CREATING A REQUISITION

Definition and Components of a Requisition

A Requisition is a Peoplesoft document created by the end user to request goods and/or services and submitted to purchasing department. The purchasing department uses the information on the requisition to create a Purchase Order that is issued to the supplier.

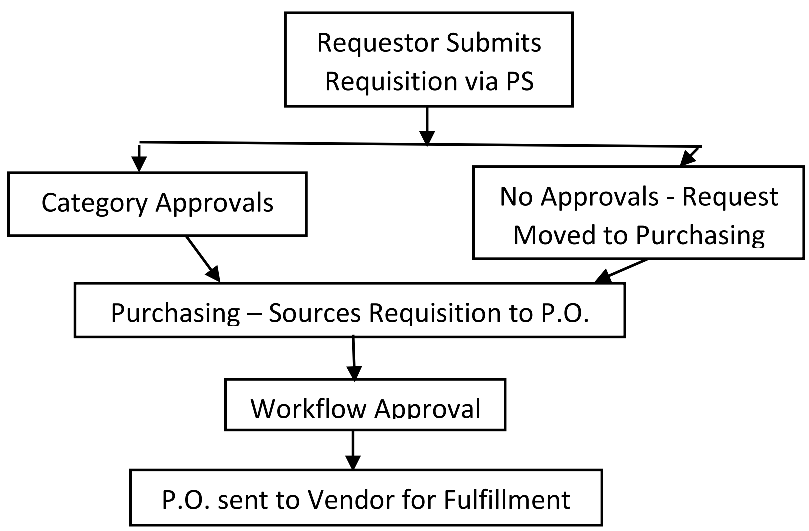
Requisitions and Purchase Orders in PeopleSoft are line driven all information entered to Requisition Defaults including chartfield (accounting information) will populate to the line level. This guide explains how to enter components of a requisition and how the components relate to each other.

In PeopleSoft requisitions consist of four components:

- **Header -** Defines the Business Unit, the Requestor, Date, and Statuses.
- **Line -** Contains the line item information.   For each line item the quantity, category, UOM, description, vendor, 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.

Requisition and Purchase Order Process Flow

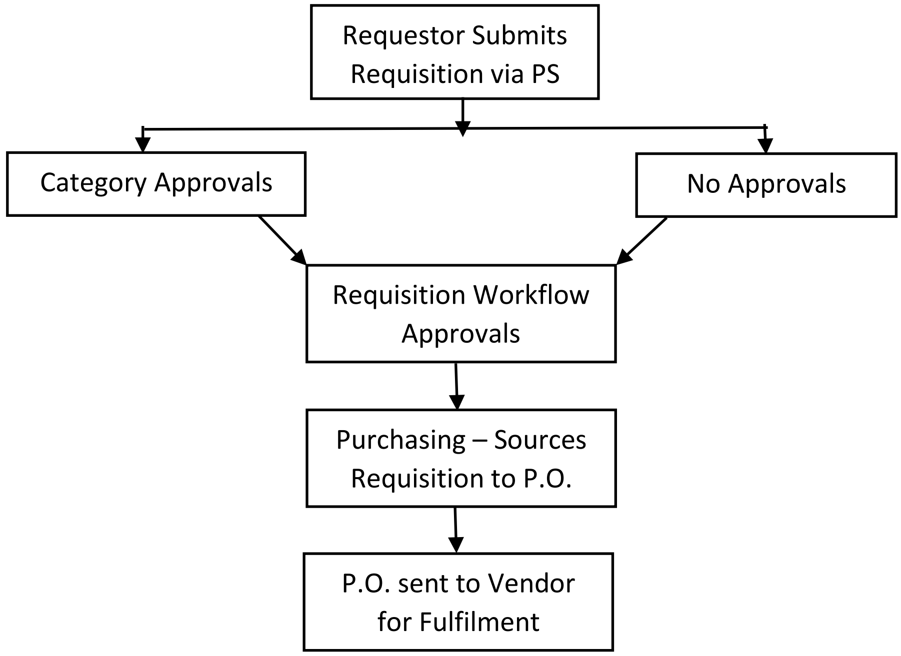
Standard Requisition Process Flow



Category Approval includes Accounting, IS&T, Risk Management, etc. based on the category or account selected.

In the standard requisition process, the workflow approvals take place on the purchase order after the requisition is sourced into a purchase order.

Ingram Micro (MD) Requisition Process Flow



For Ingram Micro purchases approval workflow will take place on the requisition. This step is required to consolidate multiple requisitions into one PO and independently route workflow by the requesting subdivision.

Entering the requisition is identical to the standard process, except for Origin needs to be changed from default value PO to MD.

Types of Requisition & Purchase Orders with Input Guidelines

There are four types of Purchase Orders issued through PeopleSoft by the submission of Requisitions. Here is a summary of the types and key points.

Standard PO

- Each Line on the Requisition includes item quantity, description, supplier item ID number and cost of each item. If pricing has been provided by the supplier, attach a copy of the quote.

Key Points:

a) Enter each item on a separate line.
b) Do **NOT** include shipping amounts as a line item. If shipping amount is known include this in the Header Comments.
c) Do **NOT** include sales tax. This will be calculated and added when the Requisition is sourced into a PO if the supplier is a taxable supplier.
d) WORKFLOW approvals are done at the PO level. The PO is valid once it has been "fully approved".
e) RECEIVING – must be entered upon delivery of the order. If partial shipments are made by the supplier, enter the receipts into the system as the orders arrive.

Blanket PO

- Used when the same supplier is used for frequent purchases throughout a fiscal year. A purchase order is issued for a dollar amount. Use the same PO number throughout the fiscal year each time an order is placed with the supplier.

Key Points:

a) Line 1 of the Requisition – the description is: FY 22-23 Blanket PO for XXXXXX (example supplies for lab)
b) Quantity should be a dollar value of requisition such as $1,800 which is 80% of the final PO amount.
c) Price should be 1.00
d) When PO is issued, sales tax and freight will be added. In this example the total amount encumbered would be approximately $2000.
e) RECEIVING – each invoice for a Blanket PO must be received by entering only the sub-total amount of the invoice as the receiving dollar amount in the quantity field. If you have multiple invoices, receive each one as a separate receipt. Do **NOT** combine invoice amounts when receiving.

Summary PO

- One line is used on the Requisition to describe the purchase of multiple items in a summary manner. Such as: Description: Assorted supplies per attached quote.

Key Points:

a) Enter a single line with a description that summarizes the entire order.
b) Quantity is 1.
c) If non-taxable items are in the order such as "set up fee" ADD a separate line with Description: NONTAX with a brief description. This line Quantity is 1 also. Add the dollar amount that is nontaxable.
d) Attributes tab – check the AMOUNT ONLY box
e) RECEIVING - must be entered at time the order is delivered

Ingram Micro

- Requisitions for Ingram Micro must be entered using the PR Header Origin **MD** (not PO which is the default). This is because Purchasing combines multiple requests from the campus community for computer supplies onto a single Purchase Order. Other than changing the Origin to **MD** (from PO) items are entered on a Requisition in the same format for a Standard PO by listing quantity, description, supplier item ID and cost for each item. This vendor has a minimum order amount, which requires us to combine requests to meet the order minimum.

Key Points

a) Change the Origin to MD
b) WORKFLOW – approvals are done at the Requisition PRIOR to Purchasing combining it with other Requisitions. This is a change from the standard workflow process.
c) RECEIVING – Do Not Receive. Receiving is done at the time items are delivered by the Purchasing department.

Requisition Entry Quick Reference

For standard requisitions. See full guide for non-standard.

1. Navigation – Main Menu/Purchasing/Requisitions/Add-Update Requisitions – Click Add
2. Enter a Requisition name (brief description, can be used to search for a requisition)
3. Origin = PO or for Ingram Micro Origin = MD
4. Click on Requisition Defaults and enter the following:
    a. Click the Override radio button
    b. Enter a Supplier number
    c. Enter a Category (account number shortcut)
    d. Enter the Unit of Measure
    e. Enter the chartfields Fund/Dept/Program/(PCBU & Project/Class - optional)
5. Click Add Comments to add a comment to Purchasing buyers and attach quotes.
6. Lines section
    a. Enter Line Description
    b. Enter Supplier Item ID (optional)
    c. Enter Quantity
    d. Enter Price
    e. Reminder taxable & non-taxable items must be split into separate lines

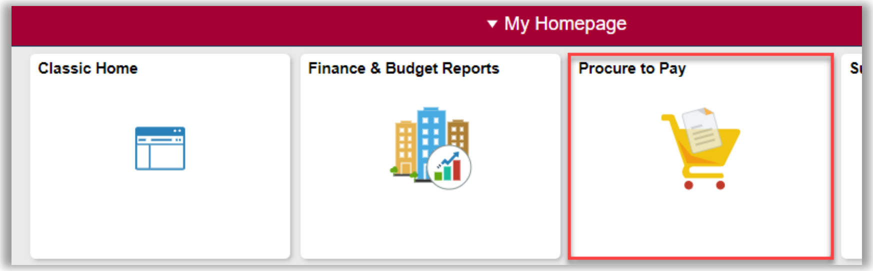
7. Save
8. Budget Check

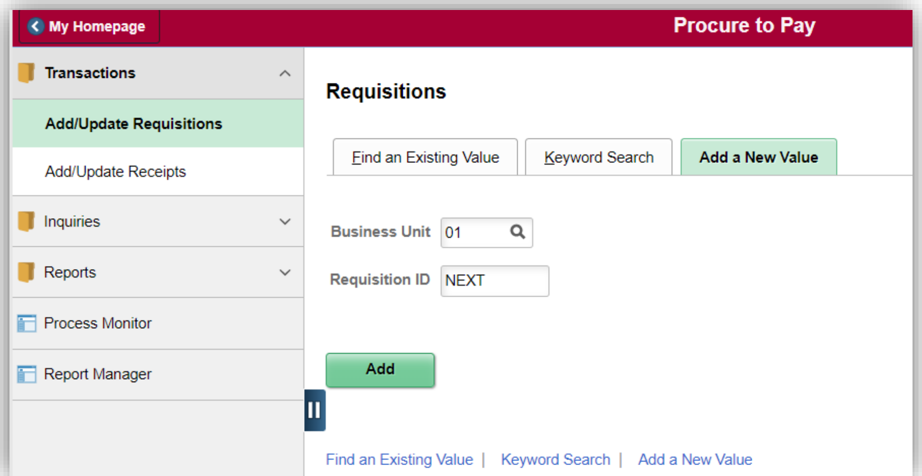
9. Submit for Approval

Adding a Requisition

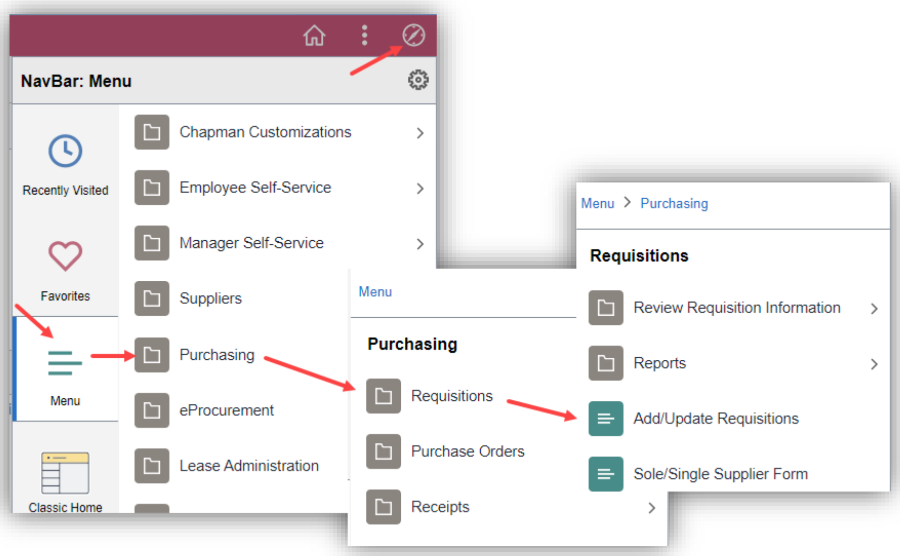
Navigation is either by Tile or Menu.

Tile > Procure to Pay > Transactions > Add/Update Requisitions

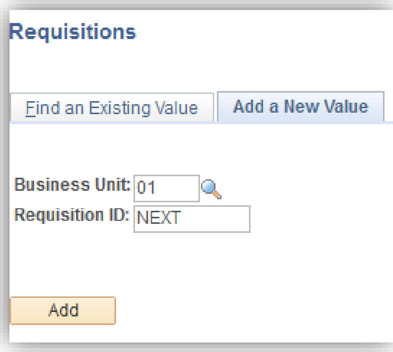




NAVBAR> MENU > PURCHASING > REQUISITIONS > ADD/UPDATE REQUISITIONS



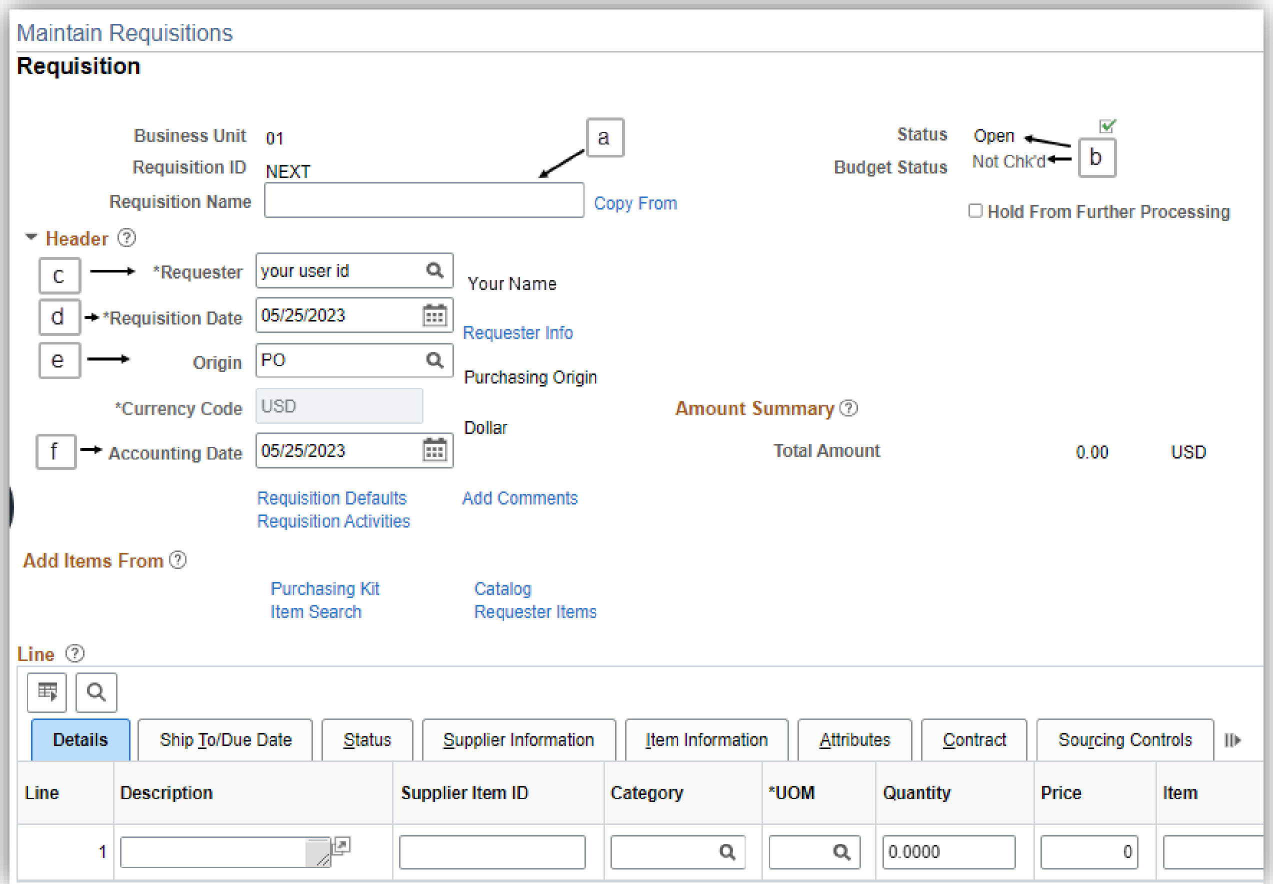
Add a new requisition



a. Business Unit = 01   This is the default setting. 01 is Chapman University.
b. Requisition ID = NEXT   This is the default setting. The ID will be the next available number.
c. Click on the Add button

Maintain Requisitions

This screen appears after clicking Add.

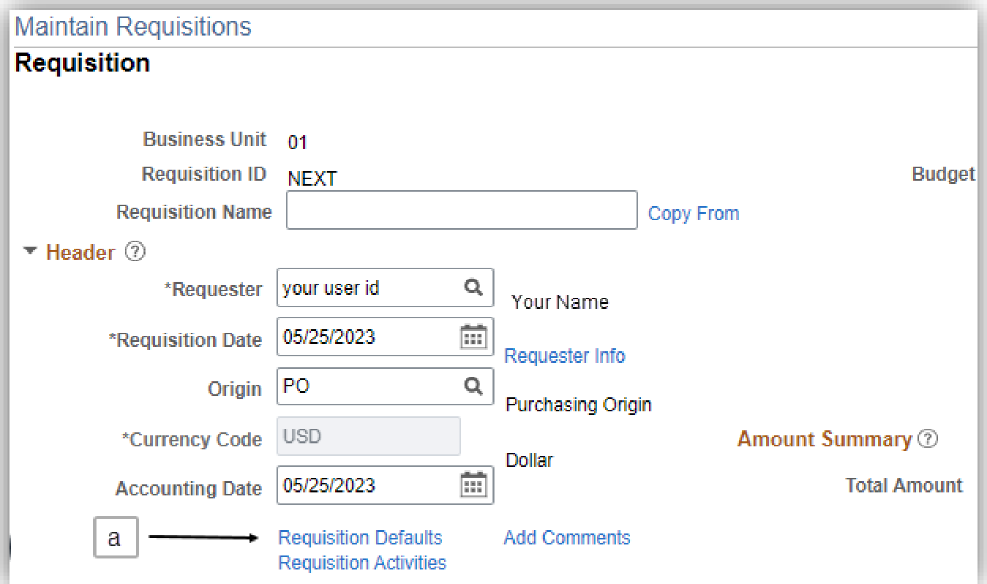


a. **Requisition Name**: This field is optional, can be left blank. The field length is 30 characters. Special characters can be used.
b. **Status and Budget Status**: Indicates the current status of the requisition. *Note*: the Status is Open and the Budget Status is Not Chk'd. These fields will update once the requisition is saved, budget checked and submitted.
c. **Requester**: Field will default to your user id.
d. **Requisition Date***: This is the date you are entering the requisition and defaults to the current date.
e. **Origin**: If entering a requisition for Ingram-Micro (computer accessories, toner, ink etc.), select MD – Multi-Department PO Origin from the magnifying class. All other requisition types use PO – Purchasing Origin.
f. **Accounting Date**: Defaults to the current date.

***IMPORTANT:** When entering requisitions for future budget years you MUST update both the Requisition Date and Accounting Date fields to reflect the next fiscal year. In addition to the Requisition and Accounting dates, the Budget date must be updated under the Budget Information field on the Distribution page.

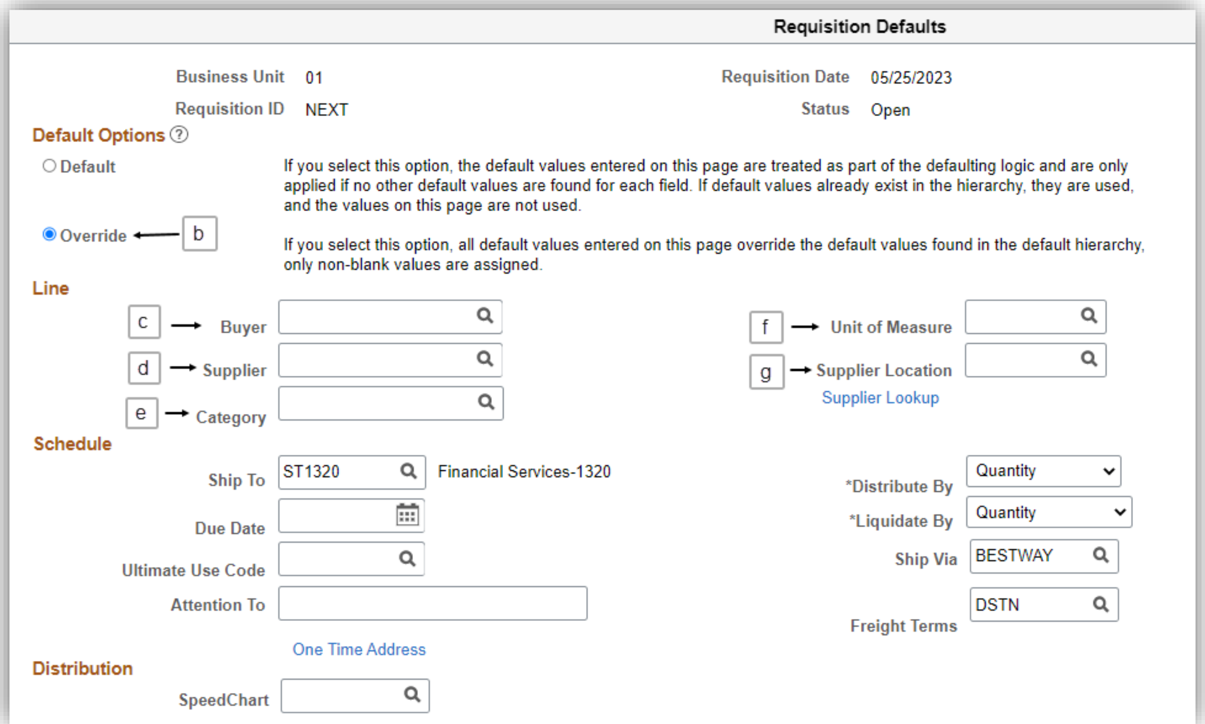
Requisition Defaults

Requisition defaults will populate each line of the requisition with chartfield, supplier and other default information. See the Schedules and Distribution at the line level section if secondary lines on the requisition require a different chartfield.



a. **Requisition Defaults**: Click link to open a window for common line information such as supplier, categories, unit of measure, etc.
   Data entered in the Requisition Default window will populate other areas of the requisition.

   Note: All information found in Requisition Defaults can be updated on individual line items/rows.



Default Options and Line section:

b. **Override**: To use the default options, click the Override radio button. Defaults will carry forward for all line items in the requisition. EXAMPLE: if most items are in the Category of "supplies" you can set that default and it will populate all lines. If a line item is not "supplies" you can update at the line level.

c. **Buyer**: Leave BLANK.

d. **Supplier**: Supplier ID is required when submitting a requisition. Click on the magnifying glass to open the menu or click the Supplier Lookup link for additional search options.

   Note: You can only submit one supplier/vendor on a requisition.

e. **Category**: This is a required field representing the Account number. The use of categories saves the user from needing to remember individual account numbers. Click on the magnifying glass to display the most commonly used categories.

   Note: if the account you need is not in the list, select UNLISTED_CATEGORY. The account number will be entered in the distribution section.

f. **Unit of Measure**: Clicking on the magnifying glass icon will display a menu of options for Unit of Measure.

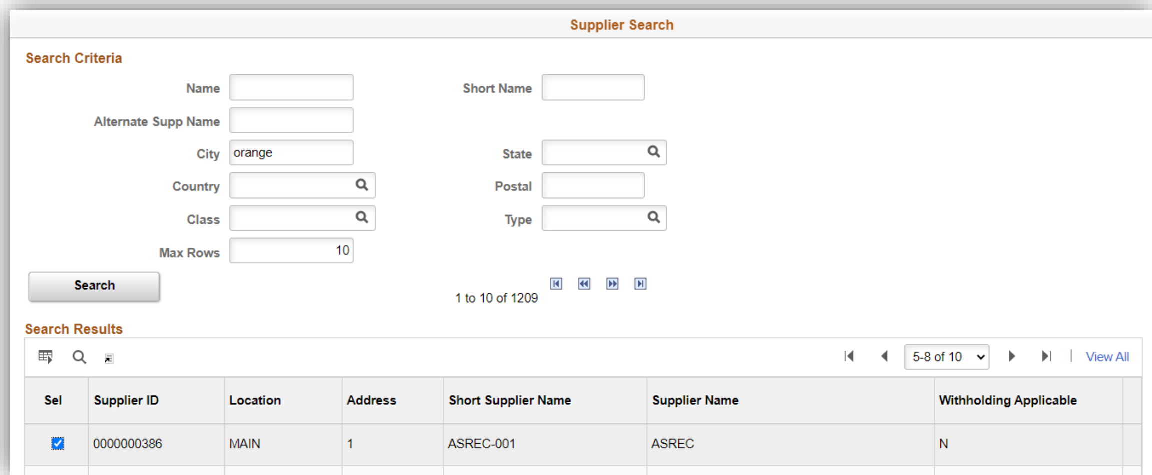
   Note: unit of measure on a Blanket requisition is LT – LOT.

g. **Supplier Location**: Defaults to MAIN and does not need to be changed.

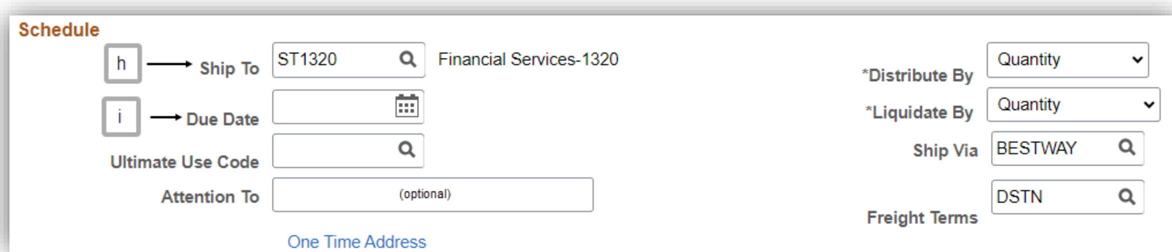
Supplier Lookup

This is the lookup from requisition defaults.

EXAMPLE: Enter partial name or city, etc. and click the **Search** button. Place a check in the *Sel* (selection) box and click **OK.**

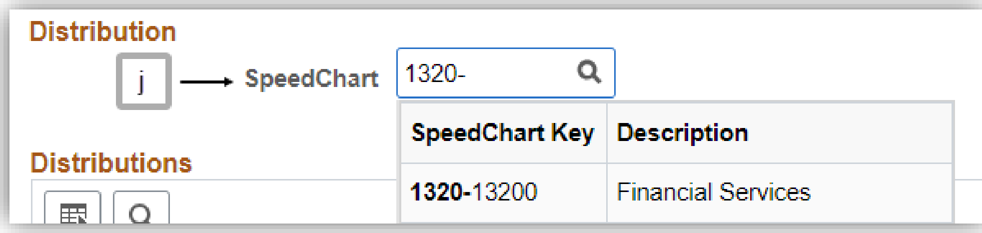


Schedule section:

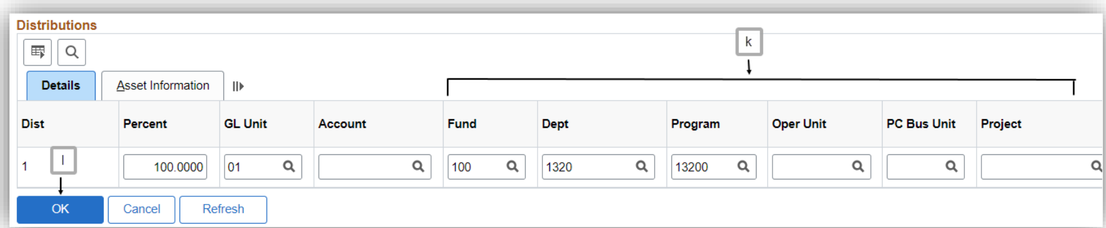


h. **Ship To**: This is the mail stop code. The default will be set up based on the requesters department tied to their login. The primary code for each department has the primary University shipping address as the location. Some departments have an alternate address identified by a letter after the location number, this ships items directly to the department address.
i. **Due Date**: This is the date you expect the product/service to arrive in your department.

Distribution:



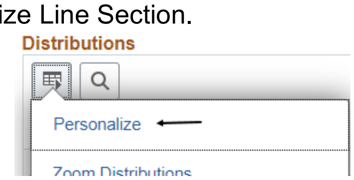
j. **SpeedChart**: This field becomes active when the Override radio button is checked. A speedchart is a quick code to a valid chartfield combination.
Either start entering a speedchart code (department-program code or project number) and the type ahead will display valid values or click the magnifying glass for the menu of SpeedCharts. Select value from type ahead list and click the tab key to populate fields and remain on the default page.



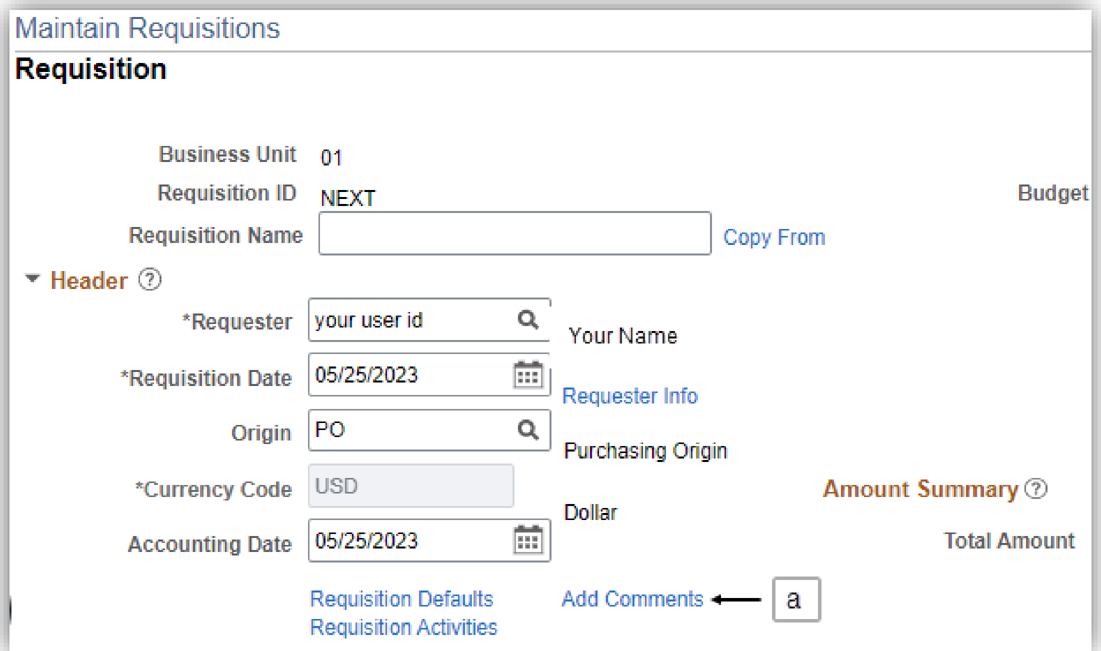
k. **Distribution**: selecting a speedchart populates the applicable chartfields. Note: The SpeedChart number is not saved but the chartfields are populated.

l. Click **OK** to save the default settings. Continue to the Line level and complete the necessary fields not completed with the Default settings.

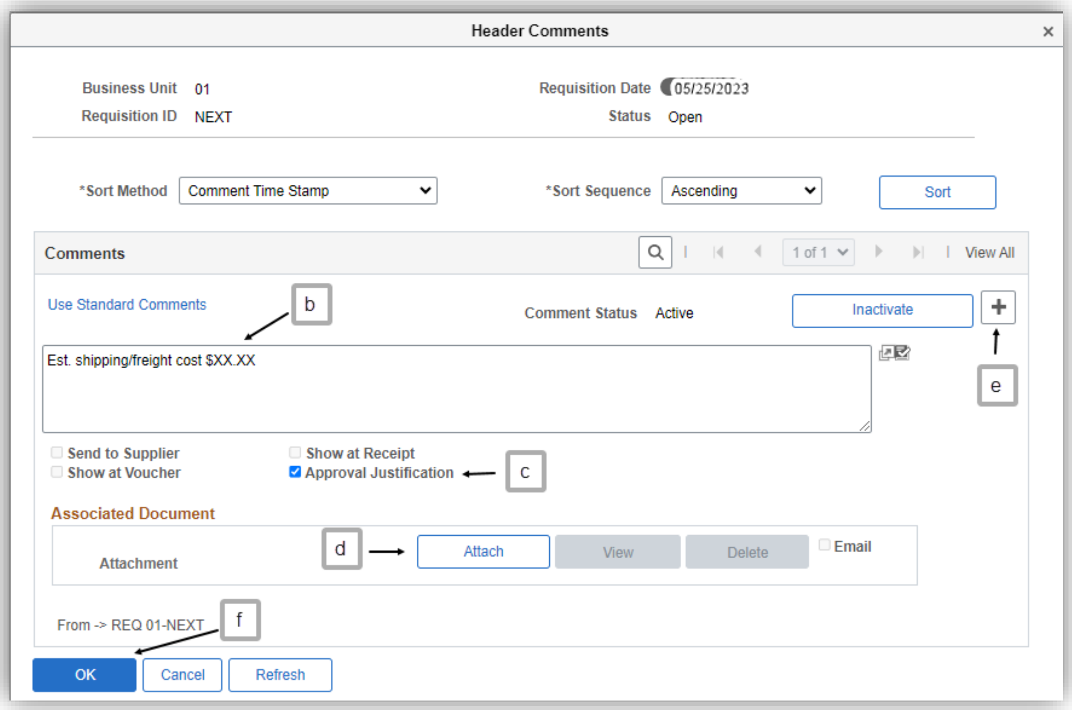
Note: To change the order of the fields within the Distributions section, use the Personalize feature. See details on the Personalize Line Section.



Adding Comments to the Requisition



a. **Add Comments link:** Click link to communicate with Purchasing regarding the requisition.



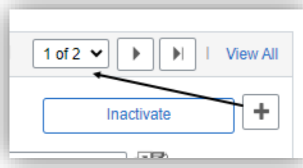
b. **Comment box**: Provide any details necessary to assist purchasing in handling your request. Quote numbers, shipping costs, etc. are to be included in this section.

c. **Approval Justification**: Check this box if you are entering comments that need to be seen and reviewed by the Approvers of the Purchase Order as part of the Workflow approval process.

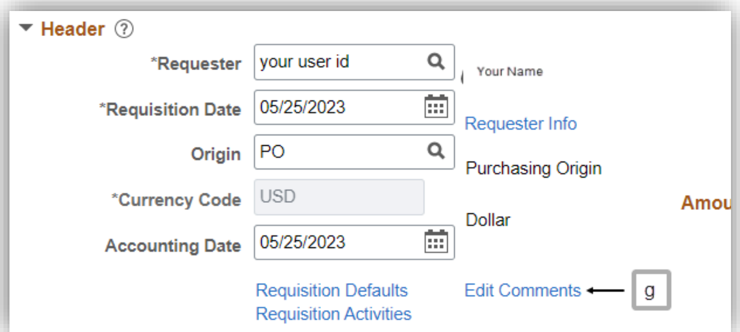
d. **Attach**: Use this feature to attach any documentation (contracts, quotes, etc.)

Note: documents must be electronic copies. If a quote has been provided, you also need to provide the quote number on the final line item of the requisition.

e. **Add Button**: Use the add button to add a row of comments needed for multiple attachments.

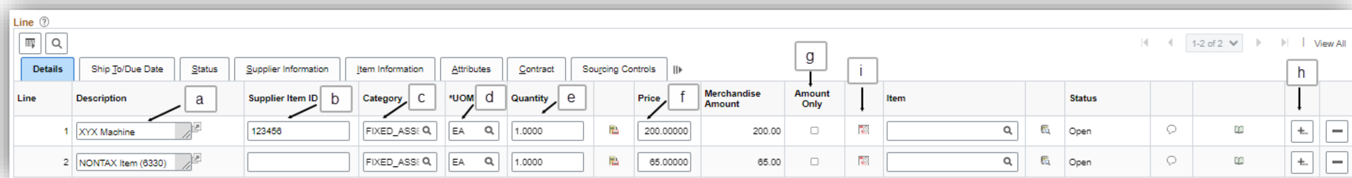


f. Click **OK** to save your comments.



g. After clicking **OK** the Header page updates the link to Edit Comments.

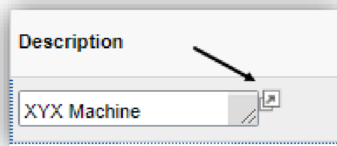
Entering Lines on a Requisition



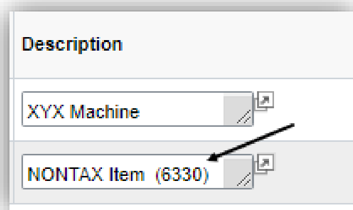
Enter the following information.

Note: To change the order of the fields within the Line section, use the Personalize feature. The sample above has been personalized to display the fields needed on the line.

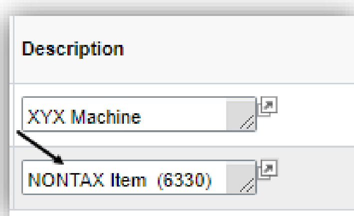
a. **Description**: The description of the item or service being ordered. This information will be provided to the vendor on the purchase order.
Note 1: This is a large text field that can be fully displayed by the icon to the right of the field.



Note 2: If you are submitting a quote with the requisition, the final line item must include the quote number.



Note 3: Tax vs NonTax item. Purchase requisitions may contain taxable and nontaxable items. Nontaxable items must have a description of “NO-TAX” or “NONTAX” and a brief description of item/service. Example (NONTAX Installation)



b. **Supplier Item ID**: The manufacturer or catalog number associated with the item if provided.

   Note: This field is found under the Item Information tab and can be moved to the Details tab through the Personalize feature.

c. **Category**: Auto populates from the Requisition Defaults. The category is required and can be changed for each line. Click the magnifying glass icon to display the available categories. Click on the category to populate the field.

   Note: If selecting UNLISTED_CATEGORY, the account number must be manually updated under Distribution. (see Schedule/Distribution)

d. **UOM**: Unit of Measure auto populates from the Requisition Defaults page and can be changed for each line. Click the magnifying glass icon and select the appropriate option.

e. **Quantity**: Enter the number of items to be ordered.

f. **Price**: Enter the price of the item or service (excluding tax and shipping).

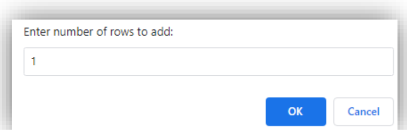
Note 1: Do NOT add lines for sales tax and freight. These amounts will be calculated by PeopleSoft during the Purchase Order processing. Budgets will be encumbered based on the amounts reflected on the requisition and any appropriate sales tax and freight charges.

Note 2: For Blanket Requisitions see information under Non-Standard Requisitions.

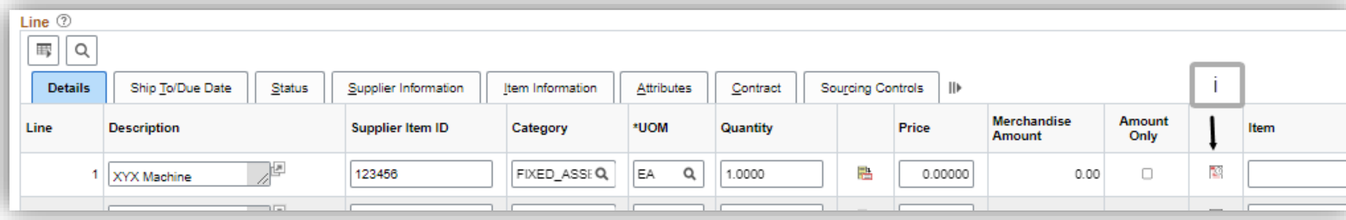
g. **Amount Only**: Check this box if the requisition is not for a specific item amount, but rather for a "lump sum" dollar amount and is used for "Summary" requisitions. EXAMPLE: Ordering 400 t-shirts in various sizes – rather than entering line items for each size - you attach a document in the Comment Section of all required items and request purchasing to handle the order. In this scenario click "amount only."

   Note: This field is found under the Attribute tab and can be moved to the Details tab through the Personalize feature.

h. **Add Row icon**: Click to add rows to the requisition. A pop-up window will display the number of rows needed.

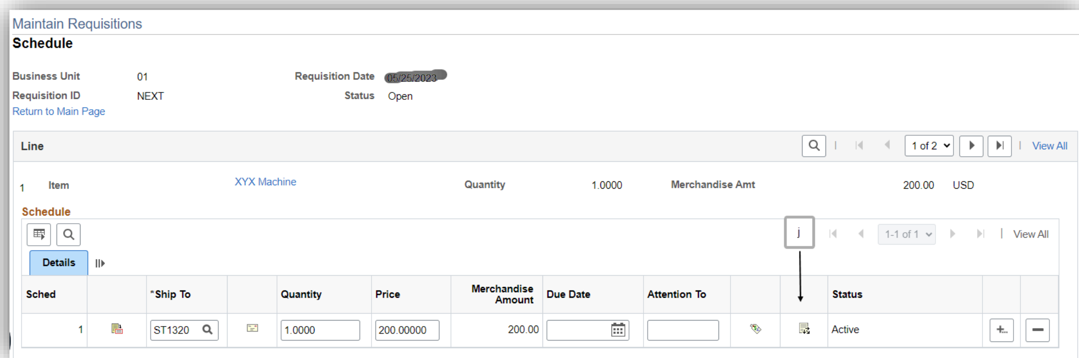


Schedule and Distribution at the line level



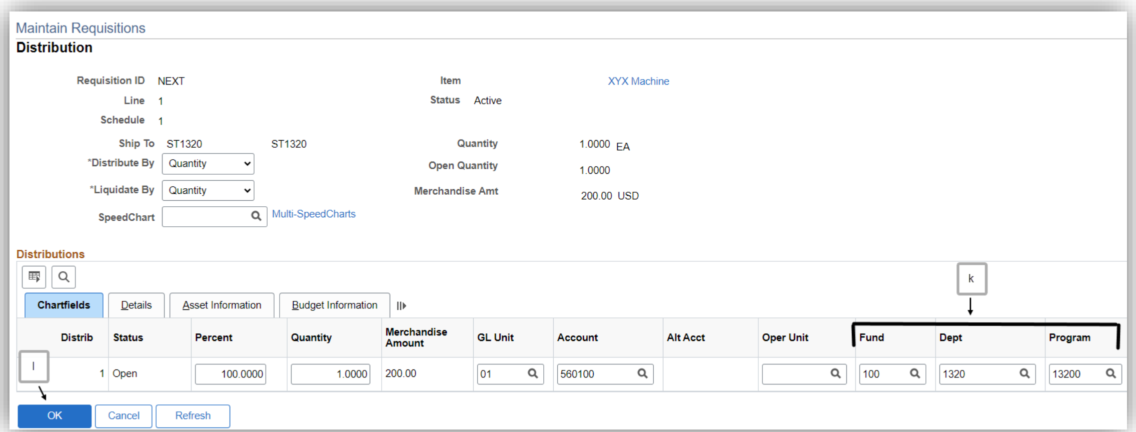
i. **Schedule icon**: This will display the Schedule (for delivery of product) and Distribution (chartfields – account "distribution").

Note: Only use the schedule icon if a change is needed to the distribution information. Do not make changes to the Schedule page. Changes to quantity, price, etc should be made on the main page line row.



The Schedule screen appears. The Due Date and Ship To information is defaulted from Requisition Defaults.

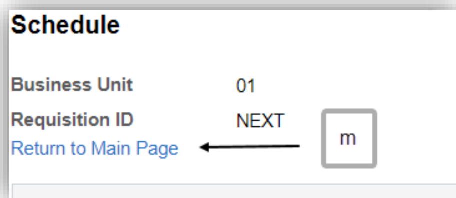
j. Click on the notepad icon to open the Distribution page for chartfield input.



The Distribution page will display the chartfield information entered from Requisition Defaults.

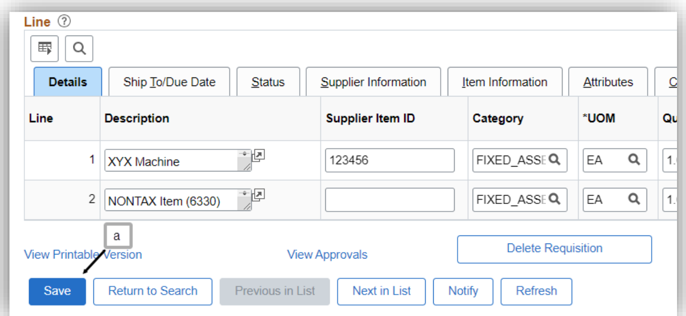
k. Changes can be entered to individual line rows. Enter Fund, Dept, Program. If this is for a grant or capital project, enter the PBCU and Project number.

l. Click **OK** to save the data and return to Schedule screen.



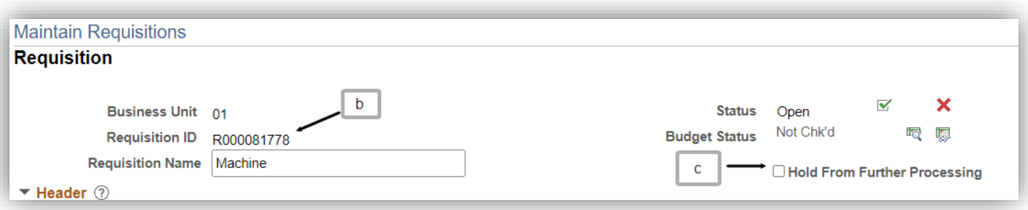
m. Click on the link Return to Main Page

Saving the Requisition



a. Click Save after adding all lines and necessary data.

Note: Must have at least one line item to save a requisition.

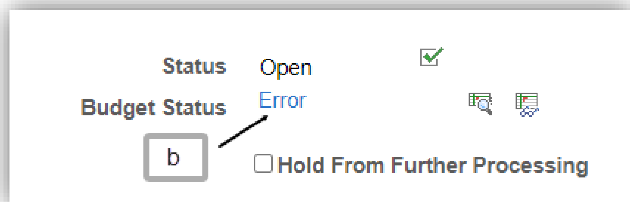


b. A Requisition ID is assigned once the record is saved.
The Requisition ID is 10 characters, "R" followed by 9 digits.

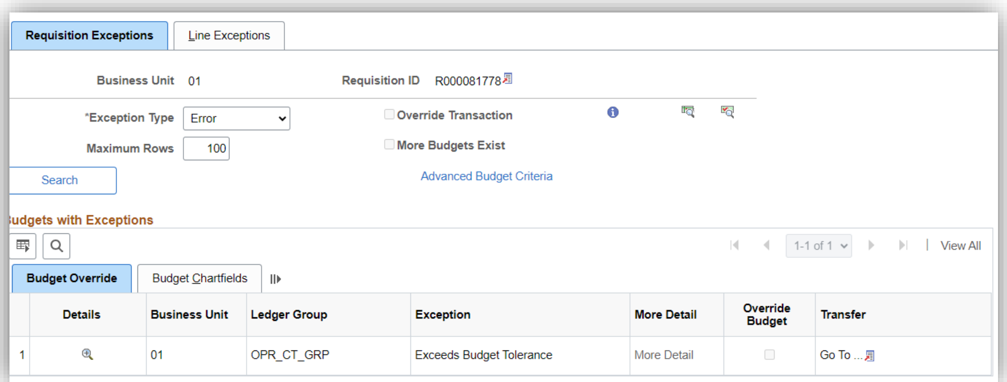
c. The "Hold From Further Processing" will allow you to save the requisition without completing the budget check process.

Requisition Budget Checking & Budget Status

a. Click on the Budget Check icon to run a budget check after saving the requisition.

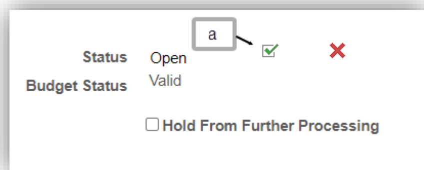


b. Budget Status: The Status will be either Valid or Error.
Error: The system was unable to validate the budget based on the distribution chartfield data. Budget Status will be updated to Error. Click on the word “Error” to open a window displaying the reason for the status. An Error will result if you are over budget. A warning message will display if you are over the monthly budget, but not the annual budget. The Budget Manager is notified of all requisition errors.

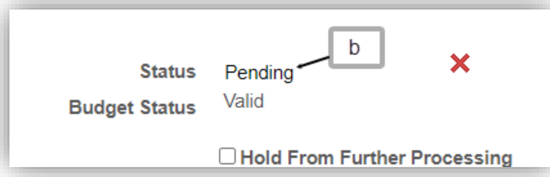


Valid: The budget check process is successful. Proceed to Requisition Status.

Requisition Approval Status



a. **Submit for Approval**: Click the check box icon to submit the Requisitions.



b. **Status**: The status will either be Approved or Pending upon submission.

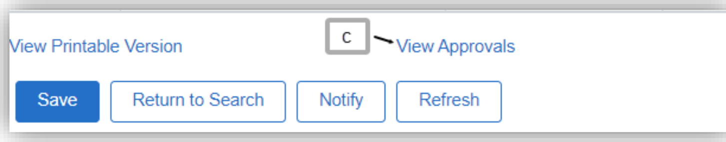
Approved – no further approval is required at the requisition level. The requisition has moved to the Purchasing Office queue.

Pending – additional approval through workflow is required. The approver(s) will be notified through email with the Requisition # they have an item pending to for review/approval.

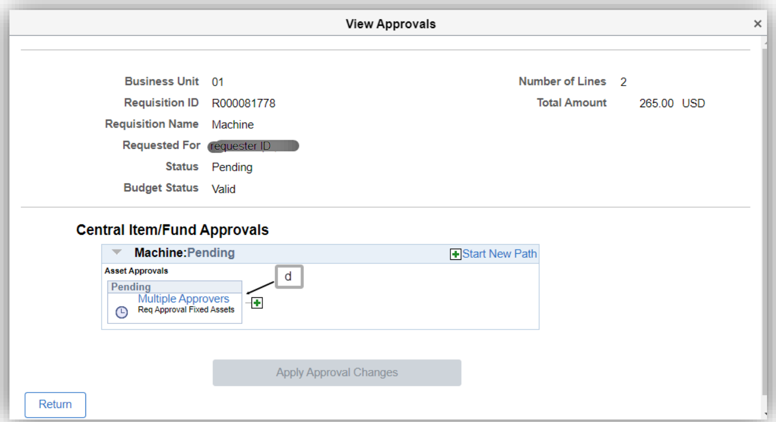
Examples of Approvals at the requisition level:

- Computer Purchases
- Asset Purchases
- Grants Funding
- Restricted Funding
- Ingram Micro

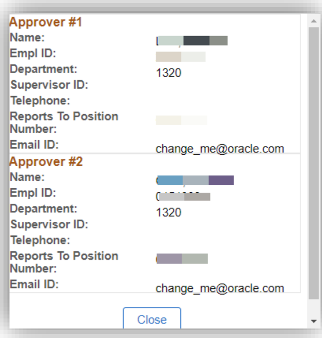
Once the Requisition is approved, the Status will update to Approved and the Requisition will be sourced to a Purchase Order.



c. View Approvals: Click the view approvals link to see the approver(s) required for a requisition.

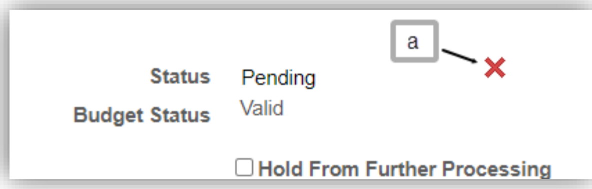


d. Multiple Approvers: When more than one person is set up to approve for a type of purchase or specific approval level, the multiple approval link is displayed. Click the link to see the individual names.



Note: when there are multiple approvers in the same approval box, only one approver is required to complete the workflow.

Cancelling a Requisition



a. Click the red X to cancel a requisition. A nightly batch process will run to reverse the budget pre-encumbrance lines. To reinstate the requisition, you would need to repeat the Budget Check process.

Note: Once a requisition has been sourced to a P.O. you will not be able to cancel a requisition or make any adjustments to the lines. You will receive an error message that the requisition has been sourced to a P.O. You would need to notify Purchasing to cancel the P.O.

Non-Standard Requisition – Additional Input Instructions

Requisitions for Prepaid & Future Fiscal Years Distribution

Requisitions for items such as a service contract can span over future month periods and/or fiscal years and could require special distribution depending on the following criteria

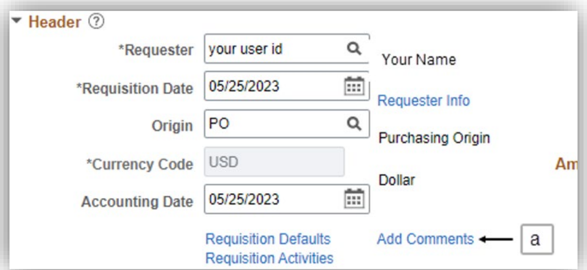
1. If the current fiscal year portion is $10,000 or more prepaid accounting distribution is required to account 140220. If the amount is less than $10,000 the amount can be expensed
    a. In cases where the invoice is being processed after the terms of the contract have started, past monthly amounts should be expensed and the remaining balance for the current fiscal year should be coded to 140220.
2. If the future fiscal year portion is $1,000 or more, the future fiscal year amount should be coded to 140210. If the amount is less than $1,000 it can accounted for in the current fiscal year.

Distribution examples

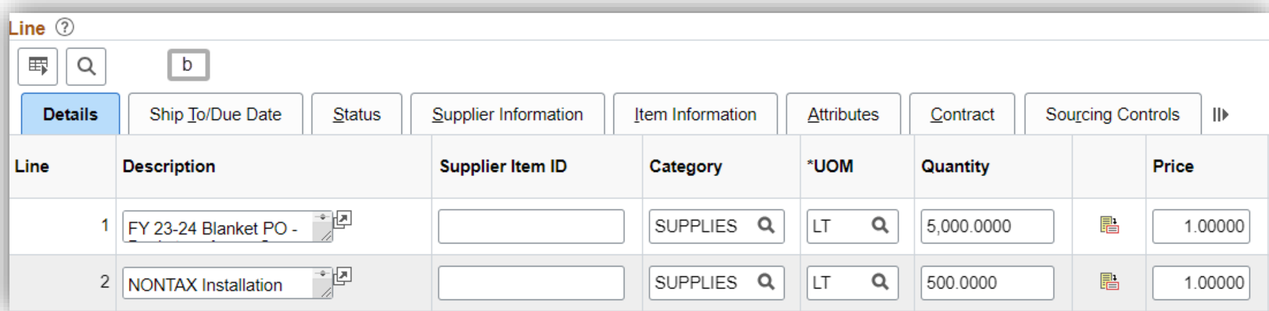
		Contract	Year Brekaout by Fiscal Year			Distribution		
Total Inv Amt	Monthly Amt	Period	Total CY Exp	FY Exp	Example Type	Expense	Prepaid	FY Prepaid
$ 12,000	$ 1,000	1/2022-12/2022	$ 5,000	$ 7,000	Current Year <$10k, req created 1/2022	$ 5,000		$ 7,000
$ 192,000	$ 16,000	1/2022-12/2022	$ 80,000	$ 112,000	Current Year >$10k, req created 2/2022	$ 32,000	$ 48,000	$ 112,000
$ 12,000	$ 1,000	6/2023-5/2024	$ -	$ 12,000	All Future Year, req created 5/2023			$ 12,000
$ 8,000	$ 667	6/2022-5/2023	$ 8,000		All Current Year, < $10k, req created 6/2022	$ 8,000		

Blanket Requisitions

When entering Blanket requisitions some fields will have specific differences from standard requisitions. Here are a few points to remember when completing a requisition for Blanket PO.



a. Add Comments
   1. Be as detailed as possible, providing information to the Purchasing Buyers.
   2. Indicate if there are NO shipping charges.



b. Line(s)

- **Description**: FY 23-24 Blanket PO – followed by brief description
  Note: NONTAX item on a separate line
- **Quantity**: Dollar amount for the Blanket. Do Not include Tax or Shipping.
  Note: The PO total amount encumbered will increase when sales tax and shipping are added through the purchasing process.
- **Price**: Enter 1.00

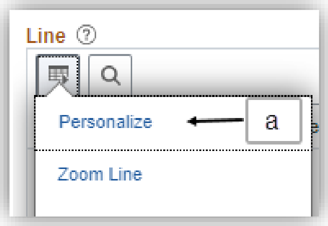
Use Requisition Defaults for the following fields. These fields can be changed at the line level as needed.

- **Category**: Select appropriate Category from drop down menu
- **UOM**: LT (Lot)

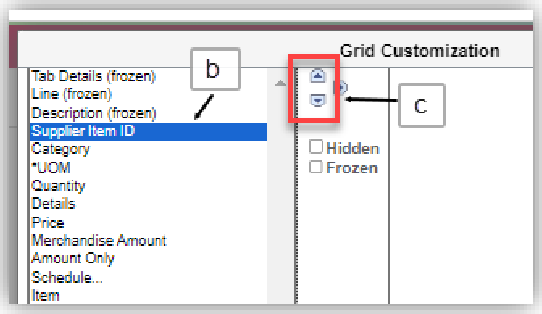
Adding to an Existing Blanket Purchase Order

- **Description:** Add to P.O. and include the 9 digit number and the current date (example Add to P.O. P000012345 5/23/2023)

Personalize Line Section



a. Personalize: Click the grid icon and select Personalize for a list of fields in the Line Section.



b. Highlight the field to be moved.
c. Use up and down arrows to move the field in the list.
   Note: Leave the Tab Details at the top.
d. Click Ok to save changes.