

Requisition Training Manual Version 9.2



TABLE OF CONTENTS

Requisition Overview	3
Purchasing Processes	4
Components of a Requisition	5
Creating a Requisition	6
Requisition Entry	7
Header Info	9
Line	16
Requisition Schedule	20
Distribution	21
Approval and Budget Check	23
Deleting a Requisition	24
Canceling a Requisition	27
Requisition Inquiries	34
Requisitions	34
Document Status	35
Requisition Reports	36
Reconciling Requisitions	39
Appendix A - Inquiries Matrix	40
Appendix B - Reports Matrix	41
Appendix C - Category Codes	42

Requisition Overview

Requisitions are entered into the Peoplesoft Purchasing module as needed by departments. This is the only mechanism available for requesting goods and services. Procurement will run daily processes to identify all new requisitions. The buyer assigned will review and process the requisition accordingly.

Objectives:

In this training guide you will learn how to:

- Enter a requisition
- Approve a requisition
- Budget Check a requisition
- Delete a requisition
- Cancel a requisition
- Run Requisition Inquiries and Reports

Purchasing Processes

1. Requisition
 - a) End User creates a Requisition
 - General Information
 - Header Information
 - i. Requisition Defaults
 - ii. Add Comments
 - iii. Add Attachments
 - Line Information
 - Schedule Information
 - Distribution Information
 - b) Approve, Budget Check
 - c) If applicable email a copy of the quote to procurementservices@csusm.edu. Reference the Requisition # in the Subject line.
2. Procurement Sourcing
 - a) Validates Buyer
 - b) Review Category Code and the Account Chartfield
 - c) Validate/Assign Supplier
 - d) Source Requisition
3. Purchase Order
 - a) Review, validates & changes data as required
 - b) Budget Check - Creates Encumbrance / Reverses Pre-encumbrance
 - c) Dispatch – email PO to Supplier & copy to requestor
 - d) Reconciliation and Close
4. Materials Management
 - a) Receive shipments and enter into PeopleSoft
5. Accounts Payable
 - a) Enters Vouchers (Invoice) against Purchase Order
 - b) Match for approvals
 - c) Post Voucher – Creates Actuals / Reverses Encumbrance
 - d) Pay Voucher
6. Procurement
 - a) Reconcile and Close the Requisition (remaining Pre Encumbrance balance)

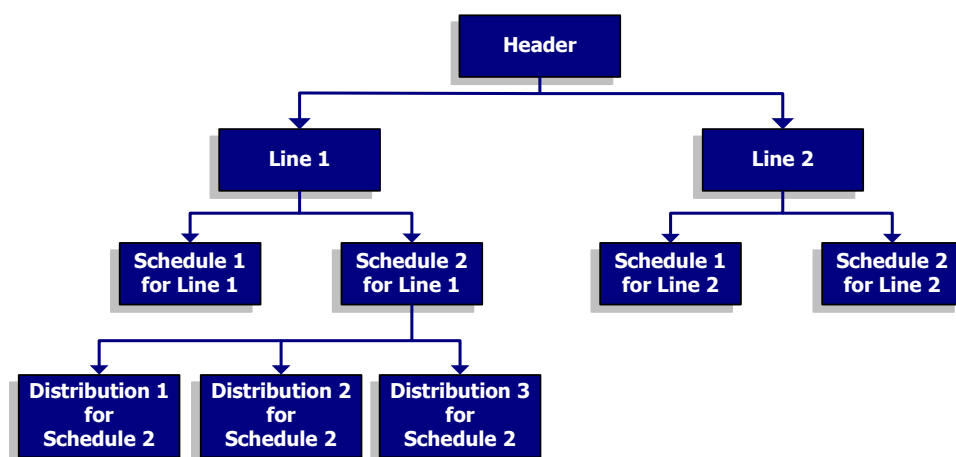
Components of a Requisition

This manual explains how to enter each component of a requisition and how the components relate to each other.

In PeopleSoft requisitions consist of four components:

- **Header** - Defines the Business Unit, the Requestor, Date, and Status.
- **Line** - Contains the line item information. For each line item the quantity, category, UOM, description, Supplier, and price.
- **Schedule** - Defines when (due date) and where you want the line items delivered.
- **Distribution** - Where accounting information (i.e. the general ledger Chartfield string) is entered. The Chartfield string includes the account, fund, department ID, program, class and project.

Each component of a requisition has a one-to-many relationship, starting with the header information and ending with the distribution information. For example, every requisition has a header, but a header can have several lines. Each line can have several schedules and each schedule can have several lines of distribution information.



Creating a Requisition

This function is used to enter a requisition in the PeopleSoft Purchasing Module.

The ***Add/Update Requisition*** process consists of the following steps:

1. **Enter** the Requisition
2. Put the requisition on **Hold**
3. Validate/enter requisition data
4. Remove **Hold**
5. **Approve**
6. **Budget Check** the requisition
7. If applicable email a copy of the quote to procurementservices@csusm.edu.
Reference the Requisition # in the Subject line.

Requisition Entry

The following navigation is used to access the requisition page:

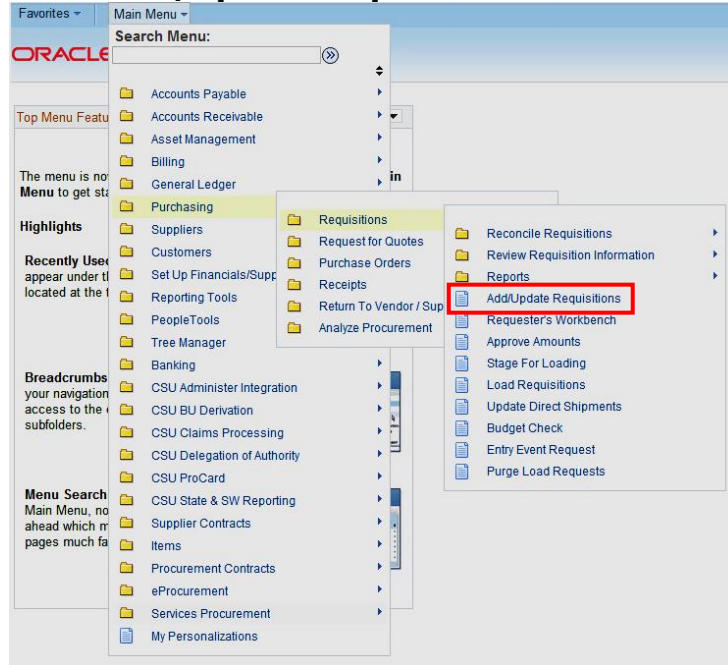
Purchasing > Requisitions > Add/Update Requisitions > Select Business Unit

Add – Requisitions dialog box displays.

The Business Unit for Cal State San Marcos Campus is always SMCMP. Accept default.

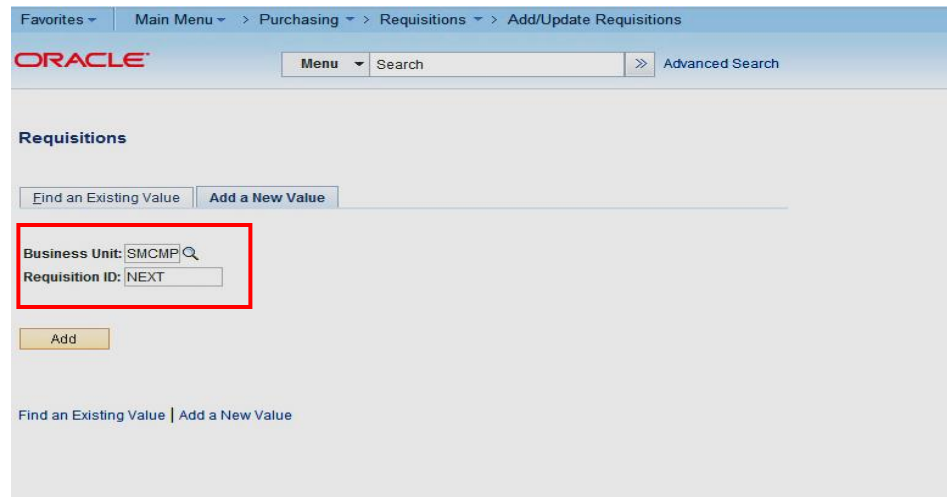
Accept the "NEXT" Requisition ID number assigned. This defaults the Requisition ID to the NEXT available number when the requisition is saved. **Do not change this field.**

Click **Add**



Business Units:

- CSUSM – **SMCMP**
- San Marcos University Corporation – **SMCOR**
- UARSC – **SMURS**
- ASI – **SMASI**
- Foundation - **SMFND**



Requisitions

The following Page will display. The Requisitions page contains General Information, Header and Line information as well as other links.

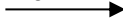
General Information



Requisition Header Info



Requisition Line Info



Requisition

Review/Update the following:

General Information

- **Status** Displays the requisition status. Defaults to Open.
- **Budget Status** Displays the requisition budget checking status. Defaults to Not Chk'd.
- **Hold From Further Processing** Check until you are ready to approve the Req.

Header Info

- **Requestor** Defaults to user id and can be changed.
- **Req Date** defaults to today's date.
- **Origin DO NOT CHANGE.**
- **Accounting Date DO NOT CHANGE.**
- **Requisition Defaults link**– See the Requisition Defaults section.
- **Add Comments link**- See the Add Comments section.

Requisition Defaults

Requisition Defaults is used for two primary reasons:

1. If you have a specific Supplier you want to use, you identify it here.
2. If the requisition contains multiple lines, and the lines contain either the same Due Date, Category Code, or Accounting Distribution.

It is recommended that you access this page prior to entering Line information. Once Lines/Schedules have been entered and this Page is accessed, you will be prompted as to whether you want to retrofit the changes in the already established Lines/Schedules.

From the Requisitions page click on [Requisition Defaults](#) Link.

Maintain Requisitions

Requisition

Business Unit SMCMP Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header

*Requester 68000046732 Taylor, David

*Requisition Date 02/19/2014 Requester Info

Origin ONL Online

*Currency Code USD Dollar

Accounting Date 02/19/2014

Requisition Defaults Add Comments

Requisition Activities

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Line

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

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

View Printable Version *Go to ...More...

Save Notify Refresh

The *Requisition Defaults* page displays.

The following fields can be added if the values are applicable for all lines on the Requisition. All fields have a



to use to look up valid values.

Override Select this. All default values entered on this page override the default values found in the default hierarchy.

Buyer Leave blank. Do not select.

Supplier If you have a recommended Supplier enter it here. (See the Supplier Search section for how to search for a Supplier) If the Supplier does not exist in PS, use the Header Comments Link to specify the Supplier Name and information.

Category Category of Good or Service you are requesting. See Appendix C for a complete list.


Unit of Measure The Unit of Measure.

Due Date For Goods this is the date when you need or expect the goods to be received by. For a Service this is the last day of the contract.


Distribution How you want the Good or Service charged (ChartField String). **Do not** use the Account, as it will default in based on the Category that has been selected. Also, leave the DeptID blank if the Req is to be charged to the requestors default department. Otherwise specify.

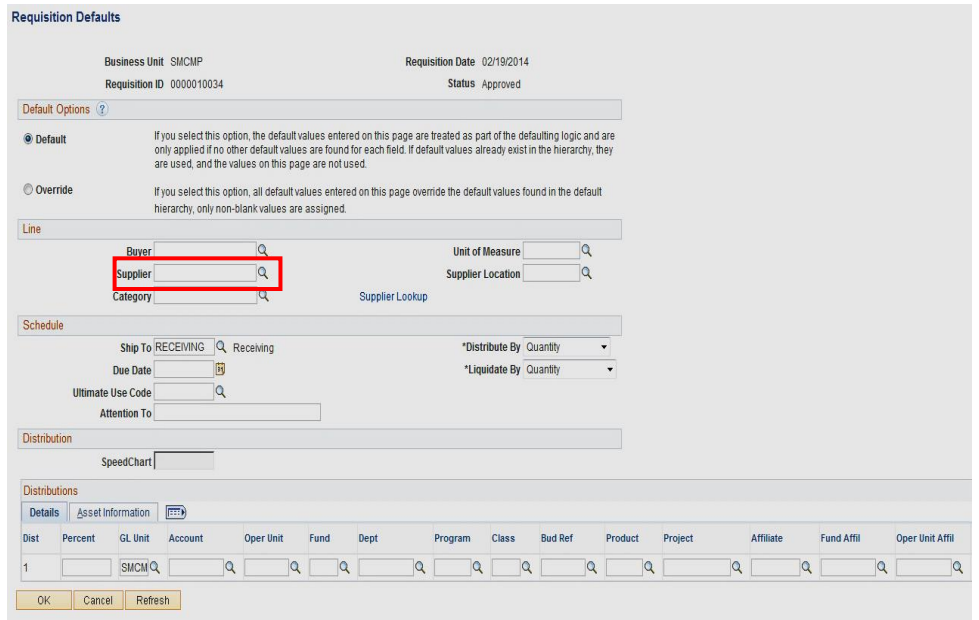
DO NOT USE ANY OF THE OTHER FIELDS.

Supplier Search

There are two ways to search for a Supplier. The first way is from the Requisition Defaults Link. Use the drop-down list next to the Supplier field .

Supplier drop-down list to search for a Supplier

Select the  Supplier drop down list next to the Supplier field.



Requisition Defaults






Business Unit: SMCMP Requisition Date: 02/19/2014
 Requisition ID: 0000010034 Status: Approved

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:  Unit of Measure: 
Supplier:  Supplier Location: 
 Category:  Supplier Lookup:


Schedule

Ship To: RECEIVING  Receiving *Distribute By: Quantity
 Due Date:  *Liquidate By: Quantity
 Ultimate Use Code: 
 Attention To:

Distribution

SpeedChart:

Distributions

Details Asset Information 

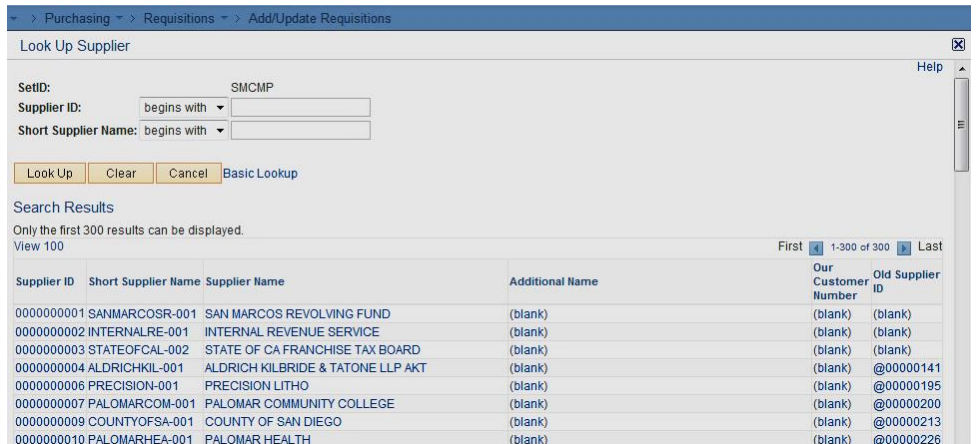
Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit Affil
1		SMCMP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh


The following screen displays.

Fill in the first few letters of the Supplier in the short Supplier name (Not Case Sensitive and no spaces).

Click **Look Up**. If the Supplier you are looking for appears, select it. If it does not, click **Cancel**.



Purchasing > Requisitions > Add/Update Requisitions

Look Up Supplier 

SetID: SMCMP

Supplier ID: begins with

Short Supplier Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.
 View 100 First 1-300 of 300 Last

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
0000000001	SANMARCOSR-001	SAN MARCOS REVOLVING FUND	(blank)	(blank)	(blank)
0000000002	INTERNALRE-001	INTERNAL REVENUE SERVICE	(blank)	(blank)	(blank)
0000000003	STATEOFCAL-002	STATE OF CA FRANCHISE TAX BOARD	(blank)	(blank)	(blank)
0000000004	ALDRICHKIL-001	ALDRICH KILBRIDE & TATONE LLP AKT	(blank)	(blank)	@00000141
0000000006	PRECISION-001	PRECISION LITHO	(blank)	(blank)	@00000195
0000000007	PALOMARCOM-001	PALOMAR COMMUNITY COLLEGE	(blank)	(blank)	@00000200
0000000009	COUNTYOFSA-001	COUNTY OF SAN DIEGO	(blank)	(blank)	@00000213
0000000010	PALOMARHEA-001	PALOMAR HEALTH	(blank)	(blank)	@00000226

The second way is from the Review Supplier Page. This page provides a wide variety of search fields for locating Suppliers and enables you to view a Supplier's address.

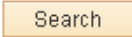
Review Supplier Page to search for a Supplier

The following navigation is used to get to the Review Suppliers page:
Suppliers > Supplier Information > Add/Update > Review Suppliers

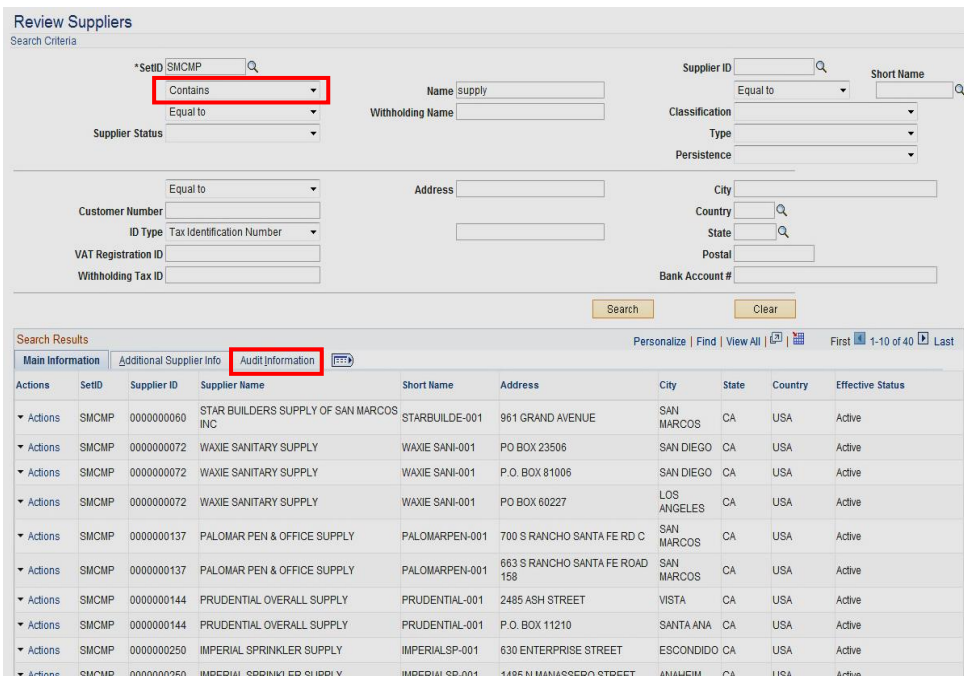
The following screen displays.

Fill in the first few letters of the Supplier name you are searching for. Or you can fill in any of the other fields if you know the information.

Note: Make sure to select *Contains*.

Click  to get all Suppliers meeting your criteria.

Make note of the Supplier ID to use on the Requisition.



Review Suppliers
Search Criteria

*SetID: SMCMP
Contains
Equal to
Supplier Status

Name: supply
Withholding Name

Supplier ID: Equal to
Short Name: Equal to
Classification
Type
Persistence

Customer Number: Equal to
ID Type: Tax Identification Number
VAT Registration ID
Withholding Tax ID

Address
City
Country
State
Postal
Bank Account #

Search Clear

Search Results Personalize | Find | View All | First 1-10 of 40 Last

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
Actions	SMCMP	0000000060	STAR BUILDERS SUPPLY OF SAN MARCOS INC	STARBUILDE-001	961 GRAND AVENUE	SAN MARCOS	CA	USA	Active
Actions	SMCMP	0000000072	WAXIE SANITARY SUPPLY	WAXIE SANI-001	PO BOX 23506	SAN DIEGO	CA	USA	Active
Actions	SMCMP	0000000072	WAXIE SANITARY SUPPLY	WAXIE SANI-001	P. O. BOX 81006	SAN DIEGO	CA	USA	Active
Actions	SMCMP	0000000072	WAXIE SANITARY SUPPLY	WAXIE SANI-001	PO BOX 60227	LOS ANGELES	CA	USA	Active
Actions	SMCMP	0000000137	PALOMAR PEN & OFFICE SUPPLY	PALOMARPEN-001	700 S RANCHO SANTA FE RD C	SAN MARCOS	CA	USA	Active
Actions	SMCMP	0000000137	PALOMAR PEN & OFFICE SUPPLY	PALOMARPEN-001	663 S RANCHO SANTA FE ROAD 158	SAN MARCOS	CA	USA	Active
Actions	SMCMP	0000000144	PRUDENTIAL OVERALL SUPPLY	PRUDENTIAL-001	2485 ASH STREET	VISTA	CA	USA	Active
Actions	SMCMP	0000000144	PRUDENTIAL OVERALL SUPPLY	PRUDENTIAL-001	P.O. BOX 11210	SANTA ANA	CA	USA	Active
Actions	SMCMP	0000000250	IMPERIAL SPRINKLER SUPPLY	IMPERIALSP-001	630 ENTERPRISE STREET	ESCONDIDO	CA	USA	Active
Actions	SMCMP	0000000250	IMPERIAL SPRINKLER SUPPLY	IMPERIALSP-001	1485 N MANASSERO STREET	ANAHEIM	CA	USA	Active

Add Comments

This is where comments or information pertaining to the requisition is entered. These comments are used for the following reasons:

- Specify where the Materials Management/Receiving Department needs to deliver the goods.
- Special instructions you wish to send to the buyer and/or receipt of goods.
- If a Supplier was not entered on the Header Defaults page you can enter it here. Include the Supplier name, address, email address, phone number, fax number, Supplier contact person and their extension.

Click on [Add Comments](#) Link.

Maintain Requisitions

Requisition

Business Unit SMCMP Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header ?

*Requester 68000046732 Taylor, David

*Requisition Date 02/19/2014 Requirer Info

Origin ONL Online

*Currency Code USD Dollar

Accounting Date 02/19/2014

Requisition Defaults **Add Comments** Amount Summary ?

Requisition Activities

Total Amount 0.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requirer Items

Line ? Personalize Find View All

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

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

View Printable Version *Go to ...More...

Save Notify Refresh

Add your Comments. Your first comment should be the instructions to the Materials Management department on where you want the goods delivered to. Make sure to check **Show at Receipt**

If you have other comments insert a row by selecting the **+**. Notice you will now have multiple comments.

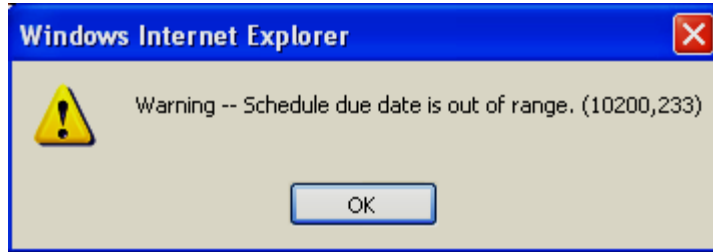
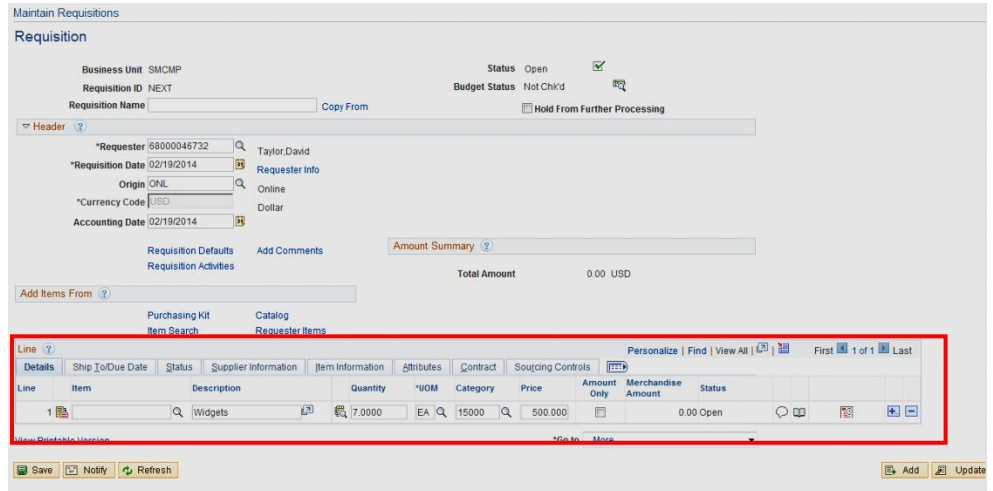
Click OK to return to the *Requisition* page.

When applicable Header Comments should include the following:

- Contact information for the Requestor
- Contact information for the supplier
- Pertinent information for the buyer
- Attachment with Requisition Backup Documents
 - Specifications/Quote/Proposal

Line

- **Description** Enter the description of the Good or Service you are requesting.
- **Req Qty**
- **UOM**
- **Category** Classification of Goods/Services. (Determines the account number in your chartfield string as well as the buyer assigned to the goods/service requested.) **See Appendix C**
- **Price** (per unit)
- **Due Date** The date you would like the goods/services to be completed. If this is an extended service time request, enter the date you expect the service to expire by.
- **Ship To Location DO NOT CHANGE.** Can be overwritten if not correct.



If the due date you entered is greater than 30 days from the Requisition Date, you will receive a warning message. Once validated, click OK.

Note: If you specified either the UOM, Category, or Due Date on the Requisition Defaults page, you will not need to enter these fields. They will default in.

Additional Notes:

Commodities/Goods	Req Qty = 1	Service Agreements	Req Qty = 1
	UOM = EA		UOM = Lot
	Price = \$\$\$.\$\$		Price = \$\$\$.\$\$


Sales Tax and Freight

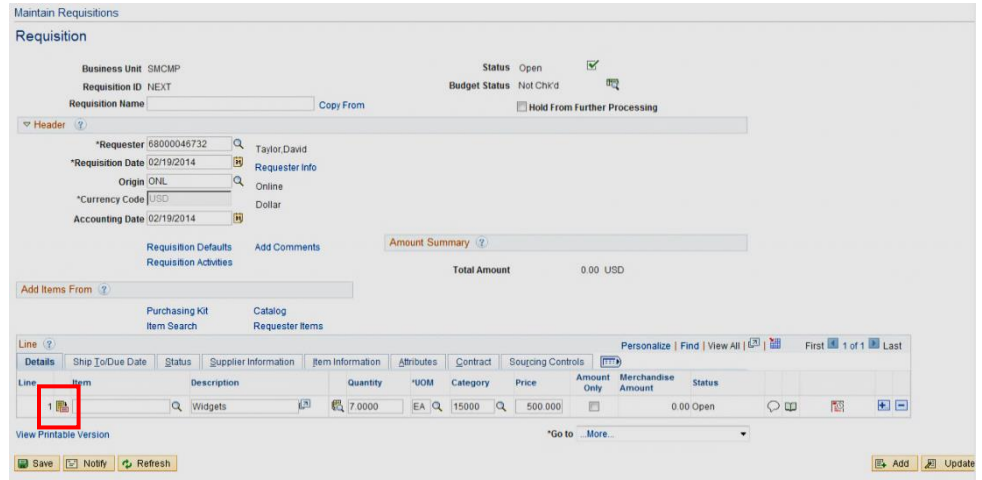
For Requisitions, **DO NOT ADD Sales Tax.** Sales Tax will be added to the Purchase Order. If there is Freight, add it as a separate line. The Category Code for freight should be the same as the item that has the additional Freight Charge.

Category Code will assign a Buyer automatically. Do not change the Buyer.

Additional Features

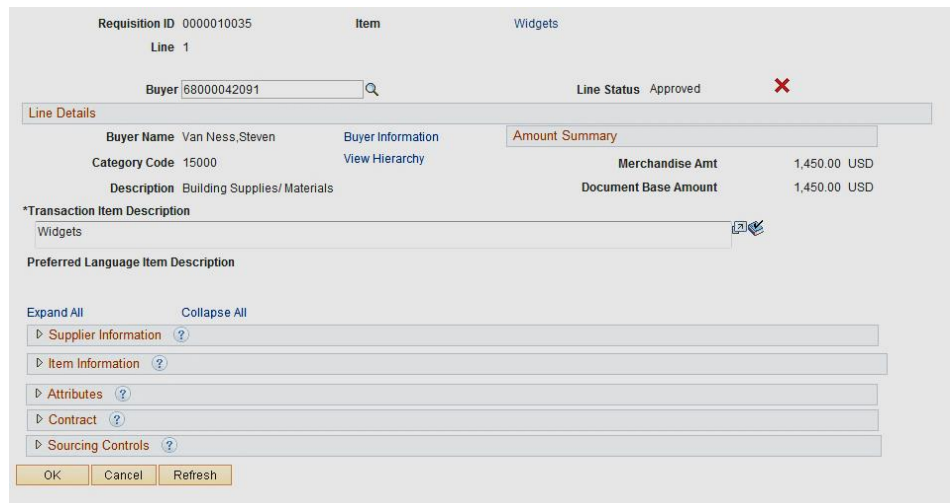
Details for Line

Note: If the Line description is longer than what is displayed, you can see the complete description by selecting the **Details for Line** button . Also, when typing the description, it will automatically wrap, no carriage return required.



The *Details for Line* displays additional information. You can also see the entire description.

Click **OK** to return to the *Requisition* page.





NOTE: The Line Description should include the following (if applicable):

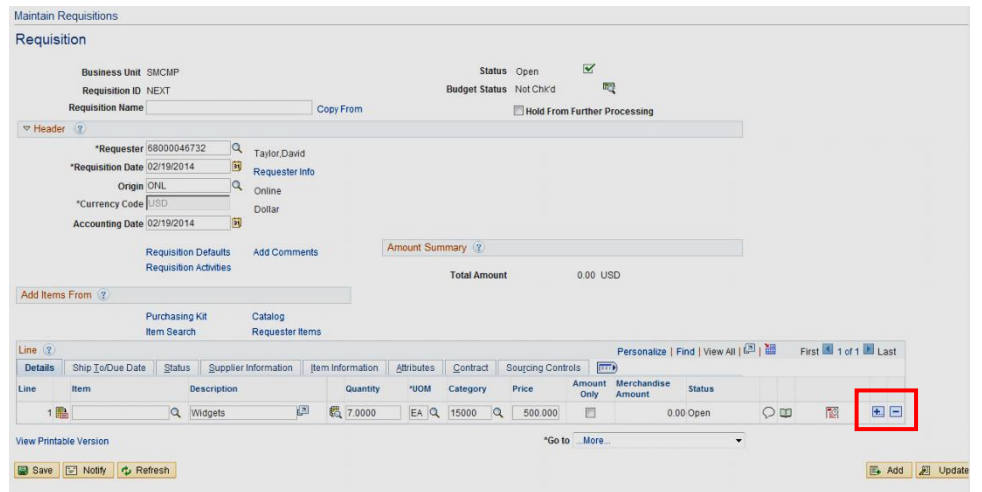
- Part/Item/Product Number
- Part/Item/Product Name


For Example:

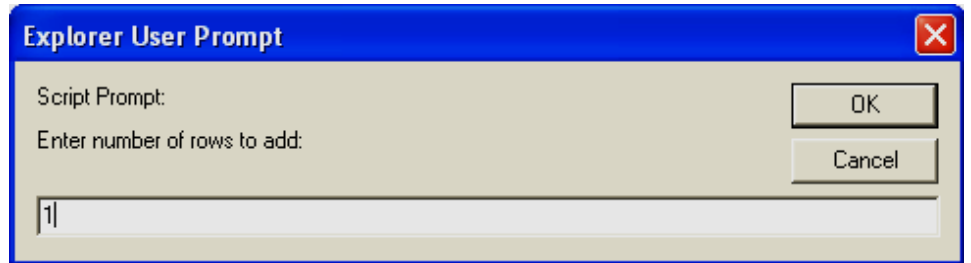
Part Number: XCO Monitor

Adding/Deleting Req Lines

To add or delete a Req Line,
hit the   at the end
of the last line.



For Adds – After you hit the  , in the upper left hand corner you will be prompted for the number of rows to add. Enter the number and hit OK.

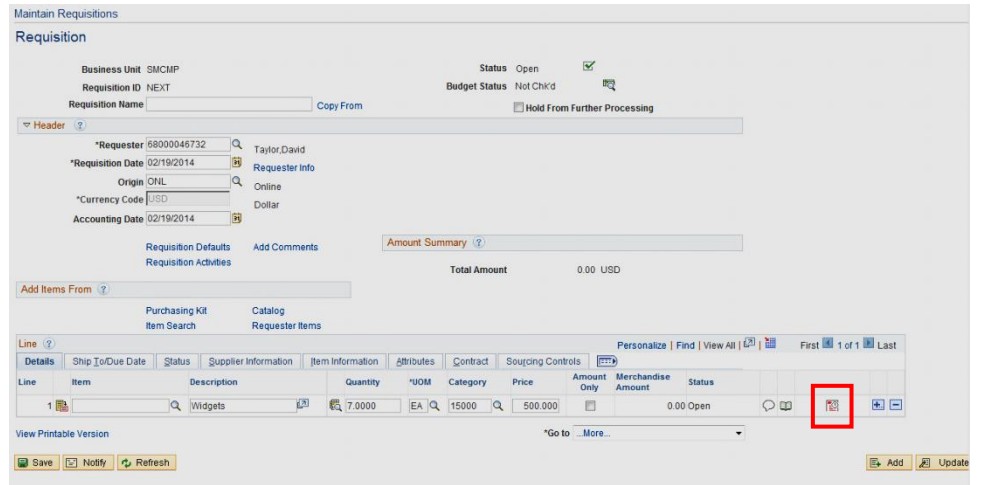


Requisition Schedule

The Requisition Schedule Page contains the Schedule and Distribution information of the Requisition.

Schedule

Select the  Schedule link to access the *Schedule* page.






Maintain Requisitions
Requisition

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

Header
*Requester 68000046732 Taylor, David
*Requisition Date 02/19/2014 Requirer Info
Origin ONL Online
*Currency Code USD Dollar
Accounting Date 02/19/2014

Requisition Defaults Add Comments Amount Summary
Requisition Activities


Add Items From
Purchasing Kit Catalog
Item Search Requirer Items

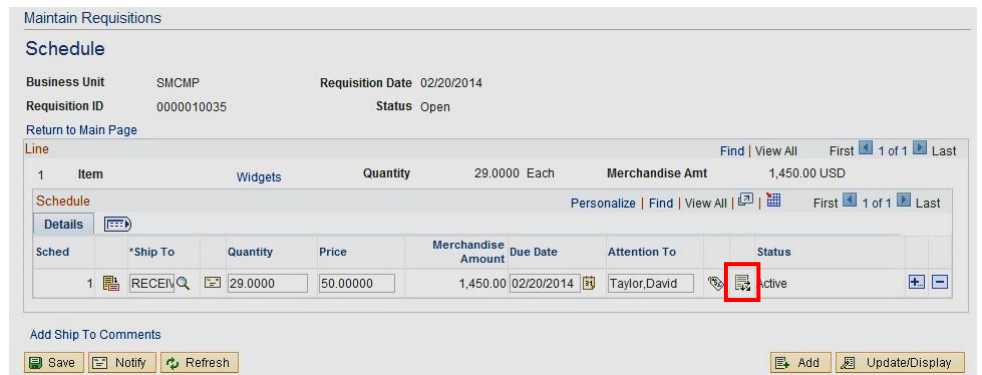
Line	Item	Description	Quantity	*UOM	Category	Price	Amount Only	Merchandise Amount	Status		
1		Widgets	7.0000	EA	15000	500.000			0.00 Open		 

View Printable Version *Go to More...

Save Notify Refresh Add Update

The Ship To, Quantity, Price, and Due Date have all defaulted from the Maintain Requisition page.


Click the  Distribution link to specify where the goods or services should be charged to (Chartfield String).



Maintain Requisitions
Schedule

Business Unit SMCMP Requisition Date 02/20/2014
Requisition ID 0000010035 Status Open

Return to Main Page

Line	Item	Description	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status	
1		Widgets	29.0000	50.00000	1,450.00	02/20/2014	Taylor, David	Active	

Add Ship To Comments

Save Notify Refresh Add Update/Display

Distribution

Enter the following:

Account ***DO NOT CHANGE*** Defaults from Category entered on either the Defaults or Requisition page.

Fund Required

DeptID Defaults based on the Requestor

Program Optional

Class Optional

Proj/Grt Optional

Maintain Requisitions

Distribution

Requisition ID 0000010035 Item Status Active Widgets

Line 1

Schedule 1

Ship To RECEIVING Receiving Quantity 29.0000 EA

*Distribute By Quantity Open Quantity 29.0000

*Liquidate By Quantity Merchandise Amt 1,450.00 USD

SpeedChart Multi-SpeedCharts

Distributions

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project
1	Open	100.0000	29.0000	1,450.00	SMCMA	660003		48500	1047					



OK Cancel Refresh

Click **OK** to return to the *Schedule* page.

Note: If you specified the Chartfields on the Requisition Defaults page, you will not need to enter these fields. They will default in.

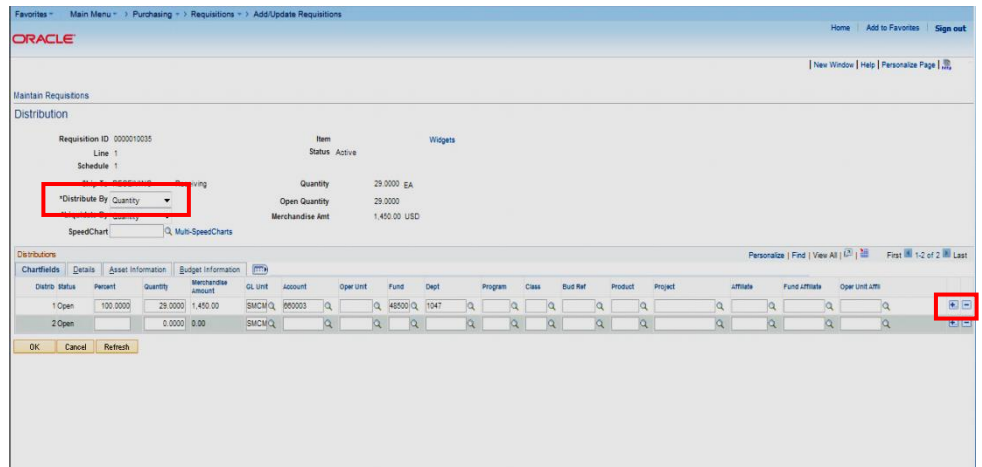
Splitting the Distribution


The distribution can be split by line/schedule among two or more departments and/or Chartfield strings. Distribution can be split by quantity or amount.

From the *Schedule* page (see above) click the  link to go to the *Line 1 Schedule 1* Distribution page. Reduce the quantity and click the  to insert another distribution line.

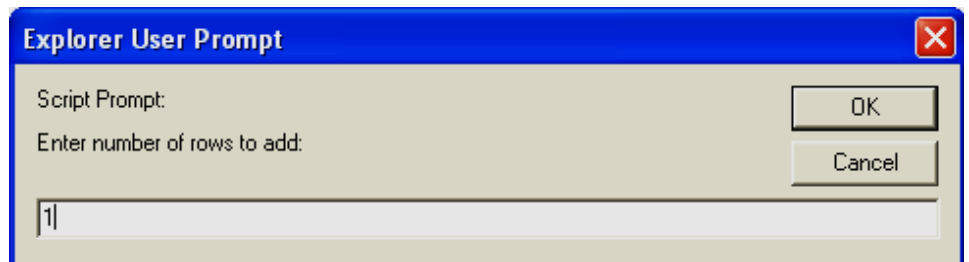
The remaining quantity is automatically copied down. Change the distribution accordingly.

To split a distribution by dollar amount use the drop down to change the **Distribute by** from Qty to Amt and enter the dollar amounts.



For Adds – After you hit the , in the upper left hand corner you will be prompted for the number of rows to add. Enter the number and hit OK.

Click **OK** to return to the *Schedule* page.





Approval and Budget Check


From the *Requisitions* page

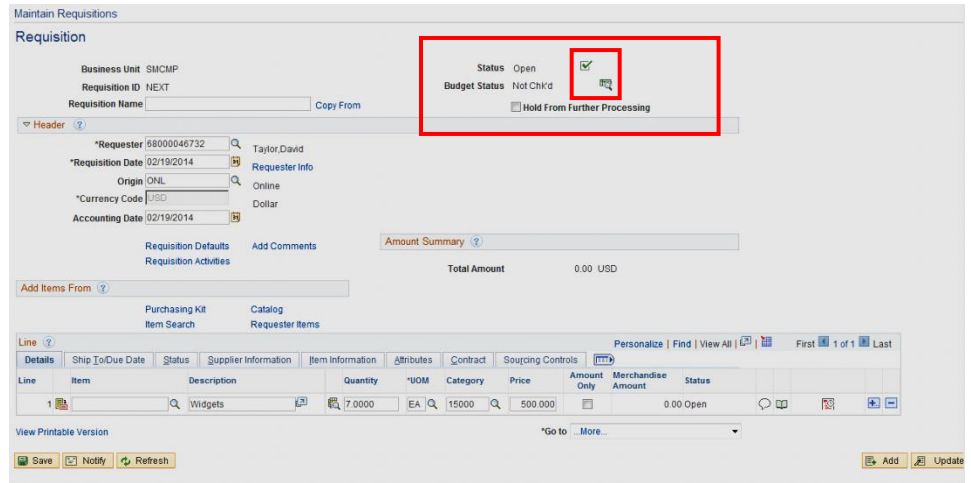
If you put the requisition on Hold, Remove the Hold From Further Processing by unchecking it.

Next you want to Approve and Budget Check the Requisition.

Select the Approval  Icon. After the Req is approved the Status will change from Open to Approved.



Select the Budget Check  Icon. Once the Req is budget checked the Budget Status changes from Not Chk'd to Valid.

 Icon. Once Req has been saved, the Cancel button is available.



Maintain Requisitions
Requisition

Business Unit SMCMP
Requisition ID NEXT
Requisition Name Copy From

Status Open 
Budget Status Not Chk'd 
 Hold From Further Processing

*Requester 68000046732 Taylor,David
*Requisition Date 02/19/2014 Requester Info
Origin ONL Online
*Currency Code USD Dollar
Accounting Date 02/19/2014

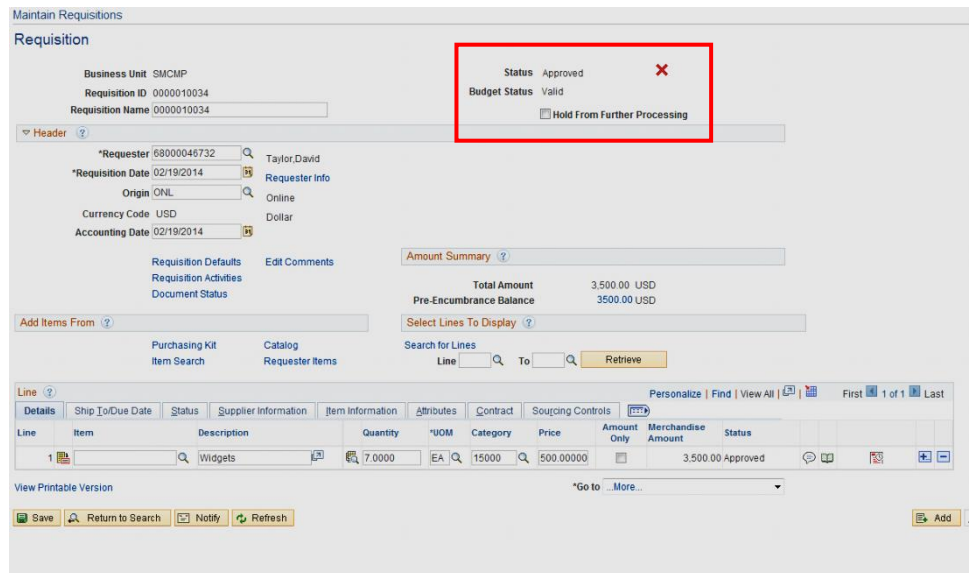
Amount Summary
Total Amount 0.00 USD

Add Items From
Purchasing Kit Catalog
Item Search Requester Items

Line	Item	Description	Quantity	*UOM	Category	Price	Amount Only	Merchandise Amount	Status
1		Widgets	7.0000	EA	15000	500.0000			0.00 Open


View Printable Version *Go to More...

Save Notify Refresh Add Update



Maintain Requisitions
Requisition

Business Unit SMCMP
Requisition ID 000010034
Requisition Name 000010034

Status Approved 
Budget Status Valid
 Hold From Further Processing

*Requester 68000046732 Taylor,David
*Requisition Date 02/19/2014 Requester Info
Origin ONL Online
Currency Code USD Dollar
Accounting Date 02/19/2014

Amount Summary
Total Amount 3,500.00 USD
Pre-Encumbrance Balance 3500.00 USD

Add Items From
Purchasing Kit Catalog
Item Search Requester Items

Select Lines To Display
Search for Lines
Line To Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Amount Only	Merchandise Amount	Status
1		Widgets	7.0000	EA	15000	500.00000			3,500.00 Approved

View Printable Version *Go to More...

Save Return to Search Notify Refresh Add

Note: Approved requisitions can be modified by the Purchasing Department only. To request a change to an approved requisition, send an email to procurementservices@csusm.edu referencing the requisition number in the Subject Line. Changes will be made to either the requisition or purchase order, depending on where the requisition is in the purchasing cycle. Online Requisition Change Orders is not implemented at this time.

Requisition Changes

Deleting a Requisition

You can delete a requisition line, schedule, or distribution by selecting the Delete Row button on the respective requisition page.

You can delete an entire requisition by clicking the Requisition Delete icon on the requisition Requisitions page. To delete an entire requisition, the requisition must meet the following criteria:

- The requisition is not on hold
- The requisition has never been successfully budget checked
- You are authorized to delete entire requisitions
- No requisition lines have been sourced to a purchase order
- No requisition schedules are staged

The following navigation is used to Delete requisition information:
Purchasing > Requisitions > Add/Update Requisitions

Deleting the Entire Requisition

The first step is to call up the Requisition you want to Delete.

Select the Find an Existing Value Tab. Enter in the Requisition Number or the Requestor. Click on Search.

If the Requisition is available to be deleted the **Delete Requisition** will be available to select.

Note: If you just created the Requisition and have not navigated from the page, you must exit and then return to access the **Delete Requisition** icon on the requisition.


You will receive a warning message. Select Yes if you are sure you want to Delete the Req.

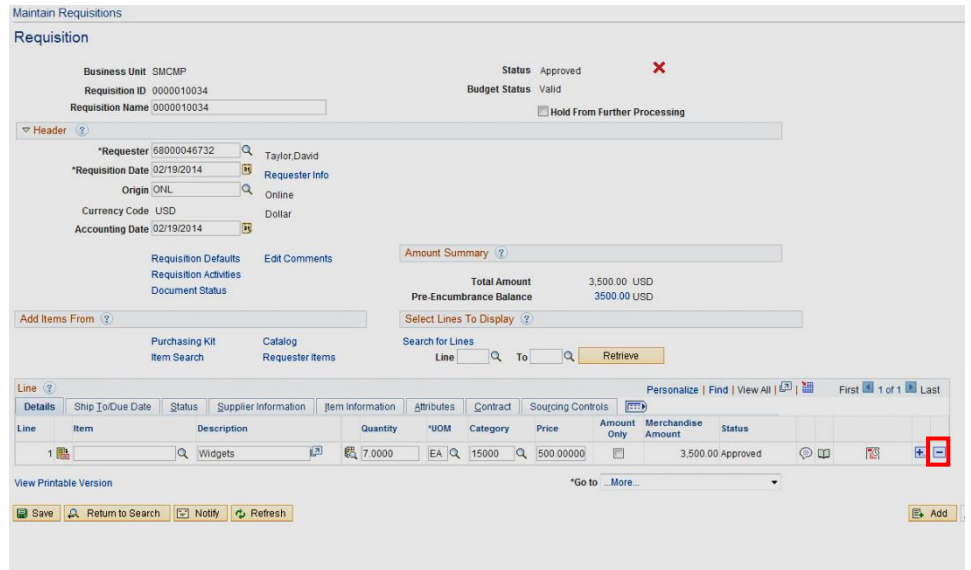
This action will delete the entire Requisition and do an automatic Save. Continue? (10100,117)
The action that you are taking will delete the entire Requisition. An automatic Save will be done and you will be returned to the Search page.
Yes **No**

Once the Requisition is Deleted you can no longer view it.

Deleting the Requisition Line, Schedule, or Distribution

To delete a Requisition Line, Schedule, or Distribution, select the appropriate section

and then the  next to the row you want to delete.



Maintain Requisitions

Requisition

Business Unit SMCMP Status Approved ✖
Requisition ID 0000010034 Budget Status Valid
Requisition Name 0000010034 Hold From Further Processing

Header

*Requester 68000046732 Taylor, David
*Requisition Date 02/19/2014 Requester Info
Origin ONL Online
Currency Code USD Dollar
Accounting Date 02/19/2014

Requisition Defaults Edit Comments
Requisition Activities
Document Status

Amount Summary

Total Amount 3,500.00 USD
Pre-Encumbrance Balance 3500.00 USD

Add Items From

Purchasing Kit Catalog
Item Search Requester Items

Select Lines To Display

Search for Lines
Line To Retrieve

Line

Line	Item	Description	Quantity	UOM	Category	Price	Amount Only	Merchandise Amount	Status			
1	Widgets		7.0000	EA	15000	500.00000		3,500.00	Approved			-

View Printable Version *Go to ...More...

Save Return to Search Notify Refresh Add

Canceling a Requisition

You can cancel a requisition line, schedule, or distribution by selecting the Cancel icon on the respective requisition page.

You can cancel an entire requisition by clicking the Requisition Cancel icon (Red X) on the requisition header page. To cancel an entire requisition, the requisition must meet the following criteria:


- The requisition is not on Hold
- You are authorized to cancel requisitions
- No requisition lines have been sourced to a purchase order

The following navigation is used to Cancel requisition information:
Purchasing > Requisitions > Add/Update Requisitions

Canceling the Entire Requisition

The first step is call up the Requisition you want to cancel.

Select the Find an Existing Value Tab. Enter in the Requisition Number or the Requestor.

If the Requisition is available to be canceled the  will be available to select.

You will receive a warning message. Select Yes if you are sure you want to Cancel the Req.

Once the Requisition is successfully canceled you will receive this message. You will need to select the Budget Check button as this will eliminate the Requisition amount from your budget.

Successful Cancellation

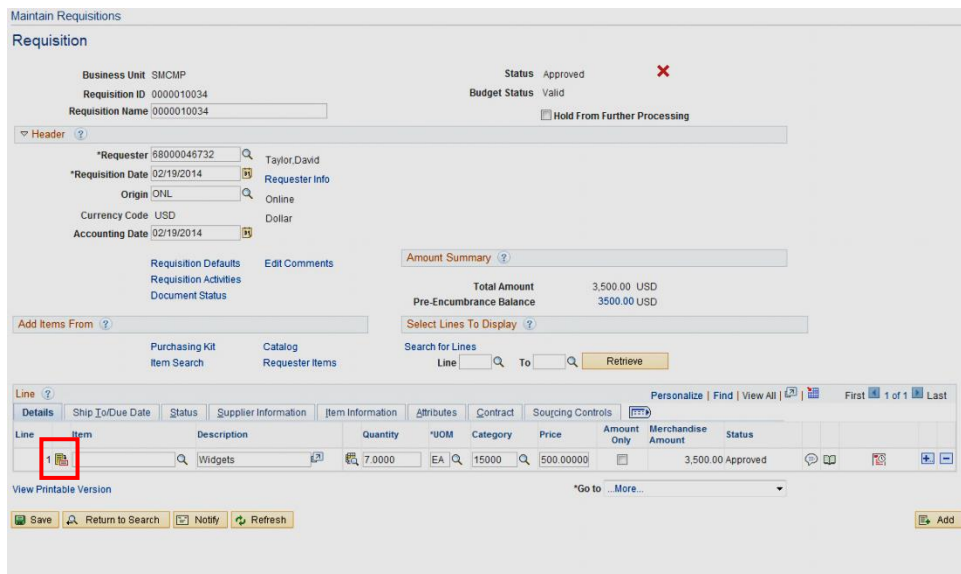
The requisition has been canceled, but requires a budget check. Press the budget check button below to run the budget checking process. Otherwise click OK to continue without budget checking the Requisition.


[Budget Status](#)

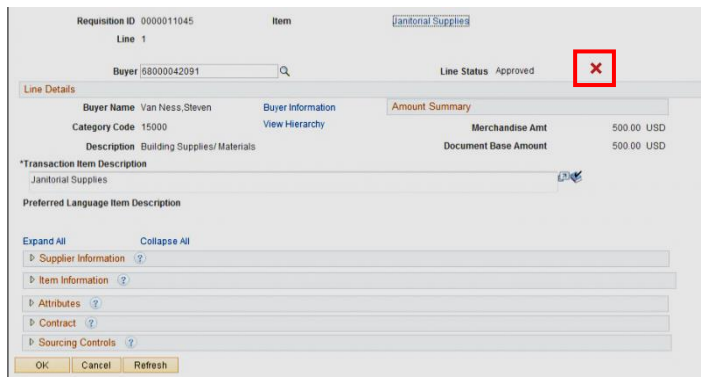
Once the Requisition is Canceled you can no longer review it through this path. You can see it using the Review Requisition Information menus.

Canceling the Requisition Line

To cancel a Requisition Line, select the Details for Line Link.



If the Requisition Line is available to be canceled the  will be available to select.



Canceling a line will also cancel its schedule(s) and distribution(s), Proceed? (10100,136)

After a Line is Canceled and the Requisition is saved, the Line cannot be changed again.

You will receive a warning message. Select Yes if you are sure you want to Cancel the Req Line.


Once the Line has been canceled the Status will change to Canceled.

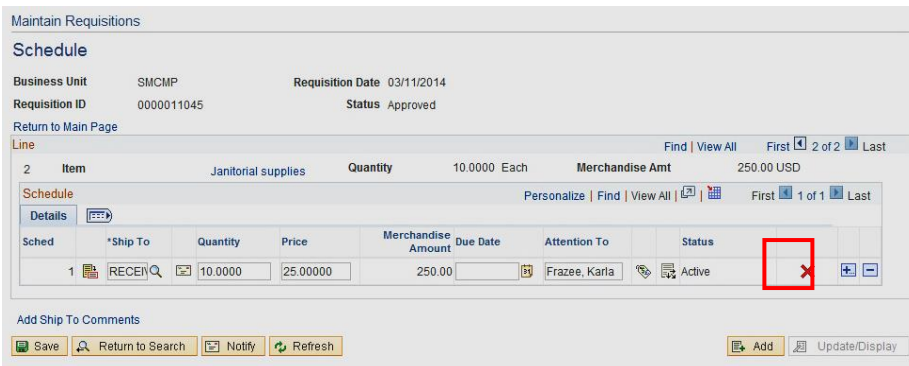
The screenshot displays the 'Maintain Requisitions' interface. At the top, the 'Requisition' header shows 'Business Unit: SMCMP', 'Requisition ID: 0000011045', and 'Requisition Name: 0000011045'. The status is 'Approved' with a red 'X' icon, and the budget status is 'Not Chkd'. Below this, the 'Header' section includes fields for 'Requester' (68000999957, Frazee, Karla), 'Requestion Date' (03/11/2014), 'Origin' (ONL, Online), 'Currency Code' (USD, Dollar), and 'Accounting Date' (03/11/2014). An 'Amount Summary' section shows 'Total Amount: 0.00 USD' and 'Pre-Encumbrance Balance: 500.00 USD'. A table below lists requisition lines. The first line is highlighted, showing 'Line: 1', 'Item: Janitorial Supplies', 'Quantity: 5.0000', 'UOM: CS', 'Category: 15000', 'Price: 100.00000', and 'Merchandise Amount: 500.00'. The 'Status' column for this line is 'Canceled', which is enclosed in a red rectangular box. The interface also includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', and 'Add'.

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	Janitorial Supplies		5.0000	CS	15000	100.00000	500.00	Canceled

Canceling the Requisition Schedule

If the Requisition Schedule is available to be canceled the

 will be available to select.



Maintain Requisitions

Schedule

Business Unit SMCMP Requisition Date 03/11/2014
 Requisition ID 0000011045 Status Approved

Return to Main Page

Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
2	Janitorial supplies	10.0000	25.00000	250.00		Frazeo, Karla	Active

Cancel icon highlighted in red box.

You will receive a warning message. Select Yes if you are sure you want to Cancel the Req Schedule.

Canceling a Schedule will also cancel its distribution(s), Proceed? (10100,137)

After a Schedule is Canceled and the Requisition is saved, the Schedule cannot be changed again.

Once the Schedule has been canceled the Status will change to Canceled.



Maintain Requisitions

Schedule

Business Unit SMCMP Requisition Date 03/11/2014
 Requisition ID 0000011045 Status Approved


Return to Main Page

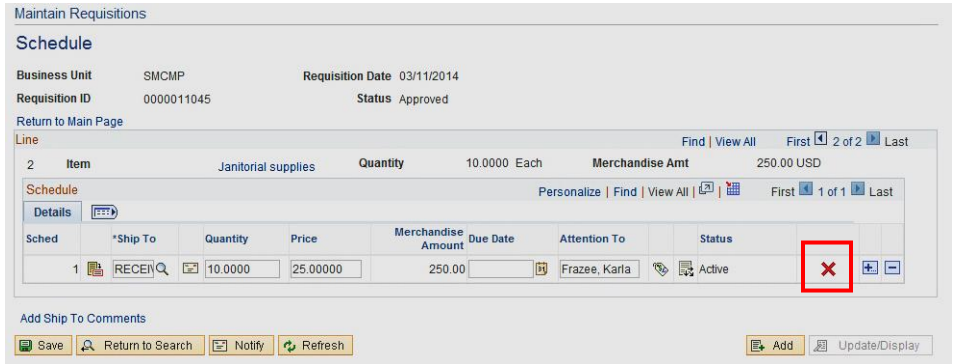
Line	Item	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
2	Janitorial supplies	10.0000	25.00000	250.00		Frazeo, Karla	Canceled

Status highlighted in red box.

Canceling the Requisition Distribution

If the Requisition Distribution is available to be canceled the

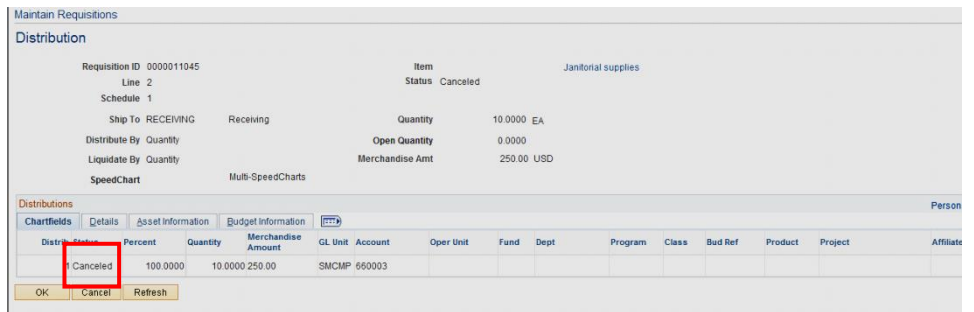
 will be available to select.



You will receive a warning message. Select Yes if you are sure you want to Cancel the Req Distribution.

After a distribution line is Canceled, it cannot be changed again. Proceed? (10100,52)

After a distribution line is Canceled and the Requisition is saved, the distribution line cannot be changed again. In the future this distribution line will be unavailable.



Once the Distribution Line has been canceled the Status will change to Canceled.

Requisition Inquiries

Requisitions

This inquiry is useful in helping you find your Requisition number. Some examples of how you might use this are: You can search by your name (requestor) or all Requisitions associated to a specific Department.

The following navigation is used to Review requisition information:

Purchasing > Requisitions > Review Requisition Information

This inquiry gives you line-by-line information for your requisitions, as well as access pages that contain more details about the selected requisition.

Enter criteria for selecting requisitions to view on the Requisitions Inquiry page.

Requisitions meeting the criteria will be displayed. Select the Requisition you wish to view. You will be able to drill down to the Line, Schedule and Distribution details.

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
SMCMP	0000010028	0000010028	Open	Carrillo, Mary	01/24/2014	100.00 USD

Document Status

This is the most commonly used inquiry to find out whether a Requisition has been sourced into a Purchase Order, has been Vouchered, or has been Paid.

The following navigation is used for Document Status:

Purchasing > Requisitions > Review Requisitions > Document Status

This inquiry gives you an inquiry of all associated documents - the Purchase Order, Voucher, Payment, and Receipt of goods.

Enter criteria for selecting requisitions to view on the Document Status page.

Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit: = SMCMP

Requisition ID: begins with

Requisition Status: =

Requisition Date: =

Origin: begins with

Requester: begins with

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Document Status

Business Unit SMCMP Req ID 0000010292

Document Date 02/06/2014 Status Approved

Currency USD Document Type Requisition

Requester Schnieder,Carolynn Merchandise Amt 1,155.00

Budget Status Valid

Associated Document Personalize Find View All First 1 of 1 Last

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
Actions	SMCMP	Purchase Order	0000011156	Dispatched	02/06/2014	0000001494	MAIN	

Return to Search Previous in List Next in List

Requisition Reports

Print Requisitions

If you want to print a hard copy of your requisition, you would use this.

The following navigation is used to print requisition information:

San Marcos Reports/Interfaces > Purchasing > Reports > Print Requisition

Business Unit is SMCMP

Select the Requisition ID you wish to print.

Click Run.

Server Name is PSUNX.

Select SMOPO006.

Click OK.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CSUPO011	CSUPO011	SQR Report	Web	CSV	Distribution

See the "Finance Inquiry & Reports Training Manual Ver. 9.0" for a detailed explanation on Run Controls and Process Scheduler Request instructions (How to run the report).

Requisition Form

Requisition
Cal State San Marcos

Ship To: Receiving
441 La Moree Road
San Marcos CA 92078

Business Unit:		SMCMP	APPROVED
Req ID	Date	Page	
0000010272	02/01/2014	1	
Requester	Telephone	Entered By	
Guidera,Robin		Guidera,Robin	

Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgm	Class	Project			Dist Amt

Buyer: Van Ness,Steven
Supplier: 0000001427 VINCE DIXON FORD INC DBA KEN GRODY FORD

1-1	Ford F150 4 x 2 Regular cab 1/2 ton pickup			07000	1.0000	LOT	15,756.00	15,756.00	
1-1-1	619805	48500	1058						15,756.00
<u>Line Total:</u>								15,756.00	

Buyer: Van Ness,Steven
Supplier: 0000001427 VINCE DIXON FORD INC DBA KEN GRODY FORD

2-1	Available Options - to be decided by S. Van Ness			07000	1.0000	LOT	7,294.47	7,294.47	
2-1-1	619805	48500	1058						7,294.47
<u>Line Total:</u>								7,294.47	
<u>Total Requisition Amount:</u>								23,050.47	

Vendor to coordinate with Steve Van Ness for vehicle requirements.
Vendor to deliver vehicle to Nick Magana.
Per attached quote.

Open Requisitions by Department

This report lists all Open Requisitions by Department/Fund. It displays the Requisition Balance and associated Purchase Orders (if applicable).

The following navigation is used to print open requisitions by department information:

San Marcos Reports/Interfaces > Purchasing > Reports > Open Requisitions

Select by:

- Business Unit
- Fiscal Year (thru)
- Period (thru)
- From/To Req
- Department
- From/To Fund
- From/To Account
- From/To Class
- From/To Project
- From/To Program

The screenshot shows the 'Smo Run Po002' report configuration interface. On the left is a navigation tree with the following structure:

- My Favorites
- San Marcos
 - Reports/Interfaces
 - General Ledger
 - Budgets
 - Accounts Payable
 - Purchasing
 - Reports
 - Open PO Report by DeptID/Fund
 - Open Req Report by Department**
 - PO Activity by Category
 - PO Detail by Buyer
 - Print Requisition
 - Interfaces
 - ProCard
 - FTP File
 - Fiscal Authority Lookup
 - Trust Fund Authority Lookup
 - nVision Maintenance
 - Employee Self-Service
 - Manager Self-Service
 - Supplier Contracts
 - Customers
 - Partners
 - Products
 - Catalog Management
 - Promotions
 - Customer Contracts

The main configuration area includes:

- Run Control ID: APCHK5
- Buttons: Report Manager, Process Monitor, Run
- Search Criteria: Enter search criteria and click on Search. Leave blank for all values.
- *Business Unit: SMCMP
- *Fiscal Year (Thru): 2009
- *Period (Thru): 6
- From Requisition: [] To Requisition: []
- Requestor: []
- Chartfield Information:
 - From Department: 1012 To Department: 1012
 - From Fund: [] To Fund: []
 - From Account: [] To Account: []
 - From Class: [] To Class: []
 - From Project: [] To Project: []
 - From Program: [] To Program: []

Delivery Date to be announced

Reconciling Requisitions

The Procurement department will automatically cancel all Requisitions that are 90 days old and have a balance remaining. This will result in the Requisitions Pre Encumbrance balance reducing to \$0.00.

Appendix A - Inquiries Matrix

INQUIRY NAME	USE	NAVIGATION
Requisitions	View line-by-line information for your requisitions, as well as access pages that contain more details about the selected requisition.	Purchasing > Requisitions > Review Requisition Information > Requisitions
Req Accounting Entries	Shows the accounting distribution by line and schedule. This information shows <i>after</i> a req has been Budget Checked.	Purchasing > Requisitions > Review Requisition Information > Req Accounting Entries
Req Document Status Inquiry	Shows details of receivers, purchase orders, payments, and vouchers posted against a req.	Purchasing > Requisitions > Review Requisition Information > Req Document Status Inquiry
Purchase Order	Shows details of each page of a PO (lines, schedule, distribution, header and comments).	Purchasing > Purchase Orders > Review PO Information > Purchase Orders
Activity Summary	Lists all receipts and invoices on a PO as well as the quantity and amount that have been matched.	Purchasing > Purchase Orders > Review PO Information > Activity Summary
PO Accounting Entries	Shows the accounting distribution by line and schedule. This information shows <i>after</i> a PO has been Budget Checked.	Purchasing > Purchase Orders > Review PO Information > PO Accounting Entries
Document Status	Shows details of requisitions, receivers, vouchers and payments posted against a PO.	Purchasing > Purchase Orders > Review PO Information > Document Status
Supplier Review	Searches for a Supplier by name. Includes Supplier ID and order and remit to addresses.	Suppliers > Supplier Information > Add/Update > Review Suppliers

Appendix B - Reports Matrix

REPORT NAME	USE	NAVIGATION
Print Requisition SMOPO006	Print a hard copy of the Requisition.	San Marcos Reports/Interfaces > Purchasing > Reports > Print Requisitions
Open Requisitions by Department SMOPO002	Lists all open requisitions by department ID. Can be further defined by fund, account, class, program and/or project/grant. Includes the requisition amount, liquidated amount, PO amount and remaining amount.	San Marcos Reports/Interfaces > Purchasing > Reports > Open Requisitions by Department
CSU PO Detail Activity Report CSUPO051 CSUPO052	Lists purchase order activity for the PO business unit, department, and dates you select. Reviewing this report enables you to perform comparisons and resolve discrepancies proactively.	Purchasing > Purchase Orders > Reports > CSU PO Detail Activity Report
Open PO Report by Department COOPO005	Lists all open purchase orders by department ID. Can be further defined by fund, account, class, program and/or project/grant. Includes the requisition amount, liquidated amount, PO amount and remaining amount.	San Marcos Reports/Interfaces > Purchasing > Reports > Open Requisitions
Print POPO005	Used to print a copy of the Purchase Order.	Purchasing > Purchase Orders > Dispatch PO's

Appendix C - Category Codes

Code	Description	PS Account
03700	Entertainment, Misc.	660820
04000	Animal and Supplies	660003
04500	Appliances Non-Industrial	660003
05000	Art Equipment and Supplies	619002
06000	Auto Parts and Services	660021
06099	Recycled Antifreeze	660003
07000	Auto Vehicles	619805
08000	Badges/Name Tags/Plates/Emblem	660003
08500	Bags/Bagging/Erosion Equipment	660003
15000	Building Supplies/ Materials	660003
15500	Buildings/Structures	607031
17500	Lab Equipment and Supplies	660003
19099	Recycled Solvents	660003
20000	Clothing/Athletic/Uniforms	660003
20400	Computer Hardware/Accessories	616005
20800	Computer Software/Licenses	616003
23200	Crafts General	660003
26500	Draperies/Curtains/Upholstery	660003
26900	Drugs/Pharmaceuticals	660003
28500	Electrical Equipment/Supplies	660003
29500	Elevators/Escalators/Bldg.	607033
33569	Recycled Compost	660003
34000	Fire Protection Equipment/Supp	660003
34500	First Aid/Safety Equipment/Sup	660003
40500	Fuel	660003
40587	Recycled Petroleum/Oil	660003
42500	Furniture	660803
42558	Recycled Plastic Furniture	660803
42598	Recycled Steel Furniture	660803
44062	Recycled Glass	660003
44500	Tools	660003
45000	Hardware Misc (Non-Info Tech)	660003

Code	Description	PS Account
45064	Recycled Rubber Products	660003
48500	Janitorial Supplies	660003
51500	Landscape Equipment/Supplies	660003
54500	Hardware Industrial	660003
55000	Traffic Control/Markers/Placar	660003
57000	Metals All Types	660003
57099	Recycled Steel	660003
57800	Miscellaneous Products	660003
58000	Musical Instruments/Access/Sup	660003
60000	Office Machines/Equip/Access	660003
61500	Supplies General	660003
63079	Recycled Paints	660003
64066	Recycled Paper Products	660003
66572	Recycled Plastic	660003
68000	Police Equipment/Supplies	660003
71500	Audio/Visual Equip/Supplies	660003
72500	Communication Equip/Supplies	604090
78500	School (Instructional) Eqp/Sup	619002
80100	Signs/Material/Equip/Supplies	660003
80500	Athletic Equip/Supplies	660003
85500	Theatrical Equip/Supplies	619002
88500	Water/Wastewater Chemicals	660003
90600	Major Arch/Eng Agreements	607022
90700	Major Arch/Eng Agree Extra Srv	607023
90900	New Major Capital Construction	607031
91000	Minor Cap Repair / Maintenance	607011
91200	Construction Serv / General	607031
91400	Construction Trade Services	607031
91500	Advertising/Media Services	660017
91800	Consulting Services	613001
92500	Pre-Construction Phase Agree	607021
92600	Environmental/Ecological Svc.	613001
92645	Hazardous Material Services	613001
92800	Equipment Maintenance/Repair	660021

Code	Description	PS Account
95300	Insurance	660010
95800	Cap. Outlay Constr. Management	607032
96100	Mjr/Mnr Cap - Othr Srv - Const	607033
96200	Miscellaneous Services	613001
96600	Printing Services	660002
96800	Public Work Service	607031
97100	Rental/Lease Real Property	660041
98100	Rental/Lease Equipment	660835
99000	Safety Services	613001