

Purchasing Department Revised December 2022

User Guide for Requisitions

General Services Department

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PEOPLESOFT REQUISITIONS

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. PEOPLESOFT REQUISITIONS

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 7	THE REQUISITION MENU
Main Menu > Purchasing > Requisitions > Add/Update Requisitions Click Add	Favorites • Main Menu • > Purchasing • > Requisitions • > Add/Update Requisitions
 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. 	Requisitions End an Existing Value Add a New Value 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	Maintain Requisitions Requisition Business Unit GENFD Requisition ID NEXT Budget Status Not Chk'd Requisition Name Copy From Header ? Requester Requester Requester 		
• Click on the Personalize link to hide the fields you will not need.	Requester Q Entered By: W0423646 Kimberley Carrillo "Requisition Date 07/22/2022 III Last Updt By: III Procurement Not Specifie Origin D0 Q District Office III Procurement Not Specifie *Currency Code USD Dollar Level: Not Specifie Very line Accounting Date 07/22/2022 Amount Summary (*) Total Amount 0.00 USD Date of Approval Total Amount 0.00 View line Requisition Defaults Add Comments/Attachments Est. Tax Amount 0.00 View line Requisition Activities Freight/Shipping/Fee AmtOnly Freight/Shipping/Fee AmtOnly View line		
You will only need to perform this step once. The system will remember your preferences.	Line ⑦ III C Details Ship To/Due Date Status Attributes ▶		

to the bottom of			
ersonalize	Personalize Column and Sort Ord	der	^
nn and Sort	To order columns or add failds to part order, blabile	shi column nama. than proce the anomariate h	
r list page.	To order columns or add fields to sort order, highlig Frozen columns display under every tab.	gni column name, men press me appropriate c	utori.
i not page.	Column Order	Sort Order	
	Tab Details (frozen)		
lick on the Copy	Details (frozen)	10 bit	X
ettings link	Item (hidden) Description (frozen)		
8	Item Search (hidden)		
	*UOM	lden	Descending
	Category	ozen	
	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)	1	1.1
	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 Regs (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)		
	OK Cancel Preview Copy S	Settings Share Settings Delete Settings	

MAINTAIN REQUISITIONS		
Use the lookup icon to copy the LR template.	Help Copy Settings Settings to Copy: OK Cancel	
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.	Look Up Settings to Copy Help Setting Name begins with ✓ Look Up Clear Cancel Basic Lookup Search Results View 100 First 1 of 1 Last Setting Name LR_REQ_DEFAULT	

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REQUISITION		
The upper portion of the Requisition page contains general information.	Favorites + Main Menu + > Purchasing + > Add/Update Requisitions Maintain Requisitions	
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 ^{IIG} 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 LOS RIOS FSDV4 W000033 Navigator - Search **Requisition Lines and** New Window Help Pe Distributions Maintain Requisitions Requisition Note: IT Procurement Business Unit COPFD Requisition ID NEXT Requisition Name Status Open Budget Status Not Chk'd Level functionality Copy From Hold From Further Processing added 7/1/20 Theader 👔 Entered By: W0000326 Peter Hefler Last Updt By: IT Procurement Level: Requester 0 Requisition Date 06/12/2020 31 Origin ONL Online *Currency Code USD Dollar 1- Submitted IT Commodity Accounting Date 06/12/2020 2- Submitted IT Plan/Project Approved By Amount Summary (2) 3- Exception IT Purchase Date of Approval n-IT Purchase Total Amount Est. Tax Amount Requisition Defaults Add Comments\Attachments ategorical Certification Procurement Procurement Group Requisition Activities Freight/Shipping/Fee AmtOnly Personalize | Find | View All | 💷 | 🔢 🛛 First 🚯 1 of 1 🛞 Last Line ② Dotaile Shin To/Dua Data Statue Sunnlian 1----Requester Enter the ID of the person initiating the order. You can use the lookup \bigcirc 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** This is a mandatory field, select one of the options shown in the screenshot above. per <u>Information</u> Non-IT Purchase is for all purchases not IT related. Technology Expenditure **Review Process** 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 <u>Review Process</u> 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.

PEOPLESOFT REQUISITIONS

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)

SETT IN G REQU	ISITION HEADER DEFAULTS	
From the Maintain Requisitions Page		
Click on the Requisition Defaults link.	Maintain Requisitions Requisition Business Unit GENFD Requisition ID NEXT Budget Status Not Chk'd Requisition Name Copy From Hold From Further Processing Fleader Requester Requisition Date 66/30/2020 Fig Accounting Date 66/30/2020 Fig	
	Approved By Amount Summary @ Date of Approval	fo
Setting the defaults before entering the line items, can save time by eliminating	Requisition Defaults Business Unit GENFD Requisition ID NEXT Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only	
 repetitive data entry. This page can also be used to retrofit values to all existing requisition Lines and Distributions. 	applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used. Override If you select this option, all default values entered on this page override the default values found in the default hierarchy only non-blank values are assigned. Unit of Measure	
Click on the Personalize link to hide the fields you will not need.	Schedule Ship To DO Q Los Rios District Office Recvg Due Date Asset Dept: Requester Q SHIP_PT Q	
You only need to perform this step once. The system will remember your preferences.	Distribution SpeedChart Distributions Details Asset Information	

SETTING REQUISITION HEADER DEFAULTS

ettings link at the ottom of the	Distributions	
Personalize Column and Sort Order page.	Personalize Column and Sort Order	oriate button
	To order columns or add fields to sort order, highlight column name, then press the approp Frozen columns display under every tab.	onate button.
	Column Order Soft Order Tab Details (frozen) Image: Column of the second of	Descending
se the lookup icon Q copy the settings mplate.	Copy Settings	Help
	Copy Your Customization Settings	
	Settings to Copy:	
	OK Cancel	

SETTING REQU	ISITION 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.	Look Up Settings to Copy Help Setting Name begins with V Look Up Clear Cancel Basic Lookup Search Results View 100 First 1 of 1 Clast Setting Name LR_REQ_DEFAULT
Requisition Defaults Page	Image: Speedbart Requisition Defaults Business Unit GENPD Requisition Date 04/18/2022 Requisition Di NEXT Default Options () If you select this option, the default values are tered on this page are treated as part of the default values are only and the values on this page are treated as part of the default values form only and the values on this page are treated as part of the default values form only and the values on this page are not used. Override If you select this option, all default values are tered on this page are treated as part of the default values form only and the values on this page are not used. Override If you select this option, all default values are tered on this page are treated as part of the default values form of the d
	Distributions Try Q Details Asset Information II Dist Percent GL Unit Account Fund Dept Program Class Project Budget Date Location CK Caroel Refresh
Buyer Supplier	Enter or use to lookup the Buyer for your location.
Category	Enter or use to lookup the Supplier you would like to use.

SETTING REQUISITION HEADER DEFAULTS		
Unit of Measure	Enter or use \bigcirc 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 \bigcirc to select the address you would like the purchase order sent to.	
Ship To	Select the receiving location where the items should be delivered. <i>If the line items on the order are non-taxable (such as services or software delivered electronically), choose the applicable NOTAX Ship To Location.</i> 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 <i>xx</i> accounts. The Asset Department indicates the area that is <u>paying for the asset</u> , 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. <i>It is critical to provide an accurate Location Code for equipment</i> . 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 REQU	ISITION HEADER DEFAULTS
Click OK to return to the Requisition	Maintain Requisitions Requisition Business Unit GENFD Business Unit GENFD Requisition ID NEXT Budget Status Not Child Requisition Name Copy From Hold From Further Processing Header
	Requester Q Entered By: W1597829 Paula Gordon "Requisition Date 06/30/2020 By Last Updit By: Forcurrent Code Origin Do District Office District Office Level: Submitted I v Currency Code USD Dollar Dollar Dollar Accounting Date 06/30/2020 By Forcurrency Code Date of Approval Categorical Cetification Frocurrents Total Amount 0.00 USD Requisition Definition Procurrents Est. Tax Amount 0.000 View line tax and budget info Requisition Activities Freight/Shipping/Fee AmtOnty Est. Tax Amount 0.000 View line tax and budget info
	Line C Find View All C I View A

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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 Personalize Find Year Find I of 1 Last Details Importance Description Quantity *UOM Category Price Merchandise Supplier Name Sup To Amount 1 1 1 0.0000 0 0.000 0
Line	Displays the line number.
Description	Enter the description of the item or service requested. <i>Please phrase your description in a manner that will make it easy for the next user to understand what it is you are requesting.</i> 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).
ه	This Icon displays the entire description for review and editing.
Quantity	Enter the quantity for the line.
UOM	Enter or use \bigcirc 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 \bigcirc 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.
8	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	D ATTA CH ME NT S
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".	Maintain Requisitions Requisition Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Chkd Requisition Name Copy From Wheader Copy From Header Copy From Requisition Date 06/30/2020 Business Unit GENFD Entered By: W159/7829 Paula Gordon Last Updt By: If Procurement 1:-Submitted IV Origin DO District Office Dolar Levet: Accounting Date 06/30/2020 B Approved By Amount Summary @ Date of Approval Total Amount 0.00 Visit interaction of View line tax and budget Info Requisition Defutities Frocurement Group Est. Tax Amount 0.000 View line tax and budget Info
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 Cicon. Typically never used, but comments entered here will copy to the Purchase Order and print on the Purchase Order immediately following the Line Item.	Hedgelsstorin Activities Freight/Shipping/Fee AntOnly Maintain Requisitions Requisitions Requisition Next Badget Status Open Business Unit GENPD Status Open Requisition Next Copy Fion Header Image Status Open Requisition Next Copy Fion Header Image Status Open Requisition Deep Copy Fion Header Open Requisition Deep Copy Fion Header Open Status Open Entered By: Vigit DO District Office Chaptower By Entered By: Approved By District Office Categorized Centification Proortement Group Requisition Defaultie Add Comment(Mtaddments) Total Amount 0.000 USD Requisition Defaultie Add Comment(Attaddments) Status Requisition Defaultie Add Comment(Attaddments) District Office Categorized Centification Proortement Group Est. Tax Amount 0.000 USD Requisition Defaultie Add Comment(Attaddments) Total Amount 0.000 USD Requisition Defaultie Add

COMMENTS AND A	TTA CH ME NT S	
The Comments page provides a text box for comments and an	Header Comments	-
"Attach" option for uploading supporting emails & documents	Business Unit GENFD Requisition ID NEXT	Requisition Date 05/10/2017 Status Open
such as quotes,	*Sort Method Comment Time Stamp	*Sort Sequence Ascending V Sort
agreements, etc	Comments Use Standard Comments	Find View All First (1 of 1) Last Comment Status Active
The check boxes below the comment indicate who can see the comment. If you remove the check from Send to Supplier, the	Send to Supplier Show at Receipt	
comment will not print on	Show at Voucher	
the PO. The other check boxes allow receiving and	Associated Document Attachment	Attach View Delete Email
accounts payable to see the	From -> REQ GENFD-NEXT	
comment.	OK Cancel Refresh	
	Cancer Reliesh	
Standard Comments	Header Comments	
are available by selecting the Use	includer comments	
Standard Comments	Business Unit GENFD	Requisition Date 05/10/2017
link. Typically not	Requisition ID NEXT	Status Open
used.	*Sort Method Comment Time Stamp	*Sort Sequence Ascending Sort
	Comments	Find View All First (1) 1 of 1 (2) Last
	Use Standard Comments	Comment Status Active
	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

Use the to lookup the Comment Type and Comment ID. Typically not used or necessary.	Standard Comments Comments *Action Copy Comment *Action Copy Comment ID *Effective Date 05/16/2017 *Status Active Description Short Desc Comments	x Help
	OK Cancel Refresh	.:

COMMENTS AND ATTACHMENTS

File Attachments

File Attachments		
Support documents	Header Comments	
eg. Quotes,		
approvals, emails	Business Unit GENFD	Requisition Date 05/10/2017
strings, etc. can be	Requisition ID NEXT	Status Open
uploaded directly into		
PeopleSoft using the	*Sort Method Comment Time Stamp	*Sort Sequence Ascending V Sort
Attachment	Comments	Find View All First 🕚 1 of 1 🕑 Last
functionality.	Use Standard Comments	Comment Status Active
Click the Attach pushbutton to add an		
attachment.	Send to Supplier Show at Receipt Show at Voucher	
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.	Associated Document Attachment From -> REQ GENFD-NEXT OK Cancel Refresh	Attach View Delete Email

COMMENTS AND	D ATTA CH ME NT S
 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 	File Attachment
different.	File Attachment Help Choose File No file chosen Upload Cancel
	File Attachment Help Browse No file selected. Upload Cancel

COMMENTS AND ATTACHMENTS

When a File Attachment exists, the file name is displayed and the View and Delete pushbuttons become active.	Business Unit GENFD Requisition ID NEXT *Sort Method Comment Time Stamp v Comments Use Standard Comments Use Standard Comments Show at Receipt Show at Receipt Show at Receipt Associated Document Attachment EXHIBIT_A_1.docx From > REU GENFU-NEXI OK Cancel Refresh	Requisition Date 04/20/2017 Status Open *Sort Sequence Ascending Sort Find View All First 1 of 1 + Last Comment Status Active Inactivate Image: Comment Status Active Image: Comment Status Active
When a File Attachment has been included on the header, an icon will be displayed.	Maintain Requisitions Requisition Business Unit GENFD Requisition ID 0001026267 Requisition Name TEST LEVEL 1 Image: Comparison of the second se	Status Open ▲ × Budget Status Valid Budget Status Valid Hold From Further Processing Entered By: W1587829 Paula Gordon Last Updt By: W1587829 Paula Gordon IT Procurement 1-Submitted IV Level: 1-Submitted IV Amount 200.00 USD Est. Tax Amount 15.500 View line tax and budget info Select Lines To Display ? Line To Retrieve

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.	Maintain Requisitions Requisition Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Chtd Requisition Name Copy From Heador @ Entered By: vy1597829 Paula Gordon Last Udd Pron Further Processing * Requisition Name Definit Office User Udd Prov Definit Office Variancy Code USD Defair Accounting Date (050/2020) B Accounting Date (050/2020) B Accounting Date (050/2020) B Accounting Date (050/2020) B Date of Approval Total Amount Requisition Activities Frequent Group Requisition Activities Frequent Status Requisition Activities Frequent Status Bate of Approval Total Amount 0.00 Requisition Activities Frequent Status Requisition Activities Frequent Status Bate of Approval Total Amount 0.000 View Initiable View All Dim Free 1 of 1 © Last Est, Tax Amount 0.000 View Printable View All Dim Free 1 of 1 © Last Nemt 1 © 0000
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.	Maintain Requisitions Defaults for Line 1 Requisition ID NEXT Item Line 1 Default Options Default SpeedChart Q Distributions I Distributions I Account Fund Dept Program Class Project Location NV Unit 1 Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q

LINE DEFAULTS

Click on the Copy Settings link at the bottom of the Personalize Column and Sort Order page.	Distributions 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 Tab Details (frozen) Dist (frozen) Percent GL Unit (hidden) Account Fund Dept Hidden Hidden Dest	⊠ ccending
	Class PC Bus Unit (hidden) Project Activity (hidden) Activity (hidden) Budget Date (hidden) Budget Date (hidden) Business Unit (hidden) Description (hidden) Business Unit (hidden) Profile ID Tab Asset Information IN Unit Capitalize Cost Type	
Use the lookup icon to copy the LR template.	Copy Settings Copy Your Customization Settings Settings to Copy:	Help

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.	Look Up Settings to Copy Setting Name begins with Look Up Clear Cancel Basic Lookup Search Results View 100 First 1 of 1 Last Setting Name LR_REQ_DEFAULT	Help

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 CA	TEGORICAL PURCHASES
On the Requisition Header To document the criteria met by the purchase, click on the Categorical Certification link.	Maintain Requisitions Requisition Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Child Requisition DENEXT Budget Status Not Child Requisition Date 0030/2020 B "Requisition Date 0030/2020 B "Requisition Date 0030/2020 B Origin DD District Office Origin DD District Office Outgoing Date 0030/2020 B Accounting Date 0030/2020 B Datar Accounting Date 0030/2020 Accounting Date 00500/2020 B Datar Datar Accounting Date 00500/2020 B Datar Accounting Date 00500/2020 Approved By Datar Accounting Date 00500/2020 B Total Amount 0.00 USD Categorical CettRication Procurement Group Frequestion Detude Procurement Group Frequestion Detude Est. Tax Amount 0.00 USD Output Procurement Group Est. Tax Amount 0.00 View Init Eax and budget info Trendbloch Detude
Enter the applicable information on the page.	Item Description Quantity VIM Category Price Account is Status Vew Printable Version Q

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.	Approved By Date of Approval Requisition Defaults Requisition Activities Freight/Shipping/Fee AmtOnly Line ? Details Line Description 1 0.0000 Q O O O View Printable Version Save Notify Refresh
Use the Lookup Recipient link to select email recipients.	<form></form>

NOTIFY	
Enter the last name of the employee you wish to notify.	Send Notification
Click Search and select the action for the Recipient. (To, CC, Bcc).	Lookup Address Recipient Search Name: Dobbins Search
Click the Add to Recipient List pushbutton to add the email addresses to the Recipient List below.	Search Results Personalize Find View All [2]] First (1 of 1 (1 a) Last To CC Bcc User ID Dobbins,Valerie J. DobbinV@losrios.edu W0002223 Add to Recipient List To: Dobbins,Valerie J./W0002223 CC: BCC: OK Cancel
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.	Workflow Notification Provide receive in the To, CC, or BCC fields, using a semi-colon as a separator. Color RecEive To search for a name. Click DELIVERY OPTIONS to view or clans the method of the sent. Interview Lokup RecEiver Tr Dobbins, Valerie JJW0002223 Color Borg Priority: 2-Medition 10001000154 - Amerigas Priority: 2-Medition 10001000154 - Amerigas Priority: Shothfloation Priority Data Sent: Orthown Notification Priority Data Sent: Torregine To

NOTIFY

The resulting email	
message contains a	From: Barnesk Øff. Loorios edu Sent To: Ø Dobbins, Valerie
direct link to the	Cc Subject: Requisition 0001009154 - Amerigas
requisition.	Workflow Notification
	Priority: 2-Medium
	Date Sent: 2017-04-13
	Sent To: Dobbins,Valerie J./W0002223
This email can be forwarded	сс:
to the next user for review. The active link will forward	Please click on the link below to access this transaction: https://tsproweb.losnos.edu/2443/osp/fsprp/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=REQ_FORM&BUSINESS_UNIT=GENED&REQ_ID=000109354&Action=U
with the message.	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 AC	CTIVITIES		
On the Requisition Header Click on the	Maintain Requisitions Requisition Business Unit GENFD Requisition ID NEXT Requisition Name Vended (2)		Status Open Status Net Chk'd
Requisition Activities link.	Requester Requester Requisition Date 06/30/2020 S Origin DO Olar Currency Code USD Dolar Accounting Date 06/30/2020 S Approved By Date of Approval Requisition Defaults Add Comments/Attachments Categorical Cettification Procurement Grou Requisition Activities Freight/Shipping/Fee AmlOnly	Last Upd IT Procurem Le Amount Summary @ Total Amo Est. Tax Amo	ent <mark>1-Submitted v</mark> ref: unt 0.00 USD
Reviews and intermediate approvals can be tracked using Requisition Activities.	Activities Business Unit GENFD Rev Requisition 0001009157 10 Requisition Activities	uisition Date 04/06/2017 Status Open	Personalize Find 1 201 2 4 Last
	Done Date Comments	Signed Date User ID	Signed By
	1 04/20/2017 Notification sent to Monica Pactol	04/20/2017 W00233	22 Kathy Barnes-Liguori 🛨 🖃
	2 04/20/2017 Reviewed and approved	04/20/2017 W0943	193 Monica Pactol 👻 📼

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.	Maintain Requisitions Requisition Business Unit GENFD Requisition ID 000102263 Budget Status Requisition Name TEST LEVEL 2 Header Requisition Date (06/52/020 Budget Status Vision Date (06/52/020 Budget Status Approved By Annount Summary (*)		
	Requisition Defaults Edit Comments/Attachments Total Amount 5,000.00 USD Categorical Certification Proc.Encommbrance Balance 5,000.00 USD Pre-Encombrance Balance 5,000.00 USD Est. Tax.Amount 387.500 View line tax and budget info Select Lines To Display ? Select Lines To Display ? Line ? Personalize Find View All !!!! First I of 1 ?! Lest Line ? Personalize Find View All !!!!! First I of 1 ?! Lest Line ? Personalize Find View All !!!!!! First I of 1 ?! Lest Line ? Server proteination Quantity ''UOM Category 'Price Amount'' Status Status !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!		
You will see the report submitted for printing	Queued Process Name: PORQ010 Requisition Print SQR Process Instance: 1105826 Process Type: SQR Report		

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 Business Unit: GENFD OPEN Requisition Name: Phone: (916) 631-9349 Phone: (916) 631-9349 Fax: (916) 631-8325 email: mike.garcha@yahoo.com Ship To: 3753 BRAD/IEW DRIVE SACRAMENTO CA 95827-9703 Business Unit: GENFD OPEN Requester Signature
	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 Intered By: TAYLORJ 13-JUN-2017 UCL Colspan="2">Intered By: TAYLORJ 13-JUN-2017 Intered By: TAYLORJ 13-JUN-2017 Intered By: TAYLORJ 123-JUN-2017 AUTHORIZED PERSONNEL: PABLO MAAZO VINCE MONTOYA DAVID FINK ISOLINA SAN JUAN KIRK L'ECLUSE CHRIS FRIAR RICHARD STEVENS LEON WYATT Interes TAYLOR Interes TAYLOR Interes TAYLOR EXEMPTION TO TAY
	FY2017 PO # B1087882 BU Acct Fd Ora Prog Sub Proj Amount GENED 5600 11 DS.FM.AUTO 67700 00000 0458 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

LOS RIOS

Maintain Requisiti Requi Requisition

Favorites + Main Menu + > Purchasing + >

BLANKET ORDER

Ship-To

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

Select the applicable N 10 R р

 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. 	Weadle With Decast Provide the option. It is an use if a first with the option of a source first with the option. It is an use if a first with the option. It is an use option. It is an use if a first with the op	
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 Personalize Find Verr All Dil Find Find Verr All Dil Find Find Find Find Verr All Dil Find F	211
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."	Line Description Personalce Find Verw All [23] First 1 Description Line Description	of 1

Look Up Ship To

SetID LR Ship To Location begins with V Description begins with V

Look Up Clear Cancel Basic Lookup

Help

15 = >

BLANKET ORDER

Split Budgets	
If you require	Line @ Personalize Find View All 🖉 🔯 First 🚯 1-2 of 2
multiple budgets on a	Details Immediate Suppler Name Ship To Amount Could C
Blanket Order, create	1 1 000 00 CARVELL PRINTING ETW Q. C C D A X
1 requisition line for	
each budget string.	
ener suger sung.	
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	
Comments	
Enter a comment on	Header Comments
the Requisition	Help
Header	Business Unit GENFD Requisition Date 01/31/2017
Include the date the	Requisition ID 0001009065 Status Approved
Blanket Order is in	Retrieve Active Comments Only
	*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort
effect, the prior year Blanket PO Number	Comments Find View All First ④ 1 of 1 ④ Last
	Use Standard Comments Comment Status Active
and the names of	
personnel authorized	FOR PURCHASES FROM 02/01/17 THRU 06/30/17
to make purchases	AUTHORIZED PERSONNEL:
using this Blanket	Send to Supplier Show at Receipt
Order.	Show at Voucher
	Associated Document Attach View Delete Fmail
	Attachment Attach View Delete Email
	From -> REQ GENFD-0001009065
	OK Cancel Refresh

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.

Y.	The location code can be
	set on the Requisition
	Defaults or it can be set on
	the Line Defaults (see page
	25)

No m

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.

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		ION CON				Q					ess Seq Nur		10					
Schedule							Su	oplier Lookup										
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EQUIPMENT O	RDER S	
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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.	Image: Control of the state of the stat	naize Find Vew All [²³] R Find () 1.2 crf 2 () Last Step To Amount DO Q () C () () () () () () () () () () () () ()

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The Category may default the appropriate Profile ID for you.	2 SWITCH, CISCO PART# 1 5.0000 EA	EQUIP C. 5.000.0000 25.000.00 COW GOVERNMENT INC	
For a list of Categories and Profile IDs see page 56.			

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

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)

Line 🕐								Pers	sonalize Find V	'iew All 🖾	F F	First (1-4 of 4	Las
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Begin the description with the Serial Number of the equipment. This assists in matching the invoice to the correct PO line.

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MAINTENANCE AGREEMENTS

Multi-Year Agreement

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page 42)	Distribut		ID 0001009177			Item			7/1/17.	44548 ODACI I	DATABASS				
prepaid expenses page 42)	Distribut	Requisition	D 0001009177 1e 2 1e 1			Item Status Act	ive		7/1/17	4/15/18 ORACLE	E DATABASI	5			
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page 42)	Distribut	Requisition Lii Schedu Si *Distribu	ne 2 le 1 nip To DO ste By Quantity			Status Act	Quantity Quantity		1.000	0 EA 0	E DATABASI	Ξ.			
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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.

Line							100 March 100 Ma	rsonalize I	
Details	Ship To/Due Date	Status Sup	plier Information	n <u>I</u> tem In	formation	Attributes	<u>C</u> ontra	ct Source	cing (
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	stribution Details								
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Mai	intain Requisitions stribution	9176		item Status Active		CLASS CLIMA	TE CAMPUS	514 5A - R	
Mai	intain Requisitions stribution Requisition ID 0001000 Line 1 Schedule 1 Ship To DO	DO-RC	v	Qu	antity	CLASS CLIMA	TE CAMPUS	5 L4 5A + R	
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Mai Dis	Intain Requisitions stribution Requisition ID 0001002 Line 1 Schedule 1 Ship To DO *Distribute By Qua SpeedChart Distrib Percent Qu 1 250000 2 750000	DO-RC ntity Information Budget I antity Merchan Amount 0.2500 2,961.21 0.7500 8,883.74	nformation (ETT) ddise Account 5 (5600	Que Open Que Merchandise Fund Que 11	antity antity e Amt 1 Dept	1.0000 1,845.00 USE Program 66000 C	Class		
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PREPAID EXPENSES

Prepaying multiyear 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 👔								P	ersonalize Find \			First	④ 1-6 of 6	5 🕑 La
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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

		ion Defa	ilte													
n the Requisition	requisit	ion Deidi	anto													
efaults page, you		Bu	siness U	nit GENFI	D			Req	uisiti	ion Date 04	1/19/2017					
n specify split		Re	quisition	ID 000100	09165					Status O	pen					
stributions by	Default	Options	?													
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SPLIT BUDGE	ſS
Quantity Split If you need to split the requisition line by quantity, you will need to drill down to the distribution. Click the Schedule	Line @ Personalize Find View Al [2]] First @ 1-2 of 2 @ Last Details Ship ToOue Date Status Supplier Information Attributes Contract Sourcing Controls [7] Line Description Quantity 10M Category Price Microhandise Ship To Supplier Name 1 [2] SPLIT BY GTY EXVAPLE: [2] 40000 [EA] SUPP Q 235000 [9.40 [CRC Q APPLIED BIOSYSTEMS] [2] (2] [2] [2] [2] [2] [2] [2] [2] [2] [2] [
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SPLIT BUDGET	'S
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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	Line @ Personalize Find View All 2
Click the Distribution Icon	Schedule Personalize Find View All 2 1 First (1 of 1) Last Details TTP Sched *Ship To Quantity Price Merchandise Amount Due Date Attention To Status Image: Colspan="2">Image: Colspan="2">Image: Colspan="2"
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	OK Cancel Refresh

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	Maintain Requisitions Requisition Business Unit G Requisition ID 00 Requisition Name T	01026268	Status Open Budget Status Valid Hol	△ 🗙 d From Further Processing
Fiscal Year the transaction will be charged to. Change the Requisition date to July 1 when	Requester W *Requisition Date p Origin D *Currency Code U Accounting Date O Approved By Date of Approval Requisition Defaults Categorical Certification	V01/2020 × iii Dory,michael R. Dory,michael R. Dory,mic	Entered By: W158783 Last Updt By: W158783 IT Procurement Level: Approved By Amount Summary @ Total Amount Pre-Encumbrance Balance	29 Paula Gordon tted ♥ ♥ ■ 5,000.00 USD 5,000.00 USD
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.	Requisition Activities	Procurement Group Freight/Shipping/Fee AmtOnly	Est. Tax Amount Select Lines To Display ② Search for Lines Line Q To P	387.500 View line tax and budget info

Section 11 – Copying Requisitions

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

COPY A REQUISI	TION
On the Requisition Header Click on the Copy From link.	Maintain Requisitions Requisition Business Unit GENFD Requisition ID NEXT Budget Status Not Chk'd Requisition Name Copy From Header Requisition Date 06/30/2020 Business Unit GENFD Requisition Date 06/30/2020 Requisition Date 06/30/2020 Business Unit GENER Entered By: W158/7829 Paula Gordon Last Updt By: If Procurement Not Specified V Lot of Approval Approved By Approved By Requisition Defaults Add Comments/Attachments Procurement Group Requisition Activities Procurement Group Freight/Shipping/Fee AntOny
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.	Maintain Requisitions Copy Requisition Requisition Name Requisition Name Requisition Name Requisition Date Supplier Name Kathy Barnes-Liguori Requisition Date Supplier Name Kathy Barnes-Liguori Requisition Date Supplier Name Supplier Name Supplier Name Supplier Name Diffect Ship Department Corigin Requisition Name Statua Corigin Requisition Name Statua Corigin Requisition Name

Review the budget when	1												
copying a requisition:						Line	Q, TO	Retriev	e				
Select the "Schedule"	Line 2 Details	Ship To/Due Da	ate Status S	upplier Information	m Information At	tributes Cor	ntract Sourcing Co		nalize Find 1	View All	🖲 🛄 🛛 First	t 🛞 1-2 of 2	🛞 Last
	Line	Item		cription	Quantity	UOM	Category	Dalas	Merchandise Amount	Status			
button	1 📾	A	Q PR	INTER LEASE		EA				18 Open	© 1	D 🕅	± =
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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 R	EQUISITIO NS
Using the notification link Using the link within the notification email, you can go directly to the requisition without any menu navigation.	0001039991 TOSHIBA BUSINESS SOLUTIONS Image: Chanhts@losrios.edu To ● Ruggles, Jamie Cc ● Carrillo, Kim Workflow Notification Priority: 1-High Date Sent: 2022-11-16 Sent To: Ruggles, Jamie A/W1710830 cc: Carrillo, Kimberley A/W0423645
If you are not logged into PS Financials, the link will first take you to the log in page and then to the requisition.	Please click on the link below to access this transaction: Inttps://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 RE	EQUISITIONS
Search for a Requisition	
You can use the	Favorites • Main Menu • > Purchasing • > Requisitions • > Add/Update Requisitions Requisitions
Add/Update Requisitions menu to search for a requisition.	Use the following search to look for an existing Requisition. Find an Existing Value Add a New Value Search Criteria Image: Criteria
Under the Find an Existing Value tab, key in the specific Requisition number or enter	Business Unit = GENFD Requisition ID begins with Requisition Name begins with Requisition Status = Origin begins with
whatever search criteria you have.	Requester begins with
	Search Clear Basic Search Save Search Criteria Main Menu > Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value
You may want to search for a list of	Find an Existing Value Add a New Value
open Requisitions by Origin. Select the Requisition you would like to review.	✓ Search Criteria Business Unit ✓ BENFD × Q Requisition ID begins with Requisition Name [Eegins with Requisition Status
The search by Requisition Status, Origin, and Budget Checking Status provides a list of Requisitions meeting the criteria.	Requester begins with Q Requester Name begins with Q Budget Checking Header Status = Valid Hold From Further Processing
The search criteria can be saved by using the Save Search Criteria link.	View All First Control 1:10 Requisition Name Requisition Status Origin Requester Name Budget Checking Header Status Hold From Further Processing GENFD 0001009170 0001009170 0001009170 Open FLC W0002223 Valerie Dobbins Valid N GENFD 0001009154 0001009154 Open FLC W0023322 Kathy Barnes-Liguori Valid N GENFD 0001009154 0001009154 Open FLC W0023322 Barnes-Liguori, Kathy A, Valid N
You may want to save a search for each Business Unit.	

APPROVING R	EQUISITIO N	S		
The icons to update the Requisition Status are in the upper right corner of the page.	Maintain Requisitions Requisition Business Unit GENFD Requisition ID 0001026; Requisition Name 0001026; W Header @ Requester W171083 *Requisition Date 07/01/20; Origin DO *Currency Code USD	30 Ruggles,Jamie A.	Status Open Budget Status Valid Hold Entered By: W1587822 Last Updt By: W1587822 IT Procurement Level: 1-Submitt	9 Paula Gordon
The delta icon A is used to create a header change. The cancel icon X is used to cancel the Requisition.	Categorical Certification	20 F Comments/Attachments Attachments Exst Procurement Group reight/Shipping/Fee AmtOnly	Amount Summary ② Total Amount Pre-Encumbrance Balance Est. Tax Amount	100.00 USD 100.00 USD 7.750 View line fax and budget info

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 I	REQUISITIONS
Cancel the Requisition on the	Maintain Requisitions
Header	Business Unit GENFD Status Open A Requisition ID 0001026268 Budget Status Valid Requisition Name TEST LEVEL 2 Image: Hold From Further Processing * Header ??
top right of the Requisition.	Requester W0011616 O Day,Michael R. Entered By: W1587829 Paula Gordon *Requisition Date D7/01/2020 x Image: Construction of the second
Only Authorized Signers can access approved Requisitions for cancellation.	Approved By Amount Summary @ Date of Approval Current Change Reason Requisition Defaults Edit Comments\Attachments Categorical Certification Procurement Group Requisition Activities Procurement Group Freight/Shipping/Fee AmtOnly Stat Amount
	Select Lines To Display @ Search for Lines Line Q To Q Retrieve
A message is	Maintain Requisitions
displayed asking	Requisition
to confirm your	Business Unit: GENFD Status Open 🛆 🗙 Requisition ID 0001026266 Budget Status Valid
choice.	Regulation Name (TEST NON IT Index of the Add From Further Processing
	Requester W0464846 Armstrong Tamara M. Message
To cancel the	*Requisition Date (06/28/2020 B)
Requisition, click	Origin IDD Option DD District Office "Currency: Code USD Data Data Data Data When you mark a requisition will commit any changes made and prevent turther changes. Continue? (10100,7) When you mark a requisition will commit and changes made and prevent turther changes. Continue? (10100,7) Accounting Date (05/09/2020) IB When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on
Yes.	Approved By the registation.
	Registion Debuts Add Comments/Attachments
	Categorical Certification Procurement Group Requisition Activities Freight/Shipping/Fee AmtOnly
	Select Lines To Display ②
	Search for Line
	Line ? Personalice Find View All [2] 🐷 Find & 1 of 1 (2) Last Details Ship ToDue Date Status Supplier Information [term Information Attributes Contract Sourcing Controls [779]
	Line Item Description Quantity "UOM Category Price Amount Status
	1 🐘 LOGITECH WEBCAM C615 🕅 10000 EA SUPP 65.00000 65.00 Open 🗘 🖽 社

CANCELING REQUISITIONS

Canceling Requisition Lines To cancel an individual line on a Requisition, click the on the Requisition Line.	Image: Control of the control of th
A message is displayed asking to confirm your choice. Click Yes to proceed.	Message Canceling a requisition line will be tracked: Continue? (10100,126) When you mark a requisition line as canceled, the system does not allow any further changes to this requisition line. Press OK to create a change track record for this line and its schedule(s). Yes No

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	0011
RENTL	Rentals	
TRAVL	Travel	
FRT	FREIGHT	
FEES	FEES	
CMPAC	Computer Accessories	CMPAC
CPYPR	Copy/Printing/Duplicating Eq	CPYPT
РНОТО	Photography Equipment	EQP:PHOTO
PROP	Real Property	
SSI	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	COMPRINT
COMPSERVER	Computer Viniter	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⋑	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
РНОТО	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