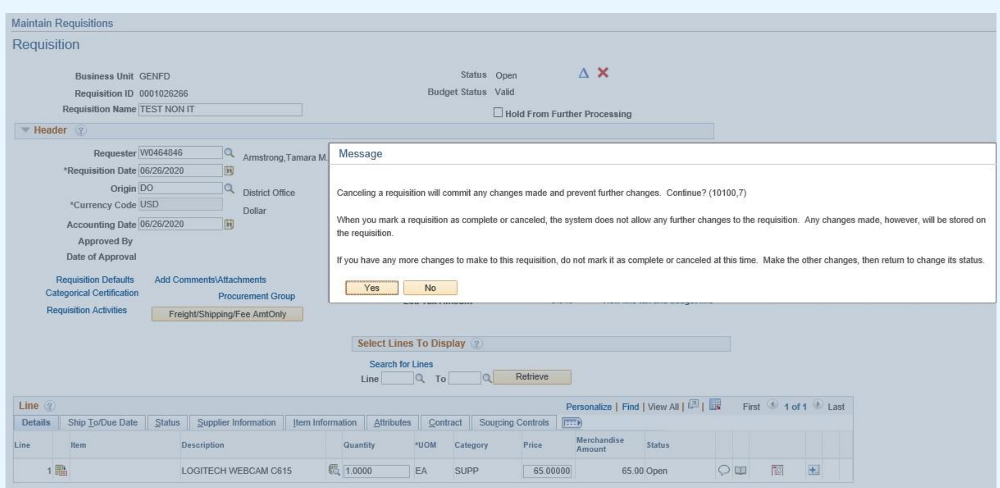
Click the at the top right of the Requisition.

Only Authorized Signers can access approved Requisitions for cancellation.



A message is displayed asking to confirm your choice.

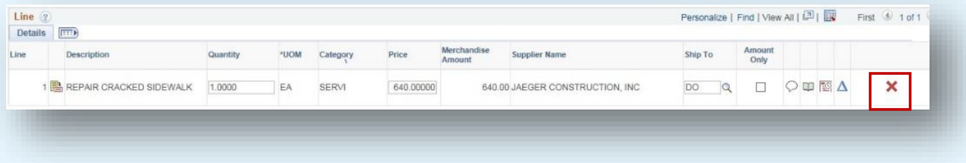
To cancel the Requisition, click Yes.



CANCELING REQUISITIONS

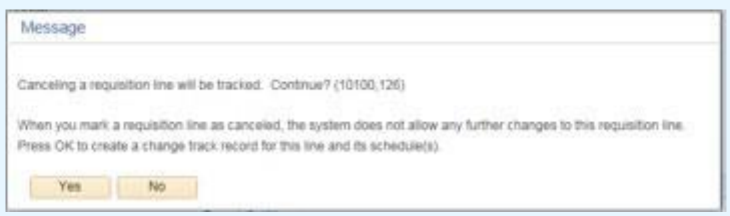
Canceling Requisition Lines

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 14 – Categories and Profile IDs

CATEGORIES AND PROFILE IDS

Category Code	Description	Profile ID
FURN	Furniture	FURN
SUPP	Supplies	
SERVI	Services	
COMPU	Computer Equipment	COMPU
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