



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.

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

Requisitions

Find an Existing ValueAdd a New Value

Business Unit 


Requisition ID


Add

Find an Existing ValueAdd a New Value

MAINTAIN REQUISITIONS

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

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

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

Maintain Requisitions

Requisition

Business Unit: GENFD Status: Open
 Requisition ID: NEXT Budget Status: Not Chk'd
 Requisition Name: [Copy From](#) Hold From Further Processing

Header ⓘ

Requester: Entered By: W0423646 Kimberley Carrillo
 *Requisition Date: 07/22/2022 Last Updt By:
 Origin: DO District Office IT Procurement Level: Not Specified
 *Currency Code: USD Dollar
 Accounting Date: 07/22/2022
 Approved By: Date of Approval: **Amount Summary** ⓘ

[Requisition Defaults](#) [Add Comments/Attachments](#)
[Categorical Certification](#) [Procurement Group](#)
[Requisition Activities](#) [Freight/Shipping/Fee AmtOnly](#)

Line ⓘ

Total Amount	0.00	USD
Est. Tax Amount	0.000	View line tax ar


MAINTAIN REQUISITIONS

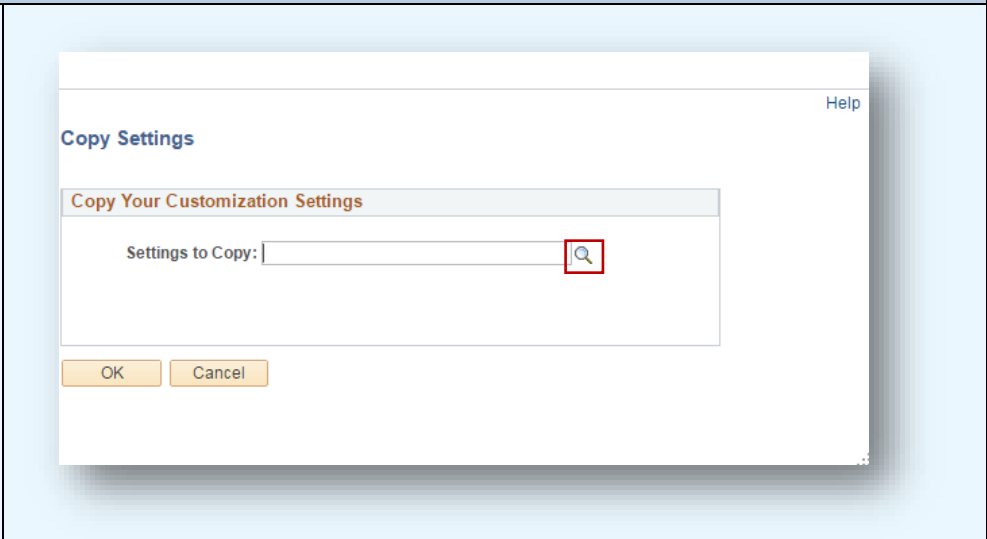
Scroll to the bottom of the Personalize Column and Sort Order list page.

Click on the Copy Settings link

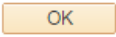
The screenshot shows the 'Personalize Column and Sort Order' dialog box. It contains two main sections: 'Column Order' and 'Sort Order'. The 'Column Order' section lists various fields such as 'Tab Details (frozen)', 'Line (frozen)', 'Details (frozen)', 'Item (hidden)', 'Description (frozen)', 'Item Search (hidden)', 'Quantity', '*UOM', 'Category', 'Price', 'Merchandise Amount', 'Status (hidden)', 'Supplier Name', 'Ship To', 'Amount Only', 'Line Comments', 'Defaults...', 'Schedule...', 'Tab Ship To/Due Date (hidden)', 'Due Date (hidden)', 'Price (hidden)', 'Schedule... (hidden)', 'Tab Status (hidden)', 'Status (hidden)', 'Tab Supplier Information (hidden)', 'Supplier (hidden)', 'Location (hidden)', 'Tab Item Information (hidden)', 'GTIN (hidden)', 'RFQ Required (hidden)', 'Stockless Item (hidden)', 'Device Tracking (hidden)', 'Supplier Item ID (hidden)', 'Supplier's Catalog (hidden)', 'Manufacturer ID (hidden)', 'Manufacturer's Item ID (hidden)', 'Tab Attributes (hidden)', 'Item Detail (hidden)', 'Buyer (hidden)', 'Name (hidden)', 'Physical Nature (hidden)', 'Zero Price Indicator (hidden)', 'Inspection Required (hidden)', 'Inspect ID (hidden)', 'Tab Contract (hidden)', 'Contract Search (hidden)', 'Contract ID (hidden)', 'Contract Version (hidden)', 'Contract Line (hidden)', 'Category Line Number (hidden)', 'Use Contract if Available (hidden)', 'GPO ID (hidden)', 'GPO Contract Number (hidden)', 'Tab Sourcing Controls (hidden)', 'Source Status (hidden)', '*Source Date (hidden)', 'Calculate Price (hidden)', 'Override Suggested Supplier (hidden)', 'Consolidate with other Reqs (hidden)', 'Source To Inventory (hidden)', 'Sourcing Controls (hidden)', '% Unit Price Tolerance (hidden)', '% Unit Price Tolerance - Under (hidden)', 'Unit Price Tolerance (hidden)', and 'Unit Price Tolerance - Under (hidden)'. The 'Sort Order' section is currently empty. At the bottom of the dialog, there are buttons for 'OK', 'Cancel', 'Preview', 'Copy Settings', 'Share Settings', and 'Delete Settings'. The 'Copy Settings' button is highlighted with a red box.


MAINTAIN REQUISITIONS

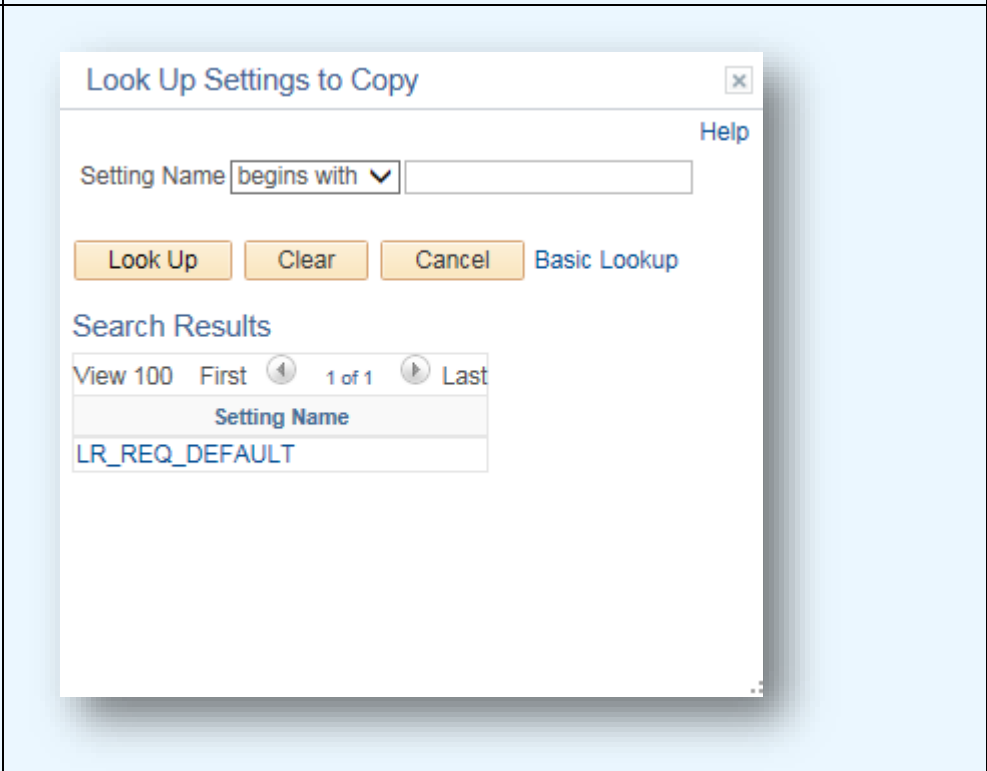
Use the lookup icon  to copy the LR template.

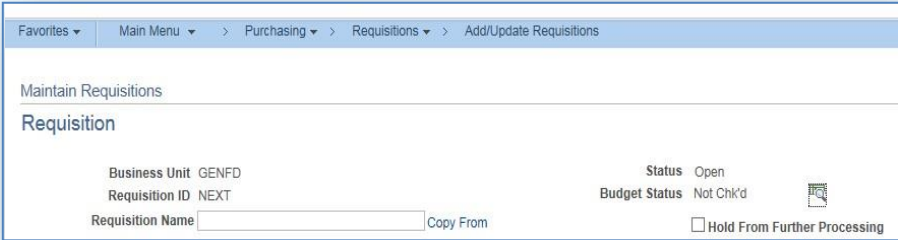



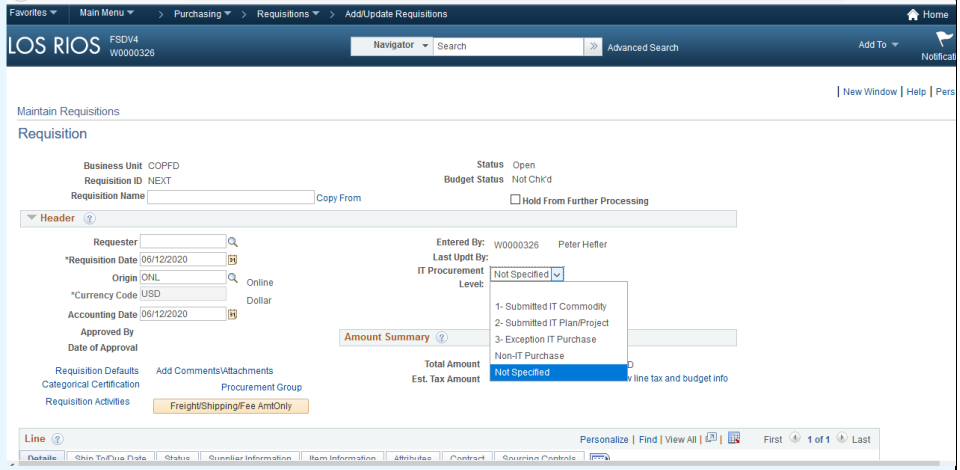

Select the LR_REQ_DEFAULT setting.

Click  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.

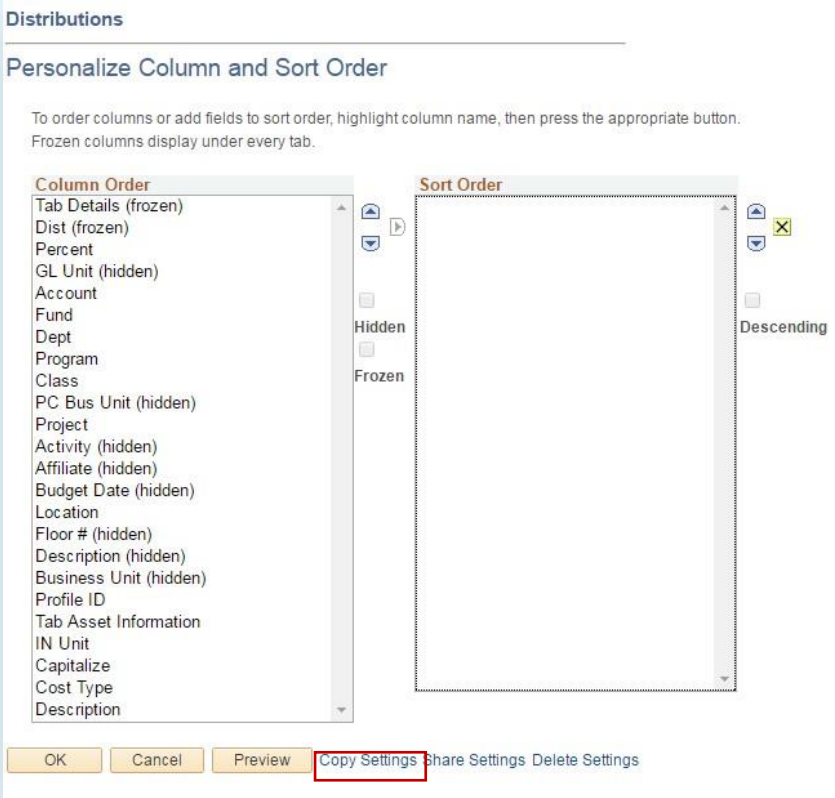
HEADER	
<p>The Header contains values that apply to all Requisition Lines and Distributions</p> <p>Note: IT Procurement Level functionality added 7/1/20</p>	
Requester	Enter the ID of the person initiating the order. You can use the lookup  to search.
Entered By	This ID defaults to the person entering the requisition.
Requisition Date	The date defaults to current date.
Origin	This value is defaulted from your user setup.
<u>IT Procurement Level per Information Technology Expenditure Review Process</u>	<p>This is a mandatory field, select one of the options shown in the screenshot above.</p> <p>Non-IT Purchase is for all purchases not IT related.</p> <p>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.</p>
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.

SETTING REQUISITION HEADER 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
- Program
- Class
- PC Bus Unit (hidden)
- Project
- Activity (hidden)
- Affiliate (hidden)
- Budget Date (hidden)
- Location
- Floor # (hidden)
- Description (hidden)
- Business Unit (hidden)
- Profile ID
- Tab Asset Information
- IN Unit
- Capitalize
- Cost Type
- Description


Sort Order

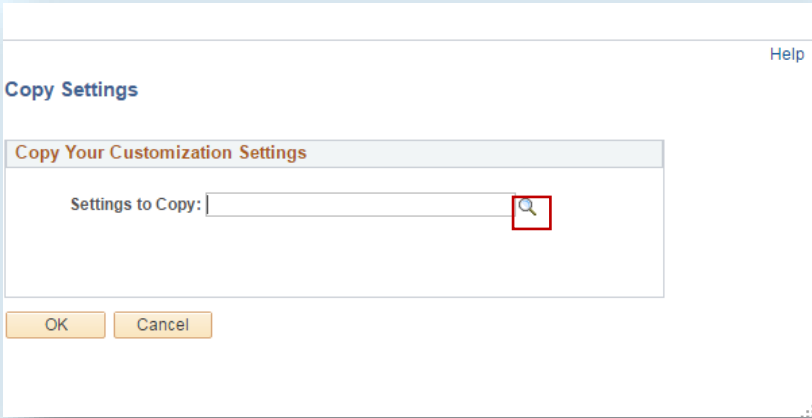
Hidden

Frozen

Descending

OK Cancel Preview **Copy Settings** Share Settings Delete Settings


Use the lookup icon  to copy the settings template.



Help

Copy Settings

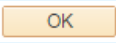
Copy Your Customization Settings


Settings to Copy: 

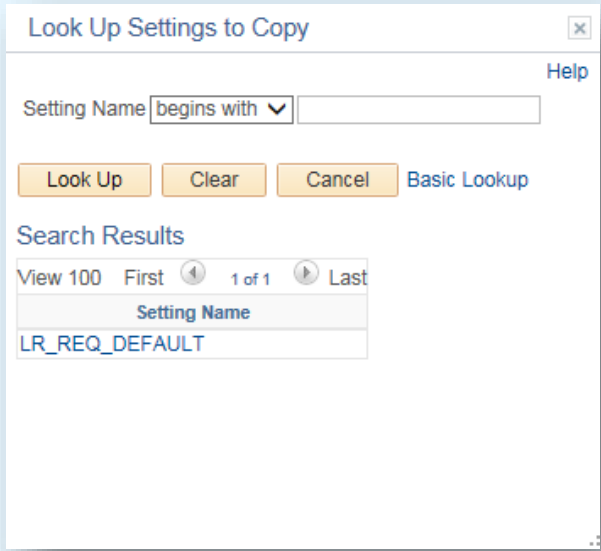
OK Cancel

SETTING REQUISITION HEADER DEFAULTS

Select the LR_REQ_DEFAULT setting.

Click  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

Setting Name: begins with

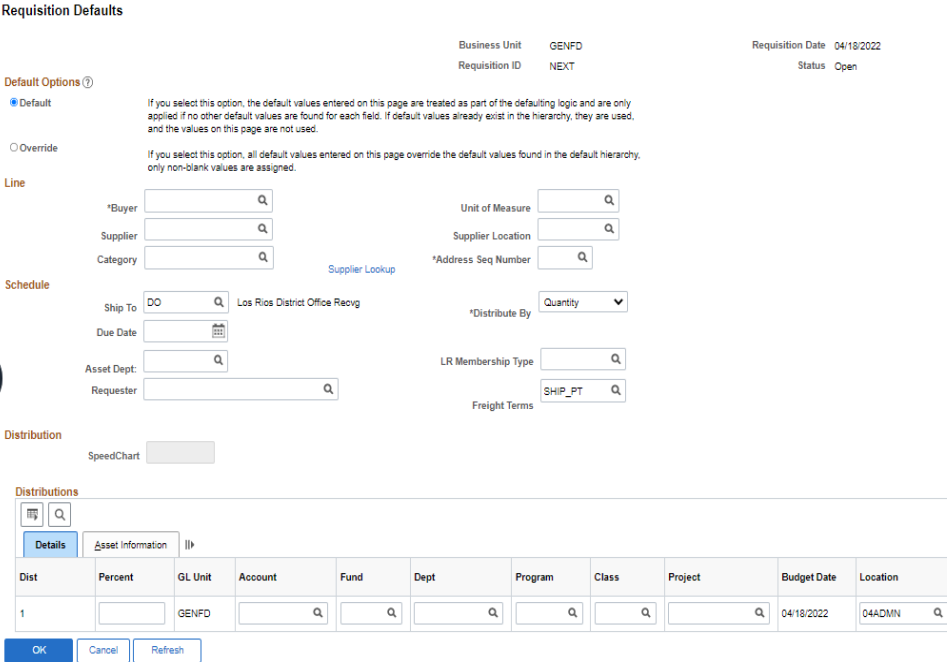
Buttons: Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Setting Name
LR_REQ_DEFAULT

Requisition Defaults Page









Requisition Defaults

Business Unit: GENFD
Requisition ID: NEXT
Requisition Date: 04/18/2022
Status: Open








Default Options

Default
 Override

Line

*Buyer:  Unit of Measure: 
 Supplier:  Supplier Location: 
 Category:  *Address Seq Number: 








Schedule

Ship To: DO  Los Rios District Office Recvg *Distribute By: Quantity 
 Due Date: 
 Asset Dept:  LR Membership Type: 
 Requester:  Freight Terms: SHIP_PT 

Distribution


SpeedChart:

Distributions


Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	Location
1	<input type="text"/>	GENFD	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	04/18/2022	04ADMIN 

Buttons: OK Cancel Refresh


Buyer



Enter or use  to lookup the Buyer for your location.

Supplier

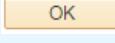
Enter or use  to lookup the Supplier you would like to use.

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. <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 64xx 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	<ul style="list-style-type: none"> • 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 REQUISITION HEADER DEFAULTS

Click  to return to the Requisition

Maintain Requisitions


Requisition


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


Header 


Requester Entered By: W1587829 Paula Gordon
 *Requisition Date 06/30/2020 Last Updt By:
 Origin DO District Office IT Procurement Level: 1-Submitted |
 *Currency Code USD Dollar
 Accounting Date 06/30/2020

Approved By
 Date of Approval

Amount Summary 




Requisition Defaults Add Comments/Attachments Total Amount 0.00 USD
 Categorical Certification Procurement Group Est. Tax Amount 0.000 View line tax and budget info
 Requisition Activities 

Line 

Personalize | Find | View All |  First 1 of 1 Last


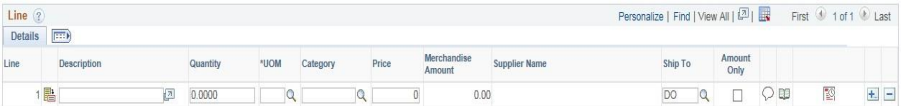



Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1			0.0000			0	0.00	Open

View Printable Version




  

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.



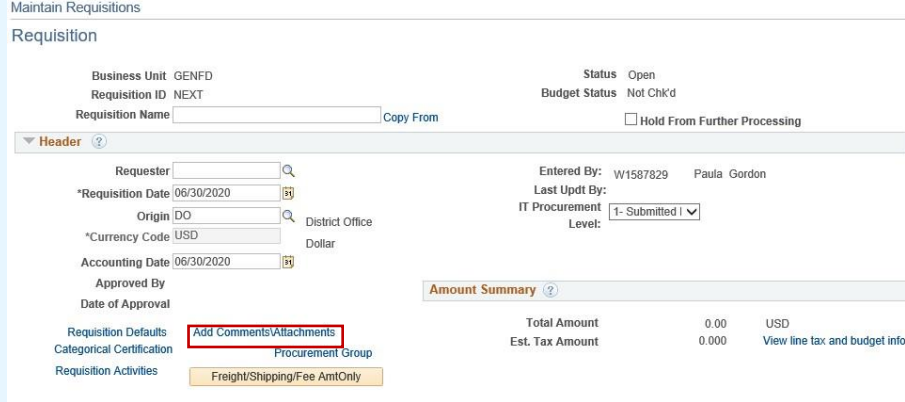


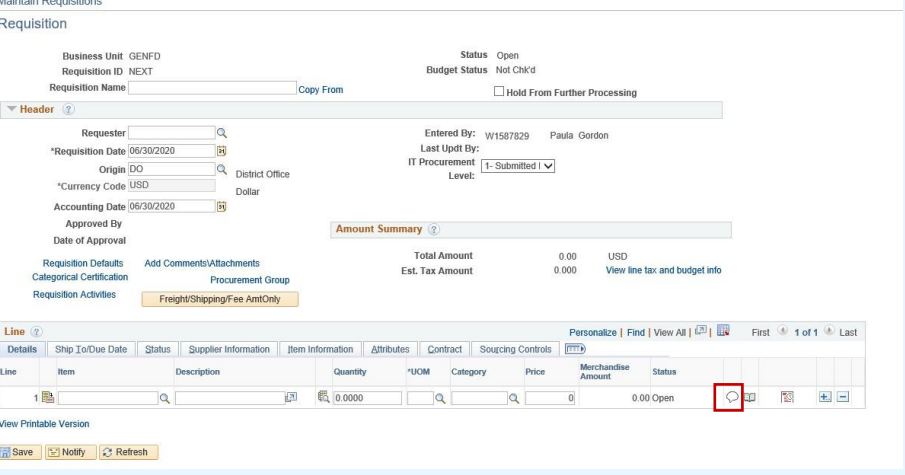



LINE S	
<p>The Line section of the Requisition contains the detail of the request.</p> <p> The line is where you set the attributes applicable to the item or service that you are requesting.</p>	
<p>Line</p>	<p>Displays the line number.</p>
<p>Description</p>	<p>Enter the description of the item or service 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).</p>
<p></p>	<p>This Icon displays the entire description for review and editing.</p>
<p>Quantity</p>	<p>Enter the quantity for the line.</p>
<p>UOM</p>	<p>Enter or use  to lookup the Unit of Measure for the line. This value can be defaulted from the Requisition Defaults. (see page 10)</p>
<p>Category</p>	<p>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)</p>
<p>Price</p>	<p>Enter the unit price for the line.</p>
<p>Merchandise Amount</p>	<p>The calculated line amount will display upon saving.</p>
<p>Ship To</p>	<p>The Ship To defaults from the Requester setup. This value can also be defaulted from the Requisition Defaults (see page 10).</p>
<p>Supplier Name</p>	<p>The supplier name is displayed here.</p>

PEOPLESFT REQUISITIONS

LINES	
Amount Only	This checkbox should be flagged for items that may require multiple payments. <i>Blanket Orders are always Amount Only.</i>
	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																											
<p>COMMENTS On the Requisition Header</p> <p>Click on the Add Comments\Attachments link.</p> <p> If a comment or attachment already exists on the Requisition Header, the link will read “Edit Comments” instead of “Add Comments”.</p> <p> Comments entered here will copy to the Purchase Order and print on the Purchase Order following the PO Lines.</p>	 <p>Maintain Requisitions Requisition</p> <p>Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Chk'd Requisition Name _____ Copy From <input type="checkbox"/> Hold From Further Processing</p> <p>Header ⓘ</p> <p>Requester _____ Entered By: W1587829 Paula Gordon *Requisition Date 06/30/2020 Last Updt By: _____ Origin DO District Office IT Procurement Level: 1- Submitted *Currency Code USD Dollar Accounting Date 06/30/2020 Approved By _____ Date of Approval _____</p> <p>Amount Summary ⓘ</p> <table border="1"> <tr> <td>Total Amount</td> <td>0.00</td> <td>USD</td> </tr> <tr> <td>Est. Tax Amount</td> <td>0.000</td> <td>View line tax and budget info</td> </tr> </table> <p>Requisition Defaults Add Comments/Attachments Categorical Certification Procurement Group Requisition Activities Freight/Shipping/Fee AmtOnly</p>	Total Amount	0.00	USD	Est. Tax Amount	0.000	View line tax and budget info																				
Total Amount	0.00	USD																									
Est. Tax Amount	0.000	View line tax and budget info																									
<p>On The Requisition Line</p> <p>Access the Line Comments page by clicking the  icon.</p> <p> Typically never used, but comments entered here will copy to the Purchase Order and print on the Purchase Order immediately following the Line Item.</p>	 <p>Maintain Requisitions Requisition</p> <p>Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Chk'd Requisition Name _____ Copy From <input type="checkbox"/> Hold From Further Processing</p> <p>Header ⓘ</p> <p>Requester _____ Entered By: W1587829 Paula Gordon *Requisition Date 06/30/2020 Last Updt By: _____ Origin DO District Office IT Procurement Level: 1- Submitted *Currency Code USD Dollar Accounting Date 06/30/2020 Approved By _____ Date of Approval _____</p> <p>Amount Summary ⓘ</p> <table border="1"> <tr> <td>Total Amount</td> <td>0.00</td> <td>USD</td> </tr> <tr> <td>Est. Tax Amount</td> <td>0.000</td> <td>View line tax and budget info</td> </tr> </table> <p>Requisition Defaults Add Comments/Attachments Categorical Certification Procurement Group Requisition Activities Freight/Shipping/Fee AmtOnly</p> <p>Line ⓘ</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>*UOM</th> <th>Category</th> <th>Price</th> <th>Merchandise Amount</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>0.0000</td> <td></td> <td></td> <td>0</td> <td>0.00</td> <td>Open</td> <td></td> </tr> </tbody> </table> <p>View Printable Version</p> <p>Save Notify Refresh</p>	Total Amount	0.00	USD	Est. Tax Amount	0.000	View line tax and budget info	Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status		1			0.0000			0	0.00	Open	
Total Amount	0.00	USD																									
Est. Tax Amount	0.000	View line tax and budget info																									
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status																			
1			0.0000			0	0.00	Open																			


COMMENTS AND ATTACHMENTS

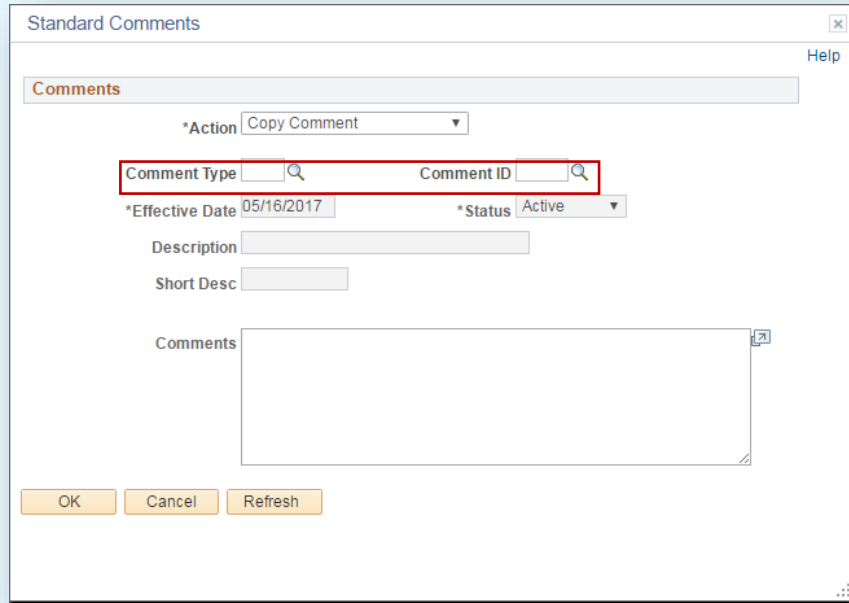
The Comments page provides a text box for comments and an “Attach” option for uploading supporting emails & documents such as quotes, agreements, etc..

 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.



Standard Comments Help

Comments

*Action

Comment Type  Comment ID 

*Effective Date *Status

Description

Short Desc


Comments

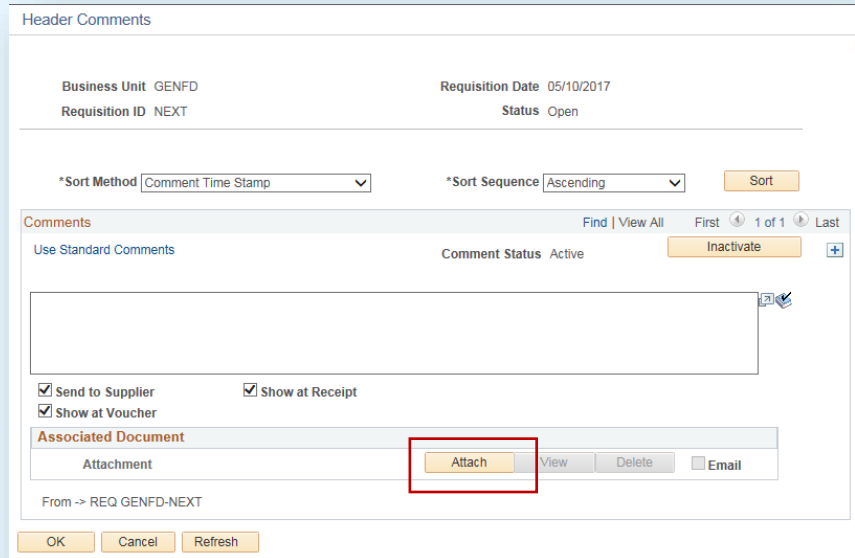
COMMENTS AND ATTACHMENTS

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.




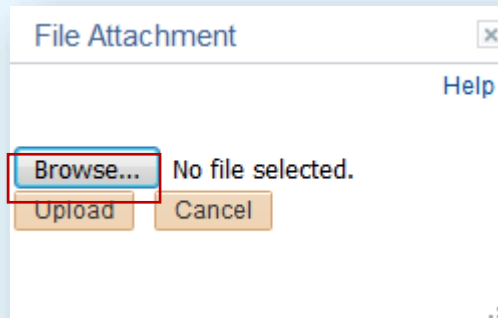
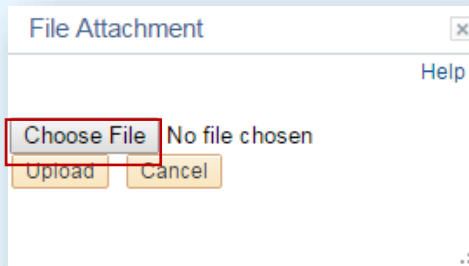
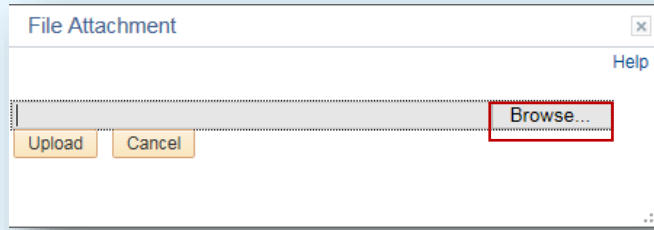
The screenshot shows the 'Header Comments' window in PeopleSoft. At the top, it displays 'Business Unit GENFD' and 'Requisition ID NEXT'. To the right, it shows 'Requisition Date 05/10/2017' and 'Status Open'. Below this, there are dropdown menus for '*Sort Method' (set to 'Comment Time Stamp') and '*Sort Sequence' (set to 'Ascending'), with a 'Sort' button. The 'Comments' section includes a search bar, 'Use Standard Comments' checkbox, and 'Comment Status Active' with an 'Inactivate' button. A large text area for comments is present, with a small icon in the top right corner. Below the text area are two checked checkboxes: 'Send to Supplier' and 'Show at Receipt'. The 'Associated Document' section contains a table with one row: 'Attachment' | 'Attach' | 'View' | 'Delete' | 'Email'. The 'Attach' button is highlighted with a red box. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons. The text 'From -> REQ GENFD-NEXT' is visible at the bottom of the window.

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.




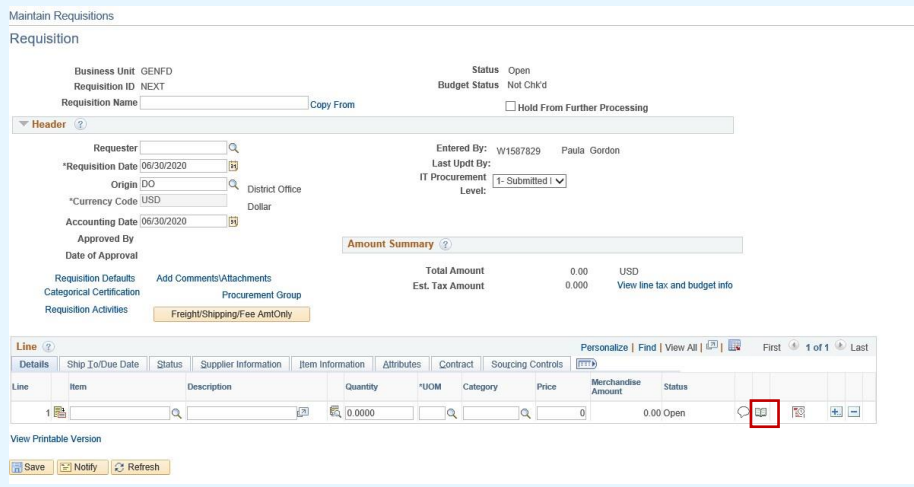

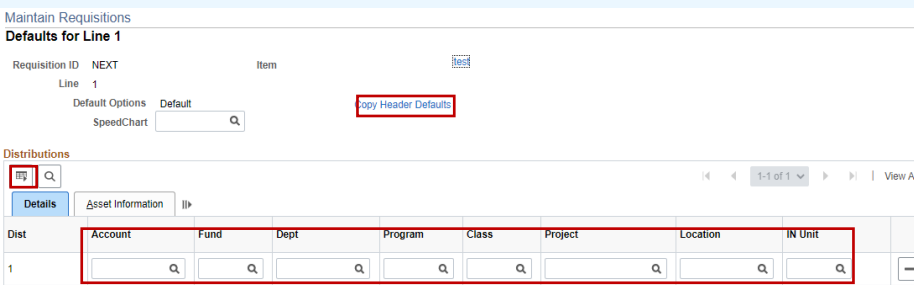
COMMENTS AND ATTACHMENTS

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.

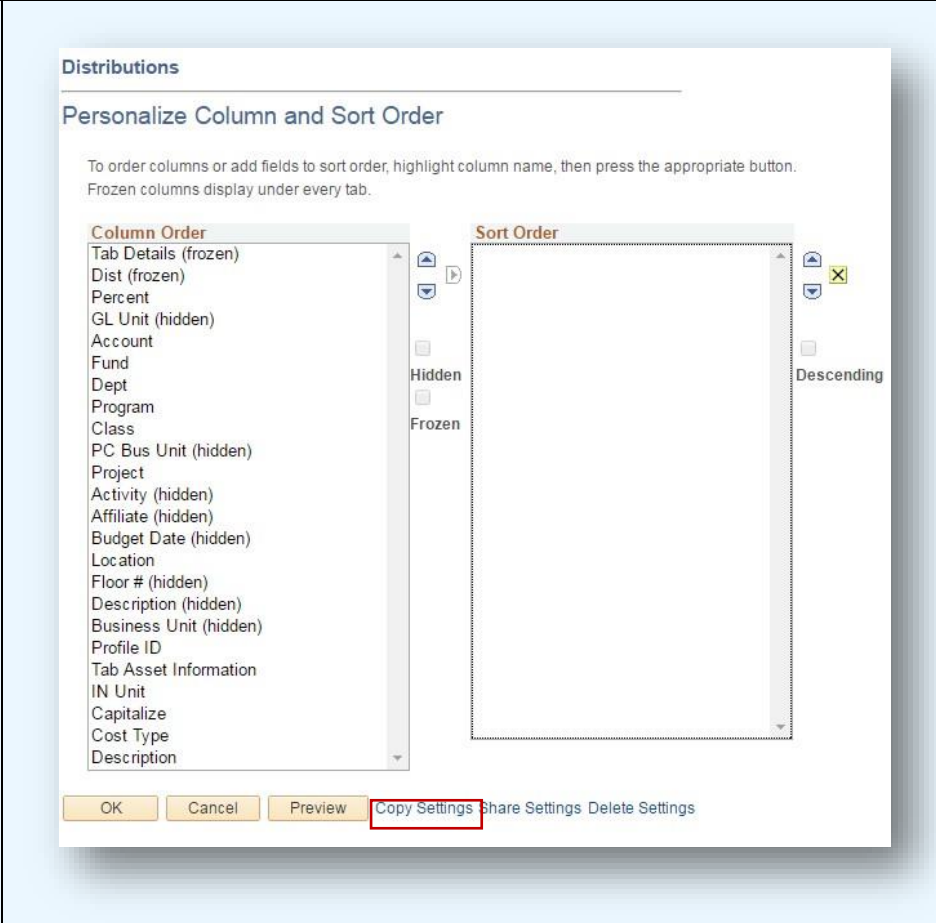
Section 5 - Requisition Line Defaults

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.

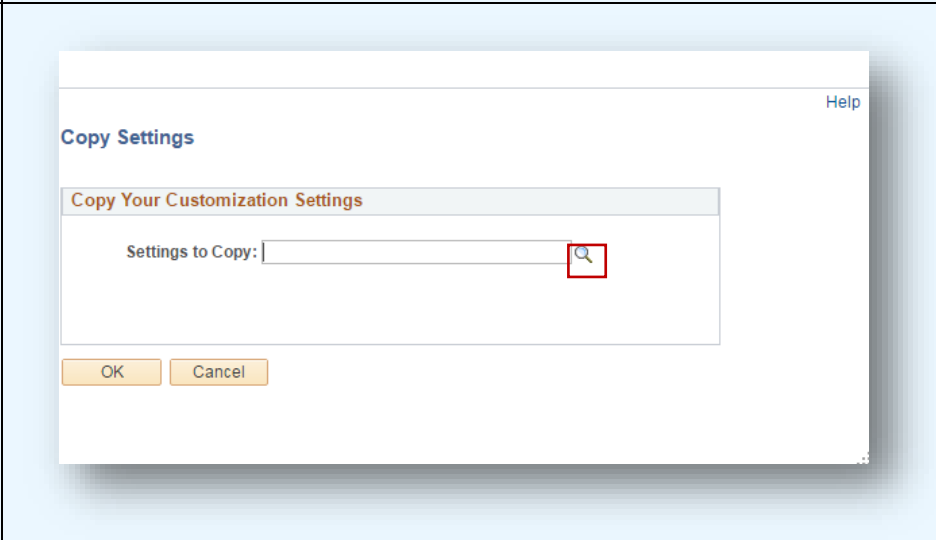
LINE DEFAULTS																			
<p>On The Requisition Line</p> <p>Access the Line Defaults by clicking the  icon.</p>																			
<p>The Requisition Line Defaults provides access to chartfields, location and Asset Profile ID</p> <p>Click the Copy Header Defaults link to bring in the header default values and then make changes accordingly.</p> <p> Click on the Personalize link to hide the fields you will not need.</p> <p>You will only need to perform this step once. The system will remember your preferences.</p>	 <table border="1" data-bbox="552 1438 1404 1501"> <thead> <tr> <th>Dist</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Location</th> <th>IN Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Dist	Account	Fund	Dept	Program	Class	Project	Location	IN Unit	1								
Dist	Account	Fund	Dept	Program	Class	Project	Location	IN Unit											
1																			

LINE DEFAULTS

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

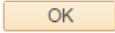



Use the lookup icon to copy the LR template.



LINE DEFAULTS

Select the LR_REQ_DEFAULT setting.

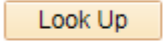
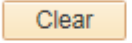
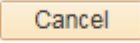
Click  twice to get back to the Requisition Defaults page.

 The page customization may not display immediately.



Look Up Settings to Copy

[Help](#)

Setting Name

   [Basic Lookup](#)

Search Results

View 100 First  1 of 1  Last

Setting Name
LR_REQ_DEFAULT

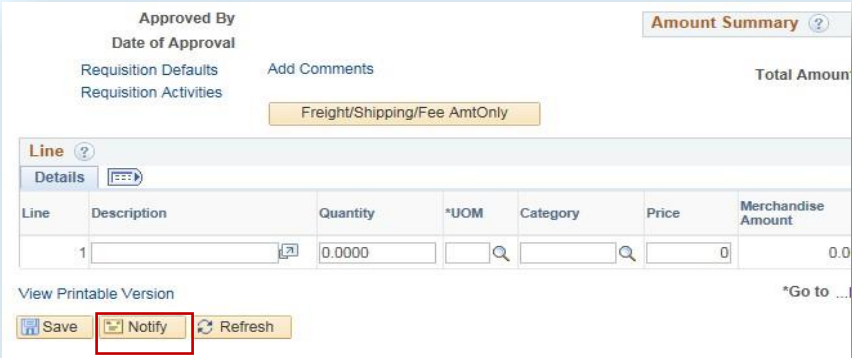

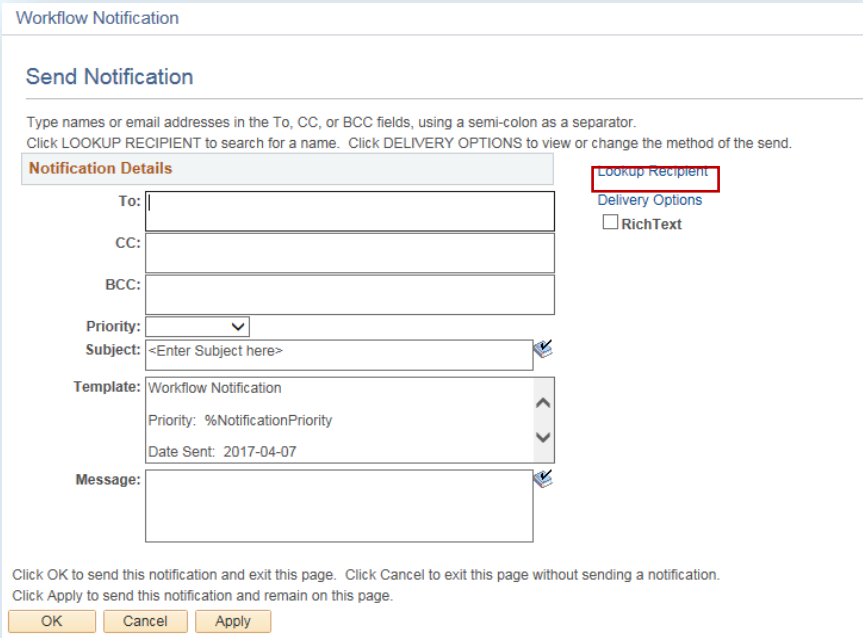
SECTION 6 - CATEGORICAL PROGRAMS

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	
<p>On the Requisition Header</p> <p>To document the criteria met by the purchase, click on the Categorical Certification link.</p>	
<p>Enter the applicable information on the page.</p>	This content is already included in the screenshot above

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	
<p>From the Maintain Requisitions Page</p> <p>You can send an email by clicking the Notify pushbutton located on the bottom left of the page.</p>	 <p>The screenshot shows the 'Maintain Requisitions' interface. At the top, there are fields for 'Approved By', 'Date of Approval', and 'Amount Summary'. Below these are buttons for 'Requisition Defaults', 'Add Comments', and 'Requisition Activities'. A 'Freight/Shipping/Fee AmtOnly' button is also visible. A table with columns 'Line', 'Description', 'Quantity', '*UOM', 'Category', 'Price', and 'Merchandise Amount' is shown. At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh'. The 'Notify' button is highlighted with a red box.</p>
<p>Use the Lookup Recipient link to select email recipients.</p> <p> Email addresses can also be entered manually.</p>	 <p>The screenshot shows the 'Workflow Notification' dialog box. It has a title 'Send Notification' and instructions: 'Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.' Below the instructions are fields for 'To:', 'CC:', and 'BCC:'. There is a 'Priority:' dropdown menu and a 'Subject:' field with a placeholder '<Enter Subject here>'. A 'Template:' section shows 'Workflow Notification', 'Priority: %NotificationPriority', and 'Date Sent: 2017-04-07'. A 'Message:' field is at the bottom. On the right side, there are links for 'Lookup Recipient', 'Delivery Options', and a checkbox for 'RichText'. The 'Lookup Recipient' link is highlighted with a red box. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.</p>

NOTIFY

Enter the last name of the employee you wish to notify.

Click Search and select the action for the Recipient. (To, CC, Bcc).

Click the Add to Recipient List pushbutton to add the email addresses to the Recipient List below.

Send Notification

Lookup Address

Recipient Search

Name:

Search Results Personalize | Find | View All | [Grid Icon] First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dobbins, Valerie J.	DobbinV@losrios.edu	W0002223

Recipient List

To:

CC:

BCC:

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

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template:

Priority: %NotificationPriority

Date Sent: 2017-04-13

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

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
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://fsprweb.losrios.edu:2443/pspr/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																						
<p>On the Requisition Header</p> <p>Click on the Requisition Activities link.</p>	<p>Maintain Requisitions Requisition</p> <p>Business Unit GENFD Status Open Requisition ID NEXT Budget Status Not Chk'd Requisition Name [] Copy From <input type="checkbox"/> Hold From Further Processing</p> <p>▼ Header ?</p> <p>Requester [] Q Entered By: W1587829 Paula Gordon *Requisition Date 06/30/2020 [] Last Updt By: Origin DO [] Q District Office IT Procurement Level: 1-Submitted ▼ *Currency Code USD Dollar Accounting Date 06/30/2020 [] Approved By Date of Approval</p> <p>Requisition Defaults Add Comments/Attachments Total Amount 0.00 USD Categorical Certification Procurement Group Est. Tax Amount 0.000 View line tax and budget info</p> <p>Requisition Activities Freight/Shipping/Fee AmtOnly</p>																					
<p>Reviews and intermediate approvals can be tracked using Requisition Activities.</p>	<p>Activities</p> <p>Business Unit GENFD Requisition Date 04/06/2017 Requisition ID 0001009157 Status Open</p> <p>Requisition Activities Personalize Find [] [] First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Done</th> <th>Date</th> <th>Comments</th> <th>Signed Date</th> <th>User ID</th> <th>Signed By</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>04/20/2017</td> <td>Notification sent to Monica Pactol</td> <td>04/20/2017</td> <td>W0023322</td> <td>Kathy Barnes-Liguori</td> <td>[+] [-]</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>04/20/2017</td> <td>Reviewed and approved</td> <td>04/20/2017</td> <td>W0943793</td> <td>Monica Pactol</td> <td>[+] [-]</td> </tr> </tbody> </table> <p>OK Cancel Refresh</p>	Done	Date	Comments	Signed Date	User ID	Signed By		<input checked="" type="checkbox"/>	04/20/2017	Notification sent to Monica Pactol	04/20/2017	W0023322	Kathy Barnes-Liguori	[+] [-]	<input checked="" type="checkbox"/>	04/20/2017	Reviewed and approved	04/20/2017	W0943793	Monica Pactol	[+] [-]
Done	Date	Comments	Signed Date	User ID	Signed By																	
<input checked="" type="checkbox"/>	04/20/2017	Notification sent to Monica Pactol	04/20/2017	W0023322	Kathy Barnes-Liguori	[+] [-]																
<input checked="" type="checkbox"/>	04/20/2017	Reviewed and approved	04/20/2017	W0943793	Monica Pactol	[+] [-]																

SECTION 9 – Viewing the Requisition

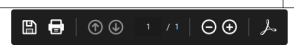
Viewing the Requisition in simple page format can be done by generating the requisition report. Using the View Printable Version link at the bottom left of the Requisition page will initiate the report.

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

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:	Date		Page
0001009713	07/01/2017		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 MONTROYA
 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**

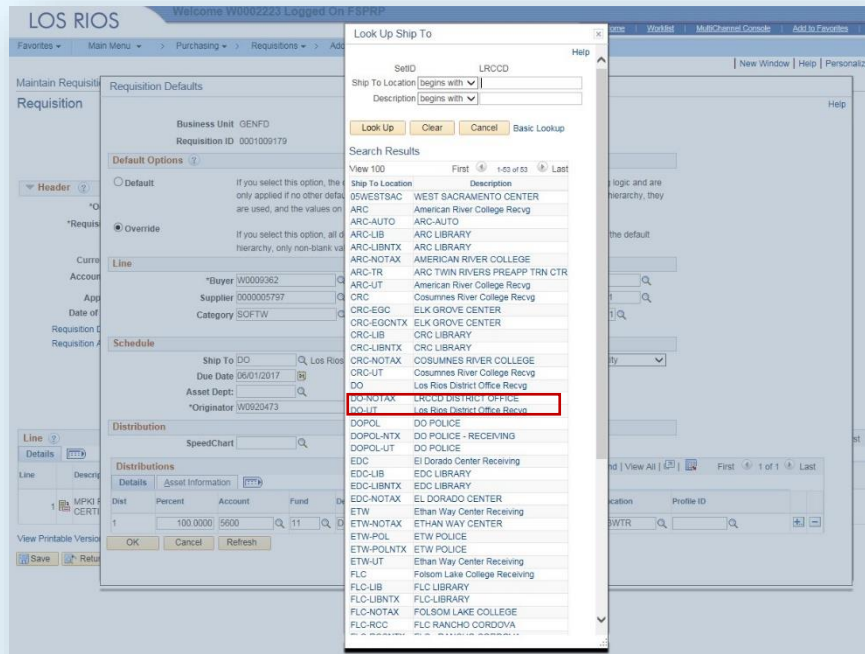
BLANKET ORDER

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

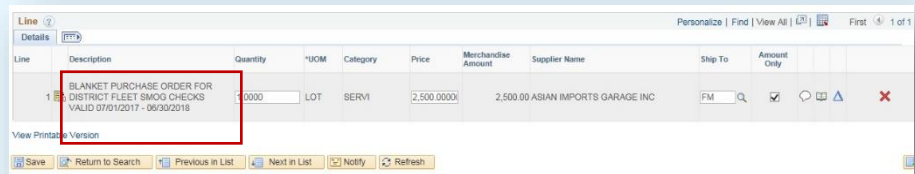
Blanket Orders are always set up as a flat amount. All charges, including tax and shipping will be deducted from the total as the individual invoices are paid.



Description

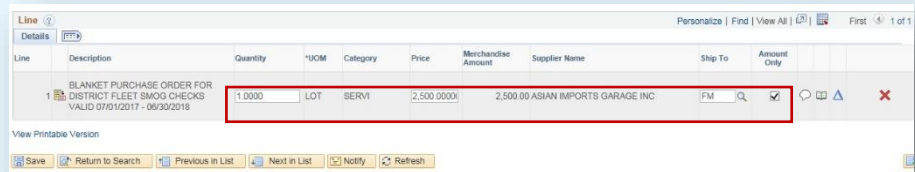
Begin your description with the words “Blanket Order”.

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.”




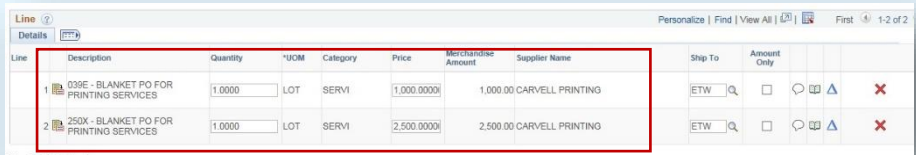
BLANKET ORDER

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.

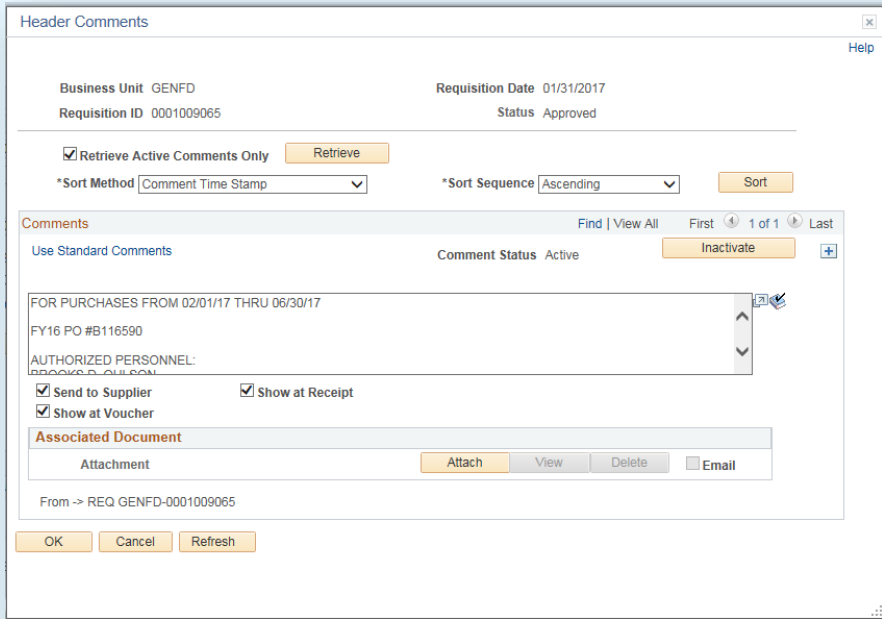


Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name	Ship To	Amount Only				
1	039E - BLANKET PO FOR PRINTING SERVICES	1.0000	LOT	SERV1	1,000.00000	1,000.00	CARVELL PRINTING	ETW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	250X - BLANKET PO FOR PRINTING SERVICES	1.0000	LOT	SERV1	2,500.00000	2,500.00	CARVELL PRINTING	ETW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



Header Comments

Business Unit GENFD Requisition Date 01/31/2017
 Requisition ID 0001009065 Status Approved

Retrieve Active Comments Only Retrieve

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate

FOR PURCHASES FROM 02/01/17 THRU 06/30/17
 FY16 PO #B116590
 AUTHORIZED PERSONNEL:
 [REDACTED]

Send to Supplier Show at Receipt
 Show at Voucher

Associated Document

Attachment Attach View Delete Email


From -> REQ GENFD-0001009065

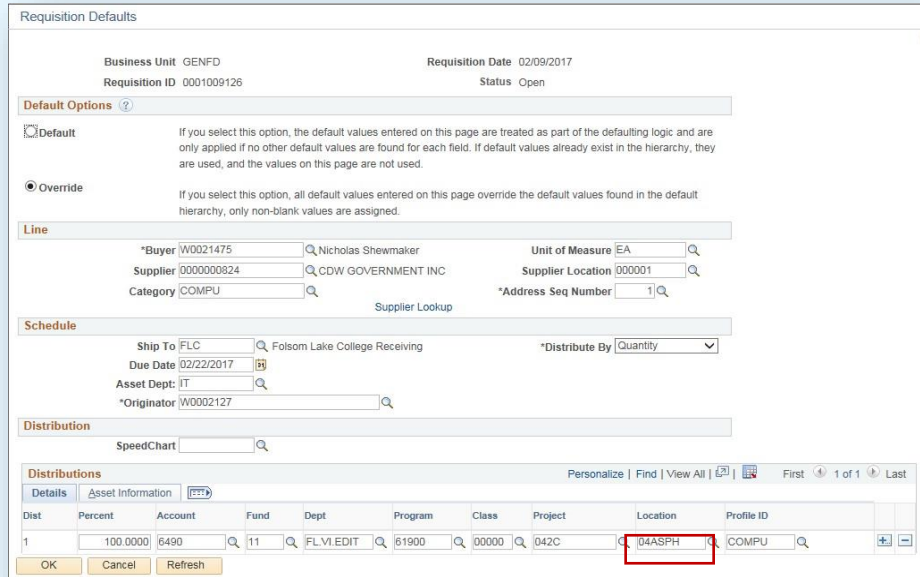
OK Cancel Refresh

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.

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



Requisition Defaults

Business Unit: GENFD Requisition Date: 02/09/2017
 Requisition ID: 0001009126 Status: Open

Default Options (?)

Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only 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.

Line

*Buyer: W0021475 Nicholas Shewmaker Unit of Measure: EA
 Supplier: 000000824 CDW GOVERNMENT INC Supplier Location: 000001
 Category: COMPU *Address Seq Number: 1

Schedule

Ship To: FLC Folsom Lake College Receiving *Distribute By: Quantity
 Due Date: 02/22/2017
 Asset Dept: IT
 *Originator: W0002127

Distribution

SpeedChart


Distributions Personalize | Find | View All | First | 1 of 1 | Last


Dist	Percent	Account	Fund	Dept	Program	Class	Project	Location	Profile ID
1	100.0000	6490	11	FL.VI.EDIT	61900	00000	042C	044ASPH	COMPU

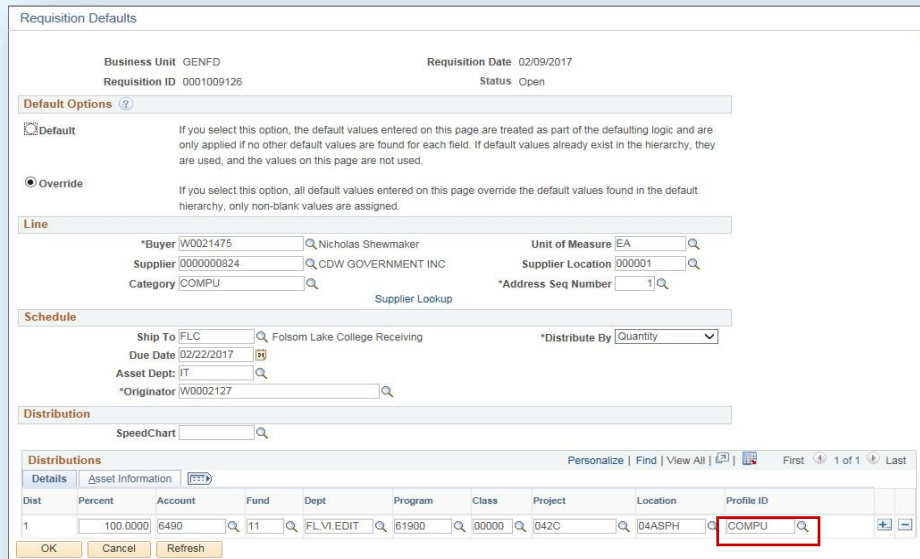
OK Cancel Refresh

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.



Requisition Defaults

Business Unit: GENFD Requisition Date: 02/09/2017
 Requisition ID: 0001009126 Status: Open

Default Options (?)

Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only 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.

Line

*Buyer: W0021475 Nicholas Shewmaker Unit of Measure: EA
 Supplier: 000000824 CDW GOVERNMENT INC Supplier Location: 000001
 Category: COMPU *Address Seq Number: 1

Schedule

Ship To: FLC Folsom Lake College Receiving *Distribute By: Quantity
 Due Date: 02/22/2017
 Asset Dept: IT
 *Originator: W0002127

Distribution

SpeedChart

Distributions Personalize | Find | View All | First | 1 of 1 | Last

Dist	Percent	Account	Fund	Dept	Program	Class	Project	Location	Profile ID
1	100.0000	6490	11	FL.VI.EDIT	61900	00000	042C	044ASPH	COMPU

OK Cancel Refresh


EQUIPMENT ORDERS


Description

Enter an obvious description.

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

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

 An obvious description also assists auditors during physical inventory.



Good Description





Not So Good Description

Asset Tags?

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

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

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



Taggable or not?

EQUIPMENT ORDERS

Category

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



The Category may default the appropriate Profile ID for you.



For a list of Categories and Profile IDs see page 56.

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name	Ship To	Amount Only
1	SERVER, CISCO, PART#	1.0000	EA	CCMPSERV	5,500.0000	5,500.00	CDW GOVERNMENT INC	DO	
2	SWITCH, CISCO PART#	5.0000	EA	NETWORK	5,000.0000	25,000.00	CDW GOVERNMENT INC	DO	

Good Categories

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name	Ship To	Amount Only
1	SERVER, CISCO, PART#	1.0000	EA	EQU:OTHER	5,500.0000	5,500.00	CDW GOVERNMENT INC	DO	
2	SWITCH, CISCO PART#	5.0000	EA	EQUIP	5,000.0000	25,000.00	CDW GOVERNMENT INC	DO	

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

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	SN: 34081. TOSHIBA E-STUDIO 307 FOR FRONT AREA OF SUITE 1200. \$127.49/MO (\$117.50 + \$9.99 TAX)	1.0000	EA	FEES	1,529.88000	1,529.88	Approved
2	SN: 34080. TOSHIBA E-STUDIO 307 FOR BACK AREA OF SUITE 1200. \$127.49/MO (\$117.50 + \$9.99 TAX)	1.0000	EA	FEES	1,529.88000	1,529.88	Approved
3	SN: 34082. TOSHIBA E-STUDIO 307 FOR SUITE 400. \$127.49/MO (\$117.50 + \$9.99 TAX)	1.0000	EA	FEES	1,529.88000	1,529.88	Approved

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)

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	MAINTENANCE AGREEMENT FOR THE HALON SYSTEM IN THE LOS RIOS COLLEGE DISTRICT OFFICE, COMPUTER OPERATIONS ROOM	1.0000	EA	SERVI	760.00000	760.00	Open
2	UNANTICIPATED SERVICE CALLS, PARTS, OR BATTERIES	1.0000	EA	SERVI	700.00000	700.00	Open

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate +

FY 2016 P.O. 1082224

SEMI ANNUAL INSPECTION OF ION DETECTOR, CYLINDERS AND VALVE ASSEMBLIES, CONTROL PANEL, ABORT STATIONS, ANNUAL WEIGHTING OF HALON CYLINDERS, ANNUAL CLEANING & CALIBRATION OF ION DETECTORS AS NEEDED.

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)

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

Distribution

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

Item 4/16/17-6/30/17 ORACLE DATABASE
 Status Active
 Quantity 1.0000 EA
 Open Quantity 1.0000
 Merchandise Amt 2,914.00 USD

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

OK Cancel Refresh

Distribution

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

Item 7/1/17-4/15/18 ORACLE DATABASE
 Status Active
 Quantity 1.0000 EA
 Open Quantity 1.0000
 Merchandise Amt 13,987.19 USD

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


OK Cancel Refresh

PREPAID EXPENSES

Prepaid Expenses

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

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.

Line ?							Personalize Find V						
Details							Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Co
Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount							
1	CLASS CLIMATE CAMPUS L4 SA - RCCCL-L4-11753 - AGREEMENT # 00231043 - FROM 4/9/16 THROUGH 4/8/17	1.0000	EA	SERVI	11,845.0000	11,845.00							

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.

Distributions										
Chartfields	Details	Asset Information	Budget Information	FFY						
Distrib	Percent	Quantity	Merchandise Amount	Account	Fund	Dept	Program	Class	Project	
1	25.0000	0.2500	2,961.25	5600	11	AR,CP,PRDC	66000	00000	051C	
2	75.0000	0.7500	8,883.75	9220	11					

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	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	4/1/17-3/31/17 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	2,914.0000	2,914.00	Open				
2	7/1/17-6/30/18 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.1900	13,987.19	Open				
3	7/1/18-6/30/19 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.1900	13,987.19	Open				
4	7/1/19-6/30/20 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.1900	13,987.19	Open				
5	7/1/20-6/30/21 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	13,987.1900	13,987.19	Open				
6	7/1/21-6/30/22 RACLE DATABASE ENTERPRISE E USER CSI #15482222 QUANTITY: 99999	1.0000	EA	SOFTW	11,073.1900	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.

The screenshot shows the 'Requisition Defaults' page for a requisition. The 'Distribution' section is highlighted with a red box and contains a table with the following data:

Dist	Percent	Account	Fund	Dept	Program	Class	Project	Location	Profile ID
1	60	4500	11	FL.VA.PRNT	67900	00000	041A	04ASPH	
2	40	4500	11	FL.VA.OFFC	67700	00000	041A	04ADMN	


Buttons for 'OK', 'Cancel', and 'Refresh' are visible at the bottom of the distribution table.

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

Line Personalize | Find | View All |  First 1-2 of 2 Last

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Ship To	Supplier Name			
1	SPLIT BY QTY EXAMPLE	4.0000	EA	SUPP	2.35000	9.40	CRC	APPLIED BIOSYSTEMS			
2	UNEVEN QUANTITY	3.0000	EA	SUPP	6.00000	18.00	CRC	APPLIED BIOSYSTEMS			

Schedule Personalize | Find | View All |  First 1 of 1 Last


Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CRC	4.0000	2.35000	9.40		Cyndi Patten	 Active

Maintain Requisitions

Distribution

Requisition ID 0001008834 Item SPLIT BY QTY
 Line 1 Status Active
 Schedule 1

Ship To CRC CRC-RCV Quantity 4.0000 EA
 *Distribute By: Quantity Open Quantity 4.0000
 Merchandise Amt 9.40 USD

SpeedChart 

Distributions Personalize


Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1	Open	25.0000	1.0000	2.35	GENFD	4500	11	AR.VA.OFFC	67700	00000		041A
2	Open	75.0000	3.0000	7.05	GENFD	4500	11	AR.VI.OFFC	67700	00000		041A

SPLIT BUDGETS

Amount Split

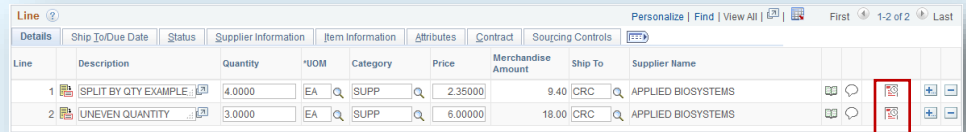
If you want to charge a specific dollar amount to each budget, you will need to drill down to the distribution.

Click the Schedule Icon 

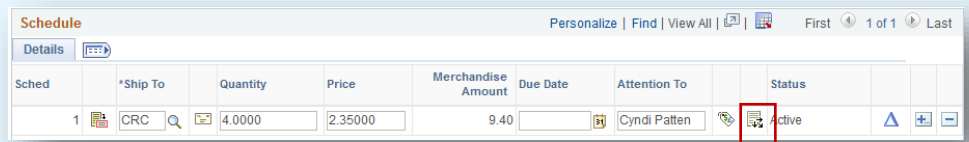
Click the Distribution Icon 

Change the Distribute By field to Amount.

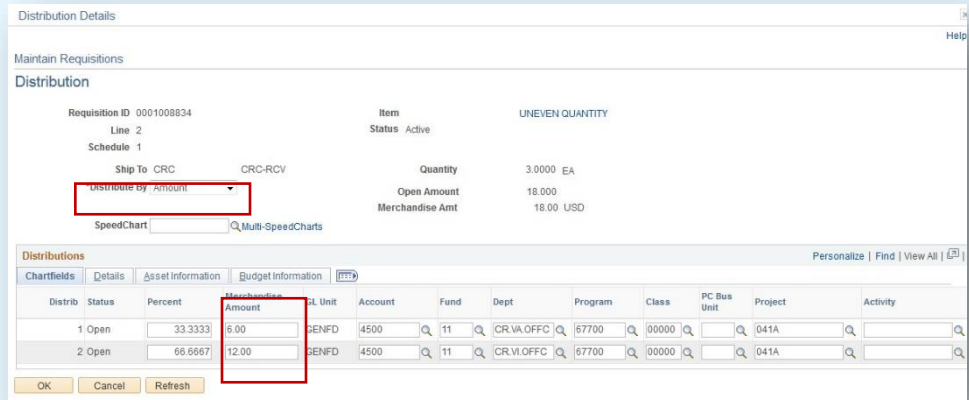
Enter the dollar amount to be charged to each budget.



Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Ship To	Supplier Name			
1	SPLIT BY QTY EXAMPLE	4.0000	EA	SUPP	2.35000	9.40	CRC	APPLIED BIOSYSTEMS			
2	UNEVEN QUANTITY	3.0000	EA	SUPP	6.00000	18.00	CRC	APPLIED BIOSYSTEMS			



Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status			
1	CRC	4.0000	2.35000	9.40		Cyndi Patten	Active			



Distribution Details

Maintain Requisitions

Distribution

Requisition ID 000100834 Item UNEVEN QUANTITY
 Line 2 Status Active
 Schedule 1

Ship To CRC CRC-RCV Quantity 3.0000 EA
 Distribute By Amount
 SpeedChart Multi-SpeedCharts

Open Amount 18.000
 Merchandise Amt 18.00 USD

Distributions


Distrib	Status	Percent	Amount	PL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
1	Open	33.3333	6.00	GENFD	4500	11	CR.VA.OFFC	67700	00000		041A	
2	Open	66.6667	12.00	GENFD	4500	11	CR.VI.OFFC	67700	00000		041A	

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 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.

Maintain Requisitions

Requisition

Business Unit GENFD Status Open ▲ ✕
 Requisition ID 0001026268 Budget Status Valid
 Requisition Name TEST LEVEL 2 Hold From Further Processing

▼ Header ?

Requester W0011616 Day, Michael R. *Requisition Date 7/01/2020 ✕ Origin DO District Office *Currency Code USD Dollar Accounting Date 06/26/2020 Approved By Date of Approval Current Change Reason Requisition Defaults Edit Comments Attachments Categorical Certification Procurement Group Requisition Activities Freight/Shipping/Fee AmtOnly	Entered By: W1587829 Paula Gordon Last Updt By: W1587829 Paula Gordon IT Procurement: 2-Submitted <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Level: Approved By
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Amount Summary ?

Total Amount	5,000.00	USD
Pre-Encumbrance Balance	5,000.00	USD
Est. Tax Amount	387.500	View line tax and budget info

Select Lines To Display ?

Search for Lines
 Line To

Section 11 – Copying Requisitions

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

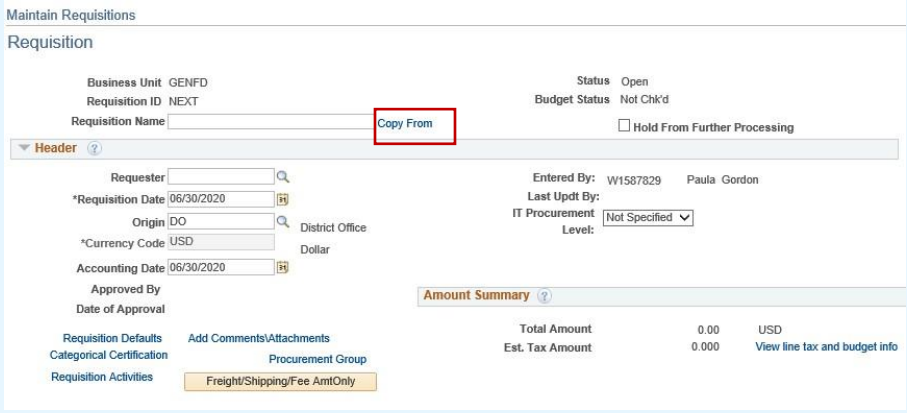
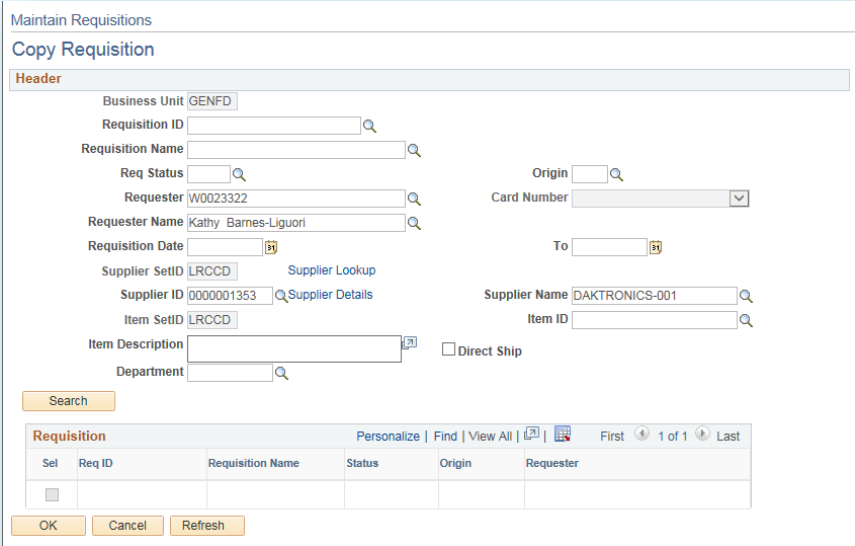
COPY A REQUISITION

On the Requisition Header

Click on the Copy From link.

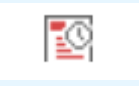
Enter whatever information you have for the Requisition you would like to copy and click Search.

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

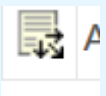
COPY A REQUISITION

Review the budget when copying a requisition:
 Select the “Schedule” button



Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1		PRINTER LEASE -	1.0000	EA	COMPPRINT	4,650.48000	4,650.48	Open
2		OPTION #2 COLOR	1.0000	EA	COMPPRINT	500.00000	500.00	Open

Select the “Distribution” button




Sched	Ship To	LR Membership Type	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	SCC-N		1.0000	4,650.48000	4,650.48		W0002245	Active

Update the budget information and/or percentages

Distrib	Status	Percent	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
1	Open	50.0000	2,325.24	GENFD	5601	11	SC.VS.ADMR	62000	00000		041A	
2	Open	50.0000	2,325.24	GENFD	5601	12	SC.VS.SSSP	63100	00000		587C	

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	
<p>Using the notification link</p> <p>Using the link within the notification email, you can go directly to the requisition without any menu navigation.</p> <p>If you are not logged into PS Financials, the link will first take you to the log in page and then to the requisition.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">0001039991 TOSHIBA BUSINESS SOLUTIONS</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <p>chahnhts@losrios.edu</p> <p>To ● Ruggles, Jamie</p> <p>Cc ● Carrillo, Kim</p> </div> </div> <div style="text-align: right;"> <div style="display: flex; gap: 5px;"> ↩ Reply ↩ Reply All → Forward 📧 ⋮ </div> <p style="font-size: small; margin: 0;">Wed 11/16/2022 12:40 PM</p> </div> </div> <p style="margin-top: 10px;">Workflow Notification</p> <p>Priority: 1-High</p> <p>Date Sent: 2022-11-16</p> <p>Sent To: Ruggles, Jamie A./W1710830</p> <p>cc: Carrillo, Kimberley A./W0423646</p> <p style="font-size: x-small; margin-top: 5px;">Please click on the link below to access this transaction:</p> <div style="border: 1px solid red; padding: 2px; margin: 2px 0;"> <p style="font-size: x-small; margin: 0;"> https://fs.losrios.edu/bsp/staff/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=REQ_FORM&BUSINESS_UNIT=GENFD&REQ_ID=0001039991&Action=U </p> </div> <p style="margin-top: 10px;">Message Text:</p> <p style="font-size: x-small; margin-top: 5px;">After reviewing and updating the requisition, please notify the next recipient</p> </div>

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.

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Budget Checking Header Status	Hold From Further Processing
GENFD	0001009170	0001009170	Open	FLC	W0002223	Valerie Dobbins	Valid	N
GENFD	0001009165	0001009165	Open	FLC	W0023322	Kathy Barnes-Liguori	Valid	N
GENFD	0001009154	0001009154	Open	FLC	W0023322	Barnes-Liguori, Kathy A.	Valid	N

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.

Maintain Requisitions

Requisition

Business Unit GENFD
 Requisition ID 0001026275
 Requisition Name 0001026275

Status Open   
 Budget Status Valid Hold From Further Processing

Header ?

Requester W1710830 Ruggles, Jamie A.
 *Requisition Date 07/01/2020
 Origin DO District Office
 *Currency Code USD Dollar
 Accounting Date 07/01/2020
 Entered By: W1587829 Paula Gordon
 Last Updt By: W1587829 Paula Gordon
 IT Procurement Level: 1- Submitted |

Approved By
 Date of Approval

Amount Summary ?

Total Amount	100.00	USD
Pre-Encumbrance Balance	100.00	USD
Est. Tax Amount	7.750	View line tax and budget info

Requisition Defaults Edit Comments/Attachments Attachments Exit

Categorical Certification Procurement Group

Requisition Activities Freight/Shipping/Fee AmtOnly

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 cancellation 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

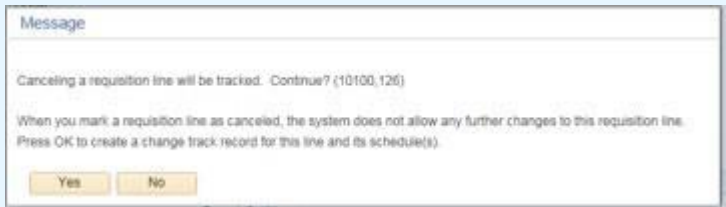
To cancel an individual line on a Requisition, click the  on the Requisition Line.



Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name	Ship To	Amount Only										
1	REPAIR CRACKED SIDEWALK	1.0000	EA	SERV	640.00000	640.00000	640.00 JAEGER CONSTRUCTION, INC	DD											

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).

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
COMPOMT	Computer Monitor	COMPOMT
COMPPRINT	Computer Printer	COMPPRINT
COMPSEVER	Computer Server	COMPSEVER
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 Equipmnt	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	
SHIP	Shipping & Handling	
NETWORK	Network	NETWORK
SAN	Storage Area Network (SAN)	SAN
WAP	Wireless Access Point (WAP)	WAP
TABLETS	Tablets	TABLET